

ORDINANCE No. 118013

COUNCIL BILL No. 11113

19 *Personnel Department*



The City of Seattle--Legislative

REPORT OF COMMITTEE

Honorable President:

Your Committee on Personnel & Labor Policy

to which was referred the within Council Bill No. 11113
report that we have considered the same and respectfully recommend

2/1/96 Pass 3-0 (TW, JM, JD)

Full Council vote 9

Tom Thibodeau

Committee Chair

COMPTROLLER FILE No. _____

Introduced: FEB - 5 1996	By: WEEKS
Referred: FEB - 5 1996	To: Personnel and Labor Policy
Referred:	To:
Referred:	To:
Reported: FEB 12 1996	Second Reading: FEB 12 1996
Third Reading: FEB 12 1996	Signed: FEB 12 1996
Presented to Mayor: FEB 13 1996	Approved: FEB 15 1996
Returned to City Clerk: FEB 21 1996	Published: <i>Full</i>
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

ORDINANCE 118013

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AN ORDINANCE amending Seattle Municipal Code 4.72.020, clarifying that City departments are authorized, under certain circumstances, to expend City funds to provide meals at certain City events.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. SMC Section 4.72.020 (Ordinance #101295, last amended by Ordinance #116368) is further amended as follows:

4.72.020 Claims for reimbursement--Invoices and receipts

A. Claims for reimbursement of expenses other than mileage and incidentals shall be accompanied by invoices or receipts showing payment of such claimed expenses, provided that the cost of air or railroad travel, and convention, seminar or other registration fees, may be billed directly to the appropriate City department. Invoices and/or receipts showing payment of overnight lodging expenses shall have clearly identified thereon the single occupancy rate for the accommodations utilized. Invoices and/or receipts shall not be required for food expenses incurred in travel outside the City, but such expenses shall be fully itemized. Invoices and/or receipts shall be required for food expenses incurred within the City. Upon written request and explanation stating sufficient reasons for failure to submit required invoices and/or receipts, the City Finance Director may waive such requirement.

B. ~~((Retreats.))~~ The expenses of seminars, workshops, meetings, and similar events ~~((, commonly known as "retreats"))~~ organized ~~((by))~~ or contracted for by the City and conducted primarily for the benefit of City officers and employees ~~((away from the usual place of employment, but not in the personal residence of a City officer or employee))~~ may be paid for as departmental expenses upon vouchers approved by department heads without separate claims submitted by individual officers or employees, provided funds have been made available therefor in a department's ~~((annual))~~ budget or by separate ordinance. In organizing and arranging such events, department

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1 heads shall ((use)) make all reasonable efforts to use available City, state,
2 county, federal, or other governmentally owned or controlled facilities.
3 Expenses may include the cost of meals provided to participants in the event
4 who are City officers or employees if it is impractical for participants to make
5 individual arrangements for meals, and if an integral part of the program
6 occurs during the meal. Food and beverage expenses paid out of City funds
7 shall not exceed any per meal maximum established for reimbursement of
8 meal expenses pursuant to SMC 4.72.010(6).

9 **Section 2.** Any actions taken prior to the effective date of this ordinance but
10 consistent with its specified intent are hereby ratified and confirmed.

11 **Section 3.** This ordinance shall take effect and be in force thirty (30) days
12 from and after its approval by the Mayor, but if not approved and returned by
13 the Mayor within ten (10) days after presentation, it shall take effect as
14 provided by Municipal Code Section 1.04.020.

15 Passed by the City Council the 12 day of February,
16 12 1996, and signed by me in open session in authentication of its passage this
12 day of February, 1996.

17 Jan Diego
18 President _____ of the City Council

19 Approved by me this 15 day of February, 1996.

20 Jan Diego
21 Pro Tem Mayor

22 Filed by me this 21 day of February, 1996.

23 Jessica Edger
24 City Clerk

25 (SEAL)

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City of Seattle

Sarah Welch, Personnel Director
Personnel Department

Norman B. Rice, Mayor

Sarah Welch, Personnel Director

OPY RECEIVED

DEC 14 11:40

FILE CITY ATTORNEY



December 1, 1995

TO: The Seattle City Council
ATTN: Tom Weeks, Chair
Finance, Budget, Management and Personnel Committee

VIA: Norm Rice, Mayor
ATTN: Tom Tierney, OMP Director

FROM: Sarah Welch, Personnel Director

SUBJECT: Proposed Legislation To Amend SMC 4.72

The attached council bill amends SMC 4.72, *Travel Expenses*, to authorize the purchase of meals for employees who are participants in City events or programs, when it is impractical for those employees to make their own arrangements for such meals.

Currently, SMC 4.72 permits the City to pay for an employee's meal when the employee attends a seminar or similar event put on by another agency and the meal is included as a minimal part of the registration fee, and the activities of the seminar continue through the meal period. We recently discovered that our ordinance authority for providing meals at all-day seminars and conferences, like the clerical conference and Citywide diversity training, was not as clear as we would have liked. This council bill will clarify that authority. There will continue to be occasions when it would be more practical and cost effective for the City to be able to schedule seminars and other work-related events for City employees during or including a normal meal period, and to provide meals to those employees so as not to lose the continuity of the work underway.

The misapplication of the authority to pay for meals under this ordinance is unlikely, since funds for the meals purchased must be budgeted by the employing unit.

Your prompt consideration of this council bill is appreciated. Please contact Kathy Steinmeyer, 4-7921, if you have any questions.

SW/kss

Attachment

cc: Personnel Department Administrators
Policy Development Unit
Civil Service Commission

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PERSONNEL GUIDELINES	MEALS AND REFRESHMENTS
ISSUED	PAGE 1/3

The purchase of or reimbursement for employees' meals is authorized under certain conditions by the Seattle Municipal Code.

OVERTIME-RELATED MEALS

Employees may be reimbursed for the cost of a meal purchased contemporaneously with overtime work when they work a total of two or more hours beyond the end of their normal work shifts, or when they work a reasonably continuous period of overtime which is equal to the length of their normal work shifts.

Additional meals may be authorized by the appointing authority or his or her designated representative when an employee is required to work overtime on an immediate and continuous basis, and is not given the opportunity to take normal meal breaks.

In order to be reimbursed for an overtime-related meal or meals, the employee must submit to his or her supervisor, no later than the beginning of the next regular work shift, a receipt for each authorized and purchased meal. Reimbursement will be for the actual cost of the meal purchased, not to exceed the average cost for such meal(s) as reflected in a national comparative cost index. In the absence of a receipt, the supervisor may approve reimbursement in the amount of \$5 per meal.

MEALS PURCHASED WHILE TRAVELING

Meal reimbursement is allowed for employees who travel outside the City on City business. The reimbursement amount is established by the City Finance Director, and is based on the average cost of meals as reflected in a national comparative cost index.

When travel requires no overnight lodging, meal reimbursement is allowed only for those employees whose normal duties do not include such travel.

An employee does not need to present an invoice or receipt for reimbursable meals purchased during travel outside the City, but meal expenses must be itemized.

MEALS INCLUDED IN REGISTRATION FEES--FOR EVENTS NOT REQUIRING TRAVEL

When the cost of a meal is included in the registration fee as part of the minimum charge for a convention, seminar, or other similar event, the employing unit may purchase or reimburse an employee for, the full registration fees including the

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Additional meals may be authorized by the appointing authority or his or her designated representative when an employee is required to work overtime on an immediate and continuous basis, and is not given the opportunity to take normal meal breaks.

In order to be reimbursed for an overtime-related meal or meals, the employee must submit to his or her supervisor, no later than the beginning of the next regular work shift, a receipt for each authorized and purchased meal. Reimbursement will be for the actual cost of the meal purchased, not to exceed the average cost for such meal(s) as reflected in a national comparative cost index. In the absence of a receipt, the supervisor may approve reimbursement in the amount of \$5 per meal.

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PERSONNEL GUIDELINES	MEALS AND REFRESHMENTS
ISSUED	PAGE 2/3

meal. In addition, if the cost of the meal is separate from the minimum registration charge, but integral parts of the program are conducted during a meal, the employing unit may purchase, or reimburse an employee for, the cost of the meal.

However, if a meal is not included in the registration fee as part of the minimum charge for a convention, seminar, or other similar event, and if no related program is conducted during the meal, the employing unit shall not pay for the meal or meals. The employee must assume the cost of the meal or of an alternative meal elsewhere.

MEALS PROVIDED BY THE CITY

When a seminar, workshop, meeting or other similar event is organized or contracted by the City (or an employing unit), the City (or the employing unit) may provide a meal to employees if:

- the event or program is conducted at a location or during a period of time which makes it impractical for the participants to make individual arrangements for a meal; or
- the work of or presentation to participants continues during the meal; and
- funds are designated therefor in the budget.

REFRESHMENTS

SMC Chapter 4.96 (*Recognition of Volunteers*) authorizes the appointing authority to purchase refreshments for volunteers and City employees when:

- funds for that purpose are appropriated in the budget; or
- refreshments are donated to the City.

The purchase of refreshments is authorized for the purpose of demonstrating appreciation of volunteers' time and service donated, or of compensated employees' meritorious service. In addition, refreshments may be purchased to assist in the performance of activities--for example, for a task force meeting when at least some of the members thereof are non-employees.

Examples of refreshments allowed under SMC 4.96 are: pastries, sandwiches, fruit, and coffee, tea, and other nonalcoholic beverages.

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TIME AND DATE STAMP

SPONSORSHIP

Tom Thode

_____	_____
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FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

PRESIDENT'S SIGNATURE

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City of Seattle

Executive Department—Office of Management and Planning

Thomas M. Tierney, Director
Norman B. Rice, Mayor

December 1, 1995

COPY RECEIVED
DEC -8 PM 4:56
CITY ATTORNEY



The Honorable Mark Sidran
City Attorney
City of Seattle

OK
gek
11/2/96

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING DEPARTMENT Personnel Department

SUBJECT: AN ORDINANCE amending Seattle Municipal Code 4.72.020, clarifying that City departments are authorized, under certain circumstances, to expend City funds to provide meals at certain City events.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMP. Any specific questions regarding the legislation can be directed to Sherry Johnson at 684-8084.

Sincerely,

Norman B. Rice
Mayor

by

Tom Tierney, Director

legis:john50

Enclosure

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STATE OF WASHINGTON - KING COUNTY

64917
City of Seattle, City Clerk

-s-

No. IN FULL

City of Seattle
ORDINANCE 118013

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BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

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B. ~~((Private--))~~ The expenses of seminars, workshops, ~~meetings~~, and similar events ~~((commonly known as--retreats--))~~ organized ~~((by or contracted for by the City and conducted primarily for the benefit of City officers and employees ((away from the usual place of employment, but not in the personal residence of a City officer or employee))~~) may be paid for as departmental expenses upon vouchers approved by department heads without separate claims submitted by individual officers or employees, provided funds have been made available therefor in a department's ((annual)) budget or by separate ordinance. In organizing and arranging such events, department heads shall ~~((use))~~ make all reasonable efforts to use available City, state, county, federal, or other governmentally owned or controlled facilities.

Expenses may include the cost of meals provided to participants in the event who are City officers or employees if it is impractical for participants to make individual arrangements for meals, and if an integral part of the program occurs during the meal. Food and beverage expenses paid out of City funds shall not exceed any per meal maximum established for reimbursement of meal expenses pursuant to SMC 4.72.010(6).

Section 2. Any actions taken prior to the effective date of this ordinance but consistent with its specified intent are hereby ratified and confirmed.

Section 3. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

Passed by the City Council the 12th day of February, 1996, and signed by me in open session in authentication of its passage this 12th day of February, 1996.

JAN DRAGO,
President of the City Council.
Approved by me this 16th day of February, 1996.
JAN DRAGO,
Pro Tem Mayor.
Filed by me this 21st day of February, 1996.
(Seal) JUDITH E. PIPPIN,
City Clerk.

Publication ordered by JUDITH PIPPIN, City Clerk.
Date of official publication in Daily Journal of Commerce, Seattle, February 29, 1996. 229(64917)

David of Publication

undersigned, on oath states that he is an employee of The Daily Journal of Commerce, a newspaper which is now and has been for more than six months published hereinafter referred to, published in Seattle, Washington, and it is now and during all of said time an office maintained at the aforesaid place of publication. The Daily Journal of Commerce was first published on June 1, 1941, approved as a legal newspaper of King County.

The exact form annexed, was published in regular issue of the Daily Journal of Commerce, which was regularly subscribed during the below stated period. The

18013

of the fee charged for the foregoing publication is \$180.13, which amount has been paid in full.

Subscribed and sworn to before me on 2/29/96

Notary Public for the State of Washington, residing in Seattle

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STATE OF WASHINGTON - KING COUNTY

64917
City of Seattle, City Clerk

-ss.

No. IN FULL

Affidavit of Publication

Notice is hereby given that the undersigned has been appointed and has qualified as Executrix P. R. of the above entitled estate; that all persons having claims against said deceased are hereby required to serve the same, on said Personal Representative or her attorney of record at the address below stated, and file the same with the Clerk of said Court, together with proof of such service, within four months after the date of first publication of this Notice, or the date of filing of a copy of this Notice with the Clerk of the Court, whichever is later, or the same will be barred.

Date of first publication: February 29, 1996.
Date of filing copy of Notice to Creditors: February 28, 1996.
CATHERINE B. BAUMAN, Executrix.
WILLIAM R. RESEBURG, WSBA 05794, Attorney for Estate, 1218 Third Avenue, Suite 1110, Seattle, WA 98101; (206) 623-5433. 3/14(65138)

NOTICE TO CREDITORS

Estate of RUTH E. PUTSCH SUPERIOR COURT OF Washington for King County. Estate of Ruth Eckles Putsch, deceased. No. 96-4-00772-SEA. Notice to Creditors. The Co-Personal Representatives named below have been appointed and have qualified as Co-Personal Representatives of this estate. Persons having claims against the deceased must, prior to the time such claims would be barred by any otherwise applicable statute of limitations, serve their claims on the Co-Personal Representatives or the attorneys of record for the Co-Personal Representatives at the addresses stated below and file an executed copy of their claim with the Clerk of this

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:ORD 118013

was published on

02/29/96

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

Subscribed and sworn to before me on

02/29/96

Notary Public for the State of Washington, residing in Seattle

LLOYD RUSSELL BOSTIAN, Personal Representative. McKISSON SARGENT & LIAISON P. S., Attorneys for the Estate, 200 West Mercer, Suite 207, Seattle, WA 98119. (206) 285-4111. Fax (206) 285-310. 2/29(64641)

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