

RESOLUTION NO. 872

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING TRAVEL POLICIES AND REIMBURSEMENT OF EXPENSES INCURRED WHILE ON OFFICIAL CITY BUSINESS

WHEREAS, officers and employees of the City of University Place are eligible to receive reimbursement or payment of expenses incurred while on official business for the City; and

WHEREAS, a comprehensive travel and reimbursement policy was adopted by Resolution No. 171 and amended by Resolution Nos. 276, 314, 445, 453 and 582; and

WHEREAS, changes are now being made to address the allocation of funds for Council member travel;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, AS FOLLOWS:

Section 1. Amend Travel Policies and Procedures. Paragraph 4.3 of the City of University Place's Travel Policies and Procedures, as most recently amended via Resolution 582 is amended to read as follows:

4.3 Elected Officials. Except where specifically budgeted, the Mayor or Mayor Pro tem shall provide prior written authorization for overnight or out-of-state travel of elected officials of the City. In the case of overnight or out-of-state travel by the Mayor, two Council members shall provide prior written approval. For non-overnight travel, the same approvals are required through the payment or reimbursement request. Unless otherwise approved by Council, each Councilmember shall have access to City funds for training and travel expenses, in the amounts below. These monies are intended to cover conference registration and expenses, meetings, travel, meals and mileage. This amount would cover expenses incurred both within the State of Washington and outside the State.

4.3.1 Each councilmember shall be allotted the following amounts:

<u>Mayor</u>	<u>\$7,500</u>
<u>Mayor Pro Tem</u>	<u>\$2,000</u>
<u>Each Council member</u>	<u>\$2,000</u>
<u>Council-initiated</u>	<u>\$4,000</u>

Any amounts identified as Council-initiated shall be subject to approval by majority vote the Council.

4.3.2 Any Councilmember utilizing funds pursuant to this policy shall provide a report to Council (either in writing or orally), at a Council meeting following such conference or training, detailing the nature of the event and any lessons learned.

4.3.3 Prior to any Councilmember utilizing funds pursuant to this policy for out-of-state travel should first provide a report to the Council on the nature and duration of the event and the benefit to the community created by the Councilmember's attendance.

4.3.4 Except as to those funds allocated for the Mayor, no allocation set forth in Paragraph 4.3.1 is transferrable to another Councilmember.

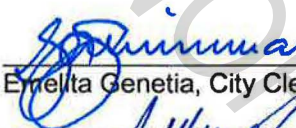
Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

ADOPTED BY THE CITY COUNCIL ON SEPTEMBER 4, 2018.



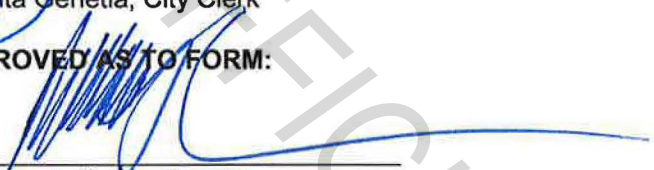
Kent Keel, Mayor

ATTEST:



Ennelita Genetia, City Clerk

APPROVED AS TO FORM:



Matthew S. Kaser, City Attorney