

# **AGENDA**

## **Finance Committee Meeting**

May 8<sup>th</sup>, @ 6:30 PM

Finance Room

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

A. Attendance

### **2. General Business**

A. Approve Minutes from April 24<sup>th</sup> meeting.

B. Vouchers April 25<sup>th</sup>

C. Discuss New Policy on utilities.

D. Cemetery – Gravestone Preservation

E. Update on New Accounting System

### **3. Other Business**

A. Next Meeting May 22<sup>nd</sup>, 2023, at 6:30PM

B. Adjournment

April 24th, 2023

Members: Corrie Koopman-Frazier (Chair), Chris Gruner, Bobby Martinez  
Students on council: Taylor Stabenfeldt, Payton Nelson  
Staff Liaison, Chris Anderson

Meeting began at 6:29PM In the Finance Room. All members were in attendance.

Committee members reviewed the credit cards. No additional information was requested.

Anderson reviewed the 1<sup>st</sup> quarter financial report. Anderson said everything is where it should be. 1<sup>st</sup> quarter usually looks a little behind. Anderson explained the city pays a lot of yearly bills in January and over the course of the year those expenses are smoothed out. Anderson also said the 1<sup>st</sup> installment of property taxes are not received until late April.

Anderson went over a donation request from Parks and Recreation with no concerns from committee. Next committee discussed the side sewer program that PW Director Spindor has introduced. The program would be to help customers who need to replace their portion of the sewer. This would allow them to have a loan with the city at a lower interest rate to help with the payment. The committee was supportive of this.

Council member Martinez discussed the cemetery's presentation a month ago on gravestone preservation. During this presentation the cemetery board asked the city to help with the cost. They explained they were applying for a grant and asked if the city could help support the remaining cost. Council member Martinez discussed his desire and support to assist and asked the remaining committee members' thoughts. The committee was supportive of the cost. There will be an upcoming motion on a council agenda to have it voted on by the rest of the council.

Meeting adjourned at 6:50pm

Voucher List  
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
198186	4/10/2023	012060 REYNOLDS BURTON VINSON	MARCH 2023		MARCH 2023 LEGAL SERVICES	15,900.00
					<b>Total :</b>	<b>15,900.00</b>
198187	4/25/2023	010324 911 SUPPLY	INV-2-27852		HOREJSI CLOTHING ALLOWANCE	114.82
			INV-2-279535		HOREJSI CLOTHING ALLOWANCE	116.96
					<b>Total :</b>	<b>231.78</b>
198188	4/25/2023	000007 AAA FIRE & SAFETY INC	12474392		POLICE DEPARTMENT	952.00
					<b>Total :</b>	<b>952.00</b>
198189	4/25/2023	010916 ALLEN III, ROBERT	REFUND		RELEASE OF DEPOSIT FOR 2018	300.00
					<b>Total :</b>	<b>300.00</b>
198190	4/25/2023	012216 APEX ELECTRICAL GROUP LLC	1343		TROUBLESHOOT HYDROGRIT/PANEL	971.58
					<b>Total :</b>	<b>971.58</b>
198191	4/25/2023	000850 ART GAMBLIN MOTORS, INC	75107		PD-PATROL CAR MAINTENANCE	140.00
					<b>Total :</b>	<b>140.00</b>
198192	4/25/2023	000171 ASSOCIATED PETROLEUM	CFS-3351108		FEBRUARY FUEL 2023	17,689.68
			CFS-3380022		MARCH 2023 FUEL	20,790.84
					<b>Total :</b>	<b>38,480.52</b>
198193	4/25/2023	009567 BHC CONSULTANTS LLC	0017633		PROJECT 2310	2,557.12
			0017816		COMP PLAN UPDATE PROJECT WORK	18,921.42
					<b>Total :</b>	<b>21,478.54</b>
198194	4/25/2023	009763 BIG MOUNTAIN ENTERPRISES, SHANE PETTI	REFUND		RELEASE OF DEPOSIT FOR 2018	300.00
			REFUND 2		RELEASE OF DEPOSIT FOR 2018	300.00
					<b>Total :</b>	<b>600.00</b>
198195	4/25/2023	012486 BILL BELL	REFUND		RELEASE OF DEPOSIT FOR 2018	300.00
					<b>Total :</b>	<b>300.00</b>
198196	4/25/2023	005918 BLACK DIAMOND GUN CLUB	310		PD-RANGE TIME	300.00
					<b>Total :</b>	<b>300.00</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
198197	4/25/2023	011852 BLAKE BOGH	REIMBURSEMENT		CLOTHING REIMBURSEMENT	195.83
<b>Total :</b>						<b>195.83</b>
198198	4/25/2023	000217 BOB BARKER CO INC	INV1894104 INV1895260		INMATE SUPPLIES INMATE SUPPLIES	519.64 181.28
<b>Total :</b>						<b>700.92</b>
198199	4/25/2023	002455 BONNEY LAKE MUNICIPAL COURT	ASHLEE WEBER		BAIL POSTED FOR ASHLEE WEBER	1,000.00
<b>Total :</b>						<b>1,000.00</b>
198200	4/25/2023	011221 BRENDA SEXTON	4.3.23 to 4.13.23		KC CONSULTANT-HUB GRANT	307.50
<b>Total :</b>						<b>307.50</b>
198201	4/25/2023	011047 BRINKS INCORPORATED	12232864		BANKING TRANSPORTATION 3.1.23 TO	472.20
<b>Total :</b>						<b>472.20</b>
198202	4/25/2023	006016 CATHY BURBANK	REIMBURSEMENT		MEAL REIMBURSEMENT FOR AWC COI	85.00
<b>Total :</b>						<b>85.00</b>
198203	4/25/2023	004187 CEDAR GROVE COMPOST	0000731716		MARCH 119.50T	9,079.62
<b>Total :</b>						<b>9,079.62</b>
198204	4/25/2023	002206 CENTURY LINK	206-T31-9281 782B		MARCH PHONE CHARGES	594.55
<b>Total :</b>						<b>594.55</b>
198205	4/25/2023	008223 CENTURY LINK, BUSINESS SERVICES	633102766 636305909		APRIL PHONE CHARGES T1 DATA SERVICE	580.62 712.54
<b>Total :</b>						<b>1,293.16</b>
198206	4/25/2023	003311 CITY OF BLACK DIAMOND	23020		TRAFFIC SCHOOL	400.00
<b>Total :</b>						<b>400.00</b>
198207	4/25/2023	006260 CODE MECHANICAL INC	1862		PROJ#2335 HVAC REPAIRS @ACTIVITY	2,675.50
<b>Total :</b>						<b>2,675.50</b>
198208	4/25/2023	011352 COMPUNET INC	220964		TEMPERATURE PROBES FOR PD	1,877.67
<b>Total :</b>						<b>1,877.67</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
198209	4/25/2023	000500 COPIERS NORTHWEST	INV2630851 INV2632165 INV2632166 INV2633066 INV2633922		FINANCE PRINTER JN616 CONTRACT OVERAGES COPIER MAINTENANCE Q1 PRINTS & COPIES REPLACEMENT ADMIN COPIER	46.75 124.10 12.12 249.63 12,018.90 <b>Total : 12,451.50</b>
198210	4/25/2023	003389 DATA BAR INCORPORATED	260887		DATABAR MONTHLY MAILING	6,129.17 <b>Total : 6,129.17</b>
198211	4/25/2023	001441 DENNIS NELSON	REIMBURSEMENT		PHARMACY REIMBURSEMENT	126.00 <b>Total : 126.00</b>
198212	4/25/2023	012008 DIANE MICHAUD	4.3.23 TO 4.12.23		KC CONSULTANT-HUB GRANT	900.00 <b>Total : 900.00</b>
198213	4/25/2023	001156 ENUMCLAW FIRE DEPT	MARCH 2023		FIRE IMPACT MITIGATION FEES COLLE	16,832.78 <b>Total : 16,832.78</b>
198214	4/25/2023	000646 ENUMCLAW LANDSCAPE MAINTENANCE	297-38,37,36,61 FERBUARY LANDSCAPING		MARCH 2023 LANDSCAPING 29403,29404,29405,29522	19,589.53 9,813.36 <b>Total : 29,402.89</b>
198215	4/25/2023	000716 ENUMCLAW SCHOOL DIST	MARCH 2023		IMPACT AND MITIGATION FEES COLLE	32,982.00 <b>Total : 32,982.00</b>
198216	4/25/2023	008194 FARWEST CORROSION CONTROL CO	0387292-IN	GS-000864	PART# 06-10050~	1,589.27 <b>Total : 1,589.27</b>
198217	4/25/2023	000856 GATEWAY TRUE VALUE, ATT: JOHN	155644 155987 MARCH PURCHASES		WIRE MESH FOR PIT DRAIN PD INVESTIGATIONS CUST #2080	20.55 48.94 789.25 <b>Total : 858.74</b>
198218	4/25/2023	012143 GEORGE BARBER	REIMBURSEMENT		REIMBURSEMENT FOR CDL PHYSICAL	130.00 <b>Total : 130.00</b>
198219	4/25/2023	007255 GRAY & OSBORNE INC	12		PROJECT 2230	1,941.98

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198219	4/25/2023	007255 007255 GRAY & OSBORNE INC	(Continued)			<b>Total : 1,941.98</b>
198220	4/25/2023	012455 GUARDIAN ALLIANCE TECH INC	19387		PD PRE-EMPLOYMENT	130.00
						<b>Total : 130.00</b>
198221	4/25/2023	005235 JACOBS ENGINEERING GROUP INC	D3697200-002 D3697200-003 D3704700-002		PROFESSIONAL SERVICES FOR MIDD PROFESSIONAL SERVICES FOR MIDD PROFESSIONAL SERVICES FOR CLIMA	4,737.00 23,861.66 4,593.57
						<b>Total : 33,192.23</b>
198222	4/25/2023	011220 JANINE CARPENTER	4.10.23 TO 4.12.23		KC CONSULTANT-HUB GRANT	420.00
						<b>Total : 420.00</b>
198223	4/25/2023	012485 K B HOMES	REFUND		APPLICANT WITHDREW BLD2022-0179	31,362.11
						<b>Total : 31,362.11</b>
198224	4/25/2023	001162 KING COUNTY FINANCE	141861		MARCH 502.33T	84,733.05
						<b>Total : 84,733.05</b>
198225	4/25/2023	001162 KING COUNTY FINANCE	11013465		INET INTERNET SERVICE	950.00
						<b>Total : 950.00</b>
198226	4/25/2023	001162 KING COUNTY FINANCE	35006678		ROWA23-0112	528.00
						<b>Total : 528.00</b>
198227	4/25/2023	012489 KOZUE MOLTEBNEY	REFUND		REFUND DUE TO SCHEDULE CONFLIC	60.63
						<b>Total : 60.63</b>
198228	4/25/2023	012215 KRIS CAMPBELL	REIMBURSEMENT		REIMBURSEMENT FOR MILES DRIVE T	37.01
						<b>Total : 37.01</b>
198229	4/25/2023	004728 LANDS END BUSINESS OUTFITTERS	SIN11115174		PD TAYLOR CLOTHING ALLOWANCE	72.13
						<b>Total : 72.13</b>
198230	4/25/2023	010951 LANGUAGE LINE SERVICES INC	10972823		PD INTERPRETATION	13.57
						<b>Total : 13.57</b>
198231	4/25/2023	005234 LE MAY MOBILE SHREDDING	4786376S185		DOCUMENT SHRED	112.00

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198231	4/25/2023	005234 005234 LE MAY MOBILE SHREDDING	(Continued)			<b>Total : 112.00</b>
198232	4/25/2023	011558 MARIE L. CALDERON	4.1.23 TO 4.15.23		KC CONSULTANT-HUB GRANT	1,432.50
						<b>Total : 1,432.50</b>
198233	4/25/2023	012005 MICHAEL GRADDON	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEM	250.38
						<b>Total : 250.38</b>
198234	4/25/2023	001344 MICROFLEX, INC	00023002		TAX TOOL SOFTWARE MAINT.	1,439.42
						<b>Total : 1,439.42</b>
198235	4/25/2023	000798 MOUNTAIN VIEW AUTO SUPPLY, INC	550382-556890		JAN-MARCH 2023	1,272.16
						<b>Total : 1,272.16</b>
198236	4/25/2023	006430 NONA STEFFES	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEM	105.59
						<b>Total : 105.59</b>
198237	4/25/2023	006331 OFFICE OF SHARON RICE	1183		PROFESSIONAL HEARING EXAMINER :	1,592.50
			1184		PROFESSIONAL HEARING EXAMINER :	2,117.50
						<b>Total : 3,710.00</b>
198238	4/25/2023	012162 ORCA INFO INC	33813		PD PRE-EMPLOYMENT	64.00
						<b>Total : 64.00</b>
198239	4/25/2023	011245 PACE SYSTEMS INC	IN00048296		PAGE SCHEDULER MAINT. 2023	2,368.00
						<b>Total : 2,368.00</b>
198240	4/25/2023	012487 PGH EXCAVATING INC	REFUND		RELEASE OF DEPOSIT FOR 2018	300.00
						<b>Total : 300.00</b>
198241	4/25/2023	003928 PLATEAU OUTREACH MINISTRIES	1.1.23 to 3.21.23		OUTSIDE AGENC Y AGREEMENT -Q1 R	8,750.00
						<b>Total : 8,750.00</b>
198242	4/25/2023	012328 POMPS TIRE SERVICE INC	201000-6075,7100,742		ER-352, ER-243	3,154.95
						<b>Total : 3,154.95</b>
198243	4/25/2023	011358 PRO VAC	156234		RAINIER LIFT STATION	2,734.32
						<b>Total : 2,734.32</b>

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198244	4/25/2023	010746 PUBLIC HEALTH-SEA/KING CO, CAROL WOOL	QTR 1 SEWER & SOLID		QTR 1 HWF	34,707.42
					<b>Total :</b>	<b>34,707.42</b>
198245	4/25/2023	011868 PUBLIC HOSPITAL DIS #1 OF KC	800052843		PD YARNELL PRE-EMPLOYMENT	339.00
					<b>Total :</b>	<b>339.00</b>
198246	4/25/2023	006037 PUBLIC SAFETY TESTING INC	2023-223		PUBLIC SAFETY TESTING-Q1	774.00
					<b>Total :</b>	<b>774.00</b>
198247	4/25/2023	001704 PUGET SOUND ENERGY, INC	MARCH 2023		BILLS PER DEPT	31,812.30
					<b>Total :</b>	<b>31,812.30</b>
198248	4/25/2023	000932 RAYMOND HARGAN	REIMBURSEMENT		PHARMACY REIMBURSEMENT	47.00
					<b>Total :</b>	<b>47.00</b>
198249	4/25/2023	001737 RK GRAPHICS	22695		ADVERTISING/EVERGREEN CLUB-HUE	503.15
					<b>Total :</b>	<b>503.15</b>
198250	4/25/2023	001837 RON & LEO'S WELDING SVCS, INC	227911		ER-291	870.40
					<b>Total :</b>	<b>870.40</b>
198251	4/25/2023	012490 SHARON ROSE	REFUND		REFUND DUE TO SCHEDULE CONFLIC	261.00
					<b>Total :</b>	<b>261.00</b>
198252	4/25/2023	008515 SOUND PUBLISHING INC, EVERETT FACILITY	8097582 8097602 8097603		LEGAL PUBLICATIONS-MARCH GAS PUBLIC AWARENESS MONTHLY CD PUBLICATIONS FEE	873.78 412.25 31.02
					<b>Total :</b>	<b>1,317.05</b>
198253	4/25/2023	010289 SUZANNA MOEN	REIMBURSEMENT		REIMBURSEMENT FOR MEALS AWC CO	85.00
					<b>Total :</b>	<b>85.00</b>
198254	4/25/2023	012164 SWIFTCOMPLY US OPCO INC	INV-8955		SWIFT COMPLY	5,518.34
					<b>Total :</b>	<b>5,518.34</b>
198255	4/25/2023	012172 TERESA D JOHNSON CPA INC	6314		MARCH 2023 PREP OF SCHEDULE 1 FC	2,644.95
					<b>Total :</b>	<b>2,644.95</b>



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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
198256	4/25/2023	009701 TERRI LYNN HORTON	MAY 2023		SR CTR EVERGREEN CLUB MAY	1,950.00
					<b>Total :</b>	<b>1,950.00</b>
198257	4/25/2023	004231 THOMSON REUTERS-WEST	848159691		LAW BOOKS	4,406.40
					<b>Total :</b>	<b>4,406.40</b>
198258	4/25/2023	012488 TIMOTHY OSBRONE	REFUND		RELEASE OF DEPOSIT FOR 2016	300.00
					<b>Total :</b>	<b>300.00</b>
198259	4/25/2023	002087 TMG SERVICES, INC	0049829-IN		PARTS FOR HYPO DAY TRUCK	173.12
					<b>Total :</b>	<b>173.12</b>
198260	4/25/2023	005711 TRINA HUEBLER	4.5.23 to 4.14.23		KC CONSULTANT-HUB GRANT	900.00
					<b>Total :</b>	<b>900.00</b>
198261	4/25/2023	011177 TRUE NORTH EQUIPMENT	ER-243 & ER-325		B03215, A14204,A14203	5,422.95
					<b>Total :</b>	<b>5,422.95</b>
198262	4/25/2023	000429 TYLER CHILMAN	REIMBURSEMENT		MEAL REIMBURSEMENT FOR SPOKAN	259.00
					<b>Total :</b>	<b>259.00</b>
198263	4/25/2023	006976 UNITED RENTALS NORTHWEST INC	218021684-001		CLIMBING EQUIP/GAS DETECTOR	3,680.70
					<b>Total :</b>	<b>3,680.70</b>
198264	4/25/2023	004010 UNIVAR USA INC	51055769		CAUSTIC SODA	6,223.56
					<b>Total :</b>	<b>6,223.56</b>
198265	4/25/2023	009954 US BANK CM9690	6634912		WATER & SEWER REVENUE BONDS 20	51.78
					<b>Total :</b>	<b>51.78</b>
198266	4/25/2023	008616 US BANK N.A., TREASURY DIVISION	MARCH 2023		RECAP CHARGES FOR MARCH 2023	34.00
					<b>Total :</b>	<b>34.00</b>
198267	4/25/2023	002213 UTILITIES UNDERGROUND	3030150		MARCH LOCATES	178.02
					<b>Total :</b>	<b>178.02</b>
198268	4/25/2023	008055 VERIZON WIRELESS	9932383680		MONTHLY VERIZON CHARGES	6,014.08
					<b>Total :</b>	<b>6,014.08</b>

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
198269	4/25/2023	005040 VISIT RAINIER	465		OUTSIDE AGENCY-LODGING TAX -Q1	3,750.00
					<b>Total :</b>	<b>3,750.00</b>
198270	4/25/2023	010141 WA STATE DEPT OF CORRECTIONS	F185648 F185700		PD INMATE FOOD PD-INMATE FOOD	721.00 553.00
					<b>Total :</b>	<b>1,274.00</b>
198271	4/25/2023	002270 WALTHERS ELECTRIC	6857		PROJ #S 2216,2214,2229,2251,2243,230	6,499.17
					<b>Total :</b>	<b>6,499.17</b>
198272	4/25/2023	002319 WASHINGTON STATE PATROL	I23005571		26 CPLS	344.50
					<b>Total :</b>	<b>344.50</b>
198273	4/25/2023	002342 WASTE MANAGEMENT	0017700-1809-9		MARCH 85.32T	18,035.15
					<b>Total :</b>	<b>18,035.15</b>
198274	4/25/2023	006499 WAXIE SANITARY SUPPLY	81648914		PD-JAIL SUPPLIES	70.83
					<b>Total :</b>	<b>70.83</b>
198275	4/25/2023	002427 WORK SPORTS AND MORE	MARCH PURCHASES		INV #	809.79
					<b>Total :</b>	<b>809.79</b>
<b>90 Vouchers for bank code : wf</b>						<b>Bank total : 518,129.41</b>
<b>90 Vouchers in this report</b>						<b>Total vouchers : 518,129.41</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.

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FINANCE DIRECTOR                      DATE