

ORDINANCE NO. 1239

CITY OF LACEY

AN ORDINANCE RELATING TO TRAVEL ALLOWANCES, AMENDING SECTION 2.58.020 AND 2.58.110 AND REPEALING SECTION 2.58.050 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the City Manager, pursuant to the Lacey Municipal Code, has established a Comprehensive Policy regarding travel and travel expense reimbursement and such policy has been reviewed by the City Council, and

WHEREAS, it is necessary to amend the Lacey Municipal Code to make provisions of the Code and provisions of the policy consistent,

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Section 2.58.020 of the Lacey Municipal Code is hereby amended to read as follows:

2.58.020 Entitlement. Any elected or appointed city official or employee engaged in travel as defined in Section 2.58.010 will be entitled to reimbursement of actual expenses in accordance with regulations established by the city manager and a mileage allowances as set forth in Section 2.58.050 in accordance with regulations or policies established by the city manager.

Section 2. Section 2.58.050 is hereby repealed.

Section 3. Section 2.58.110 of the Lacey Municipal Code is hereby amended to read as follows:

2.58.110 Travel advances. An advance travel payment, not to exceed the anticipated cost of travel, may be made pursuant to the requirements of RCW sections 42.24.120 through 42.24.160 if the traveler submits a request for such an advance. The request will be in the format and will include all information required by the finance director to comply with regulations prescribed by the State Auditor. Travel advances shall be paid from the advance travel expense revolving fund established by Section 3.10.010. On or before the ~~tenth~~ fifteenth day following the close of the authorized travel period for which expenses have been advanced, the officer or employee shall submit a travel expense voucher, in the form provided by the finance director, accompanied by the unexpended portion of such advance, if any. 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 such officer 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, after said advance or the balance thereof is due, until such time as repayment or justification has been made. No additional travel advance of any kind shall be made to any officer or employee, at any time when he or she is delinquent in accounting for or repaying a prior advance.

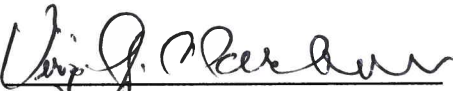
A travel advance made pursuant to this section shall be considered as having been made to such officer or employee to be expended by him/her as an agent of the city for the city's purposes only, and specifically to defray necessary costs while performing his or her official duties. No such advance shall 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 4. The Summary attached hereto is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this

24TH day of March, 2005.


CITY COUNCIL

By 
Mayor

Approved as to form:


City Attorney

Attest:


City Clerk (DEPUTY)

Published: March 28, 2005
(Monday)

SUMMARY FOR PUBLICATION

ORDINANCE 1239

CITY OF LACEY

The City Council of the City of Lacey, Washington, passed on 3/24/05, Ordinance No. 1239, entitled "AN ORDINANCE RELATING TO TRAVEL ALLOWANCES, AMENDING SECTION 2.58.020 AND 2.58.110 AND REPEALING SECTION 2.58.050 OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION."

The main points of the Ordinance are as follows:

1. The travel expense reimbursement regulations of the city are set forth in a formal city policy established with the authorization of the City Council. That policy, which has been reviewed by the City Council, contains provisions which raise a small conflict with the language contained in Chapter 2.58 of the Lacey Municipal Code regarding travel allowances.
2. This Ordinance amends two sections of Chapter 2.58 and repeals and additional section in order to make the provisions of the Municipal Code and those of the adopted city policy consistent.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: March 28, 2005.
(Monday)