

July 6, 1993
ML :2TAKEHOM

Introduced by: Derdowski
Sims
Proposed No.: 93-304

ORDINANCE NO. **10930**

AN ORDINANCE establishing policies and criteria related to authorizing county employees to use county owned vehicles to commute to and from work, and requiring the executive to document and re-evaluate all take-home vehicle assignments.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. PURPOSE. The purpose of this legislation is to ensure the proper use of public funds with regards to the county's practice of allowing employees to commute to and from work in county owned vehicles. The intent of this ordinance is to:

- A. Restrict the number of county owned vehicles being used by employees to commute to and from work;
- B. Establish criteria and policies for evaluating and authorizing take-home vehicle assignments;
- C. Require the fleet administration section of the department of public works to document the number of current take-home vehicle assignments;
- D. Require fleet administration to develop administrative rules for implementing the provisions of this ordinance; and
- E. Require fleet administration to re-evaluate all take-home vehicle assignments in accordance with the policies and criteria established herein.

SECTION 2. DEFINITIONS. For Purposes of this ordinance, the following terms shall have the meanings set forth below:

- A. "Assigned vehicle" means a county vehicle assigned to a department or county employee for county business, but not for employee commuting to and from the employee's home and work station.
- B. "Motor pool dispatch vehicle" means a vehicle issued from a central motor pool for a single trip or for less than three working days.

1 C. "Occasional overnight usage of county-owned vehicles"
2 means county employees taking home county-owned vehicles after
3 attending night meetings or other county business activities
4 that occur outside an employee's normally scheduled work hours.
5 Occasional overnight usage of a county-owned vehicle shall mean
6 no more than once a week on average.

7 D. "Take-home vehicle" means a county vehicle which is
8 used by a county employee for county business and for regularly
9 commuting to and from the employee's home and work station.

10 E. "Work station" means the office or site a county
11 employee reports to perform normally scheduled work.

12 SECTION 3. TAKE-HOME VEHICLE ASSIGNMENT POLICIES AND
13 CRITERIA. The Council wishes to restrict the number of take-
14 home vehicles provided to county employees. To accomplish this
15 objective, the following policies and criteria shall be used as
16 the basis for authorizing take-home vehicle assignments:

17 A. Take-home vehicle policies:

18 1. For county business before or after normal working
19 hours, providing motor pool dispatch vehicles or travel
20 reimbursement is preferred over the assignment of take-home
21 vehicles.

22 2. The assignment of a take-home vehicle is neither a
23 privilege, nor a right of any county employee.

24 3. Take-home vehicle assignments shall not be made
25 based on employee merit or employee status.

26 4. The need for communication access (car radio,
27 telephone, etc.) shall not normally be considered adequate
28 justification for a take-home vehicle assignment.

29 5. Wherever possible, county vehicles shall be picked
30 up and dropped off at designated county parking areas, thereby
31 avoiding the assignment of take-home vehicles.

32 B. Take-home vehicle assignment criteria:

33 1. Emergency Response. Take-home vehicles may be
34 assigned to county employees who:

1 a. Have primary responsibility to respond to emergency
2 situations which require immediate response to protect life or
3 property;

4 b. Cannot use alternative forms of transportation to
5 respond to emergencies; and

6 c. Cannot pick up county-owned assigned vehicles at
7 designated sites.

8 Emergency response assignments should be supported by data
9 demonstrating the actual number and nature of emergency
10 responses in the prior year, and estimates of future emergency
11 responses. In addition, there must be an explanation as to why
12 an employee cannot use alternative forms of transportation to
13 respond to the emergencies or pick up county owned assigned
14 vehicles at designated parking areas.

15 2. Economic Benefit to the County. Take-home vehicles
16 may be assigned if employee travel reimbursement costs are
17 greater than the commuting costs associated with overnight
18 vehicle usage. Lost productivity costs, the cost of the time
19 it takes an employee to travel from a designated county parking
20 facility to their work station, shall not be included in the
21 calculation of economic benefit to the County. In addition,
22 there must be an explanation as to why an employee cannot use
23 alternative forms of transportation or pick up county owned
24 vehicles at designated parking areas.

25 SECTION 4. OCCASIONAL OVERNIGHT USAGE OF COUNTY-OWNED
26 VEHICLES. Occasional overnight usage of county-owned
27 vehicles is permitted. Such occasional usage of county
28 vehicles may occur when an employee attends a meeting away from
29 the employee's normal place of work, and outside an employee's
30 normally scheduled work day.

31 SECTION 5. AUTHORITY TO APPROVE TAKE-HOME VEHICLE
32 ASSIGNMENTS. The fleet administration section of the
33 department of public works shall be the executive agency in
34 charge of implementing the provisions of this ordinance. Fleet
35 administration shall:

1 A. Develop the administrative rules to implement the
2 provisions of this ordinance;

3 B. Evaluate all take-home vehicle assignment requests
4 from executive departments; and

5 C. Approve and monitor take-home vehicle assignments
6 including the take-home vehicle assignments from the department
7 of parks, planning and resources, and the solid waste and
8 airport divisions of the department of public works.

9 SECTION 6. DOCUMENTATION OF EXISTING TAKE-HOME VEHICLE
10 ASSIGNMENTS. The fleet administration section of the
11 department of public works shall provide to the council, by
12 August 31, 1993, a comprehensive list of all current take-home
13 vehicle assignments. The list should be sorted by department,
14 division and section, and should include the employee's name,
15 position title and the basis for the take-home vehicle
16 assignment.

17 SECTION 7. IMPLEMENTATION PROCEDURES.

18 A. Fleet administration shall submit to the council, by
19 September 30, 1993, the agency's proposed administrative rules
20 for implementing the provisions of this ordinance. The
21 proposed administrative rules shall include:

22 1. An estimate of the number of take-home vehicles
23 that would be approved under the proposed rules;

24 2. An estimate of the fiscal impact of implementing
25 this ordinance; and

26 3. A specific recommendation as to the number of
27 annual or quarterly emergency responses which justify the
28 assignment of a take-home vehicle.

29 B. If in the opinion of the fleet administration there
30 are special circumstances which should be exempt from the
31 provisions of this ordinance, then fleet administration shall
32 propose amendments to this ordinance exempting those special
33 circumstances. Proposed amendments to this ordinance shall be
34 submitted to the Council by September 30, 1993.

1 C. The Executive shall also submit on September 30, 1993
2 a report which outlines the differences between King County and
3 Metro's take-home vehicle policies, and recommend take-home
4 vehicle policies for the new Metropolitan Services Department
5 effective January 1, 1994. The Executive shall coordinate with
6 Metro in preparing the report and recommendations.

7 SECTION 8. REEVALUATION OF TAKE-HOME VEHICLE ASSIGNMENTS.
8 The fleet administration section of the department of public
9 works shall re-evaluate all take-home vehicle assignments by
10 applying the policies and criteria set forth in this ordinance.
11 Fleet administration shall submit a list of proposed take-home
12 vehicle assignments to the council by September 30, 1993. Each
13 proposed take-home vehicle assignment should be supported by
14 written justification explaining how the assignment meet the
15 specific policies and criteria set forth in section 3 of this
16 ordinance.

17 SECTION 9. RECORD-KEEPING. The fleet administration
18 section of the department of public works shall develop and
19 maintain central records of all county take-home vehicle
20 assignments. At a minimum, the record-keeping should contain:

21 A. Vehicle assignment by department, division, position
22 title, and employee name;

23 B. Mileage including a breakdown of commuting mileage and
24 work related mileage based on a trip log;

25 C. Number and nature of emergency related calls, if the
26 take-home vehicle is assigned based on an emergency response
27 justification; and

28 D. A calculation of savings if take-home vehicle
29 assignment is based on an economic justification. The records
30 shall be maintained in one location and shall be readily
31 available to the council and the public upon request.

32 SECTION 10. SEMIANNUAL MONITORING AND RE-AUTHORIZATION OF
33 TAKE-HOME VEHICLE ASSIGNMENTS. Beginning in 1994, the fleet
34 administration section of the department of public works shall,
35 on a semiannual basis, re-evaluate and update all executive

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1 department take-home vehicle assignments. By June 30 and
2 December 31 of each year, fleet administration shall make
3 available to the Council and the public an updated list of
4 take-home vehicle assignments. The updated list shall identify
5 each take-home vehicle assignment by department, division, and
6 position title. In addition, there should be written
7 documentation for each take-home vehicle assignment which
8 describes how each assignment meets the policies and criteria
9 set forth in this ordinance.

10 SECTION 11. EXEMPTIONS. All vehicles assigned to
11 commissioned officers of the public safety department shall be
12 exempt from the provisions of this ordinance.

13 INTRODUCED AND READ for the first time this 19th day
14 of April, 1993.

15 PASSED this 6th day of July, 1993.

16 KING COUNTY COUNCIL
17 KING COUNTY, WASHINGTON

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Arby Dwyer
Chair

20 ATTEST:

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Gerald G. Peterson
Clerk of the Council

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APPROVED this 16th day of July, 1993.

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Patricia B. Steel for
King County Executive
Tim Hill

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Attachments: None