

ORDINANCE No. 118742

COUNCIL BILL No. 111899

Law Department

Sponsored by: The City

Martin Choe

AN ORDINANCE relating to the Executive Services Department; amending Section 3.18.140 of the Seattle Municipal Code; clarifying the procedures for assignment of City owned or leased motor vehicles to City officials and employees; and establishing the criteria for garaging such vehicles at the individual residences of the employees to whom assigned.

OK

Honorable President:

Your Committee on _____

to which was referred the within Co report that we have considered the

10/6/97 Full Council

COMPTROLLER FILE No. _____

Introduced: <u>SEP 22 1997</u>	By: <u>CHOE</u>
Referred: <u>SEP 22 1997</u>	To: <u>Finance & Committee</u>
Referred:	To:
Referred:	To:
Reported: <u>10-6-97</u>	Second Reading:
Third Reading: <u>10-6-97</u>	Signed: <u>10-6-97</u>
Presented to Mayor: <u>10-6-97</u>	Approved: <u>OCT 13 1997</u>
Returned to City Clerk: <u>OCT 14 1997</u>	Published: <u>Full 4pgs</u>
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

111899

Department

PASSED 3-0, AS AMEND.

led by:

The City of Seattle--Legislative Department

Chie

Date Reported
and Adopted

REPORT OF COMMITTEE

ie President:

Committee on

was referred the within Council Bill No.

that we have considered the same and respectfully recommend that the same:

197 Full Council Action: Passed 8-0

(Excused: Noland)



Committee Chair

ORDINANCE 118742

AN ORDINANCE relating to the Executive Services Department; amending Section 3.18.140 of the Seattle Municipal Code; clarifying the procedures for assignment of City owned or leased motor vehicles to City officials and employees; and establishing the criteria for garaging such vehicles at the individual residences of the employees to whom assigned.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Section 3.18.140 of the Seattle Municipal Code is amended as follows:

3.18.140 City motor vehicle fleet.

A. Municipal Use. City owned or leased motor vehicles shall be used exclusively for the conduct of municipal business, except as provided in subsection D of this section.

B. Assigned Vehicles. 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:

1. Assignment of motor vehicles for a period of approximately one (1) year, ~~((corresponding to the annual budget period, or assignment for other specified periods of time,)) and until a superceding assignment is made~~, to City officials and employees who because of the nature of their work should have vehicles assigned to them, and authorization to garage such vehicles at the individual residences of the employees to whom assigned, shall be ~~((by the Executive Services Director (called the "Director" in this section),))~~ pursuant to resolution of the City Council.

2. As soon as practicable after the end of each calendar year, the Executive Services ~~((The))~~ Director (called the "Director" in this section) shall submit ~~((on or before the fifteenth day of December of each year))~~ to the City Council a list of the officials and employees to whom a vehicle should be assigned for the next succeeding ~~((annual budget period))~~ year in accordance with the following criteria:

1 a. The relative cost of having an employee provide his or her own
2 transportation (whether in automobile reimbursement or lost productive time ((~~man hours~~)) is greater
3 than the cost associated with overnight vehicle use; or

4 b. Employees who, on a continuous basis, have primary supervisory
5 responsibility (first called out) in case of an emergency and whose immediate response is required to
6 save life or property, including employees and officials who have responsibilities of implementing the
7 City's disaster plan; or

8 c. Employees who, on a continuous basis, are on call in case of an
9 emergency and who require special tools and equipment carried in their assigned vehicles in order to
10 perform their emergency duties.

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12 3. Assignments of motor vehicles for periods not to exceed two thirty (30) day((s))
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14 employees to whom assigned, may be made by each employee's appointing authority, or by his or her
15 designee, when the need for such an assignment is consistent with the criteria established by this section.

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19 ~~garaged during nonworking hours at the residence of the individual to whom assigned.~~

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21 ~~employee assigned the vehicle shall make it available for other departmental uses. If the assigned~~
22 ~~vehicle is not needed for other departmental uses, it shall be offered to the Director for use on a pool~~
23 ~~basis. The officer or employee may recall the assigned vehicle at any time in case of need.))~~

24 C. Shared Use of City ((Pool)) Vehicles. All City-owned or leased motor ((~~other such~~))
25 vehicles shall be available on a shared ((~~pool~~)) basis for the conduct of municipal business to officers and
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1 employees who have a valid Washington State driver's license, under such rules and regulations as the
2 Director may prescribe.

3 D. Private Use Prohibited. Nothing herein shall imply, nor shall any permission be granted
4 to use any City owned or leased motor vehicle for personal purposes, and the transportation of
5 passengers in any such vehicle is prohibited except in the furtherance of municipal business, provided
6 that City employees may ride directly to and from work in an assigned vehicle when the person to whom
7 the vehicle is assigned and the riding employees are registered with Seattle Transportation
8 ((Department)) as a carpool.

9
10 E. Administration of Motor Pool. The Director shall maintain a central motor pool, for the
11 purpose of providing shared vehicles to meet the short-term transportation needs of City employees who
12 work in the central business district. The Director shall prepare regular quarterly reports on the
13 assignment and use of City vehicles, and such reports shall be reviewed with department representatives
14 in regular quarterly meetings.

15 ~~((1. The Director shall review quarterly the assignment and use of all City owned or~~
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1 Section 2. This ordinance shall take effect and be in force thirty (30) days from and after its
2 approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after
3 presentation, it shall take effect as provided by Municipal Code Section 1.04.020)

4
5 Passed by the City Council the 6th day of October, 19 97, and signed by me in
6 open session in authentication of its passage this 6th day of October, 19 97.

7
8
9
10 President _____ of the City Council

11 Approved by me this 13th day of October, 19 97

12
13
14 Mayor

15 Filed by me this 14 day of October, 19 97.

16
17
18 City Clerk

19 (Seal)



City of Seattle

Norman B. Rice, Mayor
Executive Services Department
Dwight D. Dively, Director

MEMORANDUM

Date: August 21, 1997

To: Honorable Jan Drago, President
Seattle City Council

Via: Judy Bunnell, Acting OMP Director

From: Dwight D. Dively 

Subject: Overnight Vehicle Authorization Legislation

This letter transmits two items of proposed legislation pertaining to the management of fleet services, the annual assignments of City-owned vehicles to City employees, and authorization to garage such vehicles at the individual residences of the employees to whom they are assigned.

The first item is a proposed ordinance amending Section 3.18.140 of the Seattle Municipal Code (SMC). This section establishes the criteria for assignment of overnight vehicles, requires that such assignments be approved by the City Council on an annual basis by resolution, and provides a schedule for the submittal of such requests to the City Council.

The second item is a proposed resolution authorizing the assignment of overnight vehicles to City employees, and authorizing those employees to garage such vehicles at their individual residences during non-working hours, for a period of one year, or until such assignments may be reconsidered by the City Council in 1998.

The proposed amendments to Section 3.18.140 SMC are of a "housekeeping" nature. The schedule for submittal of overnight vehicle requests to the City Council is continued on an annual basis, but the timing of these requests is changed to accommodate the related record keeping requirements. An improved description is provided of the central motor pool, and some language is deleted which dates to the early 1970s, before the management of the City fleet was consolidated in a single City department.

In adopting the 1996 resolution which authorized overnight assignments, the City Council Budget and Finance Committee expressed two concerns: 1) that the cost of take-home City vehicles was in excess of the cost of reimbursing employees to use their private vehicles; and 2) that some City vehicles were being used to commute very great distances. The clear intent of this discussion was that the number of take-home vehicles should be reduced again in 1997.

618 Second Avenue, 12th Floor, Seattle, WA 98104-2214, <http://www.ci.seattle.wa.us>
Tel: (206) 684-0484, TDD: (206) 233-7810, FAX: (206) 684-0188



Honorable Councilmember Jan Drago
Overnight Vehicle Authorization
August 21, 1997
Page 2

In response to the City Council's concerns, ESD has met several times with the fleet coordinators of various City departments, and has solicited their suggestions for reducing the number of take-home vehicles. In the course of these discussions, ESD also prepared a comparison of the cost of using a City vehicle, and the cost of reimbursing each employee who was authorized to take home a City vehicle in 1996 for the use of their private vehicles.

In summary, ESD found that 74% of all take-home vehicles were *not* cost justified in accordance with the criteria established by City ordinance (i.e., that the cost of providing a City-owned vehicle was *greater* than the cost of reimbursing the employee for the use of his or her private vehicle). However, City departments told ESD that take-home vehicles are sometimes necessary to carry the emergency equipment or supplies needed by their employees for emergency response duties. Nonetheless, the total number of overnight vehicle requests was reduced again, for the third straight year, from 103 in 1996, to 96 in 1997.

This year, for the first time, the Seattle Police Department submitted *Overnight Vehicle Assignment Request* forms for all the thirty-one (31) officers of the Motorcycle Unit, and the fourteen (14) officers of the Canine Unit, who also take their City vehicles home. Our Labor Relations staff advises that this is a long-standing past practice which could only be changed in the context of contract negotiations. ESD has added a paragraph to this year's resolution that authorizes these officers to take home their City vehicles, and proposes to continue this authorization on an annual basis, or until directed to take other action by the City Council.

We have enclosed a report of take-home vehicle usage by all City departments during 1996, and the proposed ordinance and resolution. The *Overnight Vehicle Assignment Requests* for all positions are available for your review if so desired. If you would like any additional information, or an individual briefing in this matter, please contact Dave Kerrigan at 684-0142, or Dave Barber at 684-0400. Thank you.

DDD:db:gat

Attachments

ESD Fleet Services
1996 Take-Home Vehicle Utilization

Department and Position Title	Incumbent On 9/30/96	1st Quarter 1996		2nd Quarter 1996		3rd Quarter 1996		4th Quarter 1996		Average Use Per Qtr	
		Emerg Use	Non-Emerg Use	Emerg Use	Non-Emerg Use	Emerg Use	Non-Emerg Use	Emerg Use	Non-Emerg Use	Emerg Use	Non-Emerg Use
Electric Service & Construction Superv (North)	R. Sugden	2	0	3	0	0	0	3	2	2.0	0.5
Electric Service & Construction Superv (North)	D. Melrose	3	1	3	2	2	2	3	1	2.8	1.5
Electric Service & Construction Superv (North)	D. Mimier	16	0	10	0	7	1	13	2	11.5	0.8
Electric Service & Construction Superv (South)	W. Lewing	13	18	9	5	8	6	15	8	11.3	9.3
Electric Service & Construction Superv (South)	J. Harris	4	0	12	0	11	7	11	0	7.0	1.8
Electric Service & Construction Superv (South)	J. Martos	9	0	16	2	5	1	6	5	9.0	2.0
Electric Service & Construction Superv (South)	R. Pontow (temp)	No Log Received	2	2.0	6.0						
Electric Service & Construction Manager (North)	R. Siverson	5	3	5	2	2	4	7	1	4.8	2.5
Electric Service & Construction Manager (South)	A. Powell	0	1	2	2	4	8	4	4	2.5	3.8
Network Supervisor	W. Challenger	5	5	6	4	8	5	No Log Received	No Log Received	4.8	3.5
Network Supervisor	P. Eng	7	0	9	1	2	3	3	7	5.3	2.8

Engineering [19]

Asphalt and Equipment Pool Supervisor	R. Stevenson	6	4	3	9	4	8	11	14	6.0	8.8
City Traffic Engineer	B. Patton	9	3	5	14	No Log Received	No Log Received	No Log Received	No Log Received	7.0	8.5
Commercial Vehicle Enforcement Manager	D. Smith	2	11	4	13	3	13	6	13	3.8	12.0
Commercial Vehicle Enforcement Officer	J. Britsch	0	20	0	34	0	29	0	45	0.0	32.0
Commercial Vehicle Enforcement Officer	D. Storm	0	30	0	38	0	35	0	44	0.0	36.8
Communications Officer	C. Thompson	5	1	3	1	No Log Received	No Log Received	0	0	2.7	0.7
Director of Street Operation	Vacant	No Log Received	N/A	N/A							
Electrical Systems Manager	P. Thordarson	0	14	1	10	0	16	No Log Received	No Log Received	0.3	13.3
Paving and Equipment Manager VI	J. Pacheco	5	4	4	5	3	6	No Log Received	No Log Received	4.0	5.0
Safety Officer	B. Forch	4	3	4	17	No Log Received	No Log Received	No Log Received	No Log Received	4.0	10.0
Signal Operations Engineer	J. Hendrickson	2	8	4	14	No Log Received	No Log Received	No Log Received	No Log Received	3.0	11.0
Signal Electrician Crew Chief	R. Bachmann	3	7	No Log Received	3.0	7.0					
Signal Operations and Maintenance Manager	B. Kemper	2	32	3	24	3	24	No Log Received	No Log Received	2.5	28.0
Street Maintenance Supervisor (North)	L. Buxton	4	6	0	8	0	8	No Log Received	No Log Received	1.3	7.3
Street Maintenance Supervisor (South)	V. Yamasaki	4	5	4	14	0	9	8	6	4.0	8.5
Street Maintenance Supervisor (Nights/Wkends)	J. Emanuel	6	11	0	15	No Log Received	No Log Received	No Log Received	No Log Received	3.0	13.0
Traffic Control Program Manager	H. Jack	6	3	10	0	0	10	4	8	5.0	5.3
Traffic Operations Manager	G. Wilhelm	3	19	5	16	1	22	8	11	4.3	17.0
Traffic Operation Field Investigator	F. Nelson	0	17	0	26	0	39	0	33	0.0	28.8

Drainage and Wastewater Utility [3]

Sewer Maintenance Manager VI	M. Octavo	4	0	6	0	5	0	No Log Received	No Log Received	5.0	0.0
Wastewater Collection District Crew Chief	C. Cox	4	1	2	2	5	1	No Log Received	No Log Received	3.7	1.3
Wastewater Collection District Crew Chief	H. Smith	4	4	6	3	6	3	No Log Received	No Log Received	5.3	3.3

ESD Fleet Services
1996 Take-Home Vehicle Utilization

Department and Position Title	1st Quarter 1996		2nd Quarter 1996		3rd Quarter 1996		4th Quarter 1996		Average Use Per Qtr	
	Emerg Use	Non-Emerg Use	Emerg Use	Non-Emerg Use						
<u>Police Department (32)</u>										
Chief of Police	0	24	0	17	0	42	0	28	0.0	27.8
Assistant Chief, Investigations Bureau	2	17	0	14	1	17	1	21	1.0	17.3
Assistant Chief, Family & Youth Prot Bureau	1	17	0	19	5	38	0	39	1.5	27.8
Assistant Chief, Operations Bureau	6	69	6	56	6	14	7	18	6.3	39.3
Assistant Chief, Prof Responsibility Bureau	1	23	1	21	6	27	0	18	2.0	17.8
Assistant Chief, Support Bureau	2	25	1	13	1	15	0	20	0.8	18.3
Director, Community Policing Bureau	0	27	2	50	0	30	0	27	0.5	33.5
Police Captain, Communications	6	17	6	18	5	15	14	15	7.8	16.3
Police Captain, Dom Violence/Child Abuse/SA	0	25	1	12	3	16	3	20	1.8	18.3
Police Captain, East Precinct	4	19	1	16	4	16	5	16	3.5	16.8
Police Captain, Internal Investigations	5	22	5	19	1	17	8	21	4.8	19.8
Police Captain, Metropolitan Section	3	5	2	5	2	9	0	4	2.5	5.8
Police Captain, Narcotics Section	2	8	6	6	4	11	3	15	3.8	10.0
Police Captain, North Precinct	0	29	0	12	3	18	2	11	1.3	17.0
Police Captain, Property Crimes	5	5	10	10	4	11	4	10	4.5	9.0
Police Captain, South Precinct	2	26	4	40	5	24	6	24	4.3	28.5
Police Captain, Special Deployment Section	5	5	4	4	3	4	3	0	3.8	3.3
Police Captain, Training Procedures and Audit	0	15	0	10	0	11	0	8	0.0	11.0
Police Captain, Vice Section	10	1	2	7	2	8	0	10	1.0	8.8
Police Captain, Violent Crimes	0	9	0	1	6	1	5	4	7.3	1.8
Police Captain, Youth Crimes	4	11	1	13	2	12	2	13	2.3	12.3
Police Lieutenant, West Precinct	0	25	0	10	0	11	0	13	0.0	15.3
Police Lieutenant, Special Deployment	0	33	0	28	0	13	0	23	0.0	24.3
Police Lieutenant, Gang Unit	10	0	10	0	14	0	17	0	12.8	0.0
Police Lieutenant, Homicide Unit	10	0	11	0	20	0	17	0	14.5	0.0
Duty Sgt/Detectives, Homicide and Assault	6	16	6	20	5	17	5	11	5.5	16.0
Police Lieutenant, Special Deployment Unit	10	0	9	1	12	1	8	2	9.8	1.0
Police Lieutenant, Fraud/Explosives Squad	25	3	22	4	74	2	29	2	37.5	2.8
Police Sergeant, Fraud/Explosives Squad	25	3	25	4	63	2	25	2	34.5	2.8
Police Detective, Bomb Squad	10	0	18	0	10	0	14	0	13.0	0.0
Duty Detectives, Accident Investigation Section	11	1	9	0	20	0	15	0	13.8	0.3
Public Information Officer										
<u>Executive Services (4)</u>										
Emergency Preparedness Administrator										
Emergency Preparedness Officer										
Emergency Preparedness Officer										
Investment Officer										
No Log Received										

S. Brown
S. Marten
L. Johnson
R. Rich/P. Foster

* Average Based On 3 Quarters
** Average Based On 2 Quarters
*** Average Based On 1 Quarter

ROUTING SLIP FOR REQUEST FOR LEGISLATIVE ACTION

Originating Department: Executive Services Department

Council Sponsor:
 Council Committee:

Date: August 25, 1997

Subject: AN ORDINANCE relating to the Executive Services Department; amending Section 3.18.140 of the Seattle Municipal Code; clarifying the procedures for assignment of City owned or leased motor vehicles to City officials and employees; and establishing the criteria for garaging such vehicles at the individual residences of the employees to whom assigned.

Please reroute legislation in the order listed below:			
Originator:	Dave Barber	Tel. No.:	
Division:	Fleet Services		
Typist:	Eric Tugublimas		
Reviewing Parties		Date Received	Date Forwarded
	Name Tel No.		
ESD:		____/____/____	____/____/____
		____/____/____	____/____/____
OMP:		____/____/____	____/____/____
		____/____/____	____/____/____
Law:		____/____/____	____/____/____
		____/____/____	____/____/____



City of Seattle

97-233

Norman B. Rice, Mayor
Executive Department - Office of Management and Planning
Judy Bunnell, Director

August 27, 1997

The Honorable Mark Sidran
City Attorney
City of Seattle

OK file 9/10/97

COPY RECEIVED
97 AUG 28 AM 10:09
SEATTLE CITY ATTORNE

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING DEPARTMENT: Executive Services Department

SUBJECT: AN ORDINANCE relating to the Executive Services Department; amending Section 3.18.140 of the Seattle Municipal Code; clarifying the procedures for assignment of City owned or leased motor vehicles to City officials and employees; and establishing the criteria for garaging such vehicles at the individual residences of the employees to whom assigned.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMP. Any specific questions regarding the legislation can be directed to Monica Power at 684-8076.

Sincerely,

Norman B. Rice
Mayor

by

JUDY BUNNELL
Director

h:\admin\legis\law\trs\power19

Enclosure

Seattle Municipal Building, 600 Fourth Avenue, Seattle, WA 98104-1826
Tel: (206) 684-8080, TDD (206) 684-8118, FAX: (206) 233-0085

An equal-employment opportunity, affirmative action employer. Accommodations for people with disabilities provided on request.



ORDINANCE _____

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1 Passed by the City Council the _____ day of _____, 19 ____ and signed by me in
2 open session in authentication of its passage this _____ day of _____, 19 ____.

3
4 _____
5 President _____ of the City Council

6 Approved by me this _____ day of _____, 19 ____.

7
8 _____
9 Mayor

10 Filed by me this _____ day of _____, 19 ____.

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12 _____
13 City Clerk

14 (Seal)
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City of Seattle

ORDINANCE 118742

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A. Municipal Use. City owned or leased motor vehicles shall be used exclusively for the conduct of municipal business, except as provided in subsection D of this section.

B. Assigned Vehicles. 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:

1. Assignment of motor vehicles for a period of approximately one (1) year, (corresponding to the annual budget period, or assignment for other specified periods of time,) and until a succeeding assignment is made, to City officials and employees who because of the nature of their work should have vehicles assigned to them, and authorization to garage such vehicles at the individual residences of the employees to whom assigned, shall be (by the Executive Services Director (called the "Director" in this section)) pursuant to resolution of the City Council.

2. As soon as practicable after the end of each calendar year, the Executive Services (Fleet) Director (called the "Director" in this section) shall submit (on or before the fifteenth day of December of each year) to the City Council a list of the officials and employees to whom a vehicle should be assigned for the next succeeding (annual budget period) year in accordance with the following criteria:

a. The relative cost of having an employee provide his or her own transportation (whether in automobile reimbursement or lost productive time (man hours)) is greater than the cost associated with overnight vehicle use; or

b. Employees who on a continuous basis have primary supervisory responsibility (first called out) in case of an emergency and whose immediate response is required to save life or property, including employees and officials who have responsibilities of implementing the City's disaster plan; or

c. Employees who, on a continuous basis, are on call in case of an emergency and who require special tools and equipment carried in their assigned vehicles in order to perform their emergency duties.

3. Assignments of motor vehicles for periods not to exceed two thirty (30) day(s) consecutive periods, and authorization to garage such vehicles at the individual residences of the employees to whom assigned, may be made by each employee's appointing authority, or by his or her designee, when his need for such an assignment is consistent with the criteria established by this section.

(3. Except as provided in subsection D of this section, such assigned vehicles shall be used in the conduct of municipal business only, and when authorized in such assignment

OF WASHINGTON - KING COUNTY

Clerk

—SS.

No. ORDINANCE IN

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:ORD 118742

was published on

10/24/97

The amount of the fee charged for the foregoing publication is the sum of \$, which amount has been paid in full.

H. Patterson

Subscribed and sworn to before me on

10/24/97

Notary Public for the State of Washington, residing in Seattle