

ORDINANCE NO. 314

CITY OF LACEY

AN ORDINANCE ESTABLISHING RATES OF ALLOWANCES AND PURPOSES FOR WHICH ALLOWANCES WILL BE MADE FOR ELECTED AND APPOINTED CITY OFFICIALS AND EMPLOYEES ENGAGED IN TRAVEL ON CITY BUSINESS; PROVIDING FOR ADVANCE TRAVEL EXPENSES; CREATING AN ADVANCE TRAVEL EXPENSE REVOLVING FUND; PROVIDING FOR THE DEPOSIT OF MONEYS TO SAID FUND, AND ADDING NEW CHAPTERS TO THE LACEY MUNICIPAL CODE.

THE CITY COUNCIL OF THE CITY OF LACEY DOES ORDAIN AS FOLLOWS:

Section 1. There is hereby added to the Lacey Municipal Code, a new Chapter 2.58 to read as follows:

2.58.010 Definitions. a. Travel: Movement by personal or public transportation to any meeting, seminar, course of instruction, conference, or other official gathering outside the city limits of the City of Lacey when such movement is in furtherance of city business or training which will enhance the professionalism of city employees or officials.

b. Per diem: A monetary living allowance payable to city officials and employees engaged in travel as defined herein when such travel is to a point or destination wherein meals and/or lodging away from the traveler's abode, domicile, or residence is necessary.

c. Mileage allowance: A specific monetary allowance per mile for mileage incurred in use of a privately owned vehicle engaged in travel as defined herein.

1st read 8-9-73 title only
TABLED - 8-23-73
2nd read 10-11-73
Passed 10-11-73

d. Commuting distance: A one-way road mileage of sixty miles or less from the City of Lacey.

e. Miscellaneous reimburseable expenses: Bridge and ferry tolls, registration fees, parking, or any other special expense incurred incidental to travel as defined herein.

2.58.020 Entitlement. Any elected or appointed city official or employee engaged in travel as defined herein will be entitled to reimbursement of expenses and/or to payment of living allowances as provided by this ordinance.

2.58.030 Per diem allowances: A per diem allowance of \$20.00 per day, pro-rated to actual hours in which travel was performed, will be allowed for any period of travel wherein the traveler is gone from his normal place of duty more than three hours beyond the established working day. For purposes of per diem, partial days of eligibility for payment shall be segmented into hours, and per diem shall be allowed at the rate of $20/24^{(.83)}$ of a dollar for each hour of travel. All complete days of eligibility will be authorized at a per diem rate of \$20.00 per day. No per diem will be allowed for leave taken during or in conjunction with official travel.

2.58.040 Commuting distance restriction: Per diem will be authorized only when the point of travel destination is beyond the commuting distance as defined herein and travelers will be expected to commute within the commuting distance with the following exceptions:

a. The meeting, seminar, course of instruction,

conference or other reason for travel requires his attendance at an evening session, per the agenda and he has received prior approval from his department head.

b. The meeting, seminar, course of instruction, conference or other reason for travel commences at such a time that it would be unreasonable to expect the traveler to depart his place of abode at an extraordinary hour to be in time for such commencement and he has received prior approval from his department head.

c. The weather is of such inclemency that commuting would expose the traveler to undue hazard and risk to his health and/or property and he provides a written explanation of the particular circumstances.

d. Accidents, vehicular break-down, or natural disaster prevent such commuting and he provides a written explanation of the particular circumstances.

2.58.050 Mileage for privately owned vehicle:

Mileage for use of a personal vehicle will be reimbursed at the rate of \$.10 per mile, when a personal vehicle is used for travel as defined herein. Mileage shall be computed and allowed for on the standard highway maps mileage for the most direct route using primary and interstate highways. No mileage allowance will be made for travel in a city-owned conveyance or when the employee is a passenger in the private vehicle of another. No reimbursement will be made for any repairs or

damages to a privately owned vehicle when such expense is incurred during official travel or as a result of official travel. Reimbursement for travel in private automobiles within the city or eight miles beyond shall be allowed under rules to be prepared by the chief executive officer and confirmed by the City Council.

2.58.060 Other transportation costs: Cost of public transportation (bus, airplane, rail or boat) used for travel as defined herein and at the lowest cost class available will be fully reimburseable. If air travel is utilized, cost of the airport limousine from the airport to the point of destination or temporary lodging, and return to the airport will be reimburseable. Mileage of a privately owned vehicle to and from the terminal of public transportation is completely reimburseable.

2.58.070 Miscellaneous fees: Registration fees or other special expenses incurred incidental to travel as defined herein will be fully reimburseable when approved by the department head and the chief executive officer or his delegate.

2.58.080 Exceptions to full per diem allowances: If the registration or tuition fee, or any other fee paid by the City in connection with attendance at any meeting, seminar, course of instruction, or other official gathering includes lodging, the per diem rate will be \$10.00 per day, for each day the registrant remains at the destination. If meals are included in the fee, in addition to lodging, there shall be no

per diem allowed for the days the registrant remains at the destination. In either case, the per diem rate for time spent in traveling to and from said destination shall be allowed in accordance with \$2.58.030.

Exceptions not properly addressed by this section shall be allowed as administrative decisions of the Department Head and Chief Executive Officer provided there is no conflict with other sections of this ordinance or payment in excess of a total of \$20.00 per diem.

2.58.090 Budgeting: Each department head shall program for known and projected travel in consonance with the allowances prescribed herein. Travel not provided for in the budget will require prior approval by the Council for qualification for allowances.

2.58.100 Claims: Within ten (10) calendar days after completion of authorized travel, the traveler will submit a claim to the City Clerk/Treasurer for expenses and allowances as specified herein, in the form prescribed by the Clerk in accordance with RCW 42.24.090. The form will include purpose of travel, date and time of departure, date and time of return, map miles to and from destination, itemized listing of miscellaneous expenses as defined herein, amount of travel advance (if any) and any other information required by the Clerk. Receipts for lodging, registration fees, toll and ferry charges, and other special fees shall be attached. Receipts for meals are not required. Any days leave taken either during or in conjunction with the travel shall be clearly identified so that per diem is not computed nor allowed for leave time. Expense claims require the signature of the employee, the department head and the chief executive officer or his delegate, all of

whom certify to the validity of the claim.

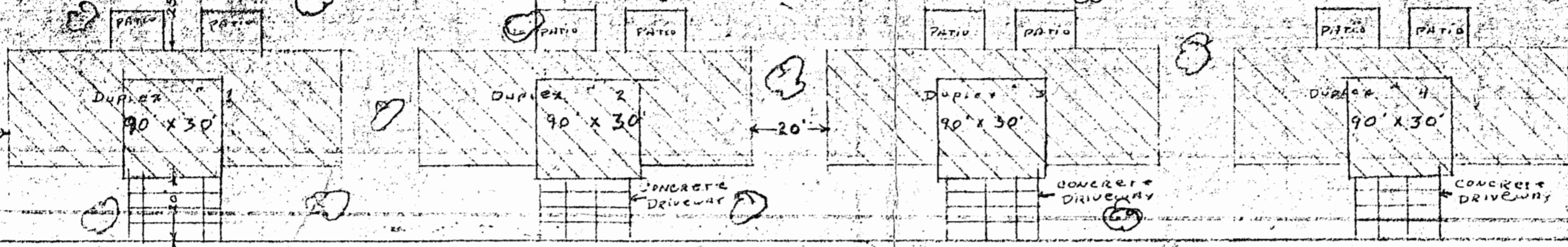
2.58.110 Travel advances: An advance travel payment, not to exceed two-thirds of the anticipated cost of travel, may be made pursuant to the requirements of RCW 42.24.120 - RCW 42.24.160 if the traveler submits a request for such an advance. The amount of such advance will be deducted from the final settlement of travel reimbursement. The request will be in the format and will include all information required by the Clerk/Treasurer to comply with regulations prescribed by the State Auditor. Travel advances shall be paid from the Advance Travel Expense Revolving Fund established by §3.10.010.

Section 2. There is hereby added to the Lacey Municipal Code, a new Chapter 3.10 to read as follows:

3.10.010 Advance travel expense revolving fund:
There is hereby created a fund known and designated as the "Advance Travel Expense Revolving Fund." Said fund will be a revolving fund maintained in a bank as a checking account and shall be used solely for the purpose of making advance payments of travel expenses. Advances from said fund shall be by check and the fund will be replenished by warrant from the operating fund responsible for said travel expense. The City Clerk/Treasurer shall and he hereby is directed to deposit

THICK Woods (Trees 30' to 60')

46'



Proposed Road

NOTE: FLOOR PLAN, STYLE + DESIGN TO VARY SLIGHTLY TO PREVENT REPETITION

PROP. DISC. N 528' OF THE E 140' W 1/2 SW 1/4 OF SE 1/4 OF SEC 2, T 18 N, R 1 W, W.M. EXCEPTING N 30' FOR DRAHAM RD.

DRAHAM RD.

DRAHAM RD.

352.5'

SLEATER KINNER Rd

NOTE



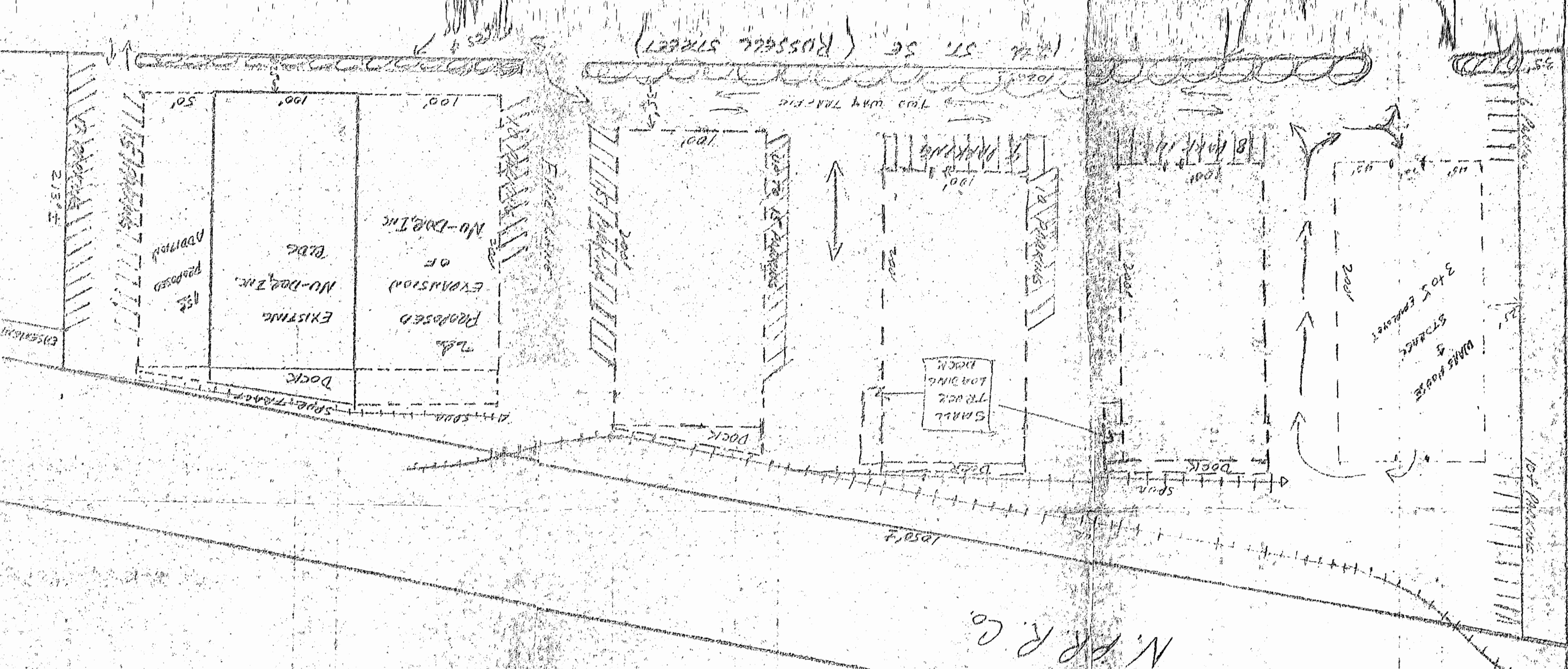
EXISTING TREE 5' TO 50' ALL TREES TO REMAIN WHERE POSSIBLE

Exhibit "A"

Don + George S. W. M. SCALE 1/32" = 1' 0" RZ-73-03



DATE:	REVISION:
SCALE:	APPROVED BY:



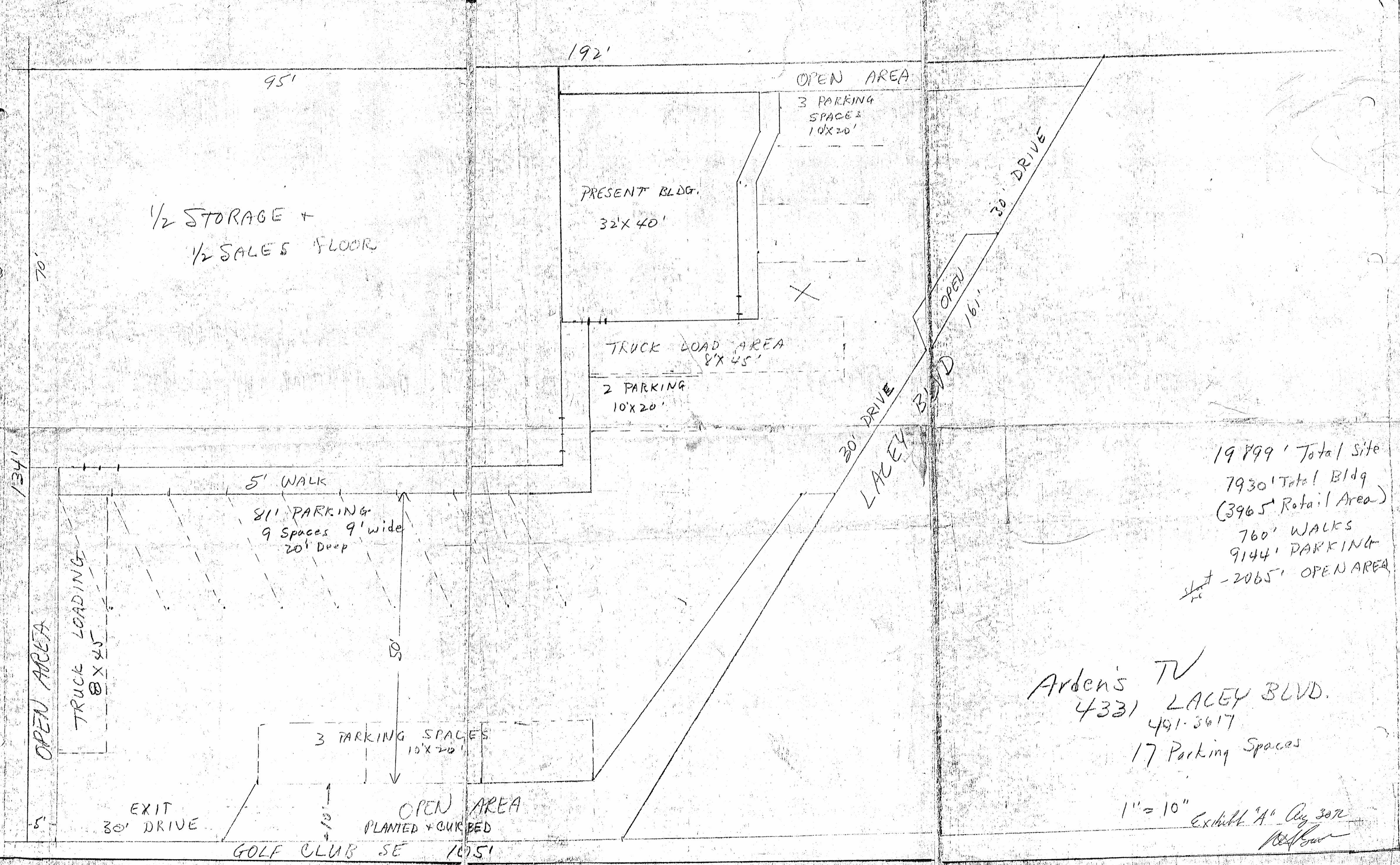
WEYERHAEUSER K.R.

NOTE:
 VARIANTS Required for
 1st Proposed Expansion &
 2nd Proposed Expansion

NU-DOOR, INC. INDUSTRIAL PARK

PRELIMINARY DEVELOPMENT PLAN

ALL BUILDINGS ARE PROPOSED
 AS STEEL CLEI SPAN



1/2 STORAGE +
1/2 SALES FLOOR

PRESENT BLDG.
32' x 40'

OPEN AREA
3 PARKING
SPACES
10' x 20'

TRUCK LOAD AREA
8' x 45'
2 PARKING
10' x 20'

5' WALK
811 PARKING
9 Spaces 9' wide
20' Deep

3 PARKING SPACES
10' x 20'

OPEN AREA
PLANTED + CURBED

19,899' Total Site
7,930' Total Bldg
(3,965' Retail Area)
760' WALKS
9,144' PARKING
2,065' OPEN AREA

Arden's TV
4331 LACEY BLVD.
491-3617
17 Parking Spaces

1" = 10"
Exhibit "A" Aug 30, 72
[Signature]

GOLF CLUB SE 1075'

from the current expense fund to the "Advance Travel Expense Revolving Fund" the sum of \$300.00.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR
this 11th day of October, 1973.

Thomas W. Huntames
MAYOR

ATTEST: Timothy McGuire
City Clerk

APPROVED AS TO FORM:
Ronald A. [Signature]
City Attorney

PASSED: 10-11-73

PUBLISHED: 10-17-73