

ORDINANCE NO. 604

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, AUTHORIZING THE ISSUANCE OF CHECKS BEFORE APPROVAL BY THE COUNCIL UNDER CERTAIN CONDITIONS AS AUTHORIZED BY RCW 42.24.180; AMENDING MUNICIPAL CODE SECTION 3.03.010; ADDING A NEW SECTIONS 3.03.020 and 3.03.030 TO CHAPTER 3.03 CLAIMS AND OTHER OBLIGATIONS; AND AMEND MUNICIPAL CODE 2.03.020 BOND REQUIRED.

WHEREAS, RCW 42.24.180 sets forth the conditions for early issuance of checks before Council approval; and

WHEREAS, the Finance Director, the City Manager, and approved designee who sign the checks have an official bond for the faithful discharge of his or her duties in an amount not less than fifty thousand dollars (\$50,000); and

WHEREAS, the City Clerk is a check signee designated by the City Manager and, therefore must furnish a bond in the amount not less than fifty thousand dollars (\$50,000); and

WHEREAS, the City Council has adopted contracting, hiring, purchasing, and disbursing policies that implement effective internal controls; and

WHEREAS, the City Council shall provide for its review of the documentation supporting claims paid and for its approval of all checks issued in payment of claims at a regularly scheduled public meeting within one month of issuance; and

WHEREAS, the City Council shall require that if, upon review, it disapproves some claims and, the Finance Director and the City Manager shall jointly cause the disapproved claims to be recognized as receivables, and will pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Adopt amendment and addition to Chapter 3.03. The City Council of the City of Woodinville hereby amends Chapter 3.03, "Claims and Other Obligations", in its entirety as follows (new text is shown by underline, deletions of text are shown by strikethrough):

"3.03.010 Payment of claims or obligations of the City.

Pursuant to RCW 35A.40.020, payment of claims or obligations of the City shall be by check. The City officers authorized to sign checks shall be the City Manager, the Finance Director ("the Auditing Officer") and an employee designated by the City Manager. Two signatures will be required on all checks. ~~The qualified public depository of the City shall continue to be U.S. Bank until October 31, 2006, and said status shall be deemed revoked as of the close of business on that~~

date. Beginning November 1, 2006, the qualified public depository of the City shall be Bank of America. (~~Ord. 433 §§ 2, 3, 2006; Ord. 7 § 1, 1993~~)

3.03.020 Issuance of checks before approval by City Council.

Pursuant to RCW 42.24.180, the City Council, after audit by the Auditing Officer, authorizes the early issuance and release of checks for payment of claims, bills, invoices and other demands or obligations before formal approval by the City Council; for the purposes of avoiding late fees and penalties, avoiding the disruption of service or delivery of goods or services, taking advantage of early payment discounts, complying with obligations established by previously approved legally binding agreements, reimbursing employees for City purchases that cannot be made with a City credit card, and paying such other transactions that require immediate remittance necessary for the on-going efficient operation and affairs of the City government.

3.03.030 Council Review.

The City Council shall review the documentation supporting claims paid for its approval of all checks issued in payment of claims at a regularly scheduled public meeting within one month of issuance. If, upon review, the City Council disapproves some claims, the Auditing Officer and the City Manager shall jointly cause the disapproved claims to be recognized as receivables of the City and pursue collection diligently until the amounts disapproved are collected or until the City Council is satisfied and approves the claims.”

Section 2. Adopt amendment to Chapter 2.03. The City Council of the City of Woodinville hereby amends Chapter 2.03.020 in its entirety as follows (new text is shown by underline, deletions of text are shown by strikethrough):

“2.03.020 Bond required.

Prior to entering upon the performance of duties, the City Manager, the City Clerk and the Finance Director shall be required to furnish an official bond, to be renewed annually, conditioned on the honest and faithful performance of their official duties.

The premium on the bond(s) shall be paid by the City. The amount of the bond(s) shall be at least:

- (1) City Manager – \$50,000;
- (2) Finance Director – \$50,000;
- (3) City Clerk – ~~\$10,000~~ \$50,000.”

Section 3. Designation of Qualified Public Depository. The qualified public depository for the City shall continue to be Bank of America until a different qualified public depository is designated by the City Council by Resolution. All such future designations may be by resolution.

Section 4. 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 or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 17th DAY OF MARCH 2015.


Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:


Jennifer L. Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY


Greg A. Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: 03-17-2015
PUBLISHED: 03-23-2015
EFFECTIVE DATE: 03-30-2015
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