

**From:** [Debbie Tarry](#)  
**To:** [Will Hall](#)  
**Cc:** [Carolyn Wurdeman](#); [Patti Rader](#); [Julie Underwood](#); [Nan Peterson](#); [Robert Hartwig](#); [Heidi Costello](#)  
**Subject:** RE: Expense policy changes  
**Date:** Friday, April 05, 2013 9:30:08 AM

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Will -

Just to close the loop. We have made the following changes to the expense policy to address the points you raised:

Section 3.0 - added the following: Amounts exceeding those rates, except as noted in Section 3.6, may be deducted from ....

Section 10.0 - added: Approval by the City Manager or designee is required for all expenses to be reimbursed.

We will add this e-mail string to the green folder for Monday night.

Debbie Tarry  
Assistant City Manager  
City of Shoreline  
Phone: 206-801-2212  
E-Mail: [dtarry@shorelinewa.gov](mailto:dtarry@shorelinewa.gov)

-----Original Message-----

From: Debbie Tarry  
Sent: Tuesday, April 02, 2013 12:51 PM  
To: Will Hall  
Cc: Carolyn Wurdeman; Patti Rader; Julie Underwood; Nan Peterson; Robert Hartwig  
Subject: RE: Expense policy changes

Will -

I think we can make a couple of adjustments in the policy to address your concerns and to clarify the policy for staff. Thanks for the comments.

Debbie Tarry  
Assistant City Manager  
City of Shoreline  
Phone: 206-801-2212  
E-Mail: [dtarry@shorelinewa.gov](mailto:dtarry@shorelinewa.gov)

-----Original Message-----

From: Will Hall  
Sent: Tuesday, April 02, 2013 12:16 PM  
To: Patti Rader; Julie Underwood; Debbie Tarry  
Cc: Carolyn Wurdeman  
Subject: Expense policy changes

Regarding the business expense changes, I am concerned that the change to section 3.2 conflicts with Section 3.6, which allows the city manager to approve a hotel rate above GSA rates in certain circumstances. I support continuation of allowing higher than GSA rates with a proper showing of justification.

Section 10 does more than clarify; it removes the explicit requirement for city manager approval in

advance. I could be okay with the city manager delegating this to the HR manager administratively, but I am not sure I would want to do that legislatively. Council may want to ensure accountability for these decisions.

I think these issues merit additional information from staff or discussion from council, and I would prefer to not see it approved on consent without that discussion. That said, I won't be here on April 8, so I would ask that you share these comments with my council colleagues. Thanks,

Will Hall, Councilmember  
City of Shoreline  
17500 Midvale Ave N  
Shoreline, WA 98133  
206-373-1630