



## MEMORANDUM

**DATE:** August 3, 2017

**TO:** Sean P. McGlynn, City Manager

**FROM:** Deborah Lauchner, Chief Financial Officer

**SUBJECT:** Ratification of unpaid invoices

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Over the course of FY 2016-17 our procurement and contract management processes have changed. The changes have caused several invoices to remain unpaid at year end as Finance staff does not have authorizing documents to support the procurement and prove the payments conform to our agreement. We continue to work with Departments to ensure there are agreements in place and funding that supports these agreements.

This memo outlines unpaid invoices for services provided by Bodean Co., Inc. for the provision of asphalt and concrete for various departments and requests City Manager approval to make the payments due. The following invoices remain unpaid:

Invoice Date	Amount
1/31/2017	\$5,927.47
2/6/2017	\$902.77
2/21/2017	\$4,307.80
2/28/2017	\$4,083.14
3/6/2017	\$2,820.51
3/13/2017	\$5,521.74
3/20/2017	\$3,889.28
3/27/2017	\$1,343.50
3/31/2017	\$3,361.81
4/10/2017	\$3,058.55
4/17/2017	\$3,176.39
4/24/2017	\$3,526.07
4/30/2017	\$4,608.89

5/8/2017	\$6,357.95
5/15/2017	\$1,057.71
late fees	\$112.35
Total	\$54,055.93

The City has continued to receive this service through the use of Blanket Purchase Orders (BPO). The Agreement was not reviewed and approved by the City Attorney's Office. The first BPO of record is dated July 25, 2010, however accounting records only go back to 2010. Cumulative spend with this vendor since July 9, 2012, is \$903,888.66 which includes the unpaid invoices. The amount spent per fiscal year is outlined as follows:

Fiscal Year	Amount Spent
FY 12/13	\$192,771.96
FY 13/14	\$157,507.56
FY 14/15	\$229,409.60
FY 15/16	\$170,072.07
FY 16/17	\$100,071.54
Unpaid FY 16/17	\$ 54,055.93

**RECOMMENDATION:**

The Finance Department is recommending the City Manager authorize the Finance Department to make payments to Bodean Co., Inc. in the amount of \$54,055.93.

**APPROVED:**

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Sean P. McGlynn, City Manager

\_\_\_\_\_  
Date