CITY COUNCIL AGENDA
September 9, 2026
6:00 PM
Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street

a. Call to Order

b. Pledge of Allegiance

c. Roll Call

d. Approval of Agenda

e. Consent Agenda

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

1. Check Register - Regular

f. Introduction of Special Guests and Presentation

1. SWIFT Center - HUB - Renata Maybruck

g. City Administrator Report

h. Councilmember and Mayor's Report

i. Proclamation(s)

j. Public Hearing(s)

1. Ordinance 2113-26 - Temporary Moratorium on Data Centers - Action Requested
2. Ordinance 2114-26 - Temporary Moratorium on Energy Storage/Generation Facilities - Action Requested

k. Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment' until 4:30pm the day before the meeting.

l. Unfinished Business

1. Purchase - NEOGOV - Human resources Information System - 2nd Read

m. New Business

1. Resolution 1194-26 - Budget and Financial Policies - 1st Read

n. Information Only Items

o. Good of the Order

p. Executive Session

q. Adjournment

Next Meeting - Regular - City Council - September 23, 2026

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

Join Zoom Meeting:
https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDlUQT09
or dial by location at:
+1 253 215 8782 US (Tacoma)
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179
Passcode: 091845

City Council Agenda Item

Agenda Item No.:	e.1.
Date:	September 9, 2026
From:	Kelly Kohnken, Finance Director / City Clerk
Subject:	Check Register - Regular

RECOMMENDED ACTION:
Motion to approve check register, EFTs, and payroll as described.

BACKGROUND/SUMMARY INFORMATION:
Claims checks #207525 through #207584, #207611 through #207646, and 207647 through 207672, plus EFTs. Additional surcharges not included on the check register (ser charge catch up for March through July 2026). Payroll ACHs including associated benefit checks #61678 through #61687.

FISCAL IMPACT, IF APPROPRIATE:
Claims checks, plus EFTs, totaling $444,530.59
Surcharges totaling $203,127.16
Payroll totaling $608,753.50

ATTACHMENTS:
1. 2026.09.09 Check Register
2. March-July 2026 - Ser Charge

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9447	09/09/2026	Claims	2	EFT	Comcast Holdings Corp		675.09	
		001 - 518 80 42 021 - Internet Services				675.09		
9448	09/09/2026	Claims	2	EFT	Pitney Bowes Global Fin Svcs		942.97	
		001 - 591 10 70 520 - Leases + Subscription IT (SBITA				78.59		
		001 - 591 20 70 522 - Leases + Subscription IT (SBITA				235.74		
		001 - 591 20 70 524 - Leases + Subscription IT (SBITA				78.58		
		001 - 591 23 70 001 - Lease + Subscription IT (SBITA)				235.74		
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				235.74		
		001 - 591 60 70 519 - Leases + Subscription IT (SBITA				78.58		
9449	09/09/2026	Claims	2	EFT	Cellco Partnershp dba Verizon Wireless		560.30	
		001 - 521 20 42 020 - Telephone				440.27		
		001 - 522 20 42 020 - Telephone				40.01		
		101 - 576 80 42 020 - Telephone				40.01		
		001 - 595 10 42 025 - Cell Phones				40.01		
9450	09/09/2026	Claims	2	EFT	Cellco Partnershp dba Verizon Wireless		4,580.12	
		001 - 513 10 42 020 - Telephone				202.51		
		001 - 514 23 42 020 - Telephone				138.26		
		001 - 518 80 42 020 - Telephone				138.26		
		001 - 521 20 42 020 - Telephone				1,974.32		
		001 - 524 20 42 020 - Telephone				99.02		
		401 - 535 80 42 030 - Cell Phones				479.55		
		102 - 536 20 42 020 - Telephone				139.03		
		412 - 537 80 42 025 - Cell Phones				412.94		
		103 - 542 30 42 020 - Telephone				242.52		
		001 - 558 60 42 020 - Telephone				99.02		
		101 - 576 80 42 020 - Telephone				437.95		
		001 - 595 10 42 025 - Cell Phones				216.74		
9451	09/09/2026	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber		236.31	
		001 - 518 80 42 021 - Internet Services				236.31		
9452	09/09/2026	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber		524.39	
		401 - 535 80 42 020 - Telephone				524.39		
9453	09/09/2026	Claims	2	207525	A-1 Mobile Lock & Key, Inc.		4,868.94	
		401 - 535 50 48 060 - Maintenance Of Buildings				260.64		
		101 - 594 76 31 000 - Buildings & Structures				4,608.30		
9454	09/09/2026	Claims	2	207526	A-1 Safety Tree Service, LLC		407.63	
		102 - 594 36 61 050 - Northern State Cemetery Capit				407.63		
9455	09/09/2026	Claims	2	207527	Accredited Labs		614.93	
		001 - 521 20 41 001 - Professional Services				614.93		
9456	09/09/2026	Claims	2	207528	Amazon Capital Svcs, Inc		5,421.30	
		001 - 514 23 31 000 - Supplies				965.19		
		001 - 518 80 35 000 - Small Tools/Minor Equip				41.20		
		001 - 521 20 26 000 - Uniforms/Accessories				113.31		
		001 - 521 20 26 000 - Uniforms/Accessories				103.22		
		001 - 521 20 26 000 - Uniforms/Accessories				345.27		
		001 - 521 20 31 002 - Office/Operating Supplies				49.86		
		001 - 521 20 31 002 - Office/Operating Supplies				140.68		
		001 - 521 20 31 002 - Office/Operating Supplies				24.99		
		001 - 521 20 31 002 - Office/Operating Supplies				103.46		
		001 - 522 20 31 000 - Operating Supplies				13.28		
		001 - 522 21 31 010 - Office Supplies				123.66		
		001 - 524 20 31 000 - Off/Oper Supps & Books				4.33		
		401 - 535 50 48 040 - Maintenance Of Vehicles				20.64		
		103 - 542 30 35 000 - Small Tools/Minor Equip				61.43		
		001 - 558 60 31 000 - Supplies/Books				4.33		

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
		001 - 558 70 00 513 - Economic Development				3,302.12		
		001 - 595 10 31 000 - Supplies				4.33		
9457	09/09/2026	Claims	2	207529	Barclays Bank Delaware		90.00	
		001 - 521 20 49 020 - Special Investigations				90.00		
9458	09/09/2026	Claims	2	207530	Bay City Supply		1,624.39	
		101 - 576 80 31 002 - Operating Sup - RV Park				114.94		
		101 - 576 80 31 004 - Operating Sup - Comm Center				1,509.45		
9459	09/09/2026	Claims	2	207531	Beaver Lake Quarry		608.08	
		401 - 535 50 48 010 - Maintenance Of Lines				608.08		
9460	09/09/2026	Claims	2	207532	Bio Bug Pest Management		86.88	
		101 - 576 80 48 016 - City Hall				86.88		
9461	09/09/2026	Claims	2	207533	Birch Equipment Rental & Sales		764.26	
		101 - 576 80 45 001 - Equipment Rental				764.26		
9462	09/09/2026	Claims	2	207534	Boulder Park Inc		17,732.80	
		401 - 535 80 35 020 - Solids Handling				17,732.80		
9463	09/09/2026	Claims	2	207535	C.Hlth130, dba Cardinal Health 112 LLC		275.66	
		001 - 522 21 31 000 - Operating Supplies - Medical				-136.84		
		001 - 522 21 31 000 - Operating Supplies - Medical				60.36		
		001 - 522 21 31 000 - Operating Supplies - Medical				11.70		
		001 - 522 21 31 000 - Operating Supplies - Medical				149.88		
		001 - 522 21 31 000 - Operating Supplies - Medical				190.56		
9464	09/09/2026	Claims	2	207536	Carl's Towing & Muffler		322.84	
		001 - 521 20 41 001 - Professional Services				322.84		
9465	09/09/2026	Claims	2	207537	Cascade Hood Service, LLC		816.00	
		101 - 576 80 48 004 - Community Center				408.00		
		101 - 576 80 48 005 - Senior Center				408.00		
9466	09/09/2026	Claims	2	207538	Central Welding Supply		171.47	
		001 - 522 21 31 000 - Operating Supplies - Medical				171.47		
9467	09/09/2026	Claims	2	207539	Certerra Northwest		10,790.75	
		104 - 595 62 63 085 - Const - Sch A - 2026 Paving Pr				10,790.75		
9468	09/09/2026	Claims	2	207540	Sandra Jensen dba Channel View Farms		6,624.60	
		101 - 576 80 31 013 - Operating Sup - Flowers-Holid				6,624.60		
9469	09/09/2026	Claims	2	207541	Cities Insurance Assoc		1,423.70	
		001 - 522 50 46 000 - Insurance				810.61		
		401 - 535 80 46 000 - Insurance				613.09		
9470	09/09/2026	Claims	2	207542	James Cox		352.36	
		001 - 511 60 43 000 - Travel				352.36		
9471	09/09/2026	Claims	2	207543	Gregory Dixon		440.00	
		001 - 515 93 41 001 - Indigent Defense Conflict Cour				440.00		
9472	09/09/2026	Claims	2	207544	E & E Lumber, Inc.		395.54	
		001 - 522 50 48 010 - Repairs/Maint-Dorm				23.36		
		001 - 522 50 48 010 - Repairs/Maint-Dorm				0.92		
		401 - 535 80 35 000 - Small Tools & Minor Equip				18.76		
		101 - 576 80 31 001 - Operating Sup - Riverfront				128.62		
		101 - 576 80 31 009 - Operating Sup - Bingham Park				51.10		
		101 - 576 80 48 007 - Bingham Park				32.59		
		101 - 576 80 48 012 - Harry Osborne				21.63		
		101 - 576 80 48 012 - Harry Osborne				75.12		
		101 - 576 80 48 016 - City Hall				43.44		

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9473	09/09/2026	Claims	2	207545	Exact Scientific Services, Inc.		705.00	
		401 - 535 80 41 000 - Professional Services				213.00		
		401 - 535 80 41 000 - Professional Services				57.00		
		401 - 535 80 41 000 - Professional Services				57.00		
		401 - 535 80 41 000 - Professional Services				57.00		
		401 - 535 80 41 000 - Professional Services				100.00		
		401 - 535 80 41 000 - Professional Services				57.00		
		401 - 535 80 41 000 - Professional Services				57.00		
		401 - 535 80 41 000 - Professional Services				57.00		
		401 - 535 80 41 000 - Professional Services				50.00		
9474	09/09/2026	Claims	2	207546	Facet NW, Inc		5,897.50	
		001 - 558 60 41 001 - Professional Svcs-Reimb				3,992.00		
		001 - 558 60 41 001 - Professional Svcs-Reimb				1,905.50		
9475	09/09/2026	Claims	2	207547	Federal Certified Hearing		90.00	
		001 - 521 20 41 001 - Professional Services				45.00		
		401 - 535 80 41 000 - Professional Services				45.00		
9476	09/09/2026	Claims	2	207548	FirstNET/AT&T Mobility		742.09	
		001 - 522 20 42 020 - Telephone				742.09		
9477	09/09/2026	Claims	2	207549	FirstNET/AT&T Mobility		69.01	
		401 - 535 80 41 000 - Professional Services				69.01		
9478	09/09/2026	Claims	2	207550	Freedom and Glory		712.49	
		001 - 522 20 31 001 - Flags				712.49		
9479	09/09/2026	Claims	2	207551	Frontier Chevrolet		112,318.46	
		501 - 594 35 64 501 - Equip & Vehicles - Sewer				56,159.23		
		501 - 594 35 64 501 - Equip & Vehicles - Sewer				56,159.23		
9480	09/09/2026	Claims	2	207552	Galls, LLC		1,498.30	
		001 - 522 20 26 000 - Uniforms				120.08		
		001 - 522 20 26 000 - Uniforms				1,103.95		
		001 - 522 20 26 000 - Uniforms				274.27		
9481	09/09/2026	Claims	2	207553	Good to Go!		21.00	
		001 - 521 40 43 000 - Travel				21.00		
9482	09/09/2026	Claims	2	207554	Guardian Security Systems, Inc.		444.59	
		001 - 521 20 41 001 - Professional Services				78.26		
		001 - 522 50 49 050 - Fire/Theft Protection				45.65		
		401 - 535 50 48 000 - Maintenance Contracts				56.52		
		101 - 576 80 41 010 - Alarm Monitoring				264.16		
9483	09/09/2026	Claims	2	207555	Halo Protection Services LLC		695.04	
		001 - 512 50 41 050 - Security Services				695.04		
9484	09/09/2026	Claims	2	207556	Heritage Bank		36.00	
		104 - 595 30 63 083 - Const-SR 9-John Liner-McGarig				36.00		
9485	09/09/2026	Claims	2	207557	Heston Door Service, Inc.		1,830.10	
		401 - 535 50 48 000 - Maintenance Contracts				1,830.10		
9486	09/09/2026	Claims	2	207558	Home Depot Credit Services		639.76	
		101 - 576 80 35 000 - Small Tools & Minor Equip				54.42		
		101 - 576 80 35 000 - Small Tools & Minor Equip				213.13		
		101 - 576 80 35 000 - Small Tools & Minor Equip				372.21		
9487	09/09/2026	Claims	2	207559	Ideal Rent-All		163.50	
		101 - 576 80 45 001 - Equipment Rental				163.50		
9488	09/09/2026	Claims	2	207560	Janicki General Contracting LLC		19,053.05	
		102 - 594 36 61 050 - Northern State Cemetery Capit				19,053.05		

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9489	09/09/2026	Claims	2	207561	KCDA Purchasing Cooperative		5,447.36	
		101 - 576 80 48 007 - Bingham Park				5,447.36		
9490	09/09/2026	Claims	2	207562	KU Public Management Center		4,000.00	
		001 - 518 10 49 000 - Tuition/Registration				4,000.00		
9491	09/09/2026	Claims	2	207563	Kelley Create		1,025.33	
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				547.13		
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				478.20		
9492	09/09/2026	Claims	2	207564	L N Curtis & Sons		792.94	
		001 - 521 20 26 000 - Uniforms/Accessories				446.17		
		001 - 521 20 26 000 - Uniforms/Accessories				61.56		
		001 - 521 20 26 000 - Uniforms/Accessories				285.21		
9493	09/09/2026	Claims	2	207565	Lauts Inc dba Lautenbach Industries		533.60	
		412 - 537 60 47 015 - Construction Demolition Land				533.60		
9494	09/09/2026	Claims	2	207566	Les Schwab Tire Center		6,159.25	
		412 - 537 50 48 000 - Repairs/maint-equip				2,619.44		
		412 - 537 50 48 000 - Repairs/maint-equip				3,117.30		
		412 - 537 60 47 011 - Site Recycling Disposal				422.51		
9495	09/09/2026	Claims	2	207567	Life-Assist Inc.		3,938.96	
		001 - 522 21 31 000 - Operating Supplies - Medical				313.06		
		001 - 522 21 31 000 - Operating Supplies - Medical				1,304.40		
		001 - 522 21 31 000 - Operating Supplies - Medical				229.51		
		001 - 522 21 31 000 - Operating Supplies - Medical				128.27		
		001 - 522 21 31 000 - Operating Supplies - Medical				1,963.72		
9496	09/09/2026	Claims	2	207568	MES Service Company LLC		706.61	
		001 - 522 20 26 000 - Uniforms				425.52		
		001 - 522 20 48 000 - Repairs/Maint-Equip				281.09		
9497	09/09/2026	Claims	2	207569	Miles Sand & Gravel Co.		1,994.65	
		101 - 576 80 48 012 - Harry Osborne				1,994.65		
9498	09/09/2026	Claims	2	207570	Nelson Dist, Inc. Nelson-Reisner		370.61	
		001 - 522 20 32 000 - Auto Fuel/Diesel				34.25		
		425 - 531 50 32 000 - Vehicle Fuel				32.19		
		412 - 537 80 32 000 - Auto Fuel/Diesel				304.17		
9499	09/09/2026	Claims	2	207571	Teresa Nesheim		198.67	
		001 - 514 23 23 001 - PERS Retirement				198.67		
9500	09/09/2026	Claims	2	207572	North County Public Defense		23,394.28	
		001 - 515 93 41 000 - Indigent Defender				23,394.28		
9501	09/09/2026	Claims	2	207573	Northwest Cascade, Inc		815.00	
		101 - 576 80 47 090 - Portable Toilets				815.00		
9502	09/09/2026	Claims	2	207574	Oliver-Hammer, Inc		528.64	
		401 - 535 80 35 010 - Safety Equipment				528.64		
9503	09/09/2026	Claims	2	207575	Edith Perez		100.00	
		631 - 389 90 03 631 - Unapplied Park and Facility Res				-100.00		
9504	09/09/2026	Claims	2	207576	Peters Towing LLC		276.61	
		001 - 521 20 41 001 - Professional Services				276.61		
9505	09/09/2026	Claims	2	207577	Puget Sound Energy, Inc.		10,067.16	
		103 - 542 63 47 000 - Public Utilities				10,067.16		
9506	09/09/2026	Claims	2	207578	Puget Sound Energy, Inc.		50.60	
		103 - 542 63 47 000 - Public Utilities				50.60		

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9507	09/09/2026	Claims	2	207579	Puget Sound Energy, Inc.		357.78	
		001 - 521 20 47 000 - Public Utilities				357.78		
9508	09/09/2026	Claims	2	207580	Puget Sound Energy, Inc.		61.11	
		401 - 535 80 47 000 - Public Utilities				61.11		
9509	09/09/2026	Claims	2	207581	Puget Sound Energy, Inc.		100.29	
		101 - 576 80 47 053 - Other Utilities				100.29		
9510	09/09/2026	Claims	2	207582	Puget Sound Energy, Inc.		466.88	
		101 - 576 80 47 000 - Riverfront				466.88		
9511	09/09/2026	Claims	2	207583	Puget Sound Energy, Inc.		167.08	
		101 - 576 80 47 000 - Riverfront				167.08		
9512	09/09/2026	Claims	2	207584	Puget Sound Energy, Inc.		11.90	
		101 - 576 80 47 000 - Riverfront				11.90		
9513	09/09/2026	Claims	2	207585	Puget Sound Energy, Inc.			Error printing check
9514	09/09/2026	Claims	2	207586	Puget Sound Energy, Inc.			Error printing check
9515	09/09/2026	Claims	2	207587	Puget Sound Energy, Inc.			Error printing check
9516	09/09/2026	Claims	2	207588	Puget Sound Energy, Inc.			Error printing check
9517	09/09/2026	Claims	2	207589	Puget Sound Energy, Inc.			Error printing check
9518	09/09/2026	Claims	2	207590	Puget Sound Energy, Inc.			Error printing check
9519	09/09/2026	Claims	2	207591	Puget Sound Energy, Inc.			Error printing check
9520	09/09/2026	Claims	2	207592	Puget Sound Energy, Inc.			Error printing check
9521	09/09/2026	Claims	2	207593	Puget Sound Energy, Inc.			Error printing check
9522	09/09/2026	Claims	2	207594	Puget Sound Energy, Inc.			Error printing check
9523	09/09/2026	Claims	2	207595	Puget Sound Energy, Inc.			Error printing check
9524	09/09/2026	Claims	2	207596	Puget Sound Energy, Inc.			Error printing check
9525	09/09/2026	Claims	2	207597	Puget Sound Energy, Inc.			Error printing check
9526	09/09/2026	Claims	2	207598	Puget Sound Energy, Inc.			Error printing check
9527	09/09/2026	Claims	2	207599	Puget Sound Energy, Inc.			Error printing check
9528	09/09/2026	Claims	2	207600	Puget Sound Energy, Inc.			Error printing check
9529	09/09/2026	Claims	2	207601	Puget Sound Energy, Inc.			Error printing check
9530	09/09/2026	Claims	2	207602	Puget Sound Energy, Inc.			Error printing check
9531	09/09/2026	Claims	2	207603	Puget Sound Energy, Inc.			Error printing check
9532	09/09/2026	Claims	2	207604	Puget Sound Energy, Inc.			Error printing check
9533	09/09/2026	Claims	2	207605	Puget Sound Energy, Inc.			Error printing check
9534	09/09/2026	Claims	2	207606	Puget Sound Energy, Inc.			Error printing check
9535	09/09/2026	Claims	2	207607	Puget Sound Energy, Inc.			Error printing check
9536	09/09/2026	Claims	2	207608	Puget Sound Energy, Inc.			Error printing check
9537	09/09/2026	Claims	2	207609	Puget Sound Energy, Inc.			Error printing check
9538	09/09/2026	Claims	2	207610	Puget Sound Energy, Inc.			Error printing check

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9539	09/09/2026	Claims	2	207611	Puget Sound Energy, Inc.		200.45	
		401 - 535 80 47 000 - Public Utilities				200.45		
9540	09/09/2026	Claims	2	207612	Puget Sound Energy, Inc.		278.59	
		401 - 535 80 47 000 - Public Utilities				278.59		
9541	09/09/2026	Claims	2	207613	Puget Sound Energy, Inc.		41.02	
		001 - 521 20 47 000 - Public Utilities				41.02		
9542	09/09/2026	Claims	2	207614	Puget Sound Energy, Inc.		876.19	
		001 - 522 50 47 000 - Public Utilities				876.19		
9543	09/09/2026	Claims	2	207615	Puget Sound Energy, Inc.		144.80	
		101 - 576 80 47 051 - Bingham / Memorial				144.80		
9544	09/09/2026	Claims	2	207616	Puget Sound Energy, Inc.		1,159.04	
		401 - 535 80 47 000 - Public Utilities				1,159.04		
9545	09/09/2026	Claims	2	207617	Puget Sound Energy, Inc.		150.43	
		101 - 576 80 47 053 - Other Utilities				150.43		
9546	09/09/2026	Claims	2	207618	Puget Sound Energy, Inc.		76.38	
		101 - 576 80 47 051 - Bingham / Memorial				76.38		
9547	09/09/2026	Claims	2	207619	Quiring Monuments Inc		300.00	
		102 - 536 20 34 000 - Liners				300.00		
9548	09/09/2026	Claims	2	207620	Rairdon DCOB		271.17	
		001 - 522 20 48 000 - Repairs/Maint-Equip				271.17		
9549	09/09/2026	Claims	2	207621	Ricoh USA, Inc		57.29	
		101 - 591 80 70 101 - Subscription IT (SBITA) - Parks				57.29		
9550	09/09/2026	Claims	2	207622	Kevin Rogerson		1,500.00	
		001 - 512 50 41 000 - Professional Services				300.00		
		001 - 512 50 41 000 - Professional Services				100.00		
		001 - 512 50 41 000 - Professional Services				300.00		
		001 - 512 50 41 000 - Professional Services				100.00		
		001 - 512 50 41 000 - Professional Services				300.00		
		001 - 512 50 41 000 - Professional Services				100.00		
		001 - 512 50 41 000 - Professional Services				300.00		
9551	09/09/2026	Claims	2	207623	Heather Romano		693.00	
		001 - 521 20 41 001 - Professional Services				299.25		
		001 - 521 20 41 001 - Professional Services				393.75		
9552	09/09/2026	Claims	2	207624	SBA Structures, LLC		705.33	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				352.67		
		401 - 591 28 70 401 - Leases + Subscription IT (SBITA				352.66		
9553	09/09/2026	Claims	2	207625	SIRENNET.COM		282.81	
		501 - 594 22 64 501 - Vehicles - Fire				282.81		
9554	09/09/2026	Claims	2	207626	SRV Construction Inc		684.00	
		104 - 595 30 63 083 - Const-SR 9-John Liner-McGarig				684.00		
9555	09/09/2026	Claims	2	207627	Sedro-Woolley Auto Parts Inc		445.79	
		425 - 531 50 48 000 - Repairs/Maintenance				61.44		
		425 - 531 50 48 000 - Repairs/Maintenance				-54.35		
		425 - 531 50 48 000 - Repairs/Maintenance				1.71		
		412 - 537 50 48 000 - Repairs/maint-equip				402.30		
		101 - 576 80 48 021 - Equipment				34.69		
9556	09/09/2026	Claims	2	207628	Sedro-Woolley Automotive		2,707.71	
		001 - 521 20 48 010 - Repair & Maint - Auto				2,597.43		
		001 - 521 20 48 010 - Repair & Maint - Auto				110.28		

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9557	09/09/2026	Claims	2	207629	Skagit Cnty Auditor		20,121.34	
		001 - 514 90 41 000 - Voter Registration Costs				20,121.34		
9558	09/09/2026	Claims	2	207630	Skagit Cnty Treasurer		76,734.08	
		114 - 523 60 41 022 - Jail Sales Tax Pass Through 2/1				76,734.08		
9559	09/09/2026	Claims	2	207631	Skagit Farmers Supply		498.49	
		001 - 521 20 31 002 - Office/Operating Supplies				28.24		
		401 - 535 50 48 040 - Maintenance Of Vehicles				20.38		
		401 - 535 50 48 050 - Maint Of General Equip				19.54		
		401 - 535 50 48 050 - Maint Of General Equip				55.42		
		401 - 535 80 35 000 - Small Tools & Minor Equip				77.16		
		103 - 542 30 31 000 - Operating Supplies				32.60		
		103 - 542 30 31 020 - Operating Supplies - Herbicide				86.95		
		103 - 542 30 35 000 - Small Tools/Minor Equip				65.21		
		101 - 576 80 31 025 - Operating Sup - Olmsted Park				71.71		
		101 - 576 80 31 100 - Fertilizer/Herbicide				41.28		
9560	09/09/2026	Claims	2	207632	PNG Media LLC, dba Skagit Publishing		1,312.72	
		001 - 511 60 31 001 - Legal Publications				107.60		
		001 - 558 60 41 011 - Advertising Reimbuseable				527.24		
		001 - 595 10 41 010 - Advertising				204.44		
		104 - 595 10 63 077 - Eng-SR20 Cascade Trail Phase :				473.44		
9561	09/09/2026	Claims	2	207633	Acct #600000958 Skagit Regional Health		110.00	
		001 - 521 20 41 001 - Professional Services				110.00		
9562	09/09/2026	Claims	2	207634	Sterling Vet Clinic		152.40	
		001 - 521 20 41 023 - Canine				152.40		
9563	09/09/2026	Claims	2	207635	Tacoma Screw Products Inc.		13.40	
		103 - 542 30 31 000 - Operating Supplies				13.40		
9564	09/09/2026	Claims	2	207636	Tate, Tina		2,000.00	
		104 - 595 20 63 086 - RW - Jones/John Liner BNSF U				2,000.00		
9565	09/09/2026	Claims	2	207637	Paul Taylor		319.20	
		001 - 521 20 27 000 - Retired Medical				319.20		
9566	09/09/2026	Claims	2	207638	Terry, Alisa & Bryan		2,300.00	
		104 - 595 20 63 086 - RW - Jones/John Liner BNSF U				2,300.00		
9567	09/09/2026	Claims	2	207639	Thermo Fluids Inc.		676.23	
		412 - 537 60 47 011 - Site Recycling Disposal				676.23		
9568	09/09/2026	Claims	2	207640	US Mower		5,094.02	
		425 - 531 50 48 000 - Repairs/Maintenance				5,094.02		
9569	09/09/2026	Claims	2	207641	Vestis		17.36	
		401 - 535 80 49 000 - Laundry				8.41		
		412 - 537 80 49 000 - Misc-Laundry				8.93		
		103 - 542 30 49 000 - Misc-Laundry				0.02		
9570	09/09/2026	Claims	2	207642	WA St Criminal Justice		8,082.74	
		001 - 521 40 49 000 - Tuition/Registration				8,082.74		
9571	09/09/2026	Claims	2	207643	Wastequip, LLC		12,819.80	
		412 - 537 80 34 000 - Containers - Garbage				2,819.80		
		412 - 537 80 34 002 - Containers -Yard Waste				10,000.00		
9572	09/09/2026	Claims	2	207644	Woods Logging		127.98	
		401 - 535 50 48 010 - Maintenance Of Lines				84.52		
		103 - 542 30 35 000 - Small Tools/Minor Equip				43.46		

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
9573	09/09/2026	Claims	2	207645	Zachor, Stock & Krepps, Inc PS		9,575.00	
		001 - 515 41 41 001 - Ext Legal-Prosecutor				9,575.00		
9574	09/09/2026	Claims	2	207646	Zoll Medical Corporation		1,630.50	
		001 - 522 21 31 000 - Operating Supplies - Medical				1,630.50		
9594	09/09/2026	Claims	2	207647	Puget Sound Energy, Inc.		92.81	
		103 - 542 63 47 000 - Public Utilities				92.81		
9595	09/09/2026	Claims	2	207648	Puget Sound Energy, Inc.		168.11	
		101 - 576 80 47 052 - Bingham Caretaker				168.11		
9596	09/09/2026	Claims	2	207649	Puget Sound Energy, Inc.		393.56	
		101 - 576 80 47 010 - Community Center				393.56		
9597	09/09/2026	Claims	2	207650	Puget Sound Energy, Inc.		52.12	
		103 - 542 63 47 000 - Public Utilities				52.12		
9598	09/09/2026	Claims	2	207651	Puget Sound Energy, Inc.		49.34	
		102 - 536 20 47 000 - Public Utilities				49.34		
9599	09/09/2026	Claims	2	207652	Puget Sound Energy, Inc.		94.47	
		103 - 542 63 47 000 - Public Utilities				94.47		
9600	09/09/2026	Claims	2	207653	Puget Sound Energy, Inc.		98.01	
		103 - 542 63 47 000 - Public Utilities				98.01		
9601	09/09/2026	Claims	2	207654	Puget Sound Energy, Inc.		170.72	
		401 - 535 80 47 000 - Public Utilities				170.72		
9602	09/09/2026	Claims	2	207655	Puget Sound Energy, Inc.		10.87	
		101 - 576 80 47 053 - Other Utilities				10.87		
9603	09/09/2026	Claims	2	207656	Puget Sound Energy, Inc.		31.15	
		425 - 531 50 47 000 - Public Utilities				31.15		
9604	09/09/2026	Claims	2	207657	Puget Sound Energy, Inc.		17.10	
		101 - 576 80 47 040 - Train				17.10		
9605	09/09/2026	Claims	2	207658	Puget Sound Energy, Inc.		120.37	
		412 - 537 80 47 000 - Public Utilities				120.37		
9606	09/09/2026	Claims	2	207659	Puget Sound Energy, Inc.		16,192.02	
		401 - 535 80 47 000 - Public Utilities				16,192.02		
9607	09/09/2026	Claims	2	207660	Puget Sound Energy, Inc.		13.78	
		101 - 576 80 47 000 - Riverfront				13.78		
9608	09/09/2026	Claims	2	207661	Puget Sound Energy, Inc.		147.41	
		401 - 535 80 47 000 - Public Utilities				147.41		
9609	09/09/2026	Claims	2	207662	Puget Sound Energy, Inc.		441.09	
		401 - 535 80 47 000 - Public Utilities				441.09		
9610	09/09/2026	Claims	2	207663	Puget Sound Energy, Inc.		93.34	
		425 - 531 50 47 000 - Public Utilities				93.34		
9611	09/09/2026	Claims	2	207664	Puget Sound Energy, Inc.		46.42	
		101 - 576 80 47 030 - Museum Apartments				46.42		
9612	09/09/2026	Claims	2	207665	Puget Sound Energy, Inc.		9.77	
		101 - 576 80 47 030 - Museum Apartments				9.77		
9613	09/09/2026	Claims	2	207666	Puget Sound Energy, Inc.		150.43	
		401 - 535 80 47 000 - Public Utilities				150.43		
9614	09/09/2026	Claims	2	207667	Puget Sound Energy, Inc.		24.72	

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
		101 - 576 80 47 030 - Museum Apartments				24.72		
9615	09/09/2026	Claims	2	207668	Puget Sound Energy, Inc.		160.41	
		101 - 576 80 47 050 - Hammer Square				160.41		
9616	09/09/2026	Claims	2	207669	Puget Sound Energy, Inc.		4,698.68	
		101 - 576 80 47 070 - City Hall				4,698.68		
9617	09/09/2026	Claims	2	207670	Puget Sound Energy, Inc.		95.63	
		401 - 535 80 47 000 - Public Utilities				95.63		
9618	09/09/2026	Claims	2	207671	Puget Sound Energy, Inc.		892.83	
		101 - 576 80 47 020 - Senior Center				892.83		
9619	09/09/2026	Claims	2	207672	Puget Sound Energy, Inc.		273.66	
		401 - 535 80 47 000 - Public Utilities				273.66		

Fund	Amount		
001 Current Expense Fund	105,445.39		
101 Parks & Facilities Fund	32,438.30		
102 Cemetery Fund	19,949.05		
103 Street Fund	11,000.76		
104 Arterial Street Fund	16,284.19		
114 Law Enforcement Sales Tax	76,734.08		
401 Sewer Operations Fund	43,280.46		
412 Solid Waste Operations Fund	21,437.59		
425 Stormwater Operations	5,259.50		
501 Equipment Replacement Fund	112,601.27		
631 Suspense Fund	100.00		
		Claims:	444,530.59
* Transaction Has Mixed Revenue And Expense Accounts	444,530.59		

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

Finance Director   Date

Finance Committee Member   Date

Finance Committee Member   Date

Finance Committee Member   Date

TRANSACTION JOURNAL

City Of Sedro-Woolley — Time: 11:19:18 Date: 08/29/2026

03/01/2026 To: 07/31/2026 — Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
2067	03/02/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	50.45	CIVICREC SERVICE FEE FOR $1627.40 - ITEM TRACE#- 091000016034135
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				50.45	
2068	03/02/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	23.47	CIVICREC SERVICE FEE FOR $757.05 - ITEM TRACE#- 091000011209303
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				23.47	
2071	03/02/2026	03/31/2026	1		Ser Chge		US Bank -- Merchant Fees	299.58	MARCH 2026 US BANK MERCHANT FEES - #1
	535 80 41 020 Collection Services			401 Sewer Operations Fund				149.78	
	514 23 41 010 Bank Fees			001 Current Expense Fund				74.90	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				74.90	
2072	03/02/2026	03/31/2026	1		Ser Chge		US Bank -- Merchant Fees	77.99	MARCH 2026 US BANK MERCHANT FEES - #2
	535 80 41 020 Collection Services			401 Sewer Operations Fund				38.99	
	514 23 41 010 Bank Fees			001 Current Expense Fund				19.50	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				19.50	
2092	03/03/2026	03/31/2026	1		Ser Chge		Payment Tech -- Service Charge	5,266.42	MARCH 2026 PAYMENT TECH SERVICE CHARGE - GENERAL
	535 80 41 020 Collection Services			401 Sewer Operations Fund				2,633.22	
	514 23 41 010 Bank Fees			001 Current Expense Fund				1,316.60	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				1,316.60	
2093	03/03/2026	03/31/2026	1		Ser Chge		Payment Tech -- Service Charge	108.39	MARCH 2026 PAYMENT TECH SERVICE CHARGE - GENERAL NON-UTILITY
	514 23 41 010 Bank Fees			001 Current Expense Fund				108.39	
2094	03/03/2026	03/31/2026	1		Ser Chge		Payment Tech -- Service Charge	34.11	MARCH 2026 PAYMENT TECH SERVICE CHARGE - BINGHAM
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				34.11	
2095	03/03/2026	03/31/2026	1		Ser Chge		Payment Tech -- Service Charge	30.00	MARCH 2026 PAYMENT TECH SERVICE CHARGE - RIVERFRONT
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				30.00	
2096	03/03/2026	03/31/2026	1		Ser Chge		Authorize.Net	8.74	MARCH 2026 AUTHNET/GOVQA SERVICE FEE
	514 23 41 010 Bank Fees			001 Current Expense Fund				8.74	
2097	03/03/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	2.20	CIVICREC SERVICE FEE - ITEM TRACE#3 091000013161901
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				2.20	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
2392	03/04/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	11.97	CIVICREC SERVICE FEE FOR $386.25 - ITEM TRACE#- 091000014504296
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				11.97	
2434	03/06/2026	03/31/2026	1		Ser Chge		Xpress Bill Pay - Service Fees	2,551.79	MARCH 2026 XPRESS BILL PAY SERVICE CHARGE
	535 80 41 020 Collection Services			401 Sewer Operations Fund				1,275.89	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				637.95	
	514 23 41 010 Bank Fees			001 Current Expense Fund				637.95	
2461	03/09/2026	03/31/2026	1	EFT	Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 091000012039007
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
2486	03/10/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.27	CIVICREC SERVICE FEE FOR $169.95 - ITEM TRACE#- 091000015917836
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.27	
2501	03/11/2026	03/31/2026	2	EFT	Ser Chge		Skagit Cnty Planning & Dev. Svc.	1,639.38	Payment for permit #LDA-2026-0016 Invoice #INV-00005376
	594 36 61 050 Northern State Ceme			102 Cemetery Fund				1,639.38	
2570	03/12/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	14.37	CIVICREC SERVICE FEE FOR $463.50 - ITEM TRACE#- 091000012718659
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				14.37	
2571	03/13/2026	03/31/2026	1		Ser Chge		US Bank -- Analysis Fees	263.77	MARCH 2026 US BANK ANALYSIS FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				131.89	
	514 23 41 010 Bank Fees			001 Current Expense Fund				65.94	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				65.94	
2600	03/16/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	12.77	CIVICREC SERVICE FEE FOR $412.00 - ITEM TRACE#- 091000013816771
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				12.77	
2884	03/17/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE - ITEM TRACE#- 041001035628870
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
2896	03/18/2026	03/31/2026	1	EFT	Ser Chge		Fiserv., dba Cardpointe	12.77	CIVICREC SERVICE FEE FOR $412.00 - ITEM TRACE#- 041000130160312
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				12.77	
2898	03/23/2026	03/31/2026	2	EFT	Ser Chge		WA St Dept of Retirement	3,971.21	Past due pension contributions, resulting from DRS audit.
	522 24 23 005 LEOFF			001 Current Expense Fund				1,458.00	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	521 20 23 005 LEOFF Retirement			001 Current Expense Fund				1,458.01	
	522 24 23 005 LEOFF			001 Current Expense Fund				501.25	
	514 23 23 001 PERS Retirement			001 Current Expense Fund				553.95	
2914	03/20/2026	03/31/2026	1		Ser Chge		Olachea, Gladys	106.59	Returned payment - Refer to Maker
	343 50 00 000 Sewer Service Charges			401 Sewer Operations Fund				-50.39	
	343 50 00 010 Utility Tax Collected			401 Sewer Operations Fund				-13.12	
	343 70 00 000 Garbage/Solid Waste F			412 Solid Waste Operations Fund				-10.40	
	343 75 00 000 Fuel Surcharge			412 Solid Waste Operations Fund				-4.30	
	343 73 00 000 Curbside Recycling Fee			412 Solid Waste Operations Fund				-15.26	
	343 70 00 010 Utility Tax Collected			412 Solid Waste Operations Fund				-2.79	
	343 10 00 000 Stormwater Fees			425 Stormwater Operations				-9.14	
	343 10 00 010 Utility Tax Collected			425 Stormwater Operations				-1.19	
2932	03/18/2026	03/31/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	30.00	Daryl Riedell & Mitchell Latta
	518 10 41 000 Professional Services			001 Current Expense Fund				30.00	
2975	03/20/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	8.41	CIVICREC SERVICE FEE FOR $271.19 - ITEM TRACE#- 04100103601413
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				8.41	
2987	03/23/2026	03/31/2026	2		Ser Chge		WA St Dept of Retirement	31.57	Interest on past due pension payments.
	514 23 23 001 PERS Retirement			001 Current Expense Fund				31.57	
3038	03/24/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	16.77	CIVICREC SERVICE FEE FOR $540.75 - ITEM TRACE#- 041001032158426
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				16.77	
3039	03/24/2026	03/31/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	Ross Michael
	518 10 41 000 Professional Services			001 Current Expense Fund				15.00	
3066	03/25/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001036923256
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
3142	03/27/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICREC SERVICE FEE FOR $128.75 - ITEM TRACE#- 041001037387504
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	
3147	03/25/2026	03/31/2026	2		Ser Chge		City of Sedro-Woolley	1,000.00	Corrected item for 2025, adjustment in 2026, check dated 3/25/2026.
	523 60 41 022 Jail Sales Tax Pass Thro			114 Law Enforcement Sales Tax				1,000.00	
3175	03/30/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 04001032981904
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
3201	03/31/2026	03/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001030168371
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
3211	03/20/2026	04/30/2026	2		Ser Chge		WA St Dept of Retirement	-15,514.09	DRS payment for 3/20/2026 was accidentially done in two installments, one 3/30/2026 for DCP $15,514.09 and one 4/03/2026 (different months) adjustment to reconcile bank account.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				15,514.09	
3212	03/20/2026	03/31/2026	2		Ser Chge		WA St Dept of Retirement	15,514.09	DRS payment for 3/20/2026 was accidentially done in two installments, one 3/30/2026 for DCP $15,514.09 and one 4/03/2026 (different months) adjustment to reconcile bank account.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-15,514.09	
3372	04/01/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	19.47	CIVICREC SERVICE FEE FOR $618.00 - ITEM TRACE#- 041001036266067
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				19.47	
3373	04/01/2026	04/30/2026	1		Ser Chge		US Bank -- Merchant Fees	266.33	APRIL 2026 US BANK MERCHANT FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				133.17	
	514 23 41 010 Bank Fees			001 Current Expense Fund				66.58	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				66.58	
3374	04/01/2026	04/30/2026	1		Ser Chge		US Bank -- Merchant Fees	77.99	APRIL 2026 US BANK MERCHANT FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				38.99	
	514 23 41 010 Bank Fees			001 Current Expense Fund				19.50	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				19.50	
3531	04/02/2026	04/30/2026	1		Ser Chge		Authorize.Net	8.58	APRIL 2026 AUTHNET/GOV QA SERVICE CHARGE
	514 23 41 010 Bank Fees			001 Current Expense Fund				8.58	
3553	04/06/2026	04/30/2026	2	EFT	Ser Chge		WA St Dept of Retirement	-187.17	Mitchell Latta add to the DRS but ineligible for DCP contribution until 4/20/2026. Will do negative Ser charge for 4/06/2026 and positive for 4/20. Will be processed with DRS with 4/20 benefits.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				187.17	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
3554	04/20/2026	05/31/2026	2	EFT	Ser Chge		WA St Dept of Retirement	187.17	Mitchell Latta add to the DRS but ineligible for DCP contribution until 4/20/2026. Will do negative Ser charge for 4/06/2026 and positive for 4/20. Will be processed with DRS with 4/20 benefits.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-187.17	
3555	04/06/2026	04/30/2026	2	EFT	Ser Chge		WA St Dept of Retirement	-177.18	Mitchell Latta 4/06/2026 payroll, did a catch up for the 3/20/2026 payroll totaling $177.18 processed through DRS separately.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				177.18	
3556	04/06/2026	04/30/2026	2	EFT	Ser Chge		WA St Dept of Retirement	177.18	Mitchell Lata 4/06/2026 payroll, did a catch up for the 3/20/2026 payroll totaling $177.18. Processed separately in DRS.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-177.18	
3568	04/03/2026	04/30/2026	1		Ser Chge		Payment Tech -- Service Charge	5,246.55	APRIL 2026 PAYMENT TECH SERVICE CHARGE - GENERAL ACCOUNT
	535 80 41 020 Collection Services			401 Sewer Operations Fund				2,623.27	
	514 23 41 010 Bank Fees			001 Current Expense Fund				1,311.64	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				1,311.64	
3569	04/03/2026	04/30/2026	1		Ser Chge		Payment Tech -- Service Charge	131.37	APRIL 2026 PAYMENT TECH SERVICE CHARGE - GENERAL NON-UTILITY
	514 23 41 010 Bank Fees			001 Current Expense Fund				131.37	
3570	04/03/2026	04/30/2026	1		Ser Chge		Payment Tech -- Service Charge	38.39	APRIL 2026 PAYMENT TECH SERVICE CHARGE - BINGHAM
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				38.39	
3571	04/03/2026	04/30/2026	1		Ser Chge		Payment Tech -- Service Charge	30.00	APRIL 2026 PAYMENT TECH SERVICE CHARGE - RIVERFRONT
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				30.00	
3572	04/03/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	7.09	CIVICREC SERVICE FEE FOR $154.50 - ITEM TRACE#- 041001039179050
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				7.09	
3606	04/06/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.79	CIVICREC SERVICE FEE FOR $154.50 - ITEM TRACE#- 041001034787141
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.79	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
3607	04/06/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE FOR $41.20 - ITEM TRACE#- 041001034657892
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
3621	03/31/2026	03/31/2026	99		Ser Chge		Municipal Court	4,461.58	March 2026, total court disbursements.
	586 00 01 635 Court Disbursements			635 Custodial Fund				4,461.58	
3631	04/07/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE - ITEM TRACE#- 041001031402430
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
3635	04/07/2026	04/30/2026	1		Ser Chge		Xpress Bill Pay - Service Fees	2,609.69	APRIL 2026 XPRESS BILLPAY SERVICE FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				1,304.85	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				652.42	
	514 23 41 010 Bank Fees			001 Current Expense Fund				652.42	
3672	04/08/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE FOR $103.00 - ITEM TRACE#- 041001036970823
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
3693	04/14/2026	04/30/2026	2		Ser Chge		WA St Dept of Retirement	3.70	DRS late fees
	514 23 41 010 Bank Fees			001 Current Expense Fund				3.70	
3698	04/06/2026	04/30/2026	2		Ser Chge		Takiley B Tripp	-45.42	Payroll deposited to closed bank account. Neg ser charge to cancel out payroll expenditures. Check will be processed through AP, once cashed it can be reconciled against the AP check.
	522 23 11 010 Salaries-Volunteers			001 Current Expense Fund				-45.42	
4153	04/09/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	14.76	CIVICREC SERVICE FEE FOR $376.07 - ITEM TRACE#0 041001032675483
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				14.76	
4161	04/10/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	11.18	CIVICREC SERVICE FEE FOR $360.50 - ITEM TRACE#- 041001038190283
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				11.18	
4191	04/13/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	7.18	CIVICREC SERVICE FEE FOR $231.75 - ITEM TRACE#- 041001032937496
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				7.18	
4192	04/13/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001032937496

TRANSACTION JOURNAL

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
4196	04/14/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	11.18	CIVICREC SERVICE FEE FOR $260.50 - ITEM TRACE#- 041001030123142
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				11.18	
4200	04/14/2026	04/30/2026	1		Ser Chge		US Bank -- Analysis Fees	151.04	APRIL 2026 US BANK ANALYSIS FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				75.52	
	514 23 41 010 Bank Fees			001 Current Expense Fund				37.76	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				37.76	
4207	04/20/2026	04/30/2026	2		Ser Chge		WA St Dept of Labor & Indust	135.50	L&I for 25 volunteers for entire year (100 hours).
	522 23 21 001 Industrial Insurance			001 Current Expense Fund				135.50	
4212	04/15/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICREC SERVICE FEE FOR $128.75 - ITEM TRACE#- 04001036021063
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	
4226	04/20/2026	04/30/2026	2		Ser Chge		Mitchell Latta add to the DRS but inelig	-158.89	Mitchell Latta add to the DRS but ineligible for DCP contribution until 4/20/2026. Will do negative Ser charge for 4/20/2026 and positive for 4/20. Will be processed with DRS with 5/05 benefits.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				158.89	
4227	04/20/2026	05/31/2026	2		Ser Chge		Mitchell Latta add to the DRS but inelig	158.89	Mitchell Latta add to the DRS but ineligible for DCP contribution until 4/20/2026. Will do negative Ser charge for 4/20/2026 and positive for 4/20. Will be processed with DRS with 5/05 benefits.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-158.89	
4239	04/20/2026	04/30/2026	2		Ser Chge		Employment Security Dept	-133.56	Remove unemployment from volunteer firefighters and councilmembers.
	511 60 24 001 Unemployment			001 Current Expense Fund				-8.50	
	522 23 24 001 Unemployment			001 Current Expense Fund				-124.95	
	522 23 24 001 Unemployment			001 Current Expense Fund				-0.11	
4272	04/20/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	51.89	CIVICREC SERVICE FEE FOR $1673.75 - ITEM TRACE#- 041001033500771
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				51.89	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
4273	04/20/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	50.45	CIVICREC SERVICE FEE FOR $1627.40 - ITEM TRACE#- 041001033638743
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				50.45	
4274	04/20/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	0.22	CIVICREC SERVICE FEE FOR $7.20 - ITEM TRACE#- 041001033331864
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.22	
4279	04/21/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001030193791
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
4285	04/22/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	14.37	CIVICREC SERVICE FEE FOR $463.50 - ITEM TRACE#- 041001035239982
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				14.37	
4320	04/23/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.11	CIVICREC SERVICE FEE FOR $164.80 - ITEM TRACE#- 041001030775635
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.11	
4357	04/24/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.11	CIVICREC SERVICE FEE FOR $164.80 - ITEM TRACE#- 041001036578683
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.11	
4392	04/27/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	13.96	CIVICREC SERVICE FEE FOR $450.32 - ITEM TRACE#- 04100103769831
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				13.96	
4393	04/27/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	10.53	CIVICREC SERVICE FEE FOR $390.90 - ITEM TRACE#- 041001030601018
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				10.53	
4638	04/30/2026	04/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041000130652823
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
4660	05/01/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE FOR $1.28 - ITEM TRACE#- 041001036835481
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
4663	05/01/2026	05/31/2026	1		Ser Chge		US Bank -- Merchant Fees	297.09	MAY 2026 US BANK MERCHANT FEES - 1
	535 80 41 020 Collection Services			401 Sewer Operations Fund				148.55	
	514 23 41 010 Bank Fees			001 Current Expense Fund				74.27	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				74.27	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
4664	05/01/2026	05/31/2026	1		Ser Chge		US Bank -- Merchant Fees	78.04	MAY 2026 US BANK MERCHANT FEES - 2
	535 80 41 020 Collection Services			401 Sewer Operations Fund				39.02	
	514 23 41 010 Bank Fees			001 Current Expense Fund				19.51	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				19.51	
4890	05/04/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	14.37	CIVICREC SERVICE FEE FOR $463.50 - ITEM TRACE#- 041001032536322
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				14.37	
4891	05/04/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.80	CIVICREC SERVICE FEE - ITEM TRACE#- 041001032168016
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.80	
4892	05/04/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE - ITEM TRACE#- 041001031928032
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
4893	05/04/2026	05/31/2026	1		Ser Chge		Authorize.Net	8.78	MAY 2026 AUTHNET/GOV QA SERVICE FEE
	514 23 41 010 Bank Fees			001 Current Expense Fund				8.78	
4897	05/05/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	7.98	CIVICREC SERVICE FEE FOR $157.50 - ITEM TRACE#- 041001030495191
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				7.98	
4900	05/05/2026	05/31/2026	1		Ser Chge		Payment Tech -- Service Charge	5,592.03	MAY 2026 CHASE PAYMENT TECH SERIVCE CHARGE - GENERAL
	535 80 41 020 Collection Services			401 Sewer Operations Fund				2,796.01	
	514 23 41 010 Bank Fees			001 Current Expense Fund				1,398.01	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				1,398.01	
4901	05/05/2026	05/31/2026	1		Ser Chge		Payment Tech -- Service Charge	81.84	MAY 2026 CHASE PAYMENT TECH SERIVCE CHARGE - GENERAL NON-UTILITY
	514 23 41 010 Bank Fees			001 Current Expense Fund				81.84	
4902	05/05/2026	05/31/2026	1		Ser Chge		Payment Tech -- Service Charge	33.06	MAY 2026 CHASE PAYMENT TECH SERIVCE CHARGE - BINGHAM
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				33.06	
4903	05/05/2026	05/31/2026	1		Ser Chge		Payment Tech -- Service Charge	31.09	MAY 2026 CHASE PAYMENT TECH SERIVCE CHARGE - RIVERFRONT
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				31.09	
4909	05/06/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	21.51	CIVICREC SERVICE FEE FOR $690.10 - ITEM TRACE#- 041001036281958

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				21.51	
4912	05/05/2026	05/31/2026	2		Ser Chge		IRS - 941 Tax	-0.04	Payroll transactions total $95,379.17, EFT from IRS is $95,379.13.
	369 91 00 000 Miscellaneous Income			001 Current Expense Fund				0.04	
4943	05/07/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	9.58	CIVICREC SERVICE FEE FOR $309.00 - ITEM TRACE#- 041000132210942
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				9.58	
4948	05/07/2026	05/31/2026	1		Ser Chge		Xpress Bill Pay - Service Fees	2,663.31	MAY 2026 XPRESS BILL PAY SERVICE FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				1,331.65	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				665.83	
	514 23 41 010 Bank Fees			001 Current Expense Fund				665.83	
4957	05/08/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICREC SERVICE FEE FOR $128.75 - ITEM TRACE#- 041001037533922
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	
4990	05/11/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE FOR $103.00 - ITEM TRACE#- 041001032239118
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
4991	05/11/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	0.80	CIVICREC SERVICE FEE FOR $25.75 - ITEM TRACE#- 041001032377333
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.80	
4995	05/12/2026	05/31/2026	2	EFT	Ser Chge		WA St Dept of Prof Licen	903.00	CPL Remittance
	521 20 41 040 Intergov Svc-Gun Perm			001 Current Expense Fund				903.00	
5006	05/12/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICREC SERVICE FEE FOR $128.75 - ITEM TRACE#- 041001037647809
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	
5023	04/30/2026	04/30/2026	99		Ser Chge		Municipal Court	4,584.50	April 2026, total court disbursements.
	586 00 01 635 Court Disbursements			635 Custodial Fund				4,584.50	
5072	05/14/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	6.71	CIVICREC SERVICE FEE FOR $216.30 - ITEM TRACE#- 041001039557311
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				6.71	
5076	05/15/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	7.83	CIVICREC SERVICE FEE FOR $252.35 - ITEM TRACE#- 041001035202730
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				7.83	
5085	05/14/2026	05/31/2026	1		Ser Chge		US Bank -- Analysis Fees	88.82	MAY 2026 US BANK ANALYSIS FEES
	535 80 41 020 Collection Services			401 Sewer Operations Fund				44.40	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	514 23 41 010 Bank Fees			001 Current Expense Fund				22.21	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				22.21	
5089	05/15/2026	05/31/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	Christina
	518 10 41 000 Professional Services			001 Current Expense Fund				15.00	
5090	05/15/2026	05/31/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	David Lawler
	518 10 41 000 Professional Services			001 Current Expense Fund				15.00	
5235	05/18/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.91	CIVICREC SERVICE FEE FOR $190.55 - ITEM TRACE#- 041001030080164
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.91	
5268	05/19/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE - ITEM TRACE#- 041001037000985
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
5318	05/20/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	16.76	CIVICREC SERVICE FEE FOR $540.75 - ITEM TRACE#- 041001031856042
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				16.76	
5464	05/21/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE FOR $103.00 - ITEM TRACE#- 041001037452824
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
5468	05/22/2026	05/31/2026	2	EFT	Ser Chge		Puget Sound Energy, Inc.	357.76	2026-04-0482
	576 80 47 052 Bingham Caretaker			101 Parks & Facilities Fund				357.76	
5469	05/22/2026	05/31/2026	2	EFT	Ser Chge		Puget Sound Energy, Inc.	225.23	2026-04-0409
	521 20 47 000 Public Utilities			001 Current Expense Fund				225.23	
5496	05/22/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	25.38	CIVICREC SERVICE FEE FOR $818.85 - ITEM TRACE#- 041001032734722
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				25.38	
5530	05/26/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	10.38	CIVICREC SERVICE FEE FOR $334.75 - ITEM TRACE#- 041001037106077
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				10.38	
5533	05/26/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	10.37	CIVICREC SERVICE FEE FOR $334.75 - ITEM TRACE#- 041001037234929
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				10.37	
5537	05/26/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.31	CIVICREC SERVICE FEE FOR $139.05 - ITEM TRACE#- 041001036804977
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.31	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
5556	05/27/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE FOR $103.00 - ITEM TRACE#- 041001034953802
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
5613	05/29/2026	05/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	15.01	CIVICREC SERVICE FEE FOR $484.10 - ITEM TRACE#- 041001038713370
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				15.01	
5625	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	250.93	Missing invoice for November 2024 Use Tax
	591 28 70 001 Lease + Subscription I			001 Current Expense Fund				229.28	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				21.65	
5626	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	52.02	Missing invoice for April 2026 Use-Tax
	594 35 64 001 Portable Equipment			401 Sewer Operations Fund				52.02	
5627	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	87.20	Two missing invoices for February 2026 Use Tax
	535 80 31 010 Operating Supplies			401 Sewer Operations Fund				34.06	
	594 35 64 001 Portable Equipment			401 Sewer Operations Fund				52.30	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				0.84	
5628	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	383.05	Missing invoice for January 2026 Use Tax
	594 35 64 001 Portable Equipment			401 Sewer Operations Fund				377.47	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				5.58	
5629	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	38.28	Missing invoic for April 2026 Use tax
	535 80 35 010 Safety Equipment			401 Sewer Operations Fund				38.28	
5630	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	65.85	Two missing invoices for December 2025 Use Tax
	535 80 31 010 Operating Supplies			401 Sewer Operations Fund				51.08	
	535 80 31 010 Operating Supplies			401 Sewer Operations Fund				13.51	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				1.26	
5631	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	302.98	Four invoices for November 2025 Use Tax
	535 80 31 010 Operating Supplies			401 Sewer Operations Fund				158.41	
	535 80 41 000 Professional Services			401 Sewer Operations Fund				25.43	
	535 80 41 000 Professional Services			401 Sewer Operations Fund				74.50	
	535 80 41 000 Professional Services			401 Sewer Operations Fund				12.99	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				31.65	
5632	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	35.42	Missing invoice for September 2025 Use Tax
	535 80 31 020 Op Supplies-Chemical:			401 Sewer Operations Fund				34.18	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	514 23 49 000 Miscellaneous			001 Current Expense Fund				1.24	
5633	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	17.09	Missing invoice for August 2025 Use Tax
	535 80 31 020 Op Supplies-Chemicals			401 Sewer Operations Fund				17.09	
5634	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	246.30	Missing invoice for December 2023 Use Tax
	521 20 41 001 Professional Services			001 Current Expense Fund				214.31	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				31.99	
5635	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	245.93	Missing invoice for December 2022 Use Tax
	521 20 41 001 Professional Services			001 Current Expense Fund				208.04	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				37.89	
5636	05/29/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Revenue	80.67	Missing invoice for June 2022 Use Tax
	535 80 31 010 Operating Supplies			401 Sewer Operations Fund				67.68	
	514 23 49 000 Miscellaneous			001 Current Expense Fund				12.99	
5656	06/01/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	14.21	CIVICREC SERVICE FEE FOR $458.35 - ITEM TRACE#- 041001034106544
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				14.21	
5657	06/01/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICREC SERVICE FEE FOR $128.75 - ITEM TRACE#- 041001033796870
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	
5658	06/01/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICREC SERVICE FEE FOR $128.75 - ITEM TRACE#- 041001033967506
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	
5659	06/01/2026	06/30/2026	1		Ser Chge		US Bank -- Merchant Fees	427.23	JUNE 2026 US BANK MERCHANT FEES - #1
	535 80 41 020 Collection Services			401 Sewer Operations Fund				213.13	
	514 23 41 010 Bank Fees			001 Current Expense Fund				107.05	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				107.05	
5660	06/01/2026	06/30/2026	1		Ser Chge		US Bank -- Merchant Fees	77.99	JUNE 2026 US BANK MERCHANT FEES #2
	535 80 41 020 Collection Services			401 Sewer Operations Fund				38.99	
	514 23 41 010 Bank Fees			001 Current Expense Fund				19.50	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				19.50	
5662	06/01/2026	06/30/2026	1		Ser Chge		Banner Bank		FEE REVERSED BY BANK
5685	05/28/2026	05/31/2026	1		Ser Chge		Riley, William	132.64	
	343 50 00 000 Sewer Service Charges			401 Sewer Operations Fund				-78.07	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	343 50 00 010 Utility Tax Collected			401 Sewer Operations Fund				-8.20	
	343 70 00 000 Garbage/Solid Waste F			412 Solid Waste Operations Fund				-16.11	
	343 75 00 000 Fuel Surcharge			412 Solid Waste Operations Fund				-2.15	
	343 73 00 000 Curbside Recycling Fee			412 Solid Waste Operations Fund				-9.54	
	343 70 00 010 Utility Tax Collected			412 Solid Waste Operations Fund				-2.92	
	343 10 00 000 Stormwater Fees			425 Stormwater Operations				-14.16	
	343 10 00 010 Utility Tax Collected			425 Stormwater Operations				-1.49	
5686	06/01/2026	06/30/2026	1		Ser Chge		WA St Off of Treasurer	68,875.00	Public Works Facility debt interest payment. Local Bond LP_2021C(WASCOP21C)
	592 48 00 505 Bond Issuance Costs			505 Public Works Facility Fund				68,875.00	
5687	06/01/2026	06/30/2026	2		Ser Chge		Banner Bank	63,156.43	Commercial Loan Payment, interest only
	592 72 81 105 Interest On 2019 LTG(			105 Library Fund				63,156.43	
5708	06/02/2026	06/30/2026	1		Ser Chge		Authorize.Net	8.50	BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS
	514 23 41 010 Bank Fees			001 Current Expense Fund				8.50	
6006	06/03/2026	06/30/2026	1		Ser Chge		Osadchuk, Veniamin & Natalia	200.00	Check returned - NSF
	361 40 00 412 Interest On Accts			412 Solid Waste Operations Fund				-1.04	
	343 50 00 000 Sewer Service Charges			401 Sewer Operations Fund				-70.94	
	343 50 00 010 Utility Tax Collected			401 Sewer Operations Fund				-16.40	
	343 70 00 000 Garbage/Solid Waste F			412 Solid Waste Operations Fund				-74.94	
	343 75 00 000 Fuel Surcharge			412 Solid Waste Operations Fund				-4.30	
	343 73 00 000 Curbside Recycling Fee			412 Solid Waste Operations Fund				-19.08	
	343 70 00 010 Utility Tax Collected			412 Solid Waste Operations Fund				-10.32	
	343 10 00 010 Utility Tax Collected			425 Stormwater Operations				-2.98	
6009	06/03/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	14.22	CIVICREC SERVICE FEE FOR $278.10 - ITEM TRACE#- 041001037076242
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				14.22	
6013	06/03/2026	06/30/2026	1		Ser Chge		Payment Tech -- Service Charge	5,417.24	JUNE 2026 PAYMENT TECH SERVICE CHARGE- GENERAL
	535 80 41 020 Collection Services			401 Sewer Operations Fund				2,708.62	
	514 23 41 010 Bank Fees			001 Current Expense Fund				1,354.31	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				1,354.31	
6014	06/03/2026	06/30/2026	1		Ser Chge		Payment Tech -- Service Charge	221.86	JUNE 2026 PAYMENT TECH SERVICE CHARGE- GEN NON-UTILITY
	514 23 41 010 Bank Fees			001 Current Expense Fund				221.86	
6015	06/03/2026	06/30/2026	1		Ser Chge		Payment Tech -- Service Charge	57.27	JUNE 2026 PAYMENT TECH SERVICE CHARGE- RIVERFRONT

TRANSACTION JOURNAL

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				57.27	
6016	06/03/2026	06/30/2026	1		Ser Chge		Payment Tech -- Service Charge	30.25	JUNE 2026 PAYMENT TECH SERVICE CHARGE- BINGHAM
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				30.25	
6023	06/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-138.10	DiTullio, Jacob PERS 2 payment for the 6/5/2026 paydate employee not yet entered in DRS as of 6/4/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				138.10	
6024	06/05/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement	138.10	DiTullio, Jacob PERS 2 adjustment, not in DRS as of 6/4/2026 for paydate 6/5/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-138.10	
6025	06/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-50.00	Baker, Natalie PERS 2 retro adjust for pay date 6/5/2026 payback ER
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				50.00	
6043	06/05/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement		Duplicated entry, unnecessary
6044	06/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-25.00	Welchert, Taylor adjusted PERS 2 retro pay in DRS
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				25.00	
6045	06/05/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement		Duplicated entry, unnecessary
6046	06/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-32.15	Goss, Jeanine PERS 2 adjustment paid on pay date 6/5/2026, applied to hours on pay date 5/20/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				32.15	
6047	06/05/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement	32.15	Goss, Jeanine PERS 2 adjust, paydate 6/5/2026 should be applied to paydate 5/20/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-32.15	
6084	06/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement		ADDED INCORRECT AMOUNT IN ERROR
6089	06/05/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	0.80	CIVICREC SERVICE FEE FOR $25.75 - ITEM TRACE#- 041001039442913
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.80	
6090	06/05/2026	06/30/2026	1		Ser Chge		Xpress Bill Pay - Service Fees	2,589.29	JUNE 2026 XPRESS BILL PAY SERVICE CHARGE

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	535 80 41 020 Collection Services			401 Sewer Operations Fund				1,294.65	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				647.32	
	514 23 41 010 Bank Fees			001 Current Expense Fund				647.32	
6097	05/31/2026	05/31/2026	99		Ser Chge		May 2026, total court disbursement.	4,677.36	May 2026, total court disbursement.
	586 00 01 635 Court Disbursements			635 Custodial Fund				4,677.36	
6122	06/05/2026	06/30/2026	2		Ser Chge		Nationwide Retirement Solutions	-50.00	6/5/2026 adjustment for incorrect reporting Humberq, $50 ER deduction
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				50.00	
6123	06/05/2026	06/30/2026	2		Ser Chge		Nationwide Retirement Solutions	50.00	Adjustment $50 ER Deduction, Humberq, Nationwide
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-50.00	
6132	06/08/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001034117610
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
6133	06/08/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.02	CIVICREC SERVICE FEE FOR $129.70 - ITEM TRACE#- 041001034288728
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.02	
6134	06/08/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	2.55	CIVICREC SERVICE FEE FOR $82.40 - ITEM TRACE#- 041001034428337
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				2.55	
6136	06/08/2026	06/30/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	James Cox
	518 10 41 000 Professional Services			001 Current Expense Fund				15.00	
6153	06/09/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.35	CIVICREC SERVICE FEE - ITEM TRACE#- 041001030893558
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.35	
6175	06/10/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	8.78	CIVICREC SERVICE FEE FOR $283.25 - ITEM TRACE#- 041001036103914
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				8.78	
6190	06/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	18.00	Adjustment for DRS, transposed numbers in original EFT
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-18.00	
6191	06/15/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-18.00	Adjusted DRS payment, entered incorrectly originally
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				18.00	
6199	06/11/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	13.09	CIVICREC SERVICE FEE FOR $422.30 - ITEM TRACE#- 041001031724190

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				13.09	
6230	06/12/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	36.87	CIVICREC SERVICE FEE FOR $1189.65 - ITEM TRACE#- 041001037701082
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				36.87	
6257	06/15/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.31	CIVICREC SERVICE FEE FOR $139.05 - ITEM TRACE#- 041001032453700
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.31	
6527	06/18/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-86.15	DiTullio, Jacob PERS 2 payment for the 6/18/2026 paydate employee not entered in DRS as of 6/17/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				86.15	
6528	06/18/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement	86.15	DiTullio, Jacob PERS 2 payment for the 6/18/2026 paydate employee not yet entered in DRS as of 6/17/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-86.15	
6529	06/18/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement		Updated in DRS
6530	06/18/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement		Updated in DRS
6572	06/18/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	50.00	Baker, Natalie retro PERS adj, not in DRS yet to process.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-50.00	
6573	06/18/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement		Duplicated entry, unnecessary
6574	06/18/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	25.00	Welchert, Taylor retro PERS adj, not in DRS yet to process.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-25.00	
6575	06/18/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement		Duplicated entry, unnecessary
6588	06/17/2026	06/30/2026	2	EFT	Ser Chge		WA St Dept of Prof Licen	366.00	CPL Remittance
	521 20 41 040 Intergov Svc-Gun Pern			001 Current Expense Fund				366.00	
6618	06/16/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.15	CIVICREC SERVICE FEE FOR $133.90 - ITEM TRACE#- 041001039063893
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.15	
6636	06/18/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.99	CIVICEREC SERVICE FEE FOR $182.75 - ITEM TRACE#- 041001031257685
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.99	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
6651	06/22/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	12.13	CIVICREC SERVICE FEE FOR $391.40 - ITEM TRACE#- 041001036211092
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				12.13	
6652	06/22/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	0.80	CIVICREC SERVICE FEE FOR $25.75 - ITEM TRACE#- 041001036514233
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.80	
6665	05/05/2026	06/30/2026	2		Ser Chge		WA St Dept of Retirement	-10.00	Latta, Mitchell; DRS update, was incorrectly entered and corrected. Money already deducted from check, will pay to DRS 7/6/2026
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				10.00	
6666	05/20/2026	07/31/2026	2		Ser Chge		WA St Dept of Retirement	10.00	Latta, Mitchell_ DRS correction for DCP that was deducted but incorrectly entered, being paid to DRS on 7/6/2026.
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				-10.00	
6676	06/23/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	18.36	CIVICREC SERVICE FEE - ITEM TRACE#- 041001035048215
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				18.36	
6719	06/24/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001030042977
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
6749	06/25/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	2.55	CIVICREC SERVICE FEE FOR $82.40 - ITEM TRACE#- 041001035399368
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				2.55	
6784	06/26/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	11.97	CIVICREC SERVICE FEE FOR $386.25 - ITEM TRACE#- 041001030699554
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				11.97	
6802	06/26/2026	06/30/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	Dylan Scheib
	518 10 41 000 Professional Services			001 Current Expense Fund				15.00	
6803	06/26/2026	06/30/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	Jonathan Miller
	518 10 41 000 Professional Services			001 Current Expense Fund				15.00	
6828	06/29/2026	06/30/2026	1	EFT	Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 041001036590138
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
6830	06/29/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE FOR $41.20 - ITEM TRACE#- 041001036447769
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
6965	06/30/2026	06/30/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.79	CIVICREC SERVICE FEE FOR $154.50 ITEM TRACE#- 041000133679403
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.79	
6991	07/01/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE FOR $41.20 - ITEM TRACE#- 041001030102869
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
6993	07/01/2026	07/31/2026	1		Ser Chge		Banner Bank	25.09	JULY 2026 BANNER BANK PRIOR MO EXCESS CURR/COIN FEE
	514 23 41 010 Bank Fees			001 Current Expense Fund				25.09	
6994	07/01/2026	07/31/2026	1		Ser Chge		US Bank -- Merchant Fees	599.54	JULY 2026 US BANK MERCHANT FEE#1
	535 80 41 020 Collection Services			401 Sewer Operations Fund				299.76	
	514 23 41 010 Bank Fees			001 Current Expense Fund				149.89	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				149.89	
6995	07/01/2026	07/31/2026	1		Ser Chge		US Bank -- Merchant Fees	77.99	JULY 2026 US BANK MERCHANT FEE#2
	535 80 41 020 Collection Services			401 Sewer Operations Fund				38.99	
	514 23 41 010 Bank Fees			001 Current Expense Fund				19.50	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				19.50	
7205	07/03/2026	07/31/2026	1		Ser Chge		Payment Tech -- Service Charge	5,525.39	JULY 2026 PAYMENT TECH SERVICE CHARGE - GENERAL ACCOUNT
	535 80 41 020 Collection Services			401 Sewer Operations Fund				2,762.69	
	514 23 41 010 Bank Fees			001 Current Expense Fund				1,381.35	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				1,381.35	
7206	07/03/2026	07/31/2026	1		Ser Chge		Payment Tech -- Service Charge	151.78	JULY 2026 PAYMENT TECH SERVICE CHARGE - GENERAL #2 NON-UTILITY
	514 23 41 010 Bank Fees			001 Current Expense Fund				151.78	
7207	07/03/2026	07/31/2026	1		Ser Chge		Payment Tech -- Service Charge	47.18	JULY 2026 PAYMENT TECH SERVICE CHARGE - BINGHAM
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				47.18	
7208	07/03/2026	07/31/2026	1		Ser Chge		Payment Tech -- Service Charge	40.51	JULY 2026 PAYMENT TECH SERVICE CHARGE - RIVERFRONT
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				40.51	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
7216	07/02/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	2.55	CIVICREC SERVICE FEE FOR $82.40 - ITEM TRACE#- 041001036780233
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				2.55	
7217	07/02/2026	07/31/2026	1		Ser Chge		Authorize.Net	8.58	JULY 2026 AUTHNET GOVQA SERVICE FEE
	514 23 41 010 Bank Fees			001 Current Expense Fund				8.58	
7219	07/06/2026	07/31/2026	1		Ser Chge		Xpress Bill Pay - Service Fees	2,691.51	JULY 2026 XPRESS BILL PAY SERVICE CHARGE
	535 80 41 020 Collection Services			401 Sewer Operations Fund				1,345.75	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				672.88	
	514 23 41 010 Bank Fees			001 Current Expense Fund				672.88	
7221	07/06/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	11.18	CIVICREC SERVICE FEE FOR $360.50 - ITEM TRACE#- 041001037818286
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				11.18	
7232	07/07/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	12.77	CIVICREC SERVICE FEE FOR $412.00 - ITEM TRACE#- 041001033922191
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				12.77	
7256	07/08/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	0.80	CIVICREC SERVICE FEE FOR $ 25.75 - ITEM TRACE#- 041001039063448
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.80	
7276	07/09/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	6.38	CIVICREC SERVICE FEE FOR $206.00 - ITEM TRACE#- 041001034608218
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				6.38	
7305	07/10/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	7.18	CIVICREC SERVICE FEE FOR $231.75 - ITEM TRACE#- 041001030247331
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				7.18	
7311	07/09/2026	07/31/2026	2	EFT	Ser Chge		Background Check WA St Dept of Licen	15.00	Casey Sousa
	518 10 41 002 Pre-Employment Scree			001 Current Expense Fund				15.00	
7337	07/13/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $5.59 - ITEM TRACE#- 041001034817089
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
7338	07/13/2026	07/31/2026	1		Ser Chge		CIVICREC SERVICE FEE FOR $51.50 - ITE	1.60	CIVICREC SERVICE FEE FOR $51.50 - ITEM TRACE#- 041001034959174
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.60	
7339	07/13/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	0.80	CIVICREC SERVICE FEE FOR $25.75 - ITEM TRACE#- 041001034617903

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.80	
7562	07/16/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE CHARGE FOR $41.20 - ITEM TRACE#- 041001033370494
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
7697	06/30/2026	06/30/2026	99		Ser Chge		Municipal Court	3,613.45	June 2026 total court disbursement.
	586 00 01 635 Court Disbursements			635 Custodial Fund				3,613.45	
7732	07/17/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	25.55	CIVICREC SERVICE FEE FOR $824.00 - ITEM TRACE#- 041001039375614
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				25.55	
7757	07/20/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	26.07	CIVICREC SERVICE FEE FOR $841.00 - ITEM TRACE#- 041000134178111
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				26.07	
7758	07/20/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.19	CIVICREC SERVICE FEE FOR $103.00 - ITEM TRACE#- 041001034319841
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.19	
7779	07/21/2026	07/31/2026	2	EFT	Ser Chge		Cascade Natural Gas Corp	-760.02	Transaction #537 on 1/24/2024 was never processed with CNG through EFT. The amount was added to the next months transaction of$657.54 to total #1,417.56. crediting back this amount
	535 80 47 000 Public Utilities			401 Sewer Operations Fund				-760.02	
7781	07/21/2026	07/31/2026	2	EFT	Ser Chge		City of Sedro-Woolley	-57.90	Transaction #8060 was an EFT payment but was never processed on the City of Sedro-Woolley website so payment was never received. The City was making duplicate payments along with the tenant at the tim
	559 30 01 104 Utility Payments on Re			104 Arterial Street Fund				-57.90	
7805	07/22/2026	07/31/2026	2	EFT	Ser Chge		Skagit PUD	-719.34	EFT Payment was never scheduled so this total was added to the next months transaction which was for a total of $1,283.05 which was a transaction that was entered 10/23/2024
	535 80 47 000 Public Utilities			401 Sewer Operations Fund				-719.34	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
7806	07/22/2026	07/31/2026	2	EFT	Ser Chge		Skagit PUD	-68.64	$68.64 transaction from 11/27/2026 was never paid online through EFT. The amount was added to the next months payment amount for a total of $137.28. included this amt and then the current amt $68.64
	535 80 47 000 Public Utilities			401 Sewer Operations Fund				-68.64	
7807	07/22/2026	07/31/2026	2	EFT	Ser Chge		Cascade Natural Gas Corp	-32.31	EFT was never processed online. this $32.31 was added onto the next months total for a total of $89.13
	559 30 01 105 Utility Payment on Rec			104 Arterial Street Fund				-32.31	
7808	07/22/2026	07/31/2026	2	EFT	Ser Chge		Cascade Natural Gas Corp	-43.94	This amount was never processed as EFT on the website so this amount was added to the next months amount and paid in a total of $89.49
	576 80 47 010 Community Center			101 Parks & Facilities Fund				-43.94	
7809	07/22/2026	07/31/2026	2	EFT	Ser Chge		Cascade Natural Gas Corp	-26.23	This amount was never processed as EFT on the website so this amount was added to the next months amount and paid in a total of $57.30
	535 80 47 000 Public Utilities			401 Sewer Operations Fund				-26.23	
7810	07/22/2026	07/31/2026	2	EFT	Ser Chge		Cascade Natural Gas Corp		Duplicate Ser Charge
7847	07/22/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	3.67	CIVICREC SERVICE FEE FOR $118.45 - ITEM TRACE#- 041001035215763
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				3.67	
7882	07/23/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	9.26	CIVICREC SERVICE FEE FOR $298.70 - ITEM TRACE#- 041001030524577
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				9.26	
7887	07/23/2026	07/31/2026	1		Ser Chge		City of Sedro-Woolley		Found issue, adj not needed.
7910	07/24/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.60	CIVICREC SERVICE FEE FOR $51.50 - ITEM TRACE#- 041001035494236
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.60	
7926	07/27/2026		2		Ser Chge		Employment Security Dept	-4,137.33	This is a duplicate transaction. The correct transaction was processed under ch #61287 on 11/5/2024 for Q1_2024

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	511 60 24 001 Unemployment		001 Current Expense Fund					-2.50	
	511 60 24 001 Unemployment		001 Current Expense Fund					-2.50	
	512 50 24 001 Unemployment		001 Current Expense Fund					-38.33	
	513 10 24 001 Unemployment		001 Current Expense Fund					-83.71	
	514 23 24 001 Unemployment		001 Current Expense Fund					-36.56	
	514 23 24 001 Unemployment		001 Current Expense Fund					-13.03	
	514 23 24 001 Unemployment		001 Current Expense Fund					-34.63	
	514 23 24 001 Unemployment		001 Current Expense Fund					-67.69	
	514 23 24 001 Unemployment		001 Current Expense Fund					-17.16	
	514 23 24 001 Unemployment		001 Current Expense Fund					-37.90	
	514 23 24 001 Unemployment		001 Current Expense Fund					-36.70	
	518 80 24 001 Unemployment		001 Current Expense Fund					-47.82	
	518 80 24 001 Unemployment		001 Current Expense Fund					-21.90	
	518 80 24 001 Unemployment		001 Current Expense Fund					-55.49	
	521 10 24 001 Unemployment		001 Current Expense Fund					-35.55	
	521 10 24 001 Unemployment		001 Current Expense Fund					-34.96	
	521 10 24 001 Unemployment		001 Current Expense Fund					-33.70	
	521 10 24 001 Unemployment		001 Current Expense Fund					-42.01	
	521 10 24 001 Unemployment		001 Current Expense Fund					-26.38	
	521 20 24 001 Unemployment		001 Current Expense Fund					-50.41	
	521 10 24 001 Unemployment		001 Current Expense Fund					-62.10	
	521 20 24 001 Unemployment		001 Current Expense Fund					-62.47	
	521 20 24 001 Unemployment		001 Current Expense Fund					-70.19	
	521 20 24 001 Unemployment		001 Current Expense Fund					-54.35	
	521 20 24 001 Unemployment		001 Current Expense Fund					-65.82	
	521 20 24 001 Unemployment		001 Current Expense Fund					-61.18	
	521 20 24 001 Unemployment		001 Current Expense Fund					-54.31	
	521 20 24 001 Unemployment		001 Current Expense Fund					-51.67	
	521 20 24 001 Unemployment		001 Current Expense Fund					-64.06	
	521 20 24 001 Unemployment		001 Current Expense Fund					-63.89	
	521 20 24 001 Unemployment		001 Current Expense Fund					-54.85	
	521 20 24 001 Unemployment		001 Current Expense Fund					-76.16	
	521 20 24 001 Unemployment		001 Current Expense Fund					-10.39	
	521 20 24 001 Unemployment		001 Current Expense Fund					-63.08	
	521 20 24 001 Unemployment		001 Current Expense Fund					-52.44	
	521 20 24 001 Unemployment		001 Current Expense Fund					-54.73	
	521 20 24 001 Unemployment		001 Current Expense Fund					-55.82	
	521 20 24 001 Unemployment		001 Current Expense Fund					-61.34	
	522 20 24 001 Unemployment		001 Current Expense Fund					-13.72	
	522 20 24 001 Unemployment		001 Current Expense Fund					-8.42	
	522 20 24 001 Unemployment		001 Current Expense Fund					-11.37	
	522 20 24 001 Unemployment		001 Current Expense Fund					-5.17	
	522 20 24 001 Unemployment		001 Current Expense Fund					-0.60	
	522 20 24 001 Unemployment		001 Current Expense Fund					-6.80	
	522 21 24 001 Unemployment		001 Current Expense Fund					-64.55	
	522 21 24 001 Unemployment		001 Current Expense Fund					-81.06	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	522 21 24 001 Unemployment		001 Current Expense Fund					-45.29	
	522 21 24 001 Unemployment		001 Current Expense Fund					-74.42	
	522 21 24 001 Unemployment		001 Current Expense Fund					-65.83	
	522 21 24 001 Unemployment		001 Current Expense Fund					-17.17	
	522 21 24 001 Unemployment		001 Current Expense Fund					-74.14	
	522 22 24 001 Unemployment		001 Current Expense Fund					-59.73	
	522 22 24 001 Unemployment		001 Current Expense Fund					-77.77	
	522 23 24 001 Unemployment		001 Current Expense Fund					-11.39	
	522 23 24 001 Unemployment		001 Current Expense Fund					-4.25	
	522 23 24 001 Unemployment		001 Current Expense Fund					-6.33	
	522 23 24 001 Unemployment		001 Current Expense Fund					-14.63	
	522 23 24 001 Unemployment		001 Current Expense Fund					-6.59	
	522 23 24 001 Unemployment		001 Current Expense Fund					-0.69	
	522 23 24 001 Unemployment		001 Current Expense Fund					-8.35	
	522 23 24 001 Unemployment		001 Current Expense Fund					-7.38	
	522 23 24 001 Unemployment		001 Current Expense Fund					-0.92	
	522 23 24 001 Unemployment		001 Current Expense Fund					-1.92	
	522 23 24 001 Unemployment		001 Current Expense Fund					-4.20	
	522 23 24 001 Unemployment		001 Current Expense Fund					-21.47	
	522 23 24 001 Unemployment		001 Current Expense Fund					-7.90	
	522 23 24 001 Unemployment		001 Current Expense Fund					-8.97	
	522 23 24 001 Unemployment		001 Current Expense Fund					-2.55	
	522 23 24 001 Unemployment		001 Current Expense Fund					-5.85	
	522 23 24 001 Unemployment		001 Current Expense Fund					-4.20	
	522 23 24 001 Unemployment		001 Current Expense Fund					-7.76	
	522 23 24 001 Unemployment		001 Current Expense Fund					-16.11	
	522 23 24 001 Unemployment		001 Current Expense Fund					-0.41	
	522 23 24 001 Unemployment		001 Current Expense Fund					-1.60	
	522 23 24 001 Unemployment		001 Current Expense Fund					-1.58	
	522 23 24 001 Unemployment		001 Current Expense Fund					-10.50	
	522 23 24 001 Unemployment		001 Current Expense Fund					-3.05	
	522 23 24 001 Unemployment		001 Current Expense Fund					-0.82	
	522 23 24 001 Unemployment		001 Current Expense Fund					-18.83	
	522 23 24 001 Unemployment		001 Current Expense Fund					-19.43	
	522 23 24 001 Unemployment		001 Current Expense Fund					-4.49	
	522 23 24 001 Unemployment		001 Current Expense Fund					-11.91	
	522 23 24 001 Unemployment		001 Current Expense Fund					-5.69	
	522 23 24 001 Unemployment		001 Current Expense Fund					-7.87	
	524 20 24 001 Unemployment		001 Current Expense Fund					-40.56	
	524 20 24 001 Unemployment		001 Current Expense Fund					-14.78	
	524 20 24 001 Unemployment		001 Current Expense Fund					-11.02	
	531 50 24 001 Unemployment		425 Stormwater Operations					-14.39	
	531 50 24 001 Unemployment		425 Stormwater Operations					-6.57	
	531 50 24 001 Unemployment		425 Stormwater Operations					-19.06	
	531 50 24 001 Unemployment		425 Stormwater Operations					-3.99	
	531 50 24 001 Unemployment		425 Stormwater Operations					-19.71	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	531 50 24 001 Unemployment			425 Stormwater Operations				-1.48	
	531 50 24 001 Unemployment			425 Stormwater Operations				-32.07	
	531 50 24 001 Unemployment			425 Stormwater Operations				-38.83	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-51.59	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-34.27	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-31.94	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-54.23	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-34.44	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-32.96	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-21.02	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-41.31	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-36.98	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-3.46	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-41.87	
	535 80 24 001 Unemployment			401 Sewer Operations Fund				-56.31	
	536 20 24 001 Unemployment			102 Cemetery Fund				-30.31	
	536 20 24 001 Unemployment			102 Cemetery Fund				-4.33	
	536 20 24 001 Unemployment			102 Cemetery Fund				-0.42	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-36.88	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-39.97	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-13.14	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-49.96	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-53.11	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-39.62	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-35.93	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-8.07	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-42.18	
	537 80 24 001 Unemployment			412 Solid Waste Operations Fund				-11.15	
	542 30 24 001 Unemployment			103 Street Fund				-32.08	
	542 30 24 001 Unemployment			103 Street Fund				-4.36	
	542 30 24 001 Unemployment			103 Street Fund				-5.86	
	542 30 24 001 Unemployment			103 Street Fund				-19.09	
	542 30 24 001 Unemployment			103 Street Fund				-21.53	
	542 30 24 001 Unemployment			103 Street Fund				-11.56	
	542 30 24 001 Unemployment			103 Street Fund				-3.80	
	542 30 24 001 Unemployment			103 Street Fund				-4.52	
	548 30 24 001 Unemployment			501 Equipment Replacement Fund				-4.49	
	548 30 24 001 Unemployment			501 Equipment Replacement Fund				-7.59	
	558 60 24 001 Unemployment			001 Current Expense Fund				-13.83	
	558 60 24 001 Unemployment			001 Current Expense Fund				-33.04	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-1.65	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-2.02	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-39.53	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-5.34	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-49.21	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-0.29	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-16.03	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-29.33	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-8.12	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-0.60	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-26.94	
	576 80 24 001 Unemployment			101 Parks & Facilities Fund				-0.06	
	595 10 24 001 Unemployment			001 Current Expense Fund				-18.99	
	595 10 24 001 Unemployment			001 Current Expense Fund				-6.71	
	595 10 24 001 Unemployment			001 Current Expense Fund				-39.62	
	595 10 24 001 Unemployment			001 Current Expense Fund				-60.85	
	595 10 24 001 Unemployment			001 Current Expense Fund				-11.63	
	522 22 24 001 Unemployment			001 Current Expense Fund				-59.73	
	513 10 24 001 Unemployment			001 Current Expense Fund				0.44	
7946	07/27/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	6.39	CIVICREC SERVICE FEE FOR $206.00 - ITEM TRACE#- 041001039550172
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				6.39	
7947	07/27/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	1.28	CIVICREC SERVICE FEE FOR $41.20 - ITEM TRACE#- 041001039692103
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.28	
7999	07/28/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	10.69	CIVICREC SERVICE FEE FOR $245.05 - ITEM TRACE#- 041001035706696
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				10.69	
8019	07/29/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	4.47	CIVICREC SERVICE FEE - ITEM TRACE#- 041001031653234
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				4.47	
8061	07/30/2026	07/31/2026	1		Ser Chge		Fiserv., dba Cardpointe	5.11	CIVICREC SERVICE FEE FOR $164.80 - ITEM TRACE#- 041001038268697
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.11	
8080	07/31/2026	07/31/2026	2		Ser Chge		Employment Security Dept	-0.60	Rounding error .60 ESD 2026_Q2. Springbrook amount $5,343.74 and EAMS $5,343.14
	389 90 01 631 Unapplied Cash - Susp			631 Suspense Fund				0.60	
8546	07/31/2026	07/31/2026	99		Ser Chge		Municipal Court	3,736.43	July 2026, total court disbursements.
	586 00 01 635 Court Disbursements			635 Custodial Fund				3,736.43	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo

Records Printed:	237	Adjustments:	0.00
		Beginning Balance:	0.00
		Revenues:	0.00
		Warrant Expenditures:	0.00
		Non Warrant Expenditures:	203,127.16
		Interfund Transfers:	0.00
		Redemptions:	0.00
		Deposits:	0.00
		Withdrawals:	0.00
		Stop Payments:	0.00

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense Fund	0.00	0.00	0.00	0.00	15,947.59	0.00	0.00	0.00
101 Parks & Facilities Fund	0.00	0.00	0.00	0.00	506.56	0.00	0.00	0.00
102 Cemetery Fund	0.00	0.00	0.00	0.00	1,604.32	0.00	0.00	0.00
103 Street Fund	0.00	0.00	0.00	0.00	-102.80	0.00	0.00	0.00
104 Arterial Street Fund	0.00	0.00	0.00	0.00	-90.21	0.00	0.00	0.00
105 Library Fund	0.00	0.00	0.00	0.00	63,156.43	0.00	0.00	0.00
114 Law Enforcement Sales Tax	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
401 Sewer Operations Fund	0.00	0.00	0.00	0.00	20,225.05	0.00	0.00	0.00
412 Solid Waste Operations Fund	0.00	0.00	0.00	0.00	10,231.26	0.00	0.00	0.00
425 Stormwater Operations	0.00	0.00	0.00	0.00	-165.06	0.00	0.00	0.00
501 Equipment Replacement Fund	0.00	0.00	0.00	0.00	-12.08	0.00	0.00	0.00
505 Public Works Facility Fund	0.00	0.00	0.00	0.00	68,875.00	0.00	0.00	0.00
631 Suspense Fund	0.00	0.00	0.00	0.00	0.60	0.00	0.00	0.00
635 Custodial Fund	0.00	0.00	0.00	0.00	21,073.32	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	202,249.98	0.00	0.00	0.00

City Council Agenda Item

Agenda Item No.: f.1.

Date: September 9, 2026

From: JoEllen Kesti, Mayor

Subject: SWIFT Center - HUB - Renata Maybruck

RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

Co-Owner of Collective Impact Consulting, LLC Renata Maybruck will be providing an update on the SWIFT Center HUB and potentially requesting monetary support from the City.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. The Hub overview

THE HUB CAPITAL CAMPAIGN

The Next Chapter:

Investment in Community Prosperity

The restoration of the Hub building presents a transformative opportunity for our community through its unique triple-impact potential: as an economic catalyst driving regional growth, as a preservation effort honoring irreplaceable architectural heritage, and as a community cornerstone that reconnects residents with their shared history while creating new gathering space for future generations.

SWIFT CENTER
FOUNDATION

Project Investment: $8 Million Total

$1.M — PORT INVESTMENT

$2.75 Million — PUBLIC GRANTS & ALLOCATIONS

$4.25 Million — COMMUNITY CAMPAIGN FUNDS

$8 Million

Public Funding Goal: $2.75 Million

- Washington Department of Commerce Building Communities Fund
- CERB (Community Economic Revitalization Board) loan/grant package
- Skagit County 0.09 Funds
- Federal historic tax credits
- State and local historic preservation grants
- State Local Community Project
- Federal Congressionally Directed Spending

Community Campaign Goal: $4.25 Million

Your investment fills the critical funding need that makes this project possible while demonstrating broad community support essential for securing remaining public grants.

Project Elements

The comprehensive restoration includes:

- **Seismic upgrades** for long-term structural integrity
- **Clay tile roof and insulation replacement** preserving historic character
- **Accessibility improvements** ensuring access
- **Window reconstruction** — For restoring original windows and replacing non-historic elements
- **New utility connections and systems** for modern functionality
- **Interior layout reconfiguration** to accommodate:
  - Catering kitchen for events
  - Modern restrooms
  - Break-out conference rooms
  - Flexible gathering spaces

Timeline Goals

- Feasibility study: **COMPLETE**
- Fundraising campaign: **FALL 2025-2027**
- Construction begins: **FALL 2027**
- Grand opening: **2028**

SWIFT CENTER FOUNDATION

Join Us in Writing This Next Chapter

15400 Airport Dr., Burlington, WA 98233

(360) 757-9831

thehub@swiftcenterfoundation.org

www.swiftcenterfoundation.org

City Council Agenda Item

Agenda Item No.:	j.1.
Date:	September 9, 2026
From:	Thomas Glover, Community Development Director
Subject:	Ordinance 2113-26 - Temporary Moratorium on Data Centers - Action Requested

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RECOMMENDED ACTION:

Motion to approve Ordinance 2113-26 Imposing a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major data center projects, and establishing an immediate effective date.

BACKGROUND/SUMMARY INFORMATION:

With the surge in the number of data centers popping up around the nation, communities have become faced with uncertainty regarding the long-term impact of this trend upon local resources. If approved, Ordinance No. 2113-26 would establish a temporary moratorium on the receipt of applications for data center projects for a period of six-months. This moratorium may be renewed/extended by City Council should it deem it necessary as directed in Section No. 8 of the ordinance. This will give time for the City to craft permanent regulations to address the potential risks posed by newly emerging data center technologies. It's anticipated that new data centers will have impacts on the area's natural resources, including water, energy, environmental waste, noise, and land, among others. During this interim period, City staff will develop recommended alternatives for consideration by the Planning Commission and City Council which may include land use map amendments, and zoning code revisions.

FISCAL IMPACT, IF APPROPRIATE:

None identified at this time.

ATTACHMENTS:

1. Notice of Public Hearings for 9-9-26 newspaper
2. Ordinance 2113-26- Temporary Moratorium on Data Centers

NOTICE OF PUBLIC HEARINGS

CITY OF SEDRO-WOOLLEY

Temporary Moratoria

Hybrid Meeting
City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

The Sedro-Woolley City Council will hold public hearings on **Wednesday, September 9, 2026, at 6:00 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding the following proposed temporary moratoria:

1. Draft Ordinance No. 2113-26, imposing a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major data center projects; and establishing an immediate effective date.
2. Draft Ordinance No. 2114-26, imposing a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major utility development projects that involve the storage or generation of electricity.

Interested parties can comment on the proposals in writing or at the hearing. Written comments **must be received by 4:30PM September 8, 2026,** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Community Development Department, ATTN: Community Development Director, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to tglover@sedro-woolley.gov.

Please go to the City Council Meetings page on the Sedro-Woolley website (https://sedrowoolleywa.portal.civicclerk.com) to find the meeting materials and a link to join the webinar.

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

ORDINANCE No. 2113-26

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND 36.70A.390; IMPOSING A TEMPORARY SIX (6) MONTH MORATORIUM UPON THE RECEIPT AND PROCESSING OF PROJECT PERMIT APPLICATIONS FOR MAJOR DATA CENTER PROJECTS; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, major data center projects pose new and emerging concerns for public health, safety, and general welfare; and

WHEREAS, for the purposes of this ordinance, "Data Center" is defined as one or more facilities to house computing and networking equipment, along with storage and management systems, to support the storage, processing, retrieval, and distribution of digital data and applications, and

WHEREAS, human activity has become increasingly dependent on rapidly expanding digital computing and storage capacity, creating significant economic interest in the development of Data Centers; and

WHEREAS, Data Centers require large amounts of land and energy, can consume significant quantities of cooling water, and can generate substantial volumes of wastewater. Operations involve noise and other environmental impacts. As a result, data centers can place substantial demands on municipal infrastructure and services, requiring careful evaluation of utility capacity, environmental impacts, and long-term land use compatibility.

WHEREAS, the City of Sedro-Woolley is located directly adjacent to the Skagit River; and

WHEREAS, the Skagit River is the third largest river on the West Coast of the United States; and the City of Sedro-Woolley has a moderate to high risk from flooding; and

WHEREAS, the Skagit River is a unique and important river system and the only river in Washington that supports all five species of Pacific salmon; and

WHEREAS, the Skagit River supports six populations of Chinook salmon listed as threatened under the Endangered Species Act (ESA); and

WHEREAS, the culture, reputation, and economic well-being of the City of Sedro-Woolley is linked to the Skagit River and its bald eagles, steelhead trout and salmon, scenic beauty, and recreation opportunity; and

WHEREAS, under the Growth Management Act, the State Environment Policy Act and Shoreline Master Program, the residents and business owners of Sedro-Woolley have gone to considerable lengths to preserve and limit the City's overall environmental impact on the Skagit River basin and to protect the integrity of the local environment; and

WHEREAS, the City of Sedro-Woolley Comprehensive Plan requires the protection of neighborhoods from industrial contamination, fire hazards, and other harmful impacts by restricting potentially hazardous industrial uses within or near residential areas; and

WHEREAS, Sedro-Woolley Municipal Code Title 17 does not currently contain a definition or regulatory standards for data centers; and

WHEREAS, review of the City's Comprehensive Plan and municipal code to address land use policy and zoning considerations is needed to identify and mitigate adverse impacts to the City's infrastructure capacity, and the environmental risk posed to the Skagit River System, and the public health, safety, and welfare, by major data center development in the City; and

WHEREAS, the review and possible editions and revisions to municipal code and standards will take considerable time to complete; and

WHEREAS, this moratorium will enable the City to develop code revisions and deliver recommended alternatives to the City Council that reflect the character and priorities of Sedro-Woolley before development decisions that do not reflect the City Council's vision are made; and

WHEREAS, Uses and structures appurtenant and accessory to existing permitted structures and uses, as well as vested projects that are currently under construction or have already filed complete permit applications and specifically identified excluded projects may proceed with the permitting and development process in accordance with existing Sedro-Woolley Municipal Code notwithstanding the provisions of this moratorium during the moratorium period; and

WHEREAS, the moratorium imposed herein is necessary for the protection of public health, safety, property, and welfare. A public emergency exists requiring that the City's moratorium become effective immediately upon adoption; and

WHEREAS, this action is consistent with the State Environmental Policy Act (SEPA) provisions under WAC 197-11-880 regarding emergency actions**.**; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO ORDAIN AS FOLLOWS:

The Sedro-Woolley City Council adopts the foregoing findings of fact, finding further as follows:

1. The municipal code currently in effect does not adequately ensure the protection of the public health, safety, and general welfare from the risk posed by some newly emerging data center technologies, especially in the likely event of flood drought or wildfire.

2. The Skagit Wild and Scenic River System established by Congress in 1978 includes 158.5 miles of the Skagit River and its tributaries. Management of the Skagit Wild and Scenic River is consistent with the Wild and Scenic Rivers Act Section 10(a) direction to protect and enhance the values that caused the Skagit Wild and Scenic River to be included in the National Wild and Scenic Rivers System.

3. Sedro-Woolley intends to develop permanent regulations to address the risk posed by newly emerging data center technologies.

4. RCW 36.70A.390 authorizes the City Council to adopt moratoria, interim zoning ordinances, and interim official controls to preserve the *status quo* while new plans and regulations are being developed.

5. RCW 36.70A.390 and RCW 35A.63.220 permit the City Council to adopt such measures without notice and public hearing when deemed appropriate to promote the public health, safety, and welfare, provided that the City holds a public hearing within sixty (60) days after the adoption of the interim ordinance; and

6. RCW 36.70A.390 states that a moratorium may be effective for not longer than six months but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period.

7. RCW 36.70A.390 and RCW 35A.63.220 state that a moratorium may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO FURTHER ORDAIN AS FOLLOWS:

Section 1. Findings. The City of Sedro-Woolley adopts the recitals as Findings of Fact in support of the moratorium imposed by this ordinance.

Section 2. Moratorium Imposed. Unless expressly excluded or otherwise vested as outlined in Section 3 of this ordinance, the City hereby imposes a temporary moratorium for those properties requesting the following permit applications:

> Permit Applications or land use applications for major data center development projects that involve the construction of a physical room, building or facility that houses Information Technology infrastructure for building, running, and delivering applications and services, including the storage and management of the data associated with those applications and services.

Section 3. Effect Upon Vested Rights. The moratorium imposed under Section 2 of this ordinance shall apply prospectively and shall operate to prevent acceptance and processing of any permit applications submitted after the effective date hereof. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe upon any permit applicant's vested development rights – as defined by Washington State law and City of Sedro-Woolley regulations – provided such permit applicant has filed a complete permit application before the effective date hereof.

Section 5. Public Hearing. Pursuant to RCW 35A.63.220 and 36.70A.390, a public hearing on the moratorium imposed under Section 2 of this ordinance is hereby scheduled for September 9th at 6:00 pm, in the City Council Chambers of Sedro-Woolley City Hall. The City Clerk is authorized and directed to provide public notice of said hearing in accordance with applicable City standards. The City Council may, in its discretion, adopt additional findings of fact at the conclusion of said hearing.

Section 6. Interpretative Authority. The City of Sedro-Woolley Community Development Director, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 7. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 8. Declaration of Emergency; Effective Date; Duration. Based upon the findings enumerated in Section 1 of this ordinance, the City Council declares a public emergency necessitating an immediate effective date of the moratorium imposed hereunder. Said moratorium shall take effect immediately and shall remain effective for six (6) months unless terminated earlier by the City Council. PROVIDED, that the City Council may, in its sole discretion, renew said moratorium for one year in conjunction with a work plan or (1) or more six (6) month periods in accordance with Washington State law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City of Sedro-Woolley.

ADOPTED by the City Council and **APPROVED** by the Mayor this ______ day of ___________________________, 2026.

CITY OF SEDRO-WOOLLEY

By ____________________________
JoEllen Kesti, Mayor

ATTEST:

By _________________________________
Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

By _________________________________
Dan Curtis, City Attorney

Date Published:

City Council Agenda Item

Agenda Item No.: j.2.

Date: September 9, 2026

From: Thomas Glover, Community Development Director

Subject: Ordinance 2114-26 - Temporary Moratorium on Energy Storage/Generation Facilities - Action Requested

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RECOMMENDED ACTION:

Motion to approve Ordinance No. 2114-26, imposing a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major utility development projects that involve the storage or generation of electricity.

BACKGROUND/SUMMARY INFORMATION:

The municipal code currently in effect does not adequately ensure the protection of public health, safety and general welfare from the risk posed by some newly emerging energy technologies, especially in the likely event of a flood or wildfire. The City needs time to review its code to align with the Comprehensive Plan's updated policies. The City adopted a similar moratorium on October 9, 2024. During that time, the planning department was immersed in the Comprehensive Plan update process, so it would not have been ideal to amend the development regulations prior to completion of the updated Comprehensive Plan. Since then, the Comprehensive Plan has been updated, and we are now in the implementation phase which involves the amendment of code language. This moratorium will give the planning department the time it needs to amend the municipal code.

FISCAL IMPACT, IF APPROPRIATE:

None identified at this time.

ATTACHMENTS:

1. Notice of Public Hearings for 9-9-26 newspaper
2. 04899Sedro - Ordinance No. 2114-26 Imposing Moratorium on energy development

NOTICE OF PUBLIC HEARINGS

CITY OF SEDRO-WOOLLEY

Temporary Moratoria

Hybrid Meeting

City of Sedro-Woolley Council Chamber and Virtually via Zoom Webinar

The Sedro-Woolley City Council will hold public hearings on **Wednesday, September 9, 2026, at 6:00 PM** in the Sedro-Woolley Council Chamber and virtually via Zoom Webinar, to hear testimony regarding the following proposed temporary moratoria:

1. Draft Ordinance No. 2113-26, imposing a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major data center projects; and establishing an immediate effective date.
2. Draft Ordinance No. 2114-26, imposing a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major utility development projects that involve the storage or generation of electricity.

Interested parties can comment on the proposals in writing or at the hearing. Written comments **must be received by 4:30PM September 8, 2026,** to be considered at this public hearing. Send written comments to: City of Sedro-Woolley Community Development Department, ATTN: Community Development Director, 325 Metcalf Street, Sedro-Woolley, Washington, 98284, or by email to tglover@sedro-woolley.gov.

Please go to the City Council Meetings page on the Sedro-Woolley website (https://sedrowoolleywa.portal.civicclerk.com) to find the meeting materials and a link to join the webinar.

Ordinance 2114-26

CITY OF SEDRO-WOOLLEY
Sedro-Woolley, Washington

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND 36.70A.390; IMPOSING A TEMPORARY SIX (6) MONTH MORATORIUM UPON THE RECEIPT AND PROCESSING OF PROJECT PERMIT APPLICATIONS FOR DEVELOPMENT PROJECTS THAT INVOLVE THE STORAGE OR GENERATION OF ELECTRICITY.

WHEREAS, the City of Sedro-Woolley is located adjacent to the Skagit River; and

WHEREAS, the Battery Energy Storage Systems that facilitate energy arbitrage and other ancillary services use lithium-ion batteries in large quantities, and high density; and

WHEREAS, lithium batteries pose long term environmental risks if submerged and ruptured; and

WHEREAS, under the Growth Management Act, the State Environment Policy Act and Shoreline Master Program, the residents and business owners of Sedro-Woolley have gone to considerable lengths to preserve and limit the City's overall environmental impact on the Skagit River basin and to protect the integrity of the local environment; and

WHEREAS, lithium batteries are volatile and prone to thermal runaway resulting in unique fire risk greater than that for which the city has previously had to prepare; and

WHEREAS, response to emergencies generally associated with energy storage facilities includes major evacuation efforts; and

WHEREAS, major energy development poses an untenable potential risk to the Skagit River System and the local environment, as well as to the public health, safety and general welfare, especially in the event of a wildfire; and

WHEREAS, creation and adoption of new municipal code sections, revision of the existing code, and creation and adoption of new safety and design standards is necessary to mitigate the aforementioned risk posed to the Skagit River System and the local environment, as well as to the public health, safety and welfare by major energy development in the City; and

WHEREAS, the aforementioned additions and revisions to municipal code and standards will take considerable time to complete; and

WHEREAS, the City needs additional time to consider major revisions to its municipal code and is undertaking this work as part of its comprehensive plan update; and

WHEREAS, this moratorium will enable the City to develop code revisions and deliver recommended alternatives to the City Council that reflect the character and priorities of Sedro-Woolley before development decisions that do not reflect the City Council's vision are made; and

WHEREAS, only vested projects that are currently under construction or have already filed complete permit applications and specifically identified excluded projects may proceed with development during the moratorium period; and

WHEREAS, the moratorium imposed herein promotes the public good and is necessary for the protection of public health, safety, property, and welfare. A public emergency exists requiring that the City's moratorium become effective immediately upon adoption; and

WHEREAS, the City was previously engaged in the completion of its periodic update of the comprehensive plan under the Growth Management Act; and

WHEREAS, the City has entered into the implementation phase of planning under the act and intends to implement code changes addressing the issue of major utility development;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO ORDAIN AS FOLLOWS:

The Sedro-Woolley City Council adopts the foregoing findings of fact, finding further as follows:

1. The municipal code currently in effect does not adequately protect the Skagit River System, its ESA-protected salmon, or the local environment from the risk posed by some newly emerging energy technologies, especially in the likely event of flood or wildfire.

2. Sedro-Woolley intends to develop permanent regulations to address the risk posed by newly emerging energy technologies.

3. RCW 36.70A.390 authorizes the City Council to adopt moratoria, interim zoning ordinances, and interim official controls to preserve the *status quo* while new plans and regulations are being developed.

4. RCW 36.70A.390 states that a moratorium may be effective for not longer than six months but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period.

5. RCW 36.70A.390 and RCW 35A.63.220 state that a moratorium, may be renewed for one or more six-month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO FURTHER ORDAIN AS FOLLOWS:

Section 1. Declaration and Effective Date. There is hereby declared, beginning five (5) days from passage of this ordinance, a temporary six (6) month moratorium upon the receipt and processing of project permit applications for major utility development projects that involve the storage or generation of electricity

Section 1. Findings. The City of Sedro-Woolley adopts the recitals as Findings of Fact in support of the moratorium imposed by this ordinance.

Section 2. Effect Upon Vested Rights. The moratorium imposed by this ordinance shall apply prospectively and shall operate to prevent acceptance and processing of any Permit Applications submitted after the effective date hereof. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe upon any permit applicant's vested development rights – as defined by Washington State law and City of Sedro-Woolley regulations – provided such permit applicant has filed a complete Permit Application before the effective date hereof.

Section 3. Public Hearing. Pursuant to RCW 35A.63.220 and 36.70A.390, a public hearing on the moratorium imposed under Section 2 of this ordinance was held on September 9, 2026 at 6:00 p.m., in the City Council Chambers of Sedro-Woolley City Hall. The City Clerk is authorized and directed to provide public notice of said hearing in accordance with applicable City standards. The City Council may in its discretion adopt additional findings of fact at the conclusion of said hearing.

Section 4. Interpretative Authority. The City of Sedro-Woolley Development Services Director, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

ADOPTED by the City Council and **APPROVED** by the Mayor this 9th day of September, 2026.

CITY OF SEDRO-WOOLLEY

By __________________________
JoEllen Kesti, Mayor

ATTEST:

By ______________________________
Charlie Bush, City Administrator

APPROVED AS TO FORM:

By ______________________________
Dan Curtis, City Attorney

City Council Agenda Item

Agenda Item No.: l.1.

Date: September 9, 2026

From: Brandy Jensen, Human Resources Manager, Charlie Bush, City Administrator, Kelly Kohnken, Finance Director / City Clerk, Christina Adamson, Payroll Accounting Technician, Thomas Saint, IT Systems Integration Analyst

Subject: Purchase - NEOGOV - Human resources Information System - 2nd Read

RECOMMENDED ACTION:

Motion to authorize Mayor Kesti to enter into a 5-year contract with NEOGOV for the purchase of a Human Resources Information System.

BACKGROUND/SUMMARY INFORMATION:

As presented in the first read, the City budgeted for a human resources information system to be implemented in 2026. After months of research, platform demonstrations and staff committee review, staff recommend moving forward with NEOGOV. The NEOGOV Human Resources Information System (HRIS) / Human Capital Management (HCM) Suite centralizes employee records, automates payroll and benefits administration, and ensures timekeeping accuracy.

The City of Sedro-Woolley currently relies on dedicated staff who manage complex municipal workflows, diverse bargaining agreements, and public safety operations across our city departments. However, our ability to support our workforce is severely constrained by fragmented systems, paper-based workflows, and manual data entry that consume staff capacity and introduce operational risk. NEOGOV will automate many of the City's current human resources-related functions, providing more efficiency, better accuracy, and a better customer experience for both external and internal human resources customers.

FISCAL IMPACT, IF APPROPRIATE:

The fiscal impact of NEOGOV in the first year is accommodated within the City's approved 2026 budget. $35,000 is directly identified in the current, approved budget for 2026 and the remainder will be covered by under-budget cost-savings from the non-represented salary and compensation study currently underway. The following two years of the requested five-year contract are contained in the preliminary 2027-2028 budget.

The total cost of the five-year contract to acquire the NEOGOV HCM Platform (Core HR, Benefits, Payroll, Time & Attendance, Talent Acquisition, and Performance Management) for the City of Sedro-Woolley is $299,385.85 (not including tax). Procurement was through Sourcewell Contract #030425-PDMS, which provides a competitively solicited, pre-negotiated procurement path that satisfies municipal purchasing rules and eliminates the need for a separate RFP.

ATTACHMENTS:

1. City of Sedro Woolley - Council Justification, second read
2. City of Sedro-Woolley - Council Advance Questions for Second Read
3. Sedro Woolley, City of WA - 5 year quote
4. Sedro Woolley, City of WA - 3 year quote
5. NEOGOV HCM Operational Impact

Funding Request: HRIS, Payroll, Benefits, and Timekeeping Modernization

TO: Mayor Kesti, City Council, and Kelly Kohnken, Finance Director

FROM: Brandy Jensen, Human Resources Manager

DATE: 09/09/2026

RE: Funding request — NEOGOV HRIS / HCM Suite to centralize employee records, automate payroll and benefits administration, and ensure timekeeping accuracy

1. The request

We request the authorization for the Mayor to enter into a 5-year contract with NEOGOV HCM Platform (Core HR, Benefits, Payroll, Time & Attendance, Talent Acquisition, and Performance Management) for the City of Sedro-Woolley. The total cost of the 5-year contract is $299,385.85 (not including tax) and will be paid over the course of five years – (details of payment amounts are contained in the chart in Section 5 of this document). This can be procured through Sourcewell Contract #030425-PDMS, which provides a competitively solicited, pre-negotiated procurement path that satisfies municipal purchasing rules and eliminates the need for a separate RFP.

$35,000 of the requested amount is in the current, approved budget for 2026. The remainder of the shortfall for the year can be covered by the cost-savings of the budgeted vs. actual amount for the non-represented employee salary and compensation study. The 2027 & 2028 amounts are reflected in the preliminary budget for those years.

2. The problem we must solve

The City of Sedro-Woolley relies on dedicated staff who manage complex municipal workflows, diverse bargaining agreements, and public safety operations across our city departments. However, our ability to support our workforce is severely constrained by fragmented systems, paper-based workflows, and manual data entry that consume staff capacity and introduce operational risk.

Today, the biggest constraints are:

- **Manual payroll and benefits administration.** Benefits administration is entirely manual, requiring extensive duplicate data entry across systems. Additionally, managing manual tax filings and verifying Department of Retirement Systems (DRS) eligibility during onboarding requires extensive staff overhead.
- **Inefficient, paper-driven timekeeping and approval delays.** Current time and attendance processes rely on paper forms and disparate systems (such as

Springbrook). Employees frequently delay timesheet submissions, causing downstream payroll bottlenecks. Timesheets are frequently entered on the last day before they are due for payroll. This potentially results in inaccurate timekeeping when it's not done in real time. In the Fire Department, timecards are hand-entered from handwritten timesheets and then re-entered into our current payroll software (Springbrook). This opens this up to more risk when it's being entered twice manually. Exception-based processing with NeoGov focuses payroll attention on flagged exceptions and changes, alerting us to discrepancies.

- **Paper-based open enrollment and accrual tracking.** Open enrollment is conducted entirely on paper, creating significant administrative backlogs. Leave accruals and anniversary-based updates lack automation, forcing manual calculations across different collective bargaining agreements (CBAs) and volunteer firefighter pay structures.
- **System fragmentation and fragile data integrations.** Maintaining multiple disconnected systems for access and timekeeping creates operational complexity, while legacy OCR and data tools are breaking down, complicating data maintenance.
- **Accurate Tax Updates.** Neo-Gov will streamline regular adjustments to state tax requirements, local rules and year-end reporting like W-2 forms. Most state programs such as PFMLA, etc. change their deduction percentage and wage cap annually. Currently these updates are all done manually. NeoGov also can electronically report to the IRS, our quarterly reporting is currently being done with mailed paper reporting. Paper reports take an average of 6-8 weeks for the IRS to process, while electronic reporting is processed immediately.
- **Union and State Rules.** Leave accruals and anniversary-based updates lack automation, forcing manual calculations across different collective bargaining agreements (CBAs) and volunteer firefighter pay structures. NeoGov instantly calculates split hours, shift differentials, and Fair Labor Standards Act (FLSA) requirements.
- **DRS retirement eligibility compliance.** Provides accurate tracking and reporting for comp time and retirement eligibility for full-time staff and volunteer firefighters.

The issue is not the effort of our city staff; it is that our current infrastructure forces Human Resources and Finance into manual data entry, paper processing, redundant verification, and processes that create liability and risk. This administrative burden pulls staff away from strategic city priorities, delays payroll processing, and increases exposure to costly record-keeping and compliance errors.

3. What the investment delivers

Risk avoided

- **Payroll and tax filing errors:** Replaces manual tax filing and hand-keyed paper timesheets with an integrated, automated workflow, reducing payroll miscalculations and tax reporting errors.
- **Benefits and enrollment gaps:** Eliminates paper-based open enrollment and manual benefits data entry, preventing coverage gaps or incorrect deduction processing.
- **Compliance and retirement tracking exposure:** Automates Department of Retirement Systems (DRS) eligibility tracking and comp-time calculations to ensure compliance with state reporting guidelines.

Mandates satisfied

- **Collective Bargaining Agreement (CBA) adherence:** Enforces complex, bargained pay rates, effective dates, step increases, and longevity rules automatically within payroll.
- **DRS retirement eligibility compliance:** Provides accurate tracking and reporting for comp time and retirement eligibility for full-time staff and volunteer firefighters.
- **Washington State Civil Service compliance:** Supports Civil Service–regulated employment processes. Automates civil service specific workflows such as candidate eligibility lists, rule based promotions, and time in class calculations.
- **FLSA Overtime Accuracy:** Automatically enforces FLSA requirements, including overtime eligibility determination, regular rate calculations, blended or weighted overtime for multiple pay rates, and correct handling of specialty pays, shift differentials, and holiday premium impacts. Ensures precise overtime calculations for law enforcement, fire, and other public safety roles with unique schedules, mitigating risk of wage and hour noncompliance.
- **Municipal Records Retention Obligations (WA State Archives):** Provides secure storage, retention, and access to HR and payroll records in accordance with Washington State Local Government Records Retention Schedule (LGELS). Supports mandated retention periods for payroll records, timecards, leave accruals, personnel actions, recruitment materials, and performance documentation.

Delivers audit ready records, clear retention tagging, and reliable disposal or archival workflows for compliance with RCW based municipal records requirements.

- **One Big Beautiful Bill Act – Overtime Transparency and Standardization:** Accommodates overtime transparency and consistent reporting requirements mandated under the federal One Big Beautiful Bill Act. Automates detailed overtime tracking across bargaining units; standardizes overtime reason coding; enforces compliant overtime approval workflows; and ensures visibility into costs, trends, and usage. Supports public records obligations and audit readiness related to state mandated overtime reporting and standardized calculations.

Cover provided

- **Single auditable record of truth:** Establishes a centralized employee database from onboarding through retirement, giving Finance, Legal, and Auditors a clear audit trail.
- **Transparent time and accrual records:** Provides verifiable records for all timesheet approvals, leave accruals, and step increases if challenged during a union grievance, audit, or budget review.
- **Defensible onboarding and DRS verification:** Produces instant proof of employee eligibility, tax withholdings, and benefits elections upon hire.

4. Why now

The City is currently facing operational friction caused by broken legacy OCR tools, delayed timesheets, and paper open enrollment processes that consume excessive administrative hours each month. Furthermore, evaluating this modernization now allows the City to leverage our preferred procurement path via Sourcewell and align software implementation with the upcoming fiscal budget cycle. Postponing this decision forces Human Resources and Finance to continue navigating manual processes, dealing with high-risk audits and liability, and managing complex CBA rules on paper while sacrificing employee-experience and internal customer service.

5. Cost and funding source

Line Item	Detail
Total First-Year Cost	$39,735.50— annual subscription, implementation, and training
Recurring Annual Cost	Year 2 Cost – $58,119.25 Year 3 Cost - $63,941.40 Year 4 Cost - $67,243.70 Year 5 Cost - $70,346.00 *Renewals will reflect ~Year 5 Cost*
Procurement Vehicle	Sourcewell Contract #030425-PDMS
Primary Funding Source	HR Budget, General Fund / City Modernization Budget
Phased Implementation Path	Phase 1: Core HR, Payroll, Timekeeping Phase 2: Talent Acquisition (Applicant Tracking, Onboarding), Performance Management

***Additional timekeeping equipment will purchased from a separate vendor.*

6. Cost of doing nothing

Maintaining the status quo means city staff will continue spending hundreds of hours annually on manual data re-entry, paper open enrollment, and outdated, error-prone processes and record-keeping. The practical risk is not that city employees are failing; it is that manual-based systems and disconnected software leave the City exposed to delayed payroll approvals, benefits errors, tax errors and difficulty proving exact compliance with complex bargaining agreements, DRS rules, and tax filing rules and deadlines.

Additionally, relying on fragile, breaking OCR systems and manual record transfers increases staff burnout and diverts critical Human Resources and Finance resources away from serving internal customers and the citizens of Sedro-Woolley.

7. Alternatives considered

- **Status Quo (Springbrook & Manual Paper Processes):** Rejected due to high error risks, delayed timesheets, manual benefits tracking, and paper open enrollment.
- **Paylocity:** Evaluated but ruled out based on prior negative operating experiences regarding system reliability and support.
- **UKG:** Evaluated as an alternative; however, NEOGOV provides a purpose-built public sector suite specifically designed for local government workflows, civil service, and municipal payroll rules.

8. Recommendation

We recommend authorizing the Mayor to sign a 5-year contract for $299,385.85 (not including tax) to be paid over the course of 5 years to acquire the NEOGOV HRIS & Payroll Suite via Sourcewell. This is a low-procurement-risk, compliance-aligned investment that centralizes city employee records, eliminates manual paper workflows, and ensures accurate payroll and benefits administration while protecting the City and its employees with defensible, auditable records.

Alternately, if the Council does not approve the 5-year contract ask, we would recommend authorizing the Mayor to enter into a 3-year contract with Neogov, bringing the total 3-year cost to $161,796.15 (not including sales tax).

Response to Advance Questions and Comments from Councilmembers for Second Read

TO: Mayor Kesti, City Council, and Kelly Kohnken, Finance Director

FROM: Brandy Jensen, Human Resources Manager

DATE: 09/09/2026

RE: Funding request — NEOGOV HRIS / HCM Suite to centralize employee records, automate payroll and benefits administration, and ensure timekeeping accuracy

Question 1: What is the ongoing cost?

The implementation plan for the HRIS is staged over the first two years in the plan pricing. Year one is phase 1 of the implementation, and will consist of Core HR, Payroll and Timekeeping: this includes the subscription cost, implementation support and training. Implementation during year 1 is expected to take up to 6 months to ensure accuracy through testing and evaluation. Year 2 and 3 will be phase 2 which will take on Talent Acquisition pieces such as Applicant Tracking and Onboarding and will add Performance Management.

Neogov is specifically geared towards government agencies of all sizes; multiple agencies were surveyed and interviewed here in Washington state as well as other states with municipalities our size that operate police departments and fire departments. (Note that the Police Department currently uses one of Neogov's software systems for their scheduling: PowerTime by PowerDMS). The particular draw to the recruiting and talent management piece is GovernmentJobs.com which is the premier talent application and tracking website used by more and more agencies for talent looking for careers in government. Use of Neogov's systems will drastically improve our ability to optimize visibility and talent-draw to Sedro-Woolley for those positions that we cannot fill/promote internally.

Question 2: For the second reading, could staff provide a plain language summary of:

1. **The projected five-year cost, including implementation, integration, data migration, parallel payroll testing, and expected price increases.**
   Neogov provided a 5-year cost quote, noting that years 4 & 5 are projections only. This will bring us to the current (2026) list pricing by Year 5. Neogov states that we would receive the strongest overall pricing by committing to the full five-year agreement, as the current discounts are effectively phased out over the term and

the pricing reaches today's list rate in Year 5. Typically, agencies choose three- or five-year agreements to leverage current discounts and lock in their rates for the duration of the term. With that being said, if we were to renew at the end of the initial agreement, any future pricing adjustments would typically follow the CPI for software, which generally falls in the 3-6% range year over year.

2. **The ongoing General Fund revenue that will support the subscription.**
   Funding is in the base general fund budget and will be built into the base budgets for upcoming contract years.

3. **The current software costs the City expects to eliminate.**
   At this time, there us minimal software elimination that we are planning for. There is a chance that we will eliminate the Payroll Plus subscription for Springbrook which is approximately $5,000. The current scheduling software used by the fire department and the police department fully integrate with Neogov (one is actually owned by Neogov), and Springbrook – the accounting software – fully integrates with Neogov as well.

   There will be a reduction in recruiting fees that are currently being paid to sources such as LinkedIn, Indeed, and minor sources such as Skagit Valley Herald and AWC JobNet. This amount, year to date for 2026 is over $5,300.

4. **The staff time, overtime, errors, or other costs the City expects to reduce.**
   The City's current payroll system has the ability to enter different pay types and categories. For example, commissioned police officers receive 2% longevity pay for 5-9 years, 3% for 10-14 years and 4% for 15-19 years. We can enter these types of categories into the current system but the system does not automatically bump someone from 2% to 3% when they hit their 10-year anniversary. Currently the City's Finance Department tracks this outside the system and each pay period manual changes in the payroll system from 5-9 years to 10-14 years (for example). This takes staff time each pay period to ensure we are manually updating these items. It takes additional time periodically throughout the year to ensure our external tracking is up to date. We do not have significant overtime costs associated with payroll processing, but the current system does require significant staff time and necessitates additional review time for the Finance Director. Neogov will allow for

entry of these same types of categories but also allow for automated change when the employee qualifies for the level with notification to the payroll processer.

An additional note, the IRS will only accept electronic filing of quarterly 941 reports through a payroll or HR information system. Our current payroll system does not allow us to file electronically. Instead, we are currently filing paper copies through the mail. The IRS does not prioritize processing paper filings. The City is currently working through issues related to previous IRS quarterly 941 filing. We will brief the council on this topic once the budget impact is known. Switching to a system like Neogov would virtually eliminate those types of issues. Elimination of these types of issues is a high priority for the Finance Department. Truly, the only solution is moving to a payroll / HRIS information system.

Further noted: supporting material will be added to the packet further noting estimated time savings from Payroll, HR and the Finance Director – this will enable these positions to reallocate time to areas that have been neglected, further reducing errors, creating better auditability and transparency for internal and external stakeholders.

5. **Whether the system can correctly administer our labor agreements, public-safety schedules, and wage-and-hour rules.**
   Neogov's team provided multiple demonstrations throughout the previous 8 months of research; the system's capability to handle labor agreements, new negotiations, changes to contracts, public safety schedules and all wage and hour laws were shown to meet or surpass expectations. Neogov was specifically chosen for its government-specific software and its ability to handle multiple bargaining groups/labor contracts and difficult-to-administer payroll rules. (And, as mentioned above, the Police Department already uses Neogov's Public Safety scheduling - PowerTime).

6. **How the contract protects payroll accuracy, City data, cybersecurity, public-records access, and records retention.**
   Neogov's payroll module helps protect the City's payroll accuracy by automating calculations, applying configurable rules for items like FLSA, overtime, unions/CBAs, deductions, and benefits, and validating payroll data before processing. This helps reduce manual entry, errors, and compliance risk. For City

data and cybersecurity, Neogov is currently FedRamp and SOC 2 Certified (highest security/compliance measures). We can request VPAT and SOC2 reports through their Trust Center.

7. **What happens if implementation falls behind, service fails, prices rise, or the City later changes vendors.**
   Neogov is dedicated to getting the implementation and services deployed in partnership with the City. A dedicated Project Manager and Subject Matter Experts (implementation consultants) for each product will ensure a mutually agreed-upon "go-live" date is achieved. If the City changes vendors, Neogov will provide all data back to the City.

8. **How staff will report to Council on whether the system delivers the expected results.**
   We can provide a report at the end of the first year of implementation.

Question 3: The legal-compliance section (from first read) calls the "One Big Beautiful Bill Act" a Washington State mandate. My understanding is that Congress enacted a federal law. Could staff confirm that, correct the description if needed, and identify the federal reporting requirement the new system would address?

Yes, we did catch that after submitting for the Council packet – apologies. It is federal, and deals with the FLSA calculation of overtime pay and the potential tax deduction that is reported on the employee's W2. Because the FLSA overtime calculation varies greatly from the bargained and practiced overtime calculations, this leads to manual calculations outside of the current payroll system and "shadow" payroll processes. Currently, Neogov is the only software of the researched options that reports that it can accurately calculate and process the OBBBA/FLSA overtime deduction correctly for W2 reporting.

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Contract Records		Order Details	
Account Number:	A-611769	**Order #:**	Q-512491
Customer:	Sedro Woolley, City of (WA)	**Valid Until:**	9/30/2026
Effective Employee Count:	130		
Sales Rep:	Wesley Taylor	**Start Date:**	Last signature date

Customer Contact			
Billing Contact:	Sedro Woolley, City of (WA)	**Shipping Contact :**	Sedro Woolley, City of (WA) Brandy Jensen
Billing Address:	325 Metcalf St Sedro Woolley, WA 98284-1007	**Shipping Address:**	325 Metcalf St Sedro Woolley, WA 98284-1007
Billing Contact Email:		**Shipping Contact Email:**	bjensen@sedro-woolley.gov
Billing Phone:		**Shipping Phone:**	3608551661

Payment Terms			
Payment Term:	Net 30	**Notes:**	
PO Number:			

Subscription Service

Year 1

Item	Type	Term (Months)	License Type	Total (USD)
Manage Subscription	Recurring	12	Employee Based	$24,788.40
Includes Payroll, Time & Attendance, Benefits, Core HR				
Manage Setup	Services	12	Employee Based	$10,500.00
Payroll Services Subscription	Recurring	12	Quantity Based	$2,500.00
Payroll Services Setup	Services	12	Quantity Based	$0.00
Single Sign On Subscription	Recurring	12	Employee Based	$947.10
Single Sign On Setup	Services	12	Employee Based	$1,000.00
			Year 1 TOTAL:	$39,735.50

Year 2

Item	Type	Term (Months)	License Type	Total (USD)
Manage Subscription	Recurring	12	Employee Based	$26,559.00
Includes Payroll, Time & Attendance, Benefits, Core HR				
Payroll Services Subscription	Recurring	12	Quantity Based	$5,070.00
Single Sign On Subscription	Recurring	12	Employee Based	$1,014.75
Recruit Subscription	Recurring	12	Employee Based	$12,160.50
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)				

Item	Type	Term (Months)	License Type	Total (USD)
Recruit Setup	Services	12	Employee Based	$3,500.00
Perform Subscription	Recurring	12	Employee Based	$7,815.00
Perform Setup	Services	12	Employee Based	$2,000.00
			Year 2 TOTAL:	$58,119.25

Year 3

Item	Type	Term (Months)	License Type	Total (USD)
Manage Subscription	Recurring	12	Employee Based	$31,870.80
Includes Payroll, Time & Attendance, Benefits, Core HR				
Payroll Services Subscription	Recurring	12	Quantity Based	$6,800.00
Single Sign On Subscription	Recurring	12	Employee Based	$1,300.00
Recruit Subscription	Recurring	12	Employee Based	$14,592.60
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)				
Perform Subscription	Recurring	12	Employee Based	$9,378.00
			Year 3 TOTAL:	$63,941.40

Year 4

Item	Type	Term (Months)	License Type	Total (USD)
Manage Subscription	Recurring	12	Employee Based	$33,641.40
Includes Payroll, Time & Attendance, Benefits, Core HR				
Payroll Services Subscription	Recurring	12	Quantity Based	$7,000.00
Single Sign On Subscription	Recurring	12	Employee Based	$1,300.00
Recruit Subscription	Recurring	12	Employee Based	$15,403.30
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)				
Perform Subscription	Recurring	12	Employee Based	$9,899.00
			Year 4 TOTAL:	$67,243.70

Year 5

Item	Type	Term (Months)	License Type	Total (USD)
Manage Subscription	Recurring	12	Employee Based	$35,412.00
Includes Payroll, Time & Attendance, Benefits, Core HR				

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Item	Type	Term (Months)	License Type	Total (USD)
Payroll Services Subscription	Recurring	12	Quantity Based	$7,000.00
Single Sign On Subscription	Recurring	12	Employee Based	$1,300.00
Recruit Subscription	Recurring	12	Employee Based	$16,214.00
Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)				
Perform Subscription	Recurring	12	Employee Based	$10,420.00
			Year 5 TOTAL:	$70,346.00

Total: | $299,385.85

This price does NOT include any sales tax. Total in USD

Additional Terms and Conditions:

License Terms: Enterprise license denotes that Customer has purchased an enterprise wide license up to the employee count specified above. User based license denotes that Customer has purchased the number of licenses set forth in the quantity column. Item count denotes the number of items that Customer has licensed as set forth in the quantity column.

Payment Terms: All invoices issued hereunder are **due upon the invoice due date**. If the Order is for a period longer than one year, the fees for the first period shown shall be invoiced immediately and the fees for future years/periods shall be invoiced annually in advance of each 12 month period shown on the Order, but regardless of the billing cycle, Customer is responsible for the fees for the entire Order. The fees set forth in this Order Form are exclusive of all applicable taxes, levies, or duties imposed by taxing authorities and Customer shall be responsible for payment of any such applicable taxes, levies, or duties. All payment obligations are non-cancellable, and all fees paid are non-refundable. Payment for services ordered hereunder shall be made to Governmentjobs.com, Inc., (D/B/A NEOGOV).

Terms & Conditions: This Order Form creates a legally binding contract between the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (d/b/a NEOGOV) and Customer, this Order Form and the services provided hereunder are subject to the terms and conditions located at https://www.neogov.com/service-specifications (the "NEOGOV Site"), together with all addenda, exhibits, policies, and supplemental terms posted on or referenced in the NEOGOV Site, including, as applicable, the product addenda corresponding to the products subscribed to under this Order Form; professional services addenda applicable to any purchased professional, implementation, onboarding, configuration, or setup services; data processing terms; service level terms; AI-related terms; and other service-specific terms and policies, all of which are incorporated herein by reference.

Find a copy of our W-9 here.

Special Condition:

Terms & Conditions: This Order Form creates a legally binding contract on the parties. Unless otherwise agreed in a written agreement between GovernmentJobs.com, Inc. (D/B/A/ NEOGOV), parent company of PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/ PlanIT Schedule), and Design PD, LLC (D/B/A Agency360) (collectively, "NEOGOV") and Customer, this Order Form and the Services purchased pursuant to this Order Form are being procured through NEOGOV's Sourcewell contract #030425-PDMS and are subject to the negotiated NEOGOV Services Agreement affixed hereto. The Services provided to Sourcewell member # 202506 are being provided at the contractually obligated discount of 5% or more from NEOGOV's published MSRP.

If this Order Form is executed and/or returned to NEOGOV by the Customer after the Subscription Start Date stated in this Order Form, NEOGOV may adjust the Subscription Start Date and the corresponding Subscription End Date, without increasing the total fees, based on the date NEOGOV activates the subscription, provided the total length of the subscription term does not change. Following activation, any adjustments to such Subscription Start Date and Subscription End Date may be confirmed by reference to the invoice sent by NEOGOV.

THIS ORDER FORM HAS NOT BEEN APPROVED

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Contract Records		Order Details	
Account Number:	A-611769	**Order #:**	Q-506243
Customer:	Sedro Woolley, City of (WA)	**Valid Until:**	9/30/2026
Effective Employee Count:	130		
Sales Rep:	Wesley Taylor	**Start Date:**	Last signature date

Customer Contact			
Billing Contact:	Sedro Woolley, City of (WA)	**Shipping Contact :**	Sedro Woolley, City of (WA) Brandy Jensen
Billing Address:	325 Metcalf St Sedro Woolley, WA 98284-1007	**Shipping Address:**	325 Metcalf St Sedro Woolley, WA 98284-1007
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THIS ORDER FORM HAS NOT BEEN APPROVED

NEOGOV HCM

Streamlining HR & Payroll Through Automation

Estimated Time Savings & Operational Impact

The City's current HR and Payroll processes require significant manual data entry, duplicate work, paper-based processes, spreadsheets, and employee follow-up. NEOGOV's HCM platform can automate and centralize many of these activities, allowing HR, Payroll, Finance, department leaders, and employees to spend less time on administrative tasks and more time on higher-value work.

> **Based on the City's current estimates, NEOGOV could reduce administrative workload by hundreds of hours annually across HR, Payroll, Finance, and department leadership.**

HR & Recruiting

Recruiting & Applicant Management

Current process: Each position requires separate posting and management across multiple job boards and platforms, including Indeed, the City website, social media, AWC JobNet, SIHRMA, and LinkedIn. Applicant monitoring and downloading is largely manual.

For example, managing applicants for two positions recently required **more than 6 hours in a single day**.

With NEOGOV:
A centralized recruiting platform can streamline job posting, applicant collection, screening, communications, and candidate management — reducing the need to monitor multiple systems and manually download and organize applicants.

Impact: Significant reduction in administrative recruiting time, particularly for high-volume or specialized positions.

Employee Onboarding

Current process: HR spends approximately **1 hour with each new employee** reviewing and collecting I-9s, W-4s, handbook acknowledgements, emergency contacts, direct deposit information, badging, benefits, and other paperwork.

With NEOGOV:
Digital onboarding allows new hires to complete forms and provide information

electronically before and during onboarding, with information flowing into the employee's record and other applicable HCM processes.

Impact: Less paperwork, less manual data entry, and less time spent conducting one-on-one administrative onboarding.

Employee Information Changes & Terminations

Current process: Address changes and terminations require information to be vetted and manually updated across multiple systems and portals. A single address change can take **up to 1 hour** when completed without interruption.

With NEOGOV:
Employees can submit applicable changes through self-service, while automated workflows and centralized employee records reduce duplicate entry and updates across systems.

Impact: Reduces repetitive data entry and administrative follow-up while improving data consistency.

Open Enrollment

Current process: The City's most recent open enrollment required approximately **one full week of preparation**, followed by **1–2 hours per day throughout the four-week enrollment period** for tracking submissions, maintaining spreadsheets, answering questions, meeting with employees, and correcting errors.

With NEOGOV:
Employees can complete benefits enrollment electronically, access plan information, make elections, and submit changes through a centralized online process.

Impact: Substantial reduction in paper handling, spreadsheet tracking, employee follow-up, and manual benefits administration.

Payroll & Finance

Payroll Processing

Current process: Payroll processing requires approximately **2–3 days per pay period**, with an additional **2–3 days for benefits processing**. Manual payroll entries are a significant component of the workload.

Estimated savings with NEOGOV:
4–6 days per month / approximately 32–48 hours per month

Payroll Changes, Step & Longevity Increases

Current process: Updating manual payroll entries, including step and longevity increases, requires approximately **2–4 days per month**.

Estimated savings with NEOGOV:
The City estimates this work could be **eliminated or reduced by at least 50%**, representing approximately **16–32 hours per month**.

Payroll Error Review & Correction

Current process: Reviewing and correcting manual entry errors requires approximately **6–8 hours per month**.

With NEOGOV:
Automated workflows, centralized data, and audit capabilities can significantly reduce manual entry and associated errors.

Estimated savings: 6–8 hours per month

Employee Changes & Direct Deposit

Current process: Updating addresses, direct deposit, benefits, and related records requires approximately **2–4 days per month**, including communication with employees, supervisors, HR, and Finance.

With NEOGOV:
Employee self-service and automated workflows can move much of this administrative work to the employee, with HR/Payroll primarily responsible for review and approval.

Estimated savings: Reduction from several days of monthly administrative work to approximately **½ day per month for approvals.**

Additionally, employees currently spend approximately **4–8 hours per month** coming into the Finance office to verify direct-deposit changes due to fraud concerns. An online workflow can reduce this manual verification burden.

New Hires & Promotions

Current process: Onboarding new employees and processing promotions requires information to be gathered from multiple forms and manually entered. Current monthly workload is approximately **8–10 hours**.

Estimated savings with NEOGOV:
At least 4–5 hours per month

Quarterly Reporting

Current process: Paper-based quarterly reporting requires approximately **4 days per quarter**.

With NEOGOV:
Electronic records and reporting can reduce manual preparation and processing.

Estimated savings: Approximately **50%**, or **64 hours annually**

Finance Payroll Review

Current process: The Finance Director spends approximately **5 hours per pay period** reviewing payroll and maintains a dedicated spreadsheet requiring approximately **32 hours annually** for payroll step/longevity tracking and wage/benefit budget estimates.

With NEOGOV:
Centralized payroll data, reporting, workflows, and automated tracking can reduce the amount of manual spreadsheet management and review required.

Impact: Less time spent reconciling information across spreadsheets and systems and greater visibility into payroll data.

Estimated Quantified Impact

Based on the City's estimates, several areas alone represent approximately:

100+ hours of potential savings per month

across payroll processing, payroll changes, error correction, onboarding/promotions, and related administrative activities.

That equates to **1,200+ hours annually**, before considering additional savings from recruiting, open enrollment, employee self-service, HR administration, reporting, and department-level timekeeping.

Beyond the Hours: The Value of Automation

NEOGOV's value extends beyond simply reducing hours. Automating these processes can help the City:

✓ **Reduce duplicate data entry**
Enter employee information once and use it across connected HR processes.

✓ **Reduce paperwork and spreadsheets**
Move HR, benefits, onboarding, time, and payroll processes online.

✓ **Improve data accuracy**
Reduce the opportunity for errors caused by manually entering the same information into multiple systems.

✓ **Give employees self-service access**
Allow employees to manage information, view pay and benefits, submit requests, and access documents without relying on HR or Finance for every transaction.

✓ **Improve visibility and accountability**
Centralized records, workflows, approvals, and audit capabilities provide greater visibility into HR and payroll processes.

✓ **Give time back to employees and leadership**
Reduce administrative work for HR, Payroll, Finance, department leaders, and employees so they can focus on more strategic priorities.

The Bottom Line

NEOGOV HCM transforms many of the City's most time-consuming HR and Payroll processes from manual, repetitive administrative tasks into streamlined digital workflows.

The result is not simply fewer hours spent processing paperwork — it is **a more efficient employee experience, greater data accuracy, improved visibility, and valuable staff time returned to the organization.**

Time-savings figures are based on estimates provided by City staff and are intended to illustrate potential operational impact. Actual savings will vary based on implementation, process configuration, employee adoption, and organizational workflows.

City Council Agenda Item

Agenda Item No.: m.1.

Date: September 9, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Resolution 1194-26 - Budget and Financial Policies - 1st Read

RECOMMENDED ACTION:

First read, no action required.
Motion to approve Resolution 1194-26 budget and financial policies.

BACKGROUND/SUMMARY INFORMATION:

Budget and financial polices will be reviewed prior to the start of each biennial budget and as necessary.

The attached draft budget and financial policies include general budget policies, reserves, other financial items, investments, and debt issuance.

During the council meeting, staff will focus on policy decisions on the general budget and reserve policies.

FISCAL IMPACT, IF APPROPRIATE:

The City is currently surpassing reserve targets.

Fund	Budgeted Expenditures	Fund Balance as of Sept 3, 2026	Reserve %
General Fund 001	10,298,670	4,326,616	42.0%
Sewer Fund 401	3,048,573	8,221,898	269.7%
Solid Waste Fund 412	2,571,532	1,504,191	58.5%
Stormwater Fund 425	706,129	1,481,088	209.7%

ATTACHMENTS:

1. Resolution 1194-26_Budget and Financial Policies
2. DRAFT_Budget and Financial Policies_2026.09.03

RESOLUTION NO. 1194-26

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY ADOPTING BUDGET AND FINANCIAL POLICIES

WHEREAS, THE City has developed a comprehensive set of budget and financial polices to guide the City's budgeting and financial practices, and

WHEREAS, the City determined that budget and financial policies provide written sound financial management guidelines resulting in enhanced fiscal integrity, and

WHEREAS, approval of the budget and financial policy would be in the best interest of the City of Sedro-Woolley.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:

Section 1. The Budget and Financial Policy is attached.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 9th day of September 2026.

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JoEllen Kesti, Mayor

Attest:

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Kelly Kohnken, Finance Director

Approved as to form:

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Dan Curtis, City Attorney

CITY OF SEDRO-WOOLLEY
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Phone (360) 855-1661

BUDGET AND FINANCIAL POLICIES

Budget and Financial policies will be reviewed prior to the start of each biennial budget and as necessary.

GENERAL BUDGET POLICIES

The budget is the central financial planning document which embodies all operating revenue and expenditure decisions. It establishes the level of services to be provided by each department and embodies the City Council's collective prioritization of service delivery options. To this end, the City has established the following general budget guidelines:

Budget Adoption Level – Budget adoption by the City Council shall be at the fund level. Any changes in appropriations at the fund level shall require City Council approval.

Budget Line-Item Transfers – The authority to transfer line items shall vest administratively at the department or division level when the following circumstances exist:

- The transfer does not alter the fund's total budgeted expenditures,
- The transfer does not increase the department/division FTE count (see FTE Budgeting policy below),
- The transfer equals less than 25% of the department/division's annual expenditure budget, and
- For projects that meet the threshold for requiring Council approval under the Procurement Policy, the transfer does not authorize a project or purchase that has not already been authorized by Council. The transfer does not meet the threshold for requiring council approval under the Procurement Policy.

Budget line-item transfers between funds are not permitted. Budget line-item adjustments that do not fit the criteria above will be considered by the City Council as needed during the City's periodic budget amendment process throughout the year.

Full Time Equivalent (FTE) Budgeting – As a tool for Council consideration, all adopted budgets of the City will list the approved FTE count and allocation on a department/division level. The FTE count may list specific positions and employees. Council is tasked with approving the total FTE count by department/division as well as approving the comprehensive list of permissible positions. Council is not tasked with approving the inclusion of any permissible position or employee on the day-to-day employment rolls.

City management has the day-to-day executive authority to interchange positions as needed, while remaining within the legislatively approved FTE count as set by council by department/division. All approved positions are listed in the City Council approved Master Schedule (for AFSCME and Non-Represented Staff) and the collective bargaining agreements (for Fire and Police Department staff not including the master schedule). These documents constitute the comprehensive list of permissible positions approved by Council from which management makes day-to-day administrative decisions within the council approved budget. City management is vested with the authority to adjust a position to the next professional step. For example, WW Treatment Operator I to WW Treatment Operator II, Maintenance Operator II to Maintenance Operator III, or Assistant Planner to Associate Planner. The budget and financial policy herein does not supersede the Personnel Policy Manual.

Wages and Benefit Calculations – The Finance Department will estimate wages and benefits expenditures for all City departments/divisions. All positions, except those noted as exceptions below, will be budgeted for the full year, regardless of current vacancy unless otherwise indicated in the agenda item staff report, supporting documentation, or the FTE count as a part of the budget ordinance.

Exceptions:

- A newly created position the City plans to fill mid-year.
- When a vacancy will lead to significant increases in overtime, the position may be budgeted for a partial year to compensate for the increase in budgeted overtime.
- When a position is vacated and the City plans not to fill the position for a specific period. For example, a Maintenance Operator in the Public Works Parks and Facilities Division vacates their position in September. The division may choose not to fill the position until spring of the next year.

Formulation and Approval of Budgets – Sedro-Woolley Municipal Code (SWMC) 3.02.010 establishes for the City of Sedro-Woolley a two-year fiscal biennium budget.

State law designates the timeline for budget formulation and adoption. The City of Sedro-Woolley must not exceed the timeline for adoption under state law. While state law mandates the budget be adopted by December 31, the City's target adoption date of the biennial budget is at or before the second regular meeting of the City Council in November.

Budget Amendments – Amending the City budget must occur when the requested change will cause the existing appropriation levels for the fund to increase. This situation generally arises when the City Council authorizes additional appropriation throughout the year or when urgent projects or purchases are needed. City management anticipates three (3) budget amendments each year, although there are no minimum or maximum constraints.

RCW 35.34.130 and SWMC 3.02.020 require the City to do a mid-biennial review and modification of the biennial budget, no sooner than eight months (September 1) after the start of the biennial budget and no later than the conclusion of the first year of the biennium (December 31).

Budget amendments are completed through an ordinance that amends the original budget.

Balanced Budget – The City will strive for a balanced budget. The City defines a balanced budget as operational revenues equal to or exceeding operational budgeted expenditures in applicable funds. These funds include:

- 001 General Fund
- 101 Parks & Facilities
- 102 Cemetery
- 103 Street
- 104 Arterial Street
- 105 Library
- 401 Sewer Operations
- 412 Solid Waste Operations
- 425 Stormwater Operations

When approved by City Council, the City may use fund balance to fund one-time items. In this case, fund expenditures may exceed fund revenues. One-time items that result in expenditures exceeding revenue, in the above applicable funds, will be identified in the staff report or other supporting documents when presenting the budget ordinance to Council.

The use of one-time revenue to fund operational or ongoing expenditures is discouraged.

RESERVES

Adequate reserve levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength. Prudent use of reserve funds enable the City to defray future costs, take advantage of matching funds, and other beneficial (but limited) opportunities. Reserve funds provide the city with the ability to exercise flexible financial planning in developing future capital projects. Reserve funds are necessary to enable the City to deal with cash fluctuations and with unforeseen emergencies.

General Fund Reserve – The City will maintain a reserve in the General Fund of twenty five percent (25%) of annual General Fund expenditures including transfers out with a greater target of thirty percent (30%). This will not be held in a separate fund but instead as fund balance in the General Fund.

Fund balance represents the net cash after all revenues have been deposited and all expenditures have been paid.

Sewer Fund Reserve – The City will maintain a reserve in the Sewer Fund of sixteen percent (16%) of annual Sewer Operation Fund expenditures including transfers out. Additionally reserves for capital projects will be held in a Sewer Capital Projects Reserve Fund.

Solid Waste Reserve – The City will maintain a reserve in the Solid Waste Fund of sixteen percent (16%) of annual Solid Waste Operation Fund expenditures including transfers out. Additionally reserves will be held in a Solid Waste Reserve Fund.

Stormwater Reserve – The City will maintain a reserve in the Stormwater Fund of sixteen percent (16%) of annual Stormwater Operation Fund expenditures including transfers out. Additionally reserves for capital projects will be held in a Stormwater Reserve Fund.

OTHER FINANCIAL POLICIES

Interfund Loans - Interfund loans may be made with moneys that are clearly inactive or in excess of anticipated cash needs of the duration of the loan and legally available for investment. Interfund loans from fiduciary funds are not permissible.

The City Council, by ordinance or resolution, must approve all interfund loans, indicating the lending and borrowing funds, and provide in the authorization a planned schedule of repayment of the loan principal as well as setting a reasonable rate of interest (based on external rate available to the City) to be paid to the lending fund. City Council approval, by ordinance or resolution, is not required for interfund loans between presenting funds and managerial funds that roll up into the presenting fund on the City's annual financial statement.

When a fund has a negative cash balance at year-end, it has effectively borrowed money from other funds. By approval of this policy, City Council has authorized management to administer an interfund loans as necessary, not requiring separate Council approval by ordinance or resolution. Council believes it reasonable not to charge interest on these interfund loans. These loans must be repaid within sixty (60) days, or Council approval becomes necessary and a reasonable rate of interest will be determined by ordinance resolution to begin accruing either upon a date certain as set by such ordinance or resolution, or otherwise from the 60-day deadline.

Rates and Fees - The City shall develop and maintain a master fee schedule which is a comprehensive list of various fees and charges. Fees may be set at levels sufficient to cover the entire cost of service delivery or the service may be subsidized, as Council deems appropriate based on its overall benefit to the public. The City will systematically review user fees and rates and consider adjustments as necessary to account for the effects of additional service costs and inflation. When applicable, rate studies shall be conducted to ensure that the rates will continue to support direct and indirect costs of operations, administration, facility maintenance, debt service and moderate system extensions. Based on a market review (formal or informal), fees for similar services in other communities may also be considered. The criteria used to evaluate recommended target rates shall be included in the staff report during Council's review of rates.

INVESTMENTS

Delegated Authority - The City Council authorizes the Finance Director or their designee, to engage in investment related transactions within this policy without prior approval. Any external investment manager engaged to assist in the management of the City's investment portfolio will be held to the prudent investor standard of care (RCW 11.100.020).

Objective - The prime objectives of the City's investment activities shall be the suitability of every investment to the financial requirements of the city, considering, in priority order:

- Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Sedro-Woolley shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid principal loss arising from security default, institution default, broker-dealer default, safekeeping fraud, or the avoidable loss on the premature sale of an investment
- Liquidity: The City's investment portfolio will be structured to meet all expected obligations in a timely manner, to avoid premature sale of an investment at a loss of principal. This is to be achieved by comparing investment maturities with forecasted cash flows and maintaining sufficient liquidity for contingencies across all funds. A 3- to 5-year historical liquidity trend history, combining the city's main checking accounts, LGIP, and the investment portfolio, will clearly indicate annual seasonal low cashflows.
- Yield, or Return on investment: The City's investment portfolio shall be designed with the objective of attaining as high a rate of return as prudently possible having first satisfied the objectives of Safety and Liquidity.

Prudence - The standard of prudence to be used by investment officials shall be the "prudent investor standard," which, as enacted by State Statute (RCW 11.100.020), says:

> 1) A trustee shall invest and manage trust assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill, and caution.
> 2) A trustee's investment and management decisions respecting individual assets must be evaluated not in isolation but in the context of the trust portfolio as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the trust."

Investment officers acting in accordance with the written procedures and exercising due diligence shall be relieved of personal responsibility for individual securities credit risk or marketplace changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments and to maintain a transparent accounting of the same.

Ethics and Conflicts of Interest - Officers and employees involved in the investment process shall refrain from, or disclose, personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator any material financial interests in the financial institutions to conduct business with in this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transaction to those of the City of Sedro-Woolley, particularly with regard to the time of purchases and sales.

The intent of "disclosure": an employee is unlikely to personally own a controlling interest in a security that becomes the best investment for the city such as a highly rated Microsoft or Coca Cola medium-term note and should therefore have the option to disclose rather than be mandated to sell their personal position in order to serve the city.

Employees and officers shall refrain from, or disclose, any personal investment transactions with the same agents with whom business is conducted on behalf of the city and shall avoid, or disclose, transactions that might impair public confidence.

Consistent with general City policy, officers and employees involved in the investment process may not accept any valuable gift, favor, or gratuity which is made on the basis of his or her position in the City's service.

Authorized Investments - State statutes permit local governments in the state of Washington only the specific investments permitted by state law, limited to the following:

A. The primary investment instruments expected to be utilized in the City's investment portfolio are:
    - State of Washington Local Government Investment Pool (LGIP), the public funds investment account for investment and reinvestment by the state treasurer. RCW 43.250.040
    - Agencies. Federal home loan bank notes and bonds, federal land bank bonds and federal national mortgage association notes, debentures and guaranteed certificates of participation, or the obligations of any other government sponsored corporation whose obligations are or may become eligible as collateral for advances to member banks as determined by the board of governors of the federal reserve system; RCW 39.59.040 (5)
    - Treasuries. Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States; or United States dollar denominated bonds, notes, or other obligations that are issued or guaranteed by supranational institutions, provided that, at the time of investment, the institution has the United States government as its largest shareholder; RCW 39.59.040 (4).
    - Corporate notes purchased on the secondary market; with a minimum credit quality rating of upper medium investment grade - at least A by Standard and Poor's, A2 by Moody's, or A by Fitch - on the date of purchase. RCW 39.59.040 (8) and Washington State Investment Board Policy No. 2.05.500.

B. The following secondary investment instruments are not expected to be routinely utilized in the City's investment portfolio but are also authorized by State Statute and should be disclosed and explained on council monthly reporting:
    - Bonds of the state of Washington and any local government in the state of Washington;" RCW 39.59.040 (1)

- General obligation bonds of a state other than the state of Washington and general obligation bonds of a local government of a state other than the state of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency RCW 39.59.040 (2)
- Registered warrants of a local government in the same county as the government making the investment;" RCW 39.59.040 (3)
- Commercial paper purchased in the secondary market with maturities not exceeding 270 days, and with a short-term credit rating at time of investment not less than A-1 by Standard & Poor's Rating Services and/or P-1 by Moody's Investors Service and/or F-1 by Fitch Rating Agency. Furthermore, the long-term credit ratings of the issuer at the time of investment shall not be less than one of the three highest ratings as rated by a nationally recognized rating agency. RCW 39.59.040 (7) and Washington State Investment Board Policy No. 2.05.500
- Non-Negotiable Certificates of Deposit with financial institutions qualified by the Washington Public Deposit Protection Commission. (RCW 39.58.130)

Prohibited Investments - Equities (stocks), collateralized mortgage obligations, money market mutual funds, inverse floaters, negotiable certificates of deposit, repurchase and reverse repurchase agreements, cryptocurrency and any investment type not expressly permitted by City Council in this policy are not eligible investments for the City.

Investment Strategy - As a strategy, the City's investments will not be actively traded, meaning that no attempt to "buy low and sell high" or "time the market" will be made. Investments purchased with the intent of providing investment income shall be intended to be held to maturity, relying on following a prudent course of action for income rather than predicting market direction. Securities may be sold before they mature if market conditions present an opportunity for the City to capture a benefit or to avoid a risk but the strategy will be primarily buy-and-hold.

Staggered maturities are to be a component of the diversified investment strategy, employed to minimize reinvestment risk due to rate fluctuations building a reasonably laddered maturity schedule.

DEBT ISSUANCE

The debt policy is established to help ensure that all debt is issued both prudently and cost effectively. Adherence to the policy is essential to ensure the City maintains a sound debt position and protect the credit quality of its obligations.

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state and local rules and regulations, as applicable.

The City Council shall:

- Approve all indebtedness,

- Approve debt financing only for capital projects or to refund outstanding debt; debt shall not be issued for operating costs,
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt, and
- Determine, in consultation with the City Finance Director, any bond counsel, and the City Attorney, the most appropriate instrument for a proposed bond.

Professional Services - The City shall procure professional services as required to execute financing transactions and to advise on non-transaction related work. Professional services may be provided by municipal advisors, legal counsel, underwriters, and other services providers such as rating agencies, trustee or escrow agents, verification agents, printers, arbitrage rebate calculation firms, or bidding agents.

Bond Counsel – With the exception of debt issued by the State on the City's behalf, all debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all city and state constitutional and statutory requirements necessary for issuance, a determination of the proposed debt's federal income tax status, and any other components necessary for the proposed debt.

Financial Advisor – A financial advisor may be used to assist in the issuance of the City's debt. The financial advisor will provide the City with the objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring, and pricing the debt, and preparing official statements of disclosure.

Types of Debt Instruments - The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

Unlimited Tax General Obligation Bonds -The City shall use Unlimited Tax General Obligation Bonds (UTGO), also known as "Voted General Obligation Bonds" as permitted under Article 7, Section 2(b) of the Washington State Constitution and laws of the state of Washington including, but not limited to, Chapters 39.36, 39.46 RCW and Chapter 84.52 RCW. UTGO Bonds are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose.

Limited Tax General Obligation Bonds - A Limited-Tax General Obligation debt (LTGO), also known as "Non-Voted General Obligation Debt" or "Councilmanic Debt", requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use LTGO Bonds as permitted under Article 8, Section 6 of the Washington State Constitution and Chapter 39.46 RCW for general capital purposes only. LTGO Bonds are backed by the full faith and credit of the City and is payable from General Fund reserves and taxes collected by the City. LTGO Bonds will only be issued if:

- A project requires funding not available from alternative sources,
- Matching fund monies are available which may be lost if not applied for in a timely manner; or,
- Emergency conditions exist.

Revenue Bonds - The City shall use Revenue Bonds as permitted under RCW 39.46.150 and RCW 3 9 .46.160 for the purpose of financing construction or improvements to facilities of enterprise systems operated by the City in accordance with the Capital Improvement Plan. No taxing power or general fund pledge is provided as security. Unlike general obligation bonds, revenue bonds are not subject to the City's statutory debt limitation nor is voter approval required.

Special Assessment/Local Improvement District Bonds - The City shall use Special Assessment Bonds as permitted under RCW 35A.40.080, for the purpose of assuring the greatest degree of public equity in place of general obligation bond as determined by Council. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID's are formed by the City Council after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and a LID Guaranty Fund, as required by State Law.

Short Term Debt - The City shall use short term debt as permitted under Chapter 39.50 RCW, for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short term cash flow needs for the project. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.

Leases - The City is authorized to enter into capital leases under RCW 35.42.200, subject to the approval of City Council.

Public Works Trust Fund Loans -The City shall use Public Works Trust Fund Loans as provided under Chapter 43 .155 RCW for the purpose of repairing, replacing or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.

Local Option Capital Asset Lending (LOCAL) Program Debt -The City is authorized to enter into a financing contract with the Office of the State Treasurer under Chapter 39.94 RCW, for the purpose of financing equipment and capital needs through the State Treasurer's Office subject to existing debt limitations and financing considerations. The LOCAL Program is an expanded version of the state agency lease/purchase program that allows the pooling of funding into larger offerings of securities.

Limitations on Debt Issuance

1. The City shall remain in compliance with all debt limitations. As part of the annual budgeting process, a current summary of outstanding debt and compliance targets is prepared. The City shall observe the following limitations on debt issuance:

- General Obligation - Maximum of 2.5% of Assessed Value (RCW 39.36.020(2)(b))
    - Non-Voted: 1.5% of Assessed Value - (Limited Tax General Obligation (LTGO) Bonds)
    - Voted: 2.5% of Assessed Value - (Unlimited Tax General Obligation (UTGO) Bonds)

2. Debt Limit Target: The City will reserve 25% of the total legal limit (which statutory limit is 1.5% of total city-wide assessed value) for emergencies.

3. The City will plan and direct the use of debt so that debt service payments will be a predictable and manageable part of the operating budget.

4. When considering new debt, City finance staff will conduct a debt affordability analysis to evaluate the City's ability to support long-term debt. The analysis will review available resources for debt and project the effects utilizing a ten- year recurring revenues and expenditure capacity analysis financial modeling tool. The financial assumptions shall be reasonable and shall take into account appropriately chosen sets of inflation factors and an appropriate set of economic projections. The Administration's chosen assumptions for revenues, expenditure inflation factors and economic measures shall be disclosed to the Council.

Debt Structuring Practices - The following terms shall be applied to the City's debt transactions, as appropriate. Individual terms may change as dictated by the marketplace or the unique qualities of the transaction.

- Maturity - The City shall issue debt with an average life less than or equal to the average life of the assets being financed. Unless otherwise stated in law, the final maturity of the debt shall be no longer than 40 years (RCW 39.46.110).
- Debt Service Structure - Unless otherwise justified, debt service should be structured on a level basis. Refunding bonds should be structured to produce equal savings by fiscal year. If appropriate, debt service reserve funds may be used for revenue bonds.
- Price Structure -The City's long-term debt may include par, discount, and premium bonds. Discount and premium bonds must be demonstrated to be advantageous relative to par bond structures, given market conditions.
- Call Provisions - For each transaction, the City shall evaluate the costs and benefits of call provisions. In general, the City shall opt for the shortest possible optional call consistent with optimal pricing.
- Bond Insurance - For each transaction, the City shall evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchases by the City shall be competitively priced.

- Tax-exemption - Unless otherwise justified and deemed necessary, the City shall issue its debt on a tax-exempt basis.
- Reimbursement resolution - A reimbursement resolution may be adopted by City Council if the project hard costs are advanced prior to the bond sale.