

TO: SL County Council
FROM: Dina Blaes, Mayor's Financial Administration
DATE: April 23, 2019
RE: Proposed technical amendments to countywide Policy 1350 Vehicle Policy

The attached copy of *Policy 1350 Vehicle Policy* was approved by the County Council on December 11, 2018. The policy was the topic of training with county fiscal managers on January 11, 2019. As a result of feedback received during the training, the following technical amendments were presented to and approved by the Fleet Management Board on March 26, 2019 and by the Steering Committee on April 22, 2019:

Page 17 – *Section 18.2.1 County mileage rate.*

18.2.1 County offices, departments, and divisions may establish their own rates by preparing a written policy and obtaining written approval from the elected official that oversees the organization. Upon approval, such rate shall be understood to be the County mileage rate for the organization covered by the policy. Such alternate rates must be reported to the Board and to the Mayor's Financial Administration.

Approved Technical Amendment: Eliminate this paragraph.

Argument: Our system does not easily allow multiple mileage rates within the single earnings code. The existing rate cannot be overridden in the pay sheets because the information is imported from the Time & Labor system. Finally, we cannot create codes for individual divisions because the Time Reporting Code system does not accommodate inputs at the division level.

Page 19 – *Section 20.5 Coverage during authorized travel between home and work.*

20.5 Subject to any statutory limitations, personal injuries that occur during the authorized driving of a County vehicle between home and work shall be covered pursuant to Section 18.3 of this policy. This applies even if the user was negligent or if the use is otherwise considered personal use.

Approved Technical Amendment: Reference to Section 18.3 should read, Section 20.3.

Attachments:

Policy 1350 Vehicle Policy (approved by Council on 12/11/2018)
Redline with proposed technical amendments
Clean copy of the policy