

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 8/17/2021	<b>PREPARED BY:</b> Tim Anderson
<b>Meeting Date Requested:</b> 8/24/2021	<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> Revising Payment Method for Vehicle Allowances and the Tax Reporting of Vehicle Allowances and Assignments.	
<b>FISCAL IMPACT:</b> None, other than time savings for staff reviewing/entering the allowances monthly.	
<b>BACKGROUND:</b> Vehicle allowances are currently paid via Accounts Payable. The taxable gross amount is calculated by the Auditor's Office each month and provided to HR to be entered into One Solution. The taxable amounts for vehicle assignments would also be done in a similar manner, but currently there are no vehicle assignments.  No changes to vehicle allowances are proposed in this resolution. The purpose of this resolution is only to streamline the administrative processes.	
<b>RECOMMENDATION:</b> Approve the resolution	
<b>COORDINATION:</b> Tom Westerman, Director of Finance; Tim Anderson, Accounting Supervisor; Keith Johnson, County Administrator.	
<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)  Tom Westerman, Director of Finance, Auditor's Office	

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

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Keith Johnson, Administrator

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

BEFORE THE BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

***REVISING PAYMENT METHOD FOR VEHICLE ALLOWANCES AND  
THE TAX REPORTING OF VEHICLE ALLOWANCES AND  
ASSIGNMENTS***

**WHEREAS**, the County Commissioners and Prosecuting Attorney are authorized to receive travel allowances; and

**WHEREAS**, the Commissioners and Prosecuting Attorney are currently paid the allowance each month via Accounts Payable; and

**WHEREAS**, the Prosecuting Attorney may select between a vehicle allowance equal to 99 percent of the approved rental rate for light duty pickups and SUV's in lieu of an assigned county vehicle or have a vehicle assigned to them from the county motor pool for official travel; and

**WHEREAS**, when mileage is submitted and/or if fuel is paid by the County, the monthly taxable amount reported would change each month; and

**WHEREAS**, it would be more efficient to pay a set monthly amount, revised annually as approved, via payroll; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and deems this to be in the best interest of the County

**NOW, THEREFORE, BE IT RESOLVED** that vehicle allowances will be paid through payroll on the second payroll of each month and will be taxed as gross pay; and

**BE IT FURTHER RESOLVED** that if a vehicle is assigned from the Motor Pool, this will be taxed as gross pay, on the second payroll of each month, at the IRS Annual Lease Value rate; and

**BE IT FURTHER RESOLVED** that there will be no reductions to amounts reported via payroll for the submittal of business mileage related to vehicle allowances or vehicle assignment.

**APPROVED** this 24th day of August, 2021.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

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

**ATTEST:**

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Member

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Clerk to the Board