

AGENDA

Finance Committee Meeting

November 12t , @ 6:30 PM

Finance Room

1. Call to Order

A. Attendance

2. General Business

A. Approve Minutes from Oct 28t

B. ouc er November 8t

C. e olution 1816 - Electronic
Signature Policy

D. Ordinance 2792 - 2025 Property
Tax Levy

E. Ordinance 2793 - 2025 City-
Wide Annual Operating Budget

3. Other Business

A. Next Meeting November 25t
6:30pm

B. Adjournment

October 28th, 2024

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

Meeting began at 5:33 PM In the Finance Room.

Committee members approved minutes from October 14th, 2024.

Committee members reviewed vouchers from October 25th and credit card charges from September 2024 with no questions.

Reviewed Resolution 1821 for our unclaimed property transfer to the state for 2024. One owner of a check was identified and contacted.

Reviewed and approved a donated request from Cascade Foothills Chorale.

Discussed including IT items in the Finance committee meetings for their review. The committee agreed but did not feel like we needed to increase the length of the meeting unless we had a large agenda occasionally.

The meeting was adjourned at 5:54 PM.

Voucher List
 CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202260	10/25/2024	012853 SUSAN LOUISE TUTTLE	OCTOBER SERVICES		VFW CLEANING OCTOBER 2024 SERVI	200.00
					Total :	200.00
202261	11/8/2024	007130 AIMEE HERRELL	OCTOBER SERVICES		DANCE CLASS OCTOBER SPEC REC	455.00
					Total :	455.00
202262	11/8/2024	012653 ALEXIS BAYS	OCTOBER SERVICES		CONFLICT PUB DEF	700.00
					Total :	700.00
202263	11/8/2024	012898 ALLIANCE 2020 INC	5855967		BACKGROUND CHECK	113.95
					Total :	113.95
202264	11/8/2024	006400 AM TEST INC	A24G1976		SEPT 2024 METALS	100.00
					Total :	100.00
202265	11/8/2024	008040 AQUATIC SPECIALTY SERVICES	14841--1		POOL CHEMS	1,064.40
					Total :	1,064.40
202266	11/8/2024	009878 ARCOM OIL	122474		122474 OIL	205.00
					Total :	205.00
202267	11/8/2024	000155 ARROW LUMBER & HARDWARE	310695		WOOD AND SCREWS	24.63
					Total :	24.63
202268	11/8/2024	012986 ASHLEY BOOHER	OCT 2024		REGISTERED TWICE FOR SAME CLAS	189.00
					Total :	189.00
202269	11/8/2024	000171 ASSOCIATED PETROLEUM	24-212805 24-212806 24-214807 CFS-4041179		GENERATOR FUEL GC GENERATOR FUEL GENERATOR FUEL OCTOBER 2024 SERVICES	935.32 1,858.13 1,218.33 19,210.02
					Total :	23,221.80
202270	11/8/2024	012982 BARNHART, CHRISTINE	webinvoice		UTILITY REFUND	207.01
					Total :	207.01
202271	11/8/2024	000235 BENS CLEANER SALES INC	353777		PRESSURE WASHER REPAIRS	1,096.86

Voucher List
CITY OF ENUMCLAW

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202271	11/8/2024	000235 000235 BENS CLEANER SALES INC	(Continued)			Total : 1,096.86
202272	11/8/2024	009567 BHC CONSULTANTS LLC	0021552		CONSULTANT WORK FOR COMPREHEI	3,580.38
						Total : 3,580.38
202273	11/8/2024	000217 BOB BARKER COMPANY INC	INV2074713		INMATE SUPPLIES~	46.69
						Total : 46.69
202274	11/8/2024	008792 BOULDER PARK INC	4526		SEPT BIOSOLIDS	14,458.64
						Total : 14,458.64
202275	11/8/2024	004790 BUD CLARY FORD HYUNDAI	3SZ138		ER#400	50,590.55
						Total : 50,590.55
202276	11/8/2024	002206 CENTURY LINK	OCTOBER 2024		MONTHLY TELECOMMUNICATION CHA	2,538.38
						Total : 2,538.38
202277	11/8/2024	000427 CHARLES CHRNALOGAR	NOV 2024	AD-000664	LEOFF ONE REIMBURSEMENT	218.80
						Total : 218.80
202278	11/8/2024	012958 CINTAS READY FOR THE WORKDAY	4208666884		VFW SUPPLIES	215.82
						Total : 215.82
202279	11/8/2024	003311 CITY OF BLACK DIAMOND	24119		BD TRAFFIC SHCOOL	200.00
						Total : 200.00
202280	11/8/2024	011171 CITY OF SEATTLE, TREAS. DEPT ACCT REC	SU1010954		RENEWAL	1,900.00
						Total : 1,900.00
202281	11/8/2024	006260 CODE MECHANICAL INC	41966 42078		PROJ 2438 MAXI HOUSE HVAC SHOPS HEATER	1,383.03 591.33
						Total : 1,974.36
202282	11/8/2024	012801 CONSOR NORTH AMERICA INC	w233629wa.00-7	WW-000128	SEWER MODEL UPDATE PROJECT 241	6,524.50
						Total : 6,524.50
202283	11/8/2024	000500 COPIERS NORTHWEST INC	INV2900963 INV2904648		PRINTS & COPIERS INV2904648~	146.42 58.31

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202283	11/8/2024	000500 COPIERS NORTHWEST INC	(Continued) INV-2905212		INV2905212~	32.67
					Total :	237.40
202284	11/8/2024	010502 CORE & MAIN LP	V911729		V911729 PIPE & GASKETS	1,728.78
					Total :	1,728.78
202285	11/8/2024	000541 CUTTERS SUPPLY, INC	OCT 2024		OCTOBER PURCHASES~	229.17
					Total :	229.17
202286	11/8/2024	012985 DANIELLE KIGER	OCT 2024		REFUND FROM CREDIT ON ACCOUNT	126.50
					Total :	126.50
202287	11/8/2024	001441 DENNIS NELSON	NOV 2024	AD-000665	LEOFF ONE REIMBURSEMENT	273.10
					Total :	273.10
202288	11/8/2024	008750 DEPT OF ENTERPRISE SERVICES	731138301		ENVELOPES	347.29
					Total :	347.29
202289	11/8/2024	011560 DOBBS PETERBILT-TACOMA 1	033P124747		033P124747 STOCK	599.75
					Total :	599.75
202290	11/8/2024	005686 DON SMALL & SONS DIST CO	S265621		S265621 INVENTORY	1,041.61
					Total :	1,041.61
202291	11/8/2024	004674 DOUGLAS TONEY	327639		327639~	47.37
					Total :	47.37
202292	11/8/2024	008965 ENUMCLAW EVERGREEN MEMORIAL	OCTOBER 2024		LOT SOLD BACK TO THE CITY	288.00
					Total :	288.00
202293	11/8/2024	001156 ENUMCLAW FIRE DEPT	AUG TO SEP 2024 FEES		FIRE IMPACT MITIGATION FEES COLLE	9,497.19
					Total :	9,497.19
202294	11/8/2024	000646 ENUMCLAW LANDSCAPING	37192		37192 OCTOBER LANDSCAPING	20,350.58
					Total :	20,350.58
202295	11/8/2024	011094 ENUMCLAW PLT FARMERS MARKET	1002		OUTSIDE AGENCY 2024	7,500.00

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202295	11/8/2024	011094	011094 ENUMCLAW PLT FARMERS MARKET	(Continued)		Total : 7,500.00
202296	11/8/2024	012121	ENUMCLAW POST 1949 VETERANS	1582	VFW EMERGENCY CLEANING	50.00
						Total : 50.00
202297	11/8/2024	000716	ENUMCLAW SCHOOL DIST	AUG TO OCT 2024	IMPACT AND MITIGATION FEES COLLE	11,917.50
						Total : 11,917.50
202298	11/8/2024	000728	ENUMCLAW TIRE SHOP, INC	25730	25730 FLAT REPAIR	38.12
						Total : 38.12
202299	11/8/2024	009684	ESRI	94831503	ESRI CREATOR 2 MOBILE USERS	2,994.75
						Total : 2,994.75
202300	11/8/2024	000815	FRED'S TOWING SERVICE INC	112266	PD-TOWING 24-5403	299.47
						Total : 299.47
202301	11/8/2024	000825	FUGATE FORD MERCURY MAZDA INC	209362-R1, 210014	ER-238, 322, 377	689.70
				210014	210014 ~	714.94
				210042	210042 ~	493.61
						Total : 1,898.25
202302	11/8/2024	012940	GOOD TO GO	111185545	PD-TOLL	3.00
						Total : 3.00
202303	11/8/2024	012761	GRAPHITE ARTISTRIES	24294	24294~	1,055.47
						Total : 1,055.47
202304	11/8/2024	012902	GREEN APPLE ALPACAS LLC	OCTOBER SERVICES	TODDLER TIME OCT 2024	280.00
						Total : 280.00
202305	11/8/2024	000808	H.D. FOWLER CO, INC	16859466	INVENTORY & PARTS~	2,914.01
						Total : 2,914.01
202306	11/8/2024	012719	HERITAGE BANK	PYMT #10 RETAINAGE	ACCT 101942648 LAKE TAPPS CONST F	5,052.75
						Total : 5,052.75
202307	11/8/2024	007827	HONEY BUCKET	OCTOBER SERVICES	OCTOBER SANICANS~	1,536.75

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202307	11/8/2024	007827 007827 HONEY BUCKET	(Continued)			Total : 1,536.75
202308	11/8/2024	005815 INTERCOM LANGUAGE SERVICES	24-574	CT-000076	FOREIGN LANGUAGE INTERPRETER	548.75
						Total : 548.75
202309	11/8/2024	011658 JACKIE VAN HOOF	REFUND		REFUND DUE TO ACTIVITY CANCEL	61.42
						Total : 61.42
202310	11/8/2024	012708 JOHN TRENT GRAY	136		CC-MH COUNELOR- OCT 2024	2,000.00
						Total : 2,000.00
202311	11/8/2024	012984 JULY-ANN KENEZUROFF	REIMBURSEMENT		ANN KENEXZUROFF CLOTHING ALLOV	132.04
						Total : 132.04
202312	11/8/2024	001164 KING CO DEPT OF EXEC SERV	OCT 2024		TO REMIT OCTOBER 2024 CRIME VICT	119.86
						Total : 119.86
202313	11/8/2024	001162 KING COUNTY FINANCE	160861		160861 OCTOVR TIPPING FEES	85,629.90
						Total : 85,629.90
202314	11/8/2024	001166 KING COUNTY PET LICENSE	SEPTEMBER 2024		SEPTEMBER PET LICENSE	495.00
						Total : 495.00
202315	11/8/2024	010029 KRISTA WHITE SWAIN	OCTOBER SERVICES	CT-000077	PROSECUTOR	7,515.84
						Total : 7,515.84
202316	11/8/2024	010657 LACAL EQUIPMENT INC	0421690-IN		0421690-IN INVENTORY	1,099.07
						Total : 1,099.07
202317	11/8/2024	000396 LAWTON CASE	NOV 2024	AD-000667	LEOFF ONE REIMBURSEMENT	401.80
						Total : 401.80
202318	11/8/2024	012107 LINDE GAS & EQUIPMENT INC	45846434		OCTOBER SUPPLIES	85.64
						Total : 85.64
202319	11/8/2024	008737 LONG BUILDING TECHNOLOGIES	SCPAY0003104		PORTION OF ANNUAL CONTRACT	1,041.63
						Total : 1,041.63
202320	11/8/2024	009734 NANCY SHATTUCK, C/O MT RAINIER FCU	10	CT-000078	DV ADVOCATE	455.00

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202320	11/8/2024	009734 009734 NANCY SHATTUCK, C/O MT RAINIER FCI (Continued)				Total : 455.00
202321	11/8/2024	006832 NATIONAL CONSTRUCTION RENTALS	7623420		7623420 TEMP FENCE SW CCONTAIN	81.54
						Total : 81.54
202322	11/8/2024	012365 ONEBRIDGE BENEFITS INC.	INV-3393		ANNUAL FEE/ MONTHLY FEE	900.00
						Total : 900.00
202323	11/8/2024	008111 O'REILLY AUTOMOTIVE INC	OCTOBER 2024		ER-308, 346, 645, 650, 373, INVENTORY	1,464.07
						Total : 1,464.07
202324	11/8/2024	012949 PATTY'S/TRAVELIN' 4 BAND, PATTY MCCONNI 25			SENIOR ENTERTAINMENT	250.00
						Total : 250.00
202325	11/8/2024	012914 PLATINUM DIRT WORKS LLC	PAYMENT #1	WA-000087	PROJECT 2408 WATERLINE RELOCATI	35,118.20
			PAYMENT #2	WA-000087	PROJECT 2408 WATERLINE RELOCATI	82,153.73
						Total : 117,271.93
202326	11/8/2024	012328 POMPS TIRE SERVICE INC	2010033235		20100033235 ~	2,009.45
			2010033863		2010033863 INVENTORY	2,774.30
						Total : 4,783.75
202327	11/8/2024	008271 POWERPLAN-OIB	15712619		15712619 ER-351	217.59
						Total : 217.59
202328	11/8/2024	006421 PRS GROUP INC	111105		111105 WASTE WATER OIL SEPERATOF	803.28
						Total : 803.28
202329	11/8/2024	001704 PUGET SOUND ENERGY, INC	OCTOBER 2024		SERVICES FOR OCT 2024	2,610.99
						Total : 2,610.99
202330	11/8/2024	011995 RANDOLPH ALAN LITCH	NOVEMBER 2024		SENIOR ENTERTAINMENT	250.00
						Total : 250.00
202331	11/8/2024	000932 RAYMOND HARGAN	NOV 2024	AD-000668	LEOFF ONE REIMBURSEMENT	279.50
						Total : 279.50
202332	11/8/2024	012060 REYNOLDS BURTON VINSON	OCTOBER 2024		OCT 2024 LEGAL FEES	14,700.00

Voucher List
CITY OF ENUMCLAW

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202332	11/8/2024	012060 012060 REYNOLDS BURTON VINSON	(Continued)			Total : 14,700.00
202333	11/8/2024	000921 ROBERT W HAMILTON	OCTOBER SERVICES	CT-000079	JUDGE	2,066.32 Total : 2,066.32
202334	11/8/2024	001837 RON & LEO'S WELDING SVCS, INC	OCT 2024		ER-351, ER-362	471.78 Total : 471.78
202335	11/8/2024	011547 SASCON LLC	PAYMENT #5	ST-000048	PROJECTD 2208 244TH/ROOSEVELT	217,796.32 Total : 217,796.32
202336	11/8/2024	012983 SAUVAGEAU PROPERTIES LLC	webinvoice		UTILITY REFUND	37.50 Total : 37.50
202337	11/8/2024	012946 SEXTON COMMUNICATIONS	OCTOBER 2024		KC CONSULTANT	180.00 Total : 180.00
202338	11/8/2024	012358 STANLEY DON TERRELL	18		SENIOR ENTERTAINMENT	100.00 Total : 100.00
202339	11/8/2024	012688 STEVEN VAN ZANTEN	REIMBURSEMENT		STEVEN VANN ZANTEN UNIFORM EQU	202.70 Total : 202.70
202340	11/8/2024	007131 STEVEN W. CRAWFORD	OCTOBER SERVICES	CT-000080	PUBLIC DEFENDER	6,512.00 Total : 6,512.00
202341	11/8/2024	011217 SUMMIT LAW GROUP PLLC	156063		ELLISON MATTER-LEGAL SERVICES	2,512.50 Total : 2,512.50
202342	11/8/2024	012944 SWS EQUIPMENT	0174869-IN		0174869-IN ~	704.48 Total : 704.48
202343	11/8/2024	008436 TABORDA SOLUTIONS INC DBA OPTM	T01210	DP-000256	CROWDSTRIKE RENEWAL 2024	5,333.22 Total : 5,333.22
202344	11/8/2024	002087 TMG SERVICES, INC	0052505-IN		0052505-IN ~	516.40 Total : 516.40
202345	11/8/2024	011249 TRACIE CODY	OCT 2024		TRAVEL REIMBURSEMENT, TRAINING I	299.24

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202345	11/8/2024	011249 TRACIE CODY	(Continued) OCT 2024 OCT 2024		CLOTHING ALLOWANCE TRAVEL REIMBURSEMENT, TRAINING I	97.72 316.74 Total : 713.70
202346	11/8/2024	002143 TRAFFIC SAFETY SUPPLY CO	INV074989		PROJ#2208 ROUNDABOUT	12,195.35 Total : 12,195.35
202347	11/8/2024	009913 ULINE	184565218		184565218 ~	6,732.19 Total : 6,732.19
202348	11/8/2024	006404 UTILITIES & TRANSPORTATION COM	7913-1 2ND QTR		2ND QTR PIPELINE	4,496.40 Total : 4,496.40
202349	11/8/2024	008055 VERIZON WIRELESS	9976382419		9976382419~	124.86 Total : 124.86
202350	11/8/2024	012807 VESTIS GROUP INC	OCT 2024		UNIFORMS	1,507.09 Total : 1,507.09
202351	11/8/2024	002034 WASHINGTON STATE TREASURER	OCT 2024 FEES		TO REMIT OCTOBER 2024 COURT FEE	7,425.11 Total : 7,425.11
202352	11/8/2024	002342 WASTE MANAGEMENT	0020335-1809-9		0020335-1809-9~	25,615.64 Total : 25,615.64
202353	11/8/2024	005138 WATTERSON EXCAVATING INC	OCTOBER 2024		HYDRANT METER RENTAL DEPOSIT RI	804.91 Total : 804.91
202354	11/8/2024	006499 WAXIE SANITARY SUPPLY	82811208 82835364		PD-JAIL SUPPLIES 82835364 OCTOBER SUPPLIES	58.19 637.79 Total : 695.98
202355	11/8/2024	011136 WAYNES ROOFING INC	PAYMENT #1	SR-000005	PROJECT 2456 SENIOR CENTER RE-R	205,333.40 Total : 205,333.40
202356	11/8/2024	012411 WENDY A BERRY	4		PRO TEM JUDGE	3,100.00

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202356	11/8/2024	012411 012411 WENDY A BERRY			(Continued)	Total : 3,100.00
202357	11/8/2024	004536 WMS AQUATICS	30837		WATER TEST TABLETS	338.80
						Total : 338.80
98 Vouchers for bank code : wf						Bank total : 928,847.83
98 Vouchers in this report						Total vouchers : 928,847.83

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



Staff Report

Department of Finance

TO: Mayor / City Council
FROM: Joe Nanavich, Information Services Director
DATE: November 12, 2024
SUBJECT: Resolution No. 1816 – Electronic Signature

Background:

The Uniform Electronic Transactions Act codified by RCW 1.80 allows a city to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule.

Analysis:

City employees are encouraged to use Electronic Signatures when requesting signatures from other parties and when signing on behalf of the City where the use lowers costs, simplifies transactions, reduces transaction times and allows for faster approval of and access to documents.

Recommendation:

Staff recommends to approve Resolution No. 1816, Electronic Signatures.



City Council
AGENDA BILL

Meeting Date: 11/12/2024

Subject: Resolution No. 1816 – Electronic Signatures

Category: RESOLUTION

BUDGET IMPACT:

Expenditure Budget: \$

Revenue Budget: \$

Proposed Budget Amendment: \$

Related Ordinance or Resolution No.

Attachments: Staff Report, Res 1816

Staff Contact: Joe Nanavich, Information Services Director

Summary/Background:

The Uniform Electronic Transactions Act codified by RCW 1.80 allows a city to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule. City employees are encouraged to use Electronic Signatures when requesting signatures from other parties and when signing on behalf of the City where the use lowers costs, simplifies transactions, reduces transaction times and allows for faster approval of and access to documents.

Recommendations:

Date Sent to Committee: 11/12/2024 **Date Returned:** 11/12/2024

Council Committee: To be presented at the November 12th 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 10/28/24

Enactment reading 10/28/24

ORDINANCE # _____

RESOLUTION # 1816

RESOLUTION NO. 1816

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON, ESTABLISHING A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE TECHNOLOGY TO AFFIX ELECTRONIC SIGNATURES TO ELECTRONIC RECORDS.

WHEREAS, RCW Chapter 1.80 (“Uniform Electronic Transactions Act”) allows a city to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule; and

WHEREAS, using electronic signature technology can benefit the City of Enumclaw (the “City”) by decreasing the City’s reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting City business, and

WHEREAS, City staff currently use several methods of applying electronic signatures including digital signatures and workflow approvals that ensure appropriate preservation, integrity, security, confidentiality, and auditability of electronic records.

WHEREAS, the City Council has considered how the use of electronic signatures may impact or improve citizen’s access to and ability to participate in governmental affairs, and reliance on City business conducted electronically.

NOW THEREFORE, the City Council of the City of Enumclaw, Washington, resolves as follows:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The City Council finds it to be in the public interest to allow the use of electronic record and electronic signatures for City business to the fullest extent allowed by law.

Section 3. The City Council recognizes that in many situations the use of a written, affixed by hand, or “wet” signature created when a person physically marks a document with the intent to sign the record could be replaced with an electronic signature which would have the same force and effect, except as required otherwise by law.

Section 4. The City Council authorized the Mayor, Mayor Pro Tempore, City Administrator, and other designees, to use electronic signature technology, which are in compliance with the standards adopted by the City, to affix electronic signatures to electronic records.

Section 5. The City Council directs the City Administrator to adopt Electronic Signature Policy No. 5600 and any necessary updates to implement the use of electronic signatures by the City and prescribe when and how such signatures will be allowed consistent with this resolution and in compliance with the provisions of RCW Chapter 1.80 (“Uniformed Electronic Transactions Act”).

Section 6. If any provision of this Resolution and/or the attached policies are determined to be invalid or unenforceable for any reason, the remaining provisions of this Resolution and/or the attached policies shall remain in force and effect.

Section 7. This resolution shall take effect and be in force immediately upon its passage.

PASSED IN REGULAR AND OPEN SESSION this ____ day of _____, 2024.

Mayor Jan Molinaro

INTRODUCED _____

PASSED _____

APPROVED _____

Attested:

Approved as to Form:

Jessica Rose
City Clerk

Brett C. Vinson
City Attorney



Department of Administration

TO: Mayor / City Council
FROM: Kristan Reed, Finance Director
DATE: November 12, 2024
SUBJECT: 2025 Property Tax Levy Ordinance 2792

Background:

RCW 84.22 allows the City of Enumclaw to levy property taxes for an amount that is lessor of:

1. Levy basis plus 1%
2. Levy basis plus Implicit Price Deflator (IPD) or
3. Statutory Rate Limit

The statutory rate limit is the City's maximum rate of \$3.60 plus unused capacity from KCFD #28 (\$1.50 max) and KCLS (\$.50). Current estimates from King County show KCFD #28 estimated rate at \$1.50 and KCLS estimated rate at \$0.24808. Therefore, the City's statutory rate limit is $\$3.60 - \$1.50 - \$0.24808 = \1.85192 .

The recommended levy rate determined by staff is \$3,128,357

Analysis:

2024 City Property Tax Levy	\$2,739,813
1% increase calculation on Levy Basis (Levy Base=\$3,064,342)	\$30,643
Prior Year adjustment King County	\$9,919
New construction per King County	\$23,453
Banked Capacity use	\$324,529

2025 Proposed City Property Tax Levy \$3,128,357
**(Assessed Value is \$2,827,435,754)

The tax rate for 2025 will be \$1.106/thousand. For a home valued at \$420,000, the City property tax would be \$464.52.

Recommendation:

Staff refers to Council for consideration the 2025 Property Tax Levy Ordinance at the amount allowed under RCW 84.55.092.



City Council AGENDA BILL

Meeting Date: 11/12/2024

Subject: 2025 Property Tax Levy

Category: CONSENT

BUDGET IMPACT:

Expenditure Budget: \$

Revenue Budget: \$3,128,357

Proposed Budget Amendment: \$

Related Ordinance or Resolution No. 2792

Attachments: Staff Report, Ordinance 2792

Staff Contact: Kristan Reed, Finance Director

Summary/Background:

RCW 84.55 requires the City to set a property tax levy by Ordinance for the subsequent fiscal year.

Recommendations:

Date Sent to Committee: 11/12/2024 **Date Returned:**

Council Committee: Committee recommendation is not required for the annual property tax ordinance.

Staff: Staff recommends approval

(BELOW TO BE COMPLETED BY CITY CLERKS OFFICE)

COUNCIL ACTION:

- APPROVED
- DENIED
- TABLED / DEFERRED / NO ACTION
- MOVED TO SECOND READING (Ordinances only)

1ST reading _____

Enactment reading _____

ORDINANCE # _____

RESOLUTION # _____

ORDINANCE NO. 2792

AN ORDINANCE OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON LEVYING THE GENERAL TAXES FOR THE CITY FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, ON ALL REAL AND PERSONAL PROPERTY WITHIN THE CITY, WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE NORMAL ACTIVITIES OF THE CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW.

Whereas, the City Council of Enumclaw has considered the financial requirements of the City for 2025 as set forth in the Mayor’s Preliminary Budget; and

Whereas, the City Council of Enumclaw held public hearings on November 12th and November 25th 2024, and heard and duly considered relevant evidence and testimony regarding an increase in property tax revenues from January 1, 2025 to December 31, 2025; and

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

Section 1: The property tax levy for collection in 2025 is \$3,128,357 which is an increase of 12.9634% or \$355,172 from the previous year, in addition to revenue resulting from new construction (\$23,453), improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, and refunds (\$9,919) made in order to discharge the expected expenses and obligations of the city and in its best interest. This designated levy amount also uses the city’s remaining banked capacity (\$324,529). This amount is not greater than the amount the City could levy under RCW 84.55.092.

Section 2: This ordinance shall be certified to the proper King County officials, as provided by law.

Metropolitan King County Council
516 Third Avenue Room W-1039
Seattle, WA 98104
Fax: 206-205-8165
Telephone: 206-296-1020

King County Dept of Assessments
500 Fourth Avenue Room 709
Seattle, WA 98104
Fax: 206-296-0106
Telephone 206-296-5145

Section 3: The taxes levied in this ordinance shall be collected and paid to the Finance Director of the City of Enumclaw at the time and in the manner provided by the laws of the State of Washington for collection of taxes for non-charter code cities.

Section 4: This ordinance shall take effect and be in force on and after five days from and after its passage, approval, and publication.

Mayor Jan Molinaro

Introduced: _____
Passed: _____
Approved: _____
Published: _____

ATTESTED:

Jessica Rose
City Clerk

APPROVED AS TO FORM:

Brett C. Vinson
City Attorney



Staff Report

Department of Administration

TO: Mayor / City Council
FROM: Kristan Reed, Finance Director
DATE: November 12, 2024
SUBJECT: 2025 Budget Ordinance 2793

Background:

The Mayor's preliminary budget for 2025 was presented to the City Council on October 3rd, 2024. The Council held budget workshops to review the budget on October 7th, 14th and 28th. Public Hearings for the budget are scheduled for November 12th and 25th.

Analysis:

The amounts in the attached budget ordinance are the amounts from the preliminary budget plus the following updates:

Increases to some general fund revenues including sales & use tax, telephone tax, local criminal justice tax, law enforcement services for special events, National Park dispatch and adult monitoring fees.

Decrease to the cable TV franchise fee.

Increase to the general fund beginning fund balance due to updates made to general fund year end estimates for 2024.

Updated credit card fee expenses in the Solid Waste fund.

Increased funding for Plateau Kids Network and the 4H Junior Livestock.

Increased cemetery expenses to account for the rollover of the Stevenson marker project.

The 2025 budget eliminates 1.0 FTE Custodian, 1.0 FTE Building Inspector, 1.0 FTE Parks Maintenance Rover, 1.0 FTE Gas Worker and a 0.5 FTE Arts Event Assistant.

In 2025, we will be waiving the reserve requirements for the Gas fund and the Facilities fund.

Recommendation:

Staff recommends Ordinance No. 2793 City-Wide Budget for fiscal year 2025, to the Council for consideration.



City Council AGENDA BILL

Meeting Date: 11/12/2024

Subject: 2025 Annual Budget

Category: CONSENT

BUDGET IMPACT:

Expenditure Budget: \$90,082,972

Revenue Budget: \$90,082,972

Proposed Budget Amendment: \$

Related Ordinance or Resolution No.

Attachments: Staff Report Ordinance 2793

Staff Contact: Kristan Reed, Finance Director

Summary/Background:

The annual budget process requirements are outlined in RCW 35.33 and require an ordinance to officially adopt the annual budget for the subsequent year.

Recommendations:

Date Sent to Committee: 11/12/2024 **Date Returned:** 11/12/2024

Council Committee: **Committee recommendation is not required for the annual budget ordinance.**

Staff: Staff recommends approval

(BELOW TO BE COMPLETED BY CITY CLERKS OFFICE)

COUNCIL ACTION:

APPROVED

DENIED

TABLED / DEFERRED / NO ACTION

MOVED TO SECOND READING (Ordinances only)

1ST reading _____

Enactment reading _____

ORDINANCE # _____

RESOLUTION # _____

ORDINANCE NO. 2793

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ENUMCLAW, WASHINGTON, ADOPTING THE ANNUAL OPERATING BUDGET FOR THE YEAR 2025, SETTING FORTH ESTIMATED REVENUES AND APPROPRIATIONS.

WHEREAS, a preliminary budget has been filed with the City Clerk as required by law; and

WHEREAS, public hearings were held by the Council on November 12th and November 25th, 2024, upon notice as prescribed by law, at which time comments for or against any part of the budget were heard; and

WHEREAS, the Council has made adjustments and changes as it deemed necessary and proper; and

WHEREAS, the establishment of separate accounts for every appropriation or fund of a municipality is required by the provisions of RCW 43.09.210;

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

SECTION 1: Establishing the 2025 Operating Budget. The annual operating budget of the City of Enumclaw, Washington, for the year 2025, same being by reference incorporated herein as if fully set forth, is hereby adopted.

SECTION 2: Establishing Appropriations and Estimated Resources. The totals of estimated resources and uses, including fund balances or working capital, for each separate fund of the City of Enumclaw, Washington, for the year 2025 as set forth herein, are:

2025 Budget

General Governmental Operating Funds	Beginning Reserves +	Revenues =	Funds Available -	Expenditure s =	Ending Reserve
General (001)	\$ 3,485,585	\$ 16,240,178	\$ 19,725,763	\$ 16,391,947	\$ 3,333,816
Contingency (001.101)	943,603	38,000	981,603	-	981,603
Total General Fund	<u>4,429,188</u>	<u>16,278,178</u>	<u>20,707,366</u>	<u>16,391,947</u>	<u>4,315,419</u>
Special Revenue Funds					
Street (110)	377,696	2,109,790	2,487,486	2,343,542	143,946
Transportation Benefit District (112)	1,136,851	795,000	1,931,851	825,441	1,106,408
Lodging Tax (115)	36,263	29,200	65,463	39,000	26,463
2nd 1/4% REET (130)	1,819,721	445,000	2,264,721	738,716	1,526,005
1st 1/4% REET (131)	183,557	445,000	628,557	39,250	589,307
Seized Assets (150)	34,089	2,000	36,089	34,000	2,089
Drug Ed & Enforcement (156)	14,353	600	14,953	7,000	7,953
Impact/Mitigation (158)	1,978,696	610,455	2,589,151	276,719	2,312,432
Pool (170)	41,646	838,400	880,046	844,869	35,177
Property Management (180)	2,053,840	147,500	2,201,340	430,395	1,770,945
Total Special Revenue Funds	<u>7,676,712</u>	<u>5,422,945</u>	<u>13,099,657</u>	<u>5,578,932</u>	<u>7,520,725</u>
Debt & Endowment Funds					
LID Debt Cole & Warner (215)	115,335	22,000	137,335	54,124	83,211
LID Guaranty (230)	62,399	7,000	69,399	-	69,399
Schlotfeldt Endow ment (621)	7,290	-	7,290	7,290	-
Cemetery Endow ment (701)	772,078	67,000	839,078	-	839,078
Lafromboise Memorial Trust (722)	<u>136,543</u>	<u>4,900</u>	<u>141,443</u>	<u>600</u>	<u>140,843</u>
Total Debt & Endowment Funds	<u>1,093,645</u>	<u>100,900</u>	<u>1,194,545</u>	<u>62,014</u>	<u>1,132,531</u>
Enterprise Funds					
Water (410)	5,584,502	4,998,856	10,583,358	6,018,694	4,564,664
Wastewater (420)	1,379,996	12,557,500	13,937,496	12,934,090	1,003,406
Natural Gas (430)	2,909,963	8,612,749	11,522,712	8,475,763	3,046,949
Solid Waste (440)	1,019,801	4,698,840	5,718,641	4,689,144	1,029,497
Stormwater Management (450)	371,207	1,093,820	1,465,027	1,448,856	16,171
Revenue Bond Fund (455)	402,118	662,895	1,065,013	662,895	402,118
Total Enterprise Funds	<u>11,667,587</u>	<u>32,624,660</u>	<u>44,292,247</u>	<u>34,229,442</u>	<u>10,062,805</u>
Internal Service Funds					
Equipment Rental (520)	3,848,207	2,409,609	6,257,816	1,007,514	5,250,302
Data Processing (530)	290,600	1,930,132	2,220,732	1,885,217	335,515
Facilities (535)	<u>660,657</u>	<u>1,649,952</u>	<u>2,310,609</u>	<u>1,513,015</u>	<u>797,594</u>
Total Internal Service Funds	<u>4,799,464</u>	<u>5,989,693</u>	<u>10,789,157</u>	<u>4,405,746</u>	<u>6,383,411</u>
Total All City Funds	<u>\$ 29,666,596</u>	<u>\$ 60,416,376</u>	<u>\$ 90,082,972</u>	<u>\$ 60,668,082</u>	<u>\$ 29,414,890</u>

Ordinance No. 2793
 Draft No: 1
 Draft Date: November 12, 2024
 Requested By: Finance Director

SECTION 3: Personnel Changes. Eliminate 1.0 FTE Custodian, 1.0 FTE Building Inspector, 1.0 FTE Parks Maintenance Rover, 1.0 FTE Gas Worker and a 0.5 FTE Arts Event Assistant.

SECTION 4: Reserve Policy Waived. Due to economic conditions the Reserve Policy established with Resolution No. 1164 is hereby waived in the fiscal year 2025 for the Gas Utility Fund 430 and the Facilities Fund 535.

SECTION 5: If any provision of this ordinance is determined to be invalid or unenforceable for any reason, the remaining provisions shall remain in force and effect.

SECTION 6: The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

SECTION 7: This ordinance shall be in force and take effect five (5) days after passage, approval and publication as required by law.

Mayor Jan Molinaro
Introduced: _____
Passed: _____
Approved: _____
Published: _____

ATTESTED:

Jessica Rose
City Clerk

APPROVED AS TO FORM:

Brett C. Vinson
City Attorney

Ordinance No. 2793
Draft No: 1
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