

ORDINANCE NO. 240

"AN ORDINANCE OF THE CITY OF LAS VEGAS REGULATING THE PRESENTATION AND AUDIT OF CLAIMS AND DEMANDS AGAINST THE CITY OF LAS VEGAS; **AND PAYMENT** AND PROVIDING FOR THEIR ALLOWANCE OR REJECTION."

The Board of Commissioners of the City of Las Vegas do ordain as follows:

Section 1. The word "demand" as used in this ordinance shall mean "demand, claim or account"; and the word "person" shall mean "person, public officer, firm, corporation, company or association".

Section 2. No City officer shall, except for his own service, or expenses incurred by him on behalf of the City, present any demand for allowance against the City, or in any way, except in the discharge of his official duty, advocate ~~and~~ ^{the} relief asked in a demand made by any other person. Any person may appear before the Board of Commissioners and oppose the allowance of any demand made against the city.

Section 3. No demand on the City of Las Vegas shall be allowed by the Board of ~~City~~ Commissioners in favor of any person in any way indebted to the City of Las Vegas, without first deducting such indebtedness, nor in favor of any officer whose account shall not have been rendered and approved, or who shall have neglected or refused to perform any of the duties of his office.

Section 4. The Board of Commissioners must not hear, consider, credit, audit or allow any demand in favor of any person against the city, unless the same is itemized, giving names, dates and particular services rendered, character of work done, number of days engaged, supplies or materials furnished, to whom, and quantity and price to be paid therefor, duly certified by the claimant as follows: "I certify that this demand is true and correct; is unpaid and due this claimant in the sum of \$....." and unless the same is presented to and filed with the City Clerk of the City of Las Vegas within six (6) months after the last item of the demand accrued. If the Board

1 of Commissioners does not hear or consider a demand for the reason
2 that it is not itemized or certified, the Board of Commissioners
3 shall cause notice to be given to the claimant or his attorney of
4 that fact, and shall give time to have the same itemized and certi-
5 fied, provided that in no case shall such time be enlarged or given
6 beyond the original six months limitation above mentioned.

7 Section 5. No claim for damages for personal injuries suffer-
8 ed by any person or persons, or for the wrongful death of any person
9 or persons, due to the alleged negligence, in any respect, of said
10 City of Las Vegas, its agents or employees, shall be considered or
11 paid by said Board of Commissioners or said City, unless a notice
12 in writing, stating the name of the person injured or killed or the
13 names of the persons injured or killed, the time and place of the
14 accident or happening causing such injury or death, a brief state-
15 ment of the facts surrounding and concerning said accident or happen-
16 ing and the names of the witnesses present at such time, together
17 with ^{a statement of} the amount claimed to be due from said City, shall be filed
18 with the City Clerk within thirty days after the said accident or
19 happening. And this provision, except the part concerning name of
20 person injured or killed, shall likewise apply to all claims for
21 damages to property due to the alleged negligence of said City or
22 its employees, and all other cases in which money is claimed to be
23 due from said City for a tort of any kind by any of the agents or
24 employees of said City. And no action shall be maintained in any
25 Court upon any cause of action in this section mentioned unless such
26 written notice shall have first been filed with said City Clerk.

27 Section 6. No demand shall be audited, passed upon or allowed
28 by the Board of Commissioners unless made out as prescribed in this
29 ordinance and presented to, and filed with the City Clerk three (3)
30 days prior to the time of the meeting of the Board of Commissioners
31 at which it is asked to be allowed. This time limit shall not apply
32 to the presentation of payroll demands.

1 Section 7. All demands against the City of Las Vegas shall be
2 presented to and filed with the City Clerk who shall note thereon
3 the date received. The City Clerk shall forthwith attach to such
4 demand a copy of the purchase order by which the expenditure was
5 authorized, together with such evidence as is available of the re-
6 ceipt of goods or services referred to on the demand upon which shall
7 be shown the written approval or disapproval of the head of the
8 department as to the goods received or services rendered.

9 Section 8. The City Clerk shall examine and verify all claims
10 and demands filed against the City of Las Vegas as to their validity,
11 accuracy, certification, and required previous approvals, and shall
12 prepare for approval, without signing, a warrant upon the City Trea-
13 surer representing such demand, which warrant shall specify in whose
14 favor it is drawn, the purpose for which it is drawn, and the amount
15 thereof, together with the name of the fund and of the bank out of
16 which it is payable when executed and approved. He shall note such
17 demands and warrants upon a register book of demands and warrants,
18 setting forth the number of the demand and warrant, in whose favor
19 the warrant is drawn, and the amount thereof, together with dates
20 and the name of the fund and of the bank out of which the warrant is
21 payable. All demands and warrants so presented, filed and noted, and
22 the register book of demands and warrants, together with the support-
23 ing documents, shall then be forwarded by the City Clerk to the City
24 Auditor for his approval or disapproval.

25 Section 9. The City Auditor shall audit all such demands, and
26 shall, if the same are found authorized, correct and legal, approve
27 them and endorse his approval on the face of each demand, and also
28 upon the register book of demands and warrants. If the Auditor
29 declines to approve any demand, he shall attach to the demand a
30 statement setting forth his reasons for disapproval thereof.

31 Section 10. All demands approved or disapproved shall there-
32 upon be presented by the City Clerk, together with the register book

1 of demands and warrants, to the Commissioner in charge of the res-
2 pective department incurring the expenditure and to the Finance
3 Commissioner, who shall audit the same, and if found authorized,
4 correct and legal, shall signify by their signatures upon the regis-
5 ter book of demands and warrants, those demands which are approved
6 or disapproved by such Commissioner. The Finance Commissioner shall
7 then cause all demands approved or disapproved, together with the
8 register book of demands and warrants, and supporting documents, to
9 be presented to the Mayor for inspection after which they shall be
10 returned to the City Clerk who shall present the same to the Board
11 of Commissioners for audit and allowance or disallowance.

12 Section 11. All demands so presented, shall be audited by the
13 Board of Commissioners, and, if found authorized, correct and legal,
14 shall be allowed by the Board of Commissioners and ordered paid.
15 Such action of the Board of Commissioners shall be evidenced by
16 motion entered in its minutes, stating the serial numbers of the
17 demands allowed and the total amount thereof, and the serial numbers
18 and total amount of those disallowed.

19 Section 12. Upon the allowance of demands by the Board of
20 Commissioners, the Mayor shall draw and execute, and the City Clerk
21 shall attest, the warrants upon the Treasurer, so prepared as afore-
22 said, for all demands so allowed by the Board of Commissioners, and
23 which appear upon the register book of demands and warrants.

24 No warrant shall be drawn or evidence of indebtedness issued
25 unless there be sufficient money in the treasury legally applicable
26 to the payment of the same, except as provided by law. All warrants
27 so drawn and executed, together with a signed copy of the register
28 book of demands and warrants, shall be forwarded to the City Trea-
29 surer, and if found correct, shall be signed by the City Treasurer
30 and distributed by ^{him} ~~the City Clerk~~ to the claimants legally entitled
31 thereto. All demands shall be filed in numerical order by the City
32 Clerk.

1 Section 13. The register book of demands and warrants herein
2 referred to shall be prepared and placed on file in the office of
3 the City Clerk not later than the ~~seventh~~ ^{fourth} and ~~fifteenth~~ ^{sixteenth} days of each
4 month.

5 Section 14. All demands for services rendered or material
6 supplied by any City Department to or for another City Department,
7 the expenses of which are payable out of a separate fund, shall be
8 presented in the name of, and the warrant drawn payable to the City
9 of Las Vegas, designating the Department to which the demand is
10 payable.

11 Section 15. Nothing in this ordinance shall be construed as
12 preventing the payment by the City Treasurer of the bonded indebted-
13 ness of the City and the interest coupons thereof, or payment on
14 account of street improvement bonds and coupons in accordance with
15 the laws authorizing the issuance of bonds.

16 Section 16. All ordinances and parts of ordinances in conflict
17 herewith are hereby repealed.

18 Section 17. The City Clerk is hereby authorized to have this
19 ordinance published in the Las Vegas AGE, a weekly
20 newspaper published in the City of Las Vegas, Clark County, Nevada,
21 for a period of two weeks, that is to say, once each week for a
22 period of two weeks.

23
24 H.P. Marble *H.P. Marble*
Mayor

25 Attest:

26 Viola Burns *Viola Burns*
27 City Clerk

28
29 The above and foregoing ordinance was proposed, read aloud in
30 full, and adopted this 4th day of August, A.D. 1938, by the
31 following vote:

32 Commissioners CORRADETTI, LUCE,
KRAUSE, RONNOW, and His Honor, the
Mayor, H. P. Marble, voting Aye.

Voting No, NONE Absent NONE

This ordinance was read aloud to the Board of Commissioners at a regular meeting held on the 4th day of August, 1938, at which time it was proposed, considered and voted upon, and unam-iously adopted and there after published in the Las Vegas Age, a weekly newspaper, published in the City of Las Vegas, for a period of once a week for two consecutive weeks immediately following its first reading. And, it was thereafter read aloud to the Board for a second time at a regular meeting of the Board held on the 7th day of September, 1938.

Voting Aye; Commissioners Krause, Luce
Ronnow and His Honor the Mayor
H.P. Marble.

Noes None

Absent Commissioner Corradetti

Approved:

C. A. Marble
Mayor of the City of Las Vegas

Attest:

V. L. Burns
City Clerk

City Seal.

Affidavit of Publication

STATE OF NEVADA }
County of Clark } ss.

C. P. Squires, being duly sworn, deposes and says:
That he is Publisher of LAS VEGAS AGE, a weekly newspaper of general circulation, printed and published at Las Vegas, in the County of Clark, State of Nevada, and that the attached
Ordinance No. 240, of the City of Las Vegas,
was published in said newspaper for a period of two weeks,
from August 12, 1938 to August 19, 1938 inclusive
being the issues of said newspaper for the following dates, to-wit:

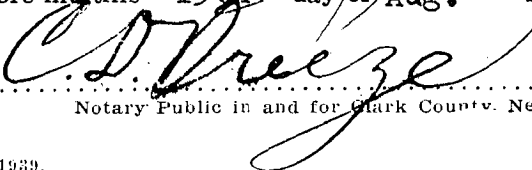
August 12 and 19, 1938

That said newspaper was regularly issued and circulated on each of the dates above named. That the legal charge for publishing said legal notice was \$89.70

Signed



Subscribed and sworn to before me this 19th day of Aug. 1938



.....
Notary Public in and for Clark County, Nevada.

My Commission Expires June 7th 1939.

due from said City, shall be filed with the City Clerk within thirty days after the said accident or happening. And this provision, except the part concerning name of person injured or killed shall likewise apply to all claims for damages to property due to the alleged negligence of said City or its employees, and all other cases in which money is claimed to be due from said City for a tort of any kind by any of the agents or employees of said City. And no action shall be maintained in any Court upon any cause of action in this section mentioned unless such written notice shall have first been filed with said City Clerk.

Section 6. No demand shall be audited, passed upon or allowed by the Board of Commissioners unless made out as prescribed in this ordinance and presented to and filed with the City Clerk three (3) days prior to the time of the meeting of the Board of Commissioners at which it is asked to be allowed. This time limit shall not apply to the presentation of payroll demands.

Section 7. All demands against the City of Las Vegas shall be presented to and filed with the City Clerk who shall note thereon the date received. The City Clerk shall forthwith attach to such demand 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 demand upon which shall be shown the written approval or disapproval of the head of the department as to the goods received or services rendered.

Section 8. The City Clerk shall examine and verify all claims and demands filed against the City of Las Vegas as to their validity, accuracy, certification, and required previous approvals, and shall prepare for approval, without signing, a warrant upon the City Treasurer representing such demand which warrant shall specify in whose favor it is drawn, the purpose for which it is drawn, and the amount thereof together with the name of the fund and of the bank out of which the fund is payable. All demands and warrants shall be set forth in a register book of demands and warrants setting forth the number of the demand and warrant, in whose favor the warrant is drawn, and the amount thereof, together with dates and the name of the fund and of the bank out of which the warrant is payable. All demands and warrants so presented, filed and noted, and the register book of demands and warrants, together with the supporting documents shall then be forwarded by the City Clerk to the City Auditor for his approval or disapproval.

Section 9. The City Auditor shall audit all such demands, and shall, if the same are found authorized, correct and legal, approve them and endorse his approval on the face of the demand and a statement set forth in the register book of demands and warrants. If the Auditor declines to approve any demand, he shall attach to the demand a statement setting forth his reasons for disapproval thereof.

Section 10. All demands approved or disapproved shall thereupon be presented by the City Clerk, together with the register book of demands and warrants, to the Commissioner in charge of the respective department incurring the expenditure and to the Finance Commissioner, who shall audit the same, and if found authorized, correct and legal, shall signify by their signatures upon the register book of demands and warrants, those demands which are approved or disapproved by such Commissioner. The Finance Commissioner shall then cause all demands approved or disapproved together with the register book of demands and warrants, and supporting documents, to be presented to the Mayor for inspection after which they shall be returned to the City Clerk who shall present the same to the Board of Commissioners for audit and allowance or disallowance.

Section 11. All demands so presented, shall be audited by the Board of Commissioners, and, if found authorized, correct and legal, shall be allowed by the Board of Commissioners and ordered paid. Such action of the Board of Commissioners shall be evidenced by motion entered in its minutes stating the serial numbers of the demands allowed and the total amount of those disallowed.

Section 12. Upon the allowance of demands by the Board of Commissioners, the Mayor shall draw

and execute, and the City Clerk shall attest the warrants upon the Treasurer, so prepared as aforesaid, for all demands so allowed by the Board of Commissioners, and which appear upon the register book of demands and warrants. No warrant shall be drawn or evidence of indebtedness issued unless there be sufficient money in the treasury legally applicable to the payment of the same, except as provided by law. All warrants so drawn and executed, together with a signed copy of the register book of demands and warrants, shall be forwarded to the City Treasurer, and if found correct shall be signed by the City Treasurer and distributed by him to the claimants legally entitled thereto. All demands shall be filed in numerical order by the City Clerk.

Section 13. The register book of demands and warrants herein referred to shall be prepared and placed on file in the office of the City Clerk not later than the fourth and sixteenth days of each month.

Section 14. All demands for services rendered or material supplied by any City Department to or for another City Department, the expenses of which are payable out of a separate fund, shall be presented in the name of and the warrant drawn payable to the City of Las Vegas, designating the Department to which the demand is payable.

Section 15. Nothing in this ordinance shall be construed as preventing the payment by the City Treasurer of the bonded indebtedness of the City and the interest coupons thereof, or payment on account of street improvement bonds and coupons in accordance with the laws authorizing the issuance of bonds.

Section 16. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 17. The City Clerk is hereby authorized to have this ordinance published in the Las Vegas Age, a weekly newspaper published in the City of Las Vegas, Clark County, Nevada, for a period of two weeks, that is to say once each week for a period of two weeks.

H. E. MARBLE, Mayor

Attest:
VIOLA BURNS City Clerk.
(CITY SEAL)

The above and foregoing ordinance was proposed read aloud in full, and adopted this 4th day of August, A. D. 1938, by the following vote:

Commissioners Corradetti, Luce, Krause, Ronnow and His Honor the Mayor, H. P. Marble, voting Aye.
Voting No None, Absent None.
Pub. Aug. 12 and 19, 1938.

ORDINANCE NO. 240
"An Ordinance of the City of Las Vegas regulating the presentation and Audit of Claims and Demands Against the City of Las Vegas; and Providing for Their Allowance and Payment or Rejection."

The Board of Commissioners of the City of Las Vegas do ordain as follows:

Section 1. The word "demand" as used in this ordinance shall mean "demand, claim or account;" and the word "person" shall mean "person, public officer, firm, corporation, company or association."

Section 2. No City officer shall, except for his own service, or expenses incurred by him on behalf of the City, present and demand for allowance against the City or in any way, except in the discharge of his official duty, advocate the relief asked in a demand made by any person. Any person may appear before the Board of Commissioners and oppose the allowance of any demand made against the city.

Section 3. No demand on the City of Las Vegas shall be allowed by the Board of City Commissioners in favor of any person in any way indebted to the City of Las Vegas without first deducting such indebtedness, nor in favor of any officer whose account shall not have been rendered and approved, or who shall have neglected or refused to perform any of the duties of his office.

Section 4. The Board of Commissioners must not hear, consider, credit, audit or allow any demand in favor of any person against the city, unless the same is itemized, giving names, dates and particular services rendered, character of work done, number of days engaged, supplies or materials furnished, to whom and quantity and price to be paid therefor, duly certified by the claimant as follows: "I certify that this demand is true and correct; is unpaid and due this claimant in the sum of \$....." and unless the same is presented to and filed with the City Clerk of the City of Las Vegas within six (6) months after the last item of the demand accrued. If the Board of Commissioners does not hear or consider a demand for the reason that it is not itemized or certified, the Board of Commissioners shall cause notice to be given to the claimant or his attorney of that fact, and shall give time to have the same itemized and certified, provided that in no case shall such time be enlarged or given beyond the original six months limitation above mentioned.

Section 5. No claim for damages for personal injuries suffered by any person or persons, or for the wrongful death of any person or persons, due to the alleged negligence, in any respect of said City of Las Vegas, its agents or employees, shall be considered or paid by said Board of Commissioners or said City, unless a notice in writing, stating the name of the person injured or killed or the names of the persons injured or killed, the time and place of the accident or happening causing such injury or death, a brief statement of the facts surrounding and concerning said accident or happening and the names of the witnesses present at such time, together with a statement of the amount claimed to be