CITY COUNCIL REGULAR SESSION

Motion to approve payment of claims and payroll for the period January 1, 2021 – January 31, 2021.

Toni Call, Director, 452-7863
Sylvia Lock-Kirihara, Disbursements Assistant Manager, 452-6455
Finance & Asset Management Department

EXECUTIVE SUMMARY

This motion will approve the payment of claims and payroll for the month of January 2021.

RECOMMENDATION

Move to approve payment of claims and payroll for January 1, 2021 – January 31, 2021.

BACKGROUND/ANALYSIS

The information presented in the Fiscal Impact section covers all claims and payroll payments during the month prior to the date of the Council meeting, as required by RCW 42.24.180.

All payments made during this period were found to be valid claims against the City. Details are available from the Financial Services Division of the Finance & Asset Management (FAM) Department.

The City's internal controls include certification of the validity of all payments by the appropriate department prior to submission for payment. The FAM Director has delegated authority for the examination of vouchers and authorization of payments to the Financial Services Manager and Accounts Payable, Procurement and Payroll staff. Centralized Accounts Payable staff review all claims payments and Payroll performs system validation and exception reviews to validate payroll records. The Business Expense Coordinator in Financial Services reviews all expense reimbursement claims. In addition, the Financial Services Manager performs a random sampling review of supporting documentation for claims payments to ensure validity. The FAM Department regularly reviews its processes to ensure appropriate internal controls are in place.

POLICY & FISCAL IMPACTS

Policy Impact

RCW 42.24.080 requires that all claims presented against the City by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due and unpaid obligations against the City, before payment can be made.

RCW 42.24.180 allows expedited processing of the payment of claims when certain conditions have been met. The statute allows the issuance of warrants or checks in payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month

of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City meets all of these conditions.

Bellevue City Code
BCC 4.40, Audit of Claims, provides that the Director of Finance and Asset Management or his/her designee will examine all claims prior to payment.

BCC 4.40.030 allows for periodic reporting of the payments to Council for approval. To meet these requirements, FAM staff schedule payment of claims and payroll for monthly Council approval on the Consent Calendar.

Fiscal Impact

Claims Check Numbers, including settlement of damage claims,	Amounts
Travel Advances and PayMode (electronic) deposits	$21,000,310.88
00375056 – 00375776 (Checks)	
0000-0000 (Travel)	
1053709 – 1053928 (PayMode)	
Direct Deposit and Payroll Check Numbers	Amounts
0080602 – 0080648	$12,551,017.13

These amounts were budgeted, and sufficient funds are available in the 2021 budget to cover these payments.

OPTIONS

1. Approve payment of claims and payroll for the period January 1, 2021 – January 31, 2021.
2. Do not approve the motion and provide alternate direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

N/A

AVAILABLE IN COUNCIL LIBRARY

N/A