

RESOLUTION NO. 423

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING  
THE PERSONNEL POLICIES AND PROCEDURES MANUAL EFFECTIVE ON  
JANUARY 1, 2004**

WHEREAS, travel in the Puget Sound Region is frequently required of City staff for official business; AND

WHEREAS, the City currently only maintains one city vehicle for this purpose; AND

WHEREAS, tracking and claiming mileage reimbursement for official trips taken in private vehicles is frequently not done because of the time and paperwork involved; NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE,  
WASHINGTON, AS FOLLOWS:**

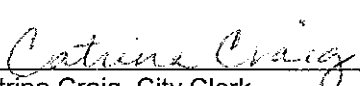
Section 1. Actions. Add Section 6.13 "Car Allowance" to the Personnel Policies and Procedures allowing the City Manager to authorize up to a set amount per month as shown in Exhibit A.

Section 2. Effective Date. This resolution shall take effect January 1, 2004

**ADOPTED BY THE CITY COUNCIL ON DECEMBER 8, 2003.**

  
\_\_\_\_\_  
Jean Brooks, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Catrina Craig, City Clerk

## Exhibit A

### 6.13 CAR ALLOWANCE

The City Manager may authorize a car allowance of up to \$150 per month for Department Heads and up to \$100 per month for Division Managers. Travel outside the Puget Sound region (Bremerton to Snoqualmie Pass and Everett to Olympia) will be reimbursed at the per-mile amount set by the IRS.