



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

Tuesday, February 07, 2023, at 6:30 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

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### COMMITTEE MEMBERS

Bryan Holloway, Chair

Councilmembers: James Mayhew and

Rob Wotton

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

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **880 1897 0598** and Password **1830050121** if prompted.

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

Press \*6 to mute and unmute.

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- 3) If prompted for Webinar ID, enter **880 1897 0598**; Enter Password **1830050121**
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### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

### PUBLIC COMMENTS

### MINUTES

1. Approval of the minutes dated January 18, 2023.

### APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Approval Report dated February 13, 2023.

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

3. **AB23-017:** Classification & Compensation Study

**Proposed Action:** Discussion only. Budget and implementation analysis will be presented at a future City Council meeting.

4. **AB23-022:** Memorandum of Understanding - SPD and IAFF

**Proposed Action:** Discussion. MOUs pertaining to retention incentive pay program for Snoqualmie Police Association (SPA) and Intl Association of Firefighter (IAFF) Local 2878.

5. **AB23-024:** City Council Appointment and Timeline

**Proposed Action:** Review of proposed timeline.

6. **AB23-025:** Council Retreat Agenda

**Proposed Action:** Review and discussion.

**DISCUSSION**

7. Discussion of upcoming agenda items.

**CITY COUNCIL AGENDA REVIEW**

8. Review Draft City Council Agenda:

- a) February 13, 2023 Regular Meeting

**ADJOURNMENT**



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JANUARY 18, 2023

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

### CALL TO ORDER

Councilmember Holloway called the meeting to order at 6:30 pm.

**Committee Members:** Councilmembers Bryan Holloway and Cara Christensen were present. Also, present were Mayor Katherine Ross and Councilmember Rob Wotton.

Councilmember Holloway moved to excuse Councilmember Mayhew from tonight's meeting which was approved without objection.

#### City Staff:

Mike Sauerwein, City Administrator; Jen Ferguson, Finance and HR Director; Deana Dean, City Clerk; Jimmie Betts, IT; Mike Chambless, Parks & Public Works Director (remote); Carson Hornsby, Management Analyst (remote); Bob Sterbank, City Attorney (remote); Chris Miller, Interim IT Director (remote); Emily Arteche, Community Development Director (remote).

**AGENDA APPROVAL:** The committee approved the agenda as presented.

**PUBLIC COMMENTS** - There was no public comment.

### MINUTES

1. The minutes from the January 4, 2023, Finance and Administration meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. Claims Approval Report dated January 23, 2023, was approved for the January 23, 2023, City Council consent agenda.

**PRESENTATION** – There was no presentation.

**AGENDA BILLS** - There were no agenda bills.

### DISCUSSION

3. **Ethics Discussion follow up.** Finance and HR Director Jen Ferguson and City Attorney Bob Sterbank provided updates including the search for a consultant to provide ethics training to council and staff.
4. **Finance & Administration Work Plan Update:** Informational item only. This item can be removed from future meetings.

## CITY COUNCIL MEETING AGENDA REVIEW

5. **January 23, 2023, City Council Meeting Agenda:** Approved as amended.

## ADJOURNMENT

The meeting was adjourned at 6:48 pm.

*Minutes taken by Deana Dean, City Clerk*

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

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



## Finance & Human Resources Department

Item 2.

**Jennifer Ferguson, Director**  
38624 SE River St. | PO Box 987  
Snoqualmie, Washington 98065  
(425) 888-1555 | [jferguson@snoqualmiewa.gov](mailto:jferguson@snoqualmiewa.gov)

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

**From:** Jennifer Ferguson, Director of Finance & HR

**Date:** February 13, 2023

**Subject:** CLAIMS REPORT  
Approval of payments for the period: January 17, 2023 through January 26, 2023

### BACKGROUND

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

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

### ANALYSIS

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

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

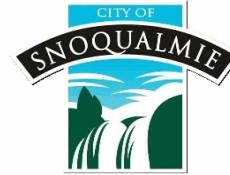
- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic



# Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
 Printed: 01/19/2023 - 1:18PM  
 Warrant Request Date: 1/19/2023  
 DAC Fund:



Batch: 00014.12.2022 - 1-19-23 Check Run (2022)

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 468,759.18  
 for claims warrants numbered 60157 through 60199 & dated 1-19-23.

Line	Claimant	Voucher No.	Amount
1	3R Technology LLC	000060157	3,185.00
2	A Pinch Different, LLC - Sarah Hughes	000060158	153.40
3	ACCESS	000060159	1,066.16
4	AMAZON CAPITAL SERVICES	000060160	81.60
5	ATWORK! COMMERCIAL ENTERPRISES LLC	000060161	23,232.28
6	BEACON ATHLETICS LLC	000060162	4,743.70
7	BYTE SPEED LLC	000060163	15,681.09
8	CENTURYLINK	000060164	412.62
9	CITY OF SNOQUALMIE UB	000060165	30,281.64
10	Corporate Payment Systems	000060166	5,061.30
11	HD Supply Facilities Maint., Ltd	000060167	160.71
12	Home Depot Credit Services	000060168	1,417.88
13	Legend Data Systems, Inc.	000060169	10,634.20
14	Life Assist, Inc.	000060170	2,954.80
15	Lowe's Business Account	000060171	164.21
16	Madrona Law Group	000060172	6,714.00
17	Meadowbrook Farm Preservation Association	000060173	10,000.00
18	Monroe Correctional Complex	000060174	886.78
19	Northwest Hydraulic Consultants, Inc	000060175	2,332.68
20	Northwest Railway Museum	000060176	3,517.09
21	Northwest Safety Clean	000060177	912.04
22	Occupational Health Centers of WA, P.S.	000060178	225.00
23	ORKIN	000060179	349.19
24	Pacific Office Automation (OR)	000060180	879.44
25	Parametrix	000060181	5,796.18
26	Performance Systems Integration, LLC	000060182	38.12
27	PERTEET ENGINEERING INC	000060183	18,255.38
28	Pre-Employ.com	000060184	39.85
29	Puget Sound Energy	000060185	21,766.32
30	Puget Sound Regional Fire Authority	000060186	7,254.68
31	R & R Rentals	000060187	22.82
32	R.E. Sides Landscaping, Inc.	000060188	15,271.25
33	RH2 Engineering, Inc.	000060189	99,330.18
34	Robert Half	000060190	7,855.25
35	SHI International Corp	000060191	60,307.81
36	Superion, LLC	000060192	17,104.54
37	Tetra Tech Inc.	000060193	73,046.43
38	The Seattle Times	000060194	919.88
39	Thomas J Tree & Garden Care LLC	000060195	3,185.33
40	Tyler Technologies, Inc.	000060196	5,435.10
41	United Site Services	000060197	185.00

Page Total:

\$460,860.93

Line	Claimant	Voucher No.	Amount	Item 2.
42	Urban Forestry Services/Bartlett Consulting	000060198	2,391.25	
43	Van Ness, Feldman, LLP	000060199	5,507.00	
Page Total:			\$7,898.25	
Grand Total:			\$468,759.18	



# Accounts Payable

## Check Detail

User: TWood  
Printed: 01/19/2023 - 1:41PM



Item 2.

Check Number	Check Date				Amount
<b>3rtech - 3R Technology LLC Line Item Account</b>					
60157	01/19/2023				
Inv	11800				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
10/31/2022	E-Recycling	502-11-020-518-88-41-030	3,025.00		
Inv 11800 Total					3,025.00
Inv	11801				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
10/31/2022	E-Recycling	502-11-020-518-88-41-030	160.00		
Inv 11801 Total					160.00
60157 Total:					3,185.00
<b>3rtech - 3R Technology LLC Total:</b>					3,185.00
<b>apinch - A Pinch Different, LLC - Sarah Hughes Line Item Account</b>					
60158	01/19/2023				
Inv	N/A				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
12/01/2022	Reimbursement for August Services	012-13-115-573-20-41-000	153.40		
Inv N/A Total					153.40
60158 Total:					153.40
<b>apinch - A Pinch Different, LLC - Sarah Hughes Total:</b>					153.40
<b>aim - ACCESS Line Item Account 511-25-054-518-50-41-000</b>					
60159	01/19/2023				
Inv	9839025				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
11/30/2022	Archives Storage November 2022	511-25-054-518-50-41-000	437.44		
Inv 9839025 Total					437.44
Inv	9900030				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			

12/31/2022	Archives Storage December 2022	511-25-054-518-50-41-000	628.72
Inv 9900030 Total			628.72
60159 Total:			1,066.16
<b>aim - ACCESS Total:</b>			1,066.16
<b>amazoncap - AMAZON CAPITAL SERVICES Line Item Account</b>			
60160	01/19/2023		
Inv	13L6-74RL-P9WV		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2022	IT: phone cases x5	502-11-021-518-88-31-820	81.60
Inv 13L6-74RL-P9WV Total			81.60
60160 Total:			81.60
<b>amazoncap - AMAZON CAPITAL SERVICES Total:</b>			81.60
<b>atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Line Item Account</b>			
60161	01/19/2023		
Inv	PS-INV104731		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Facilities Landscape Maintenance	510-24-053-518-20-48-150	2,886.85
Inv PS-INV104731 Total			2,886.85
Inv	PS-INV104733		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Stormwater Landscape Maintenance	403-22-050-531-30-48-150	14,241.80
12/30/2022	Right-of-Way Landscape Maintenance	001-16-035-542-70-48-150	6,103.63
Inv PS-INV104733 Total			20,345.43
60161 Total:			23,232.28
<b>atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Total:</b>			23,232.28
<b>beacon - BEACON ATHLETICS LLC Line Item Account</b>			
60162	01/19/2023		
Inv	0560237-IN		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	New Field Paint Sprayer	001-12-028-576-80-31-300	4,743.70
Inv 0560237-IN Total			4,743.70

60162 Total:

4,743.70

**beacon - BEACON ATHLETICS LLC Total:**

4,743.70

**byte - BYTE SPEED LLC Line Item Account**

60163 01/19/2023

Inv INV0160112

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	FD: EOC laptops x5	001-10-017-525-60-31-820	8,570.44

Inv INV0160112 Total

8,570.44

Inv INV0160446

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	Credit memo for duplicate payment	502-11-022-594-18-64-100	-2,080.52
11/02/2022	Laptops x 5	502-11-022-594-18-64-100	9,191.17

Inv INV0160446 Total

7,110.65

60163 Total:

15,681.09

**byte - BYTE SPEED LLC Total:**

15,681.09

**century - CENTURYLINK Line Item Account 511-25-054-518-50-42-000**

60164 01/19/2023

Inv 3862-12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2022	Fire Department Phone	511-25-054-518-50-42-000	233.67

Inv 3862-12-22 Total

233.67

Inv 8791-12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2022	EOC Phone Service	511-25-054-518-50-42-000	178.95

Inv 8791-12-22 Total

178.95

60164 Total:

412.62

**century - CENTURYLINK Total:**

412.62

**cos - CITY OF SNOQUALMIE UB Line Item Account**

60165 01/19/2023

Inv 12-22 UB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	001-12-028-576-80-47-300	12,139.45
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	001-16-035-542-30-47-300	1,563.70
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	001-09-014-522-50-47-300	771.95

01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	401-18-037-534-81-47-300	817.11
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	001-08-009-521-50-47-300	856.78
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	402-20-040-535-80-47-300	7,520.37
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	511-25-054-518-50-47-300	5,768.28
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	401-19-039-539-35-47-300	232.21
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	403-22-050-531-30-47-300	165.20
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	001-16-035-542-70-47-300	270.01
01/05/2023	CITY OF SNOQUALMIE UTILITIES (WATER, SEWER, STORM	001-13-000-518-20-47-300	176.58

Inv 12-22 UB Total 30,281.64

60165 Total: 30,281.64

cos - CITY OF SNOQUALMIE UB Total: 30,281.64

**corppay - Corporate Payment Systems Line Item Account**

60166      01/19/2023

Inv    11-22 JF

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Food for Finance Lean Training Meals	001-06-007-514-23-49-100	57.12

Inv 11-22 JF Total 57.12

Inv    11-22 MCH

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Assorted lights & supplies for holiday lights & displays	001-12-028-576-80-49-100	1,986.78

Inv 11-22 MCH Total 1,986.78

Inv    12-22 CD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/23/2022	Event Registration	130-14-031-558-60-43-000	40.00
12/23/2022	Membership Renewal	130-14-031-558-60-49-200	45.00

Inv 12-22 CD Total 85.00

Inv    12-22 DB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/23/2022	USPS Next Day Delivery - Arbitration Payment	001-04-004-515-31-41-000	27.25

Inv 12-22 DB Total 27.25

Inv    12-22 JF

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/23/2022	ICMA Membership - J. Ferguson	001-06-007-514-23-49-200	1,111.00

Inv 12-22 JF Total 1,111.00

Inv    12-22 KJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/23/2022	Annual SHRM Professional Membership	001-06-075-518-10-49-200	229.00

12/23/2022	Partial Venue Payment for Mayor's Breakfast	001-06-075-518-10-49-100	1,500.00
12/23/2022	Citywide Potluck & Sock Drive	001-06-075-518-10-49-100	65.15
Inv 12-22 KJ Total			1,794.15
60166 Total:			5,061.30
<b>corppay - Corporate Payment Systems Total:</b>			5,061.30
<b>hdfacil - HD Supply Facilities Maint., Ltd Line Item Account 510-24-053-518-20-31-300</b>			
60167	01/19/2023		
Inv	9209804202		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/19/2022	Facility Parts and Supplies	510-24-053-518-20-31-300	160.71
Inv 9209804202 Total			160.71
60167 Total:			160.71
<b>hdfacil - HD Supply Facilities Maint., Ltd Total:</b>			160.71
<b>hd - Home Depot Credit Services Line Item Account</b>			
60168	01/19/2023		
Inv	5907146		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2022	Holiday Light Sets	001-28-057-573-90-31-900	1,417.88
Inv 5907146 Total			1,417.88
60168 Total:			1,417.88
<b>hd - Home Depot Credit Services Total:</b>			1,417.88
<b>lds - Legend Data Systems, Inc. Line Item Account</b>			
60169	01/19/2023		
Inv	135696		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/21/2022	IT: Badge Printer	502-11-022-594-18-64-100	10,634.20
Inv 135696 Total			10,634.20
60169 Total:			10,634.20
<b>lds - Legend Data Systems, Inc. Total:</b>			10,634.20
<b>lai - Life Assist, Inc. Line Item Account 001-09-014-522-20-31-912</b>			

60170 01/19/2023

Inv 1260583

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2022	Neonate Cloth Sensors	001-09-014-522-20-31-912	47.39

Inv 1260583 Total			47.39
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Inv 1261031

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2022	First Aid/Medical Supplies	001-09-014-522-20-31-912	207.99

Inv 1261031 Total			207.99
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Inv 1262786

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	EMS First Aid Equipment & Supplies	001-09-014-522-20-31-912	1,731.48

Inv 1262786 Total			1,731.48
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Inv 1262869

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	Medical Oxygen Cylinders	001-09-014-522-20-31-912	225.42

Inv 1262869 Total			225.42
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Inv 1262999

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	Spider Straps, Backboards	001-09-014-522-20-31-912	568.28

Inv 1262999 Total			568.28
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Inv 1265837

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	Nitrile Gloves	001-09-014-522-20-31-912	174.24

Inv 1265837 Total			174.24
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60170 Total:			2,954.80
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<b>lai - Life Assist, Inc. Total:</b>			2,954.80
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**Iba - Lowe's Business Account Line Item Account**

60171 01/19/2023

Inv 23894

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	Cable Ties for Securing Lights & Displays	001-28-057-573-90-31-900	37.57

Inv 23894 Total			37.57
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Inv 28704

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2022	Fence Repair Supplies	403-22-050-531-30-31-300	126.64
Inv 28704 Total			126.64

60171 Total:

164.21

**Iba - Lowe's Business Account Total:**

164.21

**madrona - Madrona Law Group Line Item Account**

60172 01/19/2023

Inv 11732

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Review PRR 22-438 - Lux - Service through 12/31/22	001-05-005-514-20-41-000	6,714.00
Inv 11732 Total			6,714.00

60172 Total:

6,714.00

**madrona - Madrona Law Group Total:**

6,714.00

**mfpa - Meadowbrook Farm Preservation Association Line Item Account 001-13-112-573-90-49-100**

60173 01/19/2023

Inv Q3 2022-9

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2022	Meadowbrook Quarterly Sustaining Grant - Q3 2022	001-13-112-573-90-49-100	5,000.00
Inv Q3 2022-9 Total			5,000.00

Inv Q4 2022-10

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	Meadowbrook Quarterly Sustaining Grant - Q4 2022	001-13-112-573-90-49-100	5,000.00
Inv Q4 2022-10 Total			5,000.00

60173 Total:

10,000.00

**mfpa - Meadowbrook Farm Preservation Association Total:**

10,000.00

**monroec - Monroe Correctional Complex Line Item Account**

60174 01/19/2023

Inv MCC2211.1425

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2022	Stormpond Maintenance	403-22-050-531-45-48-000	886.78
Inv MCC2211.1425 Total			886.78

60174 Total: 886.78

**monroecc - Monroe Correctional Complex Total:** 886.78

**nhc - Northwest Hydraulic Consultants, Inc Line Item Account 130-14-032-558-60-41-080**

60175      01/19/2023

Inv      28919

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Plat 29 Parcel S22	130-14-032-558-60-41-040	478.75
11/21/2022	Plat 30	130-14-032-558-60-41-040	1,083.75

Inv 28919 Total 1,562.50

Inv      29156

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	Task Order 47 - for Professional Svcs ending 12-31-22	403-22-050-531-45-41-040	100.18

Inv 29156 Total 100.18

Inv      29164

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	for Professional Svcs ending 12-31-22	403-22-050-531-45-41-040	670.00

Inv 29164 Total 670.00

60175 Total: 2,332.68

**nhc - Northwest Hydraulic Consultants, Inc Total:** 2,332.68

**nwr - Northwest Railway Museum Line Item Account**

60176      01/19/2023

Inv      31122022-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	RR Crossing Signal Electricity - 2022	001-16-019-542-64-47-100	574.23
12/31/2022	RR Crossing Signal Insurance - 2022	001-16-019-542-64-48-801	353.35

Inv 31122022-1 Total 927.58

Inv      31122022-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	RR Depot Restroom - Electricity	001-12-028-576-80-47-100	2,589.51

Inv 31122022-2 Total 2,589.51

60176 Total: 3,517.09



**nwr - Northwest Railway Museum Total:**

3,517.09

**nwsc - Northwest Safety Clean Line Item Account 001-09-014-522-10-41-000**

60177      01/19/2023

Inv      22-34324

<u>Line Item Date</u>	<u>Line Item Description</u>
12/31/2022	Cleaning Fee

<u>Line Item Account</u>	
001-09-014-522-10-41-000	912.04

Inv 22-34324 Total	912.04
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60177 Total:

912.04

**nwsc - Northwest Safety Clean Total:**

912.04

**concen - Occupational Health Centers of WA, P.S. Line Item Account 001-09-014-522-10-41-000**

60178      01/19/2023

Inv      77712072

<u>Line Item Date</u>	<u>Line Item Description</u>
12/15/2022	OSHA Resp Quest

<u>Line Item Account</u>	
001-09-014-522-10-41-000	225.00

Inv 77712072 Total	225.00
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60178 Total:

225.00

**concen - Occupational Health Centers of WA, P.S. Total:**

225.00

**orkin - ORKIN Line Item Account**

60179      01/19/2023

Inv      237140853

<u>Line Item Date</u>	<u>Line Item Description</u>
12/14/2022	Pest Control

<u>Line Item Account</u>	
510-24-053-518-20-48-000	143.75

Inv 237140853 Total	143.75
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Inv      237140855

<u>Line Item Date</u>	<u>Line Item Description</u>
12/13/2022	Pest Control

<u>Line Item Account</u>	
510-24-053-518-20-48-000	205.44

Inv 237140855 Total	205.44
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60179 Total:

349.19

**orkin - ORKIN Total:**

349.19

**poa-or - Pacific Office Automation (OR) Line Item Account 511-25-054-518-50-45-200**

60180      01/19/2023

Inv      816318

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/23/2022	Copier Image Contract x6	511-25-054-518-50-45-200	879.44

Inv 816318 Total		879.44
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60180 Total:		879.44
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**poa-or - Pacific Office Automation (OR) Total:**

879.44

**paramet - Parametrix Line Item Account**

60181      01/19/2023

Inv      41602

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	CM&I Services from 10/30/22 through 12/31/22	417-13-405-594-31-41-040	3,743.51

Inv 41602 Total		3,743.51
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Inv      41790

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	For Professional Services ending December 31, 2022	417-13-416-594-35-41-060	2,052.67

Inv 41790 Total		2,052.67
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60181 Total:		5,796.18
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**paramet - Parametrix Total:**

5,796.18

**perfsys - Performance Systems Integration, LLC Line Item Account**

60182      01/19/2023

Inv      12494975

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2022	Fire Extinguisher Annual Service and Maintenance	510-24-053-518-20-48-000	38.12

Inv 12494975 Total		38.12
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60182 Total:		38.12
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**perfsys - Performance Systems Integration, LLC Total:**

38.12

**pei - PERTEET ENGINEERING INC Line Item Account 130-14-032-558-60-41-040**

60183      01/19/2023

Inv      20110015-137

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	PP 25 - Phase 3	130-14-032-558-60-41-040	397.50
01/09/2023	PP 28 - Parcel S14	130-14-032-558-60-41-040	530.00
01/09/2023	PP 26 - Parcel S12A	130-14-032-558-60-41-040	2,273.75
01/09/2023	SR11 - Centex	130-14-032-558-60-41-040	4,608.50

01/09/2023	PP 25 - Phase 4/5	130-14-032-558-60-41-040	596.25
01/09/2023	PP 27 - Parcel S13	130-14-032-558-60-41-040	2,482.50

Inv 20110015-137 Total			10,888.50
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Inv	20160013.030037		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Utility Infrastructure Improvement Project	130-14-031-558-60-41-040	705.00

Inv 20160013.030037 Total			705.00
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Inv	22222-211		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	SR II - Parcel S22	130-14-032-558-60-41-040	1,878.75

Inv 22222-211 Total			1,878.75
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Inv	23042-222		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Ridgepointe at Parcel S14	130-14-032-558-60-41-040	3,488.13

Inv 23042-222 Total			3,488.13
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Inv	23042-223		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	On Call Services	130-14-032-558-60-41-040	1,295.00

Inv 23042-223 Total			1,295.00
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60183 Total:			18,255.38
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pei - PERTEET ENGINEERING INC Total:			18,255.38
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pre-empl - Pre-Employ.com Line Item Account			
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60184	01/19/2023		
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Inv	360138		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	Background Investigation	001-09-014-522-10-41-000	39.85

Inv 360138 Total			39.85
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60184 Total:			39.85
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pre-empl - Pre-Employ.com Total:			39.85
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pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100			
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60185	01/19/2023		
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Inv	004220 1-23		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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01/03/2023	Electric bill	401-18-037-534-82-47-100	5,264.05
01/03/2023	Electric bill	401-18-037-534-81-47-100	9,832.65
Inv 004220 1-23 Total			15,096.70
Inv 103385 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	401-19-039-539-35-47-100	11.69
Inv 103385 1-23 Total			11.69
Inv 133972 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	511-25-054-518-50-47-100	578.63
Inv 133972 1-23 Total			578.63
Inv 198066 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	511-25-054-518-50-47-100	162.18
Inv 198066 1-23 Total			162.18
Inv 198082 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	511-25-054-518-50-47-100	31.60
Inv 198082 1-23 Total			31.60
Inv 241392 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	402-20-045-535-65-47-100	89.28
Inv 241392 1-23 Total			89.28
Inv 241418 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	402-20-045-535-65-47-100	380.01
Inv 241418 1-23 Total			380.01
Inv 330596 12-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2022	CCS - Restore Power Connection; 8124 Falls Ave SE # IRR	417-13-405-594-31-41-040	577.00
Inv 330596 12-22 Total			577.00
Inv 431306 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	14.95
Inv 431306 1-23 Total			14.95

Inv      436232 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	401-19-039-539-35-47-100	2,923.41

Inv 436232 1-23 Total 2,923.41

Inv      456550 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	11.81

Inv 456550 1-23 Total 11.81

Inv      549936 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	511-25-054-518-50-47-100	48.27

Inv 549936 1-23 Total 48.27

Inv      577403 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	51.60

Inv 577403 1-23 Total 51.60

Inv      577445 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	48.43

Inv 577445 1-23 Total 48.43

Inv      617464 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	154.79

Inv 617464 1-23 Total 154.79

Inv      639966 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	1,438.65

Inv 639966 1-23 Total 1,438.65

Inv      742043 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	33.12

Inv 742043 1-23 Total 33.12

Inv      780111 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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01/05/2023	Electric bill	001-16-035-542-63-47-100	88.12
Inv 780111 1-23 Total			88.12
Inv 780137 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	001-16-035-542-63-47-100	13.45
Inv 780137 1-23 Total			13.45
Inv 794782 1-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Electric bill	401-19-039-539-35-47-100	12.63
Inv 794782 1-23 Total			12.63
60185 Total:			21,766.32
<b>pse - Puget Sound Energy Total:</b>			21,766.32
<b>psrfa - Puget Sound Regional Fire Authority Line Item Account 501-23-051-548-68-48-000</b>			
60186	01/19/2023		
Inv 2426			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Fire Apparatus Repair and Service	501-23-051-548-68-48-000	5,430.98
Inv 2426 Total			5,430.98
Inv 2513			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2022	Fire Apparatus Repair and Service	501-23-051-548-68-48-000	314.86
Inv 2513 Total			314.86
Inv 2567			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2022	Fire Apparatus Repair and Service	501-23-051-548-68-48-000	1,508.84
Inv 2567 Total			1,508.84
60186 Total:			7,254.68
<b>psrfa - Puget Sound Regional Fire Authority Total:</b>			7,254.68
<b>r &amp; r - R &amp; R Rentals Line Item Account</b>			
60187	01/19/2023		
Inv 698122-2			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	2-stroke engine oil	001-12-028-576-80-31-300	22.82

Inv 698122-2 Total	22.82
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60187 Total:	22.82
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<b>r &amp; r - R &amp; R Rentals Total:</b>	22.82
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**RESIDES - R.E. Sides Landscaping, Inc. Line Item Account**

60188      01/19/2023

Inv      1308

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	Retainage release for Urban Forestry Improvements - Stellar Way	417-00-000-223-40-00-000	15,271.25

Inv 1308 Total	15,271.25
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60188 Total:	15,271.25
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<b>RESIDES - R.E. Sides Landscaping, Inc. Total:</b>	15,271.25
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**rh2 - RH2 Engineering, Inc. Line Item Account**

60189      01/19/2023

Inv      88719

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2022	Advanced Final Design - Plans and Specs. Support during bidding.	417-13-451-594-35-41-060	20,502.34
12/08/2022	Advanced 60% design - plans, specs, & equip. costs & procurement	417-13-452-594-35-41-060	7,371.65
12/08/2022	Advanced 60% design - plans, specs, & equip. costs & procurement	417-13-453-594-35-41-060	4,607.28
12/08/2022	Advanced 60% design - plans, specs, & equip. costs & procurement	417-13-454-594-35-41-060	64,501.92

Inv 88719 Total	96,983.19
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Inv      89066

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	Various Control System Repairs	402-20-040-535-50-48-000	2,346.99

Inv 89066 Total	2,346.99
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60189 Total:	99,330.18
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<b>rh2 - RH2 Engineering, Inc. Total:</b>	99,330.18
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**roberth - Robert Half Line Item Account**

60190      01/19/2023

Inv      61147993

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	IT: Contract Worker	502-11-020-518-88-41-190	1,320.00

Inv 61147993 Total	1,320.00
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Inv 61335821

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	Finance: Contract Worker	001-06-007-514-23-41-190	1,496.50

Inv 61335821 Total 1,496.50

Inv 61339810

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	IT: Contract Worker	502-11-023-594-18-41-190	2,880.00

Inv 61339810 Total 2,880.00

Inv 61339832

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	IT: Contract Worker	502-11-020-518-88-41-190	2,158.75

Inv 61339832 Total 2,158.75

60190 Total: 7,855.25

roberth - Robert Half Total:

7,855.25

shi int - SHI International Corp Line Item Account

60191 01/19/2023

Inv B15366778

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/10/2022	PD: adobe licenses x2	001-08-009-521-22-41-000	311.98

Inv B15366778 Total 311.98

Inv B16179393

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PW's: monitors x2	403-22-030-531-90-31-300	653.60

Inv B16179393 Total 653.60

Inv B16189969

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	CD: Bluebeam x4	130-14-032-558-60-31-000	1,678.58

Inv B16189969 Total 1,678.58

Inv B16346989

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	IT: Windows Server	502-11-021-518-88-48-860	57,663.65

Inv B16346989 Total 57,663.65

60191 Total: 60,307.81



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shi int - SHI International Corp Total: 60,307.81

**superion - Superion, LLC Line Item Account**

60192      01/19/2023

Inv      296062

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2020	IT: Trakit Annual Renewal	502-11-026-594-18-64-000	17,104.54

Inv 296062 Total 17,104.54

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60192 Total: 17,104.54

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**superion - Superion, LLC Total:** 17,104.54

**ttkcm - Tetra Tech Inc. Line Item Account**

60193      01/19/2023

Inv      52001560

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2022	Bridge Load Rating Update	310-17-509-595-50-41-000	73,046.43

Inv 52001560 Total 73,046.43

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60193 Total: 73,046.43

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**ttkcm - Tetra Tech Inc. Total:** 73,046.43

**seatimes - The Seattle Times Line Item Account**

60194      01/19/2023

Inv      43853

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	Seattle Times Publication	130-14-032-558-60-41-390	151.64

Inv 43853 Total 151.64

Inv      43854

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	Seattle Times Publication	130-14-032-558-60-41-390	144.95

Inv 43854 Total 144.95

Inv      43883

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Seattle Times Publication	130-14-032-558-60-41-390	293.78

Inv 43883 Total 293.78

Inv 45215

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	Seattle Times Publication	130-14-032-558-60-41-390	329.51
Inv 45215 Total			329.51

60194 Total:

919.88

seatimes - The Seattle Times Total:

919.88

## tje - Thomas J Tree &amp; Garden Care LLC Line Item Account

60195 01/19/2023

Inv 1003

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2022	Storm Cleanup - O'Neil St.	403-22-030-531-90-48-156	735.08
Inv 1003 Total			735.08

Inv 1004

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/27/2022	Storm Cleanup - Citywide	403-22-030-531-90-48-156	2,450.25
Inv 1004 Total			2,450.25

60195 Total:

3,185.33

tje - Thomas J Tree &amp; Garden Care LLC Total:

3,185.33

## tylertec - Tyler Technologies, Inc. Line Item Account

60196 01/19/2023

Inv 045-405002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	IT: ERP Project	502-11-023-594-18-41-040	5,435.10
Inv 045-405002 Total			5,435.10

60196 Total:

5,435.10

tylertec - Tyler Technologies, Inc. Total:

5,435.10

## unitedsi - United Site Services Line Item Account

60197 01/19/2023

Inv 01221553

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2022	Portable Toilet Service for D.O.C. Operations	403-22-050-531-45-48-000	185.00
Inv 01221553 Total			185.00

60197 Total: 185.00

**unitedsi - United Site Services Total:** 185.00

**ufs/bart - Urban Forestry Services/Bartlett Consulting Line Item Account 130-14-032-558-60-41-080**

60198      01/19/2023

Inv      2022-447

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	SR II standards update & sampling	403-22-030-531-90-41-000	2,196.25

Inv 2022-447 Total 2,196.25

Inv      2022-638

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Plat 27 Ridge II	130-14-032-558-60-41-080	48.75

Inv 2022-638 Total 48.75

Inv      2022-639

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Plat 26 S12A	130-14-032-558-60-41-080	48.75

Inv 2022-639 Total 48.75

Inv      2022-640

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Plat 25 Parcel S20	130-14-032-558-60-41-080	97.50

Inv 2022-640 Total 97.50

60198 Total: 2,391.25

**ufs/bart - Urban Forestry Services/Bartlett Consulting Total:** 2,391.25

**vfg - Van Ness, Feldman, LLP Line Item Account 130-14-032-558-60-41-100**

60199      01/19/2023

Inv      434324

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	City Wastewater Property Rezone/Lease	001-04-004-515-41-41-100	5,507.00

Inv 434324 Total 5,507.00

60199 Total: 5,507.00

**vfg - Van Ness, Feldman, LLP Total:** 5,507.00

Total:

468,759.18

# Accounts Payable

## Blanket Voucher Approval Document



User: TWood  
 Printed: 01/20/2023 - 1:00PM  
 Warrant Request Date: 12/31/2022  
 DAC Fund:

Batch: 00015.12.2022 - 1-20-23 Check Run (2022)

City of Snoqualmie  
 Claims presented to the City to be paid in the amount of \$ 207,302.22  
 for claims warrants numbered 60200 through 60224 & dated 1-20-23.

Line	Claimant	Voucher No.	Amount
1	ATWORK! COMMERCIAL ENTERPRISES LLC	000060200	17,528.82
2	BUILDERS HARDWARE & SUPPLY CO INC	000060201	359.35
3	CITY OF ISSAQUAH FINANCE DEPT	000060202	64,992.46
4	Country Green Turf Farms	000060203	14.87
5	Envirotech Services, Inc.	000060204	20,198.83
6	Girard Resources & Recycling, LLC	000060205	2,568.00
7	HANDY IN THE VALLEY	000060206	4,368.37
8	HD Supply Facilities Maint., Ltd	000060207	235.53
9	Herc Rentals Inc.	000060208	2,776.95
10	Issaquah Honda Kubota	000060209	762.11
11	King County Finance	000060210	4,259.40
12	Macdonald-Miller	000060211	4,723.72
13	Northwest Hydraulic Consultants, Inc	000060212	28,302.85
14	ORKIN	000060213	265.72
15	Performance Systems Integration, LLC	000060214	262.45
16	Puget Sound Energy	000060215	51,039.86
17	Safebuilt LLC	000060216	686.00
18	Summit Law Group	000060217	1,435.00
19	The Part Works, Inc.	000060218	413.39
20	United Site Services	000060219	185.00
21	Utilities Underground Location Center	000060220	83.69
22	Van Ness, Feldman, LLP	000060221	222.50
23	Waste Management - AS Payment Agent	000060222	149.02
24	Water Management Laboratories, Inc.	000060223	780.00
25	Westlake Ace Hardware	000060224	688.33
Page Total:			\$207,302.22
Grand Total:			\$207,302.22

# Accounts Payable

## Check Detail

User: TWood  
Printed: 01/26/2023 - 3:14PM



Item 2.

Check Number	Check Date	Amount
<b>atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Line Item Account</b>		
60200	12/31/2022	
Inv	PS-INV104732	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
12/30/2022	Mini Parks Landscape Maintenance	001-12-028-576-80-48-150
		17,528.82
Inv PS-INV104732 Total		17,528.82
60200 Total:		17,528.82
<b>atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Total:</b>		17,528.82
<b>bhs - BUILDERS HARDWARE &amp; SUPPLY CO INC Line Item Account</b>		
60201	12/31/2022	
Inv	S3841694.001	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/26/2022	Rekey Electrical Control Boxes on 202	510-24-053-518-20-48-000
		359.35
Inv S3841694.001 Total		359.35
60201 Total:		359.35
<b>bhs - BUILDERS HARDWARE &amp; SUPPLY CO INC Total:</b>		359.35
<b>coi - CITY OF ISSAQUAH FINANCE DEPT Line Item Account</b>		
60202	12/31/2022	
Inv	22000429	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/03/2022	Oct 2022 Jail Housing	001-08-009-523-60-41-502
		17,657.29
Inv 22000429 Total		17,657.29
Inv	22000430	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/03/2022	North Bend	014-08-012-521-22-41-511
11/03/2022	Snoqualmie	001-08-009-521-22-41-511
		18,934.07
		28,401.10
Inv 22000430 Total		47,335.17

60202 Total:

64,992.46

**coi - CITY OF ISSAQUAH FINANCE DEPT Total:**

64,992.46

**cgff - Country Green Turf Farms Line Item Account**

60203      12/31/2022

Inv      450831

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2022	FINANCE CHG FOR 4/30/22 INVOICE	001-12-029-576-80-31-300	14.87

Inv 450831 Total	14.87
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60203 Total:

14.87

**cgff - Country Green Turf Farms Total:**

14.87

**envtech - Envirotech Services, Inc. Line Item Account**

60204      12/31/2022

Inv      CD202305605

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	Salt for Ice Melting	001-16-035-542-66-31-500	6,108.58

Inv CD202305605 Total	6,108.58
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Inv      CD202305864

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Salt for Ice Melting	001-16-035-542-66-31-500	6,960.84

Inv CD202305864 Total	6,960.84
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Inv      CD202305865

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Salt for Ice Melting	001-16-035-542-66-31-500	7,129.41

Inv CD202305865 Total	7,129.41
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60204 Total:

20,198.83

**envtech - Envirotech Services, Inc. Total:**

20,198.83

**girard - Girard Resources & Recycling, LLC Line Item Account**

60205      12/31/2022

Inv      84239

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	Asphalt Tippings	401-18-037-534-81-41-000	160.50

Inv 84239 Total	160.50
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Inv      85454

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	Tipping-Sweeper	001-16-035-542-67-31-300	2,407.50

Inv 85454 Total	2,407.50
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60205 Total:	2,568.00
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<b>girard - Girard Resources &amp; Recycling, LLC Total:</b>	2,568.00
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**HANDY - HANDY IN THE VALLEY Line Item Account**

60206              12/31/2022

Inv      HOL LIGHTS DWN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	HOLIDAY LIGHTING TEAR DOWN	001-28-057-573-90-41-000	4,368.37

Inv HOL LIGHTS DWN Total	4,368.37
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60206 Total:	4,368.37
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<b>HANDY - HANDY IN THE VALLEY Total:</b>	4,368.37
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**hdfacil - HD Supply Facilities Maint., Ltd Line Item Account 510-24-053-518-20-31-300**

60207              12/31/2022

Inv      9207967961

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	Facility Parts and Supplies	510-24-053-518-20-31-300	235.53

Inv 9207967961 Total	235.53
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60207 Total:	235.53
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<b>hdfacil - HD Supply Facilities Maint., Ltd Total:</b>	235.53
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**thc - Herc Rentals Inc. Line Item Account**

60208              12/31/2022

Inv      31174508-037

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/11/2022	Lift #1 Gen Set Rental	501-23-051-548-68-45-100	2,776.95

Inv 31174508-037 Total	2,776.95
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60208 Total:	2,776.95
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<b>thc - Herc Rentals Inc. Total:</b>	2,776.95
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## ihk - Issaquah Honda Kubota Line Item Account

60209 12/31/2022

Inv 594551

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Snow and Ice Small Sander Motor Starters	501-23-051-548-68-31-301	762.11
Inv 594551 Total			762.11

60209 Total:

762.11

## ihk - Issaquah Honda Kubota Total:

762.11

## kcf 710 - King County Finance Line Item Account

60210 12/31/2022

Inv 123062-123063

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	KCRS Signal Maintenance Along Snoqualmie Parkway - Nov 2022	001-16-035-542-64-48-000	255.62
Inv 123062-123063 Total			255.62

Inv 123836-123840

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	KCRS Signal Maintenance Along Snoqualmie Parkway - Dec 2022	001-16-035-542-64-48-000	1,891.78
Inv 123836-123840 Total			1,891.78

Inv 35006427

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/13/2022	KC Right-of-Way Use Permit Inspection for ROWA21-1268 (Cedar	417-13-401-594-31-41-040	880.00
Inv 35006427 Total			880.00

Inv 35006472

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/14/2023	KC Right-of-Way Use Permit Dec Labor for ROWA22-1575	417-13-416-594-35-41-060	352.00
01/14/2023	KC Right-of-Way Use Permit Dec Labor for ROWA21-1268 (Cedar	417-13-401-594-31-41-040	880.00
Inv 35006472 Total			1,232.00

60210 Total:

4,259.40

## kcf 710 - King County Finance Total:

4,259.40

## macdmill - Macdonald-Miller Line Item Account

60211 12/31/2022

Inv SVC244120

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	REPAIR BATHROOMS CENTENNIAL	001-12-028-576-80-48-000	2,617.52

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Inv SVC244120 Total	2,617.52
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Inv	SVC244215
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	REPAIR BATHROOMS COMMUNITY	001-12-028-576-80-48-000	2,106.20

Inv SVC244215 Total	2,106.20
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60211 Total:	4,723.72
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**macdmill - Macdonald-Miller Total:**

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	4,723.72
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**nhc - Northwest Hydraulic Consultants, Inc Line Item Account 130-14-032-558-60-41-080**

60212	12/31/2022
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Inv	29157
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	Professional Services for Period Ending December 31, 2022	417-13-406-594-31-41-060	28,302.85

Inv 29157 Total	28,302.85
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60212 Total:	28,302.85
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**nhc - Northwest Hydraulic Consultants, Inc Total:**

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	28,302.85
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**orkin - ORKIN Line Item Account**

60213	12/31/2022
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Inv	238414419
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	Pest Control	510-24-053-518-20-48-000	265.72

Inv 238414419 Total	265.72
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60213 Total:	265.72
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**orkin - ORKIN Total:**

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	265.72
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**perfsys - Performance Systems Integration, LLC Line Item Account**

60214	12/31/2022
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Inv	12495079
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/08/2022	Fire Extinguisher Annual Service and Maintenance	510-24-053-518-20-48-000	262.45

Inv 12495079 Total	262.45
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60214 Total:	262.45
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perfsys - Performance Systems Integration, LLC Total:

262.45

pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

60215 12/31/2022

Inv 001499 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity - Street Lighting	001-16-035-542-63-47-100	5,342.58

Inv 001499 1-23 Total	5,342.58
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Inv 002042 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity	001-12-028-576-80-47-100	643.67
01/09/2023	Electricity	401-19-039-539-35-47-100	1,526.38

Inv 002042 1-23 Total	2,170.05
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Inv 005615 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity	511-25-054-518-50-47-100	682.81

Inv 005615 1-23 Total	682.81
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Inv 007124 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity	402-20-045-535-65-47-100	70.80

Inv 007124 1-23 Total	70.80
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Inv 007355 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity	001-12-028-576-80-47-100	4,307.55

Inv 007355 1-23 Total	4,307.55
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Inv 010474 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity & Natural Gas	402-20-040-535-80-47-100	3,009.40
01/09/2023	Electricity	511-25-054-518-50-47-100	644.21

Inv 010474 1-23 Total	3,653.61
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Inv 010656 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Electricity & Natural Gas	402-20-040-535-80-47-100	121.53
01/09/2023	Electricity	402-20-045-535-65-47-100	698.30
01/09/2023	Electricity	402-20-045-535-65-47-100	211.98
01/09/2023	Electricity	402-20-045-535-65-47-100	437.75
01/09/2023	Electricity	402-20-045-535-65-47-100	1,483.57
01/09/2023	Electricity	402-20-045-535-65-47-100	235.49
01/09/2023	Electricity	402-20-045-535-65-47-100	150.85
01/09/2023	Electricity	402-20-045-535-65-47-100	557.72

01/09/2023	Electricity	402-20-045-535-65-47-100	254.62
01/09/2023	Electricity	402-20-045-535-65-47-100	238.51
01/09/2023	Electricity	402-20-045-535-65-47-100	409.96
01/09/2023	Electricity	402-20-045-535-65-47-100	364.19
01/09/2023	Electricity	402-20-045-535-65-47-100	833.95
01/09/2023	Electricity	402-20-045-535-65-47-100	109.95
01/09/2023	Electricity	402-20-045-535-65-47-100	221.90
01/09/2023	Electricity	402-20-045-535-65-47-100	595.29
01/09/2023	Electricity	402-20-045-535-65-47-100	3,307.76
01/09/2023	Electricity	402-20-045-535-65-47-100	94.43
01/09/2023	Electricity	402-20-045-535-65-47-100	282.30
01/09/2023	Electricity	402-20-045-535-65-47-100	22,392.55

Inv 010656 1-23 Total 33,002.60

Inv 037989 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Electricity	401-18-037-534-81-47-100	31.23

Inv 037989 1-23 Total 31.23

Inv 885592 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	Electricity	511-25-054-518-50-47-100	1,778.63

Inv 885592 1-23 Total 1,778.63

60215 Total: 51,039.86

pse - Puget Sound Energy Total: 51,039.86

**safeb - Safebuilt LLC Line Item Account 130-15-034-558-50-41-000**

60216 12/31/2022

Inv 0090806-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	Inspection Services for the Building Division	130-15-034-558-50-41-000	686.00

Inv 0090806-IN Total 686.00

60216 Total: 686.00

safeb - Safebuilt LLC Total: 686.00

**Summlg - Summit Law Group Line Item Account 001-13-117-518-10-41-130**

60217 12/31/2022

Inv 142720

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	HR Legal Advice - Salary Study	001-03-003-513-10-41-000	1,435.00

Inv 142720 Total 1,435.00

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60217 Total: 1,435.00

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**Summlg - Summit Law Group Total:** 1,435.00

**tpwi - The Part Works, Inc. Line Item Account**

60218      12/31/2022

Inv    INV88366

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/29/2022	SINK REPAIRS & REPLACEMENT DUE TO FREEZING	001-12-028-576-80-31-300	413.39

Inv INV88366 Total 413.39

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60218 Total: 413.39

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**tpwi - The Part Works, Inc. Total:** 413.39

**unitedsi - United Site Services Line Item Account**

60219      12/31/2022

Inv    1311307

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	PORTABLE TOILET SVC FOR D.O.C. OPERATIONS	403-22-050-531-45-48-000	185.00

Inv 1311307 Total 185.00

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60219 Total: 185.00

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**unitedsi - United Site Services Total:** 185.00

**uule - Utilities Underground Location Center Line Item Account**

60220      12/31/2022

Inv    2110229

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	LOCATING SVC	401-18-037-534-81-41-000	45.15

Inv 2110229 Total 45.15

Inv    2120229

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	LOCATING SVC	401-18-037-534-81-41-000	38.54

Inv 2120229 Total 38.54

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60220 Total: 83.69

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**uule - Utilities Underground Location Center Total:** 83.69

**vfg - Van Ness, Feldman, LLP Line Item Account 130-14-032-558-60-41-100**

60221      12/31/2022

Inv      437264

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	City Wastewater Property Rezone/Lease	001-04-004-515-41-41-100	222.50
Inv 437264 Total			222.50

60221 Total:

222.50

**vfg - Van Ness, Feldman, LLP Total:**

222.50

**wastemgm - Waste Management - AS Payment Agent Line Item Account 402-20-040-535-50-48-000**

60222      12/31/2022

Inv      0262923-2677-9

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	ROLL-OFF DUMPSTER FOR MAINT - 12/22	402-20-040-535-50-48-000	149.02
Inv 0262923-2677-9 Total			149.02

60222 Total:

149.02

**wastemgm - Waste Management - AS Payment Agent Total:**

149.02

**wml - Water Management Laboratories, Inc. Line Item Account**

60223      12/31/2022

Inv      203139

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2022	MAY BACTERIA SAMPLES	401-18-037-534-81-41-000	345.00
Inv 203139 Total			345.00

Inv      206715

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2022	AUG & SEPT ARSENIC SAMPLES	401-18-037-534-81-41-000	54.00
Inv 206715 Total			54.00

Inv      206882

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	HARDNESS SAMPLES	401-18-037-534-81-41-000	36.00
Inv 206882 Total			36.00

Inv      207274

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	OCTOBER BACTERIA SAMPLES	401-18-037-534-81-41-000	345.00

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Inv 207274 Total

345.00

60223 Total:

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780.00

wml - Water Management Laboratories, Inc. Total:

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780.00

## wlace - Westlake Ace Hardware Line Item Account

60224              12/31/2022

Inv      B73950/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	Facility Parts and Supplies	510-24-053-518-20-31-300	86.06

Inv B73950/153 Total

86.06

Inv      B76561/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Ice Melt, Gloves, Tools	001-12-028-576-80-31-300	327.93

Inv B76561/153 Total

327.93

Inv      B77469/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/07/2022	Dremel tool for Bench Signs	001-12-028-576-80-31-300	70.84

Inv B77469/153 Total

70.84

Inv      B78271/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/09/2022	Facility Parts and Supplies	510-24-053-518-20-31-300	40.07

Inv B78271/153 Total

40.07

Inv      B79911/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2022	Facility Parts and Supplies	510-24-053-518-20-31-300	71.91

Inv B79911/153 Total

71.91

Inv      B80017/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2022	Blades and Cutter Kit	001-12-028-576-80-31-300	52.30

Inv B80017/153 Total

52.30

Inv      B81475/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Facility Parts and Supplies	510-24-053-518-20-31-300	39.22

Inv B81475/153 Total

39.22

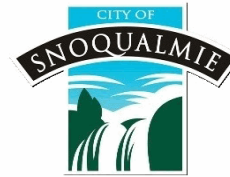
60224 Total:	688.33
<b>wlace - Westlake Ace Hardware Total:</b>	688.33
Total:	207,302.22



# Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
 Printed: 01/20/2023 - 1:33PM  
 Warrant Request Date: 1/20/2023  
 DAC Fund:



Batch: 00003.01.2023 - 1-20-23 Check Run (2023)

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 677,666.06,  
 for claims warrants numbered 60225 through 60237 & dated \_\_\_\_\_.

Line	Claimant	Voucher No.	Amount
1	CENTER FOR PUBLIC SAFETY EXCELLENCE INC	000060225	1,370.00
2	Complete Office (P & PW Acct)	000060226	47.48
3	Evergreen Ford, Inc.	000060227	2,281.77
4	Evergreen Rural Water Of WA	000060228	700.00
5	Les Schwab Tires, Inc.	000060229	119.89
6	ORKIN	000060230	143.75
7	Pfeffer, Michele	000060231	343.33
8	Radyshevsky, Michael	000060232	390.34
9	Siebert, Kevin	000060233	425.32
10	Smrecansky, Ben	000060234	6.13
11	WA Cities Insurance Authority	000060235	671,675.00
12	WA State Fire Fighters' Assn.	000060236	150.00
13	Westlake Ace Hardware	000060237	13.05
Page Total:			\$677,666.06
Grand Total:			\$677,666.06

# Accounts Payable

## Check Detail

User: TWood  
Printed: 01/26/2023 - 3:19PM



Item 2.

Check Number	Check Date	Amount
<b>cpse - CENTER FOR PUBLIC SAFETY EXCELLENCE INC Line Item Account</b>		
60225	01/20/2023	
Inv 05-17697		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/03/2023	CPSE Annual Accreditation Fee	001-09-014-522-20-41-000
		1,370.00
Inv 05-17697 Total		1,370.00
60225 Total:		1,370.00
<b>cpse - CENTER FOR PUBLIC SAFETY EXCELLENCE INC Total:</b>		1,370.00
<b>co p&amp;pw - Complete Office (P &amp; PW Acct) Line Item Account</b>		
60226	01/20/2023	
Inv 2184862-0		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/06/2023	Coffee - K-Cups, Sugar/Stevia	001-06-007-514-23-31-000
		47.48
Inv 2184862-0 Total		47.48
60226 Total:		47.48
<b>co p&amp;pw - Complete Office (P &amp; PW Acct) Total:</b>		47.48
<b>ef - Evergreen Ford, Inc. Line Item Account</b>		
60227	01/20/2023	
Inv 5187986		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/05/2023	Fuel Pressure Module	501-23-051-548-68-31-301
		173.59
Inv 5187986 Total		173.59
Inv 5187987		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
01/05/2023	Injector Fuel Rail Sensor	501-23-051-548-68-31-301
		120.11
Inv 5187987 Total		120.11
Inv 5187994		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

01/05/2023	Fuel Pump and Sender	501-23-051-548-68-31-301	730.67
Inv 5187994 Total			730.67
Inv 5188144			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Passenger Side Mirror Head	501-23-051-548-68-31-301	1,257.40
Inv 5188144 Total			1,257.40
60227 Total:			2,281.77
<b>ef - Evergreen Ford, Inc. Total:</b>			2,281.77
<b>erwowa - Evergreen Rural Water Of WA Line Item Account</b>			
60228	01/20/2023		
Inv 47013			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Membership Dues	401-18-019-534-10-49-200	700.00
Inv 47013 Total			700.00
60228 Total:			700.00
<b>erwowa - Evergreen Rural Water Of WA Total:</b>			700.00
<b>Ist - Les Schwab Tires, Inc. Line Item Account 501-23-051-548-68-31-400</b>			
60229	01/20/2023		
Inv 36300626091			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Front End Alignment	501-23-051-548-68-48-000	119.89
Inv 36300626091 Total			119.89
60229 Total:			119.89
<b>Ist - Les Schwab Tires, Inc. Total:</b>			119.89
<b>orkin - ORKIN Line Item Account</b>			
60230	01/20/2023		
Inv 238414420			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/07/2023	Pest Control	510-24-053-518-20-48-000	143.75
Inv 238414420 Total			143.75
60230 Total:			143.75

**orkin - ORKIN Total:**

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143.75**UB\*03025 - Pfeffer, Michele Line Item Account**

60231              01/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Refund Check	401-00-000-213-10-00-000	343.33

Inv Total	343.33
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60231 Total:

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343.33**UB\*03025 - Pfeffer, Michele Total:**

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343.33**UB\*03024 - Radyshevsky, Michael Line Item Account**

60232              01/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Refund Check	401-00-000-213-10-00-000	390.34

Inv Total	390.34
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60232 Total:

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390.34**UB\*03024 - Radyshevsky, Michael Total:**

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390.34**UB\*03022 - Siebert, Kevin Line Item Account**

60233              01/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Refund Check	401-00-000-213-10-00-000	425.32

Inv Total	425.32
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60233 Total:

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425.32**UB\*03022 - Siebert, Kevin Total:**

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425.32**UB\*03023 - Smrecansky, Ben Line Item Account**

60234              01/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Refund Check	401-00-000-213-10-00-000	6.13

Inv Total	6.13
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60234 Total:

6.13

**UB\*03023 - Smrecansky, Ben Total:**

6.13

**wcia - WA Cities Insurance Authority Line Item Account**

60235      01/20/2023

Inv    15765

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	Liability Insurance 2023	001-05-006-518-90-46-000	311,466.00
01/01/2023	Auto, Equipment, Crime/Fidelity & Property Insurance Costs 2023	001-05-006-518-90-46-500	360,209.00

Inv 15765 Total      671,675.00

60235 Total:

671,675.00

**wcia - WA Cities Insurance Authority Total:**

671,675.00

**wsffa - WA State Fire Fighters' Assn. Line Item Account**

60236      01/20/2023

Inv    8994

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/01/2023	WSFFA Dues	001-09-014-522-10-49-200	150.00

Inv 8994 Total      150.00

60236 Total:

150.00

**wsffa - WA State Fire Fighters' Assn. Total:**

150.00

**wlace - Westlake Ace Hardware Line Item Account**

60237      01/20/2023

Inv    B96592/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Flare Nuts	401-18-037-534-81-31-300	13.05

Inv B96592/153 Total      13.05

60237 Total:

13.05

**wlace - Westlake Ace Hardware Total:**

13.05

Total:

677,666.06

# Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
 Printed: 01/23/2023 - 1:22PM  
 Warrant Request Date: 12/31/2022  
 DAC Fund:



Batch: 00016.12.2022 - 1-20-23 Check Run (2022) -

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 392,403.31,  
 for claims warrants numbered 60238 through 60251 & dated 1-20-23.

Line	Claimant	Voucher No.	Amount
1	APSCO LLC	000060238	1,500.00
2	CDW GOVT INC	000060239	7,301.76
3	Envirotech Services, Inc.	000060240	21,156.43
4	Land Development Consultants, Inc.	000060241	7,805.75
5	Macdonald-Miller	000060242	17,613.27
6	Northwest Hydraulic Consultants, Inc	000060243	756.25
7	Pacific Civil and Infrastructure	000060244	162,148.49
8	Parametrix	000060245	17,334.46
9	Puget Sound Energy	000060246	932.68
10	RH2 Engineering, Inc.	000060247	121,059.19
11	RILEIGHS OUTDOOR, LLC	000060248	1,210.00
12	Snoqualmie Valley Ministerial Association	000060249	1,810.97
13	Springbrook Software	000060250	27,688.88
14	Tetra Tech Inc.	000060251	4,085.18
Page Total:			\$392,403.31
Grand Total:			\$392,403.31

# Accounts Payable

## Check Detail

User: TWood  
Printed: 01/26/2023 - 3:23PM



Item 2.

Check Number	Check Date			Amount
apsco - APSCO LLC Line Item Account				
60238	12/31/2022			
Inv	22622			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
10/08/2021	Service of Backup Pump	402-20-045-535-65-48-000		1,500.00
Inv 22622 Total				1,500.00
				<hr/>
60238 Total:				1,500.00
				<hr/>
apsco - APSCO LLC Total:				1,500.00
cdwg - CDW GOVT INC Line Item Account				
60239	12/31/2022			
Inv	FT35774			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/21/2022	PWs: ERP equipment	502-11-023-594-18-31-820		1,927.53
12/21/2022	PWs: ERP equipment	001-12-028-576-80-31-820		784.08
12/21/2022	PWs: ERP equipment	510-24-053-518-20-31-820		1,176.13
12/21/2022	PWs: ERP equipment	501-23-051-548-68-31-820		1,176.12
12/21/2022	PWs: ERP equipment	403-22-050-531-30-31-820		392.04
12/21/2022	PWs: ERP equipment	401-18-037-534-81-31-820		1,568.16
Inv FT35774 Total				7,024.06
Inv	FT72188			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/22/2022	PWs: ERP Equipment	001-12-028-576-80-31-820		277.70
Inv FT72188 Total				277.70
				<hr/>
60239 Total:				7,301.76
				<hr/>
cdwg - CDW GOVT INC Total:				7,301.76
envtech - Envirotech Services, Inc. Line Item Account				
60240	12/31/2022			
Inv	CD202306344			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/10/2023	Salt for ice melting	001-16-035-542-66-31-500		7,012.34

Inv CD202306344 Total	7,012.34
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Inv      CD202306345	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Salt for ice melting	001-16-035-542-66-31-500	6,881.23

Inv CD202306345 Total	6,881.23
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Inv      CD202306504	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Salt for ice melting	001-16-035-542-66-31-500	7,262.86

Inv CD202306504 Total	7,262.86
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60240 Total:	21,156.43
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envtech - Envirotech Services, Inc. Total:	21,156.43
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**LDC - Land Development Consultants, Inc. Line Item Account**

60241                      12/31/2022	
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Inv      29204	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	Snoqualmie Housing Action Plan	130-14-032-558-60-41-000	2,503.75

Inv 29204 Total	2,503.75
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Inv      29536	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Snoqualmie Housing Action Plan	130-14-032-558-60-41-000	5,302.00

Inv 29536 Total	5,302.00
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60241 Total:	7,805.75
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LDC - Land Development Consultants, Inc. Total:	7,805.75
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**macdmill - Macdonald-Miller Line Item Account**

60242                      12/31/2022	
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Inv      SVC249938	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	HVAC Service and Repairs	510-24-053-518-20-31-300	17,613.27

Inv SVC249938 Total	17,613.27
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60242 Total:	17,613.27
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## macdmill - Macdonald-Miller Total:

17,613.27

## nhc - Northwest Hydraulic Consultants, Inc Line Item Account 130-14-032-558-60-41-080

60243 12/31/2022

Inv 29166

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Northwest Railway Museum - Prof. Services Ending 12/31/22	130-14-032-558-60-41-080	756.25
Inv 29166 Total			756.25

60243 Total:

756.25

## nhc - Northwest Hydraulic Consultants, Inc Total:

756.25

## pacificc - Pacific Civil and Infrastructure Line Item Account

60244 12/31/2022

Inv 15

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/12/2022	Utility Infrast. Project - Phase 2 (Tree Streets)	417-13-236-594-31-63-000	36,057.09
12/12/2022	5% Retainage with held on Contract with PCI	417-00-000-223-40-00-000	-1,802.85
Inv 15 Total			34,254.24

Inv Retention

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2022	Retainage with held on Contract with PCI RR PI/DELTA ST/Newtor	310-00-000-223-40-00-000	3,665.60
06/14/2022	Retainage with held on Contract with PCI RR PI/DELTA ST/Newtor	417-00-000-223-40-00-000	124,228.65
Inv Retention Total			127,894.25

60244 Total:

162,148.49

## pacificc - Pacific Civil and Infrastructure Total:

162,148.49

## paramet - Parametrix Line Item Account

60245 12/31/2022

Inv 41770

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	For Professional Services Through 12/31/2022	502-11-023-594-18-41-070	17,334.46
Inv 41770 Total			17,334.46

60245 Total:

17,334.46

## paramet - Parametrix Total:

17,334.46

## pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

60246 12/31/2022

Inv 002083 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2023	PD Building - Gas - 11/3/2022 - 12/3/2022	001-08-009-521-50-47-100	932.68
Inv 002083 1-23 Total			932.68

60246 Total:

932.68

pse - Puget Sound Energy Total:

932.68

## rh2 - RH2 Engineering, Inc. Line Item Account

60247 12/31/2022

Inv 89067

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	Advanced 90% Design - Plans, Specs, and Equip. Costs/Procuremen	417-13-452-594-35-41-060	10,804.06
12/31/2022	Support during bidding of Kimball Creek LS Improvements	417-13-451-594-35-41-060	8,967.16
12/31/2022	Advanced 90% Design - Plans, Specs, and Equip. Costs/Procuremen	417-13-453-594-35-41-060	6,752.53
12/31/2022	Advanced 90% Design - Plans, Specs, and Equip. 90% Electrical De	417-13-454-594-35-41-060	94,535.44
Inv 89067 Total			121,059.19

60247 Total:

121,059.19

rh2 - RH2 Engineering, Inc. Total:

121,059.19

## ROLLC - RILEIGHS OUTDOOR, LLC Line Item Account

60248 12/31/2022

Inv INV5049

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	Winter Light Sets	001-28-057-573-90-31-900	1,210.00
Inv INV5049 Total			1,210.00

60248 Total:

1,210.00

ROLLC - RILEIGHS OUTDOOR, LLC Total:

1,210.00

## svma - Snoqualmie Valley Ministerial Association Line Item Account

60249 12/31/2022

Inv ARPA 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	ARPA Recipient (Contract for Services) - 12/22	150-13-130-558-70-49-461	1,810.97
Inv ARPA 12-22 Total			1,810.97

60249 Total:

1,810.97

**svma - Snoqualmie Valley Ministerial Association Total:**

---

1,810.97**ssi - Springbrook Software Line Item Account**

60250      12/31/2022

Inv      INV-009472

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/02/2022	Annual Support - Unused PO Module	502-11-021-518-88-48-860	-2,310.00
06/02/2022	Annual Support - Unused PM Module	502-11-021-518-88-48-860	-2,310.00
06/02/2022	Annual Support Fee Aug 2022- Jul2023	502-11-021-518-88-48-860	32,308.88

Inv INV-009472 Total      27,688.88

60250 Total:      

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27,688.88**ssi - Springbrook Software Total:**

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27,688.88**ttkcm - Tetra Tech Inc. Line Item Account**

60251      12/31/2022

Inv      52013760

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	For Professional Services Ending 12/30/22	417-13-499-594-34-41-060	4,085.18

Inv 52013760 Total      4,085.18

60251 Total:      

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4,085.18**ttkcm - Tetra Tech Inc. Total:**

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4,085.18Total:      

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392,403.31

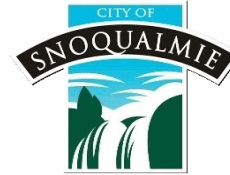
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# Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
 Printed: 01/26/2023 - 2:49PM  
 Warrant Request Date: 1/26/2023  
 DAC Fund:



Batch: 00004.01.2023 - 1-26-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 570,530.20  
 for claims warrants numbered 60252 through 60279 & dated 1-26-23.

Line	Claimant	Voucher No.	Amount
1	AMAZON CAPITAL SERVICES	000060252	292.75
2	ASSOCIATION OF WASHINGTON CITIES	000060253	29,968.88
3	CARMICHAELS TRUE VALUE HARDWARE	000060254	10.87
4	CASCADE FIRE EQUIPMENT CORP	000060255	424,693.00
5	CINTAS	000060256	1,125.78
6	Complete Office (Fin Acct)	000060257	263.48
7	Eaton Corporation	000060258	18,851.03
8	Forterra	000060259	3,454.22
9	Herc Rentals Inc.	000060260	2,776.95
10	Herrera Environmental Consultants Inc	000060261	13,768.09
11	KING COUNTY OFFICE OF FINANCE FAC MGT DIV	000060262	320.00
12	Macdonald-Miller	000060263	4,457.50
13	Norstar Industries, Inc.	000060264	10,203.42
14	North Bend Chevrolet	000060265	975.36
15	Otak, Inc.	000060266	27,390.51
16	Procraft Printing	000060267	255.82
17	Robert Half	000060268	6,182.00
18	Ross,Katherine	000060269	87.50
19	Snyder, Kevin	000060270	140.00
20	THE SHERWIN WILLIAMS CO	000060271	2,478.57
21	The Sherwin-Williams Co.	000060272	568.61
22	Thomas J Tree & Garden Care LLC	000060273	4,655.48
23	WA Finance Officers Association	000060274	75.00
24	WA Multi-City Business Lic & Tax Portal Agency	000060275	17,258.00
25	WA ST Supreme Court	000060276	4.55
26	WesSpur Tree Equipment, Inc.	000060277	6.43
27	Westlake Ace Hardware	000060278	46.40
28	WOOD CHIPPER SAFETY SHIELD	000060279	220.00
Page Total:			\$570,530.20
Grand Total:			\$570,530.20

# Accounts Payable

## Check Detail

User: TWood  
Printed: 01/26/2023 - 3:02PM



Item 2.

Check Number	Check Date			Amount
amazoncap - AMAZON CAPITAL SERVICES Line Item Account				
60252	01/26/2023			
Inv	1NQ4-C7MR-1VP1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/09/2023	Cleats and Transfer Belt	001-09-014-522-20-31-912		230.69
Inv 1NQ4-C7MR-1VP1 Total				230.69
Inv	1PTK-FN9L-1PYF			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/09/2023	9V Batteries	001-09-014-522-10-31-000		62.06
Inv 1PTK-FN9L-1PYF Total				62.06
60252 Total:				292.75
amazoncap - AMAZON CAPITAL SERVICES Total:				292.75
awc - ASSOCIATION OF WASHINGTON CITIES Line Item Account				
60253	01/26/2023			
Inv	105608			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/01/2023	AWC Dues - 2023	001-13-000-518-90-49-251		11,337.00
Inv 105608 Total				11,337.00
Inv	112649-1			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	510-24-053-518-20-41-903		218.06
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	310-13-200-594-76-41-903		41.00
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-08-009-521-22-41-903		3,852.13
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-28-056-571-20-41-903		101.27
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	310-13-200-594-18-41-903		20.50
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	014-08-012-521-22-41-903		2,705.96
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	310-13-200-595-90-41-903		41.00
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-06-075-518-10-41-903		52.90
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-09-014-522-20-41-903		5,139.44
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-16-035-542-30-41-903		293.41
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	150-13-000-514-60-41-903		11.28
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	403-22-030-531-90-41-903		289.39
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	417-13-200-594-35-41-903		125.79
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-04-004-515-31-41-903		60.27
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-05-005-514-20-41-903		20.11

01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-06-007-514-23-41-903	204.94
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-12-028-576-80-41-903	727.53
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-15-034-558-50-41-903	319.55
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-07-008-557-20-41-903	35.13
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-14-031-558-60-41-903	133.83
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	417-13-200-594-34-41-903	125.79
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	402-20-040-535-80-41-903	1,045.91
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-02-002-511-60-41-903	15.08
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-10-017-525-60-41-903	181.98
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	417-13-200-594-31-41-903	62.89
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	403-22-050-531-30-41-903	203.37
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	501-23-051-548-68-41-903	219.07
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	001-01-001-513-10-41-903	45.19
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	401-19-039-539-35-41-903	298.66
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	502-11-020-518-88-41-903	180.81
01/19/2023	2023 Ind Ins Retro Pool Admin Fee	401-18-037-534-81-41-903	624.64

Inv 112649-1 Total 17,396.88

Inv 112649-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	510-24-053-518-20-41-000	168.41
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	402-20-040-535-80-41-000	224.54
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	403-22-050-531-30-41-000	112.27
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	401-18-037-534-81-41-000	280.68
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	501-23-051-548-68-41-000	168.41
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	001-16-035-542-30-41-000	168.41
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	401-19-039-539-35-41-000	56.14
01/19/2023	2023 CDL Drug & Alcohol Testing Fees	001-12-028-576-80-41-000	56.14

Inv 112649-2 Total 1,235.00

60253 Total: 29,968.88

**awc - ASSOCIATION OF WASHINGTON CITIES Total:** 29,968.88

**ctv - CARMICHAELS TRUE VALUE HARDWARE Line Item Account**

60254      01/26/2023

Inv A307044

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/07/2023	Keys for Panorama Gate	001-08-009-521-50-31-300	10.87

Inv A307044 Total 10.87

60254 Total: 10.87

**ctv - CARMICHAELS TRUE VALUE HARDWARE Total:** 10.87

**CFEC - CASCADE FIRE EQUIPMENT CORP Line Item Account**

60255      01/26/2023

Inv      16219073

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	50% Pre-payment of KME Pumper Truck	501-23-052-594-48-64-000	424,693.00

Inv 16219073 Total	424,693.00
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60255 Total:	424,693.00
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<b>CFEC - CASCADE FIRE EQUIPMENT CORP Total:</b>	424,693.00
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**cintas - CINTAS Line Item Account 511-25-054-518-50-31-000**

60256              01/26/2023

Inv      5141203010

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	First Aid Cabinets, City Hall, Police, PW	001-13-000-518-10-31-080	1,125.78

Inv 5141203010 Total	1,125.78
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60256 Total:	1,125.78
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<b>cintas - CINTAS Total:</b>	1,125.78
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**co - Complete Office (Fin Acct) Line Item Account**

60257              01/26/2023

Inv      2185518-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Toilet Paper, Earbud, K-Cups, Envelopes, Ink Cartridges	001-06-007-514-23-31-000	222.58

Inv 2185518-0 Total	222.58
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Inv      2185518-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	General Office Supplies	001-06-007-514-23-31-000	40.90

Inv 2185518-1 Total	40.90
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60257 Total:	263.48
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<b>co - Complete Office (Fin Acct) Total:</b>	263.48
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**eaton - Eaton Corporation Line Item Account**

60258              01/26/2023

Inv      UM092204

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Backup UPS twice yearly annual service and after hour support	402-20-040-535-80-48-000	18,851.03

Inv UM092204 Total	18,851.03
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60258 Total: 18,851.03

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**eaton - Eaton Corporation Total:** 18,851.03

**forterra - Forterra Line Item Account**

60259      01/26/2023

Inv    5304

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Green Snoqualmie Support Services	403-22-030-531-90-41-000	3,454.22

Inv 5304 Total 3,454.22

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60259 Total: 3,454.22

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**forterra - Forterra Total:** 3,454.22

**thc - Herc Rentals Inc. Line Item Account**

60260      01/26/2023

Inv    31174508-038

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Lift #1 Gen Set Rental (Building Gen Set Permanent Failure)	501-23-051-548-68-45-100	2,776.95

Inv 31174508-038 Total 2,776.95

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60260 Total: 2,776.95

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**thc - Herc Rentals Inc. Total:** 2,776.95

**herrera - Herrera Environmental Consultants Inc Line Item Account 130-14-032-558-60-41-080**

60261      01/26/2023

Inv    52829

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	For Professional Services from 11/26/22 to 12/31/22	403-22-050-531-45-41-040	13,768.09

Inv 52829 Total 13,768.09

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60261 Total: 13,768.09

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**herrera - Herrera Environmental Consultants Inc Total:** 13,768.09

**kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Line Item Account**

60262      01/26/2023

Inv    230101.2\_1P083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/03/2023	For King County Emergency Right of Way Permit	401-18-037-534-81-48-000	320.00



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Inv 230101.2_1P083 Total	320.00
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60262 Total:	<hr/> 320.00
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<b>kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Total:</b>	<hr/> 320.00
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**macdmill - Macdonald-Miller Line Item Account**

60263      01/26/2023

Inv      SVC250485

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	AHU Main Lower Floor Fan Motor and Bracket Replace	510-24-053-518-20-48-000	2,243.56

Inv SVC250485 Total	2,243.56
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Inv      SVC250497

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	AHU In For Lower Locker Area Plugged Condensate Drain Lines	510-24-053-518-20-48-000	525.99

Inv SVC250497 Total	525.99
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Inv      SVC250500

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	Boiler Control Board	510-24-053-518-20-48-000	1,687.95

Inv SVC250500 Total	1,687.95
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60263 Total:	<hr/> 4,457.50
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<b>macdmill - Macdonald-Miller Total:</b>	<hr/> 4,457.50
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**norstar - Norstar Industries, Inc. Line Item Account**

60264      01/26/2023

Inv      60742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Snow and Ice Replacement Parts, Blades, Etc.	501-23-051-548-68-31-301	4,341.88

Inv 60742 Total	4,341.88
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Inv      60743

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	Snow and Ice Replacement Parts, Blades, Etc.	501-23-051-548-68-31-301	5,861.54

Inv 60743 Total	5,861.54
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60264 Total:	<hr/> 10,203.42
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**norstar - Norstar Industries, Inc. Total:** 10,203.42

**nb chevy - North Bend Chevrolet Line Item Account**

60265      01/26/2023

Inv      CVCS34929

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	Rear Door Switch	501-23-051-548-68-48-000	313.50

Inv CVCS34929 Total 313.50

Inv      CVCS35072

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/19/2023	Oil Leak, Trans Flush	501-23-051-548-68-48-000	661.86

Inv CVCS35072 Total 661.86

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60265 Total: 975.36

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**nb chevy - North Bend Chevrolet Total:** 975.36

**otak - Otak, Inc. Line Item Account 130-14-032-558-60-41-080**

60266      01/26/2023

Inv      12300187

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/13/2023	For Professional Services ending January 6, 2023	310-17-506-595-30-41-060	27,390.51

Inv 12300187 Total 27,390.51

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60266 Total: 27,390.51

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**otak - Otak, Inc. Total:** 27,390.51

**procraft - Procraft Printing Line Item Account**

60267      01/26/2023

Inv      4725

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/06/2023	City of Snoqualmie logo and return address preprint on envelopes	001-06-007-514-23-31-000	255.82

Inv 4725 Total 255.82

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60267 Total: 255.82

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**procraft - Procraft Printing Total:** 255.82

**roberth - Robert Half Line Item Account**

60268      01/26/2023

Inv 61367301

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Contractor - Gen Finance Week Ending 1-6-23	001-06-007-514-23-41-190	1,424.50

Inv 61367301 Total 1,424.50

Inv 61386273

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2022	IT: Contract Worker	502-11-023-594-18-41-190	2,880.00

Inv 61386273 Total 2,880.00

Inv 61407904

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/18/2023	Contractor - Gen Finance Week Ending 1-18-23	001-06-007-514-23-41-190	1,877.50

Inv 61407904 Total 1,877.50

60268 Total: 6,182.00

roberth - Robert Half Total:

6,182.00

rossk - Ross, Katherine Line Item Account 001-02-002-511-60-43-000

60269 01/26/2023

Inv 1-23 Reimb

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	AWC Mayor's Exchange - Olympia Mileage - 140mi RT	001-01-001-513-10-43-000	87.50

Inv 1-23 Reimb Total 87.50

60269 Total: 87.50

rossk - Ross, Katherine Total:

87.50

snyderk - Snyder, Kevin Line Item Account

60270 01/26/2023

Inv 1-23 Reimb

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	CDL Physical	501-23-051-548-68-23-300	140.00

Inv 1-23 Reimb Total 140.00

60270 Total: 140.00

snyderk - Snyder, Kevin Total:

140.00

THESHER - THE SHERWIN WILLIAMS CO Line Item Account

60271	01/26/2023			
Inv	2884-4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
10/12/2022	Paint for Boardwalk Grit	001-16-035-542-61-31-300		2,478.57
Inv 2884-4 Total				2,478.57
60271 Total:				2,478.57

**THESHER - THE SHERWIN WILLIAMS CO Total:** 2,478.57

**sherwill - The Sherwin-Williams Co. Line Item Account**

60272	01/26/2023			
Inv	3225-3			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/03/2023	Restrooms Paint Supplies	001-12-028-576-80-31-300		568.61
Inv 3225-3 Total				568.61
60272 Total:				568.61

**sherwill - The Sherwin-Williams Co. Total:** 568.61

**tje - Thomas J Tree & Garden Care LLC Line Item Account**

60273	01/26/2023			
Inv	1013			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/05/2023	Storm Cleanup - Autumn and O'Neil	403-22-030-531-90-48-156		1,960.20
Inv 1013 Total				1,960.20
Inv	1014			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/06/2023	Storm Cleanup - Citywide	403-22-030-531-90-48-156		1,837.69
Inv 1014 Total				1,837.69
Inv	1018			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
01/10/2023	Storm Cleanup - Gravenstein	403-22-030-531-90-48-156		857.59
Inv 1018 Total				857.59
60273 Total:				4,655.48

**tje - Thomas J Tree & Garden Care LLC Total:** 4,655.48

**wfoa - WA Finance Officers Association Line Item Account**

60274                      01/26/2023

Inv      22-9243

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Membership in the WFOA	001-06-007-514-23-49-200	75.00
Inv 22-9243 Total			75.00

60274 Total:

75.00

**wfoa - WA Finance Officers Association Total:**

75.00

**wabuslic - WA Multi-City Business Lic & Tax Portal Agency Line Item Account**

60275                      01/26/2023

Inv      131

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/17/2023	FileLocal Cost Allocation - 2023	001-06-007-514-23-41-090	17,258.00
Inv 131 Total			17,258.00

60275 Total:

17,258.00

**wabuslic - WA Multi-City Business Lic & Tax Portal Agency Total:**

17,258.00

**wastsup - WA ST Supreme Court Line Item Account**

60276                      01/26/2023

Inv      PR-20167

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/09/2023	Judges Working copies - WFSE v. Freedom Foundation	001-04-004-515-31-41-101	4.55
Inv PR-20167 Total			4.55

60276 Total:

4.55

**wastsup - WA ST Supreme Court Total:**

4.55

**wesspur - WesSpur Tree Equipment, Inc. Line Item Account**

60277                      01/26/2023

Inv      2700206

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	Finance Charge for IN-2699415	403-22-030-531-90-31-300	6.43
Inv 2700206 Total			6.43

60277 Total:

6.43

wesspur - WesSpur Tree Equipment, Inc. Total:

6.43

wlace - Westlake Ace Hardware Line Item Account

60278                      01/26/2023

Inv      B93447/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/04/2023	Repair Pressure Washer	402-20-040-535-55-31-300	46.40

Inv B93447/153 Total 46.40

60278 Total:

46.40

wlace - Westlake Ace Hardware Total:

46.40

WOODCHIP - WOOD CHIPPER SAFETY SHIELD Line Item Account

60279                      01/26/2023

Inv      8055

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Safety Wristbands for Chipper	403-22-030-531-90-31-300	220.00

Inv 8055 Total 220.00

60279 Total:

220.00

WOODCHIP - WOOD CHIPPER SAFETY SHIELD Total:

220.00

Total:

570,530.20



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-017  
February 13, 2023  
Committee Report

Item 3.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-017: Classification and Compensation Study of Teamsters and M&P Positions	<input checked="" type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Discussion only; budget and implementation analysis will be presented at a future City Council meeting.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Choose an item.	Click or tap to enter a date.
	Finance	Jen Ferguson	2/1/2023
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	2/1/2023

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Jen Ferguson, Finance and HR Director Carson Hornsby, Management Analyst		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> February 7, 2023	
<b>MEMBERS:</b>	Bryan Holloway	James Mayhew	Rob Wotton
<b>EXHIBITS:</b>	1. Classification and Compensation Study – Final Report		

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

## SUMMARY

### INTRODUCTION

The City worked with the consulting firm GovHR USA to complete a classification and compensation study of Teamsters and M&P positions in 2022. The study was completed in early January 2023.

### BACKGROUND

Classification and compensation studies are periodically completed by cities to ensure they offer competitive salary and benefit programs for employees. A properly developed and administered classification and compensation plan forms the foundation of a successful organization; it helps to ensure the City recruits and retains the best and brightest employees and maintain a high level of service for residents and community stakeholders. By retaining qualified and experienced employees, the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments made in employees and the institutional knowledge acquired over their tenures. Hiring and retaining employees has proven to be a significant challenge for the City in recent years. The City has seen a turnover rate of 30% and has hired over 30 staff in 2022. This has caused significant increase in over-time expenditures and is fiscally unsustainable.

Additionally, as part of the last negotiations with the Teamsters Union in 2022, the City agreed to complete a classification and compensation study to inform the negotiations process for 2023. M&P staff were also included in the study as it has been several years since the last study was conducted for both employee groups. The City publicly released a Request for Proposal (RFP) in mid-2022 and received five (5) proposals. After careful review of the proposals by the Administration, GovHR USA was selected to complete the study.

The scope of work of the classification and compensation study includes:

- Job Evaluation Analysis and Job Classification System
  - Study preparation and project meetings with the Administration
  - Completion of Job Analysis Questionnaires (JAQs) by staff and review by supervisors and GovHR
  - Determination of nineteen (19) comparable communities for the salary and benefits survey
  - Job evaluation analysis, employee interviews, and establishment of a classification plan
- Salary and benefits survey
  - Analysis of compensation data obtained from comparable communities.
  - Develop and recommend new salary schedules and new job titles for some positions.
  - Analyze and summarize benefits data obtained from comparable communities.
- Draft and Final Report Preparation
  - Preliminary analysis and draft report shared with the City.
  - Presentations of preliminary findings and recommendations
  - Submission of the final report

#### **ANALYSIS**

Proposed implementation scenarios to be presented at a future City Council meeting.

#### **BUDGET IMPACTS**

Proposed implementation scenarios and the financial impacts to be presented at a future City Council meeting.

#### **NEXT STEPS**

Staff is in the process of preparing budget and implementation analysis to be presented at a future City Council meeting.

### **PROPOSED ACTION**

Discussion only; budget and implementation analysis will be presented at a future City Council meeting.





# **CITY OF SNOQUALMIE**

## **CLASSIFICATION AND COMPENSATION STUDY**

### **FINAL REPORT**

**JANUARY 2023**



## Table of Contents

I.	INTRODUCTION	1
A.	Scope of Work	1
	Job Evaluation Analysis and Job Classification System	1
	Salary and Benefit Survey	2
	Draft and Final Report Preparation	2
II.	EXECUTIVE SUMMARY	3
A.	Internal Equity - Classification Plan Development	3
B.	Job Title Changes	4
C.	External Equity – Market Competitiveness	4
	Salary Data	5
	Proposed Classification and Compensation Plan	5
	Future Administration of the Classification and Compensation Plan	6
III.	JOB EVALUATION	6
IV.	THE CLASSIFICATION PLAN	8
V.	SALARY AND BENEFIT DATA	9
A.	Selection of Comparable Jurisdictions for Data Purposes	9
B.	Selection of Benchmark Positions for Survey Purposes	11
C.	Salary Survey	12
D.	Appraisal and Use of Salary Data	13
E.	The Benefits Survey and Findings	14
VI.	COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS	15
A.	Development of the Compensation Plan	15
B.	Compensation Plan Options for the City’s Consideration	16
	Defined Increment Plan	16
	Open Range Merit Plan	17
	Blended Merit Plan	17
C.	Recommendation: Continuation of the Defined Increment Plan	18
D.	Pay Philosophy	18
E.	Proposed Compensation Plan and Structure	19
F.	Implementation and Administration of the Compensation Plan	19

Employee Advancement through the Ranges	20
G. Future Administration of the Compensation Plan	22
H. Future Administration of the Classification Plan	22
Appreciation	23

### **TABLES**

Table 1: Classification Plan	Page 24
Table 2: Comprehensive Table	Page 26
Table 3: Proposed Compensation Ranges	Page 28

### **APPENDICES**

Appendix A: Job Analysis Questionnaire	Page 29
Appendix B: Comparable Community Analysis	Page 37
Appendix C: Detailed Salary Survey Data	Page 43
Appendix D: Detailed Benefit Survey Data	Page 92

## I. INTRODUCTION

GovHR USA, LLC (GovHR) is pleased to have had the opportunity to work with the City of Snoqualmie on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR understands the high expectations that have been established in Snoqualmie for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

### A. Scope of Work

The scope of work called for GovHR to carry out the following:

#### **Job Evaluation Analysis and Job Classification System**

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings.** Met with City Administration to discuss Study methods and expectations, and to review the current Classification and Compensation Plan and organizational structure. Determined problem areas, answered questions, and reviewed the scope and schedule of work.
- **Material distribution.** Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and to explain the scope and purpose of the Study. Employees were allowed about ten (10) days to complete the questionnaire. The completed questionnaires were then reviewed by each employee's Supervisor and/or Department Head and City Administration. The JAQs were returned to GovHR within approximately five (5) weeks of distribution.

- **Determined comparable communities and collected compensation data.** GovHR, along with the City, determined a logical survey sample of “like” communities that impact the compensation market of Snoqualmie. Then, GovHR designed and sent out the survey for the benchmark positions and benefits covered in the Study.
- **Job Evaluation Analysis and Establishment of a Classification Plan.** Upon return of the JAQs by the City, GovHR performed the following:
  - Read each JAQ and corresponding Job Description in its entirety.
  - Conducted virtual interviews with at least one (1) employee in each position covered by the Study to further understand the scope of duties and responsibilities of the position.
  - Applied a measurement system of Job Evaluation Factors to all positions, which formed the basis for internal rankings (equity) of positions.
  - Upon completion of the Job Evaluation measurements, a new Classification Plan was developed.

### **Salary and Benefit Survey**

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the City of Snoqualmie to the salary ranges of its comparable communities. Prepared comparison calculations at the 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the City and the gathered data, developed salary ranges that would allow Snoqualmie to consider a pay philosophy at the 50<sup>th</sup>, 60<sup>th</sup>, or 75<sup>th</sup> percentile of the salary data from the comparable communities.
- Based on the above data, developed, and recommended new salary schedules and recommended new Job Titles for some positions.
- Analyzed and summarized the benefit information.

### **Draft and Final Report Preparation**

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the City. Feedback from City Administration was reviewed and incorporated into the recommendations.
- A draft report was prepared by GovHR and sent electronically to the City.
- Presentations of the draft findings were conducted for the City.
- Once review comments were returned by the City this final report was prepared and transmitted electronically.

## II. EXECUTIVE SUMMARY

A Classification and Compensation Study encompasses a significant amount of information that can be time consuming to condense and organize into an abbreviated format. Therefore, GovHR has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings and recommendations of this Study. The purpose of a well-designed Classification and Compensation Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the City. Second, it assures external equity/competitiveness by comparing the compensation of Snoqualmie employees against market data.

### A. Internal Equity - Classification Plan Development

The Study developed a new Classification Plan for sixty-six (66) positions in the City. To complete this task, the Consultant completed a Job Evaluation. The Job Evaluation included the completion of a questionnaire by all employees covered in the Study and interviews with at least one (1) employee working in each position covered by the Study (see Appendix A). Upon the completion of those tasks, the Consultants assigned a numerical value to each position so that like positions within the organization would be grouped together in a classification to produce an internal equity hierarchy. Nine (9) factors were used for the evaluation of Snoqualmie's positions:

- 1) Preparation and Training
- 2) Experience Required
- 3) Decision Making and Independent Judgment
- 4) Responsibility for Policy Development
- 5) Planning of Work
- 6) Contact with Others
- 7) Work of Others (Supervision Exercised)
- 8) Working Conditions
- 9) Use of Technology/Specialized Equipment

The product of this internal ranking is shown in Table 1, which lists the City's positions with their numerical Job Evaluation score, also known as a Classification Plan. The higher the Job Evaluation Score, the higher the position is within the Classification Plan.

## B. Job Title Changes

After conducting the Job Evaluation noted above, the Consultants observed some inconsistencies with the market and the actual duties assigned to some positions. Therefore, the following Job Title changes have been recommended based on clarification of duties and market trends.

### Current Title

Administrative Assistant – Parks & Public Works  
 Administrative Assistant II (Part-time)  
 Account Clerk – Utility Billing  
 Deputy Parks/Public Works Director/City Engineer  
 Facilities Technician II  
 Facility/Fleet Supervisor  
 Financial Services Manager  
 Forestry/Stormwater Supervisor  
 Human Resources Analyst/Human Resources Assistant  
 Information Technology Director  
 Lab Analyst  
 Lead Operator – Wastewater  
 Maintenance Technician II/Irrigation  
 Maintenance Technician II – Streets & Stormwater  
 Maintenance Technician II – Water  
 Operator II – Wastewater  
 Parks and Public Works Director  
 Parks Lead Worker  
 Parks Maintenance Worker  
 Parks/Street Maintenance Supervisor  
 Receptionist – Office Assistant  
 Senior Industrial Maint. Technician – Wastewater  
 Senior Maintenance Technician/Operator – Water  
 Senior Operator – Wastewater  
 Urban Forester  
 Wastewater Supervisor  
 Water District Supervisor

### Proposed New Title

Parks and Public Works Assistant  
 Administrative Coordinator  
 Finance Assistant  
 Assistant Director of P&PW – City Engineer  
 Maintenance Technician II – Facilities  
 Facility and Fleet Superintendent  
 Financial Ops. Manager – Accounting Mgr.  
 Stormwater and Urban Forestry Supt.  
 Human Resources Analyst  
 Director of Information Technology  
 Utilities Sanitation Indust. Maint. Tech  
 Utilities Sanitation Operator IV  
 Stormwater & Urban Forestry Tech II  
 Parks & Street Tech II  
 Utilities Water Tech II  
 Utilities Sanitation Operator II  
 Director of Parks and Public Works  
 Parks & Street Tech III  
 Parks & Street Tech I  
 Parks & Street Superintendent  
 Finance Assistant  
 Utilities Sanitation Sr. Indust. Maint. Tech  
 Utilities Water Operator IV  
 Utilities Sanitation Operator III  
 Stormwater & Urban Forestry Tech III  
 Utilities Sanitation Superintendent  
 Utilities Water Superintendent

## C. External Equity – Market Competitiveness

The next component of the Classification and Compensation Study involved establishing external competitiveness. A group of communities comparable to the City was established. The Consultants started with Washington communities in King, Pierce and Snohomish Counties with populations between approximately 7,000 and 30,000. After that, a specific set of comparison criteria (e.g., total assessed value, total expenditures, income per capita, etc.) was applied to each community (see Appendix B). Based on the results of this analysis, fifteen (15) communities with a total compatibility score of eighty percent

(80%) or greater were deemed to be most comparable to the City. At the request of the City, Bellevue, Issaquah, North Bend and Redmond were also selected as comparable communities. The full list of the nineteen (19) chosen comparable communities is listed below.

<i>Arlington</i>	<i>Kenmore</i>	<i>Newcastle</i>
<i>Bellevue</i>	<i>Lake Forest Park</i>	<i>North Bend</i>
<i>Bonney Lake</i>	<i>Maple Valley</i>	<i>Redmond</i>
<i>Covington</i>	<i>Mill Creek</i>	<i>Sumner</i>
<i>Enumclaw</i>	<i>Monroe</i>	<i>Woodinville</i>
<i>Gig Harbor</i>	<i>Mountlake Terrace</i>	
<i>Issaquah</i>	<i>Mukilteo</i>	

### **Salary Data**

GovHR then prepared and distributed a salary survey to the nineteen (19) comparable communities. Thirteen (13) responded by either by completing the survey or supplying GovHR with copies of or links to their most recent Compensation Plan(s), Employee Manuals and/or Collective Bargaining Agreements. Data for the remaining six (6) comparable communities were obtained from their websites or the Association of Washington Cities surveys as available. The salary summary results can be found in Table 2 and the detailed salary data can be found in Appendix C. To provide external competitiveness for the City's salaries, the salary ranges derived from this data collection were used to help establish the proposed Compensation Plan. In some cases where there was not enough salary range data, actual salaries were used. The recommended pay ranges are contained within Table 3 of the report.

### **Proposed Classification and Compensation Plan**

The goal of this Study was to recommend a Classification and Compensation Plan that is internally equitable and externally competitive. To accomplish this, a Compensation Plan was developed using the 50<sup>th</sup>, 60<sup>th</sup>, and 75<sup>th</sup> percentile comparison of the salary ranges that were acquired through the salary survey. The resulting Classification and Compensation Plan consists of thirteen (13) pay grades; one (1) being lowest and thirteen (13) being highest and is broken down into the following three (3) bands:

Grades 1 – 4: Administrative and Technical Staff

Grades 5 – 10: Supervisors and Advanced Technical Staff

Grades 11 – 13: Directors and Senior Managers



All proposed pay ranges are open ranges. There is a 7.5% gradation between Grades 1 – 4 and 5 – 10 and a 7% gradation between Grades 11 – 13. All grades have a 35% range spread from minimum to maximum. The City will calculate a pay plan based on the open ranges recommended.

### **Future Administration of the Classification and Compensation Plan**

Within the body of this report, GovHR has outlined how the City can maintain the Classification and Compensation Plan. GovHR will supply the City with a User's Manual and all associated documents to maintain the Classification and Compensation Plan and the steps to ensure the City remains competitive with the market in the years to come.

## **III. JOB EVALUATION**

GovHR's approach to Job Evaluation involves a quantitative point and factor comparison method, which cross-compares all positions in the organization against numerous factors such as educational requirements, experience, work conditions, etc. Therefore, all jobs in each organizational unit (e.g., Police, Administration, Finance, etc.) may be compared against each other, based upon the same factors.

In conducting the Job Evaluation exercise, it must be emphasized that the position, and not the incumbent's qualifications, performance, or years of service in the position, is evaluated. An incumbent employee may feel he/she should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel he/she does more tasks than a similar employee in another Department, but these are not valid determinants for a position.

Before reviewing the results of the evaluation of the positions, it is important to note that the purpose of a Job Evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization, based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison. The nine (9) factors used for the evaluation of Snoqualmie's positions are as follows:

- 1) Preparation and Training
- 2) Experience Required
- 3) Decision Making and Independent Judgment

- 4) Responsibility for Policy Development
- 5) Planning of Work
- 6) Contact with Others
- 7) Work of Others (Supervision Exercised)
- 8) Working Conditions
- 9) Use of Technology/Specialized Equipment

As part of the Job Evaluation process, the duties, responsibilities, and qualification requirements for each position were reviewed via a thorough reading of the incumbent's current job description and a Job Analysis Questionnaire (JAQ) completed by each employee (Appendix A). In addition, GovHR conducted interviews with at least one (1) employee in each of the positions covered by the Study. Points were then assigned to each factor by selecting the description that best fit the appropriate level of compliance. In other words, a position that requires a master's degree would receive more points under the "Preparation and Training" factor than positions that did not require this advanced degree. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable Job Factor Analysis (JFA) scores. Table 1 contains the Classification Plan, including the Position Title, the Proposed New Title (if applicable), the JFA Score, Skill Level and proposed Grade for the evaluated positions.

As part of the service provided in the Compensation Study, GovHR makes Job Title change recommendations to either reflect a better description of the job being performed or to be consistent with trends in the organization or the marketplace. Based on this, GovHR recommends the following Job Title changes:

#### **Current Title**

Administrative Assistant – Parks & Public Works  
 Administrative Assistant II (Part-time)  
 Account Clerk – Utility Billing  
 Deputy Parks/Public Works Director/City Engineer  
 Facilities Technician II  
 Facility/Fleet Supervisor  
 Financial Services Manager  
 Forestry/Stormwater Supervisor  
 Human Resources Analyst/Human Resources Assistant  
 Information Technology Director  
 Lab Analyst

#### **Proposed New Title**

Parks and Public Works Assistant  
 Administrative Coordinator  
 Finance Assistant  
 Assistant Director of P&PW – City Engineer  
 Maintenance Technician II – Facilities  
 Facility and Fleet Superintendent  
 Financial Ops. Manager – Accounting Mgr.  
 Stormwater and Urban Forestry Supt.  
 Human Resources Analyst  
 Director of Information Technology  
 Utilities Sanitation Indust. Maint. Tech

Lead Operator – Wastewater  
 Maintenance Technician II/Irrigation  
 Maintenance Technician II – Streets & Stormwater  
 Maintenance Technician II – Water  
 Operator II – Wastewater  
 Parks and Public Works Director  
 Parks Lead Worker  
 Parks Maintenance Worker  
 Parks/Street Maintenance Supervisor  
 Receptionist – Office Assistant  
 Senior Industrial Maint. Technician – Wastewater  
 Senior Maintenance Technician/Operator – Water  
 Senior Operator – Wastewater  
 Urban Forester  
 Wastewater Supervisor  
 Water District Supervisor

Utilities Sanitation Operator IV  
 Stormwater & Urban Forestry Tech II  
 Parks & Street Tech II  
 Utilities Water Tech II  
 Utilities Sanitation Operator II  
 Director of Parks and Public Works  
 Parks & Street Tech III  
 Parks & Street Tech I  
 Parks & Street Superintendent  
 Finance Assistant  
 Utilities Sanitation Sr. Indust. Maint. Tech  
 Utilities Water Operator IV  
 Utilities Sanitation Operator III  
 Stormwater & Urban Forestry Tech III  
 Utilities Sanitation Superintendent  
 Utilities Water Superintendent

#### IV. THE CLASSIFICATION PLAN

A Classification Plan provides for a systematic arrangement of positions into classifications. A position, often referred to as a job (e.g., Office Assistant), contains a specific set of duties and responsibilities and that is the objective of the classification process – not the person currently holding that job. A classification is a grouping of positions which have similar levels of knowledge, skills and abilities needed to perform the job. The positions are also similar in nature of work, level of work difficulty and responsibilities. Positions allocated to the same classification are sufficiently similar with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical, they can be in different departments, dealing with different subject matters and performing different duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the Classification Plan. As noted in the previous section, a Job Evaluation and Classification Plan is not intended to assess individual performance. To that end, a position that belongs in a certain classification is not entitled to be placed in a higher classification simply because the individual performs with a high degree of success and efficiency, nor is it placed in a lower classification simply because the incumbent performs with low competence or productivity. Variations in individual performance are not recognized by differences in classifications, instead they are management issues. Similarly, there is a tendency in some work forces to use the Classification Plan to reward longevity, even though the duties and

responsibilities of individual positions may not have changed over time. Longevity is not a classification factor and the Classification Plan should not be used in this manner.

As an assessment of duties performed and of responsibilities exercised, a Classification Plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the Compensation Plan and helps management identify positions which have taken on (or in some cases reduced) duties and responsibilities. Through proper maintenance of the Classification Plan, employees are assured of management's continuing concern about the nature of work that they carry out and its reward in the form of appropriate pay levels and relationships. The Classification Plan also provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders as well as opportunities for lateral career development are also evidenced by the logical grouping of allied occupational classifications and hierarchies.

## **V. SALARY AND BENEFIT DATA**

The City initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. The Job Evaluation System (outlined in Section III) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

### **A. Selection of Comparable Jurisdictions for Data Purposes**

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparable communities, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparable communities will be the most similar to Snoqualmie.

To determine which municipalities should be used for survey purposes, GovHR first considered all Washington communities in King, Pierce and Snohomish Counties with populations between approximately 7,000 and 30,000. After that, a specific set of comparison criteria was applied to each community:

<u>Criterion</u>	<u>Total Possible Points</u>	<u>Factor Weight</u>
1. Population	20	20%

2. Per Capita Income	15	15%
3. Total Assessed Value	15	15%
4. General Fund Tax Levy	10	10%
5. Sales Tax	10	10%
6. State Distribution	5	5%
7. Total Expenditures	20	20%
8. Proximity	5	5%
	100	100%

The eight (8) categories listed above were selected to mirror important criteria that reflected the following:

- 1) Similar Financial Conditions: 75% of the criteria involved financial benchmarks.
- 2) Population: 20% of the criteria involved a population comparison.
- 3) Proximity: 5% of the criteria involved the proximity of the communities to Snoqualmie.

Within each of the eight (8) categories, ranges of compatibility were established. For example, the closer a community was to matching the Snoqualmie's estimated population, the closer the community would be to receiving the maximum of twenty (20) points. A community whose population was significantly larger or smaller than the City's population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the City of Snoqualmie. A community with zero (0) points was therefore determined to be the least comparable to Snoqualmie. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix B.

A cutoff of eighty (80) points was established to select the communities most similar to Snoqualmie across the eight (8) categories. After applying the eight (8) criteria, fifteen (15) communities achieved eighty (80) or more compatibility points on the comparison scale with Snoqualmie. At the request of the City, Bellevue, Issaquah, North Bend and Redmond were also selected as comparable communities. The full list of the nineteen (19) comparable communities is below:

*Arlington*  
*Bellevue*

*Kenmore*  
*Lake Forest Park*

*Newcastle*  
*North Bend*

*Bonney Lake**Maple Valley**Redmond**Covington**Mill Creek**Sumner**Enumclaw**Monroe**Woodinville**Gig Harbor**Mountlake Terrace**Issaquah**Mukilteo*

## **B. Selection of Benchmark Positions for Survey Purposes**

When developing the salary survey, it is important to select positions that are likely to have data available from the surveyed municipalities. These positions are referred to as benchmark positions. Based on the size of the Study and number of positions in Snoqualmie, GovHR recommended limiting the benchmark positions in the survey to approximately forty (40) positions. This is because as the number of positions surveyed increases there tends to be a decline the number of organizations responding to the survey. This decline in response rates is thought to be due to the amount of work organizations need to devote to completing a lengthier survey. Positions recommended as benchmarks are those that:

- 1) Are representative of each occupational grouping (e.g., Administration, Finance, Police, etc.).
- 2) Include multiple numbers of City employees, when possible.
- 3) Can be described in a concise manner that accurately identifies the nature of work and level of difficulty.
- 4) Are known to commonly exist in other communities.

After discussion with City Administration forty (40) positions were selected as benchmark positions for the survey. Below is a list of all the surveyed positions:

*Account Clerk – Utility Billing**Human Resources Analyst**Accountant**Human Resources Manager**Administrative Assistant – P&PW**Information Technology Director**Administrative Assistant II – Fire**IT Systems Support**Assistant Planner**Maintenance Tech II – Street**Associate Planner**Management Analyst**Budget Analyst**Mechanic II**Budget Manager**Operator II – Wastewater**Building Inspector**Parks Lead Worker**City Attorney**Parks Maintenance Worker*

<i>City Clerk</i>	<i>Parks/Street Maint. Superintendent</i>
<i>Communications Coordinator/PIO</i>	<i>Permit Technician</i>
<i>Community Liaison</i>	<i>Planning Manager</i>
<i>Deputy City Clerk</i>	<i>Police Captain</i>
<i>Dep. Dtr. of P&amp;PW/City Engineer</i>	<i>Police Chief</i>
<i>Deputy Fire Chief</i>	<i>Police Support Officer</i>
<i>Director of Finance &amp; Human Resources</i>	<i>Project Engineer</i>
<i>Director of Parks &amp; Public Works</i>	<i>Senior Account Clerk</i>
<i>Evidence/Records Technician</i>	<i>Senior Planner</i>
<i>GIS Analyst</i>	<i>Service Desk Technician</i>

### **C. Salary Survey**

After identifying the benchmark positions, the Consultants then prepared and distributed a salary survey to the forty (40) comparable communities. Thirteen (13) responded by either by completing the survey or supplying GovHR with copies of or links to their most recent Compensation Plan(s), Employee Manuals and/or Collective Bargaining Agreements. Data for the remaining six (6) comparable communities were obtained from their websites or the Association of Washington Cities surveys as available. Table 2 is a summary of the benchmark salary survey data. The detailed salary survey data for each position is contained in Appendix C.

It is important to make a few of observations regarding Table 2 and Appendix C.

- 1) The salary data is information that was available as of August – September 2022. The new recommended salary ranges for the City were developed using this salary data from the comparable communities.
- 2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that do not utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50<sup>th</sup>, 60<sup>th</sup>, 65<sup>th</sup>, 75<sup>th</sup> and 80<sup>th</sup> percentiles to identify wage ranges for “average” and “above average” payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.

- 3) Salary ranges associated with positions that have been reclassified may not be consistent with other salary ranges in a particular Grade.
- 4) Data contained within Appendix C has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the salary survey has two worksheets associated with it in Appendix C, then data was removed. The second data sheet will have the word "Edited" after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

#### **D. Appraisal and Use of Salary Data**

While comparing Snoqualmie's current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

- 1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare "like" positions within organizations.
- 2) Some employers place a different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.
- 3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work. Of equal importance, however, are the internal relationships for the various positions that were accomplished in the Job Evaluation portion of this Study.



## E. The Benefits Survey and Findings

The benefits portion of the survey collected data related to the following benefits:

Medical Insurance: Health – Dental – Orthodontia – Vision – HRA Contribution

Other Insurance: Life – Short-Term Disability – Long-Term Disability

Leave: Sick Leave – Holidays – Vacation

Public Employee Retirement System (PERS) Participation

Deferred Compensation - Performance Bonus

Compensatory Time

A review of the benefits offered in Snoqualmie versus the comparable communities shows that the City's benefits are competitive with the other entities surveyed. However, there are some differences that are noted below:

Medical Insurance: Health – Dental – Orthodontia – Vision – HRA Contribution – For all insurance, Snoqualmie pays 100% of the coverage for employees, the average of the other communities was between 90% and 100% depending upon the coverage. For the HRA contribution, Snoqualmie contributes \$3,000 per employee or \$6,000 for a family, which is more generous than the other communities surveyed.

Other Insurance: Life – Short-Term Disability – Long-Term Disability – For Life Insurance, Snoqualmie offers coverage of \$50,000 at no cost to the employee. The average coverage in the other communities is \$36,000 and the average contribution is 93%. Short-term Disability Insurance is offered by a few communities, while Long-term Disability is offered by most. Snoqualmie does not offer this benefit for all employees; however, the City Council approved short-term and long-term disability benefits for the non-represented Management and Professional employee group beginning Jan 2023.

Leave: Sick Leave – Holidays – Vacation – Snoqualmie offers twelve (12) sick days per year, which is the same as the other communities. The maximum accrual of sick days varies widely from no accrual allowed to 1,440 hours. Snoqualmie allows for 720 hours which is right in the middle. Snoqualmie is generally on par with the other communities as it relates to Holiday and Vacation leave, there are only slight variations.

Public Employee Retirement System (PERS) Participation – All communities, including Snoqualmie, participate in PERS.

Deferred Compensation - Performance Bonus – For Deferred Compensation, about half of the communities offer the benefit and a match, which is a flat dollar amount in all cases except one. Snoqualmie offers Deferred Compensation with a cash match that is similar to the other communities that offer the benefit. Only three (3) communities responded to offering a Performance Bonus. Snoqualmie also offers a Performance Bonus.

Compensatory Time – The communities offer Compensatory Time in lieu of overtimes, which is similar to Snoqualmie, although the maximum amounts of allowed accruals vary.

Appendix D contains tables summarizing the detailed data related to the benefits survey.

## **VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS**

### **A. Development of the Compensation Plan**

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve this goal, there must be a reasonable and widely accepted model of Job Factors upon which the Compensation Plan rests. Application of this model was the purpose of the Job Evaluation aspect of this Study. The Plan presented in this report is designed to accomplish the Study goals by:

- 1) Providing for equal compensation for work of equivalent job content and responsibility.
- 2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
- 3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

## B. Compensation Plan Options for the City's Consideration

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three (3) different Compensation Plans:

- 1) **Defined Increment Plan:** This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
- 2) **Open Range Merit Plan:** This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by City Administration.
- 3) **Blended Merit Plan:** This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with this method of compensation. Mid to lower-level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each Plan are summarized below.

### Defined Increment Plan

#### Advantages

City: A Defined Increment Plan has the advantage of creating financial predictability because it is easier for management to predict and plan for salary increases on an annual basis.

Employees: Employees like a Defined Increment Plan because it offers security and predictability for advancement through the range. Another advantage of this Plan is that it offers a high degree of internal equity and fairness – the expectation that fellow workers in this Plan are all being treated the same.

#### Disadvantages

City: The City may feel that a Defined Increment Plan simply rewards compensation increases on a routine basis. However, by tying the increase to a satisfactory performance evaluation, the City can be assured that only employees with acceptable performance will receive a salary increase.

Employees: Employees may feel unmotivated to perform at an above average or at a superior level, knowing their salary increase amount is pre-determined. One way to remove this negative notion is to allow an employee with a superior performance evaluation to get a two (2) increment increase. This, however, would be the exception and not the rule. Most employees would be considered “average” performers and receive a one (1) increment increase.

### **Open Range Merit Plan**

#### **Advantages**

City: The Open Range Merit Plan tends to motivate employees to perform at a higher level, thereby achieving greater production/benefit for the City. This Plan also enables the supervising authority to reward high-performing employees with a salary increase greater than a defined increment.

Employees: Employees who are high performers like working under this Plan as they can earn a higher percentage salary increase.

#### **Disadvantages**

City: Anticipating the cost of merit increases has less financial predictability, as it is not always possible to know how many employees will be high performers in any given year. However, the City can fund a “merit increase pool” for all Open Range Merit Plan employees to receive an average percentage (i.e., a 2-3% increase), knowing that some employees will receive less (or no) increase and some employees will earn more.

Employees: An Open Range Merit Plan can create a perceived inequity regarding how individuals are granted salary increases. It is incumbent upon management to use an equitable performance evaluation system when implementing this Plan. It is also incumbent on management to ensure that the performance evaluation system is applied fairly and that supervisors receive appropriate training on conducting the evaluation and using the evaluation tool properly.

### **Blended Merit Plan**

There are positives and negatives for both Defined Increment and Open Range Merit Plans. However, it is also possible to design a pragmatic salary system that uses elements of both Defined Increment

and Open Range Merit Plans. It is becoming increasingly common for organizations to have a Blended Merit Plan for various levels of positions that reflects the particular circumstances and culture of the organization. A Plan of this type is customizable to the needs of the organization. It is also the preferred Plan for organizations that are transitioning from a Defined Increment Plan to an Open Range Merit Plan. The following is one example of a Blended Merit Plan:

**Exempt:** All exempt employees are in an Open Range Merit Plan.

**Non-exempt:** Non-exempt employees are in a Blended Merit Plan. In this Plan, salary ranges begin at the minimum with, for example, three (3) defined increments and then transition into an open range. The initial increment of the assigned range is intended as the normal hiring/promoting rate. Increments two (2) and three (3) would be awarded upon successful completion of the employee's initial evaluation period and/or after another period that is set by the City (e.g., increment two (2) after the initial evaluation and increment three (3) after an additional year of employment.) After that, the employee may advance through the open range as a result of a successful performance evaluation.

#### **C. Recommendation: Continuation of the Defined Increment Plan**

GovHR is recommending that the City continue with the Defined Increment Plan. The City has established this type of pay plan and the employees are familiar with its use. It allows for certainty for both the City and its Employees relative to compensation.

#### **D. Pay Philosophy**

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the City. In Snoqualmie, the City is considering its pay philosophy. GovHR has provided three options for consideration, the 50<sup>th</sup>, 60<sup>th</sup> and 75<sup>th</sup> percentiles. In order to be able to attract and retain employees, it is recommended the City consider at least the 60<sup>th</sup> percentile as its pay philosophy, with the goal of moving to the 75<sup>th</sup> percentile in the future if it is not established now.

## E. Proposed Compensation Plan and Structure

The next step in this process is to combine the JFA scores included in Tables 1 and 2 with the proposed salary ranges in Table 3. The Classification and Compensation Plan consists of thirteen (13) pay grades; one (1) being lowest and thirteen (13) being highest and is broken down into the following three (3) bands:

Grades 1 – 4: Administrative and Technical Staff

Grades 5 – 10: Supervisors and Advanced Technical Staff

Grades 11 – 13: Directors and Senior Managers

All proposed pay ranges are open ranges. There is a 7.5% gradation between Grades 1 – 4 and 5 – 10 and a 7% gradation between Grades 11 – 13. All grades have a 35% range spread from minimum to maximum.

**Note 1:** Different compensation grades may have different ranges from minimum to maximum compensation. It is appropriate for the lower grades in a Compensation Plan to have a smaller spread from minimum to maximum as it is likely that new employees would start at the minimum compensation of the range. Conversely, it is more likely that more experienced employees or Department Head level employees may be hired at a rate above the minimum compensation of a range, thus it is necessary to have a greater spread from minimum to maximum compensation.

**Note 2:** Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade. In this case, the starting compensation for employees in Grade 2 is 7.5% higher than Grade 1 and so on. The gradation will vary depending upon the relationship between the salary data for the grade, the number of grades in the compensation band and the established compensation range.

Table 2 combines all of the classification and compensation data at the 50<sup>th</sup>, 60<sup>th</sup>, and 75<sup>th</sup> percentiles.

## F. Implementation and Administration of the Compensation Plan

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

- 1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.

- 2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate of pay to the closest defined increment or step without a reduction in pay.
- 3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the City can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the City to adopt and only occurs one time, at the implementation of the new Classification and Compensation Plan. If the City wishes to consider such a program, an example is illustrated below:

<b>Service</b>	<b>Adjustment</b>
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

#### **Employee Advancement through the Ranges**

To implement the new Compensation Plan, GovHR recommends that the starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:

- 1) Applicants with exceptional background and qualifications.
- 2) A promotion in which the employee's current compensation is higher than the minimum of the new range.

- 3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the City's policies (if applicable). Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the range would be done on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the City.

The City may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum compensation for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance evaluation each year. This payment should not be worked into the base salary. It can be in the form of a lump sum payment that is a set amount calculated each year and the same for all employees, such as \$500 for meeting expectations and \$1,000 for exceeding expectations. Another option is to calculate a percentage of the employee's base compensation and provide a lump sum payment equivalent to that amount, such as 1% for meeting expectations and 2% for exceeding expectations.

It is recommended that the City set aside a "merit pool" every year, to fund increases for employees in this Plan. This money would then serve as the pool for merit payments, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

Again, it should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this Plan. Equally, if not more



important, is that supervisors are adequately trained to perform the formal performance evaluation process.

#### **G. Future Administration of the Compensation Plan**

To maintain competitive salary levels there should be an annual review of the City's salary ranges. The nineteen (19) communities used in the survey group for this Study have been determined to be comparable jurisdictions to the City. Therefore, Snoqualmie can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of August – September 2022. It is GovHR's recommendation that an annual survey of these communities be conducted to determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The City may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of GovHR that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the City review the compatibility of the municipalities after five (5) years.

#### **H. Future Administration of the Classification Plan**

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into classifications. Instead, the Plan must be administered continually to adapt it to changing conditions.

Three (3) specific types of changes in the Plan itself are possible: abolition of a position, creation of a position, or a revision of a position.

- 1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
- 2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.
- 3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and move up or down into a new classification.

All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the classification relationships established in the Classification and Compensation Plan. City Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the City to grade a newly created or revised position. GovHR provides scoring assistance in such cases free of charge for one (1) year after the delivery of this report.

### **Appreciation**

GovHR has appreciated the opportunity to work with the City of Snoqualmie on this Classification and Compensation Study. A special thank you to the employees for all of the information provided to allow for the analysis and to the City Administration for the significant amount of work and support dedicated to the project.

Current Job Title	Recommended Job Title Change	JFA Score	Skill Level	New Grade
<b>Directors and Senior Managers</b>				
Director of Finance and Human Resources		770	750 to 785	13
Fire Chief		765	(35 points)	
Parks and Public Works Director	Director of Parks and Public Works	765		
Police Chief		760		
City Attorney		760		
Information Technology Director	Director of Information Technology	750		
No Positions in Grade			710 to 745	12
Deputy Fire Chief		695	670 to 705	11
Deputy Parks/Public Works Director/City Engineer	Assistant Director of P&PW - City Engineer	695		
Police Captain		690		
Community Development Director		670		
<b>Supervisors and Advanced Technical</b>				
Financial Operations Manager - Budget Manager		660	630 to 665	10
Financial Services Manager	Financial Operations Manager - Accounting Manager	660		
Forestry/Stormwater Supervisor	Stormwater and Urban Forestry Superintendent	660		
Parks/Street Maintenance Supervisor	Park & Street Superintendent	645		
Facility/Fleet Supervisor	Facility and Fleet Superintendent	635		
Wastewater Supervisor	Utilities Sanitation Superintendent	635		
Water District Supervisor	Utilities Water Superintendent	635		
Assistant City Attorney		630		
City Clerk		615	590 to 625	9
Human Resources Manager		600		
Building Official/Fire Marshall/Plans Examiner		580	550 to 585	8
Project Engineer		565		
Planning Manager		560		
Communications Coordinator/Public Information Officer		550		
Systems Engineer		550		
Urban Forester	Stormwater & Urban Forestry Tech III	540	510 to 545	7
Lead Operator - Wastewater	Utilities Sanitation Operator IV	530		
Management Analyst		525		
Senior Planner		520		
Police Support Officer		480	470 to 505	6
Senior Maintenance Technician/Operator - Water	Utilities Water Operator IV	475		
Human Resources Analyst/Human Resources Asst.	Human Resources Analyst	475		
Budget Analyst		475		
Senior Operator - Wastewater	Utilities Sanitation Operator III	470		

Table 1 - Classification Plan

Current Job Title	Recommended Job Title Change	JFA Score	Skill Level	New Grade
Senior Industrial Maintenance Technician - Wastewater	Utilities Sanitation Sr. Industrial Maintenance Technician	470		
Deputy Building Official		450	430 to 465	5
Information Technology Systems Support		450		
Legal Assistant/Deputy City Clerk		450		
Parks Lead Worker	Parks & Streets Tech III	450		
Geographic Information Systems Analyst		440		
Mechanic II		435		
Associate Planner		430		
<b>Administrative and Technical</b>				
Facilities Technician II	Maintenance Technician II - Facilities	425	400 to 425	4
Maintenance Technician II/Irrigation	Stormwater & Urban Forestry Tech II	425	(25 points)	
Stormwater	Parks & Street Tech II	425		
Maintenance Technician II - Water	Utilities Water Tech II	425		
Operator II - Wastewater	Utilities Sanitation Operator II	425		
Lab Analyst	Utilities Sanitation Industrial Maintenance Technician	425		
Administrative Assistant II (Part-time)	Administrative Coordinator	425		
Administrative Coordinator		425		
Accountant		425		
Service Desk Technician		415		
Evidence/Records Technician		415		
Senior Account Clerk		415		
Building Inspector		410		
Community Liaison		410		
Communications Assistant		385	370 to 395	3
Administrative Assistant - Parks & Public Works	Parks and Public Works Assistant	380		
HR Assistant		375		
Assistant Planner		370		
Records Technician		365	340 to 365	2
Permit Technician		355		
Planning Technician		355		
Parks Maintenance Worker	Parks & Street Tech I	350		
Account Clerk - Utility Billing	Finance Assistant	350		
Receptionist - Office Assistant	Finance Assistant	350		
No Positions in Grade			To 335	1

Job Title	JFA Score	Skill Level	New Grade	50th Percentile Salary Survey Data		60th Percentile Salary Survey Data		75th Percentile Salary Survey Data		Current Salary Range		Current Salary	Proposed Salary Range 50th Percentile		Proposed Salary Range 60th Percentile		Proposed Salary Range 75th Percentile	
Directors and Senior Managers																		
Director of Finance and Human Resources	770	750 to 785	13	131,760	165,948	132,416	168,843	138,236	177,977	153,840	170,928	170,928	131,091	176,973	133,381	180,064	141,395	190,883
Fire Chief	765	(35 points)								146,520	162,780	162,780						
Parks and Public Works Director	765			133,152	170,412	133,709	172,898	143,513	185,541	153,840	170,928	170,928						
Police Chief	760			139,812	180,684	149,040	190,944	150,304	199,172	153,840	170,928	170,928						
City Attorney	760			138,960	177,710	140,408	184,364	142,581	194,346	171,276	190,296	190,296						
Information Technology Director	750			129,447	172,777	132,078	176,706	135,529	195,053	136,596	151,752	151,752						
No Positions in Grade		710 to 745	12										122,515	165,395	124,655	168,284	132,145	178,396
Deputy Fire Chief	695	670 to 705	11							123,576	137,304	137,304	114,500	154,575	116,500	157,275	123,500	166,725
Deputy Parks/Public Works Director/City Engineer	695			116,568	147,316	119,262	157,150	123,913	160,992	112,044	124,488	137,304						
Police Captain	690			133,752	154,844	141,987	164,678	148,181	172,353	130,080	144,528	137,304						
Community Development Director	670									136,596	151,752	144,180						
Supervisors and Advanced Technical																		
Financial Operations Manager - Accounting Manager	660	630 to 665	10							102,204	113,556	113,556	96,905	130,822	99,776	134,698	105,519	142,450
Financial Operations Manager - Budget Manager	660			105,670	145,821	106,696	146,595	108,233	147,757	102,204	113,556	113,556						
Forestry/Stormwater Supervisor	660									81,336	96,996	86,304						
Parks/Street Maintenance Supervisor	645			84,898	111,274	86,657	114,471	90,915	116,180	81,336	96,996							
Facility/Fleet Supervisor	635									81,336	96,996	96,996						
Wastewater Supervisor	635									81,336	96,996	93,264						
Water District Supervisor	635									81,336	96,996	96,996						
Assistant City Attorney	630									120,444	133,836	133,836						
City Clerk	615	590 to 625	9	85,884	109,608	88,639	111,958	92,032	113,102	101,856	113,172	101,856	90,144	121,695	92,815	125,300	98,157	132,512
Human Resources Manager	600			103,608	128,436	106,980	141,269	118,203	152,219	102,204	113,556							
Building Official/Fire Marshall/Plans Examiner	580	550 to 585	8							102,204	113,556	113,556	83,855	113,204	86,340	116,559	91,309	123,267
Project Engineer	565			90,596	118,620	94,517	123,516	100,109	129,168	96,312	114,852	109,896						
Planning Manager	560			96,738	123,108	99,526	126,874	105,348	139,832	102,204	113,556							
Communications Coordinator/Public Information Officer	550			83,792	108,915	86,657	111,941	90,031	117,669	94,716	105,228	105,228						
Systems Engineer	550									74,616	88,980	88,980						
Urban Forester	540	510 to 545	7							72,360	86,304	86,304	78,005	105,306	80,316	108,427	84,938	114,667
Lead Operator - Wastewater	530									72,360	86,304							
Management Analyst	525			73,800	96,216	74,059	97,574	74,448	99,612	86,100	95,664	95,664						
Senior Planner	520			85,884	109,458	87,151	111,755	87,888	116,297	93,516	111,516	111,516						
Police Support Officer	480	470 to 505	6	57,522	73,596	59,088	73,987	60,177	74,791	68,148	82,812	75,156	72,563	97,959	74,713	100,862	79,013	106,667
Senior Maintenance Technician/Operator - Water	475									72,360	86,304	82,980						
Human Resources Analyst/Human Resources Asst.	475			72,724	94,568	75,305	94,938	75,990	95,596	86,100	95,664							
Budget Analyst	475			70,292	95,299	72,419	96,719	75,609	98,848	86,100	95,664							
Senior Operator - Wastewater	470									72,360	86,304	82,560						
Senior Industrial Maintenance Technician - Wastewater	470									72,360	86,304	86,304						
Deputy Building Official	450	430 to 465	5							81,336	96,996		67,500	91,125	69,500	93,825	73,500	99,225
Information Technology Systems Support	450			74,721	101,119	77,389	102,885	78,759	104,839	70,116	83,592	83,592						
Legal Assistant/Deputy City Clerk	450			70,699	90,966	70,920	94,322	75,073	95,717	76,536	85,044	85,044						
Parks Lead Worker	450			69,666	89,633	72,088	90,989	73,894	92,801	72,360	86,304	82,980						
Geographic Information Systems Analyst	440			72,149	92,999	73,606	94,545	79,670	100,449	70,116	83,592	83,592						
Mechanic II	435			66,788	82,678	67,126	82,969	69,105	85,498	66,528	79,308	79,308						
Associate Planner	430			70,828	90,072	73,462	94,268	74,678	100,212	78,240	93,288	89,244						

Job Title	JFA Score	Skill Level	New Grade	50th Percentile Salary Survey Data	60th Percentile Salary Survey Data	75th Percentile Salary Survey Data	Current Salary Range		Current Salary	Proposed Salary Range 50th Percentile		Proposed Salary Range 60th Percentile		Proposed Salary Range 75th Percentile				
Administrative and Technical																		
Facilities Technician II	425	400 to 425	4						66,528	79,308	79,308	62,115	83,855	66,463	89,725	68,947	93,079	
Maintenance Technician II/Irrigation	425	(25 points)							66,528	79,308	76,260							
Maintenance Technician II - Streets and Stormwater	425			60,719	76,713	60,804	77,568	61,941	78,787	66,528	79,308	79,308						
Maintenance Technician II - Water	425									66,528	79,308	72,612						
Operator II - Wastewater	425			66,358	82,443	67,981	83,654	69,933	85,049	66,528	79,308	66,528						
Lab Analyst	425									72,360	86,304	86,304						
Administrative Coordinator	425									67,260	80,208							
Administrative Assistant II (Part-time)	425			58,125	75,723	59,980	80,987	64,977	87,495	59,772	71,268	35,634						
Accountant	425			70,560	92,166	73,065	94,529	74,931	96,080	73,584	87,756	87,756						
Service Desk Technician	415			60,480	79,565	61,217	80,688	62,834	83,031	60,396	72,048	72,048						
Evidence/Records Technician	415			56,202	73,100	57,229	73,590	58,603	76,635	59,772	71,268	68,208						
Senior Account Clerk	415			60,792	81,169	61,500	81,996	64,499	83,019	66,528	79,308	79,308						
Building Inspector	410			73,027	91,032	74,986	95,016	75,768	99,840	74,616	88,980							
Community Liaison	410			63,726	84,372	70,297	91,642	75,468	99,633	76,536	85,044	85,044						
Communications Assistant	385	370 to 395	3							53,100	63,312	50,649	57,781	78,005	61,826	83,465	64,137	86,585
Administrative Assistant - Parks & Public Works	380			56,159	72,076	58,139	73,227	58,749	80,261	56,640	67,536	67,536						
HR Assistant	375											77,328						
Assistant Planner	370			64,371	84,538	65,199	84,770	65,940	86,823	64,371	84,538							
Records Technician	365	340 to 365	2							56,640	67,536	67,536	53,750	72,563	57,513	77,642	59,663	80,544
Permit Technician	355			59,307	77,688	60,488	79,622	61,569	80,261	59,772	71,268	71,268						
Planning Technician	355									59,772	71,268	59,772						
Parks Maintenance Worker	350			59,781	76,219	60,789	76,654	61,564	77,429	66,528	79,308	79,308						
Account Clerk - Utility Billing	350			56,688	74,172	58,271	74,660	59,424	76,308	56,640	67,536	61,836						
Receptionist - Office Assistant	350									51,240	61,104	61,104						
No Positions in Grade		To 335	1										50,000	67,500	53,500	72,225	55,500	74,925

50th Percentile - Proposed Pay Ranges		
Administrative and Technical 7.5% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
1	50,000	67,500
2	53,750	72,563
3	57,781	78,005
4	62,115	83,855

60th Percentile - Proposed Pay Ranges		
Administrative and Technical 7.5% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
1	53,500	72,225
2	57,513	77,642
3	61,826	83,465
4	66,463	89,725

75th Percentile - Proposed Pay Ranges		
Administrative and Technical 7.5% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
1	55,500	74,925
2	59,663	80,544
3	64,137	86,585
4	68,947	93,079

Supervisors and Advanced Technical 7.5% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
5	67,500	91,125
6	72,563	97,959
7	78,005	105,306
8	83,855	113,204
9	90,144	121,695
10	96,905	130,822

Supervisors and Advanced Technical 7.5% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
5	69,500	93,825
6	74,713	100,862
7	80,316	108,427
8	86,340	116,559
9	92,815	125,300
10	99,776	134,698

Supervisors and Advanced Technical 7.5% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
5	73,500	99,225
6	79,013	106,667
7	84,938	114,667
8	91,309	123,267
9	98,157	132,512
10	105,519	142,450

Directors and Senior Managers 7% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
11	114,500	154,575
12	122,515	165,395
13	131,091	176,973

Directors and Senior Managers 7% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
11	116,500	157,275
12	124,655	168,284
13	133,381	180,064

Directors and Senior Managers 7% Between Each Grade and a 35% Range Spread		
	Minimum	Maximum
11	123,500	166,725
12	132,145	178,396
13	141,395	190,883

# APPENDIX A



## EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

### City of Snoqualmie, Washington

NAME:	DATE:
YEARS OF EXPERIENCE WITH EMPLOYER:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	YOUR EDUCATION: <input type="checkbox"/> High Sch. <input type="checkbox"/> Assoc. Deg. <input type="checkbox"/> Bach. Deg. <input type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR:	HIS/HER TITLE:

### INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete his/her section.

**General Summary:** In three or four sentences, please summarize the major purpose or primary function of your job.

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

If you do not have a job description available to review, please list your job duties. Try to place your duties in order of importance and group "like" tasks together (e.g., "clerical duties including word processing, opening mail, filing, etc." or "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc."). Job duties:

- 1.
- 2.
- 3.
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- 15.

Feel free to add more numbers/duties if necessary.

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**FACTOR 1. Education & Training:** In your opinion, what kind of education and training is necessary to perform your job?

- ☐ LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
- ☐ LEVEL 2: High school diploma (GED) or equivalent.
- ☐ LEVEL 3: High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
- ☐ LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- ☐ LEVEL 5: Completion of four-year college degree program.
- ☐ LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- ☐ LEVEL 7: Completion of graduate coursework equal to a Master's Degree or higher.

What specific degree/coursework is NECESSARY?

What specific degree/coursework is PREFERRED?

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list:

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**FACTOR 2. Years of Experience:** How much previous work experience do you feel is necessary to perform your job?

- | LEVEL 1:                                  | LEVEL 2:                              | LEVEL 3:                              | LEVEL 4:                               | LEVEL 5:                                    |
|-------------------------------------------|---------------------------------------|---------------------------------------|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Less Than 1 Year | <input type="checkbox"/> 1 to 3 Years | <input type="checkbox"/> 4 to 6 Years | <input type="checkbox"/> 7 to 10 Years | <input type="checkbox"/> More than 10 Years |

What is the minimum number of years required?

What specific experience is necessary?

### FACTOR 3. Independent Judgment and Decision Making

**Part 1:** How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- ☐ LITTLE: Little discretion or independent judgment exercised.
- ☐ SOME: Some discretion or judgment exercised, but supervisor is normally available.
- ☐ OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.
- ☐ HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.
- ☐ VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

**Part 2:** If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

- ☐ MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.
- ☐ MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
- ☐ SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.
- ☐ CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.

**FACTOR 4. Responsibility for Policy Development:** Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

- ☐ LEVEL 1: Position involves only the execution of policies or use of existing procedures.
- ☐ LEVEL 2: May provide some input to supervisor when policies and procedures are updated.
- ☐ LEVEL 3: Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.
- ☐ LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.
- ☐ LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.
- ☐ LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

**FACTOR 5. Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- ☐ LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.

- ☐ LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.
- ☐ LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).
- ☐ LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).
- ☐ LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).

**FACTOR 6. Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

- ☐ LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.
- ☐ LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.
- ☐ LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- ☐ LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.
- ☐ LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.
- ☐ LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and am authorized to make commitments of significant resources on behalf of the department.
- ☐ LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

With which external individuals or groups do you have the most contact?

**FACTOR 7. Supervision Given:**

Do you supervise or assign work to other employees? ☐ Yes ☐ No

If yes:

- ☐ LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?
- ☐ LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.
- ☐ LEVEL 3: Position is responsible for the supervision of two to five full time (or full time equivalent) employees.

- ☐ LEVEL 4: Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- ☐ LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.
- ☐ LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- ☐ LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

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**FACTOR 8. Physical Demands:** Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (Rarely, Occasionally or Daily)
Lifting to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 20-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 50+ pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Standing	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input type="checkbox"/>	

**Unpleasant or Hazardous Conditions:** Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (Rarely, Occasionally or Daily)
Lighting-dimness or brightness	<input type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input type="checkbox"/>	
Heat	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Currents	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Violence	<input type="checkbox"/>	<input type="checkbox"/>	
Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

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**FACTOR 9. Use of Technology/Specialized Equipment:** Please check the level of technology or specialized equipment use needed for you to perform your job.

- ☐ LEVEL 1: Position has no responsibility for, or use of, technology.
- ☐ LEVEL 2: Position has some basic use of computers for data entry and some use of the telephone, copier, etc.
- ☐ LEVEL 3: Position has daily use of computers for data entry and use of the telephone, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.
- ☐ LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.
- ☐ LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.
- ☐ LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.
- ☐ LEVEL 6: Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).
- ☐ LEVEL 7: Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

**10. Comments/Additional Information:** Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with the file name of "JobTitle.LastName.FirstName" and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

\_\_\_\_\_  
**EMPLOYEE'S SIGNATURE OR TYPED NAME**

\_\_\_\_\_  
**DATE**

**THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD**

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire.**

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.
2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.
3. How long has this employee worked for you?

4. Additional comments from the employee's immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to the Human Resources Director. If using a printed copy of this form, sign and date it before forwarding.

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE OR TYPED NAME**

\_\_\_\_\_  
**DATE**

**If Supervisor isn't Department Head, Department Head should review this form as well.**

- ☐ I have read the above and substantially concur.  
☐ I have read the above and have the following comments:

Type your name and the date below, and then email this form to Human Resources. If using a printed copy of this form, sign and date it before forwarding.

\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE OR TYPED NAME**

\_\_\_\_\_  
**DATE**

**IMPORTANT DATES:**

**August 12<sup>th</sup>:** Employees complete and submit the JAQs to their Supervisors. Please save file as follows:  
JobTitle.LastName.FirstName

**August 22<sup>nd</sup>:** Supervisors and Department Heads review and then submit the JAQs to Human Resources.

**September 2<sup>nd</sup>:** Human Resources reviews and then submits the JAQs to GovHR USA.

**Week of September 12<sup>th</sup>:** GovHR USA conducts virtual interviews with employees.

# APPENDIX B



**CITY OF SNOQUALMIE, WASHINGTON**  
**Criteria Used to Determine Survey Comparables**

Item 3.

**1. 2021 Population ~ Maximum 15 points**

<b>14,490</b>					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	9,660	14,490	14,490	21,735	20
2.00	7,245	9,659	21,736	28,980	15
2.50	5,796	7,244	28,981	36,225	10
3.00	4,830	5,795	36,226	43,470	5
All Others					0

**2. 2020 Income Per Capita ~ Maximum 15 Points**

<b>\$59,174</b>					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	\$39,449	\$59,174	\$59,174	\$88,761	15
2.00	\$29,587	\$39,448	\$88,762	\$118,348	11
2.50	\$23,670	\$29,586	\$118,349	\$147,935	7
3.00	\$19,725	\$23,669	\$147,936	\$177,522	3
All Others					0

**3. 2020 Total Assessed Value ~ Maximum 15 Points**

<b>\$3,467</b>					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	2,311	3,467	3,467	5,201	15
2.00	1,734	2,310	5,202	6,934	11
2.50	1,387	1,733	6,935	8,668	7
3.00	1,156	1,386	8,669	10,401	3
All Others					0

**4. 2020 General Fund Tax Levy ~ Maximum 15 Points**

<b>\$8.1 Million</b>					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	\$5.4	\$8.1	\$8.1	\$12.2	10
2.00	\$4.1	\$5.3	\$12.3	\$16.2	8
2.50	\$3.2	\$4.0	\$16.3	\$20.3	6
3.00	\$2.7	\$3.1	\$20.4	\$24.3	2
All Others					0

**5. 2020 Sales Tax ~ Maximum 15 Points**

<b>\$2.7 Million</b>					
<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	\$1.8	\$2.7	\$2.7	\$4.1	10
2.00	\$1.4	\$1.7	\$4.2	\$5.4	8
2.50	\$1.1	\$1.3	\$5.5	\$6.8	6
3.00	\$0.9	\$1.0	\$6.9	\$8.1	2
All Others					0

**CITY OF SNOQUALMIE, WASHINGTON**  
**Criteria Used to Determine Survey Comparables**

Item 3.

**6. 2021 State Distributions ~ Maximum 5 Points**

**\$0.50 Million**

<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	\$0.33	\$0.50	\$0.50	\$0.75	5
2.00	\$0.25	\$0.32	\$0.76	\$1.00	4
2.50	\$0.20	\$0.24	\$1.01	\$1.25	3
3.00	\$0.17	\$0.19	\$1.26	\$1.50	1
All Others					0

**7. 2020 Total Expenditures ~ Maximum 15 Points**

**\$27.0 Million**

<u>Factor</u>	<u>Minimum</u>	<u>Range</u>	<u>Maximum</u>	<u>Range</u>	<u>Points</u>
1.50	\$18.0	\$27.0	\$27.0	\$40.5	20
2.00	\$13.5	\$17.9	\$40.6	\$54.0	15
2.50	\$10.8	\$13.4	\$54.1	\$67.5	10
3.00	\$9.0	\$10.7	\$67.6	\$81.0	5
All Others					0

**8. Proximity in Miles ~ Maximum 5 Points**

<u>Factor</u>	<u>Points</u>
1 to 30 miles	5
31 to 60 miles	3
60 miles or more	0

Data Sources:

Municipal Research & Service Center (MRSC) of Washington's "City/town tax & population trends" for Population, Assessed Value, General Fund Tax Levy and Sales Tax: <https://mrsc.org/Home/Explore-Topics/Finance/Data/Tax-and-Population-Data.aspx#populationtax>

Office of the Washington State Auditor's Financial Intelligence Tool for Total Expenditures: <https://portal.sao.wa.gov/FIT/>

Washington State Distributions to Local Entities: <http://fiscal.wa.gov/TaxDistributions.aspx>

U.S. Census QuickFacts for Income Per Capita: <https://www.census.gov/quickfacts/fact/table/US/PST045221>

Google Maps for proximity (lowest mileage listed)

Note:

Each of the eight criterion contain ranges to assess comparability with the City's data. For example, each of the four factor ranges for City population is developed using a factor of .5 percent (+/-). To determine the population range that will receive a score of 20 (most similar to the City), the City's population is multiplied by 1.5 (maximum range) and divided by 1.5 (minimum range). The City's population is then multiplied and divided by 2.0, 2.5 and 3.0 to determine ranges of decreasing similarity (and subsequently decreasing "comparability points")

**CITY OF SNOQUALMIE, WA**  
**Criteria Comparisons -- Sorted by Rank**  
 (All municipalities meeting initial screening criteria\*)

Municipality	Population	Max. Points	Income Per Capita	Max. Points	Total Asstd. Value	Max. Points	General Fund Tax Levy	Max. Points	Sales Tax	Max. Points	State Dist.	Max. Points	Total Expenditures	Max. Points	Proximity Miles	Max. Points	Total Points
					(millions)		(millions)		(millions)		(millions)		(millions)				
Snoqualmie	14,490	20	\$59,174	15	\$3,467	15	\$8.1	10	\$2.7	10	\$0.50	5	\$27.0	20	0	5	100
Mukilteo	21,560	20	\$53,006	15	\$5,444	11	\$5.7	10	\$3.1	10	\$0.95	4	\$21.8	20	43	3	93
Mill Creek	20,930	20	\$53,109	15	\$4,454	15	\$6.4	10	\$3.6	10	\$0.75	5	\$16.7	15	37	3	93
Maple Valley	28,640	15	\$43,324	15	\$4,316	15	\$4.1	8	\$4.0	10	\$1.05	3	\$19.0	20	17	5	91
Mountlake Terrace	21,980	15	\$39,711	15	\$3,566	15	\$4.8	8	\$3.5	10	\$0.87	4	\$31.5	20	42	3	90
Covington	20,890	20	\$41,927	15	\$2,854	15	\$2.9	2	\$5.3	8	\$0.85	4	\$18.1	20	21	5	89
Newcastle	13,310	20	\$77,950	15	\$3,680	15	\$5.6	10	\$1.6	8	\$0.49	5	\$10.9	10	22	5	88
Monroe	19,900	20	\$29,664	11	\$2,885	15	\$3.3	6	\$5.5	6	\$0.80	4	\$29.2	20	29	5	87
Arlington	20,690	20	\$36,540	11	\$3,007	15	\$4.3	8	\$6.4	6	\$1.10	3	\$31.4	20	58	3	86
Woodinville	13,100	20	\$58,956	15	\$4,494	15	\$3.4	6	\$6.8	6	\$0.76	4	\$14.0	15	27	5	86
Lake Forest Park	13,630	20	\$58,615	15	\$2,432	15	\$3.3	6	\$1.3	6	\$0.49	5	\$13.6	15	34	3	85
Bonney Lake	23,510	15	\$41,866	15	\$3,304	15	\$3.3	6	\$6.7	6	\$0.77	4	\$32.0	20	41	3	84
Enumclaw	12,830	20	\$40,819	15	\$1,674	7	\$2.2	0	\$3.6	10	\$0.46	5	\$23.6	20	30	5	82
Sumner	10,700	20	\$36,402	11	\$3,493	15	\$3.8	6	\$7.1	2	\$0.72	5	\$23.0	20	37	3	82
Gig Harbor	12,200	20	\$51,048	15	\$3,184	15	\$3.0	2	\$7.4	2	\$0.49	5	\$20.8	20	52	3	82
Kenmore	24,050	15	\$56,878	15	\$5,290	11	\$5.3	8	\$2.9	10	\$0.93	4	\$16.8	15	37	3	81
Fife	11,150	20	\$32,869	11	\$2,791	15	\$3.4	6	\$9.4	0	\$1.10	3	\$26.9	20	37	3	78
University Place	35,100	10	\$41,979	15	\$4,644	15	\$4.4	8	\$3.3	10	\$1.91	0	\$15.7	15	47	3	76
DuPont	10,180	20	\$46,678	15	\$1,786	11	\$2.0	0	\$1.4	8	\$0.53	5	\$12.0	10	57	3	72
North Bend	7,685	15	\$51,763	15	\$1,713	7	\$1.9	0	\$2.7	10	\$0.28	4	\$15.6	15	3	5	71
Snohomish	10,260	20	\$36,717	11	\$1,676	7	\$1.3	0	\$4.8	8	\$0.40	5	\$14.1	15	37	3	69
Edgewood	13,110	20	\$42,603	15	\$1,998	11	\$1.9	0	\$1.5	8	\$0.55	5	\$9.1	5	35	3	67
Mercer island	25,790	15	\$95,368	11	\$15,160	0	\$13.9	8	\$4.6	8	\$0.95	4	\$48.1	15	23	5	66
Duvall	8,125	15	\$61,012	15	\$1,466	7	\$1.9	0	\$1.2	6	\$0.30	4	\$11.9	10	20	5	62
Milton	8,695	15	\$36,190	11	\$1,093	0	\$1.5	0	\$1.5	8	\$0.30	4	\$12.6	10	35	3	51
Tukwila	22,000	15	\$32,216	11	\$7,333	7	\$16.0	8	\$16.8	0	\$1.96	0	\$77.3	5	32	3	49
Stanwood	7,980	15	\$34,244	11	\$1,045	0	\$1.7	0	\$2.4	10	\$0.28	4	\$8.0	0	69	0	40
Pacific	7,255	15	\$26,784	7	\$905	0	\$1.0	0	\$1.1	6	\$0.26	4	\$9.6	5	32	3	40
Issaquah	40,640	5	\$68,492	15	\$11,966	0	\$9.6	10	\$15.6	0	\$1.91	0	\$77.4	5	13	5	40
Fircrest	7,195	10	\$40,264	15	\$985	0	\$1.6	0	\$0.6	0	\$0.39	5	\$8.6	0	45	3	33
Bellevue	152,600	0	\$71,633	15	\$68,090	0	\$61.3	0	\$67.2	0	\$10.03	0	\$430.8	0	23	5	20
Redmond	73,910	0	\$66,031	15	\$25,806	0	\$28.2	0	\$38.8	0	\$2.76	0	\$185.2	0	20	5	20

\*Initial screening criteria: Washington municipalities within King, Pierce and Snohomish Counties and with populations between approximately 7,000 and 30,000.

**CITY OF SNOQUALMIE, WA**  
**Criteria Comparisons -- Sorted by Name**  
 (All municipalities meeting initial screening criteria\*)

Municipality	Population	Max. Points	Income Per Capita	Max. Points	Total Asstd. Value (millions)	Max. Points	General Fund Tax Levy (millions)	Max. Points	Sales Tax (millions)	Max. Points	State Dist. (millions)	Max. Points	Total Expenditures (millions)	Max. Points	Proximity Miles	Max. Points	Total Points
Snoqualmie	14,490	20	\$59,174	15	\$3,467	15	\$8.1	10	\$2.7	10	\$0.50	5	\$27.0	20	0	5	100
Arlington	20,690	20	\$36,540	11	\$3,007	15	\$4.3	8	\$6.4	6	\$1.10	3	\$31.4	20	58	3	86
Bellevue	152,600	0	\$71,633	15	\$68,090	0	\$61.3	0	\$67.2	0	\$10.03	0	\$430.8	0	23	5	20
Bonney Lake	23,510	15	\$41,866	15	\$3,304	15	\$3.3	6	\$6.7	6	\$0.77	4	\$32.0	20	41	3	84
Covington	20,890	20	\$41,927	15	\$2,854	15	\$2.9	2	\$5.3	8	\$0.85	4	\$18.1	20	21	5	89
DuPont	10,180	20	\$46,678	15	\$1,786	11	\$2.0	0	\$1.4	8	\$0.53	5	\$12.0	10	57	3	72
Duvall	8,125	15	\$61,012	15	\$1,466	7	\$1.9	0	\$1.2	6	\$0.30	4	\$11.9	10	20	5	62
Edgewood	13,110	20	\$42,603	15	\$1,998	11	\$1.9	0	\$1.5	8	\$0.55	5	\$9.1	5	35	3	67
Enumclaw	12,830	20	\$40,819	15	\$1,674	7	\$2.2	0	\$3.6	10	\$0.46	5	\$23.6	20	30	5	82
Fife	11,150	20	\$32,869	11	\$2,791	15	\$3.4	6	\$9.4	0	\$1.10	3	\$26.9	20	37	3	78
Fircrest	7,195	10	\$40,264	15	\$985	0	\$1.6	0	\$0.6	0	\$0.39	5	\$8.6	0	45	3	33
Gig Harbor	12,200	20	\$51,048	15	\$3,184	15	\$3.0	2	\$7.4	2	\$0.49	5	\$20.8	20	52	3	82
Issaquah	40,640	5	\$68,492	15	\$11,966	0	\$9.6	10	\$15.6	0	\$1.91	0	\$77.4	5	13	5	40
Kenmore	24,050	15	\$56,878	15	\$5,290	11	\$5.3	8	\$2.9	10	\$0.93	4	\$16.8	15	37	3	81
Lake Forest Park	13,630	20	\$58,615	15	\$2,432	15	\$3.3	6	\$1.3	6	\$0.49	5	\$13.6	15	34	3	85
Maple Valley	28,640	15	\$43,324	15	\$4,316	15	\$4.1	8	\$4.0	10	\$1.05	3	\$19.0	20	17	5	91
Mercer island	25,790	15	\$95,368	11	\$15,160	0	\$13.9	8	\$4.6	8	\$0.95	4	\$48.1	15	23	5	66
Mill Creek	20,930	20	\$53,109	15	\$4,454	15	\$6.4	10	\$3.6	10	\$0.75	5	\$16.7	15	37	3	93
Milton	8,695	15	\$36,190	11	\$1,093	0	\$1.5	0	\$1.5	8	\$0.30	4	\$12.6	10	35	3	51
Monroe	19,900	20	\$29,664	11	\$2,885	15	\$3.3	6	\$5.5	6	\$0.80	4	\$29.2	20	29	5	87
Mountlake Terrace	21,980	15	\$39,711	15	\$3,566	15	\$4.8	8	\$3.5	10	\$0.87	4	\$31.5	20	42	3	90
Mukilteo	21,560	20	\$53,006	15	\$5,444	11	\$5.7	10	\$3.1	10	\$0.95	4	\$21.8	20	43	3	93
Newcastle	13,310	20	\$77,950	15	\$3,680	15	\$5.6	10	\$1.6	8	\$0.49	5	\$10.9	10	22	5	88
North Bend	7,685	15	\$51,763	15	\$1,713	7	\$1.9	0	\$2.7	10	\$0.28	4	\$15.6	15	3	5	71
Pacific	7,255	15	\$26,784	7	\$905	0	\$1.0	0	\$1.1	6	\$0.26	4	\$9.6	5	32	3	40
Redmond	73,910	0	\$66,031	15	\$25,806	0	\$28.2	0	\$38.8	0	\$2.76	0	\$185.2	0	20	5	20
Snohomish	10,260	20	\$36,717	11	\$1,676	7	\$1.3	0	\$4.8	8	\$0.40	5	\$14.1	15	37	3	69
Stanwood	7,980	15	\$34,244	11	\$1,045	0	\$1.7	0	\$2.4	10	\$0.28	4	\$8.0	0	69	0	40
Sumner	10,700	20	\$36,402	11	\$3,493	15	\$3.8	6	\$7.1	2	\$0.72	5	\$23.0	20	37	3	82
Tukwila	22,000	15	\$32,216	11	\$7,333	7	\$16.0	8	\$16.8	0	\$1.96	0	\$77.3	5	32	3	49
University Place	35,100	10	\$41,979	15	\$4,644	15	\$4.4	8	\$3.3	10	\$1.91	0	\$15.7	15	47	3	76
Woodinville	13,100	20	\$58,956	15	\$4,494	15	\$3.4	6	\$6.8	6	\$0.76	4	\$14.0	15	27	5	86

\*Initial screening criteria: Washington municipalities within King, Pierce and Snohomish Counties and with populations between approximately 7,000 and 30,000.

## CITY OF SNOQUALMIE, WA

## Top Comparables

(Total Comparability Points of 80 or Greater, Plus Bellevue, Issaquah, North Bend and Redmond)

Municipality	Population	Max. Points	Income Per Capita	Max. Points	Total Assd. Value (millions)	Max. Points	General Fund Tax Levy (millions)	Max. Points	Sales Tax (millions)	Max. Points	State Dist. (millions)	Max. Points	Total Expenditures (millions)	Max. Points	Proximity Miles	Max. Points	Total Points
Snoqualmie	14,490	20	\$59,174	15	\$3,467	15	\$8.1	10	\$2.7	10	\$0.50	5	\$27.0	20	0	5	100
Mukilteo	21,560	20	\$53,006	15	\$5,444	11	\$5.7	10	\$3.1	10	\$0.95	4	\$21.8	20	43	3	93
Mill Creek	20,930	20	\$53,109	15	\$4,454	15	\$6.4	10	\$3.6	10	\$0.75	5	\$16.7	15	37	3	93
Maple Valley	28,640	15	\$43,324	15	\$4,316	15	\$4.1	8	\$4.0	10	\$1.05	3	\$19.0	20	17	5	91
Mountlake Terrace	21,980	15	\$39,711	15	\$3,566	15	\$4.8	8	\$3.5	10	\$0.87	4	\$31.5	20	42	3	90
Covington	20,890	20	\$41,927	15	\$2,854	15	\$2.9	2	\$5.3	8	\$0.85	4	\$18.1	20	21	5	89
Newcastle	13,310	20	\$77,950	15	\$3,680	15	\$5.6	10	\$1.6	8	\$0.49	5	\$10.9	10	22	5	88
Monroe	19,900	20	\$29,664	11	\$2,885	15	\$3.3	6	\$5.5	6	\$0.80	4	\$29.2	20	29	5	87
Arlington	20,690	20	\$36,540	11	\$3,007	15	\$4.3	8	\$6.4	6	\$1.10	3	\$31.4	20	58	3	86
Woodinville	13,100	20	\$58,956	15	\$4,494	15	\$3.4	6	\$6.8	6	\$0.76	4	\$14.0	15	27	5	86
Lake Forest Park	13,630	20	\$58,615	15	\$2,432	15	\$3.3	6	\$1.3	6	\$0.49	5	\$13.6	15	34	3	85
Bonney Lake	23,510	15	\$41,866	15	\$3,304	15	\$3.3	6	\$6.7	6	\$0.77	4	\$32.0	20	41	3	84
Enumclaw	12,830	20	\$40,819	15	\$1,674	7	\$2.2	0	\$3.6	10	\$0.46	5	\$23.6	20	30	5	82
Sumner	10,700	20	\$36,402	11	\$3,493	15	\$3.8	6	\$7.1	2	\$0.72	5	\$23.0	20	37	3	82
Gig Harbor	12,200	20	\$51,048	15	\$3,184	15	\$3.0	2	\$7.4	2	\$0.49	5	\$20.8	20	52	3	82
Kenmore	24,050	15	\$56,878	15	\$5,290	11	\$5.3	8	\$2.9	10	\$0.93	4	\$16.8	15	37	3	81
North Bend	7,685	15	\$51,763	15	\$1,713	7	\$1.9	0	\$2.7	10	\$0.28	4	\$15.6	15	3	5	71
Issaquah	40,640	5	\$68,492	15	\$11,966	0	\$9.6	10	\$15.6	0	\$1.91	0	\$77.4	5	13	5	40
Bellevue	152,600	0	\$71,633	15	\$68,090	0	\$61.3	0	\$67.2	0	\$10.03	0	\$430.8	0	23	5	20
Redmond	73,910	0	\$66,031	15	\$25,806	0	\$28.2	0	\$38.8	0	\$2.76	0	\$185.2	0	20	5	20

# APPENDIX C

City Attorney				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue		132,078	210,981	
Bonney Lake	None - contract out services			
Covington		138,960	165,948	
Enumclaw				
Gig Harbor		146,202	177,710	
Issaquah				
Kenmore	Contracted service			
Lake Forest Park	Contracted service			
Maple Valley	Contracted position			
Mill Creek				
Monroe	Contract out for this position			
Mountlake Terrace	Contracted			
Mukilteo	N/A			
Newcastle	Contracted City Attorney			
North Bend	N/A			
Redmond				
Sumner				185,952
Woodinville				
Snoqualmie		171,276	190,296	190,296
Range Data				
Average		139,080.07	184,879.81	
50th Percentile		138,960.00	177,710.00	
60th Percentile		140,408.40	184,364.29	
65th Percentile		141,132.60	187,691.43	
70th Percentile		141,856.80	191,018.57	
75th Percentile		142,581.00	194,345.72	
80th Percentile		143,305.20	197,672.86	

City Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	City Clerk/Executive Assistant	78,113	100,989	
Bellevue				
Bonney Lake		85,884	107,328	
Covington	City Clerk/Executive Assistant	92,424	110,352	
Enumclaw		76,608	99,384	
Gig Harbor		92,451	112,375	
Issaquah		93,513	126,925	
Kenmore		81,312	112,188	
Lake Forest Park		81,660	108,864	
Maple Valley		103,391	130,823	
Mill Creek		74,796	98,424	
Monroe		81,792	105,708	
Mountlake Terrace		85,524	106,920	
Mukilteo		69,946	85,020	
Newcastle		88,713	113,344	
North Bend		88,620	111,900	
Redmond		99,528	134,328	
Sumner		85,884	107,328	
Woodinville		90,857	116,297	
Snoqualmie		101,856	113,172	101,856
Range Data				
Average		86,167.54	110,472.05	
50th Percentile		85,884.00	109,608.00	
60th Percentile		88,638.60	111,957.60	
65th Percentile		88,820.20	112,197.35	
70th Percentile		90,642.60	112,356.30	
75th Percentile		92,032.25	113,101.75	
80th Percentile		92,440.20	115,115.80	



Deputy City Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		66,969	86,851	
Bellevue		74,678	103,046	
Bonney Lake	N/A			
Covington	Senior Deputy Clerk	77,592	92,652	
Enumclaw		57,000	73,932	
Gig Harbor				
Issaquah		77,227	104,860	
Kenmore				
Lake Forest Park		66,204	88,272	
Maple Valley		76,258	96,489	
Mill Creek		67,848	89,280	
Monroe				
Mountlake Terrace	Deputy City Clerk/Executive Assistant	63,264	79,080	
Mukilteo	N/A			
Newcastle	Records Specialist but not same as Deputy Clerk			
North Bend		71,064	86,460	
Redmond		70,704	95,460	
Sumner				
Woodinville	Executive Assistant/Deputy City Clerk	70,693	95,436	
Snoqualmie		76,536	85,044	
Range Data				
Average		69,958.40	90,984.84	
50th Percentile		70,698.50	90,966.00	
60th Percentile		70,920.00	94,322.40	
65th Percentile		71,606.11	95,439.60	
70th Percentile		73,593.83	95,452.80	
75th Percentile		75,073.03	95,717.25	
80th Percentile		75,942.01	96,283.20	

Communications Coordinator/PIO				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue	Communications Manager	86,657	119,578	
Bonney Lake	N/A			
Covington				
Enumclaw				
Gig Harbor				
Issaquah	Communications Manager	93,513	126,925	
Kenmore	Communications Specialist	76,512	105,888	
Lake Forest Park				
Maple Valley	Communications Specialist (no PIO duties)	80,927	102,398	
Mill Creek				
Monroe				
Mountlake Terrace				
Mukilteo	N/A			
Newcastle	Communications Manager	91,155	111,941	
North Bend	Communications Manager	79,140	104,040	
Redmond				
Sumner	Communications Director	99,864	124,800	
Woodinville				
Snoqualmie		94,716	105,228	105,228
Range Data				
Average		86,823.98	113,652.81	
50th Percentile		86,657.22	111,941.00	
60th Percentile		89,355.89	116,523.01	
65th Percentile		90,705.22	118,814.02	
70th Percentile		91,626.53	120,622.15	
75th Percentile		92,333.82	122,188.85	
80th Percentile		93,041.11	123,755.54	

Communications Coordinator/PIO (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue	Communications Manager	86,657	119,578	
Bonney Lake	N/A			
Covington				
Enumclaw				
Gig Harbor				
Issaquah	Communications Manager	93,513	126,925	
Kenmore	Communications Specialist	76,512	105,888	
Lake Forest Park				
Maple Valley	Communications Specialist (no PIO duties)	80,927	102,398	
Mill Creek				
Monroe				
Mountlake Terrace				
Mukilteo	N/A			
Newcastle	Communications Manager	91,155	111,941	
North Bend	Communications Manager	79,140	104,040	
Redmond				
Sumner	Communications Director			
Woodinville				
Snoqualmie		94,716	105,228	105,228
Range Data				
Average		84,650.64	111,794.94	
50th Percentile		83,792.11	108,914.50	
60th Percentile		86,657.22	111,941.00	
65th Percentile		87,781.67	113,850.17	
70th Percentile		88,906.11	115,759.35	
75th Percentile		90,030.56	117,668.52	
80th Percentile		91,155.00	119,577.69	

Management Analyst				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Executive Analyst	66,969	86,851	
Bellevue				
Bonney Lake	N/A			
Covington				
Enumclaw				
Gig Harbor				
Issaquah		70,292	95,299	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe		74,448	96,216	
Mountlake Terrace		72,780	90,948	
Mukilteo	N/A			
Newcastle	N/A			
North Bend	N/A			
Redmond	Management Analyst	73,800	99,612	
Sumner				
Woodinville		79,805	107,738	
Snoqualmie		86,100	95,664	95,664
Range Data				
Average		73,015.65	96,110.62	
50th Percentile		73,290.00	95,757.36	
60th Percentile		73,800.00	96,216.00	
65th Percentile		73,962.00	97,065.00	
70th Percentile		74,124.00	97,914.00	
75th Percentile		74,286.00	98,763.00	
80th Percentile		74,448.00	99,612.00	

Management Analyst (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Executive Analyst			
Bellevue				
Bonney Lake	N/A			
Covington				
Enumclaw				
Gig Harbor				
Issaquah		70,292	95,299	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe		74,448	96,216	
Mountlake Terrace		72,780	90,948	
Mukilteo	N/A			
Newcastle	N/A			
North Bend	N/A			
Redmond	Management Analyst	73,800	99,612	
Sumner				
Woodinville		79,805	107,738	
Snoqualmie		86,100	95,664	95,664
Range Data				
Average		74,224.98	97,962.54	
50th Percentile		73,800.00	96,216.00	
60th Percentile		74,059.20	97,574.40	
65th Percentile		74,188.80	98,253.60	
70th Percentile		74,318.40	98,932.80	
75th Percentile		74,448.00	99,612.00	
80th Percentile		75,519.40	101,237.20	

Director of Finance and Human Resources				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Director of Finance	143,513	185,541	
Bellevue	Director, Finance & Asset Management	132,078	210,981	
Bonney Lake	Chief Financial Officer (not over HR)	148,056	185,952	
Covington	Finance Director	138,960	165,948	
Enumclaw	Finance Director (HR not in Finance)	106,068	137,628	
Gig Harbor	Finance Director	129,002	156,803	
Issaquah	Chief Financial Officer	150,566	204,362	
Kenmore	Finance & Administration Director	123,480	170,412	
Lake Forest Park	Finance Director	110,484	147,300	
Maple Valley	Finance/IT Director (no HR)	132,501	167,656	
Mill Creek	Finance Director	116,040	152,700	
Monroe	Finance Dtr. (HR Dtr sep, same range)	126,816	163,884	
Mountlake Terrace	Finance Director	133,944	157,584	
Mukilteo	Finance Director (just Finance not HR)	124,568	151,413	
Newcastle	Finance Director (only)	126,471	162,146	
North Bend	Finance Director	131,760	169,380	
Redmond	Director of Finance	143,700	201,168	
Sumner	Chief Financial Officer	128,832	160,992	
Woodinville	Finance Director	137,512	169,140	
Snoqualmie		153,840	170,928	170,928
Range Data				
Average		130,755.32	169,525.80	
50th Percentile		131,760.00	165,948.00	
60th Percentile		132,416.44	168,843.20	
65th Percentile		133,511.10	169,308.00	
70th Percentile		136,084.80	169,999.20	
75th Percentile		138,236.00	177,976.50	
80th Percentile		140,781.20	185,705.40	

Human Resources Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	HR Director	130,170	168,291	
Bellevue	Human Resources Division Manager	116,668	161,050	
Bonney Lake		103,368	129,168	
Covington		103,848	123,984	
Enumclaw		83,736	108,648	
Gig Harbor	Human Resources Director	122,810	149,276	
Issaquah	Human Resources Director	136,907	185,764	
Kenmore		92,544	127,704	
Lake Forest Park	Human Resources Director	92,100	122,796	
Maple Valley	HR/Risk Manager Director	132,501	167,656	
Mill Creek		95,460	125,616	
Monroe				
Mountlake Terrace		81,372	101,712	
Mukilteo		96,171	116,896	
Newcastle	HR & Risk Management Dtr. No other HR emp	110,752	141,269	
North Bend	Administrative Services Director	114,840	156,840	
Redmond		106,980	144,420	
Sumner		99,864	124,800	
Woodinville				
Snoqualmie		102,204	113,556	
Range Data				
Average		107,064.13	138,581.76	
50th Percentile		103,848.00	129,168.00	
60th Percentile		109,243.20	143,159.60	
65th Percentile		112,387.20	146,362.40	
70th Percentile		115,205.54	150,788.80	
75th Percentile		116,667.68	156,840.00	
80th Percentile		121,581.54	160,207.69	

Human Resources Manager (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	HR Director	130,170	168,291	
Bellevue	Human Resources Division Manager	116,668	161,050	
Bonney Lake		103,368	129,168	
Covington		103,848	123,984	
Enumclaw		83,736	108,648	
Gig Harbor	Human Resources Director	122,810	149,276	
Issaquah	Human Resources Director	136,907	185,764	
Kenmore		92,544	127,704	
Lake Forest Park	Human Resources Director	92,100	122,796	
Maple Valley	HR/Risk Manager Director	132,501	167,656	
Mill Creek		95,460	125,616	
Monroe				
Mountlake Terrace		81,372	101,712	
Mukilteo		96,171	116,896	
Newcastle	HR & Risk Management Dtr. No other HR empls	110,752	141,269	
North Bend	Administrative Services Director			
Redmond		106,980	144,420	
Sumner		99,864	124,800	
Woodinville				
Snoqualmie		102,204	113,556	
Range Data				
Average		106,578.14	137,440.62	
50th Percentile		103,608.00	128,436.00	
60th Percentile		106,980.00	141,269.00	
65th Percentile		109,809.00	143,632.25	
70th Percentile		113,709.84	146,848.00	
75th Percentile		118,203.26	152,219.40	
80th Percentile		122,810.00	161,049.61	



HR Analyst				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue		67,626	93,334	
Bonney Lake	HR Generalist	75,900	94,848	
Covington				
Enumclaw				
Gig Harbor		77,571	94,288	
Issaquah		70,292	95,299	
Kenmore				
Lake Forest Park				
Maple Valley		76,258	96,489	
Mill Creek				
Monroe	HR Coordinator	64,563	82,389	
Mountlake Terrace				
Mukilteo	N/A			
Newcastle	No HR employees other than Director			
North Bend	Human Resources Assistant	69,840	90,840	
Redmond		75,156	101,472	
Sumner				
Woodinville				
Snoqualmie		86,100	95,664	
Range Data				
Average		72,150.79	93,619.83	
50th Percentile		72,723.96	94,568.00	
60th Percentile		75,304.80	94,938.14	
65th Percentile		75,565.20	95,095.90	
70th Percentile		75,825.60	95,253.65	
75th Percentile		75,989.50	95,596.29	
80th Percentile		76,114.80	96,012.89	

Budget Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue	Budget Division Manager	105,670	145,821	
Bonney Lake	N/A			
Covington				
Enumclaw				
Gig Harbor				
Issaquah				
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe	Finance Manager	95,508	123,432	
Mountlake Terrace				
Mukilteo	N/A			
Newcastle				
North Bend	N/A			
Redmond	Financial Planning Manager	110,796	149,692	
Sumner				
Woodinville				
Snoqualmie		102,204	113,556	113,556
Range Data				
Average		103,991.47	139,648.41	
50th Percentile		105,670.41	145,821.23	
60th Percentile		106,695.53	146,595.38	
65th Percentile		107,208.09	146,982.46	
70th Percentile		107,720.65	147,369.54	
75th Percentile		108,233.21	147,756.62	
80th Percentile		108,745.76	148,143.69	

Budget Analyst				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue		67,626	93,334	
Bonney Lake	N/A			
Covington				
Enumclaw				
Gig Harbor				
Issaquah		70,292	95,299	
Kenmore				
Lake Forest Park				
Maple Valley	Senior Financial Analyst	80,927	102,398	
Mill Creek				
Monroe				
Mountlake Terrace				
Mukilteo	N/A			
Newcastle				
North Bend				
Redmond	N/A. This work mostly performed by Sr. Financial Analysts			
Sumner				
Woodinville				
Snoqualmie		86,100	95,664	
Range Data				
Average		72,948.37	97,010.29	
50th Percentile		70,291.92	95,298.72	
60th Percentile		72,418.94	96,718.58	
65th Percentile		73,482.44	97,428.50	
70th Percentile		74,545.95	98,138.43	
75th Percentile		75,609.46	98,848.36	
80th Percentile		76,672.97	99,558.29	

Accountant				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Finance Accountant	78,113	100,989	
Bellevue				
Bonney Lake	Accounting Specialist I-III	51,833.16	74,660	
Covington	Accountant	75,336	89,952	
Enumclaw		70,104	90,948	
Gig Harbor				
Issaquah		70,292	95,299	
Kenmore		69,036	95,292	
Lake Forest Park				
Maple Valley		70,828	89,619	
Mill Creek	Staff Accountant	74,796	98,424	
Monroe				
Mountlake Terrace		74,556	93,384	
Mukilteo	Staff Accountant	67,855	82,749	
Newcastle				
North Bend	Accounting Operations Manager	85,920	109,140	
Redmond		64,932	87,660	
Sumner				
Woodinville				
Snoqualmie		73,584	87,756	87,756
Range Data				
Average		71,133.43	92,342.99	
50th Percentile		70,560.00	92,166.00	
60th Percentile		73,064.80	94,528.80	
65th Percentile		74,592.00	95,293.05	
70th Percentile		74,724.00	95,296.90	
75th Percentile		74,931.00	96,080.25	
80th Percentile		75,228.00	97,799.00	

Senior Account Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Payroll Finance Coordinator	56,904	74,247	
Bellevue	Financial Analyst	67,626	93,336	
Bonney Lake	Accounting Specialist III	57,430	74,660	
Covington	Senior Accounting Specialist	69,036	82,416	
Enumclaw	Accounting Tech III	61,164	74,412	
Gig Harbor				
Issaquah	Fiscal Specialist II	60,419	81,565	
Kenmore	Payroll & Benefits Coordinator	58,524	80,772	
Lake Forest Park	Utility & Payroll Analyst	61,500	81,996	
Maple Valley	N/A			
Mill Creek	Payroll Clerk	55,812	73,452	
Monroe	AP/AR	59,604	76,068	
Mountlake Terrace	Financial Services Technician	54,787	68,099	
Mukilteo	Payroll Coordinator	58,434	71,027	
Newcastle				
North Bend	Staff Accountant	71,076	86,484	
Redmond	Sr. Accounting Specialist	63,456	82,512	
Sumner	Finance Specialist-Payroll	69,912	87,360	
Woodinville	Accounting Specialist	62,621	84,538	
Snoqualmie		66,528	79,308	79,308
Range Data				
Average		61,769.08	79,559.02	
50th Percentile		60,791.64	81,168.60	
60th Percentile		61,500.00	81,996.00	
65th Percentile		62,340.75	82,311.00	
70th Percentile		63,038.50	82,464.00	
75th Percentile		64,498.55	83,018.50	
80th Percentile		67,626.20	84,538.00	

Account Clerk - Utility Billing				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Finance Technician I and II	47,656	67,947	
Bellevue	Account Representative-Utility Billing	58,271	80,391	
Bonney Lake	Accounting Specialist I-III	51,833	74,660	
Covington				
Enumclaw	Accounting Tech II	56,688	68,940	
Gig Harbor	Utility Billing Technician	59,243	74,108	
Issaquah	Fiscal Specialist I	54,943	74,172	
Kenmore				
Lake Forest Park	Accounting Clerk	50,592	67,452	
Maple Valley	N/A			
Mill Creek				
Monroe		59,604	76,068	
Mountlake Terrace				
Mukilteo	N/A			
Newcastle	N/A-Utilities are via other organizations			
North Bend	Utilities Coordinator	62,916	76,548	
Redmond	Accounting Specialist	49,596	64,476	
Sumner	Finance Specialist - Utility Billing	69,912	87,360	
Woodinville				
Snoqualmie		56,640	67,536	61,836
Range Data				
Average		56,477.70	73,829.26	
50th Percentile		56,688.00	74,172.00	
60th Percentile		58,271.37	74,659.92	
65th Percentile		58,757.19	75,363.96	
70th Percentile		59,243.00	76,068.00	
75th Percentile		59,423.50	76,308.00	
80th Percentile		59,604.00	76,548.00	

Information Technology Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		136,679	176,706	
Bellevue	Chief Information Officer	132,078	210,981	
Bonney Lake	Information Services Manager	111,480	137,280	
Covington	Information Technology Manager	103,848	123,984	
Enumclaw	Information Services Director	109,248	141,756	
Gig Harbor	Information Systems Manager	105,118	131,495	
Issaquah	Chief Information Officer	124,508	168,848	
Kenmore				
Lake Forest Park	Information Systems Manager	95,028	126,708	
Maple Valley	IT/IS Manager	111,576	141,179	
Mill Creek	Info. Systems & Technology Manager	90,912	119,640	
Monroe	HR Dtr also serves as IT Director	126,816	163,884	
Mountlake Terrace	IT Systems Administrator	103,848	122,172	
Mukilteo	N/A			
Newcastle				
North Bend	N/A - in process of creating a JD & hiring for IT			
Redmond	Director Technology & Information Svcs.	143,700	201,168	
Sumner	Information Systems Manager	103,368	129,168	
Woodinville	Information Systems Manager	97,354	124,614	
Snoqualmie		136,596	151,752	151,752
Range Data				
Average		113,037.43	147,972.22	
50th Percentile		109,248.00	137,280.00	
60th Percentile		111,518.40	141,409.80	
65th Percentile		112,869.23	143,968.80	
70th Percentile		121,921.82	159,458.40	
75th Percentile		125,662.14	166,365.96	
80th Percentile		127,868.44	170,419.54	

Information Technology Director (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		136,679	176,706	
Bellevue	Chief Information Officer	132,078	210,981	
Bonney Lake	Information Services Manager			
Covington	Information Technology Manager			
Enumclaw	Information Services Director	109,248	141,756	
Gig Harbor	Information Systems Manager			
Issaquah	Chief Information Officer	124,508	168,848	
Kenmore				
Lake Forest Park	Information Systems Manager			
Maple Valley	IT/IS Manager			
Mill Creek	Info. Systems & Technology Manager			
Monroe	HR Dtr also serves as IT Director	126,816	163,884	
Mountlake Terrace	IT Systems Administrator			
Mukilteo	N/A			
Newcastle				
North Bend	N/A - in process of creating a JD & hiring for IT			
Redmond	Director Technology & Information Svcs.	143,700	201,168	
Sumner	Information Systems Manager			
Woodinville	Information Systems Manager			
Snoqualmie		136,596	151,752	151,752
Range Data				
Average		128,838.25	177,223.89	
50th Percentile		129,447.11	172,776.96	
60th Percentile		132,078.22	176,706.00	
65th Percentile		133,228.42	182,821.50	
70th Percentile		134,378.61	188,937.00	
75th Percentile		135,528.81	195,052.50	
80th Percentile		136,679.00	201,168.00	



GIS Analyst				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	GIS Analyst I and II	60,370	91,315	
Bellevue	GIS Analyst	67,626	93,334	
Bonney Lake		70,512	91,663	
Covington	GIS Coordinator	84,648	101,076	
Enumclaw	GIS Administrator	81,276	105,444	
Gig Harbor	GIS Coordinator	71,277	89,162	
Issaquah	GIS Coordinator	85,002	115,367	
Kenmore				
Lake Forest Park				
Maple Valley	GIS Manager	80,927	102,398	
Mill Creek				
Monroe	GIS/CAD Specialist	70,512	91,128	
Mountlake Terrace	GIS Specialist	62,754	78,437	
Mukilteo	GIS Coordinator	70,605	85,851	
Newcastle				
North Bend		73,752	92,664	
Redmond		73,020	98,568	
Sumner	AutoCAD/GIS Specialist	75,900	94,848	
Woodinville				
Snoqualmie		70,116	83,592	83,592
Range Data				
Average		73,441.49	95,089.68	
50th Percentile		72,148.50	92,999.08	
60th Percentile		73,605.60	94,545.23	
65th Percentile		74,718.60	96,522.00	
70th Percentile		76,402.70	98,818.80	
75th Percentile		79,670.25	100,449.00	
80th Percentile		81,066.60	101,604.80	

IT Systems Support				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Systems Administrator I	70,025	99,839	
Bellevue	IT Network/Systems Administrator II	71,054	98,047	
Bonney Lake	N/A			
Covington				
Enumclaw	Sr. Information Services Tech	72,216	93,684	
Gig Harbor				
Issaquah	Network Systems Analyst	77,227	104,860	
Kenmore				
Lake Forest Park				
Maple Valley	Systems Administrator	80,927	102,398	
Mill Creek				
Monroe				
Mountlake Terrace				
Mukilteo	Network Engineer	67,184	81,662	
Newcastle				
North Bend	N/A			
Redmond	Technical Systems Coordinator	78,036	105,360	
Sumner	Information Systems Administrator	83,892	104,832	
Woodinville				
Snoqualmie		70,116	83,592	83,592
Range Data				
Average		75,070.08	98,835.29	
50th Percentile		74,721.36	101,118.50	
60th Percentile		77,388.58	102,884.80	
65th Percentile		77,671.82	103,736.70	
70th Percentile		77,955.07	104,588.60	
75th Percentile		78,758.75	104,839.02	
80th Percentile		79,770.60	104,848.85	

Service Desk Technician				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	IT Technician	56,904	74,247	
Bellevue	IT End User Support I	61,217	84,497	
Bonney Lake	PC/Network Specialist	57,430	74,654	
Covington				
Enumclaw	Information Services Tech	60,480	78,468	
Gig Harbor	Information Systems Assistant	63,231	79,097	
Issaquah	PC Technician II	60,419	81,565	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe	IT Desktop Support	62,436	80,688	
Mountlake Terrace	Computer Support Technician	55,869	69,826	
Mukilteo	N/A			
Newcastle				
North Bend	N/A			
Redmond	Systems Support Specialist	69,396	93,696	
Sumner	Information Systems Technician	75,900	94,848	
Woodinville	Information Services Technician	58,937	79,565	
Snoqualmie		60,396	72,048	72,048
Range Data				
Average		62,019.89	81,013.71	
50th Percentile		60,480.00	79,565.00	
60th Percentile		61,217.06	80,688.00	
65th Percentile		61,826.53	81,126.60	
70th Percentile		62,436.00	81,565.20	
75th Percentile		62,833.50	83,031.13	
80th Percentile		63,231.00	84,497.05	

Planning Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		91,111	117,793	
Bellevue		100,565	138,752	
Bonney Lake	Planning & Building Supervisor	103,368	129,168	
Covington	Principal Planner	97,968	116,952	
Enumclaw				
Gig Harbor	Principal Planner	93,331	116,750	
Issaquah		113,161	153,508	
Kenmore	Principal Planner	88,980	122,784	
Lake Forest Park				
Maple Valley	Community Development Manager	111,576	141,179	
Mill Creek				
Monroe		95,508	123,432	
Mountlake Terrace				
Mukilteo		91,494	111,211	
Newcastle				
North Bend	Comm. & Economic Development Dtr.	131,760	169,380	
Redmond		111,288	150,240	
Sumner		90,960	113,676	
Woodinville		111,776	143,074	
Snoqualmie		102,204	113,556	
Range Data				
Average		102,346.09	131,992.72	
50th Percentile		99,266.26	126,300.00	
60th Percentile		102,807.30	136,834.83	
65th Percentile		106,932.00	139,843.90	
70th Percentile		111,316.80	141,368.50	
75th Percentile		111,504.00	142,600.25	
80th Percentile		111,656.00	145,940.40	

Planning Manager (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		91,111	117,793	
Bellevue		100,565	138,752	
Bonney Lake	Planning & Building Supervisor	103,368	129,168	
Covington	Principal Planner	97,968	116,952	
Enumclaw				
Gig Harbor	Principal Planner	93,331	116,750	
Issaquah		113,161	153,508	
Kenmore	Principal Planner	88,980	122,784	
Lake Forest Park				
Maple Valley	Community Development Manager			
Mill Creek				
Monroe		95,508	123,432	
Mountlake Terrace				
Mukilteo		91,494	111,211	
Newcastle				
North Bend	Comm. & Economic Development Dtr.			
Redmond		111,288	150,240	
Sumner		90,960	113,676	
Woodinville		111,776	143,074	
Snoqualmie		102,204	113,556	
Range Data				
Average		99,125.77	128,111.60	
50th Percentile		96,738.00	123,108.00	
60th Percentile		99,525.91	126,873.60	
65th Percentile		100,985.03	130,605.53	
70th Percentile		102,526.95	135,876.48	
75th Percentile		105,348.00	139,832.16	
80th Percentile		109,704.00	142,209.51	

Senior Planner				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Planner III	78,814	112,370	
Bellevue		86,657	119,578	
Bonney Lake	N/A			
Covington				
Enumclaw		83,736	108,648	
Gig Harbor		87,502	109,458	
Issaquah		93,513	126,925	
Kenmore		80,316	110,832	
Lake Forest Park		77,916	103,896	
Maple Valley		93,747	118,620	
Mill Creek		74,796	98,424	
Monroe		81,792	105,708	
Mountlake Terrace		92,364	115,476	
Mukilteo		77,230	93,874	
Newcastle		83,718	107,095	
North Bend		87,480	106,428	
Redmond		87,888	118,644	
Sumner		85,884	107,328	
Woodinville		90,857	116,297	
Snoqualmie		93,516	111,516	111,516
Range Data				
Average		84,953.52	110,564.74	
50th Percentile		85,884.00	109,458.00	
60th Percentile		87,150.89	111,754.80	
65th Percentile		87,488.80	113,612.40	
70th Percentile		87,579.20	115,640.20	
75th Percentile		87,888.00	116,297.00	
80th Percentile		90,263.20	118,155.40	

Associate Planner				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Planner II	62,216	88,706	
Bellevue		74,678	103,046	
Bonney Lake		74,224	96,488	
Covington				
Enumclaw		68,088	88,344	
Gig Harbor		70,012	87,580	
Issaquah		77,227	104,860	
Kenmore		72,612	100,212	
Lake Forest Park				
Maple Valley		70,828	89,619	
Mill Creek		61,536	80,976	
Monroe		67,512	87,252	
Mountlake Terrace		68,578	90,938	
Mukilteo		67,855	82,479	
Newcastle	Unfunded-prev. Assoc. promoted to Sr.	70,365	89,507	
North Bend		74,028	90,072	
Redmond	Planner	77,208	104,232	
Sumner		79,896	99,840	
Woodinville		75,111	101,400	
Snoqualmie		78,240	93,288	89,244
Range Data				
Average		71,292.56	93,267.68	
50th Percentile		70,828.00	90,072.00	
60th Percentile		73,461.60	94,267.72	
65th Percentile		74,106.48	97,828.68	
70th Percentile		74,314.97	99,914.40	
75th Percentile		74,678.04	100,212.00	
80th Percentile		75,024.41	101,162.40	

Assistant Planner				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue		64,371	88,782	
Bonney Lake		63,636	82,726	
Covington				
Enumclaw				
Gig Harbor		60,762	76,008	
Issaquah		70,292	95,299	
Kenmore		61,140	84,372	
Lake Forest Park		59,004	78,672	
Maple Valley	N/A			
Mill Creek				
Monroe				
Mountlake Terrace				
Mukilteo		65,199	79,250	
Newcastle		65,448	84,770	
North Bend	N/A			
Redmond		66,432	89,700	
Sumner		67,908	84,864	
Woodinville		62,621	84,538	
Snoqualmie		70,260	83,820	
Range Data				
Average		64,255.73	84,452.80	
50th Percentile		64,371.29	84,538.00	
60th Percentile		65,199.00	84,770.00	
65th Percentile		65,323.50	84,817.00	
70th Percentile		65,448.00	84,864.00	
75th Percentile		65,940.00	86,822.85	
80th Percentile		66,432.00	88,781.70	



Community Development Liaison				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Community Development Liaison	78,769	102,776	
Bellevue	Community Relations Coordinator	74,678	103,046	
Bonney Lake	Recreation & Special Events Manager	83,892	104,852	
Covington				
Enumclaw				
Gig Harbor				
Issaquah				
Kenmore	Volunteer & Events Supervisor	61,140	84,372	
Lake Forest Park				
Maple Valley	Community Resource Coordinator	76,258	96,489	
Mill Creek				
Monroe	Events & Tourism Coordinator	59,604	76,068	
Mountlake Terrace	Community Relations Specialist	50,523	63,107	
Mukilteo	N/A			
Newcastle	Events & Recreation Coordinator	63,726	83,401	
North Bend	Economic Development Manager	89,460	112,380	
Redmond				
Sumner				
Woodinville				
Snoqualmie		76,536	85,044	85,044
Range Data				
Average		70,894.47	91,832.36	
50th Percentile		74,678.04	96,489.00	
60th Percentile		75,942.01	101,518.60	
65th Percentile		76,760.20	102,830.01	
70th Percentile		77,764.60	102,938.02	
75th Percentile		78,769.00	103,046.04	
80th Percentile		80,818.20	103,768.42	

Community Development Liaison (Edited)					
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual	Salary:
Arlington	Community Development Liaison	78,769	102,776		
Bellevue	Community Relations Coordinator	74,678	103,046		
Bonney Lake	Recreation & Special Events Manager				
Covington					
Enumclaw					
Gig Harbor					
Issaquah					
Kenmore	Volunteer & Events Supervisor	61,140	84,372		
Lake Forest Park					
Maple Valley	Community Resource Coordinator	76,258	96,489		
Mill Creek					
Monroe	Events & Tourism Coordinator	59,604	76,068		
Mountlake Terrace	Community Relations Specialist	50,523	63,107		
Mukilteo	N/A				
Newcastle	Events & Recreation Coordinator	63,726	83,401		
North Bend	Economic Development Manager				
Redmond					
Sumner					
Woodinville					
Snoqualmie		76,536	85,044		85,044
Range Data					
Average		66,385.46	87,037.03		
50th Percentile		63,726.00	84,372.00		
60th Percentile		70,297.22	91,642.20		
65th Percentile		73,582.84	95,277.30		
70th Percentile		74,994.03	97,746.40		
75th Percentile		75,468.02	99,632.50		
80th Percentile		75,942.01	101,518.60		

Building Inspector				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Building Inspector/Plans Examiner	60,370	78,769	
Bellevue	Inspector	90,041	99,387	
Bonney Lake	Building Inspector I	63,634	82,726	
Covington	Plans Examiner/Building Inspector	89,724	107,136	
Enumclaw	Building Official	83,736	108,648	
Gig Harbor	Building Inspector/Plans Reviewer	68,308	85,449	
Issaquah	Building Inspector	66,434	89,685	
Kenmore	Building Inspector/Plans Examiner	75,768	104,568	
Lake Forest Park				
Maple Valley		70,828	89,619	
Mill Creek				
Monroe		70,512	91,128	
Mountlake Terrace		66,560	83,242	
Mukilteo		65,856	80,048	
Newcastle	Building Inspector/Code Enforcement	73,027	89,969	
North Bend		74,820	91,032	
Redmond		75,096	97,608	
Sumner	Building Fire Safety Inspector	79,896	99,840	
Woodinville	Building Inspector II	75,111	101,400	
Snoqualmie		74,616	88,980	
Range Data				
Average		73,513.01	92,956.12	
50th Percentile		73,027.00	91,032.00	
60th Percentile		74,985.60	95,016.00	
65th Percentile		75,102.00	98,319.60	
70th Percentile		75,242.40	99,477.61	
75th Percentile		75,768.00	99,840.00	
80th Percentile		79,070.40	101,088.00	

Permit Technician				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Permit Technician I and II	52,076	72,085	
Bellevue	Permit Processing Technician	58,271	80,391	
Bonney Lake	Permit Technician I and II	51,883	74,660	
Covington	Building Permit Specialist	59,676	71,256	
Enumclaw	Permit Specialist	58,716	76,188	
Gig Harbor	Permit Coordinator	60,762	76,008	
Issaquah		60,419	81,565	
Kenmore	Permit Coordinator	58,524	80,772	
Lake Forest Park		53,424	71,220	
Maple Valley		76,258	96,489	
Mill Creek				
Monroe		61,812	79,872	
Mountlake Terrace		55,869	69,826	
Mukilteo	Permit Service Assistant (cert. not req'd)	51,841	63,013	
Newcastle	Development Permit Coordinator	63,790	79,848	
North Bend		64,104	78,000	
Redmond		60,840	82,128	
Sumner	Permit Specialist	61,920	77,376	
Woodinville	Permit Technician II	58,937	79,565	
Snoqualmie		59,772	71,268	71,268
Range Data				
Average		59,395.70	77,236.76	
50th Percentile		59,306.50	77,688.00	
60th Percentile		60,487.82	79,621.60	
65th Percentile		60,765.90	79,849.20	
70th Percentile		60,832.20	79,869.60	
75th Percentile		61,569.00	80,261.18	
80th Percentile		61,876.80	80,619.56	

Deputy Fire Chief				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue		122,615	169,208	
Bonney Lake	City does not have FD			
Covington				
Enumclaw				
Gig Harbor				
Issaquah				
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe	Fire Dept is not part of the City anymore			
Mountlake Terrace				
Mukilteo	N/A			
Newcastle	N/A - contract through Bellevue Fire			
North Bend	N/A			
Redmond		139,500	188,316	
Sumner				
Woodinville				
Snoqualmie		123,576	137,304	137,304
Range Data				
Average		131,057.32	178,762.16	
50th Percentile		131,057.32	178,762.16	
60th Percentile		132,745.86	180,672.92	
65th Percentile		133,590.12	181,628.31	
70th Percentile		134,434.39	182,583.69	
75th Percentile		135,278.66	183,539.08	
80th Percentile		136,122.93	184,494.46	

Administrative Assistant II - Fire				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue	Senior Administrative Assistant	61,217	84,497	
Bonney Lake	City does not have FD			
Covington				
Enumclaw				
Gig Harbor				
Issaquah				
Kenmore				
Lake Forest Park				
Maple Valley	Administrative Assistant III-Police	76,258	96,489	
Mill Creek				
Monroe	Fire Dept is not part of the City anymore			
Mountlake Terrace				
Mukilteo	Senior Dept. Assistant	54,497	66,241	
Newcastle	N/A			
North Bend	Admin. Assistant - for City Hall staff	55,032	66,948	
Redmond				
Sumner				
Woodinville				
Snoqualmie		59,772	71,268	35,634
Range Data				
Average		61,751.02	78,543.76	
50th Percentile		58,124.53	75,722.53	
60th Percentile		59,980.05	80,987.24	
65th Percentile		60,907.81	83,619.60	
70th Percentile		62,721.15	85,696.25	
75th Percentile		64,977.30	87,495.04	
80th Percentile		67,233.44	89,293.83	

Police Chief				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		150,043	193,983	
Bellevue		132,078	210,981	
Bonney Lake		155,136	190,944	
Covington				
Enumclaw		119,364	154,872	
Gig Harbor		137,602	167,256	
Issaquah		150,566	204,362	
Kenmore				
Lake Forest Park		121,836	160,332	
Maple Valley	Contracted position			
Mill Creek				
Monroe		139,812	180,684	
Mountlake Terrace		160,344	170,892	
Mukilteo		127,067	154,451	
Newcastle	N/A - contract through KCSO			
North Bend	N/A			
Redmond		149,040	208,656	
Sumner				190,944
Woodinville				
Snoqualmie		153,840	170,928	170,928
Range Data				
Average		140,262.55	181,583.01	
50th Percentile		139,812.00	180,684.00	
60th Percentile		149,040.00	190,944.00	
65th Percentile		149,541.50	192,463.50	
70th Percentile		150,043.00	193,983.00	
75th Percentile		150,304.40	199,172.34	
80th Percentile		150,565.80	204,361.68	

Police Captain				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Deputy Police Chief	130,170	168,291	
Bellevue	Police Major	147,477	154,844	
Bonney Lake	Assistant Police Chief	148,884	175,968	
Covington				
Enumclaw	Police Commander	109,248	141,756	
Gig Harbor	Police Lieutenant	122,810	149,276	
Issaquah	Police Commander	126,268	171,234	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe	Deputy Chief	126,816	163,884	
Mountlake Terrace	Police Commander	133,752	143,844	
Mukilteo	N/A			
Newcastle	N/A - contract through KCSO			
North Bend	N/A			
Redmond		157,680	173,472	
Sumner	Deputy Chief (also Lt. at \$85608-\$93120)	140,808	175,968	
Woodinville				
Snoqualmie		130,080	144,528	137,304
Range Data				
Average		134,391.27	161,853.69	
50th Percentile		131,961.00	166,087.50	
60th Percentile		136,574.40	169,468.15	
65th Percentile		139,749.60	170,792.45	
70th Percentile		142,808.70	171,905.32	
75th Percentile		145,809.75	172,912.47	
80th Percentile		147,758.40	173,971.20	



Police Captain (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Deputy Police Chief			
Bellevue	Police Major	147,477	154,844	
Bonney Lake	Assistant Police Chief	148,884	175,968	
Covington				
Enumclaw	Police Commander	109,248	141,756	
Gig Harbor	Police Lieutenant	122,810	149,276	
Issaquah	Police Commander	126,268	171,234	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe	Deputy Chief			
Mountlake Terrace	Police Commander	133,752	143,844	
Mukilteo	N/A			
Newcastle	N/A - contract through KCSO			
North Bend	N/A			
Redmond		157,680	173,472	
Sumner	Deputy Chief (also Lt. at \$85608-\$93120)			
Woodinville				
Snoqualmie		130,080	144,528	
Range Data				
Average		135,159.82	158,627.70	
50th Percentile		133,752.00	154,844.00	
60th Percentile		141,987.00	164,677.93	
65th Percentile		146,104.50	169,594.89	
70th Percentile		147,758.40	171,681.50	
75th Percentile		148,180.50	172,352.94	
80th Percentile		148,602.60	173,024.38	

Police Support Officer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		56,904	74,247	
Bellevue		57,522	73,203	
Bonney Lake	Community Service Officer	67,056	78,072	
Covington				
Enumclaw				
Gig Harbor	Community Services Officer	60,222	75,334	
Issaquah				
Kenmore				
Lake Forest Park	Support Services Officer	56,508	68,712	
Maple Valley	N/A			
Mill Creek				
Monroe				
Mountlake Terrace				
Mukilteo	Support Services Technician	54,174	65,849	
Newcastle	N/A - contract through KCSO			
North Bend	N/A			
Redmond				
Sumner	Community Service officer	60,132	73,596	
Woodinville				
Snoqualmie		68,148	82,812	75,156
Range Data				
Average		58,931.08	72,716.11	
50th Percentile		57,521.54	73,596.00	
60th Percentile		59,087.82	73,986.60	
65th Percentile		59,870.95	74,181.90	
70th Percentile		60,150.00	74,464.40	
75th Percentile		60,177.00	74,790.50	
80th Percentile		60,204.00	75,116.60	

Evidence/Records Technician				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Police Services Technician II	55,247	72,085	
Bellevue	Police Property Evidence Technician	56,917	72,630	
Bonney Lake	Records Clerk	55,488	66,072	
Covington				
Enumclaw	Evidence Custodian	57,696	73,620	
Gig Harbor				
Issaquah	Evidence Technician	52,000	83,200	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek	Police Support Services Technician	53,160	69,948	
Monroe		61,812	79,872	
Mountlake Terrace	Property Room Technician	58,906	73,570	
Mukilteo		48,555	59,019	
Newcastle	N/A - contract through KCSO			
North Bend	N/A			
Redmond	Prop./Evidence Tech (no records )	59,748	77,640	
Sumner				
Woodinville				
Snoqualmie		59,772	71,268	68,208
Range Data				
Average		55,952.85	72,765.52	
50th Percentile		56,202.47	73,099.60	
60th Percentile		57,228.56	73,589.76	
65th Percentile		57,579.14	73,612.44	
70th Percentile		58,058.88	74,826.00	
75th Percentile		58,603.20	76,635.00	
80th Percentile		59,074.08	78,086.40	

Director of Parks & Public Works				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington		143,513	185,541	
Bellevue	Dtr. Transportation or Dtr. Utilities	132,078	210,981	
Bonney Lake	Public Svc Dtr. Also administrator for Plar	148,056	185,952	
Covington				
Enumclaw	Public Works Director	112,524	146,004	
Gig Harbor	Public Works Director	129,002	156,803	
Issaquah	PW Director	150,566	204,362	
Kenmore	Public Works Director	123,480	170,412	
Lake Forest Park	Public Works Director	124,464	160,248	
Maple Valley	PW/Comm Dev Dtr. (Parks is separate)	132,501	167,656	
Mill Creek	Director of Public Works & Dev. Services	116,040	152,700	
Monroe	PW Dtr. Parks Dtr is \$126816-163884	133,152	172,080	
Mountlake Terrace	Public Works Director	133,944	157,584	
Mukilteo	Public Works Director (incl. Parks maint.)	124,568	151,413	
Newcastle	PW Dtr.-CCUD provides Water/Sewer	133,356	173,443	
North Bend	PW Director	144,300	178,680	
Redmond	Parks Director (PW Dtr is separate job)	143,700	201,168	
Sumner	Public Works Director			185,952
Woodinville	Public Works Director	137,512	169,140	
Snoqualmie		153,840	170,928	170,928
Range Data				
Average		133,103.30	173,186.30	
50th Percentile		133,152.00	170,412.00	
60th Percentile		133,708.80	172,897.80	
65th Percentile		135,371.20	175,537.80	
70th Percentile		138,712.20	180,052.20	
75th Percentile		143,513.00	185,541.00	
80th Percentile		143,662.60	185,869.80	

Deputy Director of Parks & Public Works/City Engineer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Deputy Public Works Director	123,913	160,201	
Bellevue	DD-Utilities; or Parks/Comm Svcs; or Trar	122,615	169,208	
Bonney Lake	City Engineer	128,832	160,992	
Covington	City Engineer	113,280	135,252	
Enumclaw	Assistant Public Works Director	97,068	125,964	
Gig Harbor	City Engineer	105,118	131,495	
Issaquah	Engineering Manager	124,508	168,848	
Kenmore	City Engineer	118,500	163,548	
Lake Forest Park				
Maple Valley	Dep. Dtr. Parks & Rec. (no PW duties)	111,576	141,179	
Mill Creek	City Engineer	90,912	119,640	
Monroe	City Engineer	108,396	140,088	
Mountlake Terrace	City Engineer	124,416	133,812	
Mukilteo	City Engineer	116,180	141,218	
Newcastle	N/A - PW Director is City Engineer			
North Bend	Deputy PW Director	114,840	156,840	
Redmond	Deputy Dtr-Parks (PW is separate)	116,568	157,356	
Sumner	City Engineer	128,832	160,992	
Woodinville	Assistant Public Works Director	119,770	147,316	
Snoqualmie		112,044	124,488	137,304
Range Data				
Average		115,607.29	147,879.37	
50th Percentile		116,568.00	147,316.00	
60th Percentile		119,262.00	157,149.60	
65th Percentile		120,907.86	158,494.00	
70th Percentile		122,874.31	160,359.20	
75th Percentile		123,913.00	160,992.00	
80th Percentile		124,315.40	160,992.00	

Project Engineer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Civil Engineer II	78,814	112,370	
Bellevue	Senior Engineer	95,673	132,057	
Bonney Lake	Assistant City Engineer	103,368	129,168	
Covington				
Enumclaw	City Engineer			
Gig Harbor		87,778	109,803	
Issaquah	Senior Engineer	102,864	139,533	
Kenmore	Senior Engineer	88,980	122,784	
Lake Forest Park	Senior Project Manager	87,384	115,236	
Maple Valley	Senior Project Engineer	93,747	118,620	
Mill Creek		74,676	98,424	
Monroe	Engineering Services Manager	104,340	134,844	
Mountlake Terrace	Civil Engineer II	77,230	93,874	
Mukilteo	Capital Project Engineer	90,596	110,121	
Newcastle	Assistant City Engineer	90,123	114,279	
North Bend	City Engineer			
Redmond				
Sumner	Public Works Project Manager	103,368	129,168	
Woodinville	Engineer II	97,354	124,614	
Snoqualmie	Actual average of 3 incumbents	96,312	114,852	109,896
Range Data				
Average		91,752.97	118,993.01	
50th Percentile		90,596.00	118,620.00	
60th Percentile		94,517.34	123,516.00	
65th Percentile		95,840.97	125,069.40	
70th Percentile		97,017.77	128,257.20	
75th Percentile		100,108.88	129,168.00	
80th Percentile		102,964.61	129,745.75	

Project Engineer (Edited)				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Civil Engineer II	78,814	112,370	
Bellevue	Senior Engineer	95,673	132,057	
Bonney Lake	Assistant City Engineer	103,368	129,168	
Covington				
Enumclaw	City Engineer			
Gig Harbor		87,778	109,803	
Issaquah	Senior Engineer	102,864	139,533	
Kenmore	Senior Engineer	88,980	122,784	
Lake Forest Park	Senior Project Manager	87,384	115,236	
Maple Valley	Senior Project Engineer	93,747	118,620	
Mill Creek		74,676	98,424	
Monroe	Engineering Services Manager	104,340	134,844	
Mountlake Terrace	Civil Engineer II	77,230	93,874	
Mukilteo	Capital Project Engineer	90,596	110,121	
Newcastle	Assistant City Engineer	90,123	114,279	
North Bend	City Engineer			
Redmond				
Sumner	Public Works Project Manager	103,368	129,168	
Woodinville	Engineer II	97,354	124,614	
Snoqualmie	Actual average of 3 incumbents	96,312	114,852	109,896
Range Data				
Average		91,752.97	118,993.01	
50th Percentile		90,596.00	118,620.00	
60th Percentile		94,517.34	123,516.00	
65th Percentile		95,840.97	125,069.40	
70th Percentile		97,017.77	128,257.20	
75th Percentile		100,108.88	129,168.00	
80th Percentile		102,964.61	129,745.75	

Administrative Assistant - PW				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Administrative Specialist II	52,076	72,085	
Bellevue	Administrative Assistant	58,271	80,391	
Bonney Lake	N/A			
Covington	Office Technician II/Receptionist	54,708	65,316	
Enumclaw	PW Administrative Manager	66,084	85,740	
Gig Harbor	Public Works Assistant	57,610	72,066	
Issaquah	Administrative Specialist	49,916	67,385	
Kenmore	Administrative Specialist	58,524	80,772	
Lake Forest Park	Public Works Administrative Assistant	52,824	70,416	
Maple Valley	N/A			
Mill Creek				
Monroe		61,812	79,872	
Mountlake Terrace	Administrative Assistant	52,021	65,000	
Mukilteo	Senior Dept. Assistant	54,497	66,241	
Newcastle	N/A - City only has one Admin. Asst. (Receptionist) for entire city			
North Bend	N/A			
Redmond	Admin. Asst. Job is same across depts.	52,859	71,364	
Sumner	Public Works Specialist	58,824	73,512	
Woodinville	Senior Administrative Assistant - PW	62,621	84,538	
Snoqualmie		56,640	67,536	67,536
Range Data				
Average		56,617.66	73,906.99	
50th Percentile		56,159.00	72,075.50	
60th Percentile		58,139.10	73,226.60	
65th Percentile		58,385.05	76,374.00	
70th Percentile		58,554.00	79,923.89	
75th Percentile		58,749.00	80,261.18	
80th Percentile		60,019.20	80,543.35	



Parks/Street Maintenance Superintendent				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Maintenance & Operations Manager	98,400	127,217	
Bellevue	Transportation Superintendent	86,657	119,578	
Bonney Lake	Public Works Superintendent	128,832	160,992	
Covington				
Enumclaw	Operations Manager	83,736	108,648	
Gig Harbor	Public Works Superintendent	89,874	112,426	
Issaquah	PW Streets Supervisor	85,002	115,367	
Kenmore	Streets & Surface Water Maint. Supv.	69,648	96,108	
Lake Forest Park	Public Works Superintendent	70,800	94,392	
Maple Valley	Infrastructure Maintenance Manager	93,747	118,620	
Mill Creek				
Monroe	Parks Supervisor	80,316	107,616	
Mountlake Terrace	PW Supervisor (Streets/Stormwater)	74,556	93,384	
Mukilteo	Public Works Superintendent	90,596	110,121	
Newcastle	Infrastructure Maintenance Manager	84,340	108,768	
North Bend	Senior Lead Technician	82,257	100,079	
Redmond				
Sumner	Public Works Manager	91,872	114,816	
Woodinville	Maintenance Supervisor	84,794	114,471	
Snoqualmie		81,336	96,996	
Range Data				
Average		87,214.21	112,662.67	
50th Percentile		84,897.88	111,273.50	
60th Percentile		86,657.22	114,471.00	
65th Percentile		89,069.81	114,729.75	
70th Percentile		90,235.00	115,091.64	
75th Percentile		90,915.00	116,180.46	
80th Percentile		91,872.00	118,620.00	

Parks Lead Worker				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Maintenance & Operations Crew Chief	65,968	86,073	
Bellevue	Crew Leader	73,139	91,858	
Bonney Lake	Parks & Forestry Lead	70,512	92,695	
Covington				
Enumclaw	Parks Maintenance Worker II	61,752	72,924	
Gig Harbor				
Issaquah	Parks Operations Lead	66,434	89,685	
Kenmore	Parks Lead Maintenance Worker	64,536	89,052	
Lake Forest Park				
Maple Valley	Parks Manager	88,054	111,416	
Mill Creek				
Monroe		68,820	87,840	
Mountlake Terrace				
Mukilteo		67,173	81,558	
Newcastle	N/A - All Maintenance Technician are at the same range			
North Bend		73,629	89,581	
Redmond	Lead Maintenance Worker	74,688	100,824	
Sumner	Parks Field Supervisor	85,608	93,120	
Woodinville				
Snoqualmie		72,360	86,304	82,980
Range Data				
Average		71,692.79	90,552.21	
50th Percentile		69,666.18	89,633.28	
60th Percentile		72,088.06	90,989.06	
65th Percentile		73,212.14	91,983.67	
70th Percentile		73,482.03	92,443.76	
75th Percentile		73,893.93	92,801.04	
80th Percentile		74,476.25	93,034.94	

Parks Maintenance Worker				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue	Skilled Worker	60,804	76,417	
Bonney Lake	Maintenance Worker I	49,241	65,043	
Covington				
Enumclaw	Parks Worker I	53,388	64,944	
Gig Harbor				
Issaquah	Park Operations Worker	69,419	81,565	
Kenmore				
Lake Forest Park				
Maple Valley	Parks Maintenance Worker I	54,627	69,199	
Mill Creek				
Monroe		60,780	77,568	
Mountlake Terrace				
Mukilteo	Maintenance Worker II (CDL req'd)	58,781	68,926	
Newcastle	Maintenance Tech. (PW, Streets, SWM)	61,818	77,010	
North Bend		62,484	76,021	
Redmond	Maintenance Technician	58,488	87,744	
Sumner				
Woodinville				
Snoqualmie	Actual average of 5 incumbents	66,528	79,308	79,308
Range Data				
Average		58,982.96	74,443.74	
50th Percentile		59,780.50	76,219.08	
60th Percentile		60,789.41	76,654.03	
65th Percentile		60,800.00	76,921.01	
70th Percentile		61,107.87	77,177.40	
75th Percentile		61,564.38	77,428.50	
80th Percentile		61,951.25	78,367.40	

Maintenance Tech II - Streets				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Maintenance Worker II	60,370	78,769	
Bellevue	Skilled Worker	60,804	76,417	
Bonney Lake	Maintenance Worker II	57,430	75,691	
Covington	Maintenance Worker II-IV	65,148	95,352	
Enumclaw	Street Worker II	66,168	78,156	
Gig Harbor	Maintenance Technician	57,178	76,251	
Issaquah	PW Maintenance Worker III	60,658	81,887	
Kenmore	Maintenance Worker	54,960	75,840	
Lake Forest Park				
Maple Valley	Public Works Maintenance Worker II	62,310	78,842	
Mill Creek	Maintenance Worker	55,812	73,452	
Monroe		60,780	77,568	
Mountlake Terrace	Maintenance Worker II	61,672	74,090	
Mukilteo	Maintenance Worker II	58,781	68,926	
Newcastle	Maintenance Tech. (PW, Streets, SWM)	61,818	77,010	
North Bend	N/A			
Redmond				
Sumner	Public Works Operator II	72,264	80,304	
Woodinville	Maintenance Worker II	49,710	71,638	
Snoqualmie		66,528	79,308	79,308
Range Data				
Average		60,366.37	77,512.04	
50th Percentile		60,718.92	76,713.36	
60th Percentile		60,803.53	77,568.00	
65th Percentile		61,454.88	78,009.00	
70th Percentile		61,745.00	78,462.50	
75th Percentile		61,941.00	78,787.25	
80th Percentile		62,310.00	78,842.00	

Operator II - Wastewater				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington	Wastewater Treatment Plant Operator II	62,181	81,132	
Bellevue	Skilled Worker	60,804	76,417	
Bonney Lake	Maintenance Worker II	57,430	75,691	
Covington				
Enumclaw		70,596	83,364	
Gig Harbor	Wastewater Operator	65,168	81,521	
Issaquah				
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe		67,548	86,220	
Mountlake Terrace				
Mukilteo	N/A			
Newcastle	N/A			
North Bend		69,712	84,815	
Redmond				
Sumner	WWTF Operator II	75,876	85,752	
Woodinville				
Snoqualmie		66,528	79,308	66,528
Range Data				
Average		66,164.22	81,863.97	
50th Percentile		66,358.00	82,442.50	
60th Percentile		67,980.72	83,654.16	
65th Percentile		68,737.98	84,161.94	
70th Percentile		69,495.24	84,669.72	
75th Percentile		69,932.70	85,049.10	
80th Percentile		70,242.24	85,377.12	

Mechanic II				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Arlington				
Bellevue	Mechanical Services Technician	66,266	83,333	
Bonney Lake		60,453	82,726	
Covington				
Enumclaw	Mechanic	69,624	82,236	
Gig Harbor	Mechanic	66,055	82,629	
Issaquah	PW Heavy Equipment Mechanic	66,733	90,088	
Kenmore				
Lake Forest Park				
Maple Valley	N/A			
Mill Creek				
Monroe		67,548	86,220	
Mountlake Terrace	Mechanic	58,531	73,133	
Mukilteo	N/A			
Newcastle	N/A			
North Bend		66,844	81,326	
Redmond	Mechanic (only one level)	74,928	97,416	
Sumner		72,264	80,304	
Woodinville				
Snoqualmie		66,528	79,308	79,308
Range Data				
Average		66,924.62	83,941.09	
50th Percentile		66,788.40	82,677.54	
60th Percentile		67,125.65	82,968.95	
65th Percentile		67,442.41	83,242.18	
70th Percentile		68,170.80	84,199.28	
75th Percentile		69,105.00	85,498.32	
80th Percentile		70,152.00	86,993.52	

# APPENDIX D

Comparable Community	Health Insurance	
	Employee Only - Muni Contribution	Family - Muni Contribution
Arlington	80%-100% dep. on plan chosen	80%-100% dep. on plan chosen
Bellevue		
Bonney Lake	95.00%	95.00%
Covington		
Enumclaw	85.00%	N/R
Gig Harbor	100.00%	100% . Teamsters in low deductible plans: 90-95%
Issaquah	100.00%	90%-100% of partner & dependents
Kenmore	100.00%	90.00%
Lake Forest Park	Non-rep: 100% of Group Health \$10 co-pay plan; empl pays diff. for other plans. Teamsters: 90%	Non-rep: 100% of Group Health \$10 co-pay plan; empl pays diff. for other plans. Teamsters: 90%
Maple Valley	100.00%	80.00%
Mill Creek	AFSCME: 90% of non-HDHP; 100% of HDHP	AFSCME: 90% of non-HDHP; 100% of HDHP
Monroe	93.00%	93.00%
Mountlake Terrace	100.00%	93%-96%
Mukilteo	100.00%	90% of dependents
Newcastle	92%-100%	82%-100%
North Bend	95.00%	95% Empl & 90% spouse/dependents
Redmond	100.00%	87%-95%. Per CBAs: employee pays 20% of dependent coverage
Sumner	100.00%	100.00%
Woodinville	100% (HDHP plan)	100% (HDHP plan)
<b><i>Snoqualmie</i></b>	100.00%	100.00%
Average:	97.3%	91.6%



Comparable Community	Dental Coverage		Orthodontia Coverage	
	Employee Only-Muni Contribution	Family-Muni Contribution	Employee Only-Muni Contribution	Family-Muni Contribution
Arlington	90.00%	90.00%		
Bellevue				
Bonney Lake	100.00%	100.00%		
Covington				
Enumclaw	100.00%	N/R	100.00%	N/R
Gig Harbor	100.00%	100.00%	100.00%	100.00%
Issaquah	100.00%	Exempt: 100% for partner & dependents. Non-exempt: 80%	100.00%	Exempt: 100% for partner & dependents. Non-exempt: 80%
Kenmore	100.00%	100.00%	100.00%	100.00%
Lake Forest Park	100.00%	100.00%		
Maple Valley	100.00%	100.00%	n/a	n/a
Mill Creek	AFSCME: 100%	AFSCME: 100%		
Monroe	100.00%	100.00%		
Mountlake Terrace	96.00%	97.00%	100.00%	100.00%
Mukilteo	100.00%	100.00%	100.00%	100.00%
Newcastle	100.00%	90.00%	100.00%	90.00%
North Bend	95.00%	95.00%	50.00%	50.00%
Redmond	100.00%	85%-92%. Per CBAs: employee pays 20% of dependent coverage	Included in dental coverage	
Sumner	100.00%	100.00%		
Woodinville	90%-100% (w. HDHP plan)	90%-100% (w. HDHP plan)		
<b><i>Snoqualmie</i></b>	100.00%	100.00%	100.00%	100.00%
Average:	98.7%	97.7%	93.8%	90.0%

Comparable Community	Vision Coverage	
	Employee Only-Muni Contribution	Family-Muni Contribution
Arlington	100.00%	100.00%
Bellevue		
Bonney Lake	100.00%	100.00%
Covington		
Enumclaw	100.00%	N/R
Gig Harbor	100.00%	100.00%
Issaquah	100.00%	100.00%
Kenmore	100.00%	100.00%
Lake Forest Park	100.00%	100.00%
Maple Valley	100.00%	100.00%
Mill Creek	AFSCME: 100%	AFSCME: 100%
Monroe	100.00%	100.00%
Mountlake Terrace	100.00%	100.00%
Mukilteo	100.00%	100.00%
Newcastle	100.00%	100.00%
North Bend	100.00%	100.00%
Redmond	100.00%	87-94%. Per CBAs: employee pays 20% of dependent coverage
Sumner	100.00%	100.00%
Woodinville	100.00%	100.00%
<b><i>Snoqualmie</i></b>	100.00%	100.00%
Average:	100.0%	100.0%

Comparable Community	HRA Contribution	
	Employee Only-Muni Contribution	Family-Muni Contribution
Arlington	\$900 w. HDHP	50% of premium savings vs. non-HDHP
Bellevue		
Bonney Lake	\$2,000 (seed money)	\$3,500 (seed money)
Covington		
Enumclaw	\$100/mo. non-rep; \$180/mo. AFSCME	
Gig Harbor	\$3,450 for Teamsters in HDHP	\$3,900 for Teamsters in HDHP
Issaquah	No	No
Kenmore	\$450 (+\$221.88 if on AHN plan)	\$900 (+1) or \$1350 (+2 or more), and add'l \$321-\$604 if on AHN plan
Lake Forest Park		
Maple Valley	none	none
Mill Creek	AFSCME: 50% of premium savings vs. non-HDHP	AFSCME: 50% of premium savings vs. non-HDHP
Monroe	1% of monthly salary or \$105	
Mountlake Terrace	N/A	N/A
Mukilteo	\$1,500	\$3,000
Newcastle	N/A we have an HSA if employee selects HDHP plan	
North Bend	N/A	N/A
Redmond	City does not provide HRA contribution, employee only	
Sumner	HSA: \$1500. Plus HRA bridge: \$1400 (\$2400 CBA empls.) Teamsters-N/A	HSA: \$3000 Plus HRA bridge: \$4800 (Teamsters-N/A)
Woodinville	HSA: \$1955 w. HDHP plan	HSA: \$2890-\$5635 w. HDHP plan
<b>Snoqualmie</b>	\$3,000	\$6,000
Average:	150000.0%	300000.0%

Comparable Community	Life Insurance		Short-Term/Long-Term Disability Insurance
	Amount of Coverage	Employer Contribution	Type, Coverage %, Elimination Period
Arlington	\$26,000	100%	Yes offered, details unspecified
Bellevue	80% of salary up to \$50,000	100%	Long-term; 60% up to \$5,000/mo.; 180 days
Bonney Lake	\$50,000	100%	67%/90 day
Covington			
Enumclaw	\$0	0%	
Gig Harbor	Yes offered, details unspecified		Yes offered, details unspecified
Issaquah	\$50,000	100%	Long-term; 90 days
Kenmore	1X annual salary	100%	Long-term; 60% up to \$8,000/mo.; 90 days
Lake Forest Park	\$50,000	100%	Long-term; 67%; 90 days
Maple Valley	1X annual salary	up to \$50,000	Long-term, 60%, 90 day
Mill Creek	\$10,000	100%	Yes offered, details unspecified
Monroe	\$50,000	100%	
Mountlake Terrace	3X salary up to \$250,000	100%	Long-term; 2/3 replacement of salary; 90 days
Mukilteo	Up to \$100,000	100%	
Newcastle	\$50,000	100%	Long-term, 60%, 90 day
North Bend	\$50,000		.331%of Salary
Redmond	\$50,000 (DHs=1Xsalary up to \$150k)	100% for Basic Life	Short-term: from 3 to up to 6 mos. 40%-60% (dep. on tenure) of salary less Workers Comp payments Long-term: 60%, 180 days; \$7800/Mo. max
Sumner	\$50,000	100%	Yes offered, details unspecified
Woodinville	\$10,000	100%	
<i>Snoqualmie</i>	\$50,000	100%	None
Average:	\$36,000	93%	

Comparable Community	How many Sick Days granted per year?	Maximum accrual of Sick Days?
Arlington	12	1000 hours
Bellevue	12	
Bonney Lake	12	720 hours
Covington	12	368 hours
Enumclaw	12	1096 hours
Gig Harbor	12	1440 hours
Issaquah	8 or 12, as chosen by employee	1280 hours
Kenmore	12	None
Lake Forest Park	12	720 hours
Maple Valley	12	None
Mill Creek	12	1040 hours (AFSCME)
Monroe	12	None
Mountlake Terrace	12	None
Mukilteo	12	None
Newcastle	12	960 hours
North Bend	10 to 12	960 hours
Redmond	12 (Regular Sick Leave. Non-exempt employees also accrue WA State Paid Sick Leave at 52 hrs/yr which must be exhausted before Regular is used)	960 hours (Regular Sick Leave)
Sumner	12	None (Only up to 720 hrs may be reimbursed according to schedule at separation)
Woodinville	12	None
<b><i>Snoqualmie</i></b>	12.0	720 hours
Average:	12.0	

Comparable Community	How many Holidays granted per year?
Arlington	13
Bellevue	12
Bonney Lake	13
Covington	14
Enumclaw	13
Gig Harbor	12
Issaquah	14
Kenmore	12
Lake Forest Park	12
Maple Valley	13
Mill Creek	11. AFSCME also get 1-3 floating holidays dep. on tenure
Monroe	12.5
Mountlake Terrace	11 + 1 floating
Mukilteo	13
Newcastle	12
North Bend	12
Redmond	13 (For RCHEA Town Hall union: 12)
Sumner	13
Woodinville	11
<b><i>Snoqualmie</i></b>	13.0
Average:	12.4

Comparable Community	Vacation Time
Arlington	0-2 yrs=12 day; 3-4 yrs=15 days; 5-6 yrs=18 days; 7-8 yrs=21 days; 9-10 yrs=24 days; 11-15 yrs=27 days; 15+yrs=30 days
Bellevue	
Bonney Lake	1st year=11 days; 2nd year= 11 days; 3rd year=13 days; 4th year=14 days; 5th year=15 days; etc., to 22 days/12th yr
Covington	
Enumclaw	0-12 mos.=6 days; 13-24 mos.=12 days; 25-120 mos.=18 days; 121-240 mos.=21 days; 241+ mos.=24 days
Gig Harbor	1st yr-10 days. Then 1 add'l day per year up to a max of 26 days
Issaquah	2 vacation schedules dep. on whether 8 or 12 sick days/yr. Vacation schedule for 12 sick days follows: 0-4 years=12 days; 5-9 years=16 days; 10-14 years=20 days; 15-19 years=22 days; 20+ years=24 days
Kenmore	1st year=10 days; 5th year=15 days; 8th year=20 days; 12th year=25 days
Lake Forest Park	1st yr-10 days; 2nd-5th yr=12 days; 6th-10th yr=15 days; 11th-15th yr=17 days; 16th-20 yrs=20 days; 21+ yrs=23 days
Maple Valley	1-2 years = 12 days; then add one day per year until reach a max of 25 days/year at 15 years
Mill Creek	Non-rep: 1st yr=10 days; 2nd-4th yr=13 days; 5th-7th yr=15 days; 8th-11th yr=18 days; 12th yr+=24 days AFSCME: 0-5 yrs=12 days; 6-10 yrs=16 days; 11-13 yrs=19 days; 14-16 yrs=20; 17-20 yrs=21 days; 20+ yrs = 22 days
Monroe	Teamsters: 0-2 yrs=11 days; 3 yrs=13 days; 5 yrs=17 days; 6 yrs=18 days; 7 yrs=19 days; 8 yrs=20 days; 9 yrs=21 days; 10-11 yrs=24 days; 12-13 days=25 days; 14 yrs or more=26 days
Mountlake Terrace	1st 3 yrs=12 days; 4-6 yrs=15 days; 7-10 yrs=18 days; 11-15 yrs=21 days; 16+ yrs=24 days. Teamsters: 21+ yrs=25.5
Mukilteo	Non-rep: 0-5 yrs=13 days; 6-10 yrs=15 days; 11-15 yrs=18 days; 16+yrs=20 days Teamsters: 1st 5 yrs=13 days; 6-10 yrs=15days; 11-15 yrs=18 days; 16+yrs=20 days
Newcastle	0-2 years=12 days; 3-4 years=14 days; 5-6 years=15 days; 7-8 years=17 days; 9-10 years=19 days; 11-14 years=21 days; 15+ years=23 days
North Bend	1-4 yrs=12 days; 5-9 yrs=17 days; 10 yrs=20 days; 11+ yrs=1 add'l day per year to max o 25
Redmond	1st & 2nd yr=12 days; 3rd yr=13 days; 4th yr=14 days; 5th yr=16 days; 7th yr=17 days; 9th yr=18 days; 11th yr=19 days; 13th yr=20 days; 15th yr=21; 17th yr=22 days; 20th yr=23 days. Police Supp./Teamsters union: 23 yrs=24 days
Sumner	1st yr=12 days; then add 1 day/yr to 23 days in 12th yr; 14th yr=24 days; 17th yr=25 days; 20th yr=26 days; 23rd yr=27 days; 25+ yrs=28 days
Woodinville	1st yr=10 days; 2nd-4th yr=13 days; 5th-7th yr=15 days; 8th-11th yr=18 days; 12th yr+=24 days
<b>Snoqualmie</b>	0-3 years=10 days; 4-8 years=15 days; 9-14 years=20 days; 15+ year=Add 1 day per year until max benefit of 25 days per year is reached in year 19
Average:	

Comparable Community	Participates in PERS? If not, what retirement benefit is offered?	Deferred Compensation Match
Arlington	Yes	1% match starting 7/1/24 per AFSCME CBA
Bellevue	Yes	
Bonney Lake	Yes	Match up to \$150/mo.
Covington		
Enumclaw	Yes	\$50 if \$100 contributed
Gig Harbor	Yes	Teamsters: 10-20 yrs=\$75/mo.; 20+yrs=\$100/mo.
Issaquah	Yes	1-to-1 match up to \$200 for FT employees
Kenmore	Yes	None
Lake Forest Park	Yes	None
Maple Valley	Yes	None
Mill Creek	Yes	None
Monroe	Yes	2 or 3% depending on if represented
Mountlake Terrace	Yes. And LEOFF	None
Mukilteo	Yes. And LEOFF	None
Newcastle	Yes	None
North Bend	At hire can choose betw. PERS 2 and 3	\$150/mo.
Redmond	Yes	None
Sumner	Yes. And LEOFF	\$185/mo. (\$250/mo. for Non-Comm Police CBA)
Woodinville	Yes	None
<b><i>Snoqualmie</i></b>	Yes	\$200/month, including \$50/month automatically for Teamsters
Average:		



Comparable Community	Performance Bonus
Arlington	
Bellevue	
Bonney Lake	None
Covington	
Enumclaw	
Gig Harbor	
Issaquah	
Kenmore	Merit increases every year separate from COLAs up to 4% based on performance
Lake Forest Park	
Maple Valley	None
Mill Creek	
Monroe	
Mountlake Terrace	N/A
Mukilteo	None
Newcastle	If employee has a positive annual evaluation eligible for a 3% Merit increase
North Bend	Exempt employees are given up to a 3% performance bonus based on annual review
Redmond	N/A
Sumner	
Woodinville	
<b><i>Snoqualmie</i></b>	Up to 4% salary bonus 2X/yr for M&P positions
Average:	

Comparable Community	Comp Time
Arlington	May be taken in lieu of OT and scheduled w. approval of supv.; max of 40 hrs may be accrued
Bellevue	
Bonney Lake	AFSCME Laborers: May accrue up to 72 hrs comp time; hours in excess of 72 paid at OT rate
Covington	
Enumclaw	Union employees can accumulate, but anything over 96 hrs. is paid out once/year
Gig Harbor	May be arranged in lieu of OT by mutual agreement. Max accrual of 80 hrs specified for Teamsters
Issaquah	
Kenmore	Available for non-exempt employees, time and a half comp for hours over 40/week
Lake Forest Park	Teamsters: Max accrual is 80 hrs
Maple Valley	See "Policy" tab for details
Mill Creek	AFSCME: Max accrual is 60 hrs
Monroe	Teamsters: can accrue in lieu of OT pay at rate of 1 1/2 times hours worked; max accumulation is 180 hours. City will buy out accrued comp time down to 80 hrs in June and 40 hrs in Nov
Mountlake Terrace	Non-rep (w. DH approval) and Teamsters can elect comp time. 40 hrs max carried over
Mukilteo	General overview: can use comp time in lieu of getting paid for OT. Max carryover is 40 hours
Newcastle	Comp time in lieu of Overtime is 55 hours max. If exceeds max, paid at OT rate
North Bend	For comp time, employees accrue 1.5 hrs of comp time for every hour of OT worked. Comp time can be used in place of vacation & may not exceed 80 hrs
Redmond	Comp time in lieu of Overtime with supervisor approval. Max accumulation is 80 hours. Some variation by CBA
Sumner	Up to 240 hrs may be accrued (50 Non-Comm Police CBA); must be used by end of year
Woodinville	
<b><i>Snoqualmie</i></b>	M&P: hour for hour bank maxed at 40). Teamsters: choice of overtime 1 ½ x hourly rate or comp time accrual
Average:	



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-022  
February 13, 2023  
Committee Report

Item 4.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	Incentive retention pay for eligible employees	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Approve MOUs pertaining to retention incentive pay program for Snoqualmie Police Association (SPA) and Intl Association of Firefighter (IAFF) Local 2878	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Mark Correia	1/31/2023
	Finance	Drew Bouta	1/31/2023
	Legal	Bob Sterbank	1/31/2023
	City Administrator	Mike Sauerwein	2/1/2023

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Jen Ferguson		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> February 7, 2023	
<b>MEMBERS:</b>	Bryan Holloway	James Mayhew	Rob Wotton
<b>EXHIBITS:</b>	1. Proposed MOU Snoqualmie Police Association 2. Proposed MOU Intl Association of Firefighter Local 2878 3. Council Approved AB22-158 M&P Retention Incentive		

<b>AMOUNT OF EXPENDITURE</b>	\$ 280,000
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUESTED</b>	\$ 280,000

## SUMMARY

### INTRODUCTION

The purpose of this agenda bill is for Council consideration and approval of an incentive retention pay program for eligible employees.

### LEGISLATIVE HISTORY

The City Council approved AB22-158 providing for an incentive retention pay program for the Management & Professionals employee group on November 28, 2022. (See exhibit 3)

### BACKGROUND

According to the AWC City Conditions Survey, Washington cities are struggling to fill vacancies, across all departments; as well as struggling with turn-over due to a high level of resignations and retirements. To minimize retention disasters cities are implementing telework programs, hiring bonuses, retention or incentive pay and adding in new benefits.

## ANALYSIS

The City of Snoqualmie has, like other Washington cities, been impacted by vacancies and the ability to keep existing levels of service is at risk. The City has implemented some of the tools, recommended by AWC, to retain employees such as a telework program and hiring bonuses for eligible positions. The Council approved fringe benefit improvements for the M&P employee group on November 28, 2022 (See AB22-156) and included the costs/savings in the adopted 2023-2024 biennial budget.

Our Police and Fire Union representatives have requested, and the administration supports the request for the Council to consider retention incentive pay for eligible employees and the proposed SPA and IAFF MOU's mirror the incentive retention pay program for the Management & Professionals employee approved in 2022. (See exhibits 1 and 2).

## BUDGET IMPACTS

Administration recommends approving Memorandum of Understandings (MOUs) regarding a retention incentive pay program with both the Snoqualmie Police Association (SPA) and the International Association of Firefighters (IAFF) Local 2878. The estimated cost of the retention incentive pay program for the SPA and IAFF combined is \$280,000. The 2023-2024 Biennial Budget did not include an appropriation for the retention incentive pay program. However, given the one-time nature of the proposed expenditure and the fund balance forecasted and incorporated into the 2023-2024 Biennial Budget Document, the Administration intends to bring forth a budget amendment at a future date that would fund the retention incentive pay program. The following table estimates the additional appropriation required for two functional classifications within the General Fund (#001), Police (Snoqualmie) and Fire and Emergency Management, as well as the additional appropriation required for the North Bend Police Services Fund (#014). The estimated cost of the retention incentive pay program on the North Bend Police Services Fund (#014) may require an increase in the police services fee from the City of North Bend.

	2023	2024	Total 2023-2024
<b>General Fund</b>	<b>\$ 80,000</b>	<b>\$ 120,000</b>	<b>\$ 200,000</b>
<i>Police (Snoqualmie)</i>	<i>\$ 35,000</i>	<i>\$ 55,000</i>	<i>\$ 90,000</i>
<i>Fire &amp; Emergency Management</i>	<i>\$ 45,000</i>	<i>\$ 65,000</i>	<i>\$ 110,000</i>
<b>North Bend Police Services Fund</b>	<b>\$ 35,000</b>	<b>\$ 45,000</b>	<b>\$ 80,000</b>
<b>TOTAL =</b>	<b>\$ 115,000</b>	<b>\$ 165,000</b>	<b>\$ 280,000</b>

## NEXT STEPS

## PROPOSED ACTION

Motion to approve MOUs pertaining to retention incentive pay program for Snoqualmie Police Association (SPA) and Intl Association of Firefighter (IAFF) Local 2878

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE CITY OF SNOQUALMIE, WA**  
**AND THE**  
**SNOQUALMIE POLICE ASSOCIATION**

This Memorandum of Understanding is entered into between the City of Snoqualmie, WA, and the Snoqualmie Police Association, with the intent to allow proper communication between the parties listed above and pertaining to an Incentive Bonus Program.

**Purpose:**

The purpose of the Incentive Bonus program is to assist City of Snoqualmie with retaining highly competent, productive, and innovative commissioned Police Officers and Police Sergeants for which the City of Snoqualmie has concerns of losing these employees to other organizations, and to convince these employees to remain in their current position for a specific amount of time.

In consideration of the terms and conditions set forth herein and the mutual benefits to be derived, the parties agree as follows:

1. In exchange for an agreement to retain employment as a commissioned Police Sergeant or Police Officer through December 31<sup>st</sup>, 2024, the City shall offer an incentive bonus of \$10,000.00 to employees who meet the following qualifications:
  - a. The employee is employed by the City as of December 31, 2022
  - b. The employee did not receive a lateral officer hiring bonus
2. This bonus will be paid in three installments to current employees employed prior to March 1, 2020:
  - a. The first installment of \$2,500.00 will be paid on the next available paycheck planned to be February 28, 2023,
  - b. The second installment of \$2,500.00 will be paid on the July 31<sup>st</sup>, 2023 paycheck,
  - c. The third and final installment of \$5,000.00 will be paid on the December 31<sup>st</sup>, 2024 paycheck.
3. This bonus will be paid in two installments to current employees employed after March 1, 2020:
  - a. The first installment of \$2,500.00 will be paid on the July 31<sup>st</sup>, 2023 paycheck,
  - b. The second installment of \$7,500.00 will be paid on the December 31<sup>st</sup>, 2024 paycheck.
4. If the employee leaves for any reason prior to any installment payment, they are not entitled to the remaining incentive payments, nor will they be required to pay back any portion of the incentive already received.

Be it further agreed that this Memorandum of Understanding shall be pursuant to the terms of Article 15/Grievance Procedure, should there be any dispute regarding the interpretation and/or application of this memorandum.

Agreed to on \_\_\_\_\_

\_\_\_\_\_  
Katherine Ross, Mayor  
City of Snoqualmie, WA

\_\_\_\_\_  
Chase Smith, President  
Snoqualmie Police Association

DRAFT

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE CITY OF SNOQUALMIE, WA**  
**AND THE**  
**INTERNATIONAL ASSOCIATION OF FIREFIGHTER (IAFF) LOCAL 2878**

This Memorandum of Understanding is entered into between the City of Snoqualmie, WA, and the IAFF Local 2878, with the intent to allow proper communication between the parties listed above and pertaining to an Incentive Bonus Program.

**Purpose:**

The purpose of the Incentive Bonus program is to assist City of Snoqualmie with retaining highly competent, productive, and innovative employees for which the City of Snoqualmie has concerns of losing these employees to other organizations, and to convince these employees to remain in their current position for a specific amount of time.

In consideration of the terms and conditions set forth herein and the mutual benefits to be derived, the parties agree as follows:

1. In exchange for an agreement to retain employees through December 31<sup>st</sup>, 2024, the City shall offer an incentive bonus of \$10,000.00 to employees who meet the following qualifications:
  - a. The employee is employed by the City as of December 31, 2022
  - b. The employee did not receive a hiring bonus in 2021 or 2022.
2. This bonus will be paid in three installments to current employees employed prior to March 1, 2020:
  - a. The first installment of \$2,500.00 will be paid on the paycheck or the next available pay period planned to be February 28, 2023,
  - b. The second installment of \$2,500.00 will be paid on the July 31<sup>st</sup>, 2023 paycheck,
  - c. The third and final installment of \$5,000.00 will be paid on the December 31<sup>st</sup>, 2024 paycheck.
3. This bonus will be paid in two installments to current employees employed after March 1, 2020 but before December 31<sup>st</sup>, 2022:
  - a. The first installment of \$2,500.00 will be paid on the July 31<sup>st</sup>, 2023 paycheck,
  - b. The second installment of \$7,500.00 will be paid on the December 31<sup>st</sup>, 2024 paycheck.
4. If the employee leaves for any reason prior to any installment payment, they are not entitled to the remaining incentive payments, nor will they be required to pay back any portion of the incentive already received.

Be it further agreed that this Memorandum of Understanding shall be pursuant to the terms of Article 10/Grievance Procedure, should there be any dispute regarding the interpretation and/or application of this memorandum.

Agreed to on \_\_\_\_\_

\_\_\_\_\_  
Katherine Ross, Mayor  
City of Snoqualmie, WA

\_\_\_\_\_  
William Wisham, Vice President  
IAFF Local 2878

DRAFT



**City of Snoqualmie**  
**Incentive Bonus Program**  
**Management & Professional Employees**

**Purpose**

The purpose of the Incentive Bonus program is to assist departments with retaining highly competent, productive, and innovative employees for which the City of Snoqualmie has concerns of losing talent to other organizations and to convince employees to remain in their current position for a specific amount of time. The incentive bonus is meant to be used selectively when market conditions warrant use and approval in advance by the Mayor.

**Scope**

Management & Professional Employees

**Incentive Bonus Guidelines & Eligibility**

Incentive Bonuses shall be assigned by the following classifications: Basic, Essential, and Police & Fire

The use of an incentive bonus shall be recommended to and approved by the Mayor. Recommendations shall be made by the Finance & Human Resources Director.

- The amount of the incentive bonus for classifications shall be:
  - Basic \$3,500
  - Essential \$7,500
  - Police & Fire \$10,000
- There shall be no incentive bonus for employees who have received a sign-on & recruitment incentive in 2022.
- Incentive bonus amounts shall be paid out of the hiring department's budget
- Approved incentives for all classifications shall be paid in three installments per the following schedule:
  - 25% of the incentive will be paid with the December 2022 monthly payroll period for employees who were employed prior to March 1, 2020
  - 25% will be paid with the July 2023 monthly payroll period. For employees not employed prior to March 1, 2020, this will be the first incentive installment. For employees who received the December 2022 incentive installment, this will be the second incentive installment.
  - 50% will be paid with the December 2024 monthly payroll period. For employees not employed prior to March 1, 2020, this will be the second and final incentive installment. For employees who received the December 2022 and July 2023 incentive installment, this will be the final incentive installment.

- If the employee leaves for any reason prior to the any installment payment, they are not entitled to the remaining incentive payments, nor will they be required to pay back any portion of the incentive already received
- All employees in regular full-time or pro-rated part-time positions are eligible to receive an incentive bonus except for the Mayor, Councilmembers and City Administrator.

**Tax Considerations**

Retention incentives are considered taxable income and shall be added to the recipient's compensation in the calendar year in which payment is received. The City shall deduct all applicable payroll taxes from incentives accordingly.



## BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-024  
February 13, 2023  
Appointment

Item 5.

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-024: City Council Appointment and Timeline	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTIONS:</b>	Move to approve timeline proposal [choose A or B] and authorize staff to proceed with notice of vacancy.  MOVE to appoint [Name] to fill vacant Position No. 5 on the Snoqualmie City Council.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Choose an item.	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	2/1/2023

<b>DEPARTMENT:</b>	City Council		
<b>STAFF:</b>	Deana Dean, City Clerk		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> February 7, 2023	
<b>MEMBERS:</b>	Bryan Holloway	James Mayhew	Rob Wotton
<b>EXHIBITS:</b>	1. Application for Appointment		

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

### SUMMARY

#### INTRODUCTION

On January 31, 2023, Councilmember Matthew Laase resigned his seat on the Snoqualmie City Council. Position No. 5's term expires December 31, 2025. Council Position No. 5 will appear in this year's general election for a 2-year unexpired term. Whoever is elected in the general will serve the remaining portion of the current term, and the office remains scheduled for election in 2025.

Whoever is appointed will serve until the November 2023 general election is confirmed. If whoever is appointed would like to serve the 2-year unexpired term, they will need to submit a declaration of candidacy during Candidate Filing Week (May 15-19, 2023).

#### LEGISLATIVE HISTORY

Council has 90 days to fill the vacant council seat.

## BACKGROUND

Staff has reviewed Council's meeting schedule, factoring in the upcoming two-day Council Retreat. Staff makes two timeline proposals for Council's consideration:

Proposal A):	February 14, 2023	Notice of Vacancy – posted across various mediums
	March 14, 2023	Applications due to City Clerk by 5:00 pm
	March 27, 2023	Candidate Interviews at Regular Council meeting (no additional new business)
	April 10, 2023	Council Vote/Swearing In of new Councilmember
Proposal B):	February 14, 2023	Notice of Vacancy – posted across various mediums
	February 28, 2023	Applications due to City Clerk by 5:00 pm
	March 8, 2023	Candidate Interviews at Special Council meeting
	March 13, 2023	Council Vote/Swearing In of new Councilmember

## PROPOSED ACTION

For February 13, 2023 Council Meeting:

MOVE to approve timeline proposal [choose A or B] and authorize staff to proceed with notice of vacancy.

For Council Vote/Swearing In Meeting:

MOVE to appoint [Name] to fill vacant Position No. 5 on the Snoqualmie City Council.

# APPLICATION FOR APPOINTMENT SNOQUALMIE CITY COUNCIL POSITION #5

Thank you for your interest in serving the Snoqualmie community as a member of the Snoqualmie City Council.

***This is considered an “appointed” term, which will serve until the General Election in November 2023. The successful candidate of the 2023 General Election will be seated immediately upon certification of the election results.***

## Council Vacancy Timeline:

TBD	Applications due to City Clerk on or before 5:00 PM
TBD	Candidate interviews
TBD	Council vote and Oath of Office

To be considered, your application must be completed and received by the City Clerk **no later than 5:00 pm, TBD**. Applications received after 5:00 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

Please submit the following items:

- Application (see page 3)
- One page cover letter, indicating your interest and general qualifications for the position
- Resume of no more than 2 pages
- Answers to the Supplemental Questions

## COUNCILMEMBER ELIGIBILITY, REQUIREMENTS & PUBLIC DISCLOSURE

**To be eligible for appointment to the Snoqualmie City Council, applicants:**

- Must have continuously resided within the Snoqualmie city limits for a minimum of one year prior to appointment to the Council, and
- Must be a registered voter in the City of Snoqualmie.

If you hold, participate in, or are involved in any contract(s) with the City of Snoqualmie, please explain your involvement in your cover letter.

If you hold any other elected public office, please state what office and where in your cover letter.

### Please note:

- Once a Councilmember application is filed with the City, it is a public record available to the public.
- Applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be posted on the City of Snoqualmie website as part of the Council's meeting packet the week of the initial interview.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).
- This is an at-large position representing all Snoqualmie residents.
- The term of the position will commence once a candidate is appointed by a majority vote of the City Council and will expire after the results of the November 2023 general election are certified.

## CITY COUNCIL DUTIES & COMPENSATION

The Snoqualmie City Council is the legislative authority of the City of Snoqualmie. The City operates under a Strong Mayor/Council form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and confirming the Mayor's appointment of residents to its advisory boards and commissions and designated city employees.

The duties of a City Councilmember will likely involve an average minimum commitment of 40 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Councilmember duties include, but are not limited to:

- Attendance is required at regular City Council meetings, which are held on the second and fourth Monday evenings of each month, from 7:00 pm to 9:00 pm in-person. From time to time, the City Council or Mayor may call special City Council meetings to handle city business.
- Councilmembers are expected to serve on regularly scheduled Council Committees and Commissions and often serve voluntarily on regional boards and commissions, and to represent the City Council at various community functions. These various meetings and functions occur during some weekdays, weekday evenings and occasionally on some weekends.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations which the City of Snoqualmie is a member. Councilmembers may also at their discretion travel and attend training, education and/or participate in other organizations at the local, regional, state, or in some instances on the national level. Travel, education, and training expenses for local, regional, state, and national, activities are reimbursed in accordance with City policy applicable to all employees and city officials, subject to the budgetary limit set for each councilmember and for the city council as a whole.

The monthly Councilmember salary is \$750 per month.

## INTERVIEW QUESTIONS

Each Candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise?  
(ex. transportation, water supply, human services, water quality, fiscal management, solid waste, parks & open space, etc.)
4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

# APPLICATION FOR APPOINTMENT SNOQUALMIE CITY COUNCIL

## Applicant Information

(Please type or print)

Applicant Name \_\_\_\_\_

Residence Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Date of Birth \_\_\_\_\_

Have you attended the Snoqualmie Citizens Academy? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Cover Letter & Resume

Please attach a one-page cover letter and a resume of no more than two pages to this application.

## Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Snoqualmie on separate pages using no more than 3 pages total:

1. Why are you interested in serving as a Snoqualmie City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Snoqualmie community. Address its relevance to the position of Snoqualmie City Councilmember.
5. What do you wish to accomplish during this appointed term as a Snoqualmie City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a little better?

**Please return this form, a cover letter, resume, and answers to the supplemental questions**

**on or before 5:00 pm on TBD**

**Applications received after 5:00 pm will not be accepted.**

**Application and any correspondence should be addressed to:**

**Deana Dean, City Clerk  
PO Box 987 | Snoqualmie, WA 98065  
or email: [ddean@snoqualmiewa.gov](mailto:ddean@snoqualmiewa.gov)**



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-025  
February 13, 2023  
Appointment

Item 6.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-025: Council Retreat Agenda	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTIONS:</b>	Review and discussion.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Choose an item.	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	

<b>DEPARTMENT:</b>	City Council		
<b>STAFF:</b>	Deana Dean, City Clerk		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> February 7, 2023	
<b>MEMBERS:</b>	Bryan Holloway	James Mayhew	Rob Wotton
<b>EXHIBITS:</b>	1. Retreat Overview		

<b>AMOUNT OF EXPENDITURE</b>	\$ 22,500
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

At the January 9, 2023 Council meeting, councilmember volunteers were identified for retreat planning. Subsequent meetings were held with Una McAlinden of Creative Strategy Solutions. Based on those discussions, a retreat overview was developed by Creative Strategy Solutions and is attached.

In terms of location for an off-site venue and catering, staff considered different options and are proposing The Club at Snoqualmie Ridge due to their full range of services including room rental, large screen television for video conference, and on-site food and beverage service.

Costs for the two full day retreat include \$15,000 for facilitation with Creative Strategy Solutions and an estimated \$7,500 for room rental and food and beverage service for two days at the venue.

## PROPOSED ACTION

MOVE to approve the March 24-25, 2023, Council Retreat overview and authorize staff to enter into an agreement with The Club at Snoqualmie Ridge.





# City Council Retreat Overview

Item 6.

**Participants:** City Council Members and City Leadership Team

**Methodology:** Creative Strategy Solutions primarily employs the Technology of Participation (ToP®) group facilitation methods developed by the Institute of Cultural Affairs and practiced around the world over the past 40+ years. ToP methods create a space where bold, visionary ideas and pragmatic realism complement each other seamlessly.

**Philosophy:** As a certified ToP® facilitator, core to my approach is the belief that the most robust, creative, and sustainable solutions come from embracing diverse viewpoints.

## Day 1: Friday, March 24<sup>th</sup>, 2023

Part 1: Situational Assessment & Context Audit	
This segment will:	Product:
<ul style="list-style-type: none"> <li>-- Assess the internal and external factors that will impact the city's work</li> <li>-- Share perspectives to build an inventory of the realities of the external environment</li> <li>-- Compile a shared understanding of the full context in which the planning is being undertaken and apply insights to the path ahead</li> <li>-- Create a comprehensive and shared context</li> </ul>	Documentation capturing the situational data and/or a compiled analysis summary with clearly articulated implications for how that will inform the work ahead forming a foundation for the retreat.
Part 2: Council Priorities	
This segment will:	Product:
<ul style="list-style-type: none"> <li>-- Identify criteria to shape prioritization</li> <li>-- Make tactical decisions on concrete accomplishments</li> <li>-- Ensure consensus around critical priorities</li> <li>-- Engage staff responsible for implementation</li> <li>-- Develop benchmarks and progress way points</li> <li>-- Provide robust direction to staff to support targeted, effective implementation</li> </ul>	Compiled Strategic Implementation Framework with success measures and prioritized benchmark deliverables for each Priority Area for 2023/24, providing tactical clarity and momentum.

## Day 2: Saturday, March 25<sup>th</sup>, 2023

Part 3: Working Together as a Governance Team	
This segment will:	Product:
<ul style="list-style-type: none"> <li>-- Develop alignment across the governance team as a collaborative entity</li> <li>-- Articulate a shared picture of desired team culture and practices</li> <li>-- Commitment to advance the identified practices</li> </ul>	A framework of practices that will support an effective and thriving governance team.
Part 4: Looking Ahead to Strategic Planning	
This segment will:	Product:
<ul style="list-style-type: none"> <li>-- Identify the <b>Why Now?</b> for Strategic Planning</li> <li>-- Discern the planning focus</li> <li>-- Consider the next steps</li> </ul>	An agreed focus and consensus around next steps.
Part 5: Approaches to Community Engagement	
This segment will:	Product:
<ul style="list-style-type: none"> <li>-- Review existing sources or channels of community input</li> <li>-- Identify information needed and target groups, organizations, and constituents</li> <li>-- Consider potential approaches for effective community engagement</li> </ul>	Compiled Council input on priority groups and agreed next steps.



**CITY OF SNOQUALMIE**  
**CITY COUNCIL REGULAR HYBRID MEETING**  
**Monday, February 13, 2023, at 7:00 PM**  
**Snoqualmie City Hall, 38624 SE River Street & Zoom**

**MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,  
 Bryan Holloway, Jo Johnson,  
 James Mayhew, and Robert Wotton

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

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

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.  
 Press \*6 to mute and unmute.

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

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

**CALL TO ORDER & ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

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

**Public Hearings**

**Appointments**

**Presentations**

**Proclamations**

1. **AB23-018:** Twin Peaks Day - Proclamation No. 23-02

**Proposed Action:** Mayor proclaims February 24, 2023, as Twin Peaks Day in Snoqualmie.

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

**CONSENT AGENDA**

2. Approve the City Council Meeting Minutes of the January 23, 2023 Regular Meeting.
3. Approve the Claims Approval Report dated February 13, 2023.
4. **AB23-020:** Task Order 50 with NHC - Stormwater Management Action Plan

## ORDINANCES

### COMMITTEE REPORTS

#### Public Safety Committee:

#### Community Development Committee:

5. **AB23-023:** Multi Family Tax Exemption Schedule

#### Proposed Action:

#### Parks & Public Works Committee:

#### Finance & Administration Committee:

6. **AB23-017:** Classification & Compensation Study

#### Proposed Action:

7. **AB23-022:** Memorandum of Agreement - SPD and IAFF

#### Proposed Action:

8. **AB23-024:** City Council Appointment and Timeline

#### Proposed Action:

#### Committee of the Whole:

9. **AB23-025:** City Council Retreat Agenda

#### Proposed Action:

### REPORTS

10. Mayor's Report
11. Commission/Committee Liaison Reports
12. Department Reports

### CLOSED/EXECUTIVE SESSION

### ADJOURNMENT