

TO: City Council
FROM: Shelly Carter, Assistant Finance Director
DATE: March 19, 2024
SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- March 1, 2024, payment of Eden vouchers 173885 to 173901 in the amount of \$198,776.56 and electronic payments 902944 to 902951 in the amount of \$77,942.71; and Enterprise vouchers 182726 to 182808 in the amount of \$481,083.23 and electronic payments 904006 to 904032 in the amount of \$843,262.69; and wire payments in the amount of \$228,834.49.
 - March 8, 2024, payment of Eden vouchers 173902 to 173910 in the amount of \$1,162.70; and Enterprise vouchers 182809 to 182864 in the amount of \$414,728.42 and electronic payments 904033 to 904056 in the amount of \$107,964.15.
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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	146,261.40	March premiums
CDW LLC	36,459.23	Microsoft 365 Business Premium 11/1/23 – 6/13/24
DAVEY RESOURCE GROUP, INC	27,077.50	Tree inventory and management plan
CAROLLO ENGINEERS, INC	22,857.00	Source development planning phase 1
CLARY LONGVIEW	33,767.92	Ford Maverick XLT 4x2 HEV – Fire Dept.
LEOFF HEALTH & WELFARE TRUST	55,771.10	March premiums
LOTT WASTEWATER ALLIANCE	634,986.37	January 2024 LOTT fees
ACUSHNET COMPANY	43,303.82	Titleist Golf Balls
CITY OF TUMWATER	63,794.38	LERMS Billing 2024 LERMS Central Square Expense
THURSTON COUNTY COMMUNICATIONS	175,325.00	TCOMM Annual agreement for LERMS
BOBBIE & AMANDA'S CLEANING SVC	20,011.65	Janitorial services – FEB 2024

* 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