

CODE

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, REPEALING RMC 3.44, ADVANCE TRAVEL
REVOLVING FUND

WHEREAS, on June 17, 1975, the Redmond City Council adopted Ordinance No. 685, RMC 3.44, establishing an Advance Travel Revolving Fund; and

WHEREAS, on December 15, 2007, the Redmond City Council adopted Ordinance No. 2375, amending RMC 3.44, to increase the amount of the advance travel fund and to require submission of travel expense vouchers on or before the 15th day following the travel period; and

WHEREAS, RCW 42.24.120-160 governs procedures in this regard; and

WHEREAS, on June 27, 2023, the City implemented a new expense reporting software and replacement for advance travel and no longer uses the advance travel account; and

WHEREAS, this ordinance is being brought forward to Council, to align the City Code with business process changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City Code.

Section 2. Repeal of Chapter. RMC 3.44, Advance Travel Revolving Fund, is hereby repealed in its entirety as follows:

~~{SECTIONS:~~

~~3.44.010 FUND CREATED.~~

~~3.44.020 AMOUNT OF FUND REPLENISHMENT.~~

~~3.44.030 CUSTODIAN OF FUND.~~

~~3.44.040 TRAVEL EXPENSE VOUCHER.~~

~~3.44.050 LIEN AGAINST FUNDS PAYABLE TO OFFICIALS AND
 EMPLOYEES.~~

~~3.44.060 PURPOSE OF TRAVEL EXPENSE ADVANCE NOT
 PERSONAL LOAN.~~

~~3.44.070 RULES AND REGULATIONS FOR FUND MANAGEMENT FORMS.~~

~~**3.44.010 FUND CREATED.**~~

~~PURSUANT TO THE PROVISIONS OF RCW 42.24.120 160, THERE
IS CREATED AND ESTABLISHED A SPECIAL REVOLVING FUND TO
BE KNOWN AS THE "ADVANCE TRAVEL REVOLVING FUND," WHICH
SHALL BE USED FOR MAKING REASONABLE ALLOWANCES TO
OFFICIALS AND EMPLOYEES OF THE CITY IN ADVANCE OF
EXPENDITURES TO BE INCURRED FOR TRAVEL EXPENSES IN~~

~~ACCORDANCE WITH THE RULES AND REGULATIONS PRESCRIBED BY THE STATE AUDITOR. THE REVOLVING FUND SHALL BE USED SOLELY FOR THE PURPOSE OF MAKING ADVANCE PAYMENTS FOR TRAVEL EXPENSES AND WILL BE MAINTAINED IN A BANK AS A SEPARATE CHECKING ACCOUNT AND ALL ADVANCES TO OFFICIALS OR EMPLOYEES SHALL BE MADE BY CHECK.~~

~~3.44.020 AMOUNT OF FUND — REPLENISHMENT.~~

~~MONIES DEPOSITED INTO THE ADVANCE TRAVEL REVOLVING FUND SHALL NOT EXCEED THE SUM OF \$20,000 AND THIS PROVISION SHALL CONSTITUTE AN APPROPRIATION FROM THE VARIOUS FUNDS AND DEPARTMENTS OF THE CITY OF SUCH AMOUNTS AS ARE DETERMINED NECESSARY BY THE MAYOR AND FINANCE DIRECTOR TO INCREASE THE TOTAL DEPOSITS INTO THE FUND UP TO SAID AMOUNT. PERIODICALLY, AS THE FUND IS DEPLETED BY ADVANCE PAYMENTS FOR TRAVEL EXPENSES, THE FUND SHALL BE REPLENISHED BY CHECKS OR BUDGETARY TRANSFERS FROM THE DEPARTMENT OR FUND PROPERLY CHARGED FOR THE TRAVEL EXPENSE OF THE OFFICIAL OR EMPLOYEE TO WHOM ADVANCE TRAVEL EXPENSES HAVE BEEN MADE.~~

~~3.44.030 CUSTODIAN OF FUND.~~

~~THE TREASURER COMPTROLLER IS DESIGNATED AS THE CUSTODIAN OF THE ADVANCE TRAVEL EXPENSE REVOLVING FUND AND WILL BE RESPONSIBLE FOR OPENING A CHECKING ACCOUNT FOR THE FUND~~

~~IN A LOCAL BANK IN THE NAME OF THE CITY OF REDMOND AND
FOR SUPERVISING ALL TRANSACTIONS INVOLVING THE FUND.~~

~~**3.44.040 TRAVEL EXPENSE VOUCHER.**~~

~~ON OR BEFORE THE FIFTEENTH DAY FOLLOWING THE CLOSE OF
THE AUTHORIZED TRAVEL PERIOD FOR WHICH EXPENSES HAVE
BEEN ADVANCED, THE OFFICIAL OR EMPLOYEE SHALL SUBMIT TO
THE FINANCE DIRECTOR A FULLY ITEMIZED TRAVEL EXPENSE
VOUCHER FOR ALL REIMBURSABLE ITEMS LEGALLY EXPENDED,
ACCOMPANIED BY THE UNEXPENDED PORTION OF SUCH ADVANCE,
IF ANY. ANY ADVANCE MADE FOR THIS PURPOSE, OR ANY PORTION
THEREOF, NOT REPAID OR ACCOUNTED FOR IN THE TIME AND
MANNER SPECIFIED HEREIN, SHALL BEAR INTEREST AT THE RATE
OF TEN PERCENT PER YEAR FROM THE DATE OF DEFAULT UNTIL
PAID.~~

~~**3.44.050 LIEN AGAINST FUNDS PAYABLE TO OFFICIALS AND
EMPLOYEES.**~~

~~TO PROTECT THE CITY FROM ANY LOSSES ON ACCOUNT OF TRAVEL
EXPENSE ADVANCES, THE CITY SHALL HAVE A PRIOR LIEN
AGAINST AND A RIGHT TO WITHHOLD ANY AND ALL FUNDS PAYABLE
OR TO BECOME PAYABLE BY THE CITY TO ANY OFFICIAL OR
EMPLOYEE TO WHOM SUCH ADVANCE HAS BEEN GIVEN UP TO THE
AMOUNT OF SUCH ADVANCE AND INTEREST AT THE RATE OF TEN
PERCENT PER YEAR UNTIL SUCH TIME AS REPAYMENT OR~~

~~JUSTIFICATION HAS BEEN MADE. NO FURTHER TRAVEL EXPENSE ADVANCE OF ANY KIND MAY BE MADE TO ANY OFFICIAL OR EMPLOYEE AT ANY TIME WHEN SUCH OFFICIAL OR EMPLOYEE IS DELINQUENT IN ACCOUNTING FOR OR REPAYING A PRIOR ADVANCE.~~

~~**3.44.060 PURPOSE OF TRAVEL EXPENSE ADVANCE — NOT PERSONAL LOAN.**~~

~~A TRAVEL EXPENSE ADVANCE SHALL BE CONSIDERED AS HAVING BEEN MADE TO A CITY OFFICIAL OR EMPLOYEE TO BE EXPENDED AS AN AGENT OF THE CITY AND FOR THE CITY'S PURPOSES ONLY, AND SPECIFICALLY TO DEFRAY NECESSARY COSTS IN THE PERFORMANCE OF OFFICIAL DUTIES. NO SUCH ADVANCE SHALL BE CONSIDERED AS A PERSONAL LOAN TO SUCH OFFICIAL OR EMPLOYEE AND ANY EXPENDITURE THEREOF, OTHER THAN FOR OFFICIAL BUSINESS PURPOSES, SHALL BE CONSIDERED A MISAPPROPRIATION OF PUBLIC FUNDS.~~

~~**3.44.070 RULES AND REGULATIONS FOR FUND MANAGEMENT — FORMS.**~~

~~THE TREASURER-COMPTROLLER IS AUTHORIZED TO ADOPT REASONABLE RULES AND REGULATIONS FOR THE OPERATION AND MANAGEMENT OF THE ADVANCE TRAVEL EXPENSE REVOLVING FUND AND TO PREPARE APPROPRIATE FORMS FOR TRANSACTIONS INVOLVING SUCH FUND.~~

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective date. This ordinance shall become effective five days after its publication, or publication of a summary thereof, in the city's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this _____ day of _____, 2024.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

DANIEL P. KENNY, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.