

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 12/28/2020	<b>PREPARED BY:</b> Shirley Jones
<b>Meeting Date Requested:</b> 1/05/2021	<b>PRESENTED BY:</b> Keith Johnson
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
<b>SUBJECT:</b> Adoption of updated Commissioners Vehicle Allowance.	
<b>FISCAL IMPACT:</b> 2021 County Budget Approval, minimum savings of \$900 per month from the 2020 budget.	
<b>BACKGROUND:</b> Res. 2020-185, approved September 1, 2020 included the vehicle allowance policy for Franklin County commissioners and the prosecuting attorney. The approval of the 2021 budget included the reduction of the monthly vehicle allowance to a flat rate of \$300. The removal of the option of a county vehicle will also provide a savings of \$300 per month minimum. The prosecuting attorney's vehicle allowance will remain the same in a separate updated resolution thus rescinding Res. 2020-185.	
<b>RECOMMENDATION:</b> Approve the resolution adopting the updated Commissioners Vehicle Allowance Policy.	
<b>COORDINATION:</b> Keith Johnson, Franklin County Administrator Franklin County Commissioners	
<b>ATTACHMENTS: (Documents you are submitting to the Board)</b> ASR/Resolution	
<b>HANDLING / ROUTING:</b> Shirley Jones, County Administration Carlee Nave, HR Director Auditing	

*I certify the above information is accurate and complete.*

\_\_\_\_\_ Keith Johnson, Administrator

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

***ADOPTION OF VEHICLE ALLOWANCE POLICY FOR COUNTY COMMISSIONERS***

**WHEREAS**, the 2021 Budget approval called for a change to the vehicle allowance options allotted to the County Commissioners with no change to the Prosecuting Attorney; and

**WHEREAS**, the Board approved the removal of the assigned vehicle option from the county motor pool for County Commissioner official travel and a reduction in the monthly vehicle allowance.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners do hereby establish the following Vehicle Allowance and Mileage Reimbursement policy for County Commissioners;

1. Commissioners may receive a monthly vehicle allowance at the rate of \$300.00.
2. Commissioners shall be eligible for reimbursement of official travel mileage beyond 50 miles (each way) from the courthouse at the rate consistent with the Franklin County travel policy then in effect.

**BE IT FURTHER RESOLVED** that this policy shall include vehicle allowances from January 1, 2021 forward, rescinding Resolution 2020-185.

**APPROVED** this 5th day of January, 2021.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

**ATTEST:**

\_\_\_\_\_  
Clerk to the Board

FRANKLIN COUNTY RESOLUTION 2020-185

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

***ADOPTION OF VEHICLE ALLOWANCE POLICY FOR COUNTY COMMISSIONERS AND PROSECUTING ATTORNEY***

**WHEREAS**, on May 19, 2020, Resolution 2020-128 rescinded Resolution 2012-184, regarding Transportation Allowances for the Commissioners and the Prosecuting Attorney, yet purported to combine the policy directives of Resolution 2012-184 within the existing Franklin County Travel Policy; and

**WHEREAS**, on July 21, 2020, Resolution 2020-154 which attempted to adopt a new County Travel Policy with the policy directives of Resolution 2012-184 to be included was presented and debated but was not adopted by the Board; and

**WHEREAS**, the failure to adopt Resolution 2020-154 created a question as to the legality of continuing payments for vehicle allowances and mileage reimbursements for County Commissioners and the Prosecuting Attorney; and

**WHEREAS**, the Franklin County Board of Commissioners finds the policy directives of Resolution 2012-184 to still be in the best interest of the County; and

**WHEREAS**, the Board of Commissioners expresses their intent to ensure there is no lapse in payment of claims for vehicle allowances or transportation costs to Commissioners or the Prosecuting Attorney for the period between May 19, 2020 and September 1, 2020;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners hereby establishes the following Vehicle Allowance and Mileage Reimbursement policy for County Commissioners and the Prosecuting Attorney;

1. Commissioners and the Prosecuting Attorney may have a vehicle assigned to them from the county motor pool for official travel.
2. Commissioners and the Prosecuting Attorney may receive a monthly vehicle allowance equal to 99 percent of the approved rental rate for light duty pickups and SUVs in lieu of an assigned county vehicle.
3. Commissioners and the Prosecuting Attorney shall be eligible for reimbursement of official travel mileage beyond 50 miles (each way) from the courthouse at the rate consistent with the Franklin County travel policy then in effect.
4. Commissioners and the Prosecuting Attorney shall declare their annual calendar year choice between options 1 and 2 by November 15 of each year; and
5. Officials who are assigned a county vehicle may still be reimbursed for transportation costs consistent with the Franklin County travel policy when official business requirements preclude the use of the assigned county vehicle.

**BE IT FURTHER RESOLVED** that this policy shall include payments for assigned vehicles and vehicle allowances from May 19, 2020 forward.

**APPROVED** this 1<sup>st</sup> day of September 2020.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
Chair

**Brad Peck**  
Approved Telephonically

Chair Pro Tem

**Clint Didier**  
Approved Telephonically

Member

Attest:

  
Clerk to the Board

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 8/27/2020	<b>PREPARED BY:</b> Keith Johnson
<b>Meeting Date Requested:</b> 9/1/2020	<b>PRESENTED BY:</b> Keith Johnson
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board <span style="margin-left: 150px;">Time needed:</span>	
<b>SUBJECT:</b> Adoption of updated Franklin County Travel Policy	
<b>FISCAL IMPACT:</b> N/A	
<b>BACKGROUND:</b> The Board rejected Res 2020-154 which attempted to amend and approve the County Travel Policy. This Resolution revises and adopts the vehicle allowance and travel reimbursement policy for Commissioners and the Prosecuting Attorney who are allowed an option of a county owned vehicle or a monthly allowance for official travel. This also state's the board's intent to approve and ratify payments for vehicle allowances and mileage reimbursements for Commissioners and the Prosecuting Attorney in conformity with the policies in place prior to May 19, 2020.	
<b>RECOMMENDATION:</b> Approve the resolution adopting the updated Vehicle Allowance Policy for Commissioners and Prosecuting Attorney	
<b>COORDINATION:</b> Tim Anderson, Auditor's Office Accounting Supervisor; Tom Westerman, Auditor's Office Director of Finance	
<b>ATTACHMENTS:</b> ASR/Resolution	
<b>HANDLING / ROUTING:</b> (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf)  Shirley Jones, County Administration;	

*I certify the above information is accurate and complete.*



Keith Johnson, Administrator