

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**MILEAGE ALLOWANCE FOR COUNCIL MEMBERS**

**Summary Statement:**

Currently, pursuant to existing Personnel Policies and Procedures, those employees utilizing their personal vehicle during the conduct of Town business, that do not receive a mileage allowance, may submit for reimbursement at the then current Internal Revenue Code (IRC) mileage reimbursement rate upon submission of proper recordkeeping detailing the number of miles driven, date driven, location driven and the business purpose of the trip. This recordkeeping requirement is required even if the trip is local in and around Town. This record keeping requirement becomes cumbersome for certain employees and Council members who frequently utilize their personal vehicles during the conduct of Town business in and around the Town. Currently, due to the cumbersome nature of the recordkeeping requirement, some Council members do not submit for reimbursement of miles driven in and around the Town during the conduct of Town business.

A quick survey of other communities divulged that policies and procedures relating to mileage reimbursements for Council members varies significantly. Some communities require detailed recordkeeping for all trips in and out of the City. Other communities provide mileage allowances to Council members in amounts up to \$450 per month, such as the City of Hesperia.

(Continued)

**Recommended Action:**

Adopt Resolution 2011-46 establishing a mileage reimbursement rate for Town Council members.

**Proposed by:** Marc Puckett, Director of Finance/Treasurer **Item Number** \_\_\_\_\_

**T. M. Approval:** \_\_\_\_\_ **Budgeted Item**  Yes  No  N/A

Therefore, it is recommended that a mileage allowance be established for Town Council in the amount of \$150 per month. Upon establishment, Town Council will not be required to maintain detailed recordkeeping of business trips during which they utilize their personal vehicles. This recommendation will streamline the recordkeeping requirement by establishment of a flat rate of reimbursement for all Council members. Upon establishment, this allowance will become taxable income, however, pursuant to the relevant sections of the IRC related to mileage allowances.

Section 2.04.050 of the Municipal Code states that each member of the Council shall receive reimbursement for such actual and necessary expenses incurred in the performance of official duties for the Town. Further, this section states that such reimbursement shall be established by policy adopted by the Town Council. Thus, to remedy this situation, the attached Resolution 2011-46 is recommended for Council's approval and adoption.

As proposed, the mileage allowance will become effective upon adoption of the attached resolution.

Attachments

- 1) Resolution Number 2011-46

**RESOLUTION NO. 2011-46**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
APPLE VALLEY, CALIFORNIA, PROVIDING MILEAGE  
ALLOWANCE BENEFITS TO THE MEMBERS OF THE TOWN  
COUNCIL OF THE TOWN OF APPLE VALLEY**

WHEREAS Section 2.04.050 of the Municipal Code states that each member of the Council shall receive reimbursement for such actual and necessary expenses incurred in the performance of official duties for the Town; and

WHEREAS the Town Council is desirous of streamlining the existing recordkeeping requirements for mileage reimbursement requests; and

WHEREAS this section of the Municipal Code states that such reimbursement shall be established by policy adopted by the Town Council; and

WHEREAS many cities in the State of California provide a mileage allowance to Council members to facilitate streamlining the recordkeeping requirements; and

WHEREAS in order to streamline the recordkeeping process, the Town Council is desirous of establishing a mileage allowance in the amount of \$150 per month.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Apple Valley as follows:

Members of the Town Council shall be entitled to receive \$150 per month as a mileage reimbursement for utilization of their personal vehicles while conducting the business of the Town. This Council policy shall become effective immediately upon adoption.

**APPROVED AND ADOPTED** this 11<sup>th</sup> day of October, 2011 by the Town Council of the Town of Apple Valley.

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MAYOR

ATTEST:

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TOWN CLERK