

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, Clerk Treasurer

Date: February 13, 2024

Subject: Ordinance 1229 – Travel and Expense Reimbursement

Attached for Council consideration is Ordinance 1229, amending section 2.49 of the Okanogan Municipal Code for Travel and Expense Reimbursement.

Section 2.49.020 will be amended to remove reference to calling cards.

Section 2.49.030 will be amended to limit mileage reimbursement to 50% of approved IRS rates when the use of a personal vehicle is the employee's choice and there is an agency vehicle available.

Section 2.49.040 will be amended to replace "Taxis" with "Paid Ride Services"

Section 2.49.090 will be amended to include reimbursement of per diem if an employee does not attend the full length of a training or workshop.

This has been reviewed and approved by city attorney W. Scott DeTro.

Suggested Motion: I move to adopt Ordinance 1229.