

RESOLUTION NO. 2657

A RESOLUTION of the Port Commission of the Port of Seattle providing for automobile allowances to certain employees and amending Resolution No. 2195 establishing the basic rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers, and employees.

WHEREAS, the official duties and responsibilities of certain port employees require extensive use of the automobile, and

WHEREAS, this continuing need for vehicular transportation places a disproportionate burden upon fleet automobile requirements for other port purposes; and

WHEREAS, this continuing need for vehicular transportation is rendered cumbersome by the occasional unavailability of either a fleet or personal automobile, and

WHEREAS, the Port Commission finds that providing an automobile allowance to certain port employees for reimbursement for expenses related to vehicular transportation may be more economical, convenient, and advantageous than present procedures:

NOW THEREFORE, be it resolved by the Port Commission of the Port of Seattle as follows:

BE IT RESOLVED by the Port Commission of the Port of Seattle that Section 3 (1) of Resolution No. 2195, adopted June 29, 1965, is hereby amended by adding paragraph (c) as follows:

"SECTION 3. TRAVEL EXPENSES. Travel expenses shall be defined to include the following items:

1) Transportation via official motor vehicle; private automobiles; public transportation (airline, railroad, busline, or steamship); taxicab; limousine; rented vehicle; or other appropriate means of transportation.

a) When private vehicles are used the commission or employee shall be reimbursed at the rate of fifteen cents per mile traveled, except as may be modified by paragraph (c) of this subsection.

b) Ordinarily rail, air, bus or steamship tickets shall be purchased directly by the Port under a regular purchase order procedure. If, however, an employee purchases a ticket on his own behalf a receipt shall be submitted with the voucher seeking reimbursement.

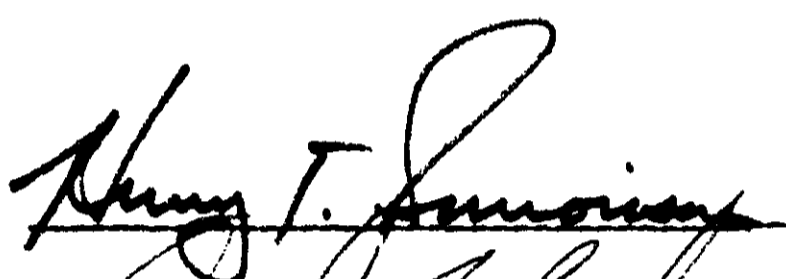
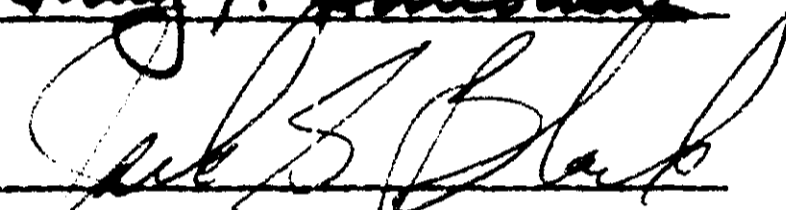
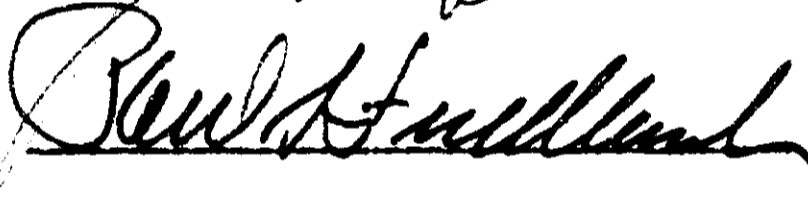
c) The Executive Director is authorized to provide an allowance, payable at the end of a period in which expenses are incurred, for the use of a private automobile by Port employees who require substantial use of an automobile to perform their assigned duties for the Port. Such allowance shall be in lieu of all mileage payments and/or the use of any Port-owned or leased vehicle and payments for parking, tolls and the like. Such allowance shall be established annually for each such employee by estimating the percentage of business use of total vehicle use, but in no case shall any employee be paid more than eighty percent (80%) of the sum of the following amounts:

- (1) The monthly cost of leasing a standard sedan (Chevrolet, Ford or Plymouth), or in the alternative, the retail cost of such vehicle less estimated trade-in value, amortized over thirty-six (36) months at the prime interest rate plus two percent (2%). The vehicle lease or cost base may include reasonable equipment, including for example, air conditioning in the midwest, east coast and eastern Washington.
- (2) Insurance, licensing and annual taxes, repairs, maintenance, oil, tires, batteries, etc., estimated from prior year records paid in equal monthly amounts, but not to exceed one hundred fifty (\$150.00) dollars per month.
- (3) All fuel purchased, tolls and parking paid during a month for such vehicle when supported by receipts.

The following employees, and others as determined by the Executive Director from time to time, may be placed under the auto allowance system by the Executive Director, if he determines they require a vehicle for Port business as a regular part of their employment:

Regional Managers & Assistants
Marketing Manager
Director Trade Development
Superintendents of Maintenance/Airport/Waterfront
Chief Engineer
Director of Marine Terminals
Manager Marine Terminals & Warehouse Operations

ADOPTED by the Port Commission of the Port of Seattle this 22nd day of December, 1977, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission duly affixed.

Port Commissioners