

AGENDA

Finance Committee Meeting

September 9th, @ 6:30 PM

Finance Room

1. Call to Order

A. Attendance

2. General Business

A. Approve Minutes from Aug 26th.

B. Vouchers September 10th

C. Ordinance 2786 - Amending EMC
14.90 Low-Income Senior and
Low-Income Disability Utility
Discounts

D. Times for committee meetings in
October

3. Other Business

A. Next Meeting September 23rd
6:30pm

B. Adjournment

August 26th, 2024

Members: Corrie Koopman-Frazier (Chair), Thomas Sauvageau, Jan Martinell and Staff Liaison, Kristan Reed

Meeting began at 6:33PM In the Finance Room. All members were in attendance in person or on teams

Committee members reviewed vouchers from August and credit cards from July with no questions.

Reviewed Ordinance 2786 – Amending EMC 14.90 Low-Income Senior and Low-Income Disability Utility Discounts. Reviewed an email from a customer with questions on gross income definition and VA disability income exemptions. Noted that the RCW that was referenced was incorrect. Going to talk with City Attorney about income requirements and exemptions.

Talked about Resolution 1814 – LGIP update to change permissions for transfers in and out of the State Pool to the new Finance Director.

The meeting was adjourned at 6:57 PM.

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201849	9/5/2024	001704 PUGET SOUND ENERGY, INC	AUGUST INVOICES		POWER BILLS BY DEPT	52,708.31
					Total :	52,708.31
201850	9/10/2024	012525 ACTIVE CONSTRUCTION INC	PYMT 11 PROJ 2033`	PW-001118	BOISE CREEK RESTORATION PROJEC	324,555.98
					Total :	324,555.98
201851	9/10/2024	010339 ADVANCED INDUSTRIAL AUTO CORP	1965		WWTP BFP	389.65
					Total :	389.65
201852	9/10/2024	012899 ADVANCED MENTAL HEALTH	202407801		PD MOUD PROGRAM GRANT	20,625.00
					Total :	20,625.00
201853	9/10/2024	007130 AIMEE HERRELL	CAMP COMMOTION		CAMP COMMOTION FIEL TRIP	215.00
					Total :	215.00
201854	9/10/2024	012620 ALLOY ARTS LLC	ART MAINTENANCE		ART MAINTENANCE	6,316.20
					Total :	6,316.20
201855	9/10/2024	000129 AMERICAN WATER WORKS ASSOC	7002243081		AWWA RENEWAL FOR SCOTT WOODB	2,478.00
					Total :	2,478.00
201856	9/10/2024	004206 APSCO LLC	24313		PUMPS	428.94
					Total :	428.94
201857	9/10/2024	000850 ART GAMBLIN MOTORS, INC	AUGUST 2024		PD CARWASHES	106.21
					Total :	106.21
201858	9/10/2024	012916 BEHRENS, ALVIN J	webinvoice		UTILITY REFUND	116.94
					Total :	116.94
201859	9/10/2024	002448 BLACK DIAMOND MUNICIPAL COURT	8/27/2024		BAIL FOR MICAH SIMCHEN POSTED BY	1,000.00
					Total :	1,000.00
201860	9/10/2024	000217 BOB BARKER COMPANY INC	INV2058608		INMATE SUPPLIES	34.23
					Total :	34.23
201861	9/10/2024	012925 BOEHM, MARK	webinvoice		UTILITY REFUND	653.08

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201861	9/10/2024	012925 012925 BOEHM, MARK	(Continued)			Total : 653.08
201862	9/10/2024	002455 BONNEY LAKE MUNICIPAL COURT	8.22.2024 8/30/24		BAIL FOR JACOB PHINNESSEE POSTE BAIL FOR VONDA FOWLER PAID BY RC	1,000.00 500.00 Total : 1,500.00
201863	9/10/2024	011221 BRENDA M. SEXTON	08/30/24		KC CONSULTANT	210.00 Total : 210.00
201864	9/10/2024	002206 CENTURY LINK	AUGUST 2024		MONTHLY TELECOMMUNICATION CHA	3,454.95 Total : 3,454.95
201865	9/10/2024	008223 CENTURY LINK, BUSINESS SERVICES	700847683		MONTHLY TELECOMMUNICATION CHA	344.21 Total : 344.21
201866	9/10/2024	000427 CHARLES CHRNALOGAR	SEPT 2024	AD-000664	LEOFF ONE REIMBURSEMENT	218.80 Total : 218.80
201867	9/10/2024	003311 CITY OF BLACK DIAMOND	24089 24090		BD TRAFFIC SCHOOL AUGUST TRAFFIC SCHOOL	700.00 300.00 Total : 1,000.00
201868	9/10/2024	009456 CIVICPLUS LLC	316292		CIVIC READY MASS EMAIL NOTIFICATI	8,571.18 Total : 8,571.18
201869	9/10/2024	004583 CNR INC	77510		MITEL TRANSFER TROUBLESHOOTING	368.08 Total : 368.08
201870	9/10/2024	006260 CODE MECHANICAL INC	41611		SENIOR CENTER TANKLESS WATER HI	780.00 Total : 780.00
201871	9/10/2024	000463 CODE PUBLISHING CO	GC10015283 GCI0015324		WEB UPDATES WEB UPDATES	179.15 281.51 Total : 460.66
201872	9/10/2024	012801 CONSOR NORTH AMERICA INC	W233614WA.00-5 W233629WA.00-5		PROJECT 2410 PROJ 2417	4,987.00 15,819.25

Voucher List
CITY OF ENUMCLAW

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201872	9/10/2024	012801 012801 CONSOR NORTH AMERICA INC	(Continued)			Total : 20,806.25
201873	9/10/2024	000500 COPIERS NORTHWEST INC	727,739,739-1 INV2880852 INV2880906 INV2880907		COPIER REPLACEMENT & SCANNER~ PD PRINTING PD PRINTING PD PRINTING	4,662.50 2.46 65.34 1,153.80 Total : 5,884.10
201874	9/10/2024	004782 CORLISS RESOURCES, CHICAGO LBX 15620	AUGUST PURCHASES		GRAVEL AND ECOLOGY BLOCK	1,700.53 Total : 1,700.53
201875	9/10/2024	010500 DAILY JOURNAL OF COMMERCE INC	3402442		ADVERTISING FOR PROJ 2322 248TH A	339.30 Total : 339.30
201876	9/10/2024	001441 DENNIS NELSON	SEPT 2024	AD-000665	LEOFF ONE REIMBURSEMENT	273.10 Total : 273.10
201877	9/10/2024	011560 DOBBS PETERBILT-TACOMA 1	AUGUST SUPPLIES		AUGUST SUPPLIES	3,269.66 Total : 3,269.66
201878	9/10/2024	004674 DOUGLAS TONEY	325897		BANDFILE	339.76 Total : 339.76
201879	9/10/2024	000652 DR NANCY BECKER	BONO, KRYSTAL-2 BONO.KRYSTAL CARROL, CHELSIE LEONARD, WILLIAM PARKS, RHONDA SIMMONS, ROCKY SIMMONS, ROCKY SIMMONS, ROCKY 2		PD INMATE MEDICAL PD INMATE MEDICAL PD INMATE MEDICAL PD INMATE MEDICAL PD INMATE MEDICAL PD INMATE MEDICAL PD INMATE MEDICAL PD INMATE MEDICAL	175.00 175.00 175.00 175.00 175.00 175.00 200.00 175.00 Total : 1,425.00
201880	9/10/2024	012922 EHS CHEERLEADER BOOSTER CLUB	8.7.2024		SUMMER CHEER CAMP	4,508.00 Total : 4,508.00
201881	9/10/2024	012913 ELENA & FRIEDMAN MIC KIRKLAND	BLD2024-0156		PERMIT FEE	2,028.46

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201881	9/10/2024	012913 012913 ELENA & FRIEDMAN MIC KIRKLAND	(Continued)			Total : 2,028.46
201882	9/10/2024	005218 ENUMCLAW AREA CHAMBER OF COM.	7003		VISITOR CENTER Q3 2024	2,500.00
						Total : 2,500.00
201883	9/10/2024	000646 ENUMCLAW LANDSCAPING	36240		AUGUST LANDSCAPING	20,672.22
						Total : 20,672.22
201884	9/10/2024	000716 ENUMCLAW SCHOOL DIST	7632		CAMP COMMOTION-BUS RENTAL	2,437.00
						Total : 2,437.00
201885	9/10/2024	002999 ENVIRO-CLEAN EQUIPMENT INC	24-63658		ER 376	1,042.13
						Total : 1,042.13
201886	9/10/2024	003965 ESVELT ENV. ENGINEERING LLC	ENRBCD-6		PROJECT 2004	3,825.00
						Total : 3,825.00
201887	9/10/2024	010940 FACILITIES MNGMT DIV REAL EST	240901.2_1P072		ROWA24-1209, 1240, 1301	720.00
						Total : 720.00
201888	9/10/2024	005835 FASTENAL INDUSTRIAL & CONST	AUGUST STMT		AUGUST PURCHASES	3,648.04
						Total : 3,648.04
201889	9/10/2024	007045 FILTRATION SOLUTIONS WORLDWIDE	46257		INVENTORY	384.47
						Total : 384.47
201890	9/10/2024	012912 FREEDOM FOREVER LLC	BLD2024-0152		REFUND FOR BUILDING PERMIT	408.95
						Total : 408.95
201891	9/10/2024	000899 GRAINGER INC.	9223081093,3119737		SLIDING ARM CLAMPS	1,310.85
						Total : 1,310.85
201892	9/10/2024	012917 GREEN, BRUCE J	webinvoice		UTILITY REFUND	2,895.62
						Total : 2,895.62
201893	9/10/2024	012455 GUARDIAN ALLIANCE TECH INC	25095		PD EMPLOYMENT BACKGROUND	40.00
						Total : 40.00
201894	9/10/2024	000808 H.D. FOWLER CO, INC	16798105,8097, 8101		INVENTORY AND PARTS	7,715.31

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201894	9/10/2024	000808 000808 H.D. FOWLER CO, INC	(Continued)			Total : 7,715.31
201895	9/10/2024	011574 HELIX DESIGN GROUP INC	2249100072-5		PROJECT 2307	996.72 Total : 996.72
201896	9/10/2024	012719 HERITAGE BANK	RETAINAGE PYMT 9		ACCT 101942648 LAKE TAPPS CONST F	9,233.86 Total : 9,233.86
201897	9/10/2024	012918 HOLWEGE, JOHN	webinvoice		UTILITY REFUND	362.15 Total : 362.15
201898	9/10/2024	007827 HONEY BUCKET	AUGUST SANICANS		AUGUST SANICANS	1,900.85 Total : 1,900.85
201899	9/10/2024	012366 HYDREVOOLUTION LLC	1506		EMERGENCY LEAK LOCATE 448TH ST	600.00 Total : 600.00
201900	9/10/2024	007825 IBS INC	855014-1		INVENTORY	177.48 Total : 177.48
201901	9/10/2024	005815 INTERCOM LANGUAGE SERVICES	24-451	CT-000076	FOREIGN LANGUAGE INTERPRETER	337.50 Total : 337.50
201902	9/10/2024	012660 JAYDN BOND	10		COMMUNITY COURT PEER SUPPORT F	3,200.00 Total : 3,200.00
201903	9/10/2024	012708 JOHN TRENT GRAY	130		COMMUNITY COURT MENTAL HEALTH	4,000.00 Total : 4,000.00
201904	9/10/2024	010813 KEYSTONE DIRECTIONAL BORING LL	1535		BORING PROJECT ON 284TH AVE	32,653.67 Total : 32,653.67
201905	9/10/2024	001164 KING CO DEPT OF EXEC SERV, ATT: JO ANNE	AUG 2024		CRIME VICTIMS FOR AUGUST 2024	127.82 Total : 127.82
201906	9/10/2024	001162 KING COUNTY FINANCE	2156755		Q2 2024	922.96 Total : 922.96
201907	9/10/2024	001166 KING COUNTY PET LICENSE	AUGUST 2024		PET LICENSES SOLD IN AUGUST 2024	300.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201907	9/10/2024	001166 001166 KING COUNTY PET LICENSE	(Continued)			Total : 300.00
201908	9/10/2024	001149 KING COUNTY RECORDER, KC ADMIN BLDG	RECODRING DOCS		RECORDING OATH OF OFFICE FOR JA	303.50
						Total : 303.50
201909	9/10/2024	010029 KRISTA WHITE SWAIN	AUGUST 2024	CT-000077	PROSECUTOR	8,915.84
						Total : 8,915.84
201910	9/10/2024	000535 L.N. CURTIS & SONS	INV855049 INV858167 INV858317 INV858663		PD-HOLMAN INT. ISSUE PD YARNELL CLOTHING ALLOWANCE PD C ALFORD INITIAL ISSUE PD HOLMAN INITIAL ISSUE	107.94 268.83 329.50 9.92
						Total : 716.19
201911	9/10/2024	001211 LAKE TAPPS CONST UNLTD	3426 CORRECTION PYMT 9, PROJ 2319	PK-001559 PK-001559	PROJECT 2319 POOL RENOVATION PROJECT 2319 POOL RENOVATION	451.25 191,879.61
						Total : 192,330.86
201912	9/10/2024	001210 LAKESIDE INDUSTRIES	286114		ASPHALT	1,132.21
						Total : 1,132.21
201913	9/10/2024	004728 LANDS END BUSINESS OUTFITTERS	SIN12269002		PD GIGER INITIAL ISSUE	208.32
						Total : 208.32
201914	9/10/2024	012915 LASITER, BOBBY	webinvoice		UTILITY REFUND	809.48
						Total : 809.48
201915	9/10/2024	000396 LAWTON CASE	SEPT 2024	AD-000667	LEOFF ONE REIMBURSEMENT	401.80
						Total : 401.80
201916	9/10/2024	011172 LIFTOFF LLC	7423RENEW24	DP-000252	ANNUAL MICROSOFT LICENSING	53,118.00
						Total : 53,118.00
201917	9/10/2024	012107 LINDE GAS & EQUIPMENT INC	AUGUST SUPPLIES		AUGUST SUPPLIES	4,879.82
						Total : 4,879.82
201918	9/10/2024	012921 MARIE KRISCHE	8.29.2024		BUSINESS LICENSE FEE REFUND	50.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201918	9/10/2024	012921 012921 MARIE KRISCHE	(Continued)			Total : 50.00
201919	9/10/2024	012927 MASTERS TELECOM LLC	43409		FINANCE FAX LINE	305.43
						Total : 305.43
201920	9/10/2024	012923 MIGHTY SPORTZ LLC	AUGUST 2024 JULY SPORTZ CAMP		AUGUST SPORTZ CAMP JULY SPORTZ CAMP	978.00 705.80
						Total : 1,683.80
201921	9/10/2024	001389 MOUNTAIN MIST WATER	AUGUST STMT		LAB H2O	108.96
						Total : 108.96
201922	9/10/2024	000798 MOUNTAIN VIEW AUTO SUPPLY, INC	AUGUST STMT		AUGUST PURCHASES	730.43
						Total : 730.43
201923	9/10/2024	010140 NANCY H MCKENNA	ART CLASS		ART CLASSES FOR JULY	368.00
						Total : 368.00
201924	9/10/2024	009734 NANCY SHATTUCK, C/O MT RAINIER FCU	8	CT-000078	DV ADVOCATE	402.50
						Total : 402.50
201925	9/10/2024	006832 NATIONAL CONSTRUCTION RENTALS	7543006		TEMP FENCE	59.59
						Total : 59.59
201926	9/10/2024	012365 ONEBRIDGE BENEFITS INC.	INV-3168		FSA MONTHLY FEES	150.00
						Total : 150.00
201927	9/10/2024	012162 ORCA INFORMATION INC	40427		PD EMPLOYMENT BACKGROUND	32.00
						Total : 32.00
201928	9/10/2024	008111 O'REILLY AUTOMOTIVE INC	AUGUST PARTS		PARTS BOUGHT IN AUGUST 2024 FOR	1,159.37
						Total : 1,159.37
201929	9/10/2024	012920 OSBORN, ANDREW	webinvoice		UTILITY REFUND	135.08
						Total : 135.08
201930	9/10/2024	005619 OWEN EQUIPMENT COMPANY	115949		ER 375	112.72
						Total : 112.72

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201931	9/10/2024	012101 PATRICIA R MCCONNELL	9.19.24 PERFORMANCE		SENIOR CENTER ENTERTAINMENT	250.00
					Total :	250.00
201932	9/10/2024	012328 POMPS TIRE SERVICE INC	2010029405, 9757		ER-243	950.26
					Total :	950.26
201933	9/10/2024	009866 RAINIER FOOTHILLS WELLNESS	BLOOM 15050		2024 MENTAL HEALTH COUNSELING 3F	15,000.00
					Total :	15,000.00
201934	9/10/2024	011995 RANDOLPH ALAN LITCH	9.4.24 PERFORMANCE		SENIOR CENTER ENTERTAINMENT	250.00
					Total :	250.00
201935	9/10/2024	000932 RAYMOND HARGAN	8.27.2024 SEPT 2024	AD-000668	PHARMACY REIMBURSEMENT LEOFF ONE REIMBURSEMENT	115.42 279.50
					Total :	394.92
201936	9/10/2024	012060 REYNOLDS BURTON VINSON	AUGUST 2024		AUGUST LEGAL FEES	14,700.00
					Total :	14,700.00
201937	9/10/2024	012926 ROBBLEE'S TOTAL SECURITY INC	56171		HOLDENER PARK RESTROOM	7,802.69
					Total :	7,802.69
201938	9/10/2024	000921 ROBERT W HAMILTON	AUGUST 2024	CT-000079	JUDGE	6,166.32
					Total :	6,166.32
201939	9/10/2024	001837 RON & LEO'S WELDING SVCS, INC	232648,232828,232882		ER 347, 325 AND BOISE SUPPLIES	286.26
					Total :	286.26
201940	9/10/2024	011547 SASCON LLC	PYMT 3 PROJ 2208	ST-000048	PROJECTD 2208 244TH/ROOSEVELT	136,860.88
					Total :	136,860.88
201941	9/10/2024	012070 SCHNEIDER ELECTRIC BUILDINGS	0001043400	DP-000251	SUPPORT SERVICES PLAN	8,920.00
					Total :	8,920.00
201942	9/10/2024	011838 SOLID WASTE SYSTEMS INC	172567-IN,172660-IN		ER 398 AND INVENTORY	17,677.58
					Total :	17,677.58
201943	9/10/2024	012919 SOLVEY, TANDRA	webinvoice		UTILITY REFUND	213.95

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201943	9/10/2024	012919 012919 SOLVEY, TANDRA	(Continued)			Total : 213.95
201944	9/10/2024	012363 SOMER JOHNSON	146 AND 144 APRIL 2024 REIMBURSEMENT		COMMUNITY COURT CASE MANAGER COMMUNITY COURT CASE MANAGER REIMBURSEMENT FOR RISE CONFERENCE	7,350.00 3,500.00 1,637.20 Total : 12,487.20
201945	9/10/2024	007131 STEVEN W. CRAWFORD	AUGUST 2024 JULY 2024	CT-000080	PUBLIC DEFENDER COMMUNITY COURT FOR JULY 2024	6,512.00 1,400.00 Total : 7,912.00
201946	9/10/2024	012687 THE CLAW FITNESS	CROSS FIT		CROSS FIT FOR JULY	1,020.00 Total : 1,020.00
201947	9/10/2024	007008 TOM & SHERRY DESANTO	17066		FERTILIZER	45.00 Total : 45.00
201948	9/10/2024	004010 UNIVAR USA INC	52366845		CAUSTIC SODA	4,377.50 Total : 4,377.50
201949	9/10/2024	008055 VERIZON WIRELESS	9971548315		7.16-8.15.2024 BILL	124.88 Total : 124.88
201950	9/10/2024	006520 WA STATE DEPARTMENT OF ECOLOGY	25-WA0020575-1		DOE 7.1.24-6.30.25	6,400.50 Total : 6,400.50
201951	9/10/2024	004911 WASHINGTON ROCK QUARRIES INC	101625		FAIRWAY TOP DRESSING SAND	9,913.74 Total : 9,913.74
201952	9/10/2024	002319 WASHINGTON STATE PATROL	I2500857		5 CPL'S FOR AUGUST 2024	66.25 Total : 66.25
201953	9/10/2024	002034 WASHINGTON STATE TREASURER	AUG 2024		AUGUST 2024 COURT FEES	7,664.16 Total : 7,664.16
201954	9/10/2024	006499 WAXIE SANITARY SUPPLY	82642362,62973,99042 82689448		AUGUST SUPPLIES PD-JAIL SUPPLIES	1,500.76 216.20

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
201954	9/10/2024	006499 006499 WAXIE SANITARY SUPPLY	(Continued)			Total : 1,716.96
201955	9/10/2024	011136 WAYNES ROOFING INC	PMT 2 PROJ 2404	PL-000032	CHANGE ORDER FOR POOL REROOFII	467,495.45
						Total : 467,495.45
201956	9/10/2024	011301 WE CARE DAILY CLINICS	9032024		PD INMATE MEDICAL	1,118.64
						Total : 1,118.64
201957	9/10/2024	010932 WESTERN EQUIPMENT DIS INC	INV039416		PARTS FOR ER368	432.51
						Total : 432.51
201958	9/10/2024	003006 WESTERN WA UMPIRES ASSOC	27		MENS/COED SOFTBALL ~	6,991.35
						Total : 6,991.35
201959	9/10/2024	004536 WMS AQUATICS	30408 30571		WATER TEST TABLETS WATER TEST AND TABLETS	498.77 1,151.85
						Total : 1,650.62
201960	9/10/2024	010962 XAVUS SOLUTIONS	24937		MYSENIORCENTER.COM SERVICE	2,174.00
						Total : 2,174.00
201961	9/10/2024	012924 YORKE ENGINEERING LLC	40073		GHG VERIFICATION GROUP	4,844.25
						Total : 4,844.25
113 Vouchers for bank code : wf						Bank total : 1,583,543.95
113 Vouchers in this report						Total vouchers : 1,583,543.95

Bank code : wf

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



City Council AGENDA BILL

Meeting Date: 09/09/2024

Subject: Ordinance 2786 amending EMC 14.90

Category: ORDINANCE

BUDGET IMPACT:

Expenditure Budget: \$

Revenue Budget: \$

Proposed Budget Amendment: \$

Related Ordinance or Resolution No.

Attachments: Staff Report, Ordinance 2786

Staff Contact: Kristan Reed, Finance Director

Summary/Background:

Enumclaw Municipal Code 14.90 authorizes the City to offer a discounted rate on utility services to low-income seniors and low-income permanently disabled customers. The update to the Code includes clarifying the definition of gross income, adding an option of a Veteran’s disability letter, and changes the requirement for income verification documents to the first year only unless requested by the City.

Recommendations:

Date Sent to Committee: 08/26/2024 **Date Returned:** 09/09/2024

Council Committee: Updates to be provided at the September 9th meeting.

Staff: Approve

(BELOW TO BE COMPLETED BY CITY CLERKS OFFICE)

COUNCIL ACTION:

APPROVED

DENIED

TABLED / DEFERRED / NO ACTION

MOVED TO SECOND READING (Ordinances only)

1ST reading 8/26/24

Enactment reading _____

ORDINANCE # 2786

RESOLUTION # _____



Staff Report

Department of Finance

TO: Mayor / City Council
FROM: Kristan Reed, Finance Director
DATE: September 9, 2024
SUBJECT: Update to Enumclaw Municipal Code 14.90

Background:

Enumclaw Municipal Code 14.90 allows the City to offer a discount on utility services for our senior low-income and permanently disabled low-income customers.

The code requires City staff to collect annual tax documents and proof of disability at the time of the initial application and each year at renewal time. This is difficult for some of our senior customers, many of whom are not required to file taxes due to their limited income.

The updated EMC would require proof of age, income and permanent disability with the customers initial application.

At renewal time, proof of income or disability would only be required if requested by the City. This would allow us to verify information if a violation is suspected.

The current application requires a signature under penalty of perjury and allows us to require a repayment of the amount of the discount plus an additional 20% penalty should a violation be determined by the City.

Since the first reading, we have made some changes to definitions to gross income and updated some RCW changes for disability qualifications. We added language regarding the acceptance of a Veteran's disability award letter for better clarity for customers and City staff.

Analysis:

This update will streamline our annual renewal process for our customers and City staff and provide additional clarity by updating the definition of gross income and inclusion of our disabled veterans receiving VA benefits.

Recommendation:

Staff recommends approval.

ORDINANCE NO. 2786

AN ORDINANCE OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON AMENDING CHAPTER 14.90 ENTITLED “LOW-INCOME SENIOR AND LOW-INCOME DISABILITY UTILITY DISCOUNTS;” PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

Whereas, the City of Enumclaw has previously adopted a code that provides discounts for individuals who qualify as "Low-Income Senior" or "Low-Income Disability"; and

Whereas, the current provisions require individuals to annually submit documentation to establish their qualification for the discount, which creates an unnecessary burden on both the individuals and City staff; and

Whereas, the City desires to update Chapter 14.90 to make the process more streamlined and efficient for both the individuals applying for the discount and City staff;

Now, therefore, the City Council of the City of Enumclaw, King County, Washington do ordain as follows:

Section 1: Chapter 14.90 entitled “Low-Income Senior and Low-Income Disability Utility Discounts” is hereby amended to read as follows:

**Chapter 14.90
LOW-INCOME SENIOR AND
LOW-INCOME DISABILITY
UTILITY DISCOUNTS**

Sections:

- 14.90.010 Definitions.**
- 14.90.020 Qualifications.**
- 14.90.030 Applicant duties – Administrative procedures.**
- 14.90.040 Rates.**

14.90.010 Definitions.

A. "Gross income" includes any income that would be considered gross income under the Federal Internal Revenue Title, Subtitle A – Income Taxes, Chapter 1, Subchapter B, Section 61. The IRS deems gross income to include wages, dividends, capital gains, business and retirement income, tips, rent, interest and stock dividends. Exclusions from Gross Income include VA disability benefits paid to either Veterans or their families and VA benefits under a dependent-care assistance program.

B. "Household member(s)" includes any person(s) residing with the applicant.

C. "Household" includes all household members as defined above, including the applicant.

D. "Income guideline" includes the income guideline promulgated by the Housing and Urban Development Agency ("HUD") and/or any deviated income guideline promulgated by the city administrator under EMC 14.90.020(B).

E. "Standard rate" refers to the utility rate the applicant would have been charged if no discount applied.

F. "Applicant" refers to any individual applying for a benefit, discount, or otherwise attempting to qualify as a low-income senior citizen or low-income disabled citizen, as defined in EMC 14.90.020 and 14.90.030.

G. "City" refers to the city of Enumclaw, state of Washington.

14.90.020 Qualifications.

An applicant must qualify as a low-income senior citizen or low-income disabled person to receive reduced rate utility services. To qualify as a low-income senior citizen or low-income disabled person for any purpose under any and all titles of this code, an applicant must satisfy each of the following criteria:

A. Age. The applicant must be 65 years of age, except that the age requirement is waived for the following applicants:

1. Disability. An applicant qualifying for special parking privileges under chapter 46.19 RCW (as adopted or hereafter amended) (1)(a) through (f), an applicant who is blind as defined in RCW 74.18.020, an applicant who is disabled, handicapped, or developmentally disabled as defined in RCW 71A.10.020(2), an applicant who is mentally ill as defined in RCW 71.05.020(1), or an applicant who is incapacitated as defined under any other existing state or federal program;

2. Dialysis. Applicants who are under home kidney dialysis treatment;

3. Waiver. The city administrator may waive the age requirement for any applicant with a serious disability or long-term illness if, after a reasonable investigation, the administrator determines that the applicant's disability or illness is sufficiently debilitating to merit waiver of the requirement. In determining if waiver is appropriate, the administrator shall consider the following factors:

- a. The expected duration of illness or disability;
- b. The physical limitations imposed on the applicant by the illness or disability as evidenced by a physician's affidavit or by a Veteran's disability award letter;
- c. The applicant's projected annual expenses caused by the illness or disability;
- d. The impact of the illness or disability on the applicant's use of the service or privilege being sought;
- e. The applicant's ability to find employment;
- f. The applicant's alternative sources of income.

B. Income. The annual gross income of the applicant's household may not exceed the "low income" set in the Official Housing and Urban Development ("HUD") Income Guidelines, except that the administrator may deviate from the guidelines to ensure that the income guideline correlates with the Greater Seattle Consumers Index, as it is determined for July of the previous year. The applicant is only required to show income verification documents for the first year's application or in subsequent years if requested by City.

1. Baseline for Income Guidelines. Until a new HUD income guideline is filed in accordance with subsection (B)(3) of this section, or in the event a new HUD income guideline is not filed, the HUD income guideline "low income" for 1995 shall serve as the "low income" of the HUD income guideline for the purposes of determining if an applicant qualifies as a low-income senior citizen or low-income disabled person.

2. Income Guideline Effective Date. An income guideline shall be effective from July 1st of the year it is filed with the Enumclaw city clerk's office to June 30th of the following year. In the event no new income guideline is filed, the last income guideline on file with the city clerk shall continue to be in effect for each consecutive July 1st through June 30th term until a new income guideline is filed.

3. Filing and Applicant Inspection. Either the Housing and Urban Development income schedule or the deviated schedule created by the administrator shall be filed with the city clerk's office by June 30th of each year, and shall be available for public inspection during business hours from July 1st of the year filed to June 30th of the following year.

4. Change in Applicant Income. If the applicant's income, or the income of an applicant's household member, exceeds the posted income schedule at any time during the effective dates of the filed income schedule, the applicant shall no longer qualify as a low-income senior citizen or low-income disabled citizen and may be subject to the penalties set forth below in EMC 14.90.030 (A)(2)(d).

14.90.030 Applicant duties – Administrative procedures.

A. Applicant Duties. If an applicant fails to comply with any of the following duties, the administrator shall revoke the applicant's discount or other privilege granted because of the applicants status as a low-income senior citizen or low-income disabled citizen, and the administrator may impose a fine as stated in subsection (A)(2)(d) of this section:

1. Notify of Change in Household Income or Disability Status. The applicant has a duty to inform the administrator if the applicant's income level, or the income level of his or her household, at any time exceeds the maximum allowable income under the posted income guideline during the period the income guideline is in effect. The applicant also has a duty to inform the administrator if the applicant no longer qualifies for a waiver of the age requirement under EMC 14.90.020(A).

2. Submit Annual Application. Between April 15th and June 15th of each year, the applicant must submit a properly executed, legible, signed, and dated form to the city of Enumclaw attesting to the following:

a. Age. That the applicant meets the age requirement or falls under one of the exceptions listed in EMC 14.90.020(A);

b. Income. That the applicant and the applicant's household's income level falls below the "low income" level in the income guideline, on file with the Enumclaw city clerk's office;

c. Notice of Change. That the applicant will notify the city in the event of a change in any one of the above criteria;

d. Penalty Agreement. That if the applicant fails, whether intentionally or inadvertently, to report a change in any of the above conditions that would disqualify them for the discount/benefit, or fails to meet any of the above requirements, the applicant agrees to repay the amount of the discount/benefit.

The applicant shall also agree to pay a penalty of 20 percent of the amount owing or a \$25.00 fine, whichever is greater, following the failure to comply with any requirement of the above sections;

e. Exception for New Applicants. New applicants may submit the above materials at any time, but shall be bound by all the requirements of this title. The effective dates for new applicant discounts shall be the next billing cycle after the applicant is approved for the discount. In order to renew the discount, the applicant shall resubmit an appropriate application, abiding by the form, content, and timing provisions contained above in subsections (A)(2)(a) through (d), together with any additional requirements imposed by the administrator in creating and implementing the application process.

B. Administrative Procedures. The city shall institute administrative procedures to determine whether a particular applicant is qualified for a discount under this provision, which shall include implementing an annual application process in accordance with subsection A of this section.

14.90.040 Rates.

A. The discounted rate for qualified applicants shall equal 70 percent of the standard rate for the following services:

1. The single-family residential sewer base charge and volume charge up to 700 cubic feet per month;
2. The single-family residential water base charge and volume charge up to 800 cubic feet per month;
3. Residential natural gas charges for consumption up to 100 therms per month;
4. The residential solid waste utility charge for either a mini-can (20-gallon) or one standard can (32-gallon) plus one yard waste toter;
5. Form is available at City Hall for a discount on the fee for basic cable service through a Franchise Agreement.

B. If any applicant owns more than one property or residence which receives utility service, the applicant shall receive a discount only for one property, and that property must be the applicant's primary residence. Applicants shall not receive an increased discount for additional household members who would also qualify for a utility discount under the above sections.

C. The discounted rate shall take effect on the first billing cycle following the submittal of the applicant's application pursuant to EMC 14.90.030(A)(2).

D. The change in discounted rate for residential natural gas charges shall be retroactive to the billing period beginning November 1, 2005.

Section 2: If any provision of this ordinance is declared to be invalid or unenforceable, the remaining provisions shall remain in force and effect.

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 _____, 2024.

Mayor Jan Molinaro

INTRODUCED _____

PASSED _____

APPROVED _____

PUBLISHED _____

Attested:

Approved as to Form:

Jessica Rose
City Clerk

Brett C. Vinson
City Attorney