



MEMORANDUM

DATE: August 3, 2017

TO: Sean P. McGlynn, City Manager

FROM: Deborah Lauchner, Chief Financial Officer

SUBJECT: Ratification of unpaid invoices

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 Syar Industries Inc. for the provision of asphalt, concrete and plant mix for various departments and requests City Manager approval to make the payments due. The following invoices remain unpaid:

FY16/17	
Invoice Date	Amount
5/31/2017	\$43.92
6/5/2017	\$570.56
6/6/2017	\$2,130.16
6/7/2017	\$4,949.18
6/8/2017	\$166.75
6/9/2017	\$390.47
6/12/2017	\$771.06
6/13/2017	\$1,064.33
6/14/2017	\$2,323.06
6/15/2017	\$2,212.92
6/16/2017	\$322.04
6/19/2017	\$213.11

6/20/2017	\$419.96
6/21/2017	\$788.88
6/22/2017	\$4,551.79
6/26/2017	\$1,414.17
FY16/17 Total	\$25,603.20

FY17/18	
Invoice Date	Amount
7/3/2017	\$359.14
7/5/2017	\$711.66
7/6/2017	\$1,016.27
7/10/2017	\$1,288.36
7/7/2017	\$319.67
FY 17/18 Total	\$3,695.10

FY16/17 Total	\$25,603.20
FY 17/18 Total	\$3,695.10
Total Unpaid Invoices	\$29,298.30

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 March 5, 2010, however accounting records only go back to 2010. Cumulative spend with this vendor since August 1, 2012, is \$485,751.25 which includes the unpaid invoices. The amount spent per fiscal year is outlined as follows:

Fiscal Year	Amount Spent
FY 12/13	\$137,647.32
FY 13/14	\$131,950.47
FY 14/15	\$52,866.22
FY 15/16	\$62,016.94
FY 16/17	\$71,972.00
Unpaid FY 16/17	\$25,603.20
Unpaid FY 17/18	\$3,695.10

RECOMMENDATION:

The Finance Department is recommending the City Manager authorize the Finance Department to make payments to Syar Industries Inc. in the amount of \$29,298.30.

APPROVED:

Sean P. McGlynn, City Manager

Date