TO: City Council

FROM: Shelly Carter, Assistant Finance Director

DATE: October 01, 2024

SUBJECT: Payment of Vouchers

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1)   <u>Recommended Action</u>:

Staff is seeking City Council ratification of:
- September 13, 2024, payment of Eden vouchers 174260 to 174292 in the amount of $345,500.97 and electronics payments 903077 to 903090 in the amount of $176,286.25 and wire payments in the amount of $239,635.75; payment of Enterprise vouchers 184441 to 184514 in the amount of $361,785.04 and electronic payments 904653 to 904673 in the amount of $115,945.58

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2)   <u>Background</u>:

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		
CDW LLC	55,781.88	Darktrace annual subscription = 3rd yr of 4yr subscription
CDW LLC	77,035.73	Microsoft 365 Business Premium – 280 licenses 6/14/2024 – 6/13/2025
ICF JONES & STOKES, INC	28,715.00	Professional Services for Bush Prairie HCP project 7/1/24 to 8/23/24
WA ST DEPT OF ENTERPRISE SVCS	42,863.00	MacDonald-Miller COT Investment grade audit
BOBBIE & AMANDA'S CLEANING SVC	24,809.73	Janitorial services & supplies – August
WA ST AUDITORS	45,883.90	2023 Accountability, Federal Grant & Financial audit – August bill

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

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3)   <u>Policy Support</u>:
- 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)   <u>Alternatives</u>:

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

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5) <u>Fiscal Notes</u>:
The vouchers are for appropriated expenditures in the respective funds and departments.

6) <u>Attachments</u>:

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