

TO: City Council  
 FROM: Shelly Carter, Deputy Finance Director  
 DATE: January 21, 2025  
 SUBJECT: Payment of Vouchers

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1) Recommended Action:

Staff is seeking City Council ratification of:

- December 27, 2024, payment of Eden vouchers 174425 to 174431 in the amount of \$1,514.09; payment of Enterprise vouchers 185425 to 185454 in the amount of \$420,337.61 and electronic payments 905072 to 905076 in the amount of \$46,818.85
  - January 3, 2025, payment of Eden vouchers 174432 to 174434 in the amount of \$1,520.66; payment of Enterprise vouchers 185455 to 185475 in the amount of \$268,200.02 and electronic payments 905077 to 905100 in the amount of \$112,941.24 and wire payments in the amount of \$241,883.10
  - January 10, 2025, payment of Eden vouchers 174435 to 174442 in the amount of \$1,790.97; payment of Enterprise vouchers 185476 to 185565 in the amount of \$1,450,015.76 and electronic payments 905101 to 905123 in the amount of \$295,447.29 and wire payments in the amount of \$50,398.78
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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:

<b>Vendor</b>		
CITY OF OLYMPIA	45,200.00	2 <sup>nd</sup> half 2024 Mark Noble training center
HALEY & ALDRICH, INC	20,149.75	WSDOT Facility 05-16 to 06-30-2024
NORTHWEST CASCADE INC	315,751.00	PE#3 Linwood Ave sidewalk
DELL MARKETING LP	20,578.52	Laptops and Monitors
WA ST DEPT OF REVENUE	50,398.78	November excise, sales and use tax payment
BARKER RINKER SEACAT ARCHITECTURE	20,780.05	Community Center study services through 12/31/24
EXP U.S. SERVICES IN	26,264.64	2025 comp plan update
GRANICUS, LLC	24,435.26	GOVQA public records software 2025
WA CITIES INSURANCE AUTHORITY	1,000,478.00	2025 insurance for the City
BOBBIE & AMANDA'S CLEANING	21,529.24	Janitorial services December 2024
CLARY LONGVIEW, LLC	54,097.29	2025 Replacement Ford Police SUV AWD - 6070535
CLARY LONGVIEW, LLC	54,097.29	2025 Replacement Ford Police SUV AWD - 6070520

Vendor		
CLARY LONGVIEW, LLC	54,097.29	2025 Replacement Ford Police SUV AWD - 6070519
LEOFF HEALTH & WELFARE TRUST	54,820.63	Jan 2025 premiums – Police
AWC EMPLOYEE BENEFIT TRUST	165,263.04	Jan 2025 premiums – Non-represented employees

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

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- 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.

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- 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