

WHATCOM COUNTY COUNCIL AGENDA BILL

NO. 1998 - 158

CLEARANCES		Date	Date Received in Council Office	Agenda Date	Assigned To
Orig. Dept.:	County Council	4/14/98		4/21/98	Council
Division Head:					
Dept. Head:					
Prosecutor:	KRF	4/14/98			
Budget:					
Executive:					

SUBJECT:

Resolution establishing procedure for Council Member Travel and Expense Approval

ATTACHMENTS

Proposed resolution

SUMMARY STATEMENT:

Related County Contract #:	Should the Clerk schedule a hearing? (Y/N)	Requested Date:
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This resolution outlines the procedure for processing a claim for an expense for Council Members.

RECOMMENDED MOTION (for final action):

COUNCIL ACTION TAKEN:

1998 - 158 4/21/98: Amended & Approved 7 - 0. Res. #98-020

Related File Numbers:

Ordinance or Resolution Number (this item only):

Res. # 98-020

SPONSORED BY: Imhof

PROPOSED BY: Clerk

INTRODUCTION DATE: 4/21/98

RESOLUTION NO. 98-020

**ESTABLISHING A PROCEDURE FOR COUNCIL MEMBER TRAVEL AND
EXPENSE APPROVAL**

WHEREAS, Council Members are often asked to attend professional meetings, seminars, and a variety of organized programs; and

WHEREAS, expenses related to business travel which are considered essential and reimbursable include, but are not limited to:

- A. Registration fees of conventions, banquets, luncheons, seminars or similar organized programs
- B. Rental of hotel rooms or other facilities
- C. Parking, ferry/bridge tolls, taxi fares, subway fares, airport bus service and rental cars
- D. Mileage for use of personal vehicle on business related travel at the standard rate allowed by the Internal Revenue Service
- E. Meals for out-of-county business travel

WHEREAS, it has been determined that Whatcom County's "Employee Travel Policy" does not apply to elected officials; and

WHEREAS, elected officials may travel at their own discretion, within the limits of their budgets; and

WHEREAS, it has been determined by the Whatcom County Prosecutor that Council Member travel reimbursements must be approved by the Council and are then forwarded to the Superior Court for final approval as stated in RCW 36.32.310.

NOW, THEREFORE, BE IT RESOLVED that all Council Member claims for miscellaneous expenses and those related to official County business travel shall be subject to approval by the Whatcom County Council; and

BE IT FURTHER RESOLVED that itemized expense claims shall be submitted to the Council Clerk to be scheduled on the Council agenda once a month; and

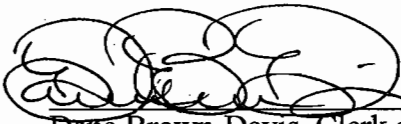
BE IT FURTHER RESOLVED that after the Council has approved the request for travel and/or expense reimbursement, the request will be forwarded to the Superior Court for final approval.

BE IT FINALLY RESOLVED that after approval by a Superior Court judge, the reimbursement and/or expense will be processed for payment by Council staff.

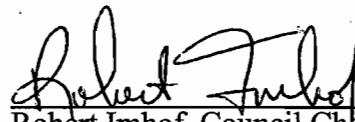
APPROVED this 21 day of April, 1998.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON



Dana Brown-Davis, Clerk of the Council



Robert Imhof, Council Chair

APPROVED AS TO FORM:



Karen Frakes, Civil Deputy Prosecutor