

ORDINANCE NO. 6

AN ORDINANCE RELATING TO METHOD OF PRESENTING CLAIMS AGAINST THE CITY AND THE PAYMENT THEREOF.

Be it ordained by the governing body of The City of Westwood Hills:

1-601 MANNER OF PRESENTING CLAIMS: Section 1. All claims against this city shall be presented in writing, with a full count of the items and verified by the oath of the claimant or his agent, sworn to before an officer authorized to do so, and shall be filed with the city clerk.

1-602 DUTY OF CITY CLERK: Section 2. The city clerk, upon receipt of a claim against this city, prepared and filed as provided in section 1-601, shall audit the same, and upon finding it correct, shall present the same to the city council at the next regular meeting thereafter, and if such claim is allowed by the council the city clerk shall prepare a city warrant, directing the city treasurer to pay the claimant the amount allowed by the council and present the same to the mayor for his signature, after which the city clerk shall attest the same, which warrant shall be by the city clerk delivered to the claimant who shall present such warrant to the city treasurer for payment within the time provided by the law.

1-603 REGISTRATION OF WARRANTS UNPAID: Section 3. Whenever any regularly executed warrant shall be presented to the city treasurer and there is not sufficient money belonging to the city in his hands to pay the same, he shall endorse thereon a proper registry number and the words "Presented and not paid for want of funds", with date, and sign such endorsement, and he shall record in his warrant register the date when presented for payment, and the registration number as endorsed thereon, and such warrants shall be paid in the order of their presentation as shown by such register.

1-604 REDEMPTION OF REGISTERED WARRANTS: Section 4. Whenever, between the first and fifteenth days of any February or August, the city treasurer shall have in his hands sufficient money to redeem the warrants registered as provided in section 1-603, or any of them, he shall cause a notice to be published stating that said warrants should be presented for payment, and he shall not redeem any such warrants until all warrants presented prior thereto shall have been paid or there are sufficient funds on hand to redeem the same.

TAKE EFFECT. Section 5. This ordinance shall take effect and be in force from and after its publication.

Passed the city council this 1 day of July 1949.

Approved by the mayor this 7 day of July 1949.

*O. Chamberlayne*  
Mayor

Attest:

*Ora M. Rumberg*  
City Clerk

Published: July 8 1949

Journal Entry at page 4

*Ora M. Rumberg*  
City Clerk