

# **AGENDA**

## **Finance Committee Meeting**

September 23rd, @ 6:30 PM

Finance Room

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

- A. Attendance

### **2. General Business**

- A. Approve Minutes from Sept 9th.
- B. Credit cards August
- C. Ordinance 2786 - Amending EMC  
14.90 Low-Income Senior and  
Low-Income Disability Utility  
Discounts
- D. Interagency Reimbursement  
Agreement with AOC for State v.  
Blake cases

### **3. Other Business**

- A. Next Meeting October 14th  
5:30pm
- B. Adjournment

September 9th, 2024

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

Meeting began at 6:32 PM In the Finance Room. All members were in attendance.

Committee members reviewed vouchers from September 10th with no questions.

Reviewed Ordinance 2786 – Amending EMC 14.90 Low-Income Senior and Low-Income Disability Utility Discounts. Updated Ordinance to require proof of age or disability and income at the time of initial application. Expanded on definition of gross income and VA disability income exemptions. Added the requirement of a customer to provide proof of income upon request by the City. Ordinance tabled by the Finance committee until the September 23rd meeting.

October finance committee meetings will be held at 5:30 pm due to the budget meetings and Council meeting start times of 6 pm during the month of October.

The meeting was adjourned at 6:57 PM.

| Cardholder - First Name | Cardholder - Last Name | Posting Date | Supplier - Name           | Amount | Transaction - Business Purpose   |
|-------------------------|------------------------|--------------|---------------------------|--------|--|
| Chris                   | Searcy                 | 08/19/2024   | Brown Bear Enumclaw       | 9.00   | Car wash ER #389   |
| Community               | Development            | 08/14/2024   | Amazon Mktpl              | 14.89  | USB FLASH DRIVES FOR OFFICE  |
| Community               | Development            | 08/14/2024   | Amazon Mktpl              | 14.89  | USB FLASH DRIVES FOR OFFICE  |
| Community               | Development            | 08/26/2024   | Wsp Background Checks     | 22.00  | BACKGROUND CHECKS FOR BUSINESS LICENSES  |
| Community               | Development            | 08/26/2024   | Wsp Background Checks     | 33.00  | BACKGROUND CHECKS FOR BUSINESS LICENSES  |
| Community               | Development            | 08/19/2024   | Wsp Background Checks     | 44.00  | BACKGROUND CHECKS FOR BUSINESS LICENSES  |
| Community               | Development            | 08/12/2024   | Wsp Background Checks     | 55.00  | Background check for business licenses   |
| Community               | Development            | 08/05/2024   | Wsp Background Checks     | 66.00  | Background check for business licenses   |
| Community               | Development            | 08/07/2024   | Apa                       | 161.12 | APA MEMBERSHIP DUES FOR WYNSTAN LARSEN, SENIOR PLANNER   |
| Community               | Development            | 08/06/2024   | American Planning Associa | 425.00 | APA CONFERENCE FOR WYNSTAN LARSEN - SENIOR PLANNER   |
| Finance                 | Dept A                 | 08/02/2024   | Mountain Mist             | 21.70  | WATER  |
| Finance                 | Dept A                 | 08/02/2024   | Mountain Mist             | 27.54  | WATER  |
| Finance                 | Dept A                 | 08/02/2024   | Mountain Mist             | 27.55  | WATER  |
| Finance                 | Dept A                 | 08/12/2024   | Enumclaw Stationers       | 288.18 | OFFICE SUPPLIES  |
| Gas                     | Dept                   | 08/07/2024   | White River Family Care   | 130.00 | CDL Physical Chuck/Gas   |
| Gas                     | Dept                   | 08/09/2024   | Amppt                     | 188.00 | AMPP 2 year membership Chuck/Gas   |
| Gas                     | Dept                   | 08/05/2024   | Amppt                     | 239.20 | CP Fundamentals Classes Chad/Gas   |
| Jan                     | Molinaro               | 08/02/2024   | Association Of Washington | 125.00 | Registration Fee for AWC Mayors Exchange - Fall 2024   |
| Jessica                 | Rose                   | 08/28/2024   | Safeway #0494             | 13.48  | Cookies for New Councilmember Swearing In Ceremony at the August 26th Council Meeting.   |
| Jessica                 | Rose                   | 08/21/2024   | Crown Awards Inc          | 18.49  | Trophy for Cornhole Tournament   |
| Jessica                 | Rose                   | 08/26/2024   | Association Of Washington | 30.00  | Jessica Rose - Elected Officials Social Media 101 Webinar  |
| Jessica                 | Rose                   | 08/01/2024   | Sq *buds And Blooms At En | 75.00  | Condolence Flowers for Melissa Holt's Mother-in-Law.   |
| Jessica                 | Rose                   | 08/12/2024   | Enumclaw Stationers       | 100.23 | Office Supplies  |
| Jessica                 | Rose                   | 08/19/2024   | Amazon.Com*ru7bk7502      | 151.04 | Binders and Dividers for Budget Books  |
| Joe                     | Nanavich               | 08/01/2024   | Fedex                     | 32.50  | Shipping to return fire alarm modem.   |
| Joe                     | Nanavich               | 08/12/2024   | Amazon Mktpl              | 107.23 | Batteries, alcohol swabs, cotton swabs used for cleaning.  |
| Joe                     | Nanavich               | 08/13/2024   | B&h Photo 800-606-6969    | 168.69 | Lighting for photo backdrop.   |
| Municipal Court         | Dept A                 | 08/28/2024   | Www Costco Com            | 66.40  | Office Supplies  |
| Municipal Court         | Dept A                 | 08/29/2024   | Www Costco Com            | 217.76 | Office supplies  |
| Nicholas                | Fuller                 | 08/28/2024   | Ebay O*19-11986-22895     | 43.54  | Wireless Earbuds for Cathy and Jessi to listen to Boards and Commissions minutes.  |
| Nicholas                | Fuller                 | 08/29/2024   | Amazon.Com*rk7x21z41      | 47.90  | USB wired headset for Judge Hamilton as it is hard to hear him and for him to hear during Zoom court. Ordered one extra to keep in IT stock. |
| Nicholas                | Fuller                 | 08/09/2024   | Ebay O*27-11902-99920     | 50.54  | Chris Pasinetti's trackball mouse started jumping around his screen. Bought same exact model to replace.                                     |
| Nicholas                | Fuller                 | 08/07/2024   | Amazon Mktpl              | 54.44  | Chris Pasinetti asked for a Wireless Headset for Teams meetings. Ordered headset that he recommended.  |
| Nicholas                | Fuller                 | 08/21/2024   | Champion Battery Sales LI | 146.28 | Replaced failing UPS battery down at City Shops rack.  |
| Nicholas                | Fuller                 | 08/14/2024   | Bosch Automotive Service  | 156.21 | Sent in diagnostic tablet that the mechanics use to diagnose trucks. Repaired by Bosch Automotive Services and shipped back to us.           |
| Parks Art               | Division D             | 08/19/2024   | Gateway True Value Hdwe   | 35.88  | SUNDAYS ON COLE - ROCK SNAKE   |
| Parks Art               | Division D             | 08/26/2024   | Timothy De* (1 Of 1 Pa    | 86.56  | VETERANS PROJECT   |
| Parks Maint             | Division A             | 08/30/2024   | Fimco Schaben Agspray     | 0.70   | 6 PLEX PARTS   |
| Parks Maint             | Division A             | 08/30/2024   | Fimco Schaben Agspray     | 0.71   | 6 PLEX PARTS   |
| Parks Maint             | Division A             | 08/30/2024   | Fimco Schaben Agspray     | 33.61  | 6 PLEX PARTS   |
| Parks Maint             | Division A             | 08/30/2024   | Fimco Schaben Agspray     | 33.61  | 6 PLEX PARTS   |
| Parks Pool              | Division B             | 08/02/2024   | Dollartree                | 2.73   | Noodles and cleaning bottles.  |
| Parks Pool              | Division B             | 08/23/2024   | Amazon Mktpl              | 16.31  | cleaning pads.   |
| Parks Pool              | Division B             | 08/02/2024   | Dollartree                | 20.41  | Noodles and cleaning bottles.  |
| Parks Pool              | Division B             | 08/08/2024   | Amazon Mktpl              | 34.84  | anti slip handrail covers.   |
| Parks Pool              | Division B             | 08/12/2024   | Enumclaw Stationers       | 59.90  | case of paper.   |
| Parks Pool              | Division B             | 08/01/2024   | American Red Cross        | 116.19 | new AED trainer pads.  |
| Parks Pool              | Division B             | 08/20/2024   | Py *saela Pest Control    | 163.36 | pest control.  |
| Parks Pool              | Division B             | 08/02/2024   | American Red Cross        | 172.00 | Lifeguard Instructor Course - public   |
| Parks Pool              | Division B             | 08/21/2024   | Amazon Mktpl              | 261.24 | degreaser for backflushes.   |

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|-------------------------|------------------------|--------------|---------------------------|---------|--|
| Parks Pool              | Division B             | 08/02/2024   | Nuco2 Lic                 | 293.09  | pool chems.                                |
| Parks Pool              | Division B             | 08/01/2024   | Aqua Creek Products       | 441.30  | Replacement batteries for the lift chairs. |
| Parks Recreation        | Div C                  | 08/07/2024   | Vasquez Lock And Key Llc  | 7.79    | CAMP KEY                                   |
| Parks Recreation        | Div C                  | 08/27/2024   | Grocery Outlet Of E       | 9.24    | AFTER SCHOOL SUPPLIES                      |
| Parks Recreation        | Div C                  | 08/07/2024   | Dollartree                | 9.53    | CAMP COMMOTION GAMES                       |
| Parks Recreation        | Div C                  | 08/23/2024   | Qfc #5863                 | 11.98   | CAMP COMMOTION SNACKS                      |
| Parks Recreation        | Div C                  | 08/07/2024   | Qfc #5863                 | 13.05   | CAMP COMMOTION WATER                       |
| Parks Recreation        | Div C                  | 08/22/2024   | Dollartree                | 14.97   | CAMP COMMOTION SNACK                       |
| Parks Recreation        | Div C                  | 08/01/2024   | Wm Supercenter #5041      | 41.12   | CAMP COMMOTION SNACKS                      |
| Parks Recreation        | Div C                  | 08/05/2024   | Amazon Mktpl              | 93.20   | CAMP COPMMOTION ART SUPPLIES               |
| Parks Recreation        | Div C                  | 08/01/2024   | Www.Peachjar.Com          | 100.00  | MIGHTY SPORTZ FLYER - PEACHJAR             |
| Parks Recreation        | Div C                  | 08/21/2024   | Wm Supercenter #5041      | 110.19  | CAMP COMMOTION SUPPLIES                    |
| Parks Recreation        | Div C                  | 08/21/2024   | Costco Whse#1278          | 138.32  | CAMP COMMOTION SNACKS                      |
| Parks Recreation        | Div C                  | 08/08/2024   | Www.Peachjar.Com          | 150.00  | YOUTH BOLLEYBALL ADVERTISING               |
| Parks Recreation        | Div C                  | 08/23/2024   | Dominos 7197              | 154.70  | CAMP COMMOTION LUNCH - PIZZA               |
| Parks Recreation        | Div C                  | 08/06/2024   | Fsp*super Jump            | 219.50  | CAMP COMMOTION BOUNCY HOUSE                |
| Parks Recreation        | Div C                  | 08/13/2024   | Www.Enumclawmusic.Com     | 220.00  | CAMP COMMOTION FIELD TRIP - MUSIC STORE    |
| Parks Recreation        | Div C                  | 08/21/2024   | Sq *chalet Theatre        | 528.00  | CAMP COMMOTION FIELD TRIP- MOVIE - 48 KIDS |
| Parks Recreation        | Div C                  | 08/28/2024   | 4te*facilitron            | 3622.50 | CAMP COMMOTION SCHOOL RENTAL               |
| Police                  | Admin                  | 08/20/2024   | Currency Conversion Fee   | 1.33    | PD-T. Floyd Clothing Allowance             |
| Police                  | Admin                  | 08/06/2024   | American Red Cross        | 34.20   | PD-H. Boyovich Training                    |
| Police                  | Admin                  | 08/22/2024   | Nena                      | 60.00   | PD-J. Giger Dues                           |
| Police                  | Admin                  | 08/28/2024   | Dolan Consulting Group    | 125.00  | PD-T. Floyd Training                       |
| Police                  | Admin                  | 08/22/2024   | Apco International Inc    | 125.00  | PD-J. Giger Training                       |
| Police                  | Admin                  | 08/20/2024   | Druids                    | 132.96  | PD-T. Floyd Clothing Allowance             |
| Police                  | Admin                  | 08/08/2024   | Pri Management Group      | 159.00  | PD-Chilman Training                        |
| Police                  | Admin                  | 08/01/2024   | Law Enforcement Drone     | 299.00  | PD-T. Pourchot Training                    |
| Police                  | Admin                  | 08/01/2024   | Law Enforcement Drone     | 299.00  | PD-S. Van Zanten Training                  |
| Police                  | Admin                  | 08/23/2024   | Headsets Direct, Inc.     | 375.54  | PD-Dispatch Headset                        |
| Police                  | Admin                  | 08/09/2024   | B2g, Lic* O #72382        | 395.00  | PD-Yarnall Training                        |
| Police                  | Admin                  | 08/12/2024   | Promotions Now            | 400.00  | PD-Glow Sticks for Halloween               |
| Police                  | Admin                  | 08/12/2024   | Promotions Now            | 483.20  | PD-Glow Sticks for Halloween               |
| Police                  | Admin                  | 08/23/2024   | Street Crimes             | 495.00  | PD-G. McCall Training                      |
| Police Field            | Division A             | 08/15/2024   | Coda Connect, Llc         | -28.03  | PD-Training REFUND                         |
| Police Field            | Division A             | 08/07/2024   | Reconyx                   | 10.89   | PD-Investigations Camera                   |
| Police Field            | Division A             | 08/16/2024   | Amazon.Com*r0fb33d0       | 12.51   | PD-Jail Supplies                           |
| Police Field            | Division A             | 08/09/2024   | Amazon Mktpl              | 13.06   | PD-Investigations                          |
| Police Field            | Division A             | 08/21/2024   | Amazon.Com*r77w5760       | 14.29   | PD-Inmate Medical Supplies                 |
| Police Field            | Division A             | 08/12/2024   | Amzn Mktp Us              | 17.99   | PD-Inmate Food                             |
| Police Field            | Division A             | 08/01/2024   | Amazon Mktpl              | 18.88   | PD-Band-Aids                               |
| Police Field            | Division A             | 08/14/2024   | Tst*espresso Stop. - Enu  | 20.00   | PD-Coffee Prize for Training               |
| Police Field            | Division A             | 08/05/2024   | Amazon Mktpl              | 20.68   | PD-Instigations Supplies                   |
| Police Field            | Division A             | 08/27/2024   | Amazon Reta* R467u2990    | 22.86   | PD- Jail Supplies                          |
| Police Field            | Division A             | 08/01/2024   | Amazon.Com*rv2su8b81      | 23.74   | PD-Jail Lice Shampoo                       |
| Police Field            | Division A             | 08/12/2024   | Amzn Mktp Us              | 25.04   | PD-Investigations                          |
| Police Field            | Division A             | 08/21/2024   | Amazon Mktpl              | 25.59   | PD-Inmate Medical Supplies                 |
| Police Field            | Division A             | 08/29/2024   | Amazon Mktpl              | 32.58   | PD-Investigations Supplies                 |
| Police Field            | Division A             | 08/12/2024   | Amazon.Com*rm33n1g31      | 35.02   | PD-R. Storment Clothing Allowance          |
| Police Field            | Division A             | 08/12/2024   | Amazon Mktpl              | 41.76   | PD-Firearms Training                       |
| Police Field            | Division A             | 08/12/2024   | Amazon Mktpl              | 47.64   | PD-Inmate Food                             |
| Police Field            | Division A             | 08/27/2024   | Amzn Mktp Us              | 51.17   | PD-Jail Supplies                           |
| Police Field            | Division A             | 08/07/2024   | Mail Express Business Ctr | 58.67   | PD-Shipping                                |
| Police Field            | Division A             | 08/22/2024   | Smith Brothers Farms      | 59.00   | PD-Weekly Milk Delivery                    |
| Police Field            | Division A             | 08/15/2024   | Smith Brothers Farms      | 59.00   | PD-Weekly Milk Delivery                    |

| Cardholder - First Name | Cardholder - Last Name | Posting Date | Supplier - Name        | Amount  | Transaction - Business Purpose                             |
|-------------------------|------------------------|--------------|------------------------|---------|--|
| Police Field            | Division A             | 08/08/2024   | Smith Brothers Farms   | 59.00   | PD-Weekly Milk Delivery                                    |
| Police Field            | Division A             | 08/05/2024   | Wci*shred              | 59.00   | PD-Shredding   |
| Police Field            | Division A             | 08/16/2024   | Amazon Mktpl           | 64.13   | PD-Jail Supplies   |
| Police Field            | Division A             | 08/09/2024   | Amazon Mktpl           | 64.99   | PD-Investigations  |
| Police Field            | Division A             | 08/29/2024   | Smith Brothers Farms   | 73.75   | PD-Jail Weekly Milk Delivery                               |
| Police Field            | Division A             | 08/01/2024   | Smith Brothers Farms   | 73.75   | PD-Weekly Milk Delivery                                    |
| Police Field            | Division A             | 08/13/2024   | Amzn Mktp Us           | 78.42   | PD-R. Storment Clothing Allowance                          |
| Police Field            | Division A             | 08/12/2024   | Amzn Mktp Us           | 92.51   | PD-Investigations  |
| Police Field            | Division A             | 08/05/2024   | Amazon Mktpl           | 98.00   | PD-Dispatch Printer Stand                                  |
| Police Field            | Division A             | 08/13/2024   | Amzn Mktp Us           | 100.34  | PD-R. Storment Clothing Allowance                          |
| Police Field            | Division A             | 08/15/2024   | Amazon Mktpl           | 119.26  | PD-Jail Supplies   |
| Police Field            | Division A             | 08/02/2024   | Tlo Transunion         | 120.66  | PD-Phone Services  |
| Police Field            | Division A             | 08/02/2024   | Mountain Mist          | 140.23  | PD-Water Delivery  |
| Police Field            | Division A             | 08/13/2024   | Amazon Mktpl           | 351.88  | PD-A. Van Zanten Clothing Allowance                        |
| Police Field            | Division A             | 08/12/2024   | Enumclaw Stationers    | 505.06  | PD-Office Supplies   |
| Police Field            | Division A             | 08/26/2024   | B2b Prime*r454r6v01    | 1414.61 | City Business Prime Account                                |
| Police Inves            | Division B             | 08/19/2024   | Qfc #5863              | 7.17    | PD-Inmate Food   |
| Police Inves            | Division B             | 08/27/2024   | Qfc #5863              | 12.05   | PD-Inmate Food   |
| Police Inves            | Division B             | 08/16/2024   | Qfc #5863              | 39.37   | PD-Inmate Food   |
| Police Inves            | Division B             | 08/05/2024   | Safeway #0494          | 206.68  | PD-Inmate Food   |
| Police Inves            | Division B             | 08/19/2024   | Safeway #0494          | 350.39  | PD-Inmate Food   |
| Police Inves            | Division B             | 08/12/2024   | Safeway #0494          | 356.13  | PD-Inmate Food   |
| Police Inves            | Division B             | 08/26/2024   | Safeway #0494          | 366.08  | PD-Inmate Food   |
| Police Inves            | Division B             | 08/05/2024   | Costco Bus Center 767  | 650.91  | PD-Inmate Food   |
| Police Inves            | Division B             | 08/26/2024   | Costco Bus Center 767  | 798.01  | PD-Inmate Food   |
| Police Inves            | Division B             | 08/16/2024   | Costco Bus Center 767  | 1565.44 | PD-Inmate Food   |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 5.67    | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 11.36   | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 11.36   | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 11.36   | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 11.36   | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 17.04   | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/02/2024   | City Of Auburn         | 18.09   | Stormwater @ gas reg station                               |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 22.71   | Posters & office supplies                                  |
| Public Works            | Dept A                 | 08/12/2024   | Enumclaw Stationers    | 22.71   | Posters & office supplies                                  |
| Public Works Shops      | Dept B                 | 08/05/2024   | Amazon Mktpl           | 7.61    | Cable ties, sticky notes, note pad & batteries Gas/Fac     |
| Public Works Shops      | Dept B                 | 08/02/2024   | Amazon Mktpl           | 7.61    | Car door panel retainer clips ER-257 Travis/ER             |
| Public Works Shops      | Dept B                 | 08/16/2024   | Amazon Mktpl           | 10.88   | Computer mouse Jason/LM                                    |
| Public Works Shops      | Dept B                 | 08/01/2024   | Amazon Mktpl           | 10.88   | Hose bib valve Cody/Parks                                  |
| Public Works Shops      | Dept B                 | 08/26/2024   | Amazon Mktpl           | 20.68   | Label maker tape Dave/ER                                   |
| Public Works Shops      | Dept B                 | 08/15/2024   | Amazon Mktpl           | 20.89   | Sanding discs Cody/Parks                                   |
| Public Works Shops      | Dept B                 | 08/30/2024   | Amazon Mktpl           | 23.95   | ER-398   |
| Public Works Shops      | Dept B                 | 08/02/2024   | Amazon Mktpl           | 23.96   | Binder dividers, pens & first aid inventory Fac/Water      |
| Public Works Shops      | Dept B                 | 08/09/2024   | Amazon Mktpl           | 25.04   | Hydrant key Cody/Parks                                     |
| Public Works Shops      | Dept B                 | 08/02/2024   | Amazon Mktpl           | 27.90   | Binder dividers, pens & first aid inventory Fac/Water      |
| Public Works Shops      | Dept B                 | 08/23/2024   | Amazon Mark* R41qp86i2 | 35.16   | Laminating Sheets Fac                                      |
| Public Works Shops      | Dept B                 | 08/14/2024   | Tractor Supply #1945   | 36.40   | Propane Ryder/Streets                                      |
| Public Works Shops      | Dept B                 | 08/27/2024   | Amazon Mktpl           | 39.19   | Label maker Dave/ER  |
| Public Works Shops      | Dept B                 | 08/14/2024   | Amazon Mktpl           | 52.17   | Fan motor Fac/Randy  |
| Public Works Shops      | Dept B                 | 08/08/2024   | Amazon.Com*rf2jf0is1   | 57.18   | Spray-paint Streets  |
| Public Works Shops      | Dept B                 | 08/02/2024   | Amazon Mktpl           | 58.53   | Binder dividers, pens & first aid inventory Fac/Water      |
| Public Works Shops      | Dept B                 | 08/01/2024   | Amazon Mktpl           | 59.13   | Phone holder, phone case & screen protector Reese/James SW |
| Public Works Shops      | Dept B                 | 08/05/2024   | Amazon Mktpl           | 64.01   | Cable ties, sticky notes, note pad & batteries Gas/Fac     |
| Public Works Shops      | Dept B                 | 08/19/2024   | The Home Depot 8562    | 97.20   | Misc tools Parks/Randy                                     |

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|-------------------------|------------------------|--------------|---------------------------|---------|--|
| Public Works Shops      | Dept B                 | 08/08/2024   | Battery Junction          | 123.00  | AED Fac  |
| Public Works Shops      | Dept B                 | 08/28/2024   | White River Family Care   | 130.00  | CDL Physical Connor/Water  |
| Public Works Shops      | Dept B                 | 08/23/2024   | Amazons Mark* R47tr9340   | 130.67  | Vacuum CD/PW   |
| Public Works Shops      | Dept B                 | 08/30/2024   | Allparts Inc              | 164.31  | Fac 8 Misc   |
| Public Works Shops      | Dept B                 | 08/23/2024   | Hach Company              | 190.40  | Colorimeter & chlorine reagent powder pillows Kyte/Water               |
| Public Works Shops      | Dept B                 | 08/08/2024   | Heartsmart                | 205.83  | AED Fac  |
| Public Works Shops      | Dept B                 | 08/20/2024   | Burbank Construction      | 227.01  | Topsoil Kyte/Water   |
| Public Works Shops      | Dept B                 | 08/05/2024   | Vermeer Mountain West, In | 269.62  | Repair parts ER-392  |
| Public Works Shops      | Dept B                 | 08/23/2024   | Hach Company              | 737.97  | Colorimeter & chlorine reagent powder pillows Kyte/Water               |
| Public Works Shops      | Dept B                 | 08/21/2024   | Ww Williams Kent          | 764.38  | ER-352   |
| Public Works Shops      | Dept B                 | 08/07/2024   | Amazon Mktpl              | 1427.04 | Spill Kits Stormwater  |
| Public Works Shops      | Dept B                 | 08/21/2024   | Ww Williams Kent          | 1840.33 | ER-352   |
| Scott                   | Woodbury               | 08/26/2024   | Vzwriss*apocc Visb        | 358.21  | Water phone charges  |
| Scott                   | Woodbury               | 08/23/2024   | King County               | 3496.00 | COP Preapplication Meeting Permit #PREA24-0032 Scott/Water             |
| Senior                  | Center                 | 08/19/2024   | Amazon Mktpl              | 18.20   | KC Grant-Coffee Filters  |
| Senior                  | Center                 | 08/02/2024   | Mountain Mist             | 23.01   | Evergreen Club, Water Cooler   |
| Senior                  | Center                 | 08/14/2024   | Copiers Northwest         | 26.76   | Copies   |
| Senior                  | Center                 | 08/09/2024   | Safeway Fuel0494          | 51.40   | KC Grant-Fuel Rural Van  |
| Senior                  | Center                 | 08/20/2024   | Qfc #5863                 | 51.76   | Supplies for Senior Picnic   |
| Senior                  | Center                 | 08/02/2024   | Mountain Mist             | 52.42   | Water Cooler   |
| Senior                  | Center                 | 08/07/2024   | Amazon Mktpl              | 69.06   | Office Supplies  |
| Senior                  | Center                 | 08/19/2024   | Amazon Mktpl              | 93.27   | Office Supplies  |
| Senior                  | Center                 | 08/12/2024   | Enumclaw Stationers       | 118.48  | KC grant-Posters   |
| Senior                  | Center                 | 08/22/2024   | Costco Whse #0767         | 143.05  | Program supplies for Senior Picnic                                     |
| Senior                  | Center                 | 08/27/2024   | Amazon Mktpl              | 146.87  | KC Grant Emergency kits  |
| Senior                  | Center                 | 08/15/2024   | Sq *ejs Custom Catering   | 677.00  | Catered Meals  |
| Senior                  | Center                 | 08/15/2024   | Sq *ejs Custom Catering   | 1673.08 | Catered Meals  |
| Sewer                   | Treatment Plant        | 08/07/2024   | Mail Express Business Ctr | 20.23   | Postage Eric/WWTP  |
| Tana                    | Nissen                 | 08/07/2024   | Ntl Cntr For Safety       | 17.50   | background checks  |
| Tana                    | Nissen                 | 08/07/2024   | Ntl Cntr For Safety       | 17.50   | background checks  |
| Tana                    | Nissen                 | 08/19/2024   | Pipeline Testing Consort  | 85.00   | random testing   |
| Tana                    | Nissen                 | 08/07/2024   | Ntl Cntr For Safety       | 87.50   | background checks  |
| Tana                    | Nissen                 | 08/13/2024   | Neogov                    | 199.00  | Job posting for Accountant   |
| Tana                    | Nissen                 | 08/19/2024   | Pipeline Testing Consort  | 340.00  | random testing   |
| Water                   | Dept                   | 08/19/2024   | Hach Company              | 109.12  | Potassium Iodide, Sulfamic Acid Powder & Sodium Thiosulfate Kyte/Water |
| Water                   | Dept                   | 08/06/2024   | Firehosesupply            | 140.81  | ER-375--2 1/2 inch single jacket discharge hose                        |
| Water                   | Dept                   | 08/02/2024   | Grainger                  | 160.70  | ER-375--Fire Hose Adapters   |
| Water                   | Dept                   | 08/13/2024   | Tacoma Utilities Online   | 3463.00 | Water @ 580 HWY 410 E  |





## *Staff Report*

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### *Department of Finance*

**TO:** Mayor / City Council  
**FROM:** Kristan Reed, Finance Director  
**DATE:** September 23, 2024  
**SUBJECT:** Update to Enumclaw Municipal Code 14.90

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#### **Background:**

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

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

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

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

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

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

#### **Analysis:**

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

#### **Recommendation:**

Staff recommends approval.

**ORDINANCE NO. 2786**

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

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

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

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

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

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

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

Sections:

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

#### **14.90.010 Definitions.**

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

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

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

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

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

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

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

#### **14.90.020 Qualifications.**

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

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

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

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

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

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

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

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

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

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

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

#### **14.90.030 Applicant duties – Administrative procedures.**

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

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

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

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

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

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

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

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

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

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

#### **14.90.040 Rates.**

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

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

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

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

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

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

**Section 3:** Effective Date. This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as required by law.

PASSED IN REGULAR AND OPEN SESSION this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor Jan Molinaro

INTRODUCED \_\_\_\_\_  
PASSED \_\_\_\_\_  
APPROVED \_\_\_\_\_  
PUBLISHED \_\_\_\_\_

Attested:

Approved as to Form:

\_\_\_\_\_  
Jessica Rose  
City Clerk

\_\_\_\_\_  
Brett C. Vinson  
City Attorney