

TO: City Council  
FROM: Shelly Carter, Assistant Finance Director  
DATE: April 4, 2023  
SUBJECT: Payment of Vouchers

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1) Recommended Action:

Staff is seeking City Council ratification of:

- March 17, 2023 payment of vouchers 173136 to 173234 in the amount of \$386,754.13 and electronic payments 902647 to 902671 in the amount of \$719,640.80;
  - March 24, 2023 payment of vouchers 173235 to 173329 in the amount of \$1,199,038.89 and electronic payments 902672 to 902718 in the amount of \$252,134.53 and wire payments of \$850,998.44.
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2) Background:

The City pays vendors monthly for purchases approved by all departments. The Finance Director has reviewed and released the payments as certified on the attached Exhibit(s). The full voucher listings are available by request to the Assistant Finance Director. The most significant payments\* were:

Vendor	\$	Description
Granicus LLC	21,585.40	GovQA Public Records System Annual Fees
Thurs Co Communications	166,975.00	2023 LERMS Service Agreement
LOTT Wastewater Alliance	646,159.19	February LOTT Fees Collected
Cities Digital, Inc	30,660.00	Laserfiche Forms Service Package
Thurston County Title Co	503,574.82	Property Purchase 116 Lee St
Thurston County Title Co	91,904.94	Property Purchase 109 Ruby St
WA ST Dept of Revenue	43,524.45	Monthly Excise Tax Remittance
AWC Employee Benefit Trust	138,155.00	April 2023 Premiums
Active Construction	448,224.82	PE#2 I5/Trosper/Capitol Reconfiguration Project
City of Tumwater	72,979.00	2023 LERMS Jurisdiction Shares
Tapani Inc	182,332.83	PE#2 Preserve Park Project
LEOFF Health & Welfare Trust	58,953.65	Monthly Police Guild Medical Premiums
PBS Engineering & Environ Inc	27,251.25	Professional Services 1-1-23 to 1-27-23, Percival Creek Fish Passage

\* Includes vouchers in excess of \$20,000, excluding routine utility payments.

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3) Policy Support:

- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial strategies.
- Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public

trust through transparency.

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4) Alternatives:

- ☐ Ratify the vouchers as proposed.
  - ☐ Develop an alternative voucher review and approval process.
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5) Fiscal Notes:

The vouchers are for appropriated expenditures in the respective funds and departments.

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6) Attachments:

- A. Exhibit A – Payment of Vouchers – Review and Approval
- B. Exhibit B – Payment of Vouchers – Review and Approval