

BILL NO. 2013-8

ORDINANCE NO. _____

AN ORDINANCE TO UPDATE LVMC CHAPTER 4.12 REGARDING THE PAYMENT OF CLAIMS AND DEMANDS TO CONFORM TO CHANGES IN PROCESS AND TECHNOLOGY, AND TO PROVIDE FOR OTHER RELATED MATTERS.

Proposed by: Candace Falder, Director of Finance	Summary: Updates LVMC Chapter 4.12 regarding the payment of claims and demands to conform to changes in process and technology.
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THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN
AS FOLLOWS:

SECTION 1: Title 4, Chapter 12, Section 90, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

4.12.090: All claims against the City for materials, supplies and services purchased by the City shall be presented to and filed with the [Director of Finance who shall note thereon the date received. The Director of Finance shall attach to such] Department of Finance. With respect to each claim, officers or employees of the Department shall:

(A) Note thereon the date the claim was received; and

(B) Attach to the claim a copy of the purchase order by which the expenditure was authorized, together with such evidence as is available of the receipt of goods or services referred to on the claim upon which shall be shown the written approval or disapproval of the head of the department or designee as to the materials and supplies received or services rendered. The process used (and evidence of the process used) may be in electronic form.

SECTION 2: Title 4, Chapter 12, Section 100, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

4.12.100: The [Director] Department of Finance shall examine and verify all claims filed against the City as to their validity, accuracy and required previous approvals, and shall prepare for approval a check upon the treasury representing such demand, which check shall specify in whose favor it is drawn and the amount thereof, together with the name or reference number of the fund and of the bank out of which it is payable. [He shall note] Notation of each such claim and check shall be made in a register book of claims and checks, setting forth the number of the claim and check, in whose favor

1 the check is drawn, and the amounts thereof, together with dates and the name or reference number
2 of the fund and of the bank out of which the check is payable.

3 SECTION 3: Title 4, Chapter 12, Section 140, of the Municipal Code of the City of
4 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

5 **4.12.140:** (A) No check (whether in hard copy or electronic form) shall be drawn or evidence
6 of indebtedness issued unless there is sufficient cash or cash equivalents in the treasury legally
7 applicable to the payment of the same, except as provided by law.

8 (B) [All checks so drawn and executed, together with a signed copy of the register
9 book of claims and checks shall be forwarded to the City Treasurer, and if found correct, shall be
10 signed by the City Treasurer and distributed by him] All checks in hard copy form that are so drawn
11 shall be forwarded to the City Treasurer's Office, together with a signed copy of the register book of
12 claims. If payment of the claim is deemed appropriate and correct, the check shall be signed by the
13 City Manager, Chief Financial Officer, Director of Finance or City Treasurer and distributed to the
14 claimants legally entitled thereto.

15 SECTION 4: Title 4, Chapter 12, Section 150, of the Municipal Code of the City of
16 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

17 **4.12.150:** [The City Treasurer and the Director of Finance are authorized to] Officers who are
18 authorized by this Chapter to sign instruments may use a facsimile signature produced [through a
19 mechanical device] by means of an electronic process and signature stamp in place of their
20 handwritten signatures [whenever the necessity may arise] under the circumstances described in this
21 Section. The use of the facsimile signature described in the preceding sentence may take place in
22 cases of emergency and upon approval of the City Council, subject to the following conditions:

23 (A) The [mechanical device] electronic process shall be of such nature that the
24 facsimile signature [may be removed from the mechanical device and kept in a separate secure place.]
25 is secured, with access thereto being controlled by the Department of Information Technology in
26 accordance with recognized and appropriate technology security controls.

27 (B) The use of the facsimile signature shall be made only under the direction and
28 supervision of the officer whose signature it represents.

1 (C) All [of the mechanical devices] signature stamps shall at all times be kept in
2 a safe or vault, securely locked, when not in use, to prevent any misuse of the same.

3 SECTION 5: Title 4, Chapter 12, Section 180, of the Municipal Code of the City of
4 Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

5 **4.12.180:** No City department, court or agency [can] shall open or maintain any bank account
6 where public funds are on deposit unless authorized by the Director of Finance[.] or City Treasurer.
7 Accounts with public funds on deposit must bear the [signatures of the Director of Finance and the
8 City Treasurer.] signature of the City Manager, Chief Financial Officer, Director of Finance or City
9 Treasurer.

10 SECTION 6: Title 4, Chapter 12, Section 170, of the Municipal Code of the City of
11 Las Vegas, Nevada, 1983 Edition (relating to weekly check registers), is hereby repealed in its entirety.

12 SECTION 7: If any section, subsection, subdivision, paragraph, sentence, clause or
13 phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or
14 ineffective by any court of competent jurisdiction, such decision shall not affect the validity or
15 effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the
16 City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision,
17 paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections,
18 subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional,
19 invalid or ineffective.

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SECTION 8: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2013.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

BEVERLY K. BRIDGES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-4-13
Date

1 The above and foregoing ordinance was first proposed and read by title to the City Council on the
2 ____ day of _____, 2013, and referred to a committee for recommendation, the
3 committee being composed of the following members _____
4 _____; thereafter the said committee reported favorably on said ordinance on the
5 ____ day of _____, 2013, which was a _____ meeting of said
6 Council; that at said _____ meeting, the proposed ordinance was read by title
7 to the City Council as first introduced and adopted by the following vote:

8 VOTING "AYE": _____

9 VOTING "NAY": _____

10 ABSENT: _____

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12 APPROVED:

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14 By _____
CAROLYN G. GOODMAN, Mayor

15 ATTEST:

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17 BEVERLY K. BRIDGES, MMC
18 City Clerk

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