

TO: City Council
FROM: Shelly Carter, Assistant Finance Director
DATE: January 2, 2024
SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- December 1, 2023, payment of Eden vouchers 173773 to 173781 in the amount of \$2,230.97; and Enterprise vouchers 181948 to 182002 in the amount of \$919,616.48 and electronic payments 903747 to 903769 in the amount of \$160,068.98.
 - December 8, 2023, payment of Eden vouchers 173782 to 173789 in the amount of \$1,160.29; and Enterprise vouchers 182003 to 182084 in the amount of \$305,134.73 and electronic payments 903770 to 903793 in the amount of \$131,434.47.
 - December 15, 2023, payment of Eden vouchers 173790 to 173802 in the amount of \$293,703.45 and electronic payments 902889 to 902901 in the amount of \$172,330.91 and wire payments of \$226,810.33; and Enterprise vouchers 182085 to 182175 in the amount of \$348,872.29 and electronic payments 903794 to 903813 in the amount of \$662,638.81.
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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 | | |
|--------------------------------|------------|--|
| AWC Employee Benefit Trust | 138,450.84 | December 2023 premiums – Non-reps |
| Miles Resources, LLC | 650,932.22 | PE#4 2023 Pavement Maintenance Project |
| Clary Longview, LLC | 51,912.91 | 2023 Ford F150 - Replacement vehicle for Water Ops |
| LEOFF Health & Welfare Trust | 56,784.99 | December 2023 premiums - Police |
| Core & Main LP | 21,374.40 | Water shop inventory - meters |
| McDonald & Sons Ventures | 36,119.94 | Golf water pump upgrade - install & balance |
| Systems for Public Safety, Inc | 25,114.60 | Public safety equipment upfitting on 2023 Ford Explorer – replacement vehicle for Police |
| Bobbie & Amanda's Cleaning Svc | 20,081.39 | November 2023 janitorial services of City facilities |
| Clary Longview, LLC | 51,673.13 | 2023 Ford F150 - Replacement vehicle for Water Ops |
| TCF Architecture, PLLC | 165,029.04 | Maintenance & Ops facility design work |
| LOTT Wastewater Alliance | 601,002.48 | November 2023 LOTT fees collected |

* 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