



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

Wednesday, January 03, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

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### COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: Louis Washington and Vacant

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

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### CALL TO ORDER & ROLL CALL

1. **Oath of Office:** Councilmember Washington

### AGENDA APPROVAL

### PUBLIC COMMENTS

### MINUTES

- [2.](#) Approval of the minutes dated December 5, 2023.

### APPROVAL OF WARRANTS / CLAIMS

- [3.](#) Consideration of Claims Approval Report dated January 8, 2024.

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

- [4.](#) **AB24-001:** Resolution regarding Public Records Act Policy, Records Management Policy, and updated Fee Schedule
- [5.](#) **AB24-002:** 2023-2024 Biennial Budget Amendment to Appropriate for the Collective Bargaining Agreement with Teamsters

### DISCUSSION

- [6.](#) **Revenue Options:**
  - a. AB24-004: Transportation Benefit District Ordinance
  - b. AB24-005: B&O Tax Rate Increase

- c. AB24-006: Utility Tax Increase
- d. AB24-007: Sales and Use Tax Increase
- e. AB24-008: Levy Lid Lift Proposition

**7. Traffic Safety Cameras**

**8. Legislative Priorities**

**9. Commission Handbook/Bylaws**

**10. Upcoming Agenda Items (Informational Only):**

- a. 2024 Salary Schedule for Non-Represented Management & Professional Employees
- b. City Logo Ordinance
- c. Tyler Technologies Contract Amendment for Tyler Payment System
- d. North Bend Memorandum of Understanding (Behavioral Health Specialist)
- e. Fee for Services Agreement
- f. Council Chambers Audio and Video Upgrade
- g. Hiring Incentive and Bonus Policy

**CITY COUNCIL AGENDA REVIEW**

**11.** Review Draft City Council Agenda dated January 4, 2024.

**12.** Review Draft City Council Agenda dated January 8, 2024.

**ADJOURNMENT**



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES DECEMBER 5, 2023

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

### CALL TO ORDER

Chair Bryan Holloway called the meeting to order at 6:01 pm.

**Committee Members:** Councilmembers Bryan Holloway and James Mayhew were present.

Mayor Katherine Ross was also present.

**City Staff:**

Mike Chambless, City Administrator; Deana Dean, City Clerk; Janna Walker, Budget Manager; Nicole Wiebe, Community Liaison; Emily Arteché, Community Development Director (remote); and Jimmie Betts, IT Support.

**AGENDA APPROVAL:** The agenda was approved as revised. CM Mayhew requested an addition of Parliamentary Procedure under Discussion. CM Holloway requested #4 to be ahead of #3.

### PUBLIC COMMENTS

### MINUTES

1. The minutes from the November 21, 2023, meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated December 11, 2023, was approved to move forward at the December 11, 2023, City Council consent agenda.

### AGENDA BILLS

### OUT OF ORDER

4. **AB23-143:** Teamsters Collective Bargaining Agreement. City Administrator Mike Chambless introduced this item and provided an overview of the changes. Committee questions answered by Budget Manager Janna Walker. This item is approved to move forward at the December 11, 2023, City Council meeting on the non-consent agenda along with a walk on discussion item for the corresponding budget amendment. First reading of the budget amendment ordinance at the January 8, 2024, Council meeting with second reading and adoption of the budget amendment ordinance at the January 22, 2024, Council meeting.

3. **AB23-138:** 2024 Lodging Tax Allocations. Community Liaison Nicole Wiebe reviewed the agenda bill for approval of the 2024 Lodging Tax Advisory Committee funding. Discussion followed. This item is approved to move forward at the December 11, 2023, City Council meeting consent agenda if an update to the memorandum is provided related to the Snoqualmie Inn, Trailhead Mountain Bike Experience, and Historical Society. If no memorandum is provided, then this item will be on the non-consent agenda.

## DISCUSSION

5. Upcoming Agenda Items. This is an informational item only. No discussion or action.
6. Add On: Parliamentary discussion added on by CM Mayhew. The topic is whether there needs to be a staff member trained on parliamentary procedure. Staff will discuss with the city attorney and report back to Council.

**CITY COUNCIL MEETING AGENDA REVIEW:** The December 11, 2023, City Council Agenda was approved as amended.

**ADJOURNMENT** - The meeting was adjourned at 6:55 pm.

*Minutes taken by Deana Dean, City Clerk.*

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

*Minutes approved at the \_\_\_\_\_ Finance & Administration Committee Meeting.*





# Finance & Human Resources Department

Item 3.

**Jerry Knutsen, Financial Services Manager**  
38624 SE River St. | PO Box 987  
Snoqualmie, Washington 98065  
(425) 888-1555 | [jknutsen@snoqualmiewa.gov](mailto:jknutsen@snoqualmiewa.gov)

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

**From:** Jerry Knutsen, Financial Services Manager

**Date:** January 8, 2024

**Subject:** CLAIMS REPORT  
Approval of payments for the period: November 28, 2023 through December 21, 2023

## BACKGROUND

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

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

## ANALYSIS

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

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

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



## City of Snoqualmie

Claims presented to the City to be paid in the amount of \$210,322.05

For claims warrants numbered 80650 through 80695 &amp; dated 11/29/2023

#59												INVOICE DATE	CHECK DATE
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC			
A & H	001.12.028.57680.523100.	Clothing Allowance	2023	11	INV	Paid	24.36	80650	17622	Union clothing allowance		10/24/2023	11/29/2023
ACI 1	501.23.051.54868.548000.	Repair & Maintenance Services	2023	11	INV	Paid	9,200.17	80651	12053	Fleet Repair -Vehicle #122		11/21/2023	11/29/2023
APSCO	402.20.040.53580.545200.	Rent - Furniture & Equipment	2023	11	INV	Paid	6,806.25	80652	23583	Rent back up pump PS L		6/2/2023	11/29/2023
Apurba Dhar	310.00.000.31760.317600.	TBD Vehicle Fees	2023	11	INV	Paid	20.00	80653	VLR Refund A. Dhar	Vehicle Licensing refund		11/20/2023	11/29/2023
ATWORK	001.12.028.57680.548150.	Landscaping Services	2023	11	INV	Paid	17,528.82	80654	PS-INV105181	Maintenance agreement - Mini parks		8/31/2023	11/29/2023
ATWORK	510.24.053.51820.548150.	Landscaping Services	2023	11	INV	Paid	2,886.85	80654	PS-INV105260	Maintenance agreement - facilities		9/30/2023	11/29/2023
AUDITOR	001.06.007.51423.541091.	State Auditor Services	2023	11	INV	Paid	799.00	80655	L157443	Audit services - 2020 Fraud investigation		11/20/2023	11/29/2023
BAINA	402.20.040.53580.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,413.10	80656	1065	Calibrate and validate sensors		10/16/2023	11/29/2023
BAINA	402.20.040.53580.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,413.10	80656	1069	Twice monthly calibrate & validate sensors		11/3/2023	11/29/2023
BERRDUN	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	11	INV	Paid	2,090.00	80657	434468	Consulting		8/25/2023	11/29/2023
Brian Gasper	402.20.019.53510.549700.	Judgments & Settlements	2023	11	INV	Paid	8,000.00	80658	B. Gasper Teamsters	WW Judgment & settlement		11/21/2023	11/29/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	93.08	80659	402478791	Telephone EOC		10/20/2023	11/29/2023
CINTAS	001.13.000.51810.531080.	First Aid Cabinet Supplies	2023	11	INV	Paid	1,283.99	80660	5184969786	First aid cabinets, City Hall, PD, PW		11/20/2023	11/29/2023
CL	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	78.25	80661	1975856	Tie Downs/Screws & plywood for park fix		10/9/2023	11/29/2023
Dustin Possert	401.18.019.53410.549700.	Judgments & Settlements	2023	11	INV	Paid	8,000.00	80662	D. Possert Teamsters	Water judgement & settlement		11/21/2023	11/29/2023
GRAINGER	402.20.040.53550.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	108.77	80663	9877144775	Antenna coms project		10/19/2023	11/29/2023
GRAINGER	402.20.040.53550.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	30.51	80663	9881031372	Antenna coms project		10/24/2023	11/29/2023
GRAINGER	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	320.34	80663	9884868184	Danna office planning board per request		10/26/2023	11/29/2023
HANDYHEL	001.14.118.55730.549100.	City-Sponsored Expenses	2023	11	INV	Paid	1,144.00	80664	6027	SWL Pole banner install		11/15/2023	11/29/2023
HDFACIL	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	44.61	80665	9220131661	Key Storage cabinet for City Hall		10/30/2023	11/29/2023
IDC	402.21.047.53930.531510.	Laboratory Supplies	2023	11	INV	Paid	1,180.81	80666	3134464152	Bacterial testing supplies		8/7/2023	11/29/2023
IDC	402.21.047.53930.531510.	Laboratory Supplies	2023	11	INV	Paid	1,236.92	80666	3134512725	Bacterial testing supplies		8/8/2023	11/29/2023
K&L Gates	001.04.004.51541.541100.	Outside Legal Services - Gen	2023	11	INV	Paid	2,486.10	80667	4266392	Legal advice-tribe agreements		11/20/2023	11/29/2023
KPGPSOMA	310.17.507.59530.541000.	Snoq Parkway - Prof'l Svcs	2023	11	INV	Paid	2,494.00	80668	201175	Sno plwky construction engineering support		10/17/2023	11/29/2023
KPGPSOMA	310.17.507.59530.541000.	Snoq Parkway - Prof'l Svcs	2023	11	INV	Paid	98.00	80668	202288	Sno Plwky construction engineering support		11/15/2023	11/29/2023
LAi	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	24.57	80669	1374292	Porous Tape		10/23/2023	11/29/2023
LAi	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	447.30	80669	1376161	Emergency blanket, splint, cloth pedl		10/23/2023	11/29/2023
LAi	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	371.43	80669	1378251	Gloves, tourniquet		10/23/2023	11/29/2023
MACDMILL	001.12.028.57680.548000.	Repair & Maintenance Services	2023	11	INV	Paid	3,347.15	80670	SV2C74806	Restroom repair Centennial Park		9/28/2023	11/29/2023
MACDMILL	402.20.040.53580.548000.	Repair & Maintenance Services	2023	11	INV	Paid	869.02	80670	sv278128	Plumbing repair for parks office at WRF		10/31/2023	11/29/2023
MP	401.18.037.53481.542300.	Postage & Freight	2023	11	INV	Paid	567.80	80671	91798	UB Mailing - October		11/21/2023	11/29/2023
MP	402.20.040.53580.542300.	Postage & Freight	2023	11	INV	Paid	567.80	80671	91798	UB Mailing - October		11/21/2023	11/29/2023
MP	403.22.050.53130.542300.	Postage & Freight	2023	11	INV	Paid	567.80	80671	91798	UB Mailing - October		11/21/2023	11/29/2023
MTC	001.16.035.54210.541050.	Engineering Services	2023	11	INV	Paid	2,000.00	80672	4926-AR13141	StreetSaver Subscription		9/26/2023	11/29/2023
NB AUTOG	402.20.045.53565.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	304.74	80673	7070	battery for pickering PS		10/12/2023	11/29/2023
NB AUTOG	402.20.045.53565.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	22.42	80673	7082	Battery terminal brush		10/12/2023	11/29/2023
NHTS	001.09.014.52250.548000.	Repair & Maintenance Services	2023	11	INV	Paid	3,545.20	80674	51145	Fire hose testing		9/7/2023	11/29/2023
OD 32559	402.20.040.53580.531910.	Operating Supplies	2023	11	INV	Paid	32.64	80675	335725018001	Label maker tape		10/13/2023	11/29/2023
ORKIN	402.20.040.53580.548200.	Custodial & Cleaning Services	2023	11	INV	Paid	213.43	80676	250758872	Rodent control		10/11/2023	11/29/2023
OTAK	310.17.508.59550.541063.	Kimball Ck Bridges - Prof'l Svcs	2023	11	INV	Paid	3,374.50	80677	112300191	Kimball Creek bridges design & permitting		11/17/2023	11/29/2023
PARAMET	310.17.507.59530.541040.	Snoq Parkway - Const Mgmt	2023	11	INV	Paid	6,277.33	80678	50179R	Sno plwky construction mngmnt services		11/15/2023	11/29/2023
PBBIPP	001.13.000.51890.542300.	Postage & Freight	2023	11	INV	Paid	83.64	80679	PP 11-23	Purchase power credit line		11/15/2023	11/29/2023
PEI	001.14.031.55860.541040.	Engineering Services	2023	11	INV	Paid	13,401.25	80680	20220203.0000-6	Comprehensive Plan		11/7/2023	11/29/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	4,260.14	80680	00022222.0000-220	Parcel S22		11/8/2023	11/29/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	700.00	80680	00023042.0001-5	PAR reviews		11/8/2023	11/29/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	8,731.44	80680	00023042.0000-234	Timber Trails		11/8/2023	11/29/2023
PSE	001.09.014.52250.547100.	Electricity	2023	11	INV	Paid	1,413.27	80681	PSE 257959 11-23	Electricity - Fire		11/21/2023	11/29/2023
PSE	001.12.028.57680.547100.	Electricity	2023	11	INV	Paid	170.28	80681	PSE 002042 11-23	Electricity		11/20/2023	11/29/2023
PSE	001.12.028.57680.547100.	Electricity	2023	11	INV	Paid	2,781.99	80681	PSE 007355 11-23	Electricity		11/20/2023	11/29/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	7,022.71	80681	PSE 001499 11-23	Electricity		11/20/2023	11/29/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	26.32	80681	PSE 943807 11-23	Electricity		11/20/2023	11/29/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	745.13	80681	PSE 002042 11-23	Electricity		11/20/2023	11/29/2023
PSE	402.20.045.53565.547100.	Electricity	2023	11	INV	Paid	47.14	80681	PSE 007124 11-23	Electricity		11/20/2023	11/29/2023
PSE	402.20.045.53565.547100.	Electricity	2023	11	INV	Paid	24,609.40	80681	PSE 010656 11-23	Electricity		11/20/2023	11/29/2023
PSE	402.20.040.53580.547100.	Electricity	2023	11	INV	Paid	1,708.44	80681	PSE 010474 11-23	Electricity		11/20/2023	11/29/2023
PSE	402.20.040.53580.547100.	Electricity	2023	11	INV	Paid	87.80	80681	PSE 010656 11-23	Electricity		11/20/2023	11/29/2023

PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	321.45	80681 PSE 005615 11-23	Electricity	11/20/2023	11/29/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	326.72	80681 PSE 010474 11-23	Electricity	11/20/2023	11/29/2023
RH2	402.20.019.53510.541000.	Professional Svcs - General	2023	11	INV	Paid	2,469.74	80682 92957	Operational Support	10/18/2023	11/29/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80683 62804536	IT contract worker - Asker	11/9/2023	11/29/2023
Saybr Contractors	001.12.028.57680.548000.	Repair & Maintenance Services	2023	11	INV	Paid	7,074.27	80684 29185	RR park electrical and stairs repair	10/27/2023	11/29/2023
SEATIMES	001.05.005.51420.541320.	Legal Notices	2023	11	INV	Paid	147.18	80685 66272	Public hearing - 2024 property tax levy & revenue	11/10/2023	11/29/2023
SEATIMES	001.05.005.51420.541320.	Legal Notices	2023	11	INV	Paid	222.32	80685 66408	Public Hearing-mid biennium review	11/10/2023	11/29/2023
SHERWILL	402.20.040.53580.531910.	Operating Supplies	2023	11	INV	Paid	361.58	80686 9998-9	Paint for parks office WRF	8/11/2023	11/29/2023
SOUNDPUB	001.28.065.57390.531390.	Advertising, Legal Notices etc	2023	11	INV	Paid	300.00	80687 8112235	Shop, sip support campaign ads	10/31/2023	11/29/2023
Srijani Basak	310.00.000.31760.317600.	TBD Vehicle Fees	2023	11	INV	Paid	20.00	80688 VLR S. Basak	Vehicle license refund	11/20/2023	11/29/2023
TENELCO	402.20.040.53555.548000.	Repair & Maintenance Services	2023	11	INV	Paid	2,605.13	80689 90523	BUF haul and land apply	10/20/2023	11/29/2023
TENELCO	402.20.040.53555.548000.	Repair & Maintenance Services	2023	11	INV	Paid	2,062.90	80689 90370	BUF haul and land supply	10/5/2023	11/29/2023
TENELCO	402.20.040.53555.548000.	Repair & Maintenance Services	2023	11	INV	Paid	2,715.77	80689 90645	BUF haul and land apply	10/20/2023	11/29/2023
THC	501.23.051.54868.545100.	Rent - Shop Equipment	2023	11	INV	Paid	2,776.95	80690 31174508-048	Gen set backup rental for PW	11/8/2023	11/29/2023
TSI LW	402.20.040.53580.548000.	Repair & Maintenance Services	2023	11	INV	Paid	13,260.53	80691 8161-006	Electrical equip repair various systems WRF	10/23/2023	11/29/2023
UUNE	001.12.028.57680.531000.	Office Supplies	2023	11	INV	Paid	5,401.21	80692 168773864	New office supplies	9/21/2023	11/29/2023
UUNE	001.16.035.54230.531913.	Sandbag Supplies	2023	11	INV	Paid	755.73	80692 170182008	Flood event supplies (Reimbursed by King County)	10/26/2023	11/29/2023
UUNE	001.16.035.54230.531913.	Sandbag Supplies	2023	11	INV	Paid	724.19	80692 170182009	Flood event supplies (Reimbursed by King County)	10/26/2023	11/29/2023
VERIZCS	402.20.040.53580.542000.	Telephone Service	2023	11	INV	Paid	576.27	80693 9947573149	Machine to Machine coms service	10/23/2023	11/29/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	3,095.00	80694 442082	The Rails-Hovinga	10/31/2023	11/29/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	450.00	80694 442083	Self storage phase 3	10/31/2023	11/29/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	2,425.00	80694 442084	Dish wireless	10/31/2023	11/29/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	25.00	80694 442085	CG2023-0004 S14 Drainage Realignment	10/31/2023	11/29/2023
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	114.36	80695 15310176	Paint for soccer fields	10/2/2023	11/29/2023
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	61.01	80695 15310367	Outlet tester/dielectric grease	10/20/2023	11/29/2023
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	19.55	80695 15310397	Keys	10/23/2023	11/29/2023
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	507.46	80695 15310400	Tools for new employee	10/23/2023	11/29/2023
WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	433.05	80695 15310187	Tools for new employee	10/3/2023	11/29/2023
WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	366.57	80695 15310444	Tools for new employee	10/27/2023	11/29/2023

## City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1701.22

For claims warrants numbered 80696 through 80696 &amp; dated 12/5/2023

#60											INVOICE DATE	CHECK DATE
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC		
US Postmaster	401.18.037.53481.542300.	Postage & Freight	2023	12	INV	Paid	567.07	80696	UB mailing 11-23	Utility Bill Mailing -Nov 2023	12/5/2023	12/5/2023
US Postmaster	402.20.040.53580.542300.	Postage & Freight	2023	12	INV	Paid	567.07	80696	UB mailing 11-23	Utility Bill Mailing -Nov 2023	12/5/2023	12/5/2023
US Postmaster	403.22.050.53130.542300.	Postage & Freight	2023	12	INV	Paid	567.08	80696	UB mailing 11-23	Utility Bill Mailing -Nov 2023	12/5/2023	12/5/2023

## City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,015,838.10

For claims warrants numbered 80747 through 80747 &amp; dated 12/7/2023

#61											INVOICE DATE	CHECK DATE
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC		
ALBIREO	310.13.701.59418.563006.	Facilities Maint - Construct	2023	11	INV	Paid	918.03	80697	PIN0031662	FD boiler replacement const. controls	11/17/2023	12/7/2023
AMZONCAP	001.09.014.52210.531000.	Office Supplies	2023	11	INV	Paid	10.87	80698	1HHP-1NGH-GKX7	Anker 4 port	11/25/2023	12/7/2023
AMZONCAP	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	454.49	80698	161V-PK6D-1TT9	Paper towel, toilet paper, laundry detergent	11/7/2023	12/7/2023
ATWORK	001.12.028.57680.548150.	Landscaping Services	2023	11	INV	Paid	17,528.82	80699	PS-INV105261	Maintenance agreement - Mini parks	9/30/2023	12/7/2023
ATWORK	001.16.035.54270.548150.	Landscaping Services	2023	11	INV	Paid	6,103.62	80699	PS-INV105262	Roadside maintenance -streets 30%	9/30/2023	12/7/2023
ATWORK	403.22.050.53130.548150.	Landscaping Services	2023	11	INV	Paid	14,241.80	80699	PS-INV105262	Roadside maintenance - Storm 60%	9/30/2023	12/7/2023
Austin Gutwein	014.08.012.52140.543000.	Training & Travel	2023	11	INV	Paid	826.95	80700	Reimb A. Gutwein	Wa State Criminal justice training hotel/per diem	11/28/2023	12/7/2023
BDA	310.12.609.59476.541098.	All-Incl Playgrnd - Design	2023	11	INV	Paid	510.00	80701	6677	Centennial fields design services	11/7/2023	12/7/2023
BERGER	310.12.605.59476.541076.	Riverwalk Phase I - Design	2023	11	INV	Paid	37,030.64	80702	36110	Riverwalk NW Sandy Cove-Design/engineering	10/11/2023	12/7/2023
CCDC	401.18.037.53482.531500.	Uniforms & Protective Gear	2023	11	INV	Paid	3,251.79	80703	880753	Salt for canyon springs	11/1/2023	12/7/2023
CCDC	401.18.037.53482.531500.	Uniforms & Protective Gear	2023	11	CRM	Paid	-1,841.05	80703	881207	Return Ferric Containers	11/3/2023	12/7/2023
CENLUNK	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	94.49	80704	11-23	Snoqualmie PD dispatch land line	11/8/2023	12/7/2023
CENLUNK	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	1,446.67	80704	11-23 5004	Snoqualmie PD land lines	10/20/2023	12/7/2023
CENLUNK	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	1,383.60	80704	11-20-23	Snoqualmie Police Land Lines	11/20/2023	12/7/2023
Christopher Werre	001.08.009.52121.523100.	Clothing Allowance	2023	11	INV	Paid	179.00	80705	Reimb C. Werre	Pro-rated detective clothing allowance	10/19/2023	12/7/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	293.97	80706	2180803-0	Printer paper	12/15/2022	12/7/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	25.78	80706	2184862-1	Sugar-stevia in the raw for coffee	1/9/2023	12/7/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	171.42	80706	2186015-0	Divider folders (3)	1/11/2023	12/7/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	17.37	80706	2187268-0	Pens	1/19/2023	12/7/2023

CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	74.11	80706 2194265-0	Binder clips and coffee K cups	2/16/2023	12/7/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	23.69	80706 2166062-2	Pads of paper 8.5x14 (12)	10/25/2022	12/7/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	463.23	80706 2179449-0	Office Supplies	12/8/2022	12/7/2023
CO	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	11	INV	Paid	38.42	80706 2170535-0	Garbage liners	11/1/2022	12/7/2023
CO	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	11	INV	Paid	167.80	80706 2179449-0	Custodial Supplies	12/8/2022	12/7/2023
CORPPAY	001.05.005.51420.542300.	Postage & Freight	2023	11	INV	Paid	7.60	80707 11-23 D. Dean	Postage - Lux PRR	11/23/2023	12/7/2023
CORPPAY	001.05.005.51420.549100.	City-Sponsored Expenses	2023	11	INV	Paid	82.71	80707 11-23 D. Dean	Nov 2023 Leadership Meeting - Refreshments	11/23/2023	12/7/2023
CORPPAY	001.07.008.55720.531000.	Office Supplies	2023	11	INV	Paid	119.77	80707 11-23 DM	Lamp for new office	11/23/2023	12/7/2023
CORPPAY	001.07.008.55720.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	62.06	80707 11-23 DM	Mailchimp subscription	11/23/2023	12/7/2023
CORPPAY	001.02.002.51160.543000.	Training & Travel	2023	11	INV	Paid	245.00	80707 11-23 D. Dean	Sound Cities Association - CM Wotton	11/23/2023	12/7/2023
CORPPAY	001.28.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	432.41	80707 11-23 MC	City holiday lighting supplies	11/23/2023	12/7/2023
CORPPAY	001.28.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	106.50	80707 11-23 NW	Holiday Lights adapters	11/23/2023	12/7/2023
CORPPAY	001.01.001.51310.531910.	Operating Supplies	2023	11	INV	Paid	75.51	80707 11-23 NW	City Credit card paper goods/kitchen supplies	11/23/2023	12/7/2023
CORPPAY	001.01.001.51310.543000.	Training & Travel	2023	11	INV	Paid	150.00	80707 11-23 D. Dean	Sound Cities Association - Mayor Ross	11/23/2023	12/7/2023
CORPPAY	001.01.001.51310.549100.	City-Sponsored Expenses	2023	11	INV	Paid	28.53	80707 11-23 D. Dean	Chambers Name Plate - Chambliss	11/23/2023	12/7/2023
CORPPAY	001.01.001.51310.549100.	City-Sponsored Expenses	2023	11	INV	Paid	62.22	80707 11-23 NW	Mayors breakfast supplies	11/23/2023	12/7/2023
CORPPAY	001.01.001.51310.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	80.96	80707 11-23 KR	Sound publishing subscription	11/23/2023	12/7/2023
CORPPAY	001.01.001.51310.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	1,200.00	80707 11-23 MC	ICMA membership M. Chambliss	11/23/2023	12/7/2023
CORPPAY	001.06.007.51423.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	1,414.61	80707 11-23 J. Ferguson	Annual subscription to Amazon business prime	11/23/2023	12/7/2023
CORPPAY	001.09.014.52210.531000.	Office Supplies	2023	11	INV	Paid	118.20	80707 10-23 MB	Printer paper	10/23/2023	12/7/2023
CORPPAY	001.09.014.52210.542300.	Postage & Freight	2023	11	INV	Paid	57.15	80707 10-23 MB	UPS Return boots	10/23/2023	12/7/2023
CORPPAY	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	1,646.05	80707 10-23 MB	Conway shield	10/23/2023	12/7/2023
CORPPAY	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	9.75	80707 10-23 MB	Rubber buffer	10/23/2023	12/7/2023
CORPPAY	001.09.014.52220.541000.	Professional Svcs - General	2023	11	INV	Paid	-61.45	80707 10-23 MB	Trupanion Credit	10/23/2023	12/7/2023
CORPPAY	001.09.014.52245.543000.	Training & Travel	2023	11	INV	Paid	17.62	80707 10-23 MB	Crown Plaza parking for conference	10/23/2023	12/7/2023
CORPPAY	001.06.075.51810.541420.	HR-Related Services	2023	11	INV	Paid	299.98	80707 11-23 KJ	Job posting with Neo gov (Police Chief)	11/23/2023	12/7/2023
CORPPAY	001.06.075.51810.541420.	Postage & Freight	2023	11	INV	Paid	0.72	80707 11-23 D. Dean	Postage - Teamsters	11/23/2023	12/7/2023
CORPPAY	001.12.028.57680.543000.	Training & Travel	2023	11	INV	Paid	808.14	80707 11-23 JQ	Barnet & O'Neill - Playground safety training	11/23/2023	12/7/2023
CORPPAY	110.26.057.57390.541390.	Advertising, Legal Notices etc	2023	11	INV	Paid	595.00	80707 11-23 NW	SWL 425 Advertising E news	11/23/2023	12/7/2023
CORPPAY	110.26.057.57390.549300.	Printing	2023	11	INV	Paid	79.93	80707 11-23 NW	SWL poster printing	11/23/2023	12/7/2023
CORPPAY	401.19.019.53915.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	104.00	80707 11-23 JQ	J. Ren - CCC Spec Exam	11/23/2023	12/7/2023
CORPPAY	403.22.019.53110.542300.	Postage & Freight	2023	11	INV	Paid	17.12	80707 11-23 JQ	Certified letters	11/23/2023	12/7/2023
CORPPAY	403.22.030.53190.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	70.00	80707 11-23 JQ	Battles - CPH certification fee	11/23/2023	12/7/2023
CORPPAY	501.23.051.54868.541082.	Recycling Services	2023	11	INV	Paid	30.00	80707 11-23 DH	Solid waste recycle fee for FD refrigerator	10/24/2023	12/7/2023
CORPPAY	502.11.021.51888.531820.	Info Tech Components	2023	11	INV	Paid	359.25	80707 10-23 Info Tech	Lenovo USB ethernet adapters	10/23/2023	12/7/2023
CORPPAY	502.11.020.51888.541030.	Info Tech Services	2023	11	INV	Paid	783.74	80707 11-23 Info Tech	Zoom Subscription	11/23/2023	12/7/2023
CORPPAY	502.11.020.51888.541030.	Info Tech Services	2023	11	INV	Paid	1,201.07	80707 10-23 Info Tech	Zoom subscription	10/23/2023	12/7/2023
CORPPAY	502.11.020.51888.541030.	Info Tech Services	2023	11	INV	Paid	19.95	80707 10-23 IT	Paypal Payflow Subscription	10/23/2023	12/7/2023
CORPPAY	502.11.023.59418.564100.	Financial System Hardware	2023	11	INV	Paid	-1.00	80707 10-23 Info Tech	Tyler Cashiering test transaction credit	10/23/2023	12/7/2023
CP	001.05.005.51420.541000.	Professional Svcs - General	2023	11	INV	Paid	767.75	80708 GC0012590	Snoqualmie Municipal Code Updates	11/29/2023	12/7/2023
CWS	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	71.18	80709 RN10232292	Oxygen and helium	10/31/2023	12/7/2023
EF	501.23.051.54868.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,466.37	80710 6289094	#122 Police SUV post accident safety item repairs	11/28/2023	12/7/2023
Eurofins	401.18.037.53482.541000.	Professional Svcs - General	2023	11	INV	Paid	900.00	80711 3800038125	UCMR-5 sample testing	11/22/2023	12/7/2023
FURYSITE	417.13.499.59434.541060.	Design Svcs - Water Improve	2023	11	INV	Paid	71,784.08	80712 4	Construction of the Williams addition H20 Main	11/30/2023	12/7/2023
GALLSLC	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	277.67	80713 026011147	Redback boots	11/18/2023	12/7/2023
HOMEARE	510.24.053.51850.548200.	Custodial & Cleaning Services	2023	11	INV	Paid	3,082.72	80714 10	custodial services 11-1-23 - 11-30-23	11/27/2023	12/7/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,032.24	80715 2151571	Q3 2023 Liquor Tax & profits	11/22/2023	12/7/2023
KC RADIO	001.09.014.52250.542100.	Cellular Telephone	2023	11	INV	Paid	1,037.54	80716 20248	Radio system access	10/26/2023	12/7/2023
KC RADIO	001.08.009.52150.542100.	Cellular Telephone	2023	11	INV	Paid	1,466.09	80716 20146	KC Radio- officer portable radios Oct 2023	9/28/2023	12/7/2023
KC RADIO	014.08.012.52150.542100.	Cellular Telephone	2023	11	INV	Paid	1,466.09	80716 20146	KC Radio- officer portable radios Oct 2023	9/28/2023	12/7/2023
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	197.16	80717 1378777	Regulator and spider strap	11/7/2023	12/7/2023
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	12.28	80717 1378778	Porous tape	11/7/2023	12/7/2023
LNCS	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	696.02	80718 INV758677	Pull over boots	10/23/2023	12/7/2023
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	27.99	80718 INV765814	M. Bostick nameplate	11/17/2023	12/7/2023
LOLM	001.13.117.51541.541110.	Public Prosecutor Services	2023	11	INV	Paid	6,000.00	80719 Sept 2023	Snoqualmie prosecutor- Sept 2023	9/30/2023	12/7/2023
LOLM	001.13.117.51541.541110.	Public Prosecutor Services	2023	11	INV	Paid	6,000.00	80719 Oct 2023	Snoqualmie Prosecutor October 2023	10/31/2023	12/7/2023
LST	501.23.051.54868.531400.	Tires	2023	11	INV	Paid	380.88	80720 36300672210	Replaced right rear tire -sidewall blowout	11/28/2023	12/7/2023
MAMMAS	001.13.125.56540.549400.	Mt. Si Senior Center	2023	11	INV	Paid	6,000.00	80721 HS funding	Human Services funding 2nd half 2023	11/28/2023	12/7/2023
MP	001.07.008.55720.549300.	Printing	2023	11	INV	Paid	1,222.95	80722 91695	Snowstorm flyer insert	11/3/2023	12/7/2023
MP	001.08.009.52122.549300.	Printing	2023	11	INV	Paid	208.15	80722 91827	B. Lynch & M. Bostick business cards	11/28/2023	12/7/2023
MP	110.26.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	1,226.43	80722 91695	Snoqualmie Winter Lights insert	11/3/2023	12/7/2023

MP	401.18.037.53481.531000.	Office Supplies	2023	11	INV	Paid	243.24	80722 91782	October 2023 Utility Billing printing/folding	11/16/2023	12/7/2023
MP	401.18.037.53481.549300.	Printing	2023	11	INV	Paid	341.69	80722 91782	October 2023 Utility Billing printing/folding	11/16/2023	12/7/2023
MP	402.20.040.53580.531000.	Office Supplies	2023	11	INV	Paid	243.24	80722 91782	October 2023 Utility Billing printing/folding	11/16/2023	12/7/2023
MP	402.20.040.53580.549300.	Printing	2023	11	INV	Paid	341.69	80722 91782	October 2023 Utility Billing printing/folding	11/16/2023	12/7/2023
MP	403.22.050.53130.531000.	Office Supplies	2023	11	INV	Paid	243.24	80722 91782	October 2023 Utility Billing printing/folding	11/16/2023	12/7/2023
MP	403.22.050.53130.549300.	Printing	2023	11	INV	Paid	341.68	80722 91782	October 2023 Utility Billing printing/folding	11/16/2023	12/7/2023
NB AUTOF	501.23.051.54868.531301.	Repair Parts	2023	11	INV	Paid	2,914.29	80723 11-23	Fleet ER&R parts for repairs & maintenance	11/25/2023	12/7/2023
NHC	417.13.406.59431.541060.	Design Svcs Sandy Cove Stable	2023	11	INV	Paid	52,400.94	80724 30398	Sand Cove Bank restoration - Phase 1	11/15/2023	12/7/2023
NWR	110.26.112.55730.541000.	Professional Svcs - General	2023	11	INV	Paid	36,000.00	80725 LTAC Marketing	NWRM LTAC reimbursement - marketing expenses	11/14/2023	12/7/2023
NWR	110.26.118.55730.541000.	Professional Svcs - General	2023	11	INV	Paid	22,000.00	80725 LTAC Train shed	NWRM LTAC Reimbursement Train Shed	11/14/2023	12/7/2023
NWR	110.26.127.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	7,000.00	80725 LTAC Reimb	NWRM LTAC reimbursement Snoq Days	11/14/2023	12/7/2023
OTAK	310.17.506.59530.541060.	Design Services	2023	11	INV	Paid	2,082.17	80726 112300185	Towncenter phase 3 design/engineering	11/16/2023	12/7/2023
PARAMET	310.17.503.59561.541060.	Design Services	2023	11	INV	Paid	2,620.09	80727 50279	384th Ave design services	11/16/2023	12/7/2023
PARAMET	402.20.040.53580.541050.	Engineering Services	2023	11	INV	Paid	1,019.61	80727 49488	Updated Effluent MZ plan - ecology	10/30/2023	12/7/2023
PARAMET	417.13.416.59435.541060.	Design Services	2023	11	INV	Paid	2,620.09	80727 50279	384th Ave design services	11/16/2023	12/7/2023
POA-OR	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	11	INV	Paid	1,690.57	80728 CSQ-1123	Copier Lease	11/15/2023	12/7/2023
POA-OR	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	11	INV	Paid	1,690.57	80728 CSQ-0823	Copier lease	8/22/2023	12/7/2023
PSE	001.08.009.52150.547100.	Electricity	2023	11	INV	Paid	1,425.84	80729 300000002083 11-23	PD electric & natural gas charges-Oct 2023	10/30/2023	12/7/2023
PSF Mechanical, Inc	310.13.701.59418.563006.	Facilities Maint - Construct	2023	11	INV	Paid	25,801.68	80730 2864-06	FD Boiler replacement construction	11/30/2023	12/7/2023
PSRFA	001.09.014.52250.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	315.51	80731 5239	Vehicle maintenance	11/27/2023	12/7/2023
PSTEST	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	3,650.08	80732 PST123-369	K. Benson & R. Schuh background check and reports	11/27/2023	12/7/2023
RH2	401.18.019.53410.541000.	Professional Svcs - General	2023	11	INV	Paid	2,905.52	80733 93203	Water system plan update	10/24/2023	12/7/2023
RH2	417.13.455.59435.541060.	Eagle Lake Reclam Design	2023	11	INV	Paid	20,068.21	80733 92955	Reclaimed water improvements design & permitting	11/1/2023	12/7/2023
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2023	11	INV	Paid	85,711.60	80733 93368	WRF P3 const mgmt submittal & RFI review	11/8/2023	12/7/2023
RODARTE	417.13.406.59431.563000.	Other Improvements to Land	2023	11	INV	Paid	503,052.81	80734 1	Sandy Cove bank restoration-phase 1	11/9/2023	12/7/2023
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2023	11	INV	Paid	403.88	80735 6948	SCORE Snoq inmates outside health services	6/12/2023	12/7/2023
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2023	11	INV	Paid	8,764.00	80735 7379	SCORE Snoq inmates - Oct 2023	11/10/2023	12/7/2023
SNYDERR	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	2,108.30	80736 24W282-1	Fire station flat roof leak repair	11/30/2023	12/7/2023
Stephanie Butler	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	30.00	80737 Reimb S. Butler Nov	CROA membership	10/10/2023	12/7/2023
SUMMLG	001.06.075.51810.541120.	Legal Consulting Svcs - HR	2023	11	INV	Paid	468.00	80738 150017	HR Legal consulting service-settlement agreement	11/17/2023	12/7/2023
SUMMLG	001.06.075.51810.541120.	Legal Consulting Svcs - HR	2023	11	INV	Paid	6,247.00	80738 149873	Legal Services re: A. Gutwein grievance	11/17/2023	12/7/2023
SUMMLG	001.06.075.51810.541120.	Legal Consulting Svcs - HR	2023	11	INV	Paid	3,976.99	80738 149982	Legal Services re: Snoq Police Assoc	11/17/2023	12/7/2023
SUMMLG	001.06.075.51810.541120.	Legal Consulting Svcs - HR	2023	11	INV	Paid	9,340.99	80738 149983	Teamsters local 763 consultation	11/17/2023	12/7/2023
The Gordian Group	001.12.028.57680.548000.	Repair & Maintenance Services	2023	11	INV	Paid	2,240.54	80739 CL 111660	RR park electrical & stairs repair	11/22/2023	12/7/2023
TRANSOL	310.17.502.59569.541060.	ADA Program - Design	2023	11	INV	Paid	3,886.00	80740 19480	ADA transition plan dev svcs	11/29/2023	12/7/2023
ULI	001.08.009.52122.522400.	LEOFF I Retiree Med & Premiums	2023	11	INV	Paid	70.50	80741 23-Nov	Group Insurance premium	11/29/2023	12/7/2023
ULINE	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	370.59	80742 168981832	Nitrile gloves	9/27/2023	12/7/2023
ULINE	401.18.037.53481.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	204.44	80742 170315750	Ice cleats	10/30/2023	12/7/2023
UULC	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	63.05	80743 3100233	Locating service - Oct 2023	10/31/2023	12/7/2023
Vimly Benefit Soluti	001.08.009.52110.522200.	Medical-Dental-Vision Benefits	2023	11	INV	Paid	1,689.23	80744 PP Dec-23	Cobra for P. Phipps Dec BSI #360074132	11/27/2023	12/7/2023
Vimly Benefit Soluti	014.08.012.52110.522200.	Medical-Dental-Vision Benefits	2023	11	INV	Paid	230.35	80744 PP Dec-23	Cobra for P. Phipps Dec BSI #360074132	11/27/2023	12/7/2023
WAPRO	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	25.00	80745 8998	WAPRO membership 2023-12-01 - 2024-11-30	11/30/2023	12/7/2023
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	32.68	80746 15310470	Ziploc bags and handsoap	10/31/2023	12/7/2023

## City of Snoqualmie

Claims presented to the City to be paid in the amount of \$346,060.22

For claims warrants numbered 80747 through 80819 &amp; dated 12/14/2023

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
AMZONCAP	001.09.014.52210.531000.	Office Supplies	2023	12	INV	Paid	94.41	80749	1YX9-7X3W-7Y3G	Water Filter	12/4/2023	12/14/2023
AMZONCAP	001.09.014.52210.531000.	Office Supplies	2023	12	INV	Paid	75.35	80749	14WH-VPP6-971C	Kiwanis decor, tape, markers, dry erase markers	11/29/2023	12/14/2023
AMZONCAP	001.12.028.57680.531000.	Office Supplies	2023	12	INV	Paid	55.00	80749	1CYM-Q7JN-F797	Receipt printer ink	11/1/2023	12/14/2023
AMZONCAP	001.12.028.57680.531000.	Office Supplies	2023	12	INV	Paid	30.00	80749	1J6M-LPDT-I3LJ	Laminating pouches	11/5/2023	12/14/2023
AMZONCAP	001.12.028.57680.531000.	Office Supplies	2023	12	INV	Paid	54.00	80749	1KVI-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	001.12.028.57680.531000.	Office Supplies	2023	12	INV	Paid	13.00	80749	1YKR-7442-3DYQ	Receipt printer ink	10/31/2023	12/14/2023
AMZONCAP	001.12.028.57680.531060.	Safety Supplies	2023	12	INV	Paid	9.96	80749	1R36-KHLJ-DMQG	Rapid covid tests	11/27/2023	12/14/2023
AMZONCAP	001.16.035.54230.531000.	Office Supplies	2023	12	INV	Paid	45.00	80749	1CYM-Q7JN-F797	Receipt printer ink	11/1/2023	12/14/2023
AMZONCAP	001.16.035.54230.531000.	Office Supplies	2023	12	INV	Paid	54.00	80749	1KVI-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	001.16.035.54230.531000.	Office Supplies	2023	12	INV	Paid	13.00	80749	1YKR-7442-3DYQ	Receipt printer ink	10/31/2023	12/14/2023
AMZONCAP	001.16.035.54230.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	8.00	80749	1R36-KHLJ-DMQG	Rapid covid tests	11/27/2023	12/14/2023
AMZONCAP	401.18.019.53410.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	8.00	80749	1R36-KHLJ-DMQG	Rapid covid tests	11/27/2023	12/14/2023
AMZONCAP	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	35.00	80749	1CYM-Q7JN-F797	Receipt printer ink	11/1/2023	12/14/2023

AMZONCAP	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	20.00	80749 1J6M-LPDT-J3LJ	Laminating pouches	11/5/2023	12/14/2023
AMZONCAP	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	54.00	80749 1KV1-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	9.00	80749 1YKR-7442-3DYQ	Receipt printer ink	10/31/2023	12/14/2023
AMZONCAP	402.20.040.53580.531000.	Office Supplies	2023	12	INV	Paid	15.92	80749 1CYM-Q7JN-F797	Receipt printer ink	11/1/2023	12/14/2023
AMZONCAP	402.20.040.53580.531000.	Office Supplies	2023	12	INV	Paid	28.34	80749 1J6M-LPDT-J3LJ	Laminating pouches	11/5/2023	12/14/2023
AMZONCAP	402.20.040.53580.531000.	Office Supplies	2023	12	INV	Paid	54.00	80749 1KV1-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	402.20.040.53580.531000.	Office Supplies	2023	12	INV	Paid	4.75	80749 1YKR-7442-3DYQ	Receipt printer ink	10/31/2023	12/14/2023
AMZONCAP	402.20.040.53580.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	10.00	80749 1R36-KHLJ-DMQG	Rapid covid tests	11/27/2023	12/14/2023
AMZONCAP	403.22.050.53130.531000.	Office Supplies	2023	12	INV	Paid	22.33	80749 1CNP-9HNNW-CF3W	Binders and sheet protectors	11/4/2023	12/14/2023
AMZONCAP	403.22.050.53130.531000.	Office Supplies	2023	12	INV	Paid	52.00	80749 1KV1-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	403.22.050.53130.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	8.00	80749 1R36-KHLJ-DMQG	Rapid covid tests	11/27/2023	12/14/2023
AMZONCAP	403.22.030.53190.531000.	Office Supplies	2023	12	INV	Paid	22.30	80749 1CNP-9HNNW-CF3W	Binders and sheet protectors	11/4/2023	12/14/2023
AMZONCAP	403.22.030.53190.531000.	Office Supplies	2023	12	INV	Paid	52.00	80749 1KV1-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	403.22.030.53190.531000.	Uniforms & Protective Gear	2023	12	INV	Paid	8.00	80749 1R36-KHLJ-DMQG	Rapid covid tests	11/27/2023	12/14/2023
AMZONCAP	501.23.051.54868.531000.	Office Supplies	2023	12	INV	Paid	50.55	80749 1KV1-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
AMZONCAP	510.24.053.51820.531000.	Office Supplies	2023	12	INV	Paid	50.55	80749 1KV1-6VRQ-KPR9	Assorted 2024 calendars	11/2/2023	12/14/2023
ATWORK	001.16.035.54270.548150.	Landscaping Services	2023	12	INV	Paid	6,103.63	80750 PS-INV105128	Roadside maintenance	7/31/2023	12/14/2023
ATWORK	403.22.050.53130.548150.	Landscaping Services	2023	12	INV	Paid	14,241.80	80750 PS-INV105128	Roadside maintenance	7/31/2023	12/14/2023
BAINA	402.20.040.53580.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,413.10	80751 1057	Calibration and validation of sensors	10/2/2023	12/14/2023
CDWG	001.03.003.51310.531820.	Info Tech Components	2023	12	INV	Paid	593.29	80752 MX11409	M. Chambless LG 32" Monitors	11/6/2023	12/14/2023
CDWG	001.09.014.52250.531820.	Info Tech Components	2023	12	INV	Paid	881.64	80752 M772863	FD - MS surface Tablet	10/30/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	90.90	80753 300570848 11-23	Monthly telephone service	11/20/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	24.75	80753 300573862 11-23	Monthly telephone service	11/20/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	669.45	80753 300568001 11-23	Monthly telephone service	11/20/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	600.48	80753 300571491 11-23	Monthly telephone service	11/20/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	206.91	80753 300576080 11-23	Monthly telephone service	11/20/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	95.88	80753 402478791 11-23	Monthly telephone service	11/20/2023	12/14/2023
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	1,478.00	80753 411746240 11-23	Monthly Telephone service	11/20/2023	12/14/2023
CHICK	001.28.057.57390.531900.	Miscellaneous Supplies	2023	12	INV	Paid	750.00	80754 000166	Snoo winter lights - cookie decorating booth	11/30/2023	12/14/2023
CINTAS	402.20.040.53580.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	448.46	80755 5182201059	Safety supplies	10/31/2023	12/14/2023
CINTAS	402.20.040.53580.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	140.48	80755 9245820484	Rent AED	11/1/2023	12/14/2023
CL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	8,502.05	80756 1983321	Split rail fence for storm pond repairs	11/7/2023	12/14/2023
CO	001.06.007.51423.531000.	Office Supplies	2023	12	INV	Paid	14.41	80757 2252636-0	Office supplies - Paper clips	11/27/2023	12/14/2023
CO	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	12	INV	Paid	225.68	80757 2252636-0	cleaning supplies - Garbage can liners	11/27/2023	12/14/2023
COPIERS	001.16.035.54264.545200.	Rent - Sign Laminator	2023	12	INV	Paid	424.60	80758 INV2722665	Lease of 54" laminator	10/17/2023	12/14/2023
COPIERS	001.16.035.54264.545200.	Rent - Sign Laminator	2023	12	INV	Paid	424.60	80758 INV2738036	Lease of 54" Laminator	11/16/2023	12/14/2023
CORPPAY	001.09.014.52210.542300.	Postage & Freight	2023	12	INV	Paid	22.76	80759 11-23 JR	Fire testing results to WSP Fire	11/23/2023	12/14/2023
COS	001.09.014.52250.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	818.42	80760 11-23 UB	City of Snoqualmie Utility Bills - Fire	11/23/2023	12/14/2023
COS	001.13.000.51820.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	184.31	80760 11-23 UB	City of Snoqualmie Utility Bills - River Walk	11/23/2023	12/14/2023
COS	001.12.028.57680.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	11,403.86	80760 11-23 UB	City of Snoqualmie Utility Bills - Parks	11/23/2023	12/14/2023
COS	001.08.009.52150.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	899.42	80760 11-23 UB	City of Snoqualmie Utility Bills - Police	11/23/2023	12/14/2023
COS	001.16.035.54230.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	1,541.52	80760 11-23 UB	City of Snoqualmie Utility Bills - Streets	11/23/2023	12/14/2023
COS	001.16.035.54270.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	181.71	80760 11-23 UB	City of Snoqualmie Utility Bills - Median Irr.	11/23/2023	12/14/2023
COS	401.18.037.53481.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	842.77	80760 11-23 UB	City of Snoqualmie Utility Bills - Water	11/23/2023	12/14/2023
COS	401.19.039.53935.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	239.78	80760 11-23 UB	City of Snoqualmie Utility Bills - Irrigation	11/23/2023	12/14/2023
COS	402.20.040.53580.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	6,787.24	80760 11-23 UB	City of Snoqualmie Utility Bills - WWTP	11/23/2023	12/14/2023
COS	403.22.050.53130.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	900.12	80760 11-23 UB	City of Snoqualmie Utility Bills - Storm	11/23/2023	12/14/2023
COS	510.24.053.51820.547300.	Water - Sewer - Stormwater	2023	12	INV	Paid	6,011.71	80760 11-23 UB	City of Snoqualmie Utility Bills - Central Service	11/23/2023	12/14/2023
CRESSY	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	615.29	80761 190593	Fire station garage door bay #3 repair	11/17/2023	12/14/2023
CRESSY	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	6,664.16	80761 190691	Fire Station bat door #3 operator replacement	11/21/2023	12/14/2023
CTV	001.09.014.52220.531910.	Operating Supplies	2023	12	INV	Paid	193.88	80762 11252023	Lamp, tarp, bag, rubber strap, green spray	11/25/2023	12/14/2023
DARKHORS	001.01.001.51310.549100.	City-Sponsored Expenses	2023	12	INV	Paid	2,708.26	80763 202312025SnoqCity	City Employee logo sweatshirts	12/2/2023	12/14/2023
EF	501.23.051.54868.531301.	Repair Parts	2023	12	INV	Paid	935.23	80764 5199478	rear brake caliper assemblies-PD SUV	12/7/2023	12/14/2023
EF	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,218.26	80764 6289248	#110 PD SUV warranty items, brakes and service	11/6/2023	12/14/2023
Evergreen Courier LL	402.20.040.53585.542300.	Postage & Freight	2023	12	INV	Paid	125.40	80765 1a5aa881-0012	Shipping lab samples	11/1/2023	12/14/2023
GCP	403.22.030.53190.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	934.64	80766 INV2010007520	High-vis winter jackets for staff	6/22/2023	12/14/2023
GENDIGIT	001.06.075.51810.549200.	Dues-Subscriptions-Memberships	2023	12	INV	Paid	155.76	80767 COS0023	Norton Lifelock 17 employees Acct #8238948	12/6/2023	12/14/2023
GRAINGER	402.20.040.53555.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	579.86	80768 9887881457	Air cleaner parts	10/30/2023	12/14/2023
GRAINGER	402.20.040.53555.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	23.98	80768 9892307241	Lamp for panel	11/2/2023	12/14/2023
GRIMINC	001.16.035.54264.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	179.63	80769 30387685-03	Supplies for making street signs	9/20/2023	12/14/2023
HDFACIL	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	816.21	80770 9220567827	De-icer 50lb bags for facility entrances	11/12/2023	12/14/2023

IHK	403.22.050.53130.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	507.10	80771 74587P	Replacment for parts - mini Ex mower head	11/17/2023	12/14/2023
JENKINS	403.22.050.53130.548000.	Repair & Maintenance Services	2023	12	INV	Paid	3,493.90	80772 28818	Cleaning of blocked stormwater catchbasin	11/10/2023	12/14/2023
K&L Gates	001.04.004.51541.541100.	Outside Legal Services - Gen	2023	12	INV	Paid	3,897.70	80773 4274198	Legal advice Snoq tribe agreements	12/7/2023	12/14/2023
KCDA	001.12.028.57680.531000.	Office Supplies	2023	12	INV	Paid	84.05	80774 300750406	Copier paper	10/23/2023	12/14/2023
KCDA	001.12.028.57680.531000.	Office Supplies	2023	12	INV	Paid	36.74	80774 300750406	Copier paper & note pads	10/30/2023	12/14/2023
KCDA	001.16.035.54230.531000.	Office Supplies	2023	12	INV	Paid	84.05	80774 300750406	Copier paper	10/23/2023	12/14/2023
KCDA	001.16.035.54230.531000.	Office Supplies	2023	12	INV	Paid	36.74	80774 300750406	Copier paper & note pads	10/30/2023	12/14/2023
KCDA	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	90.00	80774 300750406	Copier paper	10/23/2023	12/14/2023
KCDA	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	36.74	80774 300750406	Copier paper & note pads	10/30/2023	12/14/2023
KCDA	403.22.019.53110.531000.	Office Supplies	2023	12	INV	Paid	90.00	80774 300750406	Copier paper	10/23/2023	12/14/2023
KCDA	403.22.019.53110.531000.	Office Supplies	2023	12	INV	Paid	36.74	80774 300750406	Copier paper & note pads	10/30/2023	12/14/2023
KCDA	403.22.030.53190.531000.	Office Supplies	2023	12	INV	Paid	90.00	80774 300750406	Copier paper	10/23/2023	12/14/2023
KCDA	403.22.030.53190.531000.	Office Supplies	2023	12	INV	Paid	36.74	80774 300750406	Copier paper & note pads	10/30/2023	12/14/2023
KCDA	501.23.051.54868.531000.	Office Supplies	2023	12	INV	Paid	90.00	80774 300750406	Copier paper	10/23/2023	12/14/2023
KCDA	501.23.051.54868.531000.	Office Supplies	2023	12	INV	Paid	36.74	80774 300750406	Copier paper & note pads	10/30/2023	12/14/2023
Kyle Markwardt	403.22.050.53130.523100.	Clothing Allowance	2023	12	INV	Paid	137.36	80775 Reimb K. Markwardt 1	Union clothing allowance	12/6/2023	12/14/2023
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	12	INV	Paid	408.40	80776 1382812	Bandage, gauze, mask, urinal handle, tape	11/21/2023	12/14/2023
LEVEL3	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	2,341.02	80777 664165131	Monthly telephone service	11/1/2023	12/14/2023
LOUDEDGE	001.28.057.57390.541390.	Advertising, Legal Notices etc	2023	12	INV	Paid	770.00	80778 COS-120123A	Design updates tree event & month long	12/1/2023	12/14/2023
MADRONA	001.04.004.51541.541100.	Outside Legal Services - Gen	2023	12	INV	Paid	18,720.50	80779 12343	Interim City Attorney-Variou matters	12/6/2023	12/14/2023
MC	402.20.040.53585.542300.	Postage & Freight	2023	12	INV	Paid	68.31	80780 11070478	Shipping lab water	11/1/2023	12/14/2023
MCMMASTER	402.20.040.53555.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	32.59	80781 16940969	Lamp for panel	11/2/2023	12/14/2023
MONROECC	403.22.050.53145.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,193.90	80782 MCC2310.1591	Storm pond fence repair	11/14/2023	12/14/2023
MP	001.07.008.55720.549300.	Printing	2023	12	INV	Paid	1,342.46	80783 91883	Emergency alerts inserts-December	12/6/2023	12/14/2023
MP	001.02.002.51160.549300.	Printing	2023	12	INV	Paid	43.56	80783 91863	CM Cotton Business cards	12/4/2023	12/14/2023
NAVIA AP	001.15.034.55850.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	10.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.05.005.51420.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	4.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.07.008.55720.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	8.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.28.056.57120.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	2.80	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.01.001.51310.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	12.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.06.007.51423.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	32.80	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.09.014.52220.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	0.40	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.06.075.51810.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	7.20	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.04.004.51531.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	12.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.13.000.51810.541000.	Professional Svcs - General	2023	12	INV	Paid	50.00	80784 10797126	FSA Admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.12.019.57680.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	1.20	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.12.028.57680.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	28.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.14.031.55860.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	23.20	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.08.009.52110.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	11.04	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.08.009.52121.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	4.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.08.009.52122.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	39.60	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.08.009.52131.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	8.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.16.035.54230.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	6.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	001.16.019.54290.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	3.20	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	014.08.012.52110.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	4.96	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	014.08.012.52122.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	48.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	310.13.200.59418.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	2.22	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	310.13.200.59476.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	3.16	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	310.13.200.59590.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	3.12	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	401.18.019.53410.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	1.80	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	401.18.037.53481.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	10.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	401.19.019.53915.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	0.80	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	401.19.039.53935.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	6.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	402.20.019.53510.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	2.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	402.20.040.53580.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	20.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	403.22.019.53110.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	1.60	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	403.22.050.53130.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	12.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	403.22.030.53190.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	8.00	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	417.13.200.59431.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	2.80	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	417.13.200.59434.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	5.60	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	417.13.200.59435.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	5.60	80784 10797127	HRA admin fees - November	11/30/2023	12/14/2023



NAVIA AP	501.23.019.54861.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	0.60	80784	10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	501.23.051.54868.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	6.00	80784	10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	502.11.020.51888.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	32.00	80784	10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	510.24.019.51820.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	0.20	80784	10797127	HRA admin fees - November	11/30/2023	12/14/2023
NAVIA AP	510.24.053.51820.522300.	HRA Medical Reimbursements	2023	12	INV	Paid	6.10	80784	10797127	HRA admin fees - November	11/30/2023	12/14/2023
NCEC	402.20.040.53550.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	78.51	80785	s013013188.001	Finance charge for late payment on s012403903.003	10/31/2023	12/14/2023
New X INC	310.00.000.22340.223400.	Const Contract Retainage	2023	12	INV	Paid	-5,314.00	80786	870	Centennial fields inclusive park	11/21/2023	12/14/2023
New X INC	310.12.609.59476.563013.	All-Incl Playgrnd - Construct	2023	12	INV	Paid	115,738.92	80786	870	Centennial fields inclusive park	11/21/2023	12/14/2023
OGDENMW	001.04.004.51541.541102.	Downtown Phase 2A Legal Fees	2023	12	INV	Paid	1,140.00	80787	883059	C.A. Carey Appeal	10/31/2023	12/14/2023
OGDENMW	001.04.004.51541.541102.	Downtown Phase 2A Legal Fees	2023	12	INV	Paid	237.50	80787	884289	C.A. Carey Appeal	11/30/2023	12/14/2023
PACS	001.28.057.57390.541000.	Professional Svcs - General	2023	12	INV	Paid	975.00	80788	6524	Sound system & support tree lighting	11/29/2023	12/14/2023
PARAMET	310.13.702.59418.541000.	Community Ctr - Prof'l Svcs	2023	12	INV	Paid	5,042.75	80789	50084	Comm Ctr design/build support services	11/8/2023	12/14/2023
PC	001.16.019.54290.541000.	Professional Svcs - General	2023	12	INV	Paid	1,006.83	80790	2023-8506	Steve Clark consulting services	11/15/2023	12/14/2023
Pease & Sons, Inc	417.13.454.59435.563000.	WRF Improve Construction	2023	12	INV	Paid	17,696.25	80791	8056-03	Kimball Creek Lift Station construction 10/31/23	10/31/2023	12/14/2023
PF&SINC	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	571.73	80792	97507	Fire alarm confidence test/inspection	11/14/2023	12/14/2023
PLATT	402.20.045.53565.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	31.65	80793	4027960	Conduit for antenna at Kimbal creek	11/2/2023	12/14/2023
POA	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	21.12	80794	805369	Copier image overage	11/8/2023	12/14/2023
POA	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	1,690.57	80794	CSQ-1023	Copier Lease	10/15/2023	12/14/2023
PREMIERM	110.26.112.55730.541390.	Advertising, Legal Notices etc	2023	12	INV	Paid	2,690.00	80795	2023-c3856	Advertising snoq winter lights	12/1/2023	12/14/2023
PROCRAFT	001.06.007.51423.531000.	Office Supplies	2023	12	INV	Paid	325.79	80796	4741	Pay Advices	11/21/2023	12/14/2023
PSE	401.18.037.53481.547100.	Electricity	2023	12	INV	Paid	9,278.30	80797	004220 11-23.2	Electricity	11/27/2023	12/14/2023
PSE	401.18.037.53482.547100.	Electricity	2023	12	INV	Paid	3,995.11	80797	004220 11-23.2	Electricity	11/27/2023	12/14/2023
PSRFA	001.09.014.52245.543000.	Training & Travel	2023	12	INV	Paid	2,591.89	80798	3262	Annual fee for consortium	7/12/2023	12/14/2023
PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	5,968.03	80798	5006	Fire apparatus repair & service	12/1/2023	12/14/2023
PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	181.15	80798	5359	Fire apparatus repair and service	11/28/2023	12/14/2023
RH2	401.18.019.53410.541000.	Professional Svcs - General	2023	12	INV	Paid	1,747.63	80799	93642	Prof services for H2O system plan update	11/21/2023	12/14/2023
RH2	402.20.019.53510.541000.	Professional Svcs - General	2023	12	INV	Paid	3,316.66	80799	93355	Operational support	11/7/2023	12/14/2023
SAFE8	001.15.034.55850.541000.	Professional Svcs - General	2023	12	INV	Paid	784.00	80800	154411	Building inspection services 11/1 - 11/13	11/30/2023	12/14/2023
Seattle's Child	001.28.057.57390.541390.	Advertising, Legal Notices etc	2023	12	INV	Paid	722.00	80801	2023c1-2099	Sno Winter Lights advertising	12/1/2023	12/14/2023
SHERRILL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	1,311.76	80802	INV-916170	Arborist climbing equipment	11/1/2023	12/14/2023
SHERRILL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	899.96	80802	INV-916258	Arborist climbing equipment	11/1/2023	12/14/2023
SHERRILL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	27.98	80802	INV-917727	Arborist climbing equipment	11/7/2023	12/14/2023
SHERRILL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	234.99	80802	INV-918997	Arborist climbing equipment	11/10/2023	12/14/2023
SHI INT	502.11.021.51888.548860.	Hardware-Software Maintenance	2023	12	INV	Paid	10,903.59	80803	817122838	Adobe sign subscription	7/20/2023	12/14/2023
SNOQ VC	001.01.001.51310.549200.	Dues-Subscriptions-Memberships	2023	12	INV	Paid	775.00	80804	5650	Chamber of commerce annual dues	12/6/2023	12/14/2023
SNOQ VS	014.08.012.52122.532100.	Gasoline/Diesel Fuel	2023	12	INV	Paid	4,203.01	80805	7861	Fleet and NB police fuel	12/7/2023	12/14/2023
SNOQ VS	501.23.051.54868.532100.	Gasoline/Diesel Fuel	2023	12	INV	Paid	8,862.47	80805	7861	Fleet and NB police fuel	12/7/2023	12/14/2023
Snoq, Petty Cash/Eme	401.18.037.53481.542300.	Postage & Freight	2023	12	INV	Paid	31.69	80806	2023 Eng. Fund	July UB check for postage under-PO required cash	12/13/2023	12/14/2023
Snoq, Petty Cash/Eme	402.20.040.53580.542300.	Postage & Freight	2023	12	INV	Paid	31.69	80806	2023 Eng. Fund	July UB check for postage under-PO required cash	12/13/2023	12/14/2023
Snoq, Petty Cash/Eme	403.22.050.53130.542300.	Postage & Freight	2023	12	INV	Paid	31.69	80806	2023 Eng. Fund	July UB check for postage under-PO required cash	12/13/2023	12/14/2023
SPOK	401.19.039.53935.542000.	Telephone Service	2023	12	INV	Paid	29.02	80807	G0303878W	Irrigation pager	11/15/2023	12/14/2023
TYLERTEC	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	12	INV	Paid	13,300.00	80808	045-443363	Tyler Munis contract	10/31/2023	12/14/2023
TYLERTEC	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	12	INV	Paid	1,216.80	80808	045-443364	Tyler Munis contract	10/31/2023	12/14/2023
UFS/BART	403.22.030.53190.541000.	Professional Svcs - General	2023	12	INV	Paid	1,750.00	80809	2023-1116	Timbers forest assessment report prep	9/29/2023	12/14/2023
ULINE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	186.63	80810	170358694	Cord cover-Cable protector	10/31/2023	12/14/2023
UNITEDI	403.22.050.53130.548000.	Repair & Maintenance Services	2023	12	INV	Paid	185.00	80811	INV-02113977	Portable toiler service for DOC operations	10/31/2023	12/14/2023
URNW	402.20.040.53580.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	1,822.99	80812	222430869-004	Rent lift for antenna project	10/31/2023	12/14/2023
US Postmaster	001.13.000.51890.542300.	Postage & Freight	2023	12	INV	Paid	398.00	80813	PO BOX 987 FEE	PO BOX 987 annual fee	12/5/2023	12/14/2023
UULC	402.20.045.53565.541000.	Professional Svcs - General	2023	12	INV	Paid	63.05	80814	3100232	411 call center fees	10/31/2023	12/14/2023
VISIONQ	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	775.00	80815	1205	Window cleaning and lower cleaning - City Hall	11/14/2023	12/14/2023
VISIONQ	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	250.00	80815	1206	Window and lower cleaning - City hall & PD	11/14/2023	12/14/2023
WASI	001.06.075.51810.541420.	HR-Related Services	2023	12	INV	Paid	3,560.70	80816	62643	OSHA/MSHA Occ hearing conservation prgm	12/6/2023	12/14/2023
WESSPUR	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	814.72	80817	2705831	Tree climbing supplies	10/31/2023	12/14/2023
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	22.43	80818	15310493	Wood dowel	11/2/2023	12/14/2023
WIMG	401.19.039.53935.541000.	Professional Svcs - General	2023	12	INV	Paid	4,004.98	80819	21810	December 2023 Maxicom monitoring service	11/20/2023	12/14/2023

## City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,560,026.94

For claims warrants numbered 80820 through 80882 &amp; dated 12/19/2023

For claims warrants numbered 80820 through 80882 and dated 12/19/2023											#64	
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
Absher Construction	310.13.702.59418.541060.	Community Ctr. - Design	2023	12	INV	Paid	227,605.69	80820	3	Design-build contractor fees for Comm Ctr	12/12/2023	12/19/2023

AMZONCAP	001.09.014.52250.531820.	Info Tech Components	2023	12	INV	Paid	228.69	80821 1IN-Y-QGHV-1C6D	Printer	12/7/2023	12/19/2023
AMZONCAP	401.18.019.53410.531820.	Info Tech Components	2023	12	INV	Paid	141.55	80821 17QC-JL6V-F7R9	Mayor webcam and speakers	11/21/2023	12/19/2023
ASPECT	001.14.032.55860.541080.	Environmental Services	2023	12	INV	Paid	1,146.50	80822 53688	Landslide hazard area tree removal mitigation	10/18/2023	12/19/2023
ASPECT	001.14.032.55860.541080.	Environmental Services	2023	12	INV	Paid	1,886.50	80822 52787	Landslide hazard area tree removal mitigation	8/15/2023	12/19/2023
AUDITOR	001.06.007.51423.541091.	State Auditor Services	2023	12	INV	Paid	4,968.00	80823 L157948	Audit Services - Fraud investigation (2021)	12/11/2023	12/19/2023
BANKK	001.12.028.57680.548150.	Landscaping Services	2023	12	INV	Paid	3,258.00	80824 14243	Playground chips	9/3/2023	12/19/2023
BANKK	001.12.028.57680.548150.	Landscaping Services	2023	12	INV	Paid	3,258.00	80824 14245	Playground chips	9/3/2023	12/19/2023
BDA	310.12.609.59476.541098.	All-Incl Playgrnd - Design	2023	12	INV	Paid	1,224.00	80825 6690	Centennial Fields design services	12/5/2023	12/19/2023
BERGER	310.12.605.59476.541076.	Riverwalk Phase I - Design	2023	12	INV	Paid	52,041.47	80826 36193	Riverwalk NW of Sandy Cove Design/engineering	11/15/2023	12/19/2023
BHS	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	375.71	80827 53851566.001	Masterlocks	12/3/2023	12/19/2023
Christy Trotto Photo	001.28.057.57390.541000.	Professional Svcs - General	2023	12	INV	Paid	435.60	80828 Tree Lighting 2023	Photography for tree lighting	12/15/2023	12/19/2023
CDB	502.11.027.51888.549900.	ePlan Fees (eCityGov)	2023	12	INV	Paid	4,718.07	80829 47313	Q4 2023 MBP Subscription	11/2/2023	12/19/2023
Control Systems	417.13.454.59435.563000.	WRF Improve Construction	2023	12	INV	Paid	1,062.53	80830 1416	MCC Factory testing travel & coordination	12/11/2023	12/19/2023
CORED	001.09.014.52210.541000.	Professional Svcs - General	2023	12	INV	Paid	3,896.00	80831 FTI0000188	MIH Q2	11/17/2023	12/19/2023
CORED	001.09.014.52210.541000.	Professional Svcs - General	2023	12	INV	Paid	2,456.00	80831 FTI0000194	MIH Q3	10/19/2023	12/19/2023
CORPPAY	001.09.014.52210.549200.	Dues-Subscriptions-Memberships	2023	12	CRM	Paid	287.30	80832 11-23 MB	Seattle Times Subscription	11/23/2023	12/19/2023
CORPPAY	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	12	CRM	Paid	-544.50	80832 11-23 MB	Boots return wrong size	11/23/2023	12/19/2023
CORPPAY	001.09.014.52220.531910.	Operating Supplies	2023	12	CRM	Paid	18.72	80832 11-23 MB	Dish washer pods	11/23/2023	12/19/2023
CORPPAY	001.08.009.52110.541000.	Professional Svcs - General	2023	12	INV	Paid	142.95	80832 11-23 BL	P. Phipps badge embedment	11/23/2023	12/19/2023
CORPPAY	001.08.009.52110.542300.	Postage & Freight	2023	12	INV	Paid	4.09	80832 11-23 LT	Patch mailing postage	11/23/2023	12/19/2023
CORPPAY	001.08.009.52110.549100.	City-Sponsored Expenses	2023	12	INV	Paid	31.98	80832 11-23 LT	Food for all city meeting/gratitude potluck	11/23/2023	12/19/2023
CORPPAY	001.08.009.52121.531910.	Operating Supplies	2023	12	INV	Paid	228.56	80832 11-23 LT	Fingernail scraping collection kits	11/23/2023	12/19/2023
CORPPAY	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	316.40	80832 11-23 BL	Toughbook chargers (7) for cubicles	11/23/2023	12/19/2023
CORPPAY	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	482.93	80832 11-23 LT	Refund over order of 2 name plates	11/23/2023	12/19/2023
CORPPAY	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	117.00	80832 11-23 BL	Door stops (60%) Snoqualmie	11/23/2023	12/19/2023
CORPPAY	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	120.44	80832 11-23 LT	Uniform Re-patching	11/23/2023	12/19/2023
CORPPAY	001.08.009.52122.531910.	Operating Supplies	2023	12	INV	Paid	0.00	80832 11-23 BL	Return Glass markers (60%) Snoqualmie	11/23/2023	12/19/2023
CORPPAY	001.08.009.52122.531910.	Operating Supplies	2023	12	INV	Paid	73.97	80832 11-23 LT	Window markers	11/23/2023	12/19/2023
CORPPAY	001.08.009.52140.543000.	Training & Travel	2023	12	INV	Paid	48.21	80832 11-23 BL	Refreshments for team building and inclusion train	11/23/2023	12/19/2023
CORPPAY	001.08.009.52140.543000.	Training & Travel	2023	12	INV	Paid	1,155.51	80832 11-23 M. Black	Lodging J. Kaee FTO Academy	11/23/2023	12/19/2023
CORPPAY	001.08.009.52150.535900.	Small Tools & Equipment	2023	12	INV	Paid	112.02	80832 11-23 LT	1/2 cost of winch cover veh 101	11/23/2023	12/19/2023
CORPPAY	014.08.012.52110.542300.	Postage & Freight	2023	12	INV	Paid	4.85	80832 11-23 LT	Postage to Wa state patrol @ olympia 23N-3141	11/23/2023	12/19/2023
CORPPAY	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	78.00	80832 11-23 BL	Door stops (40%) North Bend	11/23/2023	12/19/2023
CORPPAY	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	32.02	80832 11-23 LT	Uniform Re-patching	11/23/2023	12/19/2023
CORPPAY	014.08.012.52122.531910.	Operating Supplies	2023	12	INV	Paid	0.00	80832 11-23 BL	Return Glass markers (40%) North Bend	11/23/2023	12/19/2023
CORPPAY	014.08.012.52150.535900.	Small Tools & Equipment	2023	12	INV	Paid	112.00	80832 11-23 LT	1/2 cost of winch cover veh 101	11/23/2023	12/19/2023
CORPPAY	502.11.020.51888.541030.	Info Tech Services	2023	12	INV	Paid	19.95	80832 11-23 IT	Paypal Payflow subscription	11/23/2023	12/19/2023
CWS	001.09.014.52220.531910.	Operating Supplies	2023	12	INV	Paid	71.18	80833 RN11232305	Oxygen and helium	11/30/2023	12/19/2023
Deana Dean	001.05.005.51420.543000.	Training & Travel	2023	12	INV	Paid	93.01	80834 REIMB D. Dean 12-23	Reimbursement Plaque for CM Mayhew	12/11/2023	12/19/2023
Deana Dean	001.05.005.51420.549200.	Dues-Subscriptions-Memberships	2023	12	INV	Paid	25.00	80834 REIMB D. Dean 12-23	Reimbursement WAPRO Membership	12/11/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	5,864.25	80835 681	Street sweeping	9/29/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	5,538.75	80835 688	Street Sweeping	10/6/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	5,830.13	80835 727	Street sweeping	10/31/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	5,780.25	80835 728	Street sweeping	11/2/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	7,125.56	80835 731	Street sweeping	11/10/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	7,192.50	80835 737	Street Sweeping	11/20/2023	12/19/2023
DOO	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	4,410.00	80835 742	Street sweeping	11/27/2023	12/19/2023
EF	501.23.051.54868.531301.	Repair Parts	2023	12	INV	Paid	1,503.79	80836 5199612	Police SUV rear brake caliper brackets	12/11/2023	12/19/2023
EF	501.23.051.54868.531301.	Repair Parts	2023	12	INV	Paid	864.26	80836 5199642	Police SUV brake lining kits	12/12/2023	12/19/2023
EWING	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	1,254.35	80837 20819006	Field marking paint	10/13/2023	12/19/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	12	INV	Paid	10,397.50	80838 3743-22311119	Capital facilities funding plan	11/17/2023	12/19/2023
FCSGROUP	401.18.019.53410.541095.	Utility Rate Study	2023	12	INV	Paid	3,533.00	80838 3880-22311045	Utility rate study 2024 Fiscal health review	11/17/2023	12/19/2023
FCSGROUP	402.20.019.53510.541095.	Utility Rate Study	2023	12	INV	Paid	3,533.00	80838 3880-22311045	Utility rate study 2024 Fiscal health review	11/17/2023	12/19/2023
FCSGROUP	403.22.019.53110.541095.	Utility Rate Study	2023	12	INV	Paid	1,766.50	80838 3880-22311045	Utility rate study 2024 Fiscal health review	11/17/2023	12/19/2023
GOODYEAR	501.23.051.54868.531400.	Tires	2023	12	INV	Paid	2,363.92	80839 195-1168411	State bid Police SUV replacement tires	12/14/2023	12/19/2023
Holmes Weddle	001.04.004.51541.541103.	S. Randall Legal Fees	2023	12	INV	Paid	515.00	80840 830749	Randall BILA matters	12/8/2023	12/19/2023
Jason George	402.20.040.53580.523300.	Reimb - Dues, Licenses & Cert	2023	12	INV	Paid	120.00	80841 Reimb J. George	Pesticide App. Recertification class	11/29/2023	12/19/2023
KC 600	001.13.114.55316.544800.	KC Liquor-Substance Abuse Svcs	2023	12	INV	Paid	7,924.00	80842 129078	WRIA 7 2022 Cost Share	10/5/2023	12/19/2023
KC 600	001.16.035.54264.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,461.61	80842 129852-129855	Traffic Sign maint.	10/31/2023	12/19/2023
KC RADIO	001.09.014.52250.542100.	Cellular Telephone	2023	12	INV	Paid	1,037.54	80843 20350	Radio Comm System and access fee	11/29/2023	12/19/2023
KI 2	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	452.92	80844 3532	Jacket and buttons	12/6/2023	12/19/2023

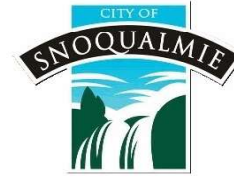
KI 2	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	21.73	80844 3534	Name plate	12/6/2023	12/19/2023
KI 2	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	270.56	80844 3542	Pants, shirt and belt	12/6/2023	12/19/2023
Kim Johnson	001.01.001.51310.549100.	City-Sponsored Expenses	2023	12	INV	Paid	966.75	80845 Re K. Johnson 12-23	Payment for Mayors breakfast - City	12/15/2023	12/19/2023
Kimley-Horn	001.12.028.57680.541000.	Professional Svcs - General	2023	12	INV	Paid	22,496.00	80846 26111265	Parks, recreation and open space plan	10/31/2023	12/19/2023
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	12	INV	Paid	209.82	80847 1387251	asprin, gloves, lubricating Jelly, Saline	12/7/2023	12/19/2023
LDC	001.14.031.55860.541000.	Professional Svcs - General	2023	12	INV	Paid	4,941.27	80848 33071	Comprehensive Plan	11/15/2023	12/19/2023
LNCS	001.09.014.52250.535900.	Small Tools & Equipment	2023	12	INV	Paid	39.50	80849 INV769456	Locking devices	11/30/2023	12/19/2023
LST	501.23.051.54868.531400.	Tires	2023	12	INV	Paid	213.58	80850 36300674397	Tire mount and balance, 2 mower tire repairs	12/12/2023	12/19/2023
MACDMILL	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	3,206.55	80851 SVC281020	HVAC repair shop heater venting/piping repair	11/30/2023	12/19/2023
Michelle Tjosvold	012.13.115.57320.531910.	Operating Supplies	2023	12	INV	Paid	136.25	80852 Re M. Tjosvold	Art off the rails expenses	12/15/2023	12/19/2023
Miller's Equip & Ren	001.28.057.57390.545000.	Operating Rentals & Leases	2023	12	INV	Paid	3,300.49	80853 389757	Tree Lighting Event - Rental Equipment	12/4/2023	12/19/2023
Miller's Equip & Ren	001.28.057.57390.545000.	Operating Rentals & Leases	2023	12	INV	Paid	485.15	80853 409668	Santa gazebo rental equipment	12/12/2023	12/19/2023
MOTOROLA	001.09.014.52250.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	12,328.35	80854 1187112388D	Radio Comm Equipment	12/4/2023	12/19/2023
MP	401.18.037.53481.549300.	Office Supplies	2023	12	INV	Paid	242.27	80855 91882	Nov 2023 UB printing/folding, envelopes	12/6/2023	12/19/2023
MP	401.18.037.53481.549300.	Printing	2023	12	INV	Paid	318.84	80855 91882	Nov 2023 UB printing/folding, envelopes	12/6/2023	12/19/2023
MP	402.20.040.53580.549300.	Office Supplies	2023	12	INV	Paid	242.27	80855 91882	Nov 2023 UB printing/folding, envelopes	12/6/2023	12/19/2023
MP	402.20.040.53580.549300.	Printing	2023	12	INV	Paid	318.84	80855 91882	Nov 2023 UB printing/folding, envelopes	12/6/2023	12/19/2023
MP	403.22.050.53130.531000.	Office Supplies	2023	12	INV	Paid	242.27	80855 91882	Nov 2023 UB printing/folding, envelopes	12/6/2023	12/19/2023
MP	403.22.050.53130.549300.	Printing	2023	12	INV	Paid	318.84	80855 91882	Nov 2023 UB printing/folding, envelopes	12/6/2023	12/19/2023
NB AUTOG	001.09.014.52220.531910.	Operating Supplies	2023	12	INV	Paid	9.79	80856 0111770	De-icer wash	11/27/2023	12/19/2023
NHC	417.13.406.59431.541060.	Design Svcs Sandy Cove Stable	2023	12	INV	Paid	4,433.75	80857 30534	Sandy Cove bank restoration	12/11/2023	12/19/2023
Pease & Sons, Inc	417.13.454.59435.563000.	WRF Improve Construction	2023	12	INV	Paid	108,638.37	80858 8056-04	Kimball Creek Lift station improvements	11/30/2023	12/19/2023
PEI	001.14.031.55860.541040.	Engineering Services	2023	12	INV	Paid	5,361.25	80859 20220203.0000-7	Comprehensive Plan Update	12/4/2023	12/19/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	12	INV	Paid	4,657.35	80859 00022222.0000-221	Parcel S22	12/5/2023	12/19/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	12	INV	Paid	9,125.82	80859 00023042.0000-235	Engineering Services - Timber Trails	12/5/2023	12/19/2023
PF&SINC	001.09.014.52210.541000.	Professional Svcs - General	2023	12	INV	Paid	675.18	80860 97536	Alarm System Inspection	11/14/2023	12/19/2023
POCKET	001.08.009.52122.549300.	Printing	2023	12	INV	Paid	341.66	80861 135492	WA Criminal Code & Traffic Laws booklet 60% Snoq	12/11/2023	12/19/2023
POWDERV	014.08.012.52122.549300.	Printing	2023	12	INV	Paid	227.77	80861 135492	WA Criminal Code & Traffic Laws booklet 40% N. Ben	12/11/2023	12/19/2023
POWDERV	001.16.035.54230.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	978.30	80862 28884	Powder coating	10/17/2023	12/19/2023
POWDERV	001.16.035.54230.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	1,413.10	80862 28930	Powder coating	11/7/2023	12/19/2023
PREM	402.20.040.53550.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	25.56	80863 inv497756	Tax not paid previous invoice	2/9/2023	12/19/2023
PREM	402.20.040.53550.531820.	Info Tech Components	2023	12	INV	Paid	844.61	80863 inv497246	Tax not paid previous invoice	2/2/2023	12/19/2023
PROSPECT	417.13.454.59435.563000.	WRF Improve Construction	2023	12	INV	Paid	897,737.39	80864 3	WRF construction completed	12/1/2023	12/19/2023
PSE	001.09.014.52250.547100.	Electricity	2023	12	INV	Paid	2,149.55	80865 200011257959 12-23	Electricity FD	12/5/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	31.13	80865 001499 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	21.57	80865 431306 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	12.00	80865 456550	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	58.22	80865 577403 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	58.48	80865 577445 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	133.60	80865 617464 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	1,517.89	80865 639966 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	35.74	80865 742043 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	88.10	80865 780111 12-23	Electricity	12/13/2023	12/19/2023
PSE	001.16.035.54263.547100.	Electricity	2023	12	INV	Paid	16.61	80865 780137 12-23	Electricity	12/13/2023	12/19/2023
PSE	401.18.037.53481.547100.	Electricity	2023	12	INV	Paid	23.08	80865 037989 12-23	Electricity	12/13/2023	12/19/2023
PSE	401.19.039.53935.547100.	Electricity	2023	12	INV	Paid	11.87	80865 103385 12-23	Electricity	12/13/2023	12/19/2023
PSE	401.19.039.53935.547100.	Electricity	2023	12	INV	Paid	3,942.87	80865 436232 12-23	Electricity	12/13/2023	12/19/2023
PSE	401.19.039.53935.547100.	Electricity	2023	12	INV	Paid	12.88	80865 794782 12-23	Electricity	12/13/2023	12/19/2023
PSE	402.20.045.53565.547100.	Electricity	2023	12	INV	Paid	319.80	80865 241418 12-23	Electricity	12/13/2023	12/19/2023
PSE	510.24.053.51820.547100.	Electricity	2023	12	INV	Paid	997.35	80865 133972 12-23	Electricity	12/13/2023	12/19/2023
PSE	510.24.053.51820.547100.	Electricity	2023	12	INV	Paid	147.36	80865 198066 12-23	Electricity	12/13/2023	12/19/2023
PSE	510.24.053.51820.547100.	Electricity	2023	12	INV	Paid	38.28	80865 198082 12-23	Electricity	12/13/2023	12/19/2023
PSE	510.24.053.51820.547100.	Electricity	2023	12	INV	Paid	11.51	80865 400820 12-23	Electricity	12/13/2023	12/19/2023
PSE	510.24.053.51820.547100.	Electricity	2023	12	INV	Paid	75.77	80865 549936 12-23	Electricity	12/13/2023	12/19/2023
PSE	510.24.053.51820.547100.	Electricity	2023	12	INV	Paid	1,761.39	80865 885592 12-23	Electricity	12/13/2023	12/19/2023
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2023	12	INV	Paid	43,215.68	80866 93911	WRF P3 Const, submittal, RFI review & inspection	12/13/2023	12/19/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	12	INV	Paid	3,600.00	80867 2924604	IT Contract worker - Asker	12/7/2023	12/19/2023
RRJ Company	417.00.000.22340.223400.	Const Contract Retainage	2023	12	INV	Paid	-56.16	80868 20234#4	2023 Urban forest improv: Const @ storm damage	12/5/2023	12/19/2023
RRJ Company	417.13.471.59431.548155.	Urb Forest Trees Maint-Replace	2023	12	INV	Paid	1,223.09	80868 20234#4	2023 Urban forest improv: Const @ storm damage	12/5/2023	12/19/2023
Saybr Contractors	001.12.028.57680.548000.	Repair & Maintenance Services	2023	12	INV	Paid	3,772.98	80869 29255	RR park electrical and stairs repair	11/30/2023	12/19/2023
SEAAUTO	501.23.051.54868.531301.	Repair Parts	2023	12	INV	Paid	1,922.11	80870 55-8589211	Brake lining & rotors for PD SUV 2020-2022	12/11/2023	12/19/2023

SEAAUTO	501.23.051.54868.531301.	Repair Parts	2023	12	INV	Paid	433.20	80870 55-8589682	Wiper blade refills for Police SUV	12/11/2023	12/19/2023
SEATIMES	001.05.005.51420.541330.	Ordinance Publication	2023	12	INV	Paid	49.06	80871 68005	Ordinance 1278	12/8/2023	12/19/2023
SEATIMES	001.05.005.51420.541330.	Ordinance Publication	2023	12	INV	Paid	64.67	80871 68010	Ordinance 1281	12/8/2023	12/19/2023
SEATIMES	001.05.005.51420.541330.	Ordinance Publication	2023	12	INV	Paid	66.90	80871 68012	Ordinance 1282	12/8/2023	12/19/2023
SEATIMES	001.14.031.55860.541390.	Advertising, Legal Notices etc	2023	12	INV	Paid	98.12	80871 67519	State environmental policy act	11/22/2023	12/19/2023
SEATIMES	401.18.019.53410.541095.	Utility Rate Study	2023	12	INV	Paid	31.43	80871 67421	Utility Rate Study 2024 Fiscal health review	11/21/2023	12/19/2023
SEATIMES	401.18.019.53410.541095.	Utility Rate Study	2023	12	INV	Paid	100.39	80871 67663	Utility Rate study 2024 fiscal health review	11/26/2023	12/19/2023
SEATIMES	402.20.019.53510.541095.	Utility Rate Study	2023	12	INV	Paid	31.43	80871 67421	Utility Rate Study 2024 Fiscal health review	11/21/2023	12/19/2023
SEATIMES	402.20.019.53510.541095.	Utility Rate Study	2023	12	INV	Paid	100.39	80871 67663	Utility Rate study 2024 fiscal health review	11/26/2023	12/19/2023
SEATIMES	403.22.019.53110.541095.	Utility Rate Study	2023	12	INV	Paid	10.73	80871 67421	Utility Rate Study 2024 Fiscal health review	11/21/2023	12/19/2023
SEATIMES	403.22.019.53110.541095.	Utility Rate Study	2023	12	INV	Paid	50.20	80871 67663	Utility Rate study 2024 fiscal health review	11/26/2023	12/19/2023
SKCDPH	310.12.604.59476.541073.	C Pk Sprayground - Design	2023	12	INV	Paid	919.20	80872 1	DOH Permit app for Sprayground	12/14/2023	12/19/2023
SMARTSHE	502.11.021.51888.548860.	Hardware-Software Maintenance	2023	12	INV	Paid	980.10	80873 INV1614039	Smartsheet Annual subscription renewal	12/1/2023	12/19/2023
STORMLK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	808.98	80874 23-944	Plants for Elderberry/Mccullough corner	11/21/2023	12/19/2023
Trever Waltos	001.28.057.57390.541000.	Professional Svcs - General	2023	12	INV	Paid	1,050.00	80875 120323	Santa Visits - December City events	12/10/2023	12/19/2023
TWWP	001.12.028.57680.523100.	Clothing Allowance	2023	12	INV	Paid	750.30	80876 2516	Union clothing allowance purchase	10/23/2023	12/19/2023
TWWP	001.12.028.57680.523100.	Clothing Allowance	2023	12	INV	Paid	334.42	80876 2543	Union clothing allowance purchase	11/4/2023	12/19/2023
TWWP	001.12.028.57680.523100.	Clothing Allowance	2023	12	INV	Paid	38.30	80876 2558	Union clothing allowance purchase	11/16/2023	12/19/2023
TWWP	001.12.028.57680.523100.	Clothing Allowance	2023	12	INV	Paid	163.49	80876 2574	union clothing allowance purchase	11/30/2023	12/19/2023
UFS/BART	001.14.032.55860.541080.	Environmental Services	2023	12	INV	Paid	196.25	80877 2023-872	Plat 25	5/26/2023	12/19/2023
ULINE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	1,900.27	80878 169631470	Cleaning supplies	10/12/2023	12/19/2023
ULINE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	2,382.85	80878 170080777	Cleaning supplies	10/24/2023	12/19/2023
ULINE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	2,591.82	80878 170080778	Cleaning supplies	10/24/2023	12/19/2023
VERIZCS	502.11.020.51888.542010.	Cellular Telephone	2023	12	INV	Paid	6,085.20	80879 9949455739 12-23	Monthly telephone service	11/16/2023	12/19/2023
WAAUTO	001.09.014.52250.548000.	Repair & Maintenance Services	2023	12	INV	Paid	333.89	80880 0004951-IN	Washer Repair	11/30/2023	12/19/2023
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	164.58	80881 15310480	Sander and sand paper	11/1/2023	12/19/2023
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	146.06	80881 15310494	Painting Supplies	11/2/2023	12/19/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	12	INV	Paid	30.00	80882 216675	November arsenic sample	11/30/2023	12/19/2023

# Accounts Payable

## Blanket Voucher Approval Document

User: ITreptow  
 Printed: 12/12/2023 - 3:13PM  
 Warrant Request Date: 12/12/2023  
 DAC Fund:



Batch: 00001.12.2023 - UB Refunds 12-14

#62

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 2,787.89,  
 for claims warrants numbered 62336 through 62347 & dated 12/12/2023.

Line	Claimant	Voucher No.	Amount
1	Ward,Jeffrey	000062345	72.34
2	Wang,Hou Cheng	000062344	164.15
3	Oxenford,W. Scott and Jody	000062341	403.73
4	Griffith,David	000062339	75.60
5	Zhang,Hui	000062347	175.73
6	Cudworth,Kelly	000062336	158.87
7	Gaddis,Abigail	000062337	191.88
8	Ramquist,Jill	000062342	200.82
9	Gere Auto Repair, LLC	000062338	30.40
10	Stokosa,Anna	000062343	170.54
11	Yang,Chen	000062346	655.95
12	Gu,Albert	000062340	487.88
Page Total:			\$2,787.89
Grand Total:			\$2,787.89

# Accounts Payable

## Check Detail

User: ITreptow  
Printed: 12/12/2023 - 3:17PM



Item 3.

Check Number	Check Date			Amount
UB*03140 - Cudworth, Kelly Line Item Account				
62336	12/12/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		11/21/2023	Refund Check	401-00-000-213-10-00-000
				158.87
		Inv Total		158.87
62336 Total:				158.87
UB*03140 - Cudworth, Kelly Total:				158.87
UB*03141 - Gaddis, Abigail Line Item Account				
62337	12/12/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		11/21/2023	Refund Check	401-00-000-213-10-00-000
				191.88
		Inv Total		191.88
62337 Total:				191.88
UB*03141 - Gaddis, Abigail Total:				191.88
UB*03143 - Gere Auto Repair, LLC Line Item Account				
62338	12/12/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		11/21/2023	Refund Check	001-00-000-213-10-00-000
		11/21/2023	Refund Check	401-00-000-213-10-00-000
				2.51
				27.89
		Inv Total		30.40
62338 Total:				30.40
UB*03143 - Gere Auto Repair, LLC Total:				30.40
UB*03138 - Griffith, David Line Item Account				
62339	12/12/2023			

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	75.60

Inv Total	75.60
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62339 Total:	75.60
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UB*03138 - Griffith, David Total:	75.60
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## UB\*03146 - Gu, Albert Line Item Account

62340      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	487.88

Inv Total	487.88
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62340 Total:	487.88
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UB*03146 - Gu, Albert Total:	487.88
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## UB\*03137 - Oxenford, W. Scott and Jody Line Item Account

62341      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	403.73

Inv Total	403.73
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62341 Total:	403.73
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UB*03137 - Oxenford, W. Scott and Jody Total:	403.73
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## UB\*03142 - Ramquist, Jill Line Item Account

62342      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	200.82

Inv Total	200.82
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62342 Total:	200.82
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UB*03142 - Ramquist, Jill Total:	200.82
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**UB\*03144 - Stokosa, Anna Line Item Account**

62343      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	170.54
Inv Total			170.54

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62343 Total:	170.54
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**UB\*03144 - Stokosa, Anna Total:**

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**170.54****UB\*03136 - Wang, Hou Cheng Line Item Account**

62344      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	001-00-000-213-10-00-000	2.44
11/21/2023	Refund Check	001-00-000-213-10-00-000	7.51
11/21/2023	Refund Check	401-00-000-213-10-00-000	37.56
11/21/2023	Refund Check	402-00-000-213-10-00-000	83.53
11/21/2023	Refund Check	403-00-000-213-10-00-000	27.08
11/21/2023	Refund Check	001-00-000-213-10-00-000	3.39
11/21/2023	Refund Check	401-00-000-213-10-00-000	2.64
Inv Total			164.15

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62344 Total:	164.15
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**UB\*03136 - Wang, Hou Cheng Total:**

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**164.15****UB\*03135 - Ward, Jeffrey Line Item Account**

62345      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	72.34
Inv Total			72.34

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62345 Total:	72.34
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**UB\*03135 - Ward, Jeffrey Total:**

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**72.34****UB\*03145 - Yang, Chen Line Item Account**

62346      12/12/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	655.95



Inv Total			655.95
62346 Total:			655.95
UB*03145 - Yang, Chen Total:			655.95
UB*03139 - Zhang, Hui Line Item Account			
62347	12/12/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2023	Refund Check	401-00-000-213-10-00-000	175.73
Inv Total			175.73
62347 Total:			175.73
UB*03139 - Zhang, Hui Total:			175.73
Total:			2,787.89



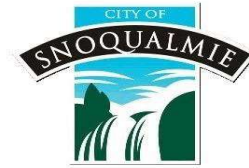
**Payroll**  
**Blanket Voucher Document**

Claims presented to the City to be paid on 11/30/2023 in the amount of 548,330.03  
which includes claim warrants numbered \_\_\_\_\_ through \_\_\_\_\_,  
totaling \$ 0.00, and direct deposits totaling \$ 548,330.03.

# Payroll

## ACH Check Register

User: 'THolden'  
 Printed: 11/29/2023 - 12:38PM  
 Batch: 00002.11.2023 - EOM 11-30-2023  
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
11/30/2023	0	False	James Mayhew	819.67
11/30/2023	0	False	Bryan Holloway	910.86
11/30/2023	0	False	Louis Washington	719.67
11/30/2023	0	False	Ethan Benson	819.67
11/30/2023	0	False	Jolyon Johnson	819.67
11/30/2023	0	False	Robert Wotton	669.67
11/30/2023	0	False	Cara Christensen	819.67
11/30/2023	0	False	Katherine Ross	3,874.48
11/30/2023	0	False	Deana Dean	7,001.46
11/30/2023	0	False	Tania Holden	5,224.30
11/30/2023	0	False	Jimmie Betts Jr.	3,526.95
11/30/2023	0	False	Brendon Ecker	1,858.81
11/30/2023	0	False	Andrew Latham	4,765.43
11/30/2023	0	False	Sarah Reeder	3,868.42
11/30/2023	0	False	Andrew Jongekryg	1,899.75
11/30/2023	0	False	Samantha Brumfield	3,189.95
11/30/2023	0	False	Kimberly Johnson	5,726.60
11/30/2023	0	False	Nicole Wiebe	4,601.69
11/30/2023	0	False	Carson Hornsby	5,509.03
11/30/2023	0	False	Christina Reller	8,882.65
11/30/2023	0	False	Krista Hintz	5,538.41
11/30/2023	0	False	Debbie Kinsman	2,381.41
11/30/2023	0	False	Heather Florida	4,305.79
11/30/2023	0	False	Gerald Knutsen	6,036.40
11/30/2023	0	False	Kyla Henderson	3,236.99
11/30/2023	0	False	Janna Walker	3,837.69
11/30/2023	0	False	Tami Wood	4,639.94
11/30/2023	0	False	Gail Folkins	2,804.56
11/30/2023	0	False	Danna McCall	3,347.81
11/30/2023	0	False	Brian Lynch	6,605.97
11/30/2023	0	False	Melinda Black	3,070.39
11/30/2023	0	False	Stephanie Butler	3,096.57
11/30/2023	0	False	Austin Gutwein	6,554.65
11/30/2023	0	False	Joseph Spears	3,945.40
11/30/2023	0	False	Drew Ward	3,798.15
11/30/2023	0	False	Michael Peter	2,309.22
11/30/2023	0	False	Max Bostick	5,101.69
11/30/2023	0	False	Pamela Mandery	4,260.20
11/30/2023	0	False	James Aguirre	4,542.92
11/30/2023	0	False	Michael Liebetrau	2,823.73
11/30/2023	0	False	Craig Miller	12,274.58
11/30/2023	0	False	Daniel Moate	9,892.14
11/30/2023	0	False	Marcus Sanchez	5,946.43
11/30/2023	0	False	Perry Phipps	12,287.22
11/30/2023	0	False	Joseph Meadows	4,519.25
11/30/2023	0	False	Cory Hendricks	5,486.88

11/30/2023	0	False	Nicholas Schulgen	2,820.22
11/30/2023	0	False	David Doucett	4,874.67
11/30/2023	0	False	Chase Smith	5,750.04
11/30/2023	0	False	Kim Stonebraker-Weiss	4,089.17
11/30/2023	0	False	James Kaae	8,079.62
11/30/2023	0	False	Jason Weiss	14,797.62
11/30/2023	0	False	Nigel Draveling	10,327.96
11/30/2023	0	False	Dmitriy Vladis	5,974.43
11/30/2023	0	False	Christopher Werre	8,162.09
11/30/2023	0	False	Philip Bennett	6,904.27
11/30/2023	0	False	Justin Ren	4,943.81
11/30/2023	0	False	Kerry O'Neil	4,426.49
11/30/2023	0	False	Dalton Hawk	2,599.12
11/30/2023	0	False	Jason Battles	3,670.99
11/30/2023	0	False	Neil MacVicar	3,297.26
11/30/2023	0	False	Jorge Orozco	6,148.06
11/30/2023	0	False	Ryan Barnet	4,932.71
11/30/2023	0	False	Michael Chambless	8,733.61
11/30/2023	0	False	Kyle Markwardt	4,263.32
11/30/2023	0	False	Christine Iverson Stinson	4,450.33
11/30/2023	0	False	Kevin Aspy	3,211.27
11/30/2023	0	False	Lyle Beach	5,220.07
11/30/2023	0	False	Patrick Fry	3,733.85
11/30/2023	0	False	Jeffrey Hamlin	8,057.21
11/30/2023	0	False	Andrew Vining	3,890.56
11/30/2023	0	False	Hind Ahmed	3,863.37
11/30/2023	0	False	Thomas Holmes	10,960.65
11/30/2023	0	False	Alec Bagley	2,775.04
11/30/2023	0	False	Joan Quade	2,967.50
11/30/2023	0	False	Ryan Dalziel	3,730.77
11/30/2023	0	False	Jason George	9,581.06
11/30/2023	0	False	Kevin Halbert	3,234.46
11/30/2023	0	False	Timothy Barrett	3,318.72
11/30/2023	0	False	Donald Harris	7,829.36
11/30/2023	0	False	Kevin Snyder	5,138.10
11/30/2023	0	False	Kenneth Knowles	5,802.74
11/30/2023	0	False	Christopher Wilson	3,183.81
11/30/2023	0	False	Todd Shinn	5,360.25
11/30/2023	0	False	Matthew Hedger	6,858.72
11/30/2023	0	False	John Cooper	6,024.67
11/30/2023	0	False	Emily Arteché	8,804.07
11/30/2023	0	False	Ashley Wragge	4,521.86
11/30/2023	0	False	Ilyse Treptow	4,218.72
11/30/2023	0	False	Jonathan Kesler	1,227.28
11/30/2023	0	False	Rebecca Buelna	3,286.93
11/30/2023	0	False	Dylan Gamble	3,517.21
11/30/2023	0	False	Michael Bailey	8,679.68
11/30/2023	0	False	Jessica Rellamas	2,837.88
11/30/2023	0	False	Tylor Fischer	4,759.09
11/30/2023	0	False	Zachary Schumann	4,574.13
11/30/2023	0	False	Jacob Fouts	7,429.79
11/30/2023	0	False	Darby Summers	4,616.15
11/30/2023	0	False	Theresa Tozier	6,221.56
11/30/2023	0	False	Gregory Heath	6,264.66
11/30/2023	0	False	Albert Wolfe	8,557.02
11/30/2023	0	False	Nicholas Lathrop	9,494.16
11/30/2023	0	False	Matthew West	6,756.57
11/30/2023	0	False	William Wisham	6,711.29

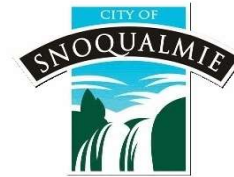
11/30/2023	0	False	Robert Lasswell	6,098.18
11/30/2023	0	False	Benjamin Parker	8,388.19
11/30/2023	0	False	Peter O'Donnell	9,224.85
				0.00
				548,330.03
		Total Employees:	107	548,330.03

Item 3.

# Accounts Payable

## Blanket Voucher Approval Document

User: THolden  
 Printed: 11/29/2023 - 4:45PM  
 Warrant Request Date: 11/30/2023  
 DAC Fund:



Batch: 00002.11.2023 - PV11-2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 635,848.82  
 for claims warrants numbered 62328 through 62335 & dated 11/30/2023.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	AWC BENEFITS	000000000	153,876.09
3	CITY OF SNOQUALMIE	000062328	1,008.24
4	Dept of Retirement Syst.-PERS	000000000	81,969.65
5	Dept. of Labor & Industries	000000000	26,721.72
6	Dept. of Retirement Syst.- DCP	000000000	37,057.00
7	Dept. of Retirement Syst.- PSERS	000000000	1,532.95
8	Dept. of Retirement Syst.-LEOFF	000000000	56,847.63
9	DiMartino Associates	000062329	409.50
10	Employment Security Dept.	000000000	4,235.18
11	Employment Security Dept.	000000000	1,907.40
12	Employment Security Dept.	000000000	6,597.39
13	IAFF Firepac-Political Affairs Dept.	000062330	4.18
14	IAFF LOCAL #2878	000062331	2,917.26
15	ICMA Retirement Trust -303907	000000000	6,391.00
16	IRS-Payroll EFTPS	000000000	221,443.01
17	NWFFT TRUST	000000000	23,433.58
18	Office of Support Enforcement - DSHS	000000000	1,412.91
19	Snoqualmie Police Association	000062332	1,800.00
20	Teamsters Local Union #763	000062333	3,746.00
21	Voya Institutional Trust Company	000000000	450.00
22	Western States Police Medical Trust	000062334	1,035.00
23	WSCFF	000062335	975.00
Page Total:			\$635,848.82
Grand Total:			\$635,848.82

# Accounts Payable

## Check Detail

User: THolden  
Printed: 12/07/2023 - 9:28AM



Item 3.

Check Number	Check Date	Amount
<b>90110 - AFLAC</b>		
0	11/30/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 AFLAC-Pre Tax	78.13
Inv Total		78.13
0 Total:		78.13
<b>90110 - AFLAC Total:</b>		78.13
<b>90000 - AWC BENEFITS</b>		
0	11/30/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 AWC-Life Insurance Police	900.00
11/29/2023	PR Batch 00002.11.2023 AWC Dental Benefits Employee	22.30
11/29/2023	PR Batch 00002.11.2023 AWC Long Term Disab. Employee	5.41
11/29/2023	PR Batch 00002.11.2023 AWC Life Insurance	467.70
11/29/2023	PR Batch 00002.11.2023 AWC-Medical Benefits/HF 500	34,065.96
11/29/2023	PR Batch 00002.11.2023 AWC-Employee Pd Life Add'l	50.40
11/29/2023	PR Batch 00002.11.2023 Kaiser Medical Benefits/200	2,276.38
11/29/2023	PR Batch 00002.11.2023 AWC Long Term Disability	601.94
11/29/2023	PR Batch 00002.11.2023 AWC-Vision	1,673.33
11/29/2023	PR Batch 00002.11.2023 AWC Medical Benefits Employee	350.28
11/29/2023	PR Batch 00002.11.2023 AWC-Vision Employee	3.81
11/29/2023	PR Batch 00002.11.2023 AWC Life Insurance Employee	4.80
11/29/2023	PR Batch 00002.11.2023 AWC - Medical Benefits/HF 250	100,378.54
11/29/2023	PR Batch 00002.11.2023 AWC-Dental Benefits	11,254.66
Inv Total		152,055.51
Inv 11-2023		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	Edmund Crosson Medical Premium	1,820.58
Inv 11-2023 Total		1,820.58
0 Total:		153,876.09

**90000 - AWC BENEFITS Total:**

153,876.09

**90099 - CITY OF SNOQUALMIE**

62328      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 FSA	1,008.24

Inv Total	1,008.24
-----------	----------

62328 Total:

1,008.24

**90099 - CITY OF SNOQUALMIE Total:**

1,008.24

**90070 - Dept of Retirement Syst.-PERS**

0      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 PERS 2 Employer	40,337.47
11/29/2023	PR Batch 00002.11.2023 PERS2 Employee	26,919.83
11/29/2023	PR Batch 00002.11.2023 PERS 3 Employee	5,959.24
11/29/2023	PR Batch 00002.11.2023 PERS 3 Employer	8,753.11

Inv Total	81,969.65
-----------	-----------

0 Total:

81,969.65

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

81,969.65

**90010 - Dept. of Labor & Industries**

0      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 L&I Employee	4,550.94
11/29/2023	PR Batch 00002.11.2023 L&I Employer	22,170.78

Inv Total	26,721.72
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0 Total:

26,721.72

**90010 - Dept. of Labor & Industries Total:**

26,721.72

**90105 - Dept. of Retirement Syst.- DCP**

0      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 Defferd Comp Roth Flat	300.00



11/29/2023	PR Batch 00002.11.2023 DCP Flat Employee	23,260.00
11/29/2023	PR Batch 00002.11.2023 DCP-Employer	10,782.00
11/29/2023	PR Batch 00002.11.2023 DCP-Employer-Supplement	2,715.00

Inv Total	37,057.00
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0 Total:	37,057.00
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<b>90105 - Dept. of Retirement Syst.- DCP Total:</b>	37,057.00
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**90075 - Dept. of Retirement Syst.- PSERS**

0      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 PSERS Employer	912.58
11/29/2023	PR Batch 00002.11.2023 PSERS Employee	620.37

Inv Total	1,532.95
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0 Total:	1,532.95
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<b>90075 - Dept. of Retirement Syst.- PSERS Total:</b>	1,532.95
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**90030 - Dept. of Retirement Syst.-LEOFF**

0      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 LEOFF 2 Employee	35,011.58
11/29/2023	PR Batch 00002.11.2023 LEOFF 2 Employer	21,836.05

Inv Total	56,847.63
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0 Total:	56,847.63
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<b>90030 - Dept. of Retirement Syst.-LEOFF Total:</b>	56,847.63
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**90300 - DiMartino Associates**

62329      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 Brown & Brown DBA DiMartino	409.50

Inv Total	409.50
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62329 Total:	409.50
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**90300 - DiMartino Associates Total:**

409.50

**90020 - Employment Security Dept.**

0                      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 Emp Sec- Unemployment Tax	1,907.40
11/29/2023	PR Batch 00002.11.2023 WA Paid Fam. & Med. Leave	1,797.12
11/29/2023	PR Batch 00002.11.2023 WA Cares	4,235.18
11/29/2023	PR Batch 00002.11.2023 WA Paid Fam. & Med. Leave	4,800.27

Inv Total 12,739.97

0 Total: 12,739.97

**90022 - Employment Security Dept. Total:**

12,739.97

**90035 - IAFF Firepac-Political Affairs Dept.**

62330                      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 IAFF-FirePac	4.18

Inv Total 4.18

62330 Total: 4.18

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

4.18

**90045 - IAFF LOCAL #2878**

62331                      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 IAFF-Local 2878 Fire	2,917.26

Inv Total 2,917.26

62331 Total: 2,917.26

**90045 - IAFF LOCAL #2878 Total:**

2,917.26

**90100 - ICMA Retirement Trust -303907**

0                      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 ICMA-Employer	1,625.00
11/29/2023	PR Batch 00002.11.2023 ICMA-Employee	4,516.00

11/29/2023	PR Batch 00002.11.2023 ICMA-Employer Supplement	250.00
Inv Total		6,391.00
0 Total:		6,391.00
<b>90100 - ICMA Retirement Trust -303907 Total:</b>		6,391.00

**90085 - IRS-Payroll EFTPS**

0	11/30/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 Medicare Employer	13,978.23
11/29/2023	PR Batch 00002.11.2023 Medicare Employee	14,426.45
11/29/2023	PR Batch 00002.11.2023 FICA Employer	41,744.31
11/29/2023	PR Batch 00002.11.2023 FICA Employee	41,744.31
11/29/2023	PR Batch 00002.11.2023 Federal Income Tax	109,549.71
Inv Total		221,443.01
0 Total:		221,443.01
<b>90085 - IRS-Payroll EFTPS Total:</b>		221,443.01

**90310 - NWFFT TRUST**

0	11/30/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 Dental Benefits	2,058.02
11/29/2023	PR Batch 00002.11.2023 Medical/Vision Benefits	21,375.56
Inv Total		23,433.58
0 Total:		23,433.58
<b>90310 - NWFFT TRUST Total:</b>		23,433.58

**90060 - Office of Support Enforcement - DSHS**

0	11/30/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 Child Support	1,412.91
Inv Total		1,412.91
0 Total:		1,412.91

**90060 - Office of Support Enforcement - DSHS Total:**

1,412.91

**90180 - Snoqualmie Police Association**

62332              11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
11/29/2023	PR Batch 00002.11.2023 Police Union Dues

1,800.00

Inv Total

1,800.00

62332 Total:

1,800.00

**90180 - Snoqualmie Police Association Total:**

1,800.00

**90040 - Teamsters Local Union #763**

62333              11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
11/29/2023	PR Batch 00002.11.2023 Teamsters Union Dues

3,746.00

Inv Total

3,746.00

62333 Total:

3,746.00

**90040 - Teamsters Local Union #763 Total:**

3,746.00

**90095 - Voya Institutional Trust Company**

0                      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
11/29/2023	PR Batch 00002.11.2023 Voya-Employee
11/29/2023	PR Batch 00002.11.2023 Voya-Employer

250.00

200.00

Inv Total

450.00

0 Total:

450.00

**90095 - Voya Institutional Trust Company Total:**

450.00

**90400 - Western States Police Medical Trust**

62334              11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
11/29/2023	PR Batch 00002.11.2023 W States Police Medical Trust

1,035.00

Inv Total

1,035.00

62334 Total:

1,035.00

90400 - Western States Police Medical Trust Total:

1,035.00

90120 - WSCFF

62335                      11/30/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
11/29/2023	PR Batch 00002.11.2023 WSCFF-BENEFIT TRUST FF ER	975.00

Inv Total

975.00

62335 Total:

975.00

90120 - WSCFF Total:

975.00

Total:

635,848.82






# Claims Approval Report F&A 1-3-24, CM 1-8-24

Final Audit Report

2024-01-02

Created:	2024-01-02
By:	Tania Holden (THolden@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI2LvUu6rL1tCsF8hVIEa3uOK0-MbttMC

## "Claims Approval Report F&A 1-3-24, CM 1-8-24" History

-  Document created by Tania Holden (THolden@snoqualmiewa.gov)  
2024-01-02 - 8:09:54 PM GMT
-  Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature  
2024-01-02 - 8:11:01 PM GMT
-  Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)  
2024-01-02 - 8:40:32 PM GMT
-  Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)  
Signature Date: 2024-01-02 - 8:45:57 PM GMT - Time Source: server
-  Agreement completed.  
2024-01-02 - 8:45:57 PM GMT



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-001  
January 22, 2024  
Public Hearing

Item 4.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-001: Resolution adopting an updated Public Records Act Policy, a Records Management Policy, and an Updated Fee Schedule.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Move to adopt Resolution No. 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Mike Chambless	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	12/27/2023
	City Administrator	Mike Chambless	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Administration		
	<b>STAFF:</b> Deana Dean, City Clerk		
	<b>COMMITTEE:</b> Finance & Administration		<b>COMMITTEE DATE:</b> January 3, 2024
	<b>EXHIBITS:</b> 1. Resolution 1675 2. Current Resolution 1501_Rules_Fee Schedule 3. Exhibit A – Public Records Act Policy 4. Appendix A to Exhibit A – PRA Exemptions 5. Exhibit B – Records Management Policy 6. Exhibit C – Fee Schedule 7. Methodology Used to Determine Costs		

**AMOUNT OF EXPENDITURE** \$ n/a

**AMOUNT BUDGETED** \$ n/a

**APPROPRIATION REQUESTED** \$ n/a

## SUMMARY

This agenda bill seeks City Council approval of a resolution adopting an updated Public Records Act Policy (Exhibit A), a new Records Management Policy (Exhibit B), an updated Fee Schedule (Exhibit C), and repeal of Resolution 1501.

## INTRODUCTION

Administration is proposing a change to the Public Records Act Rules and Fee Schedule through repeal of Resolution 1501. This change is prompted by implementation of an enterprise content management system

(Laserfiche) on January 1, 2024, a change in how the City will receive and respond to public records requests, and a new Records Management Policy. In addition, considering the length of time since the last update (2019), it is appropriate to review and update the City's Fee Schedule.

Public Records Act Policy (Resolution Exhibit A):

The proposed Public Records Act Policy, formerly known as the Public Records Act Rules, generally includes the same content and documents the City's existing practices. Sections that have been updated include the process for making a request and the process to be followed by the City in responding to requests. The format has been cleaned up and organized to flow more smoothly. The Fee Schedule has been removed and added as a separate exhibit.

Records Management Policy (Resolution Exhibit B):

With the implementation of an electronic content management system (Laserfiche), the City should adopt a formal Records Management Policy to establish standard procedures and best practices for managing its records. The Policy defines public records, addresses the records management officer and department records liaison roles and responsibilities, records retention schedules and exemptions to those schedules, naming conventions, email management and retention, text and social media records and retention, disaster prevention and damaged records recovery process, records destruction, and more. Some benefits of a formalized Records Management Policy are to promote efficient records management practices for the entire lifecycle of the agency's records, promote open and accountable government through organized, controlled, and legal destruction, and reduce the City's risk and liability.

Fee Schedule (Resolution Exhibit C):

Currently, the City recovers minimal costs when fulfilling public records requests which is due to lack of guidance in how charges should be calculated. The updated Fee Schedule has been modified to provide more clarity to staff on Council approved charges. Sections that have been changed are outlined in Budget Impacts below and are based on an internal study using actual costs from the current fee schedule and the two staff members who regularly fulfill public records requests. Cost studies have been adopted in Seattle, Shoreline, and Kennewick and are in-process in Bellevue and Issaquah. With permission, the City has incorporated the cost study and methodology template from the City of Issaquah as part of this agenda bill.

*(Note: It is more efficient for staff to rely upon a flat fee, when possible, rather than itemizing actual fees. This efficiency is a cost savings for taxpayers.)*

All exhibits are consistent with the practice of other cities.

## **LEGISLATIVE HISTORY**

In 2017, the state legislature amended the Public Records Act (RCW 42.56) to allow government agencies to collect certain fees to recover the costs associated with copying public records. The law specifies that an agency can either adopt default fees that are in RCW 42.56.120 or conduct a cost study to determine their actual fees. No fees can be collected until after a public hearing is conducted.

In 2019, after a public hearing, Snoqualmie City Council adopted Resolution No. 1501 which included Snoqualmie Public Records Act Rules and a Fee Schedule.

## **BACKGROUND**

The City of Snoqualmie has experienced significant increases in the overall volume and complexity of public records requests as well as having reduced staffing to adequately respond and manage these requests. Currently there are two employees who respond to requests as part of their regular duties (the City Clerk and the Police Records Technician). There are liaisons from other departments who assist when requests come in



for their departments. The number of requests received is below. It should be noted that many of the requests the city receives include many items logged as one request.

Public Records Requests (includes Police)

2019 -	626 Requests
2020 -	614 Requests
2021 –	730 Requests
2022 –	783 Requests
2023 –	720 Requests as of 12/26

An audit was performed for the 2023 requests. Staff spent 288 hours responding to public records requests and reviewed 30,185 records of which 4,759 were responsive and provided to the requesters.

**ANALYSIS**

Proposed changes to the Public Records Act Rules and Fee Schedule are to be accomplished as follows:

1. An ordinance revising Chapter 2.50 of the SMC is not necessary and the current chapter shall remain in effect.
2. A public hearing as required for adoption of fees.
3. A resolution which adopts the City's Public Records Act Policy, Records Management Policy, and Fee Schedule and repeals the former resolution.

**BUDGET IMPACTS**

The updated Fee Schedule incorporates many of the same charges that exist currently with a few additions including a GB fee, police records fee, and a credit card surcharge. Updating the Fee Schedule will provide more clarity on charges Council have already approved and will result in unrealized revenue although it is difficult to quantify at this point in time. Details on how charges will be calculated based on staff actions are included in attachment #7 to this agenda bill, Methodology Used to Determine Costs. These are reflected in the proposed charges below and will allow the City to better recoup costs associated with managing, researching, and responding to public records requests of increased scope and complexity as has become the new normal.

<u>Item</u>	<u>Current</u>	<u>Proposed</u>
Paper copies	\$.15/page	\$.30/page
Plotter paper 24x36	\$3.50 in house	\$10/for the first page \$1.50 for each additional page
Plotter paper 36x48	\$3.50 in house	\$20/for the first page \$3.00 for each additional page
Scanning Fee	\$67.57/hr	No change in cost; addition of outsourcing if over 2 hours of staff time or if the City does not have appropriate equipment
Electronic File Flat Rate	\$67.57/hr	First 10 records = n/c 11+ records + \$.25 per record
Gigabyte Fee	not stated	\$.10 per gigabyte if over 1 GB.
Police Report/Collision Report	unclear	No charge to parties involved

\$5.00 per report for parties not directly involved

Clearance letter                      unclear                      \$15.00

The proposed changes for “Electronic File Flat Rate” and “Police Report/Collision Report” provide a clear determination of fees. These fees are currently underutilized.

#### **OPTIONS/ALTERNATIVES**

The City could maintain the current fee schedule with no changes, providing direction and definitions as to how those fees should be calculated.

The City could choose to adopt the proposed fee schedule with modification, combining, or eliminating some of the proposed fees.

#### **NEXT STEPS**

Finance & Administration Committee Meeting: January 3, 2024.

Public Hearing and Adoption at City Council Meeting: January 22, 2024 (to allow time for publishing the Notice of Public Hearing)

### **PROPOSED ACTION**

Move to adopt Resolution 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.

**RESOLUTION NO. 1675**

**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON REGARDING RCW 42.56, THE PUBLIC RECORDS ACT, INCORPORATING AN UPDATED PUBLIC RECORDS ACT POLICY, A RECORDS MANAGEMENT POLICY, ADOPTING AN UPDATED FEE SCHEDULE, AND REPEALING RESOLUTION 1501.**

**WHEREAS**, RCW 42.56 is known as the “Public Records Act,” or “PRA”; and

**WHEREAS**, the PRA requires the City to make nonexempt public records available for inspection and copying, and to establish and publish rules to facilitate disclosure of public records; and

**WHEREAS**, the City last updated its rules in 2019 through Resolution 1501; and

**WHEREAS**, the PRA requires all cities and public agencies to maintain and make available a current index of all public records; and

**WHEREAS**, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome or interfere with agency operations; and

**WHEREAS**, City Council adopted, under Ordinance 1216 and codified in Snoqualmie Municipal Code Chapter 2.50 that maintaining a current index of identifying information for the public records would unduly burden and interfere with city operations; and

**WHEREAS**, RCW 42.56.070(7), RCW 42.56.240(14), and RCW 42.56.120 prescribes that agencies may be reimbursed for the cost of providing copies of records; and

**WHEREAS**, the City has prepared an updated Public Records Act Policy based on its current procedures; and

**WHEREAS**, the City has prepared a Records Management Policy, pursuant to RCW 40.14, to establish standard procedures for the preservation and destruction of its public records; and

**WHEREAS**, the City desires to adopt a new Fee Schedule imposing such charges as allowed by law for the cost of providing requested public records;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. Ordinance 1216, codified in Snoqualmie Municipal Code Chapter 2.50 remains in effect.

Section 2. Resolution 1501 is hereby repealed and is of no force and effect.

Section 3. The Public Records Act Policy, attached as Exhibit A, is hereby adopted as the rules the City will follow in handling public records requests.

Section 4. The Records Management Policy, attached as Exhibit B, is hereby adopted as the governing document regarding how the City will preserve and destroy its public records.

Section 5. The PRA Fee Schedule, attached as Exhibit C, is hereby adopted as the fees imposed in handling public records requests.

Section 6. This Resolution shall be effective immediately upon its passage.

Section 7. Severability. If any portion of this Resolution, Public Records Act Policy, Records Management Policy, or Fee Schedule adopted herein is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Policies or Schedule adopted herein.

Section 8. The City Clerk or Code Reviser is authorized to make necessary corrections to the Public Records Act Policy or Records Management Policy adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

**PASSED** by the City Council of the City of Snoqualmie, Washington, this 22<sup>nd</sup> day of January 2024.

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

Attest:

Approved as to form:

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

\_\_\_\_\_  
David Linehan, Interim City Attorney

**RESOLUTION NO. 1501****A RESOLUTION OF THE CITY COUNCIL OF  
CITY OF SNOQUALMIE, WASHINGTON  
ADOPTING RULES PERTAINING TO  
REQUESTS FOR PUBLIC RECORDS  
SUBMITTED PURSUANT TO THE PUBLIC  
RECORDS ACT, CHAPTER 42.56 RCW, AND  
CITY RESPONSES THERETO.**

**WHEREAS**, Chapter 42.56 of the Revised Code of Washington is known as the "Public Records Act," or "PRA"; and

**WHEREAS**, the stated intent of the PRA is to provide full public access to public records pertaining to the conduct of government, respect individuals' privacy rights, protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the government agency holding the records; and

**WHEREAS**, other "essential City functions" are determined by state law and by the City Council and include, but are not limited to, providing public safety, financial stability, balanced transportation, dependable infrastructure, environmental protection, housing, human services, neighborhood services, economic development, parks, recreation and open space and the administrative systems necessary to provide effective government services; and

**WHEREAS**, the PRA generally requires that each state and local agency shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the PRA or other statute which exempts or prohibits disclosure of specific information or records; and

**WHEREAS**, RCW 42.56.100, requires local agencies such as the City of Snoqualmie to “adopt and enforce reasonable rules and regulations. . .consonant with the [PRA’s] intent” as described above; and

**WHEREAS**, RCW 42.56.100 also requires that such rules and regulations “shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information”

**WHEREAS**, the City of Snoqualmie’s existing, adopted rules, codified in Chapter 2.50 of the Snoqualmie Municipal Code, were last amended in 2004; and

**WHEREAS**, since that time, the Legislature has re-codified Public Records Act into a different chapter of the RCW, modified the statutory exemptions from disclosure contained in the Act, and adopted new provisions regarding the charges an agency may impose for production of paper as well as electronic records; and

**WHEREAS**, in 2018 the Washington Attorney General issued comprehensive new “Model Rules” concerning public records compliance, to advise state and local agencies about “best practices” for complying with the PRA; and

**WHEREAS**, since 2017, the City of Snoqualmie has experienced a significant increase in the volume and complexity of public records requests; and

**WHEREAS**, to prevent excessive interference with the other essential functions of the City, it is necessary to determine a reasonable level of effort to devote to responding to requests for public records commensurate with the available resources and staffing; and

**WHEREAS**, while the Act generally precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for copying and sending public records; and

**WHEREAS**, since the Act's adoption in 1972, the use of technology has resulted in many public records stored in an electronic format for which a copying fee was not previously expressly authorized; and

**WHEREAS**, with the passage of Engrossed House Bill 1595 during the 2017 regular session, the Washington State Legislature authorized the imposition of a fee for the provision of records in an electronic format and a customized service charge when expertise is required to compile data or when customized access is necessary to provide requested records; and

**WHEREAS**, EHB 1595, Section 3, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records (including staff time to copy and send public records), to impose a range of statutorily-authorized default costs, or to adopt a one-time flat fee of up to \$2.00; and

**WHEREAS**, the City has prepared a cost study so as to determine the actual costs of providing public records; and

**WHEREAS**, EHB 1595, Section 1, codified at RCW 42.56.070, states that a city seeking to impose actual costs must provide notice and a public hearing; and

**WHEREAS**, a duly-noticed public hearing was held on July 22, 2019 before the Snoqualmie City Council; and

**WHEREAS**, the City Council desires to adopt new rules governing the process for requesting public records, responding to public records requests, and imposing such charges as allowed by law for the cost of providing requested public records;

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

Section 1. Public Records Rules Adopted. The Public Records Act Rules attached hereto as Exhibit A (the "Rules") are hereby adopted for the City of Snoqualmie pursuant to RCW 42.56.100.

Section 2. Administrative Rules. The Mayor and/or City Administrator is authorized to adopt reasonable administrative rules to further implement the Public Records Rules adopted pursuant to Section 1 of this Resolution. Any administrative rules or changes thereto shall be reported to the City Council and made available on the City's website.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage.



Section 4. Severability. If any portion of this Resolution or the Rules adopted herein are found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Rules adopted herein.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to the




Public Records Act Rules adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

**PASSED** by the City Council of the City of Snoqualmie, Washington, this 22<sup>nd</sup> day of July, 2019.

  
\_\_\_\_\_  
Matthew R. Larson, Mayor  
\_\_\_\_\_  
Jodi Warren, MMC  
City Clerk

Approved as to form

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

**City of Snoqualmie****PUBLIC RECORDS ACT RULES****July, 2019****Section 1. Authority and Purpose.**

The Public Records Act, RCW 42.56 (“The Act” or “PRA”), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. Pursuant to Resolution No. 1501 adopted by the City Council on July 22, 2019, the following Rules for responding to public records/disclosure requests are established.

The purpose of these rules is to provide procedures for the full and timely access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of efficient administration of our City government. The Act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation. Unless otherwise stated herein, the definitions outlined in the Act shall apply. In the case of any conflict between these Rules and the Act, the Act shall apply.

**Section 2. Description of City Services and Central Office**

The City of Snoqualmie is a Washington municipal corporation that provides the full range of traditional municipal services through its various departments. These functions include, but are not limited to, maintaining public records. The City shall maintain descriptions of the City’s organization and the process through which the public may obtain information from the City.

The City of Snoqualmie’s central office is located at Snoqualmie City Hall, 38624 SE River Street, Snoqualmie, WA, 98065.

**Section 3. Public Records Officer**

Any person wishing to request access to public records or seeking assistance in making a request should contact the City’s Public Records Officer. The City Clerk is designated as the City’s Public Records Officer.

The Public Records Officer will oversee compliance with the Public Records Act and these Rules. In addition, each city department shall designate a staff member or members to assist the Public Records Officer in implementing these Rules. The department-designated public records staff member(s) will assist the Public Records Officer in communicating with requestors, identifying records responsive to requests pertaining to the department, redacting information that is exempt from production, and providing responsive records to requestors, as appropriate and under the oversight of the Public Records Officer.

The Public Records Officer and/or designees will provide the fullest assistance to requestors, ensure that public records are protected from damage or disorganization, and prevent work

related to public records requests from causing excessive interference with the essential functions of the City.

When using these Rules, references to the Public Records Officer should be interpreted to also include his or her designees and/or the department-designated public records staff members.

#### **Section 4. Availability of public records.**

- a. **Hours for inspection.** Public records are generally available for inspection and copying during the City's normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. To assure protection of public records, City staff may require that inspection and/or copying of records responsive to a specific request occur at such dates and times as mutually agreed between City staff and a requestor.
- b. **Place of inspection.** Records will generally be made available for inspection at the City's central office. City staff and the requestor may make mutually agreeable arrangements for inspection at other locations if the particular records being sought are maintained at field offices of the City.

A requestor shall not take City records from City offices without the permission of the Public Records Officer.

- c. **Electronic access to records.** A variety of records are available on the City's web site at: <https://www.ci.snoqualmie.wa.us/>.

To the extent practical, the City will store, maintain, and make its records available electronically. For those seeking responsive records in electronic format, the City may provide access to public records by providing links to the web site containing an electronic copy of the record, provide records on a USB Flash Drive, or transmit the responsive record via e-mail. The Public Records Officer will work with the requestor to determine the most appropriate method for providing electronic copies of responsive records.

- d. **Records index.** By adopting Section 2.50.040 of the Snoqualmie Municipal Code, the City Council determined that maintenance of a current index of identifying information for the public records described in RCW 42.56.070(3) would unduly burden and interfere with city operations.
- e. **Organization of records.** City departments will seek to maintain records in a reasonably organized manner and the City will take reasonable actions to protect records from damage and disorganization.
- f. **Retention of records.** The City is not required to retain all records it creates or uses. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records (including cities) that are common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedules for local agencies are

available at <https://www.sos.wa.gov/archives/RecordsManagement/Managing-City-Records.aspx>.

Retention schedules vary based on the content of the record.

## **Section 5. Making a request for public records.**

- a. **Reasonable notice that the request is for public records.** In order to make a request for public records, trigger the City's obligation to respond and facilitate a timely response, a requestor must provide the City with fair notice that a request being made is for public records. To do so, a requestor must request records as set forth in Section 5(b) below and, if the request is made other than via the City website public records form, label the front page of the document as containing a public records request, cite or name the Public Records Act, use the terms "public records" or "public disclosure," or otherwise call the request to the attention of the Public Records Officer. A requestor may not bury a request for public records within a larger document or communication unrelated to a public records request.
- b. **Form.** Any person wishing to inspect or copy identifiable public records of the City should make the request in writing in one of the following ways:
  - i. **Requests for records other than Police records:** Requests to inspect or copy any records maintained by the City, other than Police records, should be made to the Public Records Officer using the online "Request for Public Records – GENERAL" form available at <http://www.ci.snoqualmie.wa.us/FormCenter>. In addition, requests may be made in writing, labeled "Public Records Act request," and delivered to the address below:
 

Public Records Officer  
Snoqualmie City Hall  
38624 SE River Street  
Snoqualmie, WA 98065  
Telephone: 425-888-8016
  - ii. **Requests for Police records:** Requests to inspect or copy records maintained by the City's Police Department should be made using the online "Request for Public Records – POLICE" form available at <http://www.ci.snoqualmie.wa.us/FormCenter>. In addition, requests may be made in writing, labeled "Public Records Act request," and delivered to the address below:
 

Snoqualmie City Hall -- Police Department

Telephone: 888-3333
  - iii. **Internet access to records.** Many records are also available on the City of Snoqualmie website at: <https://www.ci.snoqualmie.wa.us/>. Requestors are encouraged to view the documents available on the website prior to submitting a public records request.

- iv. Regardless of the form of the request, the following information shall be included in the request:
- Name and address of requestor;
  - Other contact information, including telephone number and email address;
  - The fact that the requestor is making a Public Records Act request;
  - Identification of the requested records adequate for the Public Records Officer to locate the records; and
  - The date of the request.

- c. **Identifiable Record.** A requestor must request an "identifiable record" or "class of records" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to be a "mind reader" or to guess what records are being requested. The Act does not allow a requestor to make "future" or "standing" (ongoing) requests for records not in existence; nonexistent records are not "identifiable."

A request for all or substantially all records prepared, owned, used or retained by the City agency is not a valid request for identifiable records; a request for all records must identify a particular topic or contain a particular keyword or name to not constitute a request for all of the City's records. A "keyword" or name must have some meaning that reduces a request from all or substantially all of the City's records.

An "identifiable record" is not a request for "information" in general. For example, asking "what policies" the City has for handling discrimination complaints is merely a request for "information." A request to inspect or copy the City's policies and procedures for handling discrimination complaints would be a request for an "identifiable record."

Public records requests also are not interrogatories or questions. The City is not required to answer questions about records, City business or City actions, or conduct legal research for a requestor.

When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the Public Records Officer may interpret the request to be for records which directly and reasonably address the topic. The Public Records Officer should inform the requestor of the City's interpretation when responding to a request.

- d. **Prioritization of records.** The Public Records Officer may ask a requestor to prioritize installments of the records he or she is requesting so that particular records may be provided first. A requestor need not prioritize installments for their request; however, if a requestor chooses not to prioritize installments or declines the Public Records Officer's request that the requestor do so, the Public Records Officer will provide records in the order determined by the Public Records Officer or designees.
- e. **Copies.** If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to make a deposit or pay for the copies, as further discussed in Section 10 below. Costs for copies are set

out on the fee schedule published periodically by the City Clerk and made available at the City Hall and on the City's web site.

- f. Oral Requests.** The Public Records Officer may accept oral requests for public records that contain the above information by telephone or in person, provided that the request seeks a particular document identifiable by name, *e.g.*, "current City zoning map," or "Ordinance No. 1111." If such an oral request is made, the Public Records Officer will confirm receipt of the information and the substance of the request in writing. If other requests are attempted to be made orally, in order to avoid confusion the Public Records Officer will direct the requestor to submit the online public records request form (Section 5(b)(i) or (ii) above) or to otherwise submit the request in writing.
- g. Requests made directly to City departments.** Requests for public records that are made directly to departments should be delivered to the Public Records Officer immediately upon receipt for coordinated processing.
- h. Purpose of request.** Generally, the City shall not distinguish among persons requesting records. To that end, a requestor need not state the purpose of the request, except that the City may request the requestor to provide information as to the purpose of the request in the following instances:
  1. If the request is for a list of individuals, the City shall investigate whether the requestor intends to use the list for commercial purposes. The City may require the requestor sign a declaration stating that he or she will not use the list for commercial purposes. Unless otherwise required by law, the City shall not give, sell or provide access to lists of individuals requested for commercial purposes.
  2. The City may request information from a requestor about the purpose of the request sufficient to allow a determination as to whether another statute prohibits disclosure of specific information or records to certain persons.
  3. The City may request information from a requestor about the purpose of a request in an effort to better understand the request and provide all responsive records.
- i. Overbroad requests.** The City may not deny a request for identifiable public records solely because the request is overbroad. However, the City may seek clarification, ask the requestor to prioritize the request so that particular records are provided first, and/or communicate with the requestor in an effort to voluntarily limit the size and complexity of the request. The City may also provide the responsive records in installments.

## **Section 6. Processing public records requests**

- a. Providing "fullest assistance".** These Rules and related policies and procedures identify how the City will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the agency, provide the fullest assistance to requestors and provide the timeliest possible action on public records requests.

All assistance necessary to help requestors locate particular responsive records shall be provided by the Public Records Officer and/or department-designated staff, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the Public Records Center or other duties of any assisting employee(s) in other City departments.

- b. Order for processing requests.** The Public Records Officer will process requests in the order and manner he or she determines to be the most efficient. If a request involves production of records in installments, and the requestor has prioritized the preferred order of production of those installments, the Public Records Officer will provide the installments according to the requested prioritization.
  - c. Acknowledging receipt and fulfilling requests.** Within five business days of receipt of the request, the Public Records Officer will respond in one of the following ways:
    - 1. Make the record available for inspection or copying;
    - 2. Provide a link to the City's web page where the requested records are posted;
    - 3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
    - 4. If the request is unclear or does not sufficiently identify the requested records, the Public Records Officer will acknowledge receipt of the request, request clarification from the requestor and provide a reasonable estimate of time it will take to respond to the request if it is not clarified. Such clarification may be requested and provided by telephone; or
    - 5. Deny the request.
  - d. Reasonable estimate of time to fully respond.** If not able to fulfill the request within the five-business-day period, the Public Records Officer will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time may be needed to clarify the scope of the request, locate and assemble the potentially responsive records, notify third parties affected by the request, consult with the City Attorney about whether any portion of the records is exempt from disclosure, redact confidential or otherwise exempt information, and/or prepare an exemption log.
- The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.
- e. Categories of Requests.** When a public records request is received, the Public Records Officer will categorize the request according to the nature, volume, and availability of the requested records and complexity of the request using the following categories:
    - 1. Category 1:** Records requests that are routine and/or can be readily filled with little or no coordination between departments. Average processing time: 5 – 30 days.

2. **Category 2:** Records requests that may be routine but require coordination between two or more departments and may need additional time to identify or process exemptions. Requests that require third party notification may be a category 3. Average processing time: 4-5 weeks and may require several months to complete in total and are frequently provided in installments.
3. **Category 3:** Records requests that are complex and/or broad or vague. These requests contain a large number of records that may not be easily identified and may require additional research by City staff who are not primarily responsible for public disclosure, or require legal review and processing for exemptions. Average processing time: 5-6 weeks and may require several months to complete in total and are frequently provided in installments.

After the initial categorization, records requests may be re-categorized due to unanticipated circumstances or additional information.

**f. Tracking requests.**

1. The City shall maintain a log to track all records requests. The log shall identify the category and status of the requests as "pending," "active," or "completed."
2. Records requests will initially be entered on the log and, within each category, processed in the chronological order in which they are received by the City. However, responding to a records request is not always a sequential process. The City will manage the order in which requests are processed based on the individual circumstances of each request.

- g. Multiple requests by the same requestor.** In order to provide the fullest assistance to all records requestors and to prevent excessive interference with other essential functions of the City, if the same requestor (or their representative) has submitted multiple unrelated requests categorized by the City as Category 2 or 3 requests, the Public Records Officer may process the requests one at a time and in the order received, in order to allow the Public Records Officer to also process other requestors' later-received requests. Requestors may prioritize the order in which the City processes such multiple requests. If a requestor submits multiple Category 2 or 3 requests that relate to the same subject, project, keyword, *etc.*, the Public Records Officer may consolidate such requests to be processed simultaneously. The City shall endeavor to provide all requestors, and their representatives, with equal assistance and attention, to the extent reasonably and feasibly possible.
- h. Failure to respond within 5-day period.** If the City does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the Public Records Officer to determine whether the request has been received by the City.



- i. Requesting Clarification.** In acknowledging receipt of a public record request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. Additionally, clarification may be sought in circumstances which include (but are not limited to) the following:

1. To determine the specific date or date range of records sought, if known.
2. To ask a requestor to prioritize the records he or she is requesting so that the City is able to provide the most important records first. The City is not required to ask for prioritization, and a requestor is not required to provide it; however, if the City requests prioritization and the requestor declines to provide it, the Public Records Officer will determine the order / priority of records to be produced.
3. To clarify requests for identified in vague terms such as “any and all documents related to,” “all records relating to” or similar language. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City’s response and/or reduce the volume of potentially responsive documents, the City may err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Act does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City.

Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

If the requestor fails to respond to a City request to clarify the request within 30 days, and the entire request is unclear, the City may consider the request abandoned. Otherwise, the City will respond to those portions of the request that, in the determination of the Public Records Officer, are clear. If the City considers the request abandoned, it will send a closing letter to the requester.

- j. Consequences of disclosing a record in error.** The City, and its officials, agents, employees or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the City, official, agent, employee or custodian acted in good faith in attempting to comply with the Public Records Act.
- k. Searching for records.** The City must conduct an objectively reasonable search for responsive records. The Public Records Officer will determine where responsive records are likely to be located and involve records coordinators in other departments, as needed, to assemble the records.

After potentially responsive records are located, the Public Records Officer may take reasonable steps to narrow down the number of records assembled to those that appear directly responsive to the request; provided, however, that in the case of a broad request, the Public Records Officer may provide all documents located by search terms

reasonably related to the breadth of the request, particularly if the requestor is unable or unwilling to help narrow the scope of the documents being sought.

If the City does not locate responsive documents, it will so indicate to the requestor, and will explain in at least general terms the places searched and/or the search terms employed.

- l. Preserving requested records.** If a requested record is scheduled shortly for destruction under the City's records retention schedule, the record cannot be destroyed until the public disclosure request has been resolved. Once a request has been closed, the Public Records Officer can destroy the record in accordance with the retention schedule.

- m. Records exempt from disclosure.** Some records or information contained therein are exempt from disclosure, in whole or in part (see Section 9).

If the City believes that a record is exempt from disclosure and should be withheld, in whole or in part, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

If only a portion of the record is determined to be exempt, the Public Records Officer will redact the exempt portions and provide the non-exempt portions (See Section 9 below).

- n. Court protection of records (Third-party notice).** If the requested records contain information that may affect rights of a person who is named in the record or to whom the record specifically pertains and that may be exempt from disclosure, prior to providing the records the Public Records Officer may give notice to such persons. Generally, 14-days' notice will be given in order to make it possible to contact the requestor and ask him or her to revise the request or, if necessary, allow affected individuals to take action seek an order from a court to prevent or limit the disclosure. The notice to the affected person(s) will include a copy of the request. Nothing in this section requires the City to provide such third-party notice, unless otherwise required by law.
- o. Inspection of records.** To the extent possible, the Public Records Officer shall promptly provide space to inspect public records at the City's central office. The requestor must claim or review the assembled records within thirty days of the Public Records Officer's notification that the records are available for inspection or copying. The Public Records Officer will notify the requestor in writing of this requirement and suggest that he or she contact the agency to make arrangements to claim or review the records. Depending on the number and length of responsive records, the Public Records Officer may require that the records inspection occur at such date and time mutually agreed by the records requestor. Possession of cameras, mobile phones, laptops, tablets or other electronic devices within such room where public records are made available for inspection is prohibited.

If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period, or make other arrangements, the Public Records Officer may

close the request and re-file the assembled records. Other public records requests can be processed before a subsequent request by the same person for the same or almost identical records, which will be processed as a new request.

Members of the public may not remove documents from the viewing area or disassemble or alter any document. City employees may be present during the inspection of records.

- p. **Providing copies of records.** If the requester has first inspected paper copies of potentially-responsive records, the requestor shall indicate which documents he or she wishes to have copied using a mutually agreed upon non-permanent method of marking the desired records. After inspection is complete, the Public Records Officer will arrange for copying. Making a copy of an electronic record is considered copying and not creation of a new record.
- q. **Providing records in installments.** When the request is for a large number of records, particularly Category 2 or 3, the Public Records Officer will generally provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way. If the requestor fails to inspect the entire set of records or one or more of the installments within 30 days of the records being made available for inspection, the Public Records Officer may stop searching for the remaining records and close the request.
- r. **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer will indicate that the City has completed a diligent search for the requested records and made any located non-exempt records available for inspection.  
  
If the requestor obtains the records he or she is seeking while the City's response is still ongoing, the requestor should advise the Public Records Officer that the requested records satisfy the request and that the remainder of the request may be cancelled.
- s. **Closing withdrawn or abandoned requests.** If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of the date of the City's notification of records availability, or fails to pay the deposit or final payment for the requested copies within ten (10) days of the date of the payment request, the Public Records Officer will close the request and indicate to the requestor that the City has closed the request. The Public Records Officer will document closure of the request and the conditions that led to closure.
- t. **Later discovered documents.** If, after the Public Records Officer has informed the requestor that the City has provided all available records, the City becomes aware of additional responsive documents that existed on the date of the request, the Public Records Officer will promptly inform the requestor of the additional documents and provide them on an expedited basis.
- u. **No duty to create records.** The City is not obligated to create a new record to satisfy a records request; however, the City may, with the requestor's approval, create such a new record to fulfill the request where it may be easier for the City to create a record

responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. The City is not required to conduct research for a requestor.

- v. **No duty to supplement responses.** The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.
- w. **No access to City network or systems.** Requestors shall not be permitted to access or “plug into” City networks or systems or copy records using personal devices or equipment, such as USBs or scanners, which must be connected to City equipment in order to copy records.
- x. **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department-designated staff member assisting the Public Records Officer under Section 3 of these Rules will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

#### **Section 7. Processing requests for electronic records.**

- a. **Providing electronic records.** If public records are requested in electronic form, the Public Records Officer will provide non-exempt records in a generally commercially available electronic format that is used by the City, as determined by the Public Records Officer in conjunction with the City’s Information Technology Department.
- b. **Access to electronic records.** The Public Records Officer may provide a link to electronic records easily found on the City’s website. Records may also be accessed using an online transfer or sharing site, email, or an external device such as a USB drive. Copying of electronic records are subject to fees listed in the Fee Schedule.
- c. **Paper records provided electronically.** Paper records that are specifically requested to be provided electronically are subject to processing fees listed in the Fee Schedule.

**Section 8. Retention of records.** The City will retain its records in accordance with retention schedules approved by the State Local Records Committee. Public records may not be destroyed per a retention schedule if a public records request or actual or anticipated litigation is pending.

#### **Section 9. Exempt and prohibited disclosure of public records.**

All public records maintained by the City are available for public inspection and copying in accordance with these Rules, unless the records are specifically exempt or prohibited from disclosure by applicable state and federal laws.

- a. The Public Records Act and other statutes provide that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying. The City will maintain on its website a current list of disclosure prohibitions / exemptions, other than those listed in the Act, which exempt or prohibit disclosure of specific information or public records.
- b. The City's failure to list an exemption shall not affect the effectiveness of the exemption.

#### **Section 10. Costs of providing copies of public records**

- a. **Costs for records, generally.** Fees for copies and scanning of public records requests shall be charged according to the fee schedule below. Payment of fees is required prior to release of records, unless other arrangements have been made with the Public Records Officer. If requested by a requestor, the City shall provide a summary of the applicable charges before any copies are made and the requestor may revise a public records request to reduce the number of copies to be made and reduce the applicable charges.

No fee is charged for locating records, inspecting records in person or for accessing records routinely made available on the City's website prior to receipt of a request, unless the requestor has specifically requested that the City provide copies of such records through other means.

The City declares that it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing, or uploading or electronically transmitting, responsive records. Therefore, except as otherwise indicated below, the table below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for providing public records (other than outsourced copies or copies of large-format plans and maps).

Method of Release of Records		Fee
<b>Inspection of Records</b>		
Inspection of agency records on agency public internet web site or scheduled at agency officer.		No fee
Access or downloading records posted on City's public internet web site.		No fee
<b>Standard Copies of Physical Records</b>		
Size		
8.5 x 11	black and white or color	\$0.15 per printed page
8.5 x 14	black and white or color	\$0.15 per printed page
11 x 17	black and white or color	\$0.15 per printed page

Outsourced Copies any size	Vendor Invoice
Large Format Plans and Maps	\$3.50 In-house; Vendor Invoice if outsourced (recommended for over 5 copies)
<b>Electronic Records</b>	
Use of FTP or Cloud drive service or e-mailing records	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records.
Scanning physical records to electronic format	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records.
USB, CD, DVD or other Storage Device	Actual Cost of storage device*
Video or Audio Tape Reproduction	Vendor invoice
<b>Mailing Physical Records or Storage Devices</b>	
Mailing of physical records or electronic records on storage device	Cost of electronic records storage device plus the actual cost of envelope/container and postage/delivery charge.
<b>Customized Service</b>	
Data compilations prepared or access as a customize service (cost is in addition to copy fees above)	Actual Cost, including hourly rate for information technology staff involved in preparation of data compilation or customized electronic access.
<b>Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request.</b>	

\*Actual cost of storage devices may fluctuate based on purchase current price. The City will retain an updated list of actual costs for electronic storage devices, which will be available upon request.

- b. **Customized Service Charge.** In addition to any charges noted on the City's Fee Resolution, the City may include a customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the City for other purposes. Such charge shall be the actual cost of providing the customized access service. The City must notify the requestor in advance of the customized service charge to be applied, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge, and the City must provide the requestor the opportunity to amend the public records request in order to avoid or reduce the cost of a customized service charge.
- c. **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act or these Rules.

- d. **Use of other copying services.** The City is not required to copy records at its own facilities and may determine to use a commercial copying center for duplicating voluminous records or records in non-routine formats such as photographs, blueprints or tape recordings. The City will bill the requestor for the amount charged by the vendor.
- e. **Deposit or payment by installments.** Prior to copying records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying the records, including customized service charges, selected by a requestor. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.
- f. **Method of payment.** Payment may be made by cash, check, or money order to the City of Snoqualmie.

#### **Section 11. Denials of requests for public records**

- a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including by e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request and the basis for the requestor's challenge to the denial.
- b. **Consideration of petition for review.** The Public Records Officer shall promptly provide the petition and any other relevant information to the City Attorney or his or her designee to conduct the review. The City Attorney or designee will promptly consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time to which the City and the requestor mutually agree.
- c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

**EXHIBIT A**  
**PUBLIC RECORDS ACT POLICY**

Item 4.

**A. PURPOSE AND SCOPE**

The City is required by the Public Records Act ("PRA" or the "Act"), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of Public Records in a manner consistent with the PRA.

This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply, interpret, modify, or suspend this policy at any time.

This policy shall be available at City Hall, the Police Department and posted on the City's website.

**B. POLICY**

It is the policy of the City of Snoqualmie, (the "City") to release records of the City in compliance with the Public Records Act and any other applicable provisions of federal or state law.

**1. Public Records Officer.**

- a) Public Records Officer - The City Clerk shall serve as the Public Records Officer ("PRO"). All requests must be submitted to the PRO unless the PRO has delegated the request to a specific staff member.
- b) The Public Records Officer shall:
  - i) Be responsible for implementing the City's process regarding disclosure of Public Records;
  - ii) Serve as the principal contact point with any Requestor who has made a records request to the City, unless the PRO has delegated these responsibilities to a specific staff member;
  - iii) Coordinate City staff in this regard, generally ensuring the compliance of the staff with Public Records disclosure requirements;
  - iv) Make the final decision in cooperation with a legal advisor regarding disclosure and application of exemptions;
  - v) Maintain the agency's indices, if any;
  - vi) Maintain a log of Public Records requests; and
  - vii) Undergo training required of Public Records Officers by Washington State law. (RCW 42.56.152)

**2. How to Make a Public Records Request**

Individuals submitting PRA requests ("Requestors") should do so via the online form located at [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov) or may contact the PRO via email at [cityclerk@snoqualmiewa.gov](mailto:cityclerk@snoqualmiewa.gov), by phone at 425-888-8016, at City Hall located at



**EXHIBIT A**  
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38624 SE River Street, Snoqualmie, or via first class mail addressed to City Clerk, City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065.

Individuals submitting PRA requests for police records should do so via the online form located at [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov) or may contact the Snoqualmie Police Department via email at [policerecords@snoqualmiewa.gov](mailto:policerecords@snoqualmiewa.gov), 425-888-3333 x2, at the Police Department located at 34825 SE Douglas St., Snoqualmie, or via first class mail addressed to Police Records, City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065.

All requests should include the following information:

- i) An indication that the request is being made for access to a Public Record pursuant to the PRA.
- ii) The Requestor's name, address, and convenient means of contact, such as email address, phone number, etc.
- iii) The date of the request.
- iv) A description of the Public Record requested that includes sufficient details to allow the City to identify responsive records.
- v) Whether the Requestor wants to inspect records or wants copies. If the Requestor wants copies, the Requestor should indicate if they want the copies mailed or if they want to pick them up.

Washington Courts have recognized that oral requests for Public Records can be problematic and therefore Requestors are strongly encouraged to make written requests using the online form. When a records request is made orally, the PRO shall document the request by creating a request and if an email address is provided, a confirmation will be sent to the Requestor via email. Any oral request must be made during regular business hours.

It is the Requestor's obligation to provide the City with fair notice that a PRA request has been made.

- a) **Identifiable Record.** A Requestor must request an "identifiable record" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to guess what records are being requested or allow a Requestor to make "future" or "standing" (ongoing) requests for records not in existence. The City is not obligated to hold requests open for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later created public records.

A request for all or substantially "ALL records" is not a valid request for identifiable records. The City is not required to answer questions about records, City business or City actions, or conduct research for a Requestor.

- b) **Clarification.** When receiving a request that appears to be broad in nature, the Public Records Officer may request clarification from the Requestor to ensure that the appropriate records are identified and to determine if the request can be narrowed. Clarification shall focus on information needed to identify responsive records.

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If the Requestor is unable or unwilling to help narrow the scope of the documents being sought, the City may err on the side of producing more rather than fewer documents. City staff shall not be obligated to decipher which specific documents may be of interest to the Requestor and the Act does not allow a Requestor to search through the City's files for records which cannot be identified or described to the City.

As part of the clarification process, the PRO may work with the Requestor to find ways to narrow the request. When a Requestor agrees to narrow a request, nothing prevents the Requestor from later expanding the request back to its original scope.

If a Requestor does not provide clarification within thirty (30) days and the entire request is unclear, the City may deem the request abandoned and closed. The City will respond to those portions of the request that, in the determination of the PRO, are clear.

- c) **Requests for List of Names.** The PRA prohibits the City from producing a list of names to a Requestor who intends to use the list for commercial purposes. When a Requestor requests a list of names, the Requestor must explain the intended use of the list and will be asked to sign a declaration providing that the list will not be used for commercial purposes. The PRO must conduct research to confirm that the request is not for commercial purposes.
- d) **Bot Requests.** The City may deny a Bot Request that is one of multiple requests from the Requestor to the City within a twenty-four (24) hour period if it is established that responding to the request would cause excessive interference with other essential functions. "Bot request" means a request for Public Records that an agency reasonably believes was automatically generated by a computer program or script.
- e) **Creating Records.** The PRA only applies to records that exist at the time of the request. The PRA does not apply to requests for information or require the City to create a new record.

A request for information, contained in electronic databases, may be considered a request for records, if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request. However, as stated above, the city is not required under the PRA to create new records to fulfill a request.

### **3. Response to Request**

- a) **Initial Five-Day Response.** Within five (5) business days of receiving a Public Records Request, the City shall acknowledge receipt of the request and take one or more of the following actions:
  - i) Provide the records or provide notice that the records are available for inspection. If the record requested is available on the City's website, the response may include a specific link to the document;
  - ii) Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the agency will require to respond to the request if the request is not clarified.
  - iii) Indicate that the City does not have any responsive records;

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- iv) Indicate that any responsive records are exempt from disclosure and provide an exemption log of the withheld records; or
- v) Provide a reasonable estimate of when the request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a Public Records request, the PRO may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540.
- vi) Deny the request, if authorized by the PRA.

Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.

Note that in calculating five (5) business days, the following are not counted:  
The day the agency receives the request, Saturdays, Sundays, and holidays.

- b) **Installments.** The City may elect to provide records on an installment basis. If a Requestor does not review, claim, or pay for the records requested within the allotted timeframe, the City may deem the request abandoned and closed.
- c) **Multiple Requests by the Same Party.** In order to provide the fullest assistance to all requesters; to prevent damage to or disorganization of City records or excessive interference with other essential City functions; or to assure that the appropriate amount of City time and resources will be fairly allocated among all requests and requesters, the Public Records Officer will queue multiple, open requests from the same individual in the order they are received. Staff is not required to work on additional requests until the initial request is completed and closed. However, staff may choose to fulfill the additional requests if fulfilling them would not be unduly burdensome. The Public Records Officer may ask a requester to prioritize requests. If the requester chooses not to prioritize the Public Records Officer will provide records in the order determined by him/her or his/her designee.
- d) **Notice to Third Parties.** If records being sought contain personal information of an individual or organization, the City may notify that individual or organization to allow third parties to seek relief pursuant to RCW 42.56.540. The City may take this into account when providing an estimate for when the records will be available. Nothing in this policy is intended to create any right to such notice.

If a request seeks information located exclusively in an employee's personnel, payroll, supervisor, or training file, the City must provide notice to the employee, to any union representing the employee, and to the Requestor. The notice must state:

- i) The date of the request;
- ii) The nature of the requested record relating to the employee;
- iii) Copies of the requested record(s).

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- iv) That the City will release any information in the record not exempt from disclosure at least fourteen days from the date the notice is made; and
  - v) That the employee may seek to enjoin release of the records under RCW 42.56.540.
- e) **Later Discovered Documents.** If, after the PRO has informed the Requestor that they have provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, they will promptly inform the Requestor of the additional documents and provide them on an expedited basis.
- f) **Log.** The City shall maintain a log, or run a report if applicable, of all requests maintained. This log shall be maintained pursuant to the State Retention Schedules.
- g) **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members the ability to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department designated staff member assisting the Public Records Officer will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

**4. City Actions After a Request is Received**

- a) **Order of Response.** Fulfillment of requests shall be processed in the order that they are received. Requests may be fulfilled out of order at the discretion of the Public Records Officer.
- b) **Locating Responsive Records.** After receiving a request, the PRO shall identify locations and City Departments where records are likely to be located. The PRO will then notify the appropriate department staff of the request and inform them of the need to search for potentially responsive records. The PRO will then coordinate with the department staff to respond to the request, as needed.

City staff and officials, if applicable, will be prompt in searching for responsive records and providing them to the PRO in accordance with the timeline established by the PRO and providing documentation of their search efforts. If staff or officials are using home computers, personal devices, or personal accounts to conduct City business, those devices and accounts also need to be searched by the staff member or official for potentially responsive records. If the City's contractors performing City work have responsive public records as a consequence of a contract, they should also be notified of the records request. If staff or officials cannot provide the records by the date established by the PRO, they must inform the PRO of a reasonable estimate of how long it will take to provide the records.

In the case of a broad request where the Requestor is unable or unwilling to help narrow the scope of the documents being sought, the PRO may provide all documents located and the search terms used to reasonably locate those documents.

- c) **Identifying Potentially Exempt Records.** The PRO is responsible for identifying records that

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are potentially exempt or contain potentially exempt information for all departments. The PRO or department designee may work with a legal advisor to determine if any exemption applies.

- d) **Failure to Respond.** If the City does not respond in writing within five business days of receipt of the request, the Requestor should consider contacting the PRO to determine whether the request has been received by the City.

**5. Exemptions**

- a) **Exemptions.** The PRA and other statutes exempt from or prohibit disclosure of certain Public Records. Requested records may only be withheld or redacted consistent with the law, which shall be documented for the Requestor in accordance with the requirements of RCW 42.56.210.

Some Public Records that are otherwise subject to disclosure may contain specific content that is exempt from disclosure. The presence of exempt information does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be redacted prior to inspection or copying, and such redactions shall be documented. The Requestor shall be notified of the redaction in accordance with the requirements of RCW 42.56.210.

Nothing in this policy shall be construed as authorizing the copying of any other document exempt by federal or state law. Police records are subject to RCW 10.97, RCW 42.56, RCW 13.50, RCW 68.50, and RCW 70.48

The Code Reviser's Office annually provides the State Sunshine Committee with a list of public disclosure exemptions contained in the Revised Code of Washington. This list (as may be later amended) is incorporated into this policy as Appendix A. However, the City's failure to list an exemption shall not affect the efficacy of any exemption.

- b) **Withholding Logs and Redaction Logs.** When records are withheld or redacted, the Requestor shall be informed in writing of the statutory citation for the exemption and a brief explanation of the applicable exemption. For withheld records, the City will also provide basic identifying information for each withheld record including the type of record, the date the record was created, the author, and recipients, if any.

**6. Inspection.** Records that have not been digitized are not required to be digitized under the PRA. In the event responsive records are located and are not in electronic format, the following shall apply:

- a) **Notice.** Once the PRO has collected all responsive records (or the first installment if the records are being produced on an installment basis), has reviewed the responsive records to remove exempt records and has prepared an exemption log, the PRO shall notify the Requestor that the records are available. Inspection of records shall be by appointment only with the PRO or designee.
- b) **Response by Requestor.** If the Requestor does not contact the PRO to arrange for inspection of one or more of the installments of records within thirty (30) days after the date

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of the notice, the PRO or designee shall stop searching for the remaining records, consider the request abandoned, and close the request. At the PRO's discretion, the thirty (30) period may be extended upon Requestor's request.

- c) **Protection of Records.** In order for Public Records to be protected from damage or disorganization as required by the Act, the following procedures and practices are hereby instituted:
- i) No Public Records shall be removed from City Hall without the PRO's permission;
  - ii) Inspection of any Public Records shall be conducted in the presence of the PRO or designee;
  - iii) No Public Record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
  - iv) Public Records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff; and
  - v) Public Records of the City may be copied only on the copying machines of the City unless other arrangements are made by the PRO.
- d) **Loss of Right to Inspect.** Inspection shall be denied and the records withdrawn by the PRO if the Requestor, when reviewing records, acts in a manner which will damage or substantially disorganize the records, harasses, or intimidates the PRO or designee, or interferes excessively with other essential functions of the City.
- e) Requestors are urged to take timely action to prevent their requests from lapsing into an abandoned status.

**7. Copies of Electronic Records.** Records available in electronic format that do not require redaction may be provided in native format. Electronic records that require redaction usually cannot be produced in a native format and will be converted to paper or PDF. When requested and deemed feasible, electronic records may be converted from one format to another provided such conversion is not unduly burdensome.

**8. Fee Schedule**

- a) Fees shall be charged according to the fee schedule in Exhibit C. Payment of fees is required prior to release of records. If requested by a Requestor, the PRO shall provide a summary of the applicable charges before any copies are made. The Requestor may amend their public records request to reduce the applicable charges.
- b) No fee is charged for locating records, inspecting records in person, or for accessing records made available on the City's website. However, fees may apply for preparing electronic files to paper for inspection. Any fees due will be paid prior to inspection.
- c) The City declares it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing or uploading or electronically transmitting responsive records. Therefore, except as otherwise indicated, the fee schedule below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for

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providing public records other than outsourced copies or copies of large-format plans and maps.

- d) **Customized Service Charge.** Customized Access is a matter of law as noted in RCW 42.56.120. The City may assess a customized service charge for exceptionally large records requests that require staff and resources beyond what is normally available to the agency. The fee is in addition to the authorized copying costs and may include reimbursement for the actual costs of providing the records. A customized service charge is warranted if:
- i. Fulfilling the request requires extensive use of information technology resources to identify, locate, format, or translate a record, or provide electronic access services; or
  - ii. The request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records.

This policy does not apply to records sought under the rules of discovery in the course of litigation. If a requestor is seeking records under discovery, they need to specify this in their request. All records requests made under this policy, regardless of intended use are subject to RCW 42.56 (including the exemptions allowed under the Act).

- e) **Deposit.** The City may require a deposit up to 10% of the estimated costs. When records are being produced on an installment basis, the City may charge for each installment. The decision not to request a deposit shall not serve to waive the City's right to request a deposit for future requests. If a deposit or installment is not paid for within ten (10) days of having been notified, or if the Requestor has not contacted the PRO within this period to make arrangements to pay for the records outside of this ten (10) day period, the City is not obligated to fulfill the balance of the records request and the request may be closed.

9. **Closing the File.** Once all copies of requested records have been provided to the Requestor; the Requestor has inspected the requested records, or thirty (30) days have passed since the Requestor was notified that the records were available and the Requestor has failed to review the records; or the Requestor has failed to pay for the records within the ten (10) days period since the Requestor was notified of the charge, the PRO shall close the request. Upon closing the request, the PRO will provide a closing notice stating the scope of the request and memorializing the outcome of the request.

10. **Administrative Review of Denial.** A Requestor may ask for review of a decision to withhold or redact exempt records by submitting a written petition to the PRO that includes a copy of the redaction or exemption log or detailed description of the City's statement of withholding. The request for review and any relevant information shall be forwarded immediately to the City Attorney or designee, who shall consider the petition and either reverse or affirm the denial within two days of the City's receipt of the petition.

The City and the Requestor may mutually agree to a longer period of time for consideration of a petition for review. If the withholding or redaction is affirmed, the decision shall be considered the City's final action for the purposes of judicial review. If the decision to withhold or redact is reversed, the PRO shall proceed to make the subject records available to the Requestor for inspection in accordance with the provisions of this policy and procedure.

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**11. Index of Public Records.** For the reasons stated in SMC Chapter 2.50, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records.

**12. Retention of Records.** The City is not required to retain all records it creates or uses. The Washington State Archivist has developed retention schedules for local government records including e-mail and electronic records. Records of the City shall be retained and destroyed consistent with the retention schedules, which varies depending on the content of the record. If a public records request is made at a time when a record exists, but is scheduled for destruction in the near future, the person with possession and control of the record shall retain the record until the request is resolved.

Backup copies of public records performed by information technology personnel are not a substitute for records retention. Retention is the responsibility of the sender of the record, not the backup process. Backups are for disaster recovery only and files are not individually indexed/identifiable. To avoid interference with essential government operations, and to preserve organization of government records, backup tapes will not be examined in response to a public records request.

The City is not required to retain records longer than the minimum length of time prescribed by law. In order to not artificially extend the retention period of records and/or cause disorganization of the City's records, copies of records compiled for abandoned requests will not be retained. Therefore, records compiled for abandoned requests may not be available for later submittals.

**13. Disclaimer of Liability.** Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.



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Insert Appendix A

## Appendix A

See the Washington State Attorney General's Sunshine Committee webpage for the most up-to-date list of public disclosure exemptions. It is created annually by the Code Reviser's Office.

### **PRA Rule 090. Exemptions provided by other statutes.**

(1) **Exemptions.** RCW 42.56.070(2) requires the city to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the production of public records. Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

<u>RCW 2.64.111</u>	Documents regarding
<u>RCW 2.64.113</u>	discipline/retirement of judges
<u>RCW 4.24.550</u>	Confidentiality – violations
<u>RCW 5.60.060</u>	Information on sex offenders
<u>RCW 5.60.070</u>	Privileged communications
<u>RCW 7.68.140</u>	Court-ordered mediation records
<u>RCW 7.69A.030(4)</u>	Victims' compensation claims
<u>RCW 7.69A.050</u>	Child victims and witnesses – protection of identity
<u>RCW 7.75.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 9.02.100</u>	Records of Dispute Resolution Centers
<u>RCW 9A.82.170</u>	Reproductive privacy
<u>RCW 9.51.050</u>	Financial institution records – wrongful disclosure
<u>RCW 9.51.060</u>	Disclosing transaction of grand jury
<u>RCW 9.73.090(1)(c)</u>	Disclosure of grand jury deposition
<u>RCW 10.27.090</u>	Prohibition regarding specified emergency response personnel recordings
<u>RCW 10.27.160</u>	Grand jury testimony/evidence
<u>RCW 10.29.030</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.090</u>	Organized crime special inquiry judge
<u>RCW 10.52.100</u>	Records of special inquiry judge proceedings
<u>RCW 10.77.210</u>	Records identifying child victim of sexual assault
<u>RCW 10.97.040</u>	Records of persons committed for criminal insanity
	Criminal history information released must include disposition
<b>Disclosure of identity of suspect to victim</b>	
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child

<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential

<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – Confidentiality, privilege, and disclosure
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Worker's compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.105</u>	HIV/STD records
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos

<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of rape crisis centers in discovery
<u>RCW 71.05.390</u>	Information about mental health consumers
<u>RCW 71.05.395</u>	<u>Chapter 70.02 RCW</u> applies to mental health records
<u>RCW 71.05.400</u>	Information to next of kin or representative
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.427</u>	Information that can be released
<u>RCW 71.05.430</u>	Statistical data
<u>RCW 71.05.440</u>	Penalties for unauthorized release of information
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Authorization requirements and access to court records
<u>RCW 71.05.630</u>	Release of mental health treatment records
<u>RCW 71.05.640</u>	Access to treatment records
<u>RCW 71.05.650</u>	Accounting of disclosures
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.200</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.210</u>	Court records for minors related to mental health treatment
<u>RCW 71.34.225</u>	Release of mental health services information
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders
<u>RCW 72.09.585(3)</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)

RCW 74.04.060

RCW 74.04.520

RCW 74.09.900

RCW 74.13.121

RCW 74.13.280

RCW 74.20.280

RCW 74.34.095

RCW 82.32.330

RCW 84.36.389

RCW 84.40.020

Applicants and recipients of public assistance

Food stamp program confidentiality

Medical assistance

Financial information of adoptive parents

Children in out-of-home placements - confidentiality

Child support enforcement – local agency cooperation, information

Abuse of vulnerable adults - confidentiality of investigations and reports

Disclosure of tax information

Confidential income data in property tax records held by assessor

Confidential income data supplied to assessor regarding real property

### **Selected Federal Confidentiality Statutes and Rules**

18 USC § 2721 - 2725

20 USC § 1232g

23 USC § 409

42 USC 290dd-2

Driver and License Plate Information

Family Education Rights and Privacy Act

Evidence of certain accident reports

Confidentiality of Substance Abuse Records

42 USC § 405(c)(2)(C)(viii) (I)

Limits on Use and Disclosure of Social Security Numbers.

42 USC 654(26)

State Plans for Child Support

42 USC 671(a)(8)

State Plans for Foster Care and Adoption Assistance

42 USC 1396a(7)

State Plans for Medical Assistance

7 CFR 272.1(c)

Food Stamp Applicants and Recipients

34 CFR 361.38

State Vocational Rehabilitation Services Programs

42 CFR Part 2 (2.1 - 2.67)

Confidentiality of Alcohol and Drug Abuse Patient Records

42 CFR 431.300 - 307

Safeguarding Information on Applicants and Recipients of Medical Assistance

42 CFR 483.420

Client Protections for Intermediate Care Facilities for the Mentally Retarded

42 CFR 5106a(b)(2)(A)

Grants to States for Child Abuse and Neglect Prevention and Treatment Programs

45 CFR 160-164

HIPAA Privacy Rule

46 CFR 40.321

USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers

## **EXHIBIT B**

### **RECORDS MANAGEMENT POLICY**

Item 4.

#### **Purpose**

The purpose of this policy is to establish a policy and standard procedures for managing records according to the provisions of Chapter 40.14 RCW and all other state and federal statutes and regulations which govern agency records keeping practices. Organizing and managing records will save space, provide efficient access, and maintain confidentiality where needed.

#### **Scope**

This policy applies to all City employees and elected officials. As public employees, we are all stewards of the City's official records and therefore, have a responsibility to actively participate in management of those records. Official records are comprised of a collection of documentation, including legislative, historic, legal, fiscal and administrative documents, as well as essential records.

Records management includes a vast array of elements and each department will strive to ensure proper safekeeping and destruction pursuant to the criteria set forth herein. A concerted effort will be made to adhere to the retention schedules and to destroy all appropriate records that are being stored in various facilities throughout the City and prepare archival material for transfer to the State Archives. All backlogged and inactive records will be stored or destroyed pursuant to the retention schedules.

#### **What is a Public Record?**

Chapter 40.14 of the Revised Code of Washington (RCW) contains regulations for the retention, preservation and lawful destruction of public records, and grants authority to Washington State Archives to preserve and protect public records. (Chapter 42.56 RCW defines public records for the purposes of public records requests.) Per RCW 40.14.010, public records are defined by three key criteria:

1. "Made or received by any agency in the State of Washington". Public Records include both the records that an agency creates and those that it receives or collects. For example, when an agency solicits public comment on an issue, both the request for comment and information received in response are public records.
2. "In connection with the transaction of public business". A record provides proof or evidence of agency business. Agency business includes not only the core functions of an agency, but also support functions, such as finance, human resources, and facility management.

If a record meets the two criteria above, then it is a public record, regardless of the format in which it is transmitted or received.

3. "Regardless of physical form or characteristic". This definition encompasses not only paper records, but also records that are created, received, and used in digital format, including emails, websites, databases, digital photos, blogs, and tweets.

Per RCW 40.14.020, public records are the property of the State of Washington, and do not belong to the individuals who create or receive them. These records must be kept, managed, and disposed of lawfully, in accordance with approved records retention schedules. Agencies need to be aware of what constitutes a public record to capture, manage, retain and dispose of them appropriately.

## **EXHIBIT B**

### **RECORDS MANAGEMENT POLICY**

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#### **Benefits of Managing Public Records**

An effective records management program:

1. Enables the City to fulfill its mission. Public records form a critical element of the informational assets of the City. Having timely access to accurate information is central to the City being able to fulfill its mission.
2. Promotes cost-effective use of agency resources.
  - i. Time - City staff can work most productively when the right people are able to locate the right records at the right time. In addition, retaining records that document the agency's actions and experiences helps prevent the wasting of time and resources during staff turnover.
  - ii. Storage costs - Through timely destruction of non-archival records (which have met their minimum retention period) and transfer of archival records to Washington State Archives, the City is able to make optimal use of the physical space within their facilities and the storage space on their servers.
  - iii. IT costs - In addition to reducing IT storage costs, the appropriate disposal/transfer of public records also reduces other IT costs associated with the time it takes to backup/restore data, and to search for and migrate records.
  - iv. Litigation costs - By being able to locate all necessary records in a timely manner during litigation, public records requests, and audits, agencies minimize their risks and associated costs.
3. Promotes Open and Accountable Government. Public records are the evidence by which government agencies can demonstrate, whether during litigation, public records requests, or audits, that they took the right action at the right time for the right reasons. Demonstrating that public records are organized, controlled, and only disposed of as part of a managed program enhances the professionalism of the agency, the public's confidence in the agency, and potentially be a deciding factor in litigation.

#### **Records Management Officer**

The City Clerk is designated as the Records Management Officer for the City. The Records Management Officer, or designee, will ensure the citywide records management program is followed and have the following responsibilities:

- Remain current and knowledgeable on the laws and rules governing records retention that affects the City.
- Periodically review the City's retention process to ensure that policies and procedures are being followed and are current with State law.
- Provide periodic training and meetings with Records Liaisons.
- Oversee the destruction of records that have reached the end of their retention prior or coordinate transfer of records to central storage or to the State Archives.

#### **Records Liaisons**

Each Department will assign, at minimum, one staff member to serve as the Records Liaison for their Department and whose responsibilities shall include:



## EXHIBIT B

### RECORDS MANAGEMENT POLICY

- Work with the City Clerk to establish a file structure and file naming conventions that assists in classifying and preserving records in their area of responsibility
- Complete training as required under the Open Government Trainings Act at least every four years.
- Be knowledgeable regarding their records and the retention schedule that applies
- Complete annual disposal of records which have met retention
- Prepare records for storage
- Educate and train staff within their department on best practices regarding records management and retention.

#### **Departments Affected**

Each department will work to ensure that:

- Only active records are stored in valuable office and network space;
- Historically valuable records are preserved and transferred to the State Archives;
- Records are destroyed at the end of the retention period specified on the retention schedule;
- Essential Records are protected from damage or loss in the event of a disaster;
- Public record integrity and accessibility is preserved for their approved retention periods;
- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act (RCW 42.17).

#### **Records Retention Schedules**

The City adopts the retention schedules as set forth by the State of Washington Secretary of State, Washington State Archives, found at:

<http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>

The City is subject to the following records retention schedules:

- Local Government Common Records Retention Schedule (CORE)
- Economic Dev & Transport
- Fire & Emergency Medical
- Land Use Planning & Permits
- Law Enforcement
- Licensing, Permitting & Tax
- Parks, Rec & Culture
- Utility Services

#### **Exceptions to Retention Schedule**

Records MUST NOT be destroyed, regardless of whether retention has been met, when subject to any of the following:

- Existing public records requests in accordance with RCW 42.56—If there is a pending request for records, you cannot destroy them even though the retention period to keep it has passed. Once the records have been provided to the Public Records Officer pursuant to the request, they may be logged on the destruction log and destroyed.
- Ongoing or reasonably anticipated litigation.
- Legal requirements, federal statutes, grant agreements.
- Archival transfer requirements found on the State Retention Schedule.

## **EXHIBIT B**

### **RECORDS MANAGEMENT POLICY**

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- When a specific business need is identified and approved by the Department Director or Supervisor.
- Documents related to damage claims or litigation must be retained until determined they can be released for standard retention

#### **Transitory Records**

Many records will be designated as “Transitory Records” which are records with minimal retention value. Transitory Records need only be retained until no longer needed for agency business and then destroyed. The categories of Transitory Records are listed on page 157 of the CORE retention schedule.

If an employee is unsure whether a record is a Transitory Record or falls into an exclusion, the employee should consult with the retention schedules or the Records Management Officer.

#### **Naming Conventions**

Departments are given discretion on file naming conventions however, each department should adopt a uniform way of naming so as to maintain consistency, ease of filing, and locating records. Records Liaisons will be responsible for training departmental staff on naming convention best practices for their department.

Here are some tips:

- File names should be kept as short as possible while also providing meaningful information to identify the record.
- Avoid using initials, abbreviations, and codes that are not commonly understood.
- Avoid redundancy.
- Use capital letters to delimit words, not underscores.
- Avoid using non-alphanumeric characters.
- When including a number, always give it a two-digit number unless it is a year or another number with more than two digits.
- Versioning may be used in which case “v.##” should be added to the end.
- Avoid using “draft” or “letter” at the start of the file name as those records will all appear together in the file directory. This rule may be ignored depending on your file structure.

Notwithstanding the above, the City hereby adopts the following:

- Date convention: yyyyymmdd.
- Agendas, minutes: yyyyymmdd [Committee Name] Agenda
- Agenda bills: AByy-xxxx [Topic abbreviated]
- Contracts: [Contract #] Vendor Name – Type of Contract – yyyyymmdd

#### **Email Management**

Email and email systems are intended to be a medium of communication. Email messages are subject to the guidelines provided in chapter 40.14 RCW for the preservation and destruction of public records; as such they are managed through records retention schedules. The retention requirements for email messages and attachments are the same as paper documents with identical content. The messages must be managed individually. Email messages that have no public record significance may be deleted as soon as the message has served its purpose. For emails that have public record significance, the email must be retained. If the email is part of a chain of emails, only the last message in the chain must be saved assuming all prior messages are contained within the chain.

## EXHIBIT B RECORDS MANAGEMENT POLICY

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***All employees are responsible for the proper retention and disposition of their email records. Retention is based on the content of the message which must be evaluated to determine the record series it should be filed under and the length of time it must be retained.*** Email messages subject to retention must be retained in their electronic and native format until they meet their designated retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic message.

Employees should be thoughtful in determining who should be cc'd on an email as each recipient creates an additional record. Additionally, employees should refrain from blind copying themselves as that creates an additional record which is unnecessary. Should an employee need to flag an email that they have sent, they can move it from their "sent" folder to their "inbox."

Email communication in general will be retained pursuant to DAN GS2010-001 Rev.3 which states two (2) years after communication received unless subject to retention as stated above. Exceptions apply for elected officials / executive management staff.

IT will immediately purge backlogged email that has met retention and perform purging annually at the first of each calendar year.

Staff who need assistance with learning how to manage their email and identifying emails with retention value should contact the City Clerk for guidance.

### **Text Records**

Records created related to city business—including text messages, voicemail messages, and other electronic communications—are public records. These records therefore (1) should be managed according to the applicable retention schedule, and (2) may be subject to disclosure under the Public Records Act. The following is intended to help manage the business-related messages you send or receive on smart phones or similar messaging devices.

The city does not have text or messaging archiving capabilities and thus employees are discouraged from using text as a means of communicating unless for transitory purposes. Examples of transitory messages include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication. Delete transitory, business-related text messages as soon as possible.

Text messages may not be used to send policy, contract, formal correspondence, or personnel related data. Sensitive information should not be sent by text message, including social security numbers, credit card numbers, and passwords.

In the event a text is sent or received and the employee has determined that it has retention value based on its content, the employee must transfer the messages to the city's network. To do this, they need to screenshot the text thread and email it to him/herself so that it can be properly retained.

### **Social Media**

The city's social media sites are subject to public records laws. Any content maintained in a social media format that is related to city business, including a list of subscribers and posted communication, is a public record. Content related to city business shall be maintained in an

## **EXHIBIT B**

### **RECORDS MANAGEMENT POLICY**

Item 4.

accessible format and so that it can be produced in response to a public records request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the city's public records officer.

Record retention schedules apply to social media formats and social media content. Department staff are responsible for ensuring retention of the original-source content including any deleted content. Training and questions related to this subject shall be directed to the city's Communications Coordinator. This section is not meant to conflict with any future social media policy. In the event this section conflicts with any adopted social media policy, the social media policy takes precedence.

#### **Electronic Records**

Per WAC 434-662-040, electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. This includes text and voice messages related to the conduct of city business.

#### **Paper Records**

All employees should routinely, no less than annually, dispose of original paper records that have met retention and do not require offsite storage by either disposing of the records in a secure recycling location or by secure shredding when necessary to protect confidentiality.

Records that have a longer retention period can be boxed and transferred to central storage until retention is met. An approved box label must be completed prior to transfer. See your Records Liaison or the City Clerk for the form.

#### **Disaster Prevention and Damaged Records Recovery Process**

It is the policy of the City to ensure that its records are identified and protected as much as humanly possible from natural and man-made disasters. The procedures described below afford the City the most efficient and cost-effective method for protecting City records and recovering records when disasters occur.

- Avoid storing records near water pipes, air conditioning, or near a heat source.
- Strive to store records in file cabinets or in file drawers inside desks. Be sure to store essential records or copies of essential records in an alternate location. Place record storage boxes on shelves off the floor. Properly label boxes and maintain and update inventories of records and record storage locations.
- Properly labeled filing systems and boxes is essential for reporting disaster damage. In the event that records are damaged, City employees must assess the damage, perform recovery procedures, and when necessary, report records that are unrecoverable to the City Clerk's office. Actions necessary to recover documents can range from simply air-drying paper records to hiring restoration specialists for severely damaged records of various media types.
- Damaged records must be documented. If records are damaged, a Records Disaster Recovery Worksheet should be followed and a Damaged Records Assessment Report should be filled out. If records are unrecoverable, an Authorization to Destroy Unrecoverable Damaged Records should be completed. These reports serve as permanent record and would be utilized in any legal proceeding as evidence of damaged records.

## **EXHIBIT B**

### **RECORDS MANAGEMENT POLICY**

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#### **Documenting Records Disposal**

Documentation of records destruction is required. Any forms left by the third-party shred company shall be immediately sent to the City Clerk for retention. In addition, employees wishing to dispose of records that have met retention, should complete a Public Records Destruction Log and send to the City Clerk for approval prior to disposition. Once approval has been given, the employee may shred, recycle, or delete as appropriate. Original Destruction Logs are maintained in the City Clerk's office. This form serves as a permanent record and would be utilized in any legal proceeding as evidence of proper destruction.

#### **Indexing Records**

Pursuant to SMC Chapter 2.50, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records.

#### **Reference**

Washington State Archives Laws and Rules for Records Management:  
Revised Code of Washington (RCW)

- Chapter 40.14: Preservation and destruction of public records.
- Chapter 40.16: Penal provisions.
- Chapter 40.20: Reproduced records for governments and business.
- Chapter 40.24: Address confidentiality for victims of domestic violence, sexual assault, and stalking.
- Chapter 40.26: Biometric identifiers.

Washington Administrative Code (WAC)

- Chapter 434-600: Promulgation.
- Chapter 434-610: Definitions.
- Chapter 434-615: Custody of public records.
- Chapter 434-620: Powers and duties of the state archivist.
- Chapter 434-624: Powers and duties of the state records committee.
- Chapter 434-626: Powers and duties of the state agency records officers.
- Chapter 434-630: Powers and duties of the local records committee.
- Chapter 434-635: Local records disposition authorization.
- Chapter 434-640: Methods of records disposal.
- Chapter 434-660: Standards for the accuracy, durability and permanence of public records.
- Chapter 434-661: Real property electronic recording.
- Chapter 434-662: Preservation of electronic public records.
- Chapter 434-663: Imaging systems, standards for accuracy and durability.
- Chapter 434-670: The Washington state archives local records grant program.
- Chapter 434-677: Security microfilm.
- Chapter 434-690: Archives—Access to public records.
- Chapter 434-750: Combined fund drive.
- Chapter 434-840: Address confidentiality program.

**EXHIBIT C**  
**PUBLIC RECORDS REQUEST FEE SCHEDULE**

**Note: Multiple fees may apply to the same records request.**

See Methodology for detailed information on how charges are calculated.

Service/Size	Unit	Proposed Fee
<b>Records Available at No Cost</b>		
In-Person Records Inspection at a City Facility	Appointments available M-W from 8am-5pm.  Appointment time slots range from 30 minutes to 1 hour.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
<b>Paper Copies</b>		
Standard Paper (11" x 17" or smaller)	Per side of paper	\$0.30  (1 piece of double-sided printed paper would be \$0.60) <b>(See Methodology)</b>
Plotter Paper – 24" x 36" (Size D)	Per page	\$10.00 for the first page \$1.50 for each additional page
Plotter Paper – 36" x 48" (Size E)	Per page	\$20.00 for the first page \$3.00 for each additional page
Plotter Paper – Other Sizes	Per job requiring outsourcing	Actual cost of vendor's fees
<b>Copying Physical Records to Electronic Format</b>		
Scanning Fee  For records which do not exist in electronic format	Per minute  OR  Per scanning project if outsourced	<b>Actual cost: \$1.12/minute x number of minutes</b>  <b>(See Methodology)</b>  <b>Over 2 estimated hours or no equipment:</b> Project to be outsourced to a local professional scanning vendor. Vendor's actual costs will be charged.

**EXHIBIT C**  
**PUBLIC RECORDS REQUEST FEE SCHEDULE**

**Note: Multiple fees may apply to the same records request.**

See Methodology for detailed information on how charges are calculated.

Copying Electronic Records		
Electronic Records Transmission Use of cloud-based data storage and processing service.	Per Request	<i><b>Not being requested at this time.</b></i>
Electronic File Flat Rate The cost of each original electronic file copied.	Per Record	<b>First 10 Records:</b> No Charge <b>11+ Records:</b> \$0.25 per Record <b>(See Methodology)</b>
Gigabyte Fee For requests with one GB or more of data.	Per gigabyte (GB) of files	\$.10 (Statutory Default Rate) Requests with less than 1 GB are not charged this fee
Video or Audio Tape Reproduction	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	\$1.12 per minute spent copying records (plus cost of storage device, listed below) <b>(See Methodology)</b>
Other Records Fees		
Mailing Records	Per envelope/package	Actual cost to mail the records [includes envelope or container, postage, delivery fees, and staff time (\$1.12 per minute)] <b>(See Methodology)</b>
Digital Records Storage Device	Per device	Actual cost of the storage device
Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records	Per job requiring expertise	Actual cost of staff time or vendor's fees
Outsourced Copying Services from a Third-Party Vendor	Per job requiring outsourcing	Actual cost of vendor's fees
Credit Card Surcharge	Per Request	Actual cost of surcharge added to any transaction paid by credit/debit card.

**EXHIBIT C**  
**PUBLIC RECORDS REQUEST FEE SCHEDULE**

**Note: Multiple fees may apply to the same records request.**

See Methodology for detailed information on how charges are calculated.

Police-Specific Records Fees		
Police Report or Collision Report  Police reports may include the case report with narrative or CAD notes if there is no narrative. <i>(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)</i>	Per report	<b>Parties directly involved in the incident:</b> No Charge  <b>Parties not directly involved:</b> \$5.00 per report  <b>(See Methodology)</b>
Clearance Letter	Per letter	\$15.00  <b>(See Methodology)</b>
Deposits		
If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, communication will be sent to the requester for the total actual cost minus the deposit amount. The records will be provided after full payment is received. This applies whether records are produced in one installment or more.		

Examples of Fees
<p><b>Example 1:</b> A request is made for all communication regarding a subject. Costs will be calculated utilizing Electronic File Flat Rate fee:</p> <p>The following steps to copy records and ready them for disclosure to a customer:</p> <ul style="list-style-type: none"> <li>• Exporting or downloading files from their original locations.</li> <li>• Uploading the files.</li> <li>• Confirming that all files were successfully uploaded.</li> <li>• Renaming and labeling records if necessary.</li> <li>• Making the files accessible to the customer.</li> <li>• Providing instructions to the customer for how to access their record copies.</li> </ul> <p>Fee = First 10 records at no cost, \$.25 each thereafter</p> <p>1A. If the customer then requests these to be printed, additional costs will be calculated utilizing Paper Copies rate fee:</p> <ul style="list-style-type: none"> <li>• Exporting or downloading the files to be printed.</li> <li>• Preparing the records for printing on the copier.</li> <li>• Printing the records.</li> <li>• Counting the number of pages printed to ensure they equal the total of the digital copies.</li> </ul>



**EXHIBIT C**  
**PUBLIC RECORDS REQUEST FEE SCHEDULE**

**Note: Multiple fees may apply to the same records request.**

See Methodology for detailed information on how charges are calculated.

- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Electronic File Flat Rate fee.

**Example 2:** A request is made for all police or dispatch calls for a certain police officer or date range. Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

Inspection is not permissible due to security clearance issues. In this instance, costs will be calculated utilizing Police Reports or Collision Reports. Staff will:

- May provide a screen shot list of calls and the requester can indicate which calls they would like to receive electronic copies of.
- Export or download files from their original locations.
- Upload the files.
- Confirm that all files were successfully uploaded.
- Rename and label records if necessary.
- Make the files accessible to the customer.
- Provide instructions to the customer for how to access their copies.

Fee = \$5.00 per report

2A. If the customer then requests these to be printed, the costs above will be applied plus additional costs will be calculated utilizing Paper Copies rate:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Police Reports and Collision Reports fee.

## METHODOLOGY USED TO DETERMINE FEE SCHEDULE COSTS

*(The City would like to thank Tammy Mueller, Public Records Analyst, at the City of Issaquah for sharing their cost study analysis and methodology template.)*

### RECORDS AVAILABLE AT NO COST

**In Person Review:** Appointments can be made with the City Clerk to review records at City Hall. Once the records being requested are located, City staff will contact the requestor to schedule an appointment. Appointments are between 30 minutes and 1 hour. If more than 1 hour is required, another appointment must be scheduled.

**Records on the City's Website:** The City has made many commonly requested records available online on its website. If records are requested that are available on the City's website, staff will provide direct links to those records at no charge.

**Please Note:** Records inspection does not include the cost of copies produced by the City. Some people find it helpful and cost effective to take pictures of records with their phone. The City can also provide an estimate for making photocopies, scanning, and providing electronic copies of records, as outlined below and in the fee schedule.

### PAPER COPIES

#### STANDARD SIZED PAPER

8.5" x 11" (Letter), 8.5" x 14" (Legal), and 11" x 17" (Tabloid)

Current fee: \$.15 per one sided page.

Proposed fee: \$.30 per one sided page of standard sized paper for both black & white and color prints was determined by taking the existing fee and adding the time to copy records using the following methods (6.12 minutes):

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

**Time to Print Per Page:** The time of 6.12 minutes was divided by the number of pages printed (20) to determine the amount of time to print 1 page.

- $6.12 \text{ minutes} \div 20 \text{ pages} = 0.306 \text{ minutes per page}$

**Actual Cost per Current Fee Schedule:** The current fee schedule rate is \$1.12 per minute. Multiplying this wage by the time per page above yields:

- $\$1.12 \text{ staff cost per minute} \times 0.306 \text{ minutes per page} = \$0.34272 \text{ staff cost per page}$

**Paper and Ink/Toner Costs:** An average cost per sheet of paper was determined to be \$0.01. For ink/toner, the copier vendor charges \$.03 - \$.06 per page depending on the size of the paper and colors used. In addition, there are copy maintenance fees.

**TOTAL TO PRODUCE COPIES PER PAGE:** To determine this cost, the cost for staff to print per page from above is added to the cost of paper and ink/toner costs:

- \$0.34272 staff cost per page + \$0.01 per piece of paper + \$0.03 per side of paper of black ink = \$0.38272 per side of paper printed with black ink, or \$0.38 rounding.

The City has chosen to charge \$0.30 per page for copies.

### **PLOTTER PAPER**

As-builts, Architectural Plans, Maps, etc. – 24" x 36" (Size D) and 36" x 48" (Size E)

Flat rate fees were determined for Size D and Size E paper copies regardless of ink/toner color. Since the bulk of time printing these records is in preparing the machine and format the records to print properly on the machine, the bulk of the cost is for the first page. Any subsequent pages printed take far less time and, therefore, cost less.

The flat cost fees are as follows and were rounded down. The methods used to calculate them follow:

- 24" x 36" (Size D): \$10.00 for the first page, \$1.50 for each additional page
- 36" x 48" (Size E): \$20.00 for the first page, \$3.00 for each additional page

**Staff Actions:** The following actions for actual cost determination to print Size D pages from an electronic file (*Note: making copies from a physical sheet requires scanning, then plotting, which requires additional time and costs – see Scanning below*):

- Opening or downloading the file to be printed.
- Preparing the record for printing on the plotter.
- Printing the record.
- Counting the number of pages printed to ensure they equal the total of the digital copy.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Time: average 1.4 minutes per square foot for first page and .09 minutes per square foot on each additional page after the first.

**Paper and Ink/Toner Costs:** To determine resource costs of paper and ink/toner, an average cost per square foot was calculated. This resulted in the following costs, with calculations following below:

- 1 Square Foot of Paper: \$0.12
- 1 Square Foot of Printing in Black and White: \$0.04
- 1 Square Foot of Printing in Color: \$0.06

**Paper:** A roll of 36" x 300' paper is approximately \$111.69. To calculate the number of square feet in a 36" x 300' (or 3' x 300') roll of paper, we multiply the two dimensions then divide the price by the number of square feet:

- 3 feet x 300 feet = 900 square feet
- \$111.69 ÷ 900 = \$0.1241, or \$0.12 rounded.

**Ink/Toner – Black and White:** A cartridge of ink for black and white printing is approximately \$109.88. To calculate the number of square feet able to be printed per cartridge, we must determine how many square feet each cartridge can print on average. This requires some conversion of measurements since the page yield is calculated per ISO requirements with uses A4 size paper, which is 210 mm x 297 mm, or 8.26772" x 11.6929" converted. Dividing each converted measurement of inches by 12 produces the measurements in feet, and then multiplying them together produces the square feet:

- $8.26772 \text{ inches} \div 12 = 0.68897667 \text{ feet}$
- $11.6929 \text{ inches} \div 12 = 0.97440833 \text{ feet}$
- $0.68897667 \text{ feet} \times 0.97440833 \text{ feet} = 0.67134461 \text{ square feet}$

According to the manufacturer's specifications, the cartridge can print 4,000 pages. Since we have converted the size of a page into square feet, we multiply the two:

- $4,000 \text{ page yield} \times 0.67134461 \text{ square feet} = 2,685.37844 \text{ square feet of black and white printing per cartridge}$

To calculate the price per square foot, we divide the price by the number of square feet able to be printed per cartridge:

- $\$109.88 \div 2,685.37844 \text{ square feet} = \$0.04091788, \text{ or } \$0.04 \text{ rounded.}$

**Ink/Toner – Color:** A cartridge of ink for color printing is approximately \$77.645.

Please see the calculations above for the Black and White printing for converting an A4 size of paper into 0.67134461 square feet. The page yield of the color cartridges is 2,000. Therefore:

- $2,000 \times 0.67134461 \text{ square feet} = 1,342.68922 \text{ square feet of color printing per cartridge}$

To calculate the price per square foot, we divide the average price by the number of square feet able to be printed per cartridge:

- $\$77.645 \text{ average cost} \div 1,342.68922 \text{ square feet} = \$0.05782798, \text{ or } \$0.06 \text{ rounded.}$

**Average Cost of Staff to Print Per Square Foot:** The average per minute wage (including benefits) of staff who print on the plotter machine for 2023 is \$1.36. Multiplying this wage by the time per square foot for the first page and additional pages after the first yields:

- First page:
  - $\$1.12 \times 1.4 \text{ minutes per square foot for the first page} = \$1.568 \text{ per square foot}$
- Additional pages:
  - $\$1.12 \times 0.09166667 \text{ minutes per square foot} = \$0.102666667 \text{ per square foot}$

**TOTAL COST TO PRINT BLACK AND WHITE COPIES PER SQUARE FOOT:** To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, black ink/toner, and staff costs from above:

- First Page:
  - $\$0.12 \text{ sq ft paper} + \$0.04 \text{ sq ft black ink} + \$1.568 \text{ sq ft staff cost} = \$1.728, \text{ or } \$1.73 \text{ rounded}$
- Additional Pages:
  - $\$0.12 \text{ sq ft paper} + \$0.04 \text{ sq ft black ink} + \$0.102666667 \text{ sq ft staff cost} = \$0.262666667, \text{ or } \$0.26 \text{ rounded}$

**TOTAL COST TO PRINT COLOR COPIES PER SQUARE FOOT:** To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, color ink/toner, and staff costs from above:

- First Page:
  - $\$0.12 \text{ sq ft paper} + \$0.06 \text{ sq ft color ink} + \$1.568 \text{ sq ft staff cost} = \$1.748, \text{ or } \$1.74 \text{ rounded}$
- Additional Pages:
  - $\$0.12 \text{ sq ft paper} + \$0.06 \text{ sq ft color ink} + \$0.102666667 \text{ sq ft staff cost} = \$0.282666667, \text{ or } \$0.28 \text{ rounded}$

Using these, the costs for standard ARCH size D and E prints were calculated:

- Size D – 24" x 36" (6 square feet) – Black and White Ink
  - First Page: \$1.73 x 6 square feet = \$10.38
  - Add'l Pages: \$0.26 x 6 square feet = \$1.56
- Size D – 24" x 36" (6 square feet) – Color Ink
  - First Page: \$1.74 x 6 square feet = \$10.44
  - Add'l Pages: \$0.28 x 6 square feet = \$1.68
- Size E – 36" x 48" (12 square feet) – Black and White Ink
  - First Page: \$1.73 x 12 square feet = \$20.76
  - Add'l Pages: \$0.26 x 12 square feet = \$3.12
- Size E – 36" x 48" (12 square feet) – Color Ink
  - First Page: \$1.74 x 12 square feet = \$20.88
  - Add'l Pages: \$0.28 x 12 square feet = \$3.36

The City has chosen to only utilize the black and white ink pricing and to round down to the following:

- Size D – 24" x 36" (6 square feet)
  - **First Page: \$10.00**
  - **Add'l Pages: \$1.50**
- Size E – 36" x 48" (12 square feet)
  - **First Page: \$20.00**
  - **Add'l Pages: \$3.00**
- All Other Sizes – **Outsourced.**
  - Actual cost of vendor's fees

## SCANNING

Using the actual cost from the current Fee Schedule, \$67.57 per hour or \$1.12 per minute. For jobs estimated to take more than 2 hours or where the City does not have appropriate equipment, the City will outsource the work to a scanning vendor and the fee will be the actual vendor's fee.

For scanning jobs estimated to take 2 hours or less, prior to starting the digitization process, the staff member will start a timer and calculate the time it takes to do the following:

- Remove the physical record from its original location (excluding any time spent locating the record).
- Remove paper clips, binder clips, staples, binding (if able/necessary), etc.
- Count the number of pages of each original record.
- Determine the sizing of the papers and whether they are 1-sided or 2-sided, then setting the printer to scan accordingly.
- Repair any torn or damaged pages for scanning.
- Remove any post-it notes or other types of attachments to the pages that would jam the printer.
- Make the scans using agency equipment.
- Compare the digital scanned copy to the original copy and ensure all pages were scanned in both quantity and quality.
- Rename the scanned files as necessary.
- Organize the digital files to mimic the organization of the original paper records (if necessary – split or merge digitized records, put digitized record files into folders, etc.)
- Return the original paper records to their proper location (includes re-attaching any post-its or other attachments and re-clipping, re-binding, and/or re-stapling the records).

Cost is determined by multiplying the per minute cost of \$1.12 by the decimal form of the minutes and seconds it took to scan the records as defined above.

**Example:** If it takes 15 minutes to complete all steps above for a scanning project - 15 minutes x \$1.12 per minute staff cost = \$16.80.

## COPYING ELECTRONIC RECORDS

### ELECTRONIC RECORDS TRANSMISSION

Use of a cloud-based data storage and processing service.

RCW 42.56.070 provides that agencies may recover the actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage and processing service. For the year 2023, the City's electronic records transmission was through Next Request. In 2024, the City's electronic records transmission will be through Laserfiche. Staff are not proposing to adopt this fee at this time.

However, to calculate this in future years, the cost of the base cost of the processing service is divided by the number of public records requests from the previous year where copies of electronic records were transmitted to customers. For example:

- \$11,863.28 base cost of public records portal ÷ 720 records requests = \$16.476, or \$16.48 rounded.

The City is not proposing to adopt this fee. However, if this fee is adopted in the future, under this example, the City would round down and charge \$16.00 per request.

### ELECTRONIC FILE FLAT RATE

A flat rate fee of \$0.25 per record was determined by using the following methods and then rounding down:

**Timed Tests:** The following steps to copy 10 records to the portal and ready them for disclosure to a customer (2.31 minutes):

- Exporting or downloading files from their original locations.
- Uploading the files into the portal.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instructions to the customer for how to access their record copies.

**Time to Copy Per Record:** The time of 2.31 minutes was divided by the number of files copied (10) to determine the amount of time to copy 1 file:

- 2.31 minutes ÷ 10 files copied = 0.231 minutes

**Actual Cost per Current Fee Schedule:** Using the rate from the existing fee schedule of \$67.57 or \$1.12 per minute, multiplied by the time per record above yields:

- \$1.12 staff cost per minute x 0.231 minutes per record = \$0.25872 staff cost per record, or \$0.26 rounded

The City has chosen to round down to \$0.25 per record and provide the first 10 records at no cost. Each record beyond the 10th will be \$0.25 each.

## GIGABYTE FEE

The flat rate per gigabyte (GB) of files transmitted electronically is \$0.10.

The City has 2TB of cloud-based storage with its current provider. In the event a large request exceeds 1 gigabyte in storage, it is necessary to pass along excess storage fees. Pursuant to RCW 42.56.120(2)(b), *An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome...*

The City has established that it is unduly burdensome to determine the per gigabyte fee for excess data storage costs per request. Therefore, the City is electing to use the statutory default rate established by RCW 42.56.120(2)(b)(iv) of \$0.10 per gigabyte.

## COPYING ELECTRONIC RECORDS TO A STORAGE DEVICE

The actual cost of the storage device will be charged to the customer along with the actual cost per the current fee schedule of \$1.12 per minute for the time it takes to copy the records to the storage device. **Please note:** Records are available via cloud-based platform at a significant cost savings over storage devices.

The following steps will be performed for copying records to a storage device:

- Exporting or downloading files from their original locations.
- Formatting the storage device (if needed).
- Uploading the files onto the storage device.
- Confirming that all files were successfully copied.
- Renaming and organizing records if necessary.
- Labeling the storage device with the request number, customer name, installment number, etc.
- Providing instructions to the customer for when and how to purchase and pick up the storage device with their record copies.

Records will be provided on a storage device if the file size of the records would be unduly burdensome to upload to the cloud (and would likely be even more burdensome to download by the customer), or upon request by the customer.

To prevent viruses or corrupt files from entering the City's networks, customer-provided storage devices are not permitted to be connected to City computers or networks under any circumstance. Should a storage device be needed, the City will purchase the most cost-effective option available at that time. The customer will reimburse the actual cost of the device, including tax and shipping (if applicable).

When records are provided in installments, a new storage device will be required for each installment. Records will not be broken into smaller installments to accommodate using multiple, smaller/less expensive storage devices. If the size of the files exceeds the limit of the largest flash drive available, or if it would be more cost-effective to do so, an external hard drive will be used.



## ADDITIONAL RECORDS FEES

### MAILING RECORDS

Due to the inconsistent characteristics of what records might be requested to be mailed to a customer, it is not possible to determine a flat rate for mailing. Instead, the City will charge the actual cost per the current fee schedule of \$1.12 per minute to perform the below-listed actions, plus the actual cost of the envelope, box, or container the records will be shipped in, the postage cost and any other delivery-related fees, and any applicable taxes:

- Prepare the envelope or package (address the envelope, tape a box, etc.).
- Weigh the envelope or parcel.
- Calculate the postage.
- Deliver the envelope or parcel to a post office if special handling is required beyond what the City's postage machine and/or mail services can accommodate.

### DIGITAL RECORDS STORAGE DEVICE

USB drive/zip drive/thumb drive, external hard drive, etc.

The actual cost of the digital records storage device, including tax and shipping (if applicable), will be charged to the customer. Please see "Copying Records to a Storage Device" above for full costs for providing records via a storage device.

### TECHNICAL EXPERTISE

To prepare data compilations or provide customized access to data or records.

Though rare, if technical expertise is necessary to copy records or data for a request, and these records or data are not used by the City for any City-related purpose, City staff will identify to the best of their ability an internal staff member or vendor who can create a custom report, query, script, program, etc. to export or copy the requested record or data from the system or device it is stored in.

The actual cost per minute wage (including benefits) of an internal staff member's time will be charged, or the actual cost of the vendor's services will be charged to the customer.

### CREDIT CARD SURCHARGE

Pass through cost charged to City from credit card company.

Actual cost of surcharge added to any request paid by credit or debit card.

## POLICE DEPARTMENT RECORDS FEES

### POLICE REPORTS OR COLLISION REPORTS

Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

The cost per police or collision report was determined to be \$5.00. This fee only applies to customers not directly involved with the incident the report is related to. Charges will not be assessed to the involved customer's insurance company or legal representation. However, the city must be put on notice that the law firm is representing that customer (notice of appearance preferred) in order for the fee to be waived.



**Calculation:** Actual cost per the current fee schedule of \$67.57 per hour or \$1.12 per minute multiplied by the average time it takes for a staff member to export a report from their Police database and records system, prepare the report for the customer, and then provide it to the customer. It was found to take 5 minutes on average to disclose a police report or collision report.

- 5 minutes x \$1.12 staff cost per minute = \$5.60 in fees.

The City has chosen to round this down to \$5.00 per report.

#### **CLEARANCE LETTER**

Clearance letters (sometimes called Visa letters) will cost \$15.00 each regardless of the number of pages of the letter. If the letter is mailed, the actual cost of mailing as described above will also apply.

**Calculation:** Police Records staff estimated it takes 15 minutes on average to perform necessary research for the letter and then writing the letter, sending to management for review, notarization, and then provide to the customer or the agency they specify the letter be sent to.

Using the Customized Service Actual Cost per the current fee schedule of \$67.57 per hour or \$1.12 per minute x 15 minutes = \$16.80 total cost per letter.

The City has chosen to round this down to \$15.00 per Clearance Letter.



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-002  
January 8, 2024  
Ordinance

Item 5.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	2023-2024 Biennial Budget Amendment to Appropriate for the Collective Bargaining Agreement with Teamsters	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Adopt Ordinance XXXX Amending the 2023-2024 Biennial Budget	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Drew Bouta	12/28/2023
	Finance	Janna Walker	12/28/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

<b>DEPARTMENT:</b>	Finance		
	<b>STAFF:</b> Janna Walker, Budget Manager		
	<b>COMMITTEE:</b> Finance & Administration		<b>COMMITTEE DATE:</b> January 2, 2024
	<b>EXHIBITS:</b> <div><div>1.</div>2023-2024 Biennial Budget Ordinance</div> <div><div>2.</div>Proposed Amendment Request Table</div> <div><div>3.</div>Proposed 2023 Fund Reconciliations</div> <div><div>4.</div>Proposed 2024 Fund Reconciliations</div> <div><div>5.</div>Proposed Budget Ordinance Table</div> <div><div>6.</div>Budget Totals Comparison Table</div> <div><div>7.</div>Updated Forecast Table</div>		

<b>AMOUNT OF EXPENDITURE</b>	\$ 738,332
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ 738,332

## SUMMARY

### INTRODUCTION

The purpose of this ordinance is to amend the 2023-2024 Biennial Budget to provide the City with the appropriation necessary to cover the Teamsters Collective Bargaining Agreement as provided for in AB23-143.

### LEGISLATIVE HISTORY

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

by Ordinance No. 1278 on 11/27/2023. The Administration is requesting an additional appropriation of \$738,332 across all funds. The Administration anticipates supporting the additional appropriation of \$738,332 with an estimated \$200,934 in interfund cost allocations.

## **ANALYSIS**

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

## **BUDGET IMPACTS**

The 2023-2024 Biennial Budget ordinance, as provided for in this agenda bill, authorizes the City of Snoqualmie to spend or transfer amounts no more than \$79,183,011 in 2023 and \$88,808,960 in 2024 for a total of \$167,991,971 across all funds and functional classifications.

## **NEXT STEPS**

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

## **PROPOSED ACTION**

Motion to authorize the first reading of Ordinance XXXX amending the 2023-2024 Biennial Budget at the January 8, 2024 City Council meeting and to set the second reading and adoption of Ordinance XXXX for the January 22, 2024 City Council meeting agenda.

**ORDINANCE NO. XXXX****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING THE 2023-2024 BIENNIAL BUDGET; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

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

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

**WHEREAS**, in Ordinance Nos. 1267, 1274, 1277, and 1278 the City adopted and amended the 2023-2024 budget that meets the requirements of the Washington law;

**WHEREAS**, the City Council wishes to modify and amend the 2023-2024 biennial budget to cover expenditures and changes not reasonably foreseen in Ordinance Nos. 1267, 1274, 1277, and 1278.

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

Section 1. Biennial Budget Amended. The City of Snoqualmie biennial budget for the 2023-2024 fiscal biennium, as determined after hearings and placed into final form and content, is hereby amended by reference as set forth in Section 2 below.

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



## Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,714,913		\$ 1,573,683	\$ 21,892,749		\$ 1,732,782	\$ 42,607,662	
	<i>Administrative Departments<sup>1</sup></i>			\$ 5,554,881			\$ 5,702,600			\$ 11,257,481
	<i>Police (Snoqualmie)</i>			\$ 5,250,182			\$ 5,430,137			\$ 10,680,319
	<i>Fire &amp; Emergency Management</i>			\$ 4,135,933			\$ 4,282,520			\$ 8,418,452
	<i>Parks Maintenance</i>			\$ 1,867,360			\$ 1,870,499			\$ 3,737,859
	<i>Community Development<sup>2</sup></i>			\$ 2,279,308			\$ 2,500,811			\$ 4,780,119
	<i>Streets Maintenance</i>			\$ 1,049,649			\$ 1,120,790			\$ 2,170,439
	<i>Non-Departmental<sup>3</sup></i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	<b>Total General Fund</b>	<b>\$ 7,150,300</b>	<b>\$ 20,925,410</b>	<b>\$ 23,564,905</b>	<b>\$ 4,510,805</b>	<b>\$ 21,985,698</b>	<b>\$ 21,733,649</b>	<b>\$ 4,762,854</b>	<b>\$ 42,911,108</b>	<b>\$ 45,298,554</b>
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Managerial Funds</b>	<b>\$ 314,767</b>	<b>\$ 2,488,055</b>	<b>\$ 2,644,379</b>	<b>\$ 158,443</b>	<b>\$ 2,606,954</b>	<b>\$ 2,713,235</b>	<b>\$ 52,163</b>	<b>\$ 5,095,009</b>	<b>\$ 5,357,614</b>
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	<b>Total Special Revenue Funds</b>	<b>\$ 3,300,932</b>	<b>\$ 2,225,810</b>	<b>\$ 1,451,688</b>	<b>\$ 4,075,053</b>	<b>\$ 548,348</b>	<b>\$ 1,322,532</b>	<b>\$ 3,300,869</b>	<b>\$ 2,774,158</b>	<b>\$ 2,774,220</b>
310	<b>Non-Utilities Capital Fund</b>	<b>\$ 20,100,000</b>	<b>\$ 16,027,950</b>	<b>\$ 18,665,932</b>	<b>\$ 17,462,018</b>	<b>\$ 5,407,400</b>	<b>\$ 21,046,265</b>	<b>\$ 1,823,153</b>	<b>\$ 21,435,350</b>	<b>\$ 39,712,197</b>
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	<b>Total Capital Funds</b>	<b>\$ 20,100,000</b>	<b>\$ 17,209,529</b>	<b>\$ 19,408,766</b>	<b>\$ 17,900,763</b>	<b>\$ 5,607,483</b>	<b>\$ 21,535,093</b>	<b>\$ 1,973,153</b>	<b>\$ 22,817,012</b>	<b>\$ 40,943,859</b>
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,494,461	\$ 1,332,209	\$ 5,504,819	\$ 5,889,694	\$ 947,335	\$ 10,695,634	\$ 11,384,155
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,323,103	\$ 911,349	\$ 6,713,795	\$ 6,839,408	\$ 785,736	\$ 13,161,403	\$ 13,162,511
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,268,334	\$ 567,274	\$ 3,063,483	\$ 3,254,085	\$ 376,672	\$ 5,914,382	\$ 6,522,419
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,058,692	\$ 20,843,693	\$ 14,773,142	\$ 20,655,251	\$ 14,961,584	\$ 25,275,527	\$ 29,713,943
	<b>Total Enterprise Funds</b>	<b>\$ 22,807,410</b>	<b>\$ 24,991,706</b>	<b>\$ 24,144,590</b>	<b>\$ 23,654,526</b>	<b>\$ 30,055,239</b>	<b>\$ 36,638,438</b>	<b>\$ 17,071,327</b>	<b>\$ 55,046,945</b>	<b>\$ 60,783,028</b>
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,086,621	\$ 2,607,331	\$ 1,863,987	\$ 1,640,693	\$ 1,048,793	\$ 2,455,887	\$ 3,727,314	\$ 3,656,124
502	Information Technology Fund	\$ 2,251,692	\$ 2,692,943	\$ 3,916,820	\$ 1,027,815	\$ 2,693,684	\$ 3,083,168	\$ 638,332	\$ 5,386,627	\$ 6,999,987
510	Facilities Maintenance Fund	\$ 711,374	\$ 933,842	\$ 1,444,533	\$ 200,683	\$ 734,248	\$ 734,052	\$ 200,879	\$ 1,668,090	\$ 2,178,585
	<b>Total Internal Service Funds</b>	<b>\$ 5,347,762</b>	<b>\$ 5,713,406</b>	<b>\$ 7,968,684</b>	<b>\$ 3,092,485</b>	<b>\$ 5,068,625</b>	<b>\$ 4,866,013</b>	<b>\$ 3,295,097</b>	<b>\$ 10,782,031</b>	<b>\$ 12,834,696</b>
	<b>Total All Funds</b>	<b>\$ 59,021,171</b>	<b>\$ 73,553,916</b>	<b>\$ 79,183,011</b>	<b>\$ 53,392,075</b>	<b>\$ 65,872,347</b>	<b>\$ 88,808,960</b>	<b>\$ 30,455,462</b>	<b>\$ 139,426,263</b>	<b>\$ 167,991,971</b>

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

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

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

Section 3. Transfers Within Funds Authorized. Pursuant to RCW 35A.34.200(2), transfers between individual appropriations within any one fund of the 2023-2024 biennial budget may be made during the 2023-2024 fiscal biennium by order of the Mayor; provided, however, that transfers between individual appropriations within the General Fund (Fund No. 001) may be made only within the functional classifications within the General Fund identified in the summary in Section 2 above.

Section 4. Transmittal of Budget. The City Clerk is hereby directed to transmit to the Office of the State Auditor and to the Association of Washington Cities a complete copy of the budget herein referred to as adopted.

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

Section 6. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 7. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

**PASSED** by the City Council of the City of Snoqualmie, Washington this 22nd day of January 2024.

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

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
David Linehan, Interim City Attorney

2023-2024 Biennium Budget Amendments  
Proposed Amendment Request Table

Item 5.

#	Amendment Request	Amendment Description	Department	Fund(s) or Functional Classification(s) Impacted	2023-24 Appropriation Increase Requested (Ongoing)	2023-24 Appropriation Increase Requested (One-time)	Offsetting Revenue Description
1	Teamsters' Collective Bargaining Agreement (CBA)	The intent of this amendment is to account for increased personnel costs related to the Teamsters' Collective Bargaining Agreement, retroactively applied to January 1, 2023.	Various	General Fund (#001), Non-Utility Capital (#310), Water Utility (#401), Sewer Utility (#402), Stormwater Utility (#403), Utility Capital (#417) ER&R (#501), IT (#502), and Facilities (#510)	\$ 537,398	\$ -	The appropriation relating to Internal Service Funds (#5XX), approximately \$124,008, will be allocated based on usage, as shown in Amendment Request #2.
2	Teamsters' CBA Cost Allocations	This amendment relates to the Internal Service Funds (#5XX) increased CBA personnel costs. These costs are allocated across the City according to estimated usage	Various	General Fund (#001), Non-Utility Capital (#310), Water Utility (#401), Sewer Utility (#402), Stormwater Utility (#403), Utility Capital (#417) ER&R (#501), IT (#502), and Facilities (#510)	\$ 200,934	\$ -	This amendment will result in \$200,934 of increased revenue to the General Fund (#001) and Internal Service Funds (#5XX) through cost allocations.
					<u>\$ 738,332</u>	<u>\$ -</u>	

## 2023-2024 Biennium Budget Amendments

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

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
<b>GENERAL FUND (#001)</b>				
Adopted Budget	\$ 4,423,674	\$ 20,681,954	\$ 23,442,961	\$ 1,662,668
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 69,132	\$ (69,132)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 32,959	\$ 52,812	\$ (19,853)
<b>= Amended Budget</b>	<b>\$ 4,423,674</b>	<b>\$ 20,714,913</b>	<b>\$ 23,564,905</b>	<b>\$ 1,573,683</b>
<b>NON-UTILITY CAPITAL FUND (#310)</b>				
Adopted Budget	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 8,484	\$ (8,484)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 1,860	\$ (1,860)
<b>= Amended Budget</b>	<b>\$ 20,100,000</b>	<b>\$ 16,027,950</b>	<b>\$ 18,665,932</b>	<b>\$ 17,462,018</b>
<b>WATER UTILITY FUND (#401)</b>				
Adopted Budget	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ -	\$ -
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 13,480	\$ (13,480)
<b>= Amended Budget</b>	<b>\$ 1,635,856</b>	<b>\$ 5,190,814</b>	<b>\$ 5,494,461</b>	<b>\$ 1,332,209</b>
<b>SEWER UTILITY FUND (#402)</b>				
Adopted Budget	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ -	\$ -
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 14,623	\$ (14,623)
<b>= Amended Budget</b>	<b>\$ 786,844</b>	<b>\$ 6,447,608</b>	<b>\$ 6,323,103</b>	<b>\$ 911,349</b>
<b>STORMWATER UTILITY FUND (#403)</b>				
Adopted Budget	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ -	\$ -
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 7,904	\$ (7,904)
<b>= Amended Budget</b>	<b>\$ 984,709</b>	<b>\$ 2,850,899</b>	<b>\$ 3,268,334</b>	<b>\$ 567,274</b>
<b>UTILITY CAPITAL FUND (#417)</b>				
Adopted Budget	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 24,527	\$ (24,527)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 7,216	\$ (7,216)
<b>= Amended Budget</b>	<b>\$ 19,400,000</b>	<b>\$ 10,502,385</b>	<b>\$ 9,058,692</b>	<b>\$ 20,843,693</b>



	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
<b>EQUIPMENT REPAIR &amp; REPLACEMENT FUND (#501)</b>				
Adopted Budget	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 18,444	\$ (18,444)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 18,444	\$ 2,609	\$ 15,835
<b>= Amended Budget</b>	<b>\$ 2,384,697</b>	<b>\$ 2,086,621</b>	<b>\$ 2,607,331</b>	<b>\$ 1,863,987</b>
<b>INFORMATION TECHNOLOGY FUND (#502)</b>				
Adopted Budget	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 35,172	\$ (35,172)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 35,172	\$ 3,687	\$ 31,485
<b>= Amended Budget</b>	<b>\$ 2,251,692</b>	<b>\$ 2,692,943</b>	<b>\$ 3,916,820</b>	<b>\$ 1,027,815</b>
<b>FACILITIES MAINTENANCE FUND (#510)</b>				
Adopted Budget	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 18,997	\$ (18,997)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 18,997	\$ 1,383	\$ 17,614
<b>= Amended Budget</b>	<b>\$ 711,374</b>	<b>\$ 933,842</b>	<b>\$ 1,444,533</b>	<b>\$ 200,683</b>
<b>Total for All Amendments =</b>	<b>\$ -</b>	<b>\$ 105,572</b>	<b>\$ 280,330</b>	<b>\$ (174,758)</b>

## 2023-2024 Biennium Budget Amendments

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

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
<b>GENERAL FUND (#001)</b>				
Adopted Budget	\$ 1,662,668	\$ 21,848,782	\$ 21,565,047	\$ 1,946,402
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (69,132)	\$ -	\$ 131,571	\$ (200,703)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (19,853)	\$ 43,967	\$ 37,030	\$ (12,916)
<b>= Amended Budget</b>	<b>\$ 1,573,683</b>	<b>\$ 21,892,749</b>	<b>\$ 21,733,648</b>	<b>\$ 1,732,783</b>
<b>NON-UTILITY CAPITAL FUND (#310)</b>				
Adopted Budget	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (8,484)	\$ -	\$ 9,346	\$ (17,830)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (1,860)	\$ -	\$ 973	\$ (2,833)
<b>= Amended Budget</b>	<b>\$ 17,462,018</b>	<b>\$ 5,407,400</b>	<b>\$ 21,046,265</b>	<b>\$ 1,823,153</b>
<b>WATER UTILITY FUND (#401)</b>				
Adopted Budget	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 65,620	\$ (65,620)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (13,480)	\$ -	\$ 19,663	\$ (33,143)
<b>= Amended Budget</b>	<b>\$ 1,332,209</b>	<b>\$ 5,504,819</b>	<b>\$ 5,889,694</b>	<b>\$ 947,335</b>
<b>SEWER UTILITY FUND (#402)</b>				
Adopted Budget	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 57,665	\$ (57,665)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (14,623)	\$ -	\$ 19,947	\$ (34,570)
<b>= Amended Budget</b>	<b>\$ 911,349</b>	<b>\$ 6,713,795</b>	<b>\$ 6,839,408</b>	<b>\$ 785,736</b>
<b>STORMWATER UTILITY FUND (#403)</b>				
Adopted Budget	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 20,418	\$ (20,418)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (7,904)	\$ -	\$ 10,140	\$ (18,044)
<b>= Amended Budget</b>	<b>\$ 567,274</b>	<b>\$ 3,063,483</b>	<b>\$ 3,254,085</b>	<b>\$ 376,672</b>
<b>UTILITY CAPITAL FUND (#417)</b>				
Adopted Budget	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (24,527)	\$ -	\$ 26,627	\$ (51,154)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (7,216)	\$ -	\$ 3,528	\$ (10,744)
<b>= Amended Budget</b>	<b>\$ 20,843,693</b>	<b>\$ 14,773,142</b>	<b>\$ 20,655,251</b>	<b>\$ 14,961,584</b>

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
<b>EQUIPMENT REPAIR &amp; REPLACEMENT FUND (#501)</b>				
Adopted Budget	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (18,444)	\$ -	\$ 18,568	\$ (37,012)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ 15,835	\$ 18,568	\$ 1,390	\$ 33,013
<b>= Amended Budget</b>	<b>\$ 1,863,987</b>	<b>\$ 1,640,693</b>	<b>\$ 1,048,793</b>	<b>\$ 2,455,887</b>
<b>INFORMATION TECHNOLOGY FUND (#502)</b>				
Adopted Budget	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (35,172)	\$ -	\$ 22,075	\$ (57,247)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ 31,485	\$ 22,075	\$ 1,975	\$ 51,585
<b>= Amended Budget</b>	<b>\$ 1,027,815</b>	<b>\$ 2,693,684</b>	<b>\$ 3,083,168</b>	<b>\$ 638,332</b>
<b>FACILITIES MAINTENANCE FUND (#510)</b>				
Adopted Budget	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (18,997)	\$ -	\$ 10,751	\$ (29,748)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ 17,614	\$ 10,751	\$ 714	\$ 27,651
<b>= Amended Budget</b>	<b>\$ 200,683</b>	<b>\$ 734,248</b>	<b>\$ 734,052</b>	<b>\$ 200,879</b>
<b>Total for All Amendments =</b>	<b>\$ (174,758)</b>	<b>\$ 95,361</b>	<b>\$ 458,001</b>	<b>\$ (537,398)</b>



# Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,714,913		\$ 1,573,683	\$ 21,892,749		\$ 1,732,782	\$ 42,607,662	
	<i>Administrative Departments<sup>1</sup></i>			\$ 5,554,881			\$ 5,702,600			\$ 11,257,481
	<i>Police (Snoqualmie)</i>			\$ 5,250,182			\$ 5,430,137			\$ 10,680,319
	<i>Fire &amp; Emergency Management</i>			\$ 4,135,933			\$ 4,282,520			\$ 8,418,452
	<i>Parks Maintenance</i>			\$ 1,867,360			\$ 1,870,499			\$ 3,737,859
	<i>Community Development<sup>2</sup></i>			\$ 2,279,308			\$ 2,500,811			\$ 4,780,119
	<i>Streets Maintenance</i>			\$ 1,049,649			\$ 1,120,790			\$ 2,170,439
	<i>Non-Departmental<sup>3</sup></i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	<b>Total General Fund</b>	<b>\$ 7,150,300</b>	<b>\$ 20,925,410</b>	<b>\$ 23,564,905</b>	<b>\$ 4,510,805</b>	<b>\$ 21,985,698</b>	<b>\$ 21,733,649</b>	<b>\$ 4,762,854</b>	<b>\$ 42,911,108</b>	<b>\$ 45,298,554</b>
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Managerial Funds</b>	<b>\$ 314,767</b>	<b>\$ 2,488,055</b>	<b>\$ 2,644,379</b>	<b>\$ 158,443</b>	<b>\$ 2,606,954</b>	<b>\$ 2,713,235</b>	<b>\$ 52,163</b>	<b>\$ 5,095,009</b>	<b>\$ 5,357,614</b>
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	<b>Total Special Revenue Funds</b>	<b>\$ 3,300,932</b>	<b>\$ 2,225,810</b>	<b>\$ 1,451,688</b>	<b>\$ 4,075,053</b>	<b>\$ 548,348</b>	<b>\$ 1,322,532</b>	<b>\$ 3,300,869</b>	<b>\$ 2,774,158</b>	<b>\$ 2,774,220</b>
310	<b>Non-Utilities Capital Fund</b>	<b>\$ 20,100,000</b>	<b>\$ 16,027,950</b>	<b>\$ 18,665,932</b>	<b>\$ 17,462,018</b>	<b>\$ 5,407,400</b>	<b>\$ 21,046,265</b>	<b>\$ 1,823,153</b>	<b>\$ 21,435,350</b>	<b>\$ 39,712,197</b>
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	<b>Total Capital Funds</b>	<b>\$ 20,100,000</b>	<b>\$ 17,209,529</b>	<b>\$ 19,408,766</b>	<b>\$ 17,900,763</b>	<b>\$ 5,607,483</b>	<b>\$ 21,535,093</b>	<b>\$ 1,973,153</b>	<b>\$ 22,817,012</b>	<b>\$ 40,943,859</b>
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,494,461	\$ 1,332,209	\$ 5,504,819	\$ 5,889,694	\$ 947,335	\$ 10,695,634	\$ 11,384,155
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,323,103	\$ 911,349	\$ 6,713,795	\$ 6,839,408	\$ 785,736	\$ 13,161,403	\$ 13,162,511
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,268,334	\$ 567,274	\$ 3,063,483	\$ 3,254,085	\$ 376,672	\$ 5,914,382	\$ 6,522,419
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,058,692	\$ 20,843,693	\$ 14,773,142	\$ 20,655,251	\$ 14,961,584	\$ 25,275,527	\$ 29,713,943
	<b>Total Enterprise Funds</b>	<b>\$ 22,807,410</b>	<b>\$ 24,991,706</b>	<b>\$ 24,144,590</b>	<b>\$ 23,654,526</b>	<b>\$ 30,055,239</b>	<b>\$ 36,638,438</b>	<b>\$ 17,071,327</b>	<b>\$ 55,046,945</b>	<b>\$ 60,783,028</b>
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,086,621	\$ 2,607,331	\$ 1,863,987	\$ 1,640,693	\$ 1,048,793	\$ 2,455,887	\$ 3,727,314	\$ 3,656,124
502	Information Technology Fund	\$ 2,251,692	\$ 2,692,943	\$ 3,916,820	\$ 1,027,815	\$ 2,693,684	\$ 3,083,168	\$ 638,332	\$ 5,386,627	\$ 6,999,987
510	Facilities Maintenance Fund	\$ 711,374	\$ 933,842	\$ 1,444,533	\$ 200,683	\$ 734,248	\$ 734,052	\$ 200,879	\$ 1,668,090	\$ 2,178,585
	<b>Total Internal Service Funds</b>	<b>\$ 5,347,762</b>	<b>\$ 5,713,406</b>	<b>\$ 7,968,684</b>	<b>\$ 3,092,485</b>	<b>\$ 5,068,625</b>	<b>\$ 4,866,013</b>	<b>\$ 3,295,097</b>	<b>\$ 10,782,031</b>	<b>\$ 12,834,696</b>
	<b>Total All Funds</b>	<b>\$ 59,021,171</b>	<b>\$ 73,553,916</b>	<b>\$ 79,183,011</b>	<b>\$ 53,392,075</b>	<b>\$ 65,872,347</b>	<b>\$ 88,808,960</b>	<b>\$ 30,455,462</b>	<b>\$ 139,426,263</b>	<b>\$ 167,991,971</b>

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

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

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

## 2023-2024 Biennium Budget Amendments

### 2023-2024 Biennial Budget Totals Comparison Table

	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
Original Ord. 1278	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639
Proposed Ord. XXXX	\$ 59,021,171	\$ 73,553,916	\$ 79,183,011	\$ 53,392,075	\$ 65,872,347	\$ 88,808,960	\$ 30,455,462	\$ 139,426,263	\$ 167,991,971
Difference =	\$ -	\$ 105,572	\$ 280,330	\$ (174,758)	\$ 95,361	\$ 458,002	\$ (537,399)	\$ 200,933	\$ 738,332

## Financial Forecast WORKING DRAFT

Version Date: January 4, 2024

Forecast - Revenues, Expenditures & Fund Balance - Governmental Operating	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
<b>Beginning Fund Balance</b>	<b>4,423,674</b>	<b>1,629,317</b>	<b>2,057,835</b>	<b>1,965,664</b>	<b>1,634,100</b>	<b>1,112,407</b>	<b>406,946</b>	<b>(0)</b>	<b>0</b>	<b>0</b>
<b>Recurring Revenues</b>										
Property Tax (Avg. Annual Inc. = 1.25%)	8,401,505	8,506,524	8,612,855	8,720,516	8,829,522	8,939,891	9,051,640	9,164,786	9,279,345	9,395,337
Sales & Use Tax/B&O Tax (KC Economic Forecast: Avg. Annual Inc. = 3.40%)	3,769,396	3,922,597	3,931,070	3,950,332	4,056,201	4,153,550	4,336,722	4,540,114	4,736,701	4,941,800
Utility Tax (Avg. Annual Inc. = 2.20%)	2,482,551	2,524,168	2,579,700	2,636,453	2,694,455	2,753,733	2,814,316	2,876,231	2,939,508	3,004,177
Charges for Goods & Services (4.01% Annual Inc.)	3,510,797	4,273,061	4,179,693	4,263,287	4,348,552	4,435,523	4,524,234	4,614,719	4,707,013	4,801,153
Licenses & Permit Fees (2.00% Annual Inc.)	580,157	862,727	879,982	897,582	915,533	933,844	952,521	971,571	991,003	1,010,823
Intergovernmental Revenues & Grants (2.00% Annual Inc.)	528,904	443,243	383,366	391,033	398,854	406,831	414,968	423,267	431,732	440,367
Other Revenues (2.00% Annual Inc.)	257,694	247,639	252,592	257,644	262,796	268,052	273,413	278,882	284,459	290,149
<b>Total Recurring Revenues =</b>	<b>19,531,003</b>	<b>20,779,960</b>	<b>20,819,258</b>	<b>21,116,847</b>	<b>21,505,915</b>	<b>21,891,426</b>	<b>22,367,813</b>	<b>22,869,569</b>	<b>23,369,761</b>	<b>23,883,805</b>
<b>Recurring Expenditures (Inflated Using August 2022 KC Economic Forecast)</b>										
Administrative Depts.	4,693,482	4,981,315	5,114,814	5,246,265	5,386,340	5,526,385	5,671,176	5,820,328	5,973,985	6,131,698
Police (Snoqualmie)	5,169,152	5,361,637	5,505,329	5,646,816	5,797,586	5,948,323	6,104,169	6,264,709	6,430,097	6,599,852
Fire & Emergency Management	4,085,933	4,210,020	4,322,848	4,433,946	4,552,332	4,670,693	4,793,065	4,919,122	5,048,987	5,182,280
Parks Maintenance	1,719,360	1,777,499	1,825,136	1,872,042	1,922,025	1,971,998	2,023,665	2,076,887	2,131,717	2,187,994
Streets Maintenance	1,045,649	1,116,790	1,146,720	1,176,191	1,207,595	1,238,992	1,271,454	1,304,893	1,339,342	1,374,701
Community Development	1,865,560	1,721,419	1,767,553	1,812,979	1,861,385	1,909,781	1,959,818	2,011,361	2,064,461	2,118,962
Developer Reimbursed Expenditures	368,610	377,825	387,951	397,921	408,546	419,168	430,150	441,463	453,118	465,080
Human Services	290,315	298,630	306,633	314,514	322,911	331,307	339,987	348,929	358,141	367,596
Court Services	373,245	382,576	392,829	402,925	413,683	424,439	435,559	447,014	458,816	470,928
Non-Departmental (Sustainability, etc.)	91,476	92,935	95,426	97,879	100,492	103,105	105,806	108,589	111,456	114,398
<b>Total Recurring Expenditures =</b>	<b>19,702,782</b>	<b>20,320,646</b>	<b>20,865,240</b>	<b>21,401,476</b>	<b>21,972,896</b>	<b>22,544,191</b>	<b>23,134,849</b>	<b>23,743,295</b>	<b>24,370,118</b>	<b>25,013,489</b>
<b>Recurring Revenues Over (Under) Recurring Expenditures</b>	<b>(171,778)</b>	<b>459,313</b>	<b>(45,982)</b>	<b>(284,629)</b>	<b>(466,980)</b>	<b>(652,765)</b>	<b>(767,036)</b>	<b>(873,727)</b>	<b>(1,000,357)</b>	<b>(1,129,684)</b>
<b>One-Time Expenditures</b>										
Executive: Council Chambers A/V Upgrade	108,000	-	-	-	-	-	-	-	-	-
Executive: Security Infrastructure at City Hall	207,000	-	-	-	-	-	-	-	-	-
Executive: Strategic Plan	-	60,000	-	-	-	-	-	-	-	-
City Attorney: Contract Legal Support	100,000	100,000	-	-	-	-	-	-	-	-
Multiple Departments: Incentive Retention Pay Program	55,000	97,000	-	-	-	-	-	-	-	-
Finance & Human Resources: Revenue Manager (Two-Year Term Limited)	164,322	170,717	-	-	-	-	-	-	-	-
Finance & Human Resources: Management Analyst (Two-Year Term Limited)	143,285	148,456	-	-	-	-	-	-	-	-
Finance & Human Resources: Temporary Assistance During the ERP Project	50,000	50,000	-	-	-	-	-	-	-	-
Finance & Human Resources: Additional ERP Project Modules	-	80,050	-	-	-	-	-	-	-	-
Police (Snoqualmie): Incentive Retention Pay Program	44,000	68,500	-	-	-	-	-	-	-	-
Gun Range Lead Abatement	37,030	-	-	-	-	-	-	-	-	-
Fire & Emergency Management: Recruitment & Coverage Program	50,000	72,500	-	-	-	-	-	-	-	-
Parks Maintenance: Parks, Open Space, and Recreation Study	60,000	-	-	-	-	-	-	-	-	-
Parks Maintenance: Deferred Repairs	75,000	75,000	-	-	-	-	-	-	-	-
Parks Maintenance: Incentive Retention Pay Program	13,000	18,000	-	-	-	-	-	-	-	-
Community Development: Permit Software Replacement	-	82,600	-	-	-	-	-	-	-	-
Community Development: Incentive Retention Pay Program	5,000	11,000	-	-	-	-	-	-	-	-
Streets Maintenance: Incentive Retention Pay Program	4,000	4,000	-	-	-	-	-	-	-	-
<b>Total One-Time Expenditures =</b>	<b>1,115,637</b>	<b>1,037,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfers</b>										
<b>Transfer In (ARPA 2022-2024)</b>	<b>1,058,909</b>	<b>1,058,909</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Transfer In (from Reserve Fund)	-	-	-	-	-	-	377,589	891,227	1,059,825	1,149,684
Grant (Dept. of Commerce Comp Plan)	125,000	-	-	-	-	-	-	-	-	-
Transfer Out (to Arts Activities Fund)	(10,000)	(10,000)	(12,500)	(12,500)	(15,000)	(15,000)	(17,500)	(17,500)	(20,000)	(20,000)
Transfer Out (to Reserve Fund)	(180,851)	(41,882)	(33,689)	(34,435)	(39,713)	(37,695)	-	-	(39,468)	-
Transfer Out (to Capital Funds)	(2,500,000)	-	-	-	-	-	-	-	-	-
<b>Total Transfers =</b>	<b>(1,506,942)</b>	<b>1,007,027</b>	<b>(46,189)</b>	<b>(46,935)</b>	<b>(54,713)</b>	<b>(52,695)</b>	<b>360,089</b>	<b>873,727</b>	<b>1,000,357</b>	<b>1,129,684</b>
<b>Ending Fund Balance</b>	<b>1,629,317</b>	<b>2,057,835</b>	<b>1,965,664</b>	<b>1,634,100</b>	<b>1,112,407</b>	<b>406,946</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Estimated Fund Balance</i>	<i>8%</i>	<i>10%</i>	<i>9%</i>	<i>8%</i>	<i>5%</i>	<i>2%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>

## Reserve Fund

Proposed Policy - Reserve Range 15% to 20% (Assumes 15%)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Fund Balance	2,726,625	2,955,417	3,048,097	3,129,786	3,210,221	3,295,934	3,381,629	3,054,040	2,214,813	1,248,456
Interest Earned	47,941	50,798	48,000	46,000	46,000	48,000	50,000	52,000	54,000	56,000
In	180,851	41,882	33,689	34,435	39,713	37,695	-	-	39,468	-
Out	-	-	-	-	-	-	(377,589)	(891,227)	(1,059,825)	(1,149,684)
Reserves	2,955,417	3,048,097	3,129,786	3,210,221	3,295,934	3,381,629	3,054,040	2,214,813	1,248,456	154,772
Reserve Target %	15%	15%	15%	15%	15%	15%	13%	9%	5%	1%
Fund Balance Required - Min 15%	2,955,417	3,048,097	3,129,786	3,210,221	3,295,934	3,381,629	3,470,227	3,561,494	3,655,518	3,752,023
Fund Balance Over (Under) Target - Min	(0)	0	0	(0)	(0)	0	(416,187)	(1,346,681)	(2,407,062)	(3,597,251)
Fund Balance Required - Max 20%	3,940,556	4,064,129	4,173,048	4,280,295	4,394,579	4,508,838	4,626,970	4,748,659	4,874,024	5,002,698
Fund Balance Over (Under) Target - Max	(985,139)	(1,016,032)	(1,043,262)	(1,070,074)	(1,098,645)	(1,127,209)	(1,572,930)	(2,533,846)	(3,625,568)	(4,847,926)



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-004  
January 4, 2024  
Ordinance

Item 6.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-004: Ordinance Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Adopt Ordinance XXXX Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financial the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455.	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Drew Bouta	12/26/2023
	Finance	Janna Walker	12/26/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: January 2, 2024	
EXHIBITS:	1. Ordinance XXXX		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

Chapter 36.73 of the Revised Code of Washington (RCW) authorized Cities to establish a Transportation Benefit District (TBD) with certain associated revenues, including a voted sales tax of 0.2% and a vehicle license fee up to \$50. The code was amended by Senate Bill 5974 Section 406 to include a 0.1% sales tax that can be imposed by a majority vote of the governing board of the district. This agenda bill seeks to implement the 0.1% TBD sales tax, bringing the total TBD sales tax to the current statutory maximum of 0.3%.



## LEGISLATIVE HISTORY

The City established a TBD on June 14, 2010 through Ordinance No. 1061, specifying the governing board of the Transportation Benefit District (the District) as Snoqualmie City Council. The District has certain authority to collect revenue and use it for projects that preserve, maintain, and operate existing infrastructure of the City, consistent with RCW 36.73 and as defined in Ordinance No. 1061.

Ordinance No. 1163, adopted October 26, 2015, updated Snoqualmie Municipal Code and specified that the City of Snoqualmie assumes all the rights, powers, immunities, functions, and obligations of the District.

The City authorized a \$20 vehicle license fee on June 14, 2010, increasing the fee temporarily to \$40 on March 9, 2020. However, a voted TBD sales tax initiative repealed both vehicle license fees on November 2, 2021, imposing instead a 0.2% sales tax.

## ANALYSIS

The enactment of this sales tax before January 16 would allow the City to prepare the Department of Revenue for an April 1, 2024 start date, and given the lag time between actual retail sales and distribution of the tax, the City of Snoqualmie would likely not receive any revenue until June 2024. This would result in the following estimated revenue collected from the tax, with inflation based on the CPI-U estimate from King County's Office of Economic & Financial Analysis:

### Estimated Revenue from the TBD Sales Tax (0.1%):

2024	2025	2026	2027	2028
156,000	319,000	328,000	337,000	345,000

This revenue should be used in accordance with RCW 36.73 to support transportation improvements listed in the City's 6-year Transportation Improvement Plan, including construction, maintenance, and operation. The eligible uses of this revenue source can apply to both the General Fund (#001), which funds the street maintenance division of the Parks and Public Works Department, and the Non-Utility Capital Fund (#310) which funds transportation capital programs and projects.

Currently, the City diverts one third (33.3%) of utility tax revenues (the City's combined utility and solid waste only) from the General Fund (#001) to the Non-Utility Capital Fund (#310) to support the Street Resurfacing Program (capital program) in accordance with Ordinance No. 1135. To simplify and streamline the accounting of revenues at the City, and where they should go, the Administration recommends receipting the new TBD sales tax revenue into the Non-Utility Capital Fund (#310) and decreasing the amount of the City's combined utility and solid waste utility tax diverted from 33.3% to 15%. The effect on each fund is shown below:

2024	Non-Utility Capital Fund (#310)		General Fund (#001)		Total
	Increase	(Decrease)	Increase	(Decrease)	
TBD Sales Tax (0.1%)	156,000				156,000
Utility Tax		(142,000)	142,000		-
Net Effect =	14,000		142,000		156,000

2025	Non-Utility Capital Fund (#310)		General Fund (#001)		Total
	Increase	(Decrease)	Increase	(Decrease)	
TBD Sales Tax (0.1%)	319,000				319,000
Utility Tax		(292,000)	292,000		-
Net Effect =	27,000		292,000		319,000

The Administration intends to bring an agenda bill to Council to replace Ordinance No. 1135 with a new ordinance specifying that 15% of the City's combined utility tax and solid waste utility tax will be diverted to the Non-Utility Capital Fund (#310) rather than the 33.3% currently specified.

#### **BUDGET IMPACTS**

This Agenda Bill relates to revenue and will increase revenues within the Biennial budget. However, it will not increase expenditures and no budgetary amendment is required.

#### **NEXT STEPS**

This is the first reading of this ordinance. Council may choose to waive the second reading of Ordinance No. XXXX and adopt it immediately, or consider the second reading on January 8, 2024 at which time Council may choose to adopt the ordinance at that time.

#### **PROPOSED ACTION**

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

OR

Motion to authorize the first reading pertaining to adoption of Ordinance No. XXXX Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455 and set forth the second reading and adoption at the January 8, 2024 City Council meeting.

**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON ESTABLISHING A ONE-TENTH OF ONE PERCENT (0.1%) SALES AND USE TAX WITHIN THE BOUNDARIES OF THE SNOQUALMIE TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Snoqualmie Transportation Benefit District (hereinafter “the District”) was established pursuant to RCW 36.73 by the City Council of Snoqualmie by Ordinance No. 1061 on June 14, 2010; and

**WHEREAS**, under Ordinance No. 1163, passed by the Snoqualmie City Council on October 26, 2015, the City assumed the rights, powers, immunities, functions, and obligations of the District pursuant to RCW 36.73 to allow for said assumption; and

**WHEREAS**, the City’s necessary transportation improvement projects are identified in the City of Snoqualmie’s City’s Six-Year Transportation Improvement Program; and

**WHEREAS**, Snoqualmie Municipal Code 12.26.040 provides that funds generated by the City of Snoqualmie Transportation Benefit District shall be used for transportation improvements that preserve, maintain, and operate the City’s previous investments in transportation infrastructure, reduce the risk of transportation facility failure, improve safety, or reduce congestion, consistent with the requirements of RCW 36.73; and

**WHEREAS**, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of

one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the District for the purpose of financing the transportation improvements of a district; and

**WHEREAS**, post-assumption of the District as provided in Snoqualmie Municipal Code 12.26.020, the Snoqualmie City Council has the authority to exercise the statutory powers set forth in RCW 36.73; and

**WHEREAS**, the Snoqualmie City Council has carefully considered the financial needs of the City's transportation system and the imposition of the tax and has determined that the best interests of the City and the District will be served by passing this ordinance.

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

Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Ordinance.

Section 2. Addition of 0.1% Sales and Use Tax. The City Council, as the governing board of the City of Snoqualmie Transportation Benefit District, finds that it is in the best interest of the City and the District to impose a sales and use tax of one-tenth of one percent (0.1%), pursuant to sections 36.73.040(3)(a) 36.73.065(4)(v), and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, operate, preserve, and maintain transportation improvements in the District, and to impose such sales and use tax. The sales and use tax shall be imposed for a period of ten (10) years. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 of the Revised Code of Washington, as amended, upon the

occurrence of any taxable event within the boundaries of the City of Snoqualmie Transportation Benefit District.

Section 3. Description of Transportation Improvements.

The revenues from a sales and use tax may be used to acquire, invest in, construct, improve, provide, operate, preserve, maintain, and/or fund the following described transportation improvements:

- A. Projects in the District identified in the City of Snoqualmie's Transportation Improvement Plan;
- B. Expanded projects identified in accordance with section 36.73.160 of the Revised Code of Washington, as amended.

Section 4. Notice to Department of Revenue. The City Clerk is hereby directed to transmit this Ordinance to the Washington Department of Revenue (DOR) and to direct DOR to take all steps necessary to immediately implement and collect the tax imposed by this Ordinance.

Section 5. Effective Date. This Ordinance shall take effect five days after its passage and publication as provided by law.

Section 6. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 7. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

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

**APPROVED** by the Mayor of the City of Snoqualmie on this 8<sup>th</sup> day of January 2024.

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Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

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Deana Dean, City Clerk

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David Linehan, Interim City Attorney



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-005  
January 4, 2024  
Ordinance

Item 6.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-005: Ordinance Amending SMC 5.04.050 (B&O Tax Increase)	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Adopt Ordinance XXXX Amending SMC 5.04.050.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Drew Bouta	12/27/2023
	Finance	Janna Walker	12/27/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

<b>DEPARTMENT:</b>	Finance		
	<b>STAFF:</b> Janna Walker, Budget Manager		
	<b>COMMITTEE:</b> Finance & Administration		<b>COMMITTEE DATE:</b> January 2, 2024
	<b>EXHIBITS:</b> 1. Ordinance XXXX 2. Effect of B&O Taxes on Local Businesses		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

Snoqualmie Municipal Code (SMC) authorizes a Business & Occupation (B&O) Tax of 0.15% on businesses making over \$5,000 within a fiscal quarter or \$20,000 within a fiscal year. The Revised Code of Washington (RCW) allows a B&O tax up to 0.20%, unless a higher percentage is authorized by voters. This agenda bill seeks to increase the current 0.15% B&O tax by 0.05%, bringing the total B&O sales tax to the current councilmanic maximum of 0.20%.

### LEGISLATIVE HISTORY

Chapter 5.04.050 of SMC establishes a tax of fifteen one-hundredths of one percent (0.15%). RCW 35.21.710 grants cities the authority to raise this tax to a maximum rate of twenty one-hundredths of one percent (0.20%), unless a higher tax rate is approved by a simple majority of voters.

This section of the SMC was amended by Ordinance 982 on August 22, 2005 to exempt from B&O taxes any person whose gross proceeds of sales, gross income of the business, from all activities conducted within the city during any calendar year is equal to or less than \$20,000, or is equal to or less than \$5,000 during any quarter if on a quarterly reporting basis.

## ANALYSIS

Enacting this B&O tax early in 2024 would likely result in the following increased B&O tax revenue, assuming the tax goes into effect for the second quarter of 2024, with inflation based on the CPI-U estimate from King County's Office of Economic & Financial Analysis:

### Increased Revenue from the B&O Tax (0.15% to 0.20%):

2024	2025	2026	2027	2028
123,000	253,000	260,000	267,000	274,000

## BUDGET IMPACTS

This Agenda Bill relates to revenue and will increase revenues within the Biennial budget. However, it will not increase expenditures and no budgetary amendment is required.

## NEXT STEPS

This is the first reading of this ordinance. Council may choose to waive the second reading of Ordinance No. XXXX and adopt it immediately, or consider the second reading on January 8, 2024 at which time Council may choose to adopt the ordinance at that time.

## PROPOSED ACTION

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

OR

Motion to authorize the first reading pertaining to adoption of Ordinance No. XXXX Amending SMC 5.04.050.



**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON AMENDING SECTION 5.04.050 OF THE SNOQUALMIE MUNICIPAL CODE, TO INCREASE THE BUSINESS AND OCCUPATION TAX FROM 0.15 PERCENT TO 0.2 PERCENT; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Snoqualmie requires a business license and imposes a business and occupation tax on the value of products, gross proceeds of sales, or gross income, as the case may be, of persons engaging in business in the city pursuant to existing section 5.04 of the Snoqualmie Municipal Code (SMC); and

**WHEREAS**, SMC 5.040.050 levies a tax of fifteen one-hundredths of one percent (0.15%) upon gross proceeds of sale, gross income of business, or value of products for non-utility businesses and persons engaging in business activities within the City; and

**WHEREAS**, Section 35.21.710 of the Revised Code of Washington (RCW) establishes a maximum B&O tax rate of twenty one-hundredths of one percent (0.2%) upon business activities consisting of the making of retail sales of tangible personal property, which are measured by gross receipts or gross income from such sales; and

**WHEREAS**, the City Council has determined that it is in the best interests of the City to increase revenues available to fund City operations by increasing the B&O tax rate to the full amount allowed by state law;

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

Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Ordinance.

Section 2. Amendment of SMC 5.040.050(A). Section 5.040.050(A) SMC, is hereby amended to read as follows:

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

1. Upon every person engaging within the city in business as an extractor; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, extracted within the city for sale or for commercial or industrial use, multiplied by the rate of ~~twenty~~fifteen one-hundredths of one percent (multiplier of 0.00~~245~~). The measure of the tax is the value of the products, including by-products, so extracted, regardless of the place of sale or the fact that deliveries may be made to points outside the city.

2. Upon every person engaging within the city in business as a manufacturer; as to such persons the amount of the tax with respect to such business shall be equal to the value of the products, including by-products, manufactured within the city, multiplied by the rate of ~~twenty~~fifteen one-hundredths of one percent (multiplier of 0.0~~245~~). The measure of the tax is the value of the products, including by-products, so manufactured, regardless of the place of sale or the fact that deliveries may be made to points outside the city.

3. Upon every person engaging within the city in the business of making sales at wholesale, except persons taxable under subsection (A)(5) of this section; as to such persons the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of ~~twentyfive~~ one-hundredths of one percent (multiplier of 0.00~~25~~).

4. Upon every person engaging within the city in the business of making sales at retail; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of such sales of the business, without regard to the place of delivery of articles, commodities or merchandise sold, multiplied by the rate of ~~twentyfive~~ one-hundredths of one percent (multiplier of 0.00~~25~~).

5. Upon every person engaging within the city in the business of (a) printing, (b) both printing and publishing newspapers, magazines, periodicals, books, music, and other printed items, (c) publishing newspapers, magazines and periodicals, (d) extracting for hire, and (e) processing for hire; as to such persons, the amount of tax on such business shall be equal to the gross income of the business multiplied by the rate of ~~twentyfive~~ one-hundredths of one percent (multiplier of 0.00~~25~~).

6. Upon every person engaging within the city in the business of making sales of retail services; as to such persons, the amount of tax with respect to such business shall be equal to the gross proceeds of sales multiplied by the rate of ~~twentyfive~~ one-hundredths of one percent (multiplier of 0.00~~25~~).

7. Upon every other person engaging within the city in any business activity other than or in addition to those enumerated in the above subsections; as to such persons, the amount of tax on account of such activities shall be equal to the gross income of the business multiplied by the rate of ~~twentyfifteen~~ one-hundredths of one percent (multiplier of 0.00~~215~~). This subsection includes, among others, and without limiting the scope hereof (whether or not title to material used in the performance of such business passes to another by accession, merger or other than by outright sale), persons engaged in the business of developing or producing custom software or of customizing canned software, producing royalties or commissions, and persons engaged in the business of rendering any type of service which does not constitute a sale at retail, a sale at wholesale, or a retail service.

Section 3. Effective Date. This Ordinance shall take effect five days after its passage and publication as provided by law.

Section 4. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

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

**APPROVED** by the Mayor of the City of Snoqualmie on this 8<sup>th</sup> day of January 2024.

---

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

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Deana Dean, City Clerk

---

David Linehan, Interim City Attorney



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Snoqualmie, WA 98065

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

## MEMORANDUM

DATE: January 4, 2024  
TO: City Council  
FROM: Janna Walker, Budget Analyst  
SUBJECT: B&O Tax Increase Impacts

## BACKGROUND

The City of Snoqualmie has a current Business and Occupation (B&O) tax rate of 0.15%, imposed on gross receipts of non-utility businesses, with an exemption for businesses making \$20,000 or less annually or \$5,000 or less quarterly. The Council has within its authority the ability to increase the B&O tax rate to 0.2%. To increase the B&O tax rate above 0.2% would require approval by a simple majority of the City's electorate.

## IMPACT TO BUSINESSES

During 2023, Snoqualmie received B&O taxes from just over 1,000 businesses. On average these businesses pay \$819 in B&O taxes annually, with the median business paying \$93 annually. By definition, half of the businesses in Snoqualmie who make B&O payments are paying less than \$93 and half are paying more than \$93.

If Council adopted the current councilmanic maximum, the average and median businesses would expect to see a 33% increase in B&O taxes as follows:

	Current Tax at 0.15%	Expected Increase	Expected Tax at 0.2 % Increase	
Average B&O Tax Payer	\$ 819	\$ 273	\$ 1,092	33%
Median B&O Tax Payer	\$ 93	\$ 31	\$ 123	33%

The chart on the next page shows the payers of B&O taxes in terms of quintiles. From the data, it appears that the vast majority of B&O taxpayers are small businesses that pay well under \$1,000 annually.

	Lower Range	Upper Range
1st Quintile	\$ -	\$ 20.44
2nd Quintile	\$ 20.45	\$ 62.19
3rd Quintile	\$ 62.20	\$ 147.74
4th Quintile	\$ 147.75	\$ 499.96
5th Quintile	\$ 499.97	\$ 80,384.57

The 10 businesses who pay the most into B&O also pay 50.2% of the total B&O tax receipted into the City. For 2023, receipts from these 10 companies are approximately \$420,000. If City Council decided to enact an increase to the B&O tax rate as proposed, these companies would pay an average of \$14,000 more than they currently pay.



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-006  
January 4, 2024  
Ordinance

Item 6.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-006: Ordinance Amending SMC 5.06.080(C) and SMC 5.06.120(B) (Utility Tax Increase)	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Adopt Ordinance XXXX Amending SMC 5.06.080(C) and SMC 5.06.120(B)	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Drew Bouta	12/27/2023
	Finance	Janna Walker	12/27/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

<b>DEPARTMENT:</b>	Finance		
	<b>STAFF:</b> Janna Walker, Budget Manager		
	<b>COMMITTEE:</b> Finance & Administration		<b>COMMITTEE DATE:</b> January 2, 2024
	<b>EXHIBITS:</b> 1. Ordinance XXXX		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

The largest source of revenues for the General Fund are property taxes, which are capped at 1% growth year over year. In years of high inflation, as the City has experienced over the last few years, pressure is placed on the City's ability to deliver similar levels of service. This agenda bill seeks to increase utility taxes to continue the high levels of service provided in prior years.

Snoqualmie Municipal Code (SMC) authorizes a utility tax of 9% on the City's combined utility (water, sewer, and stormwater) and solid waste collection. The Revised Code of Washington (RCW) does not cap the tax rate allowable on such services. Therefore, this agenda bill seeks to increase the current 9% utility tax rate by 3%, bringing the utility tax rate to 12%.



## LEGISLATIVE HISTORY

Chapters 5.06.080 and 5.06.120 of SMC address utility taxes for the City's combined utility and solid waste collection currently set at 9%.

Ordinance No. 964, adopted November 8, 2004 set the utility tax rate for these services at 6%. Ordinance No. 1076, adopted January 24, 2011, authorized a temporary rate increase, from 6% to 9%, which would sunset on March 1, 2021.

Ordinance No. 1135, approved July 28, 2014, made this temporary rate increase permanent, as codified in the SMC, resulting in the City's current combined utility and solid waste collection tax rate of 9%.

## ANALYSIS

Increasing the utility tax rate by three percent (3%) on these services would likely result in the following increased utility tax revenue to the General Fund (#001), assuming the tax goes into effect for the second quarter of 2024. Inflation for these calculations is based on the CPI-U estimate from King County's Office of Economic & Financial Analysis:

### Increased Revenue from the Utility Tax (9% to 12%):

2024	2025	2026	2027	2028
270,000	369,000	378,000	387,000	396,000

The median City utility bill (calculated by averaging the median utility billing from the months of December 2022 and June 2023) is \$177.59. For a household paying this amount in City utilities monthly, the increased cost related to a 3% utility rate increase would be \$4.89 monthly, or \$58.65 annually.

## BUDGET IMPACTS

This Agenda Bill relates to revenue and will increase revenues within the Biennial budget. However, it will not increase expenditures and no budgetary amendment is required.

## NEXT STEPS

This is the first reading of this ordinance. Council may choose to waive the second reading of Ordinance No. XXXX and adopt it immediately, or consider the second reading on January 8, 2024 at which time Council may choose to adopt the ordinance at that time.

## PROPOSED ACTION

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

OR

Motion to authorize the first reading pertaining to adoption of Ordinance No. XXXX Amending SMC 5.06.080(C) and SMC 5.06.120(B).

**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON INCREASING THE TAX RATE FOR SOLID WASTE, WATER AND SEWER UTILITIES TO TWELVE PERCENT (12%) AND AMENDING SECTIONS 5.06.080(C) AND 5.06.120(B) OF THE SNOQUALMIE MUNICIPAL CODE, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, on July 28, 2014, the Snoqualmie City Council adopted Ordinance No. 1135;  
and

**WHEREAS**, Ordinance No. 1135 made permanent a utility tax rate change on solid waste and City water and sewer utility charges, from 6% to 9%, to fund certain projects in the City's Capital Improvement Plan; and

**WHEREAS**, property tax is the main revenue source for the City's General Operating Fund and increases are capped at one percent (1%) annually by Chapter 84.55.010 of the Revised Code of Washington; and

**WHEREAS**, inflation in the Seattle area has been substantially higher than one percent (1%);

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

Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Ordinance.

Section 2. Amended Sections 5.06.080(C) and 5.06.120(B). Sections 5.06.080(C) and 5.06.120(B) of the SMC are hereby amended to read as follows:

**5.06.080 Solid waste collection.**

(C) The rate of tax imposed by this section on businesses engaged in the business of solid waste collection service shall equal twelve percent of the total gross income from such business conducted within the city of Snoqualmie.

**5.060.120 Water and Sewer Services.**

(B) The rate of tax imposed by this section on businesses engaged in the business of solid waste collection service shall equal twelve percent of the total gross income from such business conducted within the city of Snoqualmie.

Section 3. Effective Date. This Ordinance shall take effect five days after its passage and publication as provided by law.

Section 4. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

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

**APPROVED** by the Mayor of the City of Snoqualmie on this 8<sup>th</sup> day of January 2024.

---

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

---

Deana Dean, City Clerk

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David Linehan, Interim City Attorney



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-007  
January 4, 2024  
Resolution

Item 6.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-007: Resolution XXXX to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024 Regarding a 0.1% Public Safety Sales Tax	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Adopt Resolution XXXX to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024 Regarding a 0.1% Public Safety Sales Tax	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Drew Bouta	12/26/2023
	Finance	Janna Walker	12/26/2023
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	1/2/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: January 2, 2024	
EXHIBITS:	1. Resolution XXXX		

<b>AMOUNT OF EXPENDITURE</b>	\$ 46,000
<b>AMOUNT BUDGETED</b>	\$ 4,258,154
<b>APPROPRIATION REQUESTED</b>	\$ 0

## SUMMARY

### INTRODUCTION

Chapter 82.14.450 of the Revised Code of Washington (RCW) authorizes cities to impose a sales tax of up to 0.1% for public safety with voter approval. Counties may also impose a public safety sales tax under the same statute (up to a maximum of 0.3%) and the combined the city/county sales tax rate for public safety may not exceed 0.3%. However, King County currently does not impose a public safety sales tax. Resolution XXXX calls for an election and certifies a proposition for submission to the King County Director of Elections, to be placed on the ballot for the August 6, 2024, primary election.

If Resolution XXXX is approved and the City's electorate supports the proposition, the resulting public safety sales tax would be shared with King County, with the City receiving 85% of sales tax revenues and King County receiving the remaining 15%. Of the revenues the City would collect, one-third must be used solely for

criminal justice and/or fire protection purposes. The remaining two-thirds are unrestricted and may be used for any lawful governmental purpose, but must be spent in accordance with the purposes specified in the ballot measure.

In order to get the public safety sales tax ballot proposition to a vote of the qualified electors in August, the City must submit the resolution to King County Elections by May 3, 2024.

## ANALYSIS

The approval of Resolution XXXX and passage of the proposition would allow the City to prepare the Department of Revenue for a January 1, 2025 start date, and given the lag time between actual retail sales and distribution of the tax, the City of Snoqualmie would likely not receive any revenue until March 2025. This would result in the following estimated revenue collected from the tax, with inflation based on the CPI-U estimate from King County's Office of Economic & Financial Analysis:

### Estimated Revenue from the Public Safety Sales Tax (0.1%):

2024	2025	2026	2027	2028
-	226,000	279,000	286,000	294,000

The City lost certain revenues that support public safety in the General Fund during 2023 and experienced substantial inflation during 2022 and 2023, resulting in higher costs for personnel, services, and materials. While only 33.3% of the sales tax must be used to support public safety, Administration recommends using the entire public safety sales tax to support Police and Fire service at the City to prevent any impairments to service levels.

## BUDGET IMPACTS

The City budgeted \$4,258,154 in the 2023-2024 Biennial Budget for services within the General Fund Administration classification (#001). Currently \$2,153,599 has been spent in the current biennium and \$207,219 is encumbered for contracts within the within the General Fund Administration classification, leaving \$1,897,336 for new expenditures.

This agenda bill will increase election-related expenditures, as Snoqualmie is not expecting to have any initiatives or legislative positions on the ballot. However, the cost of elections varies depending on the level of activity from other jurisdictions. Based on the last election in 2023, the cost of placing public safety sales tax proposition on the ballot would be \$46,000, leaving \$1,851,336 in budgetary appropriation. Therefore, sufficient appropriation exists within the 2023-24 Biennial Budget (General Fund Administration - #001) to fund a ballot initiative.

**General Fund Administrative Services**

<b>2023-2024 Amended Biennial Budget</b>	
<b>Beginning Budget</b>	<b>\$ 4,258,154</b>
<b>Expenditures</b>	<b>\$ (2,153,599)</b>
<b>Outstanding Contract Value</b>	<b>\$ (207,219)</b>
<b>Current Available Budget</b>	<b>\$ 1,897,336</b>
<b>Estimated Cost of 2024 Election</b>	<b>\$ (46,000)</b>
<b>Available Budget after Election Costs</b>	<b>\$ 1,851,336</b>

**NEXT STEPS**

Recommend a resolution authorizing the Mayor to sign Resolution No. XXXX

**PROPOSED ACTION**

Motion to authorize the Mayor to sign Resolution XXXX to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024 Regarding a 0.1% Public Safety Sales Tax.

**RESOLUTION NO. XXXX**

**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON PROVIDING FOR A SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT AN ELECTION TO BE HELD ON AUGUST 6, 2024 OF A PROPOSITION AUTHORIZING AN INCREASE TO THE SALES AND USE TAX WITHIN THE CITY IN THE AMOUNT OF ONE-TENTH OF ONE PERCENT (0.1%) FOR THE PURPOSE OF FUNDING PUBLIC SAFETY, INCLUDING POLICE AND FIRE, SETTING FORTH THE TEXT OF THE BALLOT PROPOSITION; AS AUTHORIZED BY RCW 82.14.450; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Section 82.14.450(2)(a) of the Revised Code of Washington (“RCW”) permits the Council to submit a proposition to the city voters at a primary or general election and, if the proposition is approved by a majority of persons voting, impose a sales and use tax; and

**WHEREAS**, Section 82.14.450(5) of the RCW states that one-third of all money received under this section must be used solely for criminal justice purposes, fire protection purposes, or both; and

**WHEREAS**, the Snoqualmie City Council has carefully considered the financial needs of the City’s Police and Fire service and the imposition of the tax and has determined that it is the best interests of the City and the public at large to propose in the upcoming general election on August 1, 2024 a ballot proposition increasing the sales and use tax in the amount of one-tenth of one percent (0.1%) of the selling price in the case of a sales tax, or the value of the article used in the case of a use tax.

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



Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Resolution.

Section 2. Purpose of Ballot Proposition. The City Council finds that it is in the best interest of the City and the general public to submit to a vote of the electorate a sales and use tax of one-tenth of one percent (0.1%), pursuant to section 82.14.450 of the Revised Code of Washington for the purpose of raising revenue to be used solely for public safety purposes, which may include but are not limited to personnel and related costs of recruiting, hiring, training, equipping, and employing the public safety professionals described above, and to pay other related public safety expenses including costs of mental health and human services, and for any additional purposes authorized by RCW 82.14.450. The Council reserves the right, in accordance with its biennial budget process, to determine the levels of service to be provided as permitted under applicable state law and within the available revenues collected from this increase. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under RCW 82.14 upon the occurrence of any taxable event within the City.

Section 3. Calling of Election. It is hereby found that the best interests of the inhabitants of Snoqualmie require the submission to the qualified electors of Snoqualmie for approval or rejection at the election to be held on August 6, 2024 of a proposition authorizing an additional sales and use tax of one-tenth of one percent (0.1%) on the selling price in the case of a sales tax or the value of the article used in the case of a use tax pursuant to RCW 82.14.450(2)(a). The Director of King County Elections, as ex officio supervisor of elections in the City, is hereby requested to assume jurisdiction of and to submit to the qualified electors of Snoqualmie the proposition hereinafter set forth.

Section 4. Submission of Ballot Title to the County. The City Clerk is hereby directed, no later than May 3, 2024, to certify the proposition to the Director to King County Elections in substantially the following form:

**CITY OF SNOQUALMIE**  
**PROPOSITION 1**  
**SALES AND USE TAX FOR PUBLIC SAFETY**

Shall the City of Snoqualmie be allowed to impose a sales and use tax in the amount of one-tenth of one percent (0.1%) to provide ongoing funding for public safety purposes as permitted under RCW 82.14.450 in order to protect and sustain current levels of service provided by the Police and Fire Departments which have been impacted by inflation?

Section 5. Effective Date. This resolution shall take effect five days after its passage and publication as provided by law.

Section 6. Severability. If any portion of this resolution is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this resolution.

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

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

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

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

**APPROVED** by the Mayor of the City of Snoqualmie on this 4<sup>th</sup> day of January 2024.

---

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

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Deana Dean, City Clerk

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David Linehan, Interim City Attorney



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-008  
January 4, 2024  
Ordinance

Item 6.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB24-008 Ordinance Providing a Submission to the Qualified Electors of the City at an Election to be Held on August 6, 2024 for a Proposition Authorizing the City to Lift the Levy Limit Established in RCW 84.55.010 In Order to Provide Funds to Pay Costs Associated with Maintaining the Service Levels of Public Safety, Streets, and Parks	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Adopt Ordinance XXXX to Provide a Submission to the Qualified Electors of the City at an Election to be Held on August 6, 2024 for a Proposition Authorizing the City to Lift the Levy Limit Established in RCW 84.55.010.	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Drew Bouta	12/27/2023
	Finance	Janna Walker	12/27/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: January 2, 2024	
EXHIBITS:	1. Ordinance XXXX		

<b>AMOUNT OF EXPENDITURE</b>	\$ 46,000
<b>AMOUNT BUDGETED</b>	\$ 4,258,154
<b>APPROPRIATION REQUESTED</b>	\$ 0

## SUMMARY

### INTRODUCTION

Property taxes within the state of Washington are capped at 1% growth year over year per Chapter 84.55.010 of the Revised Code of Washington. Property tax increases of 1% do not keep up with average inflation and are particularly inadequate during times of high inflation. For the City of Snoqualmie, which relies heavily on property taxes as a key source of revenue, this results in a need for additional revenues to balance the budget without decreasing levels of service.

### LEGISLATIVE HISTORY

The City adopted Ordinance No. 1097 on July 23, 2012 which submitted to the Snoqualmie voters a property tax levy lid lift for the purposes of maintaining public safety, street, and park service levels. The proposition was approved by a simple majority of voters, 52.3%, on November 6, 2012.

Furthermore, Snoqualmie adopted Ordinance No. 1181 on September 9, 2016 which submitted to the Snoqualmie voters a property levy lid lift for purposes of hiring two additional police officers and one additional firefighter. The proposition was approved by a simple majority of voters, 57.5% on November 8, 2016.

Since 2014, the City has opted for the maximum 1% increase every year except in 2020. In that year, Council elected not to increase the property tax levy in Ordinance No. 1222, adopted November 25, 2019. However, in the subsequent year, Council chose to exercise the banked capacity that resulted the previous year's decision and approved an allowable percentage increase in excess of 1%.

## ANALYSIS

If the electors of the City were to approve a \$500,000 single-year, permanent levy lid lift, increased revenue would begin in 2025, with the expected amounts shown below:

### Increased Revenue from the Property Tax Levy Lid Lift:

2024	2025	2026	2027	2028
-	500,000	500,000	500,000	500,000

If such a property tax were approved by the voters, the property tax levy rate would increase by approximately \$0.106. The actual property taxes paid would increase according to the value of each home, with estimated increases as follows:

Home Value	Levy Lid Lift Increase
\$ 500,000	\$ 52.75
\$ 600,000	\$ 63.30
\$ 700,000	\$ 73.85
\$ 800,000	\$ 84.40
\$ 900,000	\$ 94.95
\$ 1,000,000	\$ 105.49
\$ 1,100,000	\$ 116.04
\$ 1,200,000	\$ 126.59
\$ 1,300,000	\$ 137.14
\$ 1,400,000	\$ 147.69
\$ 1,500,000	\$ 158.24

Of the approximately 294 cities in Washington, Snoqualmie's property tax levy rate currently ranks about 122nd, with 121 cities having a higher property tax rate than Snoqualmie, and 172 having a lower property tax rate than Snoqualmie. However, this data does not account for cities who may contract out fire, police, or other services for which property tax is levied under a separate district.

For cities within the county, both nearby and/or of a similar size, Snoqualmie's property tax levy rate compares as follows:

Cities	Property Tax Levy Rate	Total Levy per \$1,000 in AV	Taxes for \$1 million home	Over (Under) Average
Snoqualmie	\$ 1.57	\$ 8.72	8,722	495
Lake Forest Park	\$ 0.70	\$ 8.60	8,604	377
North Bend	\$ 0.82	\$ 8.58	8,582	355
Carnation	\$ 0.67	\$ 8.16	8,164	(62)
Woodinville	\$ 1.08	\$ 8.05	8,048	(179)
Sammamish	\$ 0.98	\$ 7.89	7,887	(339)
Issaquah	\$ 0.67	\$ 7.58	7,581	(646)

## BUDGET IMPACTS

The City budgeted \$4,258,154 in the 2023-2024 Biennial Budget for services within the General Fund Administration classification (#001). Currently \$2,153,599 has been spent in the current biennium and \$207,219 is encumbered for contracts within the within the General Fund Administration classification, leaving \$1,897,336 for new expenditures.

This agenda bill will increase election-related expenditures, as Snoqualmie is not expecting to have any propositions or legislative positions on the ballot. However, the cost of elections varies depending on the level of activity from other jurisdictions. Based on the last election in 2023, the cost of placing the Public Safety Sales Tax Voter proposition on the ballot would be \$46,000, leaving \$1,851,336 in budgetary appropriation. Therefore, sufficient appropriation exists within the 2023-24 Biennial Budget (General Fund Administration - #001) to fund a ballot initiative.

## General Fund Administrative Services

2023-2024 Amended Biennial Budget	
Beginning Budget	\$ 4,258,154
Expenditures	\$ (2,153,599)
Outstanding Contract Value	\$ (207,219)
Current Available Budget	\$ 1,897,336
Estimated Cost of 2024 Election	\$ (46,000)
Available Budget after Election Costs	\$ 1,851,336

## NEXT STEPS

This is the first reading of this ordinance. Council may choose to waive the second reading of Ordinance No. XXXX and adopt it immediately, or consider the second reading on January 8, 2024 at which time Council may choose to adopt the ordinance at that time.

## PROPOSED ACTION

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

OR

Motion to authorize the first reading pertaining to adoption of Ordinance No. XXXX Providing a Submission to the Qualified Electors of the City at an Election to be Held on August 6, 2024 for a Proposition Authorizing the City to Lift the Levy Limit Established in RCW 84.55.010.

**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT AN ELECTION TO BE HELD ON AUGUST 1, 2024, OF A PROPOSITION AUTHORIZING THE CITY TO LIFT THE LEVY LIMIT ESTABLISHED IN RCW 84.55.010, USING A SINGLE-YEAR PERMANENT LEVY LID LIFT, TO PROVIDE FUNDS TO PAY COSTS ASSOCIATED WITH MAINTAINING THE SERVICE LEVELS OF PUBLIC SAFETY, STREETS, AND PARKS, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, Property tax is the main revenue source for the City’s General Operating Fund and increases are capped at one percent (1%) annually by Chapter 84.55.010 of the Revised Code of Washington; and

**WHEREAS**, inflation in the Seattle area has been substantially higher than one percent (1%); and

**WHEREAS**, in order to provide funds to pay the costs of public safety, including operations affecting 911 emergency response times, police officers, firefighters, and emergency medical technicians for Basic Life Support; street maintenance and safety improvements; and preservation of parks, trails and natural areas within the City of Snoqualmie, Washington (the “City”), it is deemed advisable that the City impose taxes within the limits permitted to cities; and

**WHEREAS**, RCW 84.55.050 authorizes the voters of a city to authorize an increase above the levy limitations established in RCW 84.55.010; and

**WHEREAS**, the conditions here and above set forth require the holding of a special election in the City;



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

Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Ordinance.

Section 2. Levy of Additional Regular Property Taxes. It is hereby found and declared that the best interests of the City require the submission to the qualified electors of the City of the proposition whether the City shall levy regular property taxes above the levy limitations established in RCW 84.55.010 for their ratification or rejection at an election to be held on August 6, 2024 for the purpose of providing funds to pay costs associated with public safety, including operations affecting 911 emergency response times, police officers, firefighters, and emergency medical technicians for Basic Life Support; street maintenance; and the preservation of parks, trails and natural areas within the City. The Director of King County Elections, as ex officio supervisor of elections in King County, Washington, is hereby requested to call and conduct such an election to be held within the City on such day and to submit to the qualified electors of the City for their approval or rejection a proposition to increase the City's regular property tax levy by up to \$0.11 per \$1,000 of assessed valuation (to a total rate not to exceed \$1.93 per \$1,000 of assessed valuation) for collection beginning on January 1, 2025, as allowed by chapter 84.55 RCW. The 2025 levy amount will be used to calculate subsequent levy limits.

Section 3. Ballot Proposition. The City Clerk is hereby authorized and directed, not later than May 3, 2024, to certify a proposition to the Director of King County Elections in substantially the following form:

## **CITY OF SNOQUALMIE**

## PROPOSITION 1

### PUBLIC SAFETY OPERATIONS, STREETS AND PARKS MAINTENANCE LEVY

The City of Snoqualmie, Washington adopted Ordinance No. XXXX concerning public safety, the maintenance of streets, and the preservation of parks. This proposition would fund public safety, including operations affecting 911 emergency response times, police officers, firefighters, and emergency medical technicians for Basic Life Support; street maintenance including asphalt repair and the sweeping of streets; and park and trail preservation including landscape maintenance and the repair of park facilities, protecting and sustaining service levels which have been impacted by inflation. It increases the City's property tax rate by up to \$0.11/\$1,000 to a total maximum rate of \$1.93/\$1,000 of assessed valuation for collection in 2025 and annually thereafter. Should this proposition be approved?

Section 4. Effective Date. This Ordinance shall take effect five days after its passage and publication as provided by law.

Section 5. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 6. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this

ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

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

**APPROVED** by the Mayor of the City of Snoqualmie on this 8<sup>th</sup> day of January 2024.

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Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

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Deana Dean, City Clerk

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David Linehan, Interim City Attorney



## City Council

P.O. Box 987, Snoqualmie, Washington 98065  
(425) 888-1555 | [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

### DRAFT

### 2024 Legislative Priorities

**Community center expansion:** Requesting \$5M in state funding to help expand Snoqualmie's community center and add a swimming pool. This will address over-capacity issues at our community center, provide an opportunity for all children in our city the chance to learn to swim, so they will be safe when recreating in our rivers, and provide health and wellness, senior, youth, and aquatics programs.

**Property tax cap:** Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors, so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in the city revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

**Affordable housing:** Expand REET authority for state and locals (HB 1628) to fund affordable housing.

#### Public Safety:

**Officer recruitment and retention:** Additional funding tools and resources to support officer recruitment and retention, including but not limited to updating the Public Safety Sales Tax to allow an option to implement by councilmanic authority and providing greater flexibility on use of the funds.

**Juvenile Access Law: Fix ESHB 1140:** Positive intervention by addressing the juvenile access law. Need to provide more thought about when youth require lawyers to be present, otherwise it becomes mandatory to put them in the system.

**Police pursuit:** Further expand crimes eligible for pursuit to include auto theft and some property crimes.



## CITY COUNCIL SPECIAL HYBRID MEETING

Thursday, January 04, 2024 @ 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

### MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,

Catherine Cotton, Bryan Holloway, Jo Johnson,

Louis Washington, and Robert Wotton

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

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.

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

Press \*6 to mute and unmute.

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

### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

### SPECIAL BUSINESS

1. **Revenue Sources Presentation**
2. **AB24-004:** Ordinance Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District For the Purpose of Financing the Costs Associated with Transportation Improvements As Authorized by RCW 36.73.065 and RCW 82.14.0455
3. **AB24-005:** Ordinance Repealing and Replacing SMC 5.04.050 (B&O Tax Rate Increase)
4. **AB24-006:** Ordinance Amending SMC 5.06.080(C) and SMC 5.06.120(B) (Utility Tax Increase)
5. **AB24-007:** Resolution XXXX to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024, Regarding a 0.1% Public Safety Sales Tax
6. **AB24-008:** Ordinance Providing a Submission to the Qualified Electors of the City at an Election to be Held on August 6, 2024, for a Proposition Authorizing the City to Lift the Levy Limit Established in RCW 84.55.010 In Order to Provide Funds to Pay Costs Associated with Maintaining the Service Levels of Public Safety, Streets, and Parks
7. **Traffic Safety Cameras**

### ADJOURNMENT



**CITY OF SNOQUALMIE**  
**CITY COUNCIL REGULAR HYBRID MEETING**  
**Monday, January 08, 2024, at 7:00 PM**  
**Snoqualmie City Hall, 38624 SE River Street & Zoom**

**MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

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

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

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**CALL TO ORDER & ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS**

**Public Hearings**

**Appointments**

1. **AB24-012:** Mayor Pro Tem Election

**Proposed Action:**

2. **AB24-013:** 2024 Council Committee and Liaison Appointments

**Proposed Action:**

3. **AB24-011:** Appointments to Economic Development Commission

**Proposed Action:**

**Presentations**

**Proclamations**

4. **AB24-014:** Proclamation 24-01 Mentoring Month

**PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA**

**CONSENT AGENDA**

5. Approve the City Council Meeting Minutes dated December 11, 2023.
6. Approve the Claims Approval Report dated January 8, 2024.

**ORDINANCES**

7. **AB24-002:** Budget Amendment for Collective Bargaining Agreement  
**Proposed Action:** First reading of Ordinance xxxx.

**COMMITTEE REPORTS**

**Public Safety Committee:**

**Community Development Committee:**

**Parks & Public Works Committee:**

8. **AB24-010:** Resolution Awarding 2025-2030 Utility Rate Study Contract

**Proposed Action:**

**Finance & Administration Committee:**

**Committee of the Whole:**

**REPORTS**

9. Mayor's Report
10. Commission/Committee Liaison Reports
11. Department Reports for December 2023.

**EXECUTIVE SESSION****ADJOURNMENT**