

EXECUTIVE/COUNCIL APPROVAL FORM

MANAGEMENT ROUTING:

EXECUTIVE Dave Somers
EXEC. DIR. Susan Neely
DIRECTOR/ELECTED Nathan Kennedy
DEPARTMENT Finance
DIV. MGR. Sharyl Raines
DIVISION Financial Operations
ORIGINATOR Sharyl Raines
DATE 06/06/2018 X 3308

TO: COUNCIL CHAIRPERSON: SNOHOMISH COUNTY COUNCIL

EXECUTIVE RECOMMENDATION:

Approve No Recommendation
Further Processing
Requested By

SUSAN NEELY Executive Director 6/19/18
Executive Office Signature
CEO Staff Review SAJ JUN 18 2018
Received at Council Office Out 9:33 6/20/18

DOCUMENT TYPE:

BUDGET ACTION: Emergency Appropriation Supplemental Appropriation Budget Transfer
CONTRACT: New Amendment
GRANT APPLICATION
ORDINANCE Amendment to Ord. #
PLAN
OTHER

DOCUMENT / AGENDA TITLE:

Related to Reimbursement for Travel Expenses; Amending SCC 3.36.010

APPROVAL AUTHORITY:

EXECUTIVE COUNCIL X
CITE BASIS SCC 2.110

HANDLING: NORMAL X EXPEDITE URGENT DEADLINE DATE

PURPOSE:

To align Snohomish County Code with council approved county fiscal management policy for travel expense.

BACKGROUND:

- The county's fiscal management policy was recently revised to, among other changes, allow elected officials the ability to approve all travel expenditures within their office.
Elected officials are legally responsible for managing their office's authorized budget.
Current Snohomish County Code (SCC) requires elected officials, other than county council, to obtain the county executive's approval for out of state travel.
This ordinance aligns SCC with the council authorized travel policy and the legal responsibilities of elected officials.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
No impact			
TOTAL			\$-0-

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
No impact			
TOTAL			\$-0-

DEPARTMENT FISCAL IMPACT NOTES:

No impact

BUDGET REVIEW: Analyst *OM* Administrator *ML* Recommend Approval

CONTRACT INFORMATION: N/A

ORIGINAL _____ CONTRACT # _____ AMOUNT \$ _____
 AMENDMENT _____ CONTRACT # _____ AMOUNT \$ _____

CONTRACT PERIOD:

ORIGINAL Start _____ End _____
 AMENDMENT Start _____ End _____

CONTRACT / PROJECT TITLE:

CONTRACTOR NAME & ADDRESS (City/State only):

APPROVED:

RISK MANAGEMENT N/A Yes *n/a* No _____

COMMENTS _____

PROSECUTING ATTY - AS TO FORM: Yes No _____

OTHER DEPARTMENTAL REVIEW / COMMENTS:

ELECTRONIC ATTACHMENTS : (List & include path & filename for each, e.g. G:\ECAF\deptname\docname_Motion)

G:\ECAF\Dept\12_Finance/ Travel Expense Authorization ECAF
 G:\ECAF\Dept\12_Finance/Travel Expense Authorization Ord.docx

NON-ELECTRONIC ATTACHMENTS:

Travel Expense Authorization Ordinance

1 SNOHOMISH COUNTY COUNCIL
2 Snohomish County, Washington

3
4 ORDINANCE NO. 18-____

5
6 RELATED TO REIMBURSEMENT FOR TRAVEL
7 EXPENSES; AMENDING SCC 3.36.010
8

9 BE IT ORDAINED:

10
11 Section 1. Snohomish County Code Section 3.36.010, last amended by
12 Ordinance No. 86-030 on April 2, 1986, is amended to read:

13
14 **3.36.010 Reimbursement for travel expenses.**

15
16 No ((elected official,)) appointive officer or employee of Snohomish county shall be
17 allowed expenses for any business trip outside of the state of Washington, unless
18 prior permission shall have been secured from the ((county executive)) the elected
19 official to whom the appointive officer or employee reports: PROVIDED, That prior
20 permission for such expenses by council members and officials and employees
21 responsible to and provided for in the budget of the council shall be secured by a
22 majority of the council. Upon return of the council member, official or employee of
23 the council, a report summarizing such travel shall be provided to the council.
24

25
26 PASSED this ____ day of _____, 2018.

27
28 SNOHOMISH COUNTY COUNCIL
29 Snohomish County, Washington

30
31 _____
32 Chairperson

33
34 ATTEST:

35
36 _____
37 Clerk of the Council

38
39 () APPROVED

40
41 () EMERGENCY

42
43 () VETOED

44 DATE: _____
45

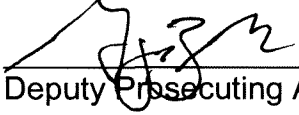
ORDINANCE NO. 18-____
RELATED TO REIMBURSEMENT FOR TRAVEL
EXPENSES; AMENDING SCC 3.36.010 - 1

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County Executive

ATTEST:

Approved as to form only:

 6/13/18
Deputy Prosecuting Attorney