

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 21-405

ESTABLISHING REIMBURSEMENT ALLOCATIONS FOR COUNCIL OFFICE TRAVEL EXPENSES IN THE 2022 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 2022 Budget for the Legislative Department includes a cumulative appropriation of \$96,800 within the legislative department for mileage, meals, lodging, and registration fees, and an appropriation in Nondepartmental of \$35,000 for Outbound Travel, which is shared with the Executive's Office and designated for business missions;

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 2022 as follows:

District	Expense Allocation	Dept #	Notes
District 1	\$ 15,000.00	02	
District 2	\$ 15,000.00	02	
District 3	\$ 15,000.00	02	
District 4	\$ 15,000.00	02	
District 5	\$ 15,000.00	02	
Non-District	\$ 15,000.00	02	
Undesignated	\$ 24,300.00	16	Includes 1/2 Outbound Travel

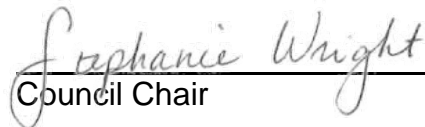
Section 2. Designate the approval of non-district expenses as follows:

- 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.

Section 3. Require the approval by motion the use of any amount of the undesignated expense allocation.

PASSED this 9th day of November, 2021.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Clerk of the Council