

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Council Travel Guidelines Discussion
DEPARTMENT: City Manager's Office
PRESENTED BY: Julie Underwood, Assistant City Manager
John Norris, CMO Management Analyst

PROBLEM/ISSUE STATEMENT:

During the 2009 Budget adoption process in November, the Council requested that a discussion regarding Council travel and registration be scheduled for early in 2009. From time to time, the Council has contemplated the appropriate amount to allocate for Council travel and registrations as well as how to fairly distribute those funds to each Councilmember.

Since incorporation, the City Council has recognized the constructive value of professional conferences, seminars, national, regional and statewide meetings, and training opportunities and provides travel funds for City officials and employees who attend such official events. Opportunities for the Council to attend conferences and trainings that enhance their knowledge and understanding of governing are especially valuable to the citizens of Shoreline. Likewise, opportunities to meet with national leaders in Congress as well as statewide leaders have helped to raise the City's profile thereby helping to secure grants and funding. Additionally, these contacts and relationships are essential in protecting and enhancing direct services that benefit Shoreline residents such as "Section 8" federal housing vouchers, local housing repair funds, transit service allocations, Sound Transit routing and stations, homeless programs, local public health services, water quality and habitat improvements, and many others. In recognition of the importance of these efforts Council has adopted a goal as part of the Strategic Plan for Councilmembers to actively participate in regional and national committees.

While funds are set aside for the stated purposes above, there is a reasonable expectation that a more systematic prioritization be developed to further guide how these funds are allocated and spent. The discussion at tonight's meeting is intended to formulate guidelines for allocating the Council's travel and registration budget.

RECOMMENDATION

Staff recommends that the City Council develop an annual travel plan to help guide travel and registration allocations for the coming year.

Approved By: City Manager  City Attorney ____

BACKGROUND

During the 2009 Budget adoption process in November, the Council requested that a discussion regarding Council travel and registration be scheduled for early in 2009. This discussion focuses on funds for:

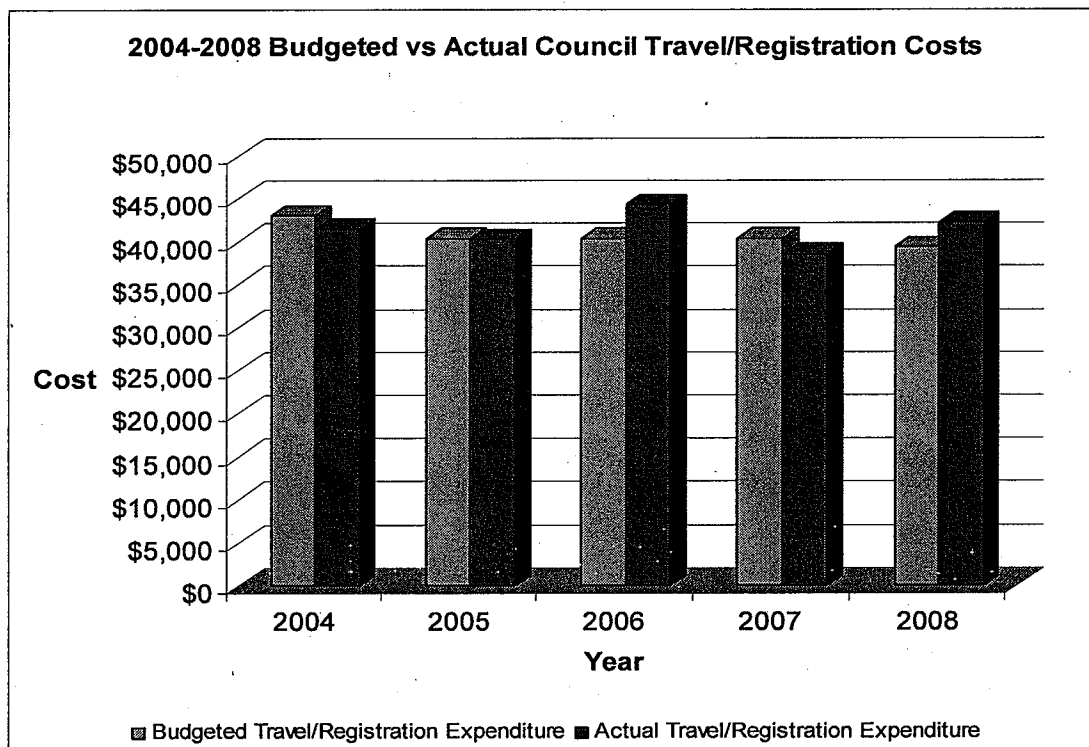
- Travel: transportation (mileage, airfare, taxis, parking fees, etc.), meals, and lodging
- Registration: conference, seminar, training or meeting fees

The table below provides the actual costs for travel and registration over the last five years, starting with 2004.

2004-2008 Actual City Council Travel, Lodging, Meals and Registration Costs						
Expenditure	2004	2005	2006	2007	*2008	5-Year Average
Travel	\$31,544	\$34,129	\$32,788	\$31,401	\$33,691	\$32,711
Registration	\$9,925	\$6,145	\$11,520	\$7,085	\$8,460	\$8,627
Total	\$41,469	\$40,274	\$44,308	\$38,486	\$42,151	\$41,338

**2008 data may not include all expenditures from December 2008*

The chart below illustrates that from year-to-year the Council is consistently using what is budgeted for travel and registration, with some years slightly going over and some slightly going under.



Naturally, the Council is required to follow the City's Business Expense Reimbursement Policy for city-related business travel (see Attachment A). It is also worth noting that

some Councilmembers do not request reimbursement from the City and are paying for these travel expenses out of pocket.

There are several events and/or conferences that Councilmembers attend on a regular basis, including:

- Suburban Cities Association monthly meetings (approximately \$45 per person)
- Association of Washington Cities Annual Conferences:
 - Legislative Conference in February (average cost is \$340 per person)
 - Annual Meeting in June (average cost is \$640 per person)
- National League of Cities (NLC) Annual Conferences:
 - Congressional City Conference in March in Washington, DC (average cost is \$2,500 per person)
 - Congress of Cities and Exposition in November/December, usually held in a major city (average cost is \$1,700 per person)

Other events that are funded through the Council travel budget include the North-end Mayor's Luncheon Meeting, which Shoreline sponsors a few times per year (annual average cost is \$200) and the bi-monthly Council Dinner Workshop Meetings (annual average cost is \$4,200).

Likewise, there are several Councilmembers who serve on national committees for the National League of Cities. These committees generally meet three to four times per year, during the national conferences and once or twice outside of these national conferences. In addition, some Councilmembers are active on statewide boards or committees and occasionally these meetings require some limited travel. A list of the various committees that the Councilmembers serve on is attached (see Attachment B).

Also, from time-to-time Councilmembers will attend specific topic oriented conferences or seminars such as the Economic Forecast Conference hosted by Enterprise Seattle and the Green Cities Conference and Expo hosted by NLC.

The table below provides a breakdown of what each Councilmember spent on travel and registration for 2008.

*2008 City Council Travel, Lodging, Meals and Registration Costs									
Expenditure	Ryu	Scott	Hansen	McGlashan	Way	Eggen	McConnell	**Other	Total
Travel	\$4,269	\$2,567	\$3,312	\$5,461	\$2,283	\$4,360	\$4,415	\$7,026	\$33,691
Registration	\$1,750	\$655	\$835	\$980	\$1,135	\$2,010	\$1,095	\$0	\$8,460
Total	\$6,019	\$3,222	\$4,147	\$6,441	\$3,418	\$6,370	\$5,510	\$7,026	\$42,151
% of Total	14.28%	7.64%	9.84%	15.28%	8.11%	15.11%	13.07%	16.67%	100.00%

**2008 data may not include all expenditures from December 2008*

***Other includes meals for Council Dinner Workshop meetings, various meeting refreshments, meals/registrations for regional meetings such as Suburban Cities Association, etc.*

Notably it is not surprising that the Mayor, as well as Councilmembers who serve on national committees, spend a higher proportion of the funds, ranging from 13-15% each, or an estimated 60% of the total budget.

Council Travel and Registration Budget

Staff develops the annual budget by determining an estimated cost per conference and projects the number of Councilmembers attending. The table below provides detail for budgeted versus actual expenditures for the AWC and NLC conferences and for a category labeled various meetings. This category accounts for a significant portion of the budget, roughly 17%, and includes Council Dinner Workshop meetings, refreshments for meetings, Suburban Cities Association meetings, various local or regional conferences or seminars, and NLC steering committee meetings. This category was nearly double from staff's projections.

While Council's participation on national committees impacts travel expenditures, this is not a new activity, and in fact, past Councils have had a practice of actively participating on national committees. Staff believes this category has experienced an increase due to Councilmembers attending other events outside of AWC or NLC. For example, a new expenditure that has not been factored into the budget has been the Mayor's visit to Washington, DC to meet one-on-one with our Congressional leaders (this is estimated to cost \$800-1,000). This visit helps the City maintain close relationships with our representatives making them aware of our projects and priorities and of the needs of Shoreline residents; staff would recommend continued funding of this.

2008 City Council Travel and Registration Budget Detail vs Actual Detail						
Conference/Meeting	AWC Yakima	AWC Olympia	NLC WDC	NLC Orlando	Various meetings*	Total
No. of Councilmembers Budgeted	5	6	6	5	NA	22
Budgeted Travel/Registration	\$2,900	\$2,200	\$14,900	\$12,000	\$7,300	\$39,300
No. of Councilmembers Attended	5	6	7	4	NA	21
Actual Travel/Registration	\$3,251	\$1,983	\$17,948	\$4,959	\$14,009	\$42,151
Variance Between Budgeted and Actual Expenditures	-\$351	\$217	-\$3,048	\$7,041	-\$6,709	-\$2,851

* This includes Council meetings, SCA, NLC Steering Committee meetings, AWC Budget Conference, Friday afternoon lunch update meetings, etc.

Current Approach

Currently, Councilmembers register for conferences or meetings on a "first come, first served" basis, with the exception of national conferences. For national conferences, due to the demand, in order to secure accommodations staff will register all Councilmembers and then cancel registrations as Councilmembers confirm their calendars. With the "first come, first served" practice, if funds are available in the budget, then typically Councilmembers may register and attend conferences and/or meetings of their own choosing. Councilmembers register and arrange travel by working directly with the City Manager/Council Executive Assistant.

ALTERNATIVES ANALYZED:

In reviewing this issue, staff has considered three alternatives for allocating travel and registration funds in the Council budget.

No. 1: Status Quo

Certainly one option is to continue the status quo and to provide for travel and registrations based on a "first come, first served" basis and as funds are available. The downside to this approach is that the full Council does not have an opportunity to weigh in on what events or conferences they should attend as a body. In addition, rather than conference attendance being based on the City's priorities or goals, it is based on availability of both funds and a Councilmember's time. Finally, this current practice may lead to overspending of the Council travel and registration budgets, as happened in 2006 and this year.

No. 2: Equal Division

Another option is to divide the funds equally among all Councilmembers such as outlined below:

2009 Adopted Budget		
Travel	\$36,500	\$5,214 each
Registration	\$ 8,000	\$1,143 each
Total	\$44,500	\$6,357 each

On the surface this might be the most "fair" approach; however it is impractical. For instance, some Councilmembers, due to their work commitments, may not be able to attend national conferences. In addition, this does not address adequately funding Councilmembers who serve on national committees, as well as provide flexibility for Councilmembers who wish to attend unforeseen conferences/events, which may make sense for them to attend.

No. 3: Develop an Annual Travel Plan

Finally, a third alternative that was considered focuses on developing a travel plan for the year. This would require that the Council meet in early January to review the calendar for statewide and national conferences and determine availability. In addition, this plan would call for a set portion of the budget be set aside for Councilmembers who serve on national committees--15% (this percent includes attendance at the national conferences). Contingency funding could also be built into the plan for unforeseen conferences or events that require Council participation.

The advantage to developing a plan is that it allows the Council to openly communicate about their collective priorities for travel. Developing a plan would not only provide an opportunity to discuss availability, but would also include a thoughtful discussion about roles and expectations for serving on national committees.

FINANCIAL IMPACT:

The Council travel and registration budget for 2008 was \$39,300, and was increased by 13% for the 2009 budget to \$44,500. This increase is a result of inflationary costs associated with transportation, lodging, meals, and registrations. The staff recommended alternative could possibly reduce costs since planning ahead helps to secure the best airfare as well as minimize cancellation fees, all with the intent of controlling costs.

RECOMMENDATION

Staff recommends that the Council adopt option 3, development of an annual travel plan.

Attachments:

Attachment A: Statement of Policy of Allowable Business Expenses

Attachment B: 2009 Council External Committee Assignments (12-17-08)

STATEMENT OF POLICY OF ALLOWABLE BUSINESS EXPENSES

SECTION 1: GENERAL PURPOSE

This document is the policy of the City of Shoreline, Washington for the reimbursement of business expenses by the City including travel, subsistence and related expenses, and certain non-travel related expenses incurred by authorized persons while conducting City business or providing a service for the City. To qualify for reimbursement, expenses must be reasonable and prudent under the circumstances and directly related to the conduct of business or service for the City. Reimbursement will be made subject to the rules contained in this policy and with Chapter 42.24 RCW.

It shall be the responsibility of the Finance Department to ensure that these policies are adhered to and to provide the forms and instructions necessary for their implementation. Exceptions to the rules set forth herein may be made only for unusual or extenuating circumstances when such expenses reasonably relate to a benefit or service received by the City and compliance was not feasible. Policy exceptions may be authorized in writing by the City Manager or his/her designee.

SECTION 2: CITY EMPLOYEES AND CITY OFFICIALS

2.1 DOCUMENTATION

No claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt, except for per diem claims. Such receipts should detail the following information, when applicable: date, description of purchase, vendor identification, amount paid, name of individual incurring expense, official title or capacity, nature of topic discussed, and how the expense relates to city business. Meal ticket stubs are generally not considered adequate documentation for reimbursement.

Specific rules for the approval of a reimbursement claim are included in Section 5.

2.2 REIMBURSABLE MEAL COSTS

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed 20% of the restaurant prices of the meal, is reimbursable as a reasonable and necessary cost for such service and as a reasonable and necessary part of the cost of the meal. Such tips may be added to the restaurant prices of business meals for reimbursement.

All City employees and officials claiming reimbursement for meals consumed while on City business shall be entitled to per diem reimbursement based on the following schedule:

Per Diem Meal Allowance Schedule Including Tip and Tax

Breakfast	\$12.00
Lunch	\$12.00
Dinner	<u>\$24.00</u>

Total \$48.00

In lieu of utilizing the per-diem rate table above, meal reimbursement may be claimed at actual meal costs up to 150% of the per diem rates, where adequately documented. Adequate documentation is an itemized restaurant receipt. Meal ticket stubs are generally not considered adequate documentation for reimbursement. In no event shall any single meal be reimbursed in excess of 150% of the per diem rate for that meal, unless approved in writing by the City Manager.

Any planned meals, the cost of which is included in a City-paid registration fee, whether or not the employee or official actually partakes of the meal, will not be reimbursable or eligible for per diem. (Planned meals include continental breakfast, box lunches and banquets. Receptions at which hors d'oeuvres are served are not considered meals.)

When a meal is included in a meeting and the costs cannot be segregated, the actual cost of the event is reimbursable. A vendor receipt or copy of the meeting agenda is required as documentation.

2.3 FOOD AND BEVERAGES AT CITY MEETINGS, EVENTS, AND EMERGENCIES

A. City Council Meetings

- Prior to regular evening meetings, dinners may be provided for Councilmembers, the City Manager, other staff, and invited guests directly involved in the business discussed at the evening meeting.
- It has become a Shoreline tradition to provide beverages and candy at Council meetings.

B. City Sponsored Public Meetings

- The City may expend reasonable funds for food and beverages at City sponsored public meetings to encourage attendance and interaction.

C. Ceremonies/Celebratory Events

- Food and beverages may be served at recognition ceremonies for employees and volunteers.
- Food and beverages may be served at celebratory/recognition dinners for sister city delegates and employees to facilitate meetings between delegates, officials, and staff since the sister city relationship provides a public benefit. (Refer to Section 6, Sister City Program)

D. Training Sessions and Staff Meetings

- Food and beverages may be provided at staff meetings and training sessions of four hours or more.
- Beverages may be provided at citywide staff meetings.

- Food and beverages of minimal value may be provided to volunteers during staff supervised work or training sessions.

E. Council and Staff Retreats

- Food and beverages may be provided at both Council and staff retreats and should be budgeted for and provided as part of the retreat process.

F. Workplace

- Beverage of minimal value may be provided to City employees at the work site during business hours.

G. Emergencies

Emergency situations are events where it is determined that City assets or infrastructure and/or the public for which it protects is at risk. In these cases, City staff may be required to remain on-site outside of their normal work shift.

- Food and beverages may be provided when an emergency situation is expected to span over a regular meal period and employees are required to remain on-site or available to respond to an emergency.
- Reimbursement or direct City purchases may be made for food and beverage expenses incurred within an employee's official capacity to continue the operations of the City's programs or services that are necessary for the life, health or safety of Shoreline's citizens.
- The cost for City provided meals should generally be in line with allowable costs under the City's business expense policy.

2.4 EXPENDITURES NOT ALLOWED AS ACTUAL MEAL COSTS

Unauthorized expenditures include, but are not limited to:

- Liquor (including beer and wine)
- Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.

2.5 TRANSPORTATION AND RELATED TRAVEL EXPENSES

A. CITY VEHICLE

Costs of transportation and vehicle operation are acceptable, such as gas, oil, tires, tolls, ferry charges, parking and necessary repairs.

B. PERSONAL VEHICLE

Expenses shall be reimbursed for travel within a 300 mile radius of the City at such rate per mile as shall be established from time to time by the Finance Department, but not to exceed the then current maximum rate allowed by the United States Internal Revenue Service for reimbursement of such expenses for purposes of business travel expense deductions. Trips beyond this limit will be reimbursed in an amount equal to the lowest appropriate round trip air fare to the destination offered by a regularly scheduled commercial air carrier, plus an allowance for ground transportation based on the circumstances.

The minimum portal to portal round trip mileage will be reimbursed. Trips are measured from a departure work site or home if the destination is the first work site if this mileage is less than departure from the employee's usual starting work site.

When travel is scheduled by public conveyance (bus, train, air, etc) outside a 300-mile radius, surface transportation to and from the conveyance depot/airport is appropriate.

Employees should exercise appropriate judgment and discretion in selecting a parking site when it is required to park a car while using other modes of transportation such as a plane. Often it is more cost effective to use parking services other than those provided directly within airports.

City employees and City officials who receive an automobile allowance in lieu of City provided transportation shall not be entitled to further reimbursement for surface transportation costs within a 300 mile radius of the City. Travel outside of a 300-mile radius will be calculated as described above, except that no mileage reimbursement for surface transportation shall be allowed for travel to and from any Seattle area airport.

C. RENTAL VEHICLE

The cost of vehicle rental is considered an exception to this policy and must be approved by the appropriate supervisor. A copy of the written approval must be attached to the Employee Expense Reconciliation Form or to any City credit card acquisition.

D. AIR TRAVEL

Arrangements for air travel on City related business may be managed by the Purchasing Division or individuals may make their own air travel arrangements. The following policies are applied to the acquisition of air travel.

- The Purchasing Division will purchase the lowest available fare for the nearest regularly scheduled flight at the time of travel requested, and the destination as specified by the requisitioning department.
- When personal travel is combined with business related travel, the traveling employee shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The City shall pay for the lowest reasonable and available airfare for the round trip between a Seattle area airport and

the business-related destination. The employee's payment for personal travel shall accompany the City's payment to the vendor for the tickets.

- When changes in travel plans occur that are the result of City business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the City. However, all increases in cost of travel due to changes for personal convenience will be borne by the employee.
- Failure to notify the Purchasing Division in advance of the departure date may result in higher fares. If this occurs, any increase in cost due to lack of sufficient notice, shall be passed on to the traveling employee. If the lack of advance notice was beyond the control of the traveling employee, the City will pay the higher cost, however, the reimbursement claim must include the written certification of the department director stating the reason for the short notice travel plans and why it was beyond the control of the employee.
- Alternatively, employees may make their own air travel arrangements. They may use their own funds and submit a request for reimbursement or they may use a City credit card that has been designated for travel purposes. If they have been given authorization to use their P-card for travel expenses, they may also use that method. The employee is only eligible to receive a reimbursement for self-arranged tickets up to the lowest cost that the City could have obtained directly.

E. OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellhop and the like (not including any maid service) are authorized by a listing of same as provided by the reimbursement form. Payment of a reasonable amount for porter service, bellhop service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

A vendor's receipt will be required only when the single item cost of this type of expense exceeds \$10.

F. ACCOMMODATIONS

Reasonable hotel/motel accommodations for employees and officials are acceptable and will be reimbursed or paid at a maximum of the single room rate of the specific hotel or motel. A vendor's receipt for this category is required for all claims. Direct billing of Hotel/Motel charges is only allowed when a purchase order is issued by the Purchasing division.

G. INCIDENTAL EXPENSES

This category includes all reasonable and necessary incidental expenses and includes, but is not limited to, the following:

1. ALLOWABLE INCIDENTAL EXPENSES

- Laundry expenses if away from home three (3) or more working days.
- Baggage checking.
- Business telephone and postage expenses.
- One telephone call home per day if away from home for more than 24 hour duration is considered a business telephone expense. Phone calls home should not exceed 15 minutes per day.

2. NON-ALLOWABLE INCIDENTAL EXPENSES

- Personal entertainment.
- Theft, loss or damage to personal property.
- Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy.
- Barber or beauty parlor.
- Airline and other trip insurance.
- Personal postage, reading material.
- Personal toiletry articles.

2.6 MOVING EXPENSES

The reasonable moving expenses of new employees in certain management and “hard-to-fill” professional trade positions are reimbursable at the discretion of the City Manager. Moving expenses shall mean the costs of moving household goods, furniture, clothing and other personal effects of the new employee.

SECTION 3: NON-CITY EMPLOYEES AND NON-CITY OFFICIALS

3.1 RECRUITING COSTS

The reasonable expenses of candidates for certain management and “hard-to-fill” professional trade positions are reimbursable when such candidates are invited to visit Shoreline for a personal interview. City Manager approval is required for all expenses to be reimbursed before invitations are issued to candidates.

The invitation shall specify the current per day meal allowance and the requirement that other expenses be documented and turned over to the recruiting official who will prepare the reimbursement claim. Unless otherwise directed by the City Manager, the written invitation for interview and arrangements for transportation and lodging will be made by the Human Resources Department or designee.

A copy of the interview invitation with supporting documents will be used as the customary vendor’s statement.

The expense guidelines contained in Section 2 of this policy will be applied to recruiting claims. Other incidental expenses are limited to transportation to and from the Sea-Tac Airport and necessary telephone calls to City staff.

3.2 BUSINESS EXPENSE REIMBURSEMENT FOR NON-CITY EMPLOYEES AND NON-CITY OFFICIALS

Claims for reimbursement of City related business expenses for non-city employees and non-city officials will be allowed only under the following conditions:

- Authorization by the City Manager, or his/her designee is included with the reimbursement request, identifying the following:
- The name(s) of the individual(s) incurring the expense;
- Their official title or capacity as it relates to City business;
- The nature of the topic or topics discussed; and
- Why the business expense was appropriate.

SECTION 4: SEMINAR OR CONFERENCE REGISTRATION FEES

Payment of seminar or conference registration fees may be processed by the Finance Department by initiating a Purchase Requisition or a Check Request. Fees may also be paid by P-card or by following the appropriate reimbursement policy. Details of the conference/seminar should be included in the body of the requisition or Check Request. Items such as dates, location, sponsoring organization, and registration deadline are useful information to assure prompt payment of the registration fee. If the conference or seminar is out of town and will result in overnight accommodations and/or travel expense, the traveling employee is responsible for obtaining the appropriate travel authorization through his/her department which adheres to this business expense policy. Travel arrangements, i.e. airline passage or automobile travel, are subject to the applicable sections of this policy.

When cancellation of a seminar or conference results in a penalty, then the amount of the penalty will be deducted from the refunded registration fee, and the requesting department will be charged for the penalty.

SECTION 5: EMPLOYEE DUES AND MEMBERSHIPS

It is the policy of the City of Shoreline to pay for the annual dues and memberships for employees in professional and civic organizations which directly relate to their specific job classification and directly benefit the City and the employee by providing staff with the network and information to further develop themselves in their professional capacity.

SECTION 6: CLAIMS AND APPROVAL PROCEDURE

An approved Business and Travel Reconciliation Form must be submitted to the Finance Department within fifteen (15) days after completion of each business trip, regardless of the method of payment of the travel expenses. Travel and subsistence expenses will not be paid from any Petty Cash Fund except as allowed by Petty Cash procedures.

Receipts must be attached to the reconciliation form for all expenses incurred, with the exception of per diem calculations for meals and miscellaneous travel costs less than \$10. If the travel was related to a meeting, conference or seminar, attach a copy of the itinerary or similar document

detailing dates, times and meals provided as a part of the registration cost. If documentation is not available, attach a brief memo with that information.

The reconciliation form should detail expenditures individually applicable to the use of a City P-Card, City MasterCard, and/or cash expended out of pocket.

Any special approvals required by this policy shall be obtained by employees prior to applicable travel and shall accompany the reconciliation form when submitted to the Finance Department. Such approvals shall be by separate memo, which identifies the policy exception being authorized and explains the reasons therefore.

All non-Council reimbursement claims must be authorized by the claimant's supervisor, department director, City Manager, or a management employee authorized to act on their behalf.

Claims may include the reimbursable cost of other City officials or employees who would be entitled in their own right to claim business expenses.

Claims that are rejected may be referred for review and disposition to the City Manager or his/her designee.

SECTION 7: SISTER CITY PROGRAM

The City of Shoreline has established a Sister City Program to seek an enhanced understanding of international culture, heritage and problem solving. The program was originally enacted via Resolution No. 194 on October 14, 2002 and subsequently revised via Resolution No. 213 dated April 12, 2004. Sister City relationships provide mutual benefit by creating opportunities to participate in social, cultural, educational, governmental, environmental and economic exchanges as well as promoting tourism and trade.

Sister City relationships often result in visits of City staff and officials to the Sister City as well as visits to Shoreline by dignitaries and officials of the Sister City. Typical activities when visiting with a Sister City (either at home or abroad) include meals, business meetings, receptions, official gift exchanges and other informational exchanges. Expenses associated with such activities are considered an appropriate public expense. Direct payment of and/or reimbursement of such expenses must comply with the following guidelines and internal controls as adopted by the city's business expense policy:

7.1 TRANSPORTATION

- The city may pay for airfare and transportation costs for Sister City delegates and staff.
- The city may pay for airfare and transportation costs for City staff and City officials traveling to Sister City locations. (State law authorizes cities to pay for travel expenses of its officers and employees while on city business, including transportation, lodging and meals.)
- Airfare and transportation costs for non-staff, including spouses and children, should be avoided. The cost is only allowable if the individual is directly involved in relations between the Sister City and Shoreline.

7.2 ACCOMMODATION

- The city may pay reasonable costs for accommodation of Sister City delegates and staff, and for our city staff visiting our Sister City location.

7.3.1 MEALS

- Meals may be provided to Sister City delegates and staff members when provided as part of meetings with city officials and staff. The costs of all meals provided to the delegates and staff must be reasonable since it is difficult to justify excessive meal costs as a valid public purpose.
- When Shoreline employees travel to our Sister City location, city staff can be reimbursed for the reasonable cost of their meals. The reasonableness of this expense is outlined in section 2 of this policy.
- Pursuant to Section 2 of this policy, public funds cannot be used to purchase alcoholic beverages.

7.4 ENTERTAINMENT

- Entertainment cannot be paid for out of public funds. Entertainment is not considered a public purpose since its main purpose is for the private enjoyment of delegates or staff members.

7.5 CEREMONIES

- The city may expend reasonable funds to sponsor and promote ceremonies and receptions so long as the goal of the public event is to inform citizens of the Sister City relationship and provides a chance for citizens to share ideas and knowledge of the Sister City relationship. The city may provide modest refreshments to encourage attendance and interaction between Shoreline citizens and Sister City delegates and staff.

7.6 GIFTS AND ADVERTISING

- Gifts intended to celebrate the Sister City relationship may be given to the Sister City as a governmental body in an amount commensurate to foster goodwill.
- The city may give away minor promotional items to delegates, staff and the public, such as t-shirts, key chains, mugs, and pens, which advertise the Sister City relationship.
- The city may expend public funds to advertise the Sister City relationship, such as through postings and fliers.
- Official gifts received from our sister city are property of the City of Shoreline, not private individuals. The gifts will be publicly displayed, if possible, and the City will keep an inventory of gifts received.

ATTACHMENT B

2009 COUNCIL EXTERNAL COMMITTEE ASSIGNMENTS (12-17-08)

Committee	Member
Association of Washington Cities <ul style="list-style-type: none"> Board of Directors Legislative Committee 	Cindy Ryu Chris Eggen/Janet Way
Chamber of Commerce Board	
enterpriseSeattle	Cindy Ryu
Evergreen Communities Partnership Task Force	Janet Way
Jail Administration Group (JAG)	Ron Hansen
King County Committee to End Homelessness Governing Board	Keith McGlashan
King County Community Development Block Grant (CDBG) Consortium	
King County Flood Control Zone District Advisory Committee	Ron Hansen
King County Growth Management Planning Council (GMPC)	Chris Eggen – alt.
King County Metropolitan Solid Waste Management Advisory Committee (MSWMAC)	Chris Eggen
King County Regional Policy Committee	Chris Eggen – alt.
Lake Ballinger Forum	Janet Way/Chris Eggen – alt.
Local Hazardous Waste Management Coordinating Committee	Ron Hansen
National League of Cities <ul style="list-style-type: none"> Human Development Steering Comm. Community/Econ Dev (CED) Steering Comm. First Tier Suburbs Council Gay, Lesbian and Bisexual Local Official Board of Directors National Black Caucus of Local Elected Officials 	Doris McConnell Keith McGlashan Chris Eggen Keith McGlashan Terry Scott
North King County Economic Summit	Keith McGlashan (alt)
Puget Sound Regional Council <ul style="list-style-type: none"> Executive Board & Operations Committee Regional Transit Committee 	Ron Hansen – alt. Cindy Ryu – alt.
Regional Water Quality Committee (RWQC)	Ron Hansen
SeaShore Transportation Forum	Cindy Ryu,/Chris Eggen alt: Doris McConnell
Suburban Cities Association <ul style="list-style-type: none"> General Jail Assembly Group/Jail Task Force Local Hazardous Waste Management Coordination Committee North Area Caucus Management Board Inter-City Cooperation Policy Board Public Issues Committee <ul style="list-style-type: none"> Small Cities Subcommittee 	All Ron Hansen Ron Hansen Ron Hansen Ron Hansen Cindy Ryu/Chris Eggen – alt.
Shoreline Water District Citizen Advisory Committee	Keith McGlashan
WRIA 8 & WRIA 9	Janet Way/ Chris Eggen – alt.