

ORDINANCE NO. 346

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DESIGNATING THE RISK MANAGER AS AGENT TO RECEIVE CLAIMS FOR DAMAGES, PROVIDING FOR CONTENT OF CLAIMS FOR DAMAGES AND ESTABLISHING A CLAIMS PROCEDURE.

WHEREAS, the City of University Place desires to comply with the requirements of state law; and

WHEREAS, recent changes to state law require the designation of an agent to receive claims for damages; and

WHEREAS, it is in the best interest of the citizens of the City of University Place to have a clear process for filing and processing of claims for damages, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Agent for Receiving Claims. The Risk Manager is hereby appointed to be the city agent responsible to receive claims for damages made under Chapter 4.96 RCW. The Risk Manager shall be available to receive claims for damages during normal business hours at University Place City Hall, 3715 Bridgeport Way West, University Place, Washington, 98466.

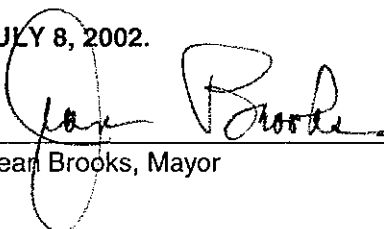
Section 2. Contents of Claim. All claims for damages must be submitted on the city's approved claim form and (1) identify the name and address of the claimant, (2) state the time and place the injury or damage occurred, (3) describe the conduct and circumstances which brought about the injury or damage, (4) describe the injury or damage, (5) state the names of all persons involved, if known, and (6) state the amount of damages claimed.

Section 3. Claims Procedure. All claims for damages against the City of University Place must be filed with the Risk Manager. Upon receipt of a claim, the Risk Manager shall immediately distribute copies to the City Clerk, the appropriate department director, and the City Attorney. The Risk Manager shall coordinate the investigation and review of the claim in conjunction with the Washington Cities Insurance Authority.

Section 4. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances by a court of competent jurisdiction shall not be affected.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall be effective five (5) days after publication.

PASSED BY THE CITY COUNCIL ON JULY 8, 2002.



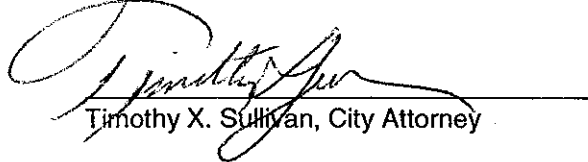
Jean Brooks, Mayor

ATTEST:



Catrina Craig, City Clerk

APPROVED AS TO FORM:



Timothy X. Sullivan, City Attorney

Published: July 10, 2002

Effective Date: July 15, 2002

UNOFFICIAL DOCUMENT