



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Tuesday, December 05, 2023, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: James Mayhew and Vacant

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

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

MINUTES

1. Approval of the minutes dated November 21, 2023.

APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Approval Report dated December 11, 2023.

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

3. **AB23-138:** 2024 Lodging Tax Allocations
4. **AB23-143:** Teamsters Collective Bargaining Agreement

DISCUSSION

5. **Upcoming Agenda Items (Informational Only):**
 - a) 2024 Salary Schedule for Non-Represented Management & Professional Employees
 - b) Tyler Technologies Contract Amendment for Tyler Payment System
 - c) North Bend Memorandum of Understanding (Behavioral Health Specialist)
 - d) Public Records Request Policy/ Records Management Policy/ Fee Schedule
 - e) Fee for Services Agreement
 - f) Council Chambers Audio and Video Upgrade
 - g) Hiring Incentive and Bonus Policy

CITY COUNCIL AGENDA REVIEW

- [6.](#) Review Draft City Council Agenda dated December 11, 2023.

ADJOURNMENT



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES NOVEMBER 21, 2023

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

CALL TO ORDER

Chair Bryan Holloway called the meeting to order at 6:06 pm.

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

It was moved to excuse CM Washington's absence which passed unanimously.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; Deana Dean, City Clerk; Janna Walker, Budget Manager; Emily Arteche, Community Development Director; Dylan Gamble, CIP Project Manager; Jeff Hamlin, Interim Parks & Public Works Director; Sarah Reeder, IT Manager (remote); and Andy Latham, IT Support.

AGENDA APPROVAL: The agenda was approved as presented.

PUBLIC COMMENTS

- Public comment received by Elaine Armstrong via email regarding utility rate increase read by Committee and added to official record.

MINUTES

- The minutes from the November 7, 2023, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

- The claims approval report dated November 27, 2023, was approved to move forward at the November 27, 2023, City Council consent agenda.

AGENDA BILLS

- AB23-140:** Resolution Adopting Snoqualmie Valley School District 2023-2028 Capital Facilities Plan. No discussion. This item is approved to move forward at the November 27, 2023, City Council consent agenda.
- AB23-136:** Ordinance Adopting Snoqualmie Valley School District School Impact Fees for 2024. No discussion. This item is approved to move forward on the November 27, 2023, City Council agenda for first reading of the Ordinance.

DISCUSSION

5. **AB23-141:** Utility Fiscal Health and Rate Study Adjustment Presentation. Dylan Gamble, CIP Project Manager introduced this item. Sergey Tarasov from FCS Group provided the review via PowerPoint presentation on utility rate study findings and recommendations for 2024. Discussion followed. The Public Hearing for November 27th is cancelled. Council to hear this matter at the November 27th meeting as first reading of the Ordinance and discussion. Public Hearing and second reading to be heard at the December 11th meeting. Presentation materials to be shared with Committee.
6. Revenue Options Discussion. Committee requested this discussion be heard at Council next Monday. Presentation materials to be shared with Committee.
7. 2024 Legislative Priorities Discussion. This item tabled.
8. Upcoming Agenda Items. This is an informational item only. No discussion or action.

CITY COUNCIL MEETING AGENDA REVIEW: The November 27, 2023, City Council Agenda was approved as amended.

ADJOURNMENT - The meeting was adjourned at 7:06 pm.

Minutes taken by Deana Dean, City Clerk.

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

Minutes approved at the _____ Finance & Administration Committee Meeting.



Jerry Knutsen, Financial Service Manager
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(425) 888-1555 | jknutsen@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: December 11, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: November 16, 2023, through November 21, 2023

BACKGROUND

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

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

ANALYSIS

All payments made during these periods were found to be valid claims against the city. 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 types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

CITY OF SNOQUALMIE
Disbursements for Council Approval
Claims, Payroll and Miscellaneous

CLAIMS						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
56	11/16/2023	80535	80596	\$ 1,190,924.74		1,190,924.74
57	11/16/2023	62326	62327	\$ 1,136.02		1,136.02
58	11/21/2023	80597	80649	\$ 166,862.85		166,862.85
						-
						-
						-
Grand Total						1,358,923.61

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
11/17/2023	King County Parcel Purchase		\$ 4,900.00	\$ 4,900.00
11/21/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,609.28		\$ 3,609.28
				\$ -
				\$ -
Grand Total				8,509.28

PAYROLL (including Payroll Benefits)						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
						-
						-
						-
						-
Grand Total						-

Total **1,367,432.89**

The following claims and payments were objected to by Finance Director: **NONE**

(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrant and/or checks itemized above were issued to pay just, due, and unpaid obligations of the City of Snoqualmie for materials furnished, services rendered, or labor performed, and that I am authorized to authenticate and certify the foregoing.

Jerry Knutsen

Nov 30, 2023

Jerry Knutsen, Financial Operations Manager/Auditing Officer

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,190,924.74

For claims warrants numbered 80535 through 80596 & dated 11/16/2023

Top claims warrants numbered 80535 through 80596 and dated 11/16/2023											#56		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE	
AMZONCAP	001.01.001.51310.531000.	Office Supplies	2023	11	INV	Paid	23.85	80535	17K9-4WCF-GVHD	Office supplies	10/28/2023	11/16/2023	
AMZONCAP	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	113.04	80535	13PH-DR6K-TP6L	Ear plugs	10/30/2023	11/16/2023	
AMZONCAP	502.11.021.51888.531820.	Info Tech Components	2023	11	INV	Paid	312.32	80535	14T1-YK6X-6N7J	IT Network supplies	10/27/2023	11/16/2023	
AMZONCAP	502.11.021.51888.531820.	Info Tech Components	2023	11	CRM	Paid	-310.13	80535	1FRF-V74X-7KRJ	Credit memo for Invoice 1YCF-JYD7-J6TX	10/25/2023	11/16/2023	
ASPECT	001.14.032.55860.541080.	Environmental Services	2023	11	INV	Paid	1,140.00	80536	53148	Landslide hazard area tree removal mitigation	9/15/2023	11/16/2023	
CARLSONC	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	12,305.70	80537	33408	Stellar trail boardwalk repair	10/20/2023	11/16/2023	
CARLSONC	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	12,196.80	80537	33409	Whitaker bridge deck replacement	11/3/2023	11/16/2023	
CDWG	417.13.200.59431.531820.	Info Tech Components	2023	11	INV	Paid	637.07	80538	MG24501	A. Vining toughbook warranty	9/28/2023	11/16/2023	
CENLINK	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	93.17	80539	425-427-5203 706B	Sno PD/Dispatch land line	10/8/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	669.45	80540	300568001	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	90.90	80540	300570848 10-23	monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	608.40	80540	300571491 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	1.35	80540	300573865 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	206.91	80540	300576080 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	93.08	80540	402478791 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	1,509.41	80540	411746240 10-23	Monthly telephone service	10/20/2023	11/16/2023	
Christine Iverson	403.22.030.53190.523100.	Clothing Allowance	2023	11	INV	Paid	541.97	80541	Reimb C. Iverson-Sti	Union clothing allowance- foul weather jacket	11/6/2023	11/16/2023	
CL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	170.00	80542	1977192	Bridge Deck replacement supplies	10/13/2023	11/16/2023	
CL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	500.34	80542	1982303	Miter saw stand for outdoor carpentry	11/2/2023	11/16/2023	
CNW	501.23.051.54868.548000.	Repair & Maintenance Services	2023	11	INV	Paid	12,445.70	80543	01-3211	PW gen set repair/water pump shaft failure	11/3/2023	11/16/2023	
CO	001.15.034.55850.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.05.005.51420.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.07.008.55720.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.01.001.51310.531000.	Office Supplies	2023	11	INV	Paid	41.93	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.01.001.51310.531000.	Office Supplies	2023	11	INV	Paid	17.19	80544	2247898-0	Wall calendar M. Chambless	11/1/2023	11/16/2023	
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	32.10	80544	2248319-0	Envelopes and pens	11/2/2023	11/16/2023	
CO	001.06.075.51810.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.14.031.55860.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.14.031.55860.531000.	Office Supplies	2023	11	INV	Paid	17.18	80544	2247898-0	Wall calendar J. Kesler	11/1/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000440	Dispatch Services 60% Snoqualmie	10/5/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000256	Dispatch Services -May 2023 60%	6/8/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	28,401.10	80545	22000479	Dispatch Services - November 2022 60%	12/9/2022	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23003034	Dispatch Services - June 2023 60%	7/11/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000351	Dispatch service - July 2023 60%	8/11/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000407	Dispatch Services - August 2023 60%	9/8/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	16,500.00	80545	22000478	Jail housing - Sno Inmates 11-22	12/9/2022	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	17,271.58	80545	23000018	Jail housing-Sno inmates 12-22	1/9/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	27,545.69	80545	23000255	Jail housing-Sno inmates 5-23	6/8/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	21,609.63	80545	23000350	Jail housing - Sno inmates 7-23	8/11/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	22,200.41	80545	23000406	Jail housing - sno inmates 8-23	9/8/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	23,027.31	80545	23000439	Jail housing-sno inmates 9-23	10/5/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000440	Dispatch Services 40% NB	10/5/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000256	Dispatch Services -May 2023 40%	6/8/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	18,934.07	80545	22000479	Dispatch Services - November 2022 40%	12/9/2022	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23003034	Dispatch Services - June 2023 40%	7/11/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000351	Dispatch service - July 2023 40%	8/11/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000407	Dispatch Services - August 2023 40%	9/8/2023	11/16/2023	
CORPPAY	001.06.075.51810.541420.	HR-Related Services	2023	11	INV	Paid	1,220.00	80546	10-23 KJ	Job posting with Neogov	10/23/2023	11/16/2023	
CORPPAY	001.06.075.51810.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	244.00	80546	10-23 KJ	SHRM professional membership	10/23/2023	11/16/2023	
COS	001.09.014.52250.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	904.02	80547	COS UB 10-23	Fire	11/8/2023	11/16/2023	
COS	001.13.000.51820.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	184.31	80547	COS UB 10-23	River Walk	11/8/2023	11/16/2023	
COS	001.12.028.57680.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	11,729.28	80547	COS UB 10-23	Parks	11/8/2023	11/16/2023	
COS	001.08.009.52150.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	899.42	80547	COS UB 10-23	Police	11/8/2023	11/16/2023	
COS	001.16.035.54230.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	1,550.31	80547	COS UB 10-23	Streets	11/8/2023	11/16/2023	
COS	001.16.035.54270.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	190.49	80547	COS UB 10-23	Median Irrigation	11/8/2023	11/16/2023	
COS	401.18.037.53481.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	842.77	80547	COS UB 10-23	Water	11/8/2023	11/16/2023	
COS	401.19.039.53935.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	239.78	80547	COS UB 10-23	Irrigation	11/8/2023	11/16/2023	
COS	402.20.040.53580.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	7,865.90	80547	COS UB 10-23	WWTP	11/8/2023	11/16/2023	

COS	403.22.050.53130.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	966.01	80547 COS UB 10-23	Storm Water	11/8/2023	11/16/2023
COS	510.24.053.51820.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	6,011.71	80547 COS UB 10-23	Central Services	11/8/2023	11/16/2023
CTV	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	10.87	80548 10-25-23	Cable Tie	10/30/2023	11/16/2023
CTV	502.11.020.51888.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	11.42	80548 10-23 IT	8-pack AA batteries	10/25/2023	11/16/2023
EF	501.23.051.54868.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,140.77	80549 6287250	#110 fuel tank pressure sender & extra key FOB	11/2/2023	11/16/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	901.25	80550 3743-22306097	Capital facilities fundin gplan	6/23/2023	11/16/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	2,142.50	80550 3743-22309133	Capital facilities funding plan	9/15/2023	11/16/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	5,766.25	80550 3743-22310046	Capital facilities funding plan	10/20/2023	11/16/2023
GALLSLC	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	588.67	80551 025968497	Jacket and embroidery	10/16/2023	11/16/2023
GIRARD	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	357.98	80552 91176	Arborist chips forpark st revetment	9/26/2023	11/16/2023
GIRARD	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	430.55	80552 911679	Arborist chips for storm replacement	10/26/2023	11/16/2023
IHK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	27.91	80553 73269P	Backpack blower replacement handle	10/16/2023	11/16/2023
IHK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	12.87	80553 73272P	Replacement chainsaw drive sprocket	10/16/2023	11/16/2023
IHK	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	181.69	80553 1401631	Repair to electric polesaw	11/2/2023	11/16/2023
IMC	001.13.117.51250.541115.	Municipal Court Services-Costs	2023	11	INV	Paid	3,418.36	80554 SQL Sept 2023	Snoqualmie court filings-Sept 2023	10/2/2023	11/16/2023
IMC	001.13.117.51250.541115.	Municipal Court Services-Costs	2023	11	INV	Paid	10,978.60	80554 SQL oct 2023	Snoqualmie court filings - Oct 2023	11/2/2023	11/16/2023
Jason Battles	403.22.030.53190.523100.	Clothing Allowance	2023	11	INV	Paid	750.00	80555 Reimb J. battles	Union clothing allowance	10/23/2023	11/16/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,042.01	80556 2150245	Q4 2022 liquor tax & profits	10/8/2023	11/16/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,089.39	80556 2150305	Q1 2023 Liquor tax & profits	10/14/2023	11/16/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,091.88	80556 2150400	Q2 2023 liquor tax & profits	10/14/2023	11/16/2023
KC 710	001.13.000.55490.549258.	KC-Cities Climate Collab Dues	2023	11	INV	Paid	700.00	80557 2145217	K4C-2022 Annual contribution	11/2/2023	11/16/2023
KC 710	001.13.000.55490.549258.	KC-Cities Climate Collab Dues	2023	11	INV	Paid	700.00	80557 2151233	K4C- 2023 Annual contribution	10/27/2023	11/16/2023
KENYON	001.06.007.51423.541120.	Legal Consulting Svcs	2023	11	INV	Paid	155.00	80558 1093930	Filelocal Termination	10/31/2023	11/16/2023
KI 2	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	141.57	80559 3533	Maltese X's 3	10/16/2023	11/16/2023
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	5.07	80560 1352916	Sodium chloride, antimicrobial hand rub	8/10/2023	11/16/2023
Land Development	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	6,909.00	80561 32603	Comprehensive Plan	9/21/2023	11/16/2023
Land Development	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	1,477.75	80561 32023	Comprehensive Plan	7/14/2023	11/16/2023
Land Development	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	10,667.25	80561 32836	Comprehensive Plan	10/23/2023	11/16/2023
LOUEDGE	001.28.065.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	1,220.00	80562 COS-110123-A	Design tourism & holiday misc	11/1/2023	11/16/2023
LOUEDGE	001.28.057.57390.541390.	Advertising, Legal Notices etc	2023	11	INV	Paid	925.00	80562 COS-110123-A	Design updates tree event & month long	11/1/2023	11/16/2023
LOUEDGE	012.13.115.57320.541390.	Advertising, Legal Notices etc	2023	11	INV	Paid	195.00	80562 COS-110123-A	Plein Air poster color options	11/1/2023	11/16/2023
MADRONA	001.04.004.51541.541100.	Outside Legal Services - Gen	2023	11	INV	Paid	26,205.50	80563 12241	Interim City attorney-various matters	10/31/2023	11/16/2023
Marine Lumber	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	122.00	80564 72565	Wood preservative for sign posts	11/2/2023	11/16/2023
MIDWESTC	502.11.021.51888.531820.	Info Tech Components	2023	11	INV	Paid	275.00	80565 30206	ID badge print key	10/31/2023	11/16/2023
MONROECC	403.22.050.53145.548000.	Repair & Maintenance Services	2023	11	INV	Paid	729.56	80566 MCC2309.1575	Stormwater maintenance	10/12/2023	11/16/2023
MP	001.01.001.51310.549300.	Printing	2023	11	INV	Paid	43.56	80567 91683	M. Chambliss business cards	10/31/2023	11/16/2023
MP	001.14.031.55860.549300.	Printing	2023	11	INV	Paid	608.48	80567 91622	Flood report mailing	10/20/2023	11/16/2023
MP	001.14.031.55860.549300.	Printing	2023	11	INV	Paid	1,207.83	80567 91642	Flood report 2nd mailing	10/25/2023	11/16/2023
MP	012.13.115.57320.549300.	Printing	2023	11	INV	Paid	348.48	80567 91686	Plein air poster printing	10/31/2023	11/16/2023
NAVIA AP	001.15.034.55850.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	10.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.05.005.51420.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	4.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.07.008.55720.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	8.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.28.056.57120.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.01.001.51310.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	12.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.06.007.51423.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	32.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.09.014.52220.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.40	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.06.075.51810.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	7.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.04.004.51531.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	12.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.13.000.51810.541000.	Professional Svcs - General	2023	11	INV	Paid	50.00	80568 10788880	FSA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.12.019.57680.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	1.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.12.028.57680.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	24.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.14.031.55860.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	23.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52110.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	11.04	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52121.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	4.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52122.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	39.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52131.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	8.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.16.035.54230.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.16.019.54290.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	3.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	014.08.012.52110.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	4.96	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	014.08.012.52122.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	44.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	310.13.200.59418.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.22	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	310.13.200.59476.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	3.16	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023

NAVIA AP	310.13.200.59590.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	3.12	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.18.019.53410.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	1.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.18.037.53481.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	10.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.19.019.53915.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.19.039.53935.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	402.20.019.53510.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	402.20.040.53580.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	20.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	403.22.019.53110.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	1.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	403.22.050.53130.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	12.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	403.22.030.53190.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	8.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	417.13.200.59431.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	417.13.200.59434.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	5.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	417.13.200.59435.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	5.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	501.23.019.54861.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	501.23.051.54868.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	502.11.020.51888.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	32.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	510.24.019.51820.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	510.24.053.51820.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.10	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NB CHEVY	501.23.051.54868.531301.	Repair Parts	2023	11	INV	Paid	349.30	80569 13682	#304 Pickup tail light damage	10/31/2023	11/16/2023
NFE	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,059.83	80570 9514	Dumpster service for Stellar boardwalk disposal	10/23/2023	11/16/2023
NFE	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	923.95	80570 9522	Dumpster service for whitaker bridge deck disposal	11/3/2023	11/16/2023
NHC	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	1,857.50	80571 30228	The Rails	10/2/2023	11/16/2023
Nicole Wiebe	001.28.057.57390.531900.	Miscellaneous Supplies	2023	11	INV	Paid	811.21	80572 Reimb N. Wiebe 11-23	City holiday lighting supplies-light bulbs	11/6/2023	11/16/2023
OTAK	001.14.031.55860.541080.	Environmental Services	2023	11	INV	Paid	197.01	80573 92300116	Environmental Reconnaissance #2524079033	9/13/2023	11/16/2023
Patrick Fry	417.13.200.59434.523100.	Clothing Allowance	2023	11	INV	Paid	608.20	80574 Reimb P. Fry	Union clothing allowance	11/6/2023	11/16/2023
PEI	001.14.031.55860.541040.	Engineering Services	2023	11	INV	Paid	18,924.50	80575 20220203.000-5	Comprehensive plan	10/10/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	1,050.00	80575 00023042.0001-4	Site plan review	10/9/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	4,733.26	80575 22222-217	Parcel S22	7/10/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	27,939.16	80575 00023042.0000-233	Timber Trails	10/9/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	1,575.00	80575 23042-230	Parcel S14	7/10/2023	11/16/2023
PEI	417.13.455.59435.541060.	Eagle Lake Reclam Design	2023	11	INV	Paid	1,037.50	80575 00023042.0000-233	Class A Reservoir cultural resources	10/9/2023	11/16/2023
PROSPECT	417.13.454.59435.563000.	WRF Improve Construction	2023	11	INV	Paid	331,075.45	80576 2	Water reclamation facility-Building, shelter	11/1/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	21.51	80577 431306 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	11.75	80577 456550 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	19.02	80577 577403 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	16.38	80577 577445 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	120.41	80577 617464 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	1,517.19	80577 639966 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	31.96	80577 742043 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	57.33	80577 780111 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	11.95	80577 780137 11-23	Electricity	11/2/2023	11/16/2023
PSE	401.18.037.53481.547100.	Electricity	2023	11	INV	Paid	11,456.95	80577 004220 11-23	Electricity	10/30/2023	11/16/2023
PSE	401.18.037.53482.547100.	Electricity	2023	11	INV	Paid	6,275.93	80577 004220 11-23	Electricity	10/30/2023	11/16/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	11.75	80577 103385 11-23	Electricity	11/2/2023	11/16/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	2,370.65	80577 436232 11-23	Electricity	11/2/2023	11/16/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	12.63	80577 794782 11-23	Electricity	11/2/2023	11/16/2023
PSE	402.20.045.53565.547100.	Electricity	2023	11	INV	Paid	20.20	80577 241392 11-23	Electricity	11/2/2023	11/16/2023
PSE	402.20.045.53565.547100.	Electricity	2023	11	INV	Paid	163.52	80577 241418 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	323.75	80577 133972 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	76.47	80577 198066 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	39.37	80577 198082 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	11.39	80577 400820 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	61.40	80577 549936 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	1,459.63	80577 885592 11-23	Electricity	11/2/2023	11/16/2023
PSTEST	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	216.00	80578 2023-1135	Subscription fees-police officer recruiting etc	10/12/2023	11/16/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80579 62651033	IT Contract worker - Asker	10/5/2023	11/16/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80579 62742132	It contract worker - Asker	10/26/2023	11/16/2023
RRI Company	417.00.000.22340.223400.	Const Contract Retainage	2023	11	INV	Paid	-5,256.26	80580 20234#3	Retainage	11/1/2023	11/16/2023
RRI Company	417.13.471.59431.548155.	Urb Forest Trees Maint-Replace	2023	11	INV	Paid	114,481.29	80580 20234#3	2023 Urban Forest Improv: const @ storm damage	11/1/2023	11/16/2023
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2023	11	INV	Paid	10,214.00	80581 7325	SCORE Snoqualmie inmates Sept 2023	10/10/2023	11/16/2023
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2023	11	INV	Paid	6,169.00	80581 7218	SCORE Snoqualmie inmates Aug 2023	9/13/2023	11/16/2023
SHI INT	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	234.33	80582 817578865	PD - 2 adobe pro licenses	11/3/2023	11/16/2023

SNOQ VS	014.08.012.52122.532100.	Gasoline/Diesel Fuel	2023	11	INV	Paid	3,931.18	80583 7824	NB police gas/diesel fuel	11/8/2023	11/16/2023
SNOQ VS	501.23.051.54868.532100.	Gasoline/Diesel Fuel	2023	11	INV	Paid	11,120.88	80583 7824	Fleet and NB police fuel	11/8/2023	11/16/2023
STAVE	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	400.00	80584 Stav_9547798559	Public Defender-Sno case 205-1797	10/28/2023	11/16/2023
STORMLK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	373.61	80585 23-687	Plants for silent creek/McCullough corner	10/13/2023	11/16/2023
SYSDESIG	001.09.014.52270.541090.	Financial Services	2023	11	INV	Paid	1,798.18	80586 20232180	Aug/Sept EMS billing	10/30/2023	11/16/2023
TTD	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	927.75	80587 52018348	Mitigation plan for flooding	1/27/2023	11/16/2023
TTD	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	1,295.86	80587 52088772	Mitigation plan for flooding	6/27/2023	11/16/2023
TWIS	001.06.007.51423.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	556.00	80588 7108888	Federal grants Mgmt handbook subscription	10/3/2023	11/16/2023
UFS/BART	403.22.030.53190.541000.	Professional Svcs - General	2023	11	INV	Paid	2,400.00	80589 2023-1131	Stellar Way Soils report	10/27/2023	11/16/2023
UFS/BART	403.22.030.53190.541000.	Professional Svcs - General	2023	11	INV	Paid	3,106.25	80589 2023-1147	Timbers forest assessment report	10/27/2023	11/16/2023
ULINE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	925.93	80590 169008506	Work Gloves & office chairs	9/27/2023	11/16/2023
UNITEDSI	403.22.050.53130.548000.	Repair & Maintenance Services	2023	11	INV	Paid	185.00	80591 2055739	Portable toilet service for DOC operations	9/30/2023	11/16/2023
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	6,650.00	80592 Sept 2023	Public defense services -Sno cases-Sept 2023	10/1/2023	11/16/2023
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	6,650.00	80592 Aug-23	Public defender services-Sno cases-Aug 2023	9/1/2023	11/16/2023
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	7,350.00	80592 Nov-23	Public defender services-Sno cases-Oct 2023	11/1/2023	11/16/2023
VERIZ 3	502.11.020.51888.542010.	Cellular Telephone	2023	11	INV	Paid	1,942.51	80593 9947057250	PD Cell phones Sept-Oct	10/16/2023	11/16/2023
VERIZCS	502.11.020.51888.542010.	Cellular Telephone	2023	11	INV	Paid	6,239.68	80594 9947016130	monthly cellular telephone service	10/16/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	50.00	80595 441308	NW RR Museum	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	275.00	80595 441309	Timber Trails	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	675.00	80595 441310	The Rails	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	700.00	80595 441311	Self storage Phase 3	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	3,575.00	80595 441312	Dish wireless	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	1,375.00	80595 441313	CG2023-0004 Drainage Realignment	9/20/2023	11/16/2023
WSP BF	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	132.50	80596 12402216	Fingerprinting background check - Oct 2023	11/1/2023	11/16/2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$166,862.85

For claims warrants numbered 80597 through 80649 & dated 11/21/2023

#58												
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
ALLPURP	001.12.028.57680.548000.	Repair & Maintenance Services	2023	11	INV	Paid	420.35	80597	29742	Centennial park bathroom door repair	10/3/2023	11/21/2023
ALLPURP	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	370.26	80597	29852	Facility parts & supplies	11/3/2023	11/21/2023
APINCH	012.13.115.57320.549100.	City-Sponsored Expenses	2023	11	INV	Paid	553.40	80598	11-9-23	Winter Mural	11/9/2023	11/21/2023
APINCH	012.13.115.57320.549100.	City-Sponsored Expenses	2023	11	INV	Paid	553.40	80598	11.13.23	Winter Mural - Ridge Library	11/13/2023	11/21/2023
AUTOGATE	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	419.27	80599	236972	Gate and gate access repair	10/18/2023	11/21/2023
BERRDUN	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	11	INV	Paid	4,620.00	80600	433542	Consulting -Financial system project management	7/28/2023	11/21/2023
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80601	23000483	Dispatch Services Snoqualmie 60%	11/13/2023	11/21/2023
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80601	23000483	Dispatch Services NB 40%	11/13/2023	11/21/2023
COMP PD	001.08.009.52121.531000.	Office Supplies	2023	11	INV	Paid	72.41	80602	2245018-0	Binders	10/18/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	48.56	80602	2242666-0	Bath Tissue, CR 123 batteries, copy paper	10/6/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	271.05	80602	2245018-0	Dry erase markers, laminate pouches, folders	10/18/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	76.32	80602	2245996-0	Pens	10/23/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	279.44	80602	2246621-0	Memory Cards, folders	10/25/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	100.58	80602	2239131-0	2032 and AAA batteries	9/20/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	421.46	80602	2242666-0	Bath Tissue, CR 123 batteries, copy paper	10/6/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	131.45	80602	2245018-0	AA batteries	10/18/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	64.39	80602	2245996-0	paper towels	10/23/2023	11/21/2023
COMP PD	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	11	INV	Paid	401.78	80602	2240170-0	Disinfecting wipes, hand sanitizer, dust pan	9/26/2023	11/21/2023
CORPPAY	001.08.009.52110.542300.	Postage & Freight	2023	11	INV	Paid	8.74	80603	M. Liebetrau 10-23	Postage for package	10/23/2023	11/21/2023
CORPPAY	001.08.009.52110.549900.	Miscellaneous Services	2023	11	INV	Paid	12.74	80603	M. Liebetrau 10-23	KC Superior court clerk doc request ref evid retur	10/23/2023	11/21/2023
CORPPAY	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	335.41	80603	M. Liebetrau 10-23	D. Ward jacket patch changeout - dry cleaner	10/23/2023	11/21/2023
CORPPAY	001.08.009.52140.543000.	Training & Travel	2023	11	INV	Paid	631.28	80603	M. Black 10-23	C. Werre -lodging for Basic homicide investigation	10/23/2023	11/21/2023
CORPPAY	001.08.009.52140.543000.	Training & Travel	2023	11	INV	Paid	1,548.78	80603	M. Liebetrau 10-23	C. Werre -Det class airfare, lodging	10/23/2023	11/21/2023
CORPPAY	001.08.009.52150.535210.	Office Furnishings	2023	11	INV	Paid	0.01	80603	M. Liebetrau 10-23	SISESOL storage locker	10/23/2023	11/21/2023
CORPPAY	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	21.78	80603	M. Liebetrau 10-23	C. Smith Patch changeout -cleaners	10/23/2023	11/21/2023
CREATIVE	001.28.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	3,484.80	80604	23915	Ice carver demo/installation - Winter Lights	11/15/2023	11/21/2023
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	135.00	80605	op-24bagley8393	Certification abagley	11/13/2023	11/21/2023
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	135.00	80605	op-24beach7543	Certification lbeach	11/13/2023	11/21/2023
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	135.00	80605	op-24george9277	Certification lgeorge	11/13/2023	11/21/2023
DOLI2	401.18.037.53481.548000.	Repair & Maintenance Services	2023	11	INV	Paid	161.65	80606	332673	South Well elevator	11/15/2023	11/21/2023
DRIFTMIE	310.13.701.59418.541060.	Facilities Maint - Design	2023	11	INV	Paid	1,150.00	80607	8458	Architectural design city hall safety plan	10/31/2023	11/21/2023
Dylan Gamble	001.12.019.57680.543000.	Training & Travel	2023	11	INV	Paid	87.16	80608	Reimb D. Gamble	Mileage for PW supervisor training (4 days)	11/16/2023	11/21/2023

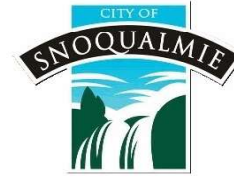
Dylan Gamble	401.18.019.53410.543000.	Training & Travel	2023	11	INV	Paid	87.16	80608	Reimb D. Gamble	Mileage for PW supervisor training (4 days)	11/16/2023	11/21/2023
Dylan Gamble	403.22.019.53110.543000.	Training & Travel	2023	11	INV	Paid	87.16	80608	Reimb D. Gamble	Mileage for PW supervisor training (4 days)	11/16/2023	11/21/2023
ER	501.23.051.54868.541082.	Recycling Services	2023	11	INV	Paid	334.12	80609	93008158	Recycle service for used produced motor oil	10/18/2023	11/21/2023
FEI	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	4,641.86	80610	19000	3/4 meter registers	10/30/2023	11/21/2023
GIRARD	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	330.00	80611	91625	Northern St. Vactor job	10/18/2023	11/21/2023
GRAINGER	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	214.19	80612	9882325138	Stapler and staples	10/24/2023	11/21/2023
Handcraft, Inc	001.02.002.51160.549100.	City-Sponsored Expenses	2023	11	INV	Paid	300.00	80613	102523	New panels in City Hall lobby display case	10/25/2023	11/21/2023
HANDY	001.28.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	2,361.70	80614	8.25.23	Holiday lights light installation	8/25/2023	11/21/2023
HARGIS	310.13.701.59418.541040.	Facilities Maint - Const Mgmt	2023	11	INV	Paid	1,215.00	80615	179288	Fire station boiler replacement	10/25/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	53.46	80616	16555605	Canyon springs repair parts	10/27/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	10,320.33	80616	16558062	Theft replacement brass	10/31/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	1,612.46	80616	16558066	Parts for falls water service	10/31/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	4,944.81	80616	16558069	Hydrant storz caps	10/31/2023	11/21/2023
HDFACIL	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	7.67	80617	9219592312	Deadbolt hole cover	10/13/2023	11/21/2023
Holmes Weddle	001.04.004.51541.541103.	S. Randall Legal Fees	2023	11	INV	Paid	668.00	80618	830354	Randall BIA Matters	11/13/2023	11/21/2023
Hunter Ross	310.00.000.31760.317600.	TBD Vehicle Fees	2023	11	INV	Paid	20.00	80619	VLR H. Ross 11-23	Vehicle license renewal refund	11/14/2023	11/21/2023
KC 710	001.08.009.52360.541503.	Jail Services - King County	2023	11	INV	Paid	4,585.23	80620	30044428	Booking, housing, med, psych services-sno inmates	9/13/2023	11/21/2023
KC 710	502.11.020.51888.542200.	INET Internet Network Services	2023	11	INV	Paid	1,023.00	80620	11014015	KCIT INET service and tech support	9/30/2023	11/21/2023
KC 710	502.11.020.51888.542200.	INET Internet Network Services	2023	11	INV	Paid	1,023.00	80620	11014068	KCIT INET PD and City hall tech support	10/31/2023	11/21/2023
KC RADIO	001.08.009.52150.542100.	Cellular Telephone	2023	11	INV	Paid	1,466.09	80621	20247	Officer portable radios NB and Snoq	10/26/2023	11/21/2023
KC RADIO	014.08.012.52150.542100.	Cellular Telephone	2023	11	INV	Paid	1,466.09	80621	20247	Officer portable radios NB and Snoq	10/26/2023	11/21/2023
KDBC	001.08.009.52150.535900.	Small Tools & Equipment	2023	11	INV	Paid	789.06	80622	14685	B. Lynch-mount for MDT-Chevy Tahoe	10/23/2023	11/21/2023
LEXIPOL	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	2,631.17	80623	INVPR120334	Inventory mgmt & police one acad subscription	11/1/2023	11/21/2023
LNCs	001.08.009.52110.523100.	Clothing Allowance	2023	11	INV	Paid	22.00	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	001.08.009.52110.523100.	Clothing Allowance	2023	11	INV	Paid	178.60	80624	INV753565	B. Lynch - Stryke pants (2)	10/6/2023	11/21/2023
LNCs	001.08.009.52110.523100.	Clothing Allowance	2023	11	INV	Paid	656.61	80624	INV754360	B. Lynch holster, vapor boot, jacket, stryke pant	10/10/2023	11/21/2023
LNCs	001.08.009.52121.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	22.00	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	001.08.009.52121.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	68.27	80624	INV754632	D. Doucett polo shirt	10/11/2023	11/21/2023
LNCs	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	302.36	80624	INV745421	S. Butler, shirts (4) w/ embroidery	9/13/2023	11/21/2023
LNCs	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	219.98	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	229.77	80624	INV752220	D. Doucett Stryke pants (2) , polo shirt	10/3/2023	11/21/2023
LNCs	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	55.10	80624	INV753411	D. Doucett - name tapes	10/6/2023	11/21/2023
LNCs	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	106.35	80624	INV756520	D. Doucett-stryke pant	10/18/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	230.13	80624	INV744954	M. Black Pants (2)	9/11/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	CRM	Paid	-88.47	80624	CM39265	M. Sanchez job shirt & patch installation Credit	10/10/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	165.06	80624	INV745419	M. Sanchez shirt (2), embroidery, patch, key	9/13/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	253.61	80624	INV745429	M. Sanchez- class A pants, shirt , patch	9/13/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	117.80	80624	INV747177	C. Smith pistol taco, belt, polo shirt	9/18/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	93.27	80624	INV747386	C. Smith Pants	9/19/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	426.67	80624	INV748176	M. Sanchez struke pants, name tag, shell jacket	9/22/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	1,865.46	80624	INV751450	M. Sanchez-carrier, panel set, trauma plate	9/29/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	153.99	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	147.51	80624	INV756588	M. Bostick-Polo shirts (2) w/ embroidery	10/18/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	153.59	80624	INV757453	M. Sanchez-MOAB boots	10/20/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	106.35	80624	INV757504	M. Sanchez-Stryke pants	10/20/2023	11/21/2023
MP	001.01.001.51310.549300.	Printing	2023	11	INV	Paid	43.56	80625	91756	Corrected M. Chambliss Business cards	11/13/2023	11/21/2023
OD 32559	402.20.040.53580.531000.	Office Supplies	2023	11	INV	Paid	215.62	80626	335656211001	Speaker for meetings at computer	10/13/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	173.14	80627	245186890	Monthly pest control	6/19/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	220.65	80627	246555763	Monthly pest control	7/17/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	154.63	80627	246557782	Monthly pest control	7/12/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	285.31	80627	250758886	Monthly pest control	10/11/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	220.65	80627	250758889	Monthly pest control	10/11/2023	11/21/2023
PARAMET	310.13.702.59418.541000.	Community Ctr - Prof'l Svcs	2023	11	INV	Paid	3,467.50	80628	49207	Comm Ctr design/build support services	10/13/2023	11/21/2023
PC	001.16.019.54290.541000.	Professional Svcs - General	2023	11	INV	Paid	1,687.91	80629	2023-8423	Steve Clark Consulting Services	11/6/2023	11/21/2023
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	1,360.00	80630	2006	Pre-employment eval Bostick/med exam	9/7/2023	11/21/2023
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	2,335.00	80630	2046	Pre-employment eval Rasmussen/med exams	10/5/2023	11/21/2023
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	2,515.00	80630	2087	Pre-employment evals Husby, Johnston, Hoyla, Benso	11/10/2023	11/21/2023
PLATT	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	10.21	80631	4N12664	Light bollard electrical parts	10/19/2023	11/21/2023
PLATT	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	63.92	80631	4N14152	Electrical supplies	10/19/2023	11/21/2023
POA-OR	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	11	INV	Paid	595.96	80632	764845	Copier image overage	10/23/2023	11/21/2023
PSE	001.08.009.52150.547100.	Electricity	2023	11	INV	Paid	1,504.38	80633	300000002083 PD 9-23	Electricity	9/29/2023	11/21/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	31.13	80633	001499 11-3-23	Electricity	11/3/2023	11/21/2023

PSE	401.18.037.53481.547100.	Electricity	2023	11	INV	Paid	17.28	80633 037989 11-3-23	Electricity	11/3/2023	11/21/2023
REGA	633.13.000.58930.589304.	KC Pet License Fees Remittance	2023	11	INV	Paid	30.00	80634 11-9-23	Pet license application - 458505	11/9/2023	11/21/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80635 62772979	IT Contract Worker - Asker	11/2/2023	11/21/2023
Samantha Brumfield	001.06.075.51810.549100.	City-Sponsored Expenses	2023	11	INV	Paid	82.73	80636 Reimb S. Brumfield	Food & drinks for wellness Committee-all city meet	11/14/2023	11/21/2023
SNOQ TR	001.02.002.51160.543000.	Training & Travel	2023	11	INV	Paid	180.00	80637 271	Snoqualmie Valley Gov't Assoc-11-23	11/13/2023	11/21/2023
SNOQ TR	001.01.001.51310.543000.	Training & Travel	2023	11	INV	Paid	60.00	80637 271	Snoqualmie Valley Gov't Assoc-11-23	11/13/2023	11/21/2023
SNOQ VC	001.14.066.55870.541000.	Professional Svcs - General	2023	11	INV	Paid	8,000.00	80638 2272	Wedding Guide - Port grant	11/15/2023	11/21/2023
SPOK	401.19.039.53935.542000.	Telephone Service	2023	11	INV	Paid	29.01	80639 G0303878V	Irrigation pager monthly service	10/14/2023	11/21/2023
The Gordian Group	310.13.701.59418.563006.	Facilities Maint - Construct	2023	11	INV	Paid	1,143.71	80640 2023-04F	Installing temp sensor in server room	10/27/2023	11/21/2023
TSI LW	401.18.037.53482.548000.	Repair & Maintenance Services	2023	11	INV	Paid	19,557.74	80641 8162-006	South well, well 6&7, winery work	10/23/2023	11/21/2023
TWWP	401.19.039.53935.523100.	Clothing Allowance	2023	11	INV	Paid	384.74	80642 2532	J. Ren union approved clothing allowance	11/2/2023	11/21/2023
TWWP	501.23.051.54868.523100.	Clothing Allowance	2023	11	INV	Paid	313.72	80642 2517	Kevin S Union Clothing allowance	10/24/2023	11/21/2023
USAB	402.20.040.53555.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	1,045.92	80643 inv00107231	Blow off valve for blowers	7/17/2023	11/21/2023
USAB	402.21.047.53970.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	294.39	80643 inv00086027	Skimmers for filters	7/27/2023	11/21/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	725.00	80644 442081	NW Railway museum	10/31/2023	11/21/2023
WED	501.23.051.54868.531301.	Repair Parts	2023	11	INV	Paid	452.32	80645 7305077-00	Replacement recycler kit (mower)	10/26/2023	11/21/2023
WESTPAY	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	216.11	80646 849055045	Clear research database monthly fee	10/1/2023	11/21/2023
WESTPAY	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	216.11	80646 849219818	Clear research database monthly fee	11/1/2023	11/21/2023
WLACE	402.20.045.53565.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	40.32	80647 15310289	Heater for honey farm pump station	10/12/2023	11/21/2023
WMG	401.19.039.53935.541000.	Professional Svcs - General	2023	11	INV	Paid	4,004.98	80648 21808	Nov. 2023 Maxicom monitoring services	10/31/2023	11/21/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	390.00	80649 215748	October 2023 bacteria samples	10/26/2023	11/21/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	30.00	80649 215458	September 2023 arsenic Sample	10/17/2023	11/21/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	90.00	80649 215923	Oct arsenic sample iron & manganese sample	10/30/2023	11/21/2023

Accounts Payable

Blanket Voucher Approval Document

User: ITreptow
 Printed: 11/16/2023 - 1:41PM
 Warrant Request Date: 11/16/2023
 DAC Fund:



Batch: 00001.11.2023 - UB Refunds & Business Lic

#57

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 1,136.02,
 for claims warrants numbered 62326 through 62327 & dated 11/16/2023.

Line	Claimant	Voucher No.	Amount
1	A BETTER ROOFING COMPANY	000062326	50.00
2	ACME CONCRETE PAVING INC	000062327	1,086.02
Page Total:			\$1,136.02
Grand Total:			\$1,136.02

Accounts Payable

Check Detail

User: ITreptow
Printed: 11/29/2023 - 2:10PM



Item 2.

Check Number	Check Date				Amount
LP-A BE - A BETTER ROOFING COMPANY Line Item Account					
62326	11/16/2023				
Inv					
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
11/15/2023	LP Refund		001-00-000-213-10-00-000		50.00
Inv Total					50.00
62326 Total:					50.00
LP-A BE - A BETTER ROOFING COMPANY Total:					50.00
UB*03134 - ACME CONCRETE PAVING INC Line Item Account					
62327	11/16/2023				
Inv					
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
11/08/2023	Refund Check		401-00-000-213-10-00-000		1,086.02
Inv Total					1,086.02
62327 Total:					1,086.02
UB*03134 - ACME CONCRETE PAVING INC Total:					1,086.02
Total:					1,136.02

Claims Report for 12-11-23 council meeting

Final Audit Report

2023-12-01

Created:	2023-11-29
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArd3n2amDvAFjSOT-jP-UEdSLUjrOPmbv

"Claims Report for 12-11-23 council meeting" History



Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)

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Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature

2023-11-29 - 10:45:44 PM GMT



Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)

Signature Date: 2023-12-01 - 1:37:04 AM GMT - Time Source: server



Agreement completed.

2023-12-01 - 1:37:04 AM GMT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-138
December 11, 2023
Consent Agenda

Item 3.

AGENDA BILL INFORMATION

TITLE:	AB23-138: Recommendation for Lodging Taxes 2024 Allocation	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve LTAC Funding Recommendations	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	11/21/2023
	Finance	Janna Walker	11/22/2022
	Legal	David Linehan	11/23/2022
	City Administrator	Mike Chambless	11/28/2023

DEPARTMENT:	Community Development		
STAFF:	Nicole Wiebe, Community Liaison		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: December 5, 2023	
EXHIBITS:	1. Memo of Recommendation		

AMOUNT OF EXPENDITURE	\$ 175,000
AMOUNT BUDGETED	\$ 350,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The Lodging Tax Fund Advisory Committee (LTAC) is responsible for requesting, receiving, and evaluating applications requesting funds for tourism-related programs in Snoqualmie; determining eligibility of the applicants; and providing a recommendation of hotel/motel tax allocations to the City Council.

BACKGROUND

The City of Snoqualmie Lodging Tax Fund Advisory Committee (LTAC) was established in January of 2005 by Ordinance 948 in accordance with RCW 67.28. The committee is responsible for requesting, receiving, and evaluating applications; determining eligibility and value of the applications; and providing a recommendation of lodging tax allocations to the City Council.

ANALYSIS

LTAC reviewed the twelve applications submitted for funding and ten applicants were chosen for recommended allocation, as outlined in the memo.

BUDGET IMPACTS

Administration recommends approving LTAC's 2024 proposal for allocations in the amount of \$175,000. To date, \$47,341 has been spent against the \$350,000 Hotel-Motel Tax Fund (#110) biennial budget appropriation and \$127,658 encumbered. Therefore, \$175,000 remains available in budget appropriation for 2024 allocations. Once accounting for the 2024 allocations in the current agenda bill, Fund #110 will have no remaining budget. Therefore, sufficient appropriation exists within the current 2023-2024 Biennial Budget (Hotel-Motel Tax Fund (#110) to fund the 2024 allocations.

Hotel-Motel Tax Fund

2023-2024 Amended Biennial Budget		
Beginning Budget	\$	350,000
Expenditures	\$	(47,341)
Outstanding Contract Value	\$	(127,659)
Current Available Budget	\$	175,000
2024 LTAC Proposal	\$	(175,000)
Available Budget after LTAC Proposal	\$	-

NEXT STEPS

12/4/23: Finance and Administration Committee review and approve to move forward at the December 11, 2023, City Council consent agenda.

PROPOSED ACTION

Move to approve Lodging Tax Advisory Committee 2024 Funding Recommendations.



**CITY OF SNOQUALMIE
LODGING TAX ADVISORY COMMITTEE**

Item 3.

Nicole Wiebe, Community Liaison
425-888-1155
nwiebe@snoqualmiewa.gov

Memorandum

To: Snoqualmie City Council Members

From: Council Member Bryan Holloway, Chair, Lodging Tax Advisory Committee

Cc: Mayor Katherine Ross
Mike Chambless, City Administrator
Richard Anderson, Committee Member, Northwest Railway Museum
Kelly Coughlin, Committee Member, Snoqualmie Valley Chamber
Alan Stephens, Committee Member, Salish Lodge & Spa
Laurie Hay, Committee Member, Snoqualmie Hotel
Nicole Wiebe, Staff Liaison, Community Liaison

Date: November 22, 2023

Subject: Recommendation for Lodging Taxes to Be Allocated 2024

The City of Snoqualmie Lodging Tax Fund Advisory Committee (LTAC) was established in January of 2005 by Ordinance 948 in accordance with RCW 67.28. The committee is responsible for requesting, receiving, and evaluating applications; determining eligibility and value of the applications; and providing a recommendation of lodging tax allocations to the City Council.

Additional Lodging Tax Informational Resources: [Snoqualmie Municipal Code Chapter 2.11](#), [Revised Code of Washington Chapter 67.28.1816](#), [MRSC Overview of Lodging Tax Revenues](#)

LTAC Project Applicant	Project	Funding Requested	Funding offered
City of Snoqualmie	Snoqualmie Winter Lights	18,000	19,000
Northwest Railway Museum	Snoqualmie Days	7,000	7,200
Northwest Railway Museum	Train Shed	27,000	27,000
Northwest Railway Museum	Marketing	40,100	40,100
Snoqualmie Inn Hotel America	Snoqualmie Winter Lights	5,000	0
Snoqualmie Valley Chamber	2024 International Block Party	10,000	10,000
Snoqualmie Valley Chamber	Chamber Co-Op with WA State	10,000	10,000
Snoqualmie Valley Chamber	APP/Mobile Concierge	9,500	9500
Snoqualmie Valley Chamber	Marketing	45,000	45,000
Snoqualmie Valley Historical Society	Twin Peaks Exhibit	6,000	6,000
Snoqualmie Valley Historical Society	Weekend Staffing Year-Round	10,200	1,200
The Line Bike Experience	Trailhead Mountain Bike Experience	5,000	0
	Total	\$192,800.00	\$175,000.00



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-143
December 11, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-143: Collective Bargaining Agreement between the Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Approve the Collective Bargaining Agreement between the Public, Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Administration	
STAFF:	Mike Chambless, City Administrator Sofia Mabee, City Attorney Janna Walker, Budget Manager	
COMMITTEE:	Finance & Administration	Meeting Date: December 5, 2023
COUNCIL LIAISON:	James Mayhew	Bryan Holloway Louis Washington
EXHIBITS:	1. Summary of Changes 2. Agreement 3. Agreement (Tracked Changes)	

AMOUNT OF EXPENDITURE	\$ 732,213
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUESTED	\$ 534,469

SUMMARY

SUMMARY STATEMENT

The City of Snoqualmie (City) recently completed negotiations with the Public, Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763. The resultant collective bargaining agreement ("CBA"), if approved by council, will last through the end of 2026 and apply retroactively to January 1, 2023.

BACKGROUND

Teamsters Local Union No. 763 (Teamsters) represents the Public, Professional, Office-Clerical Employees, and Drivers of the City of Snoqualmie. The previous CBA spanned a length of one years from 2022-2023 (Exhibit A). Regular negotiation meetings with Teamsters began in the fourth quarter of 2022 and lasted through October 2023. The City contracted for consulting services with Summit Law Group to assist with the negotiation of this agreement.

ANALYSIS

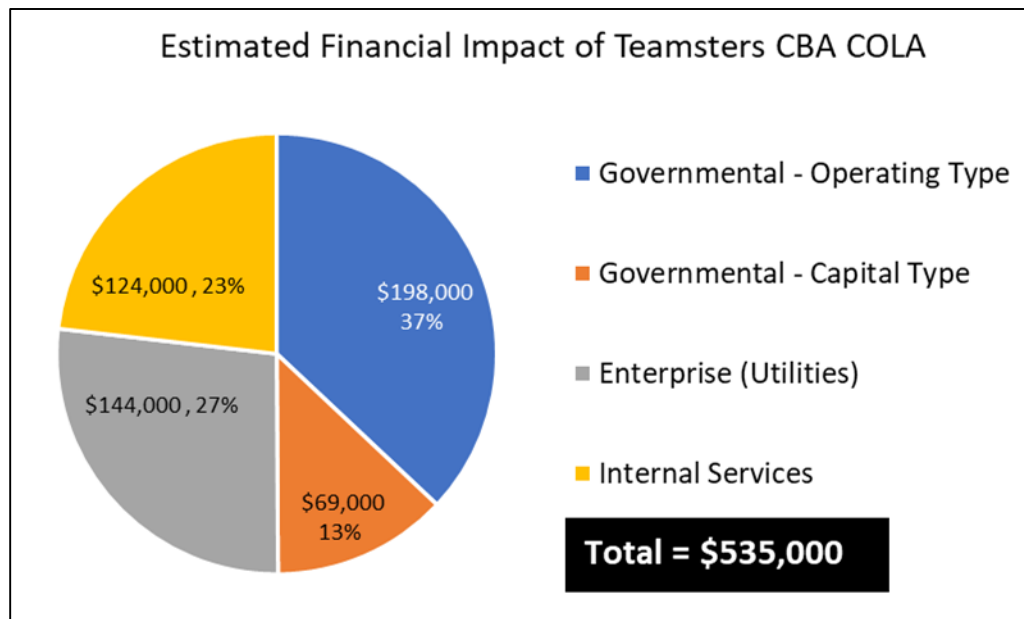
The term of the agreement is January 1, 2023, through December 31, 2026. The City of Snoqualmie (City) and Teamsters Local Union No. 763 (Teamsters) settled on a four-year agreement. The new agreement increases salaries to the 60th percentile, improves fiscal security regarding uniforms, and modifies the overtime language to simplify it while removing “double-time”. Additionally, the agreement accounts for a 6% COLA in 2023, a 4% COLA in 2024 and a range between 1.5% and 3% for the remaining two years. Finally, much time was spent working through the entire agreement to bring it up to date with current labor laws and standards and to make it easier to read and interpret.

BUDGET IMPACTS

The Administration recommends approving the 2023-2026 Collective Bargaining Agreement (CBA) with Teamsters. The CBA includes a new salary schedule based on the 60th percentile recommended by HRGov, as presented to Council on February 13, 2023 as part of Agenda Bill AB23-017, adding in a 6% COLA in 2023, a 4% COLA in 2024 and a range between 1.5% and 3% for the remaining two years. This is expected to cost the City an additional \$534,469 in wages and wage-based benefits (Social Security, Medicare, pension, etc.) over the amounts budgeted in the 2023-24 Biennial Budget. This estimate assumes full staffing. The City approved a 2023-2024 Biennial Budget across various funds with a 3.4% cost-of-living adjustment for 2023 and a 3.5% cost-of-living adjustment for 2024. The City’s budget also included 2-6% increases annually in medical, dental, and vision benefits.

Since the adoption of the 2023-2024 Biennial Budget, some vacancies have resulted in salary savings and several positions have new hires rather than experienced employees, resulting in actual salary and benefit costs that are less than the amounts budgeted. These savings are applied against the CBA’s total expected cost of \$732,213, resulting in a needed additional appropriation of \$534,469. The remaining \$197,745 of the expenditures related to the new CBA are expected to be absorbed by the current biennial budget. The Administration will bring forth an amendment in 2024 to account for this required appropriation of \$534,469.

The adjacent chart and following table break down the impact of the COLA on the four “buckets” of funds and the many departments and divisions impacted.



Department/Division/ Functional Classification	Fund	2023	2023	2024 Cost (C)
		Retroactive Cost (A)	Appropriation Needed (B)	
Administration ¹	001	45,456	45,456	59,462
Police (Snoqualmie) ²	001	23,676	23,676	25,786
Fire & Emergency	001	3,710	-	10,795
Parks	001	26,637	-	21,656
Community Development	001	10,532	-	(2,929)
Streets	001	11,366	-	13,872
Events	001	(209)	-	-
General Fund	001	121,168	69,132	128,643
Non-Utility Capital	310	8,484	8,484	9,346
Utilities Capital	417	24,527	24,527	26,627
Water Operations	401	50,640	-	65,620
Sewer Operations	402	53,509	-	57,665
Stormwater Operations	403	41,559	-	20,418
Equipment Repair Replacemement	501	18,444	18,444	18,568
Information Technology	502	35,172	35,172	22,075
Facilities Maintenance	510	18,997	18,997	10,751
Total		372,500	174,756	359,713
Total Cost (A + C)				732,213
Required Appropriation (B + C)				534,469

¹Includes Finance and Communications

²Includes Snoqualmie and North Bend

RECOMMENDED ACTION

Move to approve the Collective Bargaining Agreement between the Public, Professional & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie and authorize the Mayor to sign.

AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

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AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS AGREEMENT is by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

ARTICLE 1 RECOGNITION, UNION MEMBERSHIP AND PAYROLL DEDUCTION

1.1 Recognition – The Employer recognizes the Union as the exclusive bargaining representative for all full-time and part-time classifications contained in Appendix A, A.1.

1.2 Payroll Deduction – The Employer agrees to deduct from the paycheck of each employee who has so authorized it, in accordance with RCW 41.56.110, the regular initiation fee, regular monthly dues, assessments and other fees as certified by the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. The performance of this function is recognized as a service to the Union by the Employer. The Union agrees to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for deducting dues from Union members including all issues related to the deduction of dues or fees.

An employee's request to revoke authorization for payroll deductions must be in writing and submitted to the Union. After the Employer receives confirmation from the Union that the employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second pay cycle after receipt of the confirmation.

1.3 Union Notification – Within ten (10) calendar days or as soon as possible from the date of hire of a new employee, the Employer will forward to the Union the name, address, work email, and personal telephone number of the new employee. Social security numbers will be provided to the Union when authorized by the employee. The Employer will promptly notify the Union of all employees leaving its employment.

1.3.1 New-Hire Orientation - The Union and shop steward will have 30 minutes to provide information on the Teamsters benefits and rights to all employees eligible for membership. This ideally will happen within fourteen (14) calendar days of the employee's hire date but will not be later than ninety (90) calendar days. Employees have the option to attend or not attend the orientation.

- 1.4 Temporary Workers – A “Temporary” employee is defined as an employee employed for less than twelve hundred (1200) hours in a twelve (12) consecutive month period.

	Less than 1200 hours in a consecutive 12-month period	More than 1200 hours in a consecutive 12-month period
In the bargaining unit and covered by the CBA?	No	Yes

In the event a Temporary employee is employed for more than 1200 hours in a consecutive 12-month period, the employee shall become a member of this bargaining unit. Temporary employees who are members of the bargaining unit will be entitled to the Temporary rate of pay as outlined in Appendix A and have access to the following sections of this Agreement:

Article 1	Article 4	Article 5	Article 6	Article 11
All	4.2 Rest Periods	5.1 Wages	6.2 Seniority	11.1 Safety
	4.3 Meal Periods		6.5 Job Vacancies	Equipment &
	4.6 Overtime			Protective Gear
Article 14	Article 15	Article 16	Article 17	Article 18
Limited to alleged violations pertaining to hourly wages and union membership issues	All	All	All	All

- 1.5 Limited Term Employee – A Limited Term employee is a regular full or part-time employee hired into the bargaining unit for a specified period of time, generally up to two (2) years.

ARTICLE 2 NON-DISCRIMINATION

- 2.1 The Employer and the Union agree not to unlawfully discriminate against any person based on any protected status such as:

- sex
- race
- sexual orientation and gender identity
- religion
- disability
- marital status
- age
- national origin
- pregnancy
- genetic information
- union membership

- 2.2 The Union may pursue a grievance for violation of this Article to Step 2 of the grievance process. Failing to reach a resolution at Step 2, the employee may take the issue to the appropriate government agency (EEOC, Washington State Human Rights Commission) for investigation and appropriate action in lieu of pursuing the grievance to Step 3. This does not stop the Union from pursuing charges with PERC (Public Employment Relations Commission) and a grievance.

ARTICLE 3 UNION RIGHTS

- 3.1 Union officials (Shop Stewards or members of the Bargaining Committee) will have a reasonable amount of time off with pay to investigate grievances and fulfill their duties as a Union official as long as those activities do not interfere with normal routine functions of the Department.
- 3.2 Union Investigative and Visitation Rights - The Business Agent of the Union can visit the work location of employees covered by this Agreement at any reasonable time, but cannot interfere with employees work activities. The Business Agent will follow any required L&I safety rules.
- 3.3 Bulletin Board - The Employer will provide space for a bulletin board at each work location which can be used by the Union for official union business.

ARTICLE 4 HOURS OF WORK, CALLBACK AND OVERTIME

- 4.1 Hours of Work - The FLSA (Federal Labor Standards Act) work week begins Sunday at 12:01 am and ends the following Saturday at midnight, unless an employee works a 9/80 schedule in which case the FLSA (Federal Labor Standards Act) workweek begins at the midpoint of the 8-hour shift.

The normal workweek for all employees consists of five (5) consecutive days of eight (8) consecutive hours, or four (4) consecutive days of ten (10) consecutive hours excluding meal periods as assigned by the Department Head. Workweeks that include a Saturday and/or a Sunday shall be assigned by shift bidding by departmental seniority. Seniority bids will take place on a quarterly basis.

Part-Time Employees: The Employer will schedule part-time employees based on the requirements of the position.

- 4.1.1 Alternative Schedules - By written mutual agreement between the Employer and the employee, an employee may be assigned a work schedule other than those set forth in Section 4.1, such as flex-time, staggered start times, alternate schedules, or telecommuting, if there is adequate coverage for the Employer's established work day. There will be no pyramiding of overtime as a result of this provision.
- 4.1.2 Notice of Schedule Change – With the exception of emergency conditions and changes requested by an employee, notice of a schedule change will be no less than ten (10) calendar days. The Employer cannot change an employee's schedule to circumvent them from receiving overtime.

- 4.2 Rest Periods - The following rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. Employees will receive a paid rest period of fifteen (15) minutes for each four (4) hour work period. For employees who do not have the discretion to take rest periods at their convenience, rest periods will be scheduled as near as possible to the midpoint of each four (4) hour work period or as otherwise directed by the employee's supervisor for operational reasons. No employee will be required to work more than three (3) hours without a rest period. Rest periods may not be combined with meal periods or used to arrive late or leave early.
- 4.3 Meal Periods - The following meal periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. Employees will receive an unpaid meal period of thirty (30) minutes scheduled by the employee's supervisor. No employee is required to work more than five (5) consecutive hours without a meal period. An employee who is directed by the Employer to work during their meal period will be paid overtime for the meal period. The meal period may be increased to one hour, as long as it is mutually agreed to between the Employer and the employee. A meal period may be waived by an employee, with prior approval of the Employer, on an individual basis.
- 4.4 Meal Reimbursement Whenever an employee is authorized to work on a non-scheduled overtime basis (i.e. overtime due to an emergency or call-in) and it has been at least five (5) hours since their last meal period, the employee will be provided with a meal or a meal payment of fifteen dollars (\$15.00), subject to payroll taxes. In such instances, employees shall receive an additional meal or payment for every five (5) hours in excess of the initial five (5) hour period. Meal periods will not be taken as a result of working overtime.
- 4.5 Callback - An employee who has left work and is called back to work in person after completion of a regular shift or on a regularly scheduled day off will be paid a minimum of three (3) hours at the overtime rate. Employees will not be entitled to additional minimum payments for each callout within the initial three (3) hour callout, but instead shall be paid only for actual time worked. There will be no pyramiding of overtime as a result of this provision. An employee who is called in prior to the start of a regular shift will be paid only for actual time worked, and is not entitled to a three-hour minimum payment under this section if the callout is less than three hours from the start of the regular shift. If the call back can be handled via Virtual Private Network from the Employee's home or otherwise handled remotely, the employee will be paid in fifteen (15) minute increments at the overtime rate for actual time worked.
- 4.6 Overtime - All work performed and which has been authorized by the Employer in excess of the employee's regularly scheduled shift length in any one (1) day or forty (40) hours in any one (1) week shall constitute overtime and be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.
- 4.6.1 Overtime Increments - Overtime shall be paid in increments of fifteen (15) minutes round up to the nearest fifteen (15) minutes.
- 4.6.2 Time Worked Includes Holidays - In computing overtime, all contractual holidays shall be considered as time worked. ****Bargaining Note- the city understands that sick, comp & vacation do count as time worked*****

- 4.6.3 Compensatory Time – Instead of overtime pay, an employee may choose to accrue compensatory time, up to a maximum balance of sixty (60) hours. An employee may at any time elect to be paid for some or all of the employee's accrued compensatory time at the employee's regular straight time rate of pay. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All excess compensatory time will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours will be paid at the employee's regular straight time rate of pay at the end of each year. Upon request of the employee and approval of the City Administrator or designee, the carryover limit may be increased due to winter season emergency overtime, in order to allow added time for the employee to schedule their compensatory time off.
- 4.6.4 Non-Emergent Overtime - All non-emergent overtime will be offered to qualified employees as follows:
- 4.6.4.1 The employer first distributes notice of an overtime opportunity, and a signup sheet for the event via e-mail to all employees in the division covered by this Agreement at least forty-eight (48) hours prior to the start of the overtime work. Any employee desiring to work overtime for that event must respond within twenty-four (24) hours of the notice, indicating their intent to work the overtime. Should no one sign up, then other qualified employees in the department will be given twenty-four (24) hours to sign up. Should no one sign up, then other qualified employees in the bargaining unit will be offered the opportunity to sign up. An employee who signs up for an overtime event commits to work that event, absent a bona fide emergency as determined in the discretion of the Employer.
- 4.6.4.2 The non-emergent overtime signup/notices will contain the following:
- a) The date and time of the event;
 - b) The deadline for signing up;
 - c) A listing of any special skill, experience and/or personal protective equipment ("PPE") required or essential; and
 - d) The contact information of the person in charge.
- 4.6.4.3 The Employer will assign non-emergent overtime by seniority to the employees who have timely responded to the notice. In the event that an insufficient number of qualified employees timely respond, the Employer will assign the overtime to qualified employee(s) beginning with the least senior employee.
- Employees may express a preference for particular shifts. While the Employer will make an attempt to accommodate shift preferences, the Employer's shift assignments under this section will be final.
- 4.6.5 Emergent Overtime - For emergent call outs, seniority rotation shall not apply. Emergent overtime is assigned based on operational need, including qualifications.

- 4.7 Standby Duty - Unless an exception is granted and approved by the Employer, an employee must be able to report to the employees work site within sixty (60) minutes of receiving notification they are being called out. Standby Duty is assigned by Division and rotate on a weekly basis or by shift bid among those crew members who have indicated a desire to serve on Standby and who are qualified to fulfill the responsibilities of Standby. In the event that there are not enough qualified employees who volunteer for Standby Duty in the Division, the Employer will offer the Standby Duty to those qualified employees outside of the Division in rotation. In the event that no qualified employees volunteer for the Standby Duty, the Employer will assign Standby by rotation, beginning with the least senior qualified employee. Members who are on Standby must make sure that they are able to respond in a timely manner. Employees on Standby are obligated to respond when called in to work. Employees will not report to work while on Standby Duty in a condition that would violate the Drug Free Workplace Policy.
- 4.7.1 Standby Duty Compensation - Employees will be compensated for 6.75 hours at their overtime rate of pay per week while on Standby.
- 4.8 Definition of Divisions - For purposes of this Article, the Departments are divided into ten (10) divisions, the Water Division, the Parks and Streets Division, the Stormwater and Urban Forestry Division, the Wastewater Division, the Fleet and Facilities Division, the Building Division, the IT Division, the Engineering Division, Police Division and the Administrative Division.

ARTICLE 5 WAGES

- 5.1 The classifications of employees covered by this Agreement and the corresponding rates of pay are set forth within Appendix "A".
- 5.2 Following a soft launch, the Employer will transition to a semi-monthly payroll cycle effective January 1, 2024.

ARTICLE 6 PROBATION PERIOD, SENIORITY, LAYOFF, RECALL AND JOB VACANCIES

- 6.1 Probation Period – At date of hire a new employee will be subject to a six (6) month probation period with no access to the grievance process to contest their dismissal. The probation period will automatically extend during any leaves of absence. While on probation an employee is at-will and may be released from employment at any time by the Employer. In order to extend the probation period up to ninety (90) days, the Employer must identify the areas of improvement and have mutual agreement with the Union.
- 6.1.1 Probation for Promoted Employees – An employee who promotes to a higher classification will be subject to a four (4) month probation period in the new position. The probationary period will extend during any leaves of absence. During the promotional probationary period, the employee will be evaluated by the Employer and is subject to removal at the sole discretion of the Employer. A promoted employee who does not successfully complete their promotional probation may return to their prior position provided it is vacant.

- 6.2 Seniority - An employee's seniority is defined as that period from the employee's date of hire or rehire in the bargaining unit, whichever is most recent.
- 6.2.1 Break in Seniority - An employee's seniority ceases upon:
- Justifiable discharge;
 - Voluntary quit;
 - Layoff or leave of absence exceeding twenty-four (24) months.
- 6.3 Layoff - In case of a layoff, the least senior employee in the affected job classification will be laid off first, provided those employees remaining on the job are qualified to perform the work left by the vacancy. The Employer will provide an employee with four (4) weeks' notice of layoff. The employee designated for layoff may bump a less senior employee in any lower job classification for which the more senior employee is qualified. Qualified means having demonstrated skills and required experience to perform the job. If there is no employee in the next lower job classification who is less senior than the person scheduled for layoff, that person may look progressively to the next lower job classification for such bumping rights. The employee who is bumped by the affected employee has the same rights under this Article.
- 6.4 Recall - In the case of recall, those employees laid off last will be recalled first. An employee on layoff must keep both the Employer and the Union informed of the address and telephone number where they can be contacted. The Employer will send written notice of recall, postage paid, certified U.S. Mail to the last address provided in City employment records.
- 6.4.1 Termination of Recall Rights - If the former employee does not respond to the offer of recall, the Union will be notified. If neither the Union nor the Employer are able to contact the employee within seven (7) calendar days from the time the Union is notified, the Employer's obligation to recall the employee ceases. The Employer has no obligation to recall an employee after the employee has been on continuous layoff for a period of two (2) years. Should an employee not return to work when recalled, the Employer has no further obligation to recall the employee.
- 6.5 Job Vacancies - When a permanent job vacancy occurs in the bargaining unit, present employees who apply and meet the qualifications for the vacancy will be offered an interview. In applying this provision, it is the intent to promote qualified employees and to permit the Employer to fill vacancies with the most qualified applicant.
- 6.5.1 Notice of Job Vacancies - Notice of permanent job vacancies in the bargaining unit will be emailed to the members at least seven (7) calendar days prior to the closing date. Present employees who desire consideration for such openings shall submit any required materials by the deadline.

6.6 Seniority List – Upon request, but not more than quarterly, the Employer will provide the Union with a seniority list showing:

1. The name of each employee within the bargaining unit,
2. Current mailing address,
3. Present classification,
4. Work location
5. Personal and work emails
6. Personal and work cell phones
7. Date of hire
8. and present rate of pay.

ARTICLE 7 HOLIDAYS

7.1 Employees will receive thirteen (13) paid holidays as set forth below:

New Year's Day	January 1st
Civil Rights Day (a/k/a MLK)	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday of September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday of November
Day After Thanksgiving Day	
Christmas Day	December 25th
(2) Floating Holidays	Designated by the Employee

7.2 Observation of Holidays - When any holiday fall on a Saturday, the holiday will be observed on the preceding Friday and when the holiday falls on a Sunday, the holiday will be observed on the following Monday.

7.3 Worked Holiday - An employee who is required to work on a holiday will be paid at the overtime rate for all hours worked.

7.4 Floating Holidays - An employee may select two (2) personal holidays each calendar year as Floating Holidays and the Employer will grant the days subject to the following conditions:

7.4.1 The employee has been or is scheduled to be continuously employed by the Employer for more than four (4) months.

7.4.2 The employee has given not less than seven (7) days notice to the Employer; provided however, the employee and the Employer may agree upon an earlier date.

7.4.3 Seniority will be used in granting time-off when more than one (1) employee requests the same day.

- 7.4.4 The personal holidays will be use it or lose it in the calendar year, unless the employee's request to use a personal holiday was denied.
- 7.4.5 Upon termination, the first floating holiday will be paid to the employee if it has not been used. The second floating holiday will not be paid to the employee unless it has not been used and the employee's last day of employment with the Employer is after July 1st of the year.
- 7.5 Holidays will be compensated based on the number of regularly scheduled hours in the employee's workday.

ARTICLE 8 VACATION

- 8.1 Each regular employee after six (6) months of continuous service from the most recent date of hire with the Employer accrues vacation with pay on the following basis:

<u>Years of Continuous Service</u>	<u>Annual Accrual (hours)</u>	<u>Accrual per pay period (hours)</u>
0 through 2	80	3.33
3 through 6	120	5.00
7 through 10	160	6.67
11 through 14	180	7.50
15 through 18	200	8.33
through 19+	240	10.00

- 8.2 Maximum Accrual - An employee may accrue up to four hundred (400) hours of vacation . Employees are not eligible to use vacation during probation. When an Employee reaches the maximum accrual amount, the employee will cease to accrue leave until under the maximum accrual amount.
- 8.3 Vacation Use - Vacations will be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with seniority will be given preference, provided the employee's request is submitted and received by the Employer prior to March 1.

ARTICLE 9 LEAVES

- 9.1 Sick Leave - Employees accumulate sick leave with pay at the rate of eight hours (8) per month of service; provided however, no employee may carryover greater than seven hundred twenty (720) hours from one calendar year to the next.
- 9.1.1 Use of Sick Leave - Physical illness or injury of the employee or an employee's child, doctor and dental appointments, as well as forced quarantine of the employee in accordance with State or community health regulations or care of any family member defined under the Family Care Act or State law will be approved grounds for sick leave. Sick leave may also be used for reasons authorized by Employer policy.

- 9.1.2 Sick Leave Verification - The Employer may require that the employee, after more than three (3) days of consecutive sick leave use, furnish verification of the need for sick leave according to Employer policy.
- 9.1.3 Annual Sick Leave Cashout - Should an employee's sick leave accrual exceed 720 hours at the end of a calendar year, the employee will receive compensation equal to twenty-five percent (25%) of the sick leave hours which exceed 720 hours at the employee's regular straight-time hourly rate of pay. Requests for sick leave cashout must be submitted to the Employer in writing on or before November 10.
- 9.1.4 On-the-Job Injuries - Whenever any employee suffers a temporary total disability due to an on-the-job injury, the following will apply:
- A. All on-the-job injuries will be promptly reported to their Department Head and the Administrative Services Director, or designee.
 - B. A letter from the employee's physician will be provided to the Administrative Services Director verifying the temporary total disability.
 - C. All time missed (time loss) due to temporary total disability will be reported on the employee's time card as sick, vacation and/or comp leave, and the employee will receive their regular pay from using such leave. Alternatively, the employee can choose not to use their accrued leave.
 - D. Upon the employee's receipt of the worker's compensation wage loss benefit check from the Department of Labor and Industries, the employee will endorse and deliver the check to the City (Administrative Services Director or the Sr. Acct. Clerk/Payroll).
 - E. Upon receipt of the Department of Labor and Industries check from the employee, the Employer will restore the employee's leave balance(s) in an amount equivalent to the time loss check. If an employee did not have enough accrued leave or chose not to use their accrued leave, then an amount equivalent to the time loss check will be credited and paid to the employee as sick leave.
 - F. During the period of temporary total disability, the employee will continue to receive all contracted benefits.
 - G. When an employee is unable to perform regular duties due to a job related injury or illness and the employee is able to work light duty, the employee will perform light duty tasks as the employer may require, subject to approval of the treating physician. A letter of said approval from the treating physician will be provided to the Administrative Services Director. An employee working light duty will receive regular wages for work performed.
 - H. Upon the employee's return to regular duty, a letter from the treating physician stating the employee is now able to return to regular duty will be provided to the Administrative Services Director.
- 9.2 Bereavement Leave - In the event of a death in the employee's immediate family, an employee will be granted forty (40) hours off with pay.

9.2.1 Definition of Immediate Family - The term "immediate family" is defined as:

- Spouse or spousal equivalent
- Children or stepchildren
- State registered domestic partner
- Parent,
- Sibling
- Mother-in-law, father-in-law, daughter-in-law, son-in-law
- Grandchild
- Grandparents, or
- Other relative living in the employee's household.

9.2.2 Release for Funeral - An employee may be excused by their Department Head to attend funeral services of a deceased City employee without loss of pay.

9.3 Disability/Pregnancy and Childbirth Leave - The Employer will comply with applicable statutes and regulations and will continue a Disability/Pregnancy and Childbirth Leave Policy.

9.4 Jury Duty and Other Court Duty Leave – It is the civic obligation of each employee to serve on a jury if called.

9.4.1 While on jury duty, or while appearing as a legally required witness in their official capacity as an employee of the Employer, an employee will receive full pay from the City. An employee will receive full pay when subpoenaed for a deposition, or appearing as a witness involving the employee's role as a City employee. An employee will not be paid for time served as a plaintiff, defendant, or witness in a civil matter not involving the employee's role as a City employee, unless that time is taken as accrued vacation leave.

9.4.2 The employee will endorse and deliver to the Employer the amount received from the court for jury duty or witness fees, exclusive of travel and parking.

9.4.3 Employees who are absent from work because of jury duty will retain seniority and all benefits. The time away will not affect vacation or sick leave accruals.

9.4.4 When an employee is waiting to be impaneled or released from jury duty or as a witness by the court during the employee's work day, the employee is to immediately inform an appropriate supervisor and report to work if requested to do so.

9.4.5 If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

9.5 Leave of Absence without Pay – The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or pursuing an education. Such leaves shall not constitute a break in service.

- 9.5.1 Eligibility to Request Leave Without Pay - Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay. The following requirements apply:
- 9.5.2 Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
- 9.5.3 Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the City Administrator. Further extensions are at the discretion of the City Administrator.
- 9.5.4 An employee's benefits (except medical insurance) are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay for more than a full month. Employees are required to pay their medical insurance costs for leaves in excess of thirty (30) days or may suspend medical insurance coverage for the remainder of the Leave of absence.
- 9.5.5 An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned.
- 9.5.6 An employee returning from a temporary disability may return to the same position or similar position at a comparable rate of pay.
- 9.5.7 If the leave without pay is due to an illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.
- 9.6 Family Leave - The Employer will comply with applicable statutes, regulations and will continue its current Family Medical Leave Act Policy.
- 9.7 Washington State Paid Family Medical Leave – Eligible employees are covered by Washington's Paid Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Employees will pay through payroll deductions the maximum allowable charges for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department. The Employer will pay any remaining portion as required by law.

ARTICLE 10 HEALTH AND WELFARE

- 10.1 Medical Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Regence Blue Shield, AWC HealthFirst 250 Plan for year 2015 and thereafter.
- 10.1.1 Preventive Care - The Employer will pay the cost for all preventative vaccinations as needed by employees for occupational related diseases (i.e. Tetanus, Hepatitis B etc.) not otherwise covered by the health plan.

- 10.1.2 Employer Funded HRA – The Employer will fund the following amounts in a Health Reimbursement Account (HRA); three thousand dollars (\$3,000.00) per year for one employee, six thousand dollars (\$6,000.00) per year for an employee and eligible dependents. There will be no roll-over from year to year. Employees will be provided with a debit card linked to the HRA account to pay for federally approved eligible expenses.
- 10.2 Dental Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F.
- 10.2.1 Orthodontia - The Employer will pay one hundred percent (100%) of the premium necessary to provide for two thousand dollars (\$2,000.00) Orthodontia Plan V coverage of Orthodontia treatments for the employee, spouse and dependents.
- 10.3 Vision Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Vision Service Plan (\$10.00 deductible).
- 10.4 Life Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary to purchase Group Basic Term Life Insurance for each employee at the fifty thousand dollar (\$50,000.00) benefit level under the Association of Washington Cities Group Life Insurance Plan naming a beneficiary selected by the employee.
- 10.5 Deferred Compensation Match - The Employer matches an employee's contribution to the Employer provided Deferred Compensation Plan up to two hundred dollars (\$200.00) per month.
- 10.5.1 Deferred Compensation Contribution - The Employer contributes fifty dollars (\$50.00) per month to the Deferred Compensation Plan of each employee who is represented under this agreement. This fifty dollar (\$50.00) contribution does not require a match by the employee.
- 10.5.1.1 Enrollment in Deferred Compensation - It is the employee's responsibility to enroll in the Deferred Compensation Plan. The contribution cited in Section 10.5.1 begins at the employee's enrollment date.

ARTICLE 11 MISCELLANEOUS

- 11.1 Safety Equipment and Protective Gear - The Employer will furnish all required and necessary protective gear and safety equipment.
- 11.2 Clothing Allowance - Beginning in 2024, the Employer will provide a clothing allowance of seven hundred and fifty dollars (\$750.00) once per year in February to each field worker in the Parks & Public Works Department. An employee who separates service after February will return a prorated portion of the allowance back to the Employer in their final paycheck, unless waived by the Employer. New employees will receive a prorated amount of the allowance upon hire. The clothing purchased will be appropriate work attire for the employee's job duties, as determined by the supervisor, and will include:

- pair dark blue denim jeans
- hats (solid in winter, mesh in summer)
- coveralls as needed for mechanics
- insulated coveralls
- foul weather gear
- appropriate safety footwear
- one winter weight jacket and one light weight jacket

- 11.2.1 The Employer will provide each Parks & Public Works Department field worker five (5) long-sleeve shirts or sweatshirts and five (5) short-sleeve shirts within six (6) months of the execution of this Agreement, and as needed thereafter.
- 11.2.2 Office-Clerical Workers - The Office-Clerical workers, as outlined in Article IV, will receive two (2) shirts each year. The shirts must be approved by the Employer and bear the City of Snoqualmie logo. Additionally, these employees will receive one (1) lightweight jacket every other year, as needed.
- 11.2.3 The shirts, coats and hats will have the "City of Snoqualmie" logo and employee names on them. Employees in the Public Works Department as outlined in Article IV, Section 4.8, are required to wear the Employer provided uniforms while at work.
- 11.2.4 Police Department Workers - The Police Support Officer and Evidence Technician positions receive one (1) pair of standard department footwear, three (3) pairs of pants, three (3) shirts, and one light weight jacket, as needed and approved by the Police Chief. Replacement is on a fair wear and tear basis.
- 11.2.5 All uniforms and equipment issued by the Employer to each employee remain the property of the Employer, including all clothing containing a City logo. Employees are responsible for the cleaning of their clothing and they are expected to begin each workday in clean and presentable clothing.
- 11.3 Training - Training which an employee is required to attend by the Employer which is not part of the employee's regular schedule will be paid at the overtime rate with a maximum of eight (8) hours per day; provided that temporary employees will be paid their hourly rate for time in such training. An employee is not eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled work day (maximum regularly scheduled number of shift hours), provided, training and travel time does not exceed the regular scheduled days work. Any time spent in excess of the regular scheduled day will be paid at time and one-half (1-1/2) the employee's regular rate of pay.
- 11.3.1 Employees who attend training that requires overnight accommodations will be paid at the straight-time rate for all travel and lodging time associated with the training with a maximum of eight (8) hours per day or regularly scheduled work shift; provided that they are traveling during a regularly scheduled work day, or if on a day off and the training was voluntary, no compensation will be paid for travel and lodging time. Pay for travel time will be as provided by applicable state or federal law.

- 11.4 Higher Classification - In the event an employee is assigned to work by their department head with the approval of the City Administrator in a higher classification in the bargaining unit than that to which the employee is regularly assigned for a period of three (3) consecutive work days or more, the employee will be paid at the next higher rate of pay in the higher classification with a minimum increase of five percent (5%) and a maximum increase of ten percent (10%) and provided further, that this provision does not apply when the employee is in training status. An employee assigned on an interim basis outside the bargaining unit will be compensated in accordance with a side MOU.
- 11.5 Job Descriptions – A job description will be maintained for every position. The Employer will conduct reviews of job descriptions as needed.
- 11.6 Benefits for Regular Part-Time Employees - Regular part-time employees will receive holidays, vacation, leaves and health and welfare benefits on a pro rata basis. For example, if a regular part-time employee normally works twenty (20) hours per week and the department's normal work week is forty (40) hours, the employee will receive 20/40ths, or fifty percent (50%) of the benefits received by a full-time employee.
- 11.7 Drug and Alcohol Testing - Employees required to have a Commercial Drivers License (CDL) are subject to the Drug and Alcohol Testing Policy and Procedure as agreed to by the Union and the Employer.
- 11.8 Non-Disclosure Agreement - In order to protect the Employer's confidential information to which IT department employees have access in the performance of their job responsibilities, IT department employees will sign a Non-Disclosure Agreement in the form attached hereto as Appendix B as a condition of employment.

ARTICLE 12 MAINTENANCE OF STANDARDS

- 12.1 It is not the intent of the parties to reduce the hourly rates of pay or benefits that are not expressly amended by this Agreement. The parties agree to review any unintended consequence that may be affected by the Agreement.

ARTICLE 13 DISCIPLINE

- 13.1 Just Cause. Without just cause, the Employer will not discipline an employee who has successfully completed probation.. Probationary employees may not use the grievance procedure to contest any discipline or termination decision by the City.
- 13.2 Delivery of Discipline. A copy of discipline will be sent to the Union at such time it is presented to the employee.
- 13.3 Progressive Discipline. Discipline will be progressive unless the gravity of the offense or extenuating circumstances justify a more severe response. Theft, gross insubordination, intoxication on duty, workplace violence, and/or issues of parallel magnitude may result in immediate discharge.

- 13.4 Timeline. Discipline will be issued within thirty (30) calendar days after the conclusion of the investigation absent extenuating circumstances. If an investigation takes longer than thirty (30) calendar days, an update will be provided to the employee and the Union. Time limitations contained in this section do not apply to any discipline issued based on conduct that would violate any statute, regulation, ordinance or policy prohibiting discrimination and/or harassment.
- 13.5 Written reprimands will not be used for progressive discipline purposes after twenty-four (24) months, unless there is a pattern of similar behavior..

ARTICLE 14 GRIEVANCE PROCEDURE

- 14.1 A grievance is an alleged violation of the express provisions of this Agreement arising during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving grievances. The employee has the right to Union representation during the grievance procedure. The employee, the Union or the Employer can file a grievance at Step One.
- 14.1.1 Timelines. When the term “days” is used in this Article, it refers to calendar days. If the last day of a timeline lands on a weekend or holiday, the time line is automatically extended to the next business day at 5:00 P.M. By mutual written agreement between the Employer and the Union, timelines contained in this Article may be extended.
- 14.2 Step One - The grievance must first be presented to the employee’s Department Head or designee in writing containing: (a) the facts on which the grievance is based; (b) a reference to the provision in this agreement allegedly violated; and (c) the remedy sought. The grievant must submit the grievance within fourteen (14) calendar days of its occurrence or reasonable knowledge of the occurrence, otherwise the grievance is invalid and subject to no further processing.
- The Department Head or designee will meet with the employee or Union representative within fourteen (14) calendar days and issue a written response to the grievance within fourteen (14) calendar days of the meeting.
- 14.3 Step Two - If the grievance is denied at Step One, the grievance must be submitted to the Mayor or designee by the employee or Union representative within fourteen (14) calendar days of the Step One response. The Mayor or designee will meet with the employee and/or Union representative within ten (10) calendar days and issue a written response within fourteen (14) calendar days after the meeting.
- 14.4 Step Three - If the grievance is denied at Step Two, the Union may request the grievance be referred to a neutral third party within twenty (20) calendar days of the Step Two response by sending written notice to the Mayor. Representatives from the Employer and the Union will consult within seven (7) calendar days to attempt to agree on an arbitrator. If the parties cannot agree, the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) to provide a list of nine (9) arbitrators with offices in Washington or Oregon. The Employer and the Union will alternatively strike from the list until one name remains. The order of striking will be determined by coin toss, the loser striking the first name. The one name remaining will be the arbitrator.

- 14.5 The arbitrator will hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator has no power to render a decision that adds to, subtracts from, alters, changes or modifies the terms of this Agreement. The arbitrator's power is limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator is final and binding on the Employer, the Union and the employees involved.
- 14.6 The cost of the Arbitrator will be borne equally by the Employer and the Union. Each party bears its costs of presenting its own case including attorney's fees.
- 14.7 There may be some instance where an outside agency or party may be used for mediation of a grievance, if both the Employer and Union agree.
- 14.8 The arbitrator's decision will be issued in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension.

ARTICLE 15 MANAGEMENT RIGHTS

- 15.1 Management Rights - The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:
- To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees.
 - To direct, hire, promote, transfer, and for just cause, suspend, issue oral and/or written reprimands, or dismiss employees.
 - To evaluate jobs and positions, classify positions, establish qualification requirements of employees and specify the employee's duties and work hours.
 - To manage and operate City services in all respects and without restrictions.
 - To establish the services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the service provided and performed.
 - To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.
 - To contract out any work it deems necessary in the interests of efficiency, economy, improved work product or emergency. There will be no reduction of positions or workforce as a result of contracting out in the classifications that the contracted work is to be performed or is performed.
 - To assign bargaining unit work to temporary replacement employees.

- 15.2 The above is intended to be exclusive and does not exclude any historical or normal rights of management.

ARTICLE 16 SEPARABILITY AND SAVINGS

- 16.1 Should any provision of this Agreement be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision is restrained by such tribunal, the remainder of this Agreement will not be affected and the parties will enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

ARTICLE 17 PERSONNEL POLICIES

- 17.1 The City's Personnel Policies as they now exist or may hereafter be amended apply to all matters not expressly covered by this Collective Bargaining Agreement. The City will give the Union at least thirty (30) calendar days notice of its intent to amend the Personnel Policies. The Union reserves the right to bargain changes in the Personnel Policies, provided that such bargaining obligations will apply to the impacts of City changes required to meet mandates by State or Federal Law.

ARTICLE 18 DURATION

- 18.1 This Agreement shall be effective January 01, 2023 and shall remain in full force and effect through December 31, 2026.
- 18.2 Notwithstanding the provisions of Section 18.1, this Agreement and all of its terms and provisions shall continue to remain in full force and effect during the course of negotiations on a new Labor Agreement until such time as the terms of a new Agreement have been reached or an impasse has been reached and declared by the Employer and/or the Union, whichever is the sooner; provided however, in no event shall an impasse be declared earlier than one (1) year following the expiration date of this Agreement.
- 18.3 The parties agree to begin bargaining for a successor agreement no later than October of 2026.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By _____
Chad Baker, Secretary-Treasurer

By _____
Katherine Ross, Mayor

Date _____

Date _____

APPENDIX "A"
to the
AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

A.1 Effective January 01, 2023, classification covered by this Agreement shall be as follows:

Old Job Title	New Job Title	Grade
	Stormwater & Urban Forestry Superintendent	10
Wastewater Supervisor	Wastewater Superintendent	10
Parks Supervisor	Parks & Streets Superintendent	10
Water Division Supervisor	Water Division Superintendent	10
Fleet & Facilities Supervisor	Fleet & Facilities Superintendent	10
Project Engineer	Project Engineer	8
Systems Engineer	IT Systems Engineer	8
Senior Planner	Senior Planner	7
	Wastewater Lead L4	7
Urban Forester	Stormwater & Urban Forestry Maint. Tech. L3	7
	Fleet Mechanic L3	6
Police Support Officer	Police Support Officer	6
Senior Operator	Wastewater Senior Operator L3	6
Senior Mechanic	Fleet Mechanic L3	6
	Wastewater Senior Industrial Maintenance Tech L3	6
Financial Analyst	Budget Analyst	6
Associate Planner	Associate Planner	5
Parks Lead Worker	Park & Street Maintenance Technician L3	5
Laboratory Analyst	Wastewater Laboratory Analyst L3	5
IT Systems Support	IT Systems Support	5
GIS Systems Analyst	GIS Systems Analyst	5
Mechanic II	Fleet Mechanic L2	5
Deputy Building Official	Deputy Building Official	5
	Irrigation Maintenance Technician L3	5

Old Job Title	New Job Title	Grade
Building Inspector	Building Inspector	4
Utility Inspector	Utility Inspector	4
Accountant	Accountant	4
Administrative Coordinator	Administrative Specialist L3	4
	Wastewater Industrial Maint. Technician L2	4
Facilities Tech II	Facilities Maintenance Technician L2	4
Maintenance Tech II	Water Maintenance Technician L2	4
Operator II	Wastewater Operator L2	4
	Stormwater & Urban Forestry Maint. Tech. L2	4
Service Desk Technician	Service Desk Technician	4
Senior Account Clerk	Financial Specialist L3	4
Evidence Records Technician	Evidence Records Technician	4
Assistant Planner	Assistant Planner	3
Administrative Assistant II	Administrative Specialist L2	3
Communications Assistant	Administrative Specialist L2	3
Administrative Assistant	Administrative Specialist L1	3
	Water Maintenance Technician L1	3
	Wastewater Operator L1	3
	Facilities Maintenance Technician L1	3
	Fleet Mechanic L1	3
Receptionist - Office Assistant	Financial Specialist L1	2
Permit Technician/Account Clerk	Permit Technician	2
Planning Technician	Planning Technician	2
Parks Maintenance Worker	Park & Street Maintenance Technician L2	2
Records Technician	Records Technician	2
	Park & Street Maintenance Technician L1	1

A.2 Effective January 01, 2023, the hourly rates of pay for each classification covered by this Agreement shall be as follows: (60th Percentile with 6% COLA)

Job Title	Grade	1	2	3	4	5	6	7
Stormwater & Urban Forestry Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Wastewater Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Parks & Streets Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Water Division Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417

Job Title	Grade	1	2	3	4	5	6	7
Fleet & Facilities Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Project Engineer	8	\$44.00019	\$46.56687	\$49.13355	\$51.70023	\$54.26690	\$56.83358	\$59.40026
IT Systems Engineer	8	\$44.00019	\$46.56687	\$49.13355	\$51.70023	\$54.26690	\$56.83358	\$59.40026
Senior Planner	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Wastewater Lead L4	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Stormwater & Urban Forestry Maint. Tech. L3	7	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Water Maintenance Technician L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Fleet Mechanic L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Police Support Officer	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Wastewater Senior Operator L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Wastewater Senior Industrial Maintenance Tech L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Budget Analyst	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Deputy Building Official	5	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Associate Planner	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Park & Street Maintenance Technician L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Wastewater Laboratory Analyst L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Irrigation Maintenance Technician L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
IT Systems Support	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466

Job Title	Grade	1	2	3	4	5	6	7
GIS Systems Analyst	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Fleet Mechanic L2	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Accountant	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Financial Specialist L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Irrigation Maintenance Technician L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Water Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Wastewater Operator L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Stormwater & Urban Forestry Maint. Tech. L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Facilities Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Administrative Specialist L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Stormwater & Urban Forestry Maint. Tech. L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Wastewater Industrial Maint. Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Water Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Service Desk Technician	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Building Inspector	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Utility Inspector	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Evidence Records Technician	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Assistant Planner	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Administrative Specialist L2	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505

Job Title	Grade	1	2	3	4	5	6	7
Financial Specialist L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Water Maintenance Technician L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Wastewater Operator L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Facilities Maintenance Technician L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Fleet Mechanic L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Park & Street Maintenance Technician L2	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Administrative Specialist L1	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Permit Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Planning Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Records Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Park & Street Maintenance Technician L1	1	\$27.26442	\$28.85485	\$30.44527	\$32.03570	\$33.62612	\$35.21655	\$36.80697

- A.3 Effective January 1, 2024, the rate of pay for each classification covered by this Agreement shall be increased by four percent (4%).
- A.4 Effective January 1, 2025, the rate of pay for each classification covered by this Agreement shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W (June to June) with a minimum of 1% and a maximum of 3.5%.
- A.5 Effective January 1, 2026, the rate of pay for each classification covered by this Agreement shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W (June to June) with a minimum of 1% and a maximum of 3.5%.
- A.6 Each Step is automatic after 12 months.
- A.7 The hourly rates of pay for Temporary employees covered by this Agreement as defined in Article 1.4 shall be as follows:

\$17.00 or minimum wage, whichever is higher

The City has the discretion to increase the Temporary employee wage on an annual basis at the same rate as the across-the-board increase identified in this

Agreement.

- A.8 Longevity Pay - All employees will receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

<u>SERVICE TIME</u>	<u>PERCENTAGE OF BASE MONTHLY WAGE</u>
After 5 years	1%
After 10 years	2%
After 15 years	4%
After 20 years	5%

- A.9 Labor Management Committee – The Labor Management Committee will meet for the purposes of establishing an open dialogue and discussion of issues that are not covered by this agreement. The Committee will consist of the Union Shop Stewards and at least two members of management, for example, City Administrator and a Department Head. The Committee will meet at the request of either the Employer or the Union.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By _____
Chad Baker, Secretary-Treasurer

By _____
Katherine Ross, Mayor

Date _____

Date _____

APPENDIX "B"
to the
AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS APPENDIX is part of the AGREEMENT by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

The parties agree that as a condition of employment, IT department employees are required to sign a Non-Disclosure Agreement in the following form:

THIS NON-DISCLOSURE AGREEMENT is given by the undersigned, hereinafter "the Employee," to the City of Snoqualmie, hereinafter "the Employer," in consideration of Employer's employment of Employee.

I. RECITALS

- A. Employee is employed by Employer in a position within the IT Department, which position is within the bargaining unit represented by Teamsters Local 763, hereinafter "the Union."
- B. Employee's job responsibilities may from time to time include monitoring computer use by other employees to guard against misuse of the Employer's computer system, including email policies, Web browsing policies, storage, use or dissemination of pornography; storage, use or dissemination of illegal music or video files; and other similar violations of Employer's email and computer use policies.
- C. In order to perform the job duties of IT System Support, Employee necessarily has the abilities and responsibilities as may be directed:
 - 1. To remotely monitor and control all computers connected to the City's network, and to capture and print screen shots without the user's knowledge;
 - 2. To log internet sites visited by users of all computers connected to the City's network;
 - 3. To open and review emails of any user of the City's network email system;
 - 4. To view and modify the properties of any computer file, including the date created and date modified;
 - 5. To copy, open, view, modify, delete or otherwise manipulate any computer file, either on the City's network servers or on the local drives of City-owned computers; and
 - 6. To restore and retrieve any deleted file or email message.

- D. Employer maintains information in computer files and conducts communications by email. Some of Employer's information and communications is confidential in nature as relating to labor policy, strategy or negotiations, discipline, administrative or court proceedings, or other similarly confidential topics, hereinafter "the Employer's Confidential Information."
- E. Employee through exercise of the abilities set forth in Recital C has access to the Employer's Confidential Information, misuse of which could cause irreparable harm to Employer.
- F. Employee's access as a member of the Union to Employer's Confidential Information creates a potential conflict of interest, which it is the purpose of this Non-Disclosure Agreement to address.

II. AGREEMENT

1. Employee will not disclose to any person any information or communications obtained or observed in the course of Employee's employment, except as specifically requested and directed by the City Administrator, or by any person to whom the City Administrator has delegated such authority in writing. The term "person" as used herein includes any organization of any nature whatsoever. This includes not only the copying, forwarding or printing emails or computer files but also providing written or verbal descriptions of information or communications obtained. This applies to all information and communications maintained on Employer's computer system or backups thereof.
2. Employee will not disclose the existence, nature or content of any emails or computer files Employee recognizes as related in any way to Employer's Confidential Information. In the event Employee in the course of monitoring computer use of other employees or elected or appointed City officials or their attorneys or consultants observes any email, document, or keystrokes Employee recognizes as related in any way to Employer's Confidential Information, Employee will cease monitoring the same, log the occurrence and provide a weekly report of all occurrences logged to the City Administrator.
3. Violation of this Agreement constitutes cause for discipline pursuant to the City's disciplinary policies. Intentional disclosure of any of Employer's Confidential Information constitutes cause for immediate termination of employment, subject to applicable provisions of the collective bargaining agreement.

Print Name: _____

Signed: _____

Date: _____

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By _____
Chad Baker, Secretary-Treasurer

By _____
Katherine Ross, Mayor

Date _____

Date _____

Supplemental to Snoqualmie Voting Document

Item 4.

These are the changes based on the Explanation Meeting on 11.27.2023 at the City of Snoqualmie:

4.1.2 add "The Employer cannot change an employee's schedule to circumvent them from receiving overtime."

4.6.2 It should read "Overtime shall be paid in increments of fifteen (15) minutes round up to the nearest fifteen (15) minutes."

A.1 & A.2 These changes need to be made to the grades:

Deputy Building Official needs to be moved to a grade 5

Stormwater & Urban Forestry Maintenance Tech 3 needs to grade 7

Irrigation Maintenance Technician L3 needs to be grade 5

Title Changes in A.1 (any Changes in A.1 needs to changed in A.2 also.)

Old Job Title	New Job Title	Grade
-	Stormwater & Urban Forestry Superintendent	10
Wastewater Supervisor	Wastewater Superintendent	10
Parks Supervisor	Parks & Streets Superintendent	10
Water Division Supervisor	Water Division Superintendent	10
Fleet & Facilities Supervisor	Fleet & Facilities Superintendent	10
Senior Mechanic	Fleet Mechanic L3	6
-	Wastewater Senior Industrial Maintenance Tech L3	6
Deputy Building Official	Deputy Building Official	5
-	Irrigation Maintenance Technician L3	5



CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6:00 PM
CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM
Monday, December 11, 2023
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,
 Catherine Cotton, Bryan Holloway, Jo Johnson,
 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.

ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Councilmember Oath of Office - Position No. 2, 5, 6

Proposed Action: Administer Oath of Office to Councilmember Robert Wotton to Position No. 2, Catherine (Cat) Cotton to Position No. 5, and Cara Christensen to Position No. 6.

2. Community Survey Results

Proposed Action: Presentation by Polco Inc.

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

3. **AB23-141:** Utility Fiscal Health and Rate Study Adjustment

Proposed Action: Public Hearing.

Appointments

4. **AB23-144:** Finance Director Confirmation and Oath of Office

Proposed Action: Move to confirm the Mayor's appointment of Andrew Bouta as the Finance Director effective December 19, 2023.

5. **AB23-145:** Committee/Commissions Appointments & Re-Appointments

Proposed Action: Move to confirm the Mayor's appointments and re-appointments on the Arts Commission, Economic Development Commission, Human Services Advisory Committee, Lodging Tax Advisory Committee, and Planning Commission.

Presentations

6. **AWC Advanced Certificate of Municipal Leadership**

Proposed Action: Presentation of AWC's Advanced Certificate of Municipal Leadership to Mayor Ross by AWC Board Member and Duvall Mayor Amy Ockerlander.

7. **Service Recognition**

Proposed Action: Presentation of Service Recognition to Councilmember James Mayhew.

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

8. Approve the City Council Meeting Minutes:
9. Approve the Claims Approval Report dated
10. **AB23-138:** 2024 Lodging Tax Allocations

ORDINANCES

11. **AB23-141:** Utility Fiscal Health and Rate Study Adjustment
Proposed Action: Second reading and adoption of Ordinance 1284.
12. **AB23-136:** Snoqualmie Valley School District School Impact Fees for 2024
Proposed Action: Second reading and adoption of Ordinance 1283.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

13. AB23-143: Teamsters Collective Bargaining Agreement

Proposed Action: Move to approve the Collective Bargaining Agreement between the Public, Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie and authorize the Mayor to sign.

14. Revenue Options

Proposed Action: Presentation by Budget Manager Janna Walker.

Committee of the Whole:

REPORTS

15. Mayor's Report

16. Commission/Committee Liaison Reports

17. Department Reports for November 2023.

EXECUTIVE SESSION

ADJOURNMENT