

RESOLUTION NO. 2255

A RESOLUTION of the Port Commission of the Port of Seattle, establishing procedures to be followed when making certain expenditures for industrial development, trade promotion and promotional hosting.

WHEREAS, Chapter 136 of the laws of 1967 establishes procedures to be followed by Port Districts when making certain expenditures for industrial development, trade promotion and promotional hosting, and

WHEREAS, the voters of the State of Washington in November, 1966 amended the State Constitution to validate legislative authorizations for industrial development and trade promotion, and

WHEREAS, industrial development, trade promotion and promotional hosting by the Port of Seattle are hereby found and determined to be of benefit to the businesses and citizens of the Port District,

NOW, THEREFORE, BE IT RESOLVED that:

1. The general manager shall annually submit as part of the Port's budget, appropriate categories of proposed expenditures covering industrial development, trade promotion, and promotional hosting. Expenditures proposed for promotional hosting shall be limited as provided in Section 2, Chapter 136, Laws of 1967.

2. Expenditures for promotional hosting shall be governed as follows:

(a) The following identified port employees shall be authorized to make expenditures for promotional hosting, subject to the specific and general provisions hereinafter set forth:

Port Commissioners
 General Manager
 Assistant General Manager
 Executive Assistant
 Administrative Assistant
 Controller
 Auditor
 Purchasing and Property Agent
 Manager, Airport
 Assistant Manager, Airport
 Superintendent of Operations, Airport
 Director of Public Relations
 Public Relations Assistant

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Chief Engineer
 Assistant Chief Engineer
 Supervising Senior Engineer
 Manager, Marine Terminals
 Assistant Manager, Marine Terminals
 Director, Planning & Research
 Assistant Director, Planning & Research
 Manager, Property Management
 Assistant Manager, Property Management
 Sr. Rental Representative, Property Management
 Director, Trade Development
 Assistant Director, Trade Development
 Traffic Manager, Trade Development(Export-Import Rate Bureau)
 Manager, Ocean Traffic Services, Trade Development
 (Export-Import Rate Bureau)
 Field Representative, Trade Development
 Traffic Coordinator
 Director, World Trade Center

and such other additional port staff as the General Manager might add to this official list in the future, as changing conditions dictate.

(b) Except where specifically authorized by the Port Commission in advance, all promotional hosting expenditures shall be made by employees from their own funds and reimbursement shall be sought on vouchers submitted with travel and other business expenses made by the employee. Reimbursement for promotional hosting expenditures shall be, to the extent feasible, supported by appropriate receipts; shall show the name of the business relationship of each person hosted; and shall, in general terms, identify the purpose of such hosting. All payments and reimbursement shall be identified and supported on vouchers supplied by the Port Auditor.

(c) The approved objects of promotional hosting shall be to afford the Port District official or employee an opportunity to:

(1) Sell individuals or an organization the use or continued use or increased use of Port services, facilities and properties;

(2) Persuade individuals or an organization to donate, supply or sell to the Port on the best available terms, properties, facilities, services and information needed by the Port to achieve a betterment or improvement of the Port's existing operations, facilities and services;

(3) Persuade individuals or an organization to purchase, lease or contract from or with the Port on terms most favorable to the Port in order that

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the Port may enter into transactions for the development, improvement or use of its properties and facilities in a manner most suitable to serve the best interests of the Port District;

(4) Persuade individuals or an organization to assist the Port in fostering the increased use of its services and facilities by improving transportation schedules, adding to existing transportation services and facilities (e.g., additional airline flights, steamship calls, etc.), adjusting rates, improving navigation and generally increasing and improving the scope and efficiency of Port operations so as to contribute to the growth of the Port's business.

All persons or organizations hosted by the Port shall be reasonably capable of influencing or controlling decisions with respect to the subject matters hereinabove mentioned.

(d) As provided in Section 3, Chapter 136, Laws of 1967, reimbursement vouchers by Port Commissioners for promotional hosting expenditures shall be paid only if specifically approved by the Port Commission.

(e) No reimbursement or other expenditure shall be made pursuant to this resolution; (1) for political purposes; (2) for purposes not reasonably related to acquiring additional business or otherwise increasing and improving the scope and efficiency of Port operations; or (3) for the promotion of transactions prohibited under the conflict of interest statute Chapter 42.23 RCW.

(f) The auditor shall periodically, as requested by the Commission, prepare summary reports of expenditures made for promotional hosting purposes so that the Commission can review the broad policies encompassed within this resolution.

ADOPTED by the Port Commission of the Port of Seattle this 25th day of April, 1967, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

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Paul R. Mitchell

Mark D. Bellum

John W. Hoyle

Minor H. Baker

Robert W. Norman

(SEAL)

Port Commissioners