

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

MOTION NO. 23-475

ESTABLISHING REIMBURSEMENT ALLOCATIONS FOR COUNCIL OFFICE TRAVEL  
EXPENSES IN THE 2024 BUDGET PURSUANT TO SCC 3.36.010

WHEREAS, SCC 3.36.010 provides that appointive officers and employees shall secure prior permission from the elected official or the elected official's designee to whom the appointive officer of employee reports for expenses for a business trip outside the State of Washington; and

WHEREAS, elected officials are responsible for authorizing business travel expenses that are within the annual budget appropriation and otherwise consistent with law; and

WHEREAS, SCC 3.36.010 provides that such expenses by a council member and the council member's designated legislative aide shall not exceed the amount allocated to each councilmember by motion in conjunction with the annual budget for the year; and

WHEREAS, the 2024 Budget for the Legislative Department includes a cumulative appropriation of \$90,000 within the legislative department for Mileage, Meals, Lodging, and Registration Fees; and

WHEREAS, although the council member's spending on business travel expenses may not exceed the per-district allocation as specified in Section 1, the council member may use their allocation on council-district related expenses to include, but not limited to: audio/visual upgrades to enhance remote meetings and office furniture for offices located on County property; and

WHEREAS, any non-travel related expenses will comply with SCC 4.26.130 relating to budget transfers within departments;

NOW THEREFORE ON MOTION, the County Council does hereby:

Section 1. Allocate for Council Office all Mileage, Meals, Lodging, and Registration Fees for official county business, including conferences, education, professional development, and business missions both out of state as described in SCC 3.36 and in the State of Washington, for 2024 as follows:

District	Allocation
1	\$15,000
2	\$15,000
3	\$15,000
4	\$15,000
5	\$15,000
Non-District	\$15,000

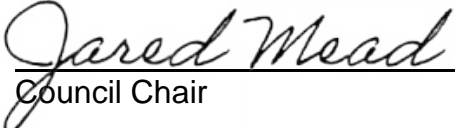
Section 2. The Council member may authorize expenses for their respective council-district in collaboration with the Council Chief of Staff.

Section 3. Designate the approval of non-district expenses as follows:

- a. The Council Chief of Staff may authorize non-district expenses for staff other than the Chief of Staff, and
- b. The Chair of the Council may authorize non-district expenses for the Council Chief of Staff.

PASSED this 8<sup>th</sup> day of November 2023.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
\_\_\_\_\_  
Council Chair

ATTEST:



\_\_\_\_\_  
Clerk of the Council