



Request for City Council Committee Action From the Department of Public Works

Date: January 30, 2007

To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

Subject: **Public Works Policy Concerning Employees Taking Home
City Vehicles**

Recommendation:
Receive and File

Previous Directives:

Prepared by: Richard H. Smith, Assistant Dir. of Public Works, Dir., Management Services

Approved by:

Steven A. Kotke, P.E., Director of Public Works/City Engineer

Presenters: Richard Smith, Management Services

Permanent Review Committee (PRC) Approval _____ Not applicable X

Policy review Group (PRG) Approval _____ Not applicable X

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Business Plan: Action is within the plan. Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

Neighborhood Notification: Not Applicable
City Goals: Not Applicable
Comprehensive Plan: Not Applicable
Zoning Code: Not Applicable

Background/Supporting Information

Footnote aa of the 2007 Operating Budget Resolution, directs departments to report to their home committees by January 31 “on the number of cars authorized to be taken home by employees, actual use, and the policies associated with their use.”

The Department of Public Works, at this time, has no employees authorized to take a City car home on a regular basis.

There have been occasions over the past few years where employees who do not drive to work and are required to attend a night meeting in a neighborhood or another City, are allowed to take a City car home rather than driving back downtown late at night. Typically, in these special circumstances the buses have stopped running. We believe this has happened less than a dozen times in the past few years.

In the past, previous Public Works Directors have chosen to drive a City car rather than have a car allowance, which is not the case at this time.