Ordinance No. 2562

(Amending or Repealing Ordinances)

CFN=220 – Claims Against the City
Passed 5/20/1985
Establishing Procedure for Filing Claims Against the City

Amended by Ord. 3579
Amended by Ord. 3928 (Sec. 2.97.010)
AN ORDINANCE of the City of Kent, Washington relating to claims procedures; adding a new Chapter 2.56 Kent City Code, establishing procedures for filing claims against the City.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. A new Chapter 2.56 Kent City Code is adopted as follows:

CHAPTER 2.56
CITY CLAIMS PROCESS

2.56.010. CITY CLAIMS PROCESS.

A. No action for monetary damages against the City shall be commenced until a written claim for damages has been properly presented and filed with the City Clerk's Office. The claim must specify the name of the claimant, the claimant's address, the date and location of the claimed loss, any alleged act or omission on the part of the City and the basis upon which liability is being asserted against the City, any known witnesses, the nature and extent of the injury or damage sustained, and the amount being claimed. All claims must be signed by the claimant and notarized prior to filing.

B. Once the claim is properly filed with the City Clerk, it shall be distributed to the Personnel Department, appropriate department head and City Attorney's Office. As necessary, the Personnel Department coordinates further distribution and review by the City's risk manager and/or claims administrator.

C. A lawsuit based upon the allegations of a Claim for Damages may not be instituted against the City within sixty (60) days of the filing of such claim, unless the applicable statute of limitations will expire within that period of time. The require-
ments of this section shall not affect in any manner the commence-
ment and running of any applicable statute of limitations.

Section 2. Any act consistent with the authority and
prior to the effective date of this ordinance is hereby ratified
and confirmed.

Section 3. Effective Date. This ordinance shall take
effect and be in force five (5) days from and after its passage,
approval and publication as provided by law.

ISABEL HOGAN, MAYOR

ATTEST:

BETTY GRAY, DEPUTY CITY CLERK

APPROVED AS TO FORM:

P. STEPHEN DIJULIO, CITY ATTORNEY

PASSED the ___ day of ___ , 1985.

APPROVED the ___ day of ___ , 1985.

PUBLISHED the ___ day of ___ , 1985.

I hereby certify that this is a true copy of Ordinance
No. 2562, passed by the City Council of the City of Kent,
Washington, and approved by the Mayor of the City of Kent as hereon
indicated.

(Seal)

BETTY GRAY, DEPUTY CITY CLERK

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