

AGENDA

Finance Committee Meeting

February 27th, @ 6:30 PM

Finance Room

1. Call to Order

A. Attendance

2. General Business

A. Approve Minutes from February 13th meeting.

B. Vouchers from February 25th

C. January Credit Cards

D. Resolution 1773 Purchasing

3. Other Business

A. Next Meeting March 13th, 2023, at 6:30PM

B. Adjournment

Finance Committee Minutes

February 13th, 2023

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

Meeting began at 6:30PM In the Finance Room. All members were in attendance.

Committee members reviewed the vouchers from January 25th and February 10th. No questions or concerns.

Anderson discussed the Covid-19 relief money and the need to roll over a few items from 2022 into 2023. Those items were 12K allocation to senior center for activities, 10K to Parks and Recreation Director for entertainment reimbursements, 40K to Expo for the King County Fair and 12K to Recreation Coordinator for summer camp, and other recreational activities for kids throughout the year. After this disbursement the city would go back to normal requests from outside agencies to present to the council.

Anderson discussed a few more purchasing changes that were needed. Anderson addressed rather than specially say IT purchases he recommended "all other services" This would really apply to IT and Finance as the other departments were already covered. Committee had no concerns with the change.

Meeting was adjourned at 6:50PM

Voucher List
CITY OF ENUMCLAW

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197774	2/24/2023	001696 ADT COMMERCIAL	50366988		CITY HALL MONITORING 2/25-/3/24	32.64
					Total :	32.64
197775	2/24/2023	006400 AM TEST INC	131758		ANNUAL 503S & COL (1, 2, 3 OF 7) 2023	325.00
			131759		ANNUAL COLI (4 & 5 OF 7) 2023	70.00
			131760		ANNUAL COLI (6 & 7 OF 7)	70.00
					Total :	465.00
197776	2/24/2023	008999 ANDRITZ SEPARATION INC	8480113906		NEW BOTTOM BELT FOR DFP RACE IN	3,132.89
					Total :	3,132.89
197777	2/24/2023	012216 APEX ELECTRICAL GROUP LLC	1309		WIRING UP TESTING OF SPACE ML PU	856.80
					Total :	856.80
197778	2/24/2023	006850 ARAMARK UNIFORM SERVICES	JANUARY 2023		JANUARY SUPPLIES	1,404.16
					Total :	1,404.16
197779	2/24/2023	000850 ART GAMBLIN MOTORS, INC	75107		VEHICLE MAINTENANCE	112.00
					Total :	112.00
197780	2/24/2023	009567 BHC CONSULTANTS LLC	0017457		PROJECT 2226	8,313.94
					Total :	8,313.94
197781	2/24/2023	012445 BOBBI WESSELIUS	REFUND		REFUND FOR AFTER SCHOOL PROGR	67.00
					Total :	67.00
197782	2/24/2023	002455 BONNEY LAKE MUNICIPAL COURT	JONELL GOODLUCK		BAIL POSTED FOR JONELL GOODLUCK	750.00
					Total :	750.00
197783	2/24/2023	011221 BRENDA SEXTON	2.6.23 TO 2.13.23		KC HUB GRANT CONSULTANT	157.50
					Total :	157.50
197784	2/24/2023	012442 BRIANNE SULLIVAN	REFUND		REFUND TO DUE REGISTERING 3 TIME	290.00
					Total :	290.00
197785	2/24/2023	009568 BRUHN LOGGING AND TREE SERVICE	1763	GS-000855	REMOVAL OF CEDAR CYPRESS TREES	4,308.48

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197785	2/24/2023	009568	009568 BRUHN LOGGING AND TREE SERVICE (Continued)			Total : 4,308.48
197786	2/24/2023	010021	BUILDERS EXCHANGE OF WA, INC	1073825	PROJECT 2020 PHASE 2	45.00
						Total : 45.00
197787	2/24/2023	011227	CALVARY PRESBYTERIAN CHURCH	REFUND	PER EMC 5.02.050 NO PROFITS AR EXI	50.00
						Total : 50.00
197788	2/24/2023	004187	CEDAR GROVE COMPOST	721539	JANUARY 96.80 TON	7,354.86
						Total : 7,354.86
197789	2/24/2023	008223	CENTURY LINK, BUSINESS SERVICES	628492528	MONTHLY TELECOMMUNICATION CHA	712.54
						Total : 712.54
197790	2/24/2023	000500	COPIERS NORTHWEST	INV2599306 INV2599993 INV2602614	WATER PRINTER FINANCE PRINTER JN616 ER PRINTER	101.05 54.24 56.30
						Total : 211.59
197791	2/24/2023	010502	CORE & MAIN LP	S345047	SETTERS	2,024.00
						Total : 2,024.00
197792	2/24/2023	004782	CORLISS RESOURCES, CHICAGO LBX 15620	2017249-2017572	FEBRUARY GRAVEL	687.46
						Total : 687.46
197793	2/24/2023	004906	CUES, INC	628729	PW-001111	CAMERA ASY, REARVIEW,CPR/SPR, W/
						955.68
						Total : 955.68
197794	2/24/2023	010017	CUMMINS SALES AND SERVICE	01-74048	ER-277	247.45
						Total : 247.45
197795	2/24/2023	008750	DEPT OF ENTERPRISE SERVICES	731121183	ENVELOPES	346.97
						Total : 346.97
197796	2/24/2023	012008	DIANE MICHAUD	2.1.23 TO 2.15.23	KC HUB GRANT CONSULTANT	1,020.00
						Total : 1,020.00
197797	2/24/2023	011560	DOBBS PETERBILT-TACOMA 1	ER-277,ER-352	INV.033P46932,033P47685,033P49503,0	252.85

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197797	2/24/2023	011560 011560 DOBBS PETERBILT-TACOMA 1	(Continued)			Total : 252.85
197798	2/24/2023	011917 DOOLEY ENTERPRISES INC	64726		PATROL-AMMO	202.12 Total : 202.12
197799	2/24/2023	009827 ENUMCLAW EXPO AND EVENTS CNTR	WINE&CHOCO FESTIVAL		REIMBURSEMENT FOR WINE AND CHC	2,500.00 Total : 2,500.00
197800	2/24/2023	001156 ENUMCLAW FIRE DEPT	JANUARY 2023		FIRE IMPACT MITIGATION FEES COLLE	11,915.65 Total : 11,915.65
197801	2/24/2023	000646 ENUMCLAW LANDSCAPE MAINTENANCE	JAN 2023 LANDSCAPING		INVOICE 29170,29058,29057,29056	10,171.85 Total : 10,171.85
197802	2/24/2023	000716 ENUMCLAW SCHOOL DIST	JANUARY 2023		IMPACT & MITIGATION FEES COLLECTI	21,988.00 Total : 21,988.00
197803	2/24/2023	002999 ENVIRO-CLEAN EQUIPMENT INC	23-59489 & 23-59493		ER-376	760.94 Total : 760.94
197804	2/24/2023	008939 ERIK VANCE	REIMBURSEMENT		BOOT CLOTHING ALLOWANCE	686.62 Total : 686.62
197805	2/24/2023	010940 FACILITIES MNGMT DIV REAL EST	230201.2_1P072		ROQA22-1792 & 1820, ROWA23-001 & 00	1,040.00 Total : 1,040.00
197806	2/24/2023	008194 FARWEST CORROSION CONTROL CO	0385548-IN		FLUKE TEST LEADS	234.08 Total : 234.08
197807	2/24/2023	012061 FASTENAL COMPANY	JANUARY 2023		WAENU122327,123590,123630,123651,1	3,172.62 Total : 3,172.62
197808	2/24/2023	000653 FREDERICK EATON	REIMBURSEMENT		PHARMACY REIMBURSEMENT	204.35 Total : 204.35
197809	2/24/2023	000856 GATEWAY TRUE VALUE, ATT: JOHN	JANUARY 2023		CUST 2080	986.63 Total : 986.63
197810	2/24/2023	012439 GENTILI, CATHERINE	webinvoice		UTILITY REFUND	133.51

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197810	2/24/2023	012439 012439 GENTILI, CATHERINE	(Continued)			Total : 133.51
197811	2/24/2023	012260 GUNNER MOERGELI	REIMBURSEMENT		REIMBURSEMENT FOR CDL TRAINING	2,995.00
						Total : 2,995.00
197812	2/24/2023	001933 ICON MATERIALS, INC	3547457		FEBRUARY ASPHALT	962.60
						Total : 962.60
197813	2/24/2023	011220 JANINE CARPENTER	2.1.23 TO 2.15.23		KC HUB GRANT CONSULTANT	1,200.00
						Total : 1,200.00
197814	2/24/2023	012440 JOHNSON, PATRICK	webinvoice		UTILITY REFUND	345.04
						Total : 345.04
197815	2/24/2023	001167 K.C. RADIO COMMUNICATIONS	19253		ACCESS FEE-DISPATCH	2,830.72
						Total : 2,830.72
197816	2/24/2023	001162 KING COUNTY FINANCE	SWD-722009025		JANUARY 506.96T	85,567.98
						Total : 85,567.98
197817	2/24/2023	001162 KING COUNTY FINANCE	2146737		2022 VOTER REGISTRATION	47,194.52
						Total : 47,194.52
197818	2/24/2023	001162 KING COUNTY FINANCE	11013268		INET DATA SERVICE	950.00
						Total : 950.00
197819	2/24/2023	001162 KING COUNTY FINANCE	35006504		ROWA22-1820, ROWA23-0011	440.00
						Total : 440.00
197820	2/24/2023	001162 KING COUNTY FINANCE	35006493		ROWA21-1239,0695 ROWA22-0918	264.00
						Total : 264.00
197821	2/24/2023	009078 KYTE RAMBERG	REIMBURSEMENT		WETRC CLASS TRAINING REIMBURSE	28.45
						Total : 28.45
197822	2/24/2023	000535 L.N. CURTIS & SONS	INV672042		NEBEKER-INITIAL ISSUE	45.65
						Total : 45.65
197823	2/24/2023	012107 LINDE GAS & EQUIPMENT INC	33678072		JANUARY SUPPLIES	70.69

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197823	2/24/2023	012107 012107 LINDE GAS & EQUIPMENT INC	(Continued)			Total : 70.69
197824	2/24/2023	011558 MARIE L. CALDERON	2.1.23 TO 2.15.23		KC HUB GRANT CONSULTANT	1,155.00 Total : 1,155.00
197825	2/24/2023	009316 NORTHERN TRANSPORT	737 TO 742		JANUARY DUMP FEES	407.64 Total : 407.64
197826	2/24/2023	011614 OSSMAN HARDING DENTAL	FREDERICK EATON		DENTAL PAYMENT FOR FREDERICK E/	1,120.00 Total : 1,120.00
197827	2/24/2023	011536 OSW EQUIPMENT AND REPAIR LLC	524601 & 524858		FACILITY #4	1,104.31 Total : 1,104.31
197828	2/24/2023	012328 POMPS TIRE SERVICE INC	ER-277,347,306,352		INV.201000-3623,5551,5553,5385	3,528.63 Total : 3,528.63
197829	2/24/2023	006421 PRS GROUP INC	98672		WASTE WATER OIL SEPERATOR	1,022.52 Total : 1,022.52
197830	2/24/2023	009912 PUBLIC HEALTH SEATTLE /KING CO	PR0005417/FA0002523		SENIOR CENTER COMMERCIAL KITCH	875.00 Total : 875.00
197831	2/24/2023	001704 PUGET SOUND ENERGY, INC	JANUARY 2023		BILLS PER DEPT	46,879.85 Total : 46,879.85
197832	2/24/2023	001704 PUGET SOUND ENERGY, INC	220024543468		FEBRUARY TEMP POLE	29.93 Total : 29.93
197833	2/24/2023	011353 REDLINE MECHANICAL	2054		REPAIR FOR LEAK IN SHOWER	796.41 Total : 796.41
197834	2/24/2023	001737 RK GRAPHICS	22549		DECALS FOR DOOR AT CITY HALL	136.45 Total : 136.45
197835	2/24/2023	012444 ROCKS CONCESSIONS INC	REFUND		EXEMPT FROM SPECIAL LICENSE	50.00 Total : 50.00
197836	2/24/2023	012443 RODS N DOGS LLC	REFUND		REFUND DUE TO BEING A MOBILE VEN	50.00

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197836	2/24/2023	012443 012443 RODS N DOGS LLC	(Continued)			Total : 50.00
197837	2/24/2023	012070 SCHNEIDER ELECTRIC BUILDINGS	932861		CARD ENTRY SERVICE	301.92
						Total : 301.92
197838	2/24/2023	012441 SCOTT HALL	REFUND		REFUND DUE TO SCHEDULE CONFLIC	164.00
						Total : 164.00
197839	2/24/2023	012363 SOMER JOHNSON	1.1.23 to 1.30.23		COMM. COURT COORDINATOR	2,500.00
						Total : 2,500.00
197840	2/24/2023	002028 STATE AUDITOR	L152682		STATE AUDITOR CHARGES JAN 2023	1,191.33
						Total : 1,191.33
197841	2/24/2023	011611 TEREX USA LLC	7290798		ER-354	528.77
						Total : 528.77
197842	2/24/2023	009701 TERRI LYNN HORTON	MARCH 2023		SENIOR CENTER EVERGREEN CLUB-M	1,950.00
						Total : 1,950.00
197843	2/24/2023	008070 TRANSMISSION REMANUFACTURING	0189219-IN		ER-393	3,687.25
						Total : 3,687.25
197844	2/24/2023	005711 TRINA HUEBLER	2.2.23 TO 2.14.223		KC HUB GRANT CONSULTANT	270.00
						Total : 270.00
197845	2/24/2023	002152 TRI-PACIFIC SUPPLY INC	0167151-IN	GS-000857	PART# 90120~	1,287.72
						Total : 1,287.72
197846	2/24/2023	011610 TULIP LLC	27671		J WALKER CDL SCHOOL	5,020.00
						Total : 5,020.00
197847	2/24/2023	010932 TURFSTAR/WESTERN EQUIPMENT	7262742-00-7262742-0		ER-343	1,524.91
						Total : 1,524.91
197848	2/24/2023	009913 ULINE	159706724		PD-OFFICED FURNITURE	2,469.29
						Total : 2,469.29
197849	2/24/2023	006673 UNITED SITE SERVICES	JANUARY SANI CANS		INV-01336129,01378109,01379713,01379	2,202.69

Bank code : wf

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
197849	2/24/2023	006673 006673 UNITED SITE SERVICES	(Continued)			Total : 2,202.69
197850	2/24/2023	008616 US BANK N.A., TREASURY DIVISION	JANUARY 2023		RECAP CHARGES FOR JANUARY 2023	34.00
						Total : 34.00
197851	2/24/2023	002342 WASTE MANAGEMENT	0017511-1809-0		JANUARY 95.27T	20,068.43
						Total : 20,068.43
197852	2/24/2023	006499 WAXIE SANITARY SUPPLY	81506938		JAIL SUPPLIES	51.43
						Total : 51.43
197853	2/24/2023	011136 WAYNES ROOFING INC	332		PD ROOF LEAK	759.14
						Total : 759.14
197854	2/24/2023	012438 YOUNG JR, ROBERT	webinvoice		UTILITY REFUND	156.48
						Total : 156.48
81 Vouchers for bank code : wf						Bank total : 332,012.93
81 Vouchers in this report						Total vouchers : 332,012.93

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

Cardholder - First Name	Cardholder - Last Name	Transaction - Pc	Supplier - Name	Amount	Transaction - Business Purpose
Joe	Nanavich	01/30/2023	Dmi* Dell Arb Bus	-2408.40	Credit for returned Dell laptop shipped without WiFi card.
Public Works Shops	Dept B	01/16/2023	The Home Depot #8562	-404.45	REFUND FOR ORDER CANCELLATION
Police Field	Division A	01/30/2023	Amazon.Com Amzn.Com/Bill	-179.52	Floyd Clothing Allowance Refund
Community	Development	01/11/2023	Wabo	-124.32	BOOKS AND MATERIAL ON BACK ORDER. CREDITED ACCOUNT FROM WABO FOR BUILDING DEPARTMENT
Police Field	Division A	01/30/2023	Amzn Mktp Us	-59.83	Tison Clothing Allowance Refund
Police Field	Division A	01/30/2023	Amzn Mktp Us	-59.83	Tison Clothing Allowance Refund
Parks Pool	Division B	01/05/2023	Redbox *dvd Rental	-39.17	December Movie Night Rental.
Police Field	Division A	01/30/2023	Amzn Mktp Us	-36.98	G. McCall Clothing Allowance Refund
Police Field	Division A	01/25/2023	Amzn Mktp Us	-36.98	G. McCall Clothing Allowance Refund
Police Field	Division A	01/25/2023	Amzn Mktp Us	-36.98	G. McCall Clothing Allowance Refund
Police Field	Division A	01/23/2023	Amzn Mktp Us	-26.11	K. Corey Clothing Allowance Refund
Police Field	Division A	01/27/2023	Amzn Mktp Us	-22.24	Property Room Supplies
Police Field	Division A	01/02/2023	Sp Streetparking	4.36	Graddon Clothing Allowance
Public Works	Dept A	01/16/2023	Enumclaw Stationers	4.53	OFFICE SUPPLIES
Jan	Molinaro	01/09/2023	Qfc #5863	5.00	Items for Council Retreat meeting held on January 6th.
Public Works Shops	Dept B	01/20/2023	Amzn Mktp Us	7.17	STENCILS - ELIZABETH/GAS
Police Field	Division A	01/19/2023	Amzn Mktp Us	7.44	Property Room Supplies
Joe	Nanavich	01/05/2023	Amzn Mktp Us	7.58	Telephone cable for testing phone lines.
Jessica	Rose	01/16/2023	Enumclaw Stationers	7.62	Office Supplies
Parks Rec	Division E	01/11/2023	Dollar Tree	8.29	AFTGER SCHOOL PROGRAM SUPPLIES
Community	Development	01/19/2023	Usps Po 5426900219	8.45	POSTAGE FOR OUTGOING MAIL TO FREEDOM FLIES BUSINESS - CERTIFIED
Public Works	Dept A	01/16/2023	Enumclaw Stationers	9.05	OFFICE SUPPLIES
Public Works	Dept A	01/16/2023	Enumclaw Stationers	9.05	OFFICE SUPPLIES
Public Works	Dept A	01/16/2023	Enumclaw Stationers	9.05	OFFICE SUPPLIES
Public Works	Dept A	01/16/2023	Enumclaw Stationers	9.05	OFFICE SUPPLIES
Public Works	Dept A	01/16/2023	Enumclaw Stationers	9.05	OFFICE SUPPLIES
Parks Pool	Division B	01/25/2023	Amzn Mktp Us	9.34	Sharpie for marking.
Public Works Shops	Dept B	01/30/2023	Amzn Mktp Us	9.78	FLUSHLINE REPLACEMENT COVER - RANDY/FAC
Tana	Nissen	01/18/2023	Pipeline Testing Consort	10.00	random testing
Police Inves	Division B	01/05/2023	Wa Food Worker Card	10.00	Nebeker Food Handler
Police Field	Division A	01/30/2023	Dollartree	10.88	Property Room Supplies
Parks Rec	Division E	01/13/2023	Walgreens #7136	10.95	AFTER SCHOOL PROGRAM- BALLS
Parks Rec	Division E	01/11/2023	Wal-Mart #5041	10.95	AFTER SCHOOL PROGRAM - BALLS
Community	Development	01/30/2023	Wsp Background Checks	11.00	BACKGROUND CHECK FOR BUSINESS LICENSES
Community	Development	01/30/2023	Wsp Background Checks	11.00	BACKGROUND CHECK ON BUSINESS LICENSES
Community	Development	01/16/2023	Wsp Background Checks	11.00	BACKGROUND CHECK ON BUSINESS LICENSE
Community	Development	01/11/2023	Wsp Background Checks	11.00	BACKGROUND CHECK ON BUSINESS LICENSE
Jan	Molinaro	01/09/2023	Qfc #5863	11.84	Items for Council Retreat meeting held on January 6th.
Public Works	Dept A	01/16/2023	Enumclaw Stationers	13.58	OFFICE SUPPLIES
Police Field	Division A	01/17/2023	Amzn Mktp Us	14.02	Property Room Supplies
Police Field	Division A	01/19/2023	Amzn Mktp Us	14.11	Property Room Supplies
Police Field	Division A	01/05/2023	Amzn Mktp Us	14.13	Office Supplies
Sewer	Treatment Plant	01/11/2023	Mail Express Business Ctr	14.50	WATER SAMPLES
Parks Pool	Division B	01/25/2023	Amazon.Com*gy3xe3m13 Amzn	14.69	Replacing the WIBIT Blower.

Cardholder - First Name	Cardholder - Last Name	Transaction - Pc	Supplier - Name	Amount	Transaction - Business Purpose
Jan	Molinaro	01/09/2023	Starbucks Store 00364	15.00	Gift Card Reward for City Council Retreat meeting held on January 6th
Parks Pool	Division B	01/25/2023	Amzn Mktp Us	15.16	Earplugs for sale.
Police Field	Division A	01/12/2023	Amzn Mktp Us	15.21	Ives Clothing Allowance
Public Works Shops	Dept B	01/12/2023	Amzn Mktp Us	15.22	WALL CHARGER - AJ/GAS
Public Works Shops	Dept B	01/09/2023	Amzn Mktp Us	15.22	HEX KEY WRENCH - RANDY/FAC
Public Works	Dept A	01/27/2023	City Of Auburn	15.88	STORMWATER @ GAS REG STATION IN AUBURN
Public Works	Dept A	01/06/2023	City Of Auburn	15.88	STORMWATER @ GAS REG STATION IN AUBURN
Public Works Shops	Dept B	01/12/2023	Green River Comm College	16.50	FLAGGER TRAINING - BLAKE/ROVER
Public Works Shops	Dept B	01/12/2023	Green River Comm College	16.50	FLAGGER TRAINING - BLAKE/ROVER
Public Works Shops	Dept B	01/12/2023	Green River Comm College	16.50	FLAGGER TRAINING - BLAKE/ROVER
Public Works Shops	Dept B	01/12/2023	Green River Comm College	16.50	FLAGGER TRAINING - BLAKE/ROVER
Public Works Shops	Dept B	01/12/2023	Green River Comm College	16.50	FLAGGER TRAINING - BLAKE/ROVER
Public Works Shops	Dept B	01/12/2023	Green River Comm College	16.50	FLAGGER TRAINING - BLAKE/ROVER
Police Field	Division A	01/17/2023	Amazon.Com*mr9t147i3	16.74	Property Room Supplies
Police Field	Division A	01/06/2023	Amzn Mktp Us	17.36	Inmate Medical
Police Field	Division A	01/04/2023	Amzn Mktp Us	17.40	Office Supplies
Tana	Nissen	01/09/2023	Ntl Cntr For Safety	17.50	background checks
Tana	Nissen	01/09/2023	Ntl Cntr For Safety	17.50	background checks
Tana	Nissen	01/09/2023	Ntl Cntr For Safety	17.50	background checks
Public Works	Dept A	01/16/2023	Enumclaw Stationers	18.10	OFFICE SUPPLIES
Public Works	Dept A	01/16/2023	Enumclaw Stationers	18.10	OFFICE SUPPLIES
Police Field	Division A	01/12/2023	Amazon.Com*jj7ah4mr3	20.00	C. Johnson Clothing Allowance and Office Supplies
Police Field	Division A	01/09/2023	Amazon.Com*mq4er7wz3	20.12	Office Supplies
Public Works Shops	Dept B	01/02/2023	Amzn Mktp Us	20.66	NICK/GAS - SOCKS
Community	Development	01/30/2023	Amzn Mktp Us	20.98	OFFICE SUPPLIES - PROTECTOR SHEETS
Public Works Shops	Dept B	01/19/2023	Amzn Mktp Us	21.66	ADHESIVE NOZZEL - RANDY/FAC
Finance	Dept A	01/04/2023	Mountain Mist	21.70	WATER
Public Works Shops	Dept B	01/20/2023	Amzn Mktp Us	21.73	VOLTAGE TESTER PEN - MECHANICAL PENCILS - ELIZABETH/GAS
Police Field	Division A	01/09/2023	Reconyx	21.76	Investigations Camera
Community	Development	01/25/2023	Wsp Background Checks	22.00	BACKGROUND CHECK ON BUSINESS LICENSES
Community	Development	01/23/2023	Wsp Background Checks	22.00	BACKGROUND CHECK FOR BUSINESS LICENSES
Public Works Shops	Dept B	01/30/2023	Amazon.Com*3y04h5se3 Amzn	22.12	BRASS TEST PLUGS - MARK/GAS
Joe	Nanavich	01/09/2023	Amzn Mktp Us	22.81	Butt connectors for connecting phone lines.
Parks Maint	Division A	01/10/2023	Amzn Mktp Us	22.83	JAYME PHONE CASE AND SCREEN PROTECTOR
Finance	Dept A	01/04/2023	Mountain Mist	22.84	WATER
Finance	Dept A	01/04/2023	Mountain Mist	22.84	WATER
Police Field	Division A	01/05/2023	Amazon.Com*2w4mw3sd3 Amzn	22.99	Inmate Food
Public Works Shops	Dept B	01/04/2023	Amazon.Com*9000s2a93 Amzn	23.81	CODY/PARKS HEADPHONES
Finance	Dept A	01/04/2023	Amzn Mktp Us	23.93	DISPOSABLE UTENSILS
Finance	Dept A	01/16/2023	Enumclaw Stationers	24.84	OFFICE SUPPLIES
Public Works Shops	Dept B	01/13/2023	Amzn Mktp Us	25.01	IPHONE CHARGER CONNOR/WATER
Police Field	Division A	01/09/2023	Amzn Mktp Us	26.11	K. Corey Clothing Allowance
Police Inves	Division B	01/25/2023	Qfc #5863	26.95	Inmate Food

Cardholder - First Name	Cardholder - Last Name	Transaction - Pc	Supplier - Name	Amount	Transaction - Business Purpose
Public Works	Dept A	01/20/2023	King County Dja Efiling	27.24	KING COUNTY SUPERIOR COURT PUBLIC RECORDS REQUEST FOR PROPERTY OWNERSHIP
Public Works	Dept A	01/11/2023	Usps Po 5426900219	27.90	POSTAGE - OVERNIGHT MAILING
Public Works Shops	Dept B	01/13/2023	Amzn Mktp Us	28.06	IPAD CASE - MARK/STREETS / DEWALT IMPACT DRIVER RANDY/FAC
Public Works Shops	Dept B	01/18/2023	Amzn Mktp Us	29.37	IPAD CASE - MARK/STREET
Sewer	Treatment Plant	01/27/2023	Wsu Pesticide Ed	30.00	JASON THIM - RECERT INVASIVES LANDSCAPES AND MANAGMENT
Parks Maint	Division A	01/04/2023	Wsu Pesticide Ed	30.00	WSU PESTICIDED TRAININGS - CODY/PARKS
Parks Maint	Division A	01/04/2023	Wsu Pesticide Ed	30.00	WSU PESTICIDED TRAININGS - CODY/PARKS
Public Works Shops	Dept B	01/04/2023	Wsu Pesticide Ed	30.00	PESTICIDE RESOURCES AND ED PROGRAM - MARK MCMULLEN
Parks Maint	Division A	01/04/2023	Wsu Pesticide Ed	30.00	WSU PESTICIDED TRAININGS - CODY/PARKS
Parks Maint	Division A	01/04/2023	Wsu Pesticide Ed	30.00	WSU PESTICIDED TRAININGS - JESSIE/PARKS
Parks Maint	Division A	01/04/2023	Wsu Pesticide Ed	30.00	WSU PESTICIDE TRAININGS - JESSIE/PARKS
Public Works Shops	Dept B	01/04/2023	Wsu Pesticide Ed	30.00	PESTICIDE RESOURCES AND EDUCATION PROGRAM 2ND DAY REGISTRATION - MARK MCMULLEN
Parks Maint	Division A	01/04/2023	Wsu Pesticide Ed	30.00	WSU PESTICIDE TRAININGS - JESSIE/PARKS
Joe	Nanavich	01/13/2023	Amzn Mktp Us	30.98	USB-C Audio adapters for testing.
Public Works Shops	Dept B	01/04/2023	Amzn Mktp Us	31.63	RESTROOM SIGNS FOR SY BLDG
Police Field	Division A	01/18/2023	Amzn Mktp Us	32.17	Floyd Office Furniture
Police	Admin	01/06/2023	American Red Cross	32.40	Nebeker CPR Class
Police Field	Division A	01/19/2023	Amzn Mktp Us	32.63	Property Room Supplies
Public Works Shops	Dept B	01/16/2023	Tractor Supply #1945	32.92	ER# 382 RAVIS/ER - BULK LP RESALE
Jessica	Rose	01/09/2023	Safeway #0494	33.14	Food for Council Retreat Meeting on January 6th. Breakfast items.
Public Works Shops	Dept B	01/18/2023	Amazon.Com*hl6xf6u93 Amzn	33.36	BRACKETS FOR FILE HOLDERS - SY BLDG
Parks Maint	Division A	01/11/2023	Vasquez Lock And Key Llc	33.71	KEYS - CODY/PARKS
Police Field	Division A	01/06/2023	Amzn Mktp Us	33.96	Inmate Food
Public Works Shops	Dept B	01/09/2023	Amazon.Com*sg40c40t3 Amzn	35.27	AA BATTERIES - FAC
Senior	Center	01/26/2023	Amazon.Com*4f71l8p13 Amzn	35.76	Mailing labels
Finance	Dept A	01/04/2023	Amzn Mktp Us	35.88	WATER CUPS
Police Field	Division A	01/02/2023	Amzn Mktp Us	35.89	Patrol Gun Cleaning Supplies
Darci	Smith	01/11/2023	Allianz Travel Ins	36.16	This is travel insurance purchased for a work related conference when purchasing the flight.
Parks Pool	Division B	01/25/2023	Amzn Mktp Us	36.98	Swim caps for sale.
Police Field	Division A	01/13/2023	Amzn Mktp Us	36.98	G. McCall Clothing Allowance
Scott	Woodbury	01/16/2023	Verizonwriss	37.01	PHONE LINE FOR SCADA EQUIP
Police Field	Division A	01/12/2023	Amazon.Com*jj7ah4mr3	38.29	C. Johnson Clothing Allowance and Office Supplies
Police Field	Division A	01/04/2023	Amzn Mktp Us	38.86	Pourchot Clothing Allowance
Public Works Shops	Dept B	01/13/2023	Amzn Mktp Us	39.17	WRENCH SET; O RINGS; IPHONE CHARGERS
Senior	Center	01/20/2023	Mountain Mist	40.00	Water @ Evergreen Club
Parks Pool	Division B	01/04/2023	Redbox *dvd Rental	40.26	December Movie Night Rental
Public Works Shops	Dept B	01/24/2023	Amzn Mktp Us	40.29	GOPHER TRAPPING SET - ERIC/WWTP
Parks Recreation	Div C	01/27/2023	Costco Whse#1278	40.37	AFTER SCHOOL PROGRAM SNACKS

Cardholder - First Name	Cardholder - Last Name	Transaction - Pc	Supplier - Name	Amount	Transaction - Business Purpose
Parks Rec	Division E	01/11/2023	Costco Whse#1278	40.76	AFTER SCHOOL PROGRAM SNACKS
Police Field	Division A	01/11/2023	Amzn Mktp Us	41.34	Dispatch Webcam
Water	Dept	01/12/2023	Grc Epay	42.00	ZACH SMITH WATERWORKS RENEWAL CERT
Public Works Shops	Dept B	01/11/2023	Quadratec, Inc.	42.41	ER# 361 - DOOR CHECK STRAP
Daniel	Aaron	01/09/2023	Allianz Travel Ins	42.41	Airfaire Insurance for flight to Orlando, FL
Joe	Nanavich	01/11/2023	Wal-Mart #3794	43.78	Kitchen dish towels, paper towels, plastic silverware for kitchen.
Community	Development	01/13/2023	Wsp Background Checks	44.00	BACKGROUND CHECK FOR BUSINESS LICENSES
Community	Development	01/09/2023	Wsp Background Checks	44.00	BACKGROUND CHECK ON BUSINESS LICENSES
Public Works Shops	Dept B	01/13/2023	Amzn Mktp Us	45.67	WRENCH SET; O RINGS; IPHONE CHARGERS
Public Works Shops	Dept B	01/23/2023	Amzn Mktp Us	46.10	TOOL BAG, LINE WINDER CORD ORGANIZER - ELIZABETH/GAS
Public Works Shops	Dept B	01/16/2023	Amzn Mktp Us	46.73	PIPE WRENCH - RAND/FAC
Police Field	Division A	01/05/2023	Amazon.Com*7o1tn4fd3	46.76	Jail Meds
Finance	Dept A	01/06/2023	Amzn Mktp Us	47.31	1099 ENVELOPES
Police Field	Division A	01/06/2023	Amazon.Com*8b8ez98p3	47.61	Inmate Food
Finance	Dept A	01/04/2023	Amzn Mktp Us	47.86	PAPER PLATES
Police Field	Division A	01/19/2023	Amzn Mktp Us	48.80	Property Room Supplies
Police Field	Division A	01/18/2023	Amzn Mktp Us	48.91	Ives Clothing Allowance
Police Field	Division A	01/30/2023	Ear Nose Throat Facial	50.00	Property Room Supplies
Police	Admin	01/04/2023	Fbi Leeda Inc	50.00	Dispatch Membership
Police Field	Division A	01/12/2023	Amzn Mktp Us	50.02	C. Johnson Clothing Allowance
Senior	Center	01/04/2023	Mountain Mist	51.37	Water @ Senior Center
Joe	Nanavich	01/24/2023	Amzn Mktp Us	51.65	USB-C Audio adapters for newer laptops.
Police Field	Division A	01/13/2023	Amazon.Com*zu4cu2x63 Amzn	52.19	G. McCall Clothing Allowance
Police Field	Division A	01/18/2023	La Police Gear Inc	53.75	Floyd Clothing Allowance
Police Field	Division A	01/05/2023	Amzn Mktp Us	54.39	K. Corey Clothing Allowance
Police Field	Division A	01/09/2023	Houzz Inc. Shop	55.49	Floyd Office Furniture
Public Works Shops	Dept B	01/13/2023	Amzn Mktp Us	56.62	TOILET VALVES - RANDY/FAC
Police Field	Division A	01/05/2023	Amzn Mktp Us	57.65	K. Corey Clothing Allowance
Police Field	Division A	01/16/2023	Amazon.Com*9r5qu4233 Amzn	58.70	G. McCall Clothing Allowance
Police Field	Division A	01/26/2023	Smith Brothers Farms	59.00	Milk Delivery
Police Field	Division A	01/19/2023	Smith Brothers Farms	59.00	Milk Delivery
Police Field	Division A	01/12/2023	Smith Brothers Farms	59.00	Milk Delivery
Police Field	Division A	01/05/2023	Smith Brothers Farms	59.00	Milk Order
Public Works Shops	Dept B	01/10/2023	Amazon.Com*r1db80i3 Amzn	59.29	SLIDE DIMMER FOR LED - RANDY/FAC
Police Field	Division A	01/16/2023	Amzn Mktp Us	59.83	G. McCall Clothing Allowance
Police Field	Division A	01/13/2023	Amazon.Com*gp6550gi3	59.83	Ives Clothing Allowance
Police	Admin	01/11/2023	Nena	60.00	Kenezuroff Dues
Police	Admin	01/11/2023	Nena	60.00	Qualls Dues
Police	Admin	01/11/2023	Nena	60.00	Storment Dues
Jessica	Rose	01/06/2023	Paypal	60.00	IIMC Training for Jessica - Public Relations
Police Field	Division A	01/30/2023	Amazon.Com*cz5e89lz3	60.68	Dispatch Books
Police Field	Division A	01/24/2023	Amzn Mktp Us	65.18	Training Rounds
Police Field	Division A	01/13/2023	Amzn Mktp Us	65.27	Hong Clothing Allowance

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Police Field	Division A	01/27/2023	Gateway True Value Hdwe	66.31	Property Room Supplies
Police Field	Division A	01/18/2023	Amazon.Com*n09m31x43 Amzn	67.40	G. McCall Clothing Allowance
Public Works Shops	Dept B	01/20/2023	The Home Depot #8562	67.74	PD OFFICE - REPAIR SUPPLIES
Police	Admin	01/23/2023	Atlantic Tactical	72.99	Chilman Clothing Allowance
Nicholas	Fuller	01/09/2023	Amzn Mktp Us	73.96	Dell Wireless Mice for end users and replenish on-hand stock.
Public Works Shops	Dept B	01/05/2023	Amazon.Com*un2145c83 Amzn	76.15	DRAIN PAN - RANDY/FAC
Police	Admin	01/06/2023	La Police Gear Inc	76.92	Brewer Clothing Allowance
Public Works Shops	Dept B	01/30/2023	Amzn Mktp Us	78.24	DO NOT DISTURB SIGNS FOR OFFICE DOORS - SY
Public Works Shops	Dept B	01/24/2023	Amzn Mktp Us	79.95	MOLE TRAPS - CALCULATOR - CODY/PARKS
Parks Pool	Division B	01/25/2023	American Red Cross	82.00	Public Lifeguard Instructor Course.
Public Works Shops	Dept B	01/19/2023	Homedepot.Com	82.64	MANURE FORK CODY/PARKS
Tana	Nissen	01/18/2023	Pipeline Testing Consort	85.00	random testing
Police Field	Division A	01/16/2023	Amzn Mktp Us	85.30	Chilman Rain Gear
Police Field	Division A	01/12/2023	Amzn Mktp Us	85.30	Investigations Rain Gear
Joe	Nanavich	01/12/2023	Wal-Mart #5041	86.43	DVD Player for Senior Center Evergreen Club.
Police Field	Division A	01/04/2023	Amzn Mktp Us	89.01	Jail Supplies
Parks Pool	Division B	01/26/2023	Amzn Mktp Us	89.70	Office supplies.
Police Field	Division A	01/05/2023	Amzn Mktp Us	91.97	Jail Supplies
Police	Admin	01/06/2023	Sp Gbrs Group Gear	93.25	Pourchot Clothing Allowance
Police	Admin	01/17/2023	La Police Gear Inc	94.82	Brewer Clothing Allowance
Police Inves	Division B	01/13/2023	Dolan Consulting Group	95.00	K. Corey Training
Public Works Shops	Dept B	01/16/2023	The Home Depot 8562	96.61	POLICE DEPT OFFICE - CUTTER, TAPE, SHIMS, RAMBPOARD
Parks Rec	Division E	01/27/2023	Costco Whse#1278	97.28	EGG HUNT - GOLDEN TICKET
Finance	Dept A	01/05/2023	Amzn Mktp Us	97.42	W-2 FORMS
Police	Admin	01/23/2023	Nordrackcom8889666283	97.89	S. Taylor Clothing Allowance
Police Inves	Division B	01/24/2023	Medical Distribution Grou	97.91	Jail Medical Supplies
Police Field	Division A	01/09/2023	Amazon.Com*y13qf3t73	101.98	Inmate Food
Daniel	Aaron	01/19/2023	Amzn Mktp Us	103.52	Dell 130W USB-C Chargers
Police Field	Division A	01/09/2023	Amzn Mktp Us	107.70	Tison Clothing Allowance
Senior	Center	01/16/2023	Enumclaw Stationers	109.67	Copies/Office Supplies for Hub Grant
Darci	Smith	01/09/2023	Cengage Learning, Inc	110.00	This is the third part of a 3 part A+ certification prep class offered by Green River Community College.
Police Field	Division A	01/09/2023	Amzn Mktp Us	110.76	Patrol Car Printer Paper
Finance	Dept A	01/05/2023	Amzn Mktp Us	111.84	W-2 & 1099 FORMS
Public Works Shops	Dept B	01/19/2023	Amazon.Com*9g91m9wh3 Amzn	114.60	DEF TRANSFER PUMP KIT - DAVE/ER
Public Works Shops	Dept B	01/19/2023	Amazon.Com*9g91m9wh3 Amzn	114.60	DEF TRANSFER PUMP KIT - DAVE/ER
Public Works Shops	Dept B	01/19/2023	Amazon.Com*9g91m9wh3 Amzn	114.60	DEF TRANSFER PUMP KIT - DAVE/ER
Public Works Shops	Dept B	01/19/2023	Amazon.Com*9g91m9wh3 Amzn	114.60	DEF TRANSFER PUMP KIT - DAVE/ER
Public Works Shops	Dept B	01/19/2023	Amazon.Com*9g91m9wh3 Amzn	114.62	DEF TRANSFER PUMP KIT - DAVE/ER
Joe	Nanavich	01/05/2023	Amzn Mktp Us	117.47	Telephone cable for WWTP and USB-C adapters.
Police Field	Division A	01/09/2023	Amzn Mktp Us	119.66	Tison Clothing Allowance
Police Field	Division A	01/04/2023	Tlo Transunion	119.68	Phone Services
Police	Admin	01/09/2023	Glock Store	119.85	Pourchot Clothing Allowance

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Public Works Shops	Dept B	01/10/2023	Amzn Mktp Us	119.97	CHECK STOP ASSEMBLY PLASTIC -RANDY/FAC
Public Works Shops	Dept B	01/06/2023	Wa Dol Lic & Reg 45195	120.00	ER#390 AND ER#392 LICENSE
Police Field	Division A	01/12/2023	Amzn Mktp Us	122.93	Hong Clothing Allowance
Community	Development	01/25/2023	Wabo	125.00	WABO TRAINING FOR - JESSI PAULSON INTRODUCTION TO PLAN REVIEW/ INSPECTIONS FOR PERMIT TECHNICIANS
Parks Rec	Division E	01/12/2023	Www.Peachjar.Com	125.00	PEACH JAR - YOUTH VOLLEYBALL
Public Works Shops	Dept B	01/13/2023	Amzn Mktp Us	125.11	IPAD CASE - MARK/STREETS / DEWALT IMPACT DRIVER RANDY/FAC
Parks Maint	Division A	01/20/2023	White River Family Care	130.00	JESSIE WALKER - MEDICAL PHYSICAL
Water	Dept	01/16/2023	White River Family Care	130.00	KYTE CDL PHYSICAL
Police Field	Division A	01/04/2023	Mountain Mist	138.11	Water Delivery
Police Field	Division A	01/12/2023	Calibre Press	139.00	G. McCall Training
Police Field	Division A	01/02/2023	Amzn Mktp Us	141.12	Jail Supplies
Police Field	Division A	01/19/2023	Sp *kuiu	144.86	Floyd Clothing Allowance
Chris	Anderson	01/23/2023	Trainhr	145.00	Training
Police	Admin	01/11/2023	Warson Group Inc	145.99	C. McCall Clothing Allowance
Police Field	Division A	01/17/2023	Amzn Mktp Us	146.77	S. Taylor Clothing Allowance
Public Works	Dept A	01/23/2023	The Home Depot #4709	153.38	BLINDS FOR SY BLDG
Police Field	Division A	01/19/2023	Amzn Mktp Us	158.67	Property Room Supplies
Senior	Center	01/20/2023	Wf Wayfair3863924737	158.98	Hub Grant Tech Needs. TV Stand for Evergreen Club
Police	Admin	01/05/2023	Blue Alpha Gear	159.97	Pourchot Clothing Allowance
Police	Admin	01/13/2023	Diy Awards	162.98	Patrol Award
Municipal Court	Dept A	01/16/2023	Enumclaw Stationers	164.73	
Jan	Molinaro	01/09/2023	Enumclaw Golf Course Cafe	165.08	Lunch for Council and Staff for Council Retreat meeting held on January 6th.
Police Field	Division A	01/13/2023	Amzn Mktp Us	169.64	G. McCall Clothing Allowance
Tana	Nissen	01/02/2023	Pipeline Testing Consort	170.00	random testing
Parks Art	Division D	01/09/2023	Amzn Mktp Us	174.07	GLASS WHITE BOARD - ALINA OFFICE
Police	Admin	01/09/2023	Nordrackcom8889666283	179.45	Taylor Clothing Allowance
Police Field	Division A	01/19/2023	Amazon.Com*0t2gg09u3 Amzn	179.52	Floyd Clothing Allowance
Jessica	Rose	01/26/2023	Iimc	185.00	Jessica IIMC Membership for 2023
Police Inves	Division B	01/16/2023	Safeway #0494	185.81	Inmate Food
Police Field	Division A	01/16/2023	Amzn Mktp Us	186.59	Chilman Rain Gear
Police	Admin	01/09/2023	5.11, Inc.	188.04	Chilman Clothing Allowance
Police	Admin	01/13/2023	Mes/Warren Fire/Lawmen	190.39	Pourchot Clothing Allowance
Police Field	Division A	01/05/2023	Amzn Mktp Us	190.40	Pourchot Clothing Allowance
Police Inves	Division B	01/30/2023	Safeway #0494	191.96	Inmate Food
Tana	Nissen	01/09/2023	Ntl Cntr For Safety	192.50	background checks
Parks Pool	Division B	01/30/2023	Recreonics Inc	194.05	Replacing WIBIT blower.
Police	Admin	01/23/2023	Dolan Consulting Group	195.00	Horejsi Training
Police Field	Division A	01/16/2023	5.11, Inc.	198.02	C. Johnson Clothing Allowance
Jan	Molinaro	01/31/2023	Association Of Washington	200.00	AWC City Action Days Registration
Parks Recreation	Div C	01/30/2023	Enumclaw Expo And Events	200.00	EXPO RENTAL/CORNHOLE SPACE
Police	Admin	01/23/2023	On Inc	217.59	Floyd Clothing Allowance

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Police	Admin	01/05/2023	Sp Safariland	218.42	Brewer Clothing Allowance
Community	Development	01/05/2023	lapmo	225.00	ANNUAL ASSOCIATION DUES FOR 2023 - BUILDING DEPARTMENT DON MCCANN
Police Inves	Division B	01/03/2023	Safeway #0494	226.09	Inmate Food
Tana	Nissen	01/06/2023	Societyforhumanresource	229.00	annual membership fee
Parks Pool	Division B	01/25/2023	Wwp*edge Pest Control	244.80	pest control.
Police	Admin	01/16/2023	5.11, Inc.	245.89	Chilman Clothing Allowance
Nicholas	Fuller	01/09/2023	Amzn Mktp Us	248.91	Replacement UPS for damaged UPS at WWTP due to power outages.
Police	Admin	01/05/2023	Glock Professional Inc	250.00	G. McCall Training
Finance	Dept A	01/05/2023	Www Costco Com	250.23	MICROWAVE
Police Inves	Division B	01/09/2023	Safeway #0494	252.70	Inmate Food
Joe	Nanavich	01/02/2023	Amzn Mktp Us	272.24	USB-C Dongles for newer laptops.
Police	Admin	01/23/2023	Lowes #00907	272.41	Property Room Supplies
Darci	Smith	01/02/2023	Live By Loews Arlington	272.71	Cartecon2023 GIS and asset management conference put on by our vendor Cartegraph in May 2023.
Police Field	Division A	01/11/2023	Amzn Mktp Us	279.58	G. McCall Clothing Allowance
Joe	Nanavich	01/31/2023	Dmi* Dell Arb Bus	305.06	Dell P2721Q Monitor
Police Inves	Division B	01/23/2023	Safeway #0494	324.64	Inmate Food
Police Field	Division A	01/16/2023	Enumclaw Stationers	329.95	Office Supplies
Scott	Woodbury	01/16/2023	Verizonwriss	331.99	PHONE LINE FOR SCADA EQUIP
Police Field	Division A	01/05/2023	Wci*shred	346.00	Shredding
Police Field	Division A	01/10/2023	Leupold & Stevens Inc	363.38	Brewer Clothing Allowance
Joe	Nanavich	01/12/2023	Ascap License Fee	390.00	ASCAP music licensing 2023.
Police	Admin	01/05/2023	5.11, Inc.	392.66	Chilman Clothing Allowance
Police Field	Division A	01/06/2023	Northwest Leadership Sem	395.00	Floyd Training
Public Works Shops	Dept B	01/16/2023	The Home Depot #8562	404.45	RANDY/FAC - REPLACEMENT DOOR FOR PD - THIS ORDER REPLACES THE PREVIOUS CANCELLED ORDER
Public Works Shops	Dept B	01/13/2023	The Home Depot #8562	404.45	DOOR FOR POLICE DEPT - PURCHASED WAS CANCELLED AND REPLACED WITH A RIGHT SWINGING DOOR
Public Works Shops	Dept B	01/13/2023	The Home Depot 8562	405.03	DRYWALL AND MUD FOR PD DEPT. OFFICE - RANDY/FAC
Police Field	Division A	01/19/2023	Amzn Mktp Us	405.46	Property Room Supplies
Police Inves	Division B	01/02/2023	Costco Bus Center 767	444.80	Inmate Food
Jessica	Rose	01/04/2023	Paypal	450.00	WMCA Conference Registration for Katy McKee
Jessica	Rose	01/04/2023	Paypal	450.00	WMCA Conference Registration for Jessica Rose
Public Works	Dept A	01/12/2023	The Home Depot #4709	453.02	VYNIL MINI BLINDS FOR WINDOW - SY BLDG
Police Field	Division A	01/09/2023	Amazon.Com*3d3lh30z3	484.10	Tison Clothing Allowance
Police Inves	Division B	01/16/2023	Costco Bus Center 767	546.10	Inmate Food
Joe	Nanavich	01/09/2023	Sesac	553.00	SESAC music licensing 2023
Darci	Smith	01/12/2023	Alaska Air	578.61	This is a flight purchased for a work conference.
Police Field	Division A	01/26/2023	Sp Northwest Safe	591.86	Property Room Supplies
Police	Admin	01/23/2023	Nbf*natl Biz Furniture	614.77	Floyd Office Furniture
Community	Development	01/16/2023	Wabo	625.00	TRAINING FOR BUILDING OFFICIAL

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Police	Admin	01/23/2023	Homedepot.Com	648.12	Floyd Office Furniture
Daniel	Aaron	01/09/2023	Alaska Air	678.61	Summit 2023 Flight to Orlando, FL
Police Inves	Division B	01/30/2023	Costco Bus Center 767	686.29	Inmate Food
Joe	Nanavich	01/11/2023	Video Only 104	693.62	Television for Senior Center Evergreen Club.
Parks Pool	Division B	01/26/2023	Nuco2 Llc	736.15	Pool chemicals.
Water	Dept	01/30/2023	Hach Company	767.00	PORTABLE PH PROBE - WATER
Joe	Nanavich	01/12/2023	Univ FI Online Pmnt	800.00	MC TRANS Highway Capacity Software.
Police Field	Division A	01/09/2023	The Davenport Grand	890.40	Floyd WASPC Hotel
Police Field	Division A	01/09/2023	The Davenport Grand	890.40	T. Ryan WASPC Hotel
Joe	Nanavich	01/02/2023	Dmi* Dell Arb Bus	1144.00	Dell 7430 Laptop CAnderson
Joe	Nanavich	01/31/2023	Dmi* Dell Arb Bus	1210.89	Dell 7530 laptop to replace IS laptop with defective mic.
Nicholas	Fuller	01/19/2023	Bosch Automotive Service	1381.76	Renewal of Bosch Diagnostic Software License for Mechanics at the Shops.
Community	Development	01/13/2023	Wabo	1518.22	BOOKS AND LEARNING MATERIAL FROM WABO FOR BUILDING DEPARTMENT
Water	Dept	01/23/2023	Tacoma Utilities Online	1543.19	WATER @ 580 HWY 410 E
Community	Development	01/11/2023	Intl Code Council Inc	1900.95	INTERNATIONAL CODE COUNCIL CODE BOOKS
Police Inves	Division B	01/04/2023	Paypal	2776.76	MOUD Program
Parks Rec	Division E	01/04/2023	Paypal	2788.68	YOUTH BASKETBALL TEAM SHIRTS
Nicholas	Fuller	01/19/2023	Bosch Automotive Service	4890.90	Renewal of Bosch Diagnostic Software License for Mechanics at the Shops.
Joe	Nanavich	01/30/2023	Dmi* Dell Arb Bus		Credit for returned Dell laptop shipped without WiFi card.
Joe	Nanavich	01/09/2023	Sesac		SESAC music licensing 2023
Darci	Smith	01/02/2023	Live By Loews Arlington		Cartecon2023 GIS and asset management conference put on by our vendor Cartegraph in May 2023.

RESOLUTION NO. 1773

A RESOLUTION OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON AMENDING RESOLUTION NUMBER 1755 CITY PURCHASING POLICY.

Whereas, the City of Enumclaw has been informed that the buy local provision in the existing policy is not in compliance with state law, and

Whereas, the City of Enumclaw, as a recipient of Federal grant funds, is required to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2CFR200 known as Uniform Guidance which in part requires changes to the Purchasing Policy; and

Whereas, the Finance Director has updated and the City Council Finance Committee has reviewed the City Purchasing Policy;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ENUMCLAW, KING COUNTY, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:

Section 1: The City Council hereby adopts a revised City Purchasing Policy; Exhibit "1" attached and incorporated by reference. The Policy supersedes all previously adopted Purchasing Policies.

Section 2: If any provision of this Resolution and/or the attached policy is determined to be invalid or unenforceable for any reason, the remaining provisions of this Resolution and/or the attached agreement shall remain in force and effect.

PASSED IN OPEN AND REGULAR SESSION this _____ day of _____, 2023

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

Attested:

Approved to Form:

Jessica Rose
City Clerk

Brett C. Vinson
City Attorney



City Council
AGENDA BILL

MEETING DATE: 02/27/2023

SUBJECT: Resolution 1773

CATEGORY: RESOLUTION

BUDGET IMPACT:	
Expenditure Budget:	<u>\$0</u>
Revenue Budget:	<u>\$0</u>
Proposed Budget Amendment:	<u>\$0</u>

RELATED ORDINANCE OR RESOLUTION NO. 1755

ATTACHMENTS: Purchasing Policy No 5100 , Staff Report & Resolution No. 1773

STAFF CONTACT: Chris Anderson, Finance Director

SUMMARY/BACKGROUND:

Revising section 4.8 to say Information Technology Director from Information Technology Manager.

Removing in section 4.5 “Small works roster procedures shall be in accordance with procedures established by separate resolution of the city council.”

Revising Appendix, A in Professional and other services. Changing type of “telecommunication and data processing purchases” to “purchases of all other services.” Also changing the dollar limit from blank to over \$15,000.

RECOMMENDATIONS:

DATE SENT TO COMMITTEE: 02/13/2023 **DATE RETURNED:** 02/13/2023

COUNCIL COMMITTEE:

STAFF: Recommend 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 #	_____



FINANCE DEPARTMENT

TO: Mayor / City Council

FROM: Chris Anderson, Finance Director

DATE: February 27th, 2023

SUBJECT: Resolution 1773 Purchasing Policy

Background:

The city last revised the Purchasing Policy in 2021. We updated the Federal Grant Requirements and removed some outdated language. These updates continue to change some wording that was missed to improve the city's purchasing policy.

The following changes were made from the last policy in 2021 to now.

Revising section 4.8 to say Information Technology Director from Information Technology Manager.

Removing in section 4.5 "Small works roster procedures shall be in accordance with procedures established by separate resolution of the city council." This change removes wording from a very old small works roster policy in public works. With the updated dollar amounts this is not necessary. Also in section 4.1 there is still a clause of anything unexpected over \$10,000 needs to be brought to the council for approval.

Revising Appendix, A in Professional and other services. Changing type of "telecommunication and data processing purchases" to "purchases of all other services." Also changing the dollar limit from blank to over \$15,000.

Recommendation:

Staff recommends Resolution No. 1773 Purchasing Policy for approval.



Finance Department
Purchasing and Contracting Policy

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Finance Department Purchasing and Contracting Policy

1.0 INTRODUCTION

1.1 Purpose

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

1.2 Code of Ethics

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

1.3 Conflicts of Interest

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

1.4 Unauthorized Purchases

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

1.5 Personal Gifts to be Declined

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

2.0 DEFINITIONS

2.1 Architectural and Engineering Services

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



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



Finance Department

Purchasing and Contracting Policy

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

2.14 Supplemental Bidder Responsibility Criteria

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

3.0 RESPONSIBILITY

3.1 Finance Director

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

3.2 Public Works Director

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

3.3 City Administrator

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

3.4 ALL Department Directors

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



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Purchasing and Contracting Policy

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

3.5 All Supervisors and Managers

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

3.6 Employees

City employees purchasing on behalf of the city

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

4.0 GENERAL PROVISIONS

4.1 Council Notification

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

4.2 Exceptions to Formal Bidding and Quotation Process

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

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



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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:
 - \$75,500 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.
- See Appendix A

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

4.6 Supplies, Materials and Equipment

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

4.7 Architectural and Engineering Services

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

4.8 Telecommunications and Data Processing Equipment and Software

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

4.9 Purchasing from Other Governments and Piggybacking

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

REFERENCE:

RCW 35.23.352/35a.40.210

RCW 39.04, Public Works

RCW 39.80, Contracts for Architectural and Engineering Services

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

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	
Small Works Roster	Up to \$350,000	See above	
MATERIALS, SUPPLIES, EQUIPMENT			City Administrator signature authority over \$35,000
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	
Purchases of all other services	Over \$15,000	Formal RFP	

Purchasing Policy Appendix B

Federal Grant Procurement

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

Procurement Method	Goods	Services
Micro-Purchase – No required quotes. However, must consider price as reasonable, and, to the extent practicable, distribute equity among suppliers	\$3,000 or less 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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