



CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6:00 PM
CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM
Monday, November 13, 2023
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,
Bryan Holloway, Jo Johnson, James Mayhew,
Louis Washington, and Robert Wotton

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

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ROUNDTABLE AGENDA, 6 PM

AGENDA APPROVAL

SPECIAL BUSINESS

1. **AB23-123:** Property Tax Levy Ordinance and **AB23-124:** Increase Ordinance Discussion (20 minutes)
2. **AB23-132:** ERP System Implementation Discussion (20 minutes)
3. **AB23-132:** 2023-2024 Mid-Biennial Budget Amendment Discussion (15 minutes)

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

4. **AB23-123:** The Property Tax Levy Ordinance (Levying Property Taxes)

Proposed Action: Public Hearing.

5. **AB23-124:** The Increase Ordinance (Certifying an Increase in Property Taxes)

Proposed Action: Public Hearing.

6. **AB23-132:** 2023-2024 Mid-Biennial Budget Amendment

Proposed Action: Public Hearing.

Appointments

Presentations

- [7.](#) Commission Accomplishments for 2023

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

- [8.](#) Approve the City Council Meeting Minutes dated October 23, 2023.

- [9.](#) Approve the Claims Approval Report dated November 13, 2023.

- [10.](#) **AB23-129:** Resolution 1671 Approving the City's Allocation for the 2024 Northeast King County Regional Public Safety Communication Agency (NORCOM) Budget.

- [11.](#) **AB23-134:** Resolution 1672 Executing a Purchase and Sale Agreement for King County Property Parcel Identification Number 7853240770

ORDINANCES

- [12.](#) **AB23-123:** The Property Tax Levy Ordinance (Levying Property Taxes)

Proposed Action: First Reading of Ordinance 1281.

- [13.](#) **AB23-124:** The Increase Ordinance (Certifying an Increase in Property Taxes)

Proposed Action: First Reading of Ordinance 1282.

- [14.](#) **AB23-132:** 2023-2024 Mid-Biennial Budget Amendment

Proposed Action: First Reading of Ordinance 1278.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

[15.](#) **AB23-128:** Adopting the proposed staffing plan for the 2023-2024 biennium.

Proposed Action: Move to adopt Resolution 1673 adopting the proposed staffing plan for the 2023-2024 biennium.

16. Discussion of December 26, 2023, City Council Meeting

Proposed Action: Move to cancel December 26, 2023 City Council Meeting.

Committee of the Whole:

[17.](#) **Q3 Financial Report**

Proposed Action: No action. Informational only.

REPORTS

18. Mayor's Report

19. Commission/Committee Liaison Reports

[20.](#) Department Reports for October 2023.

EXECUTIVE SESSION

21. Executive Session pursuant to RCW 42.30.110(1)(i)(ii) and/or (iii), to discuss with legal counsel:
(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.
22. Executive Session pursuant to RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-123
November 13, 2023
Ordinance

Item 1.

AGENDA BILL INFORMATION

TITLE:	AB23-123: The Property Tax Levy Ordinance (Levying Property Taxes)	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Consider adopting Ordinance No. 1281 levying regular property taxes for the fiscal year commencing January 1, 2024 (Introduce 11/13/23, Action 11/27/23)	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	9/27/2023
	Finance	Janna Walker	10/30/2023
	Legal	David Linehan	11/3/2023
	City Administrator	Mike Chambless	9/27/2023

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Analyst		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
MEMBERS:	James Mayhew	Bryan Holloway	Louis Washington
EXHIBITS:	1. Ordinance 1281 Adopting the 2024 Property Tax Levy 2. Property Tax Report 3. King County Assessor's Office Worksheet for the City of Snoqualmie		

AMOUNT OF EXPENDITURE \$ n/a

AMOUNT BUDGETED \$ n/a

APPROPRIATION REQUESTED \$ n/a

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a 2024 regular levy in the amount of \$8,702,496 which includes a max 1% increase in property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, increases in the value of state-assessed property, amounts authorized by law as a result of any annexations, and refunds made by King County. Property tax revenues are required in order to cover expected expenditures and obligations of the City of Snoqualmie.

ANALYSIS

Please see Exhibit 3 entitled "2024 Property Tax Report".

BUDGET IMPACTS

Property taxes are a significant source of revenue for the General Fund (#001) and have been incorporated into the amended 2023-2024 Biennial Budget. Please see Exhibit 3 “2024 Property Tax Report” for more information.

NEXT STEPS

The second readings of Ordinance 1281 and Ordinance 1282 are scheduled for November the 27, 2023.

PROPOSED ACTION

First Reading – November 13, 2023, no action required.

Second Reading and Proposed Adoption – November 27, 2023: Move to adopt Ordinance 1281 Levying Regular Property Taxes for the fiscal year commencing January 1, 2024 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of providing sufficient revenue to the City for the ensuing year; and providing for severability and an effective date.

Move to adopt Ordinance 1282 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2024 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of providing sufficient revenue to the City for the ensuing year; and providing for severability and an effective date.

**CITY OF SNOQUALMIE
ORDINANCE NO. 1281**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON LEVYING REGULAR PROPERTY TAXES FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024, ON ALL PROPERTY BOTH REAL AND PERSONAL IN SAID CITY WHICH IS SUBJECT TO TAXATION, FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO THE CITY FOR THE ENSUING YEAR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 13, 2023, to consider the City's current General Fund expenditure budget for the 2024 calendar year and possible increases in property tax revenues to fund the same; and,

WHEREAS, the City Council of the City of Snoqualmie, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of **\$8,702,496** which includes an increase in regular property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, any increase in the value of state-assessed property, amounts authorized by law as a result of any annexations that have occurred, and refunds made in order to discharge the expected expenditures and obligations of the city and in its best interest;

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

SECTION 1. Regular Property Tax Levy.

The regular property tax levy is hereby authorized in the amount of **\$8,702,496**, which amount shall be levied in the year 2023 and be payable and collectable in the year 2024.

SECTION 2. Certification of Ordinance to King County Council.

This ordinance shall be certified to the King County Council, as provided by law, and the taxes herein levied shall be collected and paid to the Director of Finance of the City of Snoqualmie at the time and in the manner provided by the laws of the State of Washington for collection of taxes for non-chartered code cities.

SECTION 3. Publication and Effective Date.

This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 4. Severability.

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

SECTION 5. Corrections by the City Clerk or Code Reviser.

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 27th day of November 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



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MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: Adopting the 2024 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. In the recent past, the City has used an excess property tax collected to make an annual principal and interest payment on the 2002 voted fire station bond, which allowed the City to build the fire station across from Kimball Creek Village. In 2024, the City does not need to levy an excess property tax amount because the Fire Station bond was fully repaid in 2022.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2023. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2023. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2023 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie **“bank” the allowable percentage increase**?

If Council decides to “bank” or preserve the 2024 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2024 allowable percentage increase in a future year.

CALCULATING THE 2024 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2023 and compares the amount to the previous year.

	2023	2024
Last Year’s Actual Regular Levy	\$8,414,225	\$8,521,537
Allowable Percentage Increase	0.83%	0.89%
Allowable Increase Amount	\$69,838	\$75,743
Increase in New Construction	\$28,040	\$17,277
Increase in Utility Value	\$0	\$78,299
Refunds	\$9,436	\$9640
Regular Property Tax Amount¹	\$8,521,537	\$8,702,496
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,521,537	\$8,702,496

¹ The estimated regular property tax amount for 2024 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$78,658 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$17,277 in property tax due to such construction improvements in 2023.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after November 30th deadline to pass ordinances, the City has incorporated \$78,299 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$78,299 over the past decade was in 2016, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,702,496 in 2024 from regular property tax. This represents a 2.12% increase over 2023 equal to \$180,960. However, if the increase in utility value equals \$0, then the City expects to collect \$8,624,197 in 2023 regular property tax. This new value represents a 1.2% increase over 2023 property tax equal to \$102,660.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2024 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2023	2024
City Assessed Valuation	\$5,441,165,046	\$4,503,430,605
Change from Previous Year	34.75%	(17.2)%

Between 2023 and 2024, the total assessed valuation for the City is anticipated to decrease \$888,217,775, equivalent to a 16.3% decrease. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation decreasing \$938,217,775, equivalent to a 17.2% decrease.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2024 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2023	2024
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.92% increase of \$75,743 is diffused over a valuation of established properties that decreased \$948,716,856 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2024 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2024?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent's home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent's property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie's portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$75,743. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0168 cents per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2024 assessed value.

Assessed Value of a Home	2024 Property Tax Increase
\$500,000	\$8.41
\$600,000	\$10.09
\$700,000	\$11.77
\$800,000	\$13.46
\$900,000	\$15.14

\$1,000,000	\$16.82
\$1,100,000	\$18.5
\$1,200,000	\$20.18
\$1,300,000	\$21.86
\$1,400,000	\$23.55
\$1,500,000	\$25.23

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2023-2024 Biennial Budget, the increase in consumer prices (i.e., inflation), and the potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

PRELIMINARY LEVY LIMITATIONS WORKSHEET 10.26.2023

TAXING DISTRICT	Snoqualmie	2023	Levy for	2024	Taxes	IPD: 1.03670
A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).						
Year	2023	\$8,512,158	×	101.000%	=	\$8,597,280
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%		
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).						
	\$11,025,192	×	1.56709	÷	\$1,000	= \$17,277
	A.V.		Last Year's Levy Rate			
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)(e) (value included in B & D cannot be included in C)						
	\$0	×	1.56709	÷	\$1,000	= \$0
	A.V.		Last Year's Levy Rate			
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).						
	\$270,900,721	-	\$270,900,721	=	\$	-
	Current Year's A.V.		Previous Year's A.V.		Remainder	
	\$0	×	1.56709	÷	\$1,000	= \$0.00
	Remainder from Line C		Last Year's Levy Rate			
E. Regular property tax limit: A+B+C+D = \$8,614,557						
Parts F through H are used in calculating the additional levy limit due to annexation.						
F. To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.						
	\$8,614,557	÷	\$4,503,430,605	×	\$1,000	= 1.91288
	Total in Line E		Assessed Value Less Annexed AV			
G. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.						
	\$0	×	1.91288	÷	\$1,000	= \$0.00
	Annexed Area's A.V.		Rate in Line F			
H. Regular property tax limit including annexation E+G = \$8,614,557						
I. Statutory maximum calculation						
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.						
	3.60000	-	0.00000	-	0.26094	+ 0.00000 = 3.33906
	District base levy rate		Fire or RFA Rate		Library Rate	Firefighter Pension Fund Statutory Rate Limit
	\$4,503,430,605	×	3.33906	÷	\$1,000	= \$15,037,225
	A.V. of District		Statutory Rate Limit			Statutory Amount
J. Highest Lawful Levy For This Tax Year (Lesser of H and I) = \$8,614,557						
K. New highest lawful levy since 1985 (Lesser of H & I minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) \$8,614,557						
L. Lesser of I and J \$8,614,557						
M. Refunds \$9,640						
N. Levy Corrections Year of Error: 0						
1. Minus amount over levied (if applicable) \$0.00						
2. Plus amount under levied (if applicable) \$0.00						
O. Total: L+M+/-N (unless voted rate)..... \$8,624,197						
P. Tax Base For Regular Levy						
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) \$4,503,430,605						
Q. Tax Base for Excess and Voted Bond Levies						
2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value. \$13,137,320						
3. Plus Timber Assessed Value (TAV) \$0						
4. Tax base for excess and voted bond levies (1-2+3) \$4,490,293,285						
R. Increase Information						
1. Levy rate based on allowable levy 1.91502						
2. Last year's ACTUAL regular levy \$8,521,537						
3. Dollar Increase over last year other than New Construction (-) Annexation \$75,743						
4. Percent Increase over last year other than New Construction (-) Annexation 0.88884%						



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-124
November 13, 2023
Ordinance

Item 1.

AGENDA BILL INFORMATION

TITLE:	AB23-124: The Increase Ordinance (Certifying an Increase in Property Taxes)	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Consider adopting Ordinance No. 1282 certifying an increase in regular property taxes for the fiscal year commencing January 1, 2024 (Introduce 11/13/23, Action 11/27/23).	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mike Chambless	Click or tap to enter a date.
	Finance	Janna Walker	10/30/2023
	Legal	David Linehan	11/3/2023
	City Administrator	Mike Chambless	10/30/2023

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Analyst		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
MEMBERS:	James Mayhew	Bryan Holloway	Louis Washington
EXHIBITS:	1. Ord. 1282 Certifying an Increase in Property Taxes 2. Property Tax Council Report 3. King County Assessor's Office Worksheet for the City of Snoqualmie		

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

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a regular levy in the amount of \$8,702,496 which includes an 0.89% increase in property tax revenue in the amount of \$75,743 from the previous year to discharge the expected expenses and obligations of the City of Snoqualmie.

ANALYSIS

Please see the exhibit entitled "2024 Property Tax Council Report".

BUDGET IMPACTS

The property tax is a significant source of revenue for the General Fund (#001) and has been incorporated, including estimated percentage increases and dollar amount available to the City of Snoqualmie, into the amended 2023-2024 Biennial Budget. Please see the exhibit entitled "2024 Property Tax Council Report" for more information.

NEXT STEPS

The second reading of the ordinance is scheduled for November the 27th.

PROPOSED ACTION

First Reading – November 13, 2023: No action required.

Second Reading and Proposed Adoption – November 27, 2023: Move to adopt Ordinance No. 1282 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2024 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of providing sufficient revenue to the City for the ensuing year; and providing for severability and an effective date.

**CITY OF SNOQUALMIE
ORDINANCE NO. 1282**

**AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF SNOQUALMIE, WASHINGTON
CERTIFYING AN INCREASE IN THE REGULAR
PROPERTY TAX REVENUE FOR THE FISCAL
YEAR COMMENCING JANUARY 1, 2024, ON
ALL PROPERTY BOTH REAL AND PERSONAL,
IN SAID CITY WHICH IS SUBJECT TO
TAXATION, FOR THE PURPOSE OF
PROVIDING SUFFICIENT REVENUE TO THE
CITY THE ENSUING YEAR; AND PROVIDING
FOR SEVERABILITY AND AN EFFECTIVE
DATE**

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 13, 2023, to consider the City's current expense budget (aka "General Fund") for the 2024 calendar year and possible increases in property tax revenues to fund the same; and,

WHEREAS, the City Council of the City of Snoqualmie, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of **\$8,702,496** which includes an increase in regular property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest;

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

SECTION 1. Increase in Regular Property Tax Revenue.

An increase in the regular property tax revenue is hereby authorized for the 2023 regular property tax levy in the amount of **\$75,743**, which is a percentage increase of **0.89%** from the previous year. The increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional resulting from any annexations that have occurred and refunds made.

SECTION 2. Publication and Effective Date.

This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 3. Severability.

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

SECTION 4. Corrections by the City Clerk or Code Reviser.

Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to

other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

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

APPROVED by the Mayor of the City of Snoqualmie on this 27th day of November 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



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MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: Adopting the 2024 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. In the recent past, the City has used an excess property tax collected to make an annual principal and interest payment on the 2002 voted fire station bond, which allowed the City to build the fire station across from Kimball Creek Village. In 2024, the City does not need to levy an excess property tax amount because the Fire Station bond was fully repaid in 2022.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2023. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2023. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2023 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie **“bank” the allowable percentage increase**?

If Council decides to “bank” or preserve the 2024 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2024 allowable percentage increase in a future year.

CALCULATING THE 2024 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2023 and compares the amount to the previous year.

	2023	2024
Last Year’s Actual Regular Levy	\$8,414,225	\$8,521,537
Allowable Percentage Increase	0.83%	0.89%
Allowable Increase Amount	\$69,838	\$75,743
Increase in New Construction	\$28,040	\$17,277
Increase in Utility Value	\$0	\$78,299
Refunds	\$9,436	\$9640
Regular Property Tax Amount¹	\$8,521,537	\$8,702,496
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,521,537	\$8,702,496

¹ The estimated regular property tax amount for 2024 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$78,658 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$17,277 in property tax due to such construction improvements in 2023.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after November 30th deadline to pass ordinances, the City has incorporated \$78,299 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$78,299 over the past decade was in 2016, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,702,496 in 2024 from regular property tax. This represents a 2.12% increase over 2023 equal to \$180,960. However, if the increase in utility value equals \$0, then the City expects to collect \$8,624,197 in 2023 regular property tax. This new value represents a 1.2% increase over 2023 property tax equal to \$102,660.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2024 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2023	2024
City Assessed Valuation	\$5,441,165,046	\$4,503,430,605
Change from Previous Year	34.75%	(17.2)%

Between 2023 and 2024, the total assessed valuation for the City is anticipated to decrease \$888,217,775, equivalent to a 16.3% decrease. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation decreasing \$938,217,775, equivalent to a 17.2% decrease.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2024 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2023	2024
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.92% increase of \$75,743 is diffused over a valuation of established properties that decreased \$948,716,856 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2024 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2024?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent's home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent's property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie's portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$75,743. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0168 cents per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2024 assessed value.

Assessed Value of a Home	2024 Property Tax Increase
\$500,000	\$8.41
\$600,000	\$10.09
\$700,000	\$11.77
\$800,000	\$13.46
\$900,000	\$15.14

\$1,000,000	\$16.82
\$1,100,000	\$18.5
\$1,200,000	\$20.18
\$1,300,000	\$21.86
\$1,400,000	\$23.55
\$1,500,000	\$25.23

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2023-2024 Biennial Budget, the increase in consumer prices (i.e., inflation), and the potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

PRELIMINARY LEVY LIMITATIONS WORKSHEET 10.26.2023

TAXING DISTRICT	Snoqualmie	2023	Levy for	2024	Taxes	IPD: 1.03670
A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).						
Year	2023	\$8,512,158	×	101.000%	=	\$8,597,280
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%		
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).						
	\$11,025,192	×	1.56709	÷	\$1,000	= \$17,277
	A.V.		Last Year's Levy Rate			
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)(e) (value included in B & D cannot be included in C)						
	\$0	×	1.56709	÷	\$1,000	= \$0
	A.V.		Last Year's Levy Rate			
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).						
	\$270,900,721	-	\$270,900,721	=	\$	-
	Current Year's A.V.		Previous Year's A.V.		Remainder	
	\$0	×	1.56709	÷	\$1,000	= \$0.00
	Remainder from Line C		Last Year's Levy Rate			
E. Regular property tax limit: A+B+C+D = \$8,614,557						
Parts F through H are used in calculating the additional levy limit due to annexation.						
F. To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.						
	\$8,614,557	÷	\$4,503,430,605	×	\$1,000	= 1.91288
	Total in Line E		Assessed Value Less Annexed AV			
G. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.						
	\$0	×	1.91288	÷	\$1,000	= \$0.00
	Annexed Area's A.V.		Rate in Line F			
H. Regular property tax limit including annexation E+G = \$8,614,557						
I. Statutory maximum calculation						
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.						
	3.60000	-	0.00000	-	0.26094	+ 0.00000 = 3.33906
	District base levy rate		Fire or RFA Rate		Library Rate	Firefighter Pension Fund
	\$4,503,430,605	×	3.33906	÷	\$1,000	= \$15,037,225
	A.V. of District		Statutory Rate Limit			Statutory Amount
J. Highest Lawful Levy For This Tax Year (Lesser of H and I) = \$8,614,557						
K. New highest lawful levy since 1985 (Lesser of H & I minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) \$8,614,557						
L. Lesser of I and J \$8,614,557						
M. Refunds \$9,640						
N. Levy Corrections Year of Error: 0						
1. Minus amount over levied (if applicable) \$0.00						
2. Plus amount under levied (if applicable) \$0.00						
O. Total: L+M+/-N (unless voted rate)..... \$8,624,197						
P. Tax Base For Regular Levy						
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) \$4,503,430,605						
Q. Tax Base for Excess and Voted Bond Levies						
2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value. \$13,137,320						
3. Plus Timber Assessed Value (TAV) \$0						
4. Tax base for excess and voted bond levies (1-2+3) \$4,490,293,285						
R. Increase Information						
1. Levy rate based on allowable levy 1.91502						
2. Last year's ACTUAL regular levy \$8,521,537						
3. Dollar Increase over last year other than New Construction (-) Annexation \$75,743						
4. Percent Increase over last year other than New Construction (-) Annexation 0.88884%						



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MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: ERP System Implementation Budget

BACKGROUND

The Enterprise Resource Planning (ERP) System Implementation Budget was first authorized in the 2019-20 Biennium with budgeted resources of \$450,000. However, due to the time it took to select an ERP provider, nothing was spent until 2022, after the 2021 signing of a contract with Tyler Technologies for their Munis ERP system. This project is under active implementation during the current biennium and is expected to have final expenditures during the 2025-26 Biennium.

LIFE-OF-PROJECT ERP BUDGET

The current life-of-project budget is based on AB21-069, which established the initial contract with Tyler Technologies for both Software-as-a-Service (SaaS) payments over five years and implementation costs, along with AB22-155, which identified a \$1,800,000 budget for implementation, part of which includes a \$210,000 contingency, separate from the \$250,810 contract contingency described in AB21-069, for a total of \$460,810 in contingency funds. According to AB21-069, administration intended to fund \$1.1 million of the project with Non-Utility and Utility Capital funds. Additionally, the 2023-24 Biennial Budget increased the scope of the project, including temporary labor funded by both the IT fund (\$40,000) and the General Fund (\$100,000). The General Fund budget also includes allocations for additional Finance and Community Development modules planned for operations but not identified in the original ERP implementation and operation budget.

The Current Life-of-Project Budget, shown on the next page, illustrates the decisions made in the legislative record. The Expected-Life-of-Project Budget has been augmented based on current projections, as follows, and is broken out by biennium on page four of the memo:

Description	Provider	Current Life-of-Project Budget	Expected Life-of-Project Budget	Increase (Decrease)
<i>Tyler/Munis Contract</i>				
Professional Services ¹	Tyler Technologies, Inc.	\$ 561,450	\$ 853,713	\$ 292,263
Travel Expenses ¹	Tyler Technologies, Inc.	\$ 56,960	\$ 15,507	\$ (41,453)
3rd Party Hardware, Software, and Services ¹	Tyler Technologies, Inc.	\$ 4,075	\$ 9,075	\$ 5,000
Project Management Services	Berry Dunn	\$ 260,000	\$ 68,970	\$ (191,030)
IT Project Manager	City of Snoqualmie	\$ 456,705	\$ 361,837	\$ (94,868)
Tyler Technologies, Inc. Contingency ¹	Tyler Technologies, Inc.	\$ 250,810	\$ -	\$ (250,810)
Contingency for Other Potential Uses	Various	\$ 210,000	\$ 140,428	\$ (69,572)
<i>Original Implementation Budget, AB22-155</i>	Subtotal =	\$ 1,800,000	\$ 1,449,530	\$ (350,470)
<i>Software as a Service (SaaS) Fees</i>				
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹		\$ 1,218,535	\$ 1,393,089	\$ 174,554
Socrata SaaS, et al.		\$ 47,040	\$ 89,843	\$ 42,803
Enterprise Content Management SaaS		\$ -	\$ 67,300	\$ 67,300
<i>Total SaaS</i>	Subtotal =	\$ 1,265,575	\$ 1,550,231	\$ 284,656
<i>Expenditures (2023-2024 Additional Budget)</i>				
Professional Services (Bus. Mgmt., Socrata, etc.) ²	Tyler Technologies, Inc.	\$ 80,050	\$ 15,765	\$ (64,285)
Professional Services (Community Development) ²	Tyler Technologies, Inc.	\$ 82,600	\$ -	\$ (82,600)
Enterprise Content Management (ECM)	LaserFiche	\$ -	\$ 16,117	\$ 16,117
Temporary Labor	Robert Half	\$ 140,000	\$ 337,557	\$ 197,557
	Subtotal =	\$ 302,650	\$ 369,439	\$ 66,789
GRAND TOTAL =		\$ 3,368,225	\$ 3,369,200	\$ 975

¹These line items comprise the original Tyler Contract for a total of \$2,091,830. See AB21-069.

²Not Under Contract

The expected life-of-project budget represents an increase of \$975 over the current life-of-project budget amounts. This difference is a summation of smaller positive and negative variances across the entire project as follows:

Increase to Life-of-Project Budget	
Taxes on SaaS	\$ 108,450
New Tyler SaaS Contract (2026)	\$ 66,104
Implementation	\$ 5,000
Labor	\$ 102,689
Project Management	\$ (191,030)
Socrata, SaaS & Impl.	\$ (21,483)
Energov	\$ (82,600)
Enterprise Content Mgmt, SaaS & Impl.	\$ 83,417
Contingency	\$ (69,572)
Life-of-Project Increase	\$ 975

- In the initial budgeting of the contract, no allowance was made for sales tax on annual Tyler Technologies software-as-a-service (SaaS) fees, resulting in an increase in estimated expenditures of \$108,450 over the life of the project.

- The Tyler contract will be renewed in 2026. The increased cost of \$66,104 represents three months of SaaS fees not currently in the contract.
- Implementation, which is a summation of all non-SaaS Tyler fees, required cashiering stations that were not included in the contract, for an increase of \$5,000.
- The City needed additional support in system setup, data conversion and migration. This resulted in an increase in labor above the original budgeted amounts by approximately \$102,689.
- Project Management costs were reduced by \$191,030 as a contract with Berry Dunn ended early when the expected value of the project management did not materialize.
- Socrata, an open-data platform, and EnerGov, permitting and licensing software, were included in the 2023-24 Biennial budget. However, Energov proved more expensive than originally planned and the City is searching for an alternate solution within software already purchased, resulting in a cost savings of \$104,083.
- The City obtained a \$21,956 grant to support the implementation of an Enterprise Content Management (ECM) system through LaserFiche. This system is expected to cost \$24,883.65 annually until fully implemented, with \$16,825 in ongoing SaaS fees. Ongoing SaaS and implementation costs through 2026 are expected to total \$83,417.
- In the previous biennium, the contingency budget was assigned to fund computer hardware for Parks & Public Works (AB22-155), and an Irrigation System Survey. The remaining \$69,572 in contingency funds will be applied against overages.

ACTUAL ERP EXPENDITURES

The City has spent the following amounts during the 2021-22 Biennium and the 2023-24 Biennium:

	Provider	Actual 2021-22	Actual 2023-24
<i>Tyler/Munis Contract</i>			
Professional Services	Tyler Technologies, Inc.	\$ 80,817	\$ 103,398
Travel Expenses	Tyler Technologies, Inc.	\$ -	\$ -
3rd Party Hardware, Software, and Services	Tyler Technologies, Inc.	\$ -	\$ -
Project Management Services	Berry Dunn	\$ 50,540	\$ 18,430
IT Project Manager	City of Snoqualmie	\$ 178,647	\$ 152,442
Tyler Technologies, Inc. Contingency	Tyler Technologies, Inc.	\$ -	\$ -
Contingency for Other Potential Uses	Various	\$ 24,036	\$ 97,428
<i>Original Implementation Budget, AB22-155</i>	Subtotal =	\$ 334,041	\$ 371,698
<i>Software as a Service (SaaS) Fees</i>			
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹		\$ 331,501	\$ 265,396
Socrata SaaS		\$ -	\$ -
Enterprise Content Management SaaS		\$ -	\$ 16,825
<i>Total SaaS</i>	Subtotal =	\$ 331,501	\$ 282,221

Expenditures (2023-2024 Additional Budget)

Professional Services (Bus. Mgmt., Socrata, etc.)	Tyler Technologies, Inc.	\$	-	\$	-
Professional Services (Community Development)	Tyler Technologies, Inc.	\$	-	\$	-
Temporary Labor	Robert Half	\$	103,266	\$	201,891
Subtotal =		\$	103,266	\$	209,949

GRAND TOTAL = \$ 768,808 \$ 847,429

Amount Budgeted = \$ 1,470,000 \$ 1,153,297

Budget Remaining = \$ 701,192 \$ 305,868

FORECASTED ERP EXPENDITURES

The City expects to spend the amounts shown in the table below during the 2023-24 Biennium and 2025-26 Biennium. The end result, the Expected Life-of-Project Budget, is the amount shown in the first table of this memo.

Description	Actual 2021-22	Forecasted 2023-24	Forecasted 2025-26	Expected Life-of-Project Budget
<i>Tyler/Munis Contract</i>				
Professional Services	\$ 80,817	\$ 622,895	\$ 150,000	\$ 853,713
Travel Expenses	\$ -	\$ 15,507	\$ -	\$ 15,507
3rd Party Hardware, Software, and Services	\$ -	\$ 9,075	\$ -	\$ 9,075
Project Management Services	\$ 50,540	\$ 18,430	\$ -	\$ 68,970
IT Project Manager	\$ 178,647	\$ 183,190	\$ -	\$ 361,837
Tyler Technologies, Inc. Contingency	\$ -	\$ -	\$ -	\$ -
Contingency for Other Potential Uses	\$ 24,036	\$ 116,391	\$ -	\$ 140,428
<i>Original Implementation Budget</i>	\$ 334,041	\$ 965,489	\$ 150,000	\$ 1,449,530
<i>Software as a Service (SaaS) Fees</i>				
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹	\$ 331,501	\$ 530,794	\$ 530,794	\$ 1,393,089
Socrata SaaS	\$ -	\$ 29,948	\$ 59,895	\$ 89,843
Enterprise Content Management SaaS	\$ -	\$ 33,650	\$ 33,650	\$ 67,300
<i>Total SaaS</i>	\$ 331,501	\$ 594,391	\$ 624,339	\$ 1,550,231
<i>Expenditures (2023-2024 Additional Budget)</i>				
Professional Services (Bus. Mgmt., Socrata, etc.)	\$ -	\$ 15,765	\$ -	\$ 15,765
Professional Services (Community Development)	\$ -	\$ -	\$ -	\$ -
Enterprise Content Management	\$ -	\$ 16,117	\$ -	\$ 16,117
Temporary Labor	\$ 103,266	\$ 234,291	\$ -	\$ 337,557
	\$ 103,266	\$ 266,173	\$ -	\$ 369,439
Grand Total =	\$ 768,808	\$ 1,826,053	\$ 774,339	\$3,369,200

Amount Budgeted = \$ 1,470,000 \$ 1,153,297 \$ 1,153,297

Budget Remaining or (Required Appropriation) \$ 701,192 \$ (672,756) \$ 378,958

APPROPRIATION AND NEW ERP PROJECT FUND (#350)

The required appropriation of \$672,756 for the current biennium figures into the requested amendment, shown below. The majority of the difference, \$653,885, relates to implementation costs to Tyler Technologies that should have been carried forward from the prior biennium but were not. The total breakout of costs making up the amendment is shown below:

Description	Appropriation Required
Taxes on SaaS	\$ 49,728
Socrata SaaS	\$ (17,093)
Enterprise Content Management SaaS	\$ 33,650
Total SaaS (Operating) Required	\$ 66,285
Implementation	\$ 653,885
Labor	\$ 108,533
Project Management	\$ (141,570)
Hardware & Other	\$ 88,500
Studies & Surveys	\$ 27,891
Socrata Implementation	\$ (146,885)
Enterprise Content Management Implementation	\$ 16,117
Total 2023-24 Appropriation Required	\$ 672,756
2025-26 Fund #350 Appropriation Required	\$ 150,000
Total Appropriation Required	\$ 822,756

The forecasted 2025-26 expenditures of \$150,000 are added to the \$672,767 required appropriation for a total of \$822,756 requested to support the creation of a new ERP Project Fund (#350). This fund will track the capital expenditures related to the implementation. All operating costs, identified above as SaaS, will remain within the IT Fund (#502).

FUNDING FOR ADDITIONAL APPROPRIATION

Administration proposes using non-recurring sales tax in excess of budgeted amounts, support from the Sewer Utility Funds for an Irrigation System survey, and support from the Non-Utility Capital and Utility Capital Funds to fund the \$822,756 required amendment. The amounts are shown by year and source below:

Funding Sources for Amendment	
Enterprise Content Management Grant	\$ 16,116
Transfer of IT Fund Balance Committed to ERP	\$ 246,126
SaaS fees to be Allocated and Absorbed	\$ 66,285
Non-Recurring Sales Tax in Excess of Budget	\$ 344,145
Sewer Utility Fund (#402)	\$ 27,891
Non-Utility Capital Fund (#310)	\$ 61,096
Utility Capital Fund (#417)	\$ 61,096
Total Funding Sources	\$ 822,756

ERP PROJECT FUND (#350) BUDGET

The new project fund will have a budget as follows:

Account Description	2023 Budget	2024 Budget	Total Budget
BEGINNING FUND BALANCE	\$ -	\$ 438,746	
SOURCES			
<i>Taxes</i>	\$ 344,145	\$ -	\$ 344,145
<i>Intergovernmental Revenues</i>	\$ 16,117	\$ -	\$ 16,117
<i>Miscellaneous Revenues</i>	\$ -	\$ -	\$ -
<i>Transfers In</i>	\$ 821,317	\$ 200,083	\$ 1,021,400
Total Sources =	\$ 1,181,579	\$ 200,083	\$ 1,381,663
Uses			
<i>Professional Services (AB21-069 for Tyler Contract; Socrata and ECM)</i>	\$ 190,532	\$ 488,829	\$ 679,361
<i>Berry Dunn Project Management (PM) Services (AB20-050)</i>	\$ 18,430	\$ -	\$ 18,430
<i>Employee Costs and Other Labor</i>	\$ 417,481	\$ -	\$ 417,481
<i>Computer Equipment (AB22-155)</i>	\$ 88,500	\$ -	\$ 88,500
<i>Additional Services & Studies</i>	\$ 27,891	\$ -	\$ 27,891
Total Uses =	\$ 742,833	\$ 488,829	\$ 1,231,663
ENDING FUND BALANCE	\$ 438,746	\$ 150,000	

The sources in the new fund are reconciled to the appropriation request in the table below:

Total Funding Sources for Amendment	\$ 822,756
General Fund Budget, transferred to Fund #350	\$ 100,000
IT Budget, transferred to Fund #350	\$ 525,191
Less: SaaS fees to remain in IT	\$ (66,285)
ERP Project Fund (#350) Total Sources	\$ 1,381,661



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-132
November 13, 2023
Ordinance

Item 3.

AGENDA BILL INFORMATION

TITLE:	AB23-132: 2023-2024 Mid-Biennial Budget Amendment	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1278 Amending the 2023-2024 Biennial Budget	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mike Chambless	Click or tap to enter a date.
	Finance	Janna Walker	11/1/2023
	Legal	Outside Counsel	11/2/2023
	City Administrator	Michael Chambless	Click or tap to enter a date.

DEPARTMENT:	Finance & Human Resources		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
	BRYAN HOLLOWAY	JAMES MAYHEW	LOUIS WASHINGTON
EXHIBITS:	1. 2023-2024 Biennial Budget Ordinance 2. Proposed Amendment Request Table 3. Proposed 2023 Fund Reconciliations 4. Proposed 2024 Fund Reconciliations 5. Proposed Budget Ordinance Table 6. Budget Totals Comparison Table 7. ERP System Implementation Budget Memorandum		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ 2,382,653

SUMMARY

The purpose of this ordinance is to amend the 2023-2024 Biennial Budget to provide the City with the appropriation necessary to cover multiple amendment requests including City-wide insurance premiums, replacement of the Police Department's gun range backstop material, several CIP projects, IT system repair, and the ERP System Project.

BACKGROUND

The 2023-2024 Biennial Budget was adopted by [Ordinance No. 1267](#) on November 28, 2022, amended by [Ordinance No. 1274](#) on February 13, 2023, and amended by [Ordinance No. 1277](#) on June 12, 2023. The

Administration is requesting an additional appropriation of \$2,382,653 across all funds. The Administration anticipates supporting the additional appropriation of \$2,382,653 with an estimated \$435,262 in unforeseen revenue sources, including \$91,117 in grants and \$344,145 in non-recurring sales tax in excess of budgeted amounts. Of the additional appropriation, \$925,344 is transfers between funds.

ANALYSIS

Please see attached an “amendment request table” describing the amendments and appropriation increases requested, the fund(s) or functional classification(s) impacted, and the 2023 and 2024 “reconciliation tables” that help to reconcile the amendment request table to the ordinance.

BUDGET IMPACTS

The 2023-2024 Biennial Budget ordinance, as provided for in this agenda bill, authorizes the City of Snoqualmie to spend or transfer amounts no more than \$78,902,681 in 2023 and \$88,350,958 in 2024 for a total of \$167,253,639 across all funds and functional classifications.

NEXT STEPS

First reading and adoption of Ordinance No. 1278 amending the 2023-2024 Biennial Budget

Special Note – A budget amending ordinance that decreases, revokes, or recalls a prior appropriation to any single fund requires a vote of one more than the majority (5 votes) for adoption, pursuant to [RCW 35A.34.200\(3\)](#).

PROPOSED ACTION

Motion to authorize the first reading of Ordinance 1278 amending the 2023-2024 Biennial Budget at the November 13, 2023 City Council meeting and to set the second reading and adoption of Ordinance 1278 for the November 27, 2023 City Council meeting agenda.

**CITY OF SNOQUALMIE
ORDINANCE NO. 1278**

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

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

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

WHEREAS, in Ordinance Nos. 1267, 1274, and 1277 the City adopted and amended the 2023-2024 budget that meets the requirements of the Washington law;

WHEREAS, the City Council wishes to modify and amend the 2023-2024 biennial budget to cover expenditures and changes not reasonably foreseen in Ordinance Nos. 1267, 1274, and 1277.

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

SECTION 1. Biennial Budget Amended.

The City of Snoqualmie biennial budget for the 2023-2024 fiscal biennium, as determined after hearings and placed into final form and content, is hereby amended by reference as set forth in Section 2 below.

SECTION 2. Budget Summary Form.

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



Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,681,954		\$ 1,662,668	\$ 21,848,782		\$ 1,946,402	\$ 42,530,736	
	<i>Administrative Departments¹</i>			\$ 5,500,484			\$ 5,637,667			\$ 11,138,151
	<i>Police (Snoqualmie)</i>			\$ 5,207,692			\$ 5,390,813			\$ 10,598,505
	<i>Fire & Emergency Management</i>			\$ 4,121,971			\$ 4,261,862			\$ 8,383,832
	<i>Parks Maintenance</i>			\$ 1,862,517			\$ 1,845,018			\$ 3,707,535
	<i>Community Development²</i>			\$ 2,275,257			\$ 2,498,294			\$ 4,773,551
	<i>Streets Maintenance</i>			\$ 1,047,448			\$ 1,105,101			\$ 2,152,549
	<i>Non-Departmental³</i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,892,451	\$ 23,442,961	\$ 4,599,790	\$ 21,941,731	\$ 21,565,047	\$ 4,976,474	\$ 42,834,182	\$ 45,008,008
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 2,488,055	\$ 2,644,379	\$ 158,443	\$ 2,606,954	\$ 2,713,235	\$ 52,163	\$ 5,095,009	\$ 5,357,614
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 2,225,810	\$ 1,451,688	\$ 4,075,053	\$ 548,348	\$ 1,322,532	\$ 3,300,869	\$ 2,774,158	\$ 2,774,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816	\$ 21,435,350	\$ 39,691,534
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	Total Capital Funds	\$ 20,100,000	\$ 17,209,529	\$ 19,398,422	\$ 17,911,107	\$ 5,607,483	\$ 21,524,774	\$ 1,993,816	\$ 22,817,012	\$ 40,923,196
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098	\$ 10,695,634	\$ 11,285,392
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971	\$ 13,161,403	\$ 13,070,276
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134	\$ 5,914,382	\$ 6,483,957
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482	\$ 25,275,527	\$ 29,652,045
	Total Enterprise Funds	\$ 22,807,410	\$ 24,991,706	\$ 24,076,840	\$ 23,722,276	\$ 30,055,239	\$ 36,414,830	\$ 17,362,685	\$ 55,046,945	\$ 60,491,670
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886	\$ 3,690,302	\$ 3,615,113
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994	\$ 5,329,380	\$ 6,937,078
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976	\$ 1,638,342	\$ 2,146,740
	Total Internal Service Funds	\$ 5,347,762	\$ 5,640,793	\$ 7,888,392	\$ 3,100,164	\$ 5,017,231	\$ 4,810,540	\$ 3,306,855	\$ 10,658,024	\$ 12,698,931
	Total All Funds	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639

¹ Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

² Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

³ Includes Human Services, Court Services, etc.

SECTION 3. Transfers Within Funds Authorized.

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

SECTION 4. Transmittal of Budget.

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

SECTION 5. Effective Date.

This ordinance shall be effective five days after its passage and publication, as provided by law.

SECTION 6. Severability.

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

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

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 27th day of November 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

2023-2024 Biennium Budget Amendments
Proposed Amendment Request Table

#	Amendment Request	Amendment Description	Department	Fund(s) or Functional Classification(s) Impacted	2023-24 Appropriation Increase Requested (Ongoing)	2023-24 Appropriation Increase Requested (One-time)	Offsetting Revenue Description
1	City-wide Insurance Premiums Appropriation	The intent of this amendment is to account for greater than estimated general and property insurance premiums. The original budget for Risk Management in 2023 and 2024 was \$649k and 665k, respectively	Administration	General Fund (#001)	\$ 223,582	\$ -	Because of the increase in premiums, the City will also need to increase the charge outs to the various functional classifications and funds. The City will attempt to resolve these additional charges within each individual functional classification and fund by making adjustments within the functional classification or fund where necessary.
2	Police Department Gun Range Lead Abatement	The intent of this amendment is to fund the replacement of the Police Department's gun range backstop material. The range is cleaned every five years; however, due to the age of the existing material and the anticipated use of the range, we are required by OSHA to replace the material.	Police Department	General Fund (#001)	\$ -	\$ 50,000	
3	Centennial Fields All-Inclusive Park	As approved in AB23-088 on June 26, 2023, this amendment will provide funding for the All-Inclusive Park at the Centennial Fields Playground, a project in the 2023-24 Capital Improvement Plan (CIP).	Non-Utility Capital (Parks)	Non-Utility Capital Fund (#310)	\$ -	\$ 110,088	
4	Stormwater Pond Improvement	As approved in AB23-100 on August 14, 2023, the intent of this amendment is to fund part of the Storm Pond Fencing Replacement Project, part of the 2023-28 CIP.	Utility Capital	Utility Capital Fund (#417)	\$ -	\$ 128,943	This appropriation will be funded by a \$75,000 stormwater grant and a transfer from the Stormwater Utility Fund, resulting in no decrease in fund balance.
5	Eagle Lake Reclamation Basin	As approved in AB23-110 on October 9, 2023, this amendment will provide support the Eagle Lake Reclamation Basin Improvements, a project in the 2023-28 CIP.	Utility Capital	Utility Capital Fund (#417)	\$ -	\$ 49,006	
6a	ERP System Project - Implementation	The goal of this budget amendment is to true-up the project budget by accounting for the actual amount spent last year and update the project budget to include items unforeseen at the time the project budget was originally conceived.	Information Technology	General Fund (#001, Non-Utility Capital Fund (#310), Sewer Utility Fund (#402), Utility Capital Fund (#417), and Information Technology Fund (#502)	\$ -	\$ 396,209	Transfers from the General Fund and IT fund include budgeted expenses that will be removed from their respective funds and converted into transfers out to support the new ERP Project Fund (#350) and \$246k in the IT fund balance committed to the ERP project, resulting in \$246k increase to appropriations for the IT Fund (#502), as seen in Attachments 3 & 4. The remaining \$150k represents the actual increase to appropriation in Utility and Capital Funds.
6b	ERP System Project - SaaS	This amendment increases IT operational appropriation to account for Tyler SaaS taxes and Enterprise Content Management SaaS charges.	Information Technology	IT Fund (#502)	\$ 66,285	\$ -	Because of the increase in SaaS, the City will also need to increase the charge outs to the various functional classifications and funds. The City will attempt to resolve these additional charges within each individual functional classification and fund by making adjustments within the functional classification or fund where necessary.
7	IT System Repair	This amendment relates to IT System repairs recommended by Ivoxy Consulting. The amount requested includes a fiber audit and an increase to the budgeted core switch replacement amount.	Information Technology	IT Fund (#502)	\$ -	\$ 126,878	

\$ 289,867 \$ 861,124

8	Creation of ERP Project Fund #350, ERP Project Implementation	The purpose of this amendment is to create an independent capital fund to track the sources and uses of the IT Project Implementation	Non-Utility Capital - IT	ERP Project Implementation Fund (#350)	\$ -	\$ 1,231,662	This appropriation will be funded by Amendment request #8, ERP System project appropriation, \$344,145 of non-recurring sales tax in excess of budgeted amounts, and a \$16,116 grant.
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\$ 289,867 \$ 2,092,786

2023-2024 Biennium Budget Amendments

Proposed 2023 Fund Reconciliations (Reconciling the Amendment Request Table to Ordinance)

	Beg. Fund Balance		Sources		Uses		Ending Fund Balance	
GENERAL FUND (#001)								
Adopted Budget	\$	4,423,674	\$	20,681,954	\$	23,404,979	\$	1,700,650
+ #1 - City-Wide Insurance Premiums	\$	-	\$	-	\$	37,982	\$	(37,982)
+ #6a - Creation of ERP Project Fund (#350)	\$	-	\$	-	\$	(50,000)	\$	50,000
+ #6a - Creation of ERP Project Fund (#350)	\$	-	\$	-	\$	50,000	\$	(50,000)
= Amended Budget	\$	4,423,674	\$	20,681,954	\$	23,442,961	\$	1,662,668
NON-UTILITY CAPITAL FUND (#310)								
Adopted Budget	\$	20,100,000	\$	16,027,950	\$	18,545,500	\$	17,582,450
+ #3 - Centennial Fields All-Inclusive Playground	\$	-	\$	-	\$	110,088	\$	(110,088)
= Amended Budget	\$	20,100,000	\$	16,027,950	\$	18,655,588	\$	17,472,362
ERP Project Fund (#350)								
Adopted Budget	\$	-	\$	-	\$	-	\$	-
+ #8 - Creation of ERP Project Fund (#350)	\$	-	\$	1,181,579	\$	742,834	\$	438,745
= Amended Budget	\$	-	\$	1,181,579	\$	742,834	\$	438,745
STORMWATER UTILITY FUND (#403)								
Adopted Budget	\$	984,709	\$	2,850,899	\$	3,260,430	\$	575,178
+ #4 - Stormwater Pond Improvement	\$	-	\$	-	\$	(53,943)	\$	53,943
+ #4 - Stormwater Pond Improvement	\$	-	\$	-	\$	53,943	\$	(53,943)
= Amended Budget	\$	984,709	\$	2,850,899	\$	3,260,430	\$	575,178
UTILITY CAPITAL FUND (#417)								
Adopted Budget	\$	19,400,000	\$	10,373,442	\$	8,849,000	\$	20,924,442
+ #4 - Stormwater Pond Improvement	\$	-	\$	128,943	\$	128,943	\$	-
+ #5 - Eagle Lake Reclamation Basin Improvements	\$	-	\$	-	\$	49,006	\$	(49,006)
= Amended Budget	\$	19,400,000	\$	10,502,385	\$	9,026,949	\$	20,875,436
INFORMATION TECHNOLOGY FUND (#502)								
Adopted Budget	\$	2,251,692	\$	2,657,771	\$	3,342,449	\$	1,567,014
+ #6a - Creation of ERP Project Fund (#350)	\$	-	\$	-	\$	(268,948)	\$	268,948
+ #6a - Creation of ERP Project Fund (#350)	\$	-	\$	-	\$	771,317	\$	(771,317)
+ #6b - ERP System Project - SaaS	\$	-	\$	-	\$	33,143	\$	(33,143)
= Amended Budget	\$	2,251,692	\$	2,657,771	\$	3,877,961	\$	1,031,502
Total for All Amendments = \$ - \$ 1,310,522 \$ 1,604,365 \$ (314,643)								

2023-2024 Biennium Budget Amendments

Proposed 2024 Fund Reconciliations (Reconciling the Amendment Request Table to Ordinance)

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
GENERAL FUND (#001)				
Adopted Budget	\$ 1,700,650	\$ 21,848,782	\$ 21,329,447	\$ 2,219,984
+ #1 - City-Wide Insurance Premiums	\$ (37,982)	\$ -	\$ 185,600	\$ (223,582)
+ #2 - Gun Range Lead Abatement	\$ -	\$ -	\$ 50,000	\$ (50,000)
+ #6a- Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ (50,000)	\$ 50,000
+ #6a- Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ 50,000	\$ (50,000)
= Amended Budget	\$ 1,662,668	\$ 21,848,782	\$ 21,565,047	\$ 1,946,402
NON-UTILITY CAPITAL FUND (#310)				
Adopted Budget	\$ 17,582,450	\$ 5,407,400	\$ 20,974,850	\$ 2,015,000
+ #3 - Centennial Fields All-Inclusive Playground	\$ (110,088)	\$ -	\$ -	\$ (110,088)
+ #6a- ERP System Project	\$ -	\$ -	\$ 61,096	\$ (61,096)
= Amended Budget	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816
ERP PROJECT FUND (#350)				
Adopted Budget	\$ -	\$ -	\$ -	\$ -
+ #8 - ERP System Project	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000
= Amended Budget	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000
SEWER UTILITY FUND (#402)				
Adopted Budget	\$ 925,972	\$ 6,713,795	\$ 6,733,905	\$ 905,862
+ #6a- ERP System Project	\$ -	\$ -	\$ 27,891	\$ (27,891)
= Amended Budget	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971
STORMWATER UTILITY FUND (#403)				
Adopted Budget	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134
+ #4 - Stormwater Pond Improvement	\$ -	\$ -	\$ -	\$ -
= Amended Budget	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134
UTILITY CAPITAL FUND (#417)				
Adopted Budget	\$ 20,924,442	\$ 14,773,142	\$ 20,564,000	\$ 15,133,584
+ #5 - Eagle Lake Reclamation Basin Improvements	\$ (49,006)	\$ -	\$ -	\$ (49,006)
+ #6a- ERP System Project	\$ -	\$ -	\$ 61,096	\$ (61,096)
= Amended Budget	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
INFORMATION TECHNOLOGY FUND (#502)				
Adopted Budget	\$ 1,567,014	\$ 2,671,609	\$ 3,155,340	\$ 1,083,283
+ #7 - IT System Repair	\$ -	\$ -	\$ 126,878	\$ (126,878)
+ #6a- Creation of ERP Project Fund (#350)	\$ 268,948	\$ -	\$ (256,243)	\$ 525,191
+ #6a- Creation of ERP Project Fund (#350)	\$ (771,317)	\$ -	\$ -	\$ (771,317)
+ #6b - ERP System Project - SaaS	\$ (33,143)	\$ -	\$ 33,143	\$ (66,285)
= Amended Budget	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994
Total for All Amendments =	\$ (293,843)	\$ 200,083	\$ 778,289	\$ (872,048)



Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,681,954		\$ 1,662,668	\$ 21,848,782		\$ 1,946,402	\$ 42,530,736	
	<i>Administrative Departments ¹</i>			\$ 5,500,484			\$ 5,637,667			\$ 11,138,151
	<i>Police (Snoqualmie)</i>			\$ 5,207,692			\$ 5,390,813			\$ 10,598,505
	<i>Fire & Emergency Management</i>			\$ 4,121,971			\$ 4,261,862			\$ 8,383,832
	<i>Parks Maintenance</i>			\$ 1,862,517			\$ 1,845,018			\$ 3,707,535
	<i>Community Development ²</i>			\$ 2,275,257			\$ 2,498,294			\$ 4,773,551
	<i>Streets Maintenance</i>			\$ 1,047,448			\$ 1,105,101			\$ 2,152,549
	<i>Non-Departmental ³</i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,892,451	\$ 23,442,961	\$ 4,599,790	\$ 21,941,731	\$ 21,565,047	\$ 4,976,474	\$ 42,834,182	\$ 45,008,008
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 2,488,055	\$ 2,644,379	\$ 158,443	\$ 2,606,954	\$ 2,713,235	\$ 52,163	\$ 5,095,009	\$ 5,357,614
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 2,225,810	\$ 1,451,688	\$ 4,075,053	\$ 548,348	\$ 1,322,532	\$ 3,300,869	\$ 2,774,158	\$ 2,774,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816	\$ 21,435,350	\$ 39,691,534
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	Total Capital Funds	\$ 20,100,000	\$ 17,209,529	\$ 19,398,422	\$ 17,911,107	\$ 5,607,483	\$ 21,524,774	\$ 1,993,816	\$ 22,817,012	\$ 40,923,196
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098	\$ 10,695,634	\$ 11,285,392
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971	\$ 13,161,403	\$ 13,070,276
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134	\$ 5,914,382	\$ 6,483,957
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482	\$ 25,275,527	\$ 29,652,045
	Total Enterprise Funds	\$ 22,807,410	\$ 24,991,706	\$ 24,076,840	\$ 23,722,276	\$ 30,055,239	\$ 36,414,830	\$ 17,362,685	\$ 55,046,945	\$ 60,491,670
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886	\$ 3,690,302	\$ 3,615,113
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994	\$ 5,329,380	\$ 6,937,078
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976	\$ 1,638,342	\$ 2,146,740
	Total Internal Service Funds	\$ 5,347,762	\$ 5,640,793	\$ 7,888,392	\$ 3,100,164	\$ 5,017,231	\$ 4,810,540	\$ 3,306,855	\$ 10,658,024	\$ 12,698,931
	Total All Funds	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639

¹ Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

² Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

³ Includes Human Services, Court Services, etc.

2023-2024 Biennium Budget Amendments

2023-2024 Biennial Budget Totals Comparison Table

	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
Original Ord. 1277	\$ 59,021,171	\$ 72,137,822	\$ 77,298,317	\$ 53,860,676	\$ 65,576,903	\$ 87,572,669	\$ 31,864,909	\$ 137,714,725	\$ 164,870,986
Proposed Ord. XXXX	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639
Difference =	\$ -	\$ 1,310,522	\$ 1,604,365	\$ (293,843)	\$ 200,083	\$ 778,289	\$ (872,048)	\$ 1,510,605	\$ 2,382,653



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MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: ERP System Implementation Budget

BACKGROUND

The Enterprise Resource Planning (ERP) System Implementation Budget was first authorized in the 2019-20 Biennium with budgeted resources of \$450,000. However, due to the time it took to select an ERP provider, nothing was spent until 2022, after the 2021 signing of a contract with Tyler Technologies for their Munis ERP system. This project is under active implementation during the current biennium and is expected to have final expenditures during the 2025-26 Biennium.

LIFE-OF-PROJECT ERP BUDGET

The current life-of-project budget is based on AB21-069, which established the initial contract with Tyler Technologies for both Software-as-a-Service (SaaS) payments over five years and implementation costs, along with AB22-155, which identified a \$1,800,000 budget for implementation, part of which includes a \$210,000 contingency, separate from the \$250,810 contract contingency described in AB21-069, for a total of \$460,810 in contingency funds. According to AB21-069, administration intended to fund \$1.1 million of the project with Non-Utility and Utility Capital funds. Additionally, the 2023-24 Biennial Budget increased the scope of the project, including temporary labor funded by both the IT fund (\$40,000) and the General Fund (\$100,000). The General Fund budget also includes allocations for additional Finance and Community Development modules planned for operations but not identified in the original ERP implementation and operation budget.

The Current Life-of-Project Budget, shown on the next page, illustrates the decisions made in the legislative record. The Expected-Life-of-Project Budget has been augmented based on current projections, as follows, and is broken out by biennium on page four of the memo:

Description	Provider	Current Life-of-Project Budget	Expected Life-of-Project Budget	Increase (Decrease)
<i>Tyler/Munis Contract</i>				
Professional Services ¹	Tyler Technologies, Inc.	\$ 561,450	\$ 853,713	\$ 292,263
Travel Expenses ¹	Tyler Technologies, Inc.	\$ 56,960	\$ 15,507	\$ (41,453)
3rd Party Hardware, Software, and Services ¹	Tyler Technologies, Inc.	\$ 4,075	\$ 9,075	\$ 5,000
Project Management Services	Berry Dunn	\$ 260,000	\$ 68,970	\$ (191,030)
IT Project Manager	City of Snoqualmie	\$ 456,705	\$ 361,837	\$ (94,868)
Tyler Technologies, Inc. Contingency ¹	Tyler Technologies, Inc.	\$ 250,810	\$ -	\$ (250,810)
Contingency for Other Potential Uses	Various	\$ 210,000	\$ 140,428	\$ (69,572)
<i>Original Implementation Budget, AB22-155</i>	Subtotal =	\$ 1,800,000	\$ 1,449,530	\$ (350,470)
<i>Software as a Service (SaaS) Fees</i>				
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹		\$ 1,218,535	\$ 1,393,089	\$ 174,554
Socrata SaaS, et al.		\$ 47,040	\$ 89,843	\$ 42,803
Enterprise Content Management SaaS		\$ -	\$ 67,300	\$ 67,300
<i>Total SaaS</i>	Subtotal =	\$ 1,265,575	\$ 1,550,231	\$ 284,656
<i>Expenditures (2023-2024 Additional Budget)</i>				
Professional Services (Bus. Mgmt., Socrata, etc.) ²	Tyler Technologies, Inc.	\$ 80,050	\$ 15,765	\$ (64,285)
Professional Services (Community Development) ²	Tyler Technologies, Inc.	\$ 82,600	\$ -	\$ (82,600)
Enterprise Content Management (ECM)	LaserFiche	\$ -	\$ 16,117	\$ 16,117
Temporary Labor	Robert Half	\$ 140,000	\$ 337,557	\$ 197,557
	Subtotal =	\$ 302,650	\$ 369,439	\$ 66,789
GRAND TOTAL =		\$ 3,368,225	\$ 3,369,200	\$ 975

¹These line items comprise the original Tyler Contract for a total of \$2,091,830. See AB21-069.

²Not Under Contract

The expected life-of-project budget represents an increase of \$975 over the current life-of-project budget amounts. This difference is a summation of smaller positive and negative variances across the entire project as follows:

Increase to Life-of-Project Budget	
Taxes on SaaS	\$ 108,450
New Tyler SaaS Contract (2026)	\$ 66,104
Implementation	\$ 5,000
Labor	\$ 102,689
Project Management	\$ (191,030)
Socrata, SaaS & Impl.	\$ (21,483)
Energov	\$ (82,600)
Enterprise Content Mgmt, SaaS & Impl.	\$ 83,417
Contingency	\$ (69,572)
Life-of-Project Increase	\$ 975

- In the initial budgeting of the contract, no allowance was made for sales tax on annual Tyler Technologies software-as-a-service (SaaS) fees, resulting in an increase in estimated expenditures of \$108,450 over the life of the project.

- The Tyler contract will be renewed in 2026. The increased cost of \$66,104 represents three months of SaaS fees not currently in the contract.
- Implementation, which is a summation of all non-SaaS Tyler fees, required cashiering stations that were not included in the contract, for an increase of \$5,000.
- The City needed additional support in system setup, data conversion and migration. This resulted in an increase in labor above the original budgeted amounts by approximately \$102,689.
- Project Management costs were reduced by \$191,030 as a contract with Berry Dunn ended early when the expected value of the project management did not materialize.
- Socrata, an open-data platform, and EnerGov, permitting and licensing software, were included in the 2023-24 Biennial budget. However, Energov proved more expensive than originally planned and the City is searching for an alternate solution within software already purchased, resulting in a cost savings of \$104,083.
- The City obtained a \$21,956 grant to support the implementation of an Enterprise Content Management (ECM) system through LaserFiche. This system is expected to cost \$24,883.65 annually until fully implemented, with \$16,825 in ongoing SaaS fees. Ongoing SaaS and implementation costs through 2026 are expected to total \$83,417.
- In the previous biennium, the contingency budget was assigned to fund computer hardware for Parks & Public Works (AB22-155), and an Irrigation System Survey. The remaining \$69,572 in contingency funds will be applied against overages.

ACTUAL ERP EXPENDITURES

The City has spent the following amounts during the 2021-22 Biennium and the 2023-24 Biennium:

	Provider	Actual 2021-22	Actual 2023-24
<i>Tyler/Munis Contract</i>			
Professional Services	Tyler Technologies, Inc.	\$ 80,817	\$ 103,398
Travel Expenses	Tyler Technologies, Inc.	\$ -	\$ -
3rd Party Hardware, Software, and Services	Tyler Technologies, Inc.	\$ -	\$ -
Project Management Services	Berry Dunn	\$ 50,540	\$ 18,430
IT Project Manager	City of Snoqualmie	\$ 178,647	\$ 152,442
Tyler Technologies, Inc. Contingency	Tyler Technologies, Inc.	\$ -	\$ -
Contingency for Other Potential Uses	Various	\$ 24,036	\$ 97,428
<i>Original Implementation Budget, AB22-155</i>	Subtotal =	\$ 334,041	\$ 371,698
<i>Software as a Service (SaaS) Fees</i>			
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹		\$ 331,501	\$ 265,396
Socrata SaaS		\$ -	\$ -
Enterprise Content Management SaaS		\$ -	\$ 16,825
<i>Total SaaS</i>	Subtotal =	\$ 331,501	\$ 282,221

Expenditures (2023-2024 Additional Budget)

Professional Services (Bus. Mgmt., Socrata, etc.)	Tyler Technologies, Inc.	\$	-	\$	-
Professional Services (Community Development)	Tyler Technologies, Inc.	\$	-	\$	-
Temporary Labor	Robert Half	\$	103,266	\$	201,891
Subtotal =		\$	103,266	\$	209,949

GRAND TOTAL = \$ 768,808 \$ 847,429

Amount Budgeted = \$ 1,470,000 \$ 1,153,297

Budget Remaining = \$ 701,192 \$ 305,868

FORECASTED ERP EXPENDITURES

The City expects to spend the amounts shown in the table below during the 2023-24 Biennium and 2025-26 Biennium. The end result, the Expected Life-of-Project Budget, is the amount shown in the first table of this memo.

Description	Actual 2021-22	Forecasted 2023-24	Forecasted 2025-26	Expected Life-of-Project Budget
<i>Tyler/Munis Contract</i>				
Professional Services	\$ 80,817	\$ 622,895	\$ 150,000	\$ 853,713
Travel Expenses	\$ -	\$ 15,507	\$ -	\$ 15,507
3rd Party Hardware, Software, and Services	\$ -	\$ 9,075	\$ -	\$ 9,075
Project Management Services	\$ 50,540	\$ 18,430	\$ -	\$ 68,970
IT Project Manager	\$ 178,647	\$ 183,190	\$ -	\$ 361,837
Tyler Technologies, Inc. Contingency	\$ -	\$ -	\$ -	\$ -
Contingency for Other Potential Uses	\$ 24,036	\$ 116,391	\$ -	\$ 140,428
<i>Original Implementation Budget</i>	\$ 334,041	\$ 965,489	\$ 150,000	\$ 1,449,530
<i>Software as a Service (SaaS) Fees</i>				
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹	\$ 331,501	\$ 530,794	\$ 530,794	\$ 1,393,089
Socrata SaaS	\$ -	\$ 29,948	\$ 59,895	\$ 89,843
Enterprise Content Management SaaS	\$ -	\$ 33,650	\$ 33,650	\$ 67,300
<i>Total SaaS</i>	\$ 331,501	\$ 594,391	\$ 624,339	\$ 1,550,231
<i>Expenditures (2023-2024 Additional Budget)</i>				
Professional Services (Bus. Mgmt., Socrata, etc.)	\$ -	\$ 15,765	\$ -	\$ 15,765
Professional Services (Community Development)	\$ -	\$ -	\$ -	\$ -
Enterprise Content Management	\$ -	\$ 16,117	\$ -	\$ 16,117
Temporary Labor	\$ 103,266	\$ 234,291	\$ -	\$ 337,557
	\$ 103,266	\$ 266,173	\$ -	\$ 369,439
Grand Total =	\$ 768,808	\$ 1,826,053	\$ 774,339	\$3,369,200

Amount Budgeted = \$ 1,470,000 \$ 1,153,297 \$ 1,153,297

Budget Remaining or (Required Appropriation) \$ 701,192 \$ (672,756) \$ 378,958

APPROPRIATION AND NEW ERP PROJECT FUND (#350)

The required appropriation of \$672,756 for the current biennium figures into the requested amendment, shown below. The majority of the difference, \$653,885, relates to implementation costs to Tyler Technologies that should have been carried forward from the prior biennium but were not. The total breakout of costs making up the amendment is shown below:

Description	Appropriation Required
Taxes on SaaS	\$ 49,728
Socrata SaaS	\$ (17,093)
Enterprise Content Management SaaS	\$ 33,650
Total SaaS (Operating) Required	\$ 66,285
Implementation	\$ 653,885
Labor	\$ 108,533
Project Management	\$ (141,570)
Hardware & Other	\$ 88,500
Studies & Surveys	\$ 27,891
Socrata Implementation	\$ (146,885)
Enterprise Content Management Implementation	\$ 16,117
Total 2023-24 Appropriation Required	\$ 672,756
2025-26 Fund #350 Appropriation Required	\$ 150,000
Total Appropriation Required	\$ 822,756

The forecasted 2025-26 expenditures of \$150,000 are added to the \$672,767 required appropriation for a total of \$822,756 requested to support the creation of a new ERP Project Fund (#350). This fund will track the capital expenditures related to the implementation. All operating costs, identified above as SaaS, will remain within the IT Fund (#502).

FUNDING FOR ADDITIONAL APPROPRIATION

Administration proposes using non-recurring sales tax in excess of budgeted amounts, support from the Sewer Utility Funds for an Irrigation System survey, and support from the Non-Utility Capital and Utility Capital Funds to fund the \$822,756 required amendment. The amounts are shown by year and source below:

Funding Sources for Amendment	
Enterprise Content Management Grant	\$ 16,116
Transfer of IT Fund Balance Committed to ERP	\$ 246,126
SaaS fees to be Allocated and Absorbed	\$ 66,285
Non-Recurring Sales Tax in Excess of Budget	\$ 344,145
Sewer Utility Fund (#402)	\$ 27,891
Non-Utility Capital Fund (#310)	\$ 61,096
Utility Capital Fund (#417)	\$ 61,096
Total Funding Sources	\$ 822,756

ERP PROJECT FUND (#350) BUDGET

The new project fund will have a budget as follows:

Account Description	2023 Budget	2024 Budget	Total Budget
BEGINNING FUND BALANCE	\$ -	\$ 438,746	
SOURCES			
<i>Taxes</i>	\$ 344,145	\$ -	\$ 344,145
<i>Intergovernmental Revenues</i>	\$ 16,117	\$ -	\$ 16,117
<i>Miscellaneous Revenues</i>	\$ -	\$ -	\$ -
<i>Transfers In</i>	\$ 821,317	\$ 200,083	\$ 1,021,400
Total Sources =	\$ 1,181,579	\$ 200,083	\$ 1,381,663
Uses			
<i>Professional Services (AB21-069 for Tyler Contract; Socrata and ECM)</i>	\$ 190,532	\$ 488,829	\$ 679,361
<i>Berry Dunn Project Management (PM) Services (AB20-050)</i>	\$ 18,430	\$ -	\$ 18,430
<i>Employee Costs and Other Labor</i>	\$ 417,481	\$ -	\$ 417,481
<i>Computer Equipment (AB22-155)</i>	\$ 88,500	\$ -	\$ 88,500
<i>Additional Services & Studies</i>	\$ 27,891	\$ -	\$ 27,891
Total Uses =	\$ 742,833	\$ 488,829	\$ 1,231,663
ENDING FUND BALANCE	\$ 438,746	\$ 150,000	

The sources in the new fund are reconciled to the appropriation request in the table below:

Total Funding Sources for Amendment	\$ 822,756
General Fund Budget, transferred to Fund #350	\$ 100,000
IT Budget, transferred to Fund #350	\$ 525,191
Less: SaaS fees to remain in IT	\$ (66,285)
ERP Project Fund (#350) Total Sources	\$ 1,381,661



Snoqualmie Commissions

2023 Accomplishments

**November 13, 2023, City Council
Meeting**



Arts Commission

Mission Statement

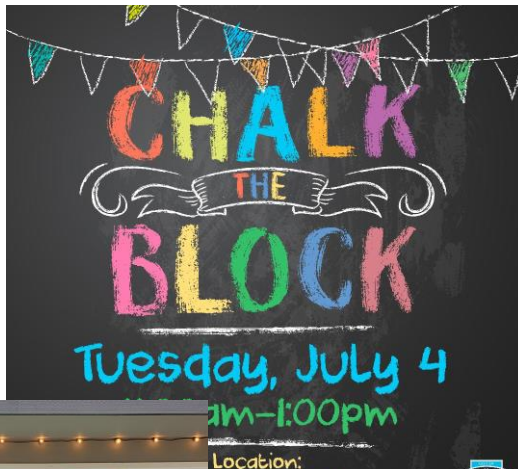
The Snoqualmie Arts Commission enriches the cultural lives of residents and visitors by placing art in public spaces and facilitating access to the arts.



Arts Commission

2023 Accomplishments

Item 7.





Economic Development Commission

2023 Accomplishments

- Supporting the Snoqualmie Valley Housing Task Force (Louis Washington chairs the Public Policy subcommittee, others have attended and participated in meetings)
- Support of the Snoqualmie Valley Economic Alliance that is advancing to the Council for final deliberation.
- Support of the DT merchants Association by attending meetings and reporting to the merchants and the EDC of needs and feedback
- Business visits
- Compose the EDC portion of the 2044 Comp plan
- Signed a letter for the planning commission to approve the EDC comp plan (which was approved)
- Signed a letter for the City Council to approve the EDC comp plan (which was approved)
- Letter of support and approval from the EDC for the Community center expansion and pool to council
- Continued discussions of the model train museum development
- Support the City events (attending etc.) to see how we can continue to grow as a tourist destination.
- Developed and sent letter for approval from the planning commission of the EDC's goals, vision, and policies in regard to the 2044 Comp plan (which was approved)
- Attended and advised on the Housing task force round up for affordable housing

Parks and Events Commission

Mission Statement

To enrich the quality of life in the community of Snoqualmie through the stewardship and enhancement of City parks, trails, recreational facilities, open spaces, and community events.



Riverview Park playground



Parks and Events Commission

2023 Accomplishments

Accomplishments:

- Reviewed and provided input on:
 - Riverview Park including all-inclusive elements (see previous photo)
 - Splashpad Project including design elements
 - Community Center Expansion Project including design elements
 - City trails network including system improvements and signage
- Provided support and feedback at Council meetings for various projects
- Provided input on and attended community events
- Adopted By-Laws
- Met quorum at every scheduled meeting in 2023



Parks and Events Commission

2024 Goals

Goals:

- Provide guidance on Snoqualmie Parks, Recreation, Open Space and Trails (PROST) Plan
- Provide guidance on Community Center (YMCA) expansion project and related features
- Provide guidance on new parks features, equipment and space usability
- Expand advancements on trails maintenance, buildout, connectivity, wayfinding and safety
- Provide input and feedback for ALL community events
- Participate in community forums and events to receive feedback, ideas and public input
- Serve as liaisons in the community; filter and relay information to City staff



Planning Commission

Comprehensive Plan 2044 Focus

- Puget Sound Regional Council 2050 Vision Discussion
 - Comp Plan to be Consistent with 2050 Vision
 - Pulse Check of Past Populations Projections
- Housing Needs Assessment and Housing Action Plan (Joint with CDC)
- Middle Housing Presentation/Discussion (Joint with CDC)
- Buckshot Honey Pergola Historic Design Review
- Gere Automotive Design Review Color
- Accessory Dwelling Units (ADUs) – Reviewed HB 1337, Decided to Move Faster to Enable ADUs (non-HOA land)
- SMC 17.55.070 Code Amendment Recommendations (with Public Hearing) for ADUs
- Land Use Comp Plan Goals and Policies Recommendation
- Review of EDC Economic Development Goals and Policies Recommendation
- Housing Comp Plan Goals and Policies Recommendation
- Transportation Comp Plan Element Review



Thank You



CITY COUNCIL SPECIAL MEETING MINUTES CITY COUNCIL REGULAR MEETING MINUTES October 23, 2023

SPECIAL MEETING

CALL TO ORDER & ROLL CALL: Mayor Ross called the meeting to order at 6:00 pm.

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, Louis Washington, and Jo Johnson.

It was moved by CM Johnson, seconded by CM Washington to:

Excuse CM Christensen and CM Mayhew's absence.

PASSED: 5-0 (Benson, Wotton, Holloway, Washington, Johnson)

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, Interim City Administrator; David Linehan, Interim City Attorney; Deana Dean, City Clerk; Nicole Wiebe, Community Liaison; Janna Walker, Budget Analyst; Brian Lynch, Interim Police Chief; Mike Bailey, Interim Fire Chief; Danna McCall, Communication Coordinator; Carson Hornsby, Management Analyst; and Jimmie Betts, IT Support.

AGENDA APPROVAL

It was moved by CM Holloway; seconded by CM Wotton to:

Approve the agenda.

PASSED: 5-0 (Benson, Wotton, Holloway, Washington, Johnson)

SPECIAL BUSINESS

1. Reception: Lifetime of Service Recognition for Carol Peterson. Mayor Ross introduced Carol Peterson and spoke to her achievements and service to the City of Snoqualmie. Carol spoke to her volunteer service and provided history of the projects she helped organize in Snoqualmie. Comments and questions followed. Light refreshments were served.

CM Mayhew appeared at 6:39 pm.

ADJOURNMENT

Special meeting was adjourned at 6:45 pm.

REGULAR MEETING

CALL TO ORDER: Mayor Ross called the meeting to order at 7:01 pm.

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew, Louis Washington, Cara Christensen (remote), and Jo Johnson.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, Interim City Administrator; David Linehan, Interim City Attorney; Deana Dean, City Clerk; Nicole Wiebe, Community Liaison; Brian Lynch, Interim Police Chief; Mike Bailey, Interim Fire Chief; Jeff Hamlin, Interim Parks & Public Works Director; Danna McCall, Communication Coordinator; Carson Hornsby, Management Analyst; Michael Liebetrau, Police Evidence and Records Technician; Emily Arteche, Community Development Director (remote); Patrick Fry, Project Engineer (remote); and Jimmie Betts, IT Support.

AGENDA APPROVAL

It was moved by CM Wotton; seconded by CM Holloway to:

Approve the agenda as amended.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

CM Mayhew moved to have Proclamations before Appointments which was unanimously approved.

CM Mayhew moved to add brief discussion of the Snoqualmie Parkway Jurisdiction Transfer under Committee of the Whole which was unanimously approved.

PLEDGE OF ALLEGIANCE

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Presentations

2. Mayor Ross presented Carol Peterson with a Lifetime of Service Recognition Plaque with Key to the City. Carol thanked Council and said a few words. Photos were taken.

Proclamations

3. **AB23-130:** Kindness Month. The Mayor read Proclamation 23-16 into the record and declared November as Kindness Month in the City of Snoqualmie. Laura Smith, Executive Director of Empower Youth Network thanked the Mayor and Council and said a few words.

Appointments

4. **AB23-131:** City Administrator Confirmation and Oath of Office.

It was moved by CM Benson; seconded by CM Wotton to:

Confirm Michael Chambless as City Administrator, approving the employment agreement and authorizing the Mayor to sign.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

City Clerk Dean administered the Oath of Office. Mike thanked the Mayor and Council and said a few words. Photos were taken.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA – None.

CONSENT AGENDA

5. Approve the City Council Meeting Minutes dated October 9, 2023.
6. Approve the Claims Approval Report dated October 23, 2023.
7. **AB23-125:** Amendment to the agreement for legal services with Ogden Murphy Wallace, PLLC.
8. **AB23-127:** Adoption of the ADA Transition Plan

It was moved by CM Holloway; seconded by CM Washington to:

Approve the consent agenda.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

ORDINANCES

COMMITTEE REPORTS

Public Safety Committee: No report.

Community Development Committee: No report.

Parks & Public Works Committee:

9. Community Center Presentation. Interim Parks & Public Works Director Jeff Hamlin led the discussion. An update to the Community Center Expansion Project was presented via PowerPoint including a design concept video. Members of the design build team from Absher Construction, YMCA, and Parametrix were present. Discussion followed.

Finance & Administration Committee: No report.

Committee of the Whole:

10. Councilmember Regional Liaison Updates.
 - CM Mayhew provided an update on the recent K4C meeting.
 - CM Christensen provided an update on Sound Cities Association.
11. Add On: Discussion of Snoqualmie Parkway Jurisdictional Transfer. Mayor Ross and CM Mayhew spoke to this item. CM Mayhew moved to refer the Parkway to P&PW Committee for further discussion, which was seconded by CM Johnson and unanimously approved.

REPORTS

11. Mayor's Report:

- Council was asked to review the draft 2024 legislative priorities and provide input by the end of the week.
- The Mayor had an opportunity to visit Allegion's 2023 Manufacturing Day to speak on the importance of manufacturing.
- Spacelabs town hall for employees top questions about SR 18 as many commute as well as transit options across SR 18. Hlargin is an issue and they have been connected with the high school for training opportunities.

12. Commission/Committee Liaison Reports: None.

EXECUTIVE/CLOSED SESSION

13. Closed Session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings lasting approximately 30 minutes. The Mayor stated no action would be taken following the Closed Session.

At 9:00 pm, Council took a 5-minute recess and will reconvene at 9:05 pm in Closed Session.

CM Benson left the meeting at 9:00 pm.

At 9:35 pm, Closed Session was extended to 9:45 pm.

At 9:45 pm, Closed Session was extended to 9:50 pm.

Closed Session concluded at 9:50 pm.

ADJOURNMENT

Meeting was adjourned at 9:50 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



Jerry Knutsen, Financial Service Manager
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | jknutsen@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: November 13, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: October 3, 2023 through October 31, 2023

BACKGROUND

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

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

ANALYSIS

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

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

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

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

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

CLAIMS						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
50	10/12/2023	80191	80269	\$ 3,599,648.52		
51	10/19/2023	80270	80329	\$ 294,546.27		
52	10/25/2023	80356	80384	\$ 90,803.28		
53	10/25/2023	62305	62316	\$ 3,281.42		
Grand Total						3,988,279.49

PAYROLL (including Payroll Benefits)						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
P10-2023	10/31/2023				109	\$ 564,259.32
PV10-2023	10/31/2023	62317	62325	\$ 12,592.34	15	\$ 653,640.68
D10-2023	10/13/2023				70	\$ 130,645.00
Grand Total						1,361,137.34

MISCELLANEOUS DISBURSEMENTS			
Date	Description	ACH Amount	Wire Amount
10/3/2023	Navia - 2022 FSA Plan Reimbursements	\$ 528.50	
10/3/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,562.51	
10/4/2023	Navia - 2023 FSA Plan Reimbursements	\$ 417.00	
10/10/2023	Navia - 2023 FSA Plan Reimbursements	\$ 462.27	
10/10/2023	Navia - 2023 HRA Plan Reimbursements	\$ 4,093.08	
10/17/2023	Navia - 2023 HRA Plan Reimbursements	\$ 5,802.70	
10/24/2023	Navia - 2023 HRA Plan Reimbursements	\$ 2,477.41	
10/20/2023	Bank of New York Investment Purchase	\$ 998,590.00	
10/20/2023	DOR - Lease Excise Tax	\$ 3,833.53	
10/24/2023	DOL Firearm Fees	\$ 1,967.00	
10/26/2023	Dept. of Revenue	\$ 55,483.96	
Grand Total			1,077,217.96

Total **6,426,634.79**

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

Nov 1, 2023

Jerry Knutsen, Financial Operations Manager/Auditing Officer

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$3,599,648.52

For claims warrants numbered 80191 through 80269 & dated 10/12/2023

#50

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
US Postmaster	40153481 542300	Postage & Freight	2023	10	INV	Paid	571.42	80040	9-23 UB PostaUB mailing August		10/3/2023	10/12/2023
US Postmaster	40253580 542300	Postage & Freight	2023	10	INV	Paid	571.42	80040	9-23 UB PostaUB mailing August		10/3/2023	10/12/2023
US Postmaster	40353130 542300	Postage & Freight	2023	10	INV	Paid	571.41	80040	9-23 UB PostaUB mailing August		10/3/2023	10/12/2023
Absher Constructio	31137020 541060	Community Ctr. - Design	2023	10	INV	Paid	283,783.35	80191	1	Design-build contractor fees for design of comm ct	9/22/2023	10/12/2023
ACI 1	RSK51890 548940	Property Damage Repairs	2023	10	INV	Paid	1,000.00	80192	11991	Deductible-WCIA claim 23-0311 Vehicle #234	8/31/2023	10/12/2023
ALLPURP	PKF57680 548000	Repair & Maintenance Services	2023	10	INV	Paid	3,794.08	80193	29624	Door installation at Centennial Park	8/21/2023	10/12/2023
AMZONCAP	FIR52220 531910	Operating Supplies	2023	10	INV	Paid	62.72	80195	1Y7W-MVCH-	Dish pods, mouse, erases pens	9/7/2023	10/12/2023
APINCH	01257321 549100	City-Sponsored Expenses	2023	10	INV	Paid	553.40	80196	9/26/23	Fall window mural-Arts commission	9/26/2023	10/12/2023
BERGER	31126060 541076	Riverwalk Phase I - Design	2023	10	INV	Paid	18,069.30	80199	36009	Riverwalk NW of Sandy Cove- design/engineering	9/13/2023	10/12/2023
BERGER	31126060 541076	Riverwalk Phase I - Design	2023	10	INV	Paid	3,583.61	80199	35921	Riverwalk NW of sandy Cove- design/engineering	8/11/2023	10/12/2023
COS	FIR52250 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	781.73	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	NON51820 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	188.70	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	PKF57680 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	21,948.43	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	POL52150 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	1,057.76	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	STR54230 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	3,390.85	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	STR54270 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	194.90	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	40153481 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	845.41	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	40153935 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	264.27	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	40253580 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	11,584.59	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	40353130 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	2,222.13	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
COS	51051821 547300	Water - Sewer - Stormwater	2023	10	INV	Paid	6,007.51	80205	UB Bills 8-23	Payment for Utility Bills - Snoqualmie	10/4/2023	10/12/2023
EF	50154868 531301	Repair Parts	2023	10	INV	Paid	135.92	80207	5197175	Driver door switch police SUV #104	9/27/2023	10/12/2023
EF	50154868 531301	Repair Parts	2023	10	INV	Paid	104.78	80207	5197176	Emission purge valve assembly police SUV	9/27/2023	10/12/2023
GALLSLC	FIR52220 531050	Uniforms & Protective Gear	2023	10	INV	Paid	172.64	80209	025441648	Womens FF Shirt	8/22/2023	10/12/2023
HDFACIL	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	383.33	80214	9218316770	Facility parts and supplies - Door gasket	9/8/2023	10/12/2023
HDFACIL	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	69.96	80214	9218316771	Facility parts & supplies - Door stop hardware	9/8/2023	10/12/2023
HDFACIL	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	155.25	80214	3218414889	Facility parts & supplies - Door gaskets	9/12/2023	10/12/2023
HDFACIL	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	24.97	80214	9218414890	Facility parts & supplies - ant control spray	9/12/2023	10/12/2023
HDFACIL	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	102.98	80214	9218316773	Facility parts & supplies - Cord hide away grommet	9/8/2023	10/12/2023
HOMEACARE	51240010 548200	Custodial & Cleaning Services	2023	10	INV	Paid	3,082.72	80215	8	Custodial services 9/23	9/30/2023	10/12/2023
IMC	NON51250 541115	Municipal Court Services-Costs	2023	10	INV	Paid	4,968.82	80217	SQL Aug 2023	Snoqualmie court filing fees - Aug 2023	9/4/2023	10/12/2023
JENKINS	40253565 548000	Repair & Maintenance Services	2023	10	INV	Paid	1,746.87	80218	28648	Clean wet wells	8/31/2023	10/12/2023
Jerry Knutsen	FIN51423 543000	Training & Travel	2023	10	INV	Paid	1,118.18	80219	REIMB J. Knut WFOA	Conference per diem, mileage and lodging	9/28/2023	10/12/2023
KPGPSOMA	31059533 541000	Snoq Parkway - Prof'l Svcs	2023	10	INV	Paid	2,798.00	80220	197514	Snoq pkwy const engineering support 4/23 -6/23	9/21/2023	10/12/2023
KPGPSOMA	31059533 541000	Snoq Parkway - Prof'l Svcs	2023	10	INV	Paid	2,408.00	80220	200523	Snoq pkwy const engineering support 7/23-8/23	9/21/2023	10/12/2023
LEVEL3	50251888 542000	Telephone Service	2023	10	INV	Paid	2,273.12	80221	656186791	Monthly telephone service	9/1/2023	10/12/2023
LEWISLAW	NON51591 541111	Public Defender Services	2023	10	INV	Paid	400.00	80222	1807	Snoq conflict case 215-0474-Lipscomb	8/1/2023	10/12/2023
LIFTOFF	41759431 531800	Minor Info Tech Software	2023	10	INV	Paid	180.00	80223	6831add11	MS project plan 3 license	12/14/2022	10/12/2023
LIFTOFF	50251881 548860	Hardware-Software Maintenance	2023	10	INV	Paid	45,264.00	80223	728REN2023	Microsoft Office 365 G3 License renewal	6/27/2023	10/12/2023
LLS	POL52122 541000	Professional Svcs - General	2023	10	INV	Paid	30.09	80224	11092367	C. Smith & J. Spears - Spanish 8/9/23 interpreter	8/31/2023	10/12/2023
LST	50154868 531400	Tires	2023	10	INV	Paid	1,332.37	80226	36300663211	Replacement Tires #230	9/28/2023	10/12/2023
LST	50154868 548000	Repair & Maintenance Services	2023	10	INV	Paid	294.28	80226	36300661079	#310 backhoe rear tire repair	9/13/2023	10/12/2023
LST	50154868 548000	Repair & Maintenance Services	2023	10	INV	Paid	223.43	80226	36300662105	Rear tire rock puncture repair backhoe 310	9/20/2023	10/12/2023
MACDMILL	51051821 548000	Repair & Maintenance Services	2023	10	INV	Paid	1,091.17	80227	SVC273922	Air handler overheat issues at City Hall	9/21/2023	10/12/2023
MATZKEN	POL52110 541000	Professional Svcs - General	2023	10	INV	Paid	250.00	80228	83123	Polygraph examination - candidate K. Hoyle	8/31/2023	10/12/2023
MCMMASTER	40253560 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	1,192.88	80229	13600236	Fitting for pressure washing cleaning guns	8/31/2023	10/12/2023
MCMMASTER	40253560 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	291.18	80229	13712058	Hooks to hang cables in wet wells	9/5/2023	10/12/2023
MCMMASTER	40253565 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	162.14	80229	13711971	clamps for antenna project	9/5/2023	10/12/2023
MILLERS	00280090 545000	Rental Equipment	2023	10	INV	Paid	2,330.46	80230	398516	Block party stage rental	9/11/2023	10/12/2023
MP	01257321 531910	Operating Supplies	2023	10	INV	Paid	26.14	80231	91353	Art off the rails sign stakes	9/12/2023	10/12/2023
NB AUTOF	50154868 531200	Motor Oils	2023	10	INV	Paid	1,307.35	80232	Multi 9-23	Oil for standby generator set service work	9/25/2023	10/12/2023

NB AUTOF	50154868 531301	Repair Parts	2023	10	INV	Paid	4,189.55	80232 Multi 9-23	Various fleet repair parts	9/25/2023	10/12/2023
NB CHEVY	POL52150 548000	Repair & Maintenance Services	2023	10	INV	Paid	293.21	80233 CTC538185	Snoqualmie PD vehicle #105 auto detail	9/18/2023	10/12/2023
NB CHEVY	POL52150 548000	Repair & Maintenance Services	2023	10	INV	Paid	293.21	80233 CTC538186	Snoqualmie PD vehicle #107 auto detail	9/18/2023	10/12/2023
NB CHEVY	POL52150 548000	Repair & Maintenance Services	2023	10	INV	Paid	293.21	80233 CTC538209	Snoqualmie PD vehicle #122 auto detail	9/19/2023	10/12/2023
NB CHEVY	POL52150 548000	Repair & Maintenance Services	2023	10	INV	Paid	293.21	80233 CTC538210	Snoqualmie PD vehicle #110 auto detail	9/19/2023	10/12/2023
NB CHEVY	POL52150 548000	Repair & Maintenance Services	2023	10	INV	Paid	325.91	80233 CVCS38008	Snoqualmie PD vehicle #106 auto detail	9/5/2023	10/12/2023
NCEC	40253550 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	35.18	80234 s012867154.0	Finance charge for late invoice s012403896.005	8/31/2023	10/12/2023
NET TRAN	POL52122 541000	Professional Svcs - General	2023	10	INV	Paid	144.32	80235 NT15991	N. Schulgen transcripts for A. Sidwell & G. Hancoc	6/15/2023	10/12/2023
NHC	41769431 541060	Design Svcs Sandy Cove Stable	2023	10	INV	Paid	17,043.50	80236 30168	Sandy cove bank restoration - phase 1-design/eng	9/20/2023	10/12/2023
OFFICES	PLN55861 541100	Legal Services	2023	10	INV	Paid	2,682.50	80237 1221	Timber Trails hearing examiner meeting	8/9/2023	10/12/2023
OGDENMW	LEG51541 541102	Downtown Phase 2A Legal Fees	2023	10	INV	Paid	9,062.50	80238 881905	C.A. Carey appeal	9/25/2023	10/12/2023
OTAK	31175010 541060	Design Services	2023	10	INV	Paid	167,614.00	80239 00009230022	Towncenter Phase 3-design/engineering	9/14/2023	10/12/2023
PACS	00280090 541000	Professional Svcs - General	2023	10	INV	Paid	850.00	80240 6513	Block party sound system support	9/16/2023	10/12/2023
PBBIPP	NON51890 542300	Postage & Freight	2023	10	INV	Paid	2,015.00	80241 PP 9-23	Purchase power credit line	9/15/2023	10/12/2023
Pease & Sons, Inc	41759436 563000	WRF Improve Construction	2023	10	INV	Paid	16,372.03	80242 8056-06	Kimball creek lift station improvements -Construct	8/8/2023	10/12/2023
PF&SINC	40253580 541000	Professional Svcs - General	2023	10	INV	Paid	109.44	80243 95617	Building monitoring services	9/12/2023	10/12/2023
PFM FIN	FIN51423 541090	Financial Services	2023	10	INV	Paid	3,000.00	80244 127077	Quarterly retainer for July - September 2023	10/1/2023	10/12/2023
PLATT	40253565 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	168.70	80245 4j34910	Wire up new pump	9/1/2023	10/12/2023
POA-OR	50251888 545200	Rent - Furniture & Equipment	2023	10	INV	Paid	6.11	80246 406926	Copier image overage	9/8/2023	10/12/2023
POWERDMS	POL52110 549200	Dues-Subscriptions-Memberships	2023	10	INV	Paid	2,899.46	80247 INV-42001	Powertime subscription-planit scheduling software	9/20/2023	10/12/2023
PSE	POL52150 547100	Electricity	2023	10	INV	Paid	1,539.42	80248 PD 8-28 3000(PD	Building Electricity	8/2/2023	10/12/2023
PSF Mechanical, In	31137010 563006	Facilities Maint - Construct	2023	10	INV	Paid	96,011.69	80249 2864-04	Fire station boiler replacement const 8/31/2023	8/31/2023	10/12/2023
PSF Mechanical, In	31137010 563006	Facilities Maint - Construct	2023	10	INV	Paid	76,807.17	80249 2864-05	Fire station boiler replacement const 9/30/2023	9/30/2023	10/12/2023
PSTEST	POL52110 541000	Professional Svcs - General	2023	10	INV	Paid	143.00	80250 2023-939	Candidate agency test site add-ons	9/12/2023	10/12/2023
RH2	40253510 541050	Engineering Services	2023	10	INV	Paid	592.41	80251 92460	Operational support permit related items	9/12/2023	10/12/2023
RH2	41134100 541060	Eagle Lake Reclam Design	2023	10	INV	Paid	7,263.74	80251 92478	Re: to comments & CD re: permit process thru 8/23	9/12/2023	10/12/2023
RH2	41759436 541040	WRF Improve Const Mgmt	2023	10	INV	Paid	62,164.00	80251 92695	Review equip submittals, respond to RFI's	9/19/2023	10/12/2023
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	10	INV	Paid	2,880.00	80252 62554147	IT contract worker - Asker	9/13/2023	10/12/2023
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	10	INV	Paid	3,600.00	80252 62589425	IT contract worker - Asker	9/21/2023	10/12/2023
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	10	INV	Paid	3,600.00	80252 62497864	IT contract worker - Asker	8/31/2023	10/12/2023
ROBERTH	50269418 541190	Temporary Agency Personnel	2023	10	INV	Paid	3,600.00	80252 62517790	IT contract worker - Asker	9/6/2023	10/12/2023
SONSRAY	50154868 531301	Repair Parts	2023	10	INV	Paid	2,877.00	80253 PS0076245-1	Cutting edge parts for #226 loader buckets	9/19/2023	10/12/2023
SPOK	40153935 542000	Telephone Service	2023	10	INV	Paid	28.46	80254 G0303878U	Sept-Oct pager charges	9/15/2023	10/12/2023
STATEWID	POL52122 541000	Professional Svcs - General	2023	10	INV	Paid	174.24	80255 216589	PD Keycard system technician-set up	8/22/2023	10/12/2023
STAVE	NON51591 541111	Public Defender Services	2023	10	INV	Paid	400.00	80256 Stave_954779	Snoqualmie case 215-0474 - Lipscomb	9/4/2023	10/12/2023
Stephanie butler	POL52110 549200	Dues-Subscriptions-Memberships	2023	10	INV	Paid	30.00	80257 REIMB S. Butl	Annual dues-co-responder outreach alliance	9/15/2023	10/12/2023
STERICYC	POL52122 541000	Professional Svcs - General	2023	10	INV	Paid	10.36	80258 3006609062	Monthly service charge-sharps/hazmat disposal	8/31/2023	10/12/2023
TWWP	40153481 523100	Clothing Allowance	2023	10	INV	Paid	199.79	80260 2438	Chris Wilson union clothing allowance purchase	9/14/2023	10/12/2023
TYLERTEC	50269418 541040	Financial System Project Mgmt.	2023	10	INV	Paid	66,348.96	80261 045-437118	Munis Contract - Subscription Fees	9/1/2023	10/12/2023
TYLERTEC	50269418 541040	Financial System Project Mgmt.	2023	10	INV	Paid	25,297.41	80261 045-436490	Munis contract	8/31/2023	10/12/2023
ULINE	40253580 531000	Office Supplies	2023	10	INV	Paid	1,210.26	80262 168151540	Shipping supplies	9/7/2023	10/12/2023
UULC	40253580 549900	Miscellaneous Services	2023	10	INV	Paid	75.95	80263 3080232	Locating service center	8/31/2023	10/12/2023
VENTILAT	40253560 548801	Clean Sewer Collection System	2023	10	INV	Paid	3,029.60	80264 63098	Clean sewer mains	9/13/2023	10/12/2023
VISIONQ	51051821 548000	Repair & Maintenance Services	2023	10	INV	Paid	775.00	80265 1114	Exterior window & louver cleaning City Hall	9/15/2023	10/12/2023
VISIONQ	51051821 548000	Repair & Maintenance Services	2023	10	INV	Paid	275.00	80265 1115	Exterior window cleaning PD	9/15/2023	10/12/2023
WestTek Marketing	50251881 548860	Hardware-Software Maintenance	2023	10	INV	Paid	988.52	80266 090223-7	PD stancil recording system renewal	9/2/2023	10/12/2023
WESTPAY	POL52110 549200	Dues-Subscriptions-Memberships	2023	10	INV	Paid	216.11	80267 848895320	Officer research database monthly fee 8/23	9/1/2023	10/12/2023
WLACE	40153481 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	152.59	80268 15310089	6' ladder for Canyon Springs	9/21/2023	10/12/2023
WLACE	40253580 531500	Sewage Treatment Chemicals	2023	10	INV	Paid	610.37	80268 15309995	Cleaning of filters	9/11/2023	10/12/2023
WLACE	40253585 531510	Laboratory Supplies	2023	10	INV	Paid	3.60	80268 15310039	Hang sign	9/14/2023	10/12/2023
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	87.76	80268 15310075	Facility parts and supplies, tape, buckets, roller	9/20/2023	10/12/2023
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	59.66	80268 15310097	Facility parts and supplies - Paint cups, tray lin	9/22/2023	10/12/2023
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	130.79	80268 15310103	Facility parts and supplies-extension cord	9/22/2023	10/12/2023
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	21.78	80268 15310116	Fabrication metal stock material	9/26/2023	10/12/2023
WSP BF	63358930 589305	Concealed Pistol License Remit	2023	10	INV	Paid	119.25	80269 12400079	Fingerprinting background checks	8/1/2023	10/12/2023
WSP BF	63358930 589305	Concealed Pistol License Remit	2023	10	INV	Paid	132.50	80269 12401084	Fingerprinting background checks	9/1/2023	10/12/2023

WSP BF	63358930 589305	Concealed Pistol License Remit	2023	10	INV	Paid	119.25	80269 I23007741	Fingerprinting background checks	7/3/2023	10/12/2023
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	9	INV	P	33.04	80039 15309844	Facility parts and supplies	8/24/2023	9/28/2023
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	9	INV	P	218.34	80039 15309831	Facility parts and supplies	8/23/2023	9/28/2023
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	9	INV	P	31.59	80039 15309819	Facility parts and supplies	8/22/2023	9/28/2023
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	9	INV	P	109.38	80039 15309813	Facility parts and supplies	8/22/2023	9/28/2023
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	9	INV	P	176.53	80039 15309796	Facility parts and supplies	8/18/2023	9/28/2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$294,546.27

For claims warrants numbered 80270 through 80329 & dated 10/19/2023

For claims warrants numbered 80270 through 80329 & dated 10/19/2023											#51	
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
A & H	PKF57680 523100	Clothing Allowance	2023	10	INV	Paid	54.58	80270 17365		Union clothing allowance purchase R. Barnett	8/22/2023	10/19/2023
Advanced Chemica	40253580 541080	Environmental Services	2023	10	INV	Paid	1,526.69	80271 495854		Disposal of Old Chemicals	6/30/2023	10/19/2023
AMZONCAP	50251881 531820	Info Tech Components	2023	10	INV	Paid	541.74	80272 1YCF-JYD7-J6IT		network supplies	9/28/2023	10/19/2023
AMZONCAP	50251881 548860	Hardware-Software Maintenance	2023	10	INV	Paid	147.88	80272 1NXG-3NYL-FiQNA		P network extension card	10/2/2023	10/19/2023
AMZONCAP	50269418 564100	Financial System Hardware	2023	10	INV	Paid	76.20	80272 141Q-DXH7-4 ERP		Cashiering USB hubs	9/24/2023	10/19/2023
APP	50154868 532100	Gasoline/Diesel Fuel	2023	10	INV	Paid	8,055.63	80273 23-923172		1180/1260 Standby generator fuel	9/19/2023	10/19/2023
ATWORK	STR54270 548150	Landscaping Services	2023	10	INV	Paid	6,103.63	80274 PS-INV105181		Roadside maintenance 30%	8/31/2023	10/19/2023
ATWORK	40353130 548150	Landscaping Services	2023	10	INV	Paid	14,241.80	80274 PS-INV105181		Roadside maintenance 60%	8/31/2023	10/19/2023
ATWORK	51051821 548150	Landscaping Services	2023	10	INV	Paid	2,886.85	80274 PS-INV105181		C Maintenance agreement - facilities	8/31/2023	10/19/2023
Bill Wisham	FIR52220 531050	Uniforms & Protective Gear	2023	10	INV	Paid	98.82	80275 REIMB B. Wisl		Uniform name plates	9/27/2023	10/19/2023
CD&TR	50154868 531301	Repair Parts	2023	10	INV	Paid	22.99	80276 93630		Service body #232 vent lid replacement	10/3/2023	10/19/2023
CENTURY	50251888 542000	Telephone Service	2023	10	INV	Paid	89.46	80277 300570848		Monthly telephone service	9/20/2023	10/19/2023
CENTURY	50251888 542000	Telephone Service	2023	10	INV	Paid	631.21	80277 300571491		Monthly telephone service	9/20/2023	10/19/2023
CENTURY	50251888 542000	Telephone Service	2023	10	INV	Paid	1.35	80277 300573865		Monthly telephone service	9/20/2023	10/19/2023
CENTURY	50251888 542000	Telephone Service	2023	10	INV	Paid	179.68	80277 402478791 9-		Centurylink EOC	9/20/2023	10/19/2023
CORPPAY	COM55720 531000	Office Supplies	2023	10	INV	Paid	19.26	80278 9-23 DM		inadvertent personal purchase -reimburse to city	9/23/2023	10/19/2023
CORPPAY	COM55720 541390	Advertising, Legal Notices etc	2023	10	INV	Paid	15.84	80278 9-23 DM		Meta social media digital ad-shop, sip, support	9/23/2023	10/19/2023
CORPPAY	COM55720 549200	Dues-Subscriptions-Memberships	2023	10	INV	Paid	62.06	80278 9-23 DM		Mailchimp subscription	9/23/2023	10/19/2023
CORPPAY	EMG52560 541000	Professional Svcs - General	2023	10	INV	Paid	81.45	80278 9-23 MB		Trupanion pet insurance - Phoebe	9/23/2023	10/19/2023
CORPPAY	EXE51310 549100	City-Sponsored Expenses	2023	10	INV	Paid	22.10	80278 9-23 KR		Safeway- Model Train Meeting refreshments 8/25/23	9/23/2023	10/19/2023
CORPPAY	FIR52210 531000	Office Supplies	2023	10	INV	Paid	54.86	80278 9-23 MB		Envelopes	9/23/2023	10/19/2023
CORPPAY	FIR52210 549100	City-Sponsored Expenses	2023	10	INV	Paid	84.88	80278 9-23 MB		Dominos -dinner for dept meeting	9/23/2023	10/19/2023
CORPPAY	FIR52220 531050	Uniforms & Protective Gear	2023	10	INV	Paid	585.90	80278 9-23 MB		Safety Boots M. Bailey	9/23/2023	10/19/2023
CORPPAY	FIR52220 531910	Operating Supplies	2023	10	INV	Paid	310.00	80278 9-23 MB		Delanos coffee for FD	9/23/2023	10/19/2023
CORPPAY	FIR52245 543000	Training & Travel	2023	10	INV	Paid	724.90	80278 9-23 MB		Lodging Fire Chief Assoc. M. West	9/23/2023	10/19/2023
CORPPAY	HUM51810 541420	HR-Related Services	2023	10	INV	Paid	120.11	80278 9-23 KJ		Police panel interviews lunch	9/23/2023	10/19/2023
CORPPAY	POL52110 549100	City-Sponsored Expenses	2023	10	INV	Paid	90.20	80278 M. Black 9-23		Supplies for Eastside Chiefs meeting	9/23/2023	10/19/2023
CORPPAY	POL52122 531050	Uniforms & Protective Gear	2023	10	INV	Paid	171.52	80278 L. Liebetrau 9		Uniform coat and 2 shirts cleaners	9/23/2023	10/19/2023
CORPPAY	POL52122 531910	Operating Supplies	2023	10	INV	Paid	10.88	80278 L. Liebetrau 9		Laundry detergent	9/23/2023	10/19/2023
CORPPAY	POL52140 543000	Training & Travel	2023	10	INV	Paid	714.03	80278 L. Liebetrau 9		S. Butler Air fare, peer support training- CA	9/23/2023	10/19/2023
CORPPAY	POL52150 535210	Office Furnishings	2023	10	INV	Paid	132.57	80278 L. Liebetrau 9		Metal storage locker cabinet	9/23/2023	10/19/2023
CORPPAY	POL52150 535900	Small Tools & Equipment	2023	10	INV	Paid	198.89	80278 L. Liebetrau 9		Power inverter PD vehicle	9/23/2023	10/19/2023
CORPPAY	POL52150 548000	Repair & Maintenance Services	2023	10	INV	Paid	676.38	80278 L. Liebetrau 9		Toughbook MDC Repair	9/23/2023	10/19/2023
CPSE	FIR52245 543000	Training & Travel	2023	10	INV	Paid	1,300.00	80279 05-18307		Emergency Services Workshop-B. Parker & B. Wisham	7/13/2023	10/19/2023
CTV	FIR52220 531910	Operating Supplies	2023	10	INV	Paid	30.15	80280 FD 9-25-23		Door stop and screws	9/25/2023	10/19/2023
CTV	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	218.42	80280 2161 9-23		Assorted repair and maintenance supplies	9/25/2023	10/19/2023
CTV	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	91.38	80280 2162 9-23		Cable Ties, hornet killer, marker	9/25/2023	10/19/2023
CTV	40353130 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	45.72	80280 2162 9-23		Twist ext. pole	9/25/2023	10/19/2023
CTV	40353190 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	89.25	80280 2162 9-23		fluorescent paint & mini tiller	9/25/2023	10/19/2023
DC Farms Forestry	40353130 548000	Repair & Maintenance Services	2023	10	INV	Paid	5,176.84	80281 209		Roadway side mowing and clearing	8/31/2023	10/19/2023
DIRTFISH	11057391 541000	Professional Svcs - General	2023	10	INV	Paid	4,718.96	80282 Summerfest-;Dirtfish		Summerfest 2023-Reimbursement LTAC	10/9/2023	10/19/2023
DOO	STR54267 548000	St Clean Repair & Maint Svcs	2023	10	INV	Paid	1,750.88	80283 645		Street sweeping	8/10/2023	10/19/2023
Douglas Dickinson	FIR52250 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	50.67	80284 REIMB D. Dick 1.5"		Clamp, conduit	9/7/2023	10/19/2023
Evergreen Courier	40253585 542300	Postage & Freight	2023	10	INV	Paid	376.20	80285 1A5AA881-00		Ship samples	10/3/2023	10/19/2023

EVOQUA	40253580 531500	Sewage Treatment Chemicals	2023	10	INV	Paid	9,865.30	80286 906085169	Odor control chemicals	9/13/2023	10/19/2023
FCI	50154868 548000	Repair & Maintenance Services	2023	10	INV	Paid	1,869.36	80287 18015	Replace rear lightbar LED module light #105 PD SUV	10/2/2023	10/19/2023
GCP	PKF57680 523100	Clothing Allowance	2023	10	INV	Paid	59.51	80288 INV20500022	Union clothing allowance J. Jolley	4/27/2023	10/19/2023
GCP	PKF57680 531050	Uniforms & Protective Gear	2023	10	INV	Paid	79.12	80288 INV20100055	Embroidery of class 3 Hi-Vis CoS P&PW	2/19/2023	10/19/2023
GCP	PKF57680 531050	Uniforms & Protective Gear	2023	10	INV	Paid	138.46	80288 INV20100050	Class 3 hi-vis CoS P&PW jacket	1/21/2023	10/19/2023
GRAINGER	40253560 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	660.57	80289 9836927492	Hose for trash pump & bypass sign when needed	9/13/2023	10/19/2023
GRAINGER	40253585 531510	Laboratory Supplies	2023	10	INV	Paid	19.80	80289 983988924	Padlocks lockers	9/15/2023	10/19/2023
HANDY	11057390 541000	Professional Svcs - General	2023	10	INV	Paid	10,193.34	80290 8/25/2023	Sno Winter Lights installation - deposit	8/25/2023	10/19/2023
HARGIS	31137010 541040	Facilities Maint - Const Mgmt	2023	10	INV	Paid	1,620.00	80291 178619	Fire station boiler replacement const Mgmt	9/20/2023	10/19/2023
HCI	40253585 531510	Laboratory Supplies	2023	10	INV	Paid	1,891.10	80292 13736005	Test supplies for nitrate	9/13/2023	10/19/2023
HCI	40253585 531510	Laboratory Supplies	2023	10	INV	Paid	1,458.18	80292 13739043	Test supplies for biochemical oxygen demand	9/15/2023	10/19/2023
HHM	15051460 541000	Professional Svcs - General	2023	10	INV	Paid	1,835.52	80293 ARPA 10-23	ARPA Recipients (contract for services)	10/10/2023	10/19/2023
Holmes Weddle	LEG51541 541103	S. Randall Legal Fees	2023	10	INV	Paid	605.00	80294 829337	Randall BIA matters	10/10/2023	10/19/2023
Home Depot Credit	EVE57390 531900	Miscellaneous Supplies	2023	10	INV	Paid	64.85	80295 9-28	Assorted monthly fee accrual	9/28/2023	10/19/2023
Home Depot Credit	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	64.85	80295 9-28	Assorted monthly fee accrual	9/28/2023	10/19/2023
Home Depot Credit	STR54230 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	50.00	80295 9-28	Assorted monthly fee accrual	9/28/2023	10/19/2023
Home Depot Credit	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	40.00	80295 9-28	Assorted monthly fee accrual	9/28/2023	10/19/2023
JENKINS	40253560 548801	Clean Sewer Collection System	2023	10	INV	Paid	2,358.28	80296 28649	Clean root ball from root intrusion	9/19/2023	10/19/2023
KC 600	40253580 547501	Hazardous Waste Program Fees	2023	10	INV	Paid	5,243.57	80297 Q2-2023	KC hazardous waste clean up - WLRD Yun	7/1/2023	10/19/2023
KC RADIO	FIR52250 542100	Cellular Telephone	2023	10	INV	Paid	1,037.54	80298 20046	Radio communication services	8/30/2023	10/19/2023
KENYON	FIN51423 541120	Legal Consulting Svcs	2023	10	INV	Paid	527.00	80299 1093831	Filelocal termination	9/30/2023	10/19/2023
Kim Johnson	HUM51810 541420	HR-Related Services	2023	10	INV	Paid	123.42	80300 REIMB K. Johr	Massage certificate & office/chambers pumpkins	10/11/2023	10/19/2023
LDC	PLN55860 541000	Professional Svcs - General	2023	10	INV	Paid	3,638.72	80301 32228	Task 05: Collab meetings/presentations - comp plan	8/18/2023	10/19/2023
LNCS	FIR52220 531050	Uniforms & Protective Gear	2023	10	INV	Paid	7,226.52	80302 INV746761	Globe custom jackets (3) FD	9/18/2023	10/19/2023
LOUDEDGE	COM55720 541000	Professional Svcs - General	2023	10	INV	Paid	425.00	80303 COS-100122-E	Community Survey collaterals	10/1/2023	10/19/2023
LOUDEDGE	COM55720 541060	Design Services	2023	10	INV	Paid	395.00	80303 COS-100122-E	October UB mailing for Q4	10/1/2023	10/19/2023
LOUDEDGE	EVE57120 541000	Professional Svcs - General	2023	10	INV	Paid	1,025.00	80303 COS100123-A	Halloween nevents - design	10/1/2023	10/19/2023
LOUDEDGE	PLN55860 549300	Printing	2023	10	INV	Paid	185.00	80303 COS-100122-E	updates to flood plain document	10/1/2023	10/19/2023
MADRONA	CLK51420 541000	Professional Svcs - General	2023	10	INV	Paid	3,359.50	80304 12185	PRR 23-327 & 23-457	10/5/2023	10/19/2023
MADRONA	LEG51541 541100	Outside Legal Services - Gen	2023	10	INV	Paid	24,121.00	80304 12185	Interim City Attorney -Various matters	10/5/2023	10/19/2023
Matthew Hedger	40153481 523300	Reimb - Dues, Licenses & Cert	2023	10	INV	Paid	136.00	80305 Reimb M. Hec	CDL License Reimbursement	10/6/2023	10/19/2023
MP	00280090 549300	Printing	2023	10	INV	Paid	862.63	80306 91514	Halloween events insert	10/4/2023	10/19/2023
MP	COM55720 549300	Printing	2023	10	INV	Paid	1,840.24	80306 91514	Q4 Oct mailing with utility billing	10/4/2023	10/19/2023
MP	EVE57120 541000	Professional Svcs - General	2023	10	INV	Paid	383.87	80306 91492	Halloween events -sign printing	10/2/2023	10/19/2023
MP	EXE51310 549300	Printing	2023	10	INV	Paid	43.56	80306 91549	Mayor business cards	10/9/2023	10/19/2023
MP	FIN51423 531000	Office Supplies	2023	10	INV	Paid	653.69	80306 91189	Postage and mailing service for UB	8/15/2023	10/19/2023
MP	FIN51423 542300	Postage & Freight	2023	10	INV	Paid	1,344.05	80306 91189	Postage and mailing service for UB	8/15/2023	10/19/2023
MP	40153481 531000	Office Supplies	2023	10	INV	Paid	243.28	80306 91513	Sept 2023 UB printing/folding, envelopes	10/4/2023	10/19/2023
MP	40153481 549300	Printing	2023	10	INV	Paid	342.65	80306 91513	Sept 2023 UB printing/folding, envelopes	10/4/2023	10/19/2023
MP	40253580 531000	Office Supplies	2023	10	INV	Paid	243.28	80306 91513	Sept 2023 UB printing/folding, envelopes	10/4/2023	10/19/2023
MP	40253580 549300	Printing	2023	10	INV	Paid	342.66	80306 91513	Sept 2023 UB printing/folding, envelopes	10/4/2023	10/19/2023
MP	40353130 531000	Office Supplies	2023	10	INV	Paid	243.28	80306 91513	Sept 2023 UB printing/folding, envelopes	10/4/2023	10/19/2023
MP	40353130 549300	Printing	2023	10	INV	Paid	342.66	80306 91513	Sept 2023 UB printing/folding, envelopes	10/4/2023	10/19/2023
NAVIA AP	00150020 522300	HRA Medical Reimbursements	2023	10	INV	Paid	10.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	CLK51420 522300	HRA Medical Reimbursements	2023	10	INV	Paid	4.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	COM55720 522300	HRA Medical Reimbursements	2023	10	INV	Paid	8.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	EVE57120 522300	HRA Medical Reimbursements	2023	10	INV	Paid	2.80	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	EXE51310 522300	HRA Medical Reimbursements	2023	10	INV	Paid	12.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	FIN51423 522300	HRA Medical Reimbursements	2023	10	INV	Paid	32.80	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	FIR52220 522300	HRA Medical Reimbursements	2023	10	INV	Paid	0.40	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	HUM51810 522300	HRA Medical Reimbursements	2023	10	INV	Paid	7.20	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	LEG51531 522300	HRA Medical Reimbursements	2023	10	INV	Paid	12.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	NONS1810 541000	Professional Svcs - General	2023	10	INV	Paid	50.00	80307 10781135	FSA admin fees-September	8/28/2023	10/19/2023
NAVIA AP	PKA57680 522300	HRA Medical Reimbursements	2023	10	INV	Paid	1.20	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	PKF57680 522300	HRA Medical Reimbursements	2023	10	INV	Paid	20.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	PLN55860 522300	HRA Medical Reimbursements	2023	10	INV	Paid	23.20	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023

NAVIA AP	POL52110 522300	HRA Medical Reimbursements	2023	10	INV	Paid	11.04	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	POL52121 522300	HRA Medical Reimbursements	2023	10	INV	Paid	4.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	POL52122 522300	HRA Medical Reimbursements	2023	10	INV	Paid	39.60	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	POL52131 522300	HRA Medical Reimbursements	2023	10	INV	Paid	8.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	STR54230 522300	HRA Medical Reimbursements	2023	10	INV	Paid	6.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	STR54290 522300	HRA Medical Reimbursements	2023	10	INV	Paid	3.20	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	01452110 522300	HRA Medical Reimbursements	2023	10	INV	Paid	4.96	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	01452122 522300	HRA Medical Reimbursements	2023	10	INV	Paid	44.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	31132010 522300	HRA Medical Reimbursements	2023	10	INV	Paid	2.22	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	31132020 522300	HRA Medical Reimbursements	2023	10	INV	Paid	3.16	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	31132030 522300	HRA Medical Reimbursements	2023	10	INV	Paid	3.12	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40153410 522300	HRA Medical Reimbursements	2023	10	INV	Paid	1.80	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40153481 522300	HRA Medical Reimbursements	2023	10	INV	Paid	10.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40153915 522300	HRA Medical Reimbursements	2023	10	INV	Paid	0.80	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40153935 522300	HRA Medical Reimbursements	2023	10	INV	Paid	6.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40253510 522300	HRA Medical Reimbursements	2023	10	INV	Paid	2.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40253580 522300	HRA Medical Reimbursements	2023	10	INV	Paid	20.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40353110 522300	HRA Medical Reimbursements	2023	10	INV	Paid	1.60	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40353130 522300	HRA Medical Reimbursements	2023	10	INV	Paid	12.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	40353190 522300	HRA Medical Reimbursements	2023	10	INV	Paid	8.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	41759431 522300	HRA Medical Reimbursements	2023	10	INV	Paid	2.80	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	41759434 522300	HRA Medical Reimbursements	2023	10	INV	Paid	5.60	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	41759435 522300	HRA Medical Reimbursements	2023	10	INV	Paid	5.60	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	50154861 522300	HRA Medical Reimbursements	2023	10	INV	Paid	0.60	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	50154868 522300	HRA Medical Reimbursements	2023	10	INV	Paid	6.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	50251888 522300	HRA Medical Reimbursements	2023	10	INV	Paid	32.00	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	51051820 522300	HRA Medical Reimbursements	2023	10	INV	Paid	0.20	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NAVIA AP	51051821 522300	HRA Medical Reimbursements	2023	10	INV	Paid	6.10	80307 10781136	HRA Admin fees - September	9/28/2023	10/19/2023
NB AUTOG	FIR52220 531910	Operating Supplies	2023	10	INV	Paid	38.81	80308 005255	Mpact Blk XL FD	9/26/2023	10/19/2023
NB AUTOG	FIR52250 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	12.77	80308 005376	Wiper blades E155	9/27/2023	10/19/2023
NB CHEVY	50154868 548000	Repair & Maintenance Services	2023	10	INV	Paid	813.89	80309 CTC537590	Hot no start #504 coolant temp sensor replacement	9/27/2023	10/19/2023
NHC	PLN55860 541040	Engineering Services	2023	10	INV	Paid	3,930.00	80310 30083	SnoRidge self storage	8/18/2023	10/19/2023
PARAMET	31079561 541060	Design Services	2023	10	INV	Paid	22,397.42	80311 48767	384th sidewalk design svcs ending 8/26/23	9/28/2023	10/19/2023
PARAMET	31137020 541000	Community Ctr - Prof'l Svcs	2023	10	INV	Paid	1,241.00	80311 45678	Community Ctr expansion project	6/9/2023	10/19/2023
PARAMET	41750935 541060	Design Services	2023	10	INV	Paid	22,397.42	80311 48767	384th sidewalk design svcs ending 8/26/23	9/28/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	541.43	80312 00022222.00C	Snoqualmie Ridge II, SR11, LLC	9/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	4,715.39	80312 00022222.00C	Snoqualmie Ridge II-SR11, LLC	8/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	4,325.49	80312 00023042.00C	Ridgepoint at Parcel S14	8/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	3,325.00	80312 00023042.00C	Snoqualmie Ridge self storage Phase III	9/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	612.50	80312 00023042.00C	Meetings-PAR, Committee (CD & EDC) staff	8/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	787.50	80312 20110015.00C	Prelim Plat 27 - Parcel S14	8/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	1,981.25	80312 20220203.00C	Parcel S14	8/8/2023	10/19/2023
PEI	PLN55861 541040	Engineering Services	2023	10	INV	Paid	7,598.75	80312 20220203.00C	Comp plan-transportation & environmental	9/8/2023	10/19/2023
PEI	41134060 541060	Design Svcs - Water Improve	2023	10	INV	Paid	1,270.00	80312 20160013.03C	Downtown infrastructure Phase II h2o system	9/8/2023	10/19/2023
Phil Bennett	40353190 523100	Clothing Allowance	2023	10	INV	Paid	377.07	80313 Reimb P. beni Union clothing; foul weather jacket, work pants		10/2/2023	10/19/2023
PREMIERM	EVE57120 541000	Professional Svcs - General	2023	10	INV	Paid	595.00	80314 2023-53770	Halloween 425 Ad	10/1/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	152.22	80315 001499 10-23	Electricity	10/16/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	21.19	80315 431306 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	11.97	80315 456550 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	17.48	80315 577403 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	16.37	80315 577445	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	118.76	80315 617464 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	1,512.68	80315 639966 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	32.66	80315 742043 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	55.10	80315 780111 10-23	Electricity	10/4/2023	10/19/2023
PSE	STR54263 547100	Electricity	2023	10	INV	Paid	12.14	80315 780137 10-23	Electricity	10/4/2023	10/19/2023

PSE	40153481	547100	Electricity	2023	10	INV	Paid	15,530.19	80315 004220 10-23 Electricity	10/4/2023	10/19/2023
PSE	40153481	547100	Electricity	2023	10	INV	Paid	15.28	80315 037989 10-23 Electricity	10/4/2023	10/19/2023
PSE	40153482	547100	Electricity	2023	10	INV	Paid	10,278.64	80315 004220 10-23 Electricity	10/4/2023	10/19/2023
PSE	40153935	547100	Electricity	2023	10	INV	Paid	11.84	80315 103385 10-23 Electricity	10/4/2023	10/19/2023
PSE	40153935	547100	Electricity	2023	10	INV	Paid	970.36	80315 436232 Electricity	10/4/2023	10/19/2023
PSE	40153935	547100	Electricity	2023	10	INV	Paid	12.70	80315 794782 10-23 Electricity	10/4/2023	10/19/2023
PSE	40253565	547100	Electricity	2023	10	INV	Paid	88.13	80315 241392 Electricity	10/4/2023	10/19/2023
PSE	40253565	547100	Electricity	2023	10	INV	Paid	82.96	80315 241418 10-23 Electricity	10/4/2023	10/19/2023
PSE	51051821	547100	Electricity	2023	10	INV	Paid	536.97	80315 133972 10-23 Electricity	10/4/2023	10/19/2023
PSE	51051821	547100	Electricity	2023	10	INV	Paid	80.42	80315 198066 10-23 Electricity	10/4/2023	10/19/2023
PSE	51051821	547100	Electricity	2023	10	INV	Paid	27.45	80315 198082 10-23 Electricity	10/4/2023	10/19/2023
PSE	51051821	547100	Electricity	2023	10	INV	Paid	11.35	80315 4008200 10-2 Electricity	10/4/2023	10/19/2023
PSE	51051821	547100	Electricity	2023	10	INV	Paid	79.71	80315 549936 10-23 Electricity	10/4/2023	10/19/2023
PSE	51051821	547100	Electricity	2023	10	INV	Paid	1,479.33	80315 885592 10-23 Electricity	10/4/2023	10/19/2023
PSRFA	50154868	548000	Repair & Maintenance Services	2023	10	INV	Paid	5,968.02	80316 4559 Fire apparatus repair and service	10/2/2023	10/19/2023
RH2	40153452	541050	Engineering Services	2023	10	INV	Paid	1,901.38	80317 91106 SCADA maint & historical Data retrieval	6/12/2023	10/19/2023
ROBERTH	50269418	541190	Temporary Agency Personnel	2023	10	INV	Paid	3,600.00	80318 62462416 IT contract worker-Asker	8/23/2023	10/19/2023
SEATIMES	PLN55861	541390	Advertising, Legal Notices etc	2023	10	INV	Paid	675.31	80319 42284 NOPH Timber Trails subdivision	7/31/2023	10/19/2023
SHREDIT	CLK51420	541000	Professional Svcs - General	2023	10	INV	Paid	403.20	80320 8004847331 Shredding services-PW-special pickup	9/30/2023	10/19/2023
SNOQ VS	01452122	532100	Gasoline/Diesel Fuel	2023	10	INV	Paid	3,688.88	80321 7785 NB police fuel	10/5/2023	10/19/2023
SNOQ VS	50154868	532100	Gasoline/Diesel Fuel	2023	10	INV	Paid	10,418.69	80321 7785 Fleet fuel	10/5/2023	10/19/2023
State of Washingto	40353130	511000	Salaries & Wages	2023	10	INV	Paid	112.64	80322 Claim number L&I overpayment of CLR BM60019 Iverson-Stinson	10/4/2023	10/19/2023
TSI CARN	STC59564	563000	General Parks Signage	2023	10	INV	Paid	544.50	80323 19470 Speed limit sign	8/30/2023	10/19/2023
TSI CARN	40253585	531300	Repair & Maintenance Supplies	2023	10	INV	Paid	76.23	80323 19487 Signage for lab safety	9/18/2023	10/19/2023
TWWP	PKF57680	523100	Clothing Allowance	2023	10	INV	Paid	54.49	80324 2420 Union clothing allowance purchase J. Orozco	8/27/2023	10/19/2023
TWWP	PKF57680	523100	Clothing Allowance	2023	10	INV	Paid	62.74	80324 2420 Union clothing allowance purchase S. Macvicar	9/1/2023	10/19/2023
TWWP	PKF57680	523100	Clothing Allowance	2023	10	INV	Paid	197.57	80324 2432 Union clothing allowance T. Barrett	9/9/2023	10/19/2023
TWWP	41759436	541040	WRF Improve Const Mgmt	2023	10	INV	Paid	218.96	80324 2352 Construction inspection supplies & gear	6/15/2023	10/19/2023
VERIZCS	50251888	542010	Cellular Telephone	2023	10	INV	Paid	6,385.91	80325 9944587862 S Monthly Cellular Telephone Service	9/16/2023	10/19/2023
VFG	PLN55861	541000	Professional Svcs - General	2023	10	INV	Paid	225.00	80326 441123 NW railway museum	8/31/2023	10/19/2023
VFG	PLN55861	541000	Professional Svcs - General	2023	10	INV	Paid	50.00	80326 441126 Snoqualmie Ridge self storage Phase 3 Project	8/31/2023	10/19/2023
VFG	PLN55861	541000	Professional Svcs - General	2023	10	INV	Paid	1,825.00	80326 441127 Dish Wireless Center Blvd. Project	8/31/2023	10/19/2023
VFG	PLN55861	541000	Professional Svcs - General	2023	10	INV	Paid	3,475.00	80326 441124 Timber trails plat	8/31/2023	10/19/2023
Vimly Benefit Solut	POL52110	522200	Medical-Dental-Vision Benefits	2023	10	INV	Paid	1,689.23	80327 PP/CM Oct-23 Cobra Payment For P. Phipps Oct BSI #360074132	9/25/2023	10/19/2023
Vimly Benefit Solut	01452110	522200	Medical-Dental-Vision Benefits	2023	10	INV	Paid	230.35	80327 PP/CM Oct-23 Cobra Payment For P. Phipps Oct BSI #360074132	9/25/2023	10/19/2023
Vimly Benefit Solut	50251888	522200	Medical-Dental-Vision Benefits	2023	10	INV	Paid	1,935.10	80327 PP/CM Oct-23 Cobra Payment For C. Miller Oct BSI #360073490	9/25/2023	10/19/2023
WLACE	STR54230	531300	Repair & Maintenance Supplies	2023	10	INV	Paid	49.04	80328 15309792 Cable lock	8/18/2023	10/19/2023
WLACE	41759436	541040	WRF Improve Const Mgmt	2023	10	INV	Paid	213.13	80328 15309664 Construction inspection tools & supplies	8/8/2023	10/19/2023
WLACE	41759436	541040	WRF Improve Const Mgmt	2023	10	INV	Paid	59.94	80328 15309722 Construction inspection equipment	8/11/2023	10/19/2023
XYLEM	40253580	545200	Rent - Furniture & Equipment	2023	10	INV	Paid	2,168.20	80329 401279478 Final rent & return of back up piping	9/12/2023	10/19/2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$90,803.28

For claims warrants numbered 80356 through 80384 & dated 10/25/2023

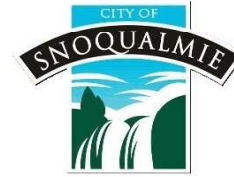
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
America's Home Ct	15131010	549462	2023	10	INV	Paid	3,166.00	80356	ARPA 10.12.2	ARPA Rent assistance -35307 SE Aspen Ln #1101	10/12/2023	10/25/2023
AMZONCAP	FIN51423	531000	2023	10	INV	Paid	75.13	80357	1P4H-G4RM-4	Heater for finance back area	10/4/2023	10/25/2023
AMZONCAP	FIN51423	531000	2023	10	INV	Paid	64.12	80357	161H-WD97-V	ink & paper for new check scanner/receipt printer	10/3/2023	10/25/2023
AMZONCAP	FIN51423	531000	2023	10	INV	Paid	25.03	80357	1C17-JQH-Q-F	Laptop Sleeve- KH	8/28/2023	10/25/2023
AMZONCAP	FIR52210	531000	2023	10	INV	Paid	43.55	80357	1DDY-T9NR-G	Printer paper	10/2/2023	10/25/2023
AMZONCAP	FIR52210	531000	2023	10	INV	Paid	60.93	80357	1FCF-9KFP-KN	Staples and clip board	9/22/2023	10/25/2023
Ben Parker	FIR52245	543000	2023	10	INV	Paid	455.00	80358	Reimb B. Park	Per diem and IFAC instructor class	10/10/2023	10/25/2023
CENTURY	50251888	542000	2023	10	INV	Paid	160.81	80359	573862 9-23	FD phone service	9/20/2023	10/25/2023
GALLSLLC	FIR52220	531050	2023	10	INV	Paid	396.28	80360	025667206	Boots - uniform	9/14/2023	10/25/2023
GALLSLLC	FIR52220	531050	2023	10	INV	Paid	577.51	80360	025764659	Jacket w/liner and tags	9/25/2023	10/25/2023

GCP	40253510 523100	Clothing Allowance	2023	10	INV	Paid	407.42	80361 inv204000307 Jason George uniform	3/18/2023	10/25/2023
GCP	40253510 523100	Clothing Allowance	2023	10	INV	Paid	94.04	80361 inv204000328 Jason George uniform	5/4/2023	10/25/2023
GRAINGER	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	1,951.31	80362 9837203349 Hand soap	9/13/2023	10/25/2023
IPDINC	15131010 549462	ARPA Individual COVID Relief	2023	10	INV	Paid	3,166.00	80363 ARPA .10.12.2 ARPA rent assistance Mt. View apts #5	10/12/2023	10/25/2023
KCFCA	FIR52210 549200	Dues-Subscriptions-Memberships	2023	10	INV	Paid	400.00	80364 91DOB123-00 Annual KCFCA dues	9/12/2023	10/25/2023
LAI	FIR52220 531912	EMS Supplies & Equipment	2023	10	INV	Paid	307.37	80365 1367578 Battery & Bx/200	9/28/2023	10/25/2023
MACDMILL	PKF57680 548000	Repair & Maintenance Services	2023	10	INV	Paid	953.84	80366 SVC273923 Centennial park bathroom repairs	9/21/2023	10/25/2023
MP	HUM51810 541420	HR-Related Services	2023	10	INV	Paid	152.23	80367 91503 300 1 color SPD branded ballpoint pens	10/3/2023	10/25/2023
NWSC	FIR52210 541000	Professional Svcs - General	2023	10	INV	Paid	880.24	80368 23-36416 Cleaning service	10/9/2023	10/25/2023
ORKIN	51051821 548000	Repair & Maintenance Services	2023	10	INV	Paid	285.31	80369 249220706 Pest control	9/21/2023	10/25/2023
ORKIN	51051821 548000	Repair & Maintenance Services	2023	10	INV	Paid	173.14	80369 249220708 Pest control	9/21/2023	10/25/2023
ORKIN	51051821 548000	Repair & Maintenance Services	2023	10	INV	Paid	220.65	80369 249220709 Pest control	9/14/2023	10/25/2023
PANORAMA	15131010 549462	ARPA Individual COVID Relief	2023	10	INV	Paid	12,664.00	80370 ARPA 10-12-2 Rent assist K403, K202, K301, J305	10/12/2023	10/25/2023
PLATT	40153481 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	2,882.16	80371 4I66682 Well fuses	9/19/2023	10/25/2023
PLATT	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	171.71	80371 4K35218 Electrical supplies, bulbs, ballasts & light fix	9/20/2023	10/25/2023
SEATIMES	HUM51810 541420	HR-Related Services	2023	10	INV	Paid	1,935.00	80372 64399 3 job pack of employment advertisements	9/28/2023	10/25/2023
SmartSign	FIR52250 535900	Small Tools & Equipment	2023	10	INV	Paid	2,058.21	80373 SAF-592554 Fir hydrant markers (200)	9/13/2023	10/25/2023
SNOQ VC	11055735 541000	Professional Svcs - General	2023	10	INV	Paid	28,000.00	80374 LTAC 10.9.23 Chamber marketing LTAC reimbursement	10/9/2023	10/25/2023
SNOQ VS	01452122 532100	Gasoline/Diesel Fuel	2023	10	INV	Paid	5,156.40	80375 7764 NB Police fuel	9/7/2023	10/25/2023
SNOQ VS	50154868 532100	Gasoline/Diesel Fuel	2023	10	INV	Paid	13,351.29	80375 7764 Fleet fuel	9/7/2023	10/25/2023
STERI FD	FIR52210 541000	Professional Svcs - General	2023	10	INV	Paid	10.36	80376 3006609170 Monthly shred service FD	8/31/2023	10/25/2023
TODDSTOW	50154868 548000	Repair & Maintenance Services	2023	10	INV	Paid	654.00	80377 45369 Fire truck recovery-responding to call on Tokul Rd	10/6/2023	10/25/2023
TRANSOL	31059569 541060	ADA Program - Design	2023	10	INV	Paid	581.25	80378 19419 ADA transition plan dev Svcs 9-15-23	9/30/2023	10/25/2023
TWWP	40153481 523100	Clothing Allowance	2023	10	INV	Paid	186.58	80379 2468 T. shinn clothing allowance	9/28/2023	10/25/2023
ULINE	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	494.73	80380 168021417 Latex gloves	9/5/2023	10/25/2023
ULINE	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	999.27	80380 168415004 Cleaning supplies/dog waste bags	9/13/2023	10/25/2023
ULINE	40153481 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	347.12	80380 168665623 Storage bins for connex	9/20/2023	10/25/2023
WEC	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	2,743.63	80381 16029393 Fertilizer	8/24/2023	10/25/2023
WECCO	40153482 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	142.54	80382 PS-INV104526 Check valve water softener -canyon springs	4/27/2023	10/25/2023
WLACE	PKF57680 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	37.04	80383 15309887 Tools	8/29/2023	10/25/2023
WLACE	STR54230 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	32.65	80383 15309791 Gate chain	8/18/2023	10/25/2023
WLACE	STR54230 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	78.45	80383 15310147 Ear protection/concrete/key holder	9/28/2023	10/25/2023
WLACE	40153481 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	40.70	80383 15310212 Fuels and batteries	10/5/2023	10/25/2023
WLACE	40153481 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	36.58	80383 15310272 Pens and water quality test kit	10/11/2023	10/25/2023
WLACE	40153935 523100	Clothing Allowance	2023	10	INV	Paid	119.89	80383 15310276 K. Aspy clothing allowance	10/11/2023	10/25/2023
WLACE	51051821 531300	Repair & Maintenance Supplies	2023	10	INV	Paid	58.83	80383 15310209 Padlocks for storage connex at PW	10/5/2023	10/25/2023
WMG	40153935 541000	Professional Svcs - General	2023	10	INV	Paid	4,004.98	80384 21805 Oct 2023 Maxicom monitoring and cell router	9/22/2023	10/25/2023

Accounts Payable

Blanket Voucher Approval Document

User: itreptow
 Printed: 10/30/2023 - 3:37PM
 Warrant Request Date: 10/25/2023
 DAC Fund:



#53

Batch: 00001.10.2023 - UB Refunds SB 10-25

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 3,281.42,
 for claims warrants numbered 62305 through 62316 & dated 10/25/2023.

Line	Claimant	Voucher No.	Amount
1	Hough Sales,Jody	000062310	48.94
2	Parker,Zachary	000062313	308.00
3	Aluzas,Kurt	000062305	206.35
4	Goetz,Debbie	000062309	802.73
5	Fetty,Scott	000062308	156.49
6	Siegerts,Hannah and Cinci	000062315	21.78
7	Duseja,Pradeep Kumar	000062306	267.08
8	Kumar,Pankaj	000062311	991.17
9	Tabish,Anna	000062316	184.64
10	Reisinger,Seth	000062314	49.67
11	Mayer,Debra	000062312	198.13
12	Edwards,Lu	000062307	46.44
Page Total:			\$3,281.42
Grand Total:			\$3,281.42

Accounts Payable

Check Detail

User: itreptow
Printed: 10/30/2023 - 3:42PM



Item 9.

Check Number	Check Date			Amount
UB*03124 - Aluzas, Kurt Line Item Account				
62305	10/25/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		10/18/2023	Refund Check	401-00-000-213-10-00-000
				206.35
		Inv Total		206.35
				<hr/>
62305 Total:				206.35
				<hr/>
UB*03124 - Aluzas, Kurt Total:				206.35
UB*03128 - Duseja, Pradeep Kumar Line Item Account				
62306	10/25/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		10/18/2023	Refund Check	401-00-000-213-10-00-000
				267.08
		Inv Total		267.08
				<hr/>
62306 Total:				267.08
				<hr/>
UB*03128 - Duseja, Pradeep Kumar Total:				267.08
UB*03133 - Edwards, Lu Line Item Account				
62307	10/25/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		10/18/2023	Refund Check	001-00-000-213-10-00-000
				2.66
		10/18/2023	Refund Check	401-00-000-213-10-00-000
				11.04
		10/18/2023	Refund Check	402-00-000-213-10-00-000
				3.60
		10/18/2023	Refund Check	001-00-000-213-10-00-000
				5.91
		10/18/2023	Refund Check	403-00-000-213-10-00-000
				21.31
		10/18/2023	Refund Check	001-00-000-213-10-00-000
				1.92
		Inv Total		46.44
				<hr/>
62307 Total:				46.44

UB*03133 - Edwards, Lu Total:

46.44

UB*03126 - Fetty, Scott Line Item Account

62308 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
10/18/2023	Refund Check

<u>Line Item Account</u>	
401-00-000-213-10-00-000	156.49

Inv Total

156.49

62308 Total:

156.49**UB*03126 - Fetty, Scott Total:**

156.49**UB*03125 - Goetz, Debbie Line Item Account**

62309 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
10/18/2023	Refund Check

<u>Line Item Account</u>	
401-00-000-213-10-00-000	802.73

Inv Total

802.73

62309 Total:

802.73**UB*03125 - Goetz, Debbie Total:**

802.73**UB*03122 - Hough Sales, Jody Line Item Account**

62310 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
10/18/2023	Refund Check

<u>Line Item Account</u>	
401-00-000-213-10-00-000	48.94

Inv Total

48.94

62310 Total:

48.94**UB*03122 - Hough Sales, Jody Total:**

48.94**UB*03129 - Kumar, Pankaj Line Item Account**

62311 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
10/18/2023	Refund Check

<u>Line Item Account</u>	
401-00-000-213-10-00-000	991.17

Inv Total

991.17

62311 Total:

991.17

UB*03129 - Kumar, Pankaj Total:

991.17

UB*03132 - Mayer, Debra Line Item Account

62312 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2023	Refund Check	401-00-000-213-10-00-000	198.13

Inv Total	198.13
-----------	--------

62312 Total:

198.13

UB*03132 - Mayer, Debra Total:

198.13

UB*03123 - Parker, Zachary Line Item Account

62313 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2023	Refund Check	401-00-000-213-10-00-000	308.00

Inv Total	308.00
-----------	--------

62313 Total:

308.00

UB*03123 - Parker, Zachary Total:

308.00

UB*03131 - Reisinger, Seth Line Item Account

62314 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2023	Refund Check	401-00-000-213-10-00-000	49.67

Inv Total	49.67
-----------	-------

62314 Total:

49.67

UB*03131 - Reisinger, Seth Total:

49.67

UB*03127 - Siegerts, Hannah and Cinci Line Item Account

62315 10/25/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2023	Refund Check	401-00-000-213-10-00-000	21.78

Inv Total				21.78
62315 Total:				21.78
UB*03127 - Siegertsz, Hannah and Cinci Total:				21.78
UB*03130 - Tabish, Anna Line Item Account				
62316	10/25/2023			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>	
10/18/2023	Refund Check		401-00-000-213-10-00-000	184.64
Inv Total				184.64
62316 Total:				184.64
UB*03130 - Tabish, Anna Total:				184.64
Total:				3,281.42

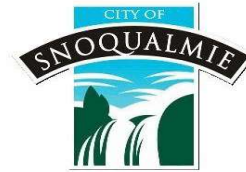


Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 10/31/2023 in the amount of 564,259.32
which includes claim warrants numbered _____ - _____ through _____ - _____,
totaling \$ 0.00 _____, and direct deposits totaling \$ 564,259.32 _____.

ACH Check Register

User: 'THolden'
 Printed: 10/30/2023 - 2:35PM
 Batch: 00002.10
 Include Partial: TRUE



Check Date	Check	Partial ACH	Employee Name	Amount
10/31/2023	0	False	James Mayhew	819.67
10/31/2023	0	False	Bryan Holloway	910.86
10/31/2023	0	False	Louis Washington	719.67
10/31/2023	0	False	Ethan Benson	819.67
10/31/2023	0	False	Jolyon Johnson	819.67
10/31/2023	0	False	Robert Wotton	669.67
10/31/2023	0	False	Cara Christensen	819.67
10/31/2023	0	False	Katherine Ross	3,874.48
10/31/2023	0	False	Deana Dean	4,437.09
10/31/2023	0	False	Tania Holden	5,128.42
10/31/2023	0	False	Jimmie Betts Jr.	3,757.81
10/31/2023	0	False	Brendon Ecker	1,854.93
10/31/2023	0	False	Andrew Latham	3,599.36
10/31/2023	0	False	Sarah Reeder	3,872.52
10/31/2023	0	False	Andrew Jongekryg	2,186.99
10/31/2023	0	False	Samantha Brumfield	3,189.72
10/31/2023	0	False	Kimberly Johnson	5,726.60
10/31/2023	0	False	Nicole Wiebe	4,599.36
10/31/2023	0	False	Jennifer Ferguson	5,467.53
10/31/2023	0	False	Carson Hornsby	5,505.35
10/31/2023	0	False	Christina Reller	8,644.16
10/31/2023	0	False	Krista Hintz	5,534.32
10/31/2023	0	False	Debbie Kinsman	2,369.64
10/31/2023	0	False	Heather Florida	4,388.43
10/31/2023	0	False	Gerald Knutsen	6,040.91
10/31/2023	0	False	Kyla Henderson	3,187.35
10/31/2023	0	False	Janna Walker	3,925.25
10/31/2023	0	False	Tami Wood	4,633.39
10/31/2023	0	False	Gail Folkins	2,798.11
10/31/2023	0	False	Danna McCall	3,346.17
10/31/2023	0	False	Brian Lynch	6,599.03
10/31/2023	0	False	Melinda Black	3,071.98
10/31/2023	0	False	Stephanie Butler	3,091.66
10/31/2023	0	False	Austin Gutwein	7,968.62
10/31/2023	0	False	Joseph Spears	2,560.89
10/31/2023	0	False	Drew Ward	3,601.19
10/31/2023	0	False	Michael Peter	2,307.29
10/31/2023	0	False	Max Bostick	2,997.89
10/31/2023	0	False	Pamela Mandery	4,834.51
10/31/2023	0	False	James Aguirre	6,300.23
10/31/2023	0	False	Michael Liebetrau	3,166.53
10/31/2023	0	False	Deanna Patterson	1,843.63
10/31/2023	0	False	Craig Miller	15,179.92
10/31/2023	0	False	Daniel Moate	8,115.74
10/31/2023	0	False	Marcus Sanchez	5,030.88
10/31/2023	0	False	Perry Phipps	12,418.02

10/31/2023	0	False	Joseph Meadows	4,817.16
10/31/2023	0	False	Cory Hendricks	6,262.68
10/31/2023	0	False	Nicholas Schulgen	4,486.85
10/31/2023	0	False	David Doucett	4,346.62
10/31/2023	0	False	Chase Smith	6,093.02
10/31/2023	0	False	Kim Stonebraker-Weiss	4,089.17
10/31/2023	0	False	James Kaae	8,681.49
10/31/2023	0	False	Jason Weiss	18,175.77
10/31/2023	0	False	Nigel Draveling	11,972.81
10/31/2023	0	False	Dmitriy Vladis	5,410.82
10/31/2023	0	False	Christopher Werre	8,144.76
10/31/2023	0	False	Philip Bennett	4,823.71
10/31/2023	0	False	Justin Ren	4,921.15
10/31/2023	0	False	Kerry O'Neil	5,083.20
10/31/2023	0	False	Dalton Hawk	1,969.62
10/31/2023	0	False	Jason Battles	4,187.24
10/31/2023	0	False	Neil MacVicar	3,547.19
10/31/2023	0	False	Jorge Orozco	6,446.33
10/31/2023	0	False	Ryan Barnett	4,091.67
10/31/2023	0	False	Michael Chambless	6,465.97
10/31/2023	0	False	Kyle Markwardt	4,557.47
10/31/2023	0	False	Christine Iverson Stinson	4,261.78
10/31/2023	0	False	Kevin Aspy	3,206.61
10/31/2023	0	False	Lyle Beach	7,685.38
10/31/2023	0	False	Patrick Fry	4,075.62
10/31/2023	0	False	Jeffrey Hamlin	8,054.88
10/31/2023	0	False	Andrew Vining	3,566.14
10/31/2023	0	False	Hind Ahmed	4,186.75
10/31/2023	0	False	Thomas Holmes	9,790.34
10/31/2023	0	False	Alec Bagley	2,246.51
10/31/2023	0	False	Joan Quade	2,965.30
10/31/2023	0	False	Ryan Dalziel	3,433.34
10/31/2023	0	False	Jason George	9,779.63
10/31/2023	0	False	Kevin Halbert	3,237.38
10/31/2023	0	False	Timothy Barrett	3,308.23
10/31/2023	0	False	Donald Harris	7,726.86
10/31/2023	0	False	Kevin Snyder	4,803.73
10/31/2023	0	False	Kenneth Knowles	5,754.61
10/31/2023	0	False	Christopher Wilson	2,457.19
10/31/2023	0	False	Todd Shinn	4,126.76
10/31/2023	0	False	Matthew Hedger	7,100.97
10/31/2023	0	False	John Cooper	6,003.69
10/31/2023	0	False	Emily Arteché	8,849.62
10/31/2023	0	False	Ashley Wragge	4,900.04
10/31/2023	0	False	Ilyse Treptow	4,043.62
10/31/2023	0	False	Jonathan Kesler	4,009.09
10/31/2023	0	False	Rebecca Buelna	3,679.93
10/31/2023	0	False	Dylan Gamble	3,510.21
10/31/2023	0	False	Michael Bailey	8,649.36
10/31/2023	0	False	Jessica Rellamas	2,516.25
10/31/2023	0	False	Tylor Fischer	4,836.74
10/31/2023	0	False	Zachary Schumann	32.10
10/31/2023	0	False	Jacob Fouts	10,202.10
10/31/2023	0	False	Darby Summers	2,936.41
10/31/2023	0	False	Theresa Tozier	6,225.46
10/31/2023	0	False	Gregory Heath	10,194.94
10/31/2023	0	False	Albert Wolfe	6,948.73
10/31/2023	0	False	Nicholas Lathrop	6,813.60

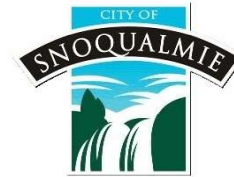
10/31/2023	0	False	Matthew West	9,119.51
10/31/2023	0	False	William Wisham	6,662.85
10/31/2023	0	False	Robert Lasswell	8,525.13
10/31/2023	0	False	Benjamin Parker	13,397.73
10/31/2023	0	False	Peter O'Donnell	9,124.72
				0.00
				564,259.32
		Total	109	564,259.32

Item 9.

Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 10/31/2023 - 1:58PM
 Warrant Request Date: 10/31/2023
 DAC Fund:



Batch: 00002.10.2023 - PV10-2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 666,233.02 (incl. ACH)
 for claims warrants numbered 62317 through 62325 & dated 10/31/2023.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	Asset Recovery Group, Inc.	000062317	985.55
3	AWC BENEFITS	000000000	159,748.81
4	CITY OF SNOQUALMIE	000062318	1,008.25
5	Dept of Retirement Syst.-PERS	000000000	84,131.66
6	Dept. of Labor & Industries	000000000	28,956.30
7	Dept. of Retirement Syst.- DCP	000000000	36,907.00
8	Dept. of Retirement Syst.- PSERS	000000000	1,689.04
9	Dept. of Retirement Syst.-LEOFF	000000000	59,417.30
10	DiMartino Associates	000062319	409.50
11	Employment Security Dept.	000000000	7,158.05
12	Employment Security Dept.	000000000	1,976.56
13	Employment Security Dept.	000000000	4,329.21
14	IAFF Firepac-Political Affairs Dept.	000062320	4.18
15	IAFF LOCAL #2878	000062321	2,700.86
16	ICMA Retirement Trust -303907	000000000	6,641.00
17	IRS-Payroll EFTPS	000000000	237,311.13
18	NWFFT TRUST	000000000	23,433.58
19	Office of Support Enforcement - DSHS	000000000	1,412.91
20	Snoqualmie Police Association	000062322	1,800.00
21	Teamsters Local Union #763	000062323	3,674.00
22	Voya Institutional Trust Company	000000000	450.00
23	Western States Police Medical Trust	000062324	1,035.00
24	WSCFF	000062325	975.00

Page Total: \$666,233.02

Grand Total: \$666,233.02

Accounts Payable

Check Detail

User: THolden
Printed: 11/01/2023 - 8:02AM



Item 9.

Check Number	Check Date			Amount
90110 - AFLAC Line Item Account				
0	10/31/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		10/30/2023	PR Batch 00002.10.2023 AFLAC-Pre Tax	631-00-000-231-50-19-000
				78.13
		Inv Total		78.13
0 Total:				78.13
90110 - AFLAC Total:				78.13
90051 - Asset Recovery Group, Inc. Line Item Account				
62317	10/31/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		10/30/2023	PR Batch 00002.10.2023 Garnishment	631-00-000-231-50-30-000
				985.55
		Inv Total		985.55
62317 Total:				985.55
90051 - Asset Recovery Group, Inc. Total:				985.55
90000 - AWC BENEFITS Line Item Account				
0	10/31/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		10/30/2023	PR Batch 00002.10.2023 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000
				34,879.16
		10/30/2023	PR Batch 00002.10.2023 AWC Dental Benefits Employee	631-00-000-231-50-14-000
				22.30
		10/30/2023	PR Batch 00002.10.2023 AWC Life Insurance	631-00-000-231-50-14-000
				490.20
		10/30/2023	PR Batch 00002.10.2023 AWC-Dental Benefits	631-00-000-231-50-14-000
				11,870.32
		10/30/2023	PR Batch 00002.10.2023 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000
				104,665.36
		10/30/2023	PR Batch 00002.10.2023 AWC Medical Benefits Employee	631-00-000-231-50-14-000
				350.28
		10/30/2023	PR Batch 00002.10.2023 AWC-Employee Pd Life Addtl	631-00-000-231-50-14-000
				50.40
		10/30/2023	PR Batch 00002.10.2023 AWC-Life Insurance Police	631-00-000-231-50-14-000
				900.00
		10/30/2023	PR Batch 00002.10.2023 AWC Life Insurance Employee	631-00-000-231-50-14-000
				4.80
		10/30/2023	PR Batch 00002.10.2023 AWC Long Term Disability	631-00-000-231-50-14-000
				650.74
		10/30/2023	PR Batch 00002.10.2023 AWC-Vision	631-00-000-231-50-14-000
				1,759.07
		10/30/2023	PR Batch 00002.10.2023 AWC Long Term Disab. Employee	631-00-000-231-50-14-000
				5.41
		10/30/2023	PR Batch 00002.10.2023 AWC-Vision Employee	631-00-000-231-50-14-000
				3.81

10/30/2023	PR Batch 00002.10.2023 Kaiser Medical Benefits/200	631-00-000-231-50-14-000	2,276.38
Inv Total			157,928.23
Inv 10-2023			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2023	Edmund Crosson Medical Premium	001-08-009-521-22-22-400	1,820.58
Inv 10-2023 Total			1,820.58
0 Total:			159,748.81
90000 - AWC BENEFITS Total:			159,748.81
90099 - CITY OF SNOQUALMIE Line Item Account			
62318	10/31/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 FSA	631-00-000-231-50-15-000	1,008.25
Inv Total			1,008.25
62318 Total:			1,008.25
90099 - CITY OF SNOQUALMIE Total:			1,008.25
90070 - Dept of Retirement Syst.-PERS Line Item Account			
0	10/31/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 PERS2 Employee	631-00-000-231-50-16-000	27,791.70
10/30/2023	PR Batch 00002.10.2023 PERS 2 Employer	631-00-000-231-50-16-000	41,643.88
10/30/2023	PR Batch 00002.10.2023 PERS 3 Employee	631-00-000-231-50-16-000	5,961.88
10/30/2023	PR Batch 00002.10.2023 PERS 3 Employer	631-00-000-231-50-16-000	8,734.20
Inv Total			84,131.66
0 Total:			84,131.66
90070 - Dept of Retirement Syst.-PERS Total:			84,131.66
90010 - Dept. of Labor & Industries Line Item Account			
0	10/31/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 L&I Employer	631-00-000-231-50-73-000	23,967.75
10/30/2023	PR Batch 00002.10.2023 L&I Employee	631-00-000-231-50-73-000	4,988.55

Inv Total	28,956.30
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0 Total:	28,956.30
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90010 - Dept. of Labor & Industries Total:	28,956.30
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90105 - Dept. of Retirement Syst.- DCP Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 DCP Employee	631-00-000-231-50-19-000	23,410.00
10/30/2023	PR Batch 00002.10.2023 DCP-Employer	631-00-000-231-50-19-000	10,782.00
10/30/2023	PR Batch 00002.10.2023 DCP-Employer-Supplement	631-00-000-231-50-19-000	2,715.00

Inv Total	36,907.00
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0 Total:	36,907.00
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90105 - Dept. of Retirement Syst.- DCP Total:	36,907.00
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90075 - Dept. of Retirement Syst.- PSERS Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 PSERS Employee	631-00-000-231-50-16-000	683.54
10/30/2023	PR Batch 00002.10.2023 PSERS Employer	631-00-000-231-50-16-000	1,005.50

Inv Total	1,689.04
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0 Total:	1,689.04
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90075 - Dept. of Retirement Syst.- PSERS Total:	1,689.04
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90030 - Dept. of Retirement Syst.-LEOFF Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 LEOFF 2 Employee	631-00-000-231-50-16-000	36,594.19
10/30/2023	PR Batch 00002.10.2023 LEOFF 2 Employer	631-00-000-231-50-16-000	22,823.11

Inv Total	59,417.30
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0 Total:	59,417.30
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90030 - Dept. of Retirement Syst.-LEOFF Total:	59,417.30
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90300 - DiMartino Associates Line Item Account

62319 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	409.50
Inv Total			409.50

62319 Total:	409.50
--------------	--------

90300 - DiMartino Associates Total:

409.50

90023 - Employment Security Dept. Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 WA Cares	631-00-000-231-50-32-000	4,329.21
10/30/2023	PR Batch 00002.10.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	5,208.20
10/30/2023	PR Batch 00002.10.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	1,949.85
10/30/2023	PR Batch 00002.10.2023 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,976.56
Inv Total			13,463.82

0 Total:	13,463.82
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90020 - Employment Security Dept. Total:

13,463.82

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

62320 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 IAFF-FirePac	631-00-000-231-50-50-000	4.18
Inv Total			4.18

62320 Total:	4.18
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90035 - IAFF Firepac-Political Affairs Dept. Total:

4.18

90045 - IAFF LOCAL #2878 Line Item Account

62321 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	2,700.86
Inv Total			2,700.86

62321 Total:

2,700.86

90045 - IAFF LOCAL #2878 Total:

2,700.86

90100 - ICMA Retirement Trust -303907 Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 ICMA-Employer	631-00-000-231-50-19-000	1,725.00
10/30/2023	PR Batch 00002.10.2023 ICMA-Employee	631-00-000-231-50-19-000	4,616.00
10/30/2023	PR Batch 00002.10.2023 ICMA-Employer Supplement	631-00-000-231-50-19-000	300.00

Inv Total

6,641.00

0 Total:

6,641.00

90100 - ICMA Retirement Trust -303907 Total:

6,641.00

90085 - IRS-Payroll EFTPS Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 FICA Employee	631-00-000-231-50-27-000	45,457.10
10/30/2023	PR Batch 00002.10.2023 Federal Income Tax	631-00-000-231-50-27-000	117,390.86
10/30/2023	PR Batch 00002.10.2023 Medicare Employer	631-00-000-231-50-27-000	14,479.77
10/30/2023	PR Batch 00002.10.2023 FICA Employer	631-00-000-231-50-27-000	45,457.10
10/30/2023	PR Batch 00002.10.2023 Medicare Employee	631-00-000-231-50-27-000	14,526.30

Inv Total

237,311.13

0 Total:

237,311.13

90085 - IRS-Payroll EFTPS Total:

237,311.13

90310 - NWFFT TRUST Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 Medical/Vision Benefits	631-00-000-231-50-14-000	21,375.56
10/30/2023	PR Batch 00002.10.2023 Dental Benefits	631-00-000-231-50-14-000	2,058.02

Inv Total

23,433.58

0 Total:

23,433.58

90310 - NWFFT TRUST Total:

23,433.58

90060 - Office of Support Enforcement - DSHS Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 Child Support	631-00-000-231-50-30-000	1,412.91
Inv Total			1,412.91

0 Total:

1,412.91

90060 - Office of Support Enforcement - DSHS Total:

1,412.91

90180 - Snoqualmie Police Association Line Item Account

62322 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 Police Union Dues	631-00-000-231-50-21-000	1,800.00
Inv Total			1,800.00

62322 Total:

1,800.00

90180 - Snoqualmie Police Association Total:

1,800.00

90040 - Teamsters Local Union #763 Line Item Account

62323 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 Teamsters Union Dues	631-00-000-231-50-21-000	3,674.00
Inv Total			3,674.00

62323 Total:

3,674.00

90040 - Teamsters Local Union #763 Total:

3,674.00

90095 - Voya Institutional Trust Company Line Item Account

0 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 Voya-Employer	631-00-000-231-50-19-000	200.00
10/30/2023	PR Batch 00002.10.2023 Voya-Employee	631-00-000-231-50-19-000	250.00
Inv Total			450.00

0 Total:

450.00

90095 - Voya Institutional Trust Company Total:

450.00

90400 - Western States Police Medical Trust Line Item Account

62324 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 W States Police Medical Trust	631-00-000-231-50-17-000	1,035.00

Inv Total	1,035.00
-----------	----------

62324 Total:

1,035.00

90400 - Western States Police Medical Trust Total:

1,035.00

90120 - WSCFF Line Item Account

62325 10/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/30/2023	PR Batch 00002.10.2023 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	975.00

Inv Total	975.00
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62325 Total:

975.00

90120 - WSCFF Total:

975.00

Total:

666,233.02

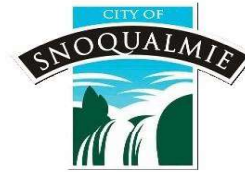


Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 10/13/2023 in the amount of 130,645.00
which includes claim warrants numbered _____ through _____,
totaling \$ 0.00, and direct deposits totaling \$ 130,645.00.

ACH Check Register

User: 'THolden'
 Printed: 10/12/2023 - 10:15AM
 Batch: 00001.10
 Include Partial: TRUE



Check Date	Check	Partial ACH	Employee Name	Amount
10/13/2023	0	False	Deana Dean	2,000.00
10/13/2023	0	False	Tania Holden	700.00
10/13/2023	0	False	Jimmie Betts Jr.	1,400.00
10/13/2023	0	False	Brendon Ecker	1,775.00
10/13/2023	0	False	Andrew Latham	1,700.00
10/13/2023	0	False	Sarah Reeder	3,050.00
10/13/2023	0	False	Andrew Jongekryg	1,750.00
10/13/2023	0	False	Jennifer Ferguson	3,000.00
10/13/2023	0	False	Krista Hintz	1,000.00
10/13/2023	0	False	Debbie Kinsman	1,500.00
10/13/2023	0	False	Gerald Knutsen	400.00
10/13/2023	0	False	Kyla Henderson	2,000.00
10/13/2023	0	False	Janna Walker	2,700.00
10/13/2023	0	False	Tami Wood	1,500.00
10/13/2023	0	False	Danna McCall	3,000.00
10/13/2023	0	False	Brian Lynch	1,500.00
10/13/2023	0	False	Melinda Black	1,600.00
10/13/2023	0	False	Stephanie Butler	2,800.00
10/13/2023	0	False	Austin Gutwein	2,100.00
10/13/2023	0	False	Joseph Spears	2,350.00
10/13/2023	0	False	Drew Ward	2,300.00
10/13/2023	0	False	Michael Peter	2,200.00
10/13/2023	0	False	Pamela Mandery	2,000.00
10/13/2023	0	False	James Aguirre	2,500.00
10/13/2023	0	False	Michael Liebetrau	1,250.00
10/13/2023	0	False	Deanna Patterson	1,780.00
10/13/2023	0	False	Craig Miller	2,350.00
10/13/2023	0	False	Marcus Sanchez	2,800.00
10/13/2023	0	False	Joseph Meadows	2,700.00
10/13/2023	0	False	Cory Hendricks	2,400.00
10/13/2023	0	False	Nicholas Schulgen	2,050.00
10/13/2023	0	False	David Doucett	2,850.00
10/13/2023	0	False	Chase Smith	2,000.00
10/13/2023	0	False	Kim Stonebraker-W	2,000.00
10/13/2023	0	False	James Kaae	2,000.00
10/13/2023	0	False	Jason Weiss	2,000.00
10/13/2023	0	False	Nigel Draveling	1,500.00
10/13/2023	0	False	Dmitriy Vladis	2,000.00
10/13/2023	0	False	Philip Bennett	1,440.00
10/13/2023	0	False	Jason Battles	1,800.00
10/13/2023	0	False	Neil MacVicar	1,700.00
10/13/2023	0	False	Ryan Barnet	1,775.00
10/13/2023	0	False	Michael Chambless	4,750.00
10/13/2023	0	False	Kevin Aspy	1,585.00
10/13/2023	0	False	Patrick Fry	2,900.00
10/13/2023	0	False	Andrew Vining	2,950.00

10/13/2023	0	False	Hind Ahmed	3,200.00
10/13/2023	0	False	Thomas Holmes	1,100.00
10/13/2023	0	False	Alec Bagley	1,900.00
10/13/2023	0	False	Joan Quade	1,150.00
10/13/2023	0	False	Ryan Dalziel	1,200.00
10/13/2023	0	False	Jason George	800.00
10/13/2023	0	False	Kevin Halbert	1,350.00
10/13/2023	0	False	Timothy Barrett	1,950.00
10/13/2023	0	False	Donald Harris	200.00
10/13/2023	0	False	Kevin Snyder	1,500.00
10/13/2023	0	False	Christopher Wilson	1,865.00
10/13/2023	0	False	Todd Shinn	1,000.00
10/13/2023	0	False	John Cooper	800.00
10/13/2023	0	False	Ilyse Treptow	950.00
10/13/2023	0	False	Jonathan Kesler	2,900.00
10/13/2023	0	False	Rebecca Buelna	1,200.00
10/13/2023	0	False	Dylan Gamble	1,875.00
10/13/2023	0	False	Michael Bailey	1,400.00
10/13/2023	0	False	Tylor Fischer	2,000.00
10/13/2023	0	False	Jacob Fouts	600.00
10/13/2023	0	False	Darby Summers	1,200.00
10/13/2023	0	False	Gregory Heath	2,200.00
10/13/2023	0	False	Matthew West	1,500.00
10/13/2023	0	False	Robert Lasswell	1,400.00
				0.00
				130,645.00
		Total	70	130,645.00






Claims Report

Final Audit Report

2023-11-01

Created:	2023-11-01
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwfZxat8DjPo8K0Vz8RIg3abAtup0bF4o

"Claims Report" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)
2023-11-01 - 6:51:26 PM GMT
-  Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature
2023-11-01 - 6:52:09 PM GMT
-  Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)
2023-11-01 - 7:03:57 PM GMT
-  Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)
Signature Date: 2023-11-01 - 8:58:46 PM GMT - Time Source: server
-  Agreement completed.
2023-11-01 - 8:58:46 PM GMT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-129
November 13, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-129: 2024 Northeast King County Regional Public Safety Communication Agency (NORCOM) Budget Approval.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Resolution approving the City of Snoqualmie's allocation for the 2024 NORCOM Budget.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director Finance Legal City Administrator	Mike Bailey Janna Walker David Linehan Mike Chambless	Click or tap to enter a date. 10/25/2023 Click or tap to enter a date. 10/30/2023
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DEPARTMENT:	Fire		
	STAFF: Mike Bailey, Interim Fire Chief		
	COMMITTEE: Public Safety		COMMITTEE DATE: November 6, 2023
	EXHIBITS: 1. AB23-129x1 Resolution xxxx 2. AB23-129x2 2024 Snoqualmie Participation Fire Participation Memo 3. AB23-129x3 NORCOM Agreement 2006		

AMOUNT OF EXPENDITURE	\$ 63,085
AMOUNT BUDGETED	\$ 2,219,489
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The NORCOM Interlocal Agreement, to which the City is a party, requires the City Council to approve the City's allocation for NORCOM's budget each year by resolution. The City's allocation for 2024 is proposed as \$63,085.00. This amount reflects a zero percent increase over 2023's allocation.

BACKGROUND

The NORCOM Interlocal Agreement, to which the City is a party, was formed on November 1, 2007. As part of the annual budget process, the agreement calls for each participating agency to approve their allocation for the following year. The NORCOM budget is authorized and approved by the NORCOM Governing Board, to which a city representative, currently the Fire Chief, holds a vote. The 2024 budget reflects changes for NORCOM's services, revenue sources, and expenditures in 2024. The budget reflects an increase of four (4) full-time positions as well as expenditures for a full year of service from the Puget Sound Emergency Radio Network (PSERN). Due to adding two (2) new agencies serviced in 2024, and the associated fees, NORCOM was able to pass along a zero percent increase in agency fees in 2024, keeping the amount for Snoqualmie at \$63,085.00.

ANALYSIS

NORCOM provides excellent service to the Snoqualmie Fire Department in the way of emergency radio communications, and it is currently not in the Fire Department's best interest to seek alternatives for service. As the City holds a seat on the Governing Board for NORCOM, this allows the City the opportunity to monitor costs and service levels going forward. The zero percent increase for 2024, as well as funds in the budget transferred into reserves and capital projects, shows NORCOM's commitment to providing quality service, with an eye towards fiscal responsibility and the partner agencies' individual budgets.

BUDGET IMPACTS

Administration recommends approving the allocation to NORCOM in the amount of \$63,085 for emergency radio communications. The City budgeted for this expenditure in the 2023-2024 Biennial Budget with a budget of \$2,219,489. Currently, the Services line item within Fire & Emergency Management (General Fund #001) has incurred \$761,861 in expenditures and has \$41,000 in outstanding contract value. With the addition of the NORCOM allocation, the remaining Biennial Budget appropriation is \$1,353,543 (please see the table below or on the next page). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (General Fund #001) to fund the contract.

Fire & Emergency Management Services

2023-2024 Amended Biennial Budget		
Beginning Budget	\$	2,219,489
Expenditures	\$	(761,861)
Outstanding Contract Value	\$	(41,000)
Current Available Budget	\$	1,416,628
Current Contract	\$	(63,085)
Available Budget after Resolution	\$	1,353,543

PROPOSED ACTION

Move to adopt Resolution **xxxx** approving the City of Snoqualmie's allocation for the Northeast King County Public Safety Communication Agency (NORCOM) 2024 budget.

RESOLUTION NO. 1671

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, APPROVING THE CITY OF SNOQUALMIE'S ALLOCATION FOR THE NORTHEAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATION AGENCY (NORCOM) 2024 BUDGET

WHEREAS, the Northeast King County Regional Public Safety Communication Agency (NORCOM) was formed effective November 1, 2007; and

WHEREAS, NORCOM is in the process of adopting its annual budget for 2024; and

WHEREAS, the NORCOM Interlocal Agreement, to which the City is a party, requires that the City Council approve the City's allocation for NORCOM's budget, which is estimated to be \$63,085 in 2024, a 0% increase from the previous year;

NOW, THEREFORE, be it resolved by the City Council of the City of Snoqualmie, Washington, as follows:

The City of Snoqualmie's allocation (\$63,085.00) for the Northeast King County Regional Public Safety Communication Agency (NORCOM) budget is hereby approved.

PASSED by the City Council of the City of Snoqualmie, Washington, this 13th day of November 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney



Date: September 13, 2023
To: Mike Bailey, Interim Fire Chief
From: Marianne Deppen, Finance Manager
CC: Michael Olson, Treasurer
William Hamilton, Executive Director
RE: 2024 Financial Participation

Pursuant to Section 12(c) of the NORCOM Inter-local Agreement, this notice advises Participating Agencies on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula, and of the required financial participation for each Principal and Subscriber for the following year.

This budget reflects changes in NORCOM's services, revenue sources and expenditures in 2024. Particularly, the increase of four full time employees- one in Information Technology and three Telecommunicators, and budgeted expenditures for a full year of charges from the Puget Sound Emergency Radio Network (PSERN).

The 2024 budget also includes funds to be directed to the Capital Projects Fund, totaling \$560,000. These funds will be used to complete the Console Replacement Project, and the CAD to NICE audio logging interface project.

Taking advantage of the impact to agency fees from NORCOM serving two additional agencies in 2024, the Governing Body approved \$0 change to fees in 2024. NORCOM's newest agencies will be charged in accordance to NORCOM's calls for Service calculation. This will allow NORCOM to collect and transfer \$645,000 to its reserves.

This is in accordance with the summary budget document transmitted to the approved by the Governing Board on September 8, 2023.

In 2024, Snoqualmie Fire fees will be \$63,085.

WDR.COM
NEW

**SECOND AMENDMENT TO THE JOINT POWERS AGREEMENT
REGIONAL PUBLIC SAFETY COMMUNICATIONS CONSORTIUM**

The Joint Powers Agreement by and between the cities of Bellevue, Kirkland, Mercer Island, Medina, Clyde Hill, Issaquah, King and Kittitas Counties Fire District 51, Redmond, Bothell, Woodinville Fire & Life Safety, Northshore Fire, Eastside Fire and Rescue, King County Fire District 27, and Shoreline Fire dated August 24, 2005 ("the Agreement"), as amended, is hereby amended (the "Second Amendment") to: (1) extend the term of that Agreement to December 31, 2007 as allowed by Section VII of the Agreement; 2) add King County Fire District 45 and the City of Snoqualmie to the Agreement, and, 3) approve additional funding for the operational budget as allowed by Section II of the Agreement. Under the Second Amendment, member jurisdictions shall pay an amount equal to its proportional share of the Consortium budget of \$170,000 in pre-Interlocal Agreement (pre-ILA) funding based upon each jurisdiction's emergency call volume compared to the total emergency call volume of all Consortium agencies as set out in Attachment A.

Except as modified herein, all provisions within the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment has been executed by each party below:

CITY OF BELLEVUE

Approved as to Form:

City Manager

City Attorney

CITY OF KIRKLAND

Approved as to Form:

City Manager

City Attorney

CITY OF MERCER ISLAND

Approved as to Form:

CITY OF ISSAQUAH

Approved as to Form

Mayor

City Attorney

EASTSIDE FIRE AND RESCUE

Approved as to Form

Fire Chief

Fire District Attorney

CITY OF REDMOND

Approved as to Form

Mayor

City Attorney

KING AND KITTITAS COUNTIES
FIRE DISTRICT 51

Approved as to Form

Fire Chief

Fire District Attorney

KING COUNTY FIRE DIST 45

Approved as to Form

Board Chair

Fire District Attorney

CITY OF SNOQUALMIE

Approved as to Form



Mayor



City Attorney

NORCOM Draft Transition Budget

2007	
EXPENSES BEFORE ILA IS SIGNED	
Interlocal Agreement	\$15,000
Technology Study	\$100,000
Contingency	\$55,000
Subtotal	\$170,000
EXPENSES AFTER ILA IS SIGNED	
Labor Negotiations	\$50,000
Executive Director Search	\$20,000
Executive Director - 6 mos.	\$80,000
Subtotal	\$150,000
Total 2007	\$320,000
2008	
Technology Implementation -	
Including RMS Systems	\$800,000 - 2.75 million
Executive Director Salary	\$160,000
Back-Up Facility	to be negotiated
Capital Reserve	\$250,000
Facility Modifications	\$100,000
Total 2008	\$1.3 mil - 3.25 mil +
2009	
Member Dues	Varies by Member Org

2. To develop a draft interlocal agreement for a governance structure that is a partnership; taking into account the current evaluation of regional governance models used for other regional efforts such as EPSCA, ARCH, etc....

3. To develop a business and services plan, which includes an implementation strategy, including next steps, projected staffing levels, and an estimate of the cost of full implementation.

4. Work cooperatively and communicate with other cities and Fire Districts mutually interested in the continuation of high quality Public Safety Communication services in the region;

5. Work to meet other goals related to the development of the Business and Services Plan as defined by the Members, through the Board. The purpose of this Agreement is strictly limited to the preparation of a Regional Public Safety Business and Services Plan, as outlined above. It is anticipated that the implementation of the study's results will be governed by a separate agreement.

II. Joint Board - Composition and Authority.

A. The Lead Agency will be the administrative authority for operations conducted pursuant to this Agreement. A joint board, comprised of one voting representative from each Member agency, shall be the governing body responsible for administering and carrying out the joint undertaking and this Agreement. The joint board shall be identified as "The Regional Public Safety Communications Consortium Joint Board", hereinafter referred to as "Board". Board Member representatives, or their designees, will have authority to act on behalf of their respective jurisdictions. The Board shall have responsibility for formulating policy and procedures, establishing budgets, and authorizing the Lead Agency to contract for services.

The Board may, after due consideration of operational budgets and other requirements, authorize acceptance of "in-kind" contributions from Member agencies for the purposes of funding said Member's cost.

E. Each Member shall have one vote on the Board, and decisions shall be determined by majority vote of a quorum of the Members. A quorum shall constitute any group of Members that constitutes more than 50% of the entire membership of the Board. The Business and Services Plan itself shall have no binding effect upon the actions of the Members. It is anticipated that the implementation of study results or recommendations, if any, shall be governed by a separate agreement.

F. No acquisition of real or personal property is anticipated by this Agreement. Should the acquisition of any such property be necessary for the purposes of this Agreement, the Members shall determine the method of property acquisition and disposition prior to acquisition.

III. Lead Agency - Duties and Responsibility.

A. The Lead Agency will provide administrative and secretarial support to the Board.

B. The Lead Agency agrees to bill each Member for that Member's share of all sums described herein, and each Member agrees to remit payment to the Lead Agency promptly upon receipt of such billing.

C. The Lead Agency will file certified copies of this Agreement with its City Clerk, and the King County Auditor, pursuant to RCW 39.34.040. The Lead Agency shall designate appropriate Members to record this agreement with the auditors of their respective counties. The costs of recordation shall be paid or reimbursed out of the operating budget. This agreement

indemnification under this paragraph will, as a condition precedent to the right of indemnification, give notice and tender defense of the claim to the indemnifying Member. It is further specifically and expressly understood that the indemnification provided herein constitutes the Members' waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

V. Integration and Modification

This Agreement constitutes the final and completely integrated agreement between the parties concerning its subject matter and it may be signed in counterparts without affecting the validity of this provision. No modification of the agreement or this section is valid unless in writing and signed by the Lead Agency and all Members.

VI. Additional Members.

The Board may, by vote, accept new Members who have paid the agreed-upon amount as the new Member's share and signed this agreement.

VII. Term of Agreement.

A. This Agreement shall take effect after it has been signed by all of the Members, on the date of recording with King County, and remain effective until June 30, 2006, except as extended by written agreement of all of the Members or unless terminated as provided herein. The Lead Agency or any Member may withdraw from this Agreement at any time upon giving 30 days written notice. The withdrawing Member thereby relinquishes all rights to any reserve

IN WITNESS WHEREOF, this Agreement has been executed by each party below:

CITY OF BELLEVUE

Approved as to Form:

City Manager

City Attorney

CITY OF KIRKLAND

Approved as to Form:

City Manager

City Attorney

CITY OF MERCER ISLAND

Approved as to Form:

City Manager

City Attorney

CITY OF MEDINA

Approved as to Form:

City Manager

City Attorney

CITY OF CLYDE HILL

Approved as to Form:

City Manager

City Attorney

WOODINVILLE FIRE & LIFE SAFETY

Approved as to Form

Fire Chief

Fire District Attorney

SHORELINE FIRE

Approved as to Form

Fire Chief

Fire District Attorney

MEMORANDUM OF UNDERSTANDING REGARDING PROTECTED HEALTH INFORMATION

THIS MEMORANDUM OF UNDERSTANDING, dated as of April 10, 2015 (this "MOU") is entered into by and among the North East King County Regional Public Safety Communications Agency ("NORCOM"), a consolidated public safety communications agency formed by its member public agencies under the Washington Interlocal Cooperation Act (chapter 39.34 RCW) and organized as a nonprofit entity under chapter 24.06 RCW, and the Member Agencies that execute this MOU from time to time (each, a "Member Agency" and together with NORCOM, the "Parties").

WHEREAS, the purpose of this MOU is to memorialize the understanding between the Parties with respect to the security and confidentiality of certain "protected" health information ("Protected Health Information" or "PHI") under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended; and

WHEREAS, 45 CFR § 164.504(e)(1) requires a written agreement between a "covered entity" and a "business associate" limiting the use and disclosure of PHI and requiring certain assurances that the information shared will be protected in the hands of the receiving agency; and

WHEREAS, pursuant to 45 CFR § 164.504(e)(3), if a covered entity and a business associate are both governmental entities, such governmental entities may make the required assurances pursuant to a memorandum of understanding, rather than within a business associate agreement; and

WHEREAS, depending on the nature of the activities conducted, certain Member Agencies may be considered "covered entities" for purposes of HIPAA, and NORCOM may then be considered a "business associate" of such covered entities; and

WHEREAS, to the extent that certain Member Agencies are "covered entities" for purposes of HIPAA, and to the extent that NORCOM is a business associate of those Member Agencies, this MOU is intended to provide assurances that NORCOM will appropriately safeguard PHI in conformance with HIPAA and the regulations promulgated thereunder;

NOW THEREFORE, it is mutually understood that:

I. DEFINITIONS.

Except as otherwise defined herein, any and all terms used in this MOU shall have the same meaning as those terms in the HIPAA Rules (as defined below). As used in this MOU, the following terms shall have the following meanings:

"Breach" shall have the same meaning as the term "breach" in 45 CFR §164.402.

"Designated Record Set" shall have the same meaning as the term "designated record set" in 45 CFR §164.501.

“Electronic Protected Health Information” or “Electronic PHI” shall have the same meaning as the term “electronic protected health information” in 45 CFR §160.103, except that Electronic PHI shall be limited to the information created, received, maintained, transmitted, accessed, used and/or disclosed by NORCOM or its subcontractors or agents on behalf of a Member Agency.

“HIPAA” shall mean the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder, as the law and regulations may be amended.

“HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164, as they may be amended.

“Individual” shall have the same meaning as the term “individual” in 45 CFR §160.103, which includes any person who is the subject of Protected Health Information.

“Interlocal Agreement” means the North East King County Regional Public Safety Communications Agency Interlocal Agreement dated as of November 1, 2007 by and among the parties thereto.

“Member Agencies” mean the public member agencies of NORCOM that execute this MOU from time to time.

“NORCOM” means the North East King County Regional Public Safety Communications Agency, is a consolidated public safety communications agency formed by its public member agencies pursuant to the Interlocal Agreement under the Washington Interlocal Cooperation Act (chapter 39.34 RCW) and organized as a nonprofit entity under chapter 24.06 RCW

“Protected Health Information” or “PHI” shall have the same meaning as the term “protected health information” in 45 CFR §160.103, except that PHI shall be limited to the information created, received, maintained, transmitted, accessed, used and/or disclosed by NORCOM or its Subcontractors or agents on behalf of a Member Agency.

“Required by Law” shall have the same meaning as the term “required by law” in 45 CFR §164.103.

“Secretary” shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.

“Security Incident” shall have the same meaning as the term “security incident” in 45 CFR §164.304.

“Unsecured Protected Health Information” or “Unsecured PHI” shall have the same meaning as the term “unsecured protected health information” in 45 CFR §164.402.

II. OBLIGATIONS OF NORCOM

- a. Permitted or Required Uses. NORCOM will not use or disclose Protected Health Information other than as permitted or required by this MOU or as Required by Law including compliance with chapter 70.02 RCW.
- b. Appropriate Safeguards. NORCOM will use appropriate safeguards to prevent use or disclosure of Protected Health Information other than as provided for by this MOU, and with respect to Electronic Protected Health Information to comply with Subpart C of 45 CFR Part 164 (45 CFR §164.302 et seq.). Such safeguards may include, but are not limited to, implementing administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the Electronic Protected Health Information that NORCOM creates, receives, maintains, transmits, or accesses on behalf of a Member Agency.
- c. Mitigation. NORCOM will mitigate, to the extent necessary and reasonably practicable, any harmful effects of which NORCOM becomes aware that have resulted from any unauthorized acquisition, access, use or disclosure of Protected Health Information by NORCOM, its subcontractors or agents.
- d. Reporting Unauthorized Use or Disclosure. NORCOM will report to the relevant Member Agency, in writing, any unauthorized acquisition, access, use or disclosure of the Member Agency's Protected Health Information by NORCOM, its subcontractors or agents in violation of this MOU of which NORCOM becomes aware as soon as reasonably practicable.
- e. Notification of Breach of Unsecured PHI. As applicable, NORCOM will comply with the requirements of Subpart D of 45 CFR Part 164 (45 CFR §164.400 et seq.), including but not limited to the requirement that, following the discovery of any Breach of Unsecured PHI of a Member Agency, NORCOM shall, without unreasonable delay, and in no event later than sixty (60) days after discovery of any Breach of Unsecured PHI, notify the Member Agency in writing of any such Breach, unless a delay in such notification is required by 45 CFR § 164.412 with regard to a delay for law enforcement purposes.
- f. Subcontractors and Agents. NORCOM will ensure that all of its subcontractors and agents that create, receive, maintain, transmit, access, use and/or disclose Protected Health Information of a Member Agency on behalf of NORCOM, agree in writing to the same restrictions, conditions, and requirements that apply to NORCOM with respect to such information.
- g. Access by Individual. NORCOM will provide access, at the request of a Member Agency, and in a reasonable time and manner, to Protected Health Information of the Member Agency in a Designated Record Set, to the Member Agency or, as directed by the Member Agency, to an Individual or Individual's designee in order to satisfy the Member Agency's obligations under 45 CFR §164.524, provided that NORCOM has Protected Health Information of the Member Agency in a Designated Record Set.

- h. Amendment to PHI. NORCOM will make any amendment(s) to Protected Health Information of a Member Agency in a Designated Record Set that the Member Agency directs or agrees to pursuant to 45 CFR §164.526 at the request of the Member Agency or an Individual, and in a reasonable time and manner, and to take other measures as necessary to satisfy the Member Agency's obligations under 45 CFR §164.526, provided that NORCOM has Protected Health Information of the Member Agency in a Designated Record Set.
- i. Request for an Accounting. NORCOM will document any disclosures of Protected Health Information, and information related to such disclosures, as would be required for the Member Agency to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528. NORCOM will make available to a Member Agency or an Individual, in a reasonable time and manner, information collected pursuant to this Section II(i) in order to provide an accounting of disclosures as necessary to satisfy the Member Agency's obligations under 45 CFR §164.528.
- j. Additional Restrictions on PHI. If a Member Agency notifies NORCOM that it has agreed to be bound by additional restrictions on the uses or disclosures of certain Protected Health Information of the Member Agency pursuant to the HIPAA Rules, NORCOM will be bound by such additional restrictions and will not disclose such PHI in violation of such additional restrictions.
- k. Carrying Out Member Agency Obligation(s). To the extent that NORCOM is required by this MOU or requested from time to time to carry out one or more of a Member Agency's obligation(s) under the HIPAA Rules, NORCOM shall comply with the requirements of such HIPAA Rules that would otherwise apply to the Member Agency in the performance of such obligation(s).
- l. Access by Secretary to Determine Compliance. NORCOM will make its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of Protected Health Information created, received, maintained, transmitted, or accessed by NORCOM on behalf of the Member Agency, available to the Member Agency and to the Secretary, in a reasonable time and manner or as designated by the Secretary, for purposes of determining compliance with the HIPAA Rules.
- m. Indemnification. NORCOM agrees to defend, indemnify, and hold harmless each Member Agency and its officials and employees against any and all claims, demands, causes of action, losses, damages, liabilities, judgment, costs and expenses (including reasonable attorneys' fees) asserted against or incurred by the Member Agency or its officials and employees as a result of any violation of, or failure to comply with, the provisions of this Agreement by NORCOM.

III. PERMITTED USES AND DISCLOSURES BY NORCOM

- a. Use and Disclosure for Performance. Except as otherwise provided in this MOU, NORCOM may only use or disclose Protected Health Information of a Member Agency

to perform services, functions, activities, and/or duties for, or on behalf of, the Member Agency as necessary to carry out NORCOM's powers, functions and duties under the Interlocal Agreement, any other agreement or law, or as necessary to perform its duties under this MOU, the Interlocal Agreement, any other agreement, or as Required by Law, provided that such use or disclosure would not violate the HIPAA Rules if done by the Member Agency.

- b. Minimum Necessary Use and Disclosure. In accordance with the HIPAA Rules, when using or disclosing Protected Health Information of a Member Agency, or when requesting PHI from a Member Agency or another covered entity or business associate, NORCOM agrees to make reasonable efforts to limit the PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.
- c. Use for Management, Administration and Legal Responsibilities. NORCOM may use Protected Health Information of a Member Agency if necessary for the proper management and administration of NORCOM or to carry out the legal responsibilities of NORCOM.
- d. Disclosure for Management, Administration and Legal Responsibilities. NORCOM may disclose Protected Health Information of a Member Agency if necessary for the proper management and administration of NORCOM or to carry out the legal responsibilities of NORCOM, provided that (1) the disclosure is Required By Law, or (2) (A) NORCOM obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the person, and (B) the person notifies NORCOM of any instances of which it is aware in which the confidentiality of the information has been breached.
- e. Data Aggregation Services. NORCOM may use or disclose Protected Health Information of a Member Agency to provide data aggregation services relating to the health care operations of the Member Agency as permitted by 45 CFR §164.504(e)(2)(i)(B).

IV. OBLIGATIONS OF MEMBER AGENCIES

- a. Notice of Limitation(s) in Privacy Notice. Each Member Agency will notify NORCOM of any limitation(s) in the notice of privacy practices utilized by the Member Agency under 45 CFR §164.510, to the extent that such limitation may affect NORCOM's use or disclosure of Protected Health Information of the Member Agency.
- b. Notice of Changes in Individual's Permission. Each Member Agency will notify NORCOM of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information of the Member Agency, to the extent that such changes may affect NORCOM's use or disclosure of such Protected Health Information.
- c. Notice of Restriction on Use or Disclosure. Each Member Agency will notify NORCOM of any restriction on the use or disclosure of Protected Health Information of the Member Agency that the Member Agency has agreed to or is required to abide by under 45 CFR §

164.522, to the extent that such restriction may affect NORCOM's use or disclosure of such Protected Health Information.

- d. Impermissible Request by a Member Agency. No Member Agency will request that NORCOM use or disclose Protected Health Information in any manner that would not be permissible under the HIPAA Rules if done by the Member Agency.

V. TERM; PARTIES; MATERIAL BREACH; TERMINATION

- a. Term; Parties. This MOU shall become effective on the date set forth above and shall continue in effect until the effective date of (1) any subsequent memorandum or agreement that supersedes this MOU, or (2) any change in applicable law that results in the elimination of the requirement for this MOU, whichever occurs first. Member Agencies agreeing to be bound by these terms may sign this MOU from time to time without amending or restating this MOU and with the prior consent of or notice to the other Parties hereto.
- b. Material Deviation. Upon a Member Agency's knowledge of a material deviation by NORCOM of any of the terms and conditions of this MOU affecting the Protected Health Information of the Member Agency, the Member Agency shall provide NORCOM reasonable notice and an opportunity to cure the identified issue. If the issue cannot be cured or waived within a reasonable time period, as determined in the sole discretion of the Member Agencies, the Member Agencies may terminate this MOU.
- c. Termination. Upon any termination of this MOU, any PHI received from, or created or received by NORCOM, shall, if feasible, be returned or destroyed; and if such return or destruction is not feasible, then the protections of this MOU shall continue to extend to that PHI and limit further uses and disclosures to those purposes that make the return or destruction infeasible.

VI. MISCELLANEOUS

- a. Agency. The employees or agents of each Party who are engaged in the performance of this MOU shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees of the other Party.
- b. Records. All records and reports relating to this MOU shall be retained by NORCOM in accordance with the Washington State Archives Records Retention Schedules, unless returned to the applicable Member Agency; provided, however, all records and reports shall be retained for a minimum of six years.
- c. References to Law and Rules. A reference in this MOU to any section of law, regulations, or rules (including but not limited to the HIPAA Rules), means the section of law or rules as in effect or as amended.
- d. Amendment. The Parties will take such action to amend this MOU from time to time as is necessary to ensure that this MOU at all times remains consistent with applicable law

and rules regarding use and disclosure of Protected Health Information (including but not limited to the HIPAA Rules).

- e. Interpretation. Any ambiguity in this MOU shall be resolved in favor of a meaning that permits a Member Agency and NORCOM to comply with the HIPAA Rules or chapter 70.02 RCW whichever is more protective of patient privacy.
- f. No Third Party Beneficiaries. Nothing express or implied in this MOU is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.
- g. Severability. If any provision of this MOU shall be held invalid, such invalidity shall not affect the other provisions of this MOU that can be given effect without the invalid provisions. If such remainder conforms to the requirements of applicable law and the fundamental purpose of this MOU, the provisions of this MOU are declared severable.
- h. Counterparts. This MOU may be executed in any number of counterparts each of which when so executed will be deemed to be an original and all of which when taken together will constitute one MOU.

IN WITNESS WHEREOF, this MOU has been executed and agreed upon by NORCOM and the Member Agencies below.

[signature pages to follow]

By Thomas R. Orr

NORCOM

By Mark Rosen

Bellevue Fire Department

By Robert Van der
Bothell Fire DepartmentBy Matthew R. Larson,
City
Snoqualmie Fire DepartmentBy James Smith
CHAIRMAN KCFD #45
Duvall Fire District #45By Bob Backer
Eastside Fire and RescueBy Chris Connor, Fire
Fire District #27By Marilynne Deard
Deputy City Manager
Kirkland Fire DepartmentBy Steve
Mercer Island Fire DepartmentBy Jim
Northshore Fire DepartmentBy MOORE
Redmond Fire DepartmentBy Matt
Shoreline Fire Department

By James L. Kristley, Chief

Skykomish Fire District #50

By Gregory Ahearn
Digitally signed by Gregory Ahearn
DN: cn=Gregory Ahearn, o=Woodinville
Fire and Rescue, ou=Personnel File Chief,
email=gahearn@wfrg.org, c=US
Date: 2015.04.22 10:16:02 -0700

Woodinville Fire and Rescue

By _____

By _____

By Gregory Ahearn

Snoqualmie Pass Fire Department

By _____

By _____

By _____



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-134
November 13, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-134: King County Property Acquisition Parcel Identification Number: 7853240770	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Authorize the Mayor to sign a Purchase and Sale Agreement for Parcel Identification Number: 7853240770	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Emily Arteche	Click or tap to enter a date.
	Finance	Janna Walker	11/2/2023
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Michael Chambless	Click or tap to enter a date.

DEPARTMENT:	Community Development		
STAFF:	Patrick Fry, Project Engineer		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
	BRYAN HOLLOWAY	JAMES MAYHEW	LOUIS WASHINGTON
EXHIBITS:	1. Resolution 1672 2. Property Acquisitions Map 3. Purchase and Sale Agreement 4. CIP Excerpt		

AMOUNT OF EXPENDITURE	\$ 4,900
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUESTED	\$ 4,900

SUMMARY

INTRODUCTION

Parcel identification number (PIN): 7853240770 addressed adjacent to Eagle Lake Dr & Crest View Ave SE and is identified on the Property Acquisition Map (Exhibit 2) is a King County owned parcel, and is proposed to be sold to City of Snoqualmie for \$4,900. The 5 acre lot which is owned by King County will be sold via auction on November 29th, if the City does not wish to enter a sale agreement. The lot currently has 150' BPA powerline easement, which means that PSE maintains the lot for maintenance accessibility, and thus would not lead the ownership of the lot to be a burden on Parks & Public Works Staff.

BACKGROUND

The owner of PIN 7853240770 was owned by Quadrant Corporation, but after becoming delinquent on their tax requirements for the parcel, King County foreclosed on the Parcel. In order to recoup on back taxes and

administrative fees, King County Real Estate Services, requires the sale of the property for \$4,900. If Snoqualmie does not wish to enter a sale agreement on the property, King County will sell the property through an auction on November 29th, 2023.

ANALYSIS

The City of Snoqualmie (City) owns numerous parcels around the City for a multitude of reasons. In this instance The City owns utilities running through PIN 7853240770, for which owning the Parcel, would allow repair and maintenance of those utilities to occur seamlessly, without owner conflicts. For the price of \$4,900, any future conflicts could be negated, as well as exploring other options for the Parcel.

BUDGET IMPACTS

Administration recommends approving the purchase of PIN 7853240770 in the amount of \$4,900. The 2023-24 Budget does not appropriate for this purchase. Instead, Administration proposes using \$4,900 intended to be expended on the Parks Facilities Maintenance Program (#310) to be used for this capital purchase. The 2023-24 Biennial Budget appropriates \$66,000 for the program, which is also incorporated within the 2023-2028 Capital Improvement Plan (CIP) (see Exhibit #4). Currently, nothing has been spent or encumbered for contracts in the current biennium, leaving an available appropriation of \$66,000. With the addition of payment for PIN 7853240770, the remaining Biennial Budget appropriation would be \$61,100.

Parks Facilities Maintenance Program

2023-2024 Amended Biennial Budget		
Beginning Budget	\$	66,000
Expenditures	\$	-
Outstanding Contract Value	\$	-
Current Available Budget	\$	66,000
Land Purchase	\$	(4,900)
Available Budget after Purchase	\$	61,100

NEXT STEPS

Recommend a resolution authorizing the Mayor to sign the purchase and sale agreement.

PROPOSED ACTION

Adopt Resolution 1672 and Authorize the Mayor to Sign the Purchase and Sale Agreement for Parcel #7853240770.

RESOLUTION NO. 1672**A RESOLUTION OF THE CITY OF SNOQUALMIE,
WASHINGTON, AUTHORIZING THE MAYOR TO
EXECUTE A PURCHASE AND SALE AGREEMENT TO
PURCHASE REAL PROPERTY OWNED BY KING
COUNTY REAL PROPERTY**

WHEREAS, the City of Snoqualmie desires to purchase the real property identified by King County as parcel number 7853240770 (the “Property”), located adjacent to Eagle Lake Drive SE and Crest View Avenue SE; and

WHEREAS, the public interest would be served by the acquisition of the Property; and

WHEREAS, King County, the owner of the Property as a result of a tax foreclosure, is willing to sell it to the City through a voluntary sale agreement on the terms contained in the attached King County Tax Title Terms of Sale; and

WHEREAS, the City has secured funding for the purchase of the Property through the non-utilities capital fund;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF
THE CITY OF SNOQUALMIE WASHINGTON AS FOLLOWS:**

Section 1. Authorization to Execute Closing Documents. The City Council approves the purchase of the above-described Property and authorizes the Mayor to execute the King County Tax Title Terms of Sale agreement in substantially the form contained in Exhibit 3, with such minor revisions as the Mayor deems necessary and appropriate.

Section 2. Necessary Funds. The City Council authorizes the City to deliver the necessary funds and sign all documents necessary for the City to close on the purchase and to acquire the Property identified as parcel number 7853240770.

Passed, by the City Council of the City of Snoqualmie, Washington, this 13th day of November 2023.

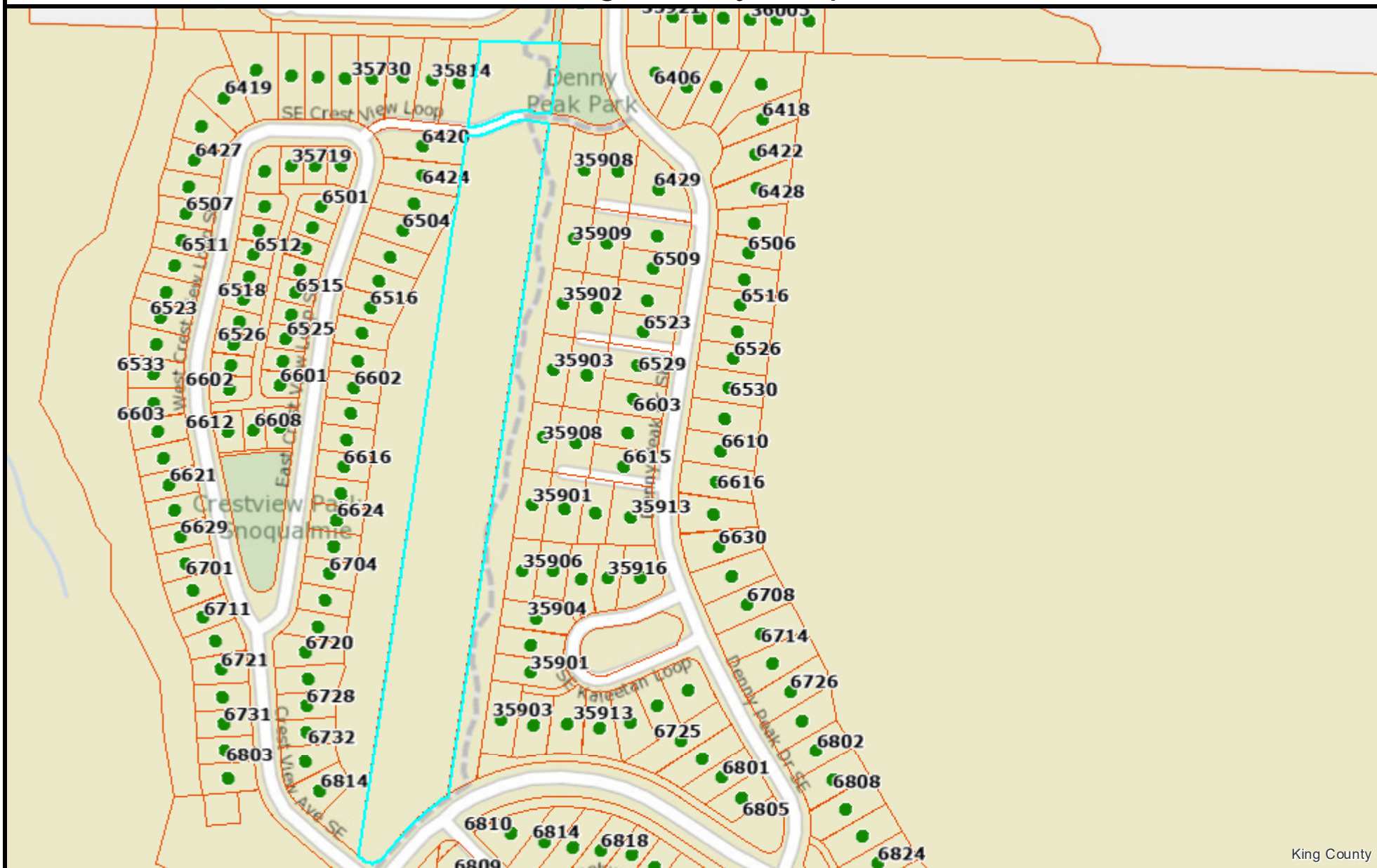
Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David A. Linehan, Interim City Attorney



The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. King County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map or information on this map is prohibited except by written permission of King County.

Date: 11/2/2023

Notes:



King Court

KING COUNTY TAX TITLE TERMS of SALE

This is an offer by King County to sell real property under the “Terms” detailed below. By signing these Terms and providing King County with the full Payment of the Purchase Price, the Buyer accepts King County’s offer under the following Terms.

1. King County, a political subdivision of the State of Washington (the “Seller”) is the owner of that certain real property located at Eagle Lake Dr, Snoqualmie, King County, State of Washington, the legal description of which is attached hereto as **Exhibit A** (the “Property”). The Property was the subject of a foreclosure order of the King County Superior Court, and the Seller acquired the Real Property in trust for the taxing districts by deed under Recording Number 20181113000195 by virtue of RCW 84.64.200 in tax title status as the result of no qualifying bids being received at a tax foreclosure sale.
2. City of Snoqualmie, (the “Buyer”), accepts Seller’s offer and agrees to purchase the Property under these Terms of Sale (the “Terms”). Buyer is advised and agrees that the Terms are not intended as legal advice, and if the Buyer has questions they shall seek the advice of an attorney.
3. In consideration of the conveyance of the Property, Buyer shall, in full payment therefore, pay to Seller a total purchase price of Four Thousand Nine Hundred Dollars (\$4,900.00) (the “Purchase Price”). Buyer shall provide Seller with a **wire transfer** for the full amount of the Purchase Price (“Payment”) and a signed copy of the Terms. The agreement to purchase the Property shall be effective as of the date these are received by the Seller.
4. King County’s sale of the Property is not subject to real estate excise tax per WAC 458-61A-205. For purposes of timely filing the required real estate excise tax affidavit (REETA) claiming a governmental transfer exemption, only, Buyer permits Seller, or Seller’s agent, to sign the REETA on Buyer’s behalf.
5. **Buyer acknowledges and agrees that the Property is sold “As Is” and “Where Is” without any representations or warranties expressed or implied.**
6. By agreeing to these Terms, and providing the Seller with the Payment and a signed copy of the Terms, Buyer enters into a binding contract to purchase the Property and agrees to and is subject to the Terms as a matter of contract.
7. Buyer is required to conduct all due diligence of the Property **prior to agreeing to the Terms and accepting Seller’s offer**. Buyer is to rely solely on their own investigation of the Property and shall not rely on any information provided or to be provided by Seller. Buyer acknowledges and agrees that King County is not liable or bound in any manner by any verbal or written statements, representations, or information pertaining to the Property, or the operation thereof, furnished by any agent, employee, or contractor of King County, any real estate broker, or any other person.

8. Seller has not made, does not make, and specifically negates and disclaims any representations, warranties, promises, covenants, contracts, or guarantees of any kind or character whatsoever, whether express or implied, oral or written, past, present or future, of, as to, concerning, or with respect to the value, nature, quality, or condition of the Property (collectively “Condition of the Property”), including, without limitation; the actual, threatened or alleged existence, release, use, storage, generation, manufacture, transport, deposit, leak, seepage, spill, migration, escape, disposal, or other handling of any Hazardous Substances in, on, under, or emanating from or into the Property, and the compliance or noncompliance of or by the Property or its operation with applicable federal, state, county, and local laws and regulations, including, without limitation, Environmental Laws and regulations, and seismic/building codes, laws, and regulations. For purposes of this Agreement, the term “Environmental Law” shall mean: any federal, state, or local statute, regulation, code, rule, ordinance, order, judgment, decree, injunction, or common law pertaining in any way to the protection of human health, safety, or the environment, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. § 9602 et. seq. (“CERCLA”); the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 6901 et seq. (“RCRA”); the Washington State Model Toxics Control Act, RCW ch. 70.105D (“MTCA”); the Washington Hazardous Waste Management Act, RCW ch. 70.105; the Federal Water Pollution Control Act, 33 U.S.C. § 1251 et seq., the Washington Water Pollution Control Act, RCW ch. 90.48, and any laws concerning above ground or underground storage tanks. For the purposes of this Agreement, the term “Hazardous Substance” shall mean: any waste, pollutant, contaminant, or other material that now or in the future becomes regulated or defined under any Environmental Law.

9. To the maximum extent permitted by RCW ch. 64.06, Buyer expressly waives the right to receive from King County a seller disclosure statement (“Seller Disclosure Statement”). Nothing in any Seller Disclosure Statement delivered by King County creates a representation or warranty by King County, nor does it create any rights or obligations on any party.

10. By agreeing to the Terms, Buyer approves and accepts the Condition of the Property, and agrees to purchase the Property and accept the Condition of the Property **“AS IS, WHERE IS”** with all faults and patent or latent defects. Buyer shall have no recourse against King County for, and waives, releases, and discharges forever King County from, any and all past, present or future claims or demands, and any and all past, present or future damages, losses, injuries, liabilities, causes of actions (including, without limitation, causes of action in tort), costs, and expenses (including, without limitation, fines, penalties, judgments, and attorneys’ fees) of any and every kind or character, known or unknown (collectively, “Losses”), which the Buyer might have asserted or alleged against King County, arising from or in any way related to the Condition of the Property, including without limitation, matters related to Hazardous Substances or Environmental Laws.

11. **GENERAL INDEMNITY AND HOLD HARMLESS.** The Buyer agrees for itself, its agents, contractors, successors, and assigns, to defend, indemnify, and hold harmless King County, its appointed and elected officials, and its employees and agents, from and against liability for all claims, demands, suits, and judgments, including costs of defense and attorney fees thereof, which are caused by, arise out of, or are incidental to the Buyer’s

purchase of the Property, except to the extent of King County's sole negligence. The Buyer's obligations under this section shall include:

- (1) The duty to promptly accept tender of defense and provide defense to the County at the Buyer's own expense, including reasonable attorney fees; and
- (2) The Buyer agrees to defend, indemnify, and hold King County harmless for claims by the Buyer's employees (if applicable) and agrees to waive, as respects King County only, its immunity under Title 51 R.C.W., which waiver has been mutually negotiated by the parties.

12. Seller shall convey to Buyer the title to the Property by Quit Claim Deed in substantially the form attached hereto as **EXHIBIT B**. In conveying the Property by Quit Claim Deed, Seller makes no title warranties whatsoever and Buyer takes subject to all easements, leases, licenses, conditions, encroachments, restrictions, liens, taxes, assessments, fees, charges, and other encumbrances (together "Encumbrances"), whether such Encumbrances are of record or not. The Parties acknowledge and intend that any property interests in the Property in favor of the County in effect prior to the acquisition of the Property by the County at the tax foreclosure sale pursuant to RCW 84.64.200 did not merge with the County's tax title ownership of the Property and remain in full force and effect.

13. Notwithstanding any other provision herein, Buyer will take ownership and responsibility for the operation, safety, and maintenance of any and all stormwater facilities, drainage facilities, and/or natural or manmade drainage conveyance systems located within the Real Property. This includes, without limitation, ongoing compliance with the applicable jurisdiction's National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater permit and any applicable local Stormwater Management Program Plans.

14. The Closing shall occur within sixty (60) business days of the Seller receiving the signed Terms and the Payment. At the Closing, Seller shall execute the Quit Claim Deed, a Bill of Sale in substantially the form of **Exhibit C**, and a Certificate of Non-Foreign Status substantially in the form of **Exhibit D**, shall record the executed Quit Claim Deed, and shall have the original Quit Claim Deed, Bill of Sale, and Certificate of Non-Foreign Status emailed to Buyer at the email address provided in Section 17 of the Terms. Seller shall not be responsible for payment of any taxes, assessments, fees, or other charges related to the Property.

15. Buyer represents and warrants that Buyer has full power and authority to execute the Terms and to perform Buyer's obligations hereunder.

16. The following exhibits described herein and attached hereto are fully incorporated into this Agreement by this reference:

EXHIBIT A	Legal Description
EXHIBIT B	Quit Claim Deed
EXHIBIT C	Bill of Sale and Assignment
EXHIBIT D	Certificate of Non-Foreign Status

17. Buyer is to provide the below information:

City of Snoqualmie,

Name in which Buyer would like to take title to the Property

P.O. Box 987, Snoqualmie, WA 98065

Address

425-888-1555

Phone number

cityclerk@snoqualmiewa.gov

Email

EXECUTED on the dates set forth below.

Buyer: City of Snoqualmie

By: _____
Katherine Ross

Its: Mayor

Date: November 13, 2023

EXHIBIT A.

LEGAL DESCRIPTION

TRACTS UT 1 & 2, SNOQUALMIE RIDGE PLAT 14, PARCEL D, AS PER PLAT
RECORDED IN VOLUME 220 OF PLATS, PAGE 9 THROUGH 16, RECORDS OF KING
COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

APN:7853420770

EXHIBIT B.**QUIT CLAIM DEED****AFTER RECORDING RETURN TO:**

City of Snoqualmie

QUIT CLAIM DEED**Grantor - - King County, Washington****Grantee - - City of Snoqualmie****Legal - - - TRACTS UT 1&2 SNOQUALMIE RIDGE PLAT 14 PARCEL D V. 220 PP. 9-16****Tax Acct. – 7853420770**

The Grantor, KING COUNTY, a political subdivision of the State of Washington, for and in consideration of the sum of \$4,900.00, conveys and quitclaims to Grantee, City of Snoqualmie, , the real property situated in King County, Washington, described in EXHIBIT A, attached hereto and incorporated herein by this reference, including after acquired title.

The real property was the subject of a foreclosure order of the King County Superior Court, and the Grantor acquired the real property in trust for the taxing districts by virtue of RCW 84.64.200. Grantor holds tax title properties in trust for the taxing districts, as provided in RCW 36.35.020. Grantor is conveying the real property to Grantee, as provided for in RCW ch. 36.35.

GRANTOR**KING COUNTY**

BY: _____
Julie Ockerman, Manager, Real Estate Services

DATE:

Approved as to Form:

BY: _____
Deputy Prosecuting Attorney

NOTARY BLOCK FOR KING COUNTY

STATE OF WASHINGTON)
) SS
 COUNTY OF KING)

On this _____ day of _____, 2023, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared JULIE OCKERMAN, to me known to be the Manager of the Real Estate Services section of the King County Department of Executive Services, and who executed the foregoing instrument and acknowledged to me that SHE was authorized to execute said instrument on behalf of KING COUNTY for the uses and purposes therein mentioned.

WITNESS my hand and official seal hereto affixed the day and year in this certificate above written.
 Notary Public in and for the
 State of Washington, residing

 Printed Name

at _____
 City and State

My appointment expires _____

EXHIBIT A
To Quit Claim Deed

Legal Description

TRACTS UT 1 & 2, SNOQUALMIE RIDGE PLAT 14, PARCEL D, AS PER PLAT
RECORDED IN VOLUME 220 OF PLATS, PAGE 9 THROUGH 16, RECORDS OF KING
COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

APN:7853420770

EXHIBIT C.

BILL OF SALE AND ASSIGNMENT

THIS BILL OF SALE is made as of this __ day of ____, 2023, by KING COUNTY, a political subdivision of the State of Washington (“**Seller**”), in favor of City of Snoqualmie, (“**Buyer**”).

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Seller does hereby absolutely and unconditionally give, grant, bargain, sell, transfer, set over, assign, convey, release, confirm, and deliver to Buyer all of Seller’s right, title and interest in and to any and all equipment, furniture, furnishings, fixtures and other tangible personal property owned by Seller that is attached, appurtenant to, or used in connection with the real property legally described on the attached Exhibit A.

IN WITNESS WHEREOF, Seller has executed this Bill of Sale as of the date first above written.

SELLER:

By: _____

Name: Julie Ockerman

Title: Manager, Real Estate Services

EXHIBIT A
To Bill of Sale and Assignment

Legal Description

TRACTS UT 1 & 2, SNOQUALMIE RIDGE PLAT 14, PARCEL D, AS PER PLAT
RECORDED IN VOLUME 220 OF PLATS, PAGE 9 THROUGH 16, RECORDS OF KING
COUNTY, WASHINGTON.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

APN:7853420770

EXHIBIT D.

Seller's Certification of Non-Foreign Status under Foreign Investment in Real Property Tax Act (26 U.S.C. 1445)

Section 1445 of the Internal Revenue Code provides that a transferee of a U.S. real property interest must withhold tax if the transferor is a foreign person. For U.S. tax purposes (including Section 1445), the owner of a disregarded entity (which has legal title to a U.S. real property interest under local law) will be the transferor of the property, and not the disregarded entity. To inform the transferee that withholding of tax is not required upon the disposition of a U.S. real property interest by King County ("Transferor"), the undersigned hereby certifies the following on behalf of Transferor:

1. Transferor is not a foreign corporation, foreign partnership, foreign trust, or foreign estate (as those terms are defined in the Internal Revenue Code and Income Tax Regulations);
2. Transferor is not a disregarded entity as defined in Section 1.1445-2(b)(2)(iii);
3. Transferor's U.S. employer identification number is 91-6001327;
4. Transferor's office address is King County Facilities Management Division, Real Estate Services Section, Room 800 King County Administration Building, 500 Fourth Avenue, Seattle, WA 98104.

Transferor understands that this certification may be disclosed to the Internal Revenue Service by transferee and that any false statement contained herein could be punished by fine, imprisonment, or both.

Under penalties of perjury, I declare that I have examined this certification and to the best of my knowledge and belief it is true, correct, and complete, and I further declare that I have authority to sign this document on behalf of Transferor.

King County, Transferor:

By: _____

Name: Julie Ockerman

Title: Manager, Real Estate Services

DATE:



PARKS CAPITAL PROJECT OR PROGRAM

PARKS FACILITIES MAINTENANCE PROGRAM

CIP Project ID: PAR23001CIP
 Department: Parks
 Project Status: Other
 Project Location: Multiple Locations
 Project Contact: Michael Chambless

Current Program Budget: \$212,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambless@snoqualmiewa.gov

Description:

This program is responsible for ensuring that park facility assets, such as restrooms or picnic shelters, are maintained or replaced at the proper time.

Photo or Map:



Community Impact:

The intent of this program is to preserve assets that enhance the experience and convenience of going to a City of Snoqualmie park.

Operating Impact:

This program does not require changes to the operating environment or budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	89%	\$ 187,901	\$ 28,901	\$ 30,706	\$ 31,389	\$ 31,942	\$ 31,727	\$ 33,237	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 9,395	\$ 1,445	\$ 1,535	\$ 1,569	\$ 1,597	\$ 1,586	\$ 1,662	
Art	1%	\$ 1,879	\$ 289	\$ 307	\$ 314	\$ 319	\$ 317	\$ 332	
Labor	6%	\$ 12,825	\$ 1,365	\$ 1,452	\$ 1,728	\$ 2,142	\$ 3,369	\$ 2,769	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 212,000	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$212,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 212,000	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000
TOTAL	\$ 212,000	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000

Fiscal TOTAL FUNDING SOURCES: \$212,000

Notes: FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-123
November 13, 2023
Ordinance

AGENDA BILL INFORMATION

TITLE:	AB23-123: The Property Tax Levy Ordinance (Levying Property Taxes)	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Consider adopting Ordinance No. 1281 levying regular property taxes for the fiscal year commencing January 1, 2024 (Introduce 11/13/23, Action 11/27/23)	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	9/27/2023
	Finance	Janna Walker	10/30/2023
	Legal	Outside Counsel	Click or tap to enter a date.
	City Administrator	Mike Chambless	9/27/2023

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Analyst		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
MEMBERS:	James Mayhew	Bryan Holloway	Louis Washington
EXHIBITS:	1. Ordinance 1281 Adopting the 2024 Property Tax Levy 2. Property Tax Report 3. King County Assessor's Office Worksheet for the City of Snoqualmie		

AMOUNT OF EXPENDITURE \$ n/a

AMOUNT BUDGETED \$ n/a

APPROPRIATION REQUESTED \$ n/a

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a 2024 regular levy in the amount of \$8,702,496 which includes a max 1% increase in property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, increases in the value of state-assessed property, amounts authorized by law as a result of any annexations, and refunds made by King County. Property tax revenues are required in order to cover expected expenditures and obligations of the City of Snoqualmie.

ANALYSIS

Please see Exhibit 3 entitled "2024 Property Tax Report".

BUDGET IMPACTS

Property taxes are a significant source of revenue for the General Fund (#001) and has been incorporated into the amended 2023-2024 Biennial Budget. Please see Exhibit 3 “2024 Property Tax Report” for more information.

NEXT STEPS

The second readings of Ordinance 1281 and Ordinance 1282 are scheduled for November the 27, 2023.

PROPOSED ACTION

First Reading – November 13, 2023, no action required.

Second Reading and Proposed Adoption – November 27, 2023: Move to adopt Ordinance 1281 Levying Regular Property Taxes for the fiscal year commencing January 1, 2024 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of providing sufficient revenue to cover departmental operations of the City for the ensuing year; and providing for severability and an effective date.

Move to adopt Ordinance 1282 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2024 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of paying sufficient revenue to carry on the departments of the City for the ensuing year; and providing for severability and an effective date.

**CITY OF SNOQUALMIE
ORDINANCE NO. 1281**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON LEVYING REGULAR PROPERTY TAXES FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024, ON ALL PROPERTY BOTH REAL AND PERSONAL IN SAID CITY WHICH IS SUBJECT TO TAXATION, FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO COVER DEPARTMENTAL OPERATIONS OF THE CITY FOR THE ENSUING YEAR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 13, 2023, to consider the City's current General Fund expenditure budget for the 2024 calendar year and possible increases in property tax revenues to fund the same; and,

WHEREAS, the City Council of the City of Snoqualmie, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of **\$8,702,496** which includes an increase in regular property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, any increase in the value of state-assessed property, amounts authorized by law as a result of any annexations that have occurred, and refunds made in order to discharge the expected expenditures and obligations of the city and in its best interest;

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

SECTION 1. Regular Property Tax Levy.

The regular property tax levy is hereby authorized in the amount of **\$8,702,496**, which amount shall be levied in the year 2023 and be payable and collectable in the year 2024.

SECTION 2. Certification of Ordinance to King County Council.

This ordinance shall be certified to the King County Council, as provided by law, and the taxes herein levied shall be collected and paid to the Director of Finance of the City of Snoqualmie at the time and in the manner provided by the laws of the State of Washington for collection of taxes for non-chartered code cities.

SECTION 3. Publication and Effective Date.

This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 4. Severability.

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

SECTION 5. Corrections by the City Clerk or Code Reviser.

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 27th day of November 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

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

www.snoqualmiewa.gov

MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: Adopting the 2024 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. In the recent past, the City has used an excess property tax collected to make an annual principal and interest payment on the 2002 voted fire station bond, which allowed the City to build the fire station across from Kimball Creek Village. In 2024, the City does not need to levy an excess property tax amount because the Fire Station bond was fully repaid in 2022.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2023. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2023. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2023 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie **“bank” the allowable percentage increase**?

If Council decides to “bank” or preserve the 2024 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2024 allowable percentage increase in a future year.

CALCULATING THE 2024 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2023 and compares the amount to the previous year.

	2023	2024
Last Year’s Actual Regular Levy	\$8,414,225	\$8,521,537
Allowable Percentage Increase	0.83%	0.89%
Allowable Increase Amount	\$69,838	\$75,743
Increase in New Construction	\$28,040	\$17,277
Increase in Utility Value	\$0	\$78,299
Refunds	\$9,436	\$9640
Regular Property Tax Amount¹	\$8,521,537	\$8,702,496
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,521,537	\$8,702,496

¹ The estimated regular property tax amount for 2024 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$78,658 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$17,277 in property tax due to such construction improvements in 2023.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after November 30th deadline to pass ordinances, the City has incorporated \$78,299 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$78,299 over the past decade was in 2016, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,702,496 in 2024 from regular property tax. This represents a 2.12% increase over 2023 equal to \$180,960. However, if the increase in utility value equals \$0, then the City expects to collect \$8,624,197 in 2023 regular property tax. This new value represents a 1.2% increase over 2023 property tax equal to \$102,660.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2024 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2023	2024
City Assessed Valuation	\$5,441,165,046	\$4,503,430,605
Change from Previous Year	34.75%	(17.2)%

Between 2023 and 2024, the total assessed valuation for the City is anticipated to decrease \$888,217,775, equivalent to a 16.3% decrease. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation decreasing \$938,217,775, equivalent to a 17.2% decrease.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2024 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2023	2024
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.92% increase of \$75,743 is diffused over a valuation of established properties that decreased \$948,716,856 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2024 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2024?

The correct answer is that ***it depends***. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent's home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent's property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie's portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$75,743. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0168 cents per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2024 assessed value.

Assessed Value of a Home	2024 Property Tax Increase
\$500,000	\$8.41
\$600,000	\$10.09
\$700,000	\$11.77
\$800,000	\$13.46
\$900,000	\$15.14

\$1,000,000	\$16.82
\$1,100,000	\$18.5
\$1,200,000	\$20.18
\$1,300,000	\$21.86
\$1,400,000	\$23.55
\$1,500,000	\$25.23

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2023-2024 Biennial Budget, the increase in consumer prices (i.e., inflation), and the potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

PRELIMINARY LEVY LIMITATIONS WORKSHEET 10.26.2023

TAXING DISTRICT **Snoqualmie** **2023** Levy for **2024** Taxes IPD: **1.03670**

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).

Year	2023	\$8,512,158	×	101.000%	=	\$8,597,280
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%		

B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

\$11,025,192	×	1.56709	÷	\$1,000	=	\$17,277
A.V.		Last Year's Levy Rate				

C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)(e) (value included in B & D cannot be included in C)

\$0	×	1.56709	÷	\$1,000	=	\$0
A.V.		Last Year's Levy Rate				

D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).

\$270,900,721	-	\$270,900,721	=	\$	-
Current Year's A.V.		Previous Year's A.V.		Remainder	

\$0	×	1.56709	÷	\$1,000	=	\$0.00
Remainder from Line C		Last Year's Levy Rate				

E. Regular property tax limit: A+B+C+D = \$8,614,557

Parts F through H are used in calculating the additional levy limit due to annexation.

F. To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.

\$8,614,557	÷	\$4,503,430,605	×	\$1,000	=	1.91288
Total in Line E		Assessed Value Less Annexed AV				

G. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.

\$0	×	1.91288	÷	\$1,000	=	\$0.00
Annexed Area's A.V.		Rate in Line F				

H. Regular property tax limit including annexation E+G = \$8,614,557

I. Statutory maximum calculation

Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.

3.60000	-	0.00000	-	0.26094	+	0.00000	=	3.33906
District base levy rate		Fire or RFA Rate		Library Rate		Firefighter Pension Fund		Statutory Rate Limit
\$4,503,430,605	×	3.33906	÷	\$1,000	=			\$15,037,225
A.V. of District		Statutory Rate Limit						Statutory Amount

J. Highest Lawful Levy For This Tax Year (Lesser of H and I) = **\$8,614,557**

K. New highest lawful levy since 1985 (Lesser of H & I minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) **\$8,614,557**

L. Lesser of I and J \$8,614,557

M. Refunds \$9,640

N. Levy Corrections Year of Error: 0

1. Minus amount over levied (if applicable) \$0.00

2. Plus amount under levied (if applicable) \$0.00

O. Total: L+M+/-N (unless voted rate)..... **\$8,624,197**

P. Tax Base For Regular Levy

1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) \$4,503,430,605

Q. Tax Base for Excess and Voted Bond Levies

2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value. \$13,137,320

3. Plus Timber Assessed Value (TAV) \$0

4. Tax base for excess and voted bond levies (1-2+3) \$4,490,293,285

R. Increase Information

1. Levy rate based on allowable levy 1.91502

2. Last year's ACTUAL regular levy \$8,521,537

3. Dollar Increase over last year other than New Construction (-) Annexation \$75,743

4. Percent Increase over last year other than New Construction (-) Annexation 0.88884%



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-124
November 13, 2023
Ordinance

AGENDA BILL INFORMATION

TITLE:	AB23-124: The Increase Ordinance (Certifying an Increase in Property Taxes)	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Consider adopting Ordinance No. 1282 certifying an increase in regular property taxes for the fiscal year commencing January 1, 2024 (Introduce 11/13/23, Action 11/27/23).	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mike Chambless	Click or tap to enter a date.
	Finance	Janna Walker	10/30/2023
	Legal	Outside Counsel	Click or tap to enter a date.
	City Administrator	Mike Chambless	10/30/2023

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Analyst		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
MEMBERS:	James Mayhew	Bryan Holloway	Louis Washington
EXHIBITS:	1. Ord. 1282 Certifying an Increase in Property Taxes 2. Property Tax Council Report 3. King County Assessor's Office Worksheet for the City of Snoqualmie		

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

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a regular levy in the amount of \$8,702,496 which includes an 0.89% increase in property tax revenue in the amount of \$75,743 from the previous year to discharge the expected expenses and obligations of the City of Snoqualmie.

ANALYSIS

Please see the exhibit entitled "2024 Property Tax Council Report".

BUDGET IMPACTS

The property tax is a significant source of revenue for the General Fund (#001) and has been incorporated, including estimated percentage increases and dollar amount available to the City of Snoqualmie, into the amended 2023-2024 Biennial Budget. Please see the exhibit entitled "2024 Property Tax Council Report" for more information.

NEXT STEPS

The second reading of the ordinance is scheduled for November the 27th.

PROPOSED ACTION

First Reading – November 13, 2023: No action required.

Second Reading and Proposed Adoption – November 27, 2023: Move to adopt Ordinance No. 1282 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2024 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of paying sufficient revenue to carry on the departments of the City for the ensuing year; and providing for severability and an effective date.

**CITY OF SNOQUALMIE
ORDINANCE NO. 1282**

**AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF SNOQUALMIE, WASHINGTON
CERTIFYING AN INCREASE IN THE REGULAR
PROPERTY TAX REVENUE FOR THE FISCAL
YEAR COMMENCING JANUARY 1, 2024, ON
ALL PROPERTY BOTH REAL AND PERSONAL,
IN SAID CITY WHICH IS SUBJECT TO
TAXATION, FOR THE PURPOSE OF PAYING
SUFFICIENT REVENUE TO CARRY ON THE
DEPARTMENTS OF SAID CITY FOR THE
ENSUING YEAR; AND PROVIDING FOR
SEVERABILITY AND AN EFFECTIVE DATE**

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 13, 2023, to consider the City's current expense budget (aka "General Fund") for the 2024 calendar year and possible increases in property tax revenues to fund the same; and,

WHEREAS, the City Council of the City of Snoqualmie, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of **\$8,702,496** which includes an increase in regular property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest;

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

SECTION 1. Increase in Regular Property Tax Revenue.

An increase in the regular property tax revenue is hereby authorized for the 2023 regular property tax levy in the amount of **\$75,743**, which is a percentage increase of **0.89%** from the previous year. The increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional resulting from any annexations that have occurred and refunds made.

SECTION 2. Publication and Effective Date.

This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 3. Severability.

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

SECTION 4. Corrections by the City Clerk or Code Reviser.

Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to

other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

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

APPROVED by the Mayor of the City of Snoqualmie on this 27th day of November 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

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

www.snoqualmiewa.gov

MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: Adopting the 2024 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. In the recent past, the City has used an excess property tax collected to make an annual principal and interest payment on the 2002 voted fire station bond, which allowed the City to build the fire station across from Kimball Creek Village. In 2024, the City does not need to levy an excess property tax amount because the Fire Station bond was fully repaid in 2022.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2023. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2023. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2023 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie **“bank” the allowable percentage increase**?

If Council decides to “bank” or preserve the 2024 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2024 allowable percentage increase in a future year.

CALCULATING THE 2024 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2023 and compares the amount to the previous year.

	2023	2024
Last Year’s Actual Regular Levy	\$8,414,225	\$8,521,537
Allowable Percentage Increase	0.83%	0.89%
Allowable Increase Amount	\$69,838	\$75,743
Increase in New Construction	\$28,040	\$17,277
Increase in Utility Value	\$0	\$78,299
Refunds	\$9,436	\$9640
Regular Property Tax Amount¹	\$8,521,537	\$8,702,496
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,521,537	\$8,702,496

¹ The estimated regular property tax amount for 2024 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$78,658 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$17,277 in property tax due to such construction improvements in 2023.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after November 30th deadline to pass ordinances, the City has incorporated \$78,299 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$78,299 over the past decade was in 2016, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,702,496 in 2024 from regular property tax. This represents a 2.12% increase over 2023 equal to \$180,960. However, if the increase in utility value equals \$0, then the City expects to collect \$8,624,197 in 2023 regular property tax. This new value represents a 1.2% increase over 2023 property tax equal to \$102,660.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2024 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

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Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.57	\$1.91

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.92% increase of \$75,743 is diffused over a valuation of established properties that decreased \$948,716,856 (assuming no increase in state-assessed utilities).

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Calculating the 2024 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2024?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent's home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent's property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie's portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

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The 0.89% allowable levy percentage increase is equal to \$75,743. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0168 cents per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2024 assessed value.

Assessed Value of a Home	2024 Property Tax Increase
\$500,000	\$8.41
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\$1,000,000	\$16.82
\$1,100,000	\$18.5
\$1,200,000	\$20.18
\$1,300,000	\$21.86
\$1,400,000	\$23.55
\$1,500,000	\$25.23

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2023-2024 Biennial Budget, the increase in consumer prices (i.e., inflation), and the potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

PRELIMINARY LEVY LIMITATIONS WORKSHEET 10.26.2023

TAXING DISTRICT	Snoqualmie	2023	Levy for	2024	Taxes	IPD: 1.03670
A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).						
Year	2023	\$8,512,158	×	101.000%	=	\$8,597,280
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%		
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).						
	\$11,025,192	×	1.56709	÷	\$1,000	= \$17,277
	A.V.		Last Year's Levy Rate			
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)(e) (value included in B & D cannot be included in C)						
	\$0	×	1.56709	÷	\$1,000	= \$0
	A.V.		Last Year's Levy Rate			
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).						
	\$270,900,721	-	\$270,900,721	=	\$	-
	Current Year's A.V.		Previous Year's A.V.		Remainder	
	\$0	×	1.56709	÷	\$1,000	= \$0.00
	Remainder from Line C		Last Year's Levy Rate			
E. Regular property tax limit: A+B+C+D = \$8,614,557						
Parts F through H are used in calculating the additional levy limit due to annexation.						
F. To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.						
	\$8,614,557	÷	\$4,503,430,605	×	\$1,000	= 1.91288
	Total in Line E		Assessed Value Less Annexed AV			
G. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.						
	\$0	×	1.91288	÷	\$1,000	= \$0.00
	Annexed Area's A.V.		Rate in Line F			
H. Regular property tax limit including annexation E+G = \$8,614,557						
I. Statutory maximum calculation						
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.						
	3.60000	-	0.00000	-	0.26094	+ 0.00000 = 3.33906
	District base levy rate		Fire or RFA Rate		Library Rate	Firefighter Pension Fund Statutory Rate Limit
	\$4,503,430,605	×	3.33906	÷	\$1,000	= \$15,037,225
	A.V. of District		Statutory Rate Limit			Statutory Amount
J. Highest Lawful Levy For This Tax Year (Lesser of H and I) = \$8,614,557						
K. New highest lawful levy since 1985 (Lesser of H & I minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) \$8,614,557						
L. Lesser of I and J \$8,614,557						
M. Refunds \$9,640						
N. Levy Corrections Year of Error: 0						
1. Minus amount over levied (if applicable) \$0.00						
2. Plus amount under levied (if applicable) \$0.00						
O. Total: L+M+/-N (unless voted rate)..... \$8,624,197						
P. Tax Base For Regular Levy						
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) \$4,503,430,605						
Q. Tax Base for Excess and Voted Bond Levies						
2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value. \$13,137,320						
3. Plus Timber Assessed Value (TAV) \$0						
4. Tax base for excess and voted bond levies (1-2+3) \$4,490,293,285						
R. Increase Information						
1. Levy rate based on allowable levy 1.91502						
2. Last year's ACTUAL regular levy \$8,521,537						
3. Dollar Increase over last year other than New Construction (-) Annexation \$75,743						
4. Percent Increase over last year other than New Construction (-) Annexation 0.88884%						



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-132
November 13, 2023
Ordinance

AGENDA BILL INFORMATION

TITLE:	AB23-132: 2023-2024 Mid-Biennial Budget Amendment	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1278 Amending the 2023-2024 Biennial Budget	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Mike Chambless	Click or tap to enter a date.
	Finance	Janna Walker	11/1/2023
	Legal	Outside Counsel	11/2/2023
	City Administrator	Michael Chambless	Click or tap to enter a date.

DEPARTMENT:	Finance & Human Resources		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
	BRYAN HOLLOWAY	JAMES MAYHEW	LOUIS WASHINGTON
EXHIBITS:	1. 2023-2024 Biennial Budget Ordinance 2. Proposed Amendment Request Table 3. Proposed 2023 Fund Reconciliations 4. Proposed 2024 Fund Reconciliations 5. Proposed Budget Ordinance Table 6. Budget Totals Comparison Table 7. ERP System Implementation Budget Memorandum		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ 2,382,653

SUMMARY

The purpose of this ordinance is to amend the 2023-2024 Biennial Budget to provide the City with the appropriation necessary to cover multiple amendment requests including City-wide insurance premiums, replacement of the Police Department's gun range backstop material, several CIP projects, IT system repair, and the ERP System Project.

BACKGROUND

The 2023-2024 Biennial Budget was adopted by [Ordinance No. 1267](#) on November 28, 2022, amended by [Ordinance No. 1274](#) on February 13, 2023, and amended by [Ordinance No. 1277](#) on June 12, 2023. The

Administration is requesting an additional appropriation of \$2,382,653 across all funds. The Administration anticipates supporting the additional appropriation of \$2,382,653 with an estimated \$435,262 in unforeseen revenue sources, including \$91,117 in grants and \$344,145 in non-recurring sales tax in excess of budgeted amounts. Of the additional appropriation, \$925,344 is transfers between funds.

ANALYSIS

Please see attached an “amendment request table” describing the amendments and appropriation increases requested, the fund(s) or functional classification(s) impacted, and the 2023 and 2024 “reconciliation tables” that help to reconcile the amendment request table to the ordinance.

BUDGET IMPACTS

The 2023-2024 Biennial Budget ordinance, as provided for in this agenda bill, authorizes the City of Snoqualmie to spend or transfer amounts no more than \$78,902,681 in 2023 and \$88,350,958 in 2024 for a total of \$167,253,639 across all funds and functional classifications.

NEXT STEPS

First reading and adoption of Ordinance No. 1278 amending the 2023-2024 Biennial Budget

Special Note – A budget amending ordinance that decreases, revokes, or recalls a prior appropriation to any single fund requires a vote of one more than the majority (5 votes) for adoption, pursuant to [RCW 35A.34.200\(3\)](#).

PROPOSED ACTION

Motion to authorize the first reading of Ordinance 1278 amending the 2023-2024 Biennial Budget at the November 13, 2023 City Council meeting and to set the second reading and adoption of Ordinance 1278 for the November 27, 2023 City Council meeting agenda.

**CITY OF SNOQUALMIE
ORDINANCE NO. 1278**

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

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

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

WHEREAS, in Ordinance Nos. 1267, 1274, and 1277 the City adopted and amended the 2023-2024 budget that meets the requirements of the Washington law;

WHEREAS, the City Council wishes to modify and amend the 2023-2024 biennial budget to cover expenditures and changes not reasonably foreseen in Ordinance Nos. 1267, 1274, and 1277.

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

SECTION 1. Biennial Budget Amended.

The City of Snoqualmie biennial budget for the 2023-2024 fiscal biennium, as determined after hearings and placed into final form and content, is hereby amended by reference as set forth in Section 2 below.

SECTION 2. Budget Summary Form.

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



Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,681,954		\$ 1,662,668	\$ 21,848,782		\$ 1,946,402	\$ 42,530,736	
	<i>Administrative Departments¹</i>			\$ 5,500,484			\$ 5,637,667			\$ 11,138,151
	<i>Police (Snoqualmie)</i>			\$ 5,207,692			\$ 5,390,813			\$ 10,598,505
	<i>Fire & Emergency Management</i>			\$ 4,121,971			\$ 4,261,862			\$ 8,383,832
	<i>Parks Maintenance</i>			\$ 1,862,517			\$ 1,845,018			\$ 3,707,535
	<i>Community Development²</i>			\$ 2,275,257			\$ 2,498,294			\$ 4,773,551
	<i>Streets Maintenance</i>			\$ 1,047,448			\$ 1,105,101			\$ 2,152,549
	<i>Non-Departmental³</i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,892,451	\$ 23,442,961	\$ 4,599,790	\$ 21,941,731	\$ 21,565,047	\$ 4,976,474	\$ 42,834,182	\$ 45,008,008
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 2,488,055	\$ 2,644,379	\$ 158,443	\$ 2,606,954	\$ 2,713,235	\$ 52,163	\$ 5,095,009	\$ 5,357,614
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 2,225,810	\$ 1,451,688	\$ 4,075,053	\$ 548,348	\$ 1,322,532	\$ 3,300,869	\$ 2,774,158	\$ 2,774,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816	\$ 21,435,350	\$ 39,691,534
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	Total Capital Funds	\$ 20,100,000	\$ 17,209,529	\$ 19,398,422	\$ 17,911,107	\$ 5,607,483	\$ 21,524,774	\$ 1,993,816	\$ 22,817,012	\$ 40,923,196
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098	\$ 10,695,634	\$ 11,285,392
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971	\$ 13,161,403	\$ 13,070,276
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134	\$ 5,914,382	\$ 6,483,957
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482	\$ 25,275,527	\$ 29,652,045
	Total Enterprise Funds	\$ 22,807,410	\$ 24,991,706	\$ 24,076,840	\$ 23,722,276	\$ 30,055,239	\$ 36,414,830	\$ 17,362,685	\$ 55,046,945	\$ 60,491,670
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886	\$ 3,690,302	\$ 3,615,113
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994	\$ 5,329,380	\$ 6,937,078
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976	\$ 1,638,342	\$ 2,146,740
	Total Internal Service Funds	\$ 5,347,762	\$ 5,640,793	\$ 7,888,392	\$ 3,100,164	\$ 5,017,231	\$ 4,810,540	\$ 3,306,855	\$ 10,658,024	\$ 12,698,931
	Total All Funds	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639

¹ Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

² Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

³ Includes Human Services, Court Services, etc.

SECTION 3. Transfers Within Funds Authorized.

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

SECTION 4. Transmittal of Budget.

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

SECTION 5. Effective Date.

This ordinance shall be effective five days after its passage and publication, as provided by law.

SECTION 6. Severability.

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

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

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 27th day of November 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

2023-2024 Biennium Budget Amendments
Proposed Amendment Request Table

#	Amendment Request	Amendment Description	Department	Fund(s) or Functional Classification(s) Impacted	2023-24 Appropriation Increase Requested (Ongoing)	2023-24 Appropriation Increase Requested (One-time)	Offsetting Revenue Description
1	City-wide Insurance Premiums Appropriation	The intent of this amendment is to account for greater than estimated general and property insurance premiums. The original budget for Risk Management in 2023 and 2024 was \$649k and 665k, respectively	Administration	General Fund (#001)	\$ 223,582	\$ -	Because of the increase in premiums, the City will also need to increase the charge outs to the various functional classifications and funds. The City will attempt to resolve these additional charges within each individual functional classification and fund by making adjustments within the functional classification or fund where necessary.
2	Police Department Gun Range Lead Abatement	The intent of this amendment is to fund the replacement of the Police Department's gun range backstop material. The range is cleaned every five years; however, due to the age of the existing material and the anticipated use of the range, we are required by OSHA to replace the material.	Police Department	General Fund (#001)	\$ -	\$ 50,000	
3	Centennial Fields All-Inclusive Park	As approved in AB23-088 on June 26, 2023, this amendment will provide funding for the All-Inclusive Park at the Centennial Fields Playground, a project in the 2023-24 Capital Improvement Plan (CIP).	Non-Utility Capital (Parks)	Non-Utility Capital Fund (#310)	\$ -	\$ 110,088	
4	Stormwater Pond Improvement	As approved in AB23-100 on August 14, 2023, the intent of this amendment is to fund part of the Storm Pond Fencing Replacement Project, part of the 2023-28 CIP.	Utility Capital	Utility Capital Fund (#417)	\$ -	\$ 128,943	This appropriation will be funded by a \$75,000 stormwater grant and a transfer from the Stormwater Utility Fund, resulting in no decrease in fund balance.
5	Eagle Lake Reclamation Basin	As approved in AB23-110 on October 9, 2023, this amendment will provide support the Eagle Lake Reclamation Basin Improvements, a project in the 2023-28 CIP.	Utility Capital	Utility Capital Fund (#417)	\$ -	\$ 49,006	
6a	ERP System Project - Implementation	The goal of this budget amendment is to true-up the project budget by accounting for the actual amount spent last year and update the project budget to include items unforeseen at the time the project budget was originally conceived.	Information Technology	General Fund (#001, Non-Utility Capital Fund (#310), Sewer Utility Fund (#402), Utility Capital Fund (#417), and Information Technology Fund (#502)	\$ -	\$ 396,209	Transfers from the General Fund and IT fund include budgeted expenses that will be removed from their respective funds and converted into transfers out to support the new ERP Project Fund (#350) and \$246k in the IT fund balance committed to the ERP project, resulting in \$246k increase to appropriations for the IT Fund (#502), as seen in Attachments 3 & 4. The remaining \$150k represents the actual increase to appropriation in Utility and Capital Funds.
6b	ERP System Project - SaaS	This amendment increases IT operational appropriation to account for Tyler SaaS taxes and Enterprise Content Management SaaS charges.	Information Technology	IT Fund (#502)	\$ 66,285	\$ -	Because of the increase in SaaS, the City will also need to increase the charge outs to the various functional classifications and funds. The City will attempt to resolve these additional charges within each individual functional classification and fund by making adjustments within the functional classification or fund where necessary.
7	IT System Repair	This amendment relates to IT System repairs recommended by Ivoxy Consulting. The amount requested includes a fiber audit and an increase to the budgeted core switch replacement amount.	Information Technology	IT Fund (#502)	\$ -	\$ 126,878	

\$ 289,867 \$ 861,124

8	Creation of ERP Project Fund #350, ERP Project Implementation	The purpose of this amendment is to create an independent capital fund to track the sources and uses of the IT Project Implementation	Non-Utility Capital - IT	ERP Project Implementation Fund (#350)	\$ -	\$ 1,231,662	This appropriation will be funded by Amendment request #8, ERP System project appropriation, \$344,145 of non-recurring sales tax in excess of budgeted amounts, and a \$16,116 grant.
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\$ 289,867 \$ 2,092,786

2023-2024 Biennium Budget Amendments

Proposed 2023 Fund Reconciliations (Reconciling the Amendment Request Table to Ordinance)

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
GENERAL FUND (#001)				
Adopted Budget	\$ 4,423,674	\$ 20,681,954	\$ 23,404,979	\$ 1,700,650
+ #1 - City-Wide Insurance Premiums	\$ -	\$ -	\$ 37,982	\$ (37,982)
+ #6a - Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ (50,000)	\$ 50,000
+ #6a - Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ 50,000	\$ (50,000)
= Amended Budget	\$ 4,423,674	\$ 20,681,954	\$ 23,442,961	\$ 1,662,668
NON-UTILITY CAPITAL FUND (#310)				
Adopted Budget	\$ 20,100,000	\$ 16,027,950	\$ 18,545,500	\$ 17,582,450
+ #3 - Centennial Fields All-Inclusive Playground	\$ -	\$ -	\$ 110,088	\$ (110,088)
= Amended Budget	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362
ERP Project Fund (#350)				
Adopted Budget	\$ -	\$ -	\$ -	\$ -
+ #8 - Creation of ERP Project Fund (#350)	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745
= Amended Budget	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745
STORMWATER UTILITY FUND (#403)				
Adopted Budget	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178
+ #4 - Stormwater Pond Improvement	\$ -	\$ -	\$ (53,943)	\$ 53,943
+ #4 - Stormwater Pond Improvement	\$ -	\$ -	\$ 53,943	\$ (53,943)
= Amended Budget	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178
UTILITY CAPITAL FUND (#417)				
Adopted Budget	\$ 19,400,000	\$ 10,373,442	\$ 8,849,000	\$ 20,924,442
+ #4 - Stormwater Pond Improvement	\$ -	\$ 128,943	\$ 128,943	\$ -
+ #5 - Eagle Lake Reclamation Basin Improvements	\$ -	\$ -	\$ 49,006	\$ (49,006)
= Amended Budget	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436
INFORMATION TECHNOLOGY FUND (#502)				
Adopted Budget	\$ 2,251,692	\$ 2,657,771	\$ 3,342,449	\$ 1,567,014
+ #6a - Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ (268,948)	\$ 268,948
+ #6a - Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ 771,317	\$ (771,317)
+ #6b - ERP System Project - SaaS	\$ -	\$ -	\$ 33,143	\$ (33,143)
= Amended Budget	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502
Total for All Amendments =	\$ -	\$ 1,310,522	\$ 1,604,365	\$ (314,643)

2023-2024 Biennium Budget Amendments

Proposed 2024 Fund Reconciliations (Reconciling the Amendment Request Table to Ordinance)

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
GENERAL FUND (#001)				
Adopted Budget	\$ 1,700,650	\$ 21,848,782	\$ 21,329,447	\$ 2,219,984
+ #1 - City-Wide Insurance Premiums	\$ (37,982)	\$ -	\$ 185,600	\$ (223,582)
+ #2 - Gun Range Lead Abatement	\$ -	\$ -	\$ 50,000	\$ (50,000)
+ #6a- Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ (50,000)	\$ 50,000
+ #6a- Creation of ERP Project Fund (#350)	\$ -	\$ -	\$ 50,000	\$ (50,000)
= Amended Budget	\$ 1,662,668	\$ 21,848,782	\$ 21,565,047	\$ 1,946,402
NON-UTILITY CAPITAL FUND (#310)				
Adopted Budget	\$ 17,582,450	\$ 5,407,400	\$ 20,974,850	\$ 2,015,000
+ #3 - Centennial Fields All-Inclusive Playground	\$ (110,088)	\$ -	\$ -	\$ (110,088)
+ #6a- ERP System Project	\$ -	\$ -	\$ 61,096	\$ (61,096)
= Amended Budget	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816
ERP PROJECT FUND (#350)				
Adopted Budget	\$ -	\$ -	\$ -	\$ -
+ #8 - ERP System Project	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000
= Amended Budget	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000
SEWER UTILITY FUND (#402)				
Adopted Budget	\$ 925,972	\$ 6,713,795	\$ 6,733,905	\$ 905,862
+ #6a- ERP System Project	\$ -	\$ -	\$ 27,891	\$ (27,891)
= Amended Budget	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971
STORMWATER UTILITY FUND (#403)				
Adopted Budget	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134
+ #4 - Stormwater Pond Improvement	\$ -	\$ -	\$ -	\$ -
= Amended Budget	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134
UTILITY CAPITAL FUND (#417)				
Adopted Budget	\$ 20,924,442	\$ 14,773,142	\$ 20,564,000	\$ 15,133,584
+ #5 - Eagle Lake Reclamation Basin Improvements	\$ (49,006)	\$ -	\$ -	\$ (49,006)
+ #6a- ERP System Project	\$ -	\$ -	\$ 61,096	\$ (61,096)
= Amended Budget	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
INFORMATION TECHNOLOGY FUND (#502)				
Adopted Budget	\$ 1,567,014	\$ 2,671,609	\$ 3,155,340	\$ 1,083,283
+ #7 - IT System Repair	\$ -	\$ -	\$ 126,878	\$ (126,878)
+ #6a- Creation of ERP Project Fund (#350)	\$ 268,948	\$ -	\$ (256,243)	\$ 525,191
+ #6a- Creation of ERP Project Fund (#350)	\$ (771,317)	\$ -	\$ -	\$ (771,317)
+ #6b - ERP System Project - SaaS	\$ (33,143)	\$ -	\$ 33,143	\$ (66,285)
= Amended Budget	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994
Total for All Amendments =	\$ (293,843)	\$ 200,083	\$ 778,289	\$ (872,048)



Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,681,954		\$ 1,662,668	\$ 21,848,782		\$ 1,946,402	\$ 42,530,736	
	<i>Administrative Departments ¹</i>			\$ 5,500,484			\$ 5,637,667			\$ 11,138,151
	<i>Police (Snoqualmie)</i>			\$ 5,207,692			\$ 5,390,813			\$ 10,598,505
	<i>Fire & Emergency Management</i>			\$ 4,121,971			\$ 4,261,862			\$ 8,383,832
	<i>Parks Maintenance</i>			\$ 1,862,517			\$ 1,845,018			\$ 3,707,535
	<i>Community Development ²</i>			\$ 2,275,257			\$ 2,498,294			\$ 4,773,551
	<i>Streets Maintenance</i>			\$ 1,047,448			\$ 1,105,101			\$ 2,152,549
	<i>Non-Departmental ³</i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,892,451	\$ 23,442,961	\$ 4,599,790	\$ 21,941,731	\$ 21,565,047	\$ 4,976,474	\$ 42,834,182	\$ 45,008,008
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 2,488,055	\$ 2,644,379	\$ 158,443	\$ 2,606,954	\$ 2,713,235	\$ 52,163	\$ 5,095,009	\$ 5,357,614
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 2,225,810	\$ 1,451,688	\$ 4,075,053	\$ 548,348	\$ 1,322,532	\$ 3,300,869	\$ 2,774,158	\$ 2,774,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816	\$ 21,435,350	\$ 39,691,534
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	Total Capital Funds	\$ 20,100,000	\$ 17,209,529	\$ 19,398,422	\$ 17,911,107	\$ 5,607,483	\$ 21,524,774	\$ 1,993,816	\$ 22,817,012	\$ 40,923,196
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098	\$ 10,695,634	\$ 11,285,392
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971	\$ 13,161,403	\$ 13,070,276
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134	\$ 5,914,382	\$ 6,483,957
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482	\$ 25,275,527	\$ 29,652,045
	Total Enterprise Funds	\$ 22,807,410	\$ 24,991,706	\$ 24,076,840	\$ 23,722,276	\$ 30,055,239	\$ 36,414,830	\$ 17,362,685	\$ 55,046,945	\$ 60,491,670
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886	\$ 3,690,302	\$ 3,615,113
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994	\$ 5,329,380	\$ 6,937,078
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976	\$ 1,638,342	\$ 2,146,740
	Total Internal Service Funds	\$ 5,347,762	\$ 5,640,793	\$ 7,888,392	\$ 3,100,164	\$ 5,017,231	\$ 4,810,540	\$ 3,306,855	\$ 10,658,024	\$ 12,698,931
	Total All Funds	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639

¹ Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

² Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

³ Includes Human Services, Court Services, etc.

2023-2024 Biennium Budget Amendments

2023-2024 Biennial Budget Totals Comparison Table

	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
Original Ord. 1277	\$ 59,021,171	\$ 72,137,822	\$ 77,298,317	\$ 53,860,676	\$ 65,576,903	\$ 87,572,669	\$ 31,864,909	\$ 137,714,725	\$ 164,870,986
Proposed Ord. XXXX	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639
Difference =	\$ -	\$ 1,310,522	\$ 1,604,365	\$ (293,843)	\$ 200,083	\$ 778,289	\$ (872,048)	\$ 1,510,605	\$ 2,382,653



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MEMORANDUM

DATE: November 13, 2023
TO: City Council
FROM: Janna Walker, Budget Analyst
SUBJECT: ERP System Implementation Budget

BACKGROUND

The Enterprise Resource Planning (ERP) System Implementation Budget was first authorized in the 2019-20 Biennium with budgeted resources of \$450,000. However, due to the time it took to select an ERP provider, nothing was spent until 2022, after the 2021 signing of a contract with Tyler Technologies for their Munis ERP system. This project is under active implementation during the current biennium and is expected to have final expenditures during the 2025-26 Biennium.

LIFE-OF-PROJECT ERP BUDGET

The current life-of-project budget is based on AB21-069, which established the initial contract with Tyler Technologies for both Software-as-a-Service (SaaS) payments over five years and implementation costs, along with AB22-155, which identified a \$1,800,000 budget for implementation, part of which includes a \$210,000 contingency, separate from the \$250,810 contract contingency described in AB21-069, for a total of \$460,810 in contingency funds. According to AB21-069, administration intended to fund \$1.1 million of the project with Non-Utility and Utility Capital funds. Additionally, the 2023-24 Biennial Budget increased the scope of the project, including temporary labor funded by both the IT fund (\$40,000) and the General Fund (\$100,000). The General Fund budget also includes allocations for additional Finance and Community Development modules planned for operations but not identified in the original ERP implementation and operation budget.

The Current Life-of-Project Budget, shown on the next page, illustrates the decisions made in the legislative record. The Expected-Life-of-Project Budget has been augmented based on current projections, as follows, and is broken out by biennium on page four of the memo:

Description	Provider	Current Life-of-Project Budget	Expected Life-of-Project Budget	Increase (Decrease)
<i>Tyler/Munis Contract</i>				
Professional Services ¹	Tyler Technologies, Inc.	\$ 561,450	\$ 853,713	\$ 292,263
Travel Expenses ¹	Tyler Technologies, Inc.	\$ 56,960	\$ 15,507	\$ (41,453)
3rd Party Hardware, Software, and Services ¹	Tyler Technologies, Inc.	\$ 4,075	\$ 9,075	\$ 5,000
Project Management Services	Berry Dunn	\$ 260,000	\$ 68,970	\$ (191,030)
IT Project Manager	City of Snoqualmie	\$ 456,705	\$ 361,837	\$ (94,868)
Tyler Technologies, Inc. Contingency ¹	Tyler Technologies, Inc.	\$ 250,810	\$ -	\$ (250,810)
Contingency for Other Potential Uses	Various	\$ 210,000	\$ 140,428	\$ (69,572)
<i>Original Implementation Budget, AB22-155</i>	Subtotal =	\$ 1,800,000	\$ 1,449,530	\$ (350,470)
<i>Software as a Service (SaaS) Fees</i>				
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹		\$ 1,218,535	\$ 1,393,089	\$ 174,554
Socrata SaaS, et al.		\$ 47,040	\$ 89,843	\$ 42,803
Enterprise Content Management SaaS		\$ -	\$ 67,300	\$ 67,300
<i>Total SaaS</i>	Subtotal =	\$ 1,265,575	\$ 1,550,231	\$ 284,656
<i>Expenditures (2023-2024 Additional Budget)</i>				
Professional Services (Bus. Mgmt., Socrata, etc.) ²	Tyler Technologies, Inc.	\$ 80,050	\$ 15,765	\$ (64,285)
Professional Services (Community Development) ²	Tyler Technologies, Inc.	\$ 82,600	\$ -	\$ (82,600)
Enterprise Content Management (ECM)	LaserFiche	\$ -	\$ 16,117	\$ 16,117
Temporary Labor	Robert Half	\$ 140,000	\$ 337,557	\$ 197,557
	Subtotal =	\$ 302,650	\$ 369,439	\$ 66,789
GRAND TOTAL =		\$ 3,368,225	\$ 3,369,200	\$ 975

¹These line items comprise the original Tyler Contract for a total of \$2,091,830. See AB21-069.

²Not Under Contract

The expected life-of-project budget represents an increase of \$975 over the current life-of-project budget amounts. This difference is a summation of smaller positive and negative variances across the entire project as follows:

Increase to Life-of-Project Budget	
Taxes on SaaS	\$ 108,450
New Tyler SaaS Contract (2026)	\$ 66,104
Implementation	\$ 5,000
Labor	\$ 102,689
Project Management	\$ (191,030)
Socrata, SaaS & Impl.	\$ (21,483)
Energov	\$ (82,600)
Enterprise Content Mgmt, SaaS & Impl.	\$ 83,417
Contingency	\$ (69,572)
Life-of-Project Increase	\$ 975

- In the initial budgeting of the contract, no allowance was made for sales tax on annual Tyler Technologies software-as-a-service (SaaS) fees, resulting in an increase in estimated expenditures of \$108,450 over the life of the project.

- The Tyler contract will be renewed in 2026. The increased cost of \$66,104 represents three months of SaaS fees not currently in the contract.
- Implementation, which is a summation of all non-SaaS Tyler fees, required cashiering stations that were not included in the contract, for an increase of \$5,000.
- The City needed additional support in system setup, data conversion and migration. This resulted in an increase in labor above the original budgeted amounts by approximately \$102,689.
- Project Management costs were reduced by \$191,030 as a contract with Berry Dunn ended early when the expected value of the project management did not materialize.
- Socrata, an open-data platform, and EnerGov, permitting and licensing software, were included in the 2023-24 Biennial budget. However, Energov proved more expensive than originally planned and the City is searching for an alternate solution within software already purchased, resulting in a cost savings of \$104,083.
- The City obtained a \$21,956 grant to support the implementation of an Enterprise Content Management (ECM) system through LaserFiche. This system is expected to cost \$24,883.65 annually until fully implemented, with \$16,825 in ongoing SaaS fees. Ongoing SaaS and implementation costs through 2026 are expected to total \$83,417.
- In the previous biennium, the contingency budget was assigned to fund computer hardware for Parks & Public Works (AB22-155), and an Irrigation System Survey. The remaining \$69,572 in contingency funds will be applied against overages.

ACTUAL ERP EXPENDITURES

The City has spent the following amounts during the 2021-22 Biennium and the 2023-24 Biennium:

	Provider	Actual 2021-22	Actual 2023-24
<i>Tyler/Munis Contract</i>			
Professional Services	Tyler Technologies, Inc.	\$ 80,817	\$ 103,398
Travel Expenses	Tyler Technologies, Inc.	\$ -	\$ -
3rd Party Hardware, Software, and Services	Tyler Technologies, Inc.	\$ -	\$ -
Project Management Services	Berry Dunn	\$ 50,540	\$ 18,430
IT Project Manager	City of Snoqualmie	\$ 178,647	\$ 152,442
Tyler Technologies, Inc. Contingency	Tyler Technologies, Inc.	\$ -	\$ -
Contingency for Other Potential Uses	Various	\$ 24,036	\$ 97,428
<i>Original Implementation Budget, AB22-155</i>	Subtotal =	\$ 334,041	\$ 371,698
<i>Software as a Service (SaaS) Fees</i>			
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹		\$ 331,501	\$ 265,396
Socrata SaaS		\$ -	\$ -
Enterprise Content Management SaaS		\$ -	\$ 16,825
<i>Total SaaS</i>	Subtotal =	\$ 331,501	\$ 282,221

Expenditures (2023-2024 Additional Budget)

Professional Services (Bus. Mgmt., Socrata, etc.)	Tyler Technologies, Inc.	\$	-	\$	-
Professional Services (Community Development)	Tyler Technologies, Inc.	\$	-	\$	-
Temporary Labor	Robert Half	\$	103,266	\$	201,891
Subtotal =		\$	103,266	\$	209,949

GRAND TOTAL = \$ 768,808 \$ 847,429

Amount Budgeted = \$ 1,470,000 \$ 1,153,297
Budget Remaining = \$ 701,192 \$ 305,868

FORECASTED ERP EXPENDITURES

The City expects to spend the amounts shown in the table below during the 2023-24 Biennium and 2025-26 Biennium. The end result, the Expected Life-of-Project Budget, is the amount shown in the first table of this memo.

Description	Actual 2021-22	Forecasted 2023-24	Forecasted 2025-26	Expected Life-of-Project Budget
<i>Tyler/Munis Contract</i>				
Professional Services	\$ 80,817	\$ 622,895	\$ 150,000	\$ 853,713
Travel Expenses	\$ -	\$ 15,507	\$ -	\$ 15,507
3rd Party Hardware, Software, and Services	\$ -	\$ 9,075	\$ -	\$ 9,075
Project Management Services	\$ 50,540	\$ 18,430	\$ -	\$ 68,970
IT Project Manager	\$ 178,647	\$ 183,190	\$ -	\$ 361,837
Tyler Technologies, Inc. Contingency	\$ -	\$ -	\$ -	\$ -
Contingency for Other Potential Uses	\$ 24,036	\$ 116,391	\$ -	\$ 140,428
<i>Original Implementation Budget</i>	\$ 334,041	\$ 965,489	\$ 150,000	\$ 1,449,530
<i>Software as a Service (SaaS) Fees</i>				
Tyler SaaS Operating Costs (\$265,397 a year for 5 years) ¹	\$ 331,501	\$ 530,794	\$ 530,794	\$ 1,393,089
Socrata SaaS	\$ -	\$ 29,948	\$ 59,895	\$ 89,843
Enterprise Content Management SaaS	\$ -	\$ 33,650	\$ 33,650	\$ 67,300
<i>Total SaaS</i>	\$ 331,501	\$ 594,391	\$ 624,339	\$ 1,550,231
<i>Expenditures (2023-2024 Additional Budget)</i>				
Professional Services (Bus. Mgmt., Socrata, etc.)	\$ -	\$ 15,765	\$ -	\$ 15,765
Professional Services (Community Development)	\$ -	\$ -	\$ -	\$ -
Enterprise Content Management	\$ -	\$ 16,117	\$ -	\$ 16,117
Temporary Labor	\$ 103,266	\$ 234,291	\$ -	\$ 337,557
	\$ 103,266	\$ 266,173	\$ -	\$ 369,439
Grand Total =	\$ 768,808	\$ 1,826,053	\$ 774,339	\$3,369,200
Amount Budgeted = \$ 1,470,000 \$ 1,153,297 \$ 1,153,297				
Budget Remaining or (Required Appropriation) \$ 701,192 \$ (672,756) \$ 378,958				

APPROPRIATION AND NEW ERP PROJECT FUND (#350)

The required appropriation of \$672,756 for the current biennium figures into the requested amendment, shown below. The majority of the difference, \$653,885, relates to implementation costs to Tyler Technologies that should have been carried forward from the prior biennium but were not. The total breakout of costs making up the amendment is shown below:

Description	Appropriation Required
Taxes on SaaS	\$ 49,728
Socrata SaaS	\$ (17,093)
Enterprise Content Management SaaS	\$ 33,650
Total SaaS (Operating) Required	\$ 66,285
Implementation	\$ 653,885
Labor	\$ 108,533
Project Management	\$ (141,570)
Hardware & Other	\$ 88,500
Studies & Surveys	\$ 27,891
Socrata Implementation	\$ (146,885)
Enterprise Content Management Implementation	\$ 16,117
Total 2023-24 Appropriation Required	\$ 672,756
2025-26 Fund #350 Appropriation Required	\$ 150,000
Total Appropriation Required	\$ 822,756

The forecasted 2025-26 expenditures of \$150,000 are added to the \$672,767 required appropriation for a total of \$822,756 requested to support the creation of a new ERP Project Fund (#350). This fund will track the capital expenditures related to the implementation. All operating costs, identified above as SaaS, will remain within the IT Fund (#502).

FUNDING FOR ADDITIONAL APPROPRIATION

Administration proposes using non-recurring sales tax in excess of budgeted amounts, support from the Sewer Utility Funds for an Irrigation System survey, and support from the Non-Utility Capital and Utility Capital Funds to fund the \$822,756 required amendment. The amounts are shown by year and source below:

Funding Sources for Amendment	
Enterprise Content Management Grant	\$ 16,116
Transfer of IT Fund Balance Committed to ERP	\$ 246,126
SaaS fees to be Allocated and Absorbed	\$ 66,285
Non-Recurring Sales Tax in Excess of Budget	\$ 344,145
Sewer Utility Fund (#402)	\$ 27,891
Non-Utility Capital Fund (#310)	\$ 61,096
Utility Capital Fund (#417)	\$ 61,096
Total Funding Sources	\$ 822,756

ERP PROJECT FUND (#350) BUDGET

The new project fund will have a budget as follows:

Account Description	2023 Budget	2024 Budget	Total Budget
BEGINNING FUND BALANCE	\$ -	\$ 438,746	
SOURCES			
<i>Taxes</i>	\$ 344,145	\$ -	\$ 344,145
<i>Intergovernmental Revenues</i>	\$ 16,117	\$ -	\$ 16,117
<i>Miscellaneous Revenues</i>	\$ -	\$ -	\$ -
<i>Transfers In</i>	\$ 821,317	\$ 200,083	\$ 1,021,400
Total Sources =	\$ 1,181,579	\$ 200,083	\$ 1,381,663
Uses			
<i>Professional Services (AB21-069 for Tyler Contract; Socrata and ECM)</i>	\$ 190,532	\$ 488,829	\$ 679,361
<i>Berry Dunn Project Management (PM) Services (AB20-050)</i>	\$ 18,430	\$ -	\$ 18,430
<i>Employee Costs and Other Labor</i>	\$ 417,481	\$ -	\$ 417,481
<i>Computer Equipment (AB22-155)</i>	\$ 88,500	\$ -	\$ 88,500
<i>Additional Services & Studies</i>	\$ 27,891	\$ -	\$ 27,891
Total Uses =	\$ 742,833	\$ 488,829	\$ 1,231,663
ENDING FUND BALANCE	\$ 438,746	\$ 150,000	

The sources in the new fund are reconciled to the appropriation request in the table below:

Total Funding Sources for Amendment	\$ 822,756
General Fund Budget, transferred to Fund #350	\$ 100,000
IT Budget, transferred to Fund #350	\$ 525,191
Less: SaaS fees to remain in IT	\$ (66,285)
ERP Project Fund (#350) Total Sources	\$ 1,381,661



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-128
November 13, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-128: A resolution approving the amended staffing plan for the 2023-2024 biennium.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Adopt Resolution No. 1673 approving the proposed staffing plan for the 2023-2024 biennium.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	9/27/2023
	Finance	Janna Walker	10/25/2023
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	10/26/2023

DEPARTMENT:	Administration		
STAFF:	Mike Chambless, City Administrator		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 7, 2023	
MEMBERS:	James Mayhew	Bryan Holloway	Louis Washington
EXHIBITS:	1. Adjusted Staffing Table 2. Resolution 1673		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The Administration is seeking to update and amend the adopted staffing table for the 2023-2024 biennium budget. The Administration is proposing several changes ranging from title changes, freezing positions, removing positions (vacant), and adding positions which will result in a net salary savings of \$551,324 during the remainder of the biennium.

ANALYSIS

In the last year, organizational changes have created an opportunity to reexamine assignments, workflows, and divisional assignments. The administration is proposing several cost neutral changes which will streamline processes, better balance workloads, and reallocate resources where they are most needed for the remainder of the biennium. The administration is making the following recommendations:

1. Recruit for a City Attorney in 2024.
2. Eliminate the vacant Assistant City Attorney and fund a Human Resources Manager.
3. Retitle Legal Assistant/Assistant City Clerk to Deputy City Clerk/Legal Assistant.
4. Addition of .25 and reclassification of the .75 Communications Assistant to a FT Administrative Specialist (L1-L3) (additional .25 to be borne by utilities).
5. Transfer .56 Project Specialist (TL12/24) from Finance to Administration for Wellness project.
6. Retitle Finance & Human Resources Director to Finance Director and reassign HR responsibilities to the Human Resources Manager under the supervision of the City Administrator.
7. Confirm the addition of the term limited ERP Director position concluding in 12/31/23.
8. Eliminate vacant IT Project Manager (term limited concludes 12/24)
9. Recruit for the vacant Systems Engineer in 2024
10. Eliminate the Service Desk Technician (Duvall) (\$0 budgeted position – cleanup)
11. Eliminate 2 Senior Planner Positions (Funds supporting Comprehensive Plan work)
12. Eliminate 1 Associate Planner Position (Funds supporting Comprehensive Plan work)
13. Retitle 1 Police Records Clerk to Administrative Specialist (L1-L3)
14. Retitle Behavioral Health Specialist to Mental Health Professional & Community Co-responder (L1-L2)

BUDGET IMPACTS

General Fund (#001) – Administrative

The Administrative department within the General Fund is requesting 0.25 additional FTEs. There is no budget impact due to the appropriation for the eliminated positions exceeding that for the new positions.

General Fund (#001) – Police

The Police Department is requesting an adjustment in function for one FTE to reflect departmental changes and internal restructuring. This results in an increased \$18,517 over the biennium. However, there is no budget impact as the department's Detective position was vacant for the earlier portion of 2023, which will fund the entirety of the salary adjustment.

General Fund (#001) – Community Development

Community Development is decreasing staffing by 1.0 FTE and freezing another 2.0 FTEs in support of Comprehensive Plan work. This change has no budget impact and reflects cost savings.

Information Technology (#502)

Information Technology has a net decrease of 1.0 LTEs by eliminating two limited-term positions and adding one limited-term position. This change has no budget impact and reflects cost savings.

The net changes for each of these items can be seen in the table below or on the following page:

Fund	Description	Remaining Quarter	
		of 2023	2024
001	General Fund - Administrative	\$ (33,793)	\$ (15,062)
001	General Fund - Police	\$ 3,571	\$ 14,946
001	General Fund - CD ¹	\$ (40,138)	\$ (307,967)
001	General Fund Total	\$ (70,360)	\$ (308,083)
502	Information Technology ²	\$ 3,885	\$ (176,766)
	Grand Total	\$ (66,475)	\$ (484,849)

*Green numbers represent a decrease in costs, red numbers an increase in costs.

¹Savings for General Fund - CD will be used in support of the Comprehensive Plan.

²Savings for Information Technology will be used to support the ERP system implementation.

NEXT STEPS

Upon approval, the Human Resources Department will conduct appropriate requirements following the adopted scheduling to fill the vacant positions.

PROPOSED ACTION

Move to adopt Resolution 1673 adopting the proposed staffing plan for the 2023-2024 biennium.

2023-2024 Biennial Budget Adjusted Staffing Table (Dated:September 26, 2023)

Department	Division	Position Title	Authorized FTEs	Change Requested	Proposed FTEs	Vacant FTEs	Authorized LTEs	Change Requested	Proposed LTEs	Comments
Legislative		Mayor Pro-Tem	0.40	0.00	0.40	0.00	0.00	0.00	0.00	
		Council Member	0.60	0.00	0.60	0.00	0.00	0.00	0.00	
		Department Total =	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
Administration	Executive	Mayor	0.25	0.00	0.25	0.00	0.00	0.00	0.00	
		City Administrator	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Management Analyst	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Legal	City Attorney	1.00	0.00	1.00	1.00	0.00	0.00	0.00	Frozen through end of 2023 - Contract
		Assistant City Attorney	1.00	(1.00)	0.00	0.00	0.00	0.00	0.00	Convert to HR Manager
		Deputy City Clerk	1.00	0.00	1.00	1.00	0.00	0.00	0.00	Title Change
	City Clerk	City Clerk	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Communications	Communications Coordinator	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Administrative Specialist (L1-L3)	0.75	0.25	1.00	0.00	0.00	0.00	0.00	Convert to FT additional .25 new Utilities work
	HR	Human Resources Manager	0.00	1.00	1.00	1.00	0.00	0.00	0.00	Converted Assistant City attorney
		Human Resources Analyst	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Project Specialist	0.00	0.00	0.00	0.00	0.56	0.00	0.56	HR/Wellness Assistance till 12/24 - ARPA
	Finance	Support Services Director	1.00	0.00	1.00	0.00	0.00	0.00	0.00	Title change Finance/HR Director to Support Services Director
		Management Analyst	0.00	0.00	0.00	0.00	1.00	0.00	1.00	
		Accounting Manager	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Accountant	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Financial Specialist (L1-L3)	4.00	0.00	4.00	0.00	0.00	0.00	0.00	
		Budget Manager	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Budget Analyst	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Revenue Manager	0.00	0.00	0.00	0.00	1.00	0.00	1.00	
		Department Total =	18.00	0.25	18.25	5.00	2.56	0.00	2.56	
Information Technology		IT Director	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		IT Manager	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		IT Project Manager	0.00	0.00	0.00	0.00	1.00	(1.00)	0.00	Eliminate TL Position
		IT Systems Engineer	1.00	0.00	1.00	1.00	0.00	0.00	0.00	Freeze through 2023
		ERP Director	0.00	0.00	0.00	0.00	0.00	1.00	1.00	Term Limited till 12/23 - ERP Project Allocation
		IT Systems Support	2.00	0.00	2.00	0.00	0.00	0.00	0.00	
		Service Desk Technician (Snoqualmie)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Service Desk Technician (Duvall)	0.00	0.00	0.00	0.00	1.00	(1.00)	0.00	Eliminate TL Position
		Project Specialist	0.00	0.00	0.00	0.00	0.00	0.00	0.00	RH Temp till 12/23
		Department Total =	6.00	0.00	6.00	1.00	2.00	-1.00	1.00	
Community Development		Community Development Director	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Building Official	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Senior Planner	3.00	(1.00)	2.00	1.00	0.00	0.00	0.00	Eliminate 1 FTE; Freeze 1 FTE through 2024 - Comp Plan
		Associate Planner	1.00	0.00	1.00	1.00	0.00	0.00	0.00	Freeze through 2024 - Comp Plan
		Administrative Specialist (L1-L3)	2.00	0.00	2.00	0.00	0.00	0.00	0.00	
		Community Liaison	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
Police		Department Total =	8.00	-1.00	7.00	2.00	0.00	0.00	0.00	
		Police Chief	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Administrative Specialist (L1-L3)	1.00	1.00	2.00	0.00	0.00	0.00	0.00	Title Change, addition of reclassified tech.
		Police Captain	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Police Sergeant	4.00	0.00	4.00	0.00	0.00	0.00	0.00	
		Administrative Sergeant	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Detective	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Police Officer	16.00	0.00	16.00	4.00	0.00	0.00	0.00	
		School Resource Officer	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Support Officer	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Mental Health Professional & Community Co-Responder (L1-L2)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	Title change
		Records Technician (L1-L3)	2.00	(1.00)	1.00	0.00	0.00	0.00	0.00	Reclassify one Records Tech
		Department Total =	30.00	0.00	30.00	6.00	0.00	0.00	0.00	
Fire & Emergency Management		Fire Chief	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Deputy Fire Chief	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Administrative Specialist (L1-L3)	0.50	0.00	0.50	0.00	0.00	0.00	0.00	
		Fire Training Captain	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Fire Lieutenant	2.00	0.00	2.00	0.00	0.00	0.00	0.00	
		Firefighter	10.00	0.00	10.00	0.00	0.00	0.00	0.00	

Department	Division	Position Title	Authorized FTEs	Change Requested	Proposed FTEs	Vacant FTEs	Authorized LTEs	Change Requested	Proposed LTEs	Comments
Parks & Public Works		Department Total =	15.50	0.00	15.50	1.00	0.00	0.00	0.00	
		Parks & Public Works Director	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		City Engineer/Deputy Parks & Public Works Director	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Administrative Specialist (L1-L3)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Engineering	GIS Systems Analyst	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		CIP Project Manager	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Project Engineer	3.00	0.00	3.00	0.00	0.00	0.00	0.00	
	Parks & Streets	Parks & Streets Supervisor	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Parks & Streets - Maintenance Technician (Levels 1-4)	6.00	0.00	6.00	0.00	0.00	0.00	0.00	
		Water Supervisor	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Water	Water - Maintenance Technician-Treatment (Levels1-4)	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Water - Maintenance Technician-Distribution (Levels 1-4)	4.00	0.00	4.00	1.00	0.00	0.00	0.00	
		Irrigation - Maintenance Technician (Levels 1-4)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Wastewater - Supervisor	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Wastewater	Wastewater - Lead (Level 4)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Wastewater - Industrial Maintenance Technician	1.00	0.00	1.00	1.00	0.00	0.00	0.00	
		Wastewater - Laboratory Analyst	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Wastewater - Operator (Levels 1-3)	3.00	0.00	3.00	0.00	0.00	0.00	0.00	
		Stormwater & Urban Forestry Supervisor	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Stormwater & Urban Forestry	Stormwater & Urban Forestry - Maintenance Technician (Levels 1-4)	4.00	0.00	4.00	0.00	0.00	0.00	0.00	
		Fleet & Facilities Supervisor	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
	Fleet & Facilities	Facilities - Maintenance Technician (Levels 1-3)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Fleet - Mechanic (Levels 1-3)	1.00	0.00	1.00	0.00	0.00	0.00	0.00	
		Department Total =	37.00	0.00	37.00	3.00	0.00	0.00	0.00	
		Total Staffing Count =	115.50	-0.75	114.75	18.00	4.56	-1.00	3.56	

RESOLUTION NO. 1673

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON APPROVING THE AMENDED STAFFING PLAN FOR THE 2023-2024 BIENNIUM.

WHEREAS, the City adopted a biennium budget on November 22, 2022; and

WHEREAS, the City included a staffing plan within that budget; and

WHEREAS, due to operational needs and changes within the organization the staffing plan needs to be amended;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Snoqualmie, Washington that the Council approves the amended staffing plan for the 2023-2024 biennium.

PASSED by the City Council of the City of Snoqualmie, Washington, this 13th day of November 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

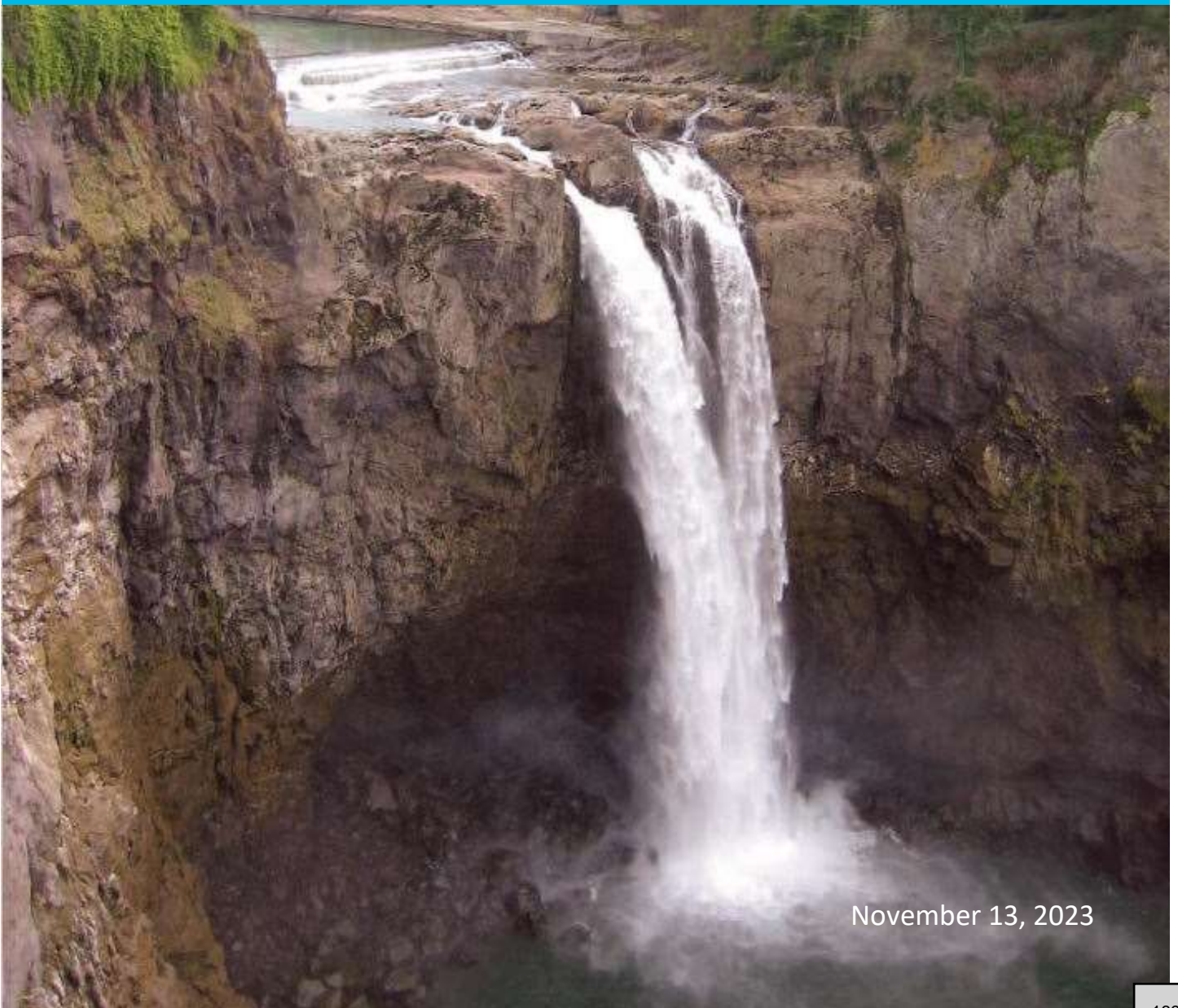
Approved as to form:

David Linehan, Interim City Attorney



City of Snoqualmie

September 2023 Quarterly Report



November 13, 2023

**FINANCE DEPARTMENT**

38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

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

www.snoqualmiewa.gov

DATE: November 13, 2023
TO: Snoqualmie City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Financial Performance Report as of Quarter 3, 2023

Attached is the City of Snoqualmie's quarterly Financial Performance Report for the time period starting July 1, 2023 and ending September 18, 2023. The purpose of this report is to compare actual revenues and expenditures to the 2023-24 Amended Budget, present a 2023 year-end forecast, and to review fund balances for compliance with financial management policy. A summary of all funds and their current status can be reviewed at Appendix A1.

During the third quarter of the year, the City of Snoqualmie implemented the accounts payable segment of a new Enterprise Resource Planning (ERP) system during September. As such, the data presented here is preliminary in nature while reconciliations are under way. Additionally, this report is as of September 18, 2023 rather than September 30, 2023 in order to incorporate the most accurate fund balances for forecasting and the presentation of reserve level targets.



City Funds Scorecard

	Location	Score
General Fund Forecast		
Revenue compared to Budget	Page 3	
Expenditures compared to Budget	Page 3	
Special Revenue Funds		
Revenue compared to Budget	Page 4	
Expenditures compared to Budget	Page 4	
Utility Funds Forecast		
Revenue Compared to Budget	Page 4	
Expenditures compared to Budget	Page 4	
Internal Service Funds Forecast		
Revenue Compared to Budget	Page 5	
Expenditures compared to Budget	Page 5	
Reserve Requirements and Fund Balance		
General Fund	Page 5	
Non-Utility Capital Funds	Page 6	
Utility Funds	Page 6	
Utility Capital Funds	Page 7	

Legend:



Positive Variance or negative variance < 1%



Negative variance of 1-5%



Negative variance of > 5%



Negative variance of > 5%, but expected to resolve within the Biennium.

Note: Forecasts for Capital accounts require a higher degree of judgment due to their project-based nature and irregular revenue sources. However, these capital expenditures and reserves are monitored. See pages 6 & 7 for Capital reserves and Appendix A2 for project status and year-end forecasts.

City Funds Forecasts Detail

The tables below show the General fund by type of revenue or expenditures and other funds by total revenues and expenditures, as compared to the 2023-24 Biennial Budget. The fourth column includes 2023 forecasted values. Negative variances in the “% of 2023 Budget” column are highlighted in red. Note that the totals below do not include transfers in or out, which are part of the legal appropriation, or spending authority, for a fund. These transfers are relatively automatic and could inappropriately influence how a user interprets the tables.

General Fund Revenues:

	2023 Amended Budget	2023-24 Amended Budget	2023 Q3 Actual	2023 Q4 Forecasted	Forecast as a % of 2023 Budget
Revenues					
<i>Property Taxes</i>	\$ 8,401,505	\$ 16,908,029	\$ 4,312,700	\$ 8,215,893	98%
<i>Sales & Use Tax¹</i>	\$ 3,058,696	\$ 6,241,880	\$ 1,884,549	\$ 2,727,640	89%
<i>Utility Taxes</i>	\$ 2,482,551	\$ 5,006,719	\$ 2,040,917	\$ 2,666,987	107%
<i>B&O Tax</i>	\$ 710,700	\$ 1,450,113	\$ 625,947	\$ 833,558	117%
<i>Charges for Goods / Services</i>	\$ 3,477,838	\$ 7,706,932	\$ 2,705,162	\$ 3,804,143	109%
<i>Permits</i>	\$ 580,158	\$ 1,442,885	\$ 440,078	\$ 600,883	104%
<i>Intergovernmental / Grants</i>	\$ 653,905	\$ 1,151,029	\$ 823,392	\$ 999,091	153%
<i>Fines & Penalties</i>	\$ 39,154	\$ 78,667	\$ 18,306	\$ 31,084	79%
<i>Miscellaneous</i>	\$ 218,540	\$ 477,464	\$ (1,415)	\$ 170,213	78%
Total Revenue =	\$ 19,623,047	\$ 40,463,718	\$ 12,849,635	\$ 20,049,493	102%
Expenditures					
<i>Administration</i>	\$ 5,461,502	\$ 10,909,069	\$ 4,160,174	\$ 5,551,980	102%
<i>Snoqualmie Police</i>	\$ 5,207,692	\$ 10,346,882	\$ 3,524,407	\$ 5,066,449	97%
<i>Fire & Emergency</i>	\$ 4,121,969	\$ 8,380,331	\$ 2,953,157	\$ 4,095,374	99%
<i>Parks</i>	\$ 1,862,517	\$ 3,708,535	\$ 1,268,796	\$ 1,853,600	100%
<i>Community Development</i>	\$ 2,275,257	\$ 4,770,051	\$ 1,078,278	\$ 1,770,329	78%
<i>Streets</i>	\$ 1,047,448	\$ 2,154,549	\$ 705,719	\$ 990,911	95%
<i>Non-Departmental</i>	\$ 755,035	\$ 1,514,373	\$ 550,622	\$ 821,213	109%
Total Expenditures =	\$ 20,731,420	\$ 41,783,790	\$ 14,241,152	\$ 20,149,857	97%

¹Does not include Affordable Housing Sales Tax, which is part of the Special Revenue Funds, or the Transportation Sales Tax, which is receipted into the Capital Project Funds.

Special Revenue Funds Forecast

		2023 Amended Budget	2024 Amended Budget	2023-24 Amended Budget	2023 Q3 Actual	2023 Q4 Forecasted	Forecast as a % of 2023 Budget
Revenues							
012	Arts Activities	\$ 11,238	\$ 1,081	\$ 12,319	\$ 9,239	\$ 8,897	79%
014	North Bend Police Services	\$ 2,420,603	\$ 2,558,379	\$ 4,978,982	\$ 1,825,806	\$ 2,065,532	85%
018	Deposits Reimbursement Control	\$ 10,358	\$ 10,358	\$ 20,716	\$ -	\$ 8,558	83%
020	School Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	100%
110	Hotel/Motel Tax	\$ 140,190	\$ 139,601	\$ 279,791	\$ 89,060	\$ 134,110	96%
118	Drug Enforcement	\$ 5,172	\$ 5,172	\$ 10,344	\$ 757	\$ 2,782	54%
123	Opioid Settlement	\$ -	\$ -	\$ -	\$ 15,955	\$ 15,955	100%
131	Affordable Housing	\$ 384,121	\$ 394,121	\$ 778,242	\$ 426,533	\$ 369,137	96%
144	Home Elevation	\$ -	\$ -	\$ -	\$ -	\$ -	100%
150	Arpa Covid Local Recovery	\$ 28,327	\$ 9,454	\$ 37,781	\$ 38,181	\$ 55,974	198%
Total Revenue =		\$ 3,000,009	\$ 3,118,166	\$ 6,118,175	\$ 2,405,532	\$ 2,660,944	89%
Expenditures							
012	Arts Activities	\$ 60,856	\$ 37,136	\$ 97,992	\$ 9,239	\$ 31,739	52%
014	North Bend Police Services	\$ 2,568,165	\$ 2,663,241	\$ 5,231,406	\$ 1,727,042	\$ 2,343,869	91%
018	Deposits Reimbursement Control	\$ 10,358	\$ 10,358	\$ 20,716	\$ -	\$ 10,358	100%
020	School Impact Fee	\$ -	\$ -	\$ -	\$ -	\$ -	100%
110	Hotel/Motel Tax	\$ 175,000	\$ 175,000	\$ 350,000	\$ 4,429	\$ 148,475	85%
118	Drug Enforcement	\$ 5,172	\$ 5,172	\$ 10,344	\$ -	\$ 1,263	24%
123	Opioid Settlement	\$ -	\$ -	\$ -	\$ -	\$ -	100%
131	Affordable Housing*	\$ 132,000	\$ -	\$ 132,000	\$ 120,726	\$ 120,726	91%
144	Home Elevation	\$ -	\$ -	\$ -	\$ -	\$ -	0%
150	Arpa Covid Local Recovery	\$ 80,607	\$ 83,451	\$ 164,058	\$ 194,152	\$ 263,160	326%
Total Expenditures =		\$ 3,032,158	\$ 2,974,358	\$ 6,006,516	\$ 2,055,588	\$ 2,919,589	96%

*Little historical data exists for this line item, resulting in a skewed forecast. However, as no more is expected to be expended during year, the forecast has been modified to the actual expenditure.

Utility Funds Forecast

		2023 Amended Budget	2023-24 Amended Budget	2023 Q3 Actual	2023 Q4 Forecasted	Forecast as a % of 2023 Budget
Revenues						
401	Water	\$ 5,190,814	\$ 10,695,633	\$ 4,075,333	\$ 5,517,634	106%
402	Sewer	\$ 6,447,608	\$ 13,161,403	\$ 4,849,509	\$ 6,632,206	103%
403	Stormwater	\$ 2,850,899	\$ 5,914,382	\$ 2,281,500	\$ 3,081,001	108%
Total Revenue =		\$ 14,489,321	\$ 29,771,418	\$ 11,206,343	\$ 15,230,841	105%
Expenditures						
401	Water	\$ 3,331,958	\$ 6,702,118	\$ 1,998,289	\$ 3,050,521	92%
402	Sewer	\$ 3,516,712	\$ 7,093,865	\$ 2,721,626	\$ 3,918,847	111%
403	Stormwater	\$ 1,928,375	\$ 3,867,256	\$ 1,230,932	\$ 1,834,309	95%
Total Expenditures =		\$ 8,777,045	\$ 17,663,239	\$ 5,950,847	\$ 8,803,676	100%

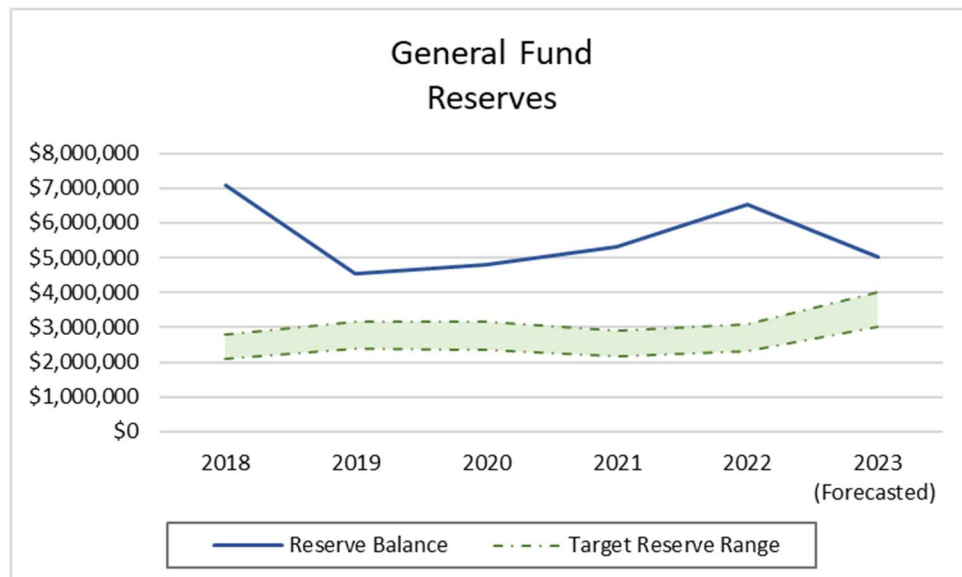
Internal Service Funds Forecast

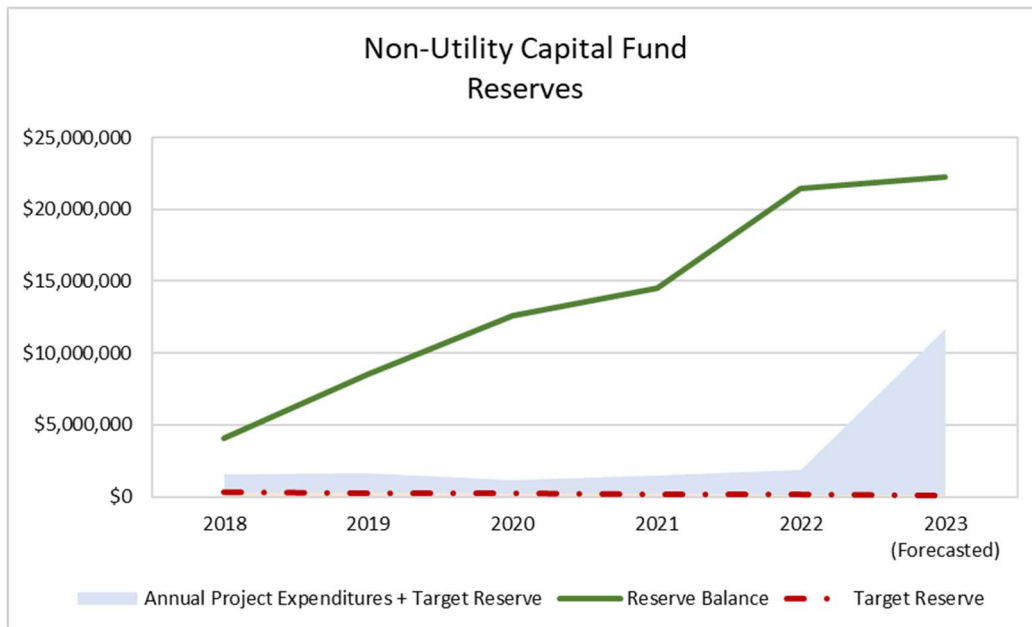
		2023 Amended Budget	2023-24 Amended Budget	2023 Q2 Actual	2023 Q4 Forecasted	Forecast as a % of 2023 Budget
Revenues						
401	Equipment Repair & Replacement	\$ 1,553,789	\$ 3,175,914	\$ 1,021,544	\$ 1,205,825	78%
402	Information Technology	\$ 2,507,771	\$ 5,179,380	\$ 1,781,758	\$ 2,104,175	84%
403	Facilities Maintenance	\$ 914,845	\$ 1,638,342	\$ 657,008	\$ 611,942	67%
Total Revenue =		\$ 4,976,405	\$ 9,993,636	\$ 3,460,309	\$ 3,921,942	79%
Expenditures						
401	Equipment Repair & Replacement	\$ 2,586,278	\$ 3,618,113	\$ 1,472,102	\$ 2,037,597	79%
402	Information Technology	\$ 3,342,449	\$ 6,500,789	\$ 1,826,444	\$ 2,230,044	67%
403	Facilities Maintenance	\$ 909,765	\$ 1,635,352	\$ 549,927	\$ 696,539	77%
Total Expenditures =		\$ 6,838,492	\$ 11,754,254	\$ 3,848,473	\$ 4,964,180	73%



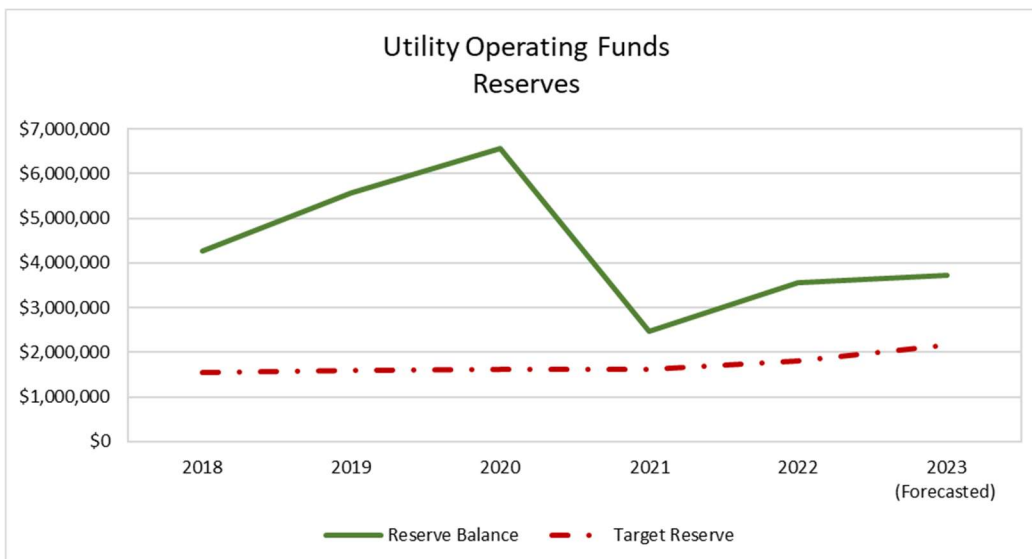
Reserve Balances

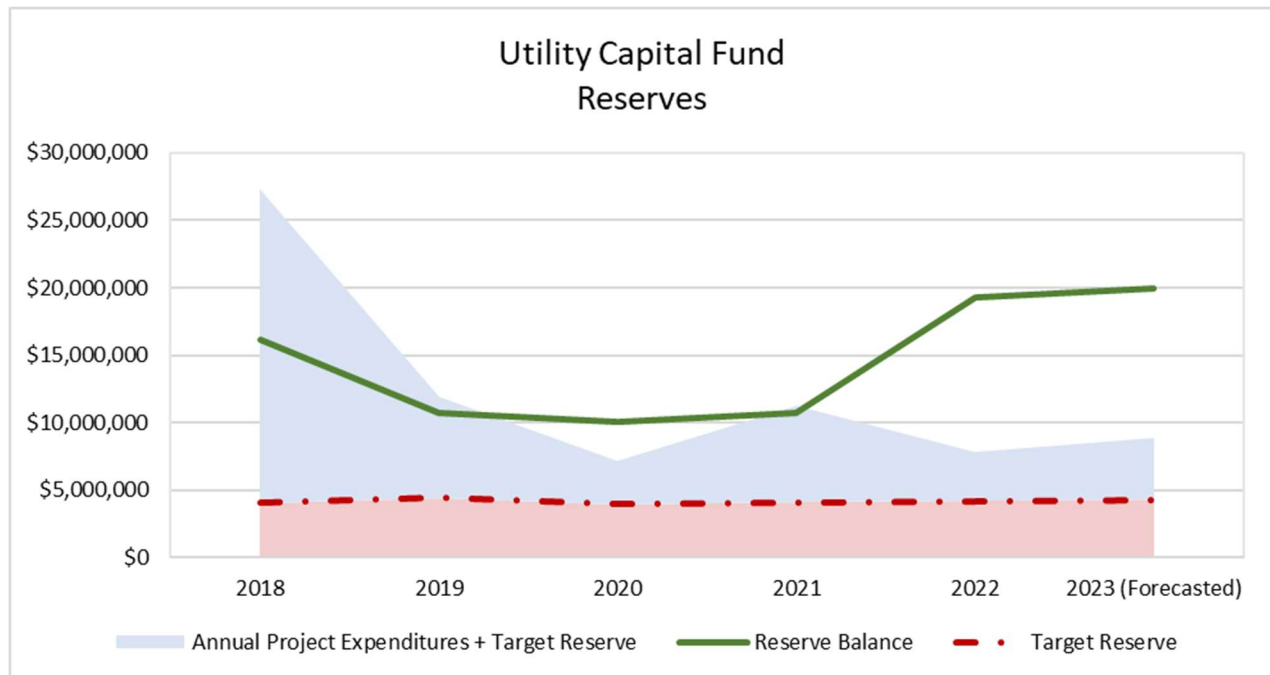
Reserve levels are set by the City's Financial Management Policy. Policy states that General Fund reserves should be 15-20% of the fund's expenditures. Utility Funds reserves should include 90 days of operating expenditures. The Utility Capital Fund should include both 125% of required debt payments and any reserves specified by the most recent utility rate study, which currently is defined as 1% of the net value of utility capital assets. Non-Utility Capital Funds should be "monitored to stay consistent with the need and use of the specific purpose of that fund," including any debt service obligations. The Target reserve range for the Non-Utility Capital Fund graph below is based on debt service.





Note: For this graph, Annual Project Expenditures were added to Target Reserves to better show the level of funds required each year to meet Non-Utility Capital expenditures and align with the City's Financial Management Policy.





Note: For this graph, Annual Project Expenditures were added to Target Reserves to better show the level of funds required each year to meet Utility Capital expenditures and align with the City's Financial Management Policy.



Cash Balances by Fund

The net effect of the above revenues and expenditures, along with additional transfers in/out, resulted in the following cash balance changes between the end of 2022 and the September 18, 2023:

FUNDS	2022 Q4	2023 Q2	INCREASE / (DECREASE)
	CASH BALANCE	CASH BALANCE	
GENERAL FUNDS	6,527,736	4,001,449	(2,526,287)
SPECIAL REVENUE FUNDS	3,552,947	2,752,865	(800,082)
CAPITAL PROJECT FUNDS	21,441,542	24,762,618	3,321,076
UTILITY FUNDS	22,854,136	24,702,873	1,848,737
INTERNAL SERVICE FUNDS	4,720,633	4,482,469	(238,164)
TOTAL CASH BALANCE	59,096,994	60,702,275	1,605,281

The General Fund cash balance decreased by over \$2.5 million. This is due in large part to a \$1.8 million transfer to the Non-Utility Capital Fund and other planned spend in excess of revenues. The transfer to the Non-Utility Capital Fund is part of a budgeted \$2.5 million transfer from the General Fund designated to support the Community Center expansion.

The decrease in Special Revenue funds is primarily caused by transfers out of the ARPA fund to the General Fund and other payments made for COVID relief, the sum of which totals \$950 thousand.

Internal Service charges for September are not included in this report, as they are usually made at month's end. If these had been included for September, cash balances within Internal Service Funds would be approximately \$390 thousand higher than they currently are.



Looking Forward

The next few months at the City will include continued design work for the Community Center and the Water Reclamation Facility Phase 3 and construction work on the City's new splashpad. These projects, all included as part of the City's 2023-28 Capital Improvement Plan and in the 2023-24 Biennial Budget, will begin to take effect in the City's financial performance. The City is also in the process of negotiating with the Teamster and Snoqualmie Police Association Unions to decide upon a contract regarding employee compensation. In addition, progress on the ERP implementation will continue as more accounting functions prepare to move to the new system.

Fund #	Fund/ Functional Classification/ Department	2023-24 Estimated Revenue ¹	2023-24 Appropriation ²	Revenues through September 18, 2023 ¹	Expenditures through September 18, 2023 ²	Remaining Expenditure Appropriation	% Expenditure Appropriation
001	GENERAL FUND						
	Administrative Departments	40,463,718	10,909,069	12,849,635	4,160,174	6,748,894	38.1%
	Snoqualmie Police		10,346,882		3,524,407	6,822,475	34.1%
	Fire & Emergency Management		8,380,331		2,953,157	5,427,174	35.2%
	Parks		3,708,535		1,268,796	2,439,739	34.2%
	Community Development		4,770,051		1,125,678	3,644,373	23.6%
	Streets		2,154,549		705,719	1,448,830	32.8%
	Non-Departmental		1,514,373		550,622	963,751	36.4%
002	RESERVE FUND	98,739	-	67,367	-	-	0.0%
	Total General Funds	40,562,457	41,783,790	12,917,002	14,288,552	27,495,238	34.2%
012	ARTS ACTIVITIES	12,319	97,992	2,381	9,239	88,753	9.4%
014	NORTH BEND POLICE SERVICES	4,978,982	5,231,406	1,825,806	1,727,042	3,504,364	33.0%
018	DEPOSITS REIMBURSEMENT CONTROL	20,716	20,716	-	-	20,716	0.0%
020	SCHOOL IMPACT FEE	-	-	-	-	-	0.0%
110	HOTEL/MOTEL TAX	279,791	350,000	89,060	4,429	345,571	1.3%
118	DRUG ENFORCEMENT	10,344	10,344	757	-	10,344	0.0%
123	OPIOID SETTLEMENT	-	-	15,955	-		
131	AFFORDABLE HOUSING	778,242	132,000	426,533	120,726	11,275	91.5%
144	HOME ELEVATION	-	-	-	-		
150	ARPA COVID LOCAL RECOVERY	37,781	164,058	38,181	194,152	(30,094)	118.3%
	Total Special Revenue Funds	6,118,175	6,006,516	2,398,673	2,055,588	3,950,928	34.2%
310	NON-UTILITIES CAPITAL FUND	16,862,350	40,207,722	3,961,534	2,214,584	37,993,138	5.5%
	Total Capital Project Funds	16,862,350	40,207,722	3,961,534	2,214,584	37,993,138	5.5%
401	WATER OPERATIONS	10,695,633	6,702,118	4,075,333	1,998,289	4,703,829	29.8%
402	SEWER OPERATIONS	13,161,403	7,093,865	4,849,509	2,721,626	4,372,239	38.4%
403	STORMWATER OPERATIONS	5,914,382	3,867,256	2,281,500	1,230,932	2,636,324	31.8%
417	UTILITIES CAPITAL	11,983,089	28,812,374	828,202	3,839,560	24,972,814	13.3%
	Total Utilities Funds	41,754,507	46,475,613	12,034,545	9,790,407	36,685,206	21.1%
501	EQUIPMENT REPLACEMENT & REPAIR	3,175,914	3,618,113	1,021,544	1,472,102	2,146,011	40.7%
502	INFORMATION TECHNOLOGY	5,179,380	6,500,789	1,781,758	1,826,444	4,674,345	28.1%
510	FACILITIES MAINTENANCE	1,638,342	1,635,352	657,008	549,927	1,085,425	33.6%
	Total Internal Service Funds	9,993,636	11,754,254	3,460,309	3,848,473	7,905,781	32.7%
	Total All Funds	115,291,125	146,227,895	34,772,063	32,197,605	114,030,290	22.0%

¹These columns do not include interfund "Transfers In" because it could give the appearance that the City has more resources than it actually does.

²These columns do not include interfund "Transfers Out" which count as part of the overall legal "appropriation" for a fund or functional classification. This is because "Transfers Out" could inappropriately influence how a user interprets the amount the City of Snoqualmie has spent. "Appropriation" is the legal spending level authorized by a budget ordinance. The City cannot exceed this level without prior approval of Council.

Appendix A2: 2023-2028 Capital Improvement Plan Forecast

Statement of Uses

Capital Program or Project	2023 Budget	2023-24 Budget	2023 Q3 Actual	2023 Q4 Forecasted	2023-24 % of Budget
ESTIMATED NON-UTILITY USES					
<i>Transportation</i>					
Street Resurfacing Program	\$ 635,500	\$ 1,165,000	\$ 10,130	\$ 765,000	66%
Sidewalk Replacement Program	\$ 211,000	\$ 431,000	\$ 9,485	\$ 211,000	49%
Americans with Disabilities Act (ADA) Program	\$ 42,000	\$ 86,000	\$ 47,121	\$ 42,000	49%
Kimball Creek Bridges Restoration Project	\$ 718,000	\$ 1,318,000	\$ 48,117	\$ 131,800	10%
Snoqualmie Parkway Rehabilitation Project	\$ 6,400,000	\$ 6,400,000	\$ 936,780	\$ 4,265,505	67%
Town Center Improvement Project - Phase III	\$ 496,000	\$ 496,000	\$ 100,474	\$ 150,000	30%
Meadowbrook Bridge Restoration Project	\$ 864,000	\$ 1,744,000	\$ 114,109	\$ 174,400	10%
Total Transportation Projects =	\$ 9,366,500	\$ 11,640,000	\$ 1,266,217	\$ 5,739,705	49%
<i>Parks</i>					
Riverfront Land Acquisitions & Demolitions	\$ 570,000	\$ 1,470,000	\$ -	\$ 295,000	20%
Riverwalk Project - Northwest of Sandy Cove Park	\$ 2,111,000	\$ 2,708,000	\$ 30,774	\$ 270,800	10%
Meadowbrook Trail Project	\$ 240,000	\$ 240,000	\$ -	\$ -	0%
Sandy Cove Park Improvement Project	\$ 319,000	\$ 1,741,000	\$ -	\$ -	0%
Railroad Crossing Improvement	\$ 2,073,000	\$ 2,073,000	\$ -	\$ 207,300	10%
Playgrounds Replacement Program	\$ 528,000	\$ 528,000	\$ 540,883	\$ 528,000	100%
Trails Replacement Program	\$ -	\$ 108,000	\$ 8,715	\$ 97,200	90%
Sport Courts Replacement Program	\$ 21,000	\$ 44,000	\$ -	\$ 44,000	100%
Parks Parking Lot Resurfacing Program	\$ -	\$ 108,000	\$ -	\$ 10,800	10%
Parks Facilities Maintenance Program	\$ 32,000	\$ 66,000	\$ -	\$ 6,600	10%
Community Park Sprayground Project	\$ 1,500,000	\$ 1,500,000	\$ -	\$ 900,000	60%
All-Inclusive Playground Project	\$ 876,000	\$ 876,000	\$ 7,513	\$ 876,000	100%
Total Parks Projects =	\$ 8,270,000	\$ 11,462,000	\$ 587,885	\$ 3,235,700	28%
<i>Facilities</i>					
Facilities Maintenance Program	\$ 740,000	\$ 960,000	\$ 296,490	\$ 960,000	100%
Community Center Expansion Project	\$ -	\$ 15,198,350	\$ 75,499	\$ 1,519,835	10%
Total Facilities Projects =	\$ 740,000	\$ 16,158,350	\$ 371,988	\$ 2,479,835	15%
Total Non-Utilities Uses =	\$ 18,376,500	\$ 39,260,350	\$ 2,226,090	\$ 11,455,240	29%
ESTIMATED UTILITY USES					
<i>Combined Utilities</i>					
Utility Main & Drainage System Replacement Program	\$ 987,000	\$ 3,121,000	\$ 1,849,151	\$ 987,000	32%
Total Combined Utilities =	\$ 987,000	\$ 3,121,000	\$ 1,849,151	\$ 987,000	32%
<i>Water Utility</i>					
Pressure Zone Conversions Project	\$ -	\$ 27,000	\$ -	\$ -	0%
Pressure Reducing Valve (PRV) Stations Project	\$ 84,000	\$ 321,000	\$ -	\$ -	0%
1040 Zone Booster Pump Station Improvement Project	\$ 38,000	\$ 432,000	\$ -	\$ -	0%
1040 Zone Reservoir Addition Project	\$ 38,000	\$ 432,000	\$ -	\$ -	0%
Source of Supply Improvement Project	\$ 686,000	\$ 815,000	\$ 122,159	\$ 200,000	25%
Snoqualmie Mill Water Main Loop Project	\$ 158,000	\$ 567,000	\$ -	\$ -	0%
Total Water Projects =	\$ 1,004,000	\$ 2,594,000	\$ 122,159	\$ 200,000	8%
<i>Sewer Utility</i>					
Railroad Place Lift Station Improvement Project	\$ 106,000	\$ 106,000	\$ 88,131	\$ 106,000	100%
Eagle Lake Water Reclamation Basin Improvement Project	\$ 106,000	\$ 321,000	\$ 61,036	\$ 106,000	33%
Water Reclamation Facility Improvements - Phase 3	\$ 2,805,000	\$ 13,357,000	\$ 831,830	\$ 2,003,550	15%
Total Sewer Projects =	\$ 3,017,000	\$ 13,784,000	\$ 980,997	\$ 2,215,550	16%
<i>Stormwater Utility</i>					
Ridge Street Drainage Improvement Project	\$ -	\$ 166,000	\$ -	\$ -	0%
Sandy Cove Park Riverbank Restoration & Outfall Project	\$ 581,000	\$ 3,618,000	\$ 259,618	\$ 510,000	14%
Urban Forestry Improvement Program	\$ 421,000	\$ 658,000	\$ 28,527	\$ 394,800	60%
Stormwater Pond Improvement Program	\$ 53,000	\$ 109,000	\$ 13,247	\$ 109,000	100%
Kimball Creek Riparian Restoration Project	\$ 79,000	\$ 240,000	\$ -	\$ 12,000	5%
Total Stormwater Projects =	\$ 1,134,000	\$ 4,791,000	\$ 301,392	\$ 1,025,800	21%
<i>Information Technology (IT) Project Contributions</i>					
Enterprise Resource Planning (ERP) Project	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	100%
Total IT Project Contributions =	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	100%
Total Utilities Uses =	\$ 6,292,000	\$ 24,440,000	\$ 3,403,699	\$ 4,578,350	19%
TOTAL CIP USES =	\$ 24,668,500	\$ 63,700,350	\$ 5,629,789	\$ 16,033,590	25%

Note 1: This table does not include debt expenditures. Differences between actual amounts spent on this table and actual amounts spent at A1 are due to debt expenditures and transfers out.

Note 2: Labor and other department-level costs for actual and forecasted amounts are currently estimated through an allocation process relying on project expenditures. Starting in 2024, labor costs are expected to be allocated by time per project.



Department Reports October 2023



Communications Division

Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065
(425) 996-5285 | www.snoqualmiewa.gov

Social Media

- Facebook reach: 64.4K; 6155 followers (39 new)
- Twitter - 3682 followers; 5k impressions.
- Instagram - 2K reach; 2735 followers (18 new).
- Top Posts: Snoqualmie Falls photo, historic downtown photo, mountain bike kiosk at Snoqualmie Point Park news release.

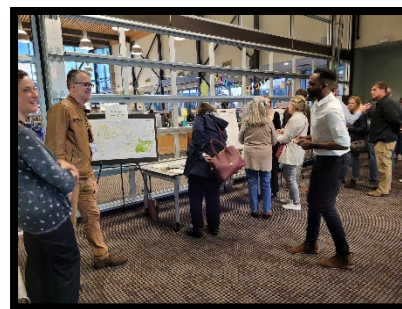
Website

- Website users: 15k; website sessions: 20.7k; pageviews: 35k pageviews.
- Top website sections: News Flash (news release section); Twin Peaks; Snoqualmie Falls (same as Sept.).
- News release section of website remains top destination for users.
- Police and fire blotters remain a top page destinations.



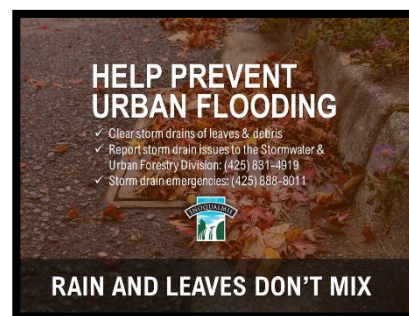
Engagement, Initiatives & Support

- Mayor: Manufacturing Day event, Kiddie Academy ribbon cutting, quarterly newsletter, Ross Report.
- Community Development: Comp Plan Open House, CRS report mailer.
- Parks & Public Works: Community Center Expansion project support, Snoqualmie Pkwy lights updates, Green Snoqualmie Day tree planting event; urban flooding education.
- Police: Dept. awards news release, carjacking news release, ongoing PD blotter.
- Fire: fire prevention week, volunteer firefighter award, ongoing FD blotter.
- WM Grassie ARPA success story video.
- Halloween event marketing.
- Ongoing Community Survey project.



E-News

- 753 subscribers
- 57% open rate; 7.1% click through rate.
- Industry average: 40% open rate; 6.5% click through rate.





Community Development Department

Emily Arteche, Director

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Snoqualmie, Washington 98065

(425) 888-5337 | earteche@snoqualmiewa.gov

October 2023

Building Permit Activity

Permit applications to the Community Development Department remain relatively low. Inspections are picking up as a number of homes are under construction in the recently-approved Snoqualmie Ridge II Plat 29/Cascade Pointe.

Building	October 2023	YTD
Permit Applications	47	477
Permits Issued	41	446
Total Inspections	72	755

Planning	October, 2023	YTD
Business Licenses	24	65
Pre Applications	3	9
Sign Permits	2	7

Boards and Commissions:

- Planning Commission 10/2 and 10/16 – completed work on the Housing and Economic Development element, goals and policies. A recommendation will be forward to the CD Committee for their review. Began review of the Transportation element.
- Community Development Committee, 10/2 and 10/16 - Review of Land Use, Housing and Economic Development element and recommendations to Council.
- Arts Commission held an annual retreat special meeting, reviewing and evaluating accomplishments and programming.

Land Use Planning Projects:

NWRM: The applicant would like to clear and grade the property to expand the existing museum to include a roundhouse.

Timber Trails (Plat 30): Clearing and Grading permit was submitted to being preparing the parcel for a 46 single-family residential (duplexes and townhomes) lots.

Model Train Museum/Park: In December 2022 the Council authorized the Mayor to approval a Memorandum of Understanding, to develop a park/museum on City property which will showcase a model train. The proposed project includes a 20,000 square foot building, outdoor parking, community event space, a gift shop and other interactive features as well as an outdoor recreational park with picnic benches and other improvements. The City Council met in August with representatives of model train and approved an extension to the timeline of project of three months before moving forward with an approval of the draft lease and development agreement.

The Rails: City Staff are reviewing a building permit from Tracy Hovinga for the vacant parcel, 784920-1430. The proposed project would construct a 3-story mixed use building including 11 apartments, approximately 2,000 square feet of retail/office space, and associated parking and other site improvements.

Snoqualmie Ridge Self-Storage: City Staff are reviewing a building permit for the expansion of Snoqualmie Ridge Self-Storage. The applicant proposes to expand the existing self-storage facility by constructing a new 3-story building with approximately 29,000 square feet of floor space to replace the existing RV storage area in the northwest corner of the property.

Crabb Commerical: City Staff are reviewing a building permit for a new commerical building on Railroad Avenue. The proposed development is a 2 story building , 2632 square feet.

Mixed-Use Final Plan: Prep for the 1st segment of this was done for presentation to the Planning Commission on November 6th. This involves amending the SR-I Mixed Use Final Plan to remove or amend conditions as needed, to allow for more retail.

Flood Report Mailing: The Annual Flood Report was prepared and mailed out to property owners within the Flood Plain in October. This is part of the City's participation in the National Flood Insurance Program (NFIP) and Community Rating System (CRS) program.

Comp Plan Open House: After the successful April open house at City Hall to get public input on the Comprehensive Plan Update, a second one occurred at the Snoqualmie Public Library on Wednesday, October 18th. There were twenty-five sign-ins on the register, with total attendance of approximately thirty-five, including staff and consultants.

Comprehensive Plan Outreach: Over 350 total public comments have been recieved from open houses, business roundtables, surveys, the Ridge Business Owners and the Snoqualmie Tribe. The Planning Commission has made recommendations to the Community Developent Committee on the land use element. The Economic Development and Housing elements are moving through the Planning Commission. A second open house is schedule in mid-October for additional public participation.

Events, Engagement, Marketing and Tourism:

- Halloween Events: City-wide, October 28, Ridge District/Center Blvd., 1-3pm, and Downtown District, 2-4pm. Marketing and advertising (425 Magazine ad buy). City was busy with trick-or-treaters all afternoon. Provided marketing and candy support to both Ridge and Downtown merchants.
- Marketing Conception and Coordination: Snoqualmie Winter Lights Tree Lighting, Snoqualmie Winter Lights Month Long Lighting Displays, Snoqualmie Inn and City of Snoqualmie Partnership for Snoqualmie Winter Lights Room Package, and Historic Downtown Merchants Association, month long December event programming partnership. Advertising buys with 425 Magazine and Seattle's Childs.
- Project management of the holiday lighting program installations, by City Parks Department and outside vendor.
- Attended SnoValley Chamber of Commerce monthly luncheon.
- Attended Historic Downtown Merchants Association meeting.
- Special Events Permits:
 - Halloween Festival 10/30/23
 - Egg Hunt 3/29/24
 - Daddy Dash 4/19/24
 - Graduation and Carnival 6/5/24



Jeff Hamlin, Interim Director
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Staffing Levels
Parks, Streets – 1 Vacancy
Water – 2 Vacancies
Wastewater – 3 Vacancies

October 2023

October Summary Parks & Public Works

The rainy season is upon us as we begin November. Our Parks & Public team are well into Fall activities having nearly completed installation of holiday lights and preparing for the coming winter festivities. Flower baskets and downtown furniture have been removed for the winter. The Parks Division has moved into their new (to them) home at the wastewater treatment plant. They formerly were sharing an office with the Stormwater/Urban Forestry Team. The Engineering Division continues its focus on wrapping up this year's capital projects and preparing projects for the CIP update and next year's next construction season.

We have some exciting projects on tap with the approval of the splash pad and our plans to restore Sandy Cove Park. Our Water Division has been conducting normal operations and our Irrigation Team has finished winterizing the system for the coming cold months. The Meter setters have finally arrived, and the contractor should wrap up the William's Addition CIP project by the end of November. Recruitment continues for additional water and sewer technicians. Our Waste Water Team has settled into their new office location and continues to maintain and operate the system well. The Fleet Division and Facilities Division has also begun Fall preparations. They have begun the process of installing plows and final preparations for the winter season. We will be integrating new equipment into our operations this season with the acquisition of the new front loader. We will be experimenting and testing different operational deployments to see how it can best be used to serve our residents.

Community Liaison- Outreach/Events, Arts and Culture, Marketing and Tourism:

Voter Drop Box: signs have been placed to direct traffic to the voter drop box on the ridge near the library

Department of Corrections Crew Work for October 2023

* Note: DOC had 10 workdays this month*

Work completed at various sites:

1. **Storm pond vegetation maintenance:**
 - 1.1. No vegetation maintenance this month.
2. **Storm pond, swale, and wetland fence repair: Completed 8 ponds, 1 swale and 1 wetland.**
 - 2.1. Split-rail fence repair at Kinsey Pond, completed 134 feet of fence to include:
 - 2.1.1. Replaced 10 posts and 11 sections of rail, chain link stapled to rails.
 - 2.2. Split-rail fence repair at Isley 1 Pond, completed 134 feet of fence to include:
 - 2.2.1. Replaced 6 posts and 7 rails, chain link stapled to rails.
 - 2.3. Split-rail fence repair at Fisher Ponds 1 & 2, completed 440 feet of fence to include:
 - 2.3.1. Replaced 9 posts and 12 rails. No chain-link.

2.4. Split-rail fence repair at Swenson W1 Pond, completed 736 feet of fence to include:

2.4.1. Reinstalled 2 posts and 6 rails.

2.5. Split-rail fence repair at Autumn Pond, completed 1,099 feet of fence to include:

2.5.1. Reinstalled 2 posts and replaced 1 rail. Replaced 20 feet of chain-link fence.

2.6. Split-rail fence repair at Denny Swale, completed 121 feet of fence to include:

2.6.1. Replaced 3 Posts and 6 rails. No chain-link.

2.7. Split-rail fence repair at Fairway Pond, completed 121 feet of fence to include:

2.7.1. Replaced 1 post and 1 rail, and chain-link stapled to rails.

2.8. Split-rail fence repair at Carmichael Wetland, completed 278 feet of fence to include:

2.8.1. Replaced 15 posts and 12 rails. No chain-link.

3. **Trail maintenance: Deep Creek Trail Bridge Repair**

3.1. Helped to dispose of 21 old boards on Deep Creek Trail bridge repair by carrying them up to the staged dumpster at Whitaker Park.

4. **Forest restoration: Park Street Revetment Site Mulching (Park and River)**

4.1. Revetment site maintenance: Put down 70 yards of mulch, to 6 inches deep, throughout the rest of the site (finishing work from September).

4.2. Revetment site maintenance Weeded 3 yards of invasives covering 1366 square feet in preparation for mulching.

5. **Park maintenance:**

5.1. No park maintenance this month.

6. **Work Area and Tool maintenance:**

6.1. No work area/tool maintenance this month.

Isley Pond 1: Completed 590 feet of fence to include replacing 6 posts and 7 sections of rail and chain link stapled to rails where needed.



Autumn Pond: Completed 1099 feet of fence to include reinstalling 2 posts and 1 section of rail and chain link stapled to rails where needed. Replaced 20 feet of chain-link fence.





Snoqualmie Police Department

Item 20.

Brian Lynch, Interim Police Chief
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October 2023

Calls for Service

	Sept. 2023	Oct. 2023	Oct. 2022
Snoqualmie	551	646	646
North Bend	426	467	438

Average Response Times (in minutes & seconds)

October	Priority 1	Priority 2	Priority 3
Snoqualmie	3:11	3:40	6:10
North Bend	6:48	6:13	6:18
September			
Snoqualmie	3:23	3:24	4:30
North Bend	4:31	3:43	5:42

Priority 1: Weapons Offense / DV Physical / Aslt/Burg In-Prog

Priority 2: Calls that require immediate response that could result in death if not responded to.

Priority 3: High priority but not an immediate threat.

October	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	12	5	4
North Bend	21	6	4
September	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	8	6	1
North Bend	22	2	0

Year to Date Theft Comparison

Jan. 1 – Oct. 31

Snoqualmie	2023	2022
Thefts	99	161
Vehicle Prowls	69	137
Vehicle Thefts	20	29

North Bend	2023	2022
Thefts	198	216
Vehicle Prowls	39	60
Vehicle Thefts	18	27

Crisis Intervention Contacts

Oct. 1 - 31

	2023	2022
Snoqualmie	10	11
North Bend	2	2

Items of Importance

Command Staff – Vacancies: Captain, Admin Sergeant.
 Detective vacancy was filled Oct. 10.

Patrol – Vacancies: 1 Patrol Officer opening – 1 officer cadet graduated from FTO on 10/23, 1 officer cadet ongoing FTO, 1 officer recruit ongoing enrollment at the academy, 1 officer recruit started 10/16 and awaiting academy date, 2 candidates hired with start dates established 11/27 and 12/18, 2 candidates in backgrounds.

Administrative Staff – Vacancies: Administrative Coordinator.

Community Events

October 28 – Trick-or-Treat on Center & Trick-or-Treat Downtown Snoqualmie

Mental Health Professional Contacts

Oct. 1 - 31

	2023	2022
Snoqualmie	23	7
North Bend	15	4

Public Records Requests

Oct. 2023	63
2023 YTD	469