

WHATCOM COUNTY COUNCIL AGENDA BILL

NO. 1999 - 321

CLEARANCES		Date	Date Received in Council Office	Agenda Date	Assigned To
Orig. Dept.:	County Council	08/25/1999		09/21/1999	Finance / Council
Division Head:					
Dept. Head:					
Prosecutor:	RNF	8/25/99			
Budget:					
Executive:					

SUBJECT:

Resolution amending Council Member expense claim policy

ATTACHMENTS

Resolution

SUMMARY STATEMENT:

Related County Contract #:	Should the Clerk schedule a hearing? (Y/N N Requested Date:
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This resolution would amend the expense claim policy and procedure to eliminate Council and Superior Court approval of claims. This resolution would authorize the Council Chair to approve Council Member claims and the Vice Chair to approve the Council Chair's claims. This change has been approved by the State Auditor and the Prosecutor's Office.

RECOMMENDED MOTION (for final action):

COUNCIL ACTION TAKEN:

1999 - 321 9/21/99: Amended and approved 5-0, Dawson, Nelson absent Res. #99-045

Related File Numbers:

Ordinance or Resolution Number (this item only):

RES. # 99-045

Travel Policy Amend #1

SPONSORED BY: Consent

PROPOSED BY: Clerk

INTRODUCTION DATE: 9/21/99

RESOLUTION NO. 99-045

AMENDING RESOLUTION 98-020 REGARDING PAYMENT AND/OR REIMBURSEMENT
OF COUNCIL MEMBER EXPENSES

WHEREAS, Council Members often travel and 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, Whatcom County's "Employee Travel Policy" states that elected officials may travel at their own discretion, within the limits of their budgets.

NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Council that all Council Member expense claims shall be subject to approval by the Chair of the Council or authorized designee; and

BE IT FURTHER RESOLVED that expense claims made by the Chair shall be approved by the Vice Chair or authorized designee; and

BE IT FURTHER RESOLVED that expense claims shall be submitted in detailed account citing date, place, and business purpose in accordance with procedures established by and forms approved by Administrative Services Finance; and

BE IT FURTHER RESOLVED that original receipts prepared and issued by the service provider or copies of endorsed checks are required wherever this policy provides for actual cost reimbursement; and


BE IT FURTHER RESOLVED that itemized expense claims shall be submitted to the Deputy Clerk of the Council after obtaining written approval from the Chair or Vice Chair as appropriate.

BE IT FINALLY RESOLVED that the Whatcom County Council Office Handbook of Office and Operating Policies shall be amended to reflect the changes incorporated in this resolution.


APPROVED this 21 day of September, 1999.

ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

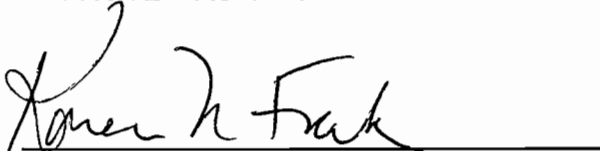


Dana Brown-Davis, Clerk of the Council



Tom Brown, Acting Council Chair

APPROVED AS TO FORM:



Karen H. Frick
Civil Deputy Prosecutor