



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council
FROM: City Administrator
SUBJECT: City Council Vehicle Use Policy – Revisions
MEETING DATE: October 21, 2014

RECOMMENDATION:

Consider the recommended revisions to the City Council Vehicle Use Policy and provide direction to staff.

DISCUSSION OF REVISED VEHICLE USE POLICY:

CITY COUNCIL VEHICLE USE POLICY (AMENDED, October 21, 2014))

GENERAL PURPOSE:

The City will continue to make passenger vehicles available for City Council members for “City business.” “City business” shall include attendance at local and regional meetings, appointments or events involving business affecting, or of interest to, the City; meetings, appointments or events of various boards and/or agencies of which the City is a member; City community events and meetings, appointments or events to which members of the City Council have been invited to participate in or attend in their official capacity as Council members.

USE OF CITY VEHICLES ASSIGNED TO THE COUNCIL:

The Council can elect to be assigned a City vehicle for the conduct of City business. A sign-in and out log will be kept in the glove box of the vehicle, to record the use of the vehicle. The vehicle log will be administered by the Transportation Department. Council members will provide the date, time and purpose for the use of a City vehicle when it is signed out and the date and time the vehicle is returned to its designated parking stall in Transportation, or to the Council parking area at City Hall on Commerce Way at the end of the trip.

The City Council has had to address the impact of unprecedented budget deficits collective bargaining issues and a variety of state and federal regulatory impacts issues over the last few years, and is now addressing complicated issues related to the termination of redevelopment throughout the State. Such issues have required the City Council to schedule and participate in unusually long regular City Council meetings, a great number of special Council meetings, additional meetings with legislators, and meetings with stakeholders including meetings and events with other

communities throughout Los Angeles County. The City Council has had to attend Council meetings that do not end until late at night, and early morning meetings scheduled for the very next day outside of the City. Such a schedule has made it extremely difficult or impossible for the City Council to check City vehicles back into the City or to make proper arrangements to assure that they can be in attendance at such early morning meetings.

City Council members shall make every effort to return City vehicles on the same day that they are checked out. Nevertheless, the Council members may also keep vehicles at home if they are attending an evening, early morning or weekend meeting, appointment or event, for incidental reasons related to the use of the City vehicle for City business. For example, if the Council member has an early morning meeting or trip, he or she may take the City vehicle home the night before in order to be able to leave on time for the morning meeting or to pack for their trip. If a Council member is able to return home from such meeting or trip before 3:00 p.m. on the same day as the meeting/trip, the vehicle should be returned that same day to Transportation or the City Hall Council parking area before the 6:00 pm close of City Hall; if the Council member cannot get home before 3:00 p.m., the Councilmember shall be allowed to keep the City vehicle at home until their personal schedule allows the convenient return of the vehicle to the City. Further, if the Council member requires use of a City vehicle for back to back trips and the schedule is such that they will need continuous use of the vehicle for more than one day, the Council member may keep the City vehicle at home for such required period; the Council member should enter in the vehicle log the reason for such continuous use.

ALTERNATE VEHICLE STIPEND:

The Council members will also have the alternative of accepting a vehicle reimbursement of \$500 per month (net of taxes) in order to reimburse them for the required use of their personal vehicles for City business.

City Council members that elect to receive such reimbursement at their discretion may also have access to a City vehicle if they are required to travel outside of the Los Angeles area, more than 75 miles from City Hall. If the Council member is required to travel 75 miles beyond City Hall and does not elect to use a City vehicle, the Councilmember shall be entitled to reimbursement for the mileage put on their personal vehicle; the total mileage shall be measured from the City Hall and shall be reimbursed at the current IRS vehicle mileage reimbursement rate beyond the 75 mile point or, for example: if the trip is a total of 200 miles round trip, then the reimbursement will be for 50 miles (discounting the first 150 miles traveled).

PERSONAL BUSINESS:

The vehicles are not to be used for personal business.

This policy shall take effect October 21, 2014

FISCAL IMPACT:

If the City Council determines that the preferred alternative is a vehicle reimbursement of \$500 per month (net of taxes) in order to reimburse them for the required use of their personal vehicles for City business, the city's maximum exposure would be approximately \$33,600. This amount is premised on a monthly gross amount of \$560. This amount is exclusive of additional reimbursement for the mileage put on their personal vehicle if the

Council member is required to travel 75 miles beyond City Hall and does not elect to use a City vehicle. This can be supported in the City's General Fund Operating Budget, and may be offset by the reduction in operating costs associated with the use of the current vehicles assigned to the council.

RELATIONSHIP TO STRATEGIC GOALS:

This item is not related to a specific 2012 Strategic goal, nonetheless it is conducive to a clear policy on the uses and allows for the conduct of city business by the council outside of the city hall.

Respectfully submitted and Recommended by: Jorge Rifa, City Administrator

Reviewed by:

Vilko Domic
Finance Director

Approved as to form:

Eduardo Olivo
City Attorney

RESOLUTION NO. 12-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA,
APPROVING AN AMENDED CITY COUNCIL VEHICLE USE POLICY

WHEREAS, on December 2, 2008, the City Council of the City of Commerce (the "City") approved, by minute action, the "City Council/Commission Vehicle Use Policy."; and

WHEREAS, the existing Vehicle Use Policy does not provide for a dedicated vehicle for each Councilmember, but provides for the use of a City vehicle by the City Council in connection with meetings and events related to the business of the City and the duties of the City Council; and

WHEREAS, when the Vehicle Use Policy was adopted on December 2, 2008, the City Council, for the most part, attended a limited amount of City Council meetings, two regularly scheduled meetings on the first and third Tuesday of each month, and other outside City business related meetings and events; and

WHEREAS, over the course of the last few years, the City Council has had to address unprecedented budget deficit issues and employee negotiation issues, and is now addressing very complicated issues related to the termination of redevelopment throughout the state by the passage of AB 1X 26. These additional issues have required the City Council to schedule and participate in unusually long regular City Council meetings, a great number of special City Council meetings, additional meetings with legislators, meetings with stakeholders throughout the City, as well as all of the other outside City Council related meetings (e.g. Contract Cities, JPIA, Vector Control District, League of California Cities, etc.); and

WHEREAS, the City Council regularly attends City Council meetings that do not end until late at night at City Hall, sometimes past midnight, and early morning meetings that are scheduled for the very next day. Such a schedule has made it extremely difficult or impossible for the City Council to check City vehicles back into the City or to make proper arrangements to assure that they can be in attendance at such early morning meetings. Such situations have required members of the City Council to maintain possession of the City vehicles overnight; and

WHEREAS, the City Council desires to make it clear that these additional issues exist and that the Vehicle Use Policy clearly and accurately reflects such additional business necessities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE AS FOLLOWS:

SECTION 1: The City Council hereby finds and determines that the recitals contained hereinabove are true and correct.

SECTION 2: The City Council approves the Amended Vehicle Use Policy attached hereto as Exhibit "A."

SECTION 3: The City Clerk shall certify to the passage of this resolution, and thereupon and thereafter the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED this 15th day of MAY,
2012.


Lilia R. Leon, Mayor

ATTEST:


Linda Kay Olivier, MMC
City Clerk

RESO (COUNCIL VEHICLE USE POLICY) - 05-15-2012.DOC

CITY OF LOS ANGELES CITY COUNCIL

DATE: 01/11/2011 10:15 AM

OFFICE OF THE CITY ADMINISTRATOR

MEMORANDUM FOR THE CITY COUNCIL

The purpose of this memorandum is to provide the process by which the Council's Vehicle Fleet (see City of Los Angeles Ordinance No. 2-48) can be maintained in a simple and effective manner. Effective January 1, 2011, each member of the Council will have a personal vehicle from the Council's fleet. The high priority of this program will not be necessary. Each Council member will be assigned a parking space and will be responsible for the vehicle and you will have access to the parking area 24/7.

When the car needs fixing, Transportation will need at least one hour notice in advance. Additionally, if you would like the car washed, please provide an extra half hour notice. Transportation will continue with their established schedule for washing and detailing on Mondays, Wednesdays, and Fridays for those vehicles that are on the rooftop between 7:00 a.m. and 9:00 a.m. unless requested differently. The schedule for financing and washing will be placed in the glove box of each vehicle.

If the vehicle develops a problem, you would like Transportation know of the problem and drop it off for repair. Based on availability, they will make every effort to arrange for a backup vehicle. Staff will remind you of routine service intervals, and whenever possible, vehicle service and maintenance will be coordinated with your schedule.

All vehicles are financed. Don't forget to report any vehicle assignments that are as follows:

- | | |
|-----------------------|-----------------|
| #40 (Tan), Stall #3 | Joe Aguilar |
| #50 (Gray), Stall #1 | Tina Del Rio |
| #60 (Blue), Stall #4 | Ivan Altamirano |
| #70 (White), Stall #2 | Lilia Leon |
| #80 (White), Stall #3 | Denise Robles |

If you have any concerns, please advise me.

Cc: Transportation Director
Administration Staff

CITY COUNCIL/COMMISSION VEHICLE USE POLICY

Up to four passenger vehicles will be placed in a pool for the City Council/ Commission for City/Commission business use only.

"City/Commission business" shall include attendance at local and regional meetings, appointments or events involving business affecting, or of interest to, the City or Commission; meetings, appointments or events of various boards and/or agencies of which the City of Commission is a member; City or Commission community events and meetings, appointments or events to which members of the City Council or Commission have been invited to participate in or attend in their official capacity as Councilmembers or Commissioners.

A sign-in and out log, along with the keys for the pool vehicles, will be maintained by Administration Department staff. Councilmembers/ Commissioners will provide the date, time and purpose for the use of a City vehicle when it is signed out and the date and time the keys are returned at the end of the trip. At the end of each trip, vehicles are to be returned to the assigned parking area at City Hall for night parking.

Vehicles may be kept at home only if attending an evening, early morning or weekend meeting, appointment or event and must be checked in immediately following the meeting, appointment or event, but no later than the morning of the next business day, during normal business hours.

The vehicles are not to be used for personal business.

This policy shall take effect January 1, 2009.

EXHIBIT"A"

CITY COUNCIL AMENDED VEHICLE USE POLICY

Up to four passenger vehicles will be placed in a pool for the City Council for City business use only.

"City business" shall include attendance at local and regional meetings, appointments or events involving business affecting, or of interest to, the City; meetings, appointments or events of various boards and/or agencies of which the City is a member; City community events and meetings, appointments or events to which members of the City Council have been invited to participate in or attend in their official capacity as Councilmembers.

A sign-in and out log, along with the keys for the pool vehicles, will be maintained by Administration Department staff. Councilmembers will provide the date, time and purpose for the use of a City vehicle when it is signed out and the date and time the keys are returned at the end of the trip. At the end of each trip, vehicles are to be returned to the assigned parking area at City Hall for night parking.

The City Council has had to address unprecedented budget deficit and employee negotiation issues over the last few years and is now addressing complicated issues related to the termination of redevelopment throughout the State by the passage of AB 1X 26. Such issues have required the Council to schedule and participate in unusually long regular City Council meetings, a great number of special City Council meetings, additional meetings with legislators, and meetings with stakeholders throughout the City. The City Council has had to attend City Council meetings that do not end until very late at night, sometimes past midnight, and early morning meetings that are scheduled for the very next day. Such a schedule has made it extremely difficult or impossible for the City Council to check City vehicles back into the City or to make proper arrangements to assure that they can be in attendance at such early morning meetings. Thus, although the City Council members will make every effort to comply with the return policy as stated above, they may also keep vehicles at home if attending an evening, early morning or weekend meeting, appointment or event. The vehicle must be checked in immediately following the meeting, appointment or event, but no later than the morning of the next business day, during normal business hours.

The vehicles are not to be used for personal business.

This policy shall take effect May 16, 2012