

**From:** [Shawna Burkhart](#)  
**To:** [Jeanna Thompson](#)  
**Subject:** FW: Car Allowance  
**Date:** Thursday, December 16, 2021 1:18:01 PM

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**From:** Shawna Burkhart  
**Sent:** Thursday, December 09, 2021 2:47 PM  
**To:** Brad Westmoreland <[bwestmoreland@cityofbaycity.org](mailto:bwestmoreland@cityofbaycity.org)>  
**Subject:** FW: Car Allowance

**From:** Rhonda Clegg <[rclegg@cityofbaycity.org](mailto:rclegg@cityofbaycity.org)>  
**Sent:** Thursday, December 09, 2021 2:34 PM  
**To:** Susana Brito <[sbrito@cityofbaycity.org](mailto:sbrito@cityofbaycity.org)>; Shawna Burkhart <[sburkhart@cityofbaycity.org](mailto:sburkhart@cityofbaycity.org)>  
**Subject:** RE: Car Allowance

Good Afternoon,

To expand on the email below, currently the City does not have a formal written policy on car allowances. The proposed Car Allowance policy has been provided to Council for their consideration.

The rationale for the selected employees receiving an allowance is as follows:

<b><u>Position Title</u></b>	<b><u>Employee Name</u></b>	<b><u>Car Allowance Amount</u></b>	<b><u>Reasoning</u></b>
Mayor	Robert K. Nelson	\$600/mth	Approved by Council
City Manager	Shawna Burkhart	\$600/mth	Approved by Council
Chief of Police	Robert Lister	\$550/mth	Placed assigned unit back in fleet rotation. Provided an allowance.
Captain	Christella Rodriguez	\$550/mth	Placed assigned unit back in fleet rotation. Provided an allowance.
Library Director	Samantha Denbow	\$400/mth	Drives multiple times a week to assist the Sargent Library Branch.
Office Manager	Jessica Davis	\$114.58/mth	Drives multiple times a week to assist the Sargent Library Branch.
Library Specialist II	Ashley Hernandez	\$150/mth	Takes daily MSB deposit and mail. Runs errands for MSB.

Rhonda L. Clegg  
Director of Human Resources  
City of Bay City