



Request for City Council Committee Action from the Department of Regulatory Services

Date: February 28, 2007
To: Council Member Don Samuels, Chair
Public Safety and Regulatory Services Committee
Referral to:

Subject: Take Home Cars

Recommendation: Receive and File

Previous Directives: Council's 2007 Adopted Budget directed departments with City-owned vehicles to report to home committee on number of cars authorized to be taken home by employees, actual use, and policies associated with their use.

Prepared by: Rocco Forté
Approved by: Rocco Forté
Presenters in Committee: Burt Osborne

Reviews

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

Financial Impact

- No financial impact
 Action is within the Business Plan
 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 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
 City Goals
 Comprehensive Plan
 Zoning Code
 Other

Supporting Information

Six employees in Regulatory Services are assigned take home cars. Names, use and policy are shown below.

Name and Job Title	Reason for Use	Examples of Responses	Policy
<p>1) Rocco Forté, Asst City Coordinator, Emergency Preparedness & Regulatory Services</p>	<p>First responder on call 24/7 to respond to natural or man-made emergencies as Incident Manager on scene or at Emergency Operation Center (EOC) for Minneapolis, Hennepin County or State of Minnesota.</p> <p>Also attends after hours meetings, planning sessions and training representing the City of Minneapolis after hours as City's Director of Emergency Preparedness.</p> <p>Meets with community business and neighborhood organizations regarding emergency preparedness issues (homeland security, pandemic flu, etc.) after normal business hours.</p>	<ol style="list-style-type: none"> 1. To State EOC to coordinate assets from all-around Minnesota being deployed to gulf area in response to Hurricane Katrina. 2. Responded to Rogers, Minn. EOC to coordinate resources being deployed to assist in recovery and safety of citizens. 3. Meetings at State of Minn. Homeland Security and Emergency Mgmt for Governors Senior Advisory Council on Homeland Security, Urban Area Security Initiative Work Group on grants. 4. Neighborhood meetings 	<p>Regulatory Services Vehicle Use, Safety and Maintenance Policy</p>
<p>2) Henry Reimer, Director Inspection Services</p>	<p>On emergency call list 24/7 for emergency demolition determinations.</p> <p>Meets with community business and neighborhood organizations after hours regarding Minneapolis Development Review.</p> <p>Responds to work sites to assist staff in resolving issues involving other city departments.</p> <p>Observe ventilation tests.</p>	<ol style="list-style-type: none"> 1. Inspect site of fire or other emergency to authorize emergency demolition of a dangerous structure. 2. Inspect vacant and boarded properties, occupied properties & construction and development sites after hours when urgent issues arise. 3. Regularly meet with Mpls. Consortium of Community Developers 4. Attend neighborhood and ward meetings (3rd Ward CARE Group). 	<p>Regulatory Services Vehicle Use, Safety and Maintenance Policy</p>
<p>3) Patrick Higgins, City Building Official</p>	<p>Building Inspections to investigate complaints</p> <p>Responds to work sites to assist staff with difficult Building Code questions</p> <p>Meetings with professional organizations after hours.</p>	<p>Organization Samples:</p> <ul style="list-style-type: none"> • International Code Council • Assn. of Minn. Building Officials • Dept. of Labor & Industry – State Electrical Board (High Pressure Piping) 	<p>Regulatory Services Vehicle Use, Safety and Maintenance Policy</p>

<p>4) Thomas Deegan, Manager Problem Properties Unit</p>	<p>After hours emergency response calls through 911 to structure fires and other emergency scenes to determine structural integrity after damage from fire or other mechanical incidents</p> <p>Meet with community groups for presentations and updates on problem properties in specific wards</p>	<ol style="list-style-type: none"> 1. Emergency response to scenes of fires and other emergencies happens at least once per month. 2. Inspect vacant and boarded properties, occupied properties & construction and development sites after hours when urgent issues arise. 3. Attend neighborhood meetings 	<p>Regulatory Services Vehicle Use, Safety and Maintenance Policy</p>
<p>5) Allan Olson, Manger, Construction Inspections</p>	<p>On emergency call list 24/7 for emergency demolition determinations resulting from fire or accidents.</p> <p>On call to respond to natural or manmade emergencies to determine if buildings are safe to occupy (in Minneapolis and well as around state).</p>	<ol style="list-style-type: none"> 1. Approximately 18 – 20 after hour calls in 2006. 2. Made emergency calls to staff and recruited 5 staff members to respond with me to Rogers, Minn. To determine if buildings were safe to occupy after storm. 	<p>Regulatory Services Vehicle Use, Safety and Maintenance Policy</p>
<p>6) Stephen Kennedy, Environmental Services Emergency Management Emergency Coordinator</p>	<p>On call 24/7 for environmental emergencies involving spills or release of hazardous chemicals on land or in water in the city.</p> <p>Work in partnership with the Public Works Dept. Fire Dept., Minnesota Pollution Control Agency, and Hennepin County Environmental Services on established spill response effort that has handled chemical spills of five gallons to spills of thousands of gallons.</p>	<p>Samples of responses (8 after hour responses in 2006):</p> <ul style="list-style-type: none"> • Oil sheen on city lake • Gasoline spill into storm & sanitary sewer • Diesel spill into storm sewer • Extremely high solvent levels in home 	<p>Regulatory Services Vehicle Use, Safety and Maintenance Policy</p>

Regulatory Services Take Home Vehicle Pilot

In addition, in 2006 Regulatory Services implemented a Take Home Vehicle Pilot Program for 13 employees who are city residents.

Regulatory Services employees, upon approval of the Department Head, may voluntary elect to take their assigned vehicle home overnight and on weekends. Employees who participate must comply with applicable provisions of the Minneapolis Code of Ordinance – Chapter 30.40C City Vehicles.

Eligible employees are defined as follows:

1. Employees must have an assigned Regulatory Services vehicle.
2. Employees must be a resident of the City of Minneapolis.
3. Employees must meet all performance standards of their position to remain eligible for this program.

Participants of the Take Home Vehicle Policy are required to comply with the following terms and conditions:

1. Participation must be approved in advance by the Assistant City Coordinator, Emergency Preparedness & Regulatory Services.
2. Employees are responsible for the security of the vehicle at their residence.
3. Employees may use their city vehicle for limited incidental personal use. Employees must comply with MN Statute 471.666, Subd 2 and 3 regarding personal use of a city vehicle.
4. Employees should make practical arrangements to make the vehicle available while on vacation or extended leave. Additionally, employees should make arrangements to allow access to the vehicle by City of Minneapolis personnel for the purpose of retrieving documents or other necessary materials.
5. Employees must immediately report a revocation, restriction, or suspension of driving privileges to their Supervisor. Supervisors are required to report this information to the Fleet Manager immediately (within one business day). The vehicle will be parked in a city designated spot for the full duration of the restriction, suspension, or revocation. Continued participation in this program will be evaluated on a case by case basis.
6. Employees must submit a request, including a Policy Acknowledgement, to the Fleet Manager to participate in this program. Employees are responsible for contacting the Fleet Manager immediately when changes affecting eligibility or ability to comply with terms and conditions of participation occur.
7. Employees' work day will begin when they arrive at their first jobsite/office and end when they leave their last jobsite/office.
8. Abuse of this policy, including but not limited to failure to provide access to the vehicle, may result in loss of take home vehicle privileges and/or progressive discipline.

The following Inspectors are participating in this program:

Barry Alexander	Kathy Loudon
Rick Broberg	Sarah Maxwell
Jody Etzler	Jim Newham
Sylvia Gonzalze	Rod Thomas
Angie Hugen	James Williams
Mike Karney	Mohamed Yusuf
Sharon Larsen	

I will be glad to answer any questions you may have.

Respectfully,



Rocco S. Forté
Assistant City Coordinator,
Emergency Preparedness & Regulatory Services