

TO: City Council
FROM: Shelly Carter, Assistant Finance Director
DATE: September 19, 2023
SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- September 1, 2023, payment of Eden vouchers 173620 to 173639 in the amount of \$8,667.25; and Munis vouchers 181237 to 181271 in the amount of \$116,441.12 and electronic payments 903497 to 903509 in the amount of \$54,351.74.
 - September 8, 2023, payment of Eden vouchers 173640 to 173641 in the amount of \$91,605.39; and Munis vouchers 181272 to 181321 in the amount of \$239,344.89 and electronic payments 903510 to 903524 in the amount of \$91,605.39.
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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		
City of Olympia	22,288.29	Fire Vehicle Maintenance July 2023
Homes First	74,679.00	Septic Conversion Project
Bobbie & Amanda's Cleaning Svc	22,192.15	August Janitorial Services for City Facilities

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

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.

6) Attachments:

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