



**BUSINESS OF THE CITY COUNCIL  
CITY OF MERCER ISLAND**

**AB 6652  
April 1, 2025  
Consent Agenda**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	AB 6652: Certification for Claims Paid February 16, 2025 through February 28, 2025	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>RECOMMENDED ACTION:</b>	Approve the Accounts Payable Certification for Claims Paid February 16, 2025 through February 28, 2025 in the Amount of \$2,409,343.48.	

<b>DEPARTMENT:</b>	Finance
<b>STAFF:</b>	Matt Mornick, Finance Director LaJuan Tuttle, Deputy Finance Director
<b>COUNCIL LIAISON:</b>	n/a
<b>EXHIBITS:</b>	1. Certification for Claims Paid February 16–28, 2025
<b>CITY COUNCIL PRIORITY:</b>	n/a

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUIRED</b>	\$ n/a

**EXECUTIVE SUMMARY**

The purpose of this agenda bill is to approve the February 16, 2025 through February 28, 2025 Accounts Payable Certification of Claims in the amount of \$2,409,343.48 (see Exhibit 1).

**BACKGROUND**

On January 21, 2025 the City officially transitioned to new financial management software. This change resulted in new Accounts Payable claims reports that detail accounts payable checks and direct disbursements including wire and electronic fund transfers (EFT/ACH) over the prior period (see [AB 6640](#)).

*Claims* refer to all external payments that are made to satisfy the obligations of the City, regardless of how payments are processed (e.g., through warrants, checks, EFTs, etc.). [RCW 42.24.080](#) requires that all claims presented against the City must be certified by the appropriate official to ensure that the claims are just, true, and unpaid obligations against the City, before payment can be made.

[RCW 42.24.180](#) allows the payment of claims to occur prior to City Council approval to expedite processing of the payment of claims, provided, however, that review and approval of the claims’ documentation occurs at the next regularly scheduled public meeting.

To fulfill the obligation of RCW 42.24.080 for accounts payable claims, the City has historically presented separate reports for Accounts Payable Checks and Accounts Payable EFT payments.

## ISSUE/DISCUSSION

The Enterprise ERP claims reports (see Exhibit 1) have a new look and additional information.

- The **Accounts Payable Report by Check Number** report presents a simple check register listing of payments by type and check number.
- The **Accounts Payable Report by Organization** report presents accounts payable claims by department as represented by the “ORG” code.

These reports combine printed checks and electronic payments. The disbursement method is identified by the Type code on the claim reports:

- Type **M** are Enterprise ERP direct disbursements. These are wire transfers and ACH payments that were previously reported on the Accounts Payable EFT Report. Note that “check” numbers are single digits to easily identify them as distinct from printed checks.
- Type **P** are printed accounts payable checks.
- Type **V** are voided accounts payable checks. The report will show the original check amount in the corresponding detail, but the check total is listed as \$0.00.

## RECOMMENDED ACTION

Approve the February 16, 2025 through February 28, 2025 Accounts Payable Certification of Claims in the amount of \$2,409,343.48 and authorize the Mayor to sign the certification on behalf of the entire City Council.