

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 6436

AN ORDINANCE amending the Bellevue City Code to create the Finance and Asset Management Department; adding new Chapter 3.32 to the Bellevue City Code; repealing Chapters 3.36 and 3.37; and authorizing the City Clerk to make all additional necessary changes to the Bellevue City Code to reflect this reorganization.

WHEREAS, the Civic Services and Finance Departments are merging into a new department that shall be referred to as the Department of Finance and Asset Management; and

WHEREAS, for the sake of clarity it is more efficient to repeal the code sections governing the Civic Services and Finance Departments and substitute a new code section to establish the new Department of Finance and Asset Management; and

WHEREAS, it is also necessary to amend those references that appear throughout the Bellevue City Code to the Civic Services and Finance Departments, and the directors thereof, to instead refer to the new Department of Finance and Asset Management and the Director of Finance and Asset Management; now, therefore,

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

Section 1. Bellevue City Code Chapter 3.36 is hereby repealed.

Section 2. Bellevue City Code Chapter 3.37 is hereby repealed.

Section 3. A new chapter 3.32 is added to the Bellevue City Code entitled Chapter 3.32, Finance and Asset Management Department, that reads as follows:

**Chapter 3.32, Finance and Asset Management Department**

Sections:

- 3.32.010 Department established – Functions.
- 3.32.020 Director – Appointment.
- 3.32.030 Director – Designated treasurer.
- 3.32.040 Director – Bond.
- 3.32.050 Director – Powers and duties – City funds – List.
- 3.32.060 Director – Investment of city funds.
- 3.32.070 Director – Interfund loan authority.
- 3.32.080 Director – Petty cash accounts.
- 3.32.090 Director – Credit cards.

3.32.100 Authority of director regarding delinquent accounts.

3.32.110 Director – Advance of/reimbursement for employee business expenses.

**3.32.010 Department established – Function.**

There is created and established a department of finance and asset management which shall be responsible for:

- A. General supervision over the financial affairs of the city;
- B. Maintaining city-owned facilities as directed by the city manager;
- C. Providing real estate and land survey services;
- D. Managing the city's fleet;
- E. Such other services as may be directed by the city manager.

**3.32.020 Director – Appointment.**

The functions of the department shall be executed under the supervision and control of a director of finance and asset management. The director shall be appointed for an indefinite term by the city manager for his/her executive and administrative qualifications in such work. The director may be removed by the city manager at any time pursuant to the provisions of RCW 35A.13.100.

**3.32.030 Director – Designated treasurer.**

The director of finance and asset management shall be designated city treasurer to perform in such capacity whenever the laws of the state or the ordinances of the city make reference to such position.

The director may appoint a subordinate employee from the department to assist in the performance of the duties of city treasurer.

**3.32.040 Director – Bond.**

Before undertaking the duties of city treasurer, the director shall qualify by furnishing a fidelity bond at the expense of the city in a sum to be set by the city council.

**3.32.050 Director – Powers and duties – City funds – List.**

The director of finance and asset management shall have powers and duties coextensive with those prescribed by the laws of the state and the ordinances of the city as now in force or as hereinafter amended or adopted. The director is authorized to create new budgeting, accounting and reporting funds and to consolidate and/or close such existing funds except as may otherwise be directed by state law. The director shall prepare and maintain a list of such funds and a general description of their use. Such list shall be available to the public for review and copying upon request.

**3.32.060 Director – Investment of city funds.**

The director of finance and asset management is authorized to determine the amount of money available in each fund administered by the city for investment purposes, and is authorized to invest such moneys in all forms of investments that are authorized by law.

The director may appoint a subordinate employee from the department to assist in the performance of the duties described in this section.

**3.32.070 Director – Interfund loan authority.**

The director of finance and asset management is authorized to make loans from one city fund to another city fund for periods not exceeding six months. Such loans shall be authorized by the director only after he or she has made a determination, in writing, that the loaning fund will have adequate cash balances to meet current expenses payable from the fund after the loan is made and until the loan is paid in full. The loan shall be made available to enable the receiving fund to meet current payable expenses. Such loans shall bear a reasonable rate of interest to be paid to the lending fund. The director shall designate the appropriate interest rate of the loan based upon the net earnings rate of the city's internal investment portfolio until repayment of the loan in full, but in no event shall the interest rate be less than any rate of interest required by law.

The director may appoint a subordinate employee from the department to assist in the performance of the duties described in this section.

**3.32.080 Director – Petty cash accounts.**

The director of finance and asset management is authorized to establish petty cash accounts within any fund of the city for any lawful purpose, which purpose shall be stated in writing by the director. At the time the account is established the director shall also appoint a single custodian for the account. The custodian may be changed from time to time as the director determines in writing. The director may also adopt procedures regarding the establishment and maintenance of such accounts.

**3.32.090 Director – Credit cards.**

A. The director of finance and asset management 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.

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

The director of finance and asset management, 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 the procedural requirements of RCW 19.16.500, or any successor statute, have been met.

**3.32.110 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 and asset management 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. The City Clerk is granted authority to administratively change all references in the Bellevue City Code to the Civic Services and Finance Departments to the Department of Finance and Asset Management, and to change all references to the Civic Services and Finance Directors to the Director of Finance and Asset Management.

Section 5. This Ordinance shall take effect and be in force five (5) days after its passage and legal publication.

Passed by the City Council this 3<sup>rd</sup> day of December, 2018  
and signed in authentication of its passage this 3<sup>rd</sup> day of December,  
2018.

(SEAL)



John A. Chelminiak  
John Chelminiak, Mayor

Approved as to form:

Nicholas Melissinos, Interim City Attorney

Kathleen Kline  
Kathleen Kline, Assistant City Attorney

Attest:

Kyle Stannert  
Kyle Stannert, City Clerk

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