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MEMORANDUM

To: City of West Allis Alderpersons,
Department Heads

From: Rebecca Grill, City Administrator

Re: Monthly Flat Rate – Vehicle Usage

Date: April 25, 2017

On April 18, 2017, a Resolution regarding amending the City of West Allis Policies and Procedures Manual Policy No. 1468, Vehicle Operation, Driving Policy and Mileage Reimbursement was discussed by the Administration and Finance Committee. The proposed amendments relate to the expansion of the program repurposing former police squad cars to general city employees whose duties result in high vehicle mileage while conducting city business.

During the discussion at the committee, direction was given to remove the monthly flat rate section from the policy (#1), and bring the amended policy along with the cost savings (#2) back to the committee for further consideration and review. Items #1 and #2 are listed below. The amended policy is attached. This will be scheduled on May 16, 2017 at the Administration and Finance Committee Meeting. Please let me know if you have any questions or concerns, or require further information.

(1) Monthly Flat Rate.

- (a) In addition to the per mile reimbursement, certain employees are eligible for a flat monthly rate of \$25*. Engineering Department employees may be eligible for a flat monthly rate of either \$45* or \$70* depending upon their vehicle's exposure to abrasive conditions around construction sites. No reimbursement shall be paid for periods in excess of 90 consecutive calendar days of absence from work or inability to operate a privately owned vehicle on City business.

* an eligible part-time employee is prorated based on budgeted FTE

- (b) The Finance Department shall maintain a listing of employees who are eligible to receive a monthly flat amount in addition to mileage reimbursement in accordance with recommendations by a Department Head/Appointing Authority subject to approval of the Finance Director.

(2) Cost Savings – Monthly Flat Rate Repeal.

- (a) Approximately 70 employees currently receive a monthly flat rate for vehicle usage.
- (b) The monthly impact is approximately \$2100.
- (c) Yearly impact is just above \$25,000.