

Resolution 22-09

A resolution establishing a policy for the payment of payroll and associated expenses prior to the approval of claims by the City Council of the City of Terrytown.

WHEREAS, at City Council meetings, the City Council approves claims submitted to the City for payroll; and,

WHEREAS, payroll is paid every two weeks and the City Council regularly meets one time a month

WHEREAS, the Fair Labor Standards Act ensures employees are paid in a timely manner and Neb. Rev. Stat. 48-1230 requires regular paydays must be maintained; and,

WHEREAS, Neb. Rev. Stat 16-726 and Neb. Rev. Stat. 17-714 requires that all claims and accounts payable against a City of the second class be presented in writing, state the name and address of the claimant and the amount of the claim, and fully and accurately identify the items or services for which payment is claimed, or the time, place, nature and circumstances giving rise to the claim; and,

WHEREAS, the City Council desires to adopt a policy with respect to payroll claims.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Terrytown, Nebraska, that to maintain adequate fiscal policy safeguards and allow for timely payment of payroll claims, the City Council of Terrytown desires to adopt the following policy with respect to such claims;

Section 1. Unless otherwise provided it shall be the normal policy to submit a claim to the City Council for approval before payment is allowed.

Section 2. Specific claims authorized for payment prior to City Council approval are:

- A. City employee payroll and all associated state and federal taxes;
- B. City employee benefits including health, retirement; and

- C. Ordinary claims offering a discount for early payment, and such discount expires if the claim is not paid prior to the next regularly scheduled meeting
- D. Ordinary claims incurring a penalty for late payment, and such payment will be incurred if not paid prior to the next regularly scheduled meeting;
- E. Other Claims that are urgent or emergent in nature may be prepaid when authorized by the signature of the Mayor or Council President.

Section 3. Specific claims authorized for payment prior to City Council approval are required to include the employee's names, gross salary, or gross hourly rate, and maximum hours allowed for the pay period.

Section 4. All hours worked and submitted for payroll shall be approved by the immediate supervisor of said employees and also by the City Clerk.

PASSED AND APPROVED this _____ day of _____, 2022

City Clerk

Mayor