



## City Attorney

**DATE:** October 5, 2021  
**FROM:** Janelle Combs, City Attorney  
**ITEM:** Ordinance 6487 regarding Approval of Payment ordinance changes

**REQUEST:**

Consider introduction and call for a public hearing on Ordinance 6487 to amend Bismarck Ordinance Section 7-06-12.

Please place this item on the October 12, 2021 City Commission meeting agenda.

**BACKGROUND INFORMATION:**

This ordinance amendment will create a more efficient invoice payment process and allow the City to make payments timely, avoid late payments, and take advantage of potential discounts. The City will continue to rely on currently effective internal controls and processes that safeguard the City's resources. This has been requested by City Commissioner Steve Marquardt.

**RECOMMENDED CITY COMMISSION ACTION:**

First reading and introduction of Ordinance 6487 and call for a public hearing.

**STAFF CONTACT INFORMATION:**

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**CITY OF BISMARCK**  
**ORDINANCE NO. 6487**

<i>First Reading</i>	_____
<i>Second Reading</i>	_____
<i>Final Passage and Adoption</i>	_____
<i>Publication Date</i>	_____

AN ORDINANCE TO AMEND SECTION 7-06-12 OF THE CITY OF BISMARCK CODE OF ORDINANCES (1986 Rev.), AS AMENDED, RELATING TO APPROVAL OF PAYMENTS.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF BISMARCK, NORTH DAKOTA:

Section 1. Amend. Section 7-06-12 of the Code of Ordinances of the City of Bismarck, North Dakota, relating to Approval of Payments is hereby amended to read as follows:

7-06-12. Approval of Payments.

1. The City Administrator, ~~Director of Finance, Comptroller and the Assistant City Administrator~~ and Department Directors are each authorized to approve the payment of expenses ~~authorized by previously approved written contracts, liability claim settlements of up to \$3500, land or easement acquisitions up to \$3500, payroll and benefit expenses and utility expenses~~ without the Board of City Commissioners' prior authorization of the individual payments so long as no such payment exceeds the funds included for these expenses in an approved budget adopted by the Board of City Commissioners, no payment exceeds the thresholds established in Chapter 7-01 of City Ordinances, and follows all procurement policies established by the City. All such payments shall be ~~reported to~~ approved by the Board of City Commissioners at its next regular meeting.

(Ord. 5087, 12-19-00; Ord. 5778, 06-22-10)

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent remaining portions of this ordinance.

Section 3. Effective Date. This ordinance shall take effect after final passage, adoption and publication.