



Memorandum

Date: 4/16/2024
Meeting of: City Council

File No. AM No. 24-053
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Debbie Keranova	Fiscal Services Manager/Treasurer
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TITLE:

Adoption of an Ordinance Repealing RMC 3.44, Advance Travel Revolving Fund

- a. Ordinance No. 3163: An Ordinance of the City of Redmond, Washington, Repealing RMC 3.44, Advance Travel Revolving Fund

OVERVIEW STATEMENT:

The City no longer uses its advance travel account and seeks to repeal RMC 3.44, Advance Travel Revolving Fund. In June 2023, the City implemented Concur as the new expense reporting software and replacement for advance travel. City staff are now required to either use a ProCard while traveling or submit an employee reimbursement form through Concur upon return.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Ordinance No. 685, establishing the Advance Travel Revolving Fund
Ordinance No. 2375, increasing the Advance Travel Fund from \$10,000 to \$20,000
- **Required:**
Council approval is required for the adoption of an ordinance.
- **Council Request:**
N/A
- **Other Key Facts:**
RCW 42.24.120-160 provides the authority to establish a revolving fund to be used solely for the purpose of making advance payments of travel expenses. The Treasurer is designated as the custodian of the Advance

Travel Expense Revolving Fund and is responsible for opening a checking account for the fund in a local bank in the name of the City of Redmond. The City currently has a checking account with KeyBank for the purpose of advance travel.

OUTCOMES:

The approval to repeal RMC 3.44 will bring city code into alignment with business processes changes. Once approved, the Treasurer will close the advance travel checking account at KeyBank and transfer the full balance of \$20,000 to the City's general (primary) bank account at KeyBank.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
N/A

Approved in current biennial budget: ☐ Yes ☐ No ☒ N/A

Budget Offer Number:
N/A

Budget Priority:
N/A

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A
If yes, explain:
N/A

Funding source(s):
N/A

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/9/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

If this item is not approved, the City will continue to maintain a bank account for advance travel, which will never be used.

ATTACHMENTS:

Attachment A: Ordinance Repealing RMC 3.44, Advance Travel Revolving Fund