



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** October 18, 2022

**ITEM:** Discussion Regarding A New City Vehicle Use Policy

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Staff discussion with City Council regarding a new proposed policy for City vehicle use.

#### **BACKGROUND:**

The prior policy for City vehicle use was adopted in 2004. Staff has prepared a new policy for use of City vehicles. Areas covered by the policy include:

- Policy for Take-Home Vehicles
- Vehicle and Equipment Use Guidelines
- Use of a Personal Vehicle for City business
- Vehicle Operation Monitoring
- Motor Vehicle Accidents
- Maintenance of City Vehicles

The Take-Home Vehicle Policy provides for the City Manager to approve this use by various employees including Public Safety employees and employees who are on an on-call rotation to respond back to the City for emergency situations (such as for utilities, streets, and traffic functions). Staff will discuss the proposed policy with City Council at the worksession.

#### **BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The proposed policy is presented for discussion with City Council, and the City Manager recommends bringing a finalized version of the policy to a future meeting for Council approval.

**ATTACHMENTS:** (1) Draft New Vehicle Use Policy; (2) Current City Vehicle Use Policy

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*