



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Tuesday, November 05, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: Jolyon Johnson and Cara Christensen

This meeting will be conducted in person and remotely using Zoom.

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Webinar ID **880 1897 0598** and Password **1830050121** if prompted.

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

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

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

MINUTES

1. Approval of the minutes dated October 22, 2024.

APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Report dated November 12, 2024.

AGENDA BILLS

3. **AB24-062:** Meadowbrook Farm Docent Services Memorandum of Understanding (MOU).
4. **AB24-111:** Appointment of the City Hearing Examiner.
5. **AB24-105:** Certifying an Increase in Property Tax.
6. **AB24-106:** 2025 Property Tax Levy.

DISCUSSION

7. Upcoming Agenda Items (Informational Only):
 - a. Amending the 2023-2024 Biennial Budget.
 - b. Business License and B&O Tax Discovery, Audit, and Revenue Recovery.

CITY COUNCIL AGENDA REVIEW

- [8.](#) Review Draft City Council Agenda dated November 12, 2024.

ADJOURNMENT



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES OCTOBER 22, 2024

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

CALL TO ORDER

Chair Holloway called the meeting to order at 6:02 pm.

Committee Members: Councilmembers Bryan Holloway, Jolyon Johnson, and Cara Christensen were present.

City Staff:

Mike Chambless, City Administrator; Deana Dean, City Clerk (remote); Drew Bouta, Finance Director; Emily Arteche, Community Development Director; Jeff Hamlin, Parks & Public Works Director; and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES - The minutes from October 8, 2024, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims report dated October 28, 2024, was approved to move forward at the October 28, 2024, Council meeting on the consent agenda.

AGENDA BILLS

3. **AB24-104:** 2025 Salary Schedule for Non-Represented Management and Professional Employees. This item was introduced by Finance Director Drew Bouta. Committee requested additional information on cost-of-living adjustments for comparable cities. This item is approved to move forward at the October 28, 2024, City Council meeting on the non-consent agenda.
4. **AB24-090:** Adoption of Snoqualmie Valley School District Capital Facilities Plan 2024-2026. This item was heard with **AB24-089: School impact Fees Ordinance**. Discussion led by Consultant Andrew Levins. Committee questions and comments followed. These items will be heard at the October 28, 2024, City Council meeting.

DISCUSSION

5. Upcoming Agenda Items. This item was informational only.

CITY COUNCIL MEETING AGENDA REVIEW

6. Review Draft City Council Agenda dated October 28, 2024. The agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 6:23 pm.

*Minutes taken by Deana Dean, City Clerk.
Recorded meeting audio is available on the City website after the meeting.
Minutes approved at the _____, 2024, Finance & Administration Committee Meeting.*



Drew Bouta, Director of Finance
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | dbouta@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: November 12, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: October 17, 2024, through October 29, 2024

BACKGROUND

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

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

ANALYSIS

All payments made during these periods were found to be valid claims against the city. 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

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$322,325.71

For claims warrants numbered 83015 through 83086 & dated 10/17/2024

#119

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
AM TEST	40253585 541000	Professional Svcs - General	2024	10	INV	Paid	180.00	83015	A24G0858	3rd Party Lab	9/10/2024	10/17/2024
AM TEST	40253585 541000	Professional Svcs - General	2024	10	INV	Paid	280.00	83015	A24G0865	3rd Party Lab	9/10/2024	10/17/2024
ANGELARM	POL52122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	2,141.28	83016	INV10476	Flex & Stealth carriers D. Vladis, J. Westman	7/30/2024	10/17/2024
ANGELARM	POL52122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	707.40	83016	INV10582	D. Moate Flex & Stealth carriers, Air Chnl insert	8/9/2024	10/17/2024
ANGELARM	01452122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	695.11	83016	INV10476	Flex & Stealth carriers D. Vladis, J. Westman	7/30/2024	10/17/2024
ANGELARM	01452122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	707.39	83016	INV10582	D. Moate Flex & Stealth carriers, Air Chnl insert	8/9/2024	10/17/2024
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	10	INV	Paid	1,353.04	83017	0000037034	Riverwalk NW of Sandy Cove Design/Engineering	9/13/2024	10/17/2024
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	10	INV	Paid	15,568.00	83017	36470	Riverwalk NW of Sandy Cove Design/Engineering	3/6/2024	10/17/2024
CCDC	40153482 531500	Water Treatment Chemicals	2024	10	INV	Paid	3,709.04	83018	905987	salt for canyon springs chlorine generator	9/12/2024	10/17/2024
CDW GOVT	50251881 531820	Info Tech Components	2024	10	INV	Paid	3,379.72	83019	AA4GT3B	IT- Eric Ditommaso Macbook Pro M3 Max	8/30/2024	10/17/2024
CDW GOVT	50251881 531820	Info Tech Components	2024	10	INV	Paid	266.73	83019	AA4IX6G	IT- Eric DiTommaso Macbook warranty	9/3/2024	10/17/2024
CDW GOVT	50251881 531820	Info Tech Components	2024	10	INV	Paid	63.82	83019	AA5R16F	USB-C to Ethernet Adapters	9/11/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	266.73	83019	AA5GY9V	Danna McCall - AppleCare 3 yr. warranty	9/13/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	2,533.49	83019	AA5PY1V	Danna McCall Apple MacBook Pro	9/10/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	2,178.27	83019	AA5QS2X	FD-Chief Bailey laptop replacement	9/11/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	114.17	83019	RX41327	FI- J Knutsen Laptop Replcmt 3 yr warranty support	6/21/2024	10/17/2024
CENLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	1,387.06	83020	300575004 9/24	Snoq. police land lines Sept 20-Oct 19	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	710.86	83021	300568001 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	90.52	83021	300570848 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	655.65	83021	300571491 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	136.57	83021	300573862 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	211.74	83021	300576080 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	46.37	83021	402478791 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	1,586.33	83021	411746240 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
Chinook Lumber	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	520.46	83022	2060062	Fence supplies	9/20/2024	10/17/2024
Chinook Lumber	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	195.36	83022	2061413	Fence supplies	9/25/2024	10/17/2024
COI	POL52360 541502	Jail Services - Issaquah	2024	10	INV	Paid	18,366.66	83023	24000274	Iss jail housing, misc med-Snoq. inmates -May 2024	6/26/2024	10/17/2024
COMP PD	POL52122 531000	Office Supplies	2024	10	INV	Paid	38.75	83024	2298962-0	Card Stock, paper, urinal screens	7/24/2024	10/17/2024
COMP PD	51051821 531340	Custodial & Cleaning Supplies	2024	10	INV	Paid	81.28	83024	2298962-0	Card Stock, paper, urinal screens	7/24/2024	10/17/2024
COMP PD	51051821 531340	Custodial & Cleaning Supplies	2024	10	INV	Paid	137.82	83024	2299665-0	Paper towels x2	7/26/2024	10/17/2024
CRIMINAL	POL52140 543000	Training & Travel	2024	10	INV	Paid	150.00	83025	201140020	P. Mandery & M. Libetrau Evid & Prop Rm Mgt trng	9/13/2024	10/17/2024
CRIMINAL	01452140 543000	Training & Travel	2024	10	INV	Paid	600.00	83025	201139966	M. Peter Instructor Development Training reg fee	9/12/2024	10/17/2024
CRIMINAL	01452140 543000	Training & Travel	2024	10	INV	Paid	800.00	83025	201140006	N. Schulgen handgun red dot sight Trng reg fee	9/13/2024	10/17/2024
CRIMINAL	01452140 543000	Training & Travel	2024	10	INV	Paid	50.00	83025	201140020	P. Mandery & M. Libetrau Evid & Prop Rm Mgt trng	9/13/2024	10/17/2024
CRYSRPR	POL52150 545000	Operating Rentals & Leases	2024	10	INV	Paid	265.65	83026	5310053 090824	water cooler rental, drinking water, delivery fee	9/8/2024	10/17/2024
CTV	FIR52220 531910	Operating Supplies	2024	10	INV	Paid	15.25	83027	B385937	electric tape	9/12/2024	10/17/2024
CTV	FIR52220 531910	Operating Supplies	2024	10	INV	Paid	40.20	83027	B386011	light bulb	9/13/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	13.08	83027	B384792	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	79.54	83027	B384800	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	15.57	83027	B384829	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	115.90	83027	B385001	assorted repair & maint. supplies	8/30/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	28.34	83027	B385033	assorted repair & maint. supplies	8/30/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	23.99	83027	B385466	assorted repair & maint. supplies	9/5/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	32.51	83027	B385973	assorted repair & maint. supplies	9/13/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	19.53	83027	B386185	assorted repair & maint. supplies	9/16/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	14.17	83027	B386371	assorted repair & maint. supplies	9/19/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	47.96	83027	B386429	assorted repair & maint. supplies	9/20/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	14.17	83027	B384855	assorted repair & maint. supplies	8/28/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	67.61	83027	B386437	assorted repair & maint. supplies	9/20/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	56.72	83027	B386822	assorted repair & maint. supplies	9/25/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	14.17	83027	B385406	assorted repair & maint. supplies	9/4/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	38.17	83027	B386331	assorted repair & maint. supplies	9/18/2024	10/17/2024

CTV	40353190 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	346.94	83027 B386223	wheelbarrow	9/16/2024	10/17/2024
CTV	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	48.60	83027 B386190	assorted repair & maint. supplies	9/16/2024	10/17/2024
CTV	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	32.89	83027 B386241	assorted repair & maint. supplies	9/17/2024	10/17/2024
CTV	FIR52220 531910	Operating Supplies	2024	10	INV	Paid	10.86	83028 B386706	fire hardware	9/23/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	3.32	83028 B384835	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	10.90	83028 B385330	assorted repair & maint. supplies	9/3/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	12.63	83028 B385930	assorted repair & maint. supplies	9/12/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	12.63	83028 B386250	assorted repair & maint. supplies	9/17/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	4.35	83028 B384888	assorted repair & maint. supplies	8/28/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	9.26	83028 B385498	assorted repair & maint. supplies	9/4/2024	10/17/2024
DOE	40353145 541050	Engineering Services	2024	10	INV	Paid	6,178.00	83029 24-RS-WAR045718-1	For 2024 SAM Water Quality Program Fee	9/4/2024	10/17/2024
DONSMALL	50154868 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	3,863.48	83030 5264091	Generator Diesel #G-24 1040 ps	9/13/2024	10/17/2024
DONSMALL	50154868 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	4,764.75	83030 5264092	Generator Diesel Jacobia Pump Station	9/13/2024	10/17/2024
Epicenter Services	00131020 541082	Recycling Services	2024	10	INV	Paid	15,100.00	83031 SNO202402	Completion of Task 3 & 4 of Solid Waste Contract	8/30/2024	10/17/2024
EVOQUA	40253560 531500	Uniforms & Protective Gear	2024	10	INV	Paid	5,378.90	83032 906648586	odor and corrosion control	9/10/2024	10/17/2024
Ferguson Water Works	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	84.84	83033 0055879	water meter gaskets	9/25/2024	10/17/2024
GENDIGIT	HUM51810 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	155.76	83034 COS0033	Sept Norton LifeLock for 14 employees	9/15/2024	10/17/2024
GOBLE	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	986.09	83035 BINV0011824	valve diaphragm for canyon spgs chlorine generator	9/27/2024	10/17/2024
GRAINGER	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	36.96	83036 9248974173	Chair rail - police captain requested	9/16/2024	10/17/2024
HD Fowler	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	5,204.57	83037 16719888	hydrant storz caps and valve extension	6/4/2024	10/17/2024
K&L Gates	LEG51541 541100	Outside Legal Services - Gen	2024	10	INV	Paid	2,694.45	83038 100075444	Legal Advice- Snoqualmie Tribe Agreements	9/23/2024	10/17/2024
KC #27	FIR52220 541190	Temp Personnel - Shared Staff	2024	10	INV	Paid	1,791.36	83039 524-03	Shared staffing- Steve Bandy	9/10/2024	10/17/2024
Ken Knowles	50154861 523300	Reimb - Dues, Licenses & Cert	2024	10	INV	Paid	140.00	83040 RE K Knowles 10/24	Reimb. K. Knowles CDL Physical	10/8/2024	10/17/2024
KI 2	FIR52210 541000	Professional Svcs - General	2024	10	INV	Paid	629.00	83041 11390	Rescue patch gold and silver (25/175)	9/9/2024	10/17/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	10	INV	Paid	2,204.04	83042 11360	Transport biosolids to application site	9/11/2024	10/17/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	10	INV	Paid	2,203.34	83042 11377	Transport biosolids	9/17/2024	10/17/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	10	INV	Paid	4,456.07	83042 11387	Transport biosolids	9/24/2024	10/17/2024
LAI	FIR52220 531912	EMS Supplies & Equipment	2024	10	INV	Paid	384.66	83043 1509565	Test strips and exam gloves	9/12/2024	10/17/2024
LAI	FIR52220 531912	EMS Supplies & Equipment	2024	10	INV	Paid	39.10	83043 1511164	sodium chloride	9/17/2024	10/17/2024
LAI	FIR52220 531912	EMS Supplies & Equipment	2024	10	INV	Paid	137.25	83043 1512656	mega mover portable transport	9/23/2024	10/17/2024
Les Schwab Tires	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	125.45	83044 36300711042	Front end alignment #403	9/20/2024	10/17/2024
LEVEL3	50251888 542000	Telephone Service	2024	10	INV	Paid	2,353.62	83045 700231956	Monthly Telephone Service	8/1/2024	10/17/2024
M Press Woodinville	FIR52210 549300	Printing	2024	10	INV	Paid	103.22	83046 52239	Business Cards	2/2/2024	10/17/2024
MATZKEN	POL52110 541000	Professional Svcs - General	2024	10	INV	Paid	250.00	83047 91724	polygraph examination -Ramel Turic	9/17/2024	10/17/2024
MCMMASTER	40253580 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	334.14	83048 33732959	Shop air line project	9/23/2024	10/17/2024
MCMMASTER	40253580 531910	Operating Supplies	2024	10	INV	Paid	170.11	83048 33497845	Coffee for breakroom	9/18/2024	10/17/2024
Mike Bailey	FIR52245 543000	Training & Travel	2024	10	INV	Paid	30.00	83049 RE M Bailey 9/24	Reimb. M. Bailey 2 lunches - KC Fire Chiefs Summit	9/23/2024	10/17/2024
Miller's Equip & Ren	00280090 545000	Rental Equipment	2024	10	INV	Paid	2,394.74	83050 413329	Snoqualmie Days Stage Rental	8/19/2024	10/17/2024
Minuteman Press	FIR52210 549300	Printing	2024	10	CRM	Paid	-103.22	83051 CM 82163	Credit for orig.inv. 52239 on 2/2/24 s/b MM Woodvl	7/2/2024	10/17/2024
Minuteman Press	40153481 549300	Printing	2024	10	INV	Paid	208.47	83051 93688	assembly and mailing of backflow letters	9/24/2024	10/17/2024
MONROECC	40353145 548000	Repair & Maintenance Services	2024	10	INV	Paid	840.11	83052 MCC2408.0118	Storm pond & forest restoration maintenance	9/11/2024	10/17/2024
Nap Ventures	POL52122 531000	Office Supplies	2024	10	INV	Paid	124.63	83053 069967	office nameplates (6)	9/12/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	135.96	83054 040745	September ER&R parts (6400 Account)	8/27/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	151.59	83054 040748	September ER&R parts (6400 Account)	8/27/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	408.38	83054 040922	September ER&R parts (6400 Account)	8/28/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	324.56	83054 041542	September ER&R parts (6400 Account)	9/4/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	121.91	83054 041677	September ER&R parts (6400 Account)	9/5/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	384.02	83054 041806	September ER&R parts (6400 Account)	9/6/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	122.37	83054 042007	September ER&R parts (6400 Account)	9/9/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	93.67	83054 042008	September ER&R parts (6400 Account)	9/9/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	74.70	83054 042126	September ER&R parts (6400 Account)	9/10/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	153.33	83054 042218	September ER&R parts (6400 Account)	9/11/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	285.38	83054 042392	September ER&R parts (6400 Account)	9/12/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	375.12	83054 042725	September ER&R parts (6400 Account)	9/16/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	696.19	83054 042760	September 2024 ER&R parts (6400 Account)	9/16/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	322.95	83054 042837	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	296.71	83054 042838	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024

NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	261.50	83054 042880	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	60.46	83054 042897	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	70.50	83054 043183	September 2024 ER&R parts (6400 Account)	9/20/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	58.52	83054 043744	September 2024 ER&R parts (6400 Account)	9/25/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	131.09	83054 043747	September 2024 ER&R parts (6400 Account)	9/25/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	2.16	83055 043115	September 2024 ER&R parts (6400 Account)	9/19/2024	10/17/2024
NHC	PLN55860 541040	Engineering Services	2024	10	INV	Paid	1,232.50	83056 31839	City Charges (Snoq. River Trail)	9/13/2024	10/17/2024
Nicole Wiebe	EVE57390 531900	Miscellaneous Supplies	2024	10	INV	Paid	1,600.18	83057 RE N Wiebe 9/24 #2	Reimb. N. Wiebe Winter Lights Event supplies	9/30/2024	10/17/2024
NWSC	FIR52220 541000	Professional Svcs - General	2024	10	INV	Paid	804.47	83058 24-45550	Snoq Hotel, Parcel	5/28/2024	10/17/2024
NWSC	FIR52220 541000	Professional Svcs - General	2024	10	INV	Paid	919.71	83058 24-46205	Cleaning of Fire gear	8/5/2024	10/17/2024
Ofc Depot 32559	40253580 531910	Operating Supplies	2024	10	INV	Paid	201.61	83059 385289744001	Tyler ipad charger station	9/20/2024	10/17/2024
ORKIN	40253580 548200	Custodial & Cleaning Services	2024	10	INV	Paid	233.04	83060 257804896	rodent control	3/18/2024	10/17/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	926.50	83060 264391862	One time ant spray City Hall Little Si Rm	4/26/2024	10/17/2024
PACS	00280090 541000	Professional Svcs - General	2024	10	INV	Paid	900.00	83061 6548	Block Party Sound System	8/30/2024	10/17/2024
Perteet Eng	PLN55861 541040	Engineering Services	2024	10	INV	Paid	983.73	83062 00022222.0000-228	SRII, Parcel S22	9/10/2024	10/17/2024
Perteet Eng	PLN55861 541040	Engineering Services	2024	10	INV	Paid	10,350.79	83062 00023042.0000-244	Snoq Hotel, Parcel S 14, MSHS, The Rails, SVH	9/10/2024	10/17/2024
Perteet Eng	PLN55861 541040	Engineering Services	2024	10	INV	Paid	281.25	83062 20110015.000-145	Snoqualmie Ridge II- Centex	9/10/2024	10/17/2024
Perteet Eng	41134100 541060	Eagle Lake Reclam Design	2024	10	INV	Paid	1,760.00	83062 00023042.0005-4	Cultural Resources consulting services thru Sept 1	9/10/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	1,304.61	83063 052160	Printer Scanner Maintenance	7/24/2023	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	454.69	83063 062621	Copier Kit Overage	2/29/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	761.91	83063 355387	Printer Maintenance	7/2/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	467.39	83063 396758	Copier Kit Overage	7/23/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	274.88	83063 430446	Printer toner order	8/5/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	14.77	83063 437130	Copier Kit Overage	8/8/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	778.68	83063 469494	Copier Kit Overage	8/23/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	137.66	83063 CSQ-2023	Monthly Printer Lease	8/15/2024	10/17/2024
POA-OR	50259118 577004	Copiers/Printers Lease Prin	2024	10	INV	Paid	1,552.91	83063 CSQ-2023	Monthly Printer Lease	8/15/2024	10/17/2024
POA-OR	50259418 564102	Council Chambers A/V Upgrade	2024	10	INV	Paid	72,561.37	83063 484456	Council Chambers AV System Upgrade	8/28/2024	10/17/2024
PRIDELEE	PKF57680 548000	Repair & Maintenance Services	2024	10	INV	Paid	441.80	83064 435736	Restroom auto locks	9/11/2024	10/17/2024
PSE	POL52150 547100	Electricity	2024	10	INV	Paid	85.99	83065 002083 8/24	Electricity	8/29/2024	10/17/2024
PSE	POL52150 547100	Electricity	2024	10	INV	Paid	1,892.74	83065 002083 9/24	Electricity	9/30/2024	10/17/2024
REFLECT	11057390 541000	Professional Svcs - General	2024	10	INV	Paid	8,174.32	83066 100016861	Holiday Lighting Deposit-LTAC Funds	8/20/2024	10/17/2024
RH2	40253510 541000	Professional Svcs - General	2024	10	INV	Paid	6,826.46	83067 97605	On call operational support	9/18/2024	10/17/2024
ROBERT HALF	FIN51423 541190	Temporary Agency Personnel	2024	10	INV	Paid	3,192.00	83068 64125191	S. Wong payroll specialist support (retro & other)	9/30/2024	10/17/2024
ROBERT HALF	PLN55860 541190	Temporary Agency Personnel	2024	10	INV	Paid	1,015.00	83068 64070393	A. Jain CD Support	9/16/2024	10/17/2024
SEAAUTO	50154868 531301	Repair Parts	2024	10	INV	Paid	555.23	83069 55-9433911	#501-503 chev. tire pressure monitor sensors	10/4/2024	10/17/2024
SEATIMES	CLK51420 541320	Legal Notices	2024	10	INV	Paid	170.00	83070 85090	Notice of Public Hearing-2025-2026 Biennial Budget	9/24/2024	10/17/2024
SHI INT	40253510 531820	Info Tech Components	2024	10	INV	Paid	1,903.80	83071 B18665204	Wastewater iPads	8/8/2024	10/17/2024
SHI INT	50251881 548860	Hardware-Software Maintenance	2024	10	INV	Paid	29,717.52	83071 B18118558	Adobe Licensing renewal	3/25/2024	10/17/2024
Spartan Windows	40158210 582108	Meter-Tank-Hydrant. Deposits	2024	10	INV	Paid	2,500.00	83072 976	Meter Deposit refund FH-24-007/FH-24-009	9/26/2024	10/17/2024
SPOK	4015935 542000	Telephone Service	2024	10	INV	Paid	29.75	83073 H0303878U	Monthly Irrigation Pager Bill	9/14/2024	10/17/2024
ST AUDITOR	FIN51423 541091	State Auditor Services	2024	10	INV	Paid	3,683.50	83074 L163207	Audit Services-2022-23 Federal/2021 August	9/11/2024	10/17/2024
TJE	40353190 548156	Emergency Tree Removal	2024	10	INV	Paid	3,109.35	83075 04428-I	Hazard Tree Removals, 8805 SE Swenson	9/12/2024	10/17/2024
Topsy Turvy Event	POL52110 549100	City-Sponsored Expenses	2024	10	INV	Paid	1,668.14	83076 30863167	Bouncer rentals for Natl' Night Out event	7/1/2024	10/17/2024
TRANSU	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	196.38	83077 944321-202408-1	credit check & contract charges 8/1-8/31 2024	9/1/2024	10/17/2024
TRANSU	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	294.57	83077 944321-202409-1	credit check & contract charges 9/1-9/30 2024	10/1/2024	10/17/2024
ULINE	40253580 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	3,690.47	83078 181023141	containers for repair supplies in shop	7/25/2024	10/17/2024
URNW	40153481 545100	Rent - Shop Equipment	2024	10	INV	Paid	1,145.55	83079 235589951-003	monthly truck rental	9/7/2024	10/17/2024
VENTILAT	40253560 548801	Clean Sewer Collection System	2024	10	INV	Paid	14,202.64	83080 64666	Clean Pipes	9/19/2024	10/17/2024
VERIZCS	50251888 542010	Cellular Telephone	2024	10	INV	Paid	2,090.88	83081 9974066461	PD cell phones- Aug 17-Sept 16 2024	9/16/2024	10/17/2024
VISIONQ	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	775.00	83082 001638	Window and louver cleaning City Hall and Police	9/24/2024	10/17/2024
Water Mgmt Group	40153935 541000	Professional Svcs - General	2024	10	INV	Paid	4,004.98	83083 21837	October 2024 Maxicom monthly monitoring	9/20/2024	10/17/2024
Water Mgmt Labs	40153481 541000	Professional Svcs - General	2024	10	INV	Paid	200.00	83084 223071	Lead and copper samples	9/13/2024	10/17/2024
Water Mgmt Labs	40153481 541000	Professional Svcs - General	2024	10	INV	Paid	694.00	83084 223321	2024 VOC samples	9/25/2024	10/17/2024
WEC	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	2,182.00	83085 16746986	Fertilizer	8/22/2024	10/17/2024
WLACE	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	45.35	83086 15313168	Park restroom supplies	9/23/2024	10/17/2024
WLACE	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	101.40	83086 15313183	Painting supplies	9/25/2024	10/17/2024

WLACE	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	21.78	83086 15313202	Wall cleaning eraser power pads	9/27/2024	10/17/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	112.97	83086 15313252	trash bags, pliers for files move to CH old library	10/3/2024	10/17/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,149,752.89

For claims warrants numbered 83087 through 83148 & dated 10/24/2024

											#120		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE	
AMZONCAP	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	159.41	83087	1GJK-XWW6-J6TW	rivets for signs	10/1/2024	10/24/2024	
AMZONCAP	PLN55860 531000	Office Supplies	2024	10	INV	Paid	24.94	83087	1LPF-XVL1-4DWP	Teambuilding book Strengths Finder 2.0	9/12/2024	10/24/2024	
AMZONCAP	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	160.00	83087	1GJK-XWW6-J6TW	rivets for signs	10/1/2024	10/24/2024	
AMZONCAP	40153481 531000	Office Supplies	2024	10	INV	Paid	11.95	83087	1YFQ-C73H-4HX3	Holiday Decorations	10/5/2024	10/24/2024	
AMZONCAP	40353110 531000	Office Supplies	2024	10	INV	Paid	12.00	83087	1YFQ-C73H-4HX3	Holiday Decorations	10/5/2024	10/24/2024	
BAINA	40153482 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	4,399.18	83088	1156	Flow meter probe for 1260 Jacobia	10/1/2024	10/24/2024	
BUELLR	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	266.91	83089	220630	Playground hardware and repair supplies	12/21/2023	10/24/2024	
BUILDERS HARDWARE	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	141.72	83090	S3857949.001	Keys cut for old library	9/26/2024	10/24/2024	
CO	PLN55860 531000	Office Supplies	2024	10	INV	Paid	185.67	83091	2310069-0	Steno bk, mrkr, pen, coffee, post its, calcltr	9/20/2024	10/24/2024	
COS	FIR52250 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	830.75	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	NON51820 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	203.65	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	PKF57680 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	16,754.89	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	POL52150 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	1,458.65	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	STR54230 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	3,304.33	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	STR54270 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	195.51	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	40153481 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	884.17	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	40153935 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	2,120.90	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	40253580 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	12,583.28	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	40353130 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	2,817.74	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS	51051821 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	6,433.21	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024	
COS BD	31137010 541060	Facilities Maint - Design	2024	10	INV	Paid	2,621.08	83093	COM2024-016	Permit fee for City Hall Security Improvements	9/24/2024	10/24/2024	
Dean Williams	NON34181 341810	Copies & Public Records Fees	2024	10	INV	Paid	25.65	83094	1169	Deposit Refund from PRR 24-515	10/8/2024	10/24/2024	
DOE	40353145 541050	Engineering Services	2024	10	INV	Paid	9,943.00	83095	25-WAR045718-1	For FY 2025 Water Quality Program Fee	9/24/2024	10/24/2024	
Emily Arteche	PLN55730 543000	Training & Travel	2024	10	INV	Paid	49.06	83096	RE E Arteche 10/24	Reimb. E. Arteche travel- KC Sm Bus mtg 10/7/24	10/7/2024	10/24/2024	
Evergreen Courier LL	40253585 542300	Postage & Freight	2024	10	INV	Paid	250.80	83097	000161	Courier- samples to 3rd party lab	10/3/2024	10/24/2024	
Evergreen Ford	50154868 531301	Repair Parts	2024	10	INV	Paid	2,449.63	83098	5209105	Replcmt spare wheels, covers, sensors #101 pickup	10/2/2024	10/24/2024	
GRAINGER	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	489.22	83099	9260986808	Bathroom supplies-soap dispenser	9/25/2024	10/24/2024	
GRAINGER	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	468.47	83099	9258369520	Combination padlocks	9/23/2024	10/24/2024	
GRAINGER	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	75.75	83099	9261473210	2 box end wrenches	9/25/2024	10/24/2024	
GRAINGER	40153481 531300	Repair & Maintenance Supplies	2024	10	CRM	Paid	-663.98	83099	CM 9239833909	Credit returned paint - orig. invoice #9230177355	9/6/2024	10/24/2024	
GRAINGER	40253580 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	50.32	83099	9257597907	Supplies for repair of grit removal system	9/23/2024	10/24/2024	
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	55.56	83100	9229871755	Door handle -Public Works	9/17/2024	10/24/2024	
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	148.92	83100	9230211057	Chair rail hardware	9/27/2024	10/24/2024	
JENKINSP	40253560 548801	Clean Sewer Collection System	2024	10	INV	Paid	1,355.31	83101	27275	CCTV pipe inspection	9/12/2024	10/24/2024	
JENKINSP	40253565 548000	Repair & Maintenance Services	2024	10	INV	Paid	3,194.93	83101	29163	Cleaned 5 wet wells	9/25/2024	10/24/2024	
JENKINSP	41759436 563000	WRF Improve Construction	2024	10	INV	Paid	2,796.00	83101	29099	Ownr excavation for unexpected subsrfce conditions	9/9/2024	10/24/2024	
KC 710	50251888 542200	INET Internet Network Services	2024	10	INV	Paid	1,023.00	83102	11014965	King County INET	8/31/2024	10/24/2024	
KCROUB	40153410 549010	Filing & Recording Fees	2024	10	INV	Paid	108.00	83103	10.2024 UB Liens	UB Claim of Liens Oct. 2024	10/15/2024	10/24/2024	
KDBC	50154868 531301	Repair Parts	2024	10	INV	Paid	1,050.51	83104	16700	Uplift equipment pickup trucks, PW	9/26/2024	10/24/2024	
KI 2	FIR52220 531050	Uniforms	2024	10	INV	Paid	3,223.03	83105	12732	16 carhart jackets	9/17/2024	10/24/2024	
KI 2	FIR52220 531050	Uniforms	2024	10	INV	Paid	287.86	83105	12782	Navy Blue Trousers	9/30/2024	10/24/2024	
Kim Johnson	HUM51810 543000	Training & Travel	2024	10	INV	Paid	269.04	83106	RE K Johnson 10/24	Reimb. K. Johnson, meals, travel -conf 10/8-10/10	10/15/2024	10/24/2024	
KING COUNTY	PKF57680 544400	Taxes & Assessments	2024	10	INV	Paid	7.31	83107	KC Tax 2024 - 3	KC Property Tax 2024	4/18/2024	10/24/2024	
KING COUNTY	40143481 544400	Taxes & Assessments	2024	10	INV	Paid	7.31	83107	KC Tax 2024 - 3	KC Property Tax 2024	4/18/2024	10/24/2024	
KING COUNTY	40243580 544400	Taxes & Assessments	2024	10	INV	Paid	7.32	83107	KC Tax 2024 - 3	KC Property Tax 2024	4/18/2024	10/24/2024	
KONE	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	1,754.36	83108	871482727	City Hall elevator R&M, annual L&I inspection	10/1/2024	10/24/2024	
LEVEL3	50251888 542000	Telephone Service	2024	10	INV	Paid	2,371.66	83109	708243899	Monthly Telephone Service	10/1/2024	10/24/2024	
LOUDEDGE	00280090 541000	Professional Svcs - General	2024	10	INV	Paid	1,750.00	83110	COS-093024-A	Food truck and Halloween design	9/30/2024	10/24/2024	
MADRONA	LEG51541 541100	Outside Legal Services - Gen	2024	10	INV	Paid	25,871.00	83111	12787	Interim City Attorney- Various matters	10/4/2024	10/24/2024	
Minuteman Press	00280090 549300	Printing	2024	10	INV	Paid	1,167.98	83112	93768	Notify Me & Halloween events Util Bill insert	10/7/2024	10/24/2024	

Minuteman Press	COM55720 549300	Printing	2024	10	INV	Paid	1,167.98	83112 93768	Notify Me & Halloween events Util Bill insert	10/7/2024	10/24/2024
Minuteman Press	FIN51423 549300	Printing	2024	10	INV	Paid	3,085.64	83112 93769	3rd Quarter B&O TaxMailing forms/envelopes	10/7/2024	10/24/2024
Minuteman Press	STR54290 549300	Printing	2024	10	INV	Paid	49.01	83112 92770	Business cards T. Barrett	5/1/2024	10/24/2024
Minuteman Press	40153481 531000	Office Supplies	2024	10	INV	Paid	242.87	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40153481 549300	Printing	2024	10	INV	Paid	308.50	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40253580 531000	Office Supplies	2024	10	INV	Paid	242.87	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40253580 549300	Printing	2024	10	INV	Paid	308.49	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40353130 531000	Office Supplies	2024	10	INV	Paid	242.87	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40353130 549300	Printing	2024	10	INV	Paid	308.49	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
MSAG	01257321 541000	Arts Program Services	2024	10	INV	Paid	200.00	83113 09222024	Snoqualmie Arts Commission & KCLS Art Class	9/24/2024	10/24/2024
NB CHEVY	50154868 531301	Repair Parts	2024	10	INV	Paid	52.37	83114 14286	tpms tire sensor nuts Chev #502	10/8/2024	10/24/2024
NB CHEVY	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	445.39	83114 CTCS41867	#504 body control module and reprogram	9/20/2024	10/24/2024
NHTS	FIR52250 548000	Repair & Maintenance Services	2024	10	INV	Paid	3,537.35	83115 51611	Fire hose, ladder, & nozzle & appliance testing	9/16/2024	10/24/2024
OTAK	PLN55860 541080	Environmental Services	2024	10	INV	Paid	617.50	83116 000092400112	Draft BAS Review (Comp Plan)	9/18/2024	10/24/2024
OTAK	PLN55861 541080	Environmental Services	2024	10	INV	Paid	787.50	83116 000092400113	Parcel S21 (SVH first submittal review)	9/18/2024	10/24/2024
OTAK	31175050 541064	Kimball Ck Bridges -Const Mgmt	2024	10	INV	Paid	14,983.20	83116 000092400342	Construction phase services Sept 6, 2024	9/27/2024	10/24/2024
PBBIPP	NON51890 542300	Postage & Freight	2024	10	INV	Paid	11.94	83117 PP 10/24	Purchase Power credit line	10/15/2024	10/24/2024
PFM FIN	FIN51423 541090	Financial Services	2024	10	INV	Paid	3,000.00	83118 132584	Quarterly Retainer for July-Sept 2024	10/1/2024	10/24/2024
PlanIT Geo	40353190 541000	Professional Svcs - General	2024	10	INV	Paid	736.10	83119 QB INV-23621	Tree Canopy cover assessment	7/31/2024	10/24/2024
PlanIT Geo	40353190 541000	Professional Svcs - General	2024	10	INV	Paid	6,614.45	83119 QB INV-24906	Tree Canopy Cover Assessment- GIS work	9/30/2024	10/24/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	25.97	83120 705670	Copier Kit Overage	9/8/2024	10/24/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	17.07	83120 718010	Copier Kit Overage	9/13/2024	10/24/2024
PRE-EMPL	HUM51810 541420	HR-Related Services	2024	10	INV	Paid	14.90	83121 381124	Background checks for 1 new hire	9/30/2024	10/24/2024
PREMIERM	00280090 541390	Advertising, Legal Notices etc	2024	10	INV	Paid	895.00	83122 2760-R	Halloween Web Ad- 425 magazine	10/1/2024	10/24/2024
PROCOM LLC	HUM51810 541420	HR-Related Services	2024	10	INV	Paid	338.00	83123 111243	DOT Drug testing C. Wilson, J. Stewart, J. Gentry	8/31/2024	10/24/2024
PROCRAFT	FIN51423 549300	Printing	2024	10	INV	Paid	336.91	83124 4755	1,000 laser checks for Accts Payable for Springbrk	10/5/2024	10/24/2024
PROSPECT	41759436 563000	WRF Improve Construction	2024	10	INV	Paid	521,133.37	83125 Pay Estimate #13	Construction thru 10/1/2024	10/1/2024	10/24/2024
PSE	PKF57680 547100	Electricity	2024	10	INV	Paid	149.93	83126 002042 10/24	Electricity	10/7/2024	10/24/2024
PSE	PKF57680 547100	Electricity	2024	10	INV	Paid	3,154.19	83126 007355 10/24	Electricity	10/7/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	48.19	83126 001499 10/24	Electricity	10/4/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	7,332.91	83126 001499 10/24 #2	Electricity	10/7/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	13.29	83126 001499 9/24 #3	Electricity	9/30/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	25.51	83126 431306 10/24	Electricity	10/1/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	11.98	83126 456550 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	16.03	83126 577403 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	16.44	83126 577445 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	140.38	83126 617464 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	1,553.97	83126 639966 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	33.19	83126 742043 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	57.45	83126 780111 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	12.07	83126 780137 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	22.27	83126 943807 9/24	Electricity	9/13/2024	10/24/2024
PSE	40153481 547100	Electricity	2024	10	INV	Paid	16,154.81	83126 004220 9/24	Electricity	9/30/2024	10/24/2024
PSE	40153481 547100	Electricity	2024	10	INV	Paid	16.38	83126 037989 10/24	Electricity	10/4/2024	10/24/2024
PSE	40153482 547100	Electricity	2024	10	INV	Paid	8,397.49	83126 004220 9/24	Electricity	9/30/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	1,343.25	83126 002042 10/24	Electricity	10/7/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	11.86	83126 103385 10/24	Electricity	10/3/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	924.34	83126 436232 10/24	Electricity	10/3/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	12.80	83126 794782 10/24	Electricity	10/3/2024	10/24/2024
PSE	40253565 547100	Electricity	2024	10	INV	Paid	32.93	83126 007124 10/24	Electricity	10/7/2024	10/24/2024
PSE	40253565 547100	Electricity	2024	10	INV	Paid	94.43	83126 241392 10/24	Electricity	10/3/2024	10/24/2024
PSE	40253565 547100	Electricity	2024	10	INV	Paid	111.82	83126 241418 10/24	Electricity	10/3/2024	10/24/2024
PSE	40253580 547100	Electricity	2024	10	INV	Paid	1,480.14	83126 010474 10/24	Electricity	10/7/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	106.29	83126 005615 10/24	Electricity	10/7/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	320.93	83126 010474 10/24	Electricity	10/7/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	585.21	83126 133972 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	68.51	83126 198066 10/24	Electricity	10/3/2024	10/24/2024

PSE	51051821 547100	Electricity	2024	10	INV	Paid	27.38	83126 198082 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	11.52	83126 400820 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	167.11	83126 549936 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	1,630.25	83126 885592 10/24	Electricity	10/4/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	122.38	83127 10091	#602 Truck valve maint.	9/17/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	22.83	83127 10104	Maint. -#601 ALF truck water leaks at pump plumbing	9/17/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	29.48	83127 10642	Fire Apparatus repair and service	9/30/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	5,989.19	83127 10827	Fire Apparatus repair and service	10/3/2024	10/24/2024
PSTEST	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	224.00	83128 2024-1038	Subscription fees July-Septemeber 2024	10/7/2024	10/24/2024
Puget Paving & Const	31059532 563000	Street Resurface - Construct	2024	10	INV	Paid	191,921.65	83129 24-118-1	2024 Road R&M Project/parking lots crack seal	9/16/2024	10/24/2024
Puget Paving & Const	31126130 563000	Parks Parking Lots - Construct	2024	10	INV	Paid	26,226.00	83129 24-118-1	2024 Road R&M Project/parking lots crack seal	9/16/2024	10/24/2024
Pye Barker	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	232.39	83130 IV00285947	Fire and Burg. alarm monitoring and service	10/1/2024	10/24/2024
Pye Barker	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	281.49	83130 IV00285948	Fire and Burg. alarm monitoring and service	10/1/2024	10/24/2024
Pye Barker	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	232.39	83130 IV00286003	Fire and Burg. alarm monitoring and service	10/1/2024	10/24/2024
REGA	63358930 589304	KC Pet License Fees Remittance	2024	10	INV	Paid	30.00	83131 102318	September pet licenses	10/4/2024	10/24/2024
RH2	40153410 541000	Professional Svcs - General	2024	10	INV	Paid	5,412.13	83132 97603	Reclaimed Water system design, plan update	9/18/2024	10/24/2024
RH2	40253510 541000	Professional Svcs - General	2024	10	INV	Paid	5,412.13	83132 97603	Reclaimed Water system design, plan update	9/18/2024	10/24/2024
RH2	41134100 541060	Eagle Lake Reclam Design	2024	10	INV	Paid	81,278.23	83132 97603	Reclaimed Water system design, plan update	9/18/2024	10/24/2024
RH2	41759436 541040	WRF Improve Const Mgmt	2024	10	INV	Paid	71,129.75	83132 97570	Construction Mgmt through Aug. 2024	9/10/2024	10/24/2024
ROBERT HALF	FIN51423 541190	Temporary Agency Personnel	2024	10	INV	Paid	3,108.00	83133 64097633	S. Wong-Payroll Specialist Support	9/23/2024	10/24/2024
SCORE	POL52360 541504	Jail Services - SCORE	2024	10	INV	Paid	5,804.16	83134 8157	SCORE Snoqualmie inmates September 2024	10/2/2024	10/24/2024
SEAAUTO	50154868 531301	Repair Parts	2024	10	INV	Paid	250.89	83135 S5-9405446	Tire pressure monitor sensors #107	9/23/2024	10/24/2024
SEATIMES	CLK51420 541330	Ordinance Publication	2024	10	INV	Paid	52.50	83136 86562	Ordinance 1296	10/7/2024	10/24/2024
SETINA	POL52122 531910	Operating Supplies	2024	10	INV	Paid	555.59	83137 292520	PD vehicle #101 Pit Wraps	9/11/2024	10/24/2024
SHI INT	FIN51423 531800	Department Software	2024	10	INV	Paid	203.11	83138 B18813195	Fl-Suk Wong Adobe Pro License	9/16/2024	10/24/2024
SHI INT	NON36991 369910	Miscellaneous Revenues	2024	10	CRM	Paid	-1,678.58	83138 CR-875890	SHI Credit Memo for orig. inv. # B16189969 FY2022	6/20/2024	10/24/2024
SHI INT	50251881 531820	Info Tech Components	2024	10	INV	Paid	1,502.10	83138 B18836299	PW-Replacement switch for pump station	9/20/2024	10/24/2024
SHI INT	50251881 531820	Info Tech Components	2024	10	INV	Paid	21.74	83138 B18846017	RJ45 Ethernet dust covers- 100 pack	9/23/2024	10/24/2024
SHI INT	50251881 531820	Info Tech Components	2024	10	INV	Paid	846.44	83138 B18850047	Cisco 3 Yr. DNA license for replacement switch	9/24/2024	10/24/2024
SKCDPH	40253580 547501	Hazardous Waste Program Fees	2024	10	INV	Paid	4,780.75	83139 Q3-2024	KC Hazardous waste collection fee Q3	10/1/2024	10/24/2024
SV School Dist	01452122 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	5,174.63	83140 8245	Fleet and NB Police Fuel	10/8/2024	10/24/2024
SV School Dist	50154868 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	8,734.00	83140 8245	Fleet and NB Police Fuel	10/8/2024	10/24/2024
TSI CARN	STC59564 563000	General Streets Signage	2024	10	INV	Paid	185.13	83141 19792	Street sign	9/24/2024	10/24/2024
ULINE	POL52122 531910	Operating Supplies	2024	10	INV	Paid	490.56	83142 183217923	Evidence tape roles x 25	9/17/2024	10/24/2024
VALLEYD	NON51591 541111	Public Defender Services	2024	10	INV	Paid	6,650.00	83143 Sept 24	Public defense svcs-Snoqualmie cases- Sept 2024	10/3/2024	10/24/2024
VERIZCS	40253510 542010	Cellular Telephone	2024	10	INV	Paid	1,504.10	83144 9974584575	SCADA Machine2machine comms	9/23/2024	10/24/2024
VISIONQ	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	275.00	83145 001639	Window and louver cleaning- City Hall and Police	9/24/2024	10/24/2024
Water Buffalo, Inc	40158210 582108	Meter-Tank-Hydrant. Deposits	2024	10	INV	Paid	2,500.00	83146 963	Deposit refund FH-24-005	10/2/2024	10/24/2024
WESTEK	50251881 548860	Hardware-Software Maintenance	2024	10	INV	Paid	1,064.62	83147 082724-6	PD Stencil recording syst. maint. renewal	8/27/2024	10/24/2024
WESTPAY	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	238.16	83148 850854374	Clear research database monthly fee Sept 2024	10/1/2024	10/24/2024



Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 10/22/24 in the amount of \$374,094.46 which includes claim warrants numbered 72755 through 72755, totaling \$2,563.53 and direct deposits totaling \$371,530.93

Payroll

ACH Check Register



User: 'Ttreptow'
 Printed: 10/21/2024 - 3:32PM
 Batch: 00002.10.2024 - October C1 2024
 Include Partial: TRUE

Check Date	Check Number	Partial ACH	Employee Name	Amount
10/22/2024	0	False	Bryan Holloway	483.05
10/22/2024	0	False	Catherine Cotton	434.69
10/22/2024	0	False	Louis Washington	334.69
10/22/2024	0	False	Ethan Benson	434.69
10/22/2024	0	False	Jolyon Johnson	434.69
10/22/2024	0	False	Robert Wotton	284.69
10/22/2024	0	False	Cara Christensen	437.46
10/22/2024	0	False	Katherine Ross	1,920.62
10/22/2024	0	False	Deana Dean	3,883.07
10/22/2024	0	False	Gretchen Garrett	2,511.73
10/22/2024	0	False	Tania Holden	3,249.70
10/22/2024	0	False	Jimmie Betts Jr.	2,997.84
10/22/2024	0	False	Brendon Ecker	2,238.06
10/22/2024	0	False	Andrew Latham	2,998.99
10/22/2024	0	False	Andrew Jongekryg	2,453.57
10/22/2024	0	False	Lafleche Lacroix	4,243.72
10/22/2024	0	False	Eric DiTommaso	3,567.17
10/22/2024	0	False	Samantha Brumfield	2,075.12
10/22/2024	0	False	Kimberly Johnson	3,734.03
10/22/2024	0	False	Nicole Wiebe	2,606.10
10/22/2024	0	False	Andrew Bouta	4,572.90
10/22/2024	0	False	Jennifer Hughes	3,622.12
10/22/2024	0	False	Heather Florida	2,775.70
10/22/2024	0	False	Kyla Henderson	3,045.84
10/22/2024	0	False	Janna Walker	4,247.81
10/22/2024	0	False	Miles Dewar	2,061.52
10/22/2024	0	False	Danna McCall	3,488.30
10/22/2024	0	False	Brian Lynch	4,566.86
10/22/2024	0	False	Melinda Black	2,996.65
10/22/2024	0	False	Stephanie Butler	1,296.90
10/22/2024	0	False	Austin Gutwein	3,983.21
10/22/2024	0	False	Joseph Spears	3,459.05
10/22/2024	0	False	Michael Peter	3,396.93
10/22/2024	0	False	Max Bostick	3,239.25
10/22/2024	0	False	Pamela Mandery	3,776.82
10/22/2024	0	False	Michael Liebetrau	1,854.00
10/22/2024	0	False	Kobe Hoyla	2,135.39
10/22/2024	0	False	Craig Miller	7,946.05
10/22/2024	0	False	Daniel Moate	5,841.85
10/22/2024	0	False	Joseph Meadows	4,144.95
10/22/2024	0	False	Dylan Losvar	2,885.36
10/22/2024	0	False	Dong (Jack) Yang	3,019.06
10/22/2024	0	False	Cory Hendricks	2,655.79
10/22/2024	0	False	Nicholas Schulgen	5,300.59
10/22/2024	0	False	William Natkha	2,045.54
10/22/2024	0	False	Erik Rasmussen	3,248.85
10/22/2024	0	False	Chase Smith	4,732.62

Check Date	Check Number	Partial ACH	Employee Name	
10/22/2024	0	False	Jason Weiss	7,706.86
10/22/2024	0	False	Dmitriy Vladis	3,986.90
10/22/2024	0	False	Christopher Werre	3,619.00
10/22/2024	0	False	Gary Horejsi	3,597.99
10/22/2024	0	False	Jesse Westman	3,379.89
10/22/2024	0	False	Wyatt Schannauer	2,536.29
10/22/2024	0	False	Philip Bennett	4,588.54
10/22/2024	0	False	Justin Ren	2,834.79
10/22/2024	0	False	Kerry O'Neil	2,801.23
10/22/2024	0	False	Dalton Hawk	2,326.62
10/22/2024	0	False	Blake Lemoine	2,143.52
10/22/2024	0	False	Jason Battles	5,161.83
10/22/2024	0	False	Neil MacVicar	2,592.35
10/22/2024	0	False	Jorge Orozco	3,468.69
10/22/2024	0	False	Austin Hilton	2,378.03
10/22/2024	0	False	Ryan Barnett	3,422.74
10/22/2024	0	False	Michael Chambless	6,678.71
10/22/2024	0	False	Kyle Markwardt	2,590.24
10/22/2024	0	False	Christine Iverson	2,484.38
10/22/2024	0	False	Lyle Beach	3,174.12
10/22/2024	0	False	Patrick Fry	4,592.77
10/22/2024	0	False	Jeffrey Hamlin	3,255.05
10/22/2024	0	False	Andrew Vining	3,666.49
10/22/2024	0	False	Hind Ahmed	3,956.18
10/22/2024	0	False	Thomas Holmes	6,680.35
10/22/2024	0	False	Alec Bagley	4,503.08
10/22/2024	0	False	Joan Quade	2,406.37
10/22/2024	0	False	Ryan Dalziel	3,060.54
10/22/2024	0	False	Thai Pham	3,134.69
10/22/2024	0	False	Jaron Gentry	294.41
10/22/2024	0	False	Jake Stewart	2,070.32
10/22/2024	0	False	Jason George	5,757.64
10/22/2024	0	False	Kevin Halbert	2,036.63
10/22/2024	0	False	Timothy Barrett	3,776.73
10/22/2024	0	False	Donald Harris	4,449.53
10/22/2024	0	False	Kevin Snyder	3,874.68
10/22/2024	0	False	Kenneth Knowles	3,713.98
10/22/2024	0	False	Christopher Wilson	3,075.59
10/22/2024	0	False	Todd Shinn	3,451.14
10/22/2024	0	False	Matthew Hedger	4,881.57
10/22/2024	0	False	Richard Allen Hebel	2,872.20
10/22/2024	0	False	Ryan Neal	2,808.31
10/22/2024	0	False	John Cooper	3,745.63
10/22/2024	0	False	Emily Arteché	4,666.57
10/22/2024	0	False	Ilyse Treptow	3,198.83
10/22/2024	0	False	Rebecca Buelna	2,653.35
10/22/2024	0	False	Dylan Gamble	2,825.79
10/22/2024	0	False	Amy Jeffery	2,184.32
10/22/2024	0	False	Michael Bailey	5,241.31
10/22/2024	0	False	Jessica Rellamas	1,711.43
10/22/2024	0	False	Zachary Schumann	4,525.03
10/22/2024	0	False	Jacob Fouts	6,931.73
10/22/2024	0	False	Theresa Tozier	4,335.21
10/22/2024	0	False	Gregory Heath	5,348.26
10/22/2024	0	False	Albert Wolfe	5,329.24
10/22/2024	0	False	Nicholas Lathrop	4,059.68
10/22/2024	0	False	Matthew West	3,775.69

Payroll

Computer Check Register

User: ITreptow
Printed: 10/22/2024 - 8:34AM
Batch: 00003.10.2024 - KIM - October C1 2024



Item 2.

Check No	Check Date		Amount
72755	10/22/2024	Eun Jung Kim	2,563.53
Total Number of Employees: 1		Total for Payroll Check Run:	2,563.53

Accounts Payable

Blanket Voucher Approval Document



PRV 10-22-24

User: ITreptow
Printed: 10/28/2024 - 7:57AM
Warrant Request Date: 10/22/2024
DAC Fund:

Batch: 00002.10.2024 - Reg PV 10/22/2024

City of Snoqualmie
Claims presented to the City to be paid in the amount of \$ 271,093.11
for claims warrants numbered 62604 through 62609 & dated 10/22/2024.

Line	Claimant	Voucher No.	Amount
1	Dept. of Labor & Industries	000000000	17,187.19
2	Employment Security Dept.	000000000	1,075.89
3	Employment Security Dept.	000000000	3,767.39
4	Employment Security Dept.	000000000	2,509.21
5	Dept. of Retirement Syst.-LEOFF	000000000	30,770.23
6	IAFF Firepac-Political Affairs Dept.	000062605	2.09
7	Teamsters Local Union #763	000062608	2,415.50
8	IAFF LOCAL #2878	000062606	1,399.20
9	Office of Support Enforcement - DSHS	000000000	664.50
10	Dept of Retirement Syst.-PERS	000000000	47,041.10
11	Dept. of Retirement Syst.- PSERS	000000000	908.40
12	IRS-Payroll EFTPS	000000000	134,995.24
13	Voya Institutional Trust Company	000000000	225.00
14	CITY OF SNOQUALMIE	000062604	416.68
15	ICMA Retirement Trust -303907	000000000	3,227.31
16	Dept. of Retirement Syst.- DCP	000000000	23,261.18
17	Snoqualmie Police Association	000062607	850.00
18	Western States Police Medical Trust	000062609	377.00

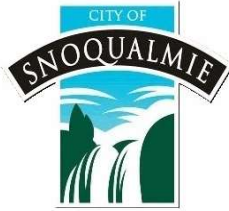
Page Total: \$271,093.11

Grand Total: \$271,093.11

Accounts Payable

Check Detail

User: ITreptow
Printed: 10/29/2024 - 8:18AM



Check Number	Check Date	Amount
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90010 - Dept. of Labor & Industries

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 L&I Employee	2,556.26
10/21/2024	PR Batch 00002.10.2024 L&I Employer	14,630.93
	Inv Total	17,187.19
0 Total:		17,187.19

90010 - Dept. of Labor & Industries Total:

17,187.19

90020 - Employment Security Dept.

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Emp Sec- Unemployment Tax	1,075.89
	Inv Total	1,075.89
0 Total:		1,075.89

90020 - Employment Security Dept. Total:

1,075.89

90022 - Employment Security Dept.

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 WA Paid Fam. & Med. Leave	2,699.06
10/21/2024	PR Batch 00002.10.2024 WA Paid Fam. & Med. Leave	1,068.33
	Inv Total	3,767.39
0 Total:		3,767.39

90022 - Employment Security Dept. Total:

3,767.39

90023 - Employment Security Dept.

0	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 WA Cares	2,509.21
	Inv Total		2,509.21
			2,509.21
0 Total:			2,509.21
90023 - Employment Security Dept. Total:			2,509.21
90030 - Dept. of Retirement Syst.-LEOFF			
0	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 LEOFF 2 Employee	19,097.27
	10/21/2024	PR Batch 00002.10.2024 LEOFF 2 Employer	11,672.96
	Inv Total		30,770.23
			30,770.23
0 Total:			30,770.23
90030 - Dept. of Retirement Syst.-LEOFF Total:			30,770.23
90035 - IAFF Firepac-Political Affairs Dept.			
62605	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 IAFF-FirePac	2.09
	Inv Total		2.09
			2.09
62605 Total:			2.09
90035 - IAFF Firepac-Political Affairs Dept. Total:			2.09
90040 - Teamsters Local Union #763			
62608	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 Teamsters Union Dues	2,415.50
	Inv Total		2,415.50
			2,415.50
62608 Total:			2,415.50

90040 - Teamsters Local Union #763 Total: 2,415.50

90045 - IAFF LOCAL #2878

62606 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 IAFF-Local 2878 Fire	1,399.20

Inv Total 1,399.20

62606 Total: 1,399.20

90045 - IAFF LOCAL #2878 Total: 1,399.20

90060 - Office of Support Enforcement - DSHS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Child Support	664.50

Inv Total 664.50

0 Total: 664.50

90060 - Office of Support Enforcement - DSHS Total: 664.50

90070 - Dept of Retirement Syst.-PERS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 PERS 3 Employee	3,053.87
10/21/2024	PR Batch 00002.10.2024 PERS 2 Employer	23,153.62
10/21/2024	PR Batch 00002.10.2024 PERS 2 Employer Correction	1.52
10/21/2024	PR Batch 00002.10.2024 PERS 3 Employer	4,667.71
10/21/2024	PR Batch 00002.10.2024 PERS2 Employee	16,164.38

Inv Total 47,041.10

0 Total: 47,041.10

90070 - Dept of Retirement Syst.-PERS Total: 47,041.10

90075 - Dept. of Retirement Syst.- PSERS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 PSERS Employee	377.43

10/21/2024	PR Batch 00002.10.2024 PSERS Employer	530.97
Inv Total		908.40

0 Total: 908.40

90075 - Dept. of Retirement Syst.- PSERS Total: 908.40

90085 - IRS-Payroll EFTPS

0	10/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Federal Income Tax	66,949.75
10/21/2024	PR Batch 00002.10.2024 FICA Employer	26,085.41
10/21/2024	PR Batch 00002.10.2024 Medicare Employee	7,991.70
10/21/2024	PR Batch 00002.10.2024 FICA Employee	26,085.41
10/21/2024	PR Batch 00002.10.2024 Medicare Employer	7,882.97
Inv Total		134,995.24

0 Total: 134,995.24

90085 - IRS-Payroll EFTPS Total: 134,995.24

90095 - Voya Institutional Trust Company

0	10/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Voya-Employer	100.00
10/21/2024	PR Batch 00002.10.2024 Voya-Employee	125.00
Inv Total		225.00

0 Total: 225.00

90095 - Voya Institutional Trust Company Total: 225.00

90099 - CITY OF SNOQUALMIE

62604	10/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 FSA	416.68
Inv Total		416.68

62604 Total: 416.68

90099 - CITY OF SNOQUALMIE Total:

416.68

90100 - ICMA Retirement Trust -303907

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 ICMA-Employer	962.50
10/21/2024	PR Batch 00002.10.2024 Mission Square percentage	277.31
10/21/2024	PR Batch 00002.10.2024 ICMA-Employer Supplement	100.00
10/21/2024	PR Batch 00002.10.2024 ICMA-Employee	1,887.50

Inv Total 3,227.31

0 Total:

3,227.31

90100 - ICMA Retirement Trust -303907 Total:

3,227.31

90105 - Dept. of Retirement Syst.- DCP

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 DCP-Employer	5,556.00
10/21/2024	PR Batch 00002.10.2024 Defferd Comp Roth Flat	1,846.00
10/21/2024	PR Batch 00002.10.2024 DCP-Employer-Supplement	1,337.50
10/21/2024	PR Batch 00002.10.2024 Deffered Comp Percentage	3,179.62
10/21/2024	PR Batch 00002.10.2024 Deffered Comp Roth Percentage	514.06
10/21/2024	PR Batch 00002.10.2024 DCP Flat Employee	10,828.00

Inv Total 23,261.18

0 Total:

23,261.18

90105 - Dept. of Retirement Syst.- DCP Total:

23,261.18

90180 - Snoqualmie Police Association

62607 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Police Union Dues	850.00

Inv Total 850.00

62607 Total:

850.00

90180 - Snoqualmie Police Association Total:

850.00

90400 - Western States Police Medical Trust

62609 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 W States Police Medical Trust	377.00

Inv Total 377.00

62609 Total: 377.00

90400 - Western States Police Medical Trust Total: 377.00

Total: 271,093.11

Accounts Payable

Blanket Voucher Approval Document



User: ITreptow
Printed: 10/28/2024 - 7:44AM
Warrant Request Date: 10/22/2024
DAC Fund:

Batch: 00003.10.2024 - KIM PV 10/22/2024

PRV 10-22-24

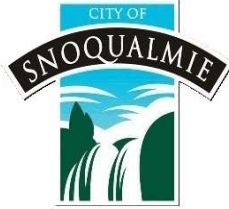
City of Snoqualmie
Claims presented to the City to be paid in the amount of \$ **1,503.51**
for claims warrants numbered _____ through _____ & dated 10/22/2024.

Line	Claimant	Voucher No.	Amount
1	Dept. of Labor & Industries	000000000	25.57
2	Employment Security Dept.	000000000	6.70
3	Employment Security Dept.	000000000	24.79
4	Employment Security Dept.	000000000	19.43
5	Dept of Retirement Syst.-PERS	000000000	472.77
6	IRS-Payroll EFTPS	000000000	729.25
7	Dept. of Retirement Syst.- DCP	000000000	225.00
			Page Total: \$1,503.51
			Grand Total: \$1,503.51

Accounts Payable

Check Detail

User: ITreptow
Printed: 10/29/2024 - 8:22AM



Check Number	Check Date	Amount
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90010 - Dept. of Labor & Industries

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/22/2024	PR Batch 00003.10.2024 L&I Employee	9.42
10/22/2024	PR Batch 00003.10.2024 L&I Employer	16.15
	Inv Total	25.57
0 Total:		25.57

90010 - Dept. of Labor & Industries Total:

25.57

90020 - Employment Security Dept.

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/22/2024	PR Batch 00003.10.2024 Emp Sec- Unemployment Tax	6.70
	Inv Total	6.70
0 Total:		6.70

90020 - Employment Security Dept. Total:

6.70

90022 - Employment Security Dept.

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/22/2024	PR Batch 00003.10.2024 WA Paid Fam. & Med. Leave	17.71
10/22/2024	PR Batch 00003.10.2024 WA Paid Fam. & Med. Leave	7.08
	Inv Total	24.79
0 Total:		24.79

90022 - Employment Security Dept. Total:

24.79

90023 - Employment Security Dept.

Check Number Check Date

0	10/22/2024	Inv							
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Description</u></th> <th style="text-align: right; border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 WA Cares</td> <td style="text-align: right;">19.43</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>		10/22/2024	PR Batch 00003.10.2024 WA Cares	19.43	19.43
<u>Line Item Date</u>	<u>Line Item Description</u>								
10/22/2024	PR Batch 00003.10.2024 WA Cares	19.43							
		Inv Total	19.43						

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90023 - Employment Security Dept. Total: 19.43

90070 - Dept of Retirement Syst.-PERS

0	10/22/2024	Inv										
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Description</u></th> <th style="text-align: right; border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 PERS 3 Employer</td> <td style="text-align: right;">305.24</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 PERS 3 Employee</td> <td style="text-align: right;">167.53</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>		10/22/2024	PR Batch 00003.10.2024 PERS 3 Employer	305.24	10/22/2024	PR Batch 00003.10.2024 PERS 3 Employee	167.53	472.77
<u>Line Item Date</u>	<u>Line Item Description</u>											
10/22/2024	PR Batch 00003.10.2024 PERS 3 Employer	305.24										
10/22/2024	PR Batch 00003.10.2024 PERS 3 Employee	167.53										
		Inv Total	472.77									

0 Total: 472.77

90070 - Dept of Retirement Syst.-PERS Total: 472.77

90085 - IRS-Payroll EFTPS

0	10/22/2024	Inv																			
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Description</u></th> <th style="text-align: right; border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 Federal Income Tax</td> <td style="text-align: right;">216.63</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 Medicare Employee</td> <td style="text-align: right;">48.58</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 FICA Employer</td> <td style="text-align: right;">207.73</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 Medicare Employer</td> <td style="text-align: right;">48.58</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 FICA Employee</td> <td style="text-align: right;">207.73</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>		10/22/2024	PR Batch 00003.10.2024 Federal Income Tax	216.63	10/22/2024	PR Batch 00003.10.2024 Medicare Employee	48.58	10/22/2024	PR Batch 00003.10.2024 FICA Employer	207.73	10/22/2024	PR Batch 00003.10.2024 Medicare Employer	48.58	10/22/2024	PR Batch 00003.10.2024 FICA Employee	207.73	729.25
<u>Line Item Date</u>	<u>Line Item Description</u>																				
10/22/2024	PR Batch 00003.10.2024 Federal Income Tax	216.63																			
10/22/2024	PR Batch 00003.10.2024 Medicare Employee	48.58																			
10/22/2024	PR Batch 00003.10.2024 FICA Employer	207.73																			
10/22/2024	PR Batch 00003.10.2024 Medicare Employer	48.58																			
10/22/2024	PR Batch 00003.10.2024 FICA Employee	207.73																			
		Inv Total	729.25																		

0 Total: 729.25

90085 - IRS-Payroll EFTPS Total: 729.25

90105 - Dept. of Retirement Syst.- DCP

0	10/22/2024	Inv													
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Line Item Description</u></th> <th style="text-align: right; border-bottom: 1px solid black;"></th> </tr> </thead> <tbody> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 DCP-Employer-Supplement</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 DCP-Employer</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>10/22/2024</td> <td>PR Batch 00003.10.2024 Defferd Comp Roth Flat</td> <td style="text-align: right;">100.00</td> </tr> </tbody> </table>	<u>Line Item Date</u>	<u>Line Item Description</u>		10/22/2024	PR Batch 00003.10.2024 DCP-Employer-Supplement	25.00	10/22/2024	PR Batch 00003.10.2024 DCP-Employer	100.00	10/22/2024	PR Batch 00003.10.2024 Defferd Comp Roth Flat	100.00	225.00
<u>Line Item Date</u>	<u>Line Item Description</u>														
10/22/2024	PR Batch 00003.10.2024 DCP-Employer-Supplement	25.00													
10/22/2024	PR Batch 00003.10.2024 DCP-Employer	100.00													
10/22/2024	PR Batch 00003.10.2024 Defferd Comp Roth Flat	100.00													

Inv Total	225.00
0 Total:	<u>225.00</u>
90105 - Dept. of Retirement Syst.- DCP Total:	<u>225.00</u>
Total:	<u><u>1,503.51</u></u>






Claims Approval Report F&A 11-5-24, CM 11-12-24

Final Audit Report

2024-10-30

Created:	2024-10-30
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJCPA81dwjzMVXaHd6bMLnjOUcMpGag44

"Claims Approval Report F&A 11-5-24, CM 11-12-24" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)
2024-10-30 - 5:28:34 PM GMT
-  Document emailed to Drew Bouta (dbouta@snoqualmiewa.gov) for signature
2024-10-30 - 5:29:11 PM GMT
-  Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)
2024-10-30 - 5:32:26 PM GMT
-  Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)
Signature Date: 2024-10-30 - 5:32:33 PM GMT - Time Source: server
-  Agreement completed.
2024-10-30 - 5:32:33 PM GMT



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-062
November 12, 2024
Committee Report**

Item 3.

AGENDA BILL INFORMATION

TITLE:	AB24-062: Meadowbrook Farm Docent Services MOU	<input checked="" type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve the MOU between the Cities of North Bend and Snoqualmie and Meadowbrook Farm Preservation Association for Docent Services and authorize the Mayor to sign.	<input type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	10/25/2024
	Finance	Janna WalkerDrew Bouta	10/30/2024
	Legal	David Linehan	10/28/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. MOU Meadowbrook Farm Docent Services		

AMOUNT OF EXPENDITURE	\$ 14,000
AMOUNT BUDGETED	\$ 1,868,432
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The purpose of this MOU is to formalize the terms and conditions under which Meadowbrook Farm Preservation Association would provide Docent Services for Meadowbrook Farm. The full scope of services to be provided by the Association is set forth in Section 3 of the attached MOU, including such services as are described in the Association’s Educational Program Plan.

LEGISLATIVE HISTORY

An Inter-local Agreement between the cities of Snoqualmie and North Bend for the governance and management of Meadowbrook Farm was signed in 1993. On October 28, 2013, Resolution 1227 was approved for a Meadowbrook Farm Master Plan.

The Council adopted Resolution No. 1685 on April 8, 2024, approving a new Inter-Local Agreement between the Cities of Snoqualmie and North Bend for the Governance of Meadowbrook Farm. The Council adopted

Resolution No. 1670 approving an agreement between the Cities of North Bend and Snoqualmie and Si View Metropolitan Park District for operations and maintenance of Meadowbrook Farm.

BACKGROUND

The Cities of North Bend and Snoqualmie purchased Meadowbrook Farm property in 1994 in part with King County Conservation Futures Tax (“CFT”) grant funding, grant funding from the Washington State Recreation and Conservation Office (“RCO”), and funding from other sources. As conditions of CFT and RCO grant funding, the Cities agreed to certain restrictions on the use of the property as open space land for passive recreational uses, among other restrictions.

The 1998 Meadowbrook Farm Interlocal Agreement (ILA) between the two cities and the Meadowbrook Farm Preservation Association (MFPA, which was established to support the administration and management of Farm property) governed the management of the Farm property for 25 years, but recently expired on May 4, 2023. The City Council recently approved a new ILA between the cities of Snoqualmie and North Bend for the governance and management of Meadowbrook Farm, pursuant to Resolution No. 1685.

At about that time, the Cities approved a new agreement with Si View Metropolitan Park District in December 2023 to assume the operational and maintenance responsibilities previously handled by MFPA. At the October 9, 2023 Council meeting, Council approved Resolution 1670 for the Operations and Maintenance Agreement with North Bend and Si View Metropolitan Park District.

ANALYSIS

The proposed MOU reflects the MFPA’s role to act as docents to research, and to preserve and share the history of the Farm through educational and interpretive programming. The MFPA will continue to act as stewards of the rich Farm history, educating and engaging with the community consistent with legal restrictions on the use of the Farm and the shared objectives for the Farm set forth in the Interlocal Agreement between the Cities and the Meadowbrook Farm Master Plan.

BUDGET IMPACTS

This MOU commits both Snoqualmie and North Bend to provide an annual contribution of at least \$7,000 annually (\$14,000 per biennium) per city for the services contemplated in the MOU. The 2025-26 budget appropriates \$1,868,432 for this and other items with the Non-Departmental section of the General Fund (#001).

After accounting for the outstanding contract value of \$50,000 and the value of this MOU, the remaining biennial appropriation is \$1,804,432, as shown below. Therefore, sufficient appropriation exists within the 2025-26 Biennial Budget (General Fund #001) to fund the MOU.

Non-Departmental (#001)

	2025-2026 Biennial Budget	
Beginning Budget	\$	1,868,432
Expenditures	\$	-
Outstanding Contract Value (Previously Approved)	\$	(50,000)
Current Available Budget	\$	1,818,432
Value of this Expenditure (AB24-097)	\$	(14,000)
Available Budget after AB24-097	\$	1,804,432

NEXT STEPS

Move to recommend approval of MOU for Meadowbrook Farm Docent Services and authorize the Mayor to sign at the meeting on November 12, 2024.

PROPOSED ACTION

Motion to approve the MOU between the Cities of North Bend and Snoqualmie and Meadowbrook Farm Preservation Association for Docent Services and authorize the Mayor to sign.

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTH BEND, THE CITY OF SNOQUALMIE, AND THE MEADOWBROOK FARM PRESERVATION ASSOCIATION FOR DOCENT SERVICES ON THE MEADOWBROOK FARM

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is made and entered into on this ___ date of _____, 2024, by and between the City of North Bend, a Washington municipal corporation; the City of Snoqualmie, a Washington municipal corporation; and the Meadowbrook Farm Preservation Association, a non-profit organization (“MFPA”). The City of North Bend and the City of Snoqualmie shall collectively be referred to herein as “the Cities.” The City of North Bend, the City of Snoqualmie, and the MFPA shall collectively be referred to herein as “the Parties.”

RECITALS

- A. The Cities are municipal corporations of the State of Washington, organized and operating under the Optional Municipal Code, Title 35A RCW.
- B. The Cities are owners of certain property generally referred to as the Meadowbrook Farm Preserve (“the Farm”). The Farm consists of 462 acres, lies partially within each city, and is described as set forth in Exhibit A (“the Property”). The Cities purchased the Property in 1994 in part with King County Conservation Futures grant funding (“CFT”), grant funding from the Washington State Recreation Conservation Office (“RCO”), and funding from other sources. As conditions of CFT and RCO grant funding, the Cities agreed to certain restrictions on the use of the Property as open space land for passive recreational uses, among other restrictions.
- C. In 1997, the MFPA was formed as a non-profit organization under Section 501(c)(3) of the IRS code to serve as the legal entity capable of contracting with the Cities for the management and administration of the Farm.
- D. The MFPA is currently governed by a volunteer board with members appointed by the Cities of Snoqualmie and North Bend, the Snoqualmie Tribe, the Snoqualmie Valley School District, the Snoqualmie Valley Historical Society, King County, the Upper Snoqualmie Valley Elk Management Group, and the Mountains to Sound Greenway, as well as staff member representatives from the Cities and other involved community members.
- E. In 1998, the MFPA entered into an ILA with the Cities (“1998 ILA”) for the MFPA’s operation and management of the Farm for a period of twenty-five (25) years. The 1998 ILA expired on May 4, 2023 and was superseded by a new ILA between the Cities entered on May 21, 2024 addressing the governance of the Meadowbrook Farm.
- F. The Parties wish to enter into this Agreement consistent with the Meadowbrook Farm Master Plan (“Plan”), which was adopted by the City of North Bend in Resolution 1639 and the City of Snoqualmie in Resolution 1227, and updated in 2013. The Plan serves as the guiding document for the long-term preservation, maintenance, and management of the Farm.

- G. The Cities intend to contract with service provider(s) for day-to-day operation and maintenance of the Farm (“Operations Contractor”) including but not limited to maintenance of buildings and grounds; coordination of schedules for classes, camps, and events; operation and coordination of event rentals; coordination of grant writing; implementation of and coordination of updates to the Plan; and construction of improvements consistent with the Plan;
- H. The Cities recognize the vital role that the MFPA has served in the past to manage and maintain the property, fund and build the Interpretive Center building, and to collect, preserve, display, and to interpret the history and natural history of the Farm and vicinity, and this Agreement is intended to clarify the Parties’ roles going forward;
- I. This Agreement reflects the MFPA’s role to research, and to preserve and share the history and natural history of the Farm through educational and interpretive programming. The MFPA will continue to act as stewards of Meadowbrook Farm, focusing on the rich Farm history and natural history, engaging with the community consistent with legal restrictions on the use of the Farm and the shared objectives for the Farm set forth in the Governance Interlocal Agreement between the Cities, attached as Exhibit B.

NOW, THEREFORE, the Parties have entered into this Agreement under the terms and conditions set forth herein:

1. PURPOSE AND SCOPE

The purpose of this Agreement is to set forth the terms and conditions under which the MFPA shall provide educational and interpretive programming, as well as special projects. Special projects will be in coordination with SVMPPD, align with the master plan and reviewed by the Meadowbrook Farm Advisory Body. The goal is to enhance the offerings at the Farm in order to preserve the Farm’s history and natural history as an important public open space consistent with all applicable restrictions set forth in deeds, grant agreements, and codes and regulations.

2. FARM OWNERSHIP AND ACCESS

The Cities are fee simple owners of the Farm as tenants-in-common. The Cities grant the MFPA non-exclusive access to the Farm for activities as authorized within the Scope of Services provided in Section 3 for the duration of this Agreement. The Cities’ grant of access to the MFPA may be limited or revoked at will by the Cities as provided in this Agreement.

3. SCOPE OF SERVICES

- 3.1 The MFPA shall perform all services in a professional manner. The MFPA shall not permanently alter the Farm or engage in any activity that prevents the public use of the Farm. Nothing in this Agreement shall be considered to create an employer-employee relationship between the Parties, and MFPA members are not entitled to any benefits afforded to either of the Cities’ employees.

- 3.2 The MFPA shall submit an Education Program Plan (“MFPA Educational Program Plan”) biennially to the Cities by September 1 before the beginning of the Cities’ biennial budget cycle. This plan will describe the activities of the previous two-years, identify accomplishments and challenges, discuss the plan for the coming two-year period, and the revenues and expenditures related to the same. The MFPA may choose to concurrently submit a funding request for the MFPA’s provision of interpretive services to Farm guests and visitors for the upcoming two years (“Funding Request”). Any such Funding Request shall be solely subject to budget approval authority of the Cities’ respective Councils (“Approved MFPA Funding”). The Funding Request shall take the form of a draft budget. Such Funding Request and MFPA Educational Program Plan shall not require the Cities to fund or adopt the MFPA Educational Program Plan.
- 3.3 The MFPA shall deliver educational services and programming as identified in their adopted MFPA Educational Program Plan.
- 3.4 The MFPA shall apply for, and obtain, all necessary permits prior to conducting the activities in the MFPA Educational Program Plan.
- 3.5 Nothing in this Agreement should be interpreted to guarantee approval of the Funding Request for the following biennium. The MFPA will be required to sign a contract with the Cities for the funds granted pursuant to the Funding Request.
- 3.6 In performing services, the MFPA shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds.
- 3.7 The Cities shall pay the MFPA for services rendered on an annual basis a minimum of three thousand dollars (\$3,000) or amount sufficient from each City to cover basic organizational functions including insurance as required by this MOU and bookkeeping. Any amount over the amount sufficient to provide these basic functions shall be subject to a Funding Request submitted by the MFPA to the City/cities consistent with Section 3.2.
- 3.8 Upon request, the MFPA may schedule with each City’s staff a presentation to the City Council of the activities of the previous year including identification of accomplishments, challenges, the plan for the coming two-year period, and the revenues and expenditures related to the same.
- 3.9 The MFPA shall maintain accounts and records which properly reflect the services performed and cost expended in performance of the MFPA Educational Program Plan and make such accounts and records available upon the request of any City.
- 3.10 The MFPA shall coordinate with the Operations Contractor with regard to the provision of docent/interpretive/educational services and other related activities at the Farm.

- 3.11 The MFPA shall, if required by the Operations Contractor’s contract provisions, clean-up and remove all waste from the Farm after conducting any activities.
- 3.12 The MFPA shall have one member on the Meadowbrook Farm Advisory Body (“MFAB”) and shall confirm the representative by name annually by September 1st.
- 3.13 To avoid any direct or potential conflict of interest, a publicly elected or appointed government official (such as City Council or SVMPD Commissioner) shall not serve on the MFPA board of directors (those with voting privileges), nor on the MFAB. A City staff liaison, who does not serve on the MFPA board of directors, may attend MFPA meetings in their official capacity only if: (a) the City staff liaison’s employing City supervisor approves and (b) the City staff liaison’s role is to assist the MFPA and coordinate matters in the interest of the staff liaison’s employing City, however, the staff liaison shall not participate in voting.

4. DURATION AND MODIFICATION

- 4.1 Duration. This Agreement shall be effective on the later of May 1, 2024, or the date of the latest signature below and shall continue in effect until 11:59 p.m. on December 31, 2029. Thereafter, this Agreement shall automatically renew for an additional one-year term (“Renewal Term”). Cost of living financial revision likely needed prior to, or before renewal. Any Party may elect to terminate this Agreement on sixty (60) days’ written notice of termination to the other Parties, given in accordance with this Agreement. Additionally, the Parties may jointly agree to terminate this Agreement at any time.
- 4.2 Modification. This Agreement is intended to express the entire Agreement of the Parties and may not be altered or modified in any way unless such modification is reduced to writing and agreed upon and signed by each Party.

5. CITIES’ RESPONSIBILITIES

The Cities shall timely pay invoices submitted by the MFPA, which are consistent with the MFPA Educational Program Plan and MFPA budget allocation approved by the Cities for the given biennium. The Cities shall not be responsible for payment of invoices that exceed the amounts set forth in the Approved MFPA Funding Request.

6. INDEMNIFICATION

The Parties shall indemnify one another as follows:

- 6.1 Each Party to this Agreement agrees to protect, defend, and indemnify the other Party, its officers, officials, employees, and agents from any and all costs, claims, claims for delay, judgments and/or awards of damages arising out of or in any way resulting from the Party’s default, failure of performance, or negligent conduct associated with this Agreement, by the Party, its officers, officials, employees, and agents.

- 6.2 Each Party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, RCW Title 51, but only as respects the other Party, and only to the extent necessary to provide each Party with a full and complete indemnity of claims made by the other Party's employees or agents. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.
- 6.3 In the event any Party incurs any costs, including attorney fees or expert witness fees, to enforce this Agreement, and prevails in such enforcement action, all such costs and fees shall be recoverable from the losing Party/Parties.
- 6.4 The provisions of this Section shall survive the expiration or earlier termination of this Agreement with regard to any event that occurred prior to or on the date of such expiration or earlier termination.

7. PROPERTY

Nothing in this Agreement affect the terms or conditions of the Cities of North Bend and Snoqualmie's ownership of the Property.

8. DISPUTE RESOLUTION

It is the Parties' intent to resolve any disputes relating to the interpretation or application of this Agreement informally through discussions at staff level. If a dispute arises from or relates to this Agreement or the breach thereof, and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation pursuant to chapter 7.07 RCW. All fees and expenses for mediation shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence. The Parties shall not resolve a dispute by mandatory arbitration. In the event mediation is not successful, the Parties agree to the jurisdiction of the Superior Court of King County, Washington over any lawsuit filed under this Section.

9. INDEPENDENT CONTRACTOR

Each Party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of one Party the employee of any other Party or Parties for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded by virtue of their employment. At all times pertinent hereto, employees of the City of North Bend are acting as City of North Bend employees and employees the City of Snoqualmie are acting as City of Snoqualmie employees.

10. NOTICES

Any notice or other communication given hereunder shall be deemed sufficient, if in writing and addressed as follows, or to such other address as may be designated by the addressee by written notice to the other Parties:

City of North Bend:

Mary Miller, Mayor
920 SE Cedar Falls Way
North Bend, WA 98045

City of Snoqualmie:

Katherine Ross, Mayor
38624 SE River Street, PO Box 987
Snoqualmie, WA 98065

Meadowbrook Farm Preservation Association:

Mary Norton, President
PO Box 1462
Snoqualmie, WA 98065

11. PARTIAL INVALIDITY

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect.

12. ASSIGNABILITY

The rights, duties, and obligations of any Party to this Agreement shall not be assignable.

13. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the Parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the Parties hereto.

14. INSURANCE

Each City shall be responsible for maintaining its own insurance. The MFPA shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the MFPA, its agents, representatives, or employees. MFPA’s maintenance of insurance as required by this Agreement shall not be construed to limit MFPA’s liability to the coverage provided by such insurance, or otherwise limit City’s recourse to any remedy available at law or in equity.

A. Scope of Required Insurance. MFPA shall maintain insurance of the types and coverage described below:

- 1. **Commercial general liability insurance**, written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, which shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises,

operations, stop-gap independent MFPA's and personal injury and advertising injury. The Cities shall each be named as an additional insured under MFPA's Commercial General Liability insurance policy with respect to the work performed under this Agreement, using an additional insured endorsement at least as broad as ISO CG 20 26.

2. **Workers' compensation coverage** as required by the Industrial Insurance laws of the State of Washington, if the MFPA has employees.
- B. Additional Insurance Provisions. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. MFPA's commercial general liability insurance policy is to contain, or be endorsed to contain, that they shall be primary insurance as respects the Cities. Any insurance, self-insurance, or self-insured pool coverage maintained by the Cities shall be excess of MFPA's insurance and shall not contribute with it. MFPA shall provide the Cities with written notice of any policy cancellation within two (2) business days of MFPA's receipt of such notice.
 - C. Certificates of Insurance. Within fifteen (15) days of the execution of this Agreement, MFPA shall deliver original certificates or electronic via email and a copy of amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance coverage required by this Section 14.
 - D. Failure to Maintain Insurance. MFPA's failure to maintain insurance as required shall constitute a material breach of this Agreement, upon which the Cities may, after giving five (5) business days' notice to MFPA to correct the breach, immediately terminate this Agreement or, at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Cities on demand, or at the sole discretion of the Cities, offset against funds due MFPA from the Cities.
 - E. Full Availability of MFPA Limits. If MFPA maintains higher insurance limits than the minimums shown above, the Cities shall be insured for the full available limits of Commercial General and excess or umbrella liability maintained by MFPA, irrespective of whether such limits maintained by MFPA are greater than those required by this Agreement or whether any certificate of insurance furnished to the Cities evidence limits of liability lower than those maintained by MFPA.

15. GENERAL PROVISIONS

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement. Any provision of this Agreement declared invalid or illegal shall in no way effect or invalidate any other provision. Failure of a Party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection therewith, shall not waive such breach or default.

**MEADOWBROOK FARM
PRESERVATION ASSOCIATION**

Mary Norton, President
Date: _____

CITY OF NORTH BEND

CITY OF SNOQUALMIE

Mary Miller, Mayor
Date: _____

Katherine Ross, Mayor
Date: _____

ATTEST

By: _____
North Bend City Clerk

By: _____
Snoqualmie City Clerk

APPROVED AS TO FORM:

By: _____
Kendra S. Rosenberg
North Bend City Attorney
Dated: _____

By: _____
David A. Linehan
Snoqualmie Interim City Attorney
Dated: _____



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-111
November 12, 2024
Appointment**

AGENDA BILL INFORMATION

TITLE:	AB24-111: Appointment of the City Hearing Examiner	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Confirm the Mayor’s appointment of Peregrin Sorter as City Hearing Examiner and authorize the execution of a professional services agreement	

DEPARTMENT:	Community Development	
STAFF:	Emily Arteche	
COMMITTEE:	Finance & Administration	Meeting Date: 11/5/2024
COUNCIL LIAISON:	n/a	
EXHIBITS:	AB24-111x1 Contract AB24-111x2 Statement of Qualifications and Fee Proposal	

SUMMARY

Appointment of Peregrin Sorter of Laminar Law PLLC to serve as Hearing Examiner pursuant to SMC 2.14.030, and approval of a professional services contract.

BACKGROUND

The City’s current Hearing Examiner, Sharon Rice, recently gave notice that she would be terminating her contract with the City because some of the larger jurisdictions that she serves have been demanding an increasing proportion of her time. Ms. Rice believes that she will no longer be able to provide the same level of timely and responsive service to Snoqualmie; therefore she is electing to terminate her contract with Snoqualmie and another smaller city that she has served for several years. Accordingly, the City now needs to appoint a new hearing examiner to fulfill the duties required under Chapter 2.14 of the Snoqualmie Municipal Code.

Peregrin Sorter is the founder and managing attorney of Laminar Law, PLLC, and serves as hearing examiner to a select number of cities and towns in Western Washington, including the cities of Arlington, Des Moines, Port Angeles, Sedro-Woolley, and Woodinville. Prior to founding Laminar Law in 2023, Mr. Sorter served for three years as managing attorney and pro tem hearing examiner with Sound Law Center, where he conducted hearings and prepared written decisions for many jurisdictions in the Puget Sound region. Prior to becoming a hearing examiner, Mr. Sorter served for over 10 years as a staff attorney for the Washington State Court of Appeals, Division II, where he assisted judges in drafting appellate opinions. Mr. Sorter’s professional resume and his proposal for providing services to the City is attached, along with a Professional Services Agreement that will be executed if the Council confirms his appointment.

Mr. Sorter advises that, if confirmed, he will be readily available to schedule requested hearings. He is very comfortable conducting remote hearings by Zoom, which is efficient and convenient for land use applicants, members of the public, and other parties. He is also able to conduct in-person hearings when appropriate. Because of his extensive prior experience, Mr. Sorter is knowledgeable of planning policies and regulations governing land-use decisions in Washington State, and will be able to efficiently produce decisions that are clear, thorough, and timely issued. Mr. Sorter would serve as Snoqualmie's Hearing Examiner with support provided by additional Laminar Law members as needed.

APPOINTMENT PROCESS

A hearing examiner is appointed by the Mayor and subject to confirmation by the City Council as outlined in Chapter 2.14 of the Snoqualmie Municipal Code.

The Community Development Director reached out to several local providers of hearing examiner services to solicit their qualifications and interest in serving as the City's hearing examiner. Three responses were received, and interviews were conducted with two candidates. Mayor Ross selected Mr. Sorter of Laminar Law to be the City's Hearing Examiner after determining that he presented the best combination of expertise, experience, availability, and approach to conducting hearings, with costs that are reasonable and competitive with other providers. His proposal included flat fees for various routine land use application matters (preliminary plats, conditional use permits, etc.), along with a competitive hourly rate for appeals, code enforcement hearings, and other non-routine matters delegated to him for decision or recommendation under the SMC.

RECOMMENDED ACTION

Motion to confirm the Mayor's appointment of Peregrin Sorter as City Hearing Examiner and authorize the execution of a professional services agreement.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between the City of Snoqualmie, Washington (“City”), and Laminar Law, PLLC (“Contractor”).

RECITALS

- a. The City desires to obtain Hearing Examiner services to fulfill the duties and exercise the powers set forth in Chapter 2.14 Snoqualmie Municipal Code (SMC).
- b. Contractor represents that it is qualified and possesses sufficient skills, experience, and professional expertise to perform the services this Agreement requires and upon which the City is relying.
- c. The undersigned Mayor, pursuant to the authority granted by RCW 35A.12.090 and SMC 2.14.030, has appointed Contractor to the office of Hearing Examiner for the City for the Term described below.
- d. The City Council, pursuant to SMC 2.14.030 and RCW 35A.12.090, has confirmed the appointment of Contractor and authorized the Mayor to execute this Agreement with Contractor.

Based on the foregoing recitals, the parties agree as follows:

TERMS

- 1. **Scope of Services.** Contractor shall assign attorney Peregrin Sorter to serve as the lead Hearing Examiner for the City, who shall provide the services described in Chapter 2.14 SMC, and as further and more particularly described in Attachment A, Scope of Services, which is incorporated herein.
- 2. **Term.** This Agreement shall take effect on the date of the last signature of the parties listed below, and shall continue in effect until terminated in accordance with Section 11, below.
- 3. **Compensation.** The City shall pay Contractor a flat fee in the amount shown below for services performed in connection with the following types of land-use matters:

\$1,750	\$3,000	\$3,850
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Consolidated hearings on multi-permit applications, not including any appeals
	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Planned Residential Developments
	Shoreline Substantial Development Permits	Shoreline Variances and Conditional Use Permits
		Preliminary Plats

For all other services provided under this Agreement, including code enforcement and SEPA appeals, Contractor's compensation during the Term shall be at the rate of \$225.00/hour. The City shall not be charged for travel time, office supplies, or routine duplication of hearing materials except in unusual circumstances and upon prior written approval. Contractor shall bill the City separately for each matter handled by Contractor during the Term, and the invoice for each such matter shall be submitted at the conclusion of the matter unless other arrangements are agreed in advance. For hourly matters expected to extend over several months, Contractor may choose to submit monthly invoices for services rendered until the conclusion of the matter. The City shall approve all invoices before payment is issued. Payment shall occur within thirty (30) days of receipt and approval of an invoice.

4. Independent Contractor Relationship. This Agreement creates an independent contractor relationship. No agent, employee, officer or representative of the Contractor shall be deemed to be an employee, agent, officer, or representative of the City for any purpose, and Contractor's employees are not entitled to any benefits or privileges the City provides for its employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, officers, subcontractors, or representatives in providing services under this Agreement.

5. Insurance. The Contractor shall maintain insurance against claims for injuries to persons or damage to property which may arise in connection with the performance of the work as set forth below.

- Automobile Liability insurance: The Contractor affirms that each of its independent contractors serving the City will maintain appropriate individual automobile insurance coverage throughout the course of the contract term between the parties. Both parties acknowledge that the work the Contractor performs under this contract relates to Hearing Examiner services and does not involve driving or the operation of a vehicle on behalf of, or for, the City.
- Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence or \$1,000,000 aggregate.
- Professional Liability insurance appropriate to Contractor's profession with limits no less than \$1,000,000 per claim.

Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage the City maintains shall be excess of the Contractor's insurance. Upon request, Contractor shall furnish the City with certificates of insurance coverage.

6. Indemnification.

6.1 The Contractor shall defend, indemnify, and hold harmless the City from all claims and causes of action for injuries to persons or damages to property, and all losses, damages, demands, suits, and judgments, including attorney fees, arising out of, or as a result of, or in connection with the work performed under this Agreement, but only to the extent such

damages/injuries are caused or occasioned by reason of errors, negligent acts, or omissions of the Contractor or its subcontractors in the performance of this Agreement, and except for injuries and damages proximately caused by City negligence, or of its officers, employees, or agents. For purposes of this section, attorney invoices shall not be privileged, fees shall be reasonable, and the parties shall coordinate on counsel selection. This subsection shall not apply to allegations stemming from any act, error, or omission of Contractor in making a recommendation or a decision on an application or appeal or other matter as the Hearing Examiner. The indemnification is reciprocal.

6.2 The City is responsible for the appeal or defense of any Hearing Examiner decisions.

6.3 The indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification.

6.4 The parties have mutually negotiated the indemnification provisions of this Section 6, which shall survive Agreement termination or expiration.

7. **Nondiscrimination.** In Agreement performance, Contractor will not discriminate against any employee or employment applicant on grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the disability prevents the proper performance of required work.

8. **Covenant Against Contingent Fees.** Other than its own employees, the Contractor warrants that it has not paid or agreed to pay any company, person, or firm any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. The City may terminate the Agreement if Contractor violates this warranty.

9. **Compliance with Law.** Contractor shall render services to the City in compliance with Chapter 2.14 SMC and all other applicable provisions of the municipal code and state law. Contractor shall comply with applicable laws including, those related to employment security and workers' industrial insurance.

10. **Assignment and Subcontracting.** The City has awarded this Agreement to Contractor due to its unique qualifications to serve as hearing examiner, and Contractor serves at the Mayor's pleasure. Contractor shall not assign or subcontract any duties under this Agreement without the City's prior written consent. Contractor may recommend appointment of an examiner pro tem to serve in the absence or disability of Contractor, or in the event Contractor is precluded from serving as hearing examiner in a particular matter or matters due to a conflict.

11. **Termination.**

11.1 Either party may terminate this Agreement without cause upon giving the other party thirty (30) days' advance written notice.

11.2 This Agreement may be terminated immediately for cause, including any conduct which reasonably calls into question the professional integrity, candor, competence, and impartiality of the Contractor. Termination for cause shall be effected by serving a notice of termination on the Contractor setting forth the reason therefor. If the termination is based on a breach of this Agreement, Contractor shall have five (5) business days to cure the breach. If not cured within that time, the termination will take effect immediately without further notice.

11.3 The Contractor will only be paid for services and expenses complying with the Agreement and incurred before termination.

12. Contact Information.

For the City: Katherine Ross, Mayor
City of Snoqualmie
38624 River Street
P.O. Box 987
Snoqualmie, WA 98065
E-Mail: kross@snoqualmiewa.gov

For the Contractor: Peregrin Sorter
Laminar Law, PLLC
1919 N. Union Ave.
Tacoma, WA 98406
Phone: (206) 658-3784
E-mail: peregrin@laminarlaw.com

13. Governing Law and Dispute Resolution. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Washington without reference to its choice-of-law rules. Any judicial proceeding relating to the interpretation, performance, or enforcement of this Agreement shall be brought exclusively in King County Superior Court, at Kent, Washington.

14. Nonwaiver. Waiver by the City of any provision of this Agreement shall not constitute waiver, express or implied, of any other Agreement provision.

15. Integration. This Agreement consists only of this document, including Attachment A, and supersedes all prior agreements between the parties concerning hearing examiner services. Any revision to this Agreement shall be in writing and signed by both parties.

16. Authorization. By signature below, each party warrants it is authorized and empowered to execute this Agreement binding the City and Contractor respectively.

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ACKNOWLEDGED AND AGREED TO BY:

CONTRACTOR	CITY OF SNOQUALMIE
_____ Peregrin Sorter Laminar Law, PLLC	_____ Katherine Ross, Mayor
Date: _____	Date: _____

APPROVED AS TO FORM:

David A. Linchan, Interim City Attorney

Attachment A
Scope of Services
for
Hearing Examiner

1. Contractor shall perform the work necessary to fulfill the duties of City hearing examiner, per Ch. 2.14 SMC. Such work includes, but is not limited to: receiving and examining information presented in administrative hearings and quasi-judicial proceedings under the SMC; maintaining a full and complete record of party submissions in connection with administrative hearings and quasi-judicial proceedings; conducting public hearings in land use, code enforcement, and other administrative matters authorized under the SMC, or as otherwise referred by the City Council; handling administrative appeals; and preparing written decisions and recommendations, all within the City's established time limits.

2. Contractor shall work independently and without direct supervision of any City department or official but will receive scheduling and hearing coordination assistance from City staff, as needed. Contractor will remain fully knowledgeable of applicable laws affecting Contractor's duties.

3. Contractor shall conduct an orderly and impartial review of matters assigned, creating a professional and courteous environment for applicants, appellants, citizens, and staff, and shall timely prepare a decision based on sound reasoning and applicable law. When convenient for the parties, legal counsel, and witnesses, and to reduce costs to the City, the Contractor is encouraged to hold hearings by remote access technology when feasible to do so.

4. Contractor shall provide the office space and equipment necessary to perform his obligations under this Contract and shall maintain an active e-mail address for electronic communications and transfer of information. Contractor shall provide necessary administrative support for handling and organizing materials and information submitted by the parties. The City shall provide a hearing room for any in-person hearings and shall arrange for recording of hearings when necessary. The City shall also provide remote video access technology hosting and online participant links for conducting remote hearings when deemed appropriate by Contractor and shall provide Contractor with a recording of such hearings. The City shall also make a staff member available to service as clerk to the hearing examiner for coordinating communications, scheduling, and transmitting and maintaining hearing materials with the parties and/or their counsel.

5. Routine office overhead costs, such as minor photocopying, phone, electronic legal research, office supplies, and clerical/administrative support are not reimbursable. The City shall reimburse Contractor for the reasonable cost of large photocopying jobs (when necessary) and other non-routine out-of-pocket expenses if approved in advance.



**STATEMENT OF QUALIFICATIONS
FOR HEARING EXAMINER SERVICES**

To City of Snoqualmie Community Development Director Emily Arteche:

We propose that attorney Peregrin K. Sorter (WSBA #40961) of Laminar Law, PLLC, be selected to serve as the City of Snoqualmie Hearing Examiner to provide land use application hearings, administrative appeal hearings, and other quasi-judicial hearings at the City's request. We believe that Mr. Sorter's expertise in land use law and his demonstrated ability to produce timely decisions that are clear, thorough, and drafted efficiently to provide cost savings to the jurisdictions he serves will benefit the City of Snoqualmie and its residents.

Attached please find background information on Laminar Law, a summary of Mr. Sorter's experience and qualifications, a discussion of Mr. Sorter's approach to the Hearing Examiner process, fee proposal information, Mr. Sorter's resume, and a list of professional references. Examples of recent land use decisions issued by Mr. Sorter are available upon request.

Thank you for considering Laminar Law to provide hearing examiner services for the City of Snoqualmie. We look forward to hearing from you.

Sincerely,

Peregrin K. Sorter, Managing Attorney of Laminar Law

Laminar Law, PLLC
1919 N. Union Avenue Tacoma, WA 98406
Phone: 206 658-3784 (Cell)
Email: peregrin@laminarlaw.com
UBI Number: 605 164 033
Federal EIN Number: 93-3236461

QUALIFICATIONS AND EXPERIENCE

Introduction to Laminar Law and Chief Hearing Examiner Peregrin Sorter

Laminar Law, PLLC is a hearing examiner services company committed to providing high-quality land use hearing examiner services to a select number of jurisdictions in Western Washington. We believe that limiting the number of jurisdictions we serve ensures that our hearing examiners and support staff are readily available to schedule requested hearings, knowledgeable about the local planning policies and regulations governing our decisions, and able to efficiently produce decisions that are clear, thorough, and timely issued. Peregrin Sorter, founding member and Chief Hearing Examiner for Laminar Law, would serve the City of Snoqualmie as its Hearing Examiner, with support provided by additional Laminar Law members as needed.

Prior to founding Laminar Law in early 2023, Mr. Sorter served as a managing attorney, chief legal writer, and pro tem hearing examiner for Sound Law Center (SLC). As chief legal writer for SLC, Mr. Sorter was responsible for drafting and reviewing hundreds of decisions produced by SLC. These prior decisions serve as an example of the high-quality land use decisions that the City, applicants, and members of the public can expect from Laminar Law.

Mr. Sorter currently serves as the Hearing Examiner for the Cities of Arlington, Bremerton, Des Moines, Granite Falls, Ocean Shores, Port Angeles, SeaTac, Sedro-Woolley, Sequim, Shoreline, and Woodinville, and for the Town of Steilacoom. He has also served as a pro tem Hearing Examiner in jurisdictions that include Hunts Point and Yarrow Point. In addition, Mr. Sorter has served as the Hearing Examiner addressing ethics complaints in the City of Mercer Island.

Mr. Sorter also has over 10 years of experience as a staff attorney for Division II of the Washington State Court of Appeals, where he assisted judges in deciding appeals and drafting appellate opinions. Through that experience, Mr. Sorter gained valuable insight into what makes a hearing examiner decision withstand judicial scrutiny on appeal and has shaped his practice of producing timely, concise, and legally sound decisions, as well as his demeanor as a judicial officer.

Mr. Sorter graduated in 2008 from Rutgers School of Law, with high honors, where he received the law school's top writing award and was honored to teach Constitutional Law to high school students as a Marshall Brennan Fellow. Mr. Sorter currently volunteers as Board President for Banchemo Disability Partners (BDP), a nonprofit organization providing residential support services for clients with developmental disabilities and mental illnesses.

As BDP President, Mr. Sorter oversaw the organization's adoption of a diversity, equity, and inclusion statement. Laminar Law is similarly committed to diversity, equity, and inclusion, and Mr. Sorter incorporates these values in his role as a Hearing Examiner, particularly in his interactions with members of the public who participate at hearings. Mr. Sorter understands that applicants and members of the public come to hearings with different backgrounds and levels of knowledge and/or information about the process, and he strives to create an atmosphere that is welcoming and informative for all hearing participants.

Laminar Law is certified as a Minority Business Enterprise from the Washington State Office of Minority and Women's Business Enterprises.

Supporting Attorneys

Neil Savage

Neil Savage serves as Laminar Law's legal editor. Mr. Savage reviews all decisions prior to delivery to ensure consistency and readability. We believe that the services of a legal editor are vital for ensuring that our written decisions reflect the professionalism and neutrality that are embodied in the entire hearing examiner process. Mr. Savage graduated from Lewis and Clark Law School in 1989 and works as a freelance editor and indexer for legal publishers across the country.

APPROACH TO HEARING PROCESS

Laminar Law prides itself on conducting hearings that are respectful and efficient while welcoming members of the public to express their concerns. Mr. Sorter facilitates this process by creating an atmosphere that is courteous to witnesses and acknowledges their opinions. Mr. Sorter believes that a good result from the hearing process is that, regardless of the ultimate outcome of his decision, all interested parties feel that their concerns were heard and addressed.

Hearing Preparation

Mr. Sorter begins this process by reviewing the entire record prior to the hearing so that he is familiar with the law governing his decision and any potential issues that may arise at the hearing. He then prepares questions designed to streamline the hearing process by ensuring both that he has a thorough understanding of the proposal and that issues raised by members of the public are heard and addressed. For example, if the record contains several public comments raising concerns about tree removal associated with a project, Mr. Sorter may ask City staff to discuss tree removal and replacement requirements of the municipal code. Similarly, if members of the public raise concerns about a project's traffic impacts, Mr. Sorter's questions may be focused on level-of-service and traffic impact fee requirements. He has found that addressing the laws and regulations governing issues raised by members of the public prior to their opportunity to testify helps to focus public testimony on issues relevant to the decision and thereby facilitates an orderly and efficient hearing process.

Specific Hearing Formats

For application hearings, Mr. Sorter generally adheres to the following format:

1. Mr. Sorter provides introductory remarks that explain the application, applicable laws, and the process for the hearing. Providing this initial explanation helps lay the groundwork for how the hearing will proceed and provides applicants and the public with confidence in the Hearing Examiner.
2. City staff provide an overview of the proposal and any City recommendations.
3. The Applicant and any witnesses for the Applicant are given the opportunity to provide additional information.

4. Members of the public are invited to provide comments on the application.
5. The Applicant and City staff may respond to public comments.
6. Mr. Sorter closes the hearings, thanks all present for attending, and explains that a decision shall be issued within 10 business days of the record closing.

For administrative appeal hearings, Mr. Sorter generally adheres to the following format:

1. Mr. Sorter provides introductory remarks that explain the appeal, applicable laws, and the process for the appeal hearing.
2. Mr. Sorter addresses any motions raised by the Appellant, the City, and/or the Applicant
3. The Appellant presents testimony of witnesses, and the City and Applicant are provided with the opportunity to cross-examine those witnesses.
4. The City presents testimony of witnesses, and the Appellant and Applicant are provided with the opportunity to cross-examine those witnesses.
5. The Applicant presents testimony of witnesses, and the Appellant and City are provided with the opportunity to cross-examine those witnesses.
6. If requested, Mr. Sorter allows closing remarks from each party. Alternatively, he may allow for the submission of written closing remarks from each party.
7. Mr. Sorter closes the hearing, thanks all present for attending, and explains that a decision shall be issued within the time specified under the municipal code.

Decision

Mr. Sorter's greatest asset to the jurisdictions he serves is his ability to consistently produce decisions in an efficient manner to provide significant cost savings, while ensuring that those decisions are easily understood by applicants and members of the public. His decisions also include detailed legal analyses to provide guidance to City staff and potential applicants on future land use matters. Mr. Sorter's decisions are reviewed by Laminar Law's legal editor prior to being issued to confirm that they reflect the professionalism and neutrality that is embodied in the entire hearing process.

TYPICAL TIMELINE FOR COMPLETING TASKS

Mr. Sorter understands the budgetary concerns of local jurisdictions and that a proposed hourly rate provides little guidance when evaluating a proposal absent information about the typical timeline for conducting a hearing and issuing a decision. Accordingly, in addition to offering a flat fee rate for specific decision types (discussed further below), the following provides an estimated number of hours to complete each task involved in the hearing process:

- Preparation for Hearing:
 - Single-family residential or small commercial projects (typically 30 minutes to 1 hour)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 1.5 to 2.5 hours)
- Hearing:
 - Single-family residential or small commercial projects (typically 30 minutes)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 45 minutes to 1.5 hours)
- Decision Drafting:
 - Single-family residential or small commercial projects (typically 4 to 6 hours)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 6 to 12 hours)
- Decision Editing:
 - Single-family residential or small commercial projects (typically 30 minutes to 1 hour)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 1 to 2.5 hours)

Total time:

- Single-family residential or small commercial projects (typically 5.5 to 8 hours)
- Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 9.25 to 18.5 hours)

FEE PROPOSAL

Our typical contract rate for all legal work associated with hearing examiner services is **\$225/hour**. Laminar Law does not charge for travel time or materials. As an alternative, the City may consider implementing a flat-fee billing structure based on application types to provide cost consistency and predictability. Should the City of Snoqualmie elect to implement a flat-fee billing approach, we propose the following structure for typical land use applications and are willing to further discuss fees for other specific application types to meet the City’s needs.

\$1,750	\$3,000	\$3,850
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Consolidated hearings on multi-permit applications, not including any appeals
	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Planned Residential Developments
	Shoreline Substantial Development Permits	Shoreline Variances and Conditional Use Permits
		Preliminary Plats

Due to the variety of issues that may be raised in administrative and code enforcement appeals, Laminar Law typically charges an hourly rate for these matters but is willing to discuss implementing a flat-rate approach if that is the City’s preference.

PEREGRIN SORTER

1919 N. Union Ave. | Tacoma, Washington 98406 | (206) 658-3784 | peregrin@laminarlaw.com

Experience and qualifications

Washington State Bar Association member in good standing (admitted 2008).

WSBA number: 40961

Laminar Law, PLLC

Tacoma, WA

Founder, Managing Attorney, Hearing Examiner

March 2023–Present

Founded Laminar Law, PLLC, to provide land use hearing examiner services to local governments in Washington State. Responsibilities include presiding over, and issuing decisions for, land use application hearings and administrative appeals.

Sound Law Center, LLC

Seattle and Tacoma, WA

Managing Attorney, Chief Legal Writer

January 2020–February 2023

Served as managing attorney and Chief Legal Writer for Sound Law Center.

Responsibilities included overseeing all business matters related to the operation of Sound Law Center, drafting and editing decisions issued by hearing examiners, and supervising contract legal writers and pro tem hearing examiners.

Washington State Court of Appeals, Division II

Tacoma, WA

Staff Attorney

August 2012–December 2020

Assisted the Court in resolving direct appeals and personal restraint petitions by reviewing record, researching applicable law, and drafting prehearing memoranda and opinions. Screen notices of appeal for compliance with appellate rules, consolidation with other pending cases, and disposition track. Made recommendations for disposition of all types of motions and draft orders and rulings for panels.

Law Clerk for the Honorable Marywave Van Deren

August 2011–July 2012

Law Clerk for the Honorable Christine Quinn-Brintnall

August 2008–July 2010

Reviewed appellate briefs and trial court records, researched applicable law, and drafted bench memoranda. Assisted judges in drafting and editing an average of three court opinions per month. Performed technical source citation checks on opinions in accordance with Washington Court standards.

Banchero Disability Partners

Seattle and Shoreline, WA

Board Member, President

November 2008–Present

On a volunteer basis, responsible for the functions of an agency that provides 24-hour case management services to clients with developmental disabilities and mental illnesses, including policy administration, public and community relations, finance, personnel and program planning and evaluation.

Independent Living Advocate

September 1999–August 2005

Provided direct support and services to adults with developmental disabilities in their homes and community.

Nielson, Broman & Koch PLLC.**Seattle, WA***Indigent Criminal and Parental Dependency Appeals Attorney*

August 2010–July 2011

Contracted with law firm to represent clients appealing from criminal convictions and parental dependency/termination orders. Reviewed trial record, drafted briefs, and presented oral argument in all three divisions of the Court of Appeals.

Disability Rights New Jersey**Trenton, NJ***Legal Intern*

Summer 2007

Worked with the Director of Litigation on two high-impact systemic litigation cases. Conducted fact investigations at all New Jersey Psychiatric Hospitals.

Disability Rights Washington**Seattle, WA***Legal Intern*

Summer 2006

Screened potential clients and provided self-help information and referral services. Handled all prisoner correspondence, requests for information, and referrals.

Education**Rutgers University School of Law – Camden, NJ**

J.D. magna cum laude, May 2008

Blaine E. Caphart Award for Excellence in Legal Writing, 2008

Pro Bono Publico Award, 2008

Marshall-Brennan Fellow, Fall 2007–Spring 2008

Research Assistant for Professor Sarah Ricks, Fall 2007–Spring 2008

University of Washington – Seattle, WA

B.S. in Psychology, June 2004

Professional References:

Marshall Read
Lead Planner
City of Ocean Shores
360-940-7489 (Office)
360-580-4465 (Cell)
mread@osgov.com

Robert Grumbach
Development Services Director
City of Woodinville
425-877-2271
robertg@ci.woodinville.wa.us

Ben Braudrick
Planning Supervisor
City of Port Angeles
360-417-4804 (Office)
360-406-0654 (Cell)

Ted Hunter
Founder, Sound Law Center
206-419-2269
tph@soundlawcenter.com

Andrew Reeves
Founder, Trebucket Legal Consulting
253-393-3594
Andrew.tlclaw@gmail.com

Alex Sidles
Law Office of Alex Sidles, PLLC
206-518-8611
alex@sidleslaw.com

Hon. Judge Lisa Worswick (Ret.)
Former Judge at Division II of the Washington State Court of Appeals
Pierce County Superior Court
Pierce County District Court
253-691-7050
lworswick@yahoo.com



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-105
November 12, 2024
Ordinance**

Item 5.

AGENDA BILL INFORMATION

TITLE:	AB24-105: Certifying an Increase in Property Taxes	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Adopt Ordinance No. 1299 certifying an increase in regular property taxes for the fiscal year commencing January 1, 2025 (Introduce 11/12/24, Action 11/25/24).	

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

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. Ord. 1299 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 \$8,813,555 which includes an 0.89% increase in property tax revenue in the amount of \$76,504 from the previous year in order to discharge the expected expenses and obligations of the City of Snoqualmie.

ANALYSIS

Please see the exhibit AB24-105x2 entitled “2025 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 2025-2026 Biennial Budget. Please see the exhibit entitled “2025 Property Tax Council Report” for more information.

NEXT STEPS

The second reading of the ordinance is scheduled for November 25, 2024.

PROPOSED ACTION

First Reading – October 12, 2024: No action required.

Second Reading and Proposed Adoption – November 25, 2024: Move to adopt Ordinance No. 1299 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2025 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.

ORDINANCE NO. 1299

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, 2025, 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 12, 2024 to consider the City’s current expense budget (also known as “General Fund”) for the 2025 calendar year and possible increases in property tax revenues to 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 \$8,813,555, 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 as follows:

SECTION 1. Increase in Regular Property Tax Revenue. An increase in the regular property tax revenue is hereby authorized for the 2024 regular property tax levy in the amount of \$76,504, 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 City Council of the City of Snoqualmie, Washington this 25th day of November 2024.

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 12, 2024
TO: City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Adopting the 2025 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. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. 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 does not currently levy any “excess” property taxes.

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 2024. 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, 2024. 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 2024 (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 2025 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 2025 allowable percentage increase in a future year.

CALCULATING THE 2025 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 2025 and compares the amount to the previous year.

	2024	2025
Last Year’s Actual Regular Levy	\$8,521,537	\$8,624,067
Allowable Percentage Increase	0.89%	0.89%
Allowable Increase Amount	\$75,726	\$76,504
Increase in New Construction	\$17,164	\$6,877
Increase in Utility Value	\$0	\$90,979
Refunds	\$9,640	\$15,128
Regular Property Tax Amount¹	\$8,624,067	\$8,813,555
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,624,067	\$8,813,555

¹ The estimated regular property tax amount for 2025 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 \$76,504 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 \$6,877 in property tax due to such construction improvements in 2024.

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 the November 30th deadline to pass ordinances, the City has incorporated \$90,979 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 \$90,979 over the past decade was in 2015, 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 \$8,813,555 in 2025 from regular property tax. This represents a 2.20% increase over 2024 equal to \$189,488. However, if the increase in utility value equals \$0, then the City expects to collect \$8,722,576 in 2025 regular property tax. This new value represents a 1.14% increase over 2024 property tax equal to \$98,509.

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 2025 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2024	2025
City Assessed Valuation	\$4,739,576,034	\$4,863,838,545
Change from Previous Year	-14.7%	2.62%

Between 2024 and 2025, the total assessed valuation for the City is anticipated to increase \$124,262,511, equivalent to a 2.62% increase. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation increasing \$74,262,511, equivalent to a 1.57% increase.

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 2025 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2024	2025
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81

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 0.89% increase of \$76,504 is diffused over a valuation of established properties that increased \$74,262,511 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2025 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 2025?

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 \$76,504. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0159 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 2025 assessed value.

Assessed Value of a Home	2025 Property Tax Increase
\$500,000	\$7.95
\$600,000	\$9.54
\$700,000	\$11.12
\$800,000	\$12.71
\$900,000	\$14.30
\$1,000,000	\$15.89
\$1,100,000	\$17.48

\$1,200,000	\$19.07
\$1,300,000	\$20.66
\$1,400,000	\$22.25
\$1,500,000	\$23.84

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2025-2026 Biennial Budget, the increase in consumer prices (i.e., inflation), and the realized and potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

Preliminary Worksheet 10.24.2024

TAXING DISTRICT **City of Snoqualmie**

2024 Levy for 2025 Taxes

IPD:

Item 5.

A.	Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).				
Year	2024	8,614,427	x	1.01000	= 8,700,571
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>	
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).				
	3,778,424	* 1.81995	÷	1,000	= 6,877
	<small>A.V.</small>	<small>Last Year's Levy Rate</small>			
C.	Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)				
	0	* 1.81995	÷	1,000	= 0
	<small>A.V.</small>	<small>Last Year's Levy Rate</small>			
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).				
	234,769,541	-	234,769,541	=	0
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>		
	0	* 1.81995	÷	1,000	= 0
	<small>Remainder from Line D</small>	<small>Last Year's Levy Rate</small>			
E.	1 st Year Lid Lift & Limit Factor > 1%				
F.	Regular property tax limit:			A+B+C+D+E	= 8,707,448
<small>Parts G through I are used in calculating the additional levy limit due to annexation.</small>					
G.	To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.				
	8,707,448	÷	4,813,838,545	* 1,000	= 1.80883
	<small>Total in Line F</small>		<small>Assessed Value Less Annexed AV</small>		
H.	Annexed area's current assessed value including new construction and improvements, times the rate in Line G.				
	0	* 1.80883	÷	1,000	= 0
	<small>Annexed Area's A.V.</small>	<small>Annexation Rate</small>			
I.	Regular property tax limit including annexation			F+H	= 8,707,448
J.	Statutory maximum calculation				
<small>Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.</small>					
	3.60000	-	0.24805	+	0.00000
	<small>District base levy rate</small>		<small>Fire or RFA Rate</small>		<small>Library Rate</small>
	4,813,838,545	*	3.35195	÷	1,000
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>		<small>Statutory Amount</small>
K.	Highest Lawful Levy For This Tax Year (Lesser of I and J)				= 8,707,448
L.	New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A)				8,707,448
M.	Lesser of J and K				8,707,448
N.	Refunds				15,128
O.	Total: M+N (unless stat max)				8,722,576
P.	Levy Corrections Year of Error: _____ Did the district cause the error?				
	1. Minus amount over levied (if applicable)				0
	2. Plus amount under levied (if applicable)				0
Q.	Total Allowable Levy				8,722,576
R.	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)				4,813,838,545
S.	Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts				
	2. Excess AV				4,797,902,065
	3. Plus Timber Assessed Value (TAV)				34,386
	4. Tax base for excess and voted bond levies (2+3)				4,797,936,451
T.	Increase Information				
	1. Levy rate based on allowable levy				1.81197
	2. Last year's ACTUAL regular levy				8,624,067
	3. Dollar Increase over last year other than New Construction (-) Annexation				76,504
	4. Percent Increase over last year other than New Construction (-) Annexation				0.88710%



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-106
November 12, 2024
Ordinance**

Item 6.

AGENDA BILL INFORMATION

TITLE:	AB24-106: 2025 Property Tax Levy	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION: Adopt Ordinance No. 1298 levying regular property taxes for the fiscal year commencing January 1, 2025 (First Reading 11/12/24, Second Reading and Adopt 11/25/24)	

REVIEW:	Department Director	Drew Bouta	Click or tap to enter a date.
	Finance	Janna Walker	10/30/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. Ordinance No. 1298 Adopting the 2025 Property Tax Levy 2. 2025 Property Tax Overview 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 2025 regular levy in the amount of \$8,813,555 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.

LEGISLATIVE HISTORY

BACKGROUND

ANALYSIS

Please see Exhibit 3 entitled “2025 Property Tax Report”.

BUDGET IMPACTS

Property taxes are a significant source of revenue for the General Fund (#001) and have been incorporated into the 2025-2026 Biennial Budget. Please see Exhibit 3 “2025 Property Tax Report” for more information.

NEXT STEPS

The second reading of Ordinance 1298 is scheduled for November 25, 2024.

PROPOSED ACTION

First Reading – October 12, 2024, no action required.

Second Reading and Proposed Adoption – November 25, 2024: Move to adopt Ordinance 1298 Levying Regular Property Taxes for the fiscal year commencing January 1, 2025 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.

ORDINANCE NO. 1298

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, LEVYING REGULAR PROPERTY TAXES FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, 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 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 12, 2024 to consider the City’s current expense budget (also known as “General Fund”) for the 2025 calendar year and possible increases in property tax revenues to 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 \$8,813,555, 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 as follows:

SECTION 1. Regular Property Tax Levy. The regular property tax levy is hereby authorized in the amount of **\$8,813,555**, which amount shall be levied in the year 2024 and be payable and collectable in the year 2025.

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 City Council of the City of Snoqualmie, Washington this 25th day of November 2024.

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 12, 2024
TO: City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Adopting the 2025 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. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. 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 does not currently levy any “excess” property taxes.

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 2024. 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, 2024. 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 2024 (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 2025 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 2025 allowable percentage increase in a future year.

CALCULATING THE 2025 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 2025 and compares the amount to the previous year.

	2024	2025
Last Year’s Actual Regular Levy	\$8,521,537	\$8,624,067
Allowable Percentage Increase	0.89%	0.89%
Allowable Increase Amount	\$75,726	\$76,504
Increase in New Construction	\$17,164	\$6,877
Increase in Utility Value	\$0	\$90,979
Refunds	\$9,640	\$15,128
Regular Property Tax Amount¹	\$8,624,067	\$8,813,555
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,624,067	\$8,813,555

¹ The estimated regular property tax amount for 2025 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 \$76,504 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 \$6,877 in property tax due to such construction improvements in 2024.

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 the November 30th deadline to pass ordinances, the City has incorporated \$90,979 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 \$90,979 over the past decade was in 2015, 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 \$8,813,555 in 2025 from regular property tax. This represents a 2.20% increase over 2024 equal to \$189,488. However, if the increase in utility value equals \$0, then the City expects to collect \$8,722,576 in 2025 regular property tax. This new value represents a 1.14% increase over 2024 property tax equal to \$98,509.

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 2025 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2024	2025
City Assessed Valuation	\$4,739,576,034	\$4,863,838,545
Change from Previous Year	-14.7%	2.62%

Between 2024 and 2025, the total assessed valuation for the City is anticipated to increase \$124,262,511, equivalent to a 2.62% increase. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation increasing \$74,262,511, equivalent to a 1.57% increase.

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 2025 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2024	2025
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81

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 0.89% increase of \$76,504 is diffused over a valuation of established properties that increased \$74,262,511 (assuming no increase in state-assessed utilities).

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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 \$76,504. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0159 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 2025 assessed value.

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\$500,000	\$7.95
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\$1,400,000	\$22.25
\$1,500,000	\$23.84

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2025-2026 Biennial Budget, the increase in consumer prices (i.e., inflation), and the realized and potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

Preliminary Worksheet 10.24.2024

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2024 Levy for 2025 Taxes

IPD:

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Year	2024	8,614,427	x	1.01000	= 8,700,571
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>	
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).					
	3,778,424	*	1.81995	÷	1,000 = 6,877
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)					
	0	*	1.81995	÷	1,000 = 0
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
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).					
	234,769,541	-	234,769,541	=	0
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>		
	0	*	1.81995	÷	1,000 = 0
	<small>Remainder from Line D</small>		<small>Last Year's Levy Rate</small>		

E. 1st Year Lid Lift & Limit Factor > 1%

F. Regular property tax limit: A+B+C+D+E = 8,707,448

Parts G through I are used in calculating the additional levy limit due to annexation.

G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.					
	8,707,448	÷	4,813,838,545	*	1,000 = 1.80883
	<small>Total in Line F</small>		<small>Assessed Value Less Annexed AV</small>		
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.					
	0	*	1.80883	÷	1,000 = 0
	<small>Annexed Area's A.V.</small>		<small>Annexation Rate</small>		
I. Regular property tax limit including annexation F+H = 8,707,448					

J. 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 firefighter pension fund.					
	3.60000	-	0.24805	+	0.00000 = 3.35195
	<small>District base levy rate</small>		<small>Fire or RFA Rate</small>		<small>Library Rate</small>
					<small>Firefighter Pension Fund</small>
					<small>Statutory Rate Limit</small>
	4,813,838,545	*	3.35195	÷	1,000 = 16,135,746
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>		<small>Statutory Amount</small>

K. Highest Lawful Levy For This Tax Year (Lesser of I and J) = 8,707,448

L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A) 8,707,448

M.	Lesser of J and K	8,707,448
N.	Refunds	15,128
O.	Total: M+N (unless stat max)	8,722,576
P.	Levy Corrections Year of Error: _____ Did the district cause the error?	
	1. Minus amount over levied (if applicable)	0
	2. Plus amount under levied (if applicable)	0
Q.	Total Allowable Levy	8,722,576

R.	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)	4,813,838,545
S.	Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts	
	2. Excess AV	4,797,902,065
	3. Plus Timber Assessed Value (TAV)	34,386
	4. Tax base for excess and voted bond levies (2+3)	4,797,936,451

T.	Increase Information	
	1. Levy rate based on allowable levy	1.81197
	2. Last year's ACTUAL regular levy	8,624,067
	3. Dollar Increase over last year other than New Construction (-) Annexation	76,504
	4. Percent Increase over last year other than New Construction (-) Annexation	0.88710%



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

MAYOR & COUNCIL MEMBERS

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

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

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

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

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

ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Utility Rate Study Presentation.

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

2. **AB24-105 and AB24-106:** Certifying an Increase in Property Taxes and 2025 Property Tax Levy.

Proposed Action: Public Hearing.

Appointments**Presentations****Proclamations**

3. Proclamation 24-22: Native American Heritage Month.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

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

CONSENT AGENDA

4. Approve the City Council Meeting Minutes dated October 28, 2024.
5. Approve the Claims Report dated November 12, 2024.

ORDINANCES

6. **AB24-055:** Amendments to Snoqualmie Municipal Code Titles 14 and 15, Implementing Senate Bill 5290.

Proposed Action: Second Reading of Ordinance 1293 and proposed adoption.

7. **AB24-089:** School Impact Fees for 2025.

Proposed Action: Second Reading of Ordinance 1294 and proposed adoption.

8. **AB24-105:** Certifying an Increase in Property Taxes.

Proposed Action: First Reading of Ordinance 1299.

9. **AB24-106:** 2025 Property Tax Levy.

Proposed Action: First Reading of Ordinance 1298.

COMMITTEE REPORTS**Public Safety Committee:**

10. **AB24-120:** Interlocal Agreement Renewal with King County Jail.

Proposed Action:

Community Development Committee:

11. **AB24-111:** Appointment of the City Hearing Examiner.

Proposed Action:

12. **AB24-118:** Workforce Housing Development Request for Qualifications (RFQ).

Proposed Action:

Parks & Public Works Committee:

Finance & Administration Committee:

13. **AB24-062:** Meadowbrook Farm Docent Services Memorandum of Understanding (MOU).

Proposed Action:

Committee of the Whole:

14. 2025 Legislative Priorities.

REPORTS

15. Mayor's Report
16. Commission/Committee Liaison Reports
17. Department Reports for October 2024.

EXECUTIVE SESSION

18. 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

Accommodation: Requests for assistance or accommodations can be arranged by contacting the City Clerk by phone at (425) 888-8016 or by e-mail at cityclerk@snoqualmiewa.gov no later than 3:00 pm the day of the meeting.