

## **Chapter 2.04 TREASURER AND CLERK**

### **2.04.020 City finance director.**

There is hereby established the office of finance director, who shall be appointed by the mayor and confirmed by city council. The finance director serves as the city treasurer and all references to "city treasurer" in the ordinances of the city shall mean the finance director. The finance director is authorized to establish financial procedures to implement financial management policies adopted by resolution of the city council. (Ord. 1218 § 2, 2019; Ord. 1206 § 1, 2018; Ord. 1022 § 1, 2008; Ord. 972 § 1, 2005; Ord. 883 § 1, 2001; Ord. 806 § 2, 1998).

### **2.04.025 Authority to create and close funds.**

The finance director, after consultation with the city administrator and after review and approval by a majority of the city council's finance and administration committee, is authorized to create new budgeting, accounting and reporting funds and to consolidate and/or close such existing funds except as may otherwise be directed by state law. The finance director shall prepare and maintain a list of such funds and a general description of their use. Such list shall be available to the public for review and copying upon request. (Ord. 981 § 1, 2005).

### **2.04.030 Offices to be separate.**

The offices of city clerk and finance director shall be separate and distinct, and shall not be combined. (Ord. 806 § 2, 1998).

### **2.04.040 Budget estimates.**

For purposes of preparing budget estimates under RCW [35A.33.030](#), and for no other purposes, all references in said statute shall be taken and deemed to refer to the finance director and not to the city clerk. (Ord. 931 § 1, 2003).

## **Chapter 2.70 CREDIT CARDS FOR USE BY CITY PERSONNEL *Repealed***

## **Chapter 2.90 CONTRACTS**

### **2.90.010 Definitions.**

- A. "Mayor" as used in this chapter includes the Mayor's authorized designees.
- B. "Financial Management Policy" means the policy adopted by Resolution No. 1690 of the city council, as may be amended from time to time.

### **2.90.020 Mayor's authority to execute minor contracts and make emergency purchases.**

- A. The mayor is hereby authorized to purchase materials, supplies and equipment and execute minor contracts without individual city council approval of each contract, subject to compliance with the applicable dollar limits, procedural requirements, and approval processes identified in the Financial Management Policy.
- B. The mayor and department directors are hereby authorized to make emergency purchases without prior city council approval in accordance with the procedures set forth in the Financial Management Policy.

## **Chapter 3.05 REAL ESTATE EXCISE TAX**

### **3.05.015 Additional quarter percent imposed.**

In addition to the excise tax on the sale of real property imposed by SMC [3.05.010](#), there is hereby imposed an excise tax on each sale of real property located within the corporate limits of the city of Snoqualmie at the rate of one-quarter of one percent of the selling price to be collected by the county as prescribed in RCW [82.46.060](#). Proceeds from this additional tax shall be deposited in capital projects funds and expended only as authorized by law under RCW [82.46.035\(3\)](#). (Ord. 748 § 1, 1995).

### **3.05.020 Taxable events.**

Taxes imposed under this chapter shall be collected from persons who are taxable by the state under Chapter [82.45](#) RCW and Chapter [458-61A](#) WAC upon the occurrence of any taxable event within the corporate limits of the city. (Ord. 509 § 2, 1982).

### **3.05.030 Consistency with state tax.**

The taxes imposed under this chapter shall comply with all applicable rules, regulations, laws and court decisions regarding real estate excise taxes as imposed by the state under Chapter [82.45](#) RCW and Chapter [458-61A](#) WAC. The provisions of those chapters, to the extent they are not inconsistent with this chapter, shall apply as though fully set forth herein. (Ord. 509 § 3, 1982)

## Chapter 3.08 LOCAL IMPROVEMENTS AND SPECIAL ASSESSMENTS

### **3.08.020 Adherence to specified provisions required.**

Whenever the city council provides for making local improvements and for paying the whole or any portion of the cost and expense thereof by levying and collecting special assessments on property especially benefited, the proceedings therefor shall be in accordance with the provisions of Chapters [35.43](#), [35.44](#), [35.45](#), 35.47, 34.48, [35.49](#), [35.50](#), 35.51, [35.53](#), 35.54, 35.55, and 35.56 RCW and the provisions of this chapter. (Ord. 271 § 1, 1953).

### **3.08.130 Bond – Form.**

All bonds, unless otherwise specially ordered by the council, issued in pursuance of the provisions of this chapter may be in substantially the following form:

No. \_\_\_\_\_ \$ \_\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF WASHINGTON  
LOCAL IMPROVEMENT BOND  
CITY OF SNOQUALMIE  
LOCAL IMPROVEMENT DISTRICT  
NO. \_\_\_\_\_

N.B. This bond is issued by virtue of the provisions of RCW [35.45.010](#) et seq., Section 35.45.070 of which reads as follows:

Neither the holder nor the owner of any bond, interest coupon, warrant, or other short-term obligation issued against a local improvement fund shall have any claim therefor against the city or town by which it is issued, except for payment from the special assessments made for the improvement for which the bond or warrant was issued and except also for payment from the local improvement guaranty fund of the city or town as to bonds issued after the creation of a local improvement guaranty fund of that city or town. The city or town shall not be liable to the holder or owner of any bond, interest coupon, warrant, or other short-term obligation for any loss to the local improvement guaranty fund occurring in the lawful operation thereof. by the city or town..

The City of Snoqualmie, a municipal corporation of the State of Washington, hereby promises to pay to \_\_\_\_\_ or bearer \_\_\_\_\_ (\$\_\_\_\_\_) Dollars, in lawful money of the United States, with interest thereon at the rate of \_\_\_\_\_ percent per annum, payable annually out of the fund established by

Ordinance No. \_\_\_\_\_ of said Town and known as "Local Improvement Fund, District No. \_\_\_\_\_" and not otherwise, except from the guaranty fund, as herein provided. Both principal of and interest on this bond are payable at the office of the Finance Director.

A coupon is hereto attached for each installment of interest to accrue hereon and said interest shall be paid only on presentation and surrender of such coupon to the Finance Director.

This bond is payable on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is subject to call by the Finance Director whenever there shall be sufficient money in said Local Improvement Fund to pay the same and all unpaid bonds of the series of which this bond is one, which are prior to this bond in numerical order, over and above sufficient for the payment of interest on all unpaid bonds of said series. The call for payment of this bond, or of any bond of the series of which this is one, shall be made by the Finance Director by publishing the same once in the official newspaper of the City, and when such call is made for the payment of this bond it will be paid on the day the next interest coupon thereon shall become due after said call and upon said day interest upon this bond shall cease and any remaining coupons shall be void.

The City Council of the City of Snoqualmie as the agent of said Local Improvement District No. \_\_\_\_\_ established by Ordinance No. \_\_\_\_\_, has caused this bond to be issued in the name of the City as the bond of said Local Improvement District, the bond or the proceeds thereof to be applied in part payment of so much of the cost and expense of the improvement of \_\_\_\_\_ under said Ordinance No. \_\_\_\_\_ as is levied and assessed against the property included in said Local Improvement District No. \_\_\_\_\_ and benefited by said improvement and the said Local Improvement Fund has been established by ordinance for said purpose; and the holder or holders of this bond shall look only to said fund and to the Local Improvement Guaranty Fund of the City of Snoqualmie for the payment of either the principal of or interest on this bond.

This bond is one of a series of \_\_\_\_\_ bonds aggregating in all the principal sum of \_\_\_\_\_ (\$\_\_\_\_\_) dollars, all of which bonds are subject to the same terms and conditions as herein expressed.

IN WITNESS WHEREOF, the City of Snoqualmie has caused these presents to be signed by its Mayor and attested by its City Clerk and sealed with its corporate seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF SNOQUALMIE,

WASHINGTON

By:

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Mayor

Attest:

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City Clerk

There shall be attached to each bond such a number of coupons as shall be required to represent the interest thereon payable either annually or semiannually, as the case may be, for the term of the bonds, which coupons shall be substantially in the following form:

On the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, the CITY OF SNOQUALMIE, STATE OF WASHINGTON promises to pay to the bearer at the office of the Finance Director \_\_\_\_\_ (\$\_\_\_\_) Dollars, being (six) (twelve) months' interest due that day on Bond No. \_\_\_\_\_ of the bonds of Local Improvement District No. \_\_\_\_\_, and not otherwise, provided that this coupon is subject to all the terms and conditions contained in the bond to which it is annexed, and if said bond shall be called for payment before maturity hereof, then this coupon shall be void.

CITY OF SNOQUALMIE,  
WASHINGTON

By:

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Mayor

Attest:

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City Clerk

The finance director shall keep in his office a register of all such bonds in which he shall enter the local improvement district for which the same are issued and the date, amount and number of each bond and the terms of payment. (Ord. 271 § 12, 1953).

## **CHAPTER 3.11**

### **RESERVE FUND**

#### **3.11.010 Creation.**

There is hereby established a fund for reserves assigned or committed to the General Fund to be known as the Reserve Fund. The Reserve Fund may only be used with approval of the city council.

## **Chapter 3.12**

### **LOCAL IMPROVEMENT GENERAL FUND**

***Repealed***

## **Chapter 3.16**

### **LOCAL IMPROVEMENT FUNDS**

#### **3.16.010 Local improvement general fund.**

There is hereby created in the city treasury a fund to be known as the local improvement general fund, into which may be paid or transferred from time to time by the city clerk on the order of the city council any balance that may remain in the fund of any local improvement district after payment of the whole cost and expense of such improvement and such other moneys as he may be authorized by existing laws to pay into such fund or be hereafter authorized by law. Moneys in such fund shall be paid out as the city council may direct in accordance with law. (Ord. 176A § 1, 1922).

#### **3.16.020 Local improvement district guaranty fund.**

A. *Creation.* There is hereby created a fund for the purpose of guaranteeing, to the extent of such fund, and in the manner provided in this chapter, the payment of the city's local improvement bonds and warrants, issued to pay for any local improvement ordered subsequent to the date of the ordinance codified in this chapter to be known as the local improvement district guaranty fund. (Ord. 213 § 1, 1938).

#### *B. Maintenance procedure.*

For the purpose of maintaining such fund, the city issuing local improvement bonds or warrants after the date of the ordinance codified in this chapter shall be deemed and held to have pledged to the fund a tax credit of the city in an amount equal to five percent of the bonds or warrants so issued. The credit so pledged shall not constitute an indebtedness of the city within the meaning of any statutory or charter provisions or limitation respecting indebtedness. Such pledge shall be deemed to have been made, as to any particular local improvement district, upon the delivery of the roll to the clerk of the city for collection.

Such pledged tax credits, with the other resources of the fund enumerated in SMC [3.16.030](#) and [3.16.040](#), constitute a reserve wherewith to purchase defaulted bonds and warrants guaranteed by the fund. Among the several issues of bonds or warrants guaranteed by the fund, no preference shall exist, but defaulted interest coupons, bonds and warrants shall be purchased out of the fund in the order of their presentation. (Ord. 213 § 2, 1938).

C. *Interest from bank deposits.*

After the creation of such guaranty fund, the city shall levy, from time to time, as other taxes are levied, such sums as may be needed to meet the financial requirements of the fund, but not in excess of the total of the tax credits pledged by this act to the guaranty fund. Whenever there shall be paid out of a guaranty fund any sum on account of principal or interest of a local improvement bond or warrant, the city as trustee for the fund, shall be subrogated to all the rights of the holder of the bond or interest coupon or warrant so paid; and the proceeds thereof, or of the assessment underlying the same, shall become part of the guaranty fund. There shall also be paid into each guaranty fund the interest received from bank deposits of the fund, as well as any surplus remaining in any local improvement fund guaranteed under this chapter after the payment of all outstanding bonds or warrants payable primarily out of such local improvement fund. Warrants drawing interest at a rate not to exceed six percent shall be issued, as other warrants are issued by the city, against a guaranty fund to meet any liability occurring against it. At the time of making its annual budget and tax levy, the city shall provide for the levying of a sum sufficient with the other resources of the fund, to pay warrants so issued during the preceding fiscal year; provided, that no warrants shall be issued against the guaranty fund in excess of the cash therein and the tax credits pledged thereto as provided in SMC [3.16.020](#); provided further, that no taxes shall be levied for the fund in excess of the tax credits so pledged by SMC [3.16.020](#), and that the tax levies directed in this chapter shall be additional to and if need be in excess of, any and all statutory and charter limitations applicable to the tax levies of the city. (Ord. 213 § 3, 1938).

D. *Deposits paid into fund.*

So much of the money of a guaranty fund as is necessary may be used to purchase certificates of delinquency for general taxes on property subject to local improvement assessments underlying bonds or warrants guaranteed by the fund, or to purchase such property at county tax foreclosures or from the county after foreclosure, for the purpose of protecting the guaranty fund. The fund shall be subrogated to the rights of the city, and the city may foreclose the lien of general tax certificates of delinquency, and purchase the property at the foreclosure sale. After so acquiring title to real property, the city may lease or sell and convey the same at public or private sale for such price and on such terms as may be determined by resolution of the city council, any provisions of law, charter or ordinance to the contrary

notwithstanding. All proceeds resulting from such sales shall belong to and be paid into the guaranty fund. (Ord. 213 § 3, 1938).

E. *City exempt from liability.*

Neither the holder nor the owner of any bond issued under the provisions of this chapter shall have any claim therefor against the city, except for payment from the special assessments made for the improvement for which the bond was issued, and except as against the local improvement guaranty fund of the city. The city shall not be liable to any holder or owner of such bond or warrant for any loss to the guaranty fund occurring in the lawful operation thereof by the city. The remedy of the holder or owner of a bond, in case of nonpayment, shall be confined to the enforcement of the assessment and to the guaranty fund. (Ord. 213 § 4, 1938).

**Chapter 3.24  
SEWER CONSTRUCTION FUND  
*Repealed***

**Chapter 3.28  
SEWER OPERATIONS FUND  
*Repealed***

**Chapter 3.32  
CLAIMS CLEARING FUND  
*Repealed***

**Chapter 3.36  
PAYROLL CLEARING FUND  
*Repealed***

**Chapter 3.37  
PETTY CASH ACCOUNT  
*Repealed***

**Chapter 3.38**  
**PARK IMPROVEMENT FUND**  
***Repealed***

**Chapter 3.40**  
**LEASEHOLD EXCISE TAX**

**3.40.010 Imposed.**

There is levied and shall be collected a leasehold excise tax on and after May 1, 1983, upon the act or privilege of occupying or using publicly owned real or personal property within the city through a "leasehold interest" as defined by RCW 32.29A.020(1). The tax shall be paid, collected and remitted to the Department of Revenue of the state of Washington at the time and in the manner prescribed by Section 5 of the State Act. (Ord. 523 § 1, 1983).

**3.40.020 Rate.**

The rate of the tax imposed by SMC [3.40.010](#) shall be the rate of four percent of the taxable rent, as defined by RCW 32.29A.020(2); provided, with respect to a product lease (RCW 32.29A.020(2), a credit of 33 percent of the tax produced by the above rate. (Ord. 523 § 2, 1983).

**3.40.040 Exemptions.**

Leasehold interests exempted by RCW 82.29A.125 through 82.29A.138 as they now exist or may hereafter be amended shall be exempt from the tax imposed pursuant to SMC [3.40.010](#). (Ord. 523 § 4, 1983).

**Chapter 3.44**  
**BONDS REGISTRATION SYSTEM**

**3.44.020 Definitions.**

The following words shall have the following meanings when used in this chapter:

- A. "Bond" or "bonds" shall have the meaning defined in RCW 39.46.020, as it now exists or may hereafter be amended.
- B. "City" means the city of Snoqualmie, Washington.

C. "Fiscal agencies" means the duly appointed fiscal agencies of the state of Washington serving as such at any given time.

D. "Obligation" or "obligations" shall have the meaning defined in RCW 39.46.020, as it now exists or may hereafter be amended.

E. "Registrar" shall be the person or persons designated by the city to register ownership of bonds or obligations under this chapter. (Ord. 530 § 1, 1983).

**3.44.030 Adoption of registration system.**

The city adopts the following system of registering the ownership of its bonds and obligations:

A. Registration Requirement. All bonds and obligations offered to the public, having a maturity of more than one year and issued by the city after June 30, 1983, on which the interest is intended to be exempt from federal income taxation shall be registered as to both principal and interest as provided in this chapter.

B. Method of Registration. The registration of all city bonds and obligations required to be registered shall be carried out either by:

1. A book entry system of recording the ownership of the bond or obligation on the books of the city or the fiscal agencies, whether or not a physical instrument is issued; or
2. By recording the ownership of the bond or obligation and requiring as a condition of the transfer of ownership of any bond or obligation the surrender of the old bond or obligation and either the reissuance of the old bond or obligation or the issuance of a new bond or obligation to the new owners.

No transfer of any bond or obligation subject to registration requirements shall be effective until the name of the new owner and the new owner's mailing address, together with such other information deemed appropriate by the registrar, shall be recorded on the books of the registrar.

C. Denominations. Except as may be provided otherwise by the ordinance authorizing their issuance, registered bonds or obligations may be issued and reissued in any denomination up to the outstanding principal amount of the bonds or obligations of which they are a part. Such denominations may represent all or a part of a maturity or several maturities and on reissuance may be in smaller amounts than the individual denominations for which they are reissued.

D. Appointment of Registrar. Unless otherwise provided in the ordinance authorizing the issuance of registered bonds or obligations, the finance director shall be the registrar for all registered interest-bearing warrants, installment contracts, interest-bearing leases and other registered bonds or obligations not usually subject to trading and the fiscal agencies shall be the registrar for all other city bonds and obligations.

E. Duties of Registrar. The registrar shall serve as the city's authenticating trustee, transfer agent, registrar and paying agent for all registered bonds and obligations for which he, she, or it serves as registrar and shall comply fully with all applicable federal and state laws and regulations respecting the carrying out of those duties.

The rights, duties, responsibilities and compensation of the registrar shall be prescribed in each ordinance authorizing the issuance of the bonds or obligations, which rights, duties, responsibilities and compensation shall be embodied in a contract executed by the city clerk-treasurer and the registrar.

In instances when the fiscal agency serves as registrar, the city adopts by reference the contract between the State Finance Committee of the state and the fiscal agencies in lieu of executing a separate contract and prescribing by ordinance the rights, duties, obligations and compensation of the registrar. As well, when the finance director serves as registrar, a separate contract shall not be required.

In all cases when the registrar is not the fiscal agencies, the ordinance authorizing the issuance of the registered bonds or obligations shall specify the terms and conditions of:

1. Making payments of principal and interest;
2. Printing any physical instruments, including the use of identifying numbers or other designation;
3. Specifying record and payment dates;
4. Determining denominations;
5. Establishing the manner of communicating with the owners of the bonds or obligations;
6. Establishing the methods of receipting for the physical instruments for payment of principal, the destruction of such instruments and the certification of such destruction;
7. Registering or releasing security interests, if any; and
8. Such other matters pertaining to the registration of the bonds or obligations authorized by such ordinance as the city may deem to be necessary or appropriate. (Ord. 530 § 3, 1983).

## **Chapter 3.60 CONTINGENCY FUND**

### **3.60.010 Established.**

There is established in the office of the finance director a special fund to be known and designated as the "contingency fund". (Ord. 775 § 1, 1996).

## **Chapter 3.65 FLOOD REDUCTION PROJECTS FUND *Repealed***

## **Chapter 3.70 DONATION, DEVISES OR BEQUESTS**

### **3.70.010 Established.**

Pursuant to RCW [35A.11.040](#), the city is hereby authorized to accept any money or property donated, devised or bequeathed to it, and to carry out the terms of the donation, devise or bequest if within the powers granted by law. The city council may delegate authority to the mayor to accept donations up to a dollar amount specified in the city's Financial Management Policy as defined in SMC 2.90.010. If no terms or conditions are attached to the donation, devise or bequest, the city may expend or use the same for any municipal purpose. (Ord. 785 § 1, 1997).

### **3.70.020 Procedures.**

The finance director, after consulting with either the chair or a member of the finance and administration committee, is hereby authorized and directed to establish such funds and accounting procedures as may be necessary to carry out the terms or conditions of any donation, devise or bequest, in accordance with the laws of the state of Washington and requirements prescribed by the office of the State Auditor. (Ord. 785 § 1, 1997).

## **Chapter 3.80 PUBLIC ARTS FUNDING**

### **3.80.010 Purpose.**

The city of Snoqualmie recognizes the importance and benefit of providing opportunities for high quality visual art experiences at public facilities. It is the city's intention to create a variety of cultural opportunities for its citizens and to enhance the aesthetic and cultural environment in the community by encouraging and promoting the creation and placement of public art. To that end, a policy is hereby established to pool one percent of the value of qualifying capital improvement projects to be used for public art works in certain public facilities that will expand citizen's access to visual art. (Ord. 913 § 1, 2002).