



Request for City Council Committee Action from the Department of Community Planning and Economic Development - CPED

Date: January 30, 2007
To: Council Member Lisa Goodman, Chair Community Development Cmte
Referral to: None

Subject: CPED Car Usage

Recommendation: Receive & File

Previous Directives: This report responds to a staff direction included in the 2007 budget adoption directing departments having City-owned vehicles to report back to their respective home committees by January 31, 2007, on the number of cars authorized to be taken home by employees, actual use, and the policies associated with their use.

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| Prepared by: | <u>Jeff Schneider 673-5125</u> |
| Approved by: | <u>Chuck Lutz</u> |
| Presenters in Committee: | Jeff Schneider |

Reviews

Permanent Review Committee (PRC): NA Approval ___ Date _____
Policy Review Group (PRG): NA Approval ___ Date _____

Financial Impact

- No financial impact
- Action requires an appropriation increase to the Capital Budget _____ or Operating Budget _____
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Action is within the Business Plan
- Action requires a change to the Business Plan
- Other financial impact
- Request provided to the Finance Department when provided to the Committee Coordinator

Community Impact

- Neighborhood Notification NA
- City Goals NA
- Sustainability Targets NA
- Comprehensive Plan NA
- Zoning Code NA
- Living Wage/Business Subsidy Agreement Yes _____ No
- Job Linkage Yes _____ No
- Other

Supporting Information

CPED currently leases 7 vehicles from Public Works for employee use. Three of these are newer E-85 compatible vehicles, and the department has opted to utilize this fuel type as its default when the E-85 fueling facility at Currie becomes operational later this month.

None of these vehicles are assigned to individual staff, meaning that they are scheduled and utilized widely by many CPED employees. Thus, no CPED staff person has a city "take home car." A record of staff usage of city vehicles is maintained via a system of scheduling calendars and usage logs. Occasional overnight or out of town usage of vehicles is permitted consistent with city policies which require prior supervisor or director approval. Due to its many evening meetings, the Planning division is the department's most frequent user of overnight privileges.

The department uses applicable city policies to guide its usage of these vehicles; these policies are located on CityTalk and in city ordinance (see citations below). The policies are provided to staff with orientation materials, and are located in the vehicles, along with "What to do in case of an accident" and emergency supplies.

<http://citytalk/policies/car-pool-rental.doc>

<M:\CPED\Common\Policies Procedures & Program Guidelines\Rules & Regulations How To's\Use of City Vehicles-City Ordinance.doc>

Jeff Schneider presently serves as the department's liaison with Public Works/Property Services/Equipment Division on vehicle fleet matters.