



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Tuesday, February 06, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: Jolyon Johnson and Cara Christensen

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

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

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- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

MINUTES

1. Approval of the minutes dated January 17, 2024.

APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Approval Report dated February 12, 2024.

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

3. **AB24-027:** Ordinance Amending SMC Chapters 5.04 and 5.08 Regarding Business Licenses and Business and Occupation Tax

DISCUSSION

4. Comprehensive Plan Schedule
5. Council Retreat Planning
6. Council Open House/Town Hall Planning

7. Upcoming Agenda Items (Informational Only):

- a. Resolution Adopting Commission Handbook
- b. Ordinance Amending SMC's Regarding Commissions and Committees
- c. City Logo Ordinance
- d. Tyler Technologies Contract Amendment for Tyler Payment System
- e. North Bend Memorandum of Understanding (Behavioral Health Specialist)
- f. Fee for Services Agreement
- g. Council Chambers Audio and Video Upgrade
- h. Hiring Incentive and Bonus Policy

CITY COUNCIL AGENDA REVIEW

- 8. Review Draft City Council Agenda dated February 12, 2024.

ADJOURNMENT



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JANUARY 17, 2024

This meeting was conducted remotely using teleconferencing technology provided by Zoom due to Emergency Proclamation 24-02.

(ALL ATTENDEES APPEARED REMOTELY)

CALL TO ORDER

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

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

Mayor Katherine Ross was also present.

City Staff:

Deana Dean, City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Brian Lynch, Police Chief; Tami Wood, Revenue Manager; Jeff Hamlin, Interim Parks & Public Works Director; Emily Arteche, Community Development Director; Nicole Wiebe, Community Liaison; and Andy Latham, IT Support.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS

MINUTES

1. The minutes from the January 3, 2024, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated January 22, 2024, was discussed and approved to move forward at the January 22, 2024, City Council consent agenda.

AGENDA BILLS

3. **AB24-014:** Council 2024 Meeting Schedule. City Clerk Dean reviewed the 2024 meeting calendar and proposed cancellation of the August 26, 2024, and December 23, 2024, meetings. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.
4. **AB24-016:** 2024 Salary Schedule and Longevity Pay System for Non-Represented Management & Professional Employees. Finance Director Drew Bouta reviewed this item. Discussion followed. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.

5. **AB24-017:** Repealing Resolution Concerning the Establishment of the Management & Professional Employees Performance Management System. This item coincides with AB24-016. Discussion and questions followed. This item is approved to move forward at the January 22, 2024, Council meeting non-consent agenda.

DISCUSSION

6. Council Town Hall Meeting. Chair Holloway suggested February 29, 2024, be a Town Hall meeting. Discussion followed on forum possibilities. This item is approved to move forward at the January 22, 2024, Council meeting under Committee of the Whole.
7. Council Retreat Planning. Mayor Ross introduced this item. Discussion followed. This item is approved to move forward at the January 22, 2024, Council meeting under Committee of the Whole.
8. ERP Project Status Update. Finance Director Drew Bouta provided a status update on the ERP project. Topics included an overview, Financials Phase 1, Human Capital Management Phase 2, Utility Billing Phase 3, Enterprise Asset Management Phase 4, and Total Budget: Project Implementation and SaaS Fees. Discussion followed.
9. Public Comment Discussion. Mayor Ross introduced this item. Discussion followed on what transpired at the January 8, 2024, Council meeting, and suggested language. Committee agreed this item should be addressed with legal counsel and at the January 22, 2024, City Council meeting.
10. Upcoming Agenda Items (Informational Only):
 - a. Commission Handbook
 - b. City Logo Ordinance
 - c. Tyler Technologies Contract Amendment for Tyler Payment System
 - d. North Bend Memorandum of Understanding (Behavioral Health Specialist)
 - e. Fee for Services Agreement
 - f. Council Chambers Audio and Video Upgrade
 - g. Hiring Incentive and Bonus Policy

CITY COUNCIL MEETING AGENDA REVIEW:

11. Review Draft City Council Agenda dated January 22, 2024. The agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 7:18 pm.

Minutes taken by Deana Dean, City Clerk.

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

Minutes approved at the _____, 2024, Finance & Administration Committee Meeting.



Jerry Knutsen, Financial Services Manager
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Snoqualmie, Washington 98065
(425) 888-1555 | jknutsen@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: February 12, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: January 10, 2024 through January 29, 2024

BACKGROUND

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

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

ANALYSIS

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

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

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

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

Item 2.

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

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

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

CLAIMS							
Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
67	1/10/2024	80952	81000	\$ 441,104.41			441,104.41
68	1/10/2024	81001	81013	\$ 827,828.96			827,828.96
69	1/19/2024	81014	81066	\$ 360,467.47			360,467.47
70	1/19/2024	81067	81067	\$ 34,967.46			34,967.46
							-
							-
Grand Total							1,664,368.30

MISCELLANEOUS DISBURSEMENTS					
Date	Description	ACH		MISC TOTAL	
		Amount	Wire Amount		
1/18/2024	Navia - 2023 FSA Plan Reimbursements	\$ 629.48		\$ 629.48	
1/18/2024	Navia - 2023 HRA Plan Reimbursements	\$ 1,284.13		\$ 1,284.13	
1/18/2024	Navia - 2024 HRA Plan Reimbursements	\$ 4,844.69		\$ 4,844.69	
1/23/2024	Navia - 2024 HRA Plan Reimbursements	\$ 10,436.99		\$ 10,436.99	
1/24/2024	Dept. of Revenue - Quarterly Leashold Excise Tax	\$ 3,833.53		\$ 3,833.53	
1/24/2024	Dept. of Revenue - Monthly Excise Tax	\$ 42,771.98		\$ 42,771.98	
1/29/2024	Firefighters VEBA HRA Plan Contributions for 2023	\$ 53,278.50		\$ 53,278.50	
				-	
Grand Total					117,079.30

PAYROLL (including Payroll Benefits)							
Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
P1-22-24	1/22/2024				106	\$ 390,020.64	390,020.64
PV1-22-24	1/22/2024	62375	62380	\$ 5,657.99	13	\$ 271,465.32	277,123.31
P1-22-24 Vd	1/22/2024				1	\$ (15,150.83)	(15,150.83)
P1-22-24 #2	1/22/2024				1	\$ 3,591.20	3,591.20
							-
Grand Total							655,584.32

Total 2,437,031.92

The following claims and payments were objected to by Finance Director: **NONE**
(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

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

Jerry Knutsen

Jan 30, 2024

Jerry Knutsen, Financial Services Manager/Auditing Officer

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$441,104.41

For claims warrants numbered 80952 through 881000 & dated 1/10/2024

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	#67	INVOICE DATE	CHECK DATE
AMZONCAP	FIRS2210 531000	Office Supplies	2023	12	INV	Paid	14.94	80952	1NJW-9NLW-4IDF	Staples		9/26/2023	1/10/2024
AMZONCAP	FIRS2210 531000	Office Supplies	2023	12	INV	Paid	389.67	80952	1Q4M-ZQ13-GLWV	Tape, cartridge, pushpins, front desk sign		6/14/2023	1/10/2024
BT-THOM	40353190 548156	Emergency Tree Removal	2023	12	INV	Paid	1,197.90	80953	1458	Tokul roundabout maple removal		12/19/2023	1/10/2024
CDWG	POLS2121 531910	Operating Supplies	2023	12	INV	Paid	84.32	80954	NP72779	C. Werre Toughbook AC adaptor		12/14/2023	1/10/2024
CDWG	POLS2121 531910	Operating Supplies	2023	12	INV	Paid	637.07	80954	NP87789	C. Werre toughbook extended warranty		12/15/2023	1/10/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	600.60	80955	300517491 12-23	Monthly telephone service		12/20/2023	1/10/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	90.90	80955	300570848 12-23	Monthly Telephone Service		12/20/2023	1/10/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	206.91	80955	300576080 12-23	Monthly telephone service		12/20/2023	1/10/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	1,485.04	80955	411746240 12-23	Monthly telephone service		12/20/2023	1/10/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	247.21	80955	300573862 12-23	Fire phone bill		12/20/2023	1/10/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	92.20	80955	402478791 12-23	EOC Phone bill		12/20/2023	1/10/2024
CL	40353130 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	32.32	80956	1989187	Posts for storm pond fence repair		12/5/2023	1/10/2024
CL	40353130 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	174.40	80956	1990590	Posts for storm pond fence repair		12/12/2023	1/10/2024
CL	40353130 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	545.00	80956	1984940	Hardware for wetland signs		11/14/2023	1/10/2024
CORPPAY	CLK51420 541000	Professional Svcs - General	2023	12	INV	Paid	501.07	80957	12-23 DD	Shredding PD Nov 2023		12/23/2023	1/10/2024
CORPPAY	COM55720 549200	Dues-Subscriptions-Memberships	2023	12	INV	Paid	66.42	80957	12-23 DM	Malchimp monthly subscription - E news		12/23/2023	1/10/2024
CORPPAY	COM55720 549300	Printing	2023	12	INV	Paid	8.67	80957	12-23 DM	CM Cotton headshot printing for Council Chambers		12/23/2023	1/10/2024
CORPPAY	COU51160 531000	Office Supplies	2023	12	INV	Paid	62.90	80957	12-23 DD	Council chambers name plates		12/23/2023	1/10/2024
CORPPAY	COU51160 543000	Training & Travel	2023	12	INV	Paid	95.00	80957	12-23 DD	AWC elected official essentials - CM Washington		12/23/2023	1/10/2024
CORPPAY	COU51160 549100	City-Sponsored Expenses	2023	12	INV	Paid	136.00	80957	12-23 DD	CM Mayhew service recognition award		12/23/2023	1/10/2024
CORPPAY	EVE57120 531900	COVID-19 Supplies Contingency	2023	12	INV	Paid	95.88	80957	12-23 NW	Free skate donut holes - Refreshments		12/23/2023	1/10/2024
CORPPAY	EVE57390 531900	Miscellaneous Supplies	2023	12	INV	Paid	50.00	80957	12-23 NW	SWL tree lighting staff lunch/dinner		12/23/2023	1/10/2024
CORPPAY	EKES1310 531040	Tech-Prof Books Maps & Manuals	2023	12	INV	Paid	1,495.00	80957	12-23 MC	ICMA disaster prep		12/23/2023	1/10/2024
CORPPAY	EKES1310 541000	Professional Svcs - General	2023	12	INV	Paid	326.70	80957	12-23 MC	Funeral flowers - Bailey family		12/23/2023	1/10/2024
CORPPAY	EKES1310 543000	Training & Travel	2023	12	INV	Paid	20.00	80957	12-23 MC	Wa public risk mgt Assn Meeting		12/23/2023	1/10/2024
CORPPAY	EKES1310 549100	City-Sponsored Expenses	2023	12	INV	Paid	1,121.14	80957	12-23 NW	Staff recognition event prizes, activity, supplies		12/23/2023	1/10/2024
CORPPAY	FIRS2220 531050	Uniforms & Protective Gear	2023	12	INV	Paid	270.75	80957	12-23 MB	Galls belt purchase (1/2 the order)		12/23/2023	1/10/2024
CORPPAY	FIRS2220 531340	Custodial & Cleaning Supplies	2023	12	INV	Paid	1,274.15	80957	12-23 JR	Eco lab cleaning supplies		12/23/2023	1/10/2024
CORPPAY	FIRS2245 543000	Training & Travel	2023	12	INV	Paid	720.00	80957	12-23 MB	CFPSE Training Fee		12/23/2023	1/10/2024
CORPPAY	HUM51810 541420	HR-Related Services	2023	12	INV	Paid	1,175.60	80957	12-23 KI	Query plan purchase for D&A clearing house		12/23/2023	1/10/2024
CORPPAY	PKA57680 549100	City-Sponsored Expenses	2023	12	INV	Paid	43.56	80957	12-23 JQ	Refreshments for Dec leadership mtg		12/23/2023	1/10/2024
CORPPAY	40153410 523300	Reimb - Dues, Licenses & Cert	2023	12	INV	Paid	168.00	80957	12-23 JQ	Waterworks cert renew Hedger, Holmes, Wilson, Shin		12/23/2023	1/10/2024
CORPPAY	40353130 542300	Postage & Freight	2023	12	INV	Paid	8.80	80957	12-23 JQ	Certified mail stormwater inspections		12/23/2023	1/10/2024
CORPPAY	40353190 523300	Reimb - Dues, Licenses & Cert	2023	12	INV	Paid	103.00	80957	12-23 JQ	License Renewals Bennett & Battles		12/23/2023	1/10/2024
CORPPAY	40353190 543000	Training & Travel	2023	12	INV	Paid	195.00	80957	12-23 JQ	Pesticide CEU course re-cert Bennett		12/23/2023	1/10/2024
CORPPAY	40353190 549100	City-Sponsored Expenses	2023	12	INV	Paid	48.35	80957	12-23 JQ	Refreshments for Dec Leadership mtg		12/23/2023	1/10/2024
CORPPAY	50251888 541030	Info Tech Services	2023	12	INV	Paid	1,155.84	80957	12-23 Info Tech	Zoom Subscription		12/23/2023	1/10/2024
CORPPAY	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	54.40	80957	12-23 DH	Magnetic door stoppers, city hall council chamber		12/23/2023	1/10/2024
COS BD	31126090 541097	Trails Replace - Design	2023	12	INV	Paid	1,152.29	80958	COM2023-041	Permit for business park bridge repair		12/20/2023	1/10/2024
CRIMINAL	POLS2140 543000	Training & Travel	2023	12	INV	Paid	4,947.00	80959	201138400	M. Peter - Basic law enforcement		7/28/2023	1/10/2024
Department of Enterp	PLN55860 543000	Training & Travel	2023	12	INV	Paid	175.00	80960	71144272	Delegating effectively E. Arteche		11/27/2023	1/10/2024
DRIFTMIE	31137010 541060	Facilities Maint - Design	2023	12	INV	Paid	5,214.00	80961	0008488	City Hall Security upgrades - Nov		11/30/2023	1/10/2024
DRIFTMIE	31137010 541060	Facilities Maint - Design	2023	12	INV	Paid	1,330.00	80961	0008490	City Hall HVAC Plan - Oct		11/30/2023	1/10/2024
DRIFTMIE	31137010 541060	Facilities Maint - Design	2023	12	INV	Paid	4,924.95	80961	8516	Design of City Hall security upgrades		12/31/2023	1/10/2024
DRIFTMIE	31137010 541060	Facilities Maint - Design	2023	12	INV	Paid	700.00	80961	8518	Design of City Hall HVAC Plan		12/31/2023	1/10/2024
Evergreen Courier LL	40253585 542300	Postage & Freight	2023	12	INV	Paid	376.20	80962	1A5AA881-0013	Courier lab samples		12/4/2023	1/10/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	23.41	80963	911813	Arborist chips for storm replacement plantings		10/31/2023	1/10/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	561.92	80963	912723	Arborist chips for storm replacement plantings		12/12/2023	1/10/2024
HDF	40153481 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	511.33	80964	16590989	Hydrant gaskets		12/15/2023	1/10/2024
HEMOCARE	51240010 548200	Custodial & Cleaning Services	2023	12	INV	Paid	3,082.72	80965	11	Custodial services December 2023		12/27/2023	1/10/2024
Icon Materials	31059533 563000	Snoq Parkway - Construction	2023	12	INV	Paid	204,368.27	80966	Progress payment #5	Sno Pkwy construction - progress payment #5		12/19/2023	1/10/2024
Independent Review &	HUM51810 541420	HR-Related Services	2023	12	INV	Paid	5,221.02	80967	SPD 1001	Investigative services-complaint against SPD		12/1/2023	1/10/2024
JENKINS P	40353130 548000	Repair & Maintenance Services	2023	12	INV	Paid	1,021.25	80968	071823	Storm Pond control structure repair		8/1/2023	1/10/2024
KBM	LEG51541 541100	Outside Legal Services - Gen	2023	12	INV	Paid	573.30	80969	21389	Pre-defense general		12/14/2023	1/10/2024
KC 710	41134060 541060	Design Svcs - Water Improve	2023	12	INV	Paid	176.00	80970	35007000	Williams addition water main - KC insp - Oct 3rd		11/10/2023	1/10/2024

KEEPOST	EVE57390 541390	Advertising, Legal Notices etc	2023	12	INV	Paid	437.50	80971 1378	SWL Poster distribution	12/18/2023	1/10/2024
KPGPSOMA	31059533 541000	Snoq Parkway - Prof'l Svcs	2023	12	INV	Paid	740.00	80972 203231	Sno Pkwy construction 10-27 - 11-23-23	12/12/2023	1/10/2024
Land Development	PLNS5860 541000	Professional Svcs - General	2023	12	INV	Paid	3,587.25	80973 33289	Comprehensive Plan	12/13/2023	1/10/2024
Magis Police Consult	HUM51810 541420	HR-Related Services	2023	12	INV	Paid	12,900.00	80974 12-22-23	Snoqualmie Police Dept. Review	12/22/2023	1/10/2024
MC	40253585 548000	Repair & Maintenance Services	2023	12	INV	Paid	902.78	80975 11130365	Water system maintenance repair	12/21/2023	1/10/2024
MP	FINS1423 531000	Office Supplies	2023	12	INV	Paid	1,287.83	80976 91974	Mailing for Q4 B&O tax reports	12/27/2023	1/10/2024
MP	FINS1423 542300	Postage & Freight	2023	12	INV	Paid	1,002.54	80976 91974	Mailing for Q4 B&O tax reports	12/27/2023	1/10/2024
NATLSTOR	40353130 543000	Training & Travel	2023	12	INV	Paid	3,096.00	80977 NPDES02790	Certified stormwater inspector training	6/8/2023	1/10/2024
NAVIA AP	00150020 522300	HRA Medical Reimbursements	2023	12	INV	Paid	10.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	CLK51420 522300	HRA Medical Reimbursements	2023	12	INV	Paid	4.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	COM55720 522300	HRA Medical Reimbursements	2023	12	INV	Paid	8.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	EMG52560 522300	HRA Medical Reimbursements	2023	12	INV	Paid	2.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	EVE57120 522300	HRA Medical Reimbursements	2023	12	INV	Paid	2.80	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	EXE51310 522300	HRA Medical Reimbursements	2023	12	INV	Paid	12.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	FINS1423 522300	HRA Medical Reimbursements	2023	12	INV	Paid	32.80	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	FIRS2210 522300	HRA Medical Reimbursements	2023	12	INV	Paid	2.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	FIRS2220 522300	HRA Medical Reimbursements	2023	12	INV	Paid	0.40	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	HUM51810 522300	HRA Medical Reimbursements	2023	12	INV	Paid	157.20	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	LEG51531 522300	HRA Medical Reimbursements	2023	12	INV	Paid	12.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	NON51810 541000	Professional Svcs - General	2023	12	INV	Paid	50.00	80978 10805219	FSA Admin Fees - December	12/28/2023	1/10/2024
NAVIA AP	PKA57680 522300	HRA Medical Reimbursements	2023	12	INV	Paid	1.20	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	PKF57680 522300	HRA Medical Reimbursements	2023	12	INV	Paid	28.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	PLNS5860 522300	HRA Medical Reimbursements	2023	12	INV	Paid	23.20	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	POL52110 522300	HRA Medical Reimbursements	2023	12	INV	Paid	11.04	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	POL52121 522300	HRA Medical Reimbursements	2023	12	INV	Paid	4.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	POL52122 522300	HRA Medical Reimbursements	2023	12	INV	Paid	43.60	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	POL52131 522300	HRA Medical Reimbursements	2023	12	INV	Paid	8.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	STR54230 522300	HRA Medical Reimbursements	2023	12	INV	Paid	6.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	STR54290 522300	HRA Medical Reimbursements	2023	12	INV	Paid	3.20	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	01452110 522300	HRA Medical Reimbursements	2023	12	INV	Paid	4.96	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	01452122 522300	HRA Medical Reimbursements	2023	12	INV	Paid	48.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	31132010 522300	HRA Medical Reimbursements	2023	12	INV	Paid	2.22	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	31132020 522300	HRA Medical Reimbursements	2023	12	INV	Paid	3.16	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	31132030 522300	HRA Medical Reimbursements	2023	12	INV	Paid	3.12	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40153410 522300	HRA Medical Reimbursements	2023	12	INV	Paid	1.80	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40153481 522300	HRA Medical Reimbursements	2023	12	INV	Paid	10.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40153915 522300	HRA Medical Reimbursements	2023	12	INV	Paid	0.80	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40153935 522300	HRA Medical Reimbursements	2023	12	INV	Paid	6.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40253510 522300	HRA Medical Reimbursements	2023	12	INV	Paid	2.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40253580 522300	HRA Medical Reimbursements	2023	12	INV	Paid	20.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40353110 522300	HRA Medical Reimbursements	2023	12	INV	Paid	1.60	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40353130 522300	HRA Medical Reimbursements	2023	12	INV	Paid	12.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	40353190 522300	HRA Medical Reimbursements	2023	12	INV	Paid	8.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	41759431 522300	HRA Medical Reimbursements	2023	12	INV	Paid	2.80	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	41759434 522300	HRA Medical Reimbursements	2023	12	INV	Paid	5.60	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	41759435 522300	HRA Medical Reimbursements	2023	12	INV	Paid	5.60	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	50154861 522300	HRA Medical Reimbursements	2023	12	INV	Paid	0.60	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	50154868 522300	HRA Medical Reimbursements	2023	12	INV	Paid	6.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	50251888 522300	HRA Medical Reimbursements	2023	12	INV	Paid	32.00	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	51051820 522300	HRA Medical Reimbursements	2023	12	INV	Paid	0.20	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NAVIA AP	51051821 522300	HRA Medical Reimbursements	2023	12	INV	Paid	6.10	80978 10805220	HRA Admin Fees- December	12/28/2023	1/10/2024
NB AUTOF	50154868 531301	Repair Parts	2023	12	INV	Paid	1,866.96	80979 12-23	Fleet/ER&R equipment parts	12/24/2023	1/10/2024
NHC	PLNS5860 541040	Engineering Services	2023	12	INV	Paid	48.75	80980 30580	Engineering services - Charges to the City	12/14/2023	1/10/2024
NHC	PLNS5861 541040	Engineering Services	2023	12	INV	Paid	6,731.25	80980 30580	Engineering services- Plat 30	12/14/2023	1/10/2024
NHC	40353110 541000	Professional Svcs - General	2023	12	INV	Paid	7,554.44	80980 30615	Task order 36 & 51 Professional services 11-23	12/18/2023	1/10/2024
OGDENMW	LEG51541 541102	Downtown Phase 2A Legal Fees	2023	12	INV	Paid	13,775.00	80981 885490	C.A. Carey Appeal	12/28/2023	1/10/2024
OTAK	PLNS5860 541080	Environmental Services	2023	12	INV	Paid	927.25	80982 102300420	Comprehensive Plan	10/20/2023	1/10/2024
OTAK	31175050 541063	Kimball Ck Bridges - Prof'l Svcs	2023	12	INV	Paid	6,322.00	80982 122300385	Kimball Creek Bridges design & Permitting	12/20/2023	1/10/2024
PARAMET	31059533 541040	Snoq Parkway - Const Mgmt	2023	12	INV	Paid	3,327.65	80983 51294	Sno Pkwy construction management through Dec 23	12/19/2023	1/10/2024

PARAMET	31175100 541060	384th Sidewalk Design	2023	12	INV	Paid	1,026.07	80983 51047	384th Ave sidewalk Design	12/14/2023	1/10/2024
PARAMET	41750935 541060	Design Services	2023	12	INV	Paid	1,026.06	80983 51047	384th Ave Sewer Design	12/14/2023	1/10/2024
PERFSYS	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	946.84	80984 12574019	Fire Extinguisher annual service & maintenance	12/27/2023	1/10/2024
PERFSYS	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	210.18	80984 12574024	Fire extinguisher annual service & maintenance	12/27/2023	1/10/2024
PERFSYS	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	769.93	80984 12574071	Fire Extinguisher annual service & maintenance	12/27/2023	1/10/2024
PLATT	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	301.93	80985 4064053	Electrical Supplies	12/6/2023	1/10/2024
PSE	PKF57680 547100	Electricity	2023	12	INV	Paid	400.77	80986 002042 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	PKF57680 547100	Electricity	2023	12	INV	Paid	2,192.18	80986 007355 12-9-23	Electricity	12/9/2023	1/10/2024
PSE	STR54263 547100	Electricity	2023	12	INV	Paid	7,222.30	80986 001499 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	STR54263 547100	Electricity	2023	12	INV	Paid	28.87	80986 943807 12-13-23	Electricity	12/13/2023	1/10/2024
PSE	40153935 547100	Electricity	2023	12	INV	Paid	834.34	80986 002042 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	40253565 547100	Electricity	2023	12	INV	Paid	39.95	80986 007124 12-9-23	Electricity	12/8/2023	1/10/2024
PSE	40253565 547100	Electricity	2023	12	INV	Paid	29,000.03	80986 010656 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	40253580 547100	Electricity	2023	12	INV	Paid	2,551.55	80986 010474 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	40253580 547100	Electricity	2023	12	INV	Paid	92.88	80986 010656 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	51051821 547100	Electricity	2023	12	INV	Paid	445.31	80986 005615 12-8-23	Electricity	12/8/2023	1/10/2024
PSE	51051821 547100	Electricity	2023	12	INV	Paid	476.19	80986 010474 12-8-23	Electricity	12/8/2023	1/10/2024
RRJ Company	31022340 223400	Const Contract Retainage	2023	12	INV	Paid	-2,232.49	80987 20235	Retainage	12/14/2023	1/10/2024
RRJ Company	31079561 563000	General Parks Signage	2023	12	INV	Paid	48,623.65	80987 20235	Construction of 2023 sidewalk replacement - 11/23	12/14/2023	1/10/2024
SETINA	50154868 531301	Repair Parts	2023	12	INV	Paid	3,149.38	80988 275435	Replace PD vehicle push bumpers 104 & 122	11/15/2023	1/10/2024
SNYDERR	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	5,636.66	80989 24W278-1	All style (Material) roof maintenance, repair	12/26/2023	1/10/2024
SPOK	40153935 542000	Telephone Service	2023	12	INV	Paid	29.02	80990 G0303878X	Pager monthly fee December	12/15/2023	1/10/2024
SUMMLG	HUMS1810 541120	Legal Consulting Svcs - HR	2023	12	INV	Paid	156.00	80991 150178	Legal Services re: A. Gutwein grievance	12/18/2023	1/10/2024
SUMMLG	HUMS1810 541120	Legal Consulting Svcs - HR	2023	12	INV	Paid	1,275.00	80991 150443	Legal services re: Policy handbook review	12/18/2023	1/10/2024
SUMMLG	HUMS1810 541120	Legal Consulting Svcs - HR	2023	12	INV	Paid	2,260.99	80991 150507	Legal services re: SPA	12/19/2023	1/10/2024
SUMMLG	HUMS1810 541120	Legal Consulting Svcs - HR	2023	12	INV	Paid	1,989.00	80991 150492	Legal services re: Teamsters	12/19/2023	1/10/2024
SYSDESIG	FIRS2270 541090	BLS Customer Billing Services	2023	12	INV	Paid	746.78	80992 20232581	EMS October	12/21/2023	1/10/2024
UFS/BART	PLNS5861 541080	Environmental Services	2023	12	INV	Paid	195.00	80993 2023-1104	Ridge Plaza	9/29/2023	1/10/2024
UFS/BART	PLNS5861 541080	Environmental Services	2023	12	INV	Paid	195.00	80993 2023-1132	Ridge Plaza	10/27/2023	1/10/2024
UFS/BART	PLNS5861 541080	Environmental Services	2023	12	INV	Paid	190.00	80993 2023-1212	Plat 27	12/29/2023	1/10/2024
ULI	POLS2122 522400	LEOFF I Retiree Med & Premiums	2023	12	INV	Paid	70.50	80994 23-DEC	Group Insurance Premium	12/31/2023	1/10/2024
ULINE	PKF57680 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	537.70	80995 171437056	Cord cover - cable protector	11/28/2023	1/10/2024
VERIZCS	40253510 542010	Cellular Telephone	2023	12	INV	Paid	576.27	80996 9947573149 10-23	Machine to Machine SCADA Communications	10/23/2023	1/10/2024
VFG	PLNS5861 541000	Professional Svcs - General	2023	12	INV	Paid	600.00	80997 443065	Northwest RR museum	12/20/2023	1/10/2024
VFG	PLNS5861 541000	Professional Svcs - General	2023	12	INV	Paid	125.00	80997 443066	Timber Trails	12/20/2023	1/10/2024
VFG	PLNS5861 541000	Professional Svcs - General	2023	12	INV	Paid	200.00	80997 443067	The Rails	12/20/2023	1/10/2024
VFG	PLNS5861 541000	Professional Svcs - General	2023	12	INV	Paid	675.00	80997 443068	Self Storage Phase 3	12/20/2023	1/10/2024
VFG	PLNS5861 541000	Professional Svcs - General	2023	12	INV	Paid	525.00	80997 443069	Dish Wireless	12/20/2023	1/10/2024
WA Dept of Transport	STR54264 548000	Repair & Maintenance Services	2023	12	INV	Paid	413.77	80998 IJ2121 L001	Elk signs/signals - WSDOT IJ Billing Account	12/18/2023	1/10/2024
WASI	HUMS1810 541420	HR-Related Services	2023	12	INV	Paid	1,697.50	80999 62757	OSHA/MSHA Occ hearing conservation testing	12/26/2023	1/10/2024
WED	50159448 564000	Fleet Vehicles & Equipment	2023	12	INV	Paid	11,439.73	81000 8076562-00	2023-24 approved equip replace (Blower #470)	12/22/2023	1/10/2024

City of Snoqualmie
Claims presented to the City to be paid in the amount of \$827,828.96
For claims warrants numbered 81001 through 81013 & dated 1/10/2024

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
ASCAP	EXE51310 549100	City-Sponsored Expenses	2024	1	INV	Paid	500.00	81001	500656908 - 2024	ASCAP annual music licensing fee	1/1/2023	1/10/2024
COS	FIRS2250 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	781.73	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Fire	1/4/2024	1/10/2024
COS	NON51820 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	184.31	81002	UB Dec 2023	Utility Bills COS Dec 2023 - River Walk	1/4/2024	1/10/2024
COS	PKF57680 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	11,298.58	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Parks	1/4/2024	1/10/2024
COS	POLS2150 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	899.42	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Police	1/4/2024	1/10/2024
COS	STR54230 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	1,541.52	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Streets	1/4/2024	1/10/2024
COS	40153481 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	849.61	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Water	1/4/2024	1/10/2024
COS	40153935 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	239.78	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Irrigation	1/4/2024	1/10/2024
COS	40253580 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	6,574.07	81002	UB Dec 2023	Utility Bills COS Dec 2023 - WWTP	1/4/2024	1/10/2024
COS	40353130 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	900.12	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Storm	1/4/2024	1/10/2024
COS	51051821 547300	Water - Sewer - Stormwater	2024	1	INV	Paid	6,222.07	81002	UB Dec 2023	Utility Bills COS Dec 2023 - Median Irrigation	1/4/2024	1/10/2024
EF	50154868 531301	Repair Parts	2024	1	INV	Paid	585.37	81003	5200207	right side turn/strobe/police combo light	1/2/2024	1/10/2024

JSF TECH	STR54264 542010	Cellular Telephone	2024	1	INV	Paid	295.00	81004 INV3439	Primary School Beacon - Cell service renewal 2024	1/1/2023	1/10/2024
KC REC O	CLKS1420 549010	Filing & Recording Fees	2024	1	INV	Paid	2,444.00	81005 KC Recorder 1-24	Elected official oath of office recorded doc fee	12/13/2023	1/10/2024
KCMCA	CLKS1420 549200	Dues-Subscriptions-Memberships	2024	1	INV	Paid	35.00	81006 1-24	KC Municipal clerks' assoc 2024 dues	12/13/2023	1/10/2024
NORCAM	FIRS2220 541511	Dispatch Services	2024	1	INV	Paid	15,771.36	81007 1538	Q1 2024 fees	12/1/2023	1/10/2024
PF&SINC	40153481 548000	Repair & Maintenance Services	2024	1	INV	Paid	109.44	81008 98393	Quarterly fee alarm monitoring 1-24 - 3-24	12/11/2023	1/10/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	1	INV	Paid	280.96	81008 98210	Fire/burglar alarm repair and monitoring	12/11/2023	1/10/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	1	INV	Paid	231.96	81008 98368	Fire/burglar alarm repair and monitoring	12/11/2023	1/10/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	1	INV	Paid	264.63	81008 98498	Fire/burglar alarm repair and monitoring	12/11/2023	1/10/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	1	INV	Paid	231.96	81008 98963	Fire/burglar alarm repair and monitoring	12/11/2023	1/10/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	1	INV	Paid	1,099.89	81008 99121	Fire station alarm panel replacement	12/14/2023	1/10/2024
PSRC	NONS1890 549252	Puget Sound Reg Council Dues	2024	1	INV	Paid	6,587.00	81009 2024074	FY24 Membership dues	9/29/2023	1/10/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	1	INV	Paid	5,982.43	81010 6050	Fire Apparatus repair and service	1/1/2024	1/10/2024
SCA	NONS1890 549253	Sound Cities Assn Dues	2024	1	INV	Paid	10,919.77	81011 4588	2024 Sound cities Assn Dues	12/12/2023	1/10/2024
WCIA	CLKS1420 546800	Fidelity-Notary Bond Premiums	2024	1	INV	Paid	366.00	81012 200117	2024 Assessment - Crime/fidelity	1/1/2024	1/10/2024
WCIA	RSKS1890 546000	Liability Insurance Premiums	2024	1	INV	Paid	384,798.00	81012 200117	2024 Assessment - Liability	1/1/2024	1/10/2024
WCIA	RSKS1890 546500	Prop Cov Insurance Premiums	2024	1	INV	Paid	363,830.00	81012 200117	2024 Assessment - Property	1/1/2024	1/10/2024
WMG	40153935 541000	Professional Svcs - General	2024	1	INV	Paid	4,004.98	81013 21812	Jan 2024 monthly maxicom monitoring service	12/21/2023	1/10/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$360,467.47

For claims warrants numbered 81014 through 81066 & dated 1/19/2024

											#69	
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
ATWORK	PKF57680 548150	Landscaping Services	2023	12	INV	Paid	17,528.82	81016 PS-INV105313		Maintenance agreement - Mini parks	10/31/2023	1/19/2024
ATWORK	PKF57680 548150	Landscaping Services	2023	12	INV	Paid	17,528.82	81016 PS-INV105347		Maintenance agreement - mini parks	11/30/2023	1/19/2024
ATWORK	PKF57680 548150	Landscaping Services	2023	12	INV	Paid	17,528.82	81016 PS-INV105374		Maintenance agreement - mini parks	12/31/2023	1/19/2024
ATWORK	STR54270 548150	Landscaping Services	2023	12	INV	Paid	6,103.62	81016 PS-INV105314		Landscaping agreement - Roadside maintenance	10/31/2023	1/19/2024
ATWORK	STR54270 548150	Landscaping Services	2023	12	INV	Paid	6,103.62	81016 PS-INV105348		Landscaping agreement - roadside maintenance	11/30/2023	1/19/2024
ATWORK	STR54270 548150	Landscaping Services	2023	12	INV	Paid	6,103.62	81016 PS-INV105375		Landscaping agreement - roadside maintenance	12/31/2023	1/19/2024
ATWORK	40353130 548150	Landscaping Services	2023	12	INV	Paid	14,241.80	81016 PS-INV105314		Landscaping agreement - Roadside maintenance	10/31/2023	1/19/2024
ATWORK	40353130 548150	Landscaping Services	2023	12	INV	Paid	14,241.80	81016 PS-INV105348		Landscaping agreement - roadside maintenance	11/30/2023	1/19/2024
ATWORK	40353130 548150	Landscaping Services	2023	12	INV	Paid	14,241.80	81016 PS-INV105375		Landscaping agreement - Roadside maintenance	12/31/2023	1/19/2024
ATWORK	51051821 548150	Landscaping Services	2023	12	INV	Paid	2,886.85	81016 PS-INV105312		Maintenance agreement - Facilities	10/31/2023	1/19/2024
ATWORK	51051821 548150	Landscaping Services	2023	12	INV	Paid	2,886.85	81016 PS-INV105346		Maintenance agreement - Facilities	11/30/2023	1/19/2024
ATWORK	51051821 548150	Landscaping Services	2023	12	INV	Paid	2,886.85	81016 PS-INV105373		Maintenance agreement - facilities	12/31/2023	1/19/2024
BAINA	40253580 548000	Repair & Maintenance Services	2023	12	INV	Paid	1,413.10	81017 1083		Calibration & validation of sensors	12/21/2023	1/19/2024
BYTE	50259418 564100	IT Shared System Hardware	2023	12	INV	Paid	4,421.34	81018 INV0168542		Finance Director and Mayor laptop replacement	12/12/2023	1/19/2024
CALPORTL	40353130 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	484.48	81019 95986838		Quarry Spalls for stormpond inlet erosion ctrl	7/24/2023	1/19/2024
CALPORTL	40353130 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	163.16	81019 95999723		Quarry spalls for stormpond inlet erosion ctrl	8/1/2023	1/19/2024
CENTURY	50251888 542000	Telephone Service	2023	12	INV	Paid	669.45	81020 300568001 12-23		Monthly telephone service	12/20/2023	1/19/2024
CORPPAY	PLNS5860 543000	Training & Travel	2023	12	INV	Paid	40.00	81021 12-23 EA		MSRC Training-Land use case law update-E. Arteche	12/31/2023	1/19/2024
CORPPAY	POLS2110 549100	City-Sponsored Expenses	2023	12	INV	Paid	46.58	81021 12-23 LT		Food for Snoqualmie potluck	12/23/2023	1/19/2024
CORPPAY	POLS2110 549100	City-Sponsored Expenses	2023	12	INV	Paid	77.57	81021 12-23 M. Black		Meals for oral board participants	12/23/2023	1/19/2024
CORPPAY	POLS2121 531000	Office Supplies	2023	12	INV	Paid	18.55	81021 12-23 LT		report covers	12/23/2023	1/19/2024
CORPPAY	POLS2122 531000	Office Supplies	2023	12	INV	Paid	45.28	81021 12-23 LT		Printer toner cartridge	12/23/2023	1/19/2024
CORPPAY	POLS2122 531000	Uniforms & Protective Gear	2023	12	INV	Paid	60.36	81021 12-23 BL		C. Miller CAT tourniquet & holder	12/23/2023	1/19/2024
CORPPAY	POLS2122 531910	Operating Supplies	2023	12	INV	Paid	18.25	81021 12-23 LT		Laptop bag for 658	12/23/2023	1/19/2024
CORPPAY	POLS2140 543000	Training & Travel	2023	12	INV	Paid	1,403.17	81021 12-23 BL		Lodging peer support training S. Butler	12/23/2023	1/19/2024
CORPPAY	POLS2140 543000	Training & Travel	2023	12	INV	Paid	1,403.17	81021 12-23 LT		Lodging Peer Support training J. Aguirre	12/23/2023	1/19/2024
CORPPAY	POLS2140 543000	Training & Travel	2023	12	INV	Paid	1,700.67	81021 12-23 M. Black		Lodging S. Butler Peer Training	12/23/2023	1/19/2024
CORPPAY	POLS2150 535210	Office Furnishings	2023	12	INV	Paid	197.08	81021 12-23 BL		Home Depot pre lit x mas tree	12/23/2023	1/19/2024
CORPPAY	POLS2150 535210	Office Furnishings	2023	12	INV	Paid	27.61	81021 12-23 LT		American flag for PD flag pole	12/23/2023	1/19/2024
CORPPAY	POLS2150 545000	Operating Rentals & Leases	2023	12	INV	Paid	348.48	81021 12-23 LT		Water/crystal springs	12/23/2023	1/19/2024
CORPPAY	01452110 542300	Postage & Freight	2023	12	INV	Paid	4.58	81021 12-23 LT		Postage package to Ellensburg	12/23/2023	1/19/2024
CORPPAY	50251888 541030	Info Tech Services	2023	12	INV	Paid	19.95	81021 12-23 IT		Paypal paypal subscription - 141311313	12/23/2023	1/19/2024
CTV	FIRS2220 531910	Operating Supplies	2023	12	INV	Paid	25.21	81022 12-25-2023 - 2164		Cable tie, mini clamp, dawn soap	11/25/2023	1/19/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	669.79	81022 8/25/23-2161		keys, joint knives, ties	8/25/2023	1/19/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	1,166.22	81022 11/25/23-2161		Trash cans, ties, screws	11/25/2023	1/19/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	91.41	81022 8/25/23-2162		Wing nuts, mops, markers	12/31/2023	1/19/2024

CTV	40153481 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	85.96	81022 8/25/23-2162	Clamps, adapters, torch, measuring cups	12/31/2023	1/19/2024
CTV	40253580 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	52.21	81022 8/25/23-2162	Wasp spray, plunger, pail	12/31/2023	1/19/2024
CTV	40353130 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	32.66	81022 11/25/23-2162 #2	Rake	11/25/2023	1/19/2024
CTV	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	171.22	81022 8/25/23-2162	Mini tiller, duct tape, fence staples, trash can	12/31/2023	1/19/2024
CTV	40353190 535900	Small Tools & Equipment	2023	12	INV	Paid	259.18	81022 8/25/23-2163	Wheelbarrow	12/31/2023	1/19/2024
CWS	FIR52220 531910	Operating Supplies	2023	12	INV	Paid	74.48	81023 RN12232291	Oxygen and Helium	12/31/2023	1/19/2024
DOE2	40353130 541000	Professional Svcs - General	2023	12	INV	Paid	1,208.00	81024 DIN-000001303	2023 Annual Insp of Osprey dam	12/12/2023	1/19/2024
DOT NWR	31059533 563000	Snoq Parkway - Construction	2023	12	INV	Paid	1,853.04	81025 RE 41JZ1747 L007	WSDOT LOOP Repl.	9/18/2023	1/19/2024
DOT NWR	31059533 563000	Snoq Parkway - Construction	2023	12	INV	Paid	176.22	81025 RE 41 JZ1747 L008	WSDOT LOOP Repl.	10/16/2023	1/19/2024
DOT NWR	31059533 563000	Snoq Parkway - Construction	2023	12	INV	Paid	1,127.05	81025 RE 41 JZ1747 L009	WSDOT LOOP Repl.	12/18/2023	1/19/2024
DOWL	41779481 548155	Urb Forest Trees Maint-Replace	2023	12	INV	Paid	822.50	81026 2022.13946.03-3	Design support - design services Urban forestry	8/30/2023	1/19/2024
FCSGROUP	PLN55860 541000	Professional Svcs - General	2023	12	INV	Paid	5,592.50	81027 3743-22401005	Capital facilities funding plan	12/31/2023	1/19/2024
FIRETECH	FIR52245 543000	Training & Travel	2023	12	INV	Paid	400.00	81028 1371	Tactical Leader Training	12/27/2023	1/19/2024
GALLSLLC	FIR52220 531050	Uniforms & Protective Gear	2023	12	INV	Paid	671.64	81029 026607204	Order from 2/2023 back ordered - FF pants	12/21/2023	1/19/2024
Gene Meyer Towin	01452122 541000	Professional Svcs - General	2023	12	INV	Paid	559.31	81030 23-49518	Evidence Impound 23N-2609	8/15/2023	1/19/2024
GIRARD	STR54264 548000	Repair & Maintenance Services	2023	12	INV	Paid	1,070.00	81031 9127110	Sweeper disposal	12/18/2023	1/19/2024
GIRARD	STR54264 548000	Repair & Maintenance Services	2023	12	INV	Paid	4,536.00	81031 91621	Sweeper disposal	10/18/2023	1/19/2024
GIRARD	STR54264 548000	Repair & Maintenance Services	2023	12	INV	Paid	643.50	81031 91624	Sweeper Disposal	10/18/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	1,177.00	81031 91175	Sweeper disposal	9/26/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	802.50	81031 91350	Sweeper Disposal	9/28/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	1,462.50	81031 91386	Sweeper Disposal	9/1/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	321.00	81031 91623	Sweeper disposal	10/18/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	133.75	81031 91626	Sweeper Disposal	10/18/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	5,315.00	81031 911678	Sweeper Disposal	10/26/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	6,634.00	81031 912407	Sweeper Disposal	11/28/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	43.50	81031 912724	Sweeper Disposal	12/12/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	77.32	81031 912725	Sweeper Disposal	12/12/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	378.00	81031 9127109	Sweeper Disposal	12/18/2023	1/19/2024
GIRARD	STR54267 548000	St Clean Repair & Maint Svcs	2023	12	INV	Paid	289.98	81031 9127352	Sweeper Disposal	12/31/2023	1/19/2024
GIRARD	40253580 548000	Repair & Maintenance Services	2023	12	INV	Paid	583.98	81031 9127111	Asphalt disposal	12/18/2023	1/19/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	210.72	81031 912408	Arborist chips for alpha st FEMA lot	11/28/2023	1/19/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	1,381.40	81031 9127246	Arborist chips for Alpha St FEMA lot	12/22/2023	1/19/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	421.44	81031 90798	Mulch	9/12/2023	1/19/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	2,426.50	81031 91622	Mulch	10/18/2023	1/19/2024
HDF	40153481 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	14,614.45	81032 16594411	Theft replacement items - setters and valves	12/21/2023	1/19/2024
HDF	40153481 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	4,628.34	81032 16594413	Setters	12/21/2023	1/19/2024
HDFACIL	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	160.00	81033 921566879	Entrance carpet replacements	12/15/2023	1/19/2024
JENKINS	40353135 548000	Repair & Maintenance Services	2023	12	INV	Paid	2,620.31	81034 28873	Catchbasin cleaning	12/18/2023	1/19/2024
JENKINS	40353135 548000	Repair & Maintenance Services	2023	12	INV	Paid	3,663.75	81034 28875	Catchbasin cleaning	12/18/2023	1/19/2024
JENKINS	40353135 548000	Repair & Maintenance Services	2023	12	INV	Paid	1,838.25	81034 28876	Catchbasin cleaning	12/20/2023	1/19/2024
JENKINS	40353135 548000	Repair & Maintenance Services	2023	12	INV	Paid	3,772.34	81034 28895	Catchbasin cleaning	12/18/2023	1/19/2024
JENKINS	40353135 548000	Repair & Maintenance Services	2023	12	INV	Paid	3,663.75	81034 28900	Catchbasin cleaning	12/18/2023	1/19/2024
KC 710	50251888 542200	INET Internet Network Services	2023	12	INV	Paid	1,023.00	81035 11014234	King County INET	12/31/2023	1/19/2024
KC RADIO	FIR52250 542100	Cellular Telephone	2023	12	INV	Paid	1,037.54	81036 20451	Radio Comm system and access fee	12/29/2023	1/19/2024
KEITHLY	40253580 548000	Repair & Maintenance Services	2023	12	INV	Paid	2,174.80	81037 58582	Electrical repair	11/17/2023	1/19/2024
KENYON	LEGS1541 541102	Downtown Phase 2A Legal Fees	2023	12	INV	Paid	50.00	81038 1094154	C.A. Carey	12/31/2023	1/19/2024
LNCS	POL52122 531050	Uniforms & Protective Gear	2023	12	INV	Paid	35.28	81039 INV774208	K. Hoyla - name patch w/velcro	12/15/2023	1/19/2024
LNCS	POL52122 531050	Uniforms & Protective Gear	2023	12	INV	Paid	9.17	81039 INV774209	D. Vladis clip-on necktie	12/15/2023	1/19/2024
LNCS	POL52122 531050	Uniforms & Protective Gear	2023	12	INV	Paid	52.27	81039 INV774245	W. Natkha - Name patch w/velcro	12/15/2023	1/19/2024
LNCS	POL52122 531050	Uniforms & Protective Gear	2023	12	INV	Paid	25.23	81039 INV774272	W. Natkha - Hat with embroidery	12/15/2023	1/19/2024
LNCS	01452122 531050	Uniforms & Protective Gear	2023	12	CRM	Paid	-22.02	81039 CM40128	M. Bostick - CM for embroidery INV756588	12/12/2023	1/19/2024
LNCS	01452122 531050	Uniforms & Protective Gear	2023	12	INV	Paid	31.33	81039 INV774087	M. Bostick - hat	12/15/2023	1/19/2024
MCMMASTER	40253580 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	120.42	81040 19523747	Lamps for exterior lights	12/26/2023	1/19/2024
Miner	40153482 548000	Repair & Maintenance Services	2023	12	INV	Paid	1,742.40	81041 5310645115	South well elevator inspection	12/29/2023	1/19/2024
MOTOROLA	FIR52250 535900	Small Tools & Equipment	2023	12	INV	Paid	688.36	81042 8281785898	Charger IMP VEH EXT NA/EU KIT	12/19/2023	1/19/2024
MP	40153481 531000	Office Supplies	2023	12	INV	Paid	62.65	81043 91982	Backflow assembly letters	12/28/2023	1/19/2024
MP	40153481 542300	Postage & Freight	2023	12	INV	Paid	51.30	81043 91982	Backflow assembly letters	12/28/2023	1/19/2024
NB AUTOG	FIR52220 531910	Operating Supplies	2023	12	INV	Paid	9.79	81044 11770	De-icer wash	11/27/2023	1/19/2024
NB AUTOG	40153481 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	14.41	81044 999614	FHP belt	8/4/2023	1/19/2024

NB AUTOG	40253580 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	296.38	81044 993300	Repair of rotoray lobe pumps	6/12/2023	1/19/2024
NCEC	40253550 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	113.21	81045 s012574790.001	Service charge s012403808.003 & 004	4/30/2023	1/19/2024
NCEC	40253550 548000	Repair & Maintenance Services	2023	12	INV	Paid	20.26	81045 s01344863.001	Service charge s013032812.001	12/31/2023	1/19/2024
NWR	5TX54264 547100	Electricity	2023	12	INV	Paid	423.26	81046 31122023-2	RR X-ing Electricity 2023	12/31/2023	1/19/2024
NWR	5TX54264 548801	Railroad Crossing Contract O&M	2023	12	INV	Paid	353.35	81046 31122023-2	RR X-ing O&M 2023	12/31/2023	1/19/2024
NWSC	FIRS2220 541000	Professional Svcs - General	2023	12	INV	Paid	710.63	81047 23-37152	Cleaning of Fire gear	12/28/2023	1/19/2024
ORKIN	40253580 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	213.43	81048 253671518	Pest control	12/11/2023	1/19/2024
ORKIN	40253580 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	213.43	81048 252143639	Pest control	11/14/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	173.14	81048 250758888	Pest control	10/19/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	285.31	81048 252143652	Pest control	11/21/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	154.63	81048 252143653	Pest control	11/1/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	173.14	81048 252143654	Pest Control	11/14/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	220.65	81048 252143655	Pest Control	11/14/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	285.31	81048 253671532	Pest control	12/11/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	154.63	81048 253671533	Pest Control	12/4/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	173.14	81048 253671534	Pest Control	12/11/2023	1/19/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2023	12	INV	Paid	220.65	81048 253671535	Pest control	12/11/2023	1/19/2024
PF&SINC	40253580 548000	Repair & Maintenance Services	2023	12	INV	Paid	109.44	81049 98288	Fire alarm monitoring	12/11/2023	1/19/2024
PFM FIN	FINS1423 541090	Financial Services	2023	12	INV	Paid	3,000.00	81050 129077	Financial Advisor Retainer Payment - Q4 2023	12/31/2023	1/19/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2023	12	INV	Paid	1,690.57	81051 CSQ-0923	Copier Lease	9/12/2023	1/19/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2023	12	INV	Paid	204.54	81051 814816	Copier image overage/printer copy kit	11/14/2023	1/19/2024
POLY	40253555 531500	Sewage Treatment Chemicals	2023	12	INV	Paid	13,901.09	81052 1797480	Treatment chemicals	12/28/2023	1/19/2024
PT	40153481 548000	Repair & Maintenance Services	2023	12	INV	Paid	1,956.60	81053 0200917-IN	Mechanical Seal Jacobia	12/29/2023	1/19/2024
RH2	40153410 541000	Professional Svcs - General	2023	12	INV	Paid	461.77	81054 93890	Reclaimed water system plan update	12/12/2023	1/19/2024
RH2	40153410 541000	Professional Svcs - General	2023	12	INV	Paid	4,178.93	81054 94047	Water system plan update, correspondence with KC	12/18/2023	1/19/2024
RH2	40253510 541000	Professional Svcs - General	2023	12	INV	Paid	2,574.98	81054 93896	Operational support engineering	12/12/2023	1/19/2024
RH2	40253510 541000	Professional Svcs - General	2023	12	INV	Paid	461.76	81054 93890	Reclaimed water system plan update	12/12/2023	1/19/2024
RH2	41134100 541060	Eagle Lake Reclam Design	2023	12	INV	Paid	38,482.54	81051 814816	Reclaimed water system plan update	12/12/2023	1/19/2024
RH2	41134100 541060	Eagle Lake Reclam Design	2023	12	INV	Paid	10,555.49	81054 93354	Reclaimed H2O improvements design & permitting	11/7/2023	1/19/2024
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	12	INV	Paid	3,600.00	81055 62835781	IT contract worker - Asker	11/16/2023	1/19/2024
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	12	INV	Paid	2,880.00	81055 62863502	IT Contract Worker - Asker	11/22/2023	1/19/2024
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	12	INV	Paid	2,160.00	81055 62986310	IT contract Worker - Asker	12/21/2023	1/19/2024
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	12	INV	Paid	3,600.00	81055 62955264	IT Contract Worker - Asker	12/14/2023	1/19/2024
Saybr Contractors	PKF57680 548000	Repair & Maintenance Services	2023	12	INV	Paid	4,980.24	81056 29352	RR park electrical and stair repair	12/31/2023	1/19/2024
SYSDSISG	FIRS2270 541090	BLS Customer Billing Services	2023	12	INV	Paid	617.82	81057 2032652	EMS November	12/31/2023	1/19/2024
TRANSU	POLS2110 549200	Dues-Subscriptions-Memberships	2023	12	INV	Paid	196.02	81058 944321-202309-1	Credit check current & contract charges Sept 23	10/1/2023	1/19/2024
TRANSU	POLS2110 549200	Dues-Subscriptions-Memberships	2023	12	INV	Paid	228.69	81058 944321-202310-1	Credit check current & contract charges Oct 23	10/1/2023	1/19/2024
TRANSU	POLS2110 549200	Dues-Subscriptions-Memberships	2023	12	INV	Paid	163.35	81058 944321-202311-1	Credit check current & contract charges Nov 23	12/1/2023	1/19/2024
TTKCM	PLNS5860 541000	Professional Svcs - General	2023	12	INV	Paid	5,026.36	81059 52178767	Repetitive loss area analysis	12/27/2023	1/19/2024
TWWP	40253580 523100	Clothing Allowance	2023	12	INV	Paid	203.09	81060 2610	J. George clothing	12/26/2023	1/19/2024
TWWP	40353190 523100	Clothing Allowance	2023	12	INV	Paid	158.53	81060 2591	Work Boots - K. Markwardt	12/15/2023	1/19/2024
TYLERTEC	50269418 541040	Financial System Project Mgmt.	2023	12	INV	Paid	2,800.00	81061 045-451025	Tyler Munis contract	12/31/2023	1/19/2024
TYLERTEC	50269418 541040	Financial System Project Mgmt.	2023	12	INV	Paid	18,428.80	81061 045-451026	Tyler Munis Contract	12/31/2023	1/19/2024
UNITEDSI	40353130 548000	Repair & Maintenance Services	2023	12	INV	Paid	185.00	81062 INV-02149271	Portable toilet service for DOC Operations	11/30/2023	1/19/2024
VERIZCS	40253510 542010	Cellular Telephone	2023	12	INV	Paid	576.31	81063 9952479194 12-23	Machine to machine communications SCADA	12/23/2023	1/19/2024
VERIZCS	50251888 542010	Cellular Telephone	2023	12	INV	Paid	6,324.09	81063 9951916233 12-23	Monthly cellular telephone service	12/16/2023	1/19/2024
WH PACIF	00150020 541000	Professional Svcs - General	2023	12	INV	Paid	4,666.69	81064 361904	Code enforcement for ROW violation	11/24/2023	1/19/2024
WLACE	40253585 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	13.07	81065 15309717	Glue to fix counter	8/11/2023	1/19/2024
WLACE	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	163.41	81065 15309413	Miscellaneous small tools	7/10/2023	1/19/2024
WLACE	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	128.57	81065 15310295	Fence Repair supplies	10/13/2023	1/19/2024
WLACE	40353190 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	32.67	81065 15310839	Concrete for fence repair	12/21/2023	1/19/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	25.06	81065 15309523	Dustpan and broom	7/23/2023	1/19/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	15.25	81065 15310301	Refer ice maker filters	10/13/2023	1/19/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	5.00	81065 15310814	Paint roller frame	12/15/2023	1/19/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	12	INV	Paid	70.54	81065 15310842	Vent repair on PW building roof	12/21/2023	1/19/2024
WML	40153481 541000	Professional Svcs - General	2023	12	INV	Paid	30.00	81066 217303	December 2023 arsenic sample	12/27/2023	1/19/2024
WML	40153481 541000	Professional Svcs - General	2023	12	INV	Paid	390.00	81066 217407	December 2023 bacteria samples	12/28/2023	1/19/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$34,967.46

For claims warrants numbered 81607 through 81067 & dated 1/19/2024

											#70	
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	21.82	81067	431306 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	11.88	81067	456550 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	55.77	81067	577403 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	55.64	81067	577445 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	128.95	81067	617464 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	1,525.90	81067	639966 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	34.33	81067	742043 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	97.82	81067	780111 1-24	Electricity	1/4/2024	1/19/2024
PSE	STR54263 547100	Electricity	2024	1	INV	Paid	19.92	81067	780137 1-24	Electricity	1/4/2024	1/19/2024
PSE	40153481 547100	Electricity	2024	1	INV	Paid	15,723.45	81067	004220 1-24	Electricity	1/4/2024	1/19/2024
PSE	40153482 547100	Electricity	2024	1	INV	Paid	12,307.92	81067	004220 1-24	Electricity	1/4/2024	1/19/2024
PSE	40153935 547100	Electricity	2024	1	INV	Paid	11.76	81067	103385 1-24	Electricity	1/4/2024	1/19/2024
PSE	40153935 547100	Electricity	2024	1	INV	Paid	3,883.59	81067	436232 1-24	Electricity	1/4/2024	1/19/2024
PSE	40153935 547100	Electricity	2024	1	INV	Paid	12.66	81067	794782 1-24	Electricity	1/4/2024	1/19/2024
PSE	40253565 547100	Electricity	2024	1	INV	Paid	274.26	81067	241418 1-24	Electricity	1/4/2024	1/19/2024
PSE	51051821 547100	Electricity	2024	1	INV	Paid	410.22	81067	133972 1-24	Electricity	1/4/2024	1/19/2024
PSE	51051821 547100	Electricity	2024	1	INV	Paid	284.28	81067	198066 1-24	Electricity	1/4/2024	1/19/2024
PSE	51051821 547100	Electricity	2024	1	INV	Paid	44.92	81067	198082 1-24	Electricity	1/4/2024	1/19/2024
PSE	51051821 547100	Electricity	2024	1	INV	Paid	11.40	81067	400820 1-24	Electricity	1/4/2024	1/19/2024
PSE	51051821 547100	Electricity	2024	1	INV	Paid	50.97	81067	549936 1-24	Electricity	1/4/2024	1/19/2024



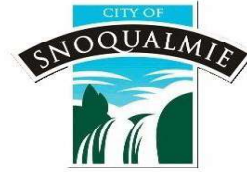
Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 1/22/2024 in the amount of 390,020.64 which includes claim warrants numbered _____ through _____, totaling \$ 0.00, and direct deposits totaling \$ 390,020.64.

Payroll

ACH Check Register

User: 'THolden'
 Printed: 01/19/2024 - 4:07PM
 Batch: 00001.01.2024 - Jan 1-15 Cycle 1 2024
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
01/22/2024	0	False	Bryan Holloway	455.68
01/22/2024	0	False	Catherine Cotton	410.05
01/22/2024	0	False	Louis Washington	310.05
01/22/2024	0	False	Ethan Benson	410.05
01/22/2024	0	False	Jolyon Johnson	410.05
01/22/2024	0	False	Robert Wotton	260.05
01/22/2024	0	False	Cara Christensen	410.05
01/22/2024	0	False	Katherine Ross	1,818.57
01/22/2024	0	False	Deana Dean	3,563.95
01/22/2024	0	False	Tania Holden	3,852.99
01/22/2024	0	False	Jimmie Betts Jr.	2,892.00
01/22/2024	0	False	Brendon Ecker	2,208.08
01/22/2024	0	False	Andrew Latham	2,887.83
01/22/2024	0	False	Andrew Jongekryg	2,424.49
01/22/2024	0	False	Samantha Brumfield	1,610.08
01/22/2024	0	False	Kimberly Johnson	3,454.01
01/22/2024	0	False	Nicole Wiebe	2,212.39
01/22/2024	0	False	Andrew Bouta	4,104.12
01/22/2024	0	False	Krista Hintz	15,150.83
01/22/2024	0	False	Jennifer Hughes	1,745.76
01/22/2024	0	False	Debbie Kinsman	2,301.17
01/22/2024	0	False	Heather Florida	2,342.82
01/22/2024	0	False	Gerald Knutsen	3,199.93
01/22/2024	0	False	Kyla Henderson	2,980.57
01/22/2024	0	False	Janna Walker	3,578.89
01/22/2024	0	False	Tami Wood	3,087.52
01/22/2024	0	False	Gail Folkins	2,378.41
01/22/2024	0	False	Danna McCall	2,923.16
01/22/2024	0	False	Brian Lynch	4,172.31
01/22/2024	0	False	Melinda Black	3,681.02
01/22/2024	0	False	Stephanie Butler	2,775.15
01/22/2024	0	False	Austin Gutwein	3,581.36
01/22/2024	0	False	Joseph Spears	3,554.28
01/22/2024	0	False	Drew Ward	4,723.03
01/22/2024	0	False	Michael Peter	2,511.57
01/22/2024	0	False	Max Bostick	2,577.62
01/22/2024	0	False	Pamela Mandery	7,249.44
01/22/2024	0	False	James Aguirre	4,367.64
01/22/2024	0	False	Michael Liebetau	3,497.71
01/22/2024	0	False	Kobe Hoyla	2,299.87
01/22/2024	0	False	Craig Miller	7,777.32
01/22/2024	0	False	Daniel Moate	5,496.66
01/22/2024	0	False	Marcus Sanchez	6,505.00
01/22/2024	0	False	Joseph Meadows	5,320.92
01/22/2024	0	False	Cory Hendricks	4,131.10
01/22/2024	0	False	Nicholas Schulgen	2,458.34

01/22/2024	0	False	David Doucett	3,972.84
01/22/2024	0	False	William Natkha	2,335.24
01/22/2024	0	False	Erik Rasmussen	2,591.78
01/22/2024	0	False	Chase Smith	4,658.68
01/22/2024	0	False	James Kaae	6,058.73
01/22/2024	0	False	Jason Weiss	9,518.59
01/22/2024	0	False	Nigel Draveling	2,947.17
01/22/2024	0	False	Dmitriy Vladis	3,445.35
01/22/2024	0	False	Christopher Werre	3,818.96
01/22/2024	0	False	Philip Bennett	5,547.08
01/22/2024	0	False	Justin Ren	2,846.22
01/22/2024	0	False	Kerry O'Neil	2,339.48
01/22/2024	0	False	Dalton Hawk	2,193.73
01/22/2024	0	False	Jason Battles	4,835.42
01/22/2024	0	False	Neil MacVicar	2,601.54
01/22/2024	0	False	Jorge Orozco	2,740.41
01/22/2024	0	False	Ryan Barnet	3,080.45
01/22/2024	0	False	Michael Chambless	6,196.93
01/22/2024	0	False	Kyle Markwardt	2,401.09
01/22/2024	0	False	Christine Iverson Stinson	2,521.52
01/22/2024	0	False	Kevin Aspy	2,926.62
01/22/2024	0	False	Lyle Beach	3,208.49
01/22/2024	0	False	Patrick Fry	3,755.19
01/22/2024	0	False	Jeffrey Hamlin	4,279.10
01/22/2024	0	False	Andrew Vining	3,705.11
01/22/2024	0	False	Hind Ahmed	3,968.94
01/22/2024	0	False	Thomas Holmes	10,881.90
01/22/2024	0	False	Alec Bagley	2,939.53
01/22/2024	0	False	Joan Quade	2,212.03
01/22/2024	0	False	Ryan Dalziel	1,751.06
01/22/2024	0	False	Jason George	5,017.83
01/22/2024	0	False	Kevin Halbert	2,836.13
01/22/2024	0	False	Timothy Barrett	3,273.92
01/22/2024	0	False	Donald Harris	5,928.90
01/22/2024	0	False	Kevin Snyder	5,660.31
01/22/2024	0	False	Kenneth Knowles	4,876.23
01/22/2024	0	False	Christopher Wilson	959.62
01/22/2024	0	False	Todd Shinn	5,634.39
01/22/2024	0	False	Matthew Hedger	6,843.76
01/22/2024	0	False	John Cooper	3,427.31
01/22/2024	0	False	Emily Arteché	4,439.31
01/22/2024	0	False	Ashley Wragge	2,371.31
01/22/2024	0	False	Ilyse Treptow	2,885.27
01/22/2024	0	False	Rebecca Buelna	2,436.59
01/22/2024	0	False	Dylan Gamble	2,716.88
01/22/2024	0	False	Michael Bailey	5,177.52
01/22/2024	0	False	Jessica Rellamas	1,674.29
01/22/2024	0	False	Tylor Fischer	3,533.81
01/22/2024	0	False	Zachary Schumann	5,250.42
01/22/2024	0	False	Jacob Fouts	7,078.01
01/22/2024	0	False	Darby Summers	3,038.06
01/22/2024	0	False	Theresa Tozier	3,314.33
01/22/2024	0	False	Gregory Heath	3,082.12
01/22/2024	0	False	Albert Wolfe	4,257.31
01/22/2024	0	False	Nicholas Lathrop	3,125.18
01/22/2024	0	False	Matthew West	6,908.06
01/22/2024	0	False	William Wisham	5,240.93
01/22/2024	0	False	Robert Lasswell	4,410.88

01/22/2024	0	False	Benjamin Parker	5,067.10
01/22/2024	0	False	Peter O'Donnell	3,211.79
				0.00
				390,020.64
		Total Employees:	106	390,020.64

Item 2.



Payroll
Blanket Voucher Document

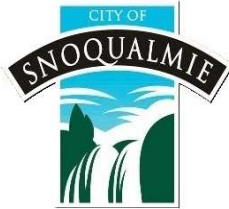
VOID

Claims presented to the City to be paid on 1/22/2024 in the amount of (15,150.83) (*Void check*) which includes claim warrants numbered _____ through _____, totaling \$ 0.00, and direct deposits totaling \$ (15,150.83).

Payroll

Void Payroll Proof List

VOID



User: THolden
Printed: 01/22/2024 - 8:51AM
Batch: 00001.01.2024 - Hintz correction

Check Number	Check Date	First Name	Last Name	Amount
0	01/22/2024	Krista	Hintz	15,150.83



Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 1/22/2024 in the amount of 3,591.20
which includes claim warrants numbered _____ through _____,
totaling \$ 0.00, and direct deposits totaling \$ 3,591.20.

Payroll

ACH Check Register

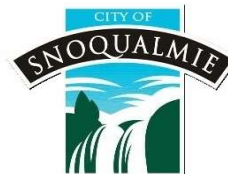


User: 'THolden'
Printed: 01/22/2024 - 9:25AM
Batch: 00002.01.2024 - Correction check Krista Hintz
Include Partial: TRUE

Check Date	Check Number	Partial ACH	Employee Name	Amount
01/22/2024	0	False	Krista Hintz	3,591.20
Total Employees:			1	Partial ACH: 0.00 Regular ACH: 3,591.20 Total: 3,591.20

Accounts Payable

Blanket Voucher Approval Document



User: THolden
 Printed: 01/25/2024 - 2:50PM
 Warrant Request Date: 1/22/2024
 DAC Fund:

Batch: 00001.01.2024 - PV1-22-2024

City of Snoqualmie
 Claims presented to the City to be paid in the amount of \$ 277,123.31 (Incl. ACH)
 for claims warrants numbered 62375 through 62380 & dated 1/22/2024.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	39.07
2	CITY OF SNOQUALMIE	000062375	953.04
3	Dept of Retirement Syst.-PERS	000000000	46,876.12
4	Dept. of Labor & Industries	000000000	15,844.70
5	Dept. of Retirement Syst.- DCP	000000000	18,477.75
6	Dept. of Retirement Syst.- PSERS	000000000	1,910.03
7	Dept. of Retirement Syst.-LEOFF	000000000	33,304.26
8	Employment Security Dept.	000000000	1,094.11
9	Employment Security Dept.	000000000	4,089.05
10	Employment Security Dept.	000000000	2,677.99
11	IAFF Firepac-Political Affairs Dept.	000062376	2.09
12	IAFF LOCAL #2878	000062377	1,458.61
13	ICMA Retirement Trust -303907	000000000	2,200.00
14	IRS-Payroll EFTPS	000000000	143,293.07
15	Office of Support Enforcement - DSHS	000000000	1,434.17
16	Snoqualmie Police Association	000062378	900.00
17	Teamsters Local Union #763	000062379	1,855.50
18	Voya Institutional Trust Company	000000000	225.00
19	Western States Police Medical Trust	000062380	488.75

Page Total: \$277,123.31

Grand Total: \$277,123.31

90010 - Dept. of Labor & Industries Line Item Account

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 L&I Employee	631-00-000-231-50-73-000	2,277.31
01/19/2024	PR Batch 00001.01.2024 L&I Employer	631-00-000-231-50-73-000	13,567.39

Inv Total 15,844.70

0 Total: 15,844.70

90010 - Dept. of Labor & Industries Total: 15,844.70

90105 - Dept. of Retirement Syst.- DCP Line Item Account

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 DCP Flat Employee	631-00-000-231-50-19-000	11,516.75
01/19/2024	PR Batch 00001.01.2024 DCP-Employer	631-00-000-231-50-19-000	5,473.50
01/19/2024	PR Batch 00001.01.2024 DCP-Employer-Supplement	631-00-000-231-50-19-000	1,337.50
01/19/2024	PR Batch 00001.01.2024 Defferd Comp Roth Flat	631-00-000-231-50-19-000	150.00

Inv Total 18,477.75

0 Total: 18,477.75

90105 - Dept. of Retirement Syst.- DCP Total: 18,477.75

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

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 PSERS Employer	631-00-000-231-50-16-000	1,137.06
01/19/2024	PR Batch 00001.01.2024 PSERS Employee	631-00-000-231-50-16-000	772.97

Inv Total 1,910.03

0 Total: 1,910.03

90075 - Dept. of Retirement Syst.- PSERS Total: 1,910.03

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

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 LEOFF 2 Employer	631-00-000-231-50-16-000	12,792.67
01/19/2024	PR Batch 00001.01.2024 LEOFF 2 Employee	631-00-000-231-50-16-000	20,511.59

	Inv Total		33,304.26
			33,304.26
0 Total:			33,304.26
90030 - Dept. of Retirement Syst.-LEOFF Total:			33,304.26
90023 - Employment Security Dept. Line Item Account			
0	01/22/2024		
	Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 WA Cares	631-00-000-231-50-32-000	2,546.34
01/19/2024	PR Batch 00001.01.2024 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	1,168.23
01/19/2024	PR Batch 00001.01.2024 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,094.11
01/19/2024	PR Batch 00001.01.2024 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	2,920.82
01/22/2024	PR Batch 00002.12.2023 WA Cares	631-00-000-231-50-32-000	418.81
01/22/2024	PR Batch 00001.12.2023 WA Cares	631-00-000-231-50-32-000	-287.16
	Inv Total		7,861.15
			7,861.15
0 Total:			7,861.15
90023 - Employment Security Dept. Total:			7,861.15
90035 - IAFF Firepac-Political Affairs Dept. Line Item Account			
62376	01/22/2024		
	Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 IAFF-FirePac	631-00-000-231-50-50-000	2.09
	Inv Total		2.09
			2.09
62376 Total:			2.09
90035 - IAFF Firepac-Political Affairs Dept. Total:			2.09
90045 - IAFF LOCAL #2878 Line Item Account			
62377	01/22/2024		
	Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	1,458.61
	Inv Total		1,458.61
			1,458.61
62377 Total:			1,458.61
90045 - IAFF LOCAL #2878 Total:			1,458.61

90100 - ICMA Retirement Trust -303907 Line Item Account

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 ICMA-Employer	631-00-000-231-50-19-000	712.50
01/19/2024	PR Batch 00001.01.2024 ICMA-Employee	631-00-000-231-50-19-000	1,362.50
01/19/2024	PR Batch 00001.01.2024 ICMA-Employer Supplement	631-00-000-231-50-19-000	125.00

Inv Total 2,200.00

0 Total: 2,200.00

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

90085 - IRS-Payroll EFTPS Line Item Account

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 FICA Employee	631-00-000-231-50-27-000	28,832.60
01/19/2024	PR Batch 00001.01.2024 FICA Employer	631-00-000-231-50-27-000	28,832.60
01/19/2024	PR Batch 00001.01.2024 Federal Income Tax	631-00-000-231-50-27-000	69,620.63
01/19/2024	PR Batch 00001.01.2024 Medicare Employee	631-00-000-231-50-27-000	8,003.62
01/19/2024	PR Batch 00001.01.2024 Medicare Employer	631-00-000-231-50-27-000	8,003.62

Inv Total 143,293.07

0 Total: 143,293.07

90085 - IRS-Payroll EFTPS Total: 143,293.07

90060 - Office of Support Enforcement - DSHS Line Item Account

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 Child Support	631-00-000-231-50-30-000	1,434.17

Inv Total 1,434.17

0 Total: 1,434.17

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

90180 - Snoqualmie Police Association Line Item Account

62378 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 Police Union Dues	631-00-000-231-50-21-000	900.00

Inv Total 900.00

62378 Total: 900.00

90180 - Snoqualmie Police Association Total: 900.00

90040 - Teamsters Local Union #763 Line Item Account

62379 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 Teamsters Union Dues	631-00-000-231-50-21-000	1,855.50

Inv Total 1,855.50

62379 Total: 1,855.50

90040 - Teamsters Local Union #763 Total: 1,855.50

90095 - Voya Institutional Trust Company Line Item Account

0 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 Voya-Employee	631-00-000-231-50-19-000	125.00
01/19/2024	PR Batch 00001.01.2024 Voya-Employer	631-00-000-231-50-19-000	100.00

Inv Total 225.00

0 Total: 225.00

90095 - Voya Institutional Trust Company Total: 225.00

90400 - Western States Police Medical Trust Line Item Account

62380 01/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2024	PR Batch 00001.01.2024 W States Police Medical Trust	631-00-000-231-50-17-000	488.75

Inv Total 488.75

62380 Total: 488.75

90400 - Western States Police Medical Trust Total: 488.75

Check Number Check Date

A Item 2.

Total:

=====
277,123.31
=====



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-027
February 12, 2024
Ordinance

Item 3.

AGENDA BILL INFORMATION

TITLE:	AB24-027: Ordinance Amending SMC Chapters 5.04 and 5.08 Regarding Business Licenses and Business and Occupation Tax	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve Ordinance No. XXXX Amending SMC Chapters 5.04 and 5.08 Regarding Business Licenses and Business and Occupation Tax	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	1/31/2024
	Finance	Janna Walker	2/1/2024
	Legal	David Linehan	2/1/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Finance		
STAFF:	Drew Bouta, Finance Director		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: February 6, 2024	
EXHIBITS:	1. Ordinance Amending SMC Chapters 5.04 and 5.08 – Clean Version 2. Ordinance Amending SMC Chapters 5.04 and 5.08 – Redline Version		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

The intent of this agenda bill is to amend Snoqualmie Municipal Code (SMC) chapters 5.04 and 5.08 to reflect the latest Associated of Washington Cities (AWC) model ordinance regarding business and occupation (B&O) taxes. The model ordinance was revised in 2019 and 2023 to reflect changes in state law and to promote uniformity and foster an equitable business environment.

LEGISLATIVE HISTORY

In 2003, the Washington State Legislature adopted a bill that required 45 cities with local B&O taxes at the time to adopt a city B&O tax model ordinance ([RCW 35.102](#)). A 2008 update to the model required cities that levy the B&O tax to allow for “allocation and apportionment” to minimize concerns over multiple taxation. In 2017, the Washington State Legislature adopted [EHB 2005](#) establishing a task force of city and business representatives to recommend changes to the two-factor apportionment formula for service income under [RCW 35.102.130\(3\)](#). To incorporate the changes recommended by the task force and passed by the State Legislature in HB 1403 regarding service apportionment rules and HB 1059 regarding annual tax filers, the

model ordinance was updated. The model ordinance was further revised in 2023 to account for the passage of [SB 5199](#) which changed the definition of printing and publishing income.

ANALYSIS

This agenda bill will update SMC Chapters 5.04 and 5.08 ensuring compliance with state law and the provisions of the model B&O tax ordinance.

BUDGET IMPACTS

The amendments to SMC 5.04 and 5.08 regarding B&O taxes are not anticipated to have a significant effect on revenues within the 2023-24 Biennial Budget.

NEXT STEPS

This is the first reading of this ordinance. Council may choose to waive the second reading of Ordinance No. XXXX and adopt it immediately, or consider the second reading on February 26, 2024, at which time Council may choose to adopt the ordinance.



Motion to waive Council Rule of Procedure 9.6.2.2 and adopt Ordinance No. XXXX on first and final reading.

OR

Motion to authorize the first reading pertaining to adoption of Ordinance No. XXXX Amending SMC Chapters 5.04 and 5.08 Regarding Business Licenses and Business and Occupation Tax and set forth the second reading and adoption at the February 26, 2024, City Council meeting.

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING CHAPTERS 5.04 AND 5.08 OF THE SNOQUALMIE MUNICIPAL CODE, REGARDING BUSINESS LICENSES AND BUSINESS AND OCCUPATION TAX; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 35.102 RCW requires cities that impose business and occupation taxes to coordinate with the Association of Washington Cities (AWC) to develop a model ordinance for the administration of business and occupation tax in order to promote uniformity and foster an equitable business environment; and

WHEREAS, starting in 2008, cities that levy the business and occupation tax must allow for allocation and apportionment to minimize concerns over multiple taxation; and

WHEREAS, in 2017, HB 2005 required that cities that levy business and occupation taxes form a task force to review service income apportionment; and

WHEREAS, a workgroup of cities met and recommended amendments to the model ordinance to include changes to RCW Chapter 35.102 and to reflect other changes to state law since 2013, which amendments were adopted by the 2019 legislature; and

WHEREAS, in 2023, SB 5199 changed the definition of printing and publishing income for business and occupation taxes resulting in an update to the model ordinance.

WHEREAS, the City must amend its code to reflect the changes made to the model ordinance as promulgated by AWC and authorized by state law.

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

Section 1. Chapter 5.04 of the Snoqualmie Municipal Code, Business Licenses and Business and Occupation Tax, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. Chapter 5.08 of the Snoqualmie Municipal Code, Administrative Provisions for Business Tax, is hereby amended to read as shown in Exhibit B, attached hereto and incorporated herein by this reference.

Section 3. Severability. If any one or more sections, subsections, or sentences of this ordinance or the Snoqualmie Municipal Code amendments adopted in Sections 1 and 2 herein are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance or the Snoqualmie Municipal Code sections, and the same shall remain in full force and effect.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk, and the Community Development Director, code revisers are authorized to make necessary corrections to this ordinance and Snoqualmie Municipal Code sections, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules or regulations; or ordinance or Snoqualmie Municipal Code section or subsection numbering.

Section 5. Effective Date. This ordinance shall be effective five (5) days after passage and publication, as provided by law.

PASSED by the City Council of the City of Snoqualmie, Washington, this 6th day of February 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

EXHIBIT A

Chapter 5.04 – BUSINESS LICENSES AND BUSINESS AND OCCUPATION TAX

5.04.010 Exercise of revenue license power.

The provisions of this chapter shall be deemed an exercise of the power of the city to license for revenue. The provisions of this chapter are subject to periodic statutory or administrative rule changes or judicial interpretations of the ordinances or rules. The responsibility rests with the licensee or taxpayer to reconfirm tax computation procedures and remain in compliance with the city code.

5.04.015 Business license.

A. Every person engaging in any business or activity within the city during each taxable year in any business or activity, whether or not subject to taxation under this chapter, except as provided in subsection F of this section, shall apply for and obtain from the finance officer a business license for such taxable year or unexpired portion thereof. On and after the effective date of the ordinance codified in this section, no person shall engage in any business activity within the city for which a license fee or tax is imposed by this chapter without having first obtained and being the holder of a valid and subsisting license to be known as a business license, issued for such taxable year under the provisions of this chapter.

B. Except as provided otherwise herein, the fee for issuance and renewal of an annual business license shall be based on the number of employees, including the owner, engaging in any business or activity within the city during each taxable year in any business or activity as follows:

Number of Employees	Fee
0 – 2	\$25.00
3 – 10	\$50.00
11 – 25	\$115.00
26 – 50	\$250.00
51 – 100	\$500.00
101 or higher	\$500.00

Notwithstanding the fee schedule above, for purposes of the annual business license required by this chapter, for any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000.00 and who does not maintain a place of business within the city, the fee for the annual business license shall be \$0.00.

C. The license shall expire at the end of the calendar year. Each license shall be personal and nontransferable. In case business is transacted at two or more separate places by one taxpayer, a separate license shall be required for each place, and a separate registration fee shall be paid for such license issued.

D. All business licenses shall be issued by the director on forms prescribed and furnished by the director, and the director shall keep a register thereof. Each license shall be numbered, shall show the name, place and character of business of the taxpayer, such other information as the director shall deem necessary, and shall at all times be posted in the place of business for which it is issued. When the place of business of a taxpayer is changed, the taxpayer shall return the license to the director and a new license shall be issued for the new place of business upon payment of a fee of \$25.00. No person shall engage in any business for which a business license is required without being licensed, nor shall any person holding such a business license suffer or allow any other person, for whom a separate license is required, to operate under or display his license.

E. The director shall not issue any business license for a business to be conducted within premises located in the city until the planning official has certified that the business may lawfully be conducted within the zoning district within which it is located, and the building official has certified that the premises comply with applicable fire and life safety regulations. The cost of such review and certifications shall be included within the business license fee.

F. Licensing of persons engaged in business as vendors at farmers' markets, festivals and special events, roadside sales, door-to-door sales, transient merchant sales, or other similar circumstances shall be licensed as provided in Chapter 5.36 SMC, provided, such persons shall be subject to the tax imposed by this chapter if such person's sales within the city exceed the gross receipts as set forth in SMC 5.04.050(B).

5.04.020 Administrative provisions.

The administrative provisions contained in Chapter 5.08 SMC shall be fully applicable to the provisions of this chapter except as expressly stated to the contrary herein.

5.04.030 Definitions.

In construing the provisions of this chapter, the following definitions shall be applied. Words in the singular number shall include the plural, and the plural shall include the singular.

A. "Business" includes all activities engaged in with the object of gain, benefit, or advantage to the taxpayer or to another person or class, directly or indirectly.

B. "Business and occupation tax" or "gross receipts tax" means a tax imposed on or measured by the value of products, the gross income of the business, or the gross proceeds of sales, as the case may be, and that is the legal liability of the business.

C. "Commercial or industrial use" means the following uses of products, including by-products, by the extractor or manufacturer thereof:

1. Any use as a consumer; and
2. The manufacturing of articles, substances or commodities.

D. "Delivery" means the transfer of possession of tangible personal property between the seller and the buyer or the buyer's representative. Delivery to an employee of a buyer is considered delivery to the buyer. Transfer of possession of tangible personal property occurs when the buyer or the buyer's representative first takes physical control of the property or exercises dominion and control over the property. "Dominion and control" means the buyer has the ability to put the property to the buyer's own purposes. It means the buyer or the buyer's representative has made the final decision to accept or reject the property, and the seller has no further right to possession of the property and the buyer has no right to return the property to the seller, other than under a warranty contract. A buyer does not exercise dominion and control over tangible personal property merely by arranging for shipment of the property from the seller to itself. A buyer's representative is a person, other than an employee of the buyer, who is authorized in writing by the buyer to receive tangible personal property and take dominion and control by making the final decision to accept or reject the property. Neither a shipping company nor a seller can serve as a buyer's representative. It is immaterial where the contract of sale is negotiated or where the buyer obtains title to the property. Delivery terms and other provisions of the Uniform Commercial Code (Title [62A](#) RCW) do not determine when or where delivery of tangible personal property occurs for purposes of taxation.

E. "Digital automated service," "digital code," and "digital goods" have the same meaning as in RCW 82.04.192.

F. "Digital products" means digital goods, digital codes, digital automated services, and the services described in RCW 82.04.050(2)(g) and (6)(b).

G. "Director" means the finance officer of the city or any officer, agent or employee of the city designated to act on the director's behalf.

H. "Eligible gross receipts tax" means a tax which:

1. Is imposed on the act or privilege of engaging in business activities within SMC 5.04.050; and
2. Is measured by the gross volume of business, in terms of gross receipts, and is not an income tax or value added tax; and
3. Is not, pursuant to law or custom, separately stated from the sales price; and
4. Is not a sales or use tax, business license fee, franchise fee, royalty or severance tax measured by volume or weight, or concession charge, or payment for the use and enjoyment of property, property right or a privilege; and
5. Is a tax imposed by a local jurisdiction, whether within or without the state of Washington, and not by a country, state, province, or any other nonlocal jurisdiction above the county level.

I. Engaging in Business.

1. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This subsection sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to register and obtain a business license or pay city business and occupation taxes. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (I)(1) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - b. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city.

- c. Soliciting sales.
- d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
- e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- f. Installing, constructing, or supervising installation or construction of real or tangible personal property.
- g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
- h. Collecting current or delinquent accounts.
- i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
- j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians.
- l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
- m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
- n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license and pay tax:

a. Meeting with suppliers of goods and services as a customer.

b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

d. Renting tangible or intangible property as a customer when the property is not used in the city.

e. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

f. Conducting advertising through the mail.

g. Soliciting sales by phone from a location outside the city.

5. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (l)(4) of this section.

6. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the tax under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

J. "Extracting" is the activity engaged in by an extractor and is reportable under the extracting classification.

K. "Extractor" means every person who, from the person's own land or from the land of another under a right or license granted by lease or contract, either directly or by contracting with others for the necessary labor or mechanical services, for sale or for commercial or industrial use, mines, quarries, takes or produces coal, oil, natural gas, ore, stone, sand, gravel, clay, mineral or other natural resource product; or fells, cuts or takes timber, Christmas trees, other than plantation Christmas trees, or other natural products; or takes fish, shellfish, or other sea or inland water foods or products. "Extractor" does not include persons performing under contract the necessary labor or mechanical services for others; or persons meeting the definition of "farmer."

L. "Extractor for hire" means a person who performs under contract necessary labor or mechanical services for an extractor.

M. "Gross income of the business" means the value proceeding or accruing by reason of the transaction of the business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidences of indebtedness, interest, discount, rents, royalties, fees, commissions, dividends, and other emoluments however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses.

N. "Gross proceeds of sales" means the value proceeding or accruing from the sale of tangible personal property, digital goods, digital codes, digital automated services or for other services rendered, without any deduction on account of the cost of property sold, the cost of materials used, labor costs, interest, discount paid, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses.

O. "Manufacturing" means the activity conducted by a manufacturer and is reported under the manufacturing classification.

P. "Manufacturer," "to manufacture."

1. "Manufacturer" means every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or for commercial or industrial use from the person's own materials or ingredients any products. When the owner of equipment or facilities furnishes, or sells to the customer prior to manufacture, materials or ingredients equal to

less than 20 percent of the total value of all materials or ingredients that become a part of the finished product, the owner of the equipment or facilities will be deemed to be a processor for hire, and not a manufacturer;

2. "To manufacture" means all activities of a commercial or industrial nature wherein labor or skill is applied, by hand or machinery, to materials or ingredients so that as a result thereof a new, different or useful product is produced for sale or commercial or industrial use, and shall include:

- a. The production of special made or custom made articles;
- b. The production of dental appliances, devices, restorations, substitutes, or other dental laboratory products by a dental laboratory or dental technician;
- c. Crushing and/or blending of rock, sand, stone, gravel, or ore; and
- d. The producing of articles for sale, or for commercial or industrial use from raw materials or prepared materials by giving such materials, articles, and substances of trade or commerce new forms, qualities, properties or combinations including, but not limited to, such activities as making, fabricating, processing, refining, mixing, slaughtering, packing, aging, curing, mild curing, preserving, canning, and the preparing and freezing of fresh fruits and vegetables.

3. "To manufacture" shall not include the production of digital goods or computer software if the computer software is delivered from the seller to the purchaser by means other than tangible storage media, including the delivery by use of a tangible storage media where the tangible storage media is not physically transferred to the purchaser.

Q. "Person" means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the state of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise and the United States or any instrumentality thereof.

R. "Retailing" means the activity of engaging in making sales at retail and is reported under the retailing classification.

S. "Retail service" shall include the sale of or charge made for personal, business, or professional services including amounts designated as interest, rents, fees, admission, and other service emoluments however designated, received by persons engaging in the following business activities:

1. Amusement and recreation services including but not limited to golf, pool, billiards, skating, bowling, swimming, bungee jumping, ski lifts and tows, basketball, racquet ball, handball, squash, tennis, batting cages, day trips for sightseeing purposes, and others, when provided to consumers. "Amusement and recreation services" also include the provision of related facilities such as basketball courts, tennis courts, handball courts, swimming pools, and charges made for providing the opportunity to dance. The term "amusement and recreation services" does not include instructional lessons to learn a particular activity such as tennis lessons, swimming lessons, or archery lessons;
2. Abstract, title insurance, and escrow services;
3. Credit bureau services;
4. Automobile parking and storage garage services;
5. Landscape maintenance and horticultural services but excluding (a) horticultural services provided to farmers and (b) pruning, trimming, repairing, removing, and clearing of trees and brush near electric transmission or distribution lines or equipment, if performed by or at the direction of an electric utility;
6. Service charges associated with tickets to professional sporting events; and
7. The following personal services: physical fitness services, tanning salon services, tattoo parlor services, steam bath services, Turkish bath services, escort services, and dating services.
8. The term shall also include the renting or leasing of tangible personal property to consumers and the rental of equipment with an operator.

T. "Sale," "casual or isolated sale."

1. "Sale" means any transfer of the ownership of, title to, or possession of property for a valuable consideration and includes any activity classified as a "sale at retail," "retail sale," or "retail service." It includes renting or leasing, conditional sale contracts, leases with option to purchase, and any contract under which possession of the property is given to the purchaser but title is retained by the vendor as security for the payment of the purchase price. It also includes the furnishing of food, drink, or meals for compensation whether consumed upon the premises or not.
2. "Casual or isolated sale" means a sale made by a person who is not engaged in the business of selling the type of property involved on a routine or continuous basis.

U. Sale at Retail, Retail Sale.

1. "Sale at retail" or "retail sale" means every sale of tangible personal property (including articles produced, fabricated, or imprinted) to all persons irrespective of the nature of their business and including, among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of or for consumers, other than a sale to a person who presents a resale certificate under RCW 82.04.470 and who:

- a. Purchases for the purpose of resale as tangible personal property in the regular course of business without intervening use by such person; or
- b. Installs, repairs, cleans, alters, imprints, improves, constructs, or decorates real or personal property of or for consumers, if such tangible personal property becomes an ingredient or component of such real or personal property without intervening use by such person; or
- c. Purchases for the purpose of consuming the property purchased in producing for sale a new article of tangible personal property or substance, of which such property becomes an ingredient or component or is a chemical used in processing, when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new article being produced for sale; or
- d. Purchases for the purpose of consuming the property purchased in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon;
- e. Purchases for the purpose of providing the property to consumers as part of competitive telephone service, as defined in RCW 82.04.065. The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a "sale at retail" or "retail sale" even though such property is resold or utilized as provided in subsection (U)(1)(a), (b), (c), (d) or (e) of this section following such use; or
- f. Purchases for the purpose of satisfying the person's obligations under an extended warranty as defined in subsection (U)(7) of this section, if such tangible personal property replaces or becomes an ingredient or component of property covered by the extended warranty without intervening use by such person.

2. "Sale at retail" or "retail sale" also means every sale of tangible personal property to persons engaged in any business activity which is taxable under SMC 5.04.050(A)(1).

3. "Sale at retail" or "retail sale" shall include the sale of or charge made for tangible personal property consumed and/or for labor and services rendered in respect to the following:

a. The installing, repairing, cleaning, altering, imprinting, or improving of tangible personal property of or for consumers, including charges made for the mere use of facilities in respect thereto, but excluding charges made for the use of coin-operated laundry facilities when such facilities are situated in an apartment house, rooming house, or mobile home park for the exclusive use of the tenants thereof, and also excluding sales of laundry service to nonprofit health care facilities, and excluding services rendered in respect to live animals, birds and insects;

b. The constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for consumers, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation, and shall also include the sale of services or charges made for the clearing of land and the moving of earth excepting the mere leveling of land used in commercial farming or agriculture;

c. The charge for labor and services rendered in respect to constructing, repairing, or improving any structure upon, above, or under any real property owned by an owner who conveys the property by title, possession, or any other means to the person performing such construction, repair, or improvement for the purpose of performing such construction, repair, or improvement and the property is then reconveyed by title, possession, or any other means to the original owner;

d. The sale of or charge made for labor and services rendered in respect to the cleaning, fumigating, razing or moving of existing buildings or structures, but shall not include the charge made for janitorial services; and for purposes of this section the term "janitorial services" shall mean those cleaning and caretaking services ordinarily performed by commercial janitor service businesses including, but not limited to, wall and window washing, floor cleaning and waxing, and the cleaning in place of rugs, drapes and upholstery. The term "janitorial services" does not include painting, papering, repairing, furnace or septic tank cleaning, snow removal or sandblasting;

e. The sale of or charge made for labor and services rendered in respect to automobile towing and similar automotive transportation services, but not in respect to those required to report and pay taxes under Chapter 82.16 RCW;

f. The sale of and charge made for the furnishing of lodging and all other services, except telephone business and cable service, by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property, and it shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same. For the purposes of this subsection, it shall be presumed that the sale of and charge made for the furnishing of lodging for a continuous period of one month or more to a person is a rental or lease of real property and not a mere license to enjoy the same;

g. The installing, repairing, altering, or improving of digital goods for consumers;

h. The sale of or charge made for tangible personal property, labor and services to persons taxable under subsections (U)(3)(a), (b), (c), (d), (e), (f) and (g) of this section when such sales or charges are for property, labor and services which are used or consumed in whole or in part by such persons in the performance of any activity defined as a "sale at retail" or "retail sale" even though such property, labor and services may be resold after such use or consumption. Nothing contained in this subsection shall be construed to modify subsection (S)(1) of this section and nothing contained in subsection (S)(1) of this section shall be construed to modify this subsection.

4. "Sale at retail" or "retail sale" shall also include the providing of competitive telephone service to consumers.

5. "Sale at retail" or "retail sale" shall also include:

a. The sale of prewritten software other than a sale to a person who presents a resale certificate under RCW 82.04.470, regardless of the method of delivery to the end user. For purposes of this subsection the sale of prewritten computer software includes the sale of or charge made for a key or an enabling activation code, where the key or code is required to activate prewritten software and put the software into use. There is no separate sale of the key or code from the prewritten software, regardless of how the sale may be characterized by the vendor or by the purchaser. The term "sale at retail" or "retail sale" does not include the sale of or charge made for custom software or the customization of prewritten software.

b. The term also includes the charge made to consumers for the right to access and use prewritten computer software, where possession of the software is maintained by the seller or a third party, regardless of whether the charge for the service is on a per use, per user, per license, subscription, or some other basis. This service also includes the right to access and use prewritten software to perform data processing. For purposes of this subsection, the term “data processing” means the systematic performance of operations on data to extract the required information in an appropriate form or to convert the data to useable information. Data processing includes check processing, image processing, form processing, survey processing, payroll processing, claim processing and similar activities.

6. “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the building, repairing, or improving of any street, place, road, highway, easement, right-of-way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle which is owned by a municipal corporation or political subdivision of the state, the state of Washington, or by the United States and which is used or to be used primarily for foot or vehicular traffic including mass transportation vehicles of any kind (public road construction).

7. “Sale at retail” or “retail sale” shall also include the sale of or charge made for an extended warranty to a consumer. For purposes of this subsection, “extended warranty” means an agreement for a specified duration to perform the replacement or repair of tangible personal property at no additional charge or a reduced charge for tangible personal property, labor, or both, or to provide indemnification for the replacement or repair of tangible personal property, based on the occurrence of specified events. The term “extended warranty” does not include an agreement, otherwise meeting the definition of extended warranty in this subsection, if no separate charge is made for the agreement and the value of the agreement is included in the sales price of the tangible personal property covered by the agreement.

8. “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to Chapter [35.82](#) RCW, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation (government contracting).

9. “Sale at retail” or “retail sale” shall not include the sale of services or charges made for the clearing of land and the moving of earth of or for the United States, any instrumentality thereof, or a

county or city housing authority. Nor shall the term include the sale of services or charges made for cleaning up for the United States, or its instrumentalities, radioactive waste and other byproducts of weapons production and nuclear research and development. (This should be reported under the service and other classification.)

10. "Sale at retail" or "retail sale" shall not include the sale of or charge made for labor and services rendered for environmental remedial action. (This should be reported under the service and other classification.)

11. a. "Sale at retail" or "retail sale" shall also include the following sales to consumers of digital goods, digital codes, and digital automated services:

- i. Sales in which the seller has granted the purchase the right of permanent use;
- ii. Sales in which the seller has granted the purchase a right of use that is less than permanent;
- iii. Sales in which the purchaser is not obligated to make continued payment as a condition of sale; and
- iv. Sales in which the purchaser is obligated to make continued payment as a condition of the sale.

b. A retail sale of digital goods, digital codes, or digital automated services under this subsection U(11) includes any services provided by the seller exclusively in connection with the digital goods, digital codes, or digital automated services, whether or not a separate charge is made for such services.

c. For purposes of this subsection U(11), "permanent" means perpetual or for an indefinite or unspecified length of time. A right of permanent use is presumed to have been granted unless the agreement between the seller and the purchaser specifies or the circumstances surrounding the transaction suggest or indicate that the right to use terminates on the occurrence of a condition subsequent.

12. "Sale at retail" or "retail sale" shall also include the installing, preparing, altering or improving of digital goods for consumers.

V. "Sale at wholesale" or "wholesale sale" means any sale of tangible personal property which is not a retail sale, and any charge made for labor and services rendered for persons who are not consumers, in

respect to real or personal property and retail services, if such charge is expressly defined as a retail sale or retail service when rendered to or for consumers. Sale at wholesale also includes the sale of telephone business to a telecommunications company as defined in RCW 80.04.010 for the purpose of resale, as contemplated by RCW 35.21.715.

W. "Services" means those activities that do not fall within one of the other tax classifications in this chapter.

X. "Taxpayer" means any person, as herein defined, required to have a business license under this chapter or liable for the collection of any tax or fee under this chapter, or who engages in any business or who performs any act for which a tax or fee is imposed by this chapter.

Y. "Value proceeding or accruing" means the consideration, whether money, credits, rights, or other property expressed in terms of money, a person is entitled to receive or which is actually received or accrued. The term shall be applied, in each case, on a cash receipts or accrual basis according to which method of accounting is regularly employed in keeping the books of the taxpayer.

Z. Value of Products.

1. The value of products, including by-products, extracted or manufactured, shall be determined by the gross proceeds derived from the sale thereof whether such sale is at wholesale or at retail, to which shall be added all subsidies and bonuses received from the purchaser or from any other person with respect to the extraction, manufacture, or sale of such products or by-products by the seller.

2. Where such products, including by-products, are extracted or manufactured for commercial or industrial use; and where such products, including by-products, are shipped, transported or transferred out of the city, or to another person, without prior sale or are sold under circumstances such that the gross proceeds from the sale are not indicative of the true value of the subject matter of the sale, the value shall correspond as nearly as possible to the gross proceeds from sales in this state of similar products of like quality and character, and in similar quantities by other taxpayers, plus the amount of subsidies or bonuses ordinarily payable by the purchaser or by any third person with respect to the extraction, manufacture, or sale of such products. In the absence of sales of similar products as a guide to value, such value may be determined upon a cost basis. In such cases, there shall be included every item of cost attributable to the particular article or article extracted or manufactured, including direct and indirect overhead costs. The city clerk may prescribe rules for the purpose of ascertaining such values.

3. Notwithstanding subsection (Z)(2) of this section, the value of a product manufactured or produced for purposes of serving as a prototype for the development of a new or improved product shall correspond to (a) the retail selling price of such new or improved product when first offered for sale; or (b) the value of materials incorporated into the prototype in cases in which the new or improved product is not offered for sale.

AA. "Wholesaling" means engaging in the activity of making sales at wholesale, and is reported under the wholesaling classification.

5.04.050 Imposition of the tax – Tax or fee levied.

A. Except as provided in subsection B of this section, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the city, whether the person's office or place of business be within or without the city. The tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including by-products, as the case may be, as follows:

1. Upon every person engaging within the city in business as an extractor; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the city for sale or for commercial or industrial use, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015). The measure of the tax is the value of the products, including by-products, so extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the city.
2. Upon every person engaging within the city in business as a manufacturer; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the city, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015). The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the city.
3. Upon every person engaging within the city in the business of making sales at wholesale, except persons taxable under subsection (A)(5) of this section; as to such persons the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).
4. Upon every person engaging within the city in the business of making sales at retail; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of

such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).

5. Upon every person engaging within the city in the business of (a) printing, (b) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (c) publishing newspapers, magazines and periodicals, (d) extracting for hire, and (e) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).

6. Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).

7. Upon every other person engaging within the city in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015). This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

B. The gross receipts tax imposed in this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including by-products, as the case may be, from all activities conducted within the city during any calendar year is equal to or less than \$20,000, or is equal to or less than \$5,000 during any quarter if on a quarterly reporting basis.

5.04.060 Doing business with the city.

Repealed by Ord. 1102.

5.04.070 Multiple activities credit when activities take place in one or more cities with eligible gross receipt taxes.

A. Persons who engage in business activities that are within the purview of two or more subsections of SMC 5.04.050 shall be taxable under each applicable subsection.

B. Notwithstanding anything to the contrary herein, if imposition of the city's tax would place an undue burden upon interstate commerce or violate constitutional requirements, a taxpayer shall be allowed a credit to the extent necessary to preserve the validity of the city's tax, and still apply the city tax to as much of the taxpayer's activities as may be subject to the city's taxing authority.

C. To take the credit authorized by this section, a taxpayer must be able to document that the amount of tax sought to be credited was paid upon the same gross receipts used in computing the tax against which the credit is applied.

D. Credit for Persons That Sell in the City Products That They Extract or Manufacture. Persons taxable under the retailing or wholesaling classification with respect to selling products in this city shall be allowed a credit against those taxes for any eligible gross receipts taxes paid (1) with respect to the manufacturing of the products sold in the city, and (2) with respect to the extracting of the products, or the ingredients used in the products, sold in the city. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

E. Credit for Persons That Manufacture Products in the City Using Ingredients They Extract. Persons taxable under the manufacturing classification with respect to manufacturing products in this city shall be allowed a credit against those taxes for any eligible gross receipts tax paid with respect to extracting the ingredients of the products manufactured in the city. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the manufacturing of those products.

F. Credit for Persons That Sell Within the City Products That They Print, or Publish and Print. Persons taxable under the retailing or wholesaling classification with respect to selling products in this city shall be allowed a credit against those taxes for any eligible gross receipts taxes paid with respect to the printing, or the printing and publishing, of the products sold within the city. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

5.04.075 Deductions to prevent multiple taxation of manufacturing activities and prior to January 1, 2008, transactions involving more than one city with an eligible gross receipts tax.

A. Amounts Subject to an Eligible Gross Receipts Tax in Another City That Also Maintains Nexus Over the Same Activity. For taxes due prior to January 1, 2008, a taxpayer that is subject to an eligible gross receipts tax on the same activity in more than one jurisdiction may be entitled to a deduction as follows:

1. A taxpayer that has paid an eligible gross receipts tax, with respect to a sale of goods or services, to a jurisdiction in which the goods are delivered or the services are provided may deduct an amount equal to the gross receipts used to measure that tax from the measure of the tax owed to the city.

2. Notwithstanding the above, a person that is subject to an eligible gross receipts tax in more than one jurisdiction on the gross income derived from intangibles such as royalties, trademarks, patents, or goodwill shall assign those gross receipts to the jurisdiction where the person is domiciled (its headquarters is located).

3. A taxpayer that has paid an eligible gross receipts tax on the privilege of accepting or executing a contract with another city may deduct an amount equal to the contract price used to measure the tax due to the other city from the measure of the tax owed to the city.

B. Person Manufacturing Products Within and Without. A person manufacturing products within the city using products manufactured by the same person outside the city may deduct from the measure of the manufacturing tax the value of products manufactured outside the city and included in the measure of an eligible gross receipts tax paid to the other jurisdiction with respect to manufacturing such products.

5.04.080 Assignment of gross income derived from intangibles.

Gross income derived from the sale of intangibles such as royalties, trademarks, patents, or goodwill shall be assigned to the jurisdiction where the person is domiciled (its headquarters is located).

5.04.085 Allocation and apportionment of income when activities take place in more than one jurisdiction.

Effective January 1, 2008, gross income, other than persons subject to the provisions of Chapter 82.14A RCW, shall be allocated and apportioned as follows:

A. Gross income derived from all activities other than those taxed as service or royalties under SMC 5.04.050(A)(7) shall be allocated to the location where the activity takes place.

B. In the case of sales of tangible personal property, the activity takes place where delivery to the buyer occurs.

C. In the case of sales of digital products, the activity takes place where delivery to the buyer occurs. The delivery of digital products will be deemed to occur at:

1. The seller's place of business if the purchaser receives the digital product at the seller's place of business;

2. If not received at the seller's place of business, the location where the purchaser or the purchaser's donee, designated as such by the purchaser, receives the digital product, including the location indicated by instructions for delivery to the purchaser or donee, known to the seller;

3. If the location where the purchaser or the purchaser's donee receives the digital product is not known, the purchaser's address maintained in the ordinary course of the seller's business when use of this address does not constitute bad faith;

4. If no address for the purchaser is maintained in the ordinary course of the seller's business, the purchaser's address obtained during the consummation of the sale, including the address of a purchaser's payment instrument, if no other address is available, when use of this address does not constitute bad faith; and

5. If no address for the purchaser is obtained during the consummation of the sale, the address where the digital good or digital code is first made available for transmission by the seller or the address from which the digital automated service or service described in RCW [82.04.050\(2\)\(g\)](#) or (6)(b) was provided, disregarding for these purposes any location that merely provided the digital transfer of the product sold.

D. If none of the methods in subsection C of this section for determining where the delivery of digital products occurs are available after a good faith effort by the taxpayer to apply the methods provided in subsections (C)(1) through (C)(5) of this section, then the city and the taxpayer may mutually agree to employ any other method to effectuate an equitable allocation of income from the sale of digital products. The taxpayer will be responsible for petitioning the city to use an alternative method under this subsection. The city may employ an alternative method for allocating the income from the sale of digital products if the methods provided in subsections (C)(1) through (C)(5) of this section are not available and the taxpayer and the city are unable to mutually agree on an alternative method to effectuate an equitable allocation of income from the sale of digital products.

E. For purposes of subsections (C)(1) through (C)(5) of this section, the following definitions apply:

1. "Digital automation services," "digital codes," and "digital goods" have the same meaning as in RCW 82.04.192;

2. "Digital products" means digital goods, digital codes, digital automated services, and the services described in RCW 82.04.050(2)(g) and (6)(c);

3. "Receive" has the same meaning as in RCW 82.32.730.

F. Gross income derived from activities taxed as services and other activities taxed under SMC [5.04.050\(A\)\(7\)](#) shall be apportioned to the city by multiplying apportionable income by a fraction, the

numerator of which is the payroll factor plus the service-income factor and the denominator of which is two.

1. The payroll factor is a fraction the numerator of which is the total amount paid in the city during the tax period by the taxpayer for compensation and the denominator of which is the total compensation paid everywhere during the tax period. Compensation is paid in the city if:
 - a. The individual is primarily assigned within the city;
 - b. The individual is not primarily assigned to any place of business for the tax period and the employee performs 50 percent or more of his or her service for the tax period in the city; or
 - c. The individual is not primarily assigned to any place of business for the tax period, the individual does not perform 50 percent or more of his or her service in any city and the employee resides in the city.
2. The service-income factor is a fraction the numerator of which is the total service income of the taxpayer in the city during the tax period, and the denominator of which is the total service income of the taxpayer everywhere during the tax period. Service income is in the city if the customer location is in the city.
3. Gross income of the business from engaging in an apportionable activity must be excluded from the denominator of the service income factor if, in respect to such activity, at least some of the activity is performed in the city, and the gross income is attributable under subsection F(2) to a city or unincorporated area of a county within the United States or to a foreign county in which the taxpayer is not taxable. For purposes of this subsection F(3), “not taxable” means that the taxpayer is not subject to a business activities tax by that city or county within the United States or by that foreign country, except that a taxpayer is taxable in a city or county within the United States or in a foreign country in which it would be deemed to have a substantial nexus with the city or county within the United States or with the foreign country under the standards in RCW 35.102.050 regardless of whether that city or county within the United States or that foreign country imposes such a tax.
4. If the allocation and apportionment provisions of this subsection F do not fairly represent the extent of the taxpayer’s business activity in the city, the taxpayer may petition for or the tax administrators may require, in respect to all or any part of the taxpayer’s business activity, if reasonable:

- a. Separate accounting;
 - b. The exclusion of any one or more of the factors;
 - c. The inclusion of one or more additional factors that will fairly represent the taxpayer's business activity in the city; or
 - d. The employment of any other method to effectuate an equitable allocation and apportionment of the taxpayer's income.
5. The party petitioning for, or the tax administrator requiring, the use of any method to effectuate an equitable allocation and apportionment of the taxpayer's income pursuant to subsection F(4) must prove by a preponderance of the evidence:
- a. That the allocation and apportionment provisions of this subsection F do not fairly represent the extent of the taxpayer's business activity in the city; and
 - b. That the alternative to such provisions is reasonable.

The same burden of proof shall apply whether the taxpayer is petitioning for, or the tax administrator is requiring, the use of an alternative, reasonable method to effectuate an equitable allocation and apportionment of the taxpayer's income.

6. If the tax administrator requires any method to effectuate an equitable allocation and apportionment of the taxpayer's income, the tax administrator cannot impose any civil or criminal penalty with reference to the tax due that is attributable to the taxpayer's reasonable reliance solely on the allocation and apportionment provisions of this subsection F.

7. A taxpayer that has received written permission from the tax administrator to use a reasonable method to effectuate an equitable allocation and apportionment of the taxpayer's income shall not have that permission revoked with respect to transactions and activities that have already occurred unless there has been a material change in, or a material misrepresentation of, the facts provided by the taxpayer upon which the tax administrator reasonably relied in approving a reasonable alternative method.

G. The definitions in this subsection apply throughout this section:

1. "Apportionable income" means the gross income of the business taxable under the service classifications of a city's gross receipts tax, including income received from activities outside the

city if the income would be taxable under the service classification if received from activities within the city, less any exemptions or deductions available.

2. “Business activities tax” means a tax measured by the amount of, or economic results of, business activity conducted in a city or county within the United States or within a foreign country. The term includes taxes measured in whole or in part on net income or gross income or receipts. “Business activities tax” does not include a sales tax, use tax, or a similar transaction tax, imposed on the sale or acquisition of goods or services, whether or not denominated a gross receipts tax or a tax imposed on the privilege of doing business.

3. “Compensation” means wages, salaries, commissions, and any other form of remuneration paid to individuals for personal services that are or would be included in the individual’s gross income under the federal Internal Revenue Code.

4. “Customer” means a person or entity to whom the taxpayer makes a sale or renders services or from which the taxpayer otherwise receives gross income of the business.

5. “Customer location” means the following:

a. For a customer not engaged in business, if the service requires the customer to be physically present, where the service is performed.

b. For a customer not engaged in business, if the service does not require the customer to be physically present:

(i) The customer’s residence; or

(ii) If the customer’s residence is not known, the customer’s billing/ mailing address.

c. For a customer engaged in business:

(i) Where the services are ordered from;

(ii) At the customer’s billing/ mailing address if the location from which the services are ordered is not known; or

(iii) At the customer’s commercial domicile if none of the above are known.

6. “Individual” means any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of an employee of that taxpayer.

7. “Primarily assigned” means the business location of the taxpayer where the individual performs his or her duties.

8. “Service-taxable income” or “service income” means gross income of the business subject to tax under either the service or royalty classification.

9. “Tax period” means the calendar year during which tax liability is accrued. If taxes are reported by a taxpayer on a basis more frequent than once per year, taxpayers shall calculate the factors for the previous calendar year for reporting in the current calendar year and correct the reporting for the previous year when the factors are calculated for that year, but not later than the end of the first quarter of the following year.

H. Assignment or apportionment of revenue under this section shall be made in accordance with and in full compliance with the provisions of the interstate commerce clause of the United States Constitution where applicable.

5.04.087 Allocation and apportionment of printing and publishing income when activities take place in more than one jurisdiction.

Notwithstanding RCW 35.102.130, effective January 1, 2008, gross income from the activities of printing, and of publishing newspapers, periodicals, or magazines, shall be allocated to the principal place in this state from which the taxpayer’s business is directed or managed. As used in this section until December 31, 2023, the activities of printing, and of publishing newspapers, periodicals, or magazines, have the same meanings as attributed to those terms in RCW 82.04.280(1) by the Department of Revenue.

Beginning January 1, 2024, until January 1, 2034, as used in this section, the activities of printing, and of publishing newspapers and periodicals or magazines are those activities to which the exemption in RCW 82.04.759 and the tax rate in RCW 82.04.280(1)(a) apply.

5.04.090 Exemptions.

A. Nonprofit Corporations. This chapter shall not apply to nonprofit organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as hereafter amended, except with respect to the retail sales by such persons.

B. Public Utilities. This chapter shall not apply to any person in respect to a business activity with respect to which tax liability is specifically imposed under the provisions of Chapter 5.06 SMC.

C. Investments – Dividends from Subsidiary Corporations. This chapter shall not apply to amounts derived by persons, other than those engaging in banking, loan, security, or other financial businesses,

from investments or the use of money as such, and also amounts derived as dividends by a parent from its subsidiary corporations.

D. Insurance Business. This chapter shall not apply to amounts received by any person who is an insurer or their appointed insurance producer upon which a tax based on gross premiums is paid to the state pursuant to RCW 48.14.020; and provided further, that the provisions of this subsection shall not exempt any bonding company from tax with respect to gross income derived from the completion of any contract as to which it is a surety, or as to any liability as successor to the liability of the defaulting contractor.

E. Employees.

1. This chapter shall not apply to any person in respect to the person's employment in the capacity as an employee or servant as distinguished from that of an independent contractor. For the purposes of this subsection, the definition of employee shall include those persons that are defined in the Internal Revenue Code, as hereafter amended.

2. A booth renter, as defined by RCW 18.16.020, is an independent contractor for purposes of this chapter.

F. Amounts Derived from Sale of Real Estate. This chapter shall not apply to gross proceeds derived from the sale of real estate. This, however, shall not be construed to allow an exemption of amounts received as commissions from the sale of real estate, nor as fees, handling charges, discounts, interest or similar financial charges resulting from, or relating to, real estate transactions. This chapter shall also not apply to amounts received for the rental of real estate if the rental income is derived from a contract to rent for a continuous period of 30 days or longer.

G. Mortgage Brokers' Third-Party Provider Services Trust Accounts. This chapter shall not apply to amounts received from trust accounts to mortgage brokers for the payment of third-party costs if the accounts are operated in a manner consistent with RCW 19.146.050 and any rules adopted by the city clerk of financial institutions.

H. Amounts Derived from Manufacturing, Selling or Distributing Motor Vehicle Fuel. This chapter shall not apply to the manufacturing, selling, or distributing motor vehicle fuel, as the term "motor vehicle fuel" is defined in RCW 82.38.020 and exempt under RCW 82.38.280; provided, that any fuel not subjected to the state fuel excise tax, or any other applicable deduction or exemption, will be taxable under this chapter.

I. Amounts Derived from Liquor and the Sale or Distribution of Liquor. This chapter shall not apply to liquor as defined in RCW 66.04.010 and exempt in RCW 66.08.120.

J. Casual and Isolated Sales. This chapter shall not apply to the gross proceeds derived from casual or isolated sales.

K. Accommodation Sales. This chapter shall not apply to sales for resale by persons regularly engaged in the business of making retail sales of the type of property so sold to other persons similarly engaged in the business of selling such property where (1) the amount paid by the buyer does not exceed the amount paid by the seller to the vendor in the acquisition of the article and (2) the sale is made as an accommodation to the buyer to enable the buyer to fill a bona fide existing order of a customer or is made within 14 days to reimburse in kind a previous accommodation sale by the buyer to the seller.

L. Taxes Collected as Trust Funds. This chapter shall not apply to amounts collected by the taxpayer from third parties to satisfy third party obligations to pay taxes such as the retail sales tax, use tax, and admission tax.

5.04.100 Deductions.

In computing the license fee or tax, there may be deducted from the measure of tax the following items:

A. Receipts from Tangible Personal Property Delivered Outside the State. In computing tax, there may be deducted from the measure of tax under retailing or wholesaling amounts derived from the sale of tangible personal property that is received by the purchaser or its agent outside the state of Washington.

B. Cash Discount Taken by Purchaser. In computing tax, there may be deducted from the measure of tax the cash discount amounts actually taken by the purchaser. This deduction is not allowed in arriving at the taxable amount under the extracting or manufacturing classifications with respect to articles produced or manufactured, the reported values of which, for the purposes of this tax, have been computed according to the "value of product" provisions.

C. Credit Losses of Accrual Basis Taxpayers. In computing tax, there may be deducted from the measure of tax the amount of credit losses actually sustained by taxpayers whose regular books of account are kept upon an accrual basis.

D. Constitutional Prohibitions. In computing tax, there may be deducted from the measure of the tax amounts derived from business which the city is prohibited from taxing under the Constitution of the state of Washington or the Constitution of the United States.

E. Receipts from the Sale of Tangible Personal Property and Retail Services Delivered Outside the City but Within Washington. Effective January 1, 2008, amounts included in the gross receipts reported on the tax return derived from the sale of tangible personal property delivered to the buyer or the buyer's representative outside the city but within the state of Washington may be deducted from the measure of tax under the retailing, retail services, or wholesaling classification.

F. Professional Employer Services. In computing the tax, a professional employer organization may deduct from the calculation of gross income the gross income of the business derived from performing professional employer services that is equal to the portion of the fee charged to a client that represents the actual cost of wages and salaries, benefits, workers' compensation, payroll taxes, withholding, or other assessments paid to or on behalf of a covered employee by the professional employer organization under a professional employer agreement.

G. Interest on Investments or Loans Secured by Mortgages or Deeds of Trust. In computing tax, to the extent permitted by Chapter 82.14A RCW, there may be deducted from the measure of tax by those engaged in banking, loan, security or other financial businesses, amounts derived from interest received on investments or loans primarily secured by first mortgages or trust deeds on nontransient resident properties.

5.04.120 Tax part of overhead.

It is not the intention of this chapter that the taxes or fees herein levied upon persons engaging in business be construed as taxes or fees upon the purchasers or customer, but that such taxes or fees shall be levied upon, and collectible from, the person engaging in the business activities herein designated and that such taxes or fees shall constitute a part of the cost of doing business of such persons.

5.04.130 Severability clause.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

EXHIBIT B

Chapter 5.08 – ADMINISTRATIVE PROVISIONS FOR BUSINESS TAXES

5.08.010 Application.

The provisions of this chapter shall apply to business licenses required under this title and to the taxes imposed under Chapters 5.04 and 5.06 SMC, and under other titles, chapters, and sections in such manner and to such extent as indicated in each such title, chapter or section.

5.08.020 Definitions.

For purposes of this chapter the definitions contained in Chapter 5.04 SMC shall apply equally to the provisions of this chapter unless the term is defined otherwise in this chapter. In addition, the following definitions will apply:

A. "Reporting period" means:

1. A one-month period beginning the first day of each calendar month (monthly); or
2. A three-month period beginning the first day of January, April, July or October of each year (quarterly); or
3. A 12-month period beginning the first day of January of each year (annual).

B. "Return" means any document a person is required by the city to file to satisfy or establish a tax or fee obligation that is administered or collected by the city and that has a statutorily defined due date.

C. "Successor" means any person to whom a taxpayer quitting, selling out, exchanging, or disposing of a business sells or otherwise conveys, directly or indirectly, in bulk and not in the ordinary course of the taxpayer's business, any part of the materials, supplies, merchandise, inventory, fixtures, or equipment of the taxpayer. Any person obligated to fulfill the terms of a contract shall be deemed a successor to any contractor defaulting in the performance of any contract as to which such person is a surety or guarantor.

D. "Tax year" or "taxable year" means the calendar year.

5.08.021 Definitions – References to Chapter 82.32 RCW.

Where provisions of Chapter 82.32 RCW are incorporated in SMC 5.08.090, "department" as used in the RCW shall refer to the "director" as defined in SMC 5.04.030(G) and "warrant" as used in the RCW shall mean "citation or criminal complaint."

5.08.040 When due and payable – Reporting periods – Monthly, quarterly, and annual returns – Threshold provisions or relief from filing requirements – Computing time periods – Failure to file returns.

A. Other than any annual license fee or registration fee assessed under this title, the tax imposed by this chapter shall be due and payable in quarterly installments. At the director's discretion, businesses may be assigned to a monthly or annual reporting period depending on the tax amount owing or type of tax. Tax payments are due on or before the time as provided in RCW 82.32.045(1), (2), and (3)..

B. Taxes shall be paid as provided in this chapter and accompanied by a return on forms as prescribed by the director. The return shall be signed by the taxpayer personally or by a responsible officer or agent of the taxpayer. The individual signing the return shall swear or affirm that the information in the return is complete and true.

C. Tax returns must be filed and returned by the due date whether or not any tax is owed.

D. For purposes of the tax imposed by Chapter 5.04 SMC, any person whose value of products, gross proceeds of sales, or gross income of the business, subject to tax after all allowable deductions, is equal to or less than \$5,000 in the current quarter shall file a return, declare no tax due on their return, and submit the return to the director. The gross receipts and deduction amounts shall be entered on the tax return even though no tax may be due.

E. A taxpayer that commences to engage in business activity shall file a return and pay the tax or fee for the portion of the reporting period during which the taxpayer is engaged in business activity.

F. Except as otherwise specifically provided by any other provision of this chapter, in computing any period of days prescribed by this chapter, the day of the act or event from which the designated period of time runs shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday, or city or federal legal holiday, in which case the last day of such period shall be the next succeeding day which is neither a Saturday, Sunday, or city or federal legal holiday.

G. If any taxpayer fails, neglects or refuses to make a return as and when required in this chapter, the director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the director's estimate of the tax or fees due. Such assessment shall be deemed prima facie correct and shall be the amount of tax owed to the city by the taxpayer. The director shall notify the taxpayer by mail of the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

5.08.050 Payment methods – Mailing returns or remittances – Time extension – Deposits – Recording payments – Payment must accompany return – NSF checks.

A. Taxes shall be paid to the city in United States currency by bank draft, certified check, cashier's check, personal check, money order, cash, or by wire transfer or electronic payment if such wire transfer or electronic payment is authorized by the director. If payment so received is not paid by the bank on which it is drawn, the taxpayer, by whom such payment is tendered, shall remain liable for payment of the tax and for all legal penalties, the same as if such payment had not been tendered. Acceptance of any sum by the director shall not discharge the tax or fee due unless the amount paid is the full amount due.

B. A return or remittance that is transmitted to the city by United States mail shall be deemed filed or received on the date shown by the cancellation mark stamped by the post office upon the envelope containing it. The director may allow electronic filing of returns or remittances from any taxpayer. A return or remittance which is transmitted to the city electronically shall be deemed filed or received according to procedures set forth by the director.

C. If a written request is received prior to the due date, the director, for good cause, may grant, in writing, additional time within which to make and file returns.

D. The director shall keep full and accurate records of all funds received or refunded. The director shall apply payments first against all penalties and interest owing, and then upon the tax, without regard to any direction of the taxpayer.

E. For any return not accompanied by a remittance of the tax shown to be due thereon, the taxpayer shall be deemed to have failed or refused to file a return and shall be subject to the penalties and interest provided in this chapter.

F. Any payment made that is returned for lack of sufficient funds or for any other reason will not be considered received until payment by certified check, money order, or cash of the original amount due, plus a "nonsufficient funds (NSF)" charge of \$20.00 is received by the director. Any license issued upon payment with an NSF check will be considered void, and shall be returned to the director. No license shall be reissued until payment (including the \$20.00 NSF fee) is received.

G. The director is authorized, but not required, to mail tax return forms to taxpayers, but failure of the taxpayer to receive any such forms shall not excuse the taxpayer from filing returns and making payment of the taxes or fees, when and as due under this chapter.

5.08.060 Records to be preserved – Examination – Estoppel to question assessment.

A. Every person liable for any fee or tax imposed by this chapter shall keep and preserve, for a period of five years after filing a tax return, such records as may be necessary to determine the amount of any fee or tax for which the person may be liable, which records shall include copies of all federal income tax and state tax returns and reports made by the person. All books, records, papers, invoices, vendor lists, inventories, stocks of merchandise, and other data including federal income tax and state tax returns and reports shall be open for examination at any time by the director or his duly authorized agent. Every person's business premises shall be open for inspection or examination by the director or a duly authorized agent.

B. If a person does not keep the necessary books and records within the city, it shall be sufficient if such person (1) produces within the city such books and records as may be required by the director, or (2) bears the cost of examination by the director's agent at the place where such books and records are kept; provided, that the person electing to bear such cost shall pay in advance to the director the estimated amount thereof including round-trip fare, lodging, meals and incidental expenses, subject to adjustment upon completion of the examination.

C. Any person who fails, or refuses a city request, to provide or make available records, or to allow inspection or examination of the business premises, shall be forever barred from questioning, in any court action, the correctness of any assessment of taxes made by the city for any period for which such records have not been provided, made available or kept and preserved, or in respect of which inspection or examination of the business premises has been denied. The director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the estimate of the tax or fees due. Such fee or tax assessment shall be deemed prima facie correct and shall be the amount of tax owing the city by the taxpayer. The director shall notify the taxpayer by mail of the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

5.08.070 Accounting methods.

A. A taxpayer may file tax returns in each reporting period with amounts based upon cash receipts only if the taxpayer's books of account are kept on a cash receipts basis. A taxpayer that does not regularly keep books of account on a cash receipts basis must file returns with amounts based on the accrual method.

B. The taxes imposed and the returns required hereunder shall be upon a calendar year basis.

5.08.080 Public work contracts – Payment of fee and tax before final payment for work.

The director may, before issuing any final payment to any person performing any public work contract for the city, require such person to pay in full all license fees or taxes due under this title from such person on account of such contract or otherwise, and may require such taxpayer to file with the director a verified list of all subcontractors supplying labor and/or materials to the person in connection with said public work.

5.08.090 Underpayment of tax, interest, or penalty – Interest.

A. If, upon examination of any returns, or from other information obtained by the director, it appears that a tax or penalty less than that properly due has been paid, the director shall assess the additional amount found to be due and shall add thereto interest on the tax only. The director shall notify the person by mail of the additional amount, which shall become due and shall be paid within 30 days from the date of the notice, or within such time as the city clerk may provide in writing.

B. Interest on unpaid tax shall be computed as follows:

1. For tax periods up to and including December 31, 2004, the director shall compute interest at the rate of six percent per annum, in accordance with SMC 5.04.210 as it existed prior to December 31, 2004 (Ordinance 303, Section 19).
2. For tax periods after December 31, 2004, the director shall compute interest in accordance with RCW 82.32.050 as it now exists or as it may be amended.
3. If subsection (B)(2) of this section is held to be invalid, then the provisions of RCW 82.32.050 existing at the effective date of the ordinance codified in this section shall apply.

5.08.095 Time in which assessment may be made.

The director shall not assess, or correct an assessment for, additional taxes, penalties, or interest due more than four years after the close of the calendar year in which they were incurred, except that the director may issue an assessment:

- A. Against a person who is not currently registered or licensed or has not filed a tax return as required by this chapter for taxes due within the period commencing 10 years prior to the close of the calendar year in which the person was contacted in writing by the director;
- B. Against a person that has committed fraud or who misrepresented a material fact; or
- C. Against a person that has executed a written waiver of such limitations.

5.08.100 Overpayment of tax, penalty, or interest – Credit or refund – Interest rate – Statute of limitations.

A. If, upon receipt of an application for a refund, or during an audit or examination of the taxpayer's records and tax returns, the director determines that the amount of tax, penalty, or interest paid is in excess of that properly due, the excess amount shall be credited to the taxpayer's account or shall be refunded to the taxpayer. Except as provided in subsection B of this section, no refund or credit shall be made for taxes, penalties, or interest paid more than four years prior to the beginning of the calendar year in which the refund application is made or examination of records is completed.

B. The execution of a written waiver shall extend the time for applying for or making a refund or credit of any taxes paid during, or attributable to, the years covered by the waiver if, prior to the expiration of the waiver period, an application for refund of such taxes is made by the taxpayer or the director discovers that a refund or credit is due.

C. Refunds shall be made by means of vouchers approved by the director and by the issuance of a city check or warrants drawn upon and payable from such funds as the city may provide.

D. Any final judgment for which a recovery is granted by any court of competent jurisdiction for tax, penalties, interest, or costs paid by any person shall be paid in the same manner as provided in subsection C of this section, upon the filing with the director a certified copy of the order or judgment of the court.

E. Interest on overpayments of taxes shall be computed as follows:

1. For tax periods up to and including December 31, 2004, no refunds of tax nor any interest thereon shall be paid, in accordance with SMC 5.04.210 as it existed prior to December 31, 2004 (Ordinance 303, Section 19), which required claims for refunds to be made within two years from the date of the overpayment.

2. For tax periods after December 31, 2004, the director shall compute interest on refunds of credits of amounts paid or other recovery allowed a taxpayer in accordance with RCW 82.32.060, as it now exists or as it may be amended.

3. If subsection (E)(2) of this section is held to be invalid, then the provisions of RCW 82.32.060 existing at the effective date of the ordinance codified in this section shall apply.

5.08.110 Late payment – Disregard of written instructions – Evasion – Penalties.

A. If payment of any tax due on a return to be filed by a taxpayer is not received by the director by the due date, the director shall add a penalty in accordance with RCW 82.32.090(1), as it now exists or as it may be amended.

- B. If the director determines that any tax has been substantially underpaid as defined in RCW 82.32.090(2), there shall be added a penalty in accordance with RCW 82.32.090(2), as it now exists or as it may be amended.
- C. If a citation or criminal complaint is issued by the director for the collection of taxes, fees, assessments, interest or penalties, there shall be added thereto a penalty in accordance with RCW 82.32.090(3), as it now exists or as it may be amended.
- D. If the director finds that a person has engaged in any business or performed any act upon which a tax is imposed under this title and that person has not obtained from the director a license as required by SMC 5.04.015, the director shall impose a penalty in accordance with RCW 82.32.090(4), as it now exists or as it may be amended. No penalty shall be imposed under this subsection D if the person who has engaged in business without a license obtains a license prior to being notified by the director of the need to be licensed.
- E. If the director determines that all or any part of a deficiency resulted from the taxpayer's failure to follow specific written tax reporting instructions, there shall be assessed a penalty in accordance with RCW 82.32.090(5), as it now exists or as it may be amended.
- F. If the director finds that all or any part of the deficiency resulted from an intent to evade the tax payable, the director shall assess a penalty in accordance with RCW 82.32.090(6), as it now exists or as it may be amended.
- G. The penalties imposed under subsections A through E of this section can each be imposed on the same tax found to be due. This subsection does not prohibit or restrict the application of other penalties authorized by law.
- H. For the purposes of this section, "return" means any document a person is required by the city to file to satisfy or establish a tax or fee obligation that is administered or collected by the city, and that has a statutorily defined due date.
- I. The director shall not impose both the evasion penalty and the penalty for disregarding specific instructions on the same tax found to be due.
- J. If incorporation into the Snoqualmie Municipal Code of future changes to RCW 82.32.090 is held to be invalid, then the provisions of RCW 82.32.090 existing at the time the ordinance codified in this section is effective shall apply.

5.08.120 Cancellation of penalties.

A. The director may cancel any penalties imposed under SMC 5.08.110(A) if the taxpayer shows that its failure to timely file or pay the tax was due to reasonable cause and not willful neglect. Willful neglect is presumed unless the taxpayer shows that it exercised ordinary business care and prudence in making arrangements to file the return and pay the tax but was, nevertheless, due to circumstances beyond the taxpayer's control, unable to file or pay by the due date. The director has no authority to cancel any other penalties or to cancel penalties for any other reason except as provided in subsection C of this section.

B. A request for cancellation of penalties must be received by the director within 30 days after the date the city mails the notice that the penalties are due. The request must be in writing and contain competent proof of all pertinent facts supporting a reasonable cause determination. In all cases the burden of proving the facts rests upon the taxpayer.

C. The director may cancel the penalties in SMC 5.08.110(A) one time if a person:

1. Is not currently licensed and filing returns;
2. Was unaware of its responsibility to file and pay tax; and
3. Obtained business licenses and filed past due tax returns within 30 days after being notified by the city.

D. The director shall not cancel any interest charged upon amounts due.

5.08.130 Taxpayer quitting business – Liability of successor.

A. Whenever any taxpayer quits a business, sells out, exchanges, or otherwise disposes of his business or his stock of goods, any tax payable hereunder shall become immediately due and payable. Such taxpayer shall, within 10 days thereafter, make a return and pay the tax due.

B. Any person who becomes a successor shall become liable for the full amount of any tax owing. The successor shall withhold from the purchase price a sum sufficient to pay any tax due to the city from the taxpayer until such time as: (1) the taxpayer shall produce a receipt from the city showing payment in full of any tax due or a certificate that no tax is due, or (2) more than six months have passed since the successor notified the director of the acquisition and the director has not issued and notified the successor of an assessment.

C. Payment of the tax by the successor shall, to the extent thereof, be deemed a payment upon the purchase price. If such payment is greater in amount than the purchase price, the amount of the difference shall become a debt due such successor from the taxpayer.

D. Notwithstanding the above, if a successor gives written notice to the director of the acquisition, and the director does not within six months of the date it received the notice issue an assessment against the taxpayer and mail a copy of that assessment to the successor, the successor shall not be liable for the tax.

5.08.140 Administrative appeal.

Any person, except one who has failed to comply with SMC 5.08.060, aggrieved by the amount of the fee or tax determined by the director to be required under the provisions of this chapter may pay the amount due and appeal from such determination by filing a written notice of appeal with the city administrator within 30 days from the date written notice of such amount was mailed to the taxpayer. The city administrator shall, as soon as practical, fix a time and place for the hearing of such appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the parties. The hearing shall be conducted according to such rules as the city administrator shall prescribe; provided, all testimony before the city administrator shall be on oath or affirmation, and all proceedings shall be recorded, and a proper record of witnesses and exhibits shall be maintained. The decision of the city administrator shall indicate the correct amount of the fee or tax owing.

5.08.150 Judicial review of administrative appeal decision.

The taxpayer may obtain judicial review of the city administrator's administrative decision by applying for a writ of review in the King County superior court within 14 days from the date of the city administrator's decision in accordance with the procedure set forth in Chapter 7.16 RCW, other applicable law, and court rules. The city shall have the same right of review from the administrative decision as does a taxpayer.

5.08.160 Director to make rules.

The director shall have the power, from time to time, to adopt, publish and enforce rules and regulations not inconsistent with this chapter or with law for the purpose of carrying out the provisions of this chapter and it shall be unlawful to violate or fail to comply with any such rule or regulation.

5.08.170 Ancillary allocation authority of director.

The director is authorized to enter into agreements with other Washington cities which impose an "eligible gross receipts tax":

A. To conduct an audit or joint audit of a taxpayer by using an auditor employed by the city, another city, or a contract auditor; provided, that such contract auditor's pay is not in any way based upon the amount of tax assessed;

B. To allocate or apportion in a manner that fairly reflects the gross receipts earned from activities conducted within the respective cities the gross proceeds of sales, gross receipts, or gross income of the

business, or taxes due from any person that is required to pay an eligible gross receipts tax to more than one Washington city;

C. To apply the city's tax prospectively where a taxpayer has no office or place of business within the city and has paid tax on all gross income to another Washington city where the taxpayer is located; provided, that the other city maintains an eligible gross receipts tax, and the income was not derived from contracts with the city.

5.08.180 Mailing of notices.

Any notice required by this chapter to be mailed to any taxpayer or licensee shall be sent by ordinary mail, addressed to the address of the taxpayer or licensee as shown by the records of the director.

Failure of the taxpayer or licensee to receive any such mailed notice shall not release the taxpayer or licensee from any tax, fee, interest, or any penalties thereon, nor shall such failure operate to extend any time limit set by the provisions of this chapter. It is the responsibility of the taxpayer to inform the director in writing about a change in the taxpayer's address.

5.08.190 Tax declared additional.

The license fee and taxes levied in this title shall be additional to any license fee or tax imposed or levied under any law or any other ordinance of the city except as herein otherwise expressly provided.

5.08.200 Public disclosure – Confidentiality – Information sharing.

A. For purposes of this chapter, terms not defined in this section shall have the meanings set forth in Chapter 42.56 RCW. For purposes of this chapter, the following definitions shall apply:

1. "Disclose" means to make known to any person in any manner any tax return or tax information.
2. "Tax information" means:
 - a. A taxpayer's identity;
 - b. The nature, source, or amount of the taxpayer's income, payments, receipts, deductions, exemptions, credits, assets, liability, net worth, tax liability deficiencies, over-assessments, or tax payments, whether taken from the taxpayer's books and records or any other source;
 - c. Whether the taxpayer's return was, is being, or will be examined or subject to other investigation or processing; or
 - d. Other data received by, recorded by, prepared by, or provided to the city with respect to the determination or existence, or possible existence, of liability, or the amount thereof, of a

person under SMC Title 5 for a tax, penalty, interest, fine, forfeiture, or other imposition, or offense. However, data, material, or documents that do not disclose information related to a specific or identifiable taxpayer do not constitute tax information under this section. Nothing in this chapter requires any person possessing data, material, or documents made confidential and privileged by this section to delete information from such data, material or documents so as to permit its disclosure.

3. "City agency" means every city office, department, division, bureau, board, commission, or other city agency.

4. "Taxpayer identity" means the taxpayer's name, address, telephone number, registration number, or any combination thereof, or any other information disclosing the identity of the taxpayer.

B. Returns and tax information are confidential and privileged, and except as authorized by this section, neither the director nor any other person may disclose any return or tax information.

C. This section does not prohibit the director from:

1. Disclosing such return or tax information in a civil or criminal judicial proceeding or an administrative proceeding:

a. In respect of any tax imposed under SMC Title 5 if the taxpayer or its officer or other person liable under this title is a party in the proceeding; or

b. In which the taxpayer about whom such return or tax information is sought and another state agency are adverse parties in the proceeding;

2. Disclosing, subject to such requirements and conditions as the director prescribes by rules adopted pursuant to this chapter, such return or tax information regarding a taxpayer to such taxpayer or to such person or persons as that taxpayer may designate in a request for, or consent to, such disclosure, or to any other person, at the taxpayer's request, to the extent necessary to comply with a request for information or assistance made by the taxpayer to such other person. However, tax information not received from the taxpayer must not be so disclosed if the director determines that such disclosure would compromise any investigation or litigation by any federal, state, or local government agency in connection with the civil or criminal liability of the taxpayer or another person, or that such disclosure would identify a confidential informant, or that such disclosure is contrary to any agreement entered into by the department that provides for the reciprocal exchange of information with other government agencies, which agreement requires

confidentiality with respect to such information unless such information is required to be disclosed to the taxpayer by the order of any court;

3. Publishing statistics so classified as to prevent the identification of particular returns or reports or items thereof;

4. Disclosing such return or tax information, for official purposes only, to the mayor or city attorney, or to any city agency, or to any member of the city council or their authorized designees dealing with matters of taxation, revenue, trade, commerce, the control of industry or the professions;

5. Permitting the city's records to be audited and examined by the proper state officer, his or her agents and employees;

6. Disclosing any such return or tax information to a peace officer as defined in RCW 9A.04.110 or county prosecuting attorney, for official purposes. The disclosure may be made only in response to a search warrant, subpoena, or other court order, unless the disclosure is for the purpose of criminal tax enforcement. A peace officer or county prosecuting attorney who receives the return or tax information may disclose that return or tax information only for use in the investigation and a related court proceeding, or in the court proceeding for which the return or tax information originally was sought or where otherwise allowed to be disclosed under this section;

7. Disclosing any such return or tax information to the proper officer of the Internal Revenue Service of the United States, the Canadian government or provincial governments of Canada, or to the proper officer of the tax department of any state or city or town or county, for official purposes, but only if the statutes of the United States, Canada or its provincial governments, or of such other state or city or town or county, as the case may be, grants substantially similar privileges to the proper officers of the city;

8. Disclosing any such return or tax information to the United States Department of Justice, including the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Department of Defense, the Immigration and Customs Enforcement and the Customs and Border Protection Agencies of the United States Department of Homeland Security, the United States Coast Guard, the Alcohol and Tobacco Tax and Trade Bureau of the United States Department of the Treasury, and the United States Department of Transportation, or any authorized representative of these federal agencies or their successors, for official purposes;

9. Publishing or otherwise disclosing the text of a written determination designated by the director as a precedent pursuant to RCW 82.32.410;

10. Disclosing, in a manner that is not associated with other tax information, the taxpayer name, entity type, business address, mailing address, revenue tax registration numbers and the active/closed status of such registrations, state or local business license registration identification and the active/closed status and effective dates of such licenses, reseller permit numbers and the expiration date and status of such permits, North American industry classification system or standard industrial classification code of a taxpayer, and the dates of opening and closing of business, except that this subsection may not be construed as giving authority to the city or any recipient to give, sell, or provide access to any list of taxpayers for any commercial purpose;

11. Disclosing such return or tax information that is also maintained by another Washington State or local governmental agency as a public record available for inspection and copying under the provisions of Chapter 42.56 RCW or is a document maintained by a court of record and is not otherwise prohibited from disclosure;

12. Disclosing such return or tax information to the United States Department of Agriculture, or successor department or agency, for the limited purpose of investigating food stamp fraud by retailers;

13. Disclosing to a financial institution, escrow company, or title company, in connection with specific real property that is the subject of a real estate transaction, current amounts due the city for a filed tax warrant, judgment, or lien against the real property;

14. Disclosing to a person against whom the department has asserted liability as a successor under SMC 5.08.130 a return or tax information pertaining to the specific business of the taxpayer to which the person has succeeded;

15. Disclosing real estate excise tax affidavit forms in the possession of the city, including real estate excise tax affidavit forms for transactions exempt or otherwise not subject to tax;

16. Disclosing such return or tax information to the court or hearing examiner in respect to the city's application for a subpoena if there is probable cause to believe that the records in possession of a third party will aid the director in connection with its official duties under this title or a civil or criminal investigation.

D.1. The director may disclose return or taxpayer information to a person under investigation or during any court or administrative proceeding against a person under investigation as provided in this subsection. The disclosure must be in connection with the department's official duties under this title, or a civil or criminal investigation. The disclosure may occur only when the person under investigation and the

person in possession of data, materials, or documents are parties to the return or tax information to be disclosed. The department may disclose return or tax information such as invoices, contracts, bills, statements, resale or exemption certificates, or checks. However, the department may not disclose general ledgers, sales or cash receipt journals, check registers, accounts receivable/payable ledgers, general journals, financial statements, expert's work papers, income tax returns, state tax returns, tax return work papers, or other similar data, materials, or documents.

2. Before disclosure of any tax return or tax information under this subsection, the director must, through written correspondence, inform the person in possession of the data, materials, or documents to be disclosed. The correspondence must clearly identify the data, materials, or documents to be disclosed. The director may not disclose any tax return or tax information under this subsection D until the time period allowed in subsection (D)(3) of this section has expired or until the court has ruled on any challenge brought under subsection (D)(3) of this section.

3. The person in possession of the data, materials, or documents to be disclosed by the department has 20 days from the receipt of the written request required under subsection (D)(2) of this section to petition the superior court of the county in which the petitioner resides for injunctive relief. The court must limit or deny the request of the director if the court determines that:

a. The data, materials, or documents sought for disclosure are cumulative or duplicative, or are obtainable from some other source that is more convenient, less burdensome, or less expensive;

b. The production of the data, materials, or documents sought would be unduly burdensome or expensive, taking into account the needs of the department, the amount in controversy, limitations on the petitioner's resources, and the importance of the issues at stake; or

c. The data, materials, or documents sought for disclosure contain trade secret information that, if disclosed, could harm the petitioner.

4. The director must reimburse reasonable expenses for the production of data, materials, or documents incurred by the person in possession of the data, materials, or documents to be disclosed.

5. Requesting information under this subsection that may indicate that a taxpayer is under investigation does not constitute a disclosure of tax return or tax information under this section.

E. Service of a subpoena issued by the court does not constitute a disclosure of return or tax information under this section. Notwithstanding anything else to the contrary in this section, a person served with a subpoena issued by the court may disclose the existence or content of the subpoena to that person's legal counsel.

F. Any person acquiring knowledge of any return or tax information in the course of his or her employment with the city and any person acquiring knowledge of any return or tax information as provided under subsections (C)(4) through (C)(9) of this section, who discloses any such return or tax information to another person not entitled to knowledge of such return or tax information under the provisions of this section, is guilty of a misdemeanor. If the person guilty of such violation is an officer or employee of the state, such person must forfeit such office or employment and is incapable of holding any public office or employment in this city for a period of two years thereafter.

5.08.210 Tax constitutes debt.

Any license fee or tax due and unpaid under this title, and all interest and penalties thereon, shall constitute a debt to the city and may be collected in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies.

5.08.220 Unlawful actions – Violation – Penalties.

A. It shall be unlawful for any person liable for fees under this chapter (or other chapters as listed):

1. To violate or fail to comply with any of the provisions of this chapter or any lawful rule or regulation adopted by the director;
2. To make any false statement on any license application or tax return;
3. To aid or abet any person in any attempt to evade payment of a license fee or tax;
4. To fail to appear or testify in response to a subpoena properly issued;
5. To testify falsely in any investigation, audit, or proceeding conducted pursuant to this chapter.

B. Violation of any of the provisions of this title is a gross misdemeanor. Any person convicted of a violation of this title may be punished by a fine not to exceed \$1,000, imprisonment not to exceed one year, or both fine and imprisonment. Penalties or punishments provided in this chapter shall be in addition to all other penalties provided by law.

C. Any person, or officer of a corporation, convicted of continuing to engage in business after the revocation of a license shall be guilty of a gross misdemeanor and may be punished by a fine not to exceed \$5,000, or imprisonment not to exceed one year, or both fine and imprisonment.

5.08.230 Suspension or revocation of business license.

A. The director, or designee, shall have the power and authority to suspend or revoke any license issued under the provisions of this title. The director, or designee, shall notify such licensee in writing by certified mail of the suspension or revocation of his or her license and the grounds therefor. Any license issued under this title may be suspended or revoked based on one or more of the following grounds:

1. The license was procured by fraud or false representation of fact.
2. The licensee has failed to comply with any provisions of this title.
3. The licensee has failed to comply with any provisions of the municipal code applicable to conduct of the business.
4. The licensee is in default in any payment of any license fee or tax under this title.
5. The licensee or employee has been convicted of a crime involving the business.

B. Any licensee may, within 14 days from the date that the suspension or revocation notice was mailed to the licensee, appeal from such suspension or revocation by filing a written notice of appeal ("petition") setting forth the grounds therefor with the city administrator. A copy of the petition must be provided by the licensee to the director and the city attorney on or before the date the petition is filed with the city administrator. The hearing shall be conducted in accordance with such rules as the city administrator shall prescribe; provided, all testimony before the city administrator shall be on oath or affirmation, and all proceedings shall be recorded, and a proper record of witnesses and exhibits shall be maintained. The city administrator shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the city administrator shall, after appropriate findings of fact, and conclusions of law, affirm, modify, or overrule the suspension or revocation and reinstate the license, and may impose any terms upon the continuance of the license.

C. No suspension or revocation of a license issued pursuant to the provisions of this subchapter shall take effect until 14 days after the mailing of the notice thereof by the city, and, if appeal is taken as herein prescribed, the suspension or revocation shall be stayed pending final action by the city administrator. All licenses which are suspended or revoked shall be surrendered to the city on the effective date of such suspension or revocation.

D. The decision of the city administrator shall be final. The licensee may seek review of the decision by the superior court of Washington in and for King County within 14 days from the date of the decision. If review is sought as herein prescribed, the suspension or revocation shall be stayed pending final action by the superior court.

E. Upon revocation of any license as provided in this subchapter, no portion of the license fee shall be returned to the licensee.

5.08.240 Closing agreement provisions.

The director may enter into an agreement in writing with any person relating to the liability of such person in respect of any tax imposed by any of the chapters within this title and administered by this chapter for any taxable period(s). Upon approval of such agreement, evidenced by execution thereof by the director and the person so agreeing, the agreement shall be final and conclusive as to the tax liability or tax immunity covered thereby, and, except upon a showing of fraud or malfeasance, or misrepresentation of a material fact:

A. The case shall not be reopened as to the matters agreed upon, or the agreement modified, by the director or the taxpayer; and

B. In any suit, action or proceeding, such agreement, or any determination, assessment, collection, payment, abatement, refund, or credit made in accordance therewith, shall not be annulled, modified, set aside, or disregarded.

5.08.250 Charge-off of uncollectible taxes.

The director may charge off any tax, penalty, or interest that is owed by a taxpayer, if the director reasonably ascertains that the cost of collecting such amounts would be greater than the total amount that is owed or likely to be collected from the taxpayer. Charge-offs in excess of \$5,000 shall require city council approval.

5.08.255 Emergency provisions.

During the pendency of an emergency or disaster declared by the mayor pursuant to SMC 2.48.050, the mayor is authorized to temporarily defer or extend the performance of any obligation or requirement imposed by this chapter, on such terms or conditions and for such time as the mayor may reasonably determine in order to respond to the emergency or disaster or protect persons and/or businesses affected thereby.

5.08.260 Severability.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING CHAPTERS 5.04 AND 5.08 OF THE SNOQUALMIE MUNICIPAL CODE, REGARDING BUSINESS LICENSES AND BUSINESS AND OCCUPATION TAX; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Chapter 35.102 RCW requires cities that impose business and occupation taxes to coordinate with the Association of Washington Cities (AWC) to develop a model ordinance for the administration of business and occupation tax in order to promote uniformity and foster an equitable business environment; and

WHEREAS, starting in 2008, cities that levy the business and occupation tax must allow for allocation and apportionment to minimize concerns over multiple taxation; and

WHEREAS, in 2017, HB 2005 required that cities that levy business and occupation taxes form a task force to review service income apportionment; and

WHEREAS, a workgroup of cities met and recommended amendments to the model ordinance to include changes to RCW Chapter 35.102 and to reflect other changes to state law since 2013, which amendments were adopted by the 2019 legislature; and

WHEREAS, in 2023, SB 5199 changed the definition of printing and publishing income for business and occupation taxes resulting in an update to the model ordinance.

WHEREAS, the City must amend its code to reflect the changes made to the model ordinance as promulgated by AWC and authorized by state law.

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

Section 1. Chapter 5.04 of the Snoqualmie Municipal Code, Business Licenses and Business and Occupation Tax, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. Chapter 5.08 of the Snoqualmie Municipal Code, Administrative Provisions for Business Tax, is hereby amended to read as shown in Exhibit B, attached hereto and incorporated herein by this reference.

Section 3. Severability. If any one or more sections, subsections, or sentences of this ordinance or the Snoqualmie Municipal Code amendments adopted in Sections 1 and 2 herein are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of

this ordinance or the Snoqualmie Municipal Code sections, and the same shall remain in full force and effect.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk, and the Community Development Director, code revisers are authorized to make necessary corrections to this ordinance and Snoqualmie Municipal Code sections, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules or regulations; or ordinance or Snoqualmie Municipal Code section or subsection numbering.

Section 5. Effective Date. This ordinance shall be effective five (5) days after passage and publication, as provided by law.

PASSED by the City Council of the City of Snoqualmie, Washington, this 6th day of February, 2024.

City of Snoqualmie

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David A. Linehan, Interim City Attorney

EXHIBIT A

Chapter 5.04 – BUSINESS LICENSES AND BUSINESS AND OCCUPATION TAX

5.04.010 Exercise of revenue license power.

The provisions of this chapter shall be deemed an exercise of the power of the city to license for revenue. The provisions of this chapter are subject to periodic statutory or administrative rule changes or judicial interpretations of the ordinances or rules. The responsibility rests with the licensee or taxpayer to reconfirm tax computation procedures and remain in compliance with the city code.

5.04.015 Business license.

A. Every person engaging in any business or activity within the city during each taxable year in any business or activity, whether or not subject to taxation under this chapter, except as provided in subsection F of this section, shall apply for and obtain from the finance officer a business license for such taxable year or unexpired portion thereof. On and after the effective date of the ordinance codified in this section, no person shall engage in any business activity within the city for which a license fee or tax is imposed by this chapter without having first obtained and being the holder of a valid and subsisting license to be known as a business license, issued for such taxable year under the provisions of this chapter.

B. Except as provided otherwise herein, the fee for issuance and renewal of an annual business license shall be based on the number of employees, including the owner, engaging in any business or activity within the city during each taxable year in any business or activity as follows:

Number of Employees	Fee
0 – 2	\$25.00
3 – 10	\$50.00
11 – 25	\$115.00
26 – 50	\$250.00
51 – 100	\$500.00
101 or higher	\$500.00

Notwithstanding the fee schedule above, for purposes of the annual business license required by this chapter, for any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000.00 and who does not maintain a place of business within the city, the fee for the annual business license shall be \$0.00.

C. The license shall expire at the end of the calendar year. Each license shall be personal and nontransferable. In case business is transacted at two or more separate places by one taxpayer, a separate license shall be required for each place, and a separate registration fee shall be paid for such license issued.

D. All business licenses shall be issued by the director on forms prescribed and furnished by the director, and the director shall keep a register thereof. Each license shall be numbered, shall show the name, place and character of business of the taxpayer, such other information as the director shall deem necessary, and shall at all times be posted in the place of business for which it is issued. When the place of business of a taxpayer is changed, the taxpayer shall return the license to the director and a new license shall be issued for the new place of business upon payment of a fee of \$25.00. No person shall engage in any business for which a business license is required without being licensed, nor shall any person holding such a business license suffer or allow any other person, for whom a separate license is required, to operate under or display his license.

E. The director shall not issue any business license for a business to be conducted within premises located in the city until the planning official has certified that the business may lawfully be conducted within the zoning district within which it is located, and the building official has certified that the premises comply with applicable fire and life safety regulations. The cost of such review and certifications shall be included within the business license fee.

F. Licensing of persons engaged in business as vendors at farmers' markets, festivals and special events, roadside sales, door-to-door sales, transient merchant sales, or other similar circumstances shall be licensed as provided in Chapter 5.36 SMC, provided, such persons shall be subject to the tax imposed by this chapter if such person's sales within the city exceed the gross receipts as set forth in SMC 5.04.050(B).

5.04.020 Administrative provisions.

The administrative provisions contained in Chapter 5.08 SMC shall be fully applicable to the provisions of this chapter except as expressly stated to the contrary herein.

5.04.030 Definitions.

In construing the provisions of this chapter, the following definitions shall be applied. Words in the singular number shall include the plural, and the plural shall include the singular.

A. "Business" includes all activities engaged in with the object of gain, benefit, or advantage to the taxpayer or to another person or class, directly or indirectly.

B. "Business and occupation tax" or "gross receipts tax" means a tax imposed on or measured by the value of products, the gross income of the business, or the gross proceeds of sales, as the case may be, and that is the legal liability of the business.

C. "Commercial or industrial use" means the following uses of products, including by-products, by the extractor or manufacturer thereof:

1. Any use as a consumer; and
2. The manufacturing of articles, substances or commodities.

D. "Delivery" means the transfer of possession of tangible personal property between the seller and the buyer or the buyer's representative. Delivery to an employee of a buyer is considered delivery to the buyer. Transfer of possession of tangible personal property occurs when the buyer or the buyer's representative first takes physical control of the property or exercises dominion and control over the property. "Dominion and control" means the buyer has the ability to put the property to the buyer's own purposes. It means the buyer or the buyer's representative has made the final decision to accept or reject the property, and the seller has no further right to possession of the property and the buyer has no right to return the property to the seller, other than under a warranty contract. A buyer does not exercise dominion and control over tangible personal property merely by arranging for shipment of the property from the seller to itself. A buyer's representative is a person, other than an employee of the buyer, who is authorized in writing by the buyer to receive tangible personal property and take dominion and control by making the final decision to accept or reject the property. Neither a shipping company nor a seller can serve as a buyer's representative. It is immaterial where the contract of sale is negotiated or where the buyer obtains title to the property. Delivery terms and other provisions of the Uniform Commercial Code (Title [62A](#) RCW) do not determine when or where delivery of tangible personal property occurs for purposes of taxation.

E. "Digital automated service," "digital code," and "digital goods" have the same meaning as in RCW 82.04.192.

F. "Digital products" means digital goods, digital codes, digital automated services, and the services described in RCW 82.04.050(2)(g) and (6)(b).

G. "Director" means the finance officer of the city or any officer, agent or employee of the city designated to act on the director's behalf.

H. "Eligible gross receipts tax" means a tax which:

1. Is imposed on the act or privilege of engaging in business activities within SMC 5.04.050; and
2. Is measured by the gross volume of business, in terms of gross receipts, and is not an income tax or value added tax; and
3. Is not, pursuant to law or custom, separately stated from the sales price; and
4. Is not a sales or use tax, business license fee, franchise fee, royalty or severance tax measured by volume or weight, or concession charge, or payment for the use and enjoyment of property, property right or a privilege; and
5. Is a tax imposed by a local jurisdiction, whether within or without the state of Washington, and not by a country, state, province, or any other nonlocal jurisdiction above the county level.

I. Engaging in Business.

1. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This subsection sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to register and obtain a business license or pay city business and occupation taxes. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (I)(1) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - b. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city.

- c. Soliciting sales.
- d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
- e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
- f. Installing, constructing, or supervising installation or construction of real or tangible personal property.
- g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
- h. Collecting current or delinquent accounts.
- i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
- j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
- k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians.
- l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
- m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
- n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license and pay tax:

a. Meeting with suppliers of goods and services as a customer.

b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

d. Renting tangible or intangible property as a customer when the property is not used in the city.

e. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

f. Conducting advertising through the mail.

g. Soliciting sales by phone from a location outside the city.

5. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (l)(4) of this section.

6. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the tax under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

J. "Extracting" is the activity engaged in by an extractor and is reportable under the extracting classification.

K. "Extractor" means every person who, from the person's own land or from the land of another under a right or license granted by lease or contract, either directly or by contracting with others for the necessary labor or mechanical services, for sale or for commercial or industrial use, mines, quarries, takes or produces coal, oil, natural gas, ore, stone, sand, gravel, clay, mineral or other natural resource product; or fells, cuts or takes timber, Christmas trees, other than plantation Christmas trees, or other natural products; or takes fish, shellfish, or other sea or inland water foods or products. "Extractor" does not include persons performing under contract the necessary labor or mechanical services for others; or persons meeting the definition of "farmer."

L. "Extractor for hire" means a person who performs under contract necessary labor or mechanical services for an extractor.

M. "Gross income of the business" means the value proceeding or accruing by reason of the transaction of the business engaged in and includes gross proceeds of sales, compensation for the rendition of services, gains realized from trading in stocks, bonds, or other evidences of indebtedness, interest, discount, rents, royalties, fees, commissions, dividends, and other emoluments however designated, all without any deduction on account of the cost of tangible property sold, the cost of materials used, labor costs, interest, discount, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses.

N. "Gross proceeds of sales" means the value proceeding or accruing from the sale of tangible personal property, digital goods, digital codes, digital automated services or for other services rendered, without any deduction on account of the cost of property sold, the cost of materials used, labor costs, interest, discount paid, delivery costs, taxes, or any other expense whatsoever paid or accrued and without any deduction on account of losses.

O. "Manufacturing" means the activity conducted by a manufacturer and is reported under the manufacturing classification.

P. "Manufacturer," "to manufacture."

1. "Manufacturer" means every person who, either directly or by contracting with others for the necessary labor or mechanical services, manufactures for sale or for commercial or industrial use from the person's own materials or ingredients any products. When the owner of equipment or facilities furnishes, or sells to the customer prior to manufacture, materials or ingredients equal to

less than 20 percent of the total value of all materials or ingredients that become a part of the finished product, the owner of the equipment or facilities will be deemed to be a processor for hire, and not a manufacturer;

2. "To manufacture" means all activities of a commercial or industrial nature wherein labor or skill is applied, by hand or machinery, to materials or ingredients so that as a result thereof a new, different or useful product is produced for sale or commercial or industrial use, and shall include:

- a. The production of special made or custom made articles;
- b. The production of dental appliances, devices, restorations, substitutes, or other dental laboratory products by a dental laboratory or dental technician;
- c. Crushing and/or blending of rock, sand, stone, gravel, or ore; and
- d. The producing of articles for sale, or for commercial or industrial use from raw materials or prepared materials by giving such materials, articles, and substances of trade or commerce new forms, qualities, properties or combinations including, but not limited to, such activities as making, fabricating, processing, refining, mixing, slaughtering, packing, aging, curing, mild curing, preserving, canning, and the preparing and freezing of fresh fruits and vegetables.

3. "To manufacture" shall not include the production of digital goods or computer software if the computer software is delivered from the seller to the purchaser by means other than tangible storage media, including the delivery by use of a tangible storage media where the tangible storage media is not physically transferred to the purchaser.

Q. "Person" means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, co-partnership, joint venture, club, company, joint stock company, business trust, municipal corporation, political subdivision of the state of Washington, corporation, limited liability company, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise and the United States or any instrumentality thereof.

R. "Retailing" means the activity of engaging in making sales at retail and is reported under the retailing classification.

S. "Retail service" shall include the sale of or charge made for personal, business, or professional services including amounts designated as interest, rents, fees, admission, and other service emoluments however designated, received by persons engaging in the following business activities:

1. Amusement and recreation services including but not limited to golf, pool, billiards, skating, bowling, swimming, bungee jumping, ski lifts and tows, basketball, racquet ball, handball, squash, tennis, batting cages, day trips for sightseeing purposes, and others, when provided to consumers. "Amusement and recreation services" also include the provision of related facilities such as basketball courts, tennis courts, handball courts, swimming pools, and charges made for providing the opportunity to dance. The term "amusement and recreation services" does not include instructional lessons to learn a particular activity such as tennis lessons, swimming lessons, or archery lessons;
2. Abstract, title insurance, and escrow services;
3. Credit bureau services;
4. Automobile parking and storage garage services;
5. Landscape maintenance and horticultural services but excluding (a) horticultural services provided to farmers and (b) pruning, trimming, repairing, removing, and clearing of trees and brush near electric transmission or distribution lines or equipment, if performed by or at the direction of an electric utility;
6. Service charges associated with tickets to professional sporting events; and
7. The following personal services: physical fitness services, tanning salon services, tattoo parlor services, steam bath services, Turkish bath services, escort services, and dating services.
8. The term shall also include the renting or leasing of tangible personal property to consumers and the rental of equipment with an operator.

T. "Sale," "casual or isolated sale."

1. "Sale" means any transfer of the ownership of, title to, or possession of property for a valuable consideration and includes any activity classified as a "sale at retail," "retail sale," or "retail service." It includes renting or leasing, conditional sale contracts, leases with option to purchase, and any contract under which possession of the property is given to the purchaser but title is retained by the vendor as security for the payment of the purchase price. It also includes the furnishing of food, drink, or meals for compensation whether consumed upon the premises or not.
2. "Casual or isolated sale" means a sale made by a person who is not engaged in the business of selling the type of property involved on a routine or continuous basis.

U. Sale at Retail, Retail Sale.

1. "Sale at retail" or "retail sale" means every sale of tangible personal property (including articles produced, fabricated, or imprinted) to all persons irrespective of the nature of their business and including, among others, without limiting the scope hereof, persons who install, repair, clean, alter, improve, construct, or decorate real or personal property of or for consumers, other than a sale to a person who presents a resale certificate under RCW 82.04.470 and who:

- a. Purchases for the purpose of resale as tangible personal property in the regular course of business without intervening use by such person; or
- b. Installs, repairs, cleans, alters, imprints, improves, constructs, or decorates real or personal property of or for consumers, if such tangible personal property becomes an ingredient or component of such real or personal property without intervening use by such person; or
- c. Purchases for the purpose of consuming the property purchased in producing for sale a new article of tangible personal property or substance, of which such property becomes an ingredient or component or is a chemical used in processing, when the primary purpose of such chemical is to create a chemical reaction directly through contact with an ingredient of a new article being produced for sale; or
- d. Purchases for the purpose of consuming the property purchased in producing ferrosilicon which is subsequently used in producing magnesium for sale, if the primary purpose of such property is to create a chemical reaction directly through contact with an ingredient of ferrosilicon;
- e. Purchases for the purpose of providing the property to consumers as part of competitive telephone service, as defined in RCW 82.04.065. The term shall include every sale of tangible personal property which is used or consumed or to be used or consumed in the performance of any activity classified as a "sale at retail" or "retail sale" even though such property is resold or utilized as provided in subsection (U)(1)(a), (b), (c), (d) or (e) of this section following such use; or
- f. Purchases for the purpose of satisfying the person's obligations under an extended warranty as defined in subsection (U)(7) of this section, if such tangible personal property replaces or becomes an ingredient or component of property covered by the extended warranty without intervening use by such person.

2. "Sale at retail" or "retail sale" also means every sale of tangible personal property to persons engaged in any business activity which is taxable under SMC 5.04.050(A)(1).

3. "Sale at retail" or "retail sale" shall include the sale of or charge made for tangible personal property consumed and/or for labor and services rendered in respect to the following:

a. The installing, repairing, cleaning, altering, imprinting, or improving of tangible personal property of or for consumers, including charges made for the mere use of facilities in respect thereto, but excluding charges made for the use of coin-operated laundry facilities when such facilities are situated in an apartment house, rooming house, or mobile home park for the exclusive use of the tenants thereof, and also excluding sales of laundry service to nonprofit health care facilities, and excluding services rendered in respect to live animals, birds and insects;

b. The constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for consumers, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation, and shall also include the sale of services or charges made for the clearing of land and the moving of earth excepting the mere leveling of land used in commercial farming or agriculture;

c. The charge for labor and services rendered in respect to constructing, repairing, or improving any structure upon, above, or under any real property owned by an owner who conveys the property by title, possession, or any other means to the person performing such construction, repair, or improvement for the purpose of performing such construction, repair, or improvement and the property is then reconveyed by title, possession, or any other means to the original owner;

d. The sale of or charge made for labor and services rendered in respect to the cleaning, fumigating, razing or moving of existing buildings or structures, but shall not include the charge made for janitorial services; and for purposes of this section the term "janitorial services" shall mean those cleaning and caretaking services ordinarily performed by commercial janitor service businesses including, but not limited to, wall and window washing, floor cleaning and waxing, and the cleaning in place of rugs, drapes and upholstery. The term "janitorial services" does not include painting, papering, repairing, furnace or septic tank cleaning, snow removal or sandblasting;

e. The sale of or charge made for labor and services rendered in respect to automobile towing and similar automotive transportation services, but not in respect to those required to report and pay taxes under Chapter 82.16 RCW;

f. The sale of and charge made for the furnishing of lodging and all other services, except telephone business and cable service, by a hotel, rooming house, tourist court, motel, trailer camp, and the granting of any similar license to use real property, as distinguished from the renting or leasing of real property, and it shall be presumed that the occupancy of real property for a continuous period of one month or more constitutes a rental or lease of real property and not a mere license to use or enjoy the same. For the purposes of this subsection, it shall be presumed that the sale of and charge made for the furnishing of lodging for a continuous period of one month or more to a person is a rental or lease of real property and not a mere license to enjoy the same;

g. The installing, repairing, altering, or improving of digital goods for consumers;

h. The sale of or charge made for tangible personal property, labor and services to persons taxable under subsections (U)(3)(a), (b), (c), (d), (e), (f) and (g) of this section when such sales or charges are for property, labor and services which are used or consumed in whole or in part by such persons in the performance of any activity defined as a "sale at retail" or "retail sale" even though such property, labor and services may be resold after such use or consumption. Nothing contained in this subsection shall be construed to modify subsection (S)(1) of this section and nothing contained in subsection (S)(1) of this section shall be construed to modify this subsection.

4. "Sale at retail" or "retail sale" shall also include the providing of competitive telephone service to consumers.

5. "Sale at retail" or "retail sale" shall also include:

a. The sale of prewritten software other than a sale to a person who presents a resale certificate under RCW 82.04.470, regardless of the method of delivery to the end user. For purposes of this subsection the sale of prewritten computer software includes the sale of or charge made for a key or an enabling activation code, where the key or code is required to activate prewritten software and put the software into use. There is no separate sale of the key or code from the prewritten software, regardless of how the sale may be characterized by the vendor or by the purchaser. The term "sale at retail" or "retail sale" does not include the sale of or charge made for custom software or the customization of prewritten software.

b. The term also includes the charge made to consumers for the right to access and use prewritten computer software, where possession of the software is maintained by the seller or a third party, regardless of whether the charge for the service is on a per use, per user, per license, subscription, or some other basis. This service also includes the right to access and use prewritten software to perform data processing. For purposes of this subsection, the term “data processing” means the systematic performance of operations on data to extract the required information in an appropriate form or to convert the data to useable information. Data processing includes check processing, image processing, form processing, survey processing, payroll processing, claim processing and similar activities.

6. “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the building, repairing, or improving of any street, place, road, highway, easement, right-of-way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle which is owned by a municipal corporation or political subdivision of the state, the state of Washington, or by the United States and which is used or to be used primarily for foot or vehicular traffic including mass transportation vehicles of any kind (public road construction).

7. “Sale at retail” or “retail sale” shall also include the sale of or charge made for an extended warranty to a consumer. For purposes of this subsection, “extended warranty” means an agreement for a specified duration to perform the replacement or repair of tangible personal property at no additional charge or a reduced charge for tangible personal property, labor, or both, or to provide indemnification for the replacement or repair of tangible personal property, based on the occurrence of specified events. The term “extended warranty” does not include an agreement, otherwise meeting the definition of extended warranty in this subsection, if no separate charge is made for the agreement and the value of the agreement is included in the sales price of the tangible personal property covered by the agreement.

8. “Sale at retail” or “retail sale” shall also include the sale of or charge made for labor and services rendered in respect to the constructing, repairing, decorating, or improving of new or existing buildings or other structures under, upon, or above real property of or for the United States, any instrumentality thereof, or a county or city housing authority created pursuant to Chapter [35.82](#) RCW, including the installing or attaching of any article of tangible personal property therein or thereto, whether or not such personal property becomes a part of the realty by virtue of installation (government contracting).

9. “Sale at retail” or “retail sale” shall not include the sale of services or charges made for the clearing of land and the moving of earth of or for the United States, any instrumentality thereof, or a

county or city housing authority. Nor shall the term include the sale of services or charges made for cleaning up for the United States, or its instrumentalities, radioactive waste and other byproducts of weapons production and nuclear research and development. (This should be reported under the service and other classification.)

10. "Sale at retail" or "retail sale" shall not include the sale of or charge made for labor and services rendered for environmental remedial action. (This should be reported under the service and other classification.)

11. a. "Sale at retail" or "retail sale" shall also include the following sales to consumers of digital goods, digital codes, and digital automated services:

- i. Sales in which the seller has granted the purchase the right of permanent use;
- ii. Sales in which the seller has granted the purchase a right of use that is less than permanent;
- iii. Sales in which the purchaser is not obligated to make continued payment as a condition of sale; and
- iv. Sales in which the purchaser is obligated to make continued payment as a condition of the sale.

b. A retail sale of digital goods, digital codes, or digital automated services under this subsection U(11) includes any services provided by the seller exclusively in connection with the digital goods, digital codes, or digital automated services, whether or not a separate charge is made for such services.

c. For purposes of this subsection U(11), "permanent" means perpetual or for an indefinite or unspecified length of time. A right of permanent use is presumed to have been granted unless the agreement between the seller and the purchaser specifies or the circumstances surrounding the transaction suggest or indicate that the right to use terminates on the occurrence of a condition subsequent.

12. "Sale at retail" or "retail sale" shall also include the installing, preparing, altering or improving of digital goods for consumers.

V. "Sale at wholesale" or "wholesale sale" means any sale of tangible personal property which is not a retail sale, and any charge made for labor and services rendered for persons who are not consumers, in

respect to real or personal property and retail services, if such charge is expressly defined as a retail sale or retail service when rendered to or for consumers. Sale at wholesale also includes the sale of telephone business to a telecommunications company as defined in RCW 80.04.010 for the purpose of resale, as contemplated by RCW 35.21.715.

W. "Services" means those activities that do not fall within one of the other tax classifications in this chapter.

X. "Taxpayer" means any person, as herein defined, required to have a business license under this chapter or liable for the collection of any tax or fee under this chapter, or who engages in any business or who performs any act for which a tax or fee is imposed by this chapter.

Y. "Value proceeding or accruing" means the consideration, whether money, credits, rights, or other property expressed in terms of money, a person is entitled to receive or which is actually received or accrued. The term shall be applied, in each case, on a cash receipts or accrual basis according to which method of accounting is regularly employed in keeping the books of the taxpayer.

Z. Value of Products.

1. The value of products, including by-products, extracted or manufactured, shall be determined by the gross proceeds derived from the sale thereof whether such sale is at wholesale or at retail, to which shall be added all subsidies and bonuses received from the purchaser or from any other person with respect to the extraction, manufacture, or sale of such products or by-products by the seller.

2. Where such products, including by-products, are extracted or manufactured for commercial or industrial use; and where such products, including by-products, are shipped, transported or transferred out of the city, or to another person, without prior sale or are sold under circumstances such that the gross proceeds from the sale are not indicative of the true value of the subject matter of the sale, the value shall correspond as nearly as possible to the gross proceeds from sales in this state of similar products of like quality and character, and in similar quantities by other taxpayers, plus the amount of subsidies or bonuses ordinarily payable by the purchaser or by any third person with respect to the extraction, manufacture, or sale of such products. In the absence of sales of similar products as a guide to value, such value may be determined upon a cost basis. In such cases, there shall be included every item of cost attributable to the particular article or article extracted or manufactured, including direct and indirect overhead costs. The city clerk may prescribe rules for the purpose of ascertaining such values.

3. Notwithstanding subsection (Z)(2) of this section, the value of a product manufactured or produced for purposes of serving as a prototype for the development of a new or improved product shall correspond to (a) the retail selling price of such new or improved product when first offered for sale; or (b) the value of materials incorporated into the prototype in cases in which the new or improved product is not offered for sale.

AA. "Wholesaling" means engaging in the activity of making sales at wholesale, and is reported under the wholesaling classification.

5.04.050 Imposition of the tax – Tax or fee levied.

A. Except as provided in subsection B of this section, there is hereby levied upon and shall be collected from every person a tax for the act or privilege of engaging in business activities within the city, whether the person's office or place of business be within or without the city. The tax shall be in amounts to be determined by application of rates against gross proceeds of sale, gross income of business, or value of products, including by-products, as the case may be, as follows:

1. Upon every person engaging within the city in business as an extractor; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the city for sale or for commercial or industrial use, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015). The measure of the tax is the value of the products, including by-products, so extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the city.
2. Upon every person engaging within the city in business as a manufacturer; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the city, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015). The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the city.
3. Upon every person engaging within the city in the business of making sales at wholesale, except persons taxable under subsection (A)(5) of this section; as to such persons the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).
4. Upon every person engaging within the city in the business of making sales at retail; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of

such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).

5. Upon every person engaging within the city in the business of (a) printing, (b) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (c) publishing newspapers, magazines and periodicals, (d) extracting for hire, and (e) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).

6. Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015).

7. Upon every other person engaging within the city in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of fifteen one-hundredths of one percent (multiplier of 0.0015). This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

B. The gross receipts tax imposed in this section shall not apply to any person whose gross proceeds of sales, gross income of the business, and value of products, including by-products, as the case may be, from all activities conducted within the city during any calendar year is equal to or less than \$20,000, or is equal to or less than \$5,000 during any quarter if on a quarterly reporting basis.

5.04.060 Doing business with the city.

Repealed by Ord. 1102.

5.04.070 Multiple activities credit when activities take place in one or more cities with eligible gross receipt taxes.

A. Persons who engage in business activities that are within the purview of two or more subsections of SMC 5.04.050 shall be taxable under each applicable subsection.

B. Notwithstanding anything to the contrary herein, if imposition of the city's tax would place an undue burden upon interstate commerce or violate constitutional requirements, a taxpayer shall be allowed a credit to the extent necessary to preserve the validity of the city's tax, and still apply the city tax to as much of the taxpayer's activities as may be subject to the city's taxing authority.

C. To take the credit authorized by this section, a taxpayer must be able to document that the amount of tax sought to be credited was paid upon the same gross receipts used in computing the tax against which the credit is applied.

D. Credit for Persons That Sell in the City Products That They Extract or Manufacture. Persons taxable under the retailing or wholesaling classification with respect to selling products in this city shall be allowed a credit against those taxes for any eligible gross receipts taxes paid (1) with respect to the manufacturing of the products sold in the city, and (2) with respect to the extracting of the products, or the ingredients used in the products, sold in the city. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

E. Credit for Persons That Manufacture Products in the City Using Ingredients They Extract. Persons taxable under the manufacturing classification with respect to manufacturing products in this city shall be allowed a credit against those taxes for any eligible gross receipts tax paid with respect to extracting the ingredients of the products manufactured in the city. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the manufacturing of those products.

F. Credit for Persons That Sell Within the City Products That They Print, or Publish and Print. Persons taxable under the retailing or wholesaling classification with respect to selling products in this city shall be allowed a credit against those taxes for any eligible gross receipts taxes paid with respect to the printing, or the printing and publishing, of the products sold within the city. The amount of the credit shall not exceed the tax liability arising under this chapter with respect to the sale of those products.

5.04.075 Deductions to prevent multiple taxation of manufacturing activities and prior to January 1, 2008, transactions involving more than one city with an eligible gross receipts tax.

A. Amounts Subject to an Eligible Gross Receipts Tax in Another City That Also Maintains Nexus Over the Same Activity. For taxes due prior to January 1, 2008, a taxpayer that is subject to an eligible gross receipts tax on the same activity in more than one jurisdiction may be entitled to a deduction as follows:

1. A taxpayer that has paid an eligible gross receipts tax, with respect to a sale of goods or services, to a jurisdiction in which the goods are delivered or the services are provided may deduct an amount equal to the gross receipts used to measure that tax from the measure of the tax owed to the city.

2. Notwithstanding the above, a person that is subject to an eligible gross receipts tax in more than one jurisdiction on the gross income derived from intangibles such as royalties, trademarks, patents, or goodwill shall assign those gross receipts to the jurisdiction where the person is domiciled (its headquarters is located).

3. A taxpayer that has paid an eligible gross receipts tax on the privilege of accepting or executing a contract with another city may deduct an amount equal to the contract price used to measure the tax due to the other city from the measure of the tax owed to the city.

B. Person Manufacturing Products Within and Without. A person manufacturing products within the city using products manufactured by the same person outside the city may deduct from the measure of the manufacturing tax the value of products manufactured outside the city and included in the measure of an eligible gross receipts tax paid to the other jurisdiction with respect to manufacturing such products.

5.04.080 Assignment of gross income derived from intangibles.

Gross income derived from the sale of intangibles such as royalties, trademarks, patents, or goodwill shall be assigned to the jurisdiction where the person is domiciled (its headquarters is located).

5.04.085 Allocation and apportionment of income when activities take place in more than one jurisdiction.

Effective January 1, 2008, gross income, other than persons subject to the provisions of Chapter 82.14A RCW, shall be allocated and apportioned as follows:

A. Gross income derived from all activities other than those taxed as service or royalties under SMC 5.04.050(A)(7) shall be allocated to the location where the activity takes place.

B. In the case of sales of tangible personal property, the activity takes place where delivery to the buyer occurs.

C. In the case of sales of digital products, the activity takes place where delivery to the buyer occurs. The delivery of digital products will be deemed to occur at:

1. The seller's place of business if the purchaser receives the digital product at the seller's place of business;

2. If not received at the seller's place of business, the location where the purchaser or the purchaser's donee, designated as such by the purchaser, receives the digital product, including the location indicated by instructions for delivery to the purchaser or donee, known to the seller;

3. If the location where the purchaser or the purchaser's donee receives the digital product is not known, the purchaser's address maintained in the ordinary course of the seller's business when use of this address does not constitute bad faith;

4. If no address for the purchaser is maintained in the ordinary course of the seller's business, the purchaser's address obtained during the consummation of the sale, including the address of a purchaser's payment instrument, if no other address is available, when use of this address does not constitute bad faith; and

5. If no address for the purchaser is obtained during the consummation of the sale, the address where the digital good or digital code is first made available for transmission by the seller or the address from which the digital automated service or service described in RCW [82.04.050\(2\)\(g\)](#) or (6)(b) was provided, disregarding for these purposes any location that merely provided the digital transfer of the product sold.

D. If none of the methods in subsection C of this section for determining where the delivery of digital products occurs are available after a good faith effort by the taxpayer to apply the methods provided in subsections (C)(1) through (C)(5) of this section, then the city and the taxpayer may mutually agree to employ any other method to effectuate an equitable allocation of income from the sale of digital products. The taxpayer will be responsible for petitioning the city to use an alternative method under this subsection. The city may employ an alternative method for allocating the income from the sale of digital products if the methods provided in subsections (C)(1) through (C)(5) of this section are not available and the taxpayer and the city are unable to mutually agree on an alternative method to effectuate an equitable allocation of income from the sale of digital products.

E. For purposes of subsections (C)(1) through (C)(5) of this section, the following definitions apply:

1. "Digital automation services," "digital codes," and "digital goods" have the same meaning as in RCW 82.04.192;

2. "Digital products" means digital goods, digital codes, digital automated services, and the services described in RCW 82.04.050(2)(g) and (6)(c);

3. "Receive" has the same meaning as in RCW 82.32.730.

F. Gross income derived from activities taxed as services and other activities taxed under SMC [5.04.050\(A\)\(7\)](#) shall be apportioned to the city by multiplying apportionable income by a fraction, the

numerator of which is the payroll factor plus the service-income factor and the denominator of which is two.

1. The payroll factor is a fraction the numerator of which is the total amount paid in the city during the tax period by the taxpayer for compensation and the denominator of which is the total compensation paid everywhere during the tax period. Compensation is paid in the city if:
 - a. The individual is primarily assigned within the city;
 - b. The individual is not primarily assigned to any place of business for the tax period and the employee performs 50 percent or more of his or her service for the tax period in the city; or
 - c. The individual is not primarily assigned to any place of business for the tax period, the individual does not perform 50 percent or more of his or her service in any city and the employee resides in the city.
2. The service-income factor is a fraction the numerator of which is the total service income of the taxpayer in the city during the tax period, and the denominator of which is the total service income of the taxpayer everywhere during the tax period. Service income is in the city if the customer location is in the city.
3. Gross income of the business from engaging in an apportionable activity must be excluded from the denominator of the service income factor if, in respect to such activity, at least some of the activity is performed in the city, and the gross income is attributable under subsection F(2) to a city or unincorporated area of a county within the United States or to a foreign county in which the taxpayer is not taxable. For purposes of this subsection F(3), “not taxable” means that the taxpayer is not subject to a business activities tax by that city or county within the United States or by that foreign country, except that a taxpayer is taxable in a city or county within the United States or in a foreign country in which it would be deemed to have a substantial nexus with the city or county within the United States or with the foreign country under the standards in RCW 35.102.050 regardless of whether that city or county within the United States or that foreign country imposes such a tax.
4. If the allocation and apportionment provisions of this subsection F do not fairly represent the extent of the taxpayer’s business activity in the city, the taxpayer may petition for or the tax administrators may require, in respect to all or any part of the taxpayer’s business activity, if reasonable:

- a. Separate accounting;
 - b. The exclusion of any one or more of the factors;
 - c. The inclusion of one or more additional factors that will fairly represent the taxpayer's business activity in the city; or
 - d. The employment of any other method to effectuate an equitable allocation and apportionment of the taxpayer's income.
5. The party petitioning for, or the tax administrator requiring, the use of any method to effectuate an equitable allocation and apportionment of the taxpayer's income pursuant to subsection F(4) must prove by a preponderance of the evidence:
- a. That the allocation and apportionment provisions of this subsection F do not fairly represent the extent of the taxpayer's business activity in the city; and
 - b. That the alternative to such provisions is reasonable.

The same burden of proof shall apply whether the taxpayer is petitioning for, or the tax administrator is requiring, the use of an alternative, reasonable method to effectuate an equitable allocation and apportionment of the taxpayer's income.

6. If the tax administrator requires any method to effectuate an equitable allocation and apportionment of the taxpayer's income, the tax administrator cannot impose any civil or criminal penalty with reference to the tax due that is attributable to the taxpayer's reasonable reliance solely on the allocation and apportionment provisions of this subsection F.

7. A taxpayer that has received written permission from the tax administrator to use a reasonable method to effectuate an equitable allocation and apportionment of the taxpayer's income shall not have that permission revoked with respect to transactions and activities that have already occurred unless there has been a material change in, or a material misrepresentation of, the facts provided by the taxpayer upon which the tax administrator reasonably relied in approving a reasonable alternative method.

G. The definitions in this subsection apply throughout this section:

1. "Apportionable income" means the gross income of the business taxable under the service classifications of a city's gross receipts tax, including income received from activities outside the

city if the income would be taxable under the service classification if received from activities within the city, less any exemptions or deductions available.

2. “Business activities tax” means a tax measured by the amount of, or economic results of, business activity conducted in a city or county within the United States or within a foreign country. The term includes taxes measured in whole or in part on net income or gross income or receipts. “Business activities tax” does not include a sales tax, use tax, or a similar transaction tax, imposed on the sale or acquisition of goods or services, whether or not denominated a gross receipts tax or a tax imposed on the privilege of doing business.

3. “Compensation” means wages, salaries, commissions, and any other form of remuneration paid to individuals for personal services that are or would be included in the individual’s gross income under the federal Internal Revenue Code.

4. “Customer” means a person or entity to whom the taxpayer makes a sale or renders services or from which the taxpayer otherwise receives gross income of the business.

5. “Customer location” means the following:

a. For a customer not engaged in business, if the service requires the customer to be physically present, where the service is performed.

b. For a customer not engaged in business, if the service does not require the customer to be physically present:

(i) The customer’s residence; or

(ii) If the customer’s residence is not known, the customer’s billing/ mailing address.

c. For a customer engaged in business:

(i) Where the services are ordered from;

(ii) At the customer’s billing/ mailing address if the location from which the services are ordered is not known; or

(iii) At the customer’s commercial domicile if none of the above are known.

6. “Individual” means any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of an employee of that taxpayer.

7. “Primarily assigned” means the business location of the taxpayer where the individual performs his or her duties.

8. “Service-taxable income” or “service income” means gross income of the business subject to tax under either the service or royalty classification.

9. “Tax period” means the calendar year during which tax liability is accrued. If taxes are reported by a taxpayer on a basis more frequent than once per year, taxpayers shall calculate the factors for the previous calendar year for reporting in the current calendar year and correct the reporting for the previous year when the factors are calculated for that year, but not later than the end of the first quarter of the following year.

H. Assignment or apportionment of revenue under this section shall be made in accordance with and in full compliance with the provisions of the interstate commerce clause of the United States Constitution where applicable.

5.04.087 Allocation and apportionment of printing and publishing income when activities take place in more than one jurisdiction.

Notwithstanding RCW 35.102.130, effective January 1, 2008, gross income from the activities of printing, and of publishing newspapers, periodicals, or magazines, shall be allocated to the principal place in this state from which the taxpayer’s business is directed or managed. As used in this section until December 31, 2023, the activities of printing, and of publishing newspapers, periodicals, or magazines, have the same meanings as attributed to those terms in RCW 82.04.280(1) by the Department of Revenue.

Beginning January 1, 2024, until January 1, 2034, as used in this section, the activities of printing, and of publishing newspapers and periodicals or magazines are those activities to which the exemption in RCW 82.04.759 and the tax rate in RCW 82.04.280(1)(a) apply.

5.04.090 Exemptions.

A. Nonprofit Corporations. This chapter shall not apply to nonprofit organizations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as hereafter amended, except with respect to the retail sales by such persons.

B. Public Utilities. This chapter shall not apply to any person in respect to a business activity with respect to which tax liability is specifically imposed under the provisions of Chapter 5.06 SMC.

C. Investments – Dividends from Subsidiary Corporations. This chapter shall not apply to amounts derived by persons, other than those engaging in banking, loan, security, or other financial businesses,

from investments or the use of money as such, and also amounts derived as dividends by a parent from its subsidiary corporations.

D. Insurance Business. This chapter shall not apply to amounts received by any person who is an insurer or their appointed insurance producer upon which a tax based on gross premiums is paid to the state pursuant to RCW 48.14.020; and provided further, that the provisions of this subsection shall not exempt any bonding company from tax with respect to gross income derived from the completion of any contract as to which it is a surety, or as to any liability as successor to the liability of the defaulting contractor.

E. Employees.

1. This chapter shall not apply to any person in respect to the person's employment in the capacity as an employee or servant as distinguished from that of an independent contractor. For the purposes of this subsection, the definition of employee shall include those persons that are defined in the Internal Revenue Code, as hereafter amended.

2. A booth renter, as defined by RCW 18.16.020, is an independent contractor for purposes of this chapter.

F. Amounts Derived from Sale of Real Estate. This chapter shall not apply to gross proceeds derived from the sale of real estate. This, however, shall not be construed to allow an exemption of amounts received as commissions from the sale of real estate, nor as fees, handling charges, discounts, interest or similar financial charges resulting from, or relating to, real estate transactions. This chapter shall also not apply to amounts received for the rental of real estate if the rental income is derived from a contract to rent for a continuous period of 30 days or longer.

G. Mortgage Brokers' Third-Party Provider Services Trust Accounts. This chapter shall not apply to amounts received from trust accounts to mortgage brokers for the payment of third-party costs if the accounts are operated in a manner consistent with RCW 19.146.050 and any rules adopted by the city clerk of financial institutions.

H. Amounts Derived from Manufacturing, Selling or Distributing Motor Vehicle Fuel. This chapter shall not apply to the manufacturing, selling, or distributing motor vehicle fuel, as the term "motor vehicle fuel" is defined in RCW 82.38.020 and exempt under RCW 82.38.280; provided, that any fuel not subjected to the state fuel excise tax, or any other applicable deduction or exemption, will be taxable under this chapter.

I. Amounts Derived from Liquor and the Sale or Distribution of Liquor. This chapter shall not apply to liquor as defined in RCW 66.04.010 and exempt in RCW 66.08.120.

J. Casual and Isolated Sales. This chapter shall not apply to the gross proceeds derived from casual or isolated sales.

K. Accommodation Sales. This chapter shall not apply to sales for resale by persons regularly engaged in the business of making retail sales of the type of property so sold to other persons similarly engaged in the business of selling such property where (1) the amount paid by the buyer does not exceed the amount paid by the seller to the vendor in the acquisition of the article and (2) the sale is made as an accommodation to the buyer to enable the buyer to fill a bona fide existing order of a customer or is made within 14 days to reimburse in kind a previous accommodation sale by the buyer to the seller.

L. Taxes Collected as Trust Funds. This chapter shall not apply to amounts collected by the taxpayer from third parties to satisfy third party obligations to pay taxes such as the retail sales tax, use tax, and admission tax.

5.04.100 Deductions.

In computing the license fee or tax, there may be deducted from the measure of tax the following items:

A. Receipts from Tangible Personal Property Delivered Outside the State. In computing tax, there may be deducted from the measure of tax under retailing or wholesaling amounts derived from the sale of tangible personal property that is received by the purchaser or its agent outside the state of Washington.

B. Cash Discount Taken by Purchaser. In computing tax, there may be deducted from the measure of tax the cash discount amounts actually taken by the purchaser. This deduction is not allowed in arriving at the taxable amount under the extracting or manufacturing classifications with respect to articles produced or manufactured, the reported values of which, for the purposes of this tax, have been computed according to the "value of product" provisions.

C. Credit Losses of Accrual Basis Taxpayers. In computing tax, there may be deducted from the measure of tax the amount of credit losses actually sustained by taxpayers whose regular books of account are kept upon an accrual basis.

D. Constitutional Prohibitions. In computing tax, there may be deducted from the measure of the tax amounts derived from business which the city is prohibited from taxing under the Constitution of the state of Washington or the Constitution of the United States.

E. Receipts from the Sale of Tangible Personal Property and Retail Services Delivered Outside the City but Within Washington. Effective January 1, 2008, amounts included in the gross receipts reported on the tax return derived from the sale of tangible personal property delivered to the buyer or the buyer's representative outside the city but within the state of Washington may be deducted from the measure of tax under the retailing, retail services, or wholesaling classification.

F. Professional Employer Services. In computing the tax, a professional employer organization may deduct from the calculation of gross income the gross income of the business derived from performing professional employer services that is equal to the portion of the fee charged to a client that represents the actual cost of wages and salaries, benefits, workers' compensation, payroll taxes, withholding, or other assessments paid to or on behalf of a covered employee by the professional employer organization under a professional employer agreement.

G. Interest on Investments or Loans Secured by Mortgages or Deeds of Trust. In computing tax, to the extent permitted by Chapter 82.14A RCW, there may be deducted from the measure of tax by those engaged in banking, loan, security or other financial businesses, amounts derived from interest received on investments or loans primarily secured by first mortgages or trust deeds on nontransient resident properties.

5.04.120 Tax part of overhead.

It is not the intention of this chapter that the taxes or fees herein levied upon persons engaging in business be construed as taxes or fees upon the purchasers or customer, but that such taxes or fees shall be levied upon, and collectible from, the person engaging in the business activities herein designated and that such taxes or fees shall constitute a part of the cost of doing business of such persons.

5.04.130 Severability clause.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.

EXHIBIT B

Chapter 5.08 – ADMINISTRATIVE PROVISIONS FOR BUSINESS TAXES

5.08.010 Application.

The provisions of this chapter shall apply to business licenses required under this title and to the taxes imposed under Chapters 5.04 and 5.06 SMC, and under other titles, chapters, and sections in such manner and to such extent as indicated in each such title, chapter or section.

5.08.020 Definitions.

For purposes of this chapter the definitions contained in Chapter 5.04 SMC shall apply equally to the provisions of this chapter unless the term is defined otherwise in this chapter. In addition, the following definitions will apply:

A. "Reporting period" means:

1. A one-month period beginning the first day of each calendar month (monthly); or
2. A three-month period beginning the first day of January, April, July or October of each year (quarterly); or
3. A 12-month period beginning the first day of January of each year (annual).

B. "Return" means any document a person is required by the city to file to satisfy or establish a tax or fee obligation that is administered or collected by the city and that has a statutorily defined due date.

C. "Successor" means any person to whom a taxpayer quitting, selling out, exchanging, or disposing of a business sells or otherwise conveys, directly or indirectly, in bulk and not in the ordinary course of the taxpayer's business, any part of the materials, supplies, merchandise, inventory, fixtures, or equipment of the taxpayer. Any person obligated to fulfill the terms of a contract shall be deemed a successor to any contractor defaulting in the performance of any contract as to which such person is a surety or guarantor.

D. "Tax year" or "taxable year" means the calendar year.

5.08.021 Definitions – References to Chapter 82.32 RCW.

Where provisions of Chapter 82.32 RCW are incorporated in SMC 5.08.090, "department" as used in the RCW shall refer to the "director" as defined in SMC 5.04.030(G) and "warrant" as used in the RCW shall mean "citation or criminal complaint."

5.08.040 When due and payable – Reporting periods – Monthly, quarterly, and annual returns – Threshold provisions or relief from filing requirements – Computing time periods – Failure to file returns.

A. Other than any annual license fee or registration fee assessed under this title, the tax imposed by this chapter shall be due and payable in quarterly installments. At the director's discretion, businesses may be assigned to a monthly or annual reporting period depending on the tax amount owing or type of tax. Tax payments are due on or before the time as provided in RCW 82.32.045(1), (2), and (3)..

B. Taxes shall be paid as provided in this chapter and accompanied by a return on forms as prescribed by the director. The return shall be signed by the taxpayer personally or by a responsible officer or agent of the taxpayer. The individual signing the return shall swear or affirm that the information in the return is complete and true.

C. Tax returns must be filed and returned by the due date whether or not any tax is owed.

D. For purposes of the tax imposed by Chapter 5.04 SMC, any person whose value of products, gross proceeds of sales, or gross income of the business, subject to tax after all allowable deductions, is equal to or less than \$5,000 in the current quarter shall file a return, declare no tax due on their return, and submit the return to the director. The gross receipts and deduction amounts shall be entered on the tax return even though no tax may be due.

E. A taxpayer that commences to engage in business activity shall file a return and pay the tax or fee for the portion of the reporting period during which the taxpayer is engaged in business activity.

F. Except as otherwise specifically provided by any other provision of this chapter, in computing any period of days prescribed by this chapter, the day of the act or event from which the designated period of time runs shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday, or city or federal legal holiday, in which case the last day of such period shall be the next succeeding day which is neither a Saturday, Sunday, or city or federal legal holiday.

G. If any taxpayer fails, neglects or refuses to make a return as and when required in this chapter, the director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the director's estimate of the tax or fees due. Such assessment shall be deemed prima facie correct and shall be the amount of tax owed to the city by the taxpayer. The director shall notify the taxpayer by mail of the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

5.08.050 Payment methods – Mailing returns or remittances – Time extension – Deposits – Recording payments – Payment must accompany return – NSF checks.

A. Taxes shall be paid to the city in United States currency by bank draft, certified check, cashier's check, personal check, money order, cash, or by wire transfer or electronic payment if such wire transfer or electronic payment is authorized by the director. If payment so received is not paid by the bank on which it is drawn, the taxpayer, by whom such payment is tendered, shall remain liable for payment of the tax and for all legal penalties, the same as if such payment had not been tendered. Acceptance of any sum by the director shall not discharge the tax or fee due unless the amount paid is the full amount due.

B. A return or remittance that is transmitted to the city by United States mail shall be deemed filed or received on the date shown by the cancellation mark stamped by the post office upon the envelope containing it. The director may allow electronic filing of returns or remittances from any taxpayer. A return or remittance which is transmitted to the city electronically shall be deemed filed or received according to procedures set forth by the director.

C. If a written request is received prior to the due date, the director, for good cause, may grant, in writing, additional time within which to make and file returns.

D. The director shall keep full and accurate records of all funds received or refunded. The director shall apply payments first against all penalties and interest owing, and then upon the tax, without regard to any direction of the taxpayer.

E. For any return not accompanied by a remittance of the tax shown to be due thereon, the taxpayer shall be deemed to have failed or refused to file a return and shall be subject to the penalties and interest provided in this chapter.

F. Any payment made that is returned for lack of sufficient funds or for any other reason will not be considered received until payment by certified check, money order, or cash of the original amount due, plus a "nonsufficient funds (NSF)" charge of \$20.00 is received by the director. Any license issued upon payment with an NSF check will be considered void, and shall be returned to the director. No license shall be reissued until payment (including the \$20.00 NSF fee) is received.

G. The director is authorized, but not required, to mail tax return forms to taxpayers, but failure of the taxpayer to receive any such forms shall not excuse the taxpayer from filing returns and making payment of the taxes or fees, when and as due under this chapter.

5.08.060 Records to be preserved – Examination – Estoppel to question assessment.

A. Every person liable for any fee or tax imposed by this chapter shall keep and preserve, for a period of five years after filing a tax return, such records as may be necessary to determine the amount of any fee or tax for which the person may be liable, which records shall include copies of all federal income tax and state tax returns and reports made by the person. All books, records, papers, invoices, vendor lists, inventories, stocks of merchandise, and other data including federal income tax and state tax returns and reports shall be open for examination at any time by the director or his duly authorized agent. Every person's business premises shall be open for inspection or examination by the director or a duly authorized agent.

B. If a person does not keep the necessary books and records within the city, it shall be sufficient if such person (1) produces within the city such books and records as may be required by the director, or (2) bears the cost of examination by the director's agent at the place where such books and records are kept; provided, that the person electing to bear such cost shall pay in advance to the director the estimated amount thereof including round-trip fare, lodging, meals and incidental expenses, subject to adjustment upon completion of the examination.

C. Any person who fails, or refuses a city request, to provide or make available records, or to allow inspection or examination of the business premises, shall be forever barred from questioning, in any court action, the correctness of any assessment of taxes made by the city for any period for which such records have not been provided, made available or kept and preserved, or in respect of which inspection or examination of the business premises has been denied. The director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the estimate of the tax or fees due. Such fee or tax assessment shall be deemed prima facie correct and shall be the amount of tax owing the city by the taxpayer. The director shall notify the taxpayer by mail of the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

5.08.070 Accounting methods.

A. A taxpayer may file tax returns in each reporting period with amounts based upon cash receipts only if the taxpayer's books of account are kept on a cash receipts basis. A taxpayer that does not regularly keep books of account on a cash receipts basis must file returns with amounts based on the accrual method.

B. The taxes imposed and the returns required hereunder shall be upon a calendar year basis.

5.08.080 Public work contracts – Payment of fee and tax before final payment for work.

The director may, before issuing any final payment to any person performing any public work contract for the city, require such person to pay in full all license fees or taxes due under this title from such person on account of such contract or otherwise, and may require such taxpayer to file with the director a verified list of all subcontractors supplying labor and/or materials to the person in connection with said public work.

5.08.090 Underpayment of tax, interest, or penalty – Interest.

A. If, upon examination of any returns, or from other information obtained by the director, it appears that a tax or penalty less than that properly due has been paid, the director shall assess the additional amount found to be due and shall add thereto interest on the tax only. The director shall notify the person by mail of the additional amount, which shall become due and shall be paid within 30 days from the date of the notice, or within such time as the city clerk may provide in writing.

B. Interest on unpaid tax shall be computed as follows:

1. For tax periods up to and including December 31, 2004, the director shall compute interest at the rate of six percent per annum, in accordance with SMC 5.04.210 as it existed prior to December 31, 2004 (Ordinance 303, Section 19).
2. For tax periods after December 31, 2004, the director shall compute interest in accordance with RCW 82.32.050 as it now exists or as it may be amended.
3. If subsection (B)(2) of this section is held to be invalid, then the provisions of RCW 82.32.050 existing at the effective date of the ordinance codified in this section shall apply.

5.08.095 Time in which assessment may be made.

The director shall not assess, or correct an assessment for, additional taxes, penalties, or interest due more than four years after the close of the calendar year in which they were incurred, except that the director may issue an assessment:

- A. Against a person who is not currently registered or licensed or has not filed a tax return as required by this chapter for taxes due within the period commencing 10 years prior to the close of the calendar year in which the person was contacted in writing by the director;
- B. Against a person that has committed fraud or who misrepresented a material fact; or
- C. Against a person that has executed a written waiver of such limitations.

5.08.100 Overpayment of tax, penalty, or interest – Credit or refund – Interest rate – Statute of limitations.

A. If, upon receipt of an application for a refund, or during an audit or examination of the taxpayer's records and tax returns, the director determines that the amount of tax, penalty, or interest paid is in excess of that properly due, the excess amount shall be credited to the taxpayer's account or shall be refunded to the taxpayer. Except as provided in subsection B of this section, no refund or credit shall be made for taxes, penalties, or interest paid more than four years prior to the beginning of the calendar year in which the refund application is made or examination of records is completed.

B. The execution of a written waiver shall extend the time for applying for or making a refund or credit of any taxes paid during, or attributable to, the years covered by the waiver if, prior to the expiration of the waiver period, an application for refund of such taxes is made by the taxpayer or the director discovers that a refund or credit is due.

C. Refunds shall be made by means of vouchers approved by the director and by the issuance of a city check or warrants drawn upon and payable from such funds as the city may provide.

D. Any final judgment for which a recovery is granted by any court of competent jurisdiction for tax, penalties, interest, or costs paid by any person shall be paid in the same manner as provided in subsection C of this section, upon the filing with the director a certified copy of the order or judgment of the court.

E. Interest on overpayments of taxes shall be computed as follows:

1. For tax periods up to and including December 31, 2004, no refunds of tax nor any interest thereon shall be paid, in accordance with SMC 5.04.210 as it existed prior to December 31, 2004 (Ordinance 303, Section 19), which required claims for refunds to be made within two years from the date of the overpayment.

2. For tax periods after December 31, 2004, the director shall compute interest on refunds of credits of amounts paid or other recovery allowed a taxpayer in accordance with RCW 82.32.060, as it now exists or as it may be amended.

3. If subsection (E)(2) of this section is held to be invalid, then the provisions of RCW 82.32.060 existing at the effective date of the ordinance codified in this section shall apply.

5.08.110 Late payment – Disregard of written instructions – Evasion – Penalties.

A. If payment of any tax due on a return to be filed by a taxpayer is not received by the director by the due date, the director shall add a penalty in accordance with RCW 82.32.090(1), as it now exists or as it may be amended.

- B. If the director determines that any tax has been substantially underpaid as defined in RCW 82.32.090(2), there shall be added a penalty in accordance with RCW 82.32.090(2), as it now exists or as it may be amended.
- C. If a citation or criminal complaint is issued by the director for the collection of taxes, fees, assessments, interest or penalties, there shall be added thereto a penalty in accordance with RCW 82.32.090(3), as it now exists or as it may be amended.
- D. If the director finds that a person has engaged in any business or performed any act upon which a tax is imposed under this title and that person has not obtained from the director a license as required by SMC 5.04.015, the director shall impose a penalty in accordance with RCW 82.32.090(4), as it now exists or as it may be amended. No penalty shall be imposed under this subsection D if the person who has engaged in business without a license obtains a license prior to being notified by the director of the need to be licensed.
- E. If the director determines that all or any part of a deficiency resulted from the taxpayer's failure to follow specific written tax reporting instructions, there shall be assessed a penalty in accordance with RCW 82.32.090(5), as it now exists or as it may be amended.
- F. If the director finds that all or any part of the deficiency resulted from an intent to evade the tax payable, the director shall assess a penalty in accordance with RCW 82.32.090(6), as it now exists or as it may be amended.
- G. The penalties imposed under subsections A through E of this section can each be imposed on the same tax found to be due. This subsection does not prohibit or restrict the application of other penalties authorized by law.
- H. For the purposes of this section, "return" means any document a person is required by the city to file to satisfy or establish a tax or fee obligation that is administered or collected by the city, and that has a statutorily defined due date.
- I. The director shall not impose both the evasion penalty and the penalty for disregarding specific instructions on the same tax found to be due.
- J. If incorporation into the Snoqualmie Municipal Code of future changes to RCW 82.32.090 is held to be invalid, then the provisions of RCW 82.32.090 existing at the time the ordinance codified in this section is effective shall apply.

5.08.120 Cancellation of penalties.

A. The director may cancel any penalties imposed under SMC 5.08.110(A) if the taxpayer shows that its failure to timely file or pay the tax was due to reasonable cause and not willful neglect. Willful neglect is presumed unless the taxpayer shows that it exercised ordinary business care and prudence in making arrangements to file the return and pay the tax but was, nevertheless, due to circumstances beyond the taxpayer's control, unable to file or pay by the due date. The director has no authority to cancel any other penalties or to cancel penalties for any other reason except as provided in subsection C of this section.

B. A request for cancellation of penalties must be received by the director within 30 days after the date the city mails the notice that the penalties are due. The request must be in writing and contain competent proof of all pertinent facts supporting a reasonable cause determination. In all cases the burden of proving the facts rests upon the taxpayer.

C. The director may cancel the penalties in SMC 5.08.110(A) one time if a person:

1. Is not currently licensed and filing returns;
2. Was unaware of its responsibility to file and pay tax; and
3. Obtained business licenses and filed past due tax returns within 30 days after being notified by the city.

D. The director shall not cancel any interest charged upon amounts due.

5.08.130 Taxpayer quitting business – Liability of successor.

A. Whenever any taxpayer quits a business, sells out, exchanges, or otherwise disposes of his business or his stock of goods, any tax payable hereunder shall become immediately due and payable. Such taxpayer shall, within 10 days thereafter, make a return and pay the tax due.

B. Any person who becomes a successor shall become liable for the full amount of any tax owing. The successor shall withhold from the purchase price a sum sufficient to pay any tax due to the city from the taxpayer until such time as: (1) the taxpayer shall produce a receipt from the city showing payment in full of any tax due or a certificate that no tax is due, or (2) more than six months have passed since the successor notified the director of the acquisition and the director has not issued and notified the successor of an assessment.

C. Payment of the tax by the successor shall, to the extent thereof, be deemed a payment upon the purchase price. If such payment is greater in amount than the purchase price, the amount of the difference shall become a debt due such successor from the taxpayer.

D. Notwithstanding the above, if a successor gives written notice to the director of the acquisition, and the director does not within six months of the date it received the notice issue an assessment against the taxpayer and mail a copy of that assessment to the successor, the successor shall not be liable for the tax.

5.08.140 Administrative appeal.

Any person, except one who has failed to comply with SMC 5.08.060, aggrieved by the amount of the fee or tax determined by the director to be required under the provisions of this chapter may pay the amount due and appeal from such determination by filing a written notice of appeal with the city administrator within 30 days from the date written notice of such amount was mailed to the taxpayer. The city administrator shall, as soon as practical, fix a time and place for the hearing of such appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the parties. The hearing shall be conducted according to such rules as the city administrator shall prescribe; provided, all testimony before the city administrator shall be on oath or affirmation, and all proceedings shall be recorded, and a proper record of witnesses and exhibits shall be maintained. The decision of the city administrator shall indicate the correct amount of the fee or tax owing.

5.08.150 Judicial review of administrative appeal decision.

The taxpayer may obtain judicial review of the city administrator's administrative decision by applying for a writ of review in the King County superior court within 14 days from the date of the city administrator's decision in accordance with the procedure set forth in Chapter 7.16 RCW, other applicable law, and court rules. The city shall have the same right of review from the administrative decision as does a taxpayer.

5.08.160 Director to make rules.

The director shall have the power, from time to time, to adopt, publish and enforce rules and regulations not inconsistent with this chapter or with law for the purpose of carrying out the provisions of this chapter and it shall be unlawful to violate or fail to comply with any such rule or regulation.

5.08.170 Ancillary allocation authority of director.

The director is authorized to enter into agreements with other Washington cities which impose an "eligible gross receipts tax":

A. To conduct an audit or joint audit of a taxpayer by using an auditor employed by the city, another city, or a contract auditor; provided, that such contract auditor's pay is not in any way based upon the amount of tax assessed;

B. To allocate or apportion in a manner that fairly reflects the gross receipts earned from activities conducted within the respective cities the gross proceeds of sales, gross receipts, or gross income of the

business, or taxes due from any person that is required to pay an eligible gross receipts tax to more than one Washington city;

C. To apply the city's tax prospectively where a taxpayer has no office or place of business within the city and has paid tax on all gross income to another Washington city where the taxpayer is located; provided, that the other city maintains an eligible gross receipts tax, and the income was not derived from contracts with the city.

5.08.180 Mailing of notices.

Any notice required by this chapter to be mailed to any taxpayer or licensee shall be sent by ordinary mail, addressed to the address of the taxpayer or licensee as shown by the records of the director.

Failure of the taxpayer or licensee to receive any such mailed notice shall not release the taxpayer or licensee from any tax, fee, interest, or any penalties thereon, nor shall such failure operate to extend any time limit set by the provisions of this chapter. It is the responsibility of the taxpayer to inform the director in writing about a change in the taxpayer's address.

5.08.190 Tax declared additional.

The license fee and taxes levied in this title shall be additional to any license fee or tax imposed or levied under any law or any other ordinance of the city except as herein otherwise expressly provided.

5.08.200 Public disclosure – Confidentiality – Information sharing.

A. For purposes of this chapter, terms not defined in this section shall have the meanings set forth in Chapter 42.56 RCW. For purposes of this chapter, the following definitions shall apply:

1. "Disclose" means to make known to any person in any manner any tax return or tax information.
2. "Tax information" means:
 - a. A taxpayer's identity;
 - b. The nature, source, or amount of the taxpayer's income, payments, receipts, deductions, exemptions, credits, assets, liability, net worth, tax liability deficiencies, over-assessments, or tax payments, whether taken from the taxpayer's books and records or any other source;
 - c. Whether the taxpayer's return was, is being, or will be examined or subject to other investigation or processing; or
 - d. Other data received by, recorded by, prepared by, or provided to the city with respect to the determination or existence, or possible existence, of liability, or the amount thereof, of a

person under SMC Title 5 for a tax, penalty, interest, fine, forfeiture, or other imposition, or offense. However, data, material, or documents that do not disclose information related to a specific or identifiable taxpayer do not constitute tax information under this section. Nothing in this chapter requires any person possessing data, material, or documents made confidential and privileged by this section to delete information from such data, material or documents so as to permit its disclosure.

3. "City agency" means every city office, department, division, bureau, board, commission, or other city agency.

4. "Taxpayer identity" means the taxpayer's name, address, telephone number, registration number, or any combination thereof, or any other information disclosing the identity of the taxpayer.

B. Returns and tax information are confidential and privileged, and except as authorized by this section, neither the director nor any other person may disclose any return or tax information.

C. This section does not prohibit the director from:

1. Disclosing such return or tax information in a civil or criminal judicial proceeding or an administrative proceeding:

a. In respect of any tax imposed under SMC Title 5 if the taxpayer or its officer or other person liable under this title is a party in the proceeding; or

b. In which the taxpayer about whom such return or tax information is sought and another state agency are adverse parties in the proceeding;

2. Disclosing, subject to such requirements and conditions as the director prescribes by rules adopted pursuant to this chapter, such return or tax information regarding a taxpayer to such taxpayer or to such person or persons as that taxpayer may designate in a request for, or consent to, such disclosure, or to any other person, at the taxpayer's request, to the extent necessary to comply with a request for information or assistance made by the taxpayer to such other person. However, tax information not received from the taxpayer must not be so disclosed if the director determines that such disclosure would compromise any investigation or litigation by any federal, state, or local government agency in connection with the civil or criminal liability of the taxpayer or another person, or that such disclosure would identify a confidential informant, or that such disclosure is contrary to any agreement entered into by the department that provides for the reciprocal exchange of information with other government agencies, which agreement requires

confidentiality with respect to such information unless such information is required to be disclosed to the taxpayer by the order of any court;

3. Publishing statistics so classified as to prevent the identification of particular returns or reports or items thereof;

4. Disclosing such return or tax information, for official purposes only, to the mayor or city attorney, or to any city agency, or to any member of the city council or their authorized designees dealing with matters of taxation, revenue, trade, commerce, the control of industry or the professions;

5. Permitting the city's records to be audited and examined by the proper state officer, his or her agents and employees;

6. Disclosing any such return or tax information to a peace officer as defined in RCW 9A.04.110 or county prosecuting attorney, for official purposes. The disclosure may be made only in response to a search warrant, subpoena, or other court order, unless the disclosure is for the purpose of criminal tax enforcement. A peace officer or county prosecuting attorney who receives the return or tax information may disclose that return or tax information only for use in the investigation and a related court proceeding, or in the court proceeding for which the return or tax information originally was sought or where otherwise allowed to be disclosed under this section;

7. Disclosing any such return or tax information to the proper officer of the Internal Revenue Service of the United States, the Canadian government or provincial governments of Canada, or to the proper officer of the tax department of any state or city or town or county, for official purposes, but only if the statutes of the United States, Canada or its provincial governments, or of such other state or city or town or county, as the case may be, grants substantially similar privileges to the proper officers of the city;

8. Disclosing any such return or tax information to the United States Department of Justice, including the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Department of Defense, the Immigration and Customs Enforcement and the Customs and Border Protection Agencies of the United States Department of Homeland Security, the United States Coast Guard, the Alcohol and Tobacco Tax and Trade Bureau of the United States Department of the Treasury, and the United States Department of Transportation, or any authorized representative of these federal agencies or their successors, for official purposes;

9. Publishing or otherwise disclosing the text of a written determination designated by the director as a precedent pursuant to RCW 82.32.410;

10. Disclosing, in a manner that is not associated with other tax information, the taxpayer name, entity type, business address, mailing address, revenue tax registration numbers and the active/closed status of such registrations, state or local business license registration identification and the active/closed status and effective dates of such licenses, reseller permit numbers and the expiration date and status of such permits, North American industry classification system or standard industrial classification code of a taxpayer, and the dates of opening and closing of business, except that this subsection may not be construed as giving authority to the city or any recipient to give, sell, or provide access to any list of taxpayers for any commercial purpose;

11. Disclosing such return or tax information that is also maintained by another Washington State or local governmental agency as a public record available for inspection and copying under the provisions of Chapter 42.56 RCW or is a document maintained by a court of record and is not otherwise prohibited from disclosure;

12. Disclosing such return or tax information to the United States Department of Agriculture, or successor department or agency, for the limited purpose of investigating food stamp fraud by retailers;

13. Disclosing to a financial institution, escrow company, or title company, in connection with specific real property that is the subject of a real estate transaction, current amounts due the city for a filed tax warrant, judgment, or lien against the real property;

14. Disclosing to a person against whom the department has asserted liability as a successor under SMC 5.08.130 a return or tax information pertaining to the specific business of the taxpayer to which the person has succeeded;

15. Disclosing real estate excise tax affidavit forms in the possession of the city, including real estate excise tax affidavit forms for transactions exempt or otherwise not subject to tax;

16. Disclosing such return or tax information to the court or hearing examiner in respect to the city's application for a subpoena if there is probable cause to believe that the records in possession of a third party will aid the director in connection with its official duties under this title or a civil or criminal investigation.

D.1. The director may disclose return or taxpayer information to a person under investigation or during any court or administrative proceeding against a person under investigation as provided in this subsection. The disclosure must be in connection with the department's official duties under this title, or a civil or criminal investigation. The disclosure may occur only when the person under investigation and the

person in possession of data, materials, or documents are parties to the return or tax information to be disclosed. The department may disclose return or tax information such as invoices, contracts, bills, statements, resale or exemption certificates, or checks. However, the department may not disclose general ledgers, sales or cash receipt journals, check registers, accounts receivable/payable ledgers, general journals, financial statements, expert's work papers, income tax returns, state tax returns, tax return work papers, or other similar data, materials, or documents.

2. Before disclosure of any tax return or tax information under this subsection, the director must, through written correspondence, inform the person in possession of the data, materials, or documents to be disclosed. The correspondence must clearly identify the data, materials, or documents to be disclosed. The director may not disclose any tax return or tax information under this subsection D until the time period allowed in subsection (D)(3) of this section has expired or until the court has ruled on any challenge brought under subsection (D)(3) of this section.

3. The person in possession of the data, materials, or documents to be disclosed by the department has 20 days from the receipt of the written request required under subsection (D)(2) of this section to petition the superior court of the county in which the petitioner resides for injunctive relief. The court must limit or deny the request of the director if the court determines that:

a. The data, materials, or documents sought for disclosure are cumulative or duplicative, or are obtainable from some other source that is more convenient, less burdensome, or less expensive;

b. The production of the data, materials, or documents sought would be unduly burdensome or expensive, taking into account the needs of the department, the amount in controversy, limitations on the petitioner's resources, and the importance of the issues at stake; or

c. The data, materials, or documents sought for disclosure contain trade secret information that, if disclosed, could harm the petitioner.

4. The director must reimburse reasonable expenses for the production of data, materials, or documents incurred by the person in possession of the data, materials, or documents to be disclosed.

5. Requesting information under this subsection that may indicate that a taxpayer is under investigation does not constitute a disclosure of tax return or tax information under this section.

E. Service of a subpoena issued by the court does not constitute a disclosure of return or tax information under this section. Notwithstanding anything else to the contrary in this section, a person served with a subpoena issued by the court may disclose the existence or content of the subpoena to that person's legal counsel.

F. Any person acquiring knowledge of any return or tax information in the course of his or her employment with the city and any person acquiring knowledge of any return or tax information as provided under subsections (C)(4) through (C)(9) of this section, who discloses any such return or tax information to another person not entitled to knowledge of such return or tax information under the provisions of this section, is guilty of a misdemeanor. If the person guilty of such violation is an officer or employee of the state, such person must forfeit such office or employment and is incapable of holding any public office or employment in this city for a period of two years thereafter.

5.08.210 Tax constitutes debt.

Any license fee or tax due and unpaid under this title, and all interest and penalties thereon, shall constitute a debt to the city and may be collected in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies.

5.08.220 Unlawful actions – Violation – Penalties.

A. It shall be unlawful for any person liable for fees under this chapter (or other chapters as listed):

1. To violate or fail to comply with any of the provisions of this chapter or any lawful rule or regulation adopted by the director;
2. To make any false statement on any license application or tax return;
3. To aid or abet any person in any attempt to evade payment of a license fee or tax;
4. To fail to appear or testify in response to a subpoena properly issued;
5. To testify falsely in any investigation, audit, or proceeding conducted pursuant to this chapter.

B. Violation of any of the provisions of this title is a gross misdemeanor. Any person convicted of a violation of this title may be punished by a fine not to exceed \$1,000, imprisonment not to exceed one year, or both fine and imprisonment. Penalties or punishments provided in this chapter shall be in addition to all other penalties provided by law.

C. Any person, or officer of a corporation, convicted of continuing to engage in business after the revocation of a license shall be guilty of a gross misdemeanor and may be punished by a fine not to exceed \$5,000, or imprisonment not to exceed one year, or both fine and imprisonment.

5.08.230 Suspension or revocation of business license.

A. The director, or designee, shall have the power and authority to suspend or revoke any license issued under the provisions of this title. The director, or designee, shall notify such licensee in writing by certified mail of the suspension or revocation of his or her license and the grounds therefor. Any license issued under this title may be suspended or revoked based on one or more of the following grounds:

1. The license was procured by fraud or false representation of fact.
2. The licensee has failed to comply with any provisions of this title.
3. The licensee has failed to comply with any provisions of the municipal code applicable to conduct of the business.
4. The licensee is in default in any payment of any license fee or tax under this title.
5. The licensee or employee has been convicted of a crime involving the business.

B. Any licensee may, within 14 days from the date that the suspension or revocation notice was mailed to the licensee, appeal from such suspension or revocation by filing a written notice of appeal ("petition") setting forth the grounds therefor with the city administrator. A copy of the petition must be provided by the licensee to the director and the city attorney on or before the date the petition is filed with the city administrator. The hearing shall be conducted in accordance with such rules as the city administrator shall prescribe; provided, all testimony before the city administrator shall be on oath or affirmation, and all proceedings shall be recorded, and a proper record of witnesses and exhibits shall be maintained. The city administrator shall set a date for hearing said appeal and notify the licensee by mail of the time and place of the hearing. After the hearing thereon the city administrator shall, after appropriate findings of fact, and conclusions of law, affirm, modify, or overrule the suspension or revocation and reinstate the license, and may impose any terms upon the continuance of the license.

C. No suspension or revocation of a license issued pursuant to the provisions of this subchapter shall take effect until 14 days after the mailing of the notice thereof by the city, and, if appeal is taken as herein prescribed, the suspension or revocation shall be stayed pending final action by the city administrator. All licenses which are suspended or revoked shall be surrendered to the city on the effective date of such suspension or revocation.

D. The decision of the city administrator shall be final. The licensee may seek review of the decision by the superior court of Washington in and for King County within 14 days from the date of the decision. If review is sought as herein prescribed, the suspension or revocation shall be stayed pending final action by the superior court.

E. Upon revocation of any license as provided in this subchapter, no portion of the license fee shall be returned to the licensee.

5.08.240 Closing agreement provisions.

The director may enter into an agreement in writing with any person relating to the liability of such person in respect of any tax imposed by any of the chapters within this title and administered by this chapter for any taxable period(s). Upon approval of such agreement, evidenced by execution thereof by the director and the person so agreeing, the agreement shall be final and conclusive as to the tax liability or tax immunity covered thereby, and, except upon a showing of fraud or malfeasance, or misrepresentation of a material fact:

A. The case shall not be reopened as to the matters agreed upon, or the agreement modified, by the director or the taxpayer; and

B. In any suit, action or proceeding, such agreement, or any determination, assessment, collection, payment, abatement, refund, or credit made in accordance therewith, shall not be annulled, modified, set aside, or disregarded.

5.08.250 Charge-off of uncollectible taxes.

The director may charge off any tax, penalty, or interest that is owed by a taxpayer, if the director reasonably ascertains that the cost of collecting such amounts would be greater than the total amount that is owed or likely to be collected from the taxpayer. Charge-offs in excess of \$5,000 shall require city council approval.

5.08.255 Emergency provisions.

During the pendency of an emergency or disaster declared by the mayor pursuant to SMC 2.48.050, the mayor is authorized to temporarily defer or extend the performance of any obligation or requirement imposed by this chapter, on such terms or conditions and for such time as the mayor may reasonably determine in order to respond to the emergency or disaster or protect persons and/or businesses affected thereby.

5.08.260 Severability.

If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances shall not be affected.



CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6:00 PM
CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM
Monday, February 12, 2024
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

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

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

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.
Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:
1) Click this [link](#)
2) If the Zoom app is not installed on your computer, you will be prompted to download it.
3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**
4) Please confirm that your audio works prior to participating.

ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

- 1. Comprehensive Plan, Land Use and Housing Element Recommendation

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**
- Proclamations**

2. **AB24-024:** Proclamation 24-02: Twin Peaks Day

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

3. Approve the City Council Meeting Minutes dated January 22, 2024.
4. Approve the Claims Approval Report dated February 12, 2024.

ORDINANCES

COMMITTEE REPORTS

Public Safety Committee:

5. Fire Department Year End Accreditation Report (Information Only)

Community Development Committee:

6. **AB24-021:** Snoqualmie Housing Target

Parks & Public Works Committee:

Finance & Administration Committee:

Committee of the Whole:

7. Council Retreat Agenda Approval

REPORTS

8. Mayor's Report
9. Commission/Committee Liaison Reports
10. Department Reports for January 2024.

EXECUTIVE SESSION

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

ADJOURNMENT