

# **AGENDA**

## **Finance Committee Meeting**

February 13th, @ 6:30 PM

Finance Room

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### **1. Call to Order**

A. Attendance

### **2. General Business**

A. Approve Minutes from January 23rd meeting.

B. Vouchers from January 25<sup>th</sup> & February 10th, 2023

C. Covid 19 Relief (ARPA) discussion

D. Purchasing Policy Updates

E. Potential Ordinance for option of council members pay.

### **3. Other Business**

A. Next Meeting February 27th, 2023, at 6:30PM

B. Adjournment

## Finance Committee Minutes

January 23rd, 2023

Members: Corrie Koopman-Frazier (Chair), Chris Gruner, Bobby Martinez  
Staff Liaison, Chris Anderson

Meeting began at 6:26PM In the Finance Room. All members were in attendance.

Committee members reviewed the voucher and credit card statements. No further questions were asked.

Anderson went over the current credit card policy and said there were a few housekeeping issues that needed to be addressed. Things such as changing the "IT Manger" to IT Director. The other change was to give IT the ability to purchase items without a bidding process. Anderson wanted feedback from the committee on a dollar amount. Anderson Recommended an amount of 10-15K as a dollar amount. Council agreed.

Anderson discussed the need for a new accounting system. The current system has a date of March of 2027 when it will no longer be available. Anderson discussed starting that process this year to start developing questions and needs for the city. It was discussed that hopefully we could have a good dollar amount by the end of 2023 to have funds put into the 2024 for approval.

Meeting was adjourned at 6:47PM

Voucher List  
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197579	1/25/2023	012313 2 WATCHING MONITORING INC	47272		SCRAM/EHM-VOGAN-COMM. COURT	477.00
					<b>Total :</b>	<b>477.00</b>
197580	1/25/2023	000007 AAA FIRE & SAFETY INC	12470860		JAIL SUPPLIES	1,367.62
					<b>Total :</b>	<b>1,367.62</b>
197581	1/25/2023	001696 ADT COMMERCIAL	50366988		CITY HALL MONITORING 1.25-2.24	32.64
					<b>Total :</b>	<b>32.64</b>
197582	1/25/2023	012261 ALLIANCE OF W ENERGY CUSTOMERS	1Q23009		2023 MEMBERSHIP DUES	6,500.00
					<b>Total :</b>	<b>6,500.00</b>
197583	1/25/2023	000850 ART GAMBLIN MOTORS, INC	RO #421109		ER #372 ACCIDENT REPAIRS	1,966.08
					<b>Total :</b>	<b>1,966.08</b>
197584	1/25/2023	009869 BILL WHEELER CONSTRUCTION INC	REFUND		ROW INSPECTION FINAL PASSED ON	300.00
					<b>Total :</b>	<b>300.00</b>
197585	1/25/2023	011221 BRENDA SEXTON	1.3.23 TO 1.16.23		KC CONSULTANT AMP COORDINATOR	157.50
					<b>Total :</b>	<b>157.50</b>
197586	1/25/2023	005286 CARL SANDERS CONSTRUCTION INC	REFUND		ROW INSPECTION FINAL PASSED ON	300.00
					<b>Total :</b>	<b>300.00</b>
197587	1/25/2023	008223 CENTURY LINK, BUSINESS SERVICES	624302237		CITY T1 DATA CIRCUIT	712.54
					<b>Total :</b>	<b>712.54</b>
197588	1/25/2023	012418 CHRISTENSEN, SEAN	webinvoice		UTILITY REFUND	225.73
					<b>Total :</b>	<b>225.73</b>
197589	1/25/2023	009456 CIVICPLUS LLC	253137		CITY WEBSITE MAINTENANCE	8,493.27
					<b>Total :</b>	<b>8,493.27</b>
197590	1/25/2023	006260 CODE MECHANICAL INC	1640 1728		NEW CONDESOR CASH FOR LAB A/C ALC COMP. REPAIR (LAB UNIT)	5,587.77 3,434.48
					<b>Total :</b>	<b>9,022.25</b>

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197591	1/25/2023	012118 CONNOR YOUNG	REIMBURSEMENT REIMBURSEMENT		ENHANCED CDL LICENSE CDL CLASS & TEST REIMBURSEMENT	56.25 4,750.00 <b>Total : 4,806.25</b>
197592	1/25/2023	000500 COPIERS NORTHWEST	INV2584439 INV2585759 INV2585760		FINANCE PRINTER JN616 CONTRACT OVERCHARGES ADMIN IT COPIER CHARGES	52.68 129.70 9.25 <b>Total : 191.63</b>
197593	1/25/2023	004782 CORLISS RESOURCES, CHICAGO LBX 15620	2015-065/147/223/416		JANUARY #1	665.96 <b>Total : 665.96</b>
197594	1/25/2023	004906 CUES, INC	626350		CAMERA VAN UPGRADES	34,810.56 <b>Total : 34,810.56</b>
197595	1/25/2023	003389 DATA BAR INCORPORATED	259864		DATABAR 2023 MAILING	6,126.56 <b>Total : 6,126.56</b>
197596	1/25/2023	012008 DIANE MICHAUD	1.3.23 TO 1.11.23		KC CONSULTANT RURAL VAN DRIVER	720.00 <b>Total : 720.00</b>
197597	1/25/2023	009710 DMCMA TREASURER, JUDY LY	INV-MBR-CKP2023-0149		SHELLY & JAMIE DMCMA DUES	300.00 <b>Total : 300.00</b>
197598	1/25/2023	008458 EARTH CHANNEL	9820		EARTH CHANNEL STREAMING SERVIC	6,495.00 <b>Total : 6,495.00</b>
197599	1/25/2023	012420 ELMORE, ANN	webinvoice		UTILITY REFUND	223.60 <b>Total : 223.60</b>
197600	1/25/2023	002999 ENVIRO-CLEAN EQUIPMENT INC	23-59250/23-59266		ER-276, ER-376	1,727.35 <b>Total : 1,727.35</b>
197601	1/25/2023	012161 FEED 7 GENERATIONS	REFUND		PER EMC 5.02.050 NON-PROFITS ARE	50.00 <b>Total : 50.00</b>
197602	1/25/2023	004566 FERGUSON ENTERPRISES INC #3011	0978862-2 1066771-1		SENSUS ANNUAL FEE 2023 ANALYTICS WARRANTY	28,055.04 3,606.28

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197602	1/25/2023	004566 004566 FERGUSON ENTERPRISES INC	#3011 (Continued)			<b>Total : 31,661.32</b>
197603	1/25/2023	003049 Foothills Auto Glass	24026		ER-341	359.04
						<b>Total : 359.04</b>
197604	1/25/2023	004225 FRONTIER SEPTIC & PLUMBING LLC	REFUND		ROW INSPECTION FINAL PASSED ON	300.00
						<b>Total : 300.00</b>
197605	1/25/2023	000899 GRAINGER INC.	9562020009-576240544		ELK MEADOWS	2,272.28
						<b>Total : 2,272.28</b>
197606	1/25/2023	001933 ICON MATERIALS, INC	3539072		JANUARY ASPHALT	577.55
						<b>Total : 577.55</b>
197607	1/25/2023	011220 JANINE CARPENTER	1.2.23 TO 1.11.23		KC CONSULTANT-RESOURCE NAVIGAT	780.00
						<b>Total : 780.00</b>
197608	1/25/2023	012425 JUDGE ANITA CRAWFORD-WILLIS	2023 DMCJA DUES		JUDGE ASSOC. DUES	250.00
						<b>Total : 250.00</b>
197609	1/25/2023	011233 JUSTIN BOLTON	BASKETBALL TRAINING		YOUTH BASKETBALL TRAINING	45.00
						<b>Total : 45.00</b>
197610	1/25/2023	012217 KATY MCKEE	REIMBURSEMENT		REIMBURSEMENT FOR PURCHASED L	35.66
						<b>Total : 35.66</b>
197611	1/25/2023	011246 KC POLICE CHIEFS ASSOCIATION	23-013		PD-DUES	50.00
						<b>Total : 50.00</b>
197612	1/25/2023	001162 KING COUNTY FINANCE	11013202		INET INTERNET ACCESS	950.00
						<b>Total : 950.00</b>
197613	1/25/2023	001149 KING COUNTY RECORDER, KC ADMIN BLDG	BOUNDARY LINE AGREE.		BOUNDARY LINE AGREEMENT (ATTACI	209.50
						<b>Total : 209.50</b>
197614	1/25/2023	000535 L.N. CURTIS & SONS	INV666126 INV666617 INV666953		NEBECKER INITIAL ISSUE CHILLMAN CLOTHING ALLOWANCE YARNELL CLOTHING ALLOWANCE	611.09 26.37 59.27

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197614	1/25/2023	000535 L.N. CURTIS & SONS	(Continued) INV667070		NEBECKER INITIAL ISSUE	102.25
					<b>Total :</b>	<b>798.98</b>
197615	1/25/2023	012419 LEE, SHAUNNA	webinvoice		UTILITY REFUND	284.46
					<b>Total :</b>	<b>284.46</b>
197616	1/25/2023	006762 LEXIPOL LLC	INVLEX14822		PD-TRAINING	4,108.10
					<b>Total :</b>	<b>4,108.10</b>
197617	1/25/2023	012417 LOUDER, KEVIN	webinvoice		UTILITY REFUND	50.63
					<b>Total :</b>	<b>50.63</b>
197618	1/25/2023	011558 MARIE L. CALDERON	1.1.23 TO 1.15.23		KC CONSULTANT LATINX COORDINATC	990.00
					<b>Total :</b>	<b>990.00</b>
197619	1/25/2023	010985 MARY QUALLS	REIMBURSEMENT		CLOTHING REIMBURSEMENT	721.68
					<b>Total :</b>	<b>721.68</b>
197620	1/25/2023	012005 MICHAEL GRADDON	REIMBURSEMENT		CLOTHING ALLOWANCE	248.18
					<b>Total :</b>	<b>248.18</b>
197621	1/25/2023	012424 MICHELLE WALKER	REFUND		CLEAR OUT OF CUSTOMER CREDITS (	6.00
					<b>Total :</b>	<b>6.00</b>
197622	1/25/2023	012421 MOSES, DENISE	webinvoice		UTILITY REFUND	126.17
					<b>Total :</b>	<b>126.17</b>
197623	1/25/2023	006430 NONA STEFFES	REIMBURSEMENT		CLOTHING ALLOWANCE	95.74
					<b>Total :</b>	<b>95.74</b>
197624	1/25/2023	008474 NSI LAB SOLUTIONS, INC	414582		QA SAMPLES 2023	523.00
					<b>Total :</b>	<b>523.00</b>
197625	1/25/2023	003502 PARAMETRIX, INC	41452		PROJECT 2211	2,307.50
					<b>Total :</b>	<b>2,307.50</b>
197626	1/25/2023	001641 PLATT ELECTRIC	LIGHT BULB FIX. REPL		INV.3M98294, 3N03933,	1,656.79

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197626	1/25/2023	001641 001641 PLATT ELECTRIC	(Continued)			<b>Total : 1,656.79</b>
197627	1/25/2023	001707 PUGET SOUND CLEAN AIR AGENCY	23-034		CLEAN AIR ASSESSMENT FOR 2023	9,395.00
						<b>Total : 9,395.00</b>
197628	1/25/2023	001704 PUGET SOUND ENERGY, INC	DECEMBER 2022		BILLS PER DEPT	45,821.42
						<b>Total : 45,821.42</b>
197629	1/25/2023	001704 PUGET SOUND ENERGY, INC	220024543468		JANUARY TEMP POLE	24.24
						<b>Total : 24.24</b>
197630	1/25/2023	009877 QUALITY PRESS	57865		ENVELOPES FOR CD/PW OFFICE	730.94
						<b>Total : 730.94</b>
197631	1/25/2023	011353 REDLINE MECHANICAL	2030 & 2027		WATER LEAK REPAIRS	1,840.75
						<b>Total : 1,840.75</b>
197632	1/25/2023	012426 REDWOOD TOXICOLOGY LAB INC	787962		COMM. COURT DRUG TESTS	107.44
						<b>Total : 107.44</b>
197633	1/25/2023	001737 RK GRAPHICS	22467 22480		ER-390 PD SIGNS	218.12 78.79
						<b>Total : 296.91</b>
197634	1/25/2023	011682 SAELA PEST CONTROL	78453/54/51/52/50		JANUARY PEST CONTROL	408.00
						<b>Total : 408.00</b>
197635	1/25/2023	006155 SKYNET BROADBAND	2385-20230118-1		PD & POOL PUBLIC INTERNET	924.84
						<b>Total : 924.84</b>
197636	1/25/2023	002046 STELLAR INDUSTRIAL SUPPLY	4509463		YELLOW PAINT	289.15
						<b>Total : 289.15</b>
197637	1/25/2023	012427 SUNSET FORD	FOCS309692		ER-388	304.08
						<b>Total : 304.08</b>
197638	1/25/2023	009701 TERRI LYNN HORTON	FEBRUARY 2023		SENIOR CENTER EVERGREEN CLUB- I	1,950.00
						<b>Total : 1,950.00</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197639	1/25/2023	012422 THE KETTLE	webinvoice		UTILITY REFUND	33.91
						<b>Total :</b>
						<b>33.91</b>
197640	1/25/2023	005711 TRINA HUEBLER	1.6.23 TO 1.13.23		KC CONSULTANT-GYM SUPERVISOR	240.00
						<b>Total :</b>
						<b>240.00</b>
197641	1/25/2023	009913 ULINE	158177985 158334153		BOOK SHELF FOR BUILDING JAYMES CUBICLE	300.98 594.74
						<b>Total :</b>
						<b>895.72</b>
197642	1/25/2023	004010 UNIVAR USA INC	50837889		CAUSTIC SODA JANUARY 2023	6,402.08
						<b>Total :</b>
						<b>6,402.08</b>
197643	1/25/2023	003409 USA BLUE BOOK	229377		NEW LBOD PROBE	1,688.72
						<b>Total :</b>
						<b>1,688.72</b>
197644	1/25/2023	008055 VERIZON WIRELESS	9925204390		MONTHLY VERIZON CHARGES	12,671.05
						<b>Total :</b>
						<b>12,671.05</b>
197645	1/25/2023	004886 VERMEER NORTHWEST SALES INC	E02514	PW-001109	2022 VERMEER BC-1000XL BRUSH CHI	58,912.71
						<b>Total :</b>
						<b>58,912.71</b>
197646	1/25/2023	002280 WATO A	2023 WATO A MEMBERSHI		WATO A MEMBERSHIP 2023	125.00
						<b>Total :</b>
						<b>125.00</b>
197647	1/25/2023	011136 WAYNES ROOFING INC	311		PD ROOF REPAIRS	1,945.34
						<b>Total :</b>
						<b>1,945.34</b>
197648	1/25/2023	012411 WENDY A BERRY	2		PRO TEM JUDGE	210.00
						<b>Total :</b>
						<b>210.00</b>
197649	1/25/2023	008817 WWGCSA	15079		ASSOCIATION DUES	185.00
						<b>Total :</b>
						<b>185.00</b>
<b>71 Vouchers for bank code : wf</b>						<b>Bank total :</b>
						<b>280,481.42</b>
<b>71 Vouchers in this report</b>						<b>Total vouchers :</b>
						<b>280,481.42</b>



Bank code : wf

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM OR REIMBURSEMENT IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY AND THAT THE UNDERSIGNED ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

\_\_\_\_\_  
FINANCE DIRECTOR

\_\_\_\_\_  
DATE

Voucher List  
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197650	2/10/2023	012430 A TO B BUILDERS LLC	REFUND		CUSTOMER SELECTED ENUMCLAW EI	50.00
					<b>Total :</b>	<b>50.00</b>
197651	2/10/2023	010339 ADVANCED INDUSTRIAL AUTO CORP	1831		SCADA	579.16
					<b>Total :</b>	<b>579.16</b>
197652	2/10/2023	000091 ALPINE PRODUCTS INC	TM-214511		TRAFFIC PAINT	3,204.73
					<b>Total :</b>	<b>3,204.73</b>
197653	2/10/2023	008786 AMERICAN INNOVATIONS LTD	BH146023		JANUARY REMOTE MONITORING	78.00
					<b>Total :</b>	<b>78.00</b>
197654	2/10/2023	012097 AMERICAN RED CROSS & CONST CH	22534717		STAFF LIFEGUARD RECERTIFICATION	84.00
					<b>Total :</b>	<b>84.00</b>
197655	2/10/2023	012216 APEX ELECTRICAL GROUP LLC	1296 1301		INF SCREEN #2 GHDFMZL V/L TROUBLESHOOT IML PUMP #1 GROUN	936.22 897.60
					<b>Total :</b>	<b>1,833.82</b>
197656	2/10/2023	008040 AQUATIC SPECIALTY SERVICES	1155-1		MONTHLY SERVICE	314.98
					<b>Total :</b>	<b>314.98</b>
197657	2/10/2023	000155 ARROW LUMBER & HARDWARE	JANUARY SUPPLIES		294299,294427,294473,294314	415.87
					<b>Total :</b>	<b>415.87</b>
197658	2/10/2023	000171 ASSOCIATED PETROLEUM PRODUCTS	CFS-3312809		FUEL JANUARY 2023	18,659.19
					<b>Total :</b>	<b>18,659.19</b>
197659	2/10/2023	002455 BONNEY LAKE MUNICIPAL COURT	SABRINA VOELLER		BAIL POSTED FOR SABRINA VOELLER	300.00
					<b>Total :</b>	<b>300.00</b>
197660	2/10/2023	008792 BOULDER PARK INC	4048		DECEMBER BIOSOLIDS	15,812.28
					<b>Total :</b>	<b>15,812.28</b>
197661	2/10/2023	011221 BRENDA SEXTON	1.17.23 TO 1.30.23		KC CONSULTANT AMP COORDINATOR	247.50
					<b>Total :</b>	<b>247.50</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197662	2/10/2023	011047 BRINKS INCORPORATED	12174170		BANKING TRANSPORTATION 1.1.23 TO	476.41
					<b>Total :</b>	<b>476.41</b>
197663	2/10/2023	004790 BUD CLARY FORD HYUNDAI	3NP807 & 3NP976	EQ-000275	2022 GAS - F550 4WD SVC TRUCKS ST.	93,055.43
					<b>Total :</b>	<b>93,055.43</b>
197664	2/10/2023	010765 CARL J. SANDERS CONST INC	REFUND		DEPOSIT OF \$1500.00 FOR HYDRANT	1,295.14
					<b>Total :</b>	<b>1,295.14</b>
197665	2/10/2023	002206 CENTURY LINK	JANUARY 2023		MONTHLY TELECOMMUNICATION CHA	2,955.44
					<b>Total :</b>	<b>2,955.44</b>
197666	2/10/2023	008223 CENTURY LINK, BUSINESS SERVICES	624977407		MONTHLY TELECOMMUNICATION CHA	567.44
					<b>Total :</b>	<b>567.44</b>
197667	2/10/2023	012428 CES NW INC	33398		SURVEY REVIEW	550.00
					<b>Total :</b>	<b>550.00</b>
197668	2/10/2023	000427 CHARLES CHRNALOGAR	FEBRUARY 2023 JANUARY 2023	AD-000662 AD-000662	LEOFF ONE REIMBURSEMENT LEOFF ONE REIMBURSEMENT	245.90 245.90
					<b>Total :</b>	<b>491.80</b>
197669	2/10/2023	012436 CHRISTINA SEHRT	REFUND		REFUND ON VALUATION COSTS	140.26
					<b>Total :</b>	<b>140.26</b>
197670	2/10/2023	012435 CHRISTINE NEBEKER	REIMBURSEMENT		INITIAL ISSUE	177.27
					<b>Total :</b>	<b>177.27</b>
197671	2/10/2023	012048 CINTAS CORP. NO 2	5140798522-2612260		JANUARY MEDICAL SUPPLIES	77.32
					<b>Total :</b>	<b>77.32</b>
197672	2/10/2023	003311 CITY OF BLACK DIAMOND	23004		BD TRAFFIC SCHOOL	500.00
					<b>Total :</b>	<b>500.00</b>
197673	2/10/2023	000463 CODE PUBLISHING CO	GC00120088 GC009780		EMC WEB HOSTING 2023 CODE UPDATES	830.00 127.84
					<b>Total :</b>	<b>957.84</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197674	2/10/2023	000500 COPIERS NORTHWEST	INV2586938 INV2588184 INV2591059 INV2591511 INV2594296		COPIES/PRINTS FROM PRINTER NICKS PRINTER GAS DEPT PRINTER CD UPSTAIRS PRINTER SHOPS PRINTER	253.94 50.43 103.66 174.17 104.72 <b>Total : 686.92</b>
197675	2/10/2023	004782 CORLISS RESOURCES, CHICAGO LBX 15620	201-5824/6144/6349		JANUARY #2 GRAVEL	523.53 <b>Total : 523.53</b>
197676	2/10/2023	000541 CUTTERS SUPPLY INC	149907 & 147417		JANUARY PARTS	150.12 <b>Total : 150.12</b>
197677	2/10/2023	010500 DAILY JOURNAL OF COMMERCE INC	3385439		PROJECT 2020 PH2	619.20 <b>Total : 619.20</b>
197678	2/10/2023	012089 DARYL HARPER	JANUARY 2023		EXPO TENNIS FOR JANUARY 5PM & 6F	739.20 <b>Total : 739.20</b>
197679	2/10/2023	001441 DENNIS NELSON	FEBRUARY 2023 REIMBURSEMENT	AD-000659	LEOFF ONE REIMBURSEMENT MEDICAL REIMBURSEMENT	275.10 1,349.99 <b>Total : 1,625.09</b>
197680	2/10/2023	009841 DEPARTMENT OF HEALTH, REVENUE SECTIC 23600 1			2023 OPERATOR CERT SYSTEM FEE W	9,309.50 <b>Total : 9,309.50</b>
197681	2/10/2023	004237 DEPARTMENT OF TRANSPORTATION	RE 41 JZ1476 L008 RE 41 JZ1649 L003 RE 41 JZ1703 L001		PROJECT 2211 WSDOT PROJECT 2309	495.76 334.53 418.12 <b>Total : 1,248.41</b>
197682	2/10/2023	012008 DIANE MICHAUD	1.17.23 TO 1.31.23		KC CONSULTANT-RURAL VAN DRIVER	1,050.00 <b>Total : 1,050.00</b>
197683	2/10/2023	005686 DON SMALL & SONS DIST CO	S230717 & S231427		INVENTORY	1,692.94 <b>Total : 1,692.94</b>
197684	2/10/2023	011917 DOOLEY ENTERPRISES INC	64656		PD-PATROL AMMO	6,763.91

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197684	2/10/2023	011917 011917 DOOLEY ENTERPRISES INC	(Continued)			<b>Total : 6,763.91</b>
197685	2/10/2023	000652 DR NANCY BECKER	ALBUTEROL X5 JOSEPH REBISZ JOSEPH REBISZ 2 KOREY KOROSKE NICHOLAS BOGDON RAMON CRUZ SCENA BRADLEY TYLER PRICE		INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL	250.00 175.00 175.00 175.00 175.00 175.00 175.00 175.00 <b>Total : 1,475.00</b>
197686	2/10/2023	003399 DR. WALKER & KRAUS	NICK BOGDON		INMATE MEDICAL	160.00 <b>Total : 160.00</b>
197687	2/10/2023	005218 ENUMCLAW AREA CHAMBER OF COM.	6661		ADDITIONAL OUTSIDE AGENCY FUNDE	1,084.40 <b>Total : 1,084.40</b>
197688	2/10/2023	009827 ENUMCLAW EXPO AND EVENTS CNTR	9926		PROVISION OF SERVICE AGENT 2023	5,000.00 <b>Total : 5,000.00</b>
197689	2/10/2023	009684 ESRI	94416694	DP-000215	ARCGIS ESRI ANNUAL MAINTENANCE	29,920.00 <b>Total : 29,920.00</b>
197690	2/10/2023	008194 FARWEST CORROSION CONTROL CO	0384916-IN		PARTS	246.40 <b>Total : 246.40</b>
197691	2/10/2023	003049 FOOTHILLS AUTO GLASS	24266		ER-357	805.12 <b>Total : 805.12</b>
197692	2/10/2023	000653 FREDERICK EATON	FEBRAURY 2023	AD-000660	LEOFF ONE REIMBURSEMENT	275.10 <b>Total : 275.10</b>
197693	2/10/2023	000856 GATEWAY TRUE VALUE, ATT: JOHN	155033		CUST #2082 REPLACEMENT DOOR STC	10.27 <b>Total : 10.27</b>
197694	2/10/2023	007255 GRAY & OSBORNE INC	10		PROJECT 2230 INVOICE 10	7,207.94

Voucher List  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197694	2/10/2023	007255 GRAY & OSBORNE INC	007255		(Continued)	<b>Total : 7,207.94</b>
197695	2/10/2023	010291 GREEN SECTION 30 LLC	108758/108803/109042		SOD & ASPHALT	435.79
						<b>Total : 435.79</b>
197696	2/10/2023	012354 GRINDLINE SKATEPARKS INC	6066		PAYMENT #4 SKATEPARK DESIGN	11,636.60
						<b>Total : 11,636.60</b>
197697	2/10/2023	000808 H.D. FOWLER CO, INC	INVENTORY 2023		I6305747,I6300668,I6300667,I6300666,I6	6,775.63
						<b>Total : 6,775.63</b>
197698	2/10/2023	012434 HALE, LORETTA	webinvoice		UTILITY REFUND	298.03
						<b>Total : 298.03</b>
197699	2/10/2023	011574 HELIX DESIGN GROUP INC	0004629 0004630		PROJECT 2020 PH2 PROJECT 2020 PH2	525.00 704.00
						<b>Total : 1,229.00</b>
197700	2/10/2023	011500 HERRERA	52880 52882		PROJECT 2224 PROJECT 2033	2,456.48 3,133.28
						<b>Total : 5,589.76</b>
197701	2/10/2023	007825 IBS INC	803834-2		INVENTORY	43.27
						<b>Total : 43.27</b>
197702	2/10/2023	001933 ICON MATERIALS, INC	3542828		JANUARY #2 ASPHALT	385.04
						<b>Total : 385.04</b>
197703	2/10/2023	005815 INTERCOM LANGUAGE SERVICES	23-012	CT-000071	FOREIGN LANGUAGE INTERPRETER	450.00
						<b>Total : 450.00</b>
197704	2/10/2023	005235 JACOBS ENGINEERING GROUP INC	D3697200-001		PROFESSIONAL SERVICES FOR MIDD	12,193.63
						<b>Total : 12,193.63</b>
197705	2/10/2023	011220 JANINE CARPENTER	1.16.23 TO 1.30.22		KC CONSULTANT RESOURCE NAVIGAT	1,050.00
						<b>Total : 1,050.00</b>
197706	2/10/2023	012148 JOHN ARBEENY	PERF. 2.23.23		ENTERTAINMENT FOR SENIOR CENTE	200.00

Voucher List  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197706	2/10/2023	012148 012148 JOHN ARBEENY	(Continued)			<b>Total : 200.00</b>
197707	2/10/2023	009207 JOSHUA BRYAN	REIMBURSEMENT		REIMBURSEMENT FOR MEALS/MILEAC	356.13
						<b>Total : 356.13</b>
197708	2/10/2023	001164 KING CO DEPT OF EXEC SERV, ATT: JO ANNE	JANUARY 2023		TO REMIT JANUARY 2023 CRIME VICTI	134.04
						<b>Total : 134.04</b>
197709	2/10/2023	001162 KING COUNTY FINANCE	119342		KC THIRD TRIMESTER WRIA 9	1,259.34
						<b>Total : 1,259.34</b>
197710	2/10/2023	001162 KING COUNTY FINANCE	35006458		ROWA22-1792	176.00
						<b>Total : 176.00</b>
197711	2/10/2023	001166 KING COUNTY PET LICENSE	JANUARY 2023 RECAP		TO REMIT PET LICENSES FOR JANUAF	175.00
						<b>Total : 175.00</b>
197712	2/10/2023	012431 KING COUNTY RECORDERS OFFICE, KING S`	GLENN & DIANA BREMER		BOUNDARY LINE AGREEMENT GLENN	209.50
						<b>Total : 209.50</b>
197713	2/10/2023	012431 KING COUNTY RECORDERS OFFICE, KING S`	JOANNE OLSON		BOUNDARY LINE AGREEMENT FOR JO	209.50
						<b>Total : 209.50</b>
197714	2/10/2023	012431 KING COUNTY RECORDERS OFFICE, KING S`	LYDIA STRANGE		BOUNDARY LINE AGREEMENT LYDIA S	209.50
						<b>Total : 209.50</b>
197715	2/10/2023	010029 KRISTA WHITE SWAIN	JANUARY 2023	CT-000072	PROSECUTOR	5,622.00
						<b>Total : 5,622.00</b>
197716	2/10/2023	000535 L.N. CURTIS & SONS	INV668036 INV670462		WILSON CLOTHING ALLOWANCE NEBEKER INITIAL ISSUE	280.21 618.27
						<b>Total : 898.48</b>
197717	2/10/2023	004728 LANDS END BUSINESS OUTFITTERS	SIN10894828 SIN10899577 SIN10922070 SIN10929388		T CODY CLOTHING ALLOWANCE TAYLOR CLOTHING ALLOWANCE STOTTLEMYRE CLOTHING ALLOWANC WILLIAMS CLOTHING	189.76 215.85 175.02 95.00

Voucher List  
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Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197717	2/10/2023	004728 004728 LANDS END BUSINESS OUTFITTERS	(Continued)			<b>Total : 675.72</b>
197718	2/10/2023	000396 LAWTON CASE	FEBRUARY 2023	AD-000661	LEOFF ONE REIMBURSEMENT	361.60
						<b>Total : 361.60</b>
197719	2/10/2023	005234 LE MAY MOBILE SHREDDING	4778482S185		DOCUMENT SHRED COURT/FINANCE	112.00
						<b>Total : 112.00</b>
197720	2/10/2023	001895 LES SCHWAB TIRE CENTER	384-00644262		ER-353	27.19
						<b>Total : 27.19</b>
197721	2/10/2023	011558 MARIE L. CALDERON	1.15.23 TO 1.30.23		KC CONSULTANT-LATINX COORDINATC	1,080.00
						<b>Total : 1,080.00</b>
197722	2/10/2023	012433 MCCARTY, BETH	webinvoice		UTILITY REFUND	122.97
						<b>Total : 122.97</b>
197723	2/10/2023	001389 MOUNTAIN MIST WATER	5191335		JAN 2023 LAB H2O	33.92
						<b>Total : 33.92</b>
197724	2/10/2023	000798 MOUNTAIN VIEW AUTO SUPPLY, INC	264,290,322,332,357		544462,544482,544565,545012,545740,5	889.26
						<b>Total : 889.26</b>
197725	2/10/2023	009734 NANCY SHATTUCK, C/O MT RAINIER FCU	JANUARY 2023	CT-000073	DOMESTIC VIOLENCE ADVOCATE	455.00
						<b>Total : 455.00</b>
197726	2/10/2023	001418 NATIONAL BARRICADE CO INC	ST SIGN INVENTORY		298878,299088,299087,2999089	3,997.91
						<b>Total : 3,997.91</b>
197727	2/10/2023	009313 NATURAL GAS SOLUTIONS	268611	GS-000853	PART# 062498-110~	2,040.00
						<b>Total : 2,040.00</b>
197728	2/10/2023	001472 NORTH CENTRAL LABS	482075		ALK STD	35.88
						<b>Total : 35.88</b>
197729	2/10/2023	008474 NSI LAB SOLUTIONS, INC	414286		QA COLIFORM SAMPLES 2023	233.00
						<b>Total : 233.00</b>
197730	2/10/2023	012365 ONEBRIDGE BENEFITS INC.	INV-1487		MONTHLY ADMIN FEE	50.00



Voucher List  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197730	2/10/2023	012365 012365 ONEBRIDGE BENEFITS INC.	(Continued)			<b>Total : 50.00</b>
197731	2/10/2023	008111 O'REILLY AUTOMOTIVE INC	331,340,353,376,393		2967-241594,243070,242304,242357,243	793.53 <b>Total : 793.53</b>
197732	2/10/2023	011614 OSSMAN HARDING DENTAL	FREDERICK EATON		PAYMENT FOR DENTAL FOR FREDERIC	346.55 <b>Total : 346.55</b>
197733	2/10/2023	005619 OWEN EQUIPMENT COMPANY	00109057		INVENTORY	127.52 <b>Total : 127.52</b>
197734	2/10/2023	012163 PAPE MACHINERY INC	14180632		ER-351	421.96 <b>Total : 421.96</b>
197735	2/10/2023	012101 PATRICIA R MCCONNELL	PERF. 2.9.23		ENTERTAINMENT FOR SENIOR CENTE	250.00 <b>Total : 250.00</b>
197736	2/10/2023	003666 PERFORMANCE PIPE	99522358	GS-000852	PART# 1127442~	20,522.35 <b>Total : 20,522.35</b>
197737	2/10/2023	012197 PLATEAU KIDS NETWORK	1		OUTSIDE AGENCY AGMT-2023	10,000.00 <b>Total : 10,000.00</b>
197738	2/10/2023	001641 PLATT ELECTRIC	3P85122	GS-000854	PART# 3TW-1401-05 - 030 2083110~	2,424.43 <b>Total : 2,424.43</b>
197739	2/10/2023	012328 POMPS TIRE SERVICE INC	ER-243 & ER-347		2010005371,2010004823,2010005206,20	2,223.22 <b>Total : 2,223.22</b>
197740	2/10/2023	011995 RANDY LITCH	PERF. 2.14.23		ENTERTAINMENT FOR SENIOR CENTE	200.00 <b>Total : 200.00</b>
197741	2/10/2023	000932 RAYMOND HARGAN	FEBRUARY 2023 JANUARY 2023 REIMBURSEMENT	AD-000663 AD-000663	LEOFF ONE REIMBURSEMENT LEOFF ONE REIMBURSEMENT PHARMACY REIMBURSEMENT	246.20 246.20 144.99 <b>Total : 637.39</b>
197742	2/10/2023	012060 REYNOLDS BURTON VINSON	JANUARY 2023		JANUARY LEGAL SERVICES 2023	17,100.00

Voucher List  
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197742	2/10/2023	012060 012060 REYNOLDS BURTON VINSON	(Continued)			<b>Total : 17,100.00</b>
197743	2/10/2023	001737 RK GRAPHICS	22514 22525		CW/PW BLDG SIGN LAND USE BOARDS FOR NOTICES	640.05 178.37 <b>Total : 818.42</b>
197744	2/10/2023	000921 ROBERT W HAMILTON	JANUARY 2023	CT-000074	JUDGE	4,006.08 <b>Total : 4,006.08</b>
197745	2/10/2023	001837 RON & LEO'S WELDING SVCS, INC	E290,325,347,356,382		INV. 227096,227100,227225,227216,2272	6,342.74 <b>Total : 6,342.74</b>
197746	2/10/2023	010700 RULE STEEL TANKS INC	0040592-IN		DUMPSTER REPAIR PARTS	871.71 <b>Total : 871.71</b>
197747	2/10/2023	011682 SAELA PEST CONTROL	78517		JANUARY #2 PEST CONTROL	114.24 <b>Total : 114.24</b>
197748	2/10/2023	012437 SAILMASTER WORKSHOPS LLC	TRAINING 1.19 & 1.10		TRAINING-STAY ACTIVE & INDEPENDENI	180.00 <b>Total : 180.00</b>
197749	2/10/2023	004453 SASE COMPANY INC	INV307962	EQ-000274	SC10E SCARIFIER PER QUOTE AT0366	31,030.13 <b>Total : 31,030.13</b>
197750	2/10/2023	011110 SCHEMATA WORKSHOP INC	23-1941-02		DESIGN-POOL PROJECT	19,543.85 <b>Total : 19,543.85</b>
197751	2/10/2023	012070 SCHNEIDER ELECTRIC BUILDINGS	930247		REPAIR CARD ENTRY REPLACEMENTS	2,308.87 <b>Total : 2,308.87</b>
197752	2/10/2023	009373 SCORE	6557		INMATE BILL	8,029.84 <b>Total : 8,029.84</b>
197753	2/10/2023	011838 SOLID WASTE SYSTEMS INC	0152444-IN		INVENTORY	384.49 <b>Total : 384.49</b>
197754	2/10/2023	008515 SOUND PUBLISHING INC, EVERETT FACILITY	8092143 8092158		LEGAL PUBLICATIONS-JAN MONTHLY PUBLICATIONS	20.68 108.61

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197754	2/10/2023	008515 008515 SOUND PUBLISHING INC, EVERETT FAC	(Continued)			<b>Total : 129.29</b>
197755	2/10/2023	012358 STANLEY DON TERRELL	PERF. 2.8 & 2.22.23		ENTERTAINMENT FOR SENIOR CENTE	200.00
						<b>Total : 200.00</b>
197756	2/10/2023	002034 STATE TREASURER	JANUARY 2023		TO REMIT JANUARY 2023	8,535.27
						<b>Total : 8,535.27</b>
197757	2/10/2023	002046 STELLAR INDUSTRIAL SUPPLY	4515435		BLUE PAINT	351.91
						<b>Total : 351.91</b>
197758	2/10/2023	007131 STEVEN W. CRAWFORD	JANUARY 2023	CT-000075	PUBLIC DEFENDER	5,112.00
						<b>Total : 5,112.00</b>
197759	2/10/2023	012432 TOIVONEN, SAARA	webinvoice		UTILITY REFUND	338.74
						<b>Total : 338.74</b>
197760	2/10/2023	005711 TRINA HUEBLER	1.20.23		KC CONSULTANT-GYM SUPERVISOR	60.00
						<b>Total : 60.00</b>
197761	2/10/2023	002152 TRI-PACIFIC SUPPLY INC	0166751-IN 0166943-IN		SQUEEZE OFF TOOL ACTUATION REGULATOR	480.90 406.54
						<b>Total : 887.44</b>
197762	2/10/2023	003409 USA BLUE BOOK	239610 240990		LAB ORDER 1 LAB ORDER 2	524.68 54.23
						<b>Total : 578.91</b>
197763	2/10/2023	006404 UTILITIES & TRANSPORTATION COM	6816-2		3RD QUARTER	2,540.51
						<b>Total : 2,540.51</b>
197764	2/10/2023	002213 UTILITIES UNDERGROUND	3010149		JANUARY LOCATES	184.47
						<b>Total : 184.47</b>
197765	2/10/2023	008055 VERIZON WIRELESS	9925423646		VERIZON 12.16-1.15	124.88
						<b>Total : 124.88</b>
197766	2/10/2023	011244 VIVASOURCE INC	55768		PROJECT 2214	2,228.06

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197766	2/10/2023	011244 011244 VIVASOURCE INC			(Continued)	<b>Total : 2,228.06</b>
197767	2/10/2023	010141 WA STATE DEPT OF CORRECTIONS	F184354 F184486 F184839		INMATE FOOD INMATE FOOD INMATE FOOD	609.00 552.00 569.00 <b>Total : 1,730.00</b>
197768	2/10/2023	009458 WAPRO	5874		TAYLOR DUES	25.00 <b>Total : 25.00</b>
197769	2/10/2023	002319 WASHINGTON STATE PATROL	I23004108		11 CPLS	145.75 <b>Total : 145.75</b>
197770	2/10/2023	002346 WATER MANAGEMENT LAB, INC	JANUARY WTR SAMPLES		INV.208814,208981,209166,209349	304.00 <b>Total : 304.00</b>
197771	2/10/2023	006499 WAXIE SANITARY SUPPLY	81381928 81443209/81450759 81477538		JAIL SUPPLIES SUPPLIES JAIL SUPPLIES	51.43 1,889.80 178.29 <b>Total : 2,119.52</b>
197772	2/10/2023	002427 WORK SPORTS AND MORE	JANUARY 2023		2225800,2225799,2226830,2228525,2229	722.21 <b>Total : 722.21</b>
197773	2/10/2023	003503 WRPA, WA RECREATION & PARKS ASS	7941		WRPP ANNUAL DUES	125.00 <b>Total : 125.00</b>
<b>124 Vouchers for bank code : wf</b>						<b>Bank total : 428,187.90</b>
<b>124 Vouchers in this report</b>						<b>Total vouchers : 428,187.90</b>

Bank code : wf

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN AND THAT THE CLAIM OR REIMBURSEMENT IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE CITY AND THAT THE UNDERSIGNED ARE AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

\_\_\_\_\_  
FINANCE DIRECTOR                      DATE



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**Finance Department**  
**Purchasing and Contracting Policy**

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- A - Matrix of Purchasing Types, Levels and Signature Authority
- B - Matrix of Federal Purchasing Types and Levels



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## Finance Department Purchasing and Contracting Policy

### 1.0 INTRODUCTION

#### 1.1 Purpose

This policy is intended to direct the purchase of goods and services at a reasonable cost, using an open, fair, documented and competitive process whenever reasonable and possible.

#### 1.2 Code of Ethics

Refer to Code of Ethics adopted by separate Resolution #1601 of the City Council.

#### 1.3 Conflicts of Interest

No City staff or elected official may undertake consulting, professional practice or other assignments which would result in a conflict of interest. Any employee of the City who recommends or approves a purchase and who has a financial interest in the vendor involved with a purchase shall disclose his or her interest in the vendor prior to recommending or approving the purchase.

#### 1.4 Unauthorized Purchases

*Purchases for personal use are not allowed.* The person ordering the unauthorized and unjustified purchase is personally liable for the costs of the purchase or contract and may be subject to disciplinary action, up to and including termination. If the purchase was made without proper authorization but is in fact a justified purchase, then the Department Director has the option to approve the purchase after the fact.

#### 1.5 Personal Gifts to be Declined

Personal gifts or gratuities that might influence or give the appearance of influencing the requisition or purchase of material(s) must be declined.

### 2.0 DEFINITIONS

#### 2.1 Architectural and Engineering Services

Professional services rendered by any person, other than a city employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96)



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## Finance Department Purchasing and Contracting Policy

### **2.2 Formal Competitive Bid**

The process of advertising and receiving sealed written bids from perspective vendors. The selection of the vendor is primarily based on the lowest cost from the responsible bidder.

### **2.3 Informal Competitive Quotes**

Price quotes from vendors that are obtained using a variety of mediums such as phone, fax, e-mail, or writing. Results must be documented. The selection of the vendor is primarily based on the lowest cost from the responsible bidder.

### **2.4 Inter-local Agreements**

Are the exercise of governmental powers in a joint or cooperative undertaking with another public agency.

### **2.5 MRSC Small Works and Consultant Roster**

A shared statewide small public works and consultant roster service managed by the Municipal Research and Services Center of Washington used by Washington State local public agencies. The small works and consultant roster is maintained and operated in full compliance with state laws and purchasing requirements.

### **2.6 Nonprofessional Services**

Services that are purchased by the city for which the contractor receives specific instructions and guidance from the city and does not meet the definition of professional services, architectural and engineering services, or public works projects. Examples include machine repair, debt collection services, temporary service agencies, credit card services, equipment service agreements, auctioning services, delivery services, inspections, advertising, etc.

### **2.7 Ordinary Maintenance**

Is less complex and routine:

- Work that is not contracted but regularly performed at least once per year. Includes servicing, checking or replacing items not broken, or
- Work that is not contracted and not regularly performed but is necessary to prevent eventual repairs.

### **2.8 Prevailing Wage**

The state Public Works Act requires government contractors to pay their employees prevailing wages on public work and public building service maintenance contracts. The





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## Finance Department

### Purchasing and Contracting Policy

prevailing wage is the hourly wage, including usual benefits and overtime, paid in the largest city in each county, to the majority of workers in a particular trade or occupation, as published by the Washington State Department of Labor and Industries semi-annually in February and August. RCW 39.12

#### **2.9 Professional Services**

Services provided by consultants that provide highly specialized, generally one-time expertise to solve a problem or render professional opinions, judgements or recommendations. The labor and skill involved to perform these types of services are predominately mental or intellectual, rather than physical or manual. Examples may include graphic design, advertising, analysis, financial expertise, accounting, artists, attorneys, bond brokers, computer consultants, planners, real estate services, etc. This term does not include architecture and engineering services.

#### **2.10 Public Work**

As defined by RCW 39.040.10, means a complete project, and includes all work, construction, alteration, repair or improvement other than ordinary maintenance, executed at the cost of the City or which is by law a lien or charge on any City property. Public work projects include the related materials, supplies, and equipment to complete the project. For purposes of this policy, the term “public work” may include contracts for maintenance of City facilities or real property that comply with chapter RCW 39.12.

#### **2.11 Emergency Purchase**

Unforeseen circumstances beyond the control of the city. If immediate action not taken will:

- Present an immediate threat to the proper performance of essential functions or
- Result in material loss or damage to property, bodily injury or loss of life.

#### **2.12 Vendor List**

An informal directory of vendors who are interested in selling equipment, materials, and supplies to the city.

#### **2.13 Lowest Responsible Bidder**

RCW 39.04.350 establishes bidder responsibility criteria as follows; 1) be a registered contractor at the time of bid submittal (RCW 18.27.020), 2) have a current Unified Business Identifier number, 3) have industrial insurance coverage, 4) have an employment security department number, 5) have a state excise tax registration number, 6) have never been disqualified from bidding under RCW 39.06.010 or



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## Finance Department

### Purchasing and Contracting Policy

39.12.05(3), 7) have not had any apprenticeship violations, if applicable, and 8) certify through a sworn statement that they are not a willful violator of labor laws in reference to RCW 49.48.082.

#### **2.14 Supplemental Bidder Responsibility Criteria**

In accordance with RCW 39.04.350 the City may use additional supplemental bidder responsibility criteria as follows; 1) the ability, capacity, and skill of the bidder to perform the contract or provide the service required, 2) the character, integrity, reputation, judgement, experience, and efficiency of the bidder, 3) whether the bidder can perform the contract within the time specified, 4) the quality of performance of previous contracts or services, 5) the previous and existing compliance by the bidder with laws relating to the contract or services, and 6) such other information as may be secured having a bearing on the decision to award the contract.

### **3.0 RESPONSIBILITY**

#### **3.1 Finance Director**

- Develops purchasing policy and procedures
- Monitors compliance with this policy
- Monitors compliance with budget authority
- Approves exceptions to policy
- May require additional justification or clarification for requests or specifications

#### **3.2 Public Works Director**

- Monitors compliance with purchasing policy and procedures
- Contracts with Municipal Research and Services Center to adopt for City use statewide databases developed by MRSC for small works and consultant rosters and vendor lists.

#### **3.3 City Administrator**

- Must sign for authorization of payment for invoices greater than \$35,000.

#### **3.4 ALL Department Directors**

- Ensure compliance with policy by staff
- Issuance and cancellation of Purchase Orders for purchases over \$35,000 and/or for multiple purchases under a single vendor.



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## Finance Department

### Purchasing and Contracting Policy

- Specifications and the selection of products and vendors
- Inspecting and accepting or rejecting deliveries of supplies, materials, or equipment
- Ensuring that Prevailing Wages are paid
- Authorized to approve invoices for payment in the amount of \$35,000 or less.

#### **3.5 All Supervisors and Managers**

- Authorized to approve invoices for payment in the amount of \$7,500 or less.
- Department Directors can submit to Finance Director appointing a staff member who is not a supervisor or manager the ability to sign \$2,500 or less
- Follow this policy and related procedures
- Retain documentation
- Never split purchases of same or like items to stay below bid or quote limit

#### **3.6 Employees**

City employees purchasing on behalf of the city

- Follow this policy and related procedures
- Retain documentation
- Never split purchases of same or like items to stay below bid or quote limit

### **4.0 GENERAL PROVISIONS**

#### **4.1 Council Notification**

The City Council shall be informed of all non-emergency projects over \$10,000 and provided a preliminary estimated cost breakdown of each project, which includes all parts like and unlike, prior to awarding of work. Projects included in the adopted annual budget do not need additional council notification. For emergency projects over \$5,000, the chair of the respective council committee shall be informed as soon as possible, and the entire council shall be informed at the next regular council meeting.

#### **4.2 Exceptions to Formal Bidding and Quotation Process**

City allows exceptions to the process, subject to approval of the Public Works Director:

- Procurement of a patent brand product to ensure compatibility
- Formal bids have been solicited and no responses received
- The State Department of Purchasing or other governmental entity has established a bid (piggybacking).



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## Finance Department

### Purchasing and Contracting Policy

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- Emergency contracts as authorized by resolution of the City Council. RCW 39.04.280(2)(b)
- A sole source of supply exists, and
- Department completes sole source justification document. RCW 39.04.280(2)(a)

#### **4.3 Procurement under Federal Grant Awards**

When procuring property and services under a Federal Award, the City will follow 2 CFR 200.318 General Procurement Standards through 200.326 Contract provisions, or City purchasing procedures, whichever is more restrictive. See Appendix B.

#### **4.4 Purchase Orders**

Purchase orders are required for purchases over \$35,000. Department Directors or their designees have discretion to issue purchase orders under the required amount. Purchase orders are recommended when making several purchases from a single vendor to assist with budget and inventory control.

#### **4.5 Public Works**

- Purchase Order if \$35,000 or over, and
- Contracts less than \$35,000 do not require multiple quotes provided it is determined that the quote received is fair and reasonable.
- Minimum of three informal quotes if between \$35,000 and \$75,500 using Limited Public Works Process procedures established by separate Resolution of the City Council.<sup>1</sup>
  - Award contract to lowest responsible bidder per RCW 43.19.1911
  - May waive payment and performance bond requirements of RCW 39.08
  - May waive bid bond and retainage requirements of RCW 60.28
  - Includes supplies, materials, equipment related to public work project
- Formal bid process for work performed in excess of:
  - \$75,500 if one craft or trade is involved, or for street signalization or lighting<sup>2</sup>
  - \$116,155 if two or more crafts or trades are involved
- In accordance with RCW 39.04.155, the City may use small works roster for public work projects less than \$350,000. Annually the City contracts with MRSC to use their statewide Small Works Roster.

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<sup>1</sup> Bid bonds required for public works contracts of \$75,000 or more RCW 39.08.015

<sup>2</sup> RCW 35.23.352 sets this limit at \$75,000



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## Finance Department Purchasing and Contracting Policy

- Small works roster procedures shall be in accordance with procedures established by separate Resolution of the City Council.
- See Appendix A

### 4.6 Supplies, Materials and Equipment

- Small purchases under \$35,000 do not require formal quotes
- Formal bid process if \$35,000 or over
- See Appendix A

### 4.7 Architectural and Engineering Services

Procurement of architects, engineers and landscape architects will be done through a qualification-based selection process as required per RCW 39.80. Procurement of professional services shall be in accordance with procedures established by separate Resolution of the City Council.

### 4.8 Telecommunications and Data Processing Equipment and Software

The City may use an alternative competitive negotiation process allowed per RCW 39.04.270 to purchase telecommunications and data processing equipment and software. All telecommunication and data processing equipment and software purchases must be approved by the Information Technology Director and comply with the Acceptable Use Policy.

### 4.9 Purchasing from Other Governments and Piggybacking

The city may enter into interlocal cooperative purchasing agreements with other public agencies as authorized by RCW 39.34.030, and/or purchase off of State of WA contracts established by the WA State Department of Enterprise Services. This allows the City to “piggyback” off of the other entities competitive process and thus eliminates the need to perform our own. Due care should be exercised to ensure the contracting entity has complied with all applicable bid laws.

### REFERENCE:

RCW 35.23.352/35a.40.210

RCW 39.04, Public Works

RCW 39.80, Contracts for Architectural and Engineering Services

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200 “Uniform Guidance”



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**Finance Department**  
**Purchasing and Contracting Policy**

Washington State Auditors Budget Accounting and Reporting System

# Purchasing Policy Appendix A

## Purchasing Matrix

CONTRACT TYPE	DOLLAR LIMIT	FORMAL BID PROCESS	SIGNATURE AUTHORITY
<b>PUBLIC WORKS</b>			
Public Works – single trade or craft	Under \$75,000	No	Department Director signature authority up to \$35,000
Public Works – single trade or craft	Over \$75,000	Yes	
Public Works – Multi trade or craft	Under \$116,155	No	
Public Works – Multi trade or craft	Over \$116,155	Yes	
Small Works Roster	Up to \$350,000	See above	
<b>MATERIALS, SUPPLIES, EQUIPMENT</b>			City Administrator signature authority over \$35,000
Materials, supplies, equipment	Over \$35,000	Yes	
With government “piggybacking”	Over \$35,000	No	
<b>PROFESSIONAL AND OTHER SERVICES</b>			
Architecture, Engineering, Land Survey & Landscape Architecture Contracts		Qualification Based Selection	
Personal Services; Comprehensive Plans, Legal Services, Management Analysis	\$5,000 to \$20,000	Written solicitation to 3 to 5 firms	
Personal Services; Comprehensive Plans, Legal Services, Management Analysis	Over \$20,000	Formal RFP	
Purchases of all other services	Over \$15,000	Formal RFP	

## Purchasing Policy Appendix B

### Federal Grant Procurement

When procuring property and services under a Federal award, the City of Enumclaw will follow 2 CFR §200.318 General Procurement Standards through §200.326 Contract Provisions, or City of Enumclaw purchasing procedures, whichever is more restrictive. The following table outlines procurement requirements when using Federal funds.

Procurement Method	Goods	Services
Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practicable, distribute equity among suppliers	\$3,000 or less  <b>Must use</b> more restrictive \$3,000 federal threshold	\$3,000 or less  <b>Must use</b> more restrictive \$3,000 federal threshold
Small Purchase Procedures (Informal)-Obtain/document quotes from a reasonable number of qualified sources (at least three).	\$3,000 – \$7,500  <b>Must use</b> more restrictive City threshold instead of \$150,000 Federal simplified acquisition threshold	\$3,000 - \$7,500  <b>Must use</b> more restrictive City threshold instead of \$150,000 Federal simplified acquisition threshold
Sealed Bids/Competitive Bids (Formal)	\$35,000 or more (single trade) \$65,000 or more (multi trade) \$7,500 or more (non-public works projects)  <b>Must use</b> more restrictive City threshold instead of \$150,000 Federal Threshold	\$35,000 or more (single trade) \$65,000 or more (multi trade) \$7,500 or more (non-public works projects)  <b>Must use</b> more restrictive City threshold instead of \$150,000 Federal Threshold
Competitive Proposals	Used when conditions are not appropriate for the use of sealed bids. <ul style="list-style-type: none"> <li>• Must publicize request for proposals soliciting from an adequate number of qualified sources.</li> <li>• Maintain written method for conducting technical evaluations.</li> <li>• Contract must be awarded to the responsible firm whose proposal is most advantageous to the program</li> </ul>	
Non-Competitive Proposals	Appropriate only when:	



	<ul style="list-style-type: none"><li>• Available only from a single source; or</li><li>• Public emergency; and</li><li>• Expressly authorized by awarding or pass-through agency in response to written request from the City of Enumclaw; or</li><li>• After soliciting a number of sources, competition is deemed inadequate.</li></ul>
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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON ALLOWING ELECTED OFFICIALS TO WAIVE ALL OR A PORTION OF THEIR SALARIES.**

**WHEREAS**, RCW 35A.12.070 authorizes the payment of Council and Mayor salaries; and

**WHEREAS**, Article XI, Section 8 of the Washington constitution restricts the ability of cities to diminish the salaries of their municipal officers; and

**WHEREAS**, Enumclaw Municipal Code Section 2.78.010 and 2.78.020 establishes the salaries to be paid to Enumclaw City Councilmembers and the Mayor and

**WHEREAS**, Councilmembers and the Mayor may wish to decline or waive the salary established by Ordinance.

**NOW, THEREFORE THE CITY COUNCIL FO THE CITY OF ENUMCLAW DO ORDAIN AS FOLLOWS:**

**Section 1: New section.** Enumclaw Municipal Code is hereby amended by the addition of a new section 2.78.030. which section shall read as follows:

2.78.030 Councilmember and Mayor waiver and election not to receive compensation.

Any Councilmember or the Mayor may voluntarily waive and elect not to be paid all or any portion of the salaries set forth in EMC 2.78.010 or 2.78.020 as applicable, during their term of office. Notice of waiver and election must be:

- A. In writing and delivered to the Finance Director prior to the effective date of such waiver; and
- B. Signed by the Councilmember and their spouse, if married, as required by RCW 49.48.100. Signature(s) shall be before a notary public.

The waiver shall be effective for all salary earned following the effective date and continue in effect until withdrawn by a writing signed by the Councilmember and their spouse delivered to the Finance Director. It shall be presumed that salaries or portions of salaries that are declined or waived pursuant to this Section shall be used by the City for general government purposes, provided that this presumption may be rebutted by any Councilmember or the Mayor directing in writing that his or her waived salary be utilized for a different City purpose.

**Section 2: Severability.** If any sentence, clause, phrase, or provision of this Ordinance is ultimately invalidated by a court of competent jurisdiction, such as invalidation shall not affect any other sentence, clause, phrase, or provision hereof.

**Section 3: Effective Date.** This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as required by law.

PASSED IN REGULAR AND OPEN SESSION this \_\_\_\_\_ day of \_\_\_\_\_,  
2023.

\_\_\_\_\_  
Mayor Jan Molinaro

Introduced: \_\_\_\_\_

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

Published: \_\_\_\_\_

ATTESTED:

\_\_\_\_\_  
Jessica Rose  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Brett C. Vinson  
City Attorney