

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5838

AN ORDINANCE relating to the duties and authority of the director of finance; amending Section 3.37.090, 3.37.100, and 3.37.110 of the Bellevue City Code and establishing an effective date.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Section 3.37.090 of the Bellevue City Code is hereby amended as follows:

**3.37.090 Director – Credit Cards.**

A. The director of finance shall implement the following system for the distribution, authorization and control, and payments of bills related to the use of credit cards by city officials and employees:

1. Distribution. Credit cards may be distributed to those city officials and employees who, in the opinion of the director, have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card.

2. Authorization and Control. The director shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.

3. Credit Limits. The director shall set monthly credit limits on each credit card issued, which limits may be set forth in the policies and procedures adopted by the director pursuant to subsection B of this section.

4. Payment of Bills. The director shall establish and implement a written procedure for the payment of all credit card bills.

B. The director is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section. The director may appoint a subordinate employee from the department to assist in the performance of the duties described in this section.

Section 2. Section 3.37.100 of the Bellevue City Code is hereby amended as follows:

**3.37.100 Authority of director regarding delinquent accounts.**

The director of finance, or authorized representative, shall have the authority to refer delinquent accounts including, but not limited to, fees, taxes, penalties and interest of the city or any of its departments to an agency for collection and to write off accounts that are over one year old in an amount not to exceed \$1,000 per account. This write-off option shall be utilized only after it has been determined by the director that there is no cost-effective means of collecting the account. Prior to

assigning any account to a collection agency, the director, or authorized representative, shall ensure that they procedural requirements of RCW 19.16.500, or any successor statute, have been met.

Section 3. Section 3.37.110 of the Bellevue City Code is hereby amended as follows:

**3.37.110 Director – Advance of/ reimbursement for employee business expenses.**

A. It is the policy of the city to reimburse city employees and city officials who incur authorized expenses while on city business. Claimants have the responsibility for becoming knowledgeable about allowable expenditures and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of city business.


B. The director of finance is authorized to promulgate a business expense policy, including rules and procedures for the purpose of administering this policy and to provide forms accompanied by instructions for their implementation. Exceptions to the business expense policy may be made only for unusual or extenuating circumstances upon the written directive of the finance director or designee or in the case of city council members, the mayor or designee, if such expenses reasonably relate to a benefit or service received by the city and compliance with the business expense policy is or was not feasible.

Section 4. This ordinance shall take effect thirty days after passage and legal publication.

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Passed by the City Council this 3rd day of November, 2008,  
and signed in authentication of its passage this 3rd day of November,  
2008.

(SEAL)

  
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Grant S. Degginger, Mayor

Approved as to form:

Lori M. Riordan, City Attorney

  
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Mary Kate Berens, Deputy City Attorney

Attest:

  
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Myrna L. Basich, City Clerk

Published November 6, 2008