



Memorandum

TO: MAKING GOVERNMENT WORK
BETTER COMMITTEE

FROM: Peter Jensen

SUBJECT: TRANSPORT VEHICLE AUDIT

DATE: November 12, 2004

Approved

Date

RECOMMENDATION

That the Committee accept this status report on follow-up actions related to the transport vehicle audit, and direct staff to return to the Committee as soon as possible with a final policy for the Committee's review.

BACKGROUND

"An Audit of the Utilization and Replacement of the City's Transport Vehicles" was presented to the Making Government Work Better (MGWB) Committee on June 9, 2004. The report made a series of recommendations regarding the assignment and use of City-owned transport vehicles.

The Administration agreed to these recommendations, and proposed that a new policy be established that would clearly define mileage and usage standards, and would consider a number of factors to be used in considering whether to assign City vehicles on a working day basis.

The Committee accepted the recommendations in the report that were unrelated to the mileage threshold issue and directed staff to work closely with employees and other stakeholders in developing a new policy.

ANALYSIS

At the MGWB Committee meeting of October 21, a draft policy was presented for the Committee's review. The Committee requested that staff provide a summary of the changes made from the existing applicable policies to help their understanding of the key elements of the new policy. The summary is included in this report as Attachment A.

The draft policy provided to the Committee generated a great deal of feedback and suggestions from departments and employee representatives, primarily related to the process for requesting exceptions to the minimum mileage standards, and what factors would be considered in determining whether exceptions would be granted. The Administration will be making changes to the draft policy based on that feedback. The changes are likely to be consistent with the Administration's original audit response, which suggested that exceptions should be considered based on factors such as service delivery and employee safety.

As was stated in the response, “. . . taking into consideration the various factors mentioned in this response, it is very unlikely that the new policy will result in removing 306 vehicles, the maximum number suggested in the audit. As a result, we do not expect these changes to result in the level of maximum savings presented in the audit.”

We are also aware that the Council approved a \$600,000 budget reduction related to anticipated savings related to this audit. General Services is actively working with departments on making further reductions to the fleet through improved utilization and other methods. The final policy must allow the flexibility to achieve the budgeted savings through some fleet reduction and other methods which will produce expenditure savings. However, it must also ensure that the City is able to deliver services in the most optimal way and to protect the safety of its employees. We continue to work diligently to ensure that the policy, and the way in which the policy is implemented, will allow us to achieve both goals.

Peter Jensen
Assistant to the City Manager