

AGENDA

Finance Committee Meeting

January 9th, @ 6:30 PM

Finance Room

1. Call to Order

A. Attendance

2. General Business

A. Approve Minutes from November 14th meeting

B. Vouchers from November 28th, 2022

C. November Credit Card Transactions

D. Voucher from Dec 10th, 23rd and Jan 10th

E. Purchasing Policy Updates

3. Other Business

A. Next Meeting January 23rd, 2023, at 6:30PM

B. Adjournment

Finance Committee Minutes

November 28th, 2022

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

Meeting began at 6:25PM In the Finance Room. All members were in attendance

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

Anderson asked if any further questions were needed regarding the 2nd reading the 2023 budget or property tax ordinance. Anderson did say the property tax had changed by about 10K. This was due to the final property tax worksheet coming in with a few changes from King County.

City Administrator Searcy joined the meeting to discuss adding opt-out coverage for non-represented employees. This would be in-line with the union policy. No problems from committee with this.

City Clear Rose attended to discuss wellness committee changes for 2023. Rose said the Wellness group would like to go to a point system where over the course of 2023 you earn points for different wellness tasks. If you accomplish enough and earn the points you could be awarded a "wellness" day off in 2024. The committee had no concerns and supported this.

Meeting was adjourned at 6:40PM

Cardholder - First Name	Cardholder - Last Name	Transaction - Transaction Date	Transaction - Posting Date	Supplier - Name	Transaction - Line Amount	Transaction - Business Purpose
Branden	Herrell	10/31/2022	11/02/2022	Vasquez Lock And Key L	7.62	ER AND PARKS KEYS
Branden	Herrell	10/31/2022	11/02/2022	Vasquez Lock And Key L	11.42	ER AND PARKS KEYS
Chris	Anderson	11/02/2022	11/03/2022	Government Finance Off	190.00	Membership Renewal
Community	Development	11/24/2022	11/25/2022	Wsp Background Checks	44.00	BACK GROUND CHECK ON BUSINESS LICENSES
Community	Development	11/22/2022	11/23/2022	American Planning Asso	336.00	APA 2023 MEMBERSHIP DUES FOR CHRISTOPHER J PASINETTI
Community	Development	11/17/2022	11/18/2022	Wsp Background Checks	44.00	Background Checks on Business Licenses
Community	Development	11/16/2022	11/17/2022	Wsdot-Goodtogo Online	3.50	GOOD TO GO TOLL CHARGE WHEN DRIVING TO PERMITTRAX TRAINING
Community	Development	11/15/2022	11/16/2022	Wsp Background Checks	22.00	Background Check for Business Licenses
Community	Development	11/14/2022	11/15/2022	Grainger	34.74	SMOKE EMITTER FOR BUILDING DEPARTMENT
Community	Development	11/09/2022	11/10/2022	Amzn Mktp Us	128.25	CHAIR FOR STAFF
Community	Development	11/04/2022	11/07/2022	Wabo	95.00	2023 WABO membership for Building Department
Community	Development	11/05/2022	11/07/2022	Wsp Background Checks	22.00	Background Check for Business Licenses
Community	Development	11/03/2022	11/04/2022	Government Finance Off	70.00	The Root of Local Government Revenue training for Chris Pasinetti 11-21-22
Community	Development	11/02/2022	11/03/2022	Abc-Nv	104.00	Certification for Darren Chromey November 16, 2022.
Finance	Dept A	11/30/2022	11/30/2022	Amzn Mktp Us	38.07	RECEIPT ENVELOPES FOR PASSPORTS
Finance	Dept A	11/13/2022	11/14/2022	Enumclaw Stationers	439.31	OFFICE SUPPLIES
Finance	Dept A	11/10/2022	11/11/2022	Amzn Mktp Us	16.70	SPRAY AIR FRESHENERS
Finance	Dept A	11/10/2022	11/11/2022	Amzn Mktp Us	97.91	KLEENEX RESTOCK
Finance	Dept A	11/01/2022	11/02/2022	Mountain Mist	26.51	WATER
Finance	Dept A	11/01/2022	11/02/2022	Mountain Mist	21.70	WATER
Finance	Dept A	11/01/2022	11/02/2022	Mountain Mist	26.52	WATER
Gas	Dept	11/15/2022	11/17/2022	Tractor Supply #1945	96.83	7.5 AMP GRINDER
Jan	Molinaro	11/15/2022	11/16/2022	Paypal	55.00	Sound Cities Association Annual Meeting
Jan	Molinaro	11/14/2022	11/15/2022	Paypal	55.00	Sound Cities Association Annual Meeting - Corrie Koopman Frazier
Jan	Molinaro	11/14/2022	11/15/2022	Paypal	55.00	Sound Cities Association Annual Meeting - Chance La Fleur
Jessica	Rose	11/28/2022	11/30/2022	Starbucks Store 00364	10.00	Gift Card as prizes for Wellness Holiday Lunch
Jessica	Rose	11/29/2022	11/30/2022	Work-Sports & Outdoors	51.19	Prizes for Wellness Holiday Lunch.
Jessica	Rose	11/29/2022	11/30/2022	Sq *natures Inventory	9.79	Prizes for Wellness Holiday Lunch.
Jessica	Rose	11/29/2022	11/30/2022	Dollartree	33.72	Prizes for Wellness Holiday Lunch
Jessica	Rose	11/27/2022	11/29/2022	Safeway #0494	9.95	Chocolate for prize basket for Wellness Holiday Lunch.
Jessica	Rose	11/26/2022	11/28/2022	Wm Supercenter #5041	21.86	Prizes for Wellness Holiday Lunch.
Jessica	Rose	11/24/2022	11/25/2022	Amazon.Com*hi1t41y02	58.72	Prizes for Wellness Holiday Lunch.
Jessica	Rose	11/21/2022	11/22/2022	Promotions Now	746.80	Lunch trays for Wellness All Employee Giveaway. \$395 will be reimbursed through AV
Jessica	Rose	11/18/2022	11/18/2022	Amzn Mktp Us	107.51	Hoodies for Wellness Committee and prizes for Wellness Holiday Lunch.
Jessica	Rose	11/18/2022	11/18/2022	Amzn Mktp Us	12.82	Shirts for Wellness Committee.
Jessica	Rose	11/13/2022	11/14/2022	Enumclaw Stationers	30.42	Office Supplies
Jessica	Rose	11/10/2022	11/11/2022	Dollartree	33.01	Wellness Employee Giveaways for December Event
Jessica	Rose	11/10/2022	11/11/2022	Law Enforcement Semin	395.00	Civil Service Training for Katy
Jessica	Rose	11/10/2022	11/11/2022	Tres Reinas Market	1140.00	Wellness December Catered Lunch
Jessica	Rose	11/07/2022	11/08/2022	Amzn Mktp Us	43.50	Wellness employee giveaways for December Event
Joe	Nanavich	11/29/2022	11/30/2022	The Inside Source, Inc	111.20	Corner post for IT cubicles. Rep is out, proposal attached - receipt to follow next week
Joe	Nanavich	11/29/2022	11/30/2022	Amzn Mktp Us	21.76	Cord grommets for IT cubicles.
Joe	Nanavich	11/29/2022	11/30/2022	Amzn Mktp Us	380.79	Sit Stand base for IT cubicles.
Joe	Nanavich	11/18/2022	11/21/2022	Amzn Mktp Us	380.79	Sit stand base for IT cubicles.
Joe	Nanavich	11/07/2022	11/09/2022	Southern Computer War	1469.19	City Hall UPS
Joe	Nanavich	11/01/2022	11/02/2022	Www.Metaldefender.Cor	2399.99	Replacement Metal Detector for City Hall
Municipal Court	Dept A	11/08/2022	11/10/2022	Safeway #0494	40.58	Office Supplies
Nicholas	Fuller	11/09/2022	11/10/2022	Gateway True Value Hdv	17.39	Tools needed to hang DVD player is EPD Jail Men's Day Room.
Nicholas	Fuller	11/04/2022	11/07/2022	Skamania Lodge	498.70	Lodging for ACCIS Fall Conference.
Parks Art	Division D	11/13/2022	11/14/2022	Amzn Mktp Us	48.93	ARTS- CHRISTMAS TREE LIGHTING CRAFT
Parks Art	Division D	11/06/2022	11/07/2022	Amzn Mktp Us	8.68	ARTS- CHRISTMAS TREE LIGHTING CRAFT
Parks Art	Division D	10/31/2022	11/02/2022	Jersey Mikes 18048	217.26	MICHELLES GOING AWAY PARTY

Parks Maint	Division A	11/23/2022	11/25/2022	Fred-Meyer #0041	105.82	GRAVEL LOT - KALE/CABBAGE; SOIL
Parks Pool	Division B	11/29/2022	11/30/2022	The Lifeguard Store, Inc.	187.44	Rescue tube covers to extend the life of the rescue tubes.
Parks Pool	Division B	11/23/2022	11/25/2022	Nuco2 Llc	541.53	Pool chemicals
Parks Pool	Division B	11/21/2022	11/22/2022	Amzn Mktp Us	303.12	Goggles for sale
Parks Pool	Division B	11/15/2022	11/16/2022	Amzn Mktp Us	13.86	Air pump to blow up the WIBIT
Parks Pool	Division B	11/15/2022	11/16/2022	Amzn Mktp Us	27.18	Waterproof thermometer.
Parks Pool	Division B	11/10/2022	11/14/2022	Safeway #0494	7.11	Batteries for flashlights used for movie night.
Parks Pool	Division B	11/03/2022	11/04/2022	Amazon.Com*h26e225n	33.35	Replacing broken thermometer/hygrometer
Parks Rec	Division E	11/21/2022	11/22/2022	Enumclaw Pandr Dept	-20.00	REFUND FOR ACCIDENTAL CHARGE FOR REGISTRATION
Parks Rec	Division E	11/18/2022	11/21/2022	Wal-Mart #3794	19.75	YOUTH BASKETBALL - EXTRA
Parks Rec	Division E	11/18/2022	11/21/2022	4te*facilitron, Inc	805.90	FACILITY USE - GIRLS VOLLEYBALL - WOMEN VOLLEYBALL - MENS BASKETBA
Parks Rec	Division E	11/15/2022	11/16/2022	Amzn Mktp Us	11.96	CAMP IPHONE CORD
Parks Rec	Division E	11/13/2022	11/14/2022	Amazon.Com*hb5763ou	174.00	YOUTH BASKETBALL BALLS SIZE 27.5
Parks Rec	Division E	11/10/2022	11/14/2022	Daffodil Bowl	1829.52	SPEC REC - BOWLING CLASSES
Parks Rec	Division E	11/08/2022	11/09/2022	Bsn Sports Llc	260.79	SCORE BOOKS
Parks Rec	Division E	11/08/2022	11/09/2022	Bsn Sports Llc	510.76	YOUTH BASKETBALL BALLS
Parks Rec	Division E	11/03/2022	11/07/2022	Act*city Of Enumclaw	20.00	ACCIDENTAL CHARGE FOR REGISTRATION FOR SPEC REC - REFUND TO FOLL
Parks Rec	Division E	11/02/2022	11/03/2022	Costco Whse#1278	45.07	AFTER SCHOOL PROGRAM - SNACKS
Parks Rec	Division E	11/01/2022	11/02/2022	Sq *outdoors For All	1270.30	SPEC REC CAMPING TRIP
Parks Recreation	Div C	11/16/2022	11/18/2022	Quality Inn & Suites	446.61	LODGING FOR WRPA FALL CPSI PROGRAM - CODY LEONARD
Police	Admin	11/24/2022	11/28/2022	Nena	60.00	Tracie Cody Membership Dues
Police	Admin	11/14/2022	11/15/2022	Tritech Forensics	59.50	DWI Test Kits
Police	Admin	11/08/2022	11/09/2022	Dollartree	4.08	Training at Range
Police Field	Division A	11/27/2022	11/28/2022	Amazon.Com*hw0al6q4	47.61	Inmate Food
Police Field	Division A	11/27/2022	11/28/2022	Amazon.Com*hw3g86q5	49.99	Inmate Food
Police Field	Division A	11/23/2022	11/25/2022	Smith Brothers Farms	53.10	Jail Weekly Milk Order
Police Field	Division A	11/22/2022	11/23/2022	Law Enforcement Semin	425.00	G. McCall training
Police Field	Division A	11/17/2022	11/18/2022	Amzn Mktp Us	57.34	Inmate Food
Police Field	Division A	11/14/2022	11/17/2022	Little Creek Casino Resc	795.30	Vance Training Hotel
Police Field	Division A	11/16/2022	11/17/2022	Amzn Mktp Us	71.99	Inmate Food
Police Field	Division A	11/16/2022	11/17/2022	Smith Brothers Farms	59.00	Jail Weekly Milk Order
Police Field	Division A	11/14/2022	11/17/2022	Little Creek Casino Resc	-155.10	Credit back for Vance Training Hotel
Police Field	Division A	11/15/2022	11/16/2022	Amzn Mktp Us	53.88	Inmate Food
Police Field	Division A	11/15/2022	11/16/2022	Amazon.Com*hb57h3hi2	46.08	Inmate Food
Police Field	Division A	11/14/2022	11/15/2022	Usps Po 5426900219	10.40	Shipping
Police Field	Division A	11/13/2022	11/14/2022	Enumclaw Stationers	350.04	Office Supplies
Police Field	Division A	11/10/2022	11/11/2022	Amzn Mktp Us	90.27	A. Reeves Clothing Allowance
Police Field	Division A	11/09/2022	11/10/2022	Smith Brothers Farms	59.00	Jail Weekly Milk Order
Police Field	Division A	11/09/2022	11/10/2022	Amzn Mktp Us	491.44	Matt Ives Clothing Allowance
Police Field	Division A	11/09/2022	11/10/2022	Usps Po 5426900219	10.40	Shipping
Police Field	Division A	11/08/2022	11/09/2022	Amzn Mktp Us	76.16	A. Reeves Clothing Allowance
Police Field	Division A	11/09/2022	11/09/2022	Lands End Bus Outfitters	240.33	Williams Clothing
Police Field	Division A	11/07/2022	11/07/2022	Reconyx	27.20	Investigations Camera
Police Field	Division A	11/04/2022	11/07/2022	Rite Aid 05175	35.22	Investigations Flash Drive
Police Field	Division A	11/05/2022	11/07/2022	Amzn Mktp Us	36.44	M. Graddon Clothing Allowance
Police Field	Division A	11/04/2022	11/07/2022	Nordstrom-Rack #0003	124.39	N. Steffes Clothing Allowance
Police Field	Division A	11/04/2022	11/07/2022	Amzn Mktp Us	17.40	Records Laptop Stand
Police Field	Division A	11/03/2022	11/07/2022	Mail Express Business C	52.36	Shipping
Police Field	Division A	11/04/2022	11/04/2022	Wpy*wapro	25.00	Chilman WAPRO Dues
Police Field	Division A	11/02/2022	11/03/2022	Wci*shred	114.75	Shredding
Police Field	Division A	11/02/2022	11/03/2022	Smith Brothers Farms	88.50	Jail Weekly Milk Order
Police Field	Division A	11/01/2022	11/02/2022	Mountain Mist	123.42	Water Delivery
Police Field	Division A	11/01/2022	11/02/2022	Sp Safariland	101.71	T. Ryan Clothing Allowance
Police Field	Division A	11/01/2022	11/02/2022	Alien Gear Holsters	342.33	T. Ryan Clothing Allowance

Police Field	Division A	11/01/2022	11/02/2022	Tlo Transunion	120.12	Phone Service
Police Inves	Division B	11/28/2022	11/29/2022	Costco Bus Center 767	399.20	Inmate Food
Police Inves	Division B	11/22/2022	11/25/2022	Safeway #0494	152.79	Inmate Food
Police Inves	Division B	11/19/2022	11/21/2022	Qfc #5863	12.08	Inmate Food
Police Inves	Division B	11/17/2022	11/21/2022	Safeway #0494	196.39	Inmate Food
Police Inves	Division B	11/19/2022	11/21/2022	Wa Food Worker Card	10.00	Corey Food Handlers Card
Police Inves	Division B	11/15/2022	11/16/2022	Galls	76.01	Boyovich Clothing Allowance
Police Inves	Division B	11/14/2022	11/15/2022	Costco Bus Center 767	392.18	Inmate Food
Police Inves	Division B	11/14/2022	11/15/2022	Costco Bus Center 767	-11.39	Refund on Costco Order
Police Inves	Division B	11/14/2022	11/15/2022	Bob Barker Company Inc	102.36	Inmate Clothing
Police Inves	Division B	11/10/2022	11/14/2022	Safeway #0494	99.54	Inmate Food
Police Inves	Division B	11/05/2022	11/07/2022	Safeway #0494	201.80	Inmate Food
Police Inves	Division B	11/05/2022	11/07/2022	Galls	278.06	Boyovich Clothing Allowance
Police Inves	Division B	11/03/2022	11/04/2022	Wa Food Worker Card	10.00	Boyovich Food Handlers Card
Police Inves	Division B	11/01/2022	11/02/2022	Paypal	2776.76	MOUD Program
Police Inves	Division B	11/01/2022	11/02/2022	Costco Bus Center 767	603.28	Inmate Food
Police Inves	Division B	10/30/2022	11/01/2022	Safeway #0494	5.18	Jail Food
Public Works	Dept A	11/18/2022	11/21/2022	Ysi	1398.02	FLOW PROBE FOR WASTEWATER
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	16.36	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	49.09	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	65.45	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	65.45	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	32.73	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	32.73	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	32.73	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	32.73	GENERAL OFFICE SUPPLIES
Public Works	Dept A	11/20/2022	11/21/2022	Enumclaw Stationers	32.72	GENERAL OFFICE SUPPLIES
Public Works	Dept A	10/21/2022	11/18/2022	Dispute-Abc-Nv	-104.00	FRAUD CHARGE REIMBURSMENT
Public Works	Dept A	11/08/2022	11/10/2022	Mail Express Business C	85.98	POSTAGE
Public Works Shc	Dept B	11/28/2022	11/30/2022	Grc Epay	42.00	IAN D. WATER - 2023 WATERWORKS RENEWAL
Public Works Shc	Dept B	11/28/2022	11/30/2022	Grc Epay	42.00	IAN/WATER 2023 BAT RENEWAL
Public Works Shc	Dept B	11/28/2022	11/30/2022	Tractor Supply #1945	170.78	HAND TRUCK - CHAIN OIL
Public Works Shc	Dept B	11/29/2022	11/29/2022	Amzn Mktp Us	-16.27	REFUND FOR RETURN OF BABY GATE WALL PROTECTOR
Public Works Shc	Dept B	11/19/2022	11/21/2022	Amzn Mktp Us	23.93	ERIC WWTP CLOTHING
Public Works Shc	Dept B	11/18/2022	11/21/2022	Carpinito Brothers - Pum	53.27	(2) 25' GARLAND
Public Works Shc	Dept B	11/19/2022	11/21/2022	Wa Driver License Rene	214.24	NICOLE STREETS - RENEW LICENSE CDL
Public Works Shc	Dept B	11/17/2022	11/21/2022	Vasquez Lock And Key L	4.08	RANDY - FACILITIES
Public Works Shc	Dept B	11/17/2022	11/18/2022	Amzn Mktp Us	70.71	NICK B. GAS DEPT. CLOTHING
Public Works Shc	Dept B	11/17/2022	11/18/2022	Amzn Mktp Us	94.50	NICK B GAS DEPT. CLOTHING
Public Works Shc	Dept B	11/16/2022	11/17/2022	Amzn Mktp Us	73.97	BABY GATE WALL PROTECTOR
Public Works Shc	Dept B	11/16/2022	11/17/2022	Bearings Direct Com	848.87	REPAIR PARTS TAPERED ROLLER
Public Works Shc	Dept B	11/15/2022	11/16/2022	Smith And Loveless Inc	266.78	ED/LM GASKET FOR 6 IN CHECK
Public Works Shc	Dept B	11/14/2022	11/15/2022	Carpinito Brothers - Pum	1598.10	(60) 25' GARLAND
Public Works Shc	Dept B	11/15/2022	11/15/2022	Amzn Mktp Us	16.27	BABY GATE FOR SY BLD
Public Works Shc	Dept B	11/10/2022	11/11/2022	Ups	7.00	SHIPPING CHARGES - GAS/MARK
Public Works Shc	Dept B	11/10/2022	11/11/2022	Ups	75.41	SHIPPING CHARGES - GAS/MARK
Public Works Shc	Dept B	11/10/2022	11/11/2022	Amzn Mktp Us	27.90	STORAGE TUBE - GAS/AARON
Public Works Shc	Dept B	11/10/2022	11/10/2022	Amzn Mktp Us	70.86	OFFICE SUPPLIES - SHOPS
Public Works Shc	Dept B	11/07/2022	11/08/2022	Kc Solid Waste 08a	30.00	KING COUNTY SOLID WASTE - MATTRESS DISPOSAL
Public Works Shc	Dept B	11/07/2022	11/08/2022	Lowe's #02895	92.51	BULBS - MARK STREETS
Public Works Shc	Dept B	11/07/2022	11/08/2022	McLendons Hard-Sumne	105.02	BULBS- MARK STREETS
Public Works Shc	Dept B	11/06/2022	11/07/2022	Amzn Mktp Us	30.26	METAL ROOF SEALANT
Public Works Shc	Dept B	11/04/2022	11/07/2022	The Home Depot 8562	239.38	LINE MAINT SMALL TOOLS
Public Works Shc	Dept B	11/02/2022	11/03/2022	Amazon.Com*h00qs1ha	57.64	MAGIC ERASERS - STREETS DEPT
Scott	Woodbury	11/17/2022	11/18/2022	Win-911	3780.00	3 YR SUPPORT SUBSCRIPTION

Scott	Woodbury	11/15/2022	11/17/2022	Grc Epay	42.00	S. WOODBURY - 2023 WATERWORKS RENEWAL
Scott	Woodbury	11/12/2022	11/14/2022	Subway 16158	70.53	SEWER REPAIR ON 11/12/22 - WORKED THROUGH LUNCH
Senior	Center	11/28/2022	11/30/2022	Copiers Northwest	188.25	Senior Center Copies
Senior	Center	11/28/2022	11/30/2022	Copiers Northwest	27.58	Senior Center Copies
Senior	Center	11/28/2022	11/29/2022	Costco Whse #0767	714.90	Senior Center Office and Coffee Supplies
Senior	Center	11/14/2022	11/15/2022	Amzn Mktp Us	10.87	Office Supplies
Senior	Center	11/11/2022	11/14/2022	Amzn Mktp Us	39.16	Frozen Food Bags
Senior	Center	11/13/2022	11/14/2022	Enumclaw Stationers	259.40	Post cards, office supplies, copies
Senior	Center	11/13/2022	11/14/2022	Amzn Mktp Us	65.13	Kitchen/Food Supplies
Senior	Center	11/09/2022	11/10/2022	Amzn Mktp Us	146.81	Office Chair
Senior	Center	11/09/2022	11/10/2022	Amzn Mktp Us	29.34	Office Supplies
Senior	Center	11/09/2022	11/10/2022	Amzn Mktp Us	56.07	Office Supplies
Senior	Center	11/07/2022	11/08/2022	Mountain Mist	95.40	Water
Senior	Center	11/02/2022	11/04/2022	Copiers Northwest	51.44	Copies
Sewer	Treatment Plan	11/22/2022	11/23/2022	Enumclaw Grocery Ou	65.06	BLEACH
Sewer	Treatment Plan	11/15/2022	11/17/2022	Grc Epay	42.00	STEVEN OSBORN - 2023 RENEWAL FOR WATERWORKS
Sewer	Treatment Plan	11/08/2022	11/09/2022	Wa St Dept Agriculture	50.00	THIM -PESTICIDE RENEWAL
Sewer	Treatment Plan	11/08/2022	11/09/2022	Wa Agr*service Fee	1.50	THIM -PESTICIDE RENEWAL - CONVENIENCE FEE
Sewer	Treatment Plan	11/05/2022	11/07/2022	Wa Department Of Ecolc	392.00	ANNUAL OPERATOR CERT RENEWAL 2023 - ALLENDER, BAZZAR, OSBORN, TH
Sewer	Treatment Plan	11/05/2022	11/07/2022	Wa Ecology*service Fee	12.54	ANNUAL OPERATOR CERT RENEWAL 2023 - ALLENDER, BAZZAR, OSBORN, TH
Sewer	Treatment Plan	11/02/2022	11/04/2022	Mail Express Business C	16.58	WATER SAMPLES
Sewer	Treatment Plan	11/03/2022	11/04/2022	Skechers.Com #600	125.12	ERIC A - 2022 CLOTHING ALLOWANCE
Tana	Nissen	11/15/2022	11/17/2022	Pipeline Testing Consort	85.00	random testing
Tana	Nissen	11/15/2022	11/17/2022	Pipeline Testing Consort	85.00	random testing
Tana	Nissen	11/01/2022	11/02/2022	South King County Shrm	20.00	Paid Leave Webinar
Tana	Nissen	10/31/2022	11/02/2022	Pipeline Testing Consort	95.00	random testing
Tana	Nissen	10/31/2022	11/02/2022	Pipeline Testing Consort	85.00	random testing
Tana	Nissen	10/31/2022	11/02/2022	Pipeline Testing Consort	85.00	random testing
Tana	Nissen	10/31/2022	11/02/2022	Pipeline Testing Consort	85.00	random testing
Water	Dept	11/22/2022	11/25/2022	Grc Epay	42.00	KYLE R. 2023 WATERWORKS RENEWAL
Water	Dept	11/23/2022	11/25/2022	The Home Depot #8562	9.97	1" PVC
Water	Dept	11/17/2022	11/21/2022	Grc Epay	42.00	KYTE RAMBERG 2023 WATERWORKS RENEWAL
Water	Dept	11/16/2022	11/18/2022	Grc Epay	42.00	KRIS CAMPBELL 2023 WATERWORKS RENEWAL
Water	Dept	11/04/2022	11/07/2022	Tractor Supply #1945	82.67	REPAIR PARTS FOR WATER METER
Water	Dept	11/03/2022	11/04/2022	Supplyhouse.Com	71.40	INDUSTRIAL GRADE SEALANT - WATER DEPT
Water	Dept	11/01/2022	11/02/2022	Arrow Lumber & Hardwa	22.65	REBAR - WATER DEPT.
Water	Dept	11/01/2022	11/02/2022	Arrow Lumber & Hardwa	24.07	REBAR BAG TIES - WATER DEPT
Water	Dept	11/02/2022	11/02/2022	Mid-West Instrument	850.46	5 VALVE BACKFLOW TEST KIT - WATER DEPT

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197158	12/7/2022	012060 REYNOLDS BURTON VINSON	NOVEMBER 2022		NOVEMBER LEGAL SERVICES 2022	20,700.00
					Total :	20,700.00
197159	12/9/2022	010992 3 WIRE LLC	0084565/0084782		SENIOR CENTER REPAIRS	1,395.99
					Total :	1,395.99
197160	12/9/2022	008058 ACTIVE NETWORK, INC	CB2022SEP_0084		CHARGEBACK	105.50
					Total :	105.50
197161	12/9/2022	011928 AIRLINE CATERING COMPANY INC	2505		FROZEN MEALS SENIORS	1,113.10
					Total :	1,113.10
197162	12/9/2022	008786 AMERICAN INNOVATIONS LTD	BH143551		NOVEMBER REMOTE MONITORING	78.41
					Total :	78.41
197163	12/9/2022	008999 ANDRITZ SEPARATION INC	8480116179		2 TRANS SEALS 2 HB SEALS	1,309.71
					Total :	1,309.71
197164	12/9/2022	006850 ARAMARK UNIFORM SERVICES	NOVEMBER 2022		NOVEMBER SUPPLIES	1,406.29
					Total :	1,406.29
197165	12/9/2022	010342 B2 ARCHITECTURE INC	1910-09		B2 OCTOBER 2022 PROJECT 2004	660.00
					Total :	660.00
197166	12/9/2022	012361 BARRIE THOMPSON	REIMBURSEMENT		CUSTOMER SELECTED ENUMCLAW EI	50.00
					Total :	50.00
197167	12/9/2022	009763 BIG MOUNTAIN ENTERPRISES, SHANE PETTI 7662			MISC STORMWATER REPAIRS	7,659.52
					Total :	7,659.52
197168	12/9/2022	012362 BLUE LORAINÉ LLC	REIMBURSEMENT		CUSTOMER SELECTED ENUMCLAW EI	50.00
					Total :	50.00
197169	12/9/2022	002455 BONNEY LAKE MUNICIPAL COURT	MELISSA CASH		BAIL POSTED FOR MELISSA CASH	1,500.00
					Total :	1,500.00
197170	12/9/2022	008792 BOULDER PARK INC	3975		OCTOBER BIOSOLIDS	13,507.10

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197170	12/9/2022	008792 008792 BOULDER PARK INC	(Continued)			Total : 13,507.10
197171	12/9/2022	011221 BRENDA SEXTON	11.17.22 to 11.29.22		KC CONSULTANT-AMP COORDINATOR	217.50
						Total : 217.50
197172	12/9/2022	012015 CASNE ENGINEERING INC	40002		CASNE OCT 2022 PROJECT 2004	10,005.00
						Total : 10,005.00
197173	12/9/2022	006016 CATHY BURBANK	REIMBURSEMENT		MEAL REIMBURSEMENT	51.00
						Total : 51.00
197174	12/9/2022	000427 CHARLES CHRNALOGAR	DECEMBER 2022	AD-000648	LEOFF ONE REIMBURSEMENT	202.80
						Total : 202.80
197175	12/9/2022	011222 CHICAGO TITLE CO OF WASHINGTON	0242930-16-1		TITLE SEARCH	385.88
						Total : 385.88
197176	12/9/2022	012048 CINTAS CORP. NO 2	5133732965		CITY HALL MEDICAL SERVICES	38.74
						Total : 38.74
197177	12/9/2022	012359 COAST EXTERIORS INC	1217		ROOF REPAIRS @ SHOPS	557.06
						Total : 557.06
197178	12/9/2022	000500 COPIERS NORTHWEST	INV2562778 INV2564682/2563798 INV2565081		AP FINANCE PRINTER WWTP PRINTERS SHOPS PRINTER	59.93 51.82 77.20
						Total : 188.95
197179	12/9/2022	004782 CORLISS RESOURCES, CHICAGO LBX 15620	2013190/448/542		NOVEMBER #2 11/22-11/30	486.24
						Total : 486.24
197180	12/9/2022	004906 CUES, INC	624408		CAMERA TRANSPORTER REPLACEME	20,477.19
						Total : 20,477.19
197181	12/9/2022	000541 CUTTERS SUPPLY INC	NOVEMBER 2022		INV.147037,147190,149148,149217	183.49
						Total : 183.49
197182	12/9/2022	001441 DENNIS NELSON	DECEMBER 2022	AD-000649	LEOFF ONE REIMBURSEMENT	271.10

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197182	12/9/2022	001441 001441 DENNIS NELSON	(Continued)			Total : 271.10
197183	12/9/2022	004237 DEPARTMENT OF TRANSPORTATION	RE 41 JZ0874 L007 RE 41 JZ1124 L001 RE 41 JZ1476 L006		PROJECT 2211 PROJECT 2229 PROJECT 2211	600.99 904.95 1,090.06 Total : 2,596.00
197184	12/9/2022	012008 DIANE MICHAUD	11.16.22 TO 11.30.22		KC CONSULTANT-RURAL VAN DRIVER	1,050.00 Total : 1,050.00
197185	12/9/2022	011560 DOBBS PETERBILT-TACOMA 1	NOVEMBER 2022 ER-347		INV.033P44514,033P44725,033P44516	693.58 Total : 693.58
197186	12/9/2022	011682 EDGE	NOVEMBER 2022		NOVEMBER PEST SERVICES	522.24 Total : 522.24
197187	12/9/2022	012357 ELIZABETH JIBSON	REIMBURSEMENT		2022 CLOTHING ALLOWANCE PURCHA	133.51 Total : 133.51
197188	12/9/2022	009827 ENUMCLAW EXPO AND EVENTS CNTR	8763		2022 LODGING TAX-2ND PMT	5,000.00 Total : 5,000.00
197189	12/9/2022	000728 ENUMCLAW TIRE SHOP, INC	NOVEMBER 2022		ER-336	38.08 Total : 38.08
197190	12/9/2022	003965 ESVELT ENVIRONMENTAL	ENRBC D-5		EEE OCT 2022 PROJECT 2004	8,470.00 Total : 8,470.00
197191	12/9/2022	012061 FASTENAL COMPANY	NOVEMBER PURCHASES		WAENU122861/122767/122745/122719/1	1,387.28 Total : 1,387.28
197192	12/9/2022	011250 FIDELITY SOLUTIONS	1574		PD-RADAR REPAIR	734.42 Total : 734.42
197193	12/9/2022	007045 FILTRATION SOLUTIONS WORLDWIDE	44806		INVENTORY	830.40 Total : 830.40
197194	12/9/2022	012360 FITZ TOWING	53219		ER-347 TOW	481.69

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197194	12/9/2022	012360 012360 FITZ TOWING	(Continued)			Total : 481.69
197195	12/9/2022	000653 FREDERICK EATON	DECEMBER 2022	AD-000650	LEOFF ONE REIMBURSEMENT	271.10
						Total : 271.10
197196	12/9/2022	000815 FRED'S TOWING SERVICE	107640 107747		PD-TOW PD-TOW	374.00 299.20
						Total : 673.20
197197	12/9/2022	009081 GARY HOREJSI	REIMBURSEMENT		REIMBURSEMENT FOR MEALS/MILEAC	432.50
						Total : 432.50
197198	12/9/2022	010291 GREEN SECTION 30 LLC	108056		BRUSH	160.00
						Total : 160.00
197199	12/9/2022	000808 H.D. FOWLER CO, INC	I6264506/I6264499		INVENTORY	4,105.31
						Total : 4,105.31
197200	12/9/2022	011722 HEAD QUARTERS	50796		SANI CANS DOWNTOWN	220.00
						Total : 220.00
197201	12/9/2022	009402 IAN DEHLINE	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEM	9.81
						Total : 9.81
197202	12/9/2022	007825 IBS INC	INVENTORY		INV.801575-1,799622-2,801839-1	586.20
						Total : 586.20
197203	12/9/2022	010967 INDEPENDENT UTILITY SUPPLY	S105788769.003		GAUGES & HEATER BAG	388.14
						Total : 388.14
197204	12/9/2022	005815 INTERCOM LANGUAGE SERVICES	22-544	CT-000065	FOREIGN LANGUAGE INTERPRETER	560.00
						Total : 560.00
197205	12/9/2022	011629 IRONCLAD COMPANY	13893		INVENTORY	1,072.11
						Total : 1,072.11
197206	12/9/2022	011220 JANINE CARPENTER	11.16.22 TO 11.30.22		KC CONSULTANT-RESOURCE NAVIGAT	1,080.00
						Total : 1,080.00

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197207	12/9/2022	005007 JASON THIM	REIMBURSEMENT		APP FEE TO TAKE GROUP 2 TEST FOR	67.00
					Total :	67.00
197208	12/9/2022	010805 JESSI PAULSON	REIMBURSEMENT		MEAL REIMBURSEMENT	51.00
					Total :	51.00
197209	12/9/2022	001167 K.C. RADIO COMMUNICATIONS	18945		PD-DISPATCH ACCESS FEE	2,673.22
					Total :	2,673.22
197210	12/9/2022	012356 KEKOA LWIN	I&I REIMBURSEMENT		I&I REIMBURSEMENT FOR 2054 ROOSI	33,668.70
					Total :	33,668.70
197211	12/9/2022	012305 KELSEY KAELIN	webinvoice		UTILITY REFUND	174.45
					Total :	174.45
197212	12/9/2022	005836 KENT D. BRUCE CO LLC	12445		ER-324	211.32
					Total :	211.32
197213	12/9/2022	001164 KING CO DEPT OF EXEC SERV, ATT: JO ANNE	NOVEMBER 2022		TO REMIT NOVEMBER 2022 CRIME VIC	100.57
					Total :	100.57
197214	12/9/2022	001166 KING COUNTY PET LICENSE	NOVEMBER RECAP 2022		TO REMIT PET LICENSES FOR NOVEM	50.00
					Total :	50.00
197215	12/9/2022	011333 KRAZAN AND ASSOCIATES INC	INV F608741-24406		PROJECT 2222	2,951.25
					Total :	2,951.25
197216	12/9/2022	010029 KRISTA WHITE SWAIN	NOVEMBER 2022	CT-000066	PROSECUTOR	5,622.00
					Total :	5,622.00
197217	12/9/2022	006964 KYLE ROHNER	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEM	156.55
					Total :	156.55
197218	12/9/2022	000396 LAWTON CASE	DECEMBER 2022 REIMBURSEMENT	AD-000651	LEOFF ONE REIMBURSEMENT PHARMACY REIMBURSEMENT	364.50 97.81
					Total :	462.31
197219	12/9/2022	012107 LINDE GAS & EQUIPMENT INC	NOVEMBER SUPPLIES		32380263,32445317,32445316,32445318	952.48

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197219	12/9/2022	012107 012107 LINDE GAS & EQUIPMENT INC	(Continued)			Total : 952.48
197220	12/9/2022	010341 LSB CONSULTING ENGINEERS PLLC	6950		LSB OCT 2022 PROJECT 2004	2,080.00
						Total : 2,080.00
197221	12/9/2022	011558 MARIE L. CALDERON	11.16.22 TO 11.30.22		KC CONSULTANT-LATINX COORDINATC	1,147.50
						Total : 1,147.50
197222	12/9/2022	012005 MICHAEL GRADDON	REIMBURSEMENT		REIMBURSEMENT FOR MEALS/MILEAG	432.50
						Total : 432.50
197223	12/9/2022	008846 MOTORS AND CONTROLS CORP	096903		ELK MEADOWS LIFT STATION	428.88
						Total : 428.88
197224	12/9/2022	001389 MOUNTAIN MIST WATER	005065792/005090350		NOV LAB H2O	67.84
						Total : 67.84
197225	12/9/2022	000798 MOUNTAIN VIEW AUTO SUPPLY, INC	ER-352,238,277,291		INV.539779,535998,536250,536409,5364	598.46
						Total : 598.46
197226	12/9/2022	009734 NANCY SHATTUCK, C/O MT RAINIER FCU	NOVEMBER 2022	CT-000067	DV ADVOCATE	507.50
						Total : 507.50
197227	12/9/2022	001418 NATIONAL BARRICADE CO INC	298325		STREET SIGNS	366.11
						Total : 366.11
197228	12/9/2022	011031 NORDVIND COMPANY LLC	186		SEWER MAIN REPAIR ON GRIFFIN AVE	5,581.47
						Total : 5,581.47
197229	12/9/2022	008038 NORTHSTAR CHEMICAL INC	240436		4 BARRELLS POLY	6,012.29
						Total : 6,012.29
197230	12/9/2022	008111 O'REILLY AUTOMOTIVE INC	393,3331,318,277,291		2967-229309,229588,22986,229974,2305	1,155.69
						Total : 1,155.69
197231	12/9/2022	005619 OWEN EQUIPMENT COMPANY	00108394		INVENTORY	101.13
						Total : 101.13
197232	12/9/2022	012163 PAPE MACHINERY INC	WM302864 S	GS-000836	PART DESCRIPTION: 2022 BLUEBIRD S	5,326.05

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197232	12/9/2022	012163 012163 PAPE MACHINERY INC	(Continued)			Total : 5,326.05
197233	12/9/2022	012101 PATRICIA R MCCONNELL	PERF. 12.15.22		ENTERTAINMENT-SENIOR CENTER	200.00
					Total :	200.00
197234	12/9/2022	011887 PEAK PROPANE LLC	U0068923		PROPANE FOR FIRE PITS	134.41
					Total :	134.41
197235	12/9/2022	008898 PITNEY BOWES BANK INC	3316627016		POSTAGE MACHINE LEASE-4TH QTR	808.58
					Total :	808.58
197236	12/9/2022	010265 POLLARDWATER	0226077		VALVE EXERCISER	10,643.52
					Total :	10,643.52
197237	12/9/2022	011358 PRO VAC	156261		RAINIER LIFT STATION WET WELL REP	1,991.69
					Total :	1,991.69
197238	12/9/2022	001707 PUGET SOUND CLEAN AIR AGENCY	20230238		2023 REG FEES PSCAA	1,150.00
					Total :	1,150.00
197239	12/9/2022	011995 RANDY LITCH	PERF. 12.7.22		ENTERTAINMENT-SENIOR CENTER	200.00
					Total :	200.00
197240	12/9/2022	000932 RAYMOND HARGAN	DECEMBER 2022 REIMBURSEMENT	AD-000652	LEOFF ONE REIMBURSEMENT PHARMACY REIMBURSEMENT	245.40 342.02
					Total :	587.42
197241	12/9/2022	000921 ROBERT W HAMILTON	NOVEMBER 2022	CT-000068	JUDGE	3,852.00
					Total :	3,852.00
197242	12/9/2022	001837 RON & LEO'S WELDING SVCS, INC	226549/226745		ER-352 INVENTORY	1,377.04
					Total :	1,377.04
197243	12/9/2022	012070 SCHNEIDER ELECTRIC BUILDINGS	916964 917253	DP-000190	CARD ENTRY 2021-2022 PHASE 4B REPAIR PD CARD ENTRY	509.19 821.45
					Total :	1,330.64
197244	12/9/2022	001911 SEATTLE AUTOMOTIVE DIST, INC	S9-7699105/7699273 C		INVENTORY	104.22

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197244	12/9/2022	001911 001911 SEATTLE AUTOMOTIVE DIST, INC	(Continued)			Total : 104.22
197245	12/9/2022	001938 SETINA MFG COMPANY	255623		ER-358	766.23
						Total : 766.23
197246	12/9/2022	011838 SOLID WASTE SYSTEMS INC	0150534-IN		ER-325 Toter Lift	123.79
						Total : 123.79
197247	12/9/2022	012147 STAGELINE MOBILE STAGE INC	10952		BALANCE OF STAGE TRAILER	155,774.53
						Total : 155,774.53
197248	12/9/2022	012358 STANLEY DON TERRELL	PERF. 11.9 & 11.23		SENIOR CENTER ENTERTAINMENT	200.00
						Total : 200.00
197249	12/9/2022	002034 STATE TREASURER	NOVEMBER 2022		TO REMIT NOVEMBER 2022 COURT FE	5,895.60
						Total : 5,895.60
197250	12/9/2022	002046 STELLAR INDUSTRIAL SUPPLY	4495406		UTILITY WHITE PAINT	188.55
						Total : 188.55
197251	12/9/2022	007131 STEVEN W. CRAWFORD	NOVEMBER 2022	CT-000069	PUBLIC DEFENDER	5,112.00
						Total : 5,112.00
197252	12/9/2022	011206 TACOMA PIERCE VOLLEYBALL OFFIC	22-905		YOUTH VOLLEYBALL FALL LEAGUE W/	1,810.20
						Total : 1,810.20
197253	12/9/2022	011037 THE PAPE GROUP INC	14079213/14082532		ER-291 COOLANT RESERVIOUR	182.84
						Total : 182.84
197254	12/9/2022	005711 TRINA HUEBLER	11.16.22 TO 11.30.22		KC CONSULTANT-GYM SUPERVISOR	240.00
						Total : 240.00
197255	12/9/2022	000429 TYLER CHILMAN	REIMBURSEMENT		REIMBURSEMENT FOR LUNCHES	51.00
						Total : 51.00
197256	12/9/2022	009913 ULINE	155579891		PROJECT 2243	534.90
						Total : 534.90
197257	12/9/2022	002193 UNITED LABORATORIES	INV364792		QUICK BREAK-6 RUBBER TYPE-J	354.14

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197257	12/9/2022	002193 002193 UNITED LABORATORIES	(Continued)			Total : 354.14
197258	12/9/2022	006673 UNITED SITE SERVICES	NOVEMBER SANI CANS		INV.01132178/01144284/01144280/01142	1,697.96 Total : 1,697.96
197259	12/9/2022	010617 UNIVERSITY MECHANICAL CONT.	114013		REPLACING FAN THAT WAS NOT BALA	2,374.02 Total : 2,374.02
197260	12/9/2022	008055 VERIZON WIRELESS	9920443713 992066348		MONTHLY CELLULAR CHARGES VERIZON 10.16-11.15.22	6,010.94 124.90 Total : 6,135.84
197261	12/9/2022	002286 WA CITIES INSURANCE AUTHORITY	15637		TRAINING WCIA	75.00 Total : 75.00
197262	12/9/2022	010141 WA STATE DEPT OF CORRECTIONS	F184220		PD-INMATE FOOD	594.00 Total : 594.00
197263	12/9/2022	002346 WATER MANAGEMENT LAB, INC	NOV WTR SAMPLES		INV.	430.00 Total : 430.00
197264	12/9/2022	006499 WAXIE SANITARY SUPPLY	81319216		NOVEMBER SUPPLIES	387.12 Total : 387.12
197265	12/9/2022	011136 WAYNES ROOFING INC	138		FOOD BANK ROOF REPAIR	1,277.52 Total : 1,277.52
197266	12/9/2022	011301 WE CARE DAILY CLINICS	10032022		PD-INMATE MEDICAL	1,914.16 Total : 1,914.16
197267	12/9/2022	002427 WORK SPORTS AND MORE	NOVEMBER 2022		NOVEMBER PURCHASES	551.27 Total : 551.27
110 Vouchers for bank code : wf						Bank total : 394,092.60
110 Vouchers in this report						Total vouchers : 394,092.60

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

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197268	12/8/2022	011928 AIRLINE CATERING COMPANY INC	2505		FROZEN MEALS SENIORS	1,115.10
					Total :	1,115.10
197269	12/13/2022	012363 SOMER JOHNSON	1021/1014/1020/1024		THERAPEUTIC COURT COORDINATOR	12,500.00
					Total :	12,500.00
197270	12/13/2022	011585 JERSEY MIKES SUBS	PAYMENT FOR LUNCH		LUNCH FOR WELLNESS COMITTEE PL	114.06
					Total :	114.06
197271	12/23/2022	012355 WATSON PLACE APTS	webinvoice		UTILITY REFUND	5,405.96
					Total :	5,405.96
197272	12/23/2022	012378 ABIGAIL HOLDENER	REIMBURSEMENT		SCHEDULE CONFLICT	100.50
					Total :	100.50
197273	12/23/2022	008058 ACTIVE NETWORK, INC	CB2022NONAW_0174		ACTIVENET CHARGEBACK	12.00
					Total :	12.00
197274	12/23/2022	001696 ADT COMMERCIAL	50366988		CITY HALL MONITORING 12/25-1/24/23	22.72
					Total :	22.72
197275	12/23/2022	012367 AIDEN BARR	REIMBURSEMENT		SCHEDULE CONFLICT	68.75
					Total :	68.75
197276	12/23/2022	011928 AIRLINE CATERING COMPANY INC	2512		SENIOR COLD MEALS	1,814.80
					Total :	1,814.80
197277	12/23/2022	000091 ALPINE PRODUCTS INC	TM-213564		METER MARKERS	715.65
					Total :	715.65
197278	12/23/2022	000171 ASSOCIATED PETROLEUM PRODUCTS	CFS-3245850		NOVEMBER FUEL	21,766.97
					Total :	21,766.97
197279	12/23/2022	010087 BARGREEN ELLINGSON	80106569100%		CAPITAL PROJECT KC KITCHEN UPGR	34,260.03
					Total :	34,260.03
197280	12/23/2022	012399 BENSON, RONALD N	webinvoice		UTILITY REFUND	176.42

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197280	12/23/2022	012399 012399 BENSON, RONALD N	(Continued)			Total : 176.42
197281	12/23/2022	012279 BERK CONSULTING INC	10700-11-22		NEEDS ASSESSMENT	3,247.50 Total : 3,247.50
197282	12/23/2022	009567 BHC CONSULTANTS LLC	0017097	WW-000120	PROJECT 2226 - 248TH AVE LIFT STATI	40,330.31 Total : 40,330.31
197283	12/23/2022	006941 BRANDEN HERRELL	REIMBURSEMENT		REIMBURSEMENT FOR TRAVEL	617.20 Total : 617.20
197284	12/23/2022	011221 BRENDA SEXTON	12.1.22 TO 12.14.22		KC CONSULTANT-AMP COORDINATOR	112.50 Total : 112.50
197285	12/23/2022	012376 BRIELLE MANZAT	REIMBURSEMENT		WRONG LEVEL	100.50 Total : 100.50
197286	12/23/2022	011047 BRINKS INCORPORATED	JULY-OCT 2022		BANKING TRANSPORTATION JULY TO (890.63 Total : 890.63
197287	12/23/2022	012377 BRITTENY BREEDEN	REIMBURSEMENT		SCHEDULE CONFLICT	132.00 Total : 132.00
197288	12/23/2022	005509 BUCKLEY MUNICIPAL COURT	NATASHA HAIRSTON		BAIL POSTED FOR NATASHA HAIRSTOI	1,000.00 Total : 1,000.00
197289	12/23/2022	012401 BUNNELL, KELSEY	webinvoice		UTILITY REFUND	415.38 Total : 415.38
197290	12/23/2022	012390 BUTTLE, DANIEL	webinvoice		UTILITY REFUND	386.34 Total : 386.34
197291	12/23/2022	012392 CARRALERO, DACIEL A PAVON	webinvoice		UTILITY REFUND	278.77 Total : 278.77
197292	12/23/2022	012373 CASE HUFFMAN	REIMBURSEMENT		SCHEDULE CONFLICT	79.25 Total : 79.25
197293	12/23/2022	004187 CEDAR GROVE COMPOST	711948		NOVEMBER 122.22 TON	9,286.28

Voucher List
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Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197293	12/23/2022	004187 004187 CEDAR GROVE COMPOST	(Continued)			Total : 9,286.28
197294	12/23/2022	002206 CENTURY LINK	NOVEMBER 2022		MONTHLY TELECOMMUNICATION CHA	3,834.15
						Total : 3,834.15
197295	12/23/2022	008223 CENTURY LINK, BUSINESS SERVICES	617082752 620457926		MONTHLY TELECOMMUNICATION CHA MONTHLY TELECOMMUNICATIONS CH	520.26 712.54
						Total : 1,232.80
197296	12/23/2022	011121 CHAD R. SMITH	REIMBURSEMENT		CHAD SMITHS DRIVERS LICENSE REN	102.00
						Total : 102.00
197297	12/23/2022	000427 CHARLES CHRNALOGAR	REIMBURSEMENT		PHARMACY/DENTAL REIMBURSEMENT	1,273.35
						Total : 1,273.35
197298	12/23/2022	008816 CHUCK SPEECE	REIMBURSEMENT		CLOTHING ALLOWANCE AFSCME	166.79
						Total : 166.79
197299	12/23/2022	012048 CINTAS CORP. NO 2	DECEMBER 2022		MEDICAL SUPPLIES, INVOICE 5135874	390.70
						Total : 390.70
197300	12/23/2022	000722 CITY OF ENUMCLAW	3RD QTR PETTY CASH		3RD QTR PETTY CASH FINANCE DEPT	18.75
						Total : 18.75
197301	12/23/2022	012364 CITY OF ISSAQUAH	2023 MEMBERSHIP		ANNUAL DUES-2023	60.00
						Total : 60.00
197302	12/23/2022	012370 CODY LEONARD	REIMBURSEMENT		PURCHASE FOR REMANING BALANCE	150.98
						Total : 150.98
197303	12/23/2022	000500 COPIERS NORTHWEST	INV2563287 INV2566950 INV2570441 INV2571508 INV2572832 INV2572833 INV263797		CD UPSTAIRS PRINTER COURT COPIER FEES AP FINANCE PRINTER WWTP PRINTER CONTACT OVERAGES CD DOWNSTAIRS PRINTER HR 106 FRONT DESK PRINTER	157.28 295.29 48.68 51.23 99.01 558.20 150.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197303	12/23/2022	000500 000500 COPIERS NORTHWEST	(Continued)			Total : 1,359.88
197304	12/23/2022	004782 CORLISS RESOURCES, CHICAGO LBX 15620	DECEMBER #1		2013763,2013869,2013957,2014108,2014	3,356.35 Total : 3,356.35
197305	12/23/2022	012068 CORNERSTONE	232109-7	PW-001104	PROJECT #2135 SENIOR CENTER - A&I	11,900.00 Total : 11,900.00
197306	12/23/2022	012089 DARYL HARPER	NOVEMBER 2022		EXPO TENNIS FOR NOVEMBER 5PM AI	1,092.00 Total : 1,092.00
197307	12/23/2022	003389 DATA BAR INCORPORATED	259350		NATURAL GAS INSERT PUBLIC AWARE	759.30 Total : 759.30
197308	12/23/2022	011874 DEPT OF ENTERPRISE SERVICES	731119020		BUSINESS CARDS-MELISSA HOLT	52.31 Total : 52.31
197309	12/23/2022	012400 DEWITT, KAREN	webinvoice		UTILITY REFUND	54.52 Total : 54.52
197310	12/23/2022	012008 DIANE MICHAUD	12.5.22 TO 12.14.22		KC CONSULTANT-RURAL VAN DRIVER	900.00 Total : 900.00
197311	12/23/2022	011560 DOBBS PETERBILT-TACOMA 1	033P44902		ER-347	148.18 Total : 148.18
197312	12/23/2022	010400 DON MCCANN	REIMBURSEMENT		REIMBURSEMENT FOR PURCHASES F	266.24 Total : 266.24
197313	12/23/2022	000652 DR NANCY BECKER	BRIAN RODRIGUES BRIAN WILLIAMS DONALD REED DONALD REED 2 JOEL GEORGE-ZALAZ LARRY HOQSED NICHOLAS BOGDON NICHOLAS BOYDON		INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL	175.00 175.00 175.00 175.00 175.00 175.00 175.00 175.00

Voucher List
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Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197313	12/23/2022	000652 000652 DR NANCY BECKER	(Continued)			Total : 1,400.00
197314	12/23/2022	012395 DUNN, CHARLES	webinvoice		UTILITY REFUND	337.93
						Total : 337.93
197315	12/23/2022	012357 ELIZABETH JIBSON	REIMBURSEMENT		REIMBURSEMENT FOR MEALS	125.00
						Total : 125.00
197316	12/23/2022	012375 ELSIE STALEY	REIMBURSEMENT		WRONG LEVEL	73.75
						Total : 73.75
197317	12/23/2022	005218 ENUMCLAW AREA CHAMBER OF COM.	6600 6609		ADDITIONAL OUTSIDE AGENCY FUNDS ADDITIONAL OUTSIDE AGENCY FUNDS	1,957.80 1,957.80
						Total : 3,915.60
197318	12/23/2022	000646 ENUMCLAW LANDSCAPE MAINTENANCE	NOVEMBER LANDSCAPING		INV. 28416,28502,28417,28415	11,944.73
						Total : 11,944.73
197319	12/23/2022	011209 ENUMCLAW MENS GOLF COURSE	22-07		COUNCIL RETREAT RENTAL	300.00
						Total : 300.00
197320	12/23/2022	011094 ENUMCLAW PLT FARMERS MARKET	000113		OUTSIDE AGENCY CONTRACT SVCS 2	10,005.00
						Total : 10,005.00
197321	12/23/2022	011373 ENUMCLAW ROTARY CLUB	ROTARY ST FAIR		ROTARY ST FAIR ENTERTAINMENT	2,500.00
						Total : 2,500.00
197322	12/23/2022	000716 ENUMCLAW SCHOOL DIST	7123		CAMP COMMOTION-SCHOOL BUS FIEL	1,189.80
						Total : 1,189.80
197323	12/23/2022	009684 ESRI	94322330	DP-000198	1558.ARCGIS ENTERPRISE IMPLEMEN	1,558.00
						Total : 1,558.00
197324	12/23/2022	012368 EVELYN RUTH HUFF	CEMETARY-2 PLOTS		CEMETARY PLOT BUY BACK	640.00
						Total : 640.00
197325	12/23/2022	011296 FINANCIAL CONSULTANTS INT INC	17755	EQ-000266	REPLACEMENT PO EX-000257 2021 UP	13,265.30
						Total : 13,265.30

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197326	12/23/2022	000856 GATEWAY TRUE VALUE, ATT: JOHN	154076 15721 5080-7		HOREJSI KEYS MADE CUST #2062, ROOF REPAIR NOVEMBER PURCHASES	19.98 26.22 1,570.77 Total : 1,616.97
197327	12/23/2022	007255 GRAY & OSBORNE INC	9		PROJECT 2230 INVOICE 9	1,983.12 Total : 1,983.12
197328	12/23/2022	012354 GRINDLINE SKATEPARKS INC	6027		PAYMENT #2 SKATEPARK DESIGN	8,166.00 Total : 8,166.00
197329	12/23/2022	000808 H.D. FOWLER CO, INC	I6284118		INVENTORY	2,043.32 Total : 2,043.32
197330	12/23/2022	011500 HERRERA	52491 52492		PROJECT 2224 PROJECT 2033	2,324.71 4,690.95 Total : 7,015.66
197331	12/23/2022	012389 HINMAN, SHARON	webinvoice		UTILITY REFUND	153.66 Total : 153.66
197332	12/23/2022	012369 HOME COMFORT ALLIANCE	REIMBURSEMENT		REFUND FOR CANCELLED PERMIT TH.	44.00 Total : 44.00
197333	12/23/2022	012366 HYDREVOOLUTION LLC	1308		2022 LEAK DETECTION	890.00 Total : 890.00
197334	12/23/2022	009970 INDEPENDENT UTILITY SUPPLY	S105850867.001		METER VALVES	375.00 Total : 375.00
197335	12/23/2022	006873 INTERSTATE ALL BATTERY CENTER	1912801032328		RECYCLE	99.01 Total : 99.01
197336	12/23/2022	012372 ISABELLA OERTEL	REIMBURSEMENT		SCHEDULE CONFLICT	68.00 Total : 68.00
197337	12/23/2022	012374 ISLA SIDLOWSKI	REIMBURSEMENT		CANCELLED PRIVATE LESSONS	35.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197337	12/23/2022	012374 012374 ISLA SIDLOWSKI	(Continued)			Total : 35.50
197338	12/23/2022	011220 JANINE CARPENTER	12.5.22 TO 12.14.22		KC CONSULTANT-RESOURCE NAVIGAT	960.00
						Total : 960.00
197339	12/23/2022	011539 JENNIFER SAMPLE	REIMBURSEMENT		FAMILY REASONS	180.00
						Total : 180.00
197340	12/23/2022	012380 JESSICA VERSTEEG	REIMBURSEMENT		MEDICAL ILLNESS	180.00
						Total : 180.00
197341	12/23/2022	012379 JJ LING	REIMBURSEMENT		CHANGED CLASSES	68.75
						Total : 68.75
197342	12/23/2022	006856 JOE NANAVICH	REIMBURSEMENT		TRAVEL MEAL/MILEAGE REIMBURSEM	118.13
						Total : 118.13
197343	12/23/2022	001167 K.C. RADIO COMMUNICATIONS	19047		ACCESS FEE	2,673.22
						Total : 2,673.22
197344	12/23/2022	012381 KATIE BROWN	REIMBURSEMENT		SCHEDULE CONFLICT	184.50
						Total : 184.50
197345	12/23/2022	012104 KEA CORRECTIONAL CONSULT. LLC	22-1008		PREA AUDIT	1,500.00
						Total : 1,500.00
197346	12/23/2022	001162 KING COUNTY FINANCE	137861		NOVEMBER 470.23T	72,424.82
						Total : 72,424.82
197347	12/23/2022	001162 KING COUNTY FINANCE	11013079		INET SERVICE	950.00
						Total : 950.00
197348	12/23/2022	001162 KING COUNTY FINANCE	35006419		FINAL INSPECTION ROWA22-1223	88.00
						Total : 88.00
197349	12/23/2022	004728 LANDS END BUSINESS OUTFITTERS	SIN10697456 SIN10741330		JULY CLOTHING ALLOWANCE STOTTLEMYRE CLOTHING ALLOWANC	247.19 50.00
						Total : 297.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197350	12/23/2022	000396 LAWTON CASE	REIMBURSEMENT		DENTAL REIMBURSEMENT	290.48
Total :						290.48
197351	12/23/2022	005234 LE MAY MOBILE SHREDDING	4770843S185		DOCUMENT SHRED COURT/FINANCE	105.33
Total :						105.33
197352	12/23/2022	012382 LILIANA BETTIS	REIMBURSEMENT		SCHEDULE CONFLICT	63.87
Total :						63.87
197353	12/23/2022	012383 LISA HOLDEN	REIMBURSEMENT		MEDICAL ILLNESS	118.00
Total :						118.00
197354	12/23/2022	008842 MAGNATROL	389602		2 BACKUP COILS FOR SLEEVE TROUG	207.92
Total :						207.92
197355	12/23/2022	001289 MAIL EXPRESS BUSINESS CENTER	215		MAILING FOR DRB MEMBERS	48.01
Total :						48.01
197356	12/23/2022	012384 MALLORY BRATHOVDE	REIMBURSEMENT		SCHEDULE CONFLICT	64.00
Total :						64.00
197357	12/23/2022	011558 MARIE L. CALDERON	12.1.22 TO 12.15.22		KC CONSULTANT-LATINX COORDINATC	1,230.00
Total :						1,230.00
197358	12/23/2022	012398 MORLOCK, MELISSA	webinvoice		UTILITY REFUND	296.71
Total :						296.71
197359	12/23/2022	012394 NEARING, CHERYL	webinvoice		UTILITY REFUND	353.76
Total :						353.76
197360	12/23/2022	012371 NEDLY MCILWAIN	REIMBURSEMENT		SCHEDULE CONFLICT	63.75
Total :						63.75
197361	12/23/2022	011785 NEURILINK	4462	DP-000211	COUNCIL CHAMBER AV IMPROVEMEN	41,909.13
Total :						41,909.13
197362	12/23/2022	009316 NORTHERN TRANSPORT	729-736		NOVEMBER DUMP FEES	1,410.40
Total :						1,410.40

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197363	12/23/2022	011586 OMIGA SOLUTIONS LLC	1067		OCOURT SERVICE	2,400.00
						Total :
197364	12/23/2022	012365 ONEBRIDGE BENEFITS INC.	1361		FSA ANNUAL SETUP FEE	250.00
						Total :
197365	12/23/2022	012403 PARKIN, JAMES R	webinvoice		UTILITY REFUND	470.83
						Total :
197366	12/23/2022	003666 PERFORMANCE PIPE	99497917	GS-000833	PART NUMBER: 1117724~	1,036.93
						Total :
197367	12/23/2022	012402 PETERSON, REBECCA	webinvoice		UTILITY REFUND	40.92
						Total :
197368	12/23/2022	012397 PRICE, IAN	webinvoice		UTILITY REFUND	5.30
						Total :
197369	12/23/2022	006037 PUBLIC SAFETY TESTING INC	PSTI22-345		PD-IA INVESTIGATION	5,057.94
						Total :
197370	12/23/2022	001704 PUGET SOUND ENERGY, INC	NOVEMBER 2022		BILLS PER DEPT	42,482.61
						Total :
197371	12/23/2022	001704 PUGET SOUND ENERGY, INC	220024543468		DECEMBER TEMP POLE	32.93
						Total :
197372	12/23/2022	011642 PULTE HOMES OF WA INC	REIMBURSEMENT		LATECOMER DEVELOPER REIMBURSA	3,429.32
						Total :
197373	12/23/2022	009866 RAINIER FOOTHILLS WELLNESS	BLOOM11819		MENTAL HEALTH COUNSELOR	23,750.00
						Total :
197374	12/23/2022	000932 RAYMOND HARGAN	REIMBURSEMENT REIMBURSEMENT		MEDICAL REIMBURSEMENT VISION REIMBURSEMENT	125.00 1,396.00
						Total :
197375	12/23/2022	012393 ROGGENKAMP, PENNY	webinvoice		UTILITY REFUND	304.64

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197375	12/23/2022	012393 012393 ROGGENKAMP, PENNY	(Continued)			Total : 304.64
197376	12/23/2022	001838 RON TURLEY ASSOCIATES	64038		RTA MAINTENANCE 2023	3,054.40
						Total : 3,054.40
197377	12/23/2022	012385 SARAH HANSON	REIMBURSEMENT		WRONG LEVEL	158.50
						Total : 158.50
197378	12/23/2022	011110 SCHEMATA WORKSHOP INC	22-1941-12		DESIGN WORK-POOL PROJECT	15,890.61
						Total : 15,890.61
197379	12/23/2022	012314 SCI INFRASTRUCTURE LLC	2207*04	WW-000119	PROJECT 2211 SR410 SEWER MAIN PF	256,344.40
						Total : 256,344.40
197380	12/23/2022	009373 SCORE	6366		INMATE BILL	5,959.84
						Total : 5,959.84
197381	12/23/2022	012404 SHARP CONSTRUCTION LLC	22-266		KITCHEN REMODEL COFFEE BAR UPD	23,809.79
						Total : 23,809.79
197382	12/23/2022	006155 SKYNET BROADBAND	1909-20221218-1		PD INVESTIGATIONS INTERNET	462.42
						Total : 462.42
197383	12/23/2022	012391 SMITH, JACK D	webinvoice		UTILITY REFUND	861.28
						Total : 861.28
197384	12/23/2022	011838 SOLID WASTE SYSTEMS INC	0150789-IN/0150679-I		ER-352	3,459.11
						Total : 3,459.11
197385	12/23/2022	008515 SOUND PUBLISHING INC, EVERETT FACILITY	8086477 8086501		LEGAL PUBLICATIONS NOV 2022 SOLID WASTE HOLIDAY	263.67 288.50
						Total : 552.17
197386	12/23/2022	002028 STATE AUDITOR	L151451		STATE AUDITOR CHARGES NOVEMBER	7,233.03
						Total : 7,233.03
197387	12/23/2022	012159 STEVEN CADEMATORI	22320		CHINOOK SCENIC BYWAY	584.21
						Total : 584.21

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197388	12/23/2022	010871 TANA NISSEN	REIMBURSEMENT		SERVICES TO PLACE WELLNESS LOGO	55.00
Total :						55.00
197389	12/23/2022	012386 TIFFANY HARTMAN	REIMBURSEMENT		SCHEDULE CONFLICT	81.00
Total :						81.00
197390	12/23/2022	005711 TRINA HUEBLER	12.7.22 TO 12.14.22		KC CONSULTANT-GYM SUPERVISOR	270.00
Total :						270.00
197391	12/23/2022	010833 TT TECHNOLOGIES INC	0238223	GS-000846	ITEM# GP0750031~	5,693.51
Total :						5,693.51
197392	12/23/2022	006673 UNITED SITE SERVICES	SANI CANS		INV-01221036,01221564,01223994,02239	1,716.53
Total :						1,716.53
197393	12/23/2022	008616 US BANK N.A., TREASURY DIVISION	NOVEMBER 2022		RECAP CHARGES NOVEMBER 2022	34.00
Total :						34.00
197394	12/23/2022	003409 USA BLUE BOOK	184534		LAB ORDER	878.80
Total :						878.80
197395	12/23/2022	002213 UTILITIES UNDERGROUND	2110149		NOVEMBER LOCATES	201.24
Total :						201.24
197396	12/23/2022	005040 VISIT RAINIER	455		OUTSIDE AGENCY-LODGING TAX Q3+C	5,000.00
Total :						5,000.00
197397	12/23/2022	002284 WA ASSN OF SHERIFFS & POLICE	INV030863		GRADDON & HOREJSI TRAINING	750.00
Total :						750.00
197398	12/23/2022	010141 WA STATE DEPT OF CORRECTIONS	F184422		INMATE FOOD	589.00
Total :						589.00
197399	12/23/2022	009952 WALTER E NELSON CO	898311		FLOOR CLEANER	52.56
Total :						52.56
197400	12/23/2022	002319 WASHINGTON STATE PATROL	I23003034		23 CPLS	304.75
Total :						304.75

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197401	12/23/2022	002342 WASTE MANAGEMENT	0017322-1809-2		NOVEMBER 105.98T	19,703.87
Total :						19,703.87
197402	12/23/2022	002346 WATER MANAGEMENT LAB, INC	207975		NOVEMBER 2 WATER SAMPLES	57.00
Total :						57.00
197403	12/23/2022	006499 WAXIE SANITARY SUPPLY	81338196		JAIL SUPPLIES	121.51
			81370409		JAIL SUPPLIES	114.50
Total :						236.01
197404	12/23/2022	011301 WE CARE DAILY CLINICS	11012022		INMATE MEDICAL	1,092.12
Total :						1,092.12
197405	12/23/2022	012396 WES KOENIG	I&I REIMBURSEMENT		I&I REFUND 1329 KIBLER AVE	9,162.14
Total :						9,162.14
197406	12/23/2022	001822 WILLIAM R PEACOCK P.E.	2022T00011NM		C. SMITH TRAINING/EXAM	515.00
Total :						515.00
197407	12/23/2022	012387 XANDER BLAKELY	REIMBURSEMENT		SCHEDULE CONFLICT	86.25
Total :						86.25
197408	12/23/2022	012388 ZACH ZAHN	REIMBURSEMENT		SCHEDULE CONFLICT	52.50
Total :						52.50
141 Vouchers for bank code : wf						Bank total : 803,282.70
141 Vouchers in this report						Total vouchers : 803,282.70

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

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197409	12/22/2022	011928 AIRLINE CATERING COMPANY INC	2512		SENIOR COLD MEALS	1,814.40
					Total :	1,814.40
197410	1/10/2023	009102 AARON SALIBA	REIMBURSEMENT		2022 CLOTHING ALLOWANCE REIMBU	271.66
					Total :	271.66
197411	1/10/2023	008786 AMERICAN INNOVATIONS LTD	BH144753		DECEMBER REMOTE MONITORING	78.00
					Total :	78.00
197412	1/10/2023	006850 ARAMARK UNIFORM SERVICES	DECEMBER 2022		DECEMBER 2022 SUPPLIES	1,155.70
					Total :	1,155.70
197413	1/10/2023	000155 ARROW LUMBER & HARDWARE	293619		DECEMBER SUPPLIES	29.69
					Total :	29.69
197414	1/10/2023	012408 AT&T	445439		INVESTIGATION	95.00
					Total :	95.00
197415	1/10/2023	012414 BERGSMA FENCE COMPANY INC	88200		PROJECT 2250 SHOPS GATE	10,444.80
					Total :	10,444.80
197416	1/10/2023	012279 BERK CONSULTING INC	10700-12-22F		KC CAPITAL PROJECT-NEEDS ASSESS	7,560.00
					Total :	7,560.00
197417	1/10/2023	002455 BONNEY LAKE MUNICIPAL COURT	KRISTOPHER BENT		BAIL POSTED FOR KRISTOPHER BENT	500.00
					Total :	500.00
197418	1/10/2023	008792 BOULDER PARK INC	3952		SEPTEMBER BIOSOLIDS	14,323.07
					Total :	14,323.07
197419	1/10/2023	011221 BRENDA SEXTON	12.19.22 TO 12.28.22		KC CONSULTANT-ADMIN/AMP CONSUL	150.00
					Total :	150.00
197420	1/10/2023	011047 BRINKS INCORPORATED	12116227		BANKING TRANSPORTATION NOV 2022	391.47
					Total :	391.47
197421	1/10/2023	004790 BUD CLARY FORD HYUNDAI	3NS858 S858	EQ-000263	ER#390 2022 F150 4X4 EXT CAB PICK-U	36,012.92

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197421	1/10/2023	004790 004790 BUD CLARY FORD HYUNDAI	(Continued)			Total : 36,012.92
197422	1/10/2023	012412 BUDGET WISE EQUIPMENT SVCS INC	221255		2022 RENTAL OF GENIE	2,293.50 Total : 2,293.50
197423	1/10/2023	002206 CENTURY LINK	DECEMBER 2022		MONTHLY TELECOMMUNICATION CHA	4,191.76 Total : 4,191.76
197424	1/10/2023	008223 CENTURY LINK, BUSINESS SERVICES	621128171		MONTHLY TELECOMMUNICATIONS CH	493.42 Total : 493.42
197425	1/10/2023	003311 CITY OF BLACK DIAMOND	22094/22081		BK DMD TRAFFIC SCHOOL	800.00 Total : 800.00
197426	1/10/2023	009256 COAST CONTROLS & AUTOMATION	00054495		ANNUAL FLOW METER CALL 2022	843.20 Total : 843.20
197427	1/10/2023	012370 CODY LEONARD	REIMBURSEMENT REIMBURSEMENT		TRAVEL MEAL REIMBURSEMENT REIMBURSEMENT FOR TESTING PEST	119.00 50.00 Total : 169.00
197428	1/10/2023	000500 COPIERS NORTHWEST	INV2574971 INV2574972 INV2575776 INV2577793 INV2578263 INV2578428 INV2578429	DP-000206	PRINTING -PD PRINTING-PD COURT PRINTER CHARGES CD UPSTAIRS PRINTER CANON IMAGEPROGRAF IPF TX-3100 I HR COPIER SHOPS PRINTER	198.18 724.87 44.59 94.36 14,013.00 154.14 109.81 Total : 15,338.95
197429	1/10/2023	010502 CORE & MAIN LP	S030055/03821/097191		DECEMBER INVENTORY	3,982.23 Total : 3,982.23
197430	1/10/2023	004782 CORLISS RESOURCES, CHICAGO LBX 15620	2014538		DECEMBER #2	157.50 Total : 157.50
197431	1/10/2023	012068 CORNERSTONE	232109-8		PROJECT 2135 SENIOR CENTER	9,901.58

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197431	1/10/2023	012068 012068 CORNERSTONE	(Continued)			Total : 9,901.58
197432	1/10/2023	000541 CUTTERS SUPPLY INC	149553		DECEMBER PARTS	15.21
						Total : 15.21
197433	1/10/2023	012089 DARYL HARPER	DECEMBER 2022		EXPO TENNIS FOR DECEMBER 5PM AM	604.80
						Total : 604.80
197434	1/10/2023	003389 DATA BAR INCORPORATED	259589		DATABAR MONTHLY MAILING	7,042.27
						Total : 7,042.27
197435	1/10/2023	001441 DENNIS NELSON	REIMBURSEMENT		PHARMACY REIMBURSEMENT	509.27
						Total : 509.27
197436	1/10/2023	004237 DEPARTMENT OF TRANSPORTATION	RE 41 JZ1476 L007 RE 41 JZ1649 L002		NOVEMBER 2022 PROJECT 2211 L007 NOVEMBER 2022 PROJECT 2229 L002	482.99 433.94
						Total : 916.93
197437	1/10/2023	012008 DIANE MICHAUD	12.16.22 TO 12.28.22		KC CONSULTANT-RURAL VAN DRIVER	900.00
						Total : 900.00
197438	1/10/2023	010400 DON MCCANN	REIMBURSEMENT		REIMBURSEMENT OF STAGE ITEMS	74.60
						Total : 74.60
197439	1/10/2023	000652 DR NANCY BECKER	ALLAN ELLIOTT NICHOLAS BOGDON 4 NICHOLAS BOGDON NICHOLAS BOGDON 2 NICHOLAS BOGDON 3 STEVE ALLENBAUGH		INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL INMATE MEDICAL	175.00 175.00 175.00 175.00 175.00 175.00
						Total : 1,050.00
197440	1/10/2023	012409 ECONOMY FENCE CENTER	0040691-IN		FENCE DAMAGE REPAIR CREWS RESE	1,955.33
						Total : 1,955.33
197441	1/10/2023	012357 ELIZABETH JIBSON	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEM	141.49
						Total : 141.49

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197442	1/10/2023	005218 ENUMCLAW AREA CHAMBER OF COM.	6587		VISITOR CENTER	2,500.00
					Total :	2,500.00
197443	1/10/2023	012413 ENUMCLAW BUSINESS OWNER	REINDEER EVENT 2022		REIMBURSEMENT FORE REINDEER EV	1,500.00
					Total :	1,500.00
197444	1/10/2023	001156 ENUMCLAW FIRE DEPT	SEPT-DEC 2022		FIRE IMPACT-MITIGATION FEES COLLE	88,535.34
					Total :	88,535.34
197445	1/10/2023	000716 ENUMCLAW SCHOOL DIST	SEPT-DEC 2022		IMPACT AND MITIGATION FEES COLLE	170,407.00
					Total :	170,407.00
197446	1/10/2023	008939 ERIK VANCE	REIMBURSEMENT		MEAL REIMBURSEMENT FOR TRAVEL	221.25
					Total :	221.25
197447	1/10/2023	010591 EVANS CONSOLES INC	U36576		DISPATCH CLEANING	1,485.00
					Total :	1,485.00
197448	1/10/2023	012061 FASTENAL COMPANY	DECEMBER PURCH 2022		WAENU123029,123072,123150,123152,1	2,448.69
					Total :	2,448.69
197449	1/10/2023	003049 FOOTHILLS AUTO GLASS	24081		ER-350	369.92
					Total :	369.92
197450	1/10/2023	000653 FREDERICK EATON	REIMBURSEMENT		PHARMACY REIMBURSEMENT	196.96
					Total :	196.96
197451	1/10/2023	000815 FRED'S TOWING SERVICE	107640 107747		TOW TOW	374.00 299.20
					Total :	673.20
197452	1/10/2023	000825 FUGATE FORD MERCURY MAZDA INC	203484		ER-366	25.06
					Total :	25.06
197453	1/10/2023	000840 GRCC	22-ENUM-Q3 22-ENUM-Q4		OUTSIDE AGENCY-Q3 2022 OUTSIDE AGENCY-Q4 2022	3,750.00 3,750.00
					Total :	7,500.00

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197454	1/10/2023	010291 GREEN SECTION 30 LLC	108458		SHOP DIRT	240.00
					Total :	240.00
197455	1/10/2023	012354 GRINDLINE SKATEPARKS INC	6051		SKATEPARK DESIGN	6,098.00
					Total :	6,098.00
197456	1/10/2023	012407 HEALTH HOLDEN	101		NEBEKER EMPLOYMENT	350.00
					Total :	350.00
197457	1/10/2023	011574 HELIX DESIGN GROUP INC	0004466		PROJECT 2020 PH 2	1,075.00
					Total :	1,075.00
197458	1/10/2023	007825 IBS INC	803834-1		INVENTORY	362.08
					Total :	362.08
197459	1/10/2023	009970 INDEPENDENT UTILITY SUPPLY	S105850867.002		METER VALVES	396.03
					Total :	396.03
197460	1/10/2023	005815 INTERCOM LANGUAGE SERVICES	22-597	CT-000065	FOREIGN LANGUAGE INTERPRETER	280.00
					Total :	280.00
197461	1/10/2023	005235 JACOBS ENGINEERING GROUP	W3Y12000-05		CONSULTING SERVICES THROUGH NC	162.26
					Total :	162.26
197462	1/10/2023	009947 JAMES MARTINSON	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEM	111.93
					Total :	111.93
197463	1/10/2023	011220 JANINE CARPENTER	12.19.22 12.30.22		KC CONSULTANT-RESOURCE NAVIGAT	840.00
					Total :	840.00
197464	1/10/2023	001167 K.C. RADIO COMMUNICATIONS	19150		ACCESS FEE	2,673.22
					Total :	2,673.22
197465	1/10/2023	001164 KING CO DEPT OF EXEC SERV, ATT: JO ANNE	DECEMBER 2022		TO REMIT DECEMBER 2022 CRIME VIC	114.13
					Total :	114.13
197466	1/10/2023	001162 KING COUNTY FINANCE	2141021		2021 VOTERS PAMPHLET	599.95
					Total :	599.95

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197467	1/10/2023	001166 KING COUNTY PET LICENSE	DECEMBER 2022 RECAP		TO REMIT PET LICENSES FOR DECEMBER	75.00
					Total :	75.00
197468	1/10/2023	010029 KRISTA WHITE SWAIN	DECEMBER 2022	CT-000066	PROSECUTOR	5,622.00
					Total :	5,622.00
197469	1/10/2023	000535 L.N. CURTIS & SONS	INV652468 INV661680		IVES CLOTHING ALLOWANCE WILSON-VEST	266.63 1,383.94
					Total :	1,650.57
197470	1/10/2023	004728 LANDS END BUSINESS OUTFITTERS	SIN10820195		STOTTLEMYRE CLOTHING ALLOWANCE	22.74
					Total :	22.74
197471	1/10/2023	006762 LEXIPOL LLC	INVLEX12707		TRAINING	7,925.74
					Total :	7,925.74
197472	1/10/2023	012107 LINDE GAS & EQUIPMENT INC	33121931,32871186		DECEMBER 2022 SUPPLIES	123.56
					Total :	123.56
197473	1/10/2023	008737 LONG BUILDING TECHNOLOGIES	SRVCE0134618		REPLACEMENT PART	54.40
					Total :	54.40
197474	1/10/2023	008842 MAGNATROL	389692		NEW DASH POT FOR SLEAVE TROUGH	436.55
					Total :	436.55
197475	1/10/2023	011558 MARIE L. CALDERON	12.18.22 TO 12.24.22		KC CONSULTANT-LATIN X COORDINATOR	960.00
					Total :	960.00
197476	1/10/2023	006046 MARK MCMULLEN	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBURSEMENT	20.47
					Total :	20.47
197477	1/10/2023	008846 MOTORS AND CONTROLS CORP	097505/097272		TAKOBA & CHINOOK LIFT STATION	294.19
					Total :	294.19
197478	1/10/2023	001389 MOUNTAIN MIST WATER	00511572/005140969		DEC LAB H2O	67.84
					Total :	67.84
197479	1/10/2023	000798 MOUNTAIN VIEW AUTO SUPPLY, INC	INVENTORY 2022		INV.541143,542435,542458CR,543036,54	490.51

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
197479	1/10/2023	000798	000798 MOUNTAIN VIEW AUTO SUPPLY, INC (Continued)			Total : 490.51	
197480	1/10/2023	009734	NANCY SHATTUCK, C/O MT RAINIER FCU	DECEMBER 2022	CT-000067	DV ADVOCATE	245.00
						Total : 245.00	
197481	1/10/2023	001418	NATIONAL BARRICADE CO INC	298733		STREET SIGNS	838.36
						Total : 838.36	
197482	1/10/2023	012406	NIBARGER, RICHARD	webinvoice		UTILITY REFUND	481.96
						Total : 481.96	
197483	1/10/2023	011481	NIPR SANITARY FAB	1114		PROJECT 2125	544.00
						Total : 544.00	
197484	1/10/2023	006430	NONA STEFFES	REIMBURSEMENT		CLOTHING ALLOWANCE REIMBUSEME	172.67
						Total : 172.67	
197485	1/10/2023	008111	O'REILLY AUTOMOTIVE INC	ER-393,ER-323		2967-238321,236020,234772,235082,239	183.99
						Total : 183.99	
197486	1/10/2023	003502	PARAMETRIX, INC	40611		410 SEWER REPLACEMENT	1,390.00
						Total : 1,390.00	
197487	1/10/2023	012405	PICARD, ERIC	webinvoice		UTILITY REFUND	339.71
						Total : 339.71	
197488	1/10/2023	008898	PITNEY BOWES BANK INC	3316818300		FOLDER/INSERTER LEASE	1,118.96
						Total : 1,118.96	
197489	1/10/2023	003928	PLATEAU OUTREACH MINISTRIES	4TH QTR RENTAL		OUTSIDE AGENCY AGREEMENT-Q4 RE	8,750.00
						Total : 8,750.00	
197490	1/10/2023	010746	PUBLIC HEALTH-SEA/KING CO, CAROL WOOE	QTR 4 SEWER & SOLID		2022 4TH QTR HWF	34,262.97
						Total : 34,262.97	
197491	1/10/2023	006037	PUBLIC SAFETY TESTING INC	2022-1151		PST FEE-4TH QTR	747.00
						Total : 747.00	
197492	1/10/2023	012410	RAINIER SURGICAL ASSOC PLLC	REFUND		REFUNDED PERMIT FEE AND STATE S	2,314.95

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197492	1/10/2023	012410 012410 RAINIER SURGICAL ASSOC PLLC	(Continued)			Total : 2,314.95
197493	1/10/2023	001737 RK GRAPHICS	21936 21955		NO PARKING SIGN LAND USE BOARD FOR COMM DEVELOP	182.91 182.82 Total : 365.73
197494	1/10/2023	000921 ROBERT W HAMILTON	DECEMBER 2022	CT-000068	JUDGE	2,837.00 Total : 2,837.00
197495	1/10/2023	001837 RON & LEO'S WELDING SVCS, INC	226751/226781/226837		ER-347, ER-325	520.10 Total : 520.10
197496	1/10/2023	002041 S & B INC	26265B 26360A		CONVERT CREWS RES TO VERIZON CONFIG REPL MODEM FOR FAIRWAY H	300.56 338.74 Total : 639.30
197497	1/10/2023	011110 SCHEMATA WORKSHOP INC	23-1941-01		POOL PROJECT	9,049.14 Total : 9,049.14
197498	1/10/2023	009373 SCORE	6396 6506		INMATE MEDICAL BILL INMATE BILL	462.00 7,927.56 Total : 8,389.56
197499	1/10/2023	012363 SOMER JOHNSON	1029		DECEMBER 2022-COM. COURT COORD	2,500.00 Total : 2,500.00
197500	1/10/2023	008515 SOUND PUBLISHING INC, EVERETT FACILITY 8089471			SOLID WASTE HOLIDAY	288.50 Total : 288.50
197501	1/10/2023	002034 STATE TREASURER	DECEMBER 2022		TO REMIT DECEMBER 2022 COURT FE	7,679.85 Total : 7,679.85
197502	1/10/2023	007131 STEVEN W. CRAWFORD	DECEMBER 2022	CT-000069	PUBLIC DEFENDER	5,112.00 Total : 5,112.00
197503	1/10/2023	002087 TMG SERVICES, INC	MISC FIELD SERVICES		0049324-IN, 0049325-IN, 0049327-IN,	13,450.46 Total : 13,450.46

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
197504	1/10/2023	011177 TRUE NORTH EQUIPMENT	A13303		REPAIR PARTS	710.09	
						Total :	710.09
197505	1/10/2023	000666 TYLER TECHNOLOGIES INC.	4TH QTR INSITE FEES		INSITE TRANSACTION FEES BREAKDC	1,376.25	
						Total :	1,376.25
197506	1/10/2023	010617 UNIVERSITY MECHANICAL CONT.	114729		REPAIR FOR HVAC	1,055.50	
						Total :	1,055.50
197507	1/10/2023	003409 USA BLUE BOOK	147470		4 NEW CARBOYS	608.74	
						Total :	608.74
197508	1/10/2023	002213 UTILITIES UNDERGROUND	2120149		DECEMBER LOCATES	121.26	
						Total :	121.26
197509	1/10/2023	008055 VERIZON WIRELESS	9922823827 9923044998		MONTHLY CELLULAR CHARGES VERIZON 11.16.22-12.15.22	6,129.80 124.84	
						Total :	6,254.64
197510	1/10/2023	010141 WA STATE DEPT OF CORRECTIONS	F184569		INMATE FOOD	704.00	
						Total :	704.00
197511	1/10/2023	002319 WASHINGTON STATE PATROL	00078148 I23003403		ACCESS DISPATCH USER FEE 14 CPLS	600.00 185.50	
						Total :	785.50
197512	1/10/2023	006499 WAXIE SANITARY SUPPLY	81414005 DECEMBER 2022 SUP.		JAIL SUPPLIES 81374648,81374650,81386688	70.08 731.26	
						Total :	801.34
197513	1/10/2023	012411 WENDY A BERRY	1		PRO TEM JUDGE	1,015.00	
						Total :	1,015.00
105 Vouchers for bank code : wf						Bank total :	546,769.87
105 Vouchers in this report						Total vouchers :	546,769.87

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



Finance Department
Purchasing and Contracting Policy

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APPENDIX

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



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)



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



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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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.



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).



Finance Department

Purchasing and Contracting Policy

- 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. ¹
 - 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:
 - \$75,000 if one craft or trade is involved, or for street signalization or lighting²
 - \$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.

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

² RCW 35.23.352 sets this limit at \$75,000



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 Manager 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”



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
PUBLIC WORKS			
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	City Administrator signature authority over \$35,000
Small Works Roster	Up to \$350,000	See above	
MATERIALS, SUPPLIES, EQUIPMENT			
Materials, supplies, equipment	Over \$35,000	Yes	
With government “piggybacking”	Over \$35,000	No	
PROFESSIONAL AND OTHER SERVICES			
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	
Telecommunications and Data Processing Purchases		Competitive Negotiation Process	

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 Must use more restrictive \$3,000 federal threshold	\$3,000 or less Must use 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 Must use more restrictive City threshold instead of \$150,000 Federal simplified acquisition threshold	\$3,000 - \$7,500 Must use 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) Must use 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) Must use 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"> Must publicize request for proposals soliciting from an adequate number of qualified sources. Maintain written method for conducting technical evaluations. Contract must be awarded to the responsible firm whose proposal is most advantageous to the program 	
Non-Competitive Proposals	Appropriate only when:	

	<ul style="list-style-type: none">• Available only from a single source; or• Public emergency; and• Expressly authorized by awarding or pass-through agency in response to written request from the City of Enumclaw; or• After soliciting a number of sources, competition is deemed inadequate.
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