

## ORDINANCE NO. 1314

**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, UPDATING ITS FINANCIAL MANAGEMENT PRACTICES AND PROCEDURES BY AMENDING CHAPTER 2.04, TREASURER AND CLERK; REPEALING CHAPTER 2.70, CREDIT CARDS FOR USE BY CITY PERSONNEL; AMENDING CHAPTER 2.90, CONTRACTS; AMENDING CHAPTER 3.05, REAL ESTATE EXCISE TAX; AMENDING CHAPTER 3.08, LOCAL IMPROVEMENTS AND SPECIAL ASSESSMENTS; ADDING CHAPTER 3.11, RESERVE FUND; REPEALING CHAPTER 3.12, LOCAL IMPROVEMENT GENERAL FUND; RENAMING AND AMENDING CHAPTER 3.16, LOCAL IMPROVEMENT DISTRICT GUARANTY FUND; REPEALING CHAPTER 3.24, SEWER CONSTRUCTION FUND; REPEALING CHAPTER 3.28, SEWER OPERATIONS FUND; REPEALING CHAPTER 3.32, CLAIMS CLEARING FUND; REPEALING CHAPTER 3.36, PAYROLL CLEARING FUND; REPEALING CHAPTER 3.37, PETTY CASH ACCOUNTS; REPEALING CHAPTER 3.38, PARK IMPROVEMENT FUND; AMENDING CHAPTER 3.40, LEASEHOLD EXCISE TAX; AMENDING CHAPTER 3.44, BONDS REGISTRATION SYSTEM; AMENDING CHAPTER 3.60, CONTINGENCY FUND; REPEALING 3.65, FLOOD REDUCTION PROJECTS FUND; AMENDING CHAPTER 3.70, DONATIONS, DEVISES OR BEQUESTS; AMENDING CHAPTER 3.80, PUBLIC ARTS FUNDING; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, under RCW 35A.11.020, the Snoqualmie City Council is authorized to adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city; and

**WHEREAS**, the City Council has previously adopted Chapter 2.70 of the Snoqualmie Municipal Code, addressing "Credit Cards for Use by City Personnel"; and

**WHEREAS**, on November 14, 2022, the Snoqualmie City Council passed Resolution 1627 adopting the Comprehensive Financial Management Policy dated November 14, 2022; and

**WHEREAS**, Resolution 1627 updated various City financial management practices and procedures consistent with state law, while recognizing that certain provisions of the Snoqualmie Municipal Code (SMC) would need to be amended for consistency; and

**WHEREAS**, on June 10, 2024, the City Council adopted Resolution 1690, repealing Resolution 1627 and adopting an amended Financial Management Policy, which, among other things, made revisions to the City's fund accounting policies, including reserve funds, as well as budgeting and capital improvement planning policies; and

**WHEREAS**, on December 8, 2025, the City Council adopted Resolution 1729, repealing Resolution 1690, and adopting an amended Financial Management Policy, which, established new policies regarding settlement of claims and separation agreements, petty cash, fund structures, and surplus of assets; and

**WHEREAS**, the Mayor and City Administration now propose that the City Council adopt an ordinance repealing and amending, as applicable, any existing provisions of the SMC that are in conflict with the Financial Management Policy, updating certain cross-references, and revising the code to reflect current City financial practices and officer titles;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1. Chapter 2.04** of the SMC, Treasurer and Clerk, is hereby amended as set forth in the attached Exhibit A.

**Section 2. Chapter 2.70** of the SMC, Credit Cards for Use by City Personnel, is hereby repealed, as shown in the attached Exhibit A.

**Section 3. Chapter 2.90** of the SMC, Contracts, is hereby amended as set forth in the attached Exhibit A.

**Section 4. Chapter 3.05** of the SMC, Real Estate Excise Tax, is hereby amended as set forth in the attached Exhibit A.

**Section 5. Chapter 3.08** of the SMC, Local Improvements and Special Assessments, is hereby amended as set forth in the attached Exhibit A.

**Section 6.** A new **Chapter 3.11**, Reserve Fund, is hereby added as set forth in the attached Exhibit A.

**Section 7.** **Chapter 3.12** of the SMC, Local Improvement General Fund, is hereby repealed, and **Chapter 3.16** of the SMC, Local Improvement District Guaranty Fund, is hereby renamed Local Improvement Funds, and is further amended as set forth in the attached Exhibit A.

**Section 8.** **Chapter 3.24** of the SMC, Sewer Construction Fund, is hereby repealed.

**Section 9.** **Chapter 3.28** of the SMC, Sewer Operations Fund, is hereby repealed.

**Section 10.** **Chapter 3.32** of the SMC, Claims Clearing Fund, is hereby repealed.

**Section 11.** **Chapter 3.36** of the SMC, Payroll Clearing Fund, is hereby repealed.

**Section 12.** **Chapter 3.37** of the SMC, Petty Cash Accounts, is hereby repealed.

**Section 13.** **Chapter 3.38** of the SMC, Park Improvement Fund, is hereby repealed.

**Section 14.** **Chapter 3.40** of the SMC, Leasehold Excise Tax, is hereby amended as set forth in Exhibit A.

**Section 15.** **Chapter 3.44** of the SMC, Bonds Registration System, is hereby amended as set forth in the attached Exhibit A.

**Section 16.** **Chapter 3.60** of the SMC, Contingency Fund, is hereby amended as set forth in the attached Exhibit A.

**Section 17.** **Chapter 3.65** of the SMC, Flood Reduction Projects Fund, is hereby repealed.

**Section 18.** **Chapter 3.70** of the SMC, Donations, Devises or Bequests, is hereby amended as set forth in the attached Exhibit A.

**Section 19.** **Chapter 3.80** of the SMC, Public Arts Funding, is hereby amended as set forth in the attached Exhibit A.

**Section 20. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 21. Effective Date.** This ordinance shall be effective five (5) days after passage and publication, as provided by law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

**Section 22. 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.

ADOPTED BY the City Council of the City of Snoqualmie this 23rd day of February 2026.

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James Mayhew, Mayor

ATTEST:

APPROVED AS TO FORM:

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Robert Thrall, Interim City Clerk

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Dena Burke, City Attorney