ORDINANCE NO. 3212

AN ORDINANCE of the City Council of the City of Kent, Washington, establishing a new chapter of the Kent City Code pertaining to the payment of claims, demands, and vouchers.

WHEREAS, RCW 42.24.180 provides that the legislative body of the City may authorize the issuance of warrants or checks in payment of claims prior to approval by the legislative body as long as certain requirements are met; and

WHEREAS, the City has not, by ordinance, established a system pursuant to RCW 42.24.180 to authorize issuance of warrants or checks in payment of claims prior to legislative approval.

WHEREAS, the Kent City Council, upon recommendation of the Director of Operations and Finance Manager, has determined to establish a new chapter of the Kent City Code to utilize the authorization set forth in RCW 42.24.180; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:
SECTION 1. The Kent City Code is hereby amended by adding a new chapter, Chapter 3.03, to read as follows:

CHAPTER 3.03
PAYMENT OF CLAIMS, DEMANDS AND VOUCHERS

Sec. 3.03.010. City auditing officer.

The operations committee, or its authorized designee, shall serve as the City auditing officer and shall act as auditor for the City for all claims, demands and vouchers presented to the City Council for approval. Such claims, demands and vouchers shall be prepared for audit and payment on a form providing for the authentication and certification by the auditing officer that the materials have been furnished, the services rendered or the labor performed as described, and the claim, demand or voucher is a just, true and unpaid obligation against the City.

Sec. 3.03.020. Preparation of list of claims, demands and vouchers for council approval.

The city finance manager, or his or her designee, shall prepare, for the auditing officer, a list of all claims, demands and vouchers presented to the City for payment and shall present the same to the city council for approval. These claims shall be certified by each department director that the materials have been furnished, services rendered or labor performed as describe
and the claim, demand or voucher is a just, true and unpaid obligation against the city.

Sec. 3.03.030. Payment of claims, demands and vouchers.

A. Claims, demands or vouchers may be paid prior to City Council approval if the following conditions are met:

1. The mayor, the director of operations, the finance manager, and any designee authorized to sign the checks or warrants, shall each furnish an official bond for the faithful discharge of his or her duties in an amount determined by the City Council, but not less than fifty thousand dollars. A blanket fidelity bond applicable to such officials and employees in addition to others and in an amount not less than fifty thousand dollars shall be sufficient to meet this requirement;

2. The City Council has adopted contracting, hiring, purchasing and disbursing policies that implement effective internal control;

3. The City Council shall review all documentation supporting any claim, demand or voucher paid and for approval of all checks or warrants issued in payment of any claim, demand or voucher at its next regularly scheduled public meeting; and

4. If, upon review, the City Council disapproves a claim, demand or voucher, the auditing officer shall cause the disapproved claim, demand or voucher to be recognized as a receivable of the City and shall direct city administration to
pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claim, demand or voucher.

B. Notwithstanding the fact that all of the above conditions are met, the City Council may stipulate that certain kinds or amounts of claims, demands or vouchers shall not be paid before the City Council has reviewed the supporting documentation and approved the issue of checks or warrants in payment of those claims, demands or vouchers.

Sec. 3.03.040. Claims for reimbursement for expenses of officers and employees.

Claims for reimbursement of any expenditures by officers or employees of the City for transportation, lodging, meals or any other purpose shall be pursuant to city administrative policy.

Sec. 3.03.050. Claims for damages to persons or property.

Claims or demands for damages to persons or property shall be presented to the city in accordance with the provisions of RCW 35A.31 and Kent City Code Chapter 2.97.

SECTION 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity
SEASON 3. Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its passage, approval and publication as provided by law.

JIM WHITE, MAYOR

ATTEST:

BRENDA JACOBER, CITY CLERK

APPROVED AS TO FORM:

ROGER A. LUBOVICH, CITY ATTORNEY
I hereby certify that this is a true copy of Ordinance No. 3212, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

BRENDA JACOBER, CITY CLERK

(SEAL)