



S T A F F R E P O R T

DATE: December 19, 2018
TO: The Honorable Board of Supervisors
FROM: Steve Dunncliff, Deputy Chief Executive Officer
RE: List of Personnel Authorized to Use County Vehicles for Work-to-Home/Home-to-Work

Mendocino County Code Chapter 3.12.060, the County Vehicle Policy, directs that upon the recommendation of the Chief Executive Officer (CEO) or his/her designee, the Board of Supervisors shall approve an annual list of employees authorized to use a County vehicle for work-to-home/home-to-work use, when such use is determined to be in the best interest of the County. "In the best interest of the County" is defined as "those vehicle assignments that are cost-effective to the County, enhance service to the public and better provide for public safety, and can stand the test of public scrutiny".

Mendocino County Code Chapter 3.12.060(C) sites examples of approved reasons or circumstances that the department head may submit a request for approval including: 1) The employee is on call for service in emergencies related to loss of life or property, and is required to respond directly to a site other than the employee's normal place of employment, and such response is of an emergency nature; and/or 2) The department head certifies that recurring, daily or continual work-to-home/home-to-work use by the identified employee is necessary for the safe and/or efficient conduct of County business.

On or before the first Board of Supervisors meeting in January of each year, department heads requesting approval for home garaging a County vehicle are to submit their requests to the Chief Executive Officer, who has the responsibility to submit a list of such requests, along with his/her recommendations, to the Board of Supervisors for approval. The CEO and Board of Supervisors shall be authorized to approve or disapprove requests for a period not to exceed one (1) year.

Departments were asked to provide a list of employees requested for use of County vehicles for work-to-home/home-to-work use, including the following information supporting each request:

- ☐ Name of employee
- ☐ Verification that the employee is authorized to operate a County vehicle
- ☐ The location where the vehicle will be parked, if other than at the employee's home address on record with Human Resources
- ☐ The employee's classification or position
- ☐ Information sufficient to identify the County-owned or leased vehicle
- ☐ The estimated frequency, reason, justification, and/or circumstance for which such use is requested

Once requests were received, staff compared those requests that were approved and authorized for 2018. Any new requests were further scrutinized and considered, with departments being asked to clarify the frequency of use, and whether the use was “recurring or sporadic”. Staff determined that language within the adopted ordinance specifically addressed those vehicle use types that were infrequent and are appropriately governed by Mendocino County Code Section 3.12.050, “*Use of County Vehicles Outside Regular Working Hours Without Prior Authorization*” – (A) A County vehicle may only be used outside an employee’s regular working hours without prior authorization when the employee is either returning from an officially authorized trip after regular working hours or leaving before regular working hours; and (B) A County vehicle may be parked at the employee’s home for travel to or from a pre-authorized meeting or event when such home garaging is deemed necessary or expedient for such travel. Therefore, those requests that fell into this category were removed from the list submitted from consideration, with the consent of each department.

The County Executive Office is submitting the requests that met the justification as set forth in the ordinance and demonstrated that the employee was on call for service in emergencies and was required to respond directly to a site other than the employee’s normal place of employment; and/or that recurring, daily or continual work-to-home/home-to-work use by the identified employee was necessary for the safe and/or efficient conduct of County business.

The list submitted for approval does not contain any personal employee information (i.e., name and home address), in order to protect the privacy of County employees (the County Executive Office possesses the list with all information included). The requests being presented to the Board of Supervisors includes the name of the department, the employee classification or position, the vehicle identification information, the justification, and the Chief Executive Officer’s recommendation regarding each request.

Staff is requesting that the Board of Supervisors approve the recommended list of personnel authorized to use County vehicles for work-to-home/home-to-work travel for 2019.