



Board of Supervisors

Staff Report

Agenda Item:	5	Name:	Rick Bautista
Proposed No.:	FCD2013-05	Date:	April 29, 2013
Invited:			

SUBJECT

A RESOLUTION approving a policy for reimbursement of Flood Control District employees, officials, and contractors for travel and District related expenses.

SUMMARY

It is the purpose and intent of this proposed policy to:

- Reimburse the King County Flood Control Zone District (“District”) elected and appointed officials and employees for their necessary and reasonable expenses incurred in the conduct of their official business for the District, and
- Authorize expenditure of District funds for certain travel and non-travel related expenses.

Reimbursement for such necessary and reasonable expenses will be made subject to the rules contained in this policy and with Chapter 42.24 RCW.

Note: The proposed policy applies not only to District employees and elected and appointed officials, but also to persons who perform services for the District pursuant to contract, unless provided otherwise in the contract for services.¹

¹ The proposed policy does not apply to King County employees and officials who perform services for the District pursuant to interlocal agreement between the District and King County, as those employee and officials are governed by King County Code and related policies and procedures, that are identical to the proposed policy.

BACKGROUND

Currently, it is the practice of the District to apply the policies and procedures of King County government when making decisions for travel and reimbursement of expenses. However, the District is an independent governmental entity, separate from King County government.

Under the provisions of chapter 42.24 RCW, the District Board of Supervisors is authorized to enact a resolution governing the reimbursement of employees and officials for travel and District-related expenses. The District's Executive Committee has determined it is appropriate for the District to adopt its own policies and procedures rather than relying upon those of King County. The Executive Committee recommended approval of this resolution establishing a travel and reimbursement policy for the District at its April 15, 2013 meeting.

ANALYSIS

The policy is based on the travel policy for King County and for the Ferry District. As with those jurisdictions, an employee must in all cases be able to demonstrate the public purpose served by the expenditure for which reimbursement is requested.

The expenses incurred under this proposed policy will be appropriate to the circumstances and consistent with the best interests of the District and its desire to minimize travel costs.

AMENDMENTS

None

ATTACHMENTS

1. Resolution 2013-05, with attachment