

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: _____ 15.

Date of Request: October 3, 2008

Date Request Received: October 3, 2008

Board Meeting Date Requested: October 10, 2008

Board Meeting Date Assigned: October 10, 2008

Short Title: A Resolution Approving A Pender County Vehicle Commuting Policy

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed -- see attached
 - Request on hold -- no further information needed
 - Other:

Background: At the September 15, 2008 meeting the Board requested the County Manager draft a policy governing using county-owned vehicles for commuting purposes. Two options are attached.

Option I prohibits any county-owned vehicles from being used to commute outside of Pender County, other than for occasional use where efficiency or cost savings would result. Employees who reside outside of Pender County would have to park their commuting vehicle within Pender County, and drive their personal vehicle from that point to their home.

Option II also prohibits any county-owned vehicles from being used to commute outside of Pender County, but it grandfathers existing employees allowing them to continue commuting out of county, until such time as they transfer or get promoted to a new position.

Note: Both options exempt law enforcement vehicles from out of county commuting due to unique operational needs, however they do reference compliance with operational rules established by the Sheriff.

Both options provides that only the Board of Commissioners shall have the authority to authorize positions that are approved for using a county vehicle for commuting purposes. The BOCC may desire to amend the draft policy and delegate this authority to the County Manager.

Specific Action Requested: To review and discuss, then consider a resolution to approve the policy attached, either as presented or as amended after discussion.

Requested by: Rick Benton
Department: County Manager's Office
Title: County Manager
Contact Phone: 910.259.1200
Contact Fax: 910.259.1402

(Administrative Use Only)

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental -- County as Grantee
 - Federal Grantor
 - State Grantor
 - Grantor
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

PURCHASING Budgeted Item: Yes No
 Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: _____
 Signed: _____

ATTORNEY Reviewed and Approved
 Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: _____
 Signed: _____

FINANCE Sufficient Funds Available Not Available
 Date Rec'd: Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: _____
 Signed: _____

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
 At meeting on

MANAGER'S RECOMMENDATION:

I respectfully recommend approval of Option I, subject to BOCC discussion.

DB
Initials

RESOLUTION: NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the proposed Option I [Option II] Pender County Policy Regarding the Use of County Vehicles for Commuting be approved as presented (or as amended following discussion), and

BE IT FURTHER RESOLVED that the following Pender County position classifications are approved for commuting purposes: Public Health Animal Control Officers; Tax Appraisers; Emergency Management Director, Assistant Director and Deputy Fire Marshal; Public Utilities Director, Supervisor and Maintenance Technicians; Sheriff, Major/Chief Deputy, Deputy Sheriff, Detective, Detention Captain.

ADMENDENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Williams ___ Tate ___ Blanchard ___ Brown ___ Rivenbark ___

James David Williams, Jr., Chairman Date

ATTEST Date

COMMUTING POLICY: OPTION I

This draft requires BOCC approval to allow a county vehicle to be used for commuting purposes, other than on an occasional basis (for efficiency and cost saving purposes). Further, it prohibits any out of county commuting with county vehicles. Employees who are approved for commuting with a county vehicle would have to park their vehicles within Pender County, and commute the remainder of the way to their home in a personal vehicle. Law enforcement vehicles are exempt from the prohibition of out of county commuting, but are subject to operational rules and regulations established by the Pender County Sheriff.

PENDER COUNTY

Policy Regarding Use of County Vehicles for Commuting

Purpose: To establish a policy governing the use of county vehicles for commuting purposes for Pender County Government.

Scope: This policy applies to all Pender County vehicles and employees.

Policy: Pender County owned vehicles are provided for and shall be utilized for official County business only. There are certain situations where it is in the County's best business interest for certain critical positions to have access to a County vehicle for commuting purposes. The Board of Commissioners shall have the sole authority to determine those critical positions, which shall be designated as such by resolution.

The following conditions shall apply to employees commuting in County owned vehicles:

- a. No employee shall use a County owned vehicle for commuting purposes outside of Pender County.
- b. Vehicles used for commuting shall be kept in a safe and secure place on nights and weekends.
- c. No employee shall use a County owned vehicle for personal use.
- d. The County will follow Internal Revenue Service regulations concerning the use of employer-provided vehicles.
- e. Occasional use of a County owned vehicle for commuting may be authorized by the County Manager or Department Head where it is deemed to be in the best interest of the County, where it will serve to reduce travel time, compensatory time or overtime or otherwise improve efficiency in the conduct of County business.
- f. Vehicles used for law enforcement purposes shall be exempted from Section a., however they are subject to operational rules and regulations established by the Pender County Sheriff.

Effective Date: This policy shall supersede all previous County policy which relate to the use of county vehicles for commuting.

Adopted this the _____ day of _____, 2008.

COMMUTING POLICY: OPTION II

This draft is the same as OPTION I, but it "grandfathers" existing employees who commute out of the County, unless they are transferred or promoted to a new position.

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Policy: Pender County owned vehicles are provided for and shall be utilized for official County business only. There are certain situations where it is in the County's best business interest for certain critical positions to have access to a County vehicle for commuting purposes. The Board of Commissioners shall have the sole authority to determine those critical positions, which shall be designated as such by resolution.

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- a. No employee shall use a County owned vehicle for commuting purposes outside of Pender County.
- b. Vehicles used for commuting shall be kept in a safe and secure place on nights and weekends.
- c. No employee shall use a County owned vehicle for personal use.
- d. The County will follow Internal Revenue Service regulations concerning the use of employer-provided vehicles.
- e. Occasional use of a County owned vehicle for commuting may be authorized by the County Manager or Department Head where it is deemed to be in the best interest of the County, where it will serve to reduce travel time, compensatory time or overtime or otherwise improve efficiency in the conduct of County business.
- f. Existing County employees (as of the effective date of this policy) who commute out of Pender County shall be exempt from this policy, until such time as they transfer or are promoted to a new position.
- g. Vehicles used for law enforcement purposes shall be exempted from Section a., however they are subject to operational rules and regulations established by the Pender County Sheriff.

Effective Date: This policy shall supersede all previous County policy which relate to the use of county vehicles for commuting.

Adopted this the _____ day of _____, 2008.

County Vehicle Commuting Information

<u>Department</u>	<u># Employees Commuting with County Vehicles</u>	<u># Daily Commuting Miles</u>	<u>Explanation</u>
Coop. Ext.	0		
Library	0		
Elections	0		
Public Health	3 (Animal Control Officers)	126	Commissioner Resolution due to 24/7 response
Emergency Manage.	3 (Director, Asst. Director, Dep. FM)	92	1998 CM Memo-due to 24/7 response
DSS	0		
Housing	0		
Public Works	0		Occasional: Tony Clewis goes to Lowe's/Hampstead
Planning	0		Occasional: Trip next day/Late inspection, etc. to reduce comp/overtime
Public Utilities	5 (W/S Sup. & Techs; Director)	269	24/7 response; Mack-employment agreement
Tax	3 (Appraisers)	81	Don't commute daily; from home go to field daily
Sheriff	52	NA	24/7 response; on duty when check in on shift
Finance	0		
Register of Deeds	0		
Veterans	0		
IT	0		
Total:	66 (14 excl. Sheriff)	568/day (excl. Sheriff)	

Fuel Cost Estimate (Excl. Sheriff): 568 miles per day/15mpg per vehicle x \$3.75/gallon=\$142 per day cost x 260 work days/year=\$36,920 annually

Current County owned vehicles used for commuting:

Sheriff's Department: Sheriff (1), Chief Deputy (1), Patrol (27), Investigations (13), Support (9), Jail (1)
[10 commute outside Pender County]

Emergency Management: Director (1), Assistant Director (1), Asst. Fire Marshal (1) [1 commutes outside Pender County]

Public Health Department: Animal Control (3) [0 commute outside County]

Public Utilities Department: Director (1), Water-Sewer Technicians (4) [2 commute outside Pender County]

Tax Appraiser's Office: Appraisers (3) [3 commute outside Pender County]

Notes:

- 1) Some departments occasionally drive a county vehicle home, such as when leaving for a out of county trip the next morning, rather than coming to office then leaving, etc.; or when out in p.m. and close to home-may not drive back to Burgaw. This saves comp time or overtime pay.
- 2) Employees commuting with county vehicles must report \$3/day income on their W-2 for tax purposes. Emergency service employees are exempt from this.