

ORDINANCE NO. 269

**AN ORDINANCE OF THE CITY OF WOODINVILLE,
WASHINGTON ESTABLISHING A NEW CHAPTER 3.22 IN THE
WOODINVILLE MUNICIPAL CODE ENTITLED "ADVANCE
TRAVEL EXPENSE FUND; CREATING AN ADVANCE TRAVEL
EXPENSE FUND; SPECIFYING THE PURPOSES THEREFORE;
LIMITING THE USE OF SUCH FUNDS ADVANCED; PROVIDING
FOR REPAYMENT; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, pursuant to RCW 42.24.120 et seq., the City of Woodinville desires to establish an advance travel revolving fund for the purpose of making advance payments for travel expenses incurred by City elected or appointed officials and employees for necessary official travel; and

WHEREAS, the City is required by the Washington State Auditor to establish an Advance Travel Fund in order for the City to prepay future travel costs;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. New chapter created. A new Chapter 3.22 is hereby added to the Woodinville Municipal Code to be entitled "Advance Travel Expense Fund." The following provisions of this ordinance shall be codified in said Chapter.

Section 2. Created -- Purpose. Pursuant to RCW 42.24.120 et seq., and in order to provide reasonable allowances in advance of expenditure for expenses to be incurred by elected or appointed officials and employees of the City for necessary official travel, there is established a revolving fund, to be known as the Advance Travel Expense Fund. Such fund shall be used solely for the purpose of making advance payments of travel expenses. Such advances shall be made under the provisions of RCW 42.24.120 et seq., this Chapter, and under the rules and regulations prescribed by the State Auditor.

Section 3. Custodian -- Allocation of moneys. The custodian of this fund shall be the Finance Director, or his designee, and the fund shall be established by transfer from current funds in the initial amount of five thousand dollars, which shall be deposited in a special checking account in a local bank in the name of the City and entitled "Advance Travel Expense Account – Finance Director, (Name of Person Holding Office) Custodian." The fund shall be replenished by warrants from time to time in such amounts as determined by the Finance Director. Advances for travel expenses shall be made by the issuance of checks drawn on such account payable to the applicant. A check register shall be maintained in which all transactions of the fund will be recorded.

Section 4. Requests for advances -- Form. Requests for advances shall be reasonable estimates of the travel expense requirements of the applicant and shall include the following information: date of request, name of applicant, destination, purpose of travel, anticipated departure and return dates, amount requested, signature of applicant, official approval of trip by Department Head, check number, amount and date (to be provided by the Finance Director when advance is made).

Approved requests will be retained in the files of the Finance Director to support such advances until final settlement is made and claim for reimbursement has been submitted.

Section 5. Repayment or itemization of expenses. On or before the fifteenth day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, such officer or employee shall submit to the appropriate official 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 in this Chapter shall bear interest at the rate of ten percent per year from the date of default until paid.

Section 6. City right to impose lien, withhold payments. To protect the City from any losses on account of advances made as provided in this Chapter, 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 an officer or employee to whom such an 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 advance of any kind shall be made to any officer or employee at any time when he is delinquent in accounting for or repaying a prior advance.

Section 7. Uses specified. Any advance made under the authority of this Chapter shall be considered as having been made to the officer or employee, to be expended by him or her as an agent of the City for the City's purposes only, and specifically to defray necessary costs while performing his or her official duties. No such advance shall be considered as a personal loan to such officer or employee and any expenditure thereof, other than for official business purposes, shall be considered a misappropriation of public funds.

Section 8. 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 9. Effective date. This Ordinance shall be in force and effect five days from and after its passage by the Woodinville City Council and publication of a summary consisting of the title, as required by law.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 11th DAY OF SEPTEMBER, 2000.

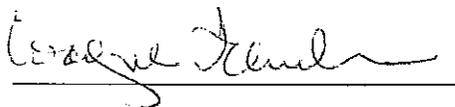

Randolph L. Ransom, Mayor

ATTEST/AUTHENTICATED:

By: 
Sandra C. Steffler/CMC
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: 

FILED WITH THE CITY CLERK: 9-11-2000
PASSED BY THE CITY COUNCIL: 9-11-2000
PUBLISHED: 9-18-2000
EFFECTIVE DATE: 9-23-2000
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