

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 09/19/05		Item Number: <u>A-3</u>	
AGENDA ITEM: Consideration of Amendments to City Council Policy on City Vehicle Usage and Mileage Reimbursement.			
Contact Person/Dept.: Nick Kimball, Management Analyst		Phone Number: (310) 253-5682	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List (9/14/05)			
Department Approval: Scott Bixby 9/13/05		CAO Approval: Scott Bixby for Jerry Fulwood 9/13/05	
City Controller Approval: N/A			

RECOMMENDATION:

That the City Council approve the amended City Council Policy Statement Number 4601, entitled "City Vehicle Usage and Mileage Reimbursement," rescind Resolution 98-R023, and adopt Resolution 2005-R____.

BACKGROUND/DISCUSSION:

The "City Vehicle Usage and Mileage Reimbursement" (Vehicle Usage) Policy was originally adopted on December 9, 1991. On January 23, 1995, City Council approved twenty-seven (27) City Council policies with the passage of Resolution 95-R005. This resolution included an amended Vehicle Usage Policy. Subsequent amendments were adopted June 24, 1996 and April 13, 1998.

The current policy (Attachment 1) was adopted to create formalized procedures, establish criteria for authorized use of City vehicles, assign positions eligible for commuting use of a City vehicle, and provide for mileage reimbursement for business use of personal vehicles. However, the current policy lacks an administrative record keeping mechanism to track the assignment and use of those vehicles.

The purpose of amending the policy is to assign responsibility for tracking and maintaining records of City vehicles, update eligibility for automobile allowances and use of commuting vehicles to reflect current practice, and make minor format changes to increase the clarity and flow of the policy.

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Development of Policy

In developing the proposed amendments to the policy, staff reviewed current policies and procedures, evaluated past practice, and contacted other cities to obtain information about similar policies. Phone interviews with Beverly Hills, Santa Monica, and West Hollywood were conducted to compare other municipal policies with Culver City's Vehicle Usage Policy.

The proposed amendments were presented at the Budget Subcommittee's January and August 2005 meetings. At these meetings, subcommittee members and a number of Department Heads and staff reviewed the policy and suggested revisions. Staff incorporated the input received from the subcommittee into the proposed policy.

Proposed Policy

The following amendments, suggested by the Budget Subcommittee and staff, have been incorporated into the proposed Vehicle Usage Policy (Attachment 2, Exhibit A):

1. Assigned City Vehicles

- a. *Current Policy:* The current policy does not assign responsibility to any particular department for record keeping or tracking employees with commuting use of City vehicles.
- b. *Proposed Policy:* The Transportation Director will designate a responsible party in the Transportation Department to maintain centralized records that document the department, driver, annual mileage and vehicle maintenance of assigned City vehicles.
 - i. Department Heads will maintain records indicating the employees with assigned vehicles, the vehicles being used, and whether they are authorized for commuting use. These records are to be transmitted to the Transportation Director annually or upon a change in assigned City vehicles.

2. Commuting Use of City Vehicles

- a. *Current Policy:* Authorizes a number of Executive Management positions for eligibility for commuting use of City vehicles.
- b. *Proposed Policy:* Amends the policy to reflect current practice. Executive Management positions that are non-public safety are removed from the approved list of positions authorized for commuting use of City vehicles, and the EMS Coordinator and Training Officer are added to the list of authorized positions. In addition, the Police and Fire Chief are given the option of either using a City vehicle for commuting purposes or receiving an automobile allowance for use of their personal vehicle.

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3. Use of City Pool Cars

- a. *Current Policy:* States that an employee is eligible to be assigned a City vehicle if, “the employee is a designated driver in a City-sponsored car pool arrangement in support of vehicle trip reduction efforts.”
- b. *Proposed Policy:* Amends language to authorized employees that fall into the above category to use City pool vehicles; however, they will not be assigned a City vehicle unless they meet the criteria laid out in the “Assigned City Vehicles” section of the policy.

4. Automobile Allowances for Personal Vehicles

- a. *Current Policy:* Select Executive Management positions are authorized for commuting use of a City vehicle.
- b. *Proposed Policy:* Executive Management positions are changed from being authorized for commuting vehicles to being authorized for an automobile allowance to reflect the current practice. Only select Public Safety officials are authorized for commuting use of a City vehicle.
- c. *Proposed Policy:* Language is added to reflect that employees eligible for an automobile allowance shall be considered fully compensated and shall not be eligible to use a City pool car, City fueling stations, or claim mileage reimbursement unless the total mileage reimbursement would exceed the monthly allowance.

Additional minor format changes are made to increase the overall clarity and flow of the policy.

Resolution Adoption Procedures

City Council Policy 1001, entitled “Adoption of Council Policy Statements,” allows City Council to adopt policies as a means to establish policies not already covered by ordinances and to supplement or complement other resolutions or policies already in existence. The policies adopted cannot conflict with any ordinance or resolution of the City and require four affirmative votes of the City Council to become effective. The Council may also direct the creation or modification of a policy.

The resolution drafted to adopt the Vehicle Usage Policy (Attachment 2) would rescind previous resolutions that affect only this policy. Adopting this resolution would cancel the previous version of the policy and enact the amended draft of the policy presented for your consideration.

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FISCAL ANALYSIS:

The proposed amendments to the Vehicle Usage Policy would nominally increase work by staff responsible for tracking and maintaining vehicle usage records for their department. The designees will be required to maintain records indicating the employees with assigned vehicles, the vehicles being used, and whether they are for commuting use. Time spent by employees will vary with the department and number of City vehicles assigned to employees. Staff time is included in departmental budgets; therefore, the appropriation of additional funds is not required.

The centralization of these records could also result in potential cost saving opportunities. Centralized records could produce more accurate vehicle maintenance cost estimates from year to year. Opportunities for cost savings can be speculated, but not immediately quantified, if the proposed amendments are adopted.

ATTACHMENTS:

1. Current Council Policy Number 4601, "Vehicle Usage and Mileage Reimbursement"
2. Proposed Resolution Number 2005-R____
Exhibit A: Proposed "Vehicle Usage and Mileage Reimbursement" Policy

MOTION:

That the City Council:

1. Approve the amended City Council Policy Statement Number 4601, entitled "City Vehicle Usage and Mileage Reimbursement," rescind Resolution 98-R023, and adopt Resolution 2005-R ____; and
2. Direct the City Attorney's Office to prepare the policy and authorize the Chief Administrative Officer to distribute the policy following specified procedures in City Council Policy No. 1001 "Adoption of Council Policy Statements."

OR

3. Discuss this item and provide further direction to staff.

(A 4/5ths affirmative vote is needed to adopt the resolution and enact the policy)