

Ordinance No. 120114

Council Bill No. 113391

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE relating to the Finance Division of the Executive Services Department; authorizing the payment of claims and other obligations by check or warrant, and amending the Seattle Municipal Code in connection therewith.

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CF No. _____

Date Introduced: <u>SEP 25 2000</u>	
Date 1st Referred:	To: (committee) - Budget & Economic Development Committee
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: <u>10-9-00</u>	Full Council Vote: <u>8-0</u>
Date Presented to Mayor: <u>10-10-00</u>	Date Approved: <u>OCT 16 2000</u>
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Date Vetoed by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

10-9-00 Pass

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

Jason S. ...

Councilmember

Committee Action:

10/4

Do Pass

⁴
5-0

Drags

McIver

Smith

Licata

Conlin

10-9-00 Passed 8-0 (Excused: Compton)

This file is complete and ready for presentation to Full Council.

Committee: _____

(Initial/Date)

Law Department

Law Dept. Review

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Review

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City Clerk
Review

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ORDINANCE 120114

AN ORDINANCE relating to the Finance Division of the Executive Services Department; authorizing the payment of claims and other obligations by check or warrant, and amending the Seattle Municipal Code in connection therewith.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As authorized by RCW 35A.40.020 and RCW 35.22.195, the City of Seattle adopts a policy that allows for the payment of claims or other obligations of the City by check or warrant.

Section 2. Chapter 3.38 of the Seattle Municipal Code is amended by adding a new section as follows:

3.38.030 Payment by check or warrant.

The Finance Director is authorized to elect to pay claims against, or other obligations of, the City out of solvent funds by either check or warrant. No check shall be issued when the applicable fund is not solvent at the time payment is ordered, but a warrant shall be issued therefor.

Section 3. Section 3.38.040 of the Seattle Municipal Code is amended as follows:

3.38.040 Authority to draw and pay warrants or make payment by check.

Unless the ordinance indicates otherwise, the making of an appropriation is sufficient authority for the Finance Director to draw and pay the necessary warrants and make the necessary transfers upon properly executed vouchers drawn by the appropriate department head or an authorized assistant. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

Section 4. Section 3.30.110 of the Seattle Municipal Code is amended as follows:

3.30.110 Refund of permit fee.

Whenever any permit is issued by the Public Health Department and a fee paid therefor, and no rights are exercised pursuant thereto and application is made for refund, the Director of Public Health shall certify the facts including the amount of the permit fee and the fund into which the same was paid and his or her approval



1 of the refund, and upon presentation of such certificate to the City Finance Director such officer is authorized to
2 draw and to pay a warrant in the amount of such refund drawn upon the proper fund and the necessary
3 appropriations are hereby made((;)). If the applicable fund is solvent at the time payment is ordered, the
4 Finance Director may elect to make payment by check. ((p))Provided, that no such refund is authorized when
5 the amount of the permit fee is Four Dollars (\$4.00) or less, and all refunds shall be made in the amount paid
6 for the permit less the sum of Three Dollars (\$3.00); and provided further, that before any such refund is made,
7 the permit shall be surrendered to the Director of Public Health and by him or her canceled.

8 Section 5. Section 3.30.120 of the Seattle Municipal Code is amended as follows:

9 **3.30.120 Duplicate Medicare payments.**

10 Whenever in the performance of services in connection with the Medicare Program the Public Health
11 Department receives duplicate payments for the performance of such services and application is made for a
12 refund, the Director of Public Health shall certify the facts including the amount of such duplicate payment and
13 the fund into which the same was paid and his or her approval of the refund, and upon presentation of such
14 certificate to the City Finance Director such officer is authorized to draw and to pay a warrant in the amount of
15 such refund drawn upon the proper fund and the necessary appropriations are hereby made. If the applicable
16 fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

17 Section 6. Section 3.106.010 of the Seattle Municipal Code is amended as follows:

18 **3.106.010 Blueprint or photography work.**

19 Whenever the fee paid to the City for any blueprint or photography work shall be erroneous for any
20 reason, and application is made for refund, the Director of Engineering shall certify the facts justifying such
21 refund, the amount thereof, and his or her approval of such refund, and upon presentation of such certificate,
22 the Finance Director is authorized to draw to pay a warrant on the General Fund in the amount of such refund
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1 and the necessary appropriations are hereby made from any surplus in said Fund. If the applicable fund is
2 solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

3 Section 7. Subsection 4.14.150 B of the Seattle Municipal Code is amended as follows:

4 **4.14.150 Moving expenses defined.**

5 * * *

6 B. Payment for such reimbursement, when authorized, shall be made from unexpended and unencumbered
7 balances accumulating in the budgets of the employing units which eligible persons head or in which such
8 persons serve, and the City Finance Director is authorized to pay the necessary warrants. If the applicable fund
9 is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

10 Section 8. Subsection 4.20.110 A of the Seattle Municipal Code is amended as follows:

11 **4.20.110 Biweekly pay periods.**

12 Biweekly pay periods for all officers and employees of all Departments of the City including the
13 Library are authorized on the following basis:

14 A. Each biweekly pay period shall end on a Tuesday and except for such advances on earned salary from
15 "Contingent Fund A" as may be specifically authorized by ordinance, warrants or checks shall be delivered to
16 those concerned after three p.m. (3:00 p.m.) on the day before the payday, which payday shall be one (1) week
17 from the Friday following said Tuesday; provided, that such payday may be advanced to Thursday if Friday is
18 a legal holiday or to Tuesday or Wednesday if Christmas or New Year's Day falls on a Wednesday or
19 Thursday. When payday is advanced, the Finance Director is authorized to distribute the warrant or check, on
20 that advanced payday or the day before payday. Furthermore, the Finance Director is authorized to designate
21 the employees to be paid each week so as to distribute the warrants or checks payable as near equally as
22 possible on the day before each payday.

23 Section 9. Section 4.20.700 of the Seattle Municipal Code is amended as follows:
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1 **4.20.700 Pay warrants or checks under one dollar .**

2 It is City policy and a condition of City employment to draw pay warrants or checks only when the net
3 pay is One Dollar (\$1.00) or more. Whenever payment is authorized to a City employee and the net pay
4 amount is less than One Dollar (\$1.00), the amount shall be added to the employee's next pay warrant or check
5 or severance pay warrant or check. If no further pay warrants or checks are contemplated, payment shall only
6 be made to an employee who makes demand and appears in person for payment.

7 Section 10. Subsection 4.36.130 H of the Seattle Municipal Code is amended as follows:

8 **4.36.130 Retirement System Board of Administration.**

9 * * *

10 H. The Finance Director shall be the custodian of the retirement fund. All payments from said fund shall be
11 made upon warrant duly executed by the Finance Director or, if the fund is solvent at the time payment is
12 ordered, by check. As custodian, the City Finance Director with the approval of the Board of Administration,
13 may cause securities of the retirement system to be registered in the name of a nominee and authorize the
14 safekeeping of retirement system securities in the physical custody of the Federal Reserve System, a depository
15 trust company, or a bank as contemplated by RCW 35.39.070.

16 Section 11. Subsection 4.36.295 F of the Seattle Municipal Code is amended as follows:

17 **4.36.295 Qualified domestic relations orders -- Orders of State Department of Social and Health
18 Services to withhold and deliver.**

19 * * *

20 F. Alternate Payee's Responsibility. An alternate payee has the responsibility of supplying and maintaining
21 with the Director a current mailing address for making payments; if payments are to commence upon
22 occurrence of an event, informing the Director when the event occurs; and in the event of an erroneous
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1 overpayment, returning to the City the warrant or check for issuance of another in the correct amount.
2 Warrants or checks returned on account of an incorrect address may be held as unclaimed property.

3 Section 12. Section 4.72.050 of the Seattle Municipal Code is amended as follows:

4 **4.72.050 Advance cash allowances -- When allowed.**

5 All officers and employees of the City may receive advance cash allowances covering anticipated,
6 reimbursable expenses to be incurred in the course of conducting City business involving travel outside the
7 City. Such advance allowances shall be made upon the prior request of such officers and employees approved
8 by the City Finance Director where the nature and duration of travel justifies such advance or failure to make
9 such advance would result in economic inconvenience to such officer or employee. Requests for advances
10 shall be made on such form as shall be prescribed by the City Finance Director who shall issue warrants
11 therefor not more than five (5) days prior to commencement of the authorized travel ((§)). If the applicable
12 fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check. ((p))
13 Provided, that advances to officers and employees of the Lighting and Water Departments may be made by the
14 respective heads of such departments from the appropriate revolving funds.

15 Section 13. Section 5.20.050 of the Seattle Municipal Code is amended as follows:

16 **5.20.050 Payments under one dollar.**

17 It shall be a term or condition of contracting with the City that payment warrants are drawn only for,
18 and checks shall be issued only for, sums of One Dollar (\$1) or more. If the sum due or owing to anyone
19 providing services or materials to the City is less than One Dollar (\$1), payment shall be made from petty cash
20 to those who present themselves in person. Payment shall be deemed waived if more than ninety (90) days
21 passes from the time payment is due without demand in person therefor.

22 Section 14. Section 5.24.020 of the Seattle Municipal Code is amended as follows:

23 **5.24.020 Payment of judgments.**

1 Upon the presentation to the City Finance Director of a certified copy of the docket entry of any
2 judgment against the City, entered in an appropriate court, showing the entry of judgment on the docket, and
3 having attached thereto a certificate in writing, signed by the City Attorney, to the effect that the right of appeal
4 from such judgment has been expressly waived, or that the time for an appeal has expired, the City Finance
5 Director shall issue a warrant upon the Judgment/Claims Subfund for the amount of such judgment, and costs if
6 awarded to the claimant by the court. If the Judgment/Claims Subfund is solvent at the time payment is
7 ordered, the Finance Director may elect to make payment by check.

8 Section 15. Section 5.24.030 of the Seattle Municipal Code is amended as follows:

9 **5.24.030 Payment of claims.**

10 The City Attorney may authorize payment of any claim against the City in an amount of not more than
11 Ten Thousand Dollars (\$10,000) and, upon presentation of proper releases, and of vouchers approved by the
12 City Attorney, the City Finance Director is authorized to draw and to pay warrants on the Judgment/Claims
13 Subfund for the settlement and full satisfaction of any such claim, and to make any necessary, authorized
14 transfers of other funds in such connection. If the Judgment/Claims Subfund is solvent at the time payment is
15 ordered, the Finance Director may elect to make payment by check.

16 Section 16. Subsection 5.44.030 D of the Seattle Municipal Code is amended as follows:

17 **5.44.030 Tax and fees on business with the City -- Payment of City contracts.**

18 * * *

19 D. All persons are required to pay in full all taxes or fees due under this chapter on account of such contract, or
20 otherwise, before accepting any warrant or check as payment for performing any contract for the City. The
21 Finance Director may withhold payment due a City contractor pending satisfactory resolution of unpaid taxes
22 and fees due the City under this title.

23 Section 17. Section 5.78.020 of the Seattle Municipal Code is amended as follows:
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1 **5.78.020 Expenditures -- Seattle Center programs.**

2 The Director of the Seattle Center is authorized to direct expenditures for the donations made to the
3 Seattle Center programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director
4 is authorized to draw to pay warrants against the designated program account or subaccount on vouchers
5 approved by The Seattle Center Director as to payee and purpose. If the applicable fund is solvent at the time
6 payment is ordered, the Finance Director may elect to make payment by check.

7 Section 18. Section 5.78.030 of the Seattle Municipal Code is amended as follows:

8 **5.78.030 Expenditures -- Seattle Arts Commission.**

9 The Seattle Arts Commission is authorized to direct expenditures for the donations made to the Seattle
10 Arts Commission programs in the City's Gift Catalogue as designated by the donor; and the City Finance
11 Director is authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers
12 approved by said Commission as to payee and purpose. If the applicable fund is solvent at the time payment is
13 ordered, the Finance Director may elect to make payment by check.

14 Section 19. Section 5.78.040 of the Seattle Municipal Code is amended as follows:

15 **5.78.040 Expenditures -- Seattle Transportation programs.**

16 The Director of Transportation is authorized to direct expenditures for the donations made to Seattle
17 Transportation programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director
18 is authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers approved
19 by the Director of Transportation as to payee and purpose. If the applicable fund is solvent at the time payment
20 is ordered, the Finance Director may elect to make payment by check.

21 Section 20. Section 5.78.060 of the Seattle Municipal Code is amended as follows:

22 **5.78.060 Expenditures -- Office of Housing.**



1 The Director of Housing is authorized to direct expenditures for the donations made to that Office's
2 programs in the City's Gift Catalogue or for other housing activities as designated by the donor; and the City
3 Finance Director is authorized to draw and to pay warrants against said program accounts or subaccounts on
4 vouchers approved by the Director of Housing as to payee and purpose. If the applicable fund is solvent at the
5 time payment is ordered, the Finance Director may elect to make payment by check.

6 Section 21. Section 5.78.070 of the Seattle Municipal Code is amended as follows:

7 **5.78.070 Expenditures -- Seattle-King County Department of Public Health.**

8 The Director of Public Health is authorized to direct expenditures for the donations made to the Seattle-
9 King County Department of Public Health programs in the City's Gift Catalogue as designated by the donor;
10 and the City Finance Director is authorized to draw and to pay warrants against said program accounts or
11 subaccounts on vouchers approved by the Director of Public Health as to payee and purpose. If the applicable
12 fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

13 Section 22. Section 5.78.080 of the Seattle Municipal Code is amended as follows:

14 **5.78.080 Expenditures -- Seattle Public Utilities.**

15 The Director of Seattle Public Utilities is authorized to direct expenditures for the donations made to
16 the Seattle Public Utilities programs in the City's Gift Catalogue as designated by the donor; and the City
17 Finance Director is authorized to draw and to pay warrants against said program accounts or subaccounts on
18 vouchers approved by the Director of Seattle Public Utilities as to payee and purpose. If the applicable fund is
19 solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

20 Section 23. Section 5.78.090 of the Seattle Municipal Code is amended as follows:

21 **5.78.090 Expenditures -- Police Department.**

22 The Chief of Police is authorized to direct expenditures for the donations made to the Police
23 Department programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is
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1 authorized to draw to pay warrants against said program accounts or subaccounts on vouchers approved by the
2 Chief as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance
3 Director may elect to make payment by check.

4 Section 24. Section 5.78.100 of the Seattle Municipal Code is amended as follows:

5 **5.78.100 Expenditures -- Fire Department.**

6 The Chief of the Fire Department is authorized to direct expenditures for the donations made to the Fire
7 Department programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is
8 authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers approved by
9 the Chief as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance
10 Director may elect to make payment by check.

11 Section 25. Section 5.78.120 of the Seattle Municipal Code is amended as follows:

12 **5.78.120 Expenditures -- Department of Parks and Recreation.**

13 The Superintendent of Parks and Recreation is authorized to direct expenditures for the donations made
14 to the Department of Parks and Recreation programs in the City's Gift Catalogue as designated by the donor;
15 and the City Finance Director is authorized to draw and to pay warrants against said program accounts or
16 subaccounts on vouchers approved by the Superintendent as to payee and purpose. If the applicable fund is
17 solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

18 Section 26. Section 5.78.130 of the Seattle Municipal Code is amended as follows:

19 **5.78.130 Expenditures -- Personnel Director.**

20 The Director of Personnel is authorized to direct expenditures for the donations made to programs of
21 the former Personnel Department or to programs of the Personnel Division in the City's Gift Catalogue as
22 designated by the donor; and the City Finance Director is authorized to draw and to pay warrants against said
23 program accounts or subaccounts on vouchers approved by the Director of Personnel as to payee and purpose.
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1 If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to make
2 payment by check.

3 Section 27. Section 5.78.150 of the Seattle Municipal Code is amended as follows:

4 **5.78.150 Expenditures -- Finance Director.**

5 The City Finance Director is authorized to direct expenditures for the donations to programs of the
6 former Finance Department and to programs of the former Department of Licenses and Consumer Affairs in
7 the City's Gift Catalogue as designated by the donor; and to draw and to pay warrants against said program
8 accounts or sub- accounts on vouchers. If the applicable fund is solvent at the time payment is ordered, the
9 Finance Director may elect to make payment by check.

10 Section 28. Section 5.78.160 of the Seattle Municipal Code is amended as follows:

11 **5.78.160 Expenditures -- Department of Design, Construction and Land Use.**

12 The Director of Design, Construction and Land Use is authorized to direct expenditures for the
13 donations to the Design, Construction and Land Use Department programs in the City's Gift Catalogue as
14 designated by the donor; and the City Finance Director is authorized to draw and to pay warrants against said
15 program accounts or subaccounts on vouchers approved by the Director of Design, Construction and Land Use
16 as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director
17 may elect to make payment by check.

18 Section 29. Section 5.78.170 of the Seattle Municipal Code is amended as follows:

19 **5.78.170 Expenditures -- City Clerk's Office.**

20 The City Council is authorized to direct expenditures for the donations to the City Clerk's Office
21 programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is authorized to
22 draw and to pay warrants against such program accounts or subaccounts on vouchers approved by the City
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1 Clerk as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance
2 Director may elect to make payment by check.

3 Section 30. Section 5.78.180 of the Seattle Municipal Code is amended as follows:

4 **5.78.180 Expenditures -- Department of Neighborhoods.**

5 The Director of the Department of Neighborhoods is authorized to direct expenditures from the
6 donations made to that Department's programs that are in the City's Gift Catalogue, as amended from time to
7 time, or for which an account or subaccount for deposit of donations is established by ordinance. Such
8 expenditures shall be consistent with the designation by the donor. The City Finance Director is authorized to
9 draw and to pay warrants against said accounts or subaccounts for such programs, or make appropriate transfers
10 from such accounts or subaccounts, based on vouchers approved by the Director of Neighborhoods as to payee
11 and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to
12 make payment by check.

13 Section 31. Section 5.78.190 of the Seattle Municipal Code is amended as follows:

14 **5.78.190 Expenditures -- Human Services Department.**

15 The Director of the Human Services Department is authorized to direct expenditures for the donations
16 made to that Department's programs in the City's Gift Catalogue or for other human services activities as
17 designated by the donor; and the City Finance Director is authorized to draw and to pay warrants against said
18 program accounts or subaccounts on vouchers approved by the Human Services Director as to payee and
19 purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to
20 make payment by check.

21 Section 32. Subsection 10.02.030 B of the Seattle Municipal Code is amended as follows:

22 **10.02.030 Authority of Mayor to enter into contracts and incur obligations.**

23 * * *



1 B. The City Finance Director shall be authorized to draw and to pay the necessary warrants for expenditures
2 made pursuant to order and authorized by the City Council. If the applicable fund is solvent at the time
3 payment is ordered, the Finance Director may elect to make payment by check.

4 Section 33. Section 11.23.140 of the Seattle Municipal Code is amended as follows:

5 **11.23.140 Refunds for unused permits.**

6 Whenever an overweight or overload permit has been issued and a fee paid therefor and either no rights
7 are exercised pursuant thereto and such permit is surrendered or the fee charged is erroneous for any reason and
8 application is made for refund, the Traffic Engineer shall certify the facts justifying such refund, the amount
9 thereof, and his or her approval of such refund, and upon presentation of such certificate the City Finance
10 Director is authorized to draw and to pay a warrant on the General Fund in the amount of such refund, and the
11 necessary appropriations are made from any surplus in the Fund. If the appropriate fund is solvent at the time
12 payment is ordered, the Finance Director may elect to make payment by check.

13 Section 34. Section 11.30.280 of the Seattle Municipal Code is amended as follows:

14 **11.30.280 Contractor to file monthly claim for services.**

15 The contractor shall, on or before the tenth day of each month, file his or her claim with the Executive
16 Services Department for towing and storage charges accruing to him or her upon vehicles redeemed as
17 provided in this chapter during the preceding month, in accordance with this chapter and with the specifications
18 for the contract authorized in Section 11.30.220, and such claim shall be sworn to by him or her under oath.
19 The Finance Director shall audit such claim and any payment thereof at least once annually. A warrant or
20 warrants for payment of such claim shall be drawn and paid by the Finance Director from such expenditure
21 allowances as may be provided therefor in the annual budget or from such moneys as may otherwise be
22 appropriated for such purpose. If the appropriate fund is solvent at the time payment is ordered, the Finance
23 Director may elect to make payment by check.



1 Section 35. Section 15.04.090 of the Seattle Municipal Code is amended as follows:

2 **15.04.090 Refund of permit fee.**

3 Whenever the fee paid for any use or occupation permit shall be erroneous for any reason, and
4 application is made for refund, the authorizing official shall certify the facts justifying such refund, the amount
5 thereof, and his or her approval of such refund, and upon presentation of such certificate to the City Finance
6 Director, a warrant shall be drawn and paid in the amount of such refund. The necessary appropriations are
7 hereby made and authorized. If the appropriate fund is solvent at the time payment is ordered, the Finance
8 Director may elect to make payment by check.

9 Section 36. Section 20.04.150 of the Seattle Municipal Code is amended as follows:

10 **20.04.150 Special fund for each district.**

11 The ordinance creating any local improvement district shall also create a special fund to be called
12 "Local Improvement Fund, District No. _____," into which shall be placed all sums from any source intended
13 for use in the prosecution of the work contemplated by such ordinance and, when the assessment roll has been
14 confirmed, all sums paid on account of such assessment, including all interest and penalty thereon, and in the
15 event of sale of bonds by the City, all proceeds of sale and all premiums and accrued interest on bonds issued
16 for such improvement. The moneys in such local improvement district fund derived from assessments shall be
17 used for no other purpose than the redemption of warrants drawn upon and bonds issued against the fund to
18 provide payment for the cost and expense of the improvement. Provided, that if the fund is solvent at the time
19 payment is ordered, the Finance Director may elect to make payment for the cost and expense of the
20 improvement by check.

21 Section 37. Section 20.08.030 of the Seattle Municipal Code is amended as follows:

22 **20.08.030 Issuance and payment of warrants or checks.**

1 In order to effectuate the purposes of this chapter, the City Finance Director is authorized to from time
2 to time draw and pay warrants drawing interest at a rate not to exceed six percent (6%) on the Local
3 Improvement Guaranty Fund for the purposes contemplated in Section 20.08.010; provided, that such warrants
4 shall at no time exceed five percent (5%) of the outstanding bond obligations guaranteed by the fund. Warrants
5 on the Local Improvement Guaranty Fund shall be numbered serially in the order of their issuance. If the Local
6 Improvement Guaranty fund is solvent at the time payment is ordered, the Finance Director may elect to make
7 payment by check.

8 Section 38. Subsection 20.12.080 C of the Seattle Municipal Code is amended as follows:

9 **20.12.080 Administration by City officials.**

10 * * *

11 C. The City Finance Director shall draw such warrants upon the Local Improvement Guaranty Fund as
12 necessary and appropriate to make payments to the local improvement district fund for assessments, the
13 collection of which has been deferred, and shall report annually to the City Council and the Budget Director
14 about the amount of payments made from the Local Improvement Guaranty Fund for assessments or
15 installments deferred pursuant to this chapter and RCW 35.43.250, 35.50.050, and 35.50.100, as now existing
16 or hereafter amended; the current balance in such fund and outstanding obligations guaranteed by such fund. If
17 the Local Improvement Guaranty fund is solvent at the time payment is ordered, the Finance Director may elect
18 to make payment by check.

19 Section 39. Subsection 20.76.080 E of the Seattle Municipal Code is amended as follows:

20 **20.76.080 Special fund.**

21 * * *

22 E. The City Council shall, by ordinance, create a special fund for each such improvement district to be called
23 "Local Improvement Fund, Condemnation Award, District No. , " into which shall be placed the proceeds of
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1 the sale of bonds for such improvement, all sums paid on account of assessments levied for such improvement
2 including all interest and penalty thereon, and all sums received from rents, profits and income from the
3 property condemned by such proceeding, and from which shall be paid all warrants issued upon transcripts of
4 judgments on awards and all bonds issued for such improvement. Provided, that if the fund is solvent at the
5 time payment is ordered, the Finance Director may elect to make payment for the cost and expense of the
6 improvement by check.

7 Section 40. Section 20.76.120 of the Seattle Municipal Code is amended as follows:

8 **20.76.120 Warrants or checks -- When issued.**

9 The City Finance Director shall issue no warrants or checks for any condemnation awards, interest or
10 costs prior to the acceptance of such awards by the City Council as provided for in Section 20.76.020, but such
11 warrants or checks may be issued at any time thereafter.

12 Section 41. Section 20.76.130 of the Seattle Municipal Code is amended as follows:

13 **20.76.130 Payment of awards, interest and costs.**

14 The proceeds of the sale of bonds issued therefor, together with the proceeds of the collection of special
15 assessments therefor, made during the thirty (30) day period following the date of the first publication of the
16 Finance Director's notice of collection, shall be applied by the City Finance Director in payment of awards,
17 interest and costs of any judgment in any eminent domain proceedings, and the redemption of any warrants
18 issued in payment of any portion of such judgment. No priority of payment shall exist as between any such
19 warrants and any portion of such judgment, but warrants shall be paid in the order of their issuance; provided,
20 that warrants payable to the General Fund may be held until warrants issued for the payment of awards have
21 been paid. If the applicable fund is solvent at the time payment is ordered, the Director may elect to make
22 payment by check.

23 Section 42. Section 20.76.200 of the Seattle Municipal Code is amended as follows:
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1 **20.76.200 Payment of local improvement assessments against condemned property.**

2 For the purpose of making payment of all local improvement assessments that may exist against any
3 lot, tract or parcel of land which has been condemned for street or other purposes, the City Finance Director,
4 previous to the issuance of any warrant in payment for property condemned in any condemnation proceeding,
5 shall determine the amount of all unpaid local improvement assessments that may exist against the property,
6 and thereupon two (2) warrants in favor of the respondents shall be issued on the condemnation fund, one (1)
7 warrant in the amount of the unpaid assessments which shall be endorsed to the General Fund by the
8 respondent, and one (1) warrant for the amount of the award less the unpaid assessments. The City Finance
9 Director shall draw a warrant on the General Fund in favor of the local improvement district or districts entitled
10 thereto for the amount of the unpaid assessments, the General Fund to be reimbursed for the amounts so paid
11 out when sufficient moneys have been paid into the Condemnation Fund to meet the warrant thereon drawn in
12 favor of the General Fund in payment of the assessments as set forth in this section. If the applicable fund is
13 solvent at the time payment is ordered, the Director may elect to make payment by check.

14 Section 43. Section 21.24.090 of the Seattle Municipal Code is amended as follows:

15 **21.24.090 Refund of sewer permit fees.**

16 Whenever a sewer permit has been issued and a fee paid therefor and either no rights are exercised
17 pursuant thereto and such permit is surrendered or the fee charged is erroneous for any reason and application
18 is made for refund, the Director of Seattle Public Utilities shall certify the facts justifying such refund, the
19 amount thereof, and his or her approval of such refund, and upon presentation of such certificate, the City
20 Finance Director is authorized to draw and to pay a warrant on the General Fund in the amount of such refund
21 and the necessary appropriations are hereby made from any surplus in the fund. If the applicable fund is
22 solvent at the time payment is ordered, the Director may elect to make payment by check..

23 Section 44. Section 21.28.350 of the Seattle Municipal Code is amended as follows:
24



1 **21.28.350 Refunds of wastewater charges.**

2 The Director of Seattle Public Utilities is authorized to make refunds where any amount paid for
3 wastewater services is found to be erroneous, or where adjustments have been made by him or her as
4 authorized by this chapter, and the City Finance Director is authorized to draw and to pay the necessary
5 warrants on the Drainage and Wastewater Fund upon certification by the Director of Seattle Public Utilities that
6 the refund is authorized. If the applicable fund is solvent at the time payment is ordered, the Director may elect
7 to make payment by check.

8 Section 45. Subsection 22.220.100 C of the Seattle Municipal Code is amended as follows:

9 **22.220.100 Downtown Housing Maintenance Account.**

10 * * *

11 C. The moneys in the Account are hereby appropriated for the purposes described above and the City Finance
12 Director is authorized to draw and to pay the necessary warrants upon vouchers approved by the Director of
13 Housing from the appropriated Account. If the applicable fund is solvent at the time payment is ordered, the
14 Director may elect to make payment by check.

15 Section 46. Section 12A.62.020 of the Seattle Municipal Code is amended as follows:

16 **SMC 12A.62.020 Payment authority.**

17 Reimbursements made in accordance with Section 12A.62.010 shall be paid on vouchers approved by
18 the City Attorney on the basis of facts as certified by the Chief of Police consistent with this chapter together
19 with such other evidence as the City Attorney may require to substantiate such medical expenses, and for such
20 purpose the sum of One Thousand Dollars (\$1,000.00) or so much thereof as may be necessary is appropriated
21 from the Emergency Fund and the City Finance Director is authorized to draw and pay the necessary warrants.
22 If the applicable fund is solvent at the time payment is ordered, the Director may elect to make payment by
23 check.



1 Section 47. The several provisions of this ordinance are declared to be separate and severable and the
2 invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity
3 of the application thereof to any person or circumstance, shall not affect the validity of the remainder of this
4 ordinance or the validity of its application to other persons or circumstances.

5 Section 48. It is the express intent of the City Council that, in the event another ordinance has
6 heretofore been enacted that amended any section or subsection of the Seattle Municipal Code amended or
7 recodified herein, that earlier amendment should be effectuated with equal dignity to this ordinance if at all
8 possible in the codification of the Seattle Municipal Code and by the courts, notwithstanding the use in this
9 ordinance of an obsolete version of that part of the Seattle Municipal Code on which to show intended
10 amendments.

11 Section 49. In the event any section or subsection of the Seattle Municipal Code purported to be
12 amended or recodified herein has heretofore been repealed, that earlier repeal shall be given full effect and
13 nothing in this ordinance shall be construed to re-enact or preserve that section or subsection.

14 Section 50. It is the express intent of the City Council that, in the event a subsequent ordinance refers
15 to or amends a section or subsection of the Seattle Municipal Code amended or recodified herein, but the later
16 ordinance fails to account of the change made by this ordinance, the two sets of amendments should be given
17 effect together if at all possible.

18 Section 51. The City Clerk shall publish in the City's legal newspaper the title and first two (2)
19 sections of this ordinance, a numerical tabulation by Seattle Municipal Code number of the sections or
20 subsections that are amended by sections 3 through 46 of this ordinance as the summary of this ordinance, and
21 shall state as part of that publication that the entire text may be examined electronically at
22 <http://clerk.ci.seattle.wa.us> on the Internet, or in paper form at the office of the City Clerk, First Floor, Seattle
23 Municipal Building, 600 Fourth Avenue, Seattle Washington 98104.

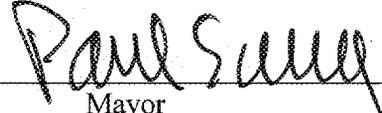


1 Section 52. This ordinance shall take effect and be in force thirty (30) days from and after its approval
2 by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall
3 take effect as provided by Municipal Code Section 1.04.020.

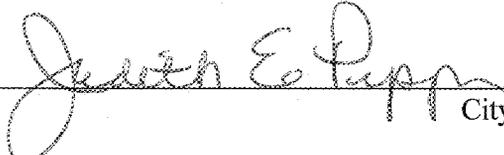
4 Passed by the City Council the 9th day of October, 2000, and signed by me in open session in
5 authentication of its passage this 9th day of October, 2000.

6 
7 _____
8 President _____ of the City Council

8 Approved by me this 16th day of OCTOBER, 2000.

9 
10 _____
11 Mayor

12 Filed by me this 16th day of October, 2000.

13 
14 _____
15 City Clerk

16 (Seal)

17
18
19
20
21
22
23
24





City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

Date: September 15, 2000

To: Honorable Margaret Pageler, President
Seattle City Council

From: Dwight Dively, Director 
Executive Services Department

Subject: AN ORDINANCE relating to the Finance Division of the Executive Services Department; authorizing the payment of claims and other obligations by check or warrant, and amending the Seattle Municipal Code in connection therewith.

Whereas the City has historically utilized warrants for the payment of payroll, pension, and accounts payable vendor items, the attached ordinance authorizes the use of checks or warrants to pay City claims and obligations. The difference between a check and a warrant is simple in that a check requires that payment of funds be made at the time the check is presented to the bank. Thus, funds are required to be available for disbursement at the time the check is issued. A warrant, on the other hand, is a promise to pay funds at a future date designated by the payee. Warrants do not require funds to be available for disbursement at the time the warrant is issued.

In accordance with RCW 34A.40.020 and RCW 35.22.195, the City will adopt a policy to allow for the use of checks or warrants for any and all claims or obligations. All current case law and Uniform Commercial Code rules and regulations are based upon the use of checks, not warrants. In fact, the use of warrants has virtually disappeared in the State of Washington, with Seattle being one of the last Municipalities to continue to issue warrants.

Adopting the policy through passage of this ordinance will allow payments to now be made by check rather than just by warrant, and will provide greater cash management opportunities as well as solid legal guidelines. Payment by check may also further the goal toward greater utilization and management of City funds through controlled disbursement.

If you would like additional information or a briefing, please contact Teri Allen at 684-5226.

cc: Ken Nakatsu, ESD
Susan Busbice, ESD
Teri Allen, ESD
Jan Drago, Council
Barbara Clemens, Council
Carol Metcalf, ESD



ORDINANCE _____

AN ORDINANCE relating to the Finance Division of the Executive Services Department; authorizing the payment of claims and other obligations by check or warrant, and amending the Seattle Municipal Code in connection therewith.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As authorized by RCW 35A.40.020 and RCW 35.22.195, the City of Seattle adopts a policy that allows for the payment of claims or other obligations of the City by check or warrant.

Section 2. Chapter 3.38 of the Seattle Municipal Code is amended by adding a new section as follows:

3.38.030 Payment by check or warrant.

The Finance Director is authorized to elect to pay claims against, or other obligations of, the City out of solvent funds by either check or warrant. No check shall be issued when the applicable fund is not solvent at the time payment is ordered, but a warrant shall be issued therefor.

Section 3. Section 3.38.040 of the Seattle Municipal Code is amended as follows:

3.38.040 Authority to draw and pay warrants or make payment by check.

Unless the ordinance indicates otherwise, the making of an appropriation is sufficient authority for the Finance Director to draw and pay the necessary warrants and make the necessary transfers upon properly executed vouchers drawn by the appropriate department head or an authorized assistant. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

Section 4. Section 3.30.110 of the Seattle Municipal Code is amended as follows:

3.30.110 Refund of permit fee.

Whenever any permit is issued by the Public Health Department and a fee paid therefor, and no rights are exercised pursuant thereto and application is made for refund, the Director of Public Health shall certify the facts including the amount of the permit fee and the fund into which the same was paid and his or her approval of the refund, and upon presentation of such certificate to the City Finance Director such officer is authorized to



1 draw and to pay a warrant in the amount of such refund drawn upon the proper fund and the necessary
2 appropriations are hereby made((:)). If the applicable fund is solvent at the time payment is ordered, the Finance
3 Director may elect to make payment by check. ((p))Provided, that no such refund is authorized when the
4 amount of the permit fee is Four Dollars (\$4.00) or less, and all refunds shall be made in the amount paid for the
5 permit less the sum of Three Dollars (\$3.00); and provided further, that before any such refund is made, the
6 permit shall be surrendered to the Director of Public Health and by him or her canceled.

7 Section 5. Section 3.30.120 of the Seattle Municipal Code is amended as follows:

8 **3.30.120 Duplicate Medicare payments.**

9 Whenever in the performance of services in connection with the Medicare Program the Public Health
10 Department receives duplicate payments for the performance of such services and application is made for a
11 refund, the Director of Public Health shall certify the facts including the amount of such duplicate payment and
12 the fund into which the same was paid and his or her approval of the refund, and upon presentation of such
13 certificate to the City Finance Director such officer is authorized to draw and to pay a warrant in the amount of
14 such refund drawn upon the proper fund and the necessary appropriations are hereby made. If the applicable
15 fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

16 Section 6. Section 3.106.010 of the Seattle Municipal Code is amended as follows:

17 **3.106.010 Blueprint or photography work.**

18 Whenever the fee paid to the City for any blueprint or photography work shall be erroneous for any
19 reason, and application is made for refund, the Director of Engineering shall certify the facts justifying such
20 refund, the amount thereof, and his or her approval of such refund, and upon presentation of such certificate, the
21 Finance Director is authorized to draw to pay a warrant on the General Fund in the amount of such refund and
22 the necessary appropriations are hereby made from any surplus in said Fund. If the applicable fund is solvent at
23 the time payment is ordered, the Finance Director may elect to make payment by check.

24 Section 7. Subsection 4.14.150 B of the Seattle Municipal Code is amended as follows:



1 **4.14.150 Moving expenses defined.**

2 * * *

3 B. Payment for such reimbursement, when authorized, shall be made from unexpended and unencumbered
4 balances accumulating in the budgets of the employing units which eligible persons head or in which such
5 persons serve, and the City Finance Director is authorized to pay the necessary warrants. If the applicable fund
6 is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

7 Section 8. Subsection 4.20.110 A of the Seattle Municipal Code is amended as follows:

8 **4.20.110 Biweekly pay periods.**

9 Biweekly pay periods for all officers and employees of all Departments of the City including the Library
10 are authorized on the following basis:

11 A. Each biweekly pay period shall end on a Tuesday and except for such advances on earned salary from
12 "Contingent Fund A" as may be specifically authorized by ordinance, warrants or checks shall be delivered to
13 those concerned after three p.m. (3:00 p.m.) on the day before the payday, which payday shall be one (1) week
14 from the Friday following said Tuesday; provided, that such payday may be advanced to Thursday if Friday is a
15 legal holiday or to Tuesday or Wednesday if Christmas or New Year's Day falls on a Wednesday or Thursday.
16 When payday is advanced, the Finance Director is authorized to distribute the warrant or check, on that
17 advanced payday or the day before payday. Furthermore, the Finance Director is authorized to designate the
18 employees to be paid each week so as to distribute the warrants or checks payable as near equally as possible on
19 the day before each payday.

20 Section 9. Section 4.20.700 of the Seattle Municipal Code is amended as follows:

21 **4.20.700 Pay warrants or checks under one dollar .**

22 It is City policy and a condition of City employment to draw pay warrants or checks only when the net
23 pay is One Dollar (\$1.00) or more. Whenever payment is authorized to a City employee and the net pay amount
24 is less than One Dollar (\$1.00), the amount shall be added to the employee's next pay warrant or check or



1 severance pay warrant or check. If no further pay warrants or checks are contemplated, payment shall only be
2 made to an employee who makes demand and appears in person for payment.

3 Section 10. Subsection 4.36.130 H of the Seattle Municipal Code is amended as follows:

4 **4.36.130 Retirement System Board of Administration.**

5 * * *

6 H. The Finance Director shall be the custodian of the retirement fund. All payments from said fund shall be
7 made upon warrant duly executed by the Finance Director or, if the fund is solvent at the time payment is
8 ordered, by check. As custodian, the City Finance Director with the approval of the Board of Administration,
9 may cause securities of the retirement system to be registered in the name of a nominee and authorize the
10 safekeeping of retirement system securities in the physical custody of the Federal Reserve System, a depository
11 trust company, or a bank as contemplated by RCW 35.39.070.

12 Section 11. Subsection 4.36.295 F of the Seattle Municipal Code is amended as follows:

13 **4.36.295 Qualified domestic relations orders -- Orders of State Department of Social and Health Services
to withhold and deliver.**

14 * * *

15 F. Alternate Payee's Responsibility. An alternate payee has the responsibility of supplying and maintaining with
16 the Director a current mailing address for making payments; if payments are to commence upon occurrence of
17 an event, informing the Director when the event occurs; and in the event of an erroneous overpayment, returning
18 to the City the warrant or check for issuance of another in the correct amount. Warrants or checks returned on
19 account of an incorrect address may be held as unclaimed property.

20 Section 12. Section 4.72.050 of the Seattle Municipal Code is amended as follows:

21 **4.72.050 Advance cash allowances -- When allowed.**

22 All officers and employees of the City may receive advance cash allowances covering anticipated,
23 reimbursable expenses to be incurred in the course of conducting City business involving travel outside the City.
24 Such advance allowances shall be made upon the prior request of such officers and employees approved by the



1 City Finance Director where the nature and duration of travel justifies such advance or failure to make such
2 advance would result in economic inconvenience to such officer or employee. Requests for advances shall be
3 made on such form as shall be prescribed by the City Finance Director who shall issue warrants therefor not
4 more than five (5) days prior to commencement of the authorized travel ((;)). If the applicable fund is solvent at
5 the time payment is ordered, the Finance Director may elect to make payment by check. ((p)) Provided, that
6 advances to officers and employees of the Lighting and Water Departments may be made by the respective
7 heads of such departments from the appropriate revolving funds.

8 Section 13. Section 5.20.050 of the Seattle Municipal Code is amended as follows:

9 **5.20.050 Payments under one dollar.**

10 It shall be a term or condition of contracting with the City that payment warrants are drawn only for, and
11 checks shall be issued only for, sums of One Dollar (\$1) or more. If the sum due or owing to anyone providing
12 services or materials to the City is less than One Dollar (\$1), payment shall be made from petty cash to those
13 who present themselves in person. Payment shall be deemed waived if more than ninety (90) days passes from
14 the time payment is due without demand in person therefor.

15 Section 14. Section 5.24.020 of the Seattle Municipal Code is amended as follows:

16 **5.24.020 Payment of judgments.**

17 Upon the presentation to the City Finance Director of a certified copy of the docket entry of any
18 judgment against the City, entered in an appropriate court, showing the entry of judgment on the docket, and
19 having attached thereto a certificate in writing, signed by the City Attorney, to the effect that the right of appeal
20 from such judgment has been expressly waived, or that the time for an appeal has expired, the City Finance
21 Director shall issue a warrant upon the Judgment/Claims Subfund for the amount of such judgment, and costs if
22 awarded to the claimant by the court. If the Judgment/Claims Subfund is solvent at the time payment is ordered,
23 the Finance Director may elect to make payment by check.

24 Section 15. Section 5.24.030 of the Seattle Municipal Code is amended as follows:

1 **5.24.030 Payment of claims.**

2 The City Attorney may authorize payment of any claim against the City in an amount of not more than
3 Ten Thousand Dollars (\$10,000) and, upon presentation of proper releases, and of vouchers approved by the
4 City Attorney, the City Finance Director is authorized to draw and to pay warrants on the Judgment/Claims
5 Subfund for the settlement and full satisfaction of any such claim, and to make any necessary, authorized
6 transfers of other funds in such connection. If the Judgment/Claims Subfund is solvent at the time payment is
7 ordered, the Finance Director may elect to make payment by check.

8 Section 16. Subsection 5.44.030 D of the Seattle Municipal Code is amended as follows:

9 **5.44.030 Tax and fees on business with the City -- Payment of City contracts.**

10 * * *

11 D. All persons are required to pay in full all taxes or fees due under this chapter on account of such contract, or
12 otherwise, before accepting any warrant or check as payment for performing any contract for the City. The
13 Finance Director may withhold payment due a City contractor pending satisfactory resolution of unpaid taxes
14 and fees due the City under this title.

15 Section 17. Section 5.78.020 of the Seattle Municipal Code is amended as follows:

16 **5.78.020 Expenditures -- Seattle Center programs.**

17 The Director of the Seattle Center is authorized to direct expenditures for the donations made to the
18 Seattle Center programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is
19 authorized to draw to pay warrants against the designated program account or subaccount on vouchers approved
20 by The Seattle Center Director as to payee and purpose. If the applicable fund is solvent at the time payment is
21 ordered, the Finance Director may elect to make payment by check.

22 Section 18. Section 5.78.030 of the Seattle Municipal Code is amended as follows:

23 **5.78.030 Expenditures -- Seattle Arts Commission.**

24

1 The Seattle Arts Commission is authorized to direct expenditures for the donations made to the Seattle
2 Arts Commission programs in the City's Gift Catalogue as designated by the donor; and the City Finance
3 Director is authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers
4 approved by said Commission as to payee and purpose. If the applicable fund is solvent at the time payment is
5 ordered, the Finance Director may elect to make payment by check.

6 Section 19. Section 5.78.040 of the Seattle Municipal Code is amended as follows:

7 **5.78.040 Expenditures -- Seattle Transportation programs.**

8 The Director of Transportation is authorized to direct expenditures for the donations made to Seattle
9 Transportation programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director
10 is authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers approved
11 by the Director of Transportation as to payee and purpose. If the applicable fund is solvent at the time payment
12 is ordered, the Finance Director may elect to make payment by check.

13 Section 20. Section 5.78.060 of the Seattle Municipal Code is amended as follows:

14 **5.78.060 Expenditures -- Office of Housing.**

15 The Director of Housing is authorized to direct expenditures for the donations made to that Office's
16 programs in the City's Gift Catalogue or for other housing activities as designated by the donor; and the City
17 Finance Director is authorized to draw and to pay warrants against said program accounts or subaccounts on
18 vouchers approved by the Director of Housing as to payee and purpose. If the applicable fund is solvent at the
19 time payment is ordered, the Finance Director may elect to make payment by check.

20 Section 21. Section 5.78.070 of the Seattle Municipal Code is amended as follows:

21 **5.78.070 Expenditures -- Seattle-King County Department of Public Health.**

22 The Director of Public Health is authorized to direct expenditures for the donations made to the Seattle-
23 King County Department of Public Health programs in the City's Gift Catalogue as designated by the donor; and
24 the City Finance Director is authorized to draw and to pay warrants against said program accounts or



1 subaccounts on vouchers approved by the Director of Public Health as to payee and purpose. If the applicable
2 fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

3 Section 22. Section 5.78.080 of the Seattle Municipal Code is amended as follows:

4 **5.78.080 Expenditures -- Seattle Public Utilities.**

5 The Director of Seattle Public Utilities is authorized to direct expenditures for the donations made to the
6 Seattle Public Utilities programs in the City's Gift Catalogue as designated by the donor; and the City Finance
7 Director is authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers
8 approved by the Director of Seattle Public Utilities as to payee and purpose. If the applicable fund is solvent at
9 the time payment is ordered, the Finance Director may elect to make payment by check.

10 Section 23. Section 5.78.090 of the Seattle Municipal Code is amended as follows:

11 **5.78.090 Expenditures -- Police Department.**

12 The Chief of Police is authorized to direct expenditures for the donations made to the Police Department
13 programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is authorized to
14 draw to pay warrants against said program accounts or subaccounts on vouchers approved by the Chief as to
15 payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director may
16 elect to make payment by check.

17 Section 24. Section 5.78.100 of the Seattle Municipal Code is amended as follows:

18 **5.78.100 Expenditures -- Fire Department.**

19 The Chief of the Fire Department is authorized to direct expenditures for the donations made to the Fire
20 Department programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is
21 authorized to draw and to pay warrants against said program accounts or subaccounts on vouchers approved by
22 the Chief as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance
23 Director may elect to make payment by check.

24 Section 25. Section 5.78.120 of the Seattle Municipal Code is amended as follows:



1 **5.78.120 Expenditures -- Department of Parks and Recreation.**

2 The Superintendent of Parks and Recreation is authorized to direct expenditures for the donations made
3 to the Department of Parks and Recreation programs in the City's Gift Catalogue as designated by the donor; and
4 the City Finance Director is authorized to draw and to pay warrants against said program accounts or
5 subaccounts on vouchers approved by the Superintendent as to payee and purpose. If the applicable fund is
6 solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

7 Section 26. Section 5.78.130 of the Seattle Municipal Code is amended as follows:

8 **5.78.130 Expenditures -- Personnel Director.**

9 The Director of Personnel is authorized to direct expenditures for the donations made to programs of the
10 former Personnel Department or to programs of the Personnel Division in the City's Gift Catalogue as
11 designated by the donor; and the City Finance Director is authorized to draw and to pay warrants against said
12 program accounts or subaccounts on vouchers approved by the Director of Personnel as to payee and purpose. If
13 the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to make payment
14 by check.

15 Section 27. Section 5.78.150 of the Seattle Municipal Code is amended as follows:

16 **5.78.150 Expenditures -- Finance Director.**

17 The City Finance Director is authorized to direct expenditures for the donations to programs of the
18 former Finance Department and to programs of the former Department of Licenses and Consumer Affairs in the
19 City's Gift Catalogue as designated by the donor; and to draw and to pay warrants against said program accounts
20 or sub- accounts on vouchers. If the applicable fund is solvent at the time payment is ordered, the Finance
21 Director may elect to make payment by check.

22 Section 28. Section 5.78.160 of the Seattle Municipal Code is amended as follows:

23 **5.78.160 Expenditures -- Department of Design, Construction and Land Use.**



1 The Director of Design, Construction and Land Use is authorized to direct expenditures for the
2 donations to the Design, Construction and Land Use Department programs in the City's Gift Catalogue as
3 designated by the donor; and the City Finance Director is authorized to draw and to pay warrants against said
4 program accounts or subaccounts on vouchers approved by the Director of Design, Construction and Land Use
5 as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director
6 may elect to make payment by check.

7 Section 29. Section 5.78.170 of the Seattle Municipal Code is amended as follows:

8 **5.78.170 Expenditures -- City Clerk's Office.**

9 The City Council is authorized to direct expenditures for the donations to the City Clerk's Office
10 programs in the City's Gift Catalogue as designated by the donor; and the City Finance Director is authorized to
11 draw and to pay warrants against such program accounts or subaccounts on vouchers approved by the City Clerk
12 as to payee and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director
13 may elect to make payment by check.

14 Section 30. Section 5.78.180 of the Seattle Municipal Code is amended as follows:

15 **5.78.180 Expenditures -- Department of Neighborhoods.**

16 The Director of the Department of Neighborhoods is authorized to direct expenditures from the
17 donations made to that Department's programs that are in the City's Gift Catalogue, as amended from time to
18 time, or for which an account or subaccount for deposit of donations is established by ordinance. Such
19 expenditures shall be consistent with the designation by the donor. The City Finance Director is authorized to
20 draw and to pay warrants against said accounts or subaccounts for such programs, or make appropriate transfers
21 from such accounts or subaccounts, based on vouchers approved by the Director of Neighborhoods as to payee
22 and purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to
23 make payment by check.

24 Section 31. Section 5.78.190 of the Seattle Municipal Code is amended as follows:



1 **5.78.190 Expenditures -- Human Services Department.**

2 The Director of the Human Services Department is authorized to direct expenditures for the donations
3 made to that Department's programs in the City's Gift Catalogue or for other human services activities as
4 designated by the donor; and the City Finance Director is authorized to draw and to pay warrants against said
5 program accounts or subaccounts on vouchers approved by the Human Services Director as to payee and
6 purpose. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to make
7 payment by check.

8 Section 32. Subsection 10.02.030 B of the Seattle Municipal Code is amended as follows:

9 **10.02.030 Authority of Mayor to enter into contracts and incur obligations.**

10 * * *

11 B. The City Finance Director shall be authorized to draw and to pay the necessary warrants for expenditures
12 made pursuant to order and authorized by the City Council. If the applicable fund is solvent at the time payment
13 is ordered, the Finance Director may elect to make payment by check.

14 Section 33. Section 11.23.140 of the Seattle Municipal Code is amended as follows:

15 **11.23.140 Refunds for unused permits.**

16 Whenever an overweight or overload permit has been issued and a fee paid therefor and either no rights
17 are exercised pursuant thereto and such permit is surrendered or the fee charged is erroneous for any reason and
18 application is made for refund, the Traffic Engineer shall certify the facts justifying such refund, the amount
19 thereof, and his or her approval of such refund, and upon presentation of such certificate the City Finance
20 Director is authorized to draw and to pay a warrant on the General Fund in the amount of such refund, and the
21 necessary appropriations are made from any surplus in the Fund. If the appropriate fund is solvent at the time
22 payment is ordered, the Finance Director may elect to make payment by check.

23 Section 34. Section 11.30.280 of the Seattle Municipal Code is amended as follows:

24 **11.30.280 Contractor to file monthly claim for services.**



1 The contractor shall, on or before the tenth day of each month, file his or her claim with the Executive
2 Services Department for towing and storage charges accruing to him or her upon vehicles redeemed as provided
3 in this chapter during the preceding month, in accordance with this chapter and with the specifications for the
4 contract authorized in Section 11.30.220, and such claim shall be sworn to by him or her under oath. The
5 Finance Director shall audit such claim and any payment thereof at least once annually. A warrant or warrants
6 for payment of such claim shall be drawn and paid by the Finance Director from such expenditure allowances as
7 may be provided therefor in the annual budget or from such moneys as may otherwise be appropriated for such
8 purpose. If the appropriate fund is solvent at the time payment is ordered, the Finance Director may elect to
9 make payment by check.

10 Section 35. Section 15.04.090 of the Seattle Municipal Code is amended as follows:

11 **15.04.090 Refund of permit fee.**

12 Whenever the fee paid for any use or occupation permit shall be erroneous for any reason, and
13 application is made for refund, the authorizing official shall certify the facts justifying such refund, the amount
14 thereof, and his or her approval of such refund, and upon presentation of such certificate to the City Finance
15 Director, a warrant shall be drawn and paid in the amount of such refund. The necessary appropriations are
16 hereby made and authorized. If the appropriate fund is solvent at the time payment is ordered, the Finance
17 Director may elect to make payment by check.

18 Section 36. Section 20.04.150 of the Seattle Municipal Code is amended as follows:

19 **20.04.150 Special fund for each district.**

20 The ordinance creating any local improvement district shall also create a special fund to be called "Local
21 Improvement Fund, District No. _____," into which shall be placed all sums from any source intended for use
22 in the prosecution of the work contemplated by such ordinance and, when the assessment roll has been
23 confirmed, all sums paid on account of such assessment, including all interest and penalty thereon, and in the
24 event of sale of bonds by the City, all proceeds of sale and all premiums and accrued interest on bonds issued for



1 such improvement. The moneys in such local improvement district fund derived from assessments shall be used
2 for no other purpose than the redemption of warrants drawn upon and bonds issued against the fund to provide
3 payment for the cost and expense of the improvement. Provided, that if the fund is solvent at the time payment
4 is ordered, the Finance Director may elect to make payment for the cost and expense of the improvement by
5 check.

6 Section 37. Section 20.08.030 of the Seattle Municipal Code is amended as follows:

7 **20.08.030 Issuance and payment of warrants or checks.**

8 In order to effectuate the purposes of this chapter, the City Finance Director is authorized to from time to
9 time draw and pay warrants drawing interest at a rate not to exceed six percent (6%) on the Local Improvement
10 Guaranty Fund for the purposes contemplated in Section 20.08.010; provided, that such warrants shall at no time
11 exceed five percent (5%) of the outstanding bond obligations guaranteed by the fund. Warrants on the Local
12 Improvement Guaranty Fund shall be numbered serially in the order of their issuance. If the Local Improvement
13 Guaranty fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by
14 check.

15 Section 38. Subsection 20.12.080 C of the Seattle Municipal Code is amended as follows:

16 **20.12.080 Administration by City officials.**

17 * * *

18 C. The City Finance Director shall draw such warrants upon the Local Improvement Guaranty Fund as
19 necessary and appropriate to make payments to the local improvement district fund for assessments, the
20 collection of which has been deferred, and shall report annually to the City Council and the Budget Director
21 about the amount of payments made from the Local Improvement Guaranty Fund for assessments or
22 installments deferred pursuant to this chapter and RCW 35.43.250, 35.50.050, and 35.50.100, as now existing or
23 hereafter amended; the current balance in such fund and outstanding obligations guaranteed by such fund. If the
24



1 Local Improvement Guaranty fund is solvent at the time payment is ordered, the Finance Director may elect to
2 make payment by check.

3 Section 39. Subsection 20.76.080 E of the Seattle Municipal Code is amended as follows:

4 **20.76.080 Special fund.**

5 * * *

6 E. The City Council shall, by ordinance, create a special fund for each such improvement district to be called
7 "Local Improvement Fund, Condemnation Award, District No. ," into which shall be placed the proceeds of the
8 sale of bonds for such improvement, all sums paid on account of assessments levied for such improvement
9 including all interest and penalty thereon, and all sums received from rents, profits and income from the property
10 condemned by such proceeding, and from which shall be paid all warrants issued upon transcripts of judgments
11 on awards and all bonds issued for such improvement. Provided, that if the fund is solvent at the time payment
12 is ordered, the Finance Director may elect to make payment for the cost and expense of the improvement by
13 check.

14 Section 40. Section 20.76.120 of the Seattle Municipal Code is amended as follows:

15 **20.76.120 Warrants or checks -- When issued.**

16 The City Finance Director shall issue no warrants or checks for any condemnation awards, interest or
17 costs prior to the acceptance of such awards by the City Council as provided for in Section 20.76.020, but such
18 warrants or checks may be issued at any time thereafter.

19 Section 41. Section 20.76.130 of the Seattle Municipal Code is amended as follows:

20 **20.76.130 Payment of awards, interest and costs.**

21 The proceeds of the sale of bonds issued therefor, together with the proceeds of the collection of special
22 assessments therefor, made during the thirty (30) day period following the date of the first publication of the
23 Finance Director's notice of collection, shall be applied by the City Finance Director in payment of awards,
24 interest and costs of any judgment in any eminent domain proceedings, and the redemption of any warrants



1 issued in payment of any portion of such judgment. No priority of payment shall exist as between any such
2 warrants and any portion of such judgment, but warrants shall be paid in the order of their issuance; provided,
3 that warrants payable to the General Fund may be held until warrants issued for the payment of awards have
4 been paid. If the applicable fund is solvent at the time payment is ordered, the Director may elect to make
5 payment by check.

6 Section 42. Section 20.76.200 of the Seattle Municipal Code is amended as follows:

7 **20.76.200 Payment of local improvement assessments against condemned property.**

8 For the purpose of making payment of all local improvement assessments that may exist against any lot,
9 tract or parcel of land which has been condemned for street or other purposes, the City Finance Director,
10 previous to the issuance of any warrant in payment for property condemned in any condemnation proceeding,
11 shall determine the amount of all unpaid local improvement assessments that may exist against the property, and
12 thereupon two (2) warrants in favor of the respondents shall be issued on the condemnation fund, one (1)
13 warrant in the amount of the unpaid assessments which shall be endorsed to the General Fund by the respondent,
14 and one (1) warrant for the amount of the award less the unpaid assessments. The City Finance Director shall
15 draw a warrant on the General Fund in favor of the local improvement district or districts entitled thereto for the
16 amount of the unpaid assessments, the General Fund to be reimbursed for the amounts so paid out when
17 sufficient moneys have been paid into the Condemnation Fund to meet the warrant thereon drawn in favor of the
18 General Fund in payment of the assessments as set forth in this section. If the applicable fund is solvent at the
19 time payment is ordered, the Director may elect to make payment by check.

20 Section 43. Section 21.24.090 of the Seattle Municipal Code is amended as follows:

21 **21.24.090 Refund of sewer permit fees.**

22 Whenever a sewer permit has been issued and a fee paid therefor and either no rights are exercised
23 pursuant thereto and such permit is surrendered or the fee charged is erroneous for any reason and application is
24 made for refund, the Director of Seattle Public Utilities shall certify the facts justifying such refund, the amount



1 thereof, and his or her approval of such refund, and upon presentation of such certificate, the City Finance
2 Director is authorized to draw and to pay a warrant on the General Fund in the amount of such refund and the
3 necessary appropriations are hereby made from any surplus in the fund. If the applicable fund is solvent at the
4 time payment is ordered, the Director may elect to make payment by check..

5 Section 44. Section 21.28.350 of the Seattle Municipal Code is amended as follows:

6 **21.28.350 Refunds of wastewater charges.**

7 The Director of Seattle Public Utilities is authorized to make refunds where any amount paid for
8 wastewater services is found to be erroneous, or where adjustments have been made by him or her as authorized
9 by this chapter, and the City Finance Director is authorized to draw and to pay the necessary warrants on the
10 Drainage and Wastewater Fund upon certification by the Director of Seattle Public Utilities that the refund is
11 authorized. If the applicable fund is solvent at the time payment is ordered, the Director may elect to make
12 payment by check.

13 Section 45. Subsection 22.220.100 C of the Seattle Municipal Code is amended as follows:

14 **22.220.100 Downtown Housing Maintenance Account.**

15 * * *

16 C. The moneys in the Account are hereby appropriated for the purposes described above and the City Finance
17 Director is authorized to draw and to pay the necessary warrants upon vouchers approved by the Director of
18 Housing from the appropriated Account. If the applicable fund is solvent at the time payment is ordered, the
19 Director may elect to make payment by check.

20 Section 46. Section 12A.62.020 of the Seattle Municipal Code is amended as follows:

21 **SMC 12A.62.020 Payment authority.**

22 Reimbursements made in accordance with Section 12A.62.010 shall be paid on vouchers approved by
23 the City Attorney on the basis of facts as certified by the Chief of Police consistent with this chapter together
24 with such other evidence as the City Attorney may require to substantiate such medical expenses, and for such



1 purpose the sum of One Thousand Dollars (\$1,000.00) or so much thereof as may be necessary is appropriated
2 from the Emergency Fund and the City Finance Director is authorized to draw and pay the necessary warrants.
3 If the applicable fund is solvent at the time payment is ordered, the Director may elect to make payment by
4 check.

5 Section 47. The several provisions of this ordinance are declared to be separate and severable and the
6 invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity
7 of the application thereof to any person or circumstance, shall not affect the validity of the remainder of this
8 ordinance or the validity of its application to other persons or circumstances.

9 Section 48. It is the express intent of the City Council that, in the event another ordinance has heretofore
10 been enacted that amended any section or subsection of the Seattle Municipal Code amended or recodified
11 herein, that earlier amendment should be effectuated with equal dignity to this ordinance if at all possible in the
12 codification of the Seattle Municipal Code and the by the courts, notwithstanding the use in this ordinance of an
13 obsolete version of that part of the Seattle Municipal Code on which to show intended amendments.

14 Section 48. In the event any section or subsection of the Seattle Municipal Code purported to be
15 amended or recodified herein has heretofore been repealed, that earlier repeal shall be given full effect and
16 nothing in this ordinance shall be construed to re-enact or preserve that section or subsection.

17 Section 49. It is the express intent of the City Council that, in the event a subsequent ordinance refers to
18 or amends a section or subsection of the Seattle Municipal Code amended or recodified herein, but the later
19 ordinance fails to account of the change made by this ordinance, the two sets of amendments should be given
20 effect together if at all possible.

21 Section 51. The City Clerk shall publish in the City's legal newspaper the title and first two (2) sections
22 of this ordinance, a numerical tabulation by Seattle Municipal Code number of the sections or subsections that
23 are amended by sections 3 through 46 of this ordinance as the summary of this ordinance, and shall state as part
24 of that publication that the entire text may be examined electronically at <http://clerk.ci.seattle.wa.us> on the



1 Internet, or in paper form at the office of the City Clerk, First Floor, Seattle Municipal Building, 600 Fourth
2 Avenue, Seattle Washington 98104.

3 Section 52. This ordinance shall take effect and be in force thirty (30) days from and after its approval
4 by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take
5 effect as provided by Municipal Code Section 1.04.020.

6 Passed by the City Council the ____ day of _____, 2000, and signed by me in open session in
7 authentication of its passage this ____ day of _____, 2000.

8
9 _____
10 President _____ of the City Council

11 Approved by me this ____ day of _____, 2000.

12 _____
13 Mayor

14 Filed by me this ____ day of _____, 2000.

15 _____
16 _____ City Clerk

17 (Seal)

18
19
20
21
22
23
24



STATE OF WASHINGTON - KING COUNTY

123929
City of Seattle, Clerk's Office

—ss.

No. FULL ORD

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:120114 ORDINANCE

was published on
10/26/00

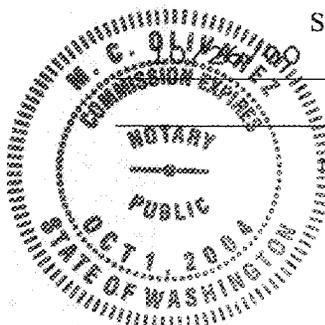
The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

H. Patterson

Subscribed and sworn to before me on

M. Olivarez

Notary Public for the State of Washington,
residing in Seattle



City of Seattle

ORDINANCE 120114

AN ORDINANCE relating to the Finance Division of the Executive Services Department, authorizing the payment of claims and other obligations by check or warrant, and amending the Seattle Municipal Code in connection therewith.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As authorized by RCW 35A.40.020 and RCW 35.22.195, the City of Seattle adopts a policy that allows for the payment of claims or other obligations of the City by check or warrant.

Section 2. Chapter 3.38 of the Seattle Municipal Code is amended by adding a new section as follows:

3.38.030. PAYMENT BY CHECK OR WARRANT

The Finance Director is authorized to elect to pay claims against, or other obligations of, the City out of solvent funds by either check or warrant. No check shall be issued when the applicable fund is not sol-

vent at the time payment is ordered, but a warrant shall be issued therefor.

Section 3. Section 3.38.040 of the Seattle Municipal Code is amended as follows:

3.38.040. AUTHORITY TO DRAW AND PAY WARRANTS OR MAKE PAYMENT BY CHECK

Unless the ordinance indicates otherwise, the making of an appropriation is sufficient authority for the Finance Director to draw and pay the necessary warrants and make the necessary transfers upon properly executed vouchers drawn by the appropriate department head or an authorized assistant. If the applicable fund is solvent at the time payment is ordered, the Finance Director may elect to make payment by check.

Section 4. Section 3.30.110 of the Seattle Municipal Code is amended as follows:

3.30.110. REFUND OF PERMIT FEE

Whenever any permit is issued by the Public Health Department and a fee paid therefor, and no rights are exercised pursuant thereto and application is made for refund, the Director of Public Health shall certify the facts including the amount of

the permit fee and the fund into which the same was paid and his or her approval.

TITLE AND SECTIONS AMENDMENTS ONLY PUBLICATION ALONG WITH FIRST TWO (2) SECTIONS IN FULL

The entire text may be examined electronically at <http://clerk.ci.seattle.wa.us> on the Internet, or in paper form at the Office of the City Clerk, First Floor, Seattle Municipal Building, 600 4th Avenue, Seattle, 98104, or will be mailed at no cost, upon request, for two months after this publication. For further information, contact the Seattle City Clerk Office at 684-8844.

ORDINANCE NO. 120114

AN ORDINANCE relating to the Finance Division of the Executive Services Department, authorizing the payment of claims and other obligations by check or warrant, and amending the Seattle Municipal Code in connection therewith.

AMENDMENTS TO CODE SECTIONS

Section 3 of Ordinance 120114 amended Section 3.38.040 Authority to draw and pay warrants or make payment by check.

Section 4 of Ordinance 120114 amended Section 4.3.38.110 Refund of permit fee.

Section 5 of Ordinance 120114 amended Section 3.30.120 Duplicate Medicare payments.

Section 6 of Ordinance 120114 amended Section 3.106.010 Blueprint or photography work.

Section 7 of Ordinance 120114 amended Section 4.20.110 — Moving expensed defined.

Section 8 of Ordinance 120114 amended Section 4.20.110 — Biweekly pay periods.

Section 9 of Ordinance 120114 amended Section 4.20.700 — Pay warrants or checks under one dollar.

Section 10 of Ordinance 120114 amended Section 4.36.130 — Retirement System Board of Administration.

Section 11 of Ordinance 120114 amended Section 4.36.295 — Qualified domestic relations orders — Orders of State Department of Social and Health Services to withhold and deliver.

Section 12 of Ordinance 120114 amended Section 4.72.050 — Advance cash allowances — When allowed.

Section 13 of Ordinance 120114 amended Section 5.20.050 — Payments under one dollar.

Section 14 of Ordinance 120114 amended Section 5.24.020 — Payment of judgments.

Section 15 of Ordinance 120114 amended Section 5.24.030 — Payment of claims.

Section 16 of Ordinance 120114 amended Section 5.44.030 — Tax and fees on business with the City — Payment of City contracts.

Section 17 of Ordinance 120114 amended Section 5.78.020 — Expenditures — Seattle Center programs.

Section 18 of Ordinance 120114 amended Section 5.78.030 — Expenditures — Seattle Arts Commission.

Section 19 of Ordinance 120114 amended Section 5.78.040 — Expenditures — Seattle Transportation programs.

Section 20 of Ordinance 120114 amended Section 5.78.050 — Expenditures — Office of Housing.

Section 21 of Ordinance 120114 amended