

CITY OF BLAINE
REQUEST FOR COUNCIL ACTION
MEETING DATE: November 13, 2007

SUBJECT: Creating a New Blaine Municipal Code Chapter 3.03 Payment of Claims
Against the City

SUBMITTING DEPT: Finance Department

PREPARED BY: Meredith Riley, Finance Director

AGENDA LOCATION: Comments / Communications ☐, Consent ☐,
Public Meeting (Hearing) ☐, Unfinished Business ☐, Council Action Item ☒,
Committee Reports ☐

ATTACHMENTS: Ordinance 07-2688 Creating BMC 3.03 Payment of Claims
Against the City.

ANALYSIS / SUMMARY: In years past, the City issued warrants instead of checks for
payment of vouchers. The City changed to issuing checks a number of years ago and
BMC 03.02 Warrants was repealed. BMC 3.03 Payment of Claims Against the City
replaces BMC 3.02 and reflects current practice.

RECOMMENDATION: ☒ Waive 2nd Reading: (Including conditions of approval if
applicable)

FISCAL ANALYSIS: There is no fiscal impact; this is to codify current practice.

REVIEWED BY:

City Manager _____ Finance Director _____ City Clerk _____

COUNCIL ACTION: Approved ☐, Denied ☐, Tabled / Deferred ☐,
Assigned to: _____

DATE OF NEXT COUNCIL ACTION: _____

ORDINANCE NO 07-2688

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLAINE, WASHINGTON, CREATING BLAINE MUNICIPAL CODE CHAPTER 3.03 – PAYMENT OF CLAIMS AGAINST THE CITY

WHEREAS, the City has not issued Warrants for the payment of claims against the City for a number of years, and

WHEREAS, Blaine Municipal Code Chapter 3.02 Warrants was repealed, and

WHEREAS, the Blaine Municipal Code needs to reflect current practice,

NOW, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLAINE THAT A NEW CHAPTER 3.03 BE CREATED AS FOLLOWS:

SECTION 1:

Blaine Municipal Code Section 03.03 Payment of Claims Against the City:

3.03.010 Preparation of list of claims, demands and vouchers for council approval. The city finance director, or designee, shall prepare 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 described and the claim, demand or voucher is a just, true and unpaid obligation against the city.

3.03.020 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 city manager, the finance director, and any designee authorized to sign the city checks, 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 (\$50,000). A blanket fidelity bond applicable to such officials and employees in addition to others and in an amount not less than fifty thousand dollars (\$50,000) 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 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 finance director 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 approve the issue of checks in payment of those claims, demands or vouchers.

3.03.030 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.

3.03.040 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 provision of Chapter 35A.31 RCW.

SECTION 2: Should any section, clause or provision of this ordinance be declared by the courts to be invalid or unconstitutional, the same shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part of the ordinance declared to be invalid.

SECTION 3: This Ordinance shall take effect and be in force from and after its passage by the City Council and approval by the Mayor, if approved, otherwise, as provided by law and five days after the date of posting for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF BLAINE, WASHINGTON on this _____ day of _____, 2007, and approved by the Mayor on the same day.

MIKE MYERS, Mayor

ATTEST:

SHERI SANCHEZ, City Clerk