

Ordinance No. 100458

AN ORDINANCE relating to and regulating the use of city owned or leased motor vehicles by city officers and employees, providing for reporting of the authorized use of private vehicles on city business, and repealing Ordinances 67585 and 86226.

W. W. A. Paul

COMPTROLLER
FILE NUMBER 370077

Council Bill No. 92066

INTROUCED: NOV 15 1971 BY: *Judiciary & Personnel*
REFERRED: NOV 15 1971 TO: *Finance*

RECEIVED:	
REPORTED:	NOV 15 1971
THIRD READING:	NOV 15 1971
PRESENTED TO MAYOR:	NOV 15 1971
SENT TO CITY CLERK:	NOV 15 1971
VETOED BY MAYOR:	
PASSED OVER VETO:	

SEE BACK COVER

Unanimous Vote

YES..... NO.....

PUB
BLDG
ENG
E.O.
A.C.
S.E.
C.C.
LIGHT

THIS IS ORIGINAL - PLEASE HANDLE CAREFULLY

RESTAPLE FROM OTHER SIDE

Ord 101372 -AMENDS SEC 2.

Ord 101464 -RE TO & REGULATING AUTH USE OF PRIVATE VEHICLES ON CITY BUSINESS & AMENDING SEC. 4.

Ord 102666 -FURTHER AMENDS SEC 2.

ORDINANCE 100458

AN ORDINANCE relating to and regulating the use of city owned or leased motor vehicles by city officers and employees, providing for reporting of the authorized use of private vehicles on city business, and repealing Ordinances 67585 and 86428, so far as inconsistent with this ordinance.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. City owned or leased motor vehicles shall be used exclusively for the conduct of municipal business as follows:

(1) Where the normal operations of a city department extend beyond established work headquarters and work hours, and based on the substantiated needs of such department for adequate supervision or job performance, such vehicles may be assigned on the following basis:

(a) Assignment of motor vehicles for a period of one year, corresponding to the annual budget period, to city officials and employees who because of the nature of their work should have vehicles assigned to them, shall be by the Director of the General Services Department, who shall submit such assignments to the Mayor and City Council for confirmation by the fifteenth (15) day of December each year, provided that such confirmation by the City Council shall be effectuated by resolution.

The criteria for the annual assignment of city owned or leased motor vehicles to city officials and employees shall be as follows:

(1) The responsibility of the individual for whom such annual assignment is sought shall be in the area of public safety, health or welfare.

or:

(2) The requirement for motor vehicle assignment has been established through actual performance of the individual in his job in the previous year.

(b) Assignment of vehicles for specified periods of time to

city officers and employees for emergency service, special assignments or other good reason, shall be by the Director of the General Services Department, based upon written justification therefor submitted by department heads requesting such assignment, and approved by the Director of the General Services Department.

Such assigned vehicles shall be used in the conduct of municipal business only, and when authorized in such assignment may be garaged during non-working hours at the residence of the individual to whom assigned.

(2) All other such vehicles shall be available on a pool basis for the conduct of municipal business to officers and employees who have a valid Washington State driver's license, under such rules and regulations as the Director of General Services may prescribe.

(3) Nothing herein shall imply, nor shall any permission be granted to use any city owned or leased motor vehicle for personal purposes, and the transportation of passengers in any such vehicle is prohibited except in the furtherance of municipal business.

The Director of General Services shall review quarterly the assignment and use of all city owned or leased motor vehicles to city department heads, officers and employees, and shall submit a written report on the subject to the Mayor and the City Council.

To assist the Director of General Services in such review, each city department head shall submit to the Director of General Services, not later than fifteen (15) calendar days after the end of each quarterly period, a report on such forms and providing information regarding the use of motor vehicles assigned to persons in his department as may be prescribed by the Director of General Services.

Section 2. No city owned or leased motor vehicles shall be rented or loaned, except to city departments, other governmental agencies, or in conformance with mutual aid agreements. The Director of General Services is

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hereby authorized and directed to prepare and adopt rules and regulations to secure adequate consideration for the use of city owned or leased motor vehicles rented or loaned pursuant hereto, and to secure the return of such motor vehicles in proper condition.

Section 3. It is the policy of the City of Seattle that:

(1) All vehicles shall be purchased in accordance with applicable Charter and ordinance provisions, shall be as economical as is reasonable consistent with their intended use, and shall be maintained in a condition meeting current federal standards relating to air pollution.

(2) An adequate number of larger cars to be used for transporting department heads, officers and employees on official business to destinations which are a substantial distance outside of the city shall be available.

(3) Except for special equipment needed for particular types of city work or determined by the Director of General Services to be necessary for best resale value or decreasing maintenance costs, city owned motor vehicles shall not be equipped with optional or extra equipment.

(4) No promise of having the exclusive use of a city owned or leased vehicle shall be made to any person seeking or being recruited for city employment, and any such promise made prior to the passage of this ordinance is hereby rescinded.

(5) Vehicles assigned to the use of a city department and not in regular daily use shall be returned to the Motor Transportation Division for pool use or reassignment to other city departments requiring the use of such vehicle.

Section 4. Where the use of a city employee's private automobile is determined by a city department head to be more economical than the use of a city owned or leased vehicle and upon written justification therefor submitted by the department head requiring such use to the Director of General

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Services, such department head may authorize the use of such private automobile by such employee solely on city business, and such employee shall be reimbursed for such use in accordance with the applicable rate schedule, payable monthly on vouchers approved by the head of the department concerned; provided, that unless such use includes transportation to a destination or destinations a substantial distance outside the city, the use of a private automobile shall not be determined to be more economical if the amount of reimbursement will exceed the monthly rental rate applicable to a standard motor pool vehicle.

Section 5. The Director of the General Services Department shall develop and implement a procedure for checking out city owned or leased vehicles and billing city departments for the use thereof, which procedure shall limit availability of such vehicles to such officers and employees as shall have been properly authorized to use the same.

Section 6. The administration of this ordinance shall be vested primarily in the Mayor, provided that it shall be the duty of the Director of General Services and other department heads to assist the Mayor in such administration and to furnish to the Mayor and the City Council any information concerning the violation of any of the provisions thereof.

Section 7. That Ordinance 86428 entitled:

"AN ORDINANCE relating to and regulating the use and operation of city owned motor vehicles by city officers and employees and repealing Ordinance 71924", is repealed

and Ordinance 67585 entitled:

"AN ORDINANCE relating to the loan or rental of city equipment, and authorizing the Purchasing Agent to make rules and regulations in respect thereto",

is hereby repealed insofar as inconsistent with the provisions of this ordinance.

(To be used for all Ordinances except Emergency.)

Section 8. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor; otherwise it shall take effect at the time it shall become a law under the provisions of the city charter.

Passed by the City Council the 22 day of November, 1971,
and signed by me in open session in authentication of its passage this 22 day of
November, 1971.

Charles McFarrell
President of the City Council.

Approved by me this 26 day of November, 1971.

Wm. Williams
Mayor.

Filed by me this 26 day of November, 1971.

C. H. Glanderson
Attest: City Comptroller and City Clerk.

(SEAL)

Published.....

By *J. F. Fenton*
Deputy Clerk.

The City of Seattle--Legislative Department

MR. PRESIDENT:

Date Reported
and Adopted

Your Committee on JUDICIARY AND PERSONNEL and FINANCE

NOV 22 1971

to which was referred Council Bill Number 92066

relating to and regulating the use of city owned or leased motor vehicles by city officers and employees, providing for reporting of the authorized use of private vehicles on city business, and repealing Ordinances 67585 and 86428 so far as inconsistent with this ordinance,

RECOMMENDS THAT THE SAME DO PASS.

George E. Coody
Fin.
Chairman

Janette Williams
J & P
Chairman

Committee

Committee