

TO: City Council
FROM: Shelly Carter, Assistant Finance Director
DATE: February 6, 2024
SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- January 12, 2024, payment of Eden vouchers 173827 to 173832 in the amount of \$892.48; and Enterprise vouchers 1822282 to 182361 in the amount of \$488,686.67 and electronic payments 903856 to 903879 in the amount of \$85,481.55.
 - January 19, 2024, payment of Eden vouchers 173833 to 173847 in the amount of \$321,713.26 and electronic payments 902910 to 903922 in the amount of \$159,504.23; and Enterprise vouchers 182362 to 182416 in the amount of \$175,232.83 and electronic payments 903880 to 903894 in the amount of \$650,488.00.
 - January 26, 2024, payment of Eden vouchers 173848 to 173858 in the amount of \$424,554.54 and electronic payments 902923 to 902930 in the amount of \$254, 231.55; and Enterprise vouchers 182417 to 182479 in the amount of \$708,172.20 and electronic payments 903895 to 903916 in the amount of \$748,641.68 and wire payments in the amount of \$50,687.28.
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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 upon request of the Assistant Finance Director. The most significant payments* were:

Vendor		
Association of WA Cities	63,125.53	2024 AWC membership dues and Worker's Comp/Drug & Alcohol membership
Olympic Region Clean Air Agency	24,356.64	2024 Per capita assessment
Skillings, Inc	60,204.27	Prof. Svc 10/26/23 to 12/31/23 - Golf course parking lot stormwater design
TCF Architecture, PLLC	150, 607.00	Operations & Maint. Facility design
Bobbie & Amanda's Cleaning SVC	20,173.26	Janitorial services Dec. 2023
Systems for Public Safety, Inc	31,087.59	Vehicle prep for Police Responder Ford F-150
Toyota Tsusho Mat Hndl AM Inc	42,500.24	Toyota forklift purchased
Clary Longview, LLC	51,998.63	2023 Ford F150 Lightning for Storm Ops
LOTT Wastewater Alliance	547,641.63	December LOTT fees collected
AWC Employee Benefit	144,858.55	Feb premiums collected in Jan
Active Construction, Inc	436,274.22	PE#12 I5/Trospen project
Thurston County	21,248.32	Qtr2 RHC 1406 taxes per interlocal

Vendor		
		agreement
Centralsquare Tech, LLC	191,529.77	Annual maint 2024 LERMS
HDR Engineering Inc	82,403.81	Prof svcs Old Hwy 99/79 th Roundabout 11/5/23 to 12/2/23
HDR Engineering Inc	55,381.54	Prof svcs Old Hwy 99/79 th Roundabout 12/3/23 to 12/31/23
LEOFF Health & Welfare Trust	58,488.52	Feb Police premiums collected in Jan
Reed Trucking & Excavating, Inc.	287,636.76	PE# 5 Israel/Linderson water main

* 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.

4) Alternatives:

- ☐ Ratify the vouchers as proposed.
- ☐ Develop an alternative voucher review and approval process.

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
- C. Exhibit C – Payment of Vouchers – Review and Approval