

**RESOLUTION 2007-18**

**A RESOLUTION ESTABLISHING A PROCEDURE FOR THE PAYMENT OF BILLS.**

**WHEREAS**, Ord. No. 242, re-defining the duties and responsibilities of the City Treasurer, requires that accounts payable check drawn on City bank accounts be approved by a majority of the Council before payment; and

**WHEREAS**, Ord. No. 252, amending the City Treasurer ordinance requires the adoption of a resolution establishing a procedure for the payment of bills; and

**WHEREAS**, Resolution 2007-01 set forth a procedure for the payment of bills but the process has since changed to reflect a higher degree of efficiency dealing with council vacancies; NOW THEREFORE,

**THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:**

**Section 1.** Pursuant to Section 6 of Ord. No. 252, the Council hereby authorizes the payment of bills in advance of specific authorization by the full Council, provided that the vouchers ordering payment thereof have been reviewed and initialed by two members of the Council prior to payment.

**Section 2.** The Treasurer, Mayor and Council President shall be approved to sign checks. Two signatures are required on all checks.

**Section 3.** The Finance Officer shall prepare all vouchers and checks on a twice-monthly basis. Vouchers shall be initialed by members of the City Council not otherwise approved to sign checks. The Council President may sign vouchers if other Council Members are not available, but he/she may not sign checks approved by those vouchers. If vouchers cannot be approved as outlined in this section, checks may be signed following Section 8 of this resolution.

**Section 4.** The City's Finance Officer shall not have authority to sign checks.

**Section 5.** At the regular meeting of the Council, a regular item of business shall be "acknowledgement of bills paid" since the previous regular meeting.

**Section 6.** The Finance Officer shall prepare an "EFT voucher" for payments made electronically and not by check and shall be initialed by those approved to sign checks.

**Section 7.** The limitations of this resolution shall not apply to the payment of payroll, payroll taxes and payroll-related benefits, including but not limited to Social Security and retirement, which are paid when due. An "acknowledgement of payment voucher" identifying these expenses shall be initialed by those approved to sign checks.

**Section 8.** If in the Treasurer's opinion, immediate payment of a bill is necessary, the Treasurer may pay the same, having first obtained the approval of the Council; or, if this is not possible owing to emergency conditions, the absence of a majority of the Council, or other causes, the Treasurer may pay the same, but shall file a memorandum for the record setting forth the reasons for said action, and ratification of the payment shall be part of the acknowledgement of bills paid at the next regular meeting of the Council.

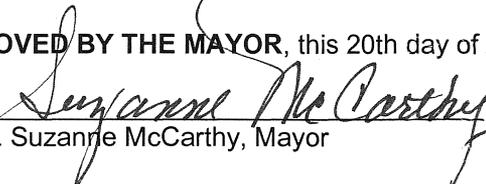
**Section 9.** Resolution 2007-01 is hereby repealed.

**Section 10.** This resolution shall be in effect upon its adoption by the Council.

**PASSED BY THE COMMON COUNCIL AND APPROVED BY THE MAYOR**, this 20th day of August, 2007.

ATTEST:

  
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Kevin M. Greenwood, City Administrator

  
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Hon. Suzanne McCarthy, Mayor