

## COUNTY OF UNION

## OFFICE OF THE COUNTY MANAGER

Alfred J. Faella, County Manager

TO:

Department Heads and Constitutional Officers

BOARD OF CHOSEN FREEHOLDERS

FROM:

Alfred Faella, County Manager

DATE:

April 30, 2012

ALEXANDER MIRABELLA Chairman

LINDA CARTER
Vice Chairman

RE:

Assignment of Non-Motor Pool Vehicles

ANGEL G. ESTRADA

ANGEL G. ESTRADA

CHRISTOPHER HUDAK

MOHAMED S. JALLOH

BETTE JANE KOWALSKI

DEBORAH P. SCANLON

DANIEL P. SULLIVAN

VERNELL WRIGHT

ALFRED J. FAELLA County Manager

ROBERT E. BARRY, ESQ. County Counsel

JAMES E. PELLETTIERE Clerk of the Board As you know I am in the process of implementing the recommendations made by the Efficiency Taskforce. To date, we have begun to eliminate personal printers, reduce the number of cell phones/blackberrys, promote the use of generic toner and limit the choices available for the purchase of office supplies and stationary.

With these recommendations in various stages of implementation I am now ready to focus on reducing the number of portal to portal vehicle assignments and authorize a fuel consumption policy for those positions with 24/7 responsibilities. The Efficiency Taskforce agrees that these two items will generate savings by reducing fuel consumption and reimbursement for personal mileage by promoting use of pool vehicles.

To that end, effective Friday, June 1, 2012, assignments of non-motor pool vehicles shall be restricted to the following titles:

County Manager

Deputy County Manager

County Counsel
Department Directors
Constitutional Officers
First Assistant Prosecutor

**Undersheriffs** 

County Police Chief OEM Coordinator

Superintendent Juvenile Detention

Center

Medical Examiners County Engineer

Division Director of Public Works Division Director of Park Maintenance Division Director of Facilities Maintenance

Bureau Chief of Shade Tree

Runnells Building Superintendant

Additionally, effective June 1<sup>st</sup> those titles will now be required to contribute towards their fuel consumption. All non-motor pool vehicle operators will be provided a yearly gas allotment equivalent to two (2) full tanks of gas per month. Additional gas allotments may be approved for operators who have extensive use during work hours in the performance of their duties. The

ADMINISTRATION BUILDING

Division of Motor Vehicles will provide you with a monthly report of your fuel consumption and allotment balance. All non-motor pool users will be expected to pay for their fuel if/when their annual fuel allotment is exhausted.

Effective June 1<sup>st</sup>, those individuals/titles currently assigned a non-motor pool vehicle but not appearing on the revised list will no longer have the use of a portal to portal vehicle. Rather, these employees will have access to a dedicated pool car during their normal business day.

Please notify your affected staff of these policy changes. The Department of Administrative Services will work with each Director to ensure that pool cars are available. The County expects employees to use a pool car for County business during working hours. Employees will not be reimbursed for mileage or expenses unless a request has been made for a pool car and no car is available. Finally, while this Policy is applicable only to non-unionized employees at this time, it is our intent to reduce, to the extent practicable, portal to portal vehicles currently assigned to bargaining unit members as part of the negotiations process.

There are two exceptions to this change. First are our OEM responders in marked emergency vehicles stocked with equipment. Second, any staff whose responsibilities routinely require that their work day commences at a non fixed county facility, such as a park.

If you have any questions, please contact the Director of the Department of Administrative Services Matt DiRado at ext. 4160.

## **COUNTY OF UNION**

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