

ORDINANCE NO. 2020-

AN ORDINANCE relating to personnel; amending Subsection 2.20.086(A)(2) of the Yakima Municipal Code relating to lodging and meal reimbursements.

BE IT ORDAINED BY THE CITY OF YAKIMA:

Section 1. Subsection 2.20.086(A)(2) of the City of Yakima Municipal Code is hereby amended to read as follows:

2.20.086 Reimbursable expenditures—Amounts.

A. All officers and employees shall, in addition to their prescribed rates of pay, be reimbursed for the following listed expenditures:

1. Transportation. The actual fare shall be paid for transportation by common carrier. Reimbursement at the per mile rate authorized by the Internal Revenue Code of 1989, as amended from time to time, shall be made for the use of private auto; provided, the reimbursement for travel by private auto to a point outside the state of Washington shall not exceed the total expense for such travel by commercial air coach including related and incidental transportation expenses such as limousine or taxi fare, car rental, parking fees and similar costs.

2. Lodging and Meals. The actual expense for lodging and meals shall be paid; at actual cost, so long as provided, that the actual cost is reasonable and prudent. The U.S. General Services Administration (GSA) is to be a guideline to determine reasonableness. total reimbursable expense for both lodging and meals shall be for a reasonable amount per day, including tips and gratuities; provided further, that Wwhen travelling on city business and requires expenditures beyond the GSA guideline, such excess expenditures may be allowed and reimbursed with division managerial review and within the division's budget. conventions, conferences, seminars or similar functions make expenditures in excess of one hundred seventy-five dollars per day necessary for lodging and meals, in the opinion of the city manager, such excess expenditures may be allowed and reimbursed when approved by the city manager.

3. Necessary Minor Expenses. The actual amounts of necessary, or usual and customary, minor expenses, including tips and gratuities, shall be reimbursed.

4. Some departments have developed other policies for budgetary purposes, and these policies will take precedence in processing reimbursements.

B. All reimbursed expenses must be necessary, reasonable, within budget limits set for travel and training, and incurred in the conduct of the business of the city. When two or more representatives of the city attend the same meeting, transportation shall be planned to avoid needless duplication of automobiles. Employees shall obtain approval prior to taking any trip from their department head and from the city manager. (Ord. 2014-023 § 2 (part), 2014: Ord. 98-8 § 1, 1998; Ord. 95-9 § 1, 1995; Ord. 3326 § 1, 1990; Ord. 3237 § 1, 1990; Ord. 2743 § 1, 1984; Ord. 2414 § 1, 1980; Ord. 2088 § 2, 1977; Ord. 2022 § 1, 1976; Ord. 1614 § 3, 1974; Ord. 858, 1966; Ord. 748, 1965; Ord. 213, 1960; Ord. 194 § 9B, 1960).

Section 2. This ordinance shall be in full force and effect 30 days after its passage, approval, and publication as provided by law and by the City Charter.

PASSED BY THE CITY COUNCIL, signed and approved this 3rd day of March, 2020.

ATTEST:

Patricia Byers, Mayor

Sonya Claar Tee, City Clerk

Publication Date: _____

Effective Date: _____