

## ORDINANCE NO. 1005 – CLAIMS PAYMENTS

### AN ORDINANCE OF THE CITY OF NORTH BONNEVILLE, WASHINGTON CREATING A NEW SECTION 3.70.020, ADVANCED PAYMENTS, ALLOWING FOR CLAIMS PAYMENTS PRIOR TO COUNCIL APPROVAL.

WHEREAS, the use of credit cards and electronic fund transmissions can greatly facilitate the efficient operation of city administration; and

WHEREAS, payment of claims are required prior to council approval in some situations, such as for personnel and tax payments; and

WHEREAS, RCW 42.24.180 allows for the advanced payment of claims so long as certain conditions are met;

### NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BONNEVILLE, WASHINGTON DO ORDAIN AS FOLLOWS:

#### **Section 1. Creating Section 3.70.020, “Advanced Payments”**

Section 3.70.020 “Advanced Payments,” is hereby adopted and added as follows:

#### 3.70.020 Advanced Payments.

In order to expedite the payment of claims and warrants, the city may issue payments in advance of city council approval only for the following:

- Tax payments including Federal Withholding, Medicare, Social Security, and Washington State excise taxes;
- Employee pay, including mid-month draw payments;
- Employee voluntary withholding payments including employee retirement;
- Employee involuntary withholding payments such as garnishments and union dues;
- Employee benefits including medical, labor and industries insurance, unemployment insurance, and Washington State retirement;
- Automatically deducted bank fees and charges; and
- Payments that may be deducted from intergovernmental revenues including services fees and/or charges applied by Washington State and Skamania County for processing tax receipts or as may be applied by neighboring jurisdictions with whom the city enters in interlocal agreements.

The ability to issue payments in advance of city council approval shall be subject to the following conditions:

- The city shall maintain a bond in an amount not less than \$50,000 for the faithful discharge of duties by each officer or employee designated to make payments.
- The city council shall review the documentation supporting Advanced Payments at a regularly scheduled public meeting within one month of issuance. These payments will be separately approved as “Advanced Payments”.

- In the event the city council shall disapprove any claim paid with an Advanced Payment, the treasurer shall cause the disapproved claims to be recognized as receivables of the city and shall pursue collection diligently until said disapproved amounts are collected.

The following claims shall not be paid before the city council has reviewed and approved them:

- Any claim which would require a budget amendment.
- Any claim in excess of an amount authorized by a contract.
- Any claim which is not in accordance with the city's policies.

**Section 2. Severability.**

If any section, sentence, clause or phrase of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 3. Effective Date and Publication.**

This Ordinance shall be effective five days after publication of the Ordinance, or a summary thereof consisting of its title, in the official newspaper of the City.

**PASSED BY THE CITY COUNCIL ON FEBRUARY 13<sup>th</sup>, 2012.**

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Don Stevens, Mayor

**ATTEST:**

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John Spencer, City Clerk