

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 7/24/17

AGENDA ITEM:	
Ordinance Updating Signatories on Payroll and Claims Funds	
PREPARED BY:	DIRECTOR APPROVAL:
Jan Berg	
DEPARTMENT:	
Finance	
ATTACHMENTS:	
Revised Ordinance	
BUDGET CODE:	AMOUNT:
N/A	\$0.00
SUMMARY:	

During the transition of banking services to Key Bank, staff is reviewing the current banking procedures and related code sections. The proposed ordinance updates code sections 3.49.010 and 3.50.010 to remove the reference of warrants which the City doesn't use and to change the required signature for drawing payroll and claims checks from the Mayor and Clerk to the Mayor and Finance Director.

RECOMMENDED ACTION:

Staff recommends that Council approve the proposed Ordinance to amend the municipal code for the authorized signatories on bank checks drawn against the payroll and claims funds and remove the reference to warrants.

CITY OF MARYSVILLE
Marysville, Washington

ORDINANCE NO. _____

AN ORDINANCE UPDATING THE AUTHORIZED SIGNATORIES ON BANK CHECKS DRAWN AGAINST THE PAYROLL FUND AND THE CLAIMS FUND AND AMENDING SECTIONS 3.49.010 AND 3.50.010 OF THE MARYSVILLE MUNICIPAL CODE.

Whereas, on May 8, 2017, the City Council approved a Professional Service Agreement with Key Bank to provide banking services for the City of Marysville; and

Whereas, the City's current and anticipated future practice is to pay all claims by bank check and not warrants; and

Whereas, the City desires to change the required signature for drawing checks from the Mayor and Clerk to the Mayor and Finance Director; and

Whereas, the switch to banking with Key Bank provides a convenient opportunity to clarify these changes;

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

Section 1. Amendment of MMC 3.49.010.

Section 3.49.010 of the Marysville Municipal Code, entitled "Payroll fund established," is hereby amended to read as follows:

There is created and established a fund to be designated as "payroll fund." Money shall be placed in the fund from time to time through transfers from other city funds containing payroll appropriations in the annual budget and amendments thereto. Expenditures from the fund shall be made by the issuance of bank checks ~~or warrants~~. Bank checks shall be drawn on the bank which is designated as the official city depository. Two signatures shall be required on all bank checks ~~or warrants~~ drawn against the payroll fund in accordance with RCW 35A.12.170, one being the mayor and one being the ~~clerk~~finance director.

Section 2. Amendment of MMC 3.50.010.

Section 3.50.010 of the Marysville Municipal Code, entitled "Claims fund established," is hereby amended to read as follows:

There is created and established a fund to be designated as "claims fund." Money shall be placed in the fund from time to time through transfers from other city funds containing appropriations in the annual budget and amendments thereto to meet expenditures relating to approved claims. Expenditures from the fund shall

be made by the issuance of bank checks ~~or warrants~~. Bank checks shall be drawn on the bank which is designated as the official city depository. Two signatures shall be required on all bank checks ~~or warrants~~ drawn against the claims fund in accordance with RCW 35A.12.170, one being the mayor and one being the ~~clerk~~ finance director.

Section 3. Effective Date.

This ordinance shall become effective five days after the date of its publication by summary.

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2017.

CITY OF MARYSVILLE

By _____
JON NEHRING, MAYOR

Attest:

By _____
APRIL O'BRIEN, DEPUTY CITY CLERK

Approved as to from:

By _____
JON WALKER, CITY ATTORNEY

Date of publication: _____

Effective Date (5 days after publication): _____