



RESOLUTION

TO AMEND THE RULES OF THE CITY COUNCIL RELATING TO TRAVEL.

WHEREAS, the city and the City Council benefit when councilmembers travel on city business to:

- (1) Attend conferences held by organizations such as the National League of Cities or the National Association of Counties;
- (2) Attend other conferences and workshops on subjects relating to the governance of municipalities and counties;
- (3) Visit governmental agencies and businesses where new and innovative technologies are being tested or in use which are or may be considered for implementation in the city; and
- (4) Conduct other city-related business;

and

WHEREAS, current council travel policies require councilmembers who attend conferences at city expense to file written reports with the council chair for distribution to all councilmembers, however these policies do not require the submission of a written report for non-conference travel or for travel paid by a non-city party, such as a federal or state agency or a private person or entity; and

WHEREAS, providing the council with a written report on a councilmember's travel is beneficial to the council and the city, regardless of whether the travel was provided at taxpayer expense or through funds donated to the city and regardless of whether the travel was to a conference or for other city business; now, therefore,

BE IT RESOLVED that Rule 4 of the Council Rules ("Officers and Their Duties") is hereby amended by amending subsection 3 to read as follows:

- "3. It shall be the duty of the Chief Executive Officer of the Legislative Branch of City government:
 - (a) To preside over staff meetings.
 - (b) To exercise direct supervision over agencies and staff of the Legislative Branch of the City subject to other provisions in these Rules. Except with



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respect to each individual councilmember's personal staff, all hiring, termination, promotion, position reallocation, and salary increases shall be subject to the concurrence of the majority of the Council.*

Each councilmember shall be responsible for the direct supervision of his/her personal staff, including hiring, termination, promotion, and salary increase in accordance with the applicable provisions of the state and city laws, Council Rules, other personnel administration policies of the city, and the limitations of the legislative budget ordinance. The Chief Executive Officer shall sign all documents necessary to implement the decisions of the individual councilmembers.

- (c) To provide for the coordination of all administrative activities and to see that they are honestly, efficiently, and lawfully conducted.
- (d) To sign all instruments requiring execution or agreement by the Council.
- (e) To serve as the chief spokesperson and representative for the Council for matters before the public, the State and Federal governments, and the City Administration.
- (f) To assist the chair and members of standing committees and subcommittees by assuring the availability of adequate administrative and staff support.
- (g) To approve all travel requests of councilmembers and staff[.], including all requests for travel pursuant to any gift or donation to the Council or to the City.

*Concurrence may be expressed through any of the following established forms: (1) Administrative Memorandum from the Council Chair to Councilmembers requesting their concurrence in writing; (2) Memorandum from the Council Chair to Councilmembers submitted to and concurred with by the Council at a scheduled Council meeting; or (3) Council Resolution introduced at and approved by the Council at a scheduled Council meeting.



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Each councilmember traveling at the expense of the City or pursuant to a gift to the City or to the Council shall prepare and file with the Chief Executive Officer of the Legislative Branch a written report stating:

- (1) The purpose of the trip;
- (2) Travel dates, mode of travel and destinations;
- (3) The total cost of the trip, including air fare, ground transportation, hotel accommodations, conference fees, if any, and any other travel-related expenses;
- (4) Any conference sessions or presentations attended by the councilmember and providing a summary thereof; and
- (5) Any other city-related business conducted by the councilmember during the trip.

The foregoing travel reports shall be kept on file with the Council Administrative Support Services staff and shall be made available to all other councilmembers. The failure to file a travel report may be grounds for denial of any reimbursement to the councilmember relating to the travel or for denial of future travel requests. The Chief Executive Officer may prescribe additional requirements with respect to councilmembers traveling at the expense of the city or pursuant to a gift to the city.

- (h) To develop an Annual Calendar of events to include, but not be restricted to: council meetings, committee meetings, recesses, special meetings, holidays, etc.
- (i) To delegate by administrative directive any of the duties assigned to the Chief Executive Officer.”

and

BE IT FURTHER RESOLVED that in the foregoing clause new rule language is underscored and rule language to be deleted is bracketed; and



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BE IT FINALLY RESOLVED that this resolution shall take effect upon its approval and shall apply to all requests for travel approval submitted after the effective date of this resolution.

INTRODUCED BY:

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DATE OF INTRODUCTION:

JAN 15 2004

Honolulu, Hawaii

(OCS/010704/mg)

Councilmembers

FILED
JAN 15 2005
PURSUANT TO RCW Sec. 1-25