

**WOODLAND PARK CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
MEETING MINUTES
October 5, 2018 – 7:00 P.M.**

1. CALL TO ORDER AND ROLL CALL: Mayor Levy called the meeting to order at 7:00 P.M. with the following members of Council present: Mayor Pro-tem Harvey, Val Carr, Ken Matthews, and Noel Sawyer. Councilmember Schafer and Saunier were absent.

2. PLEDGE OF ALLEGIANCE: The Boy Scouts from Pack 20 led the Council in the Pledge of Allegiance and Mayor Levy presented the Scouts with Mayor Pins.

The following Staff Members were also in attendance for this meeting:

City Manager David BATTERY
City Clerk Suzanne Leclercq
Finance Director Mike Farina
Utilities Director Kip Wiley
City Attorney, Erin Smith

Public Works Director Ben Sheets
Police Chief Miles DeYoung
Special Projects Jane Mannon
Deputy City Clerk Chrissy Stapleford
Fleet Mechanic Mark Mackel

3. CEREMONIES, PRESENTATIONS AND APPOINTMENTS:

A. Appointments to the Keep Woodland Park Beautiful Committee, Parks & Recreation Advisory Board and the Woodland Park Personnel Board.

City Clerk Suzanne Leclercq reviewed with the Council that there are currently three vacancies on the Keep Woodland Park Beautiful Committee. Leclercq noted that pursuant to Council's policy the vacancies have been advertised. Leclercq noted that the City Clerk's Office had received two applications for these positions. One application was for Randy Emerson who was in the audience this evening and the other was from Kimberly Raney who was not able to attend this Council meeting. Leclercq noted that the applications were attached for Council's review and if appointed that she was able to administer the Oath of Office this evening to Mr. Emerson.

City Clerk Leclercq also reviewed with Council that Marty McKenna had resigned from the Parks and Recreation Advisory Board in July. As a result of this resignation there is currently one vacancy on the advisory board. Leclercq noted that pursuant to Council's policy the vacancies have been advertised. Leclercq noted that the City Clerk's Office had received an application from Randy Emerson for this position. Leclercq stated that if Council desired to appoint Mr. Emerson this evening she was prepared to administer the Oath of Office to him this evening.

Council interviewed Mr. Emerson and Mr. Emerson shared with the Council the reasons he was interested in serving on these boards.

MOTION: To appoint Randy Emerson and Kimberly Raney to the Keep Woodland Park Committee and to appoint Randy Emerson to the Parks and Recreation Advisory Board. Carr/Matthews. Motion carried 5-0.

Leclercq reviewed with the Council that there are currently three vacant position on the Woodland Park Personnel Board. Leclercq noted that pursuant to Council's policy she has advertised for this

position. Leclercq noted that the City Clerk's Office had received five applications for these three positions. Applications were received from Bob, Carlsen, Sherry Carr, Peggy Fields, Jason DeVaux and Bill Edie. Leclercq noted that as of the date of her Staff Report Mr. Edie had withdrawn his application.

Council decided to interview the four remaining candidates and decided to have the candidates not being interviewed to be sequestered. Council also decided that the vote would take place by paper ballot.

Mayor Levy spoke with Councilmember Carr and asked him if he thought he should recuse himself because one of the applicants was his wife Sherry. Councilmember Carr stated that he felt there was no conflict of interest and would be able to make an impartial decision.

The Council interviewed Peggy Fields, Jason DeVaux and Sherri Carr. Council asked them various questions regarding their desire to serve and be on this board. Mr. Bob Carlsen approached the podium when it was his turn to be interviewed and withdrew his application.

Paper ballots were given to the Council and the Council was reminded that they could vote for all of the applicants, none of the applicants or just one or two.

The votes were read into the record.

Mayor Levy – voted for Jayson DeVaux

Mayor Pro-tem Harvey – voted for Jayson DeVaux

Councilmember Carr – voted for Peggy Fields, Sherry Carr and Jayson DeVaux

Councilmember Matthews – voted for Sherry Carr and Jayson DeVaux

Councilmember Sawyer – voted for Jason DeVaux, Sherry Carr and Peggy Fields

Sherry Carr received 3 votes. Jason DeVaux received 5 votes and Peggy Fields received 2 votes. Sherry Carr and Jason DeVaux were appointed to the Personnel Board leaving one position still open.

City Clerk Leclercq administered the Oath of Office to Sherry Carr and Jason DeVaux.

B. Presentation by the Woodland Park School District Board of Education regarding strategic planning and sales tax.

Superintendent Jed Bowman, Board of Education President Carol Greenstreet and Administrator Brian Gustafson from the Woodland Park School District approached the podium to address the Council.

Brian Gustafson reviewed with the Council that in 2016 the City of Woodland Park passed a local sales tax increase of 1.09%. Gustafson noted that the Woodland Park School District priorities were set to:

1. Salaries and Benefits
2. COP Lease Payments (Mill Levy Reduction)
3. Facilities and Maintenance
4. Technology
5. Innovative Programming and Post-Secondary

Gustafson gave a progress update noting that after a year of collection and expenditure, that the School District continues working hard to address their priorities. Gustafson noted that they have received \$2,076,827 of sales tax revenue from July 2016 through June 2017. Gustafson noted that the estimated sales tax revenue for Fiscal Year 2017-2018 is budgeted at \$2,163,000.

Superintendent Jed Bowman reviewed the new brochure for the Woodland Park School District's Strategic Plan. Bowman shared the vision and mission statement of the Woodland Park School District and a new video that has been produced for the School District. Mayor Levy and the Council thanked the School District for their presentation.

C. Community issues for Council consideration.

Tony Perry, President of Park State Bank approached the podium and thanked the Council for the opportunity to address them regarding several issues within the community. Perry read a three page memorandum that he had prepared into the record.

First Perry thanked Mr. Tanner Coy for the hours of research and discussion relating to the appearance of the downtown area. Perry noted that they could agree on two important points:

That the appearance of the downtown is important to the economic vitality and overall perception of our community and if the property owners do not properly maintain their buildings in the downtown, there could be a deleterious impact on property values.

Perry noted that they differed on their perspective and approach noting in general:

That he believes the city does a great job of maintaining the appearance of the city assets, particularly exceptional when it comes to the plants, flowers, and general appearance. Perry noted that he suspects that the city has a maintenance schedule for long term capital replacement/improvement with those assets. Perry noted that if this isn't the case that this effort should be considered. Perry noted that he believes it is the private property owner's responsibility to maintain the appearance of their assets, this includes the challenge of dealing with emissions from vehicles and chemicals spread by the state during the winter. Perry noted that with that being said he would welcome working with like-minded building/business owners to find a private solution while engaging the city when appropriate. Perry also noted that while the City is fortunate that most residents and visitors to our city look towards Pikes Peak, and not the gutters when visiting that we are not alone in the challenges of dealing with a major highway going through the center of town. As a business community, Perry urged the community to take a leadership role in discovering how other communities have addressed similar issues and determine the proper course of action.

Perry continued on to address the past, present and future of the Downtown Development Authority (DDA). Perry thanked all of the individual leaders and volunteers over the past years that have supported the DDA initiative. Perry noted how much he appreciated their work and their efforts.

Perry noted what the DDA has accomplished in the past, what it is currently doing in the present and made a future recommendation to the City Council. Perry stated that the DDA exists at the pleasure of the City Council and asked the Council to consider the following in regards to the DDA:

1. Any potential TIF deals in process should be brought to a reasonable conclusion.
2. Excluding at minimum, the Fire and EMS monies from any future deals.

3. The council should seriously consider directing the DDA Board to not engage in any deals not already on the table.
4. The council should consider providing support to help the DDA Board determine a fair, consistent, and explainable process on any deal needing to be brought to conclusion.
5. The council should direct the DDA Board to disengage from any efforts relating to the development of the property and the City council should form a committee comprised of parties knowledgeable in development for evaluating any future development efforts that come from the private sector.
6. The council should direct city staff to maintain the property from a safety and aesthetic perspective.
7. The council should oversee all monies in from the tax payers and flowing out to recipients via the current city resources. The Council should oversee the DDA budget.
8. The council should consider directing that no new TIF deals are forthcoming except perhaps those already in the pipeline.
9. The council should direct the city planning department to manage any future development consistent with the master plan. Perry noted that there is no need for a DDA sub-committee deciding the fate of projects or signs.

Perry concluded his presentation with stating that he believes it is in the best interest of the taxpayers, for the City Council to form a committee to objectively evaluate the best strategy to minimize expense with regards to the current lawsuit against the DDA. A fresh perspective is warranted and the Council should engage resources to make sure the best path is chosen. Perry stated to the Council that this effort alone could be a significant contribution by this sitting City Council and could result in minimizing the financial and other negative aspects of this lawsuit.

Perry thanked the Council for their time and consideration.

4. ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA:

- A. None

5. CONSENT CALENDAR

- A. Approve minutes of September 21, 2017 Regular Meeting. **(A)**

City Clerk Leclercq read the Consent Calendar into the record.

MOTION: To approve Consent Calendar as presented. Carr/Sawyer. Mayor Pro-tem Harvey abstained from voting on the minutes as she was not in attendance of that meeting. 4-0. Motion carried.

6. UNFINISHED BUSINESS

- A. Vehicle Usage Review Committee update. City Councilmember Val Carr approached the podium to present the Woodland Park City Transport Vehicle Fleet Usage Study prepared by the City Council's Vehicle Usage Review Committee.

Councilmember Carr began his report by giving an Executive Summary, which included the organizational history and qualification of the Vehicle Usage Review Committee (VURC) members.

Carr noted that data was collected from the staff on Vehicle Usage logs (VUL). Carr noted that the trip data per vehicle varied in quality significantly and in instances where judgments had to be made, committee members made conservative decision which favored a higher usage rate of the vehicles. Carr noted that there were detailed reports attached to his presentation that he would be distributing to Council and Staff.

At the conclusion of his presentation Carr noted that the VURC recommends the City Council direct the City to modify its fleet administration by reducing the quantity of City owned vehicles down by 15 vehicles. (A full report is attached to the minutes as part of the Public Record).

7. ORDINANCES ON INITIAL POSTING:

A. None

8. PUBLIC HEARINGS:

A. None

9. NEW BUSINESS:

A. None

10. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

A. Gail Gerig, President of the Teller Senior Coalition, announced that the coalition had received the Colorado Transit Human Services Agency of the Year Award.

Elijah Murphy approached the podium and shared that he had a request for the local community. Murphy encouraged people to get out and volunteer. Murphy noted that the City needs some "fresh blood". Murphy also spoke to the topic of ethics, conflict and ways to avoid conflict. Murphy distributed a letter to the Council that the Main Street Board of Directors had shared with him. The letter was from Special Projects Director Jane Mannon and titled False Information. The letter is attached to the minutes as part of the Public Record.

11. REPORTS:

A. Mayor's Report: Mayor Levy reviewed the upcoming events for the next two weeks.

B. Council Reports: Mayor Pro-tem Harvey shared with the audience and Council the hurricane work that is being done at North Comm that she is part of. Harvey also noted that she would be attending the upcoming CML Policy Committee meeting.

Councilmember Carr wanted to emphasize the extensive work that Dar Naccarato and Bob Carlsen had contributed to the VURC report. Carr also mentioned that Main Street had implemented another set of by-laws.

Councilmember Matthews thanked all of the volunteers and the KWPB Committee on the work they did on Paint the Depot Day.

Councilmember Sawyer reminded the audience and the Council that there was an upcoming budget workshop on October 11 at 7:15 PM.

C. City Attorney's Report: None

D. City Manager's and Department Manager's Report:

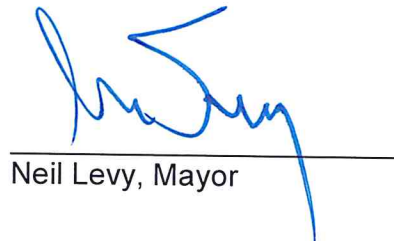
12. **WRITTEN CORRESPONDENCE:**

13. **ADJOURNMENT:** The meeting adjourned at 9:03 PM.

Recorded by:


Suzanne Leclercq, City Clerk

APPROVED THIS 2nd DAY OF November, 2017


Neil Levy, Mayor

Members

Personnel Board Appointments							
	Levy	Harvey	Carr	Matthews	Sawyer	Total	
Carlson							0
Carr			1	1	1	3	0
DeVaux	1	1	1	1	1	5	0
Fields			1		1	2	0

Councilmember Sawyer

JASON
STEWART
PEGGY

Councilmember Matthews

JASON D
S. CARP

Councilmember Carr

P F
B Carr
A D

Mayor Levy

Jayson DeVaux

Mayor Pro-tem Harvey

Jason Deveaux

October 3, 2017

TO: Main Street Board of Directors

FR: Jane Mannon

RE: False Information

Unfortunately I have found it necessary to address the rumor mill discussion of some mythical link between the contribution by Newmont Mining Co. to the Aquatic Center and my employment with the City of Woodland Park.

This allegation was directed to me personally by Murf, and recently appeared on Facebook posted by David Perkins, who has apparently attributed his source as Bob Carlsen. There have been other names mentioned as well.

The notion that Newmont Mining would make a contribution to a community project for any reason other than being a good corporate citizen is ridiculous. Certainly Newmont would have no reason to make payments on the initial pledge if it wasn't approved through all of the proper channels in the corporation. In fact, the pledge letter states that Newmont's Regional Community Investment Committee and the Newmont North America Region leadership approved the contribution.

The notion that the City of Woodland Park would consider anything in exchange for a contribution to the Aquatic Center is even more ridiculous.

Finally, the notion that I would have the signature authority to approve a \$200,000 donation without other corporate approvals, or that I would have anticipated a change in Newmont's staff, or that I would risk myself for all the glamour and glory of a job with the City is not just ridiculous, it is pure fantasy.

Please stop embarrassing yourselves by spreading this vile lie.

Woodland Park City Transport Vehicle Fleet Usage Study

Report

by

City Council's Vehicle Usage Review Committee

October 5, 2017

Woodland Park City Vehicle Fleet Usage Study - 2017

Final Report of the City Council's Vehicle Usage Review Committee (VURC)

Executive Summary

- In executing the basic oversight function of City Council, for the 2017 City budget, a potential for savings in the City's motor vehicle fleet usage was observed. City Council formulated a committee to investigate actual collected data and industry standard methodologies for potential optimization of Woodland Park's fleet. This committee is the Vehicle Usage Review Committee (VURC). Details of this organization and its history may be seen in Section 1, below.
- Data were collected from the City staff on Vehicle Usage Logs (VUL). This trip data per vehicle varied in quality significantly and in instances where judgments had to be made, committee members made conservative decisions which favored a higher usage rate of the vehicles. Detailed discussions of VULs may be found in Sections 2-3, below.
- A detailed data entry and analysis task was initiated by VURC members. Sections 4 - 7, below, detail the techniques, methods, and assumptions made by the VURC analysis staff. Appendices A and A1 show several analysis matrices and charts that were utilized by VURC and derived from detailed Excel spreadsheets of VUL data compiled for each vehicle in the transport fleet. Sections 8 and 9 show logic that contrasts current City stated reasoning and was used in the VURC analysis.
- Examining several techniques and data analyses, the VURC recommends the City Council direct the City to modify its fleet administration as follows:

RECOMMENDATIONS based on usage analysis:

Topic #	Description of facts and analysis conclusions for 35 light duty vehicles studied in the City fleet	# of vehicle s to surplus
1.	Retire #95 (1% usage) and transfer sewer camera equipment to #4 (4% usage) .	-1
2.	WTP cumulative vehicles usage is less than 100% (85% total) for 3 vehicles , so one motor pool vehicle will cover total usage for this location, with proper allocation supervision and cooperation.	-2
3.	WWTF vehicles usage less than 100% (49% total) for 3 vehicles , so one vehicle of #39 & #82 can be retired, with the remaining being a motor pool vehicle for this location, with proper allocation supervision and cooperation.	-1
4.	WWTF (Divide) #66 vehicle usage is 10% , with 72.9% of that being personal use, therefore only 2.2% work related, which can be substituted with a personal vehicle (POV), as this function is a City contract with Teller County for servicing the Divide WWTF plant and a reasonable requirement of this contract should be to supply an appropriate vehicle for 2.2% average daily usage (equates to 11 minutes work transport a day). Any RARE pickup truck/tool needs can be picked up at the main WWTF off Highway 67. POV with mileage reimbursement works here.	-1
5.	Vehicle #100 usage is 8% , and is mostly to haul around a speed trailer and cones. All its tasks can be easily arranged to be done with other trucks in the fleet which have trailer hitches and truck beds, so this vehicle is excess. A call to PWF-FMF supervisor for rare hauling assistance seems reasonable. #52 or #38 can be positioned at PD for weekends and holidays (lift gate) use.	-1
6.	#43 is rarely used and its tasks are easily done with a POV (many are already done by POV usage) or motor pool vehicle at City Hall, if available.	-1
7.	<u>City Hall motor pool:</u> The City has five other vehicles located at City Hall: #17, #21, #50, #68, and #99 . The total time used for all 5 vehicles is 85% of one vehicle day , with no seasonal variation as all functions performed by these vehicles is independent of seasons. This usage, if properly managed as a motor pool, could suggest that there are 2+ excess vehicles among them. The remaining 3 pooled vehicles would average only 28.3% daily usage per vehicle .	-2

8.	FMF-PWF motor pool: To consider motor pooling, certain vehicle groupings may be considered. 1) The combined usage of #45+#22+#84+#01+#18 is 64% of a vehicle day or 12.8% usage per vehicle on average. This usage, if properly managed as a motor pool, could suggest there are 2+ excess vehicles among them, leaving 3 vehicles to share a 64% vehicle usage day, or 21.3% usage per vehicle remaining. 2) Also in this general locale are vehicles #97, #04, #09, #49, #52, #58, #78, #48. None of which have usage averages over 50% usage. Their total usage is 2.76 vehicle days or 34.5% usage per vehicle. With motor pool management, surplus 3+ vehicles would leave 5 of this type of vehicle with an average usage rate of 55.2% per vehicle. 3) Also in this locale, vehicles #12, #19, #94, #07, #30, #38, #92, #05, totals usage of 5.06 vehicle days. Motor pooling those vehicles of 1) and 2) along with 50%+ usage vehicles would conservatively suggest an excess of another 1+ vehicles 4) The remaining 15 vehicles would average 56.4% daily usage per vehicle, using these strategies.	-6
9.	Police Department: Not studied by VURC, except vehicle #100	0
10.	Heavy duty vehicles: Not studied by VURC	0
TOTAL Excess:		-15

- **Conclusions:** The comprehensive analyses performed by the Vehicle Usage Review Committee of the 35 Woodland Park City transport vehicles were based on data collected during the four-month period from March 1, 2017 through June 30, 2017.

The results from the VURC analyses clearly demonstrate that there is a significant opportunity to reduce fleet operating costs by VURC suggested fleet management efficiency changes and converting to the “motor pool” model for fleet management which would allow 15 vehicles to be declared surplus and sold on the open market to put the level of light duty vehicles at 20 total. Removing those vehicles from the City’s inventory would positively reduce future annual recurring operating costs as well as providing a one-time favorable revenue impact.

The VURC recommends the City discontinue its non-contractual Personal Use policy for all City vehicles.

Many companies, municipalities, and other governmental entities currently employ motor pools because they have determined that the cost efficiencies are major.

The VURC recommends that the City Council approve its recommendation that the City vehicle fleet management program be converted from the current approach to one that employs a motor pool, and including the other surplus vehicle recommendations including expanded POV reimbursement substitution. The committee recognizes that the implementation of the new approach will require changes in policies and procedures but suggests that a date of January 2, 2018 be established as a target for having the new system in place. The committee hopes that the 2018 budget would be favorably impacted by the conversion.

The VURC recommends POV-mileage reimbursement usage when the extremely rare urgent vehicle need occurs for work tasks when a City or motor pool vehicle is unavailable.

The committee does not presume to play a role in the implementation of the change in fleet management as directed by City Council. The City Manager and his staff are fully capable of managing the specific surplus vehicles removal and policy conversions; however, VURC members will be available for counsel if desired.

While examining the vehicle data the VURC recognized several other opportunities for consolidation and optimization that may exist. These additional efficiency opportunities may be examined in Sections 10 and 11, below.

- Section 12 gives several background articles and white papers related to fleet management topics.
- The one-time revenue is estimated at \$45,000 after implementing the VURC recommendations. The recurring annual expenditure savings is estimated at \$115,346. Section 13 demonstrates the estimated financial gains expected from implementation of VURC recommendations.
- Section 14 describes everything needed for motor pool management in this small mountain town.

Section 1. Organization history & qualifications of members:

The primary function of City Council is continual oversight of the City for the benefit of the citizens of Woodland Park who elected them as their designated representatives. Those oversight responsibilities for which the Council was elected include monitoring and examination of the administration, planning, and laws of the municipality. The City Council is responsible for the efficient allocation of the citizens' resources, including all capital assets. The City Council has responsibility for the City administration by hiring the City Manager (CM) and continual oversight of that administration's budget revenues and expenditures.

In the 2017 budget planning process conducted by City Council and the City Manager in winter of 2016, questions arose about the amount of vehicles being utilized in the City fleet for transport purposes. With basic mathematics of many less workers than transport vehicles there seemed to be an excess of vehicles. On January 19, 2017, City Council formed a Vehicle Usage Review Committee (VURC) to gather many months of factual vehicle trip/task data and to evaluate that data for efficiency of usage. The original mission of this VURC was to gather about 9-10 months of data from February 2017 through November 2017 and produce a summary report to City Council to consider prior to approval of the 2018 budget in December 2017. (See Section 3, **Vehicle Usage Log (VUL) Implementation Issues**, below, for more information on data collection.) The initial VURC was formed with two City Council members by Resolution 813, on January 19, 2017 and qualified citizens to join the remaining 3 VURC slots available was advertised in usual and customary City procedures. 2 other qualified citizens applied and were appointed to the VURC by City Council, with another unqualified applicant serving as a public attendee for the first two months of VURC meetings.

City Council voted to discontinue the VURC data collection on June 30, 2017. The resultant data is two months of winter (March and April), and two months of summer (May and June). As originally planned, 9-10 months of data would be statistically better sample than 4 months, but that was a majority of City Council's decision, which did not include the VURC members from Council.

The baseline of vehicles used in the VURC study was published in December of 2016 by the City Manager. A few minor changes have happened since, but basically the majority of that fleet still is in use for the purposes listed at that time.

A basic listing of background qualifications of the resultant VURC data entry/analysis members is instructive as to the confidence level of data analysis and conclusions of the VURC analysis staff:

Councilmember Val Carr: BS Aerospace Engineering, minor – Applied Math – Colorado University-Boulder; post – graduate studies in Systems Programming – Stanford University; 30+ years Systems design, network & communication protocols, client-server protocols and system application, technical and statistical analysis and state model design, principal engineering, technical writer; ex-CEO; kernel & driver 'guru'. (Chair VURC)

Councilmember John Schafer: BS in Engineering from the US Military Academy, West Point, NY; MS in Aeronautics from the California Institute of Technology, Pasadena, CA. Member of faculty at USAF Academy for four years. 24-year veteran. Retired as a colonel. Spent 12 years as an aerospace/defense program director. Consultant for 13 years to the aviation industry.

Former Councilmember Bob Carlsen: As Director for Facilities Planning for the U.S. Navy I was responsible for setting and enforcing the eligibility criteria for some 1200 categories of facilities. Along with the Director of Public Works, I was responsible for the establishment of standards for Base Operating Support across not only the Navy, but all DoD as these standards applied to Joint Operating Bases. These standards were the basis for budgeting manpower, facilities, and equipment, and the process in determining such standards have direct applicability to Woodland Park.

Darwin Naccarato: Currently (teach all business courses): Affiliate Faculty for Regis University - College of Business & Economics - MBA Program (specialty - Strategic & Operations Management) ; Affiliate Faculty for Colorado Christian University - College of Adult & Graduate Studies (specialty - Finance and Health Care Admin.) Adjunct Faculty for American Public University System - School of Business (specialty - Marketing [incl. research & statistics]).

Formerly: President & Chief Operating Officer for Stanford Group (Created a secure fleet carrier subsidiary to deliver and backhaul goods throughout the nation). EVP/CFO FoxMeyer Corp (Multi-billion-dollar NYSE listed pharmaceuticals distributor). Responsibilities included managing the sales fleet vehicles (about 300 cars).

Education: MBA with Graduate Honors - Regis University; additional MBA Finance & Operations coursework - Oklahoma City University

Section 2. Data collected quality & volume:

The committee is grateful for the support of the various City employees who generated the information/data that was vital to accurately evaluate the use of the vehicles.

The Vehicle Usage Log (VUL) data entry by City employees was very mixed in quality and content. A majority of VULs only logged trip destinations without any task information given, as was requested by VURC. Rarely were required vehicle transported task tools listed at all, as was also required by VURC. Sometimes the time of end of day was not recorded.

Regardless of the missing data content, the data entry VURC members gave 100% benefit of the doubt towards City usage in all cases of insufficient recorded data. We estimate this to be at least a 10-20% increase in the credited usage recorded in our analysis spreadsheets versus actual usage, but did so to avoid arguments about these problems being factored into our end analysis. This estimate is based on looking at hundreds of pages of VUL entries and the limited quality of the individual entries.

Examples of VULs with poor quality or incomplete content entries are seen in Appendix BV.

Examples of good quality VUL content are seen in Appendix GV.

Section 3. Vehicle Usage Log Implementation Issues:

A chart was created to study which information was needed by the VURC to be logged by vehicle users. This allowed a thorough VUL form to be generated. This chart is shown in Appendix B1.

An extensive and simplified VUL was designed by senior engineers (Val Carr and John Schafer) of the Vehicle Usage Review Committee (VURC) that included all data necessary for the analysis effort. It included many examples and abbreviations to assist every vehicle user in completing those VULs as designed. This form was presented to the City Manager in a VURC meeting on January 27, 2017 in order to begin data collection by February 1, 2017. This original VUL form may be seen in Appendix B2.

The City Manager rejected the original form presented at that meeting on January 27, 2017, and insisted that a form of his own design would be presented to a fully populated VURC committee at a later date. The VURC was never fully populated. His redesign and examples excluded some characteristics and space desired by the VURC and inserted others that were of no/little use in future analysis. That redesigned VUL was presented by the City Manager to the VURC on February 23, 2017. The VURC deferred to the redesigned VUL so as to avoid further delays in getting data from the field. The redesigned VUL was eventually placed in vehicles by the City to enter data starting on March 1, 2017. That redesigned VUL form may be seen in Appendix C.

The VURC discussed modifying the redesigned VUL form on April 18, 2017 and the columns “Day” and “Initial” were eliminated as superfluous, thus giving more “Trip Details” space on each row.

Section 4. Data entry, analysis, and reporting hours spent:

The VURC data entry and analysis members dedicated a significant level of effort to be thorough and serious about making a concerted effort for fairness and quality of data characterization. This effort’s mission was to be able to produce a final result with thoughtfulness and scientific accuracy at the highest level of objectivity. The approximate hours spent in that effort was about 475-525 volunteer man hours.

Section 5. Task Block Assignments Methodology:

Thirty-four work task codes ranging from “A” to “AZ” (see Appendix D) were assigned for various tasks comprehended for City workers in using City vehicle transport. For the City Council shortened data collection period to June 30, 2017, 87 total normal (not including weekends or holidays) shift work days were available for data entry. Task codes were assigned for each of the 22 daily ½ hour blocks for each vehicle’s data spreadsheet for all seven days possible per week as follows:

- Any of the 22 half hour blocks starting from before 7 AM and ending after 5 PM were assigned a task code if 15 or more minutes were used for a vehicle during that ½ hour block.
- In addition, if two adjacent 30 minute blocks accumulated less than 15 minutes in each block, but their total contiguous minutes added up to 20+ minutes, then one of the ½ hour blocks was assigned a task code for a full 30 minutes.
- A lunch code “L” was designated only when a vehicle required work task was being done directly adjacent to both sides of a lunch block, otherwise the vehicle could have been available at arrival of its usual parking location, by anybody else. 60 minutes lunch was the maximum designated per day per vehicle.
- Personal Use (PU) commutes to/from work were designated as one 30 minute “K” block each way daily, maximum.

Section 6. Vehicle Usage Minutes Methodology:

Total daily vehicle usage minutes were calculated as follows:

- Actual start of transportation to the work task through completion of vehicle dedication at the work task location.
- Any return to overnight parking location stopped minutes count, based on the assumption that the vehicle was then available for usage by another employee work task.

Section 7. Analysis Parameters and Techniques:

The VURC decided at the outset of the collection of data starting March 1 that it would be prudent to use two independent analysis calculations to eliminate any biases caused by the strength or weakness of a single approach. The daily data were entered into separate spreadsheet columns and summarized in Appendix A charts.

As discussed earlier in “Task Block Assignments Methodology” above, calculations were based on a workday that was composed of 22 half-hour blocks beginning before 7:00am and ending after 5:00pm. Guidelines were defined for activities that occurred within partial half-hour blocks. A minor flaw in a perfect analysis utilizing

these block methods is the granularity is only within 15 minutes plus the random quality of the logged data made for assumptions which favored greater usage credit than the probable actual usage.

The first calculation method seen in the column labeled "Average % daily usage (derived from ½ hour block task allocations)" of the charts in Appendix A was the average of the average daily usage against an 8 hour work day model, calculated as follows: Each day's 22 non-empty blocks less 16 possible, gives each daily usage percentage against a 8 hour maximum work day. These are then averaged to produce the usage percentage seen in this column. This calculation has the possibility that usage credited may be above and beyond (100%+) a normal 8 hour work day.

The second technique focused on capturing data by the minute during the workday; consequently, this data was more extensive, but with time credit assumptions that favored more usage than logged.

With these methods used, each worksheet was formatted to collect required data: vehicle number, driver's name, date, beginning and ending times for work activities, mileage used, task identification and equipment needed to complete assigned tasks. From these data the major metric, vehicle usage (percent of a 540-minutes workday), was calculated from:

1. The number of daily 30-minute blocks used,
2. and percent usage based on minutes used.

(See Appendix A, columns "Average % daily usage (derived from ½ hour block task allocations)" and "% Usage based on minutes in use".)

Usage percentages used in this report's recommendation charts were then calculated by averaging the values determined by the two results. These usage percentages were segregated by vehicle number, department users and locations. **In Appendix A, the column utilized as this study's usage analysis parameter is labeled: "average usage of 2 columns (3, 9)" (or "..... columns (2,8)").**

Vehicles were grouped per overnight parking location for analysis (FMF-PWF, CH, WTP, WWTF, PD).

Some basic fleet analysis philosophies included:

- Any specialty equipment vehicle stays and/or may combine with another specialty vehicle to keep one of them.
- Any vehicle usage over 50% stays. (Keeper)
- Combine keeper usage with other less used vehicles to study reducing the number of vehicles.
- *Analyze per day usage for non-overlap usage potentials (#X used Tu & F, but #Y used M & W), eventually.*
- The Fleet Maintenance Facility (FMF) and Public Works Facility (PWF) are less than ½ block apart and are grouped together because walking between them is an insignificant impact to picking up a vehicle at either building.
- Group work tools and equipment from multiple vehicles where possible to eliminate some vehicles designated as specific use vehicle(s) to a general purpose vehicle designation. Efficiency management would suggest putting the fuel cell of #45 into #18, for example, thus making #45 a general use vehicle to be included in a general use motor pool.

Section 8. On-call City vehicle justification logic:

Is a condition of employment for the City of Woodland Park for all personnel who are eligible for crucial on-call tasks having a transport vehicle to get to work?

YES – then it is established that on-call employees have a privately owned vehicle (POV) available to get them to work.

NO – Since public transportation in Woodland Park is non-existent or very limited, then they should not have been hired or allowed to be in a time-critical job in the first place!!

Focusing only on the City vehicle being justified as a designated on-call vehicle, then is the on-call City vehicle using tools or equipment that cannot be transported in a standard personal vehicle?

YES – Describe the tools that are impossible to transport in a standard SUV or customary personal vehicle.

Use the City vehicle if they are too large for a customary personal vehicle, otherwise the answer was NO.

NO – Is the “emergency” a task that can only be accomplished with the City vehicle?

YES - Why?

-It has already been established that it has no special tools that cannot be carried in any type of vehicle.

-It has been established that the City person driving it can arrive in any type of transport vehicle.

Is a special City logo visible to the public required?

YES – then buy a (<\$100) magnetic panel sign from a sign company for any transport vehicle, including a privately owned vehicle (POV)

NO – use any transport vehicle, including a POV.

NO – Does the on-call City vehicle driver require calling for or acquiring other City equipment to solve the “emergency”?

YES – Then any transport vehicle for on-call is sufficient, including a POV, since we established the on-call City vehicle has no special characteristics or tools to solve the problem.

NO – use any transport vehicle, including a POV.

Using the above logic tree for each of the December 2016 designated on-call City vehicles has the following results:

#39	WWTP	standard pickup truck – no special tools – POV works just as well
#66	DWWTP	standard pickup truck – no special tools – POV works just as well
#99	PublicWorks	standard SUV – no special tools – POV works just as well
#68	Utilities	standard SUV – no large tools that cannot fit in any vehicle - POV works just as well
#12	PWF	pickup truck w/ special tools – POV does not work for this vehicle’s tasks

Section 9. Personal Use of City vehicles

As most (99+%) people who work for private sector companies and even national and state agencies, no vehicles are allocated or dedicated for individual workers for their personal use, including commuting to and from their work site. Why then should Woodland Park citizens (authorized by the City Manager) provide a vehicle for private usage by their workers? Various reasons are given, including “emergency response – on-call” or “it’s part of their compensation package”. As seen in Section 8, above, only one vehicle even qualifies as on-

call for a City vehicle due to its task characteristics. Every other vehicle “on-call” is just a luxury item provided by the City, where most other workers use their own POV for personal use. Including Police Department vehicles, Woodland Park has 14 vehicles dedicated to a single person, daily, as a take-home vehicle. The City Manager has an employment contract authorizing a dedicated vehicle, given to him by past City Councils. All other City vehicles of this nature have no employment contract or authorizing ordinance that gives them the right to have a take-home vehicle for on-call usage, commuting, or any other reason.

The Police Department has a true “emergency response” task (**public safety**) for the benefit of the citizens, so one can imagine a few police take-home/on-call vehicles are reasonable to expect. The WPPD has 6 take-home vehicles among their 18 fleet vehicles.

What other City “emergencies” can we imagine? **Fire?** Yes, but that is not a City response activity – that goes to NE Teller County Fire Protection District, thus no City vehicles needed. **Ambulance?** Yes, but that is also not a City response activity – that goes to Ute Pass Regional Ambulance District, thus no City vehicles needed. **Power outage?** Yes, but that is handled by IREA and thus no City vehicles needed. **Gas leak?** Yes, but that is handled by Black Hills Energy, thus no City vehicle needed. **Disabled City vehicle?** Hardly qualifies as an “emergency” as many others exist in the fleet. **Water leak or break?** Yes – this is fixed by City heavy duty excavation and special purpose equipment and vehicles that are housed in the City’s Public Works Facility. Those specific heavy duty equipment and tools are not something that can be hauled around in a commuter vehicle. Any vehicle, including a POV, is capable of driving up to a water problem and calling in the heavy duty equipment for a major water problem. Standard water shutoff keys are easily carried in a vehicle trunk or floor in even a Honda or VW bug, so no City vehicle is justified or mandatory.

Several larger government agencies struggle with personal use exceptions and their experience is useful in investigating Woodland Park’s policies regarding take-home and on-call allocations authorized by the City Manager. The State of Colorado has significant problems with take-home usage and holds it unlawful to use them for personal use, as seen in Appendix Y. Even the City of Denver’s Police Department policy has problems as seen in Appendix Z.

The VURC has studied this aspect of the City transport fleet and suggests that the City administration tighten its policies to disallow City vehicle personal use, including commuting, except as authorized by specific City Council approved employment contracts. Simple logic repeatedly presented above in this report shows a lack of reason for this usage beyond Public Safety (Police). By modifying the existing policies, several vehicles would be more available for motor pooling or sharing and thus reduce the number of vehicles in the overall fleet.

VURC further recommends that any City Manager designated dedicated Personal Use City vehicle requires an employment contract to detail the compensation value of this luxury. This would reasonably be a consideration in any overall compensation package that would be of market pricing classification interest in City Council’s oversight role. VURC recommends a City Council policy eliminating take home vehicles with the possible exception of #12.

Section 10. ‘Dead Zone’ Vehicle Policy Modifications:

Another opportunity for further fleet usage savings is “Dead Zone” vehicles that are used to transport an employee to and from a work site, but sit idle most of the time in between. This type of usage would be better served by a supervisor or another employee dropping off a worker at a job site with the tools either also transported or located in storage at the work site (Meadow Wood Park for example has storage sheds for equipment; Memorial Park is right next to the Parks & Rec storage garage for equipment). After transporting the employee, whether FTE or seasonal, the vehicle could be returned to transport service availability by other employee(s). When the “dropped off” employee needs transport, (everyone has personal cell phones these

days) and could call for a pickup if other than at a pre-arranged time. It seems logical that longer tasks at Meadow Wood Park or Memorial Park, or any park or flower beds can easily be a candidate for dropping off employees without tying up a vehicle that serves no useful purpose for the term of the work task. A threshold number greater than 2.5 hours on-site would qualify vehicles #38, #49, #92, and #30 for some 'Dead Zone' motor pooling consideration and take their overall logged averages down to a level that gains considerable value to vehicle sharing policies.

Section 11. Additional Administration Efficiency Opportunities:

A limitation of the Vehicle Usage Review Committee was to investigate the use of the light vehicles used by the various City departments. Therefore, the VURC did not review the heavy equipment. We believe that similar findings may come out of such a review, and in particular the dump trucks. A quick look at the total mileage per year could be a trigger for such a study.

The VURC did not study the manning of the Public Works departments, but two of those departments, Parks, Buildings, and Grounds and Streets, perform tasks that have "full time" use of vehicles. The VURC has identified which vehicles are presently used "full time", although we have raised the issue in Section 10 whether the vehicles can drop off personnel to do certain tasks that take long periods of idle transport vehicle usage, thus freeing that vehicle for other tasks.

Section 12. Various related background articles:

- "Various fleets are benefiting from motor pool management systems: • The City of Chicago reduced department-assigned vehicles by 100 units when it created a motor pool, and has since pulled 18 more vehicles. • The State of Michigan is expanding its pool by adding two more sites in different cities. • The University of Colorado, Boulder increased pool utilization by 5 percent. • North Carolina State University cut its motor pool billing time in half and paper use by 60 percent. • Ventura County, Calif., created standalone pool systems with fob access for expanded service.more..... "
http://www.muni.org/Departments/finance/Documents/attach5_fleets_savings.pdf
- An active motor pool vehicle reduction plan: <https://www.archives.gov/files/about/plans-reports/sustainability/2012-appendix2-fleet-management-plan.pdf>
- "Reimbursement or Company-Provided Vehicles: What is the right choice? At some point, every fleet faces an important choice: administer a reimbursement program or offer company-provided vehicles. At first glance, reimbursement seems like a simple choice. Employees drive their own cars, and the company pays them back. Sometimes this option makes sense, especially for low mileage fleets."more..... -
<https://www.merchantsfleetmanagement.com/docs/default-source/whitepapers/79c95808-6d97-6325-8c74-ff0000a054a5>
- "No doubt about it, when drivers learn they may have to start sharing vehicles rather than having their own assigned vehicle (or using their personal vehicle and receiving reimbursement), you will hear objections. What they don't realize is that sharing can actually be an improvement *for them*. This e-book spotlights the most frequently-heard objections to car sharing - and offers ways to address them effectively."more.....-
<http://www.government-fleet.com/channel/operations/whitepapers/detail/how-to-deal-with-driver-objections-to-motor-pool.aspx?ref=rel-recommended>

- “Background: In April 2002, the Office of Management and Budget requested all Executive Branch agencies to take a closer look at their fleet management operations particularly the size of their fleets. To help agencies review their fleet operations, FEDFLEET and OGP developed a template for fleet management reviews. With this template, an agency can do an internal review, request an interagency review through FEDFLEET, or hire a private consultant to perform a review. Agencies may also utilize the tools available on www.manageyourfleet.gov to review their fleet operations. A complete fleet management review will allow agencies to have a more effective and efficient fleet management program. This will help agencies "right size" their fleets to ensure they have the number and types of vehicles they need to successfully complete their missions.”more.... - <https://www.coursehero.com/file/16076166/FleetReviewTemplate-R2E-c-h-o-OZ5RDZ-i34K-pRdoc/>
- FleetShare’s revolutionary **online and in-car wireless solutions** arm you with complete, up-to-the-minute data on your vehicles and drivers, so you can monitor compliance and make informed decisions on usage, availability and overall deployment based on accurate reporting on use and demand. And the convenience of self-service reservations and keyless vehicle access will improve both driver satisfaction and efficiency.more..... www.fleetshare.com

Section 13. Financial Impacts of VURC Recommendations:

One time surplus revenue:

Reducing the light duty/transport fleet by 15 vehicles has some one-time net revenue to the City. We estimate the average net sale revenue for each vehicle at \$3,000 each. 15 times \$3,000 equals **\$45,000** net revenue.

Recurring annual revenue expectations:

The reduction of 15 vehicles from the light duty/transport fleet also has significant annual expenditure savings potential. Expenditures in this category include oil, gas, maintenance, insurance, housing+security, and personnel costs associated with these categories of cost.

- 351.8 miles per day for 27 (<50% usage) vehicles = 13 miles /day average
- $52 \times 5 = 260$ days times average miles of 13 = 3388 miles total usage average per vehicle
- Gas & oil: \$0.54/mile (City rate) times 3388 = \$1830/vehicle; 15 times \$1830 = \$27,443
- maintenance: estimate \$500/year/vehicle = \$ 7,500
- insurance: estimate \$250/vehicle/year = \$ 3,750
- housing & securing vehicle: estimate \$800/vehicle/year = \$12,000
- 15 less vehicles is one less fleet maintenance person needed (burdened cost) = \$64,653

Total annual expenditures saved: **\$115,346**

The 2018 City Budget proposes five new vehicle replacements including the City Manager’s vehicle #40 (CM), and vehicles #58 (Streets), #73 (PD), #09? (PB&G), #47 2003 Toro Grounds Master (PB&G). These vehicles are budgeted at \$168,000 expenditure in total. These five vehicles can be sold and four newer used vehicles can be taken from the fleet from the proposed vehicle pool reductions to replace them. #84 is a very low mileage vehicle formerly used by Brian Fleeer that may be used by the City Manager and not cost the citizens any of their tax money. This leaves the 2003 Toro Grounds Master (#47) as the only new vehicle replacement expenditure that cannot be replaced from existing fleet inventory which is listed as \$40,000 (!?)

Summary Vehicle Data by Location

Location: FMF-PWWF Vehicle #	Dept. user	Average % daily usage (derived from ½ hour block task allocations)	Empty work days (87 possible)	% of days unused	Minutes in use (87*540= 46980 possible)	% Usage based on minutes in use	average usage of 2 columns (3, 9)	Personal usage % (Codes=K, O)	Work miles driven per work day
45 <i>fc</i>	Fleet	12	41	47%	3248	7%	10%	0	9.7
22	Fleet	3	68	78%	1117	2%	3%	26.2	3.2
84	Fleet	16	59	68%	7069	15%	16%	1.3	12.1
01	Fleet	23	7	8%	8070	17%	20%	39.3	14.8
18 <i>c</i>	Fldserv	16	69	79%	6022	13%	15%	0	5.5
12	Fldserv	92	6	7%	31902	68%	80%	12.2	41.0
95 <i>s</i>	Fldserv	1	85	98%	165	0%	1%	0	0.2
97	Fldserv	50	24	28%	20698	44%	47%	0	20.1
19	Fldserv	66	19	22%	27653	59%	63%	0	28.1
94	Fldserv	65	16	18%	26558	57%	61%	0	30.1
07	PB&G	74	21	24%	28077	60%	67%	0	18.8
30	PB&G	75	21	24%	30330	65%	70%	0.3	19.6
38 <i>lg</i>	PB&G	57	30	34%	24839	53%	55%	0	11.4
04 <i>pvan</i>	PB&G	4	81	93%	1743	4%	4%	0	1.0
09	PB&G	40	45	52%	15723	33%	37%	0	9.5
49 <i>plow</i>	PB&G	39	47	54%	18722	40%	40%	0	13.8
92 <i>plw/sand</i>	PB&G	64	18	21%	20322	43%	54%	14.6	27.6
05	PB&G	65	21	24%	22307	47%	56%	1.1	22.5
52 <i>lg</i>	Streets	53	3	3%	19509	42%	48%	1.9	38.5
58	Streets	43	11	13%	12958	28%	36%	0	25.2
78	Streets	55	17	20%	13300	28%	42%	23.9	50.1
48	Streets	25	37	43%	9026	19%	22%	0	11.9

s –sewer camera

c – crane vehicle

pvan – panel van

fc – small gasoline fuel cell (will fit easily in any pickup truck/van)

plow – permanent plow capable

plw/sand – permanent plow capable w/ sand spreader

lg – lift gate

div – Divide WWTF operator

Usage average is over 50%

Take home vehicle

Summary Vehicle Data by Location

Location:	Dept./ User	Average % daily usage (derived from ½ hour block task allocations)	Empty work days (87 possible)	% of days unused	Minutes in use (87*540=46980 possible)	% Usage based on minutes in use	average usage of 2 columns (3, 9)	Personal usage % (Codes=K, O)	Work miles driven per work day
City Hall									
Vehicle #									
17	ConstInsp	43	18	21%	12916	27%	35%	0	13.6
43	P&Rec	6	60	69%	3343	7%	7%	3.3	5.7
50	Code enf	20	45	52%	8938	19%	20%	1.4	7.7
21	Riley	9	17	20%	3876	8%	9%	56.3	5.1
68	Util	10	54	62%	10808	23%	17%	22.3	7.8
99	PW Dir	4	71	82%	1711	4%	4%	50.9	3.9

Location:	Average % daily usage (derived from ½ hour block task allocations)	Empty work days (87 possible)	% of days unused	Minutes in use (87*540=46980 possible)	% Usage based on minutes in use	average usage of 2 columns (2, 8)	Personal usage % (Codes=K, O)	Work miles driven per work day
WTP								
Vehicle #								
26	25	39	45%	7972	17%	21%	0	12.4
74	34	13	15%	14192	30%	32%	0	19.6
83	33	36	41%	14471	31%	32%	0	11.2

Location:	Average % daily usage (derived from ½ hour block task allocations)	Empty work days (87 possible)	% of days unused	Minutes in use (87*540=46980 possible)	% Usage based on minutes in use	average usage of 2 columns (2, 8)	Personal usage % (Codes=K, O)	Work miles driven per work day
WWTF								
Vehicle #								
39	24	15	17%	8222	18%	21%	12.6	21.0
82	19	24	28%	7912	17%	18%	0	15.1
66 div	13	32	37%	2770	6%	10%	72.9	5.2

Location:	Average % daily usage (derived from ½ hour block task allocations)	Empty work days (87 possible)	% of days unused	Minutes in use (87*540=46980 possible)	% Usage based on minutes in use	average usage of 2 columns (2, 8)	Personal usage % (Codes=K, O)	Work miles driven per work day
Police Dept								
Vehicle #								
100 lg	9	52	60%	3007	6%	8%	0	5.7

Chart 1

Fleet Vehicles

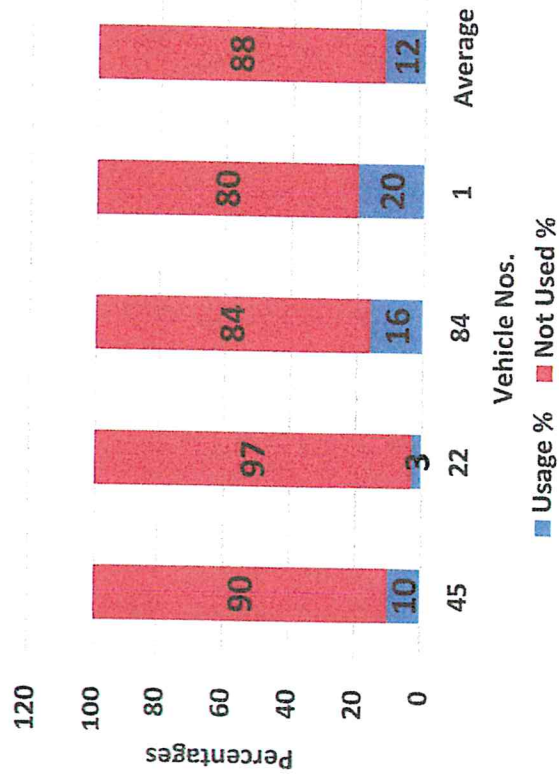


Chart 2

Field Service Vehicles

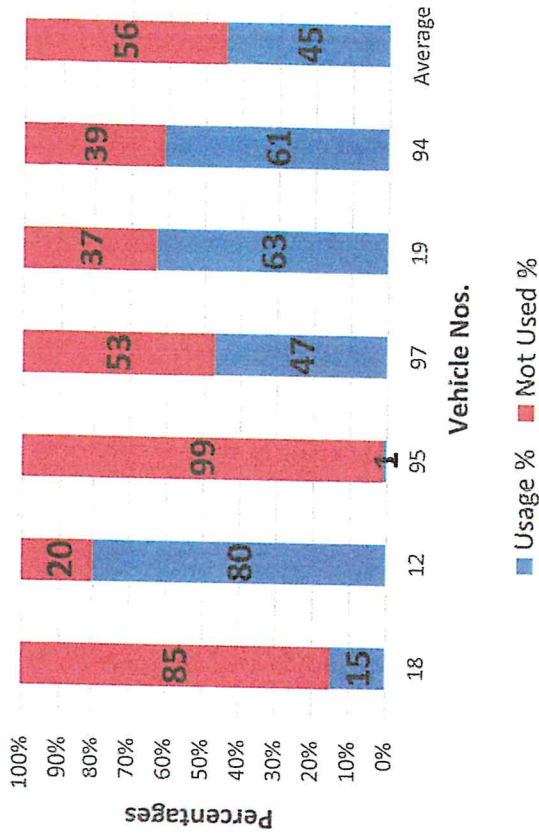


Chart 3

PB & G Vehicles

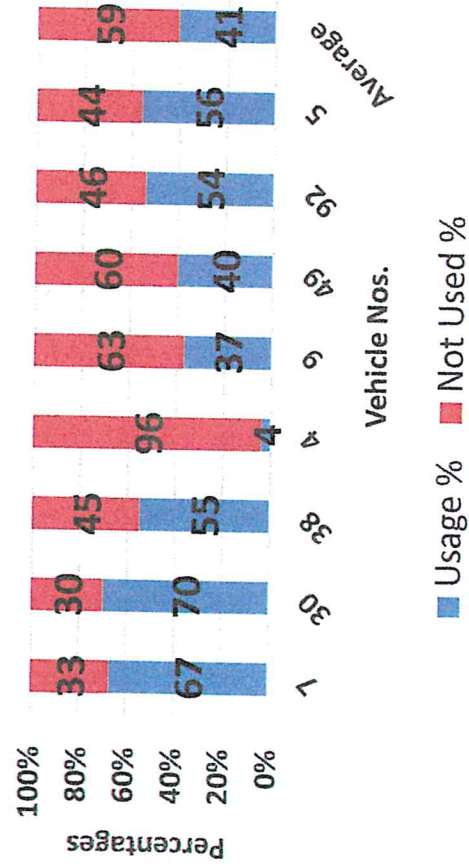


Chart 4

Streets Vehicles

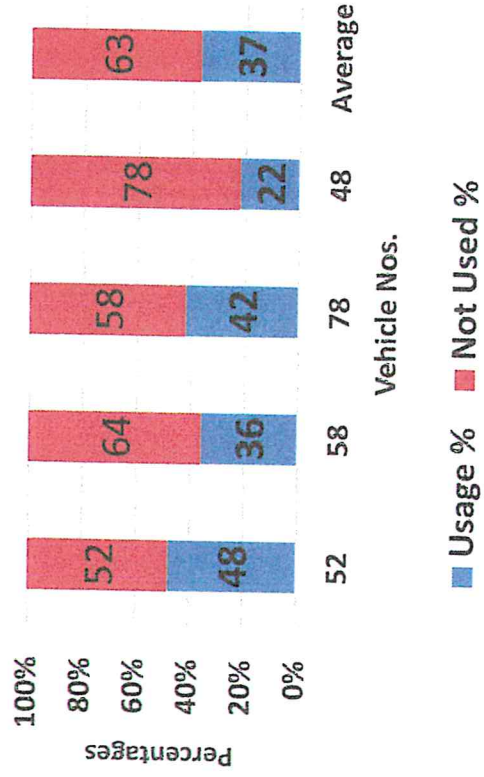


Chart 5

City Hall Vehicles

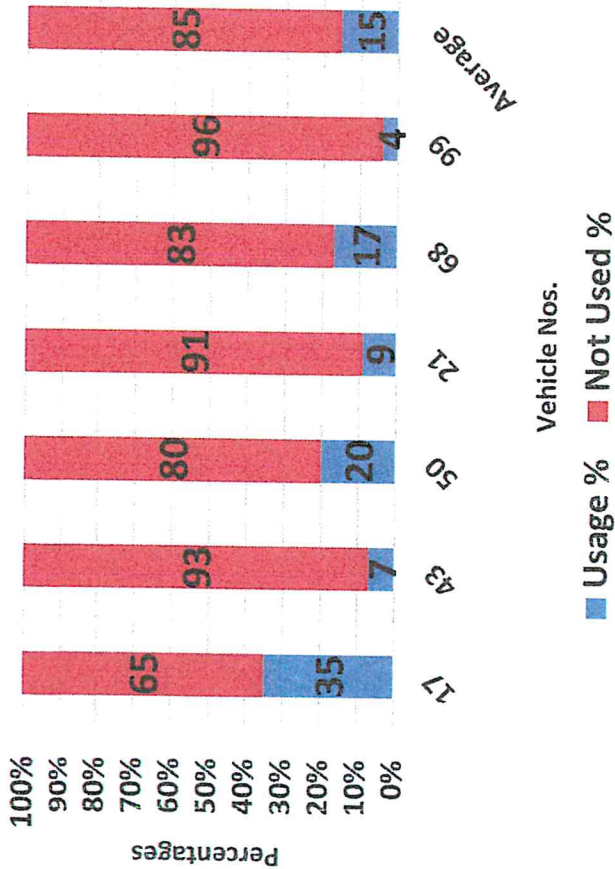


Chart 6

Water Treatment Plant Vehicles

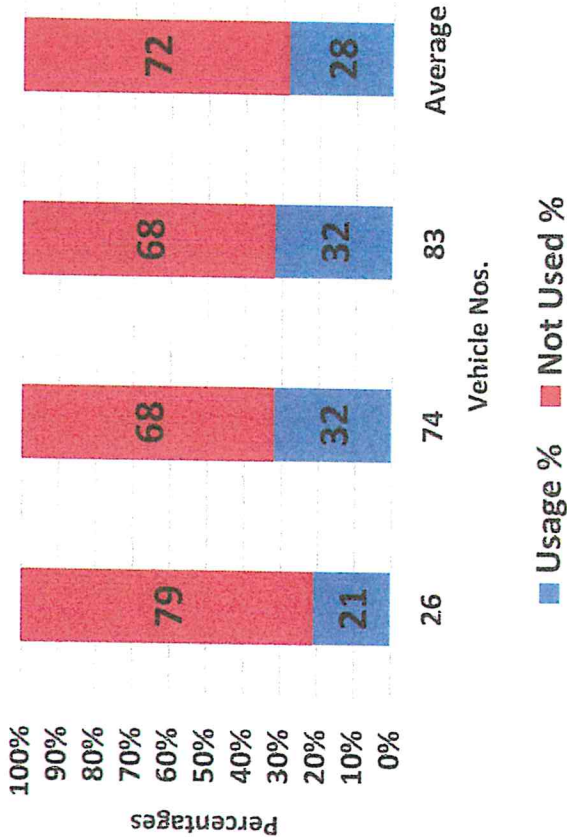


Chart 7

Waste Water Treatment Facility Vehicles

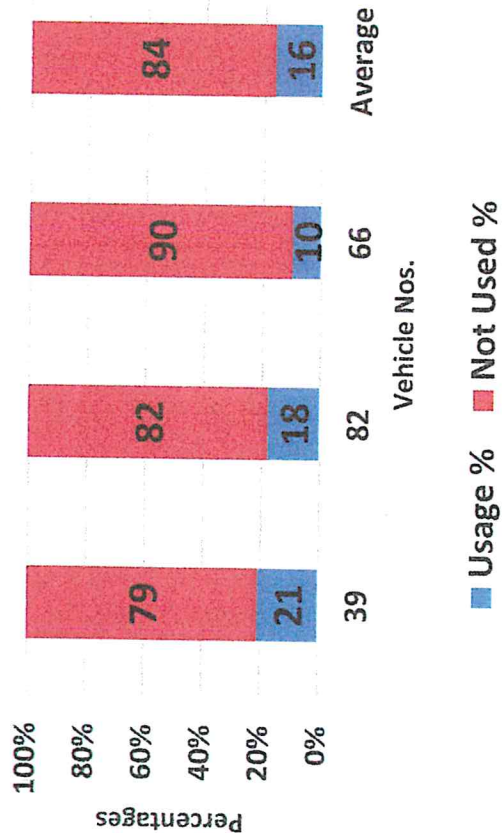


Chart 8

Police Department Vehicle

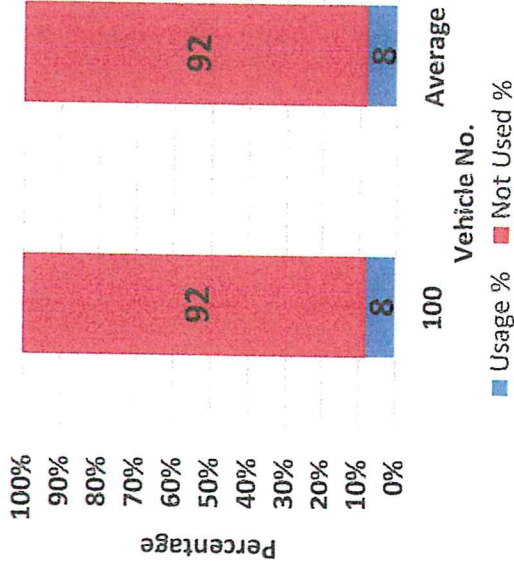
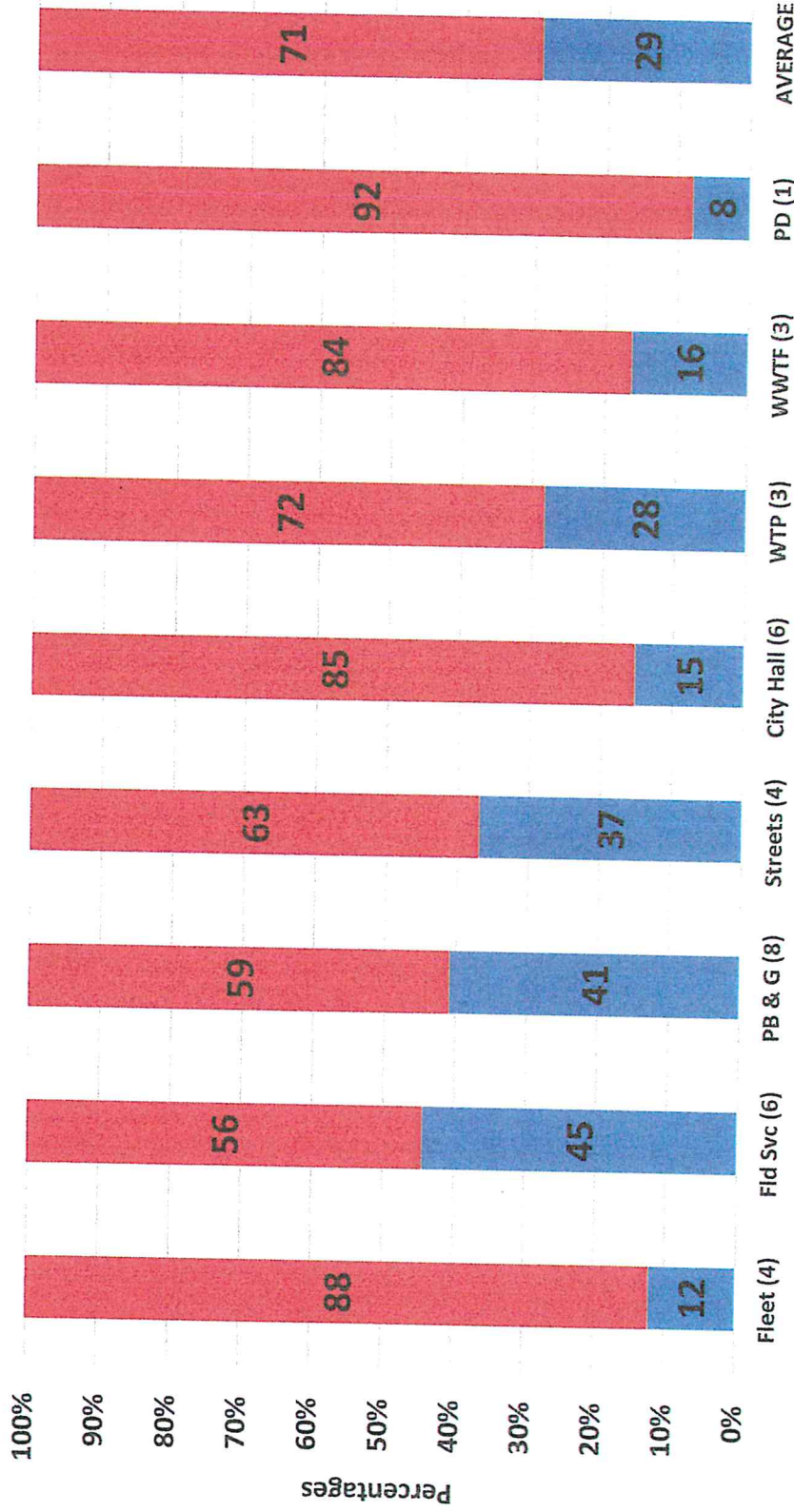


Chart 9
All Vehicles by Location



Weighted usage average for all 35 vehicles for Mar-Jun is 29%, and vehicles are not used 71% of the workdays

Vehicle Locations

■ Usage % ■ Not Used %

Common header data needed in any vehicle log are vehicle identification information which may include **City vehicle ID number**, (**VIN**, license plate number **vehicle make**, **vehicle model**), and **dedicated department** for this vehicle if appropriate – **cross referenced on a separate inventory list is acceptable**). Each trip log entry needs **Basic Trip Data** including **date and time of each trip start and end**, **odometer trip start and end**.

Hypothesis, justification, or assumption	Data needed for analysis
City vehicle needed for a Work Purpose by an employee.	Trip start location, trip ending location, work related purpose of trip, driver name and signature/initials.
Specific vehicle type needed for mounted equipment or to carry tools.	Description of trip purpose could include tool/function specific to this vehicle inferred, such as “snow shoveling” or “landscaping” or “disabled vehicle repair” or “towing” or “snow plowing” or “carcass removal” etc. or explicit tool(s) if an action noun or verb is insufficient or unavailable.
Emergency (& on-call) response requires dedicated vehicle.	Description of the event (purpose) and the specific reason this vehicle (on-board tools/equipment) satisfies this need as opposed to another transport vehicle. City manager vehicle exempted. <i>Police cruisers exempted-TBD by VURC?</i>
Certain vehicles must be dedicated to a specific employee	Basic trip data will reinforce this assumption with frequency, distance, time on site per employee as considerations for analysis.
Multiple vehicle functions may be merged to a single vehicle.	Trip purpose with implied tools/functions, frequency, and vehicle identifications needed for this analysis.
Vehicle pooling for some fleet vehicles more efficient practice.	Unique vehicle ID information, unique trip purpose, frequency needed for this analysis.
Multiple vehicles driven to a single destination not always necessary or efficient.	Basic Trip Data and Vehicle Work Purpose data needed. Passengers listed if any, when appropriate.
Mileage reimbursement for personal vehicle use gains fleet efficiency with fleet reduction.	Basic Trip Data and Vehicle Work Purpose data needed.
A surplus of vehicles is best for citizen service \$.	Basic Trip Data and Vehicle Work Purpose and frequency data needed.
Take home vehicles optimize cost effectiveness.	Basic Trip Data and Vehicle Work Purpose and frequency data needed.



ALL VEHICLE USE MUST BE FOR APPROVED CITY BUSINESS ONLY

(Return to Department/City Manager at end of month or as soon as all rows are fully filled)

Vehicle #/Make/Model _____ / _____ / _____ VIN _____ Plate # _____ Department _____

[illegible]

Examples:

City of Woodland Park, CO



VEHICLE USAGE LOG

ALL VEHICLE USE MUST BE FOR APPROVED CITY BUSINESS ONLY

(Return to Department/City Manager at end of month or as soon as all rows are fully filled)

Vehicle #

Date	Time		Odometer		Journey Details (from; to; purpose with tools implied OR on-board tools used, if any clarification needed; passengers-who - use multiple lines if needed)	Driver	
	Start	End	Start	End		Print Name	Sign / Initials
1/31	1300	1425	12395	12398	WWTP to CH; staff meeting	???	Myth
2/5	0900	1418	45920	46098	Fleet to Napa-Denver RT; pickup parts	???	Myth
11/15	0630	1020	24879	24900	Fleet to Memorial Park; snow shovelling	???	Myth
7/6	1120	1245	33878	33879	CH to Bergstrom Park; landscaping	???	Myth
7/6	1245	1250	33879	33880	Bergstrom Park to CH; return	???	Myth
7/6	1120	1250	33878	33880	RT - CH to Bergstrom Park; landscaping	???	Myth
8/4	0900	1200	56923	56925	RT - CH to Historical Preservation mtg. @ Vectra; w/ J. Mannon	Sally Riley	SR
8/28	0800	1300	66920	66963	RT - CH to PPACG Colorado Springs; w/ D. Buttery + N. Levy	Dan Munn	Dan Munn
9/15	2110	2325	56289	56296	RT - PWF to Mem. Park - repair broken bathroom pipes w/ pumps & generator; w/ John Doe + Jacque Frost + George Smith	???	Myth
2/7	1300	1445	1278	1281	RT - CH to Vectra Bank for EVC meeting	Jane Mannon	JM
4/7	0900	1415	32890	32898	CH to Mem. Park to Fleet; pick up trash	???	Myth

Abbreviations:

PWF

Public Works Facility on Rampart Range Road

WTP

Water Treatment Plant on Rampart Range Road

WWTP

Waste Water Treatment Plant on Hwy 67

Fleet

Fleet Maintenance Facility on Rampart Range Road

PD

Police Department on Hwy 67

CH

City Hall

DWWT

Divide Waste Water Treatment Plant

RT

Round trip

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST

March 1, 2017

return to Department Head at end of month

[illegible]

SAMPLE

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST
February 24, 2017

Vehicle # 111 return to Department Head at end of month

Day	Date	Time		Odometer		Weather	Print		Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
		Start	End	Start	End		Name	Initial	
M	mar 6	7:30 AM	9:00 AM	1234	1260	sunny	doe	jd	to MWP for lining fields
Tu	3/7	0730	0900	1269	1275	snow	doe	jd	to shovel sidewalks
wed	8-Mar	all day		1275	1275	snow	doe	jd	no travel today, work at PWF

ABBREVIATIONS

AQC Aquatic Center	RT Round Trip
BP Bergstrom Park	WTP Water Treatment Plant
CH City Hall	WWTP Wastewater Plant
DWWT Divide Wastewater Plant	
FLT Fleet Maintenance	
MEM Memorial Park	
MW Meadow Wood	
PD Police Operations Center	
PU Personal/Commuter Use	
PWF Public Works Facility	

Task functions:

A	pickup parts/supplies	R	Sewer camera inspection trip
B	Non-vehicle maintenance	S	Site inspection/locate trip/mapping/PSO work/code enf.
C	repairs to City asset (non-vehicle)	T	Training meeting
D	get gas	U	Meter reads/service
E	transit to/from overnight parking location	V	Vehicle repairs - not @ FMF
F	pick up trash	W	deliver/pickup parts/supplies to/from work site
G	snowplowing/street sweeping	X	Unknown task
H	snow shoveling	Y	Dropping off employee(s)
I	landscaping	Z	Pothole Patrol
J	transit for a City business related meeting	AA	Deliver/pickup diesel fuel
K	transit to/from home	AB	Cemetery
L	Lunch or meal or break	AC	Pick up or drop off personnel or equipment
M	Zamboni work	AD	Lift Stations
N	Fleet maintenance at FMF	AE	Water Lab
O	Personal or off-duty time	AF	Out-of-service due to weather
P	Pickup dead animal or heavy item	AG	Water quality testing
Q	Paving/chip seal/road repairs	AZ	Field service

Task distribution for 35 City transport vehicles

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AZ	
01	15.4%	0.0%	0.5%	2.5%	0.0%	0.0%	0.0%	0.0%	0.0%	24.9%	39.3%	0.5%	0.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	4.7%	1.0%	0.0%	0.0%	0.0%	0.0%	0.7%	0.0%	8.2%	1.2%	0.0%	0.0%	0.0%	0.0%	
04	2.4%	0.0%	0.0%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	14.3%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	56.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	
05	7.7%	15.7%	21.7%	0.0%	3.4%	10.4%	10.0%	0.0%	13.2%	1.6%	1.1%	4.6%	0.0%	0.4%	0.0%	0.0%	0.2%	0.0%	1.4%	2.5%	0.0%	0.0%	3.8%	0.0%	0.0%	0.0%	0.0%	0.3%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
07	1.4%	28.7%	8.2%	0.9%	0.0%	27.9%	0.1%	5.3%	15.3%	0.5%	0.0%	11.1%	0.0%	0.1%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%		
09	1.6%	3.8%	0.4%	0.7%	2.0%	7.7%	0.0%	0.4%	55.7%	1.1%	0.0%	9.5%	0.0%	0.0%	0.0%	0.0%	0.9%	0.0%	1.1%	0.0%	13.4%	0.0%	1.3%	0.0%	0.0%	0.0%	0.0%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
12	0.3%	0.0%	9.1%	0.3%	0.0%	0.0%	0.2%	0.0%	0.0%	3.7%	12.2%	10.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9.1%	0.0%	0.0%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	54.2%	0.0%	
17	0.2%	0.0%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.0%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	88.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
18	0.5%	44.3%	6.3%	0.9%	0.9%	0.0%	0.0%	0.0%	0.0%	0.9%	0.0%	0.5%	0.0%	7.2%	0.0%	0.9%	0.0%	7.2%	0.9%	27.6%	0.0%	0.9%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
19	4.1%	18.9%	1.0%	0.3%	1.1%	0.0%	0.0%	0.0%	0.3%	1.1%	0.0%	3.7%	0.0%	0.0%	0.0%	0.0%	3.8%	0.0%	17.1%	0.0%	48.4%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
21	0.0%	0.0%	0.0%	0.0%	0.0%	8.7%	0.0%	0.0%	0.0%	11.9%	48.4%	0.8%	0.0%	3.2%	7.9%	0.0%	0.0%	0.8%	18.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
22	31.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	26.2%	4.8%	0.0%	4.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	19.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	9.5%	0.0%	0.0%	0.0%	0.0%	0.0%	
26	0.0%	18.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	2.2%	0.0%	0.0%	0.0%	0.0%	14.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
30	1.6%	0.7%	0.9%	1.6%	2.3%	71.6%	2.1%	0.4%	5.0%	0.6%	0.3%	8.5%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
38	0.6%	1.8%	0.0%	0.3%	1.8%	79.9%	2.7%	0.0%	0.0%	0.6%	0.0%	9.9%	0.0%	0.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
39	0.7%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	2.2%	12.6%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
43	17.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%	3.3%	3.3%	0.0%	4.3%	0.0%	0.0%	0.0%	0.0%	23.9%	14.1%	0.0%	0.0%	0.0%	17.4%	6.5%	0.0%	0.0%	0.0%	8.7%	0.0%	0.0%	0.0%	0.0%	0.0%	
45	10.2%	0.7%	2.2%	8.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%	47.4%	6.6%	19.7%	0.0%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
48	1.9%	20.1%	0.3%	0.6%	0.0%	3.9%	14.6%	0.0%	2.3%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	43.5%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	0.6%	0.0%	0.6%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
49	0.4%	3.8%	0.0%	1.3%	0.0%	1.5%	0.2%	0.0%	87.0%	0.2%	0.0%	0.4%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.1%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
50	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	3.6%	1.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	88.2%	3.2%	0.0%	0.0%	0.0%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
52	2.1%	2.4%	3.6%	0.6%	0.0%	1.3%	0.7%	0.0%	2.1%	2.1%	1.9%	0.0%	0.0%	0.6%	0.0%	1.7%	37.3%	0.0%	6.8%	0.7%	1.1%	0.0%	0.0%	3.4%	3.6%	24.6%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
58	6.1%	30.3%	0.0%	0.8%	0.2%	1.3%	0.5%	0.5%	2.6%	1.5%	0.0%	12.3%	0.0%	1.0%	0.0%	0.0%	13.6%	0.0%	2.6%	0.2%	0.0%	0.0%	0.2%	0.0%	0.7%	22.4%	0.0%	1.5%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	
66	0.0%	0.0%	0.0%	1.7%	6.8%	0.0%	0.0%	0.0%	0.0%	6.8%	72.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.0%	0.0%	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
68	4.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%	22.3%	3.4%	0.0%	3.4%	0.0%	0.0%	0.0%	40.6%	13.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	19.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
74	3.6%	12.5%	0.2%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.8%	0.0%	1.7%	0.0%	0.2%	0.0%	0.0%	0.0%	0.0%	0.2%	19.3%	0.0%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
78	1.3%	1.3%	6.8%	0.9%	0.0%	1.1%	0.9%	0.0%	0.2%	9.6%	23.9%	0.4%	0.0%	0.7%	0.0%	0.0%	0.0%	13.6%	0.6%	0.0%	1.1%	0.0%	1.1%	2.0%	0.0%	5.9%	0.0%	5.3%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
82	6.0%	0.4%	8.5%	1.1%	0.7%	0.0%	0.0%	0.4%	3.9%	16.4%	0.0%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	1.1%	2.5%	0.0%	0.7%	0.7%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	1.8%	0.0%	0.0%	5.7%	0.0%	0.0%	
83	0.0%	0.0%	0.0%	0.2%	0.0%	0.0%	1.8%	0.0%	0.0%	14.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.0%	58.7%	0.0%	8.4%	0.0%	0.4%	0.0%	16.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
84	8.4%	0.0%	0.0%	0.9%	0.0%	0.0%	0.0%	0.0%	0.0%	47.1%	0.9%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	35.7%	0.0%	0.0%	0.0%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
92	5.2%	41.7%	3.9%	0.6%	0.1%	4.5%	0.0%	0.0%	5.3%	11.0%	14.6%	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.7%	2.5%	0.0%	0.0%	0.6%	0.2%	0.0%	0.3%	0.0%	0.0%	0.0%	
94	2.2%	14.5%	0.0%	0.9%	0.3%	0.0%	0.0%	0.0%	0.0%	3.8%	0.0%	2.2%	0.0%	0.4%	0.0%	0.0%	0.0%	0.2%	28.3%	1.4%	43.4%	0.0%	0.2%	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
95	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
97	1.6%	16.4%	8.5%	0.1%	1.0%	0.0%	0.0%	0.0%	0.7%	3.0%	0.0%	5.1%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%	15.6%	0.0%	47.5%	0.0%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
99	18.2%	0.0%	0.0%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	50.9%	0.0%	0.0%	9.1%	0.0%	0.0%	0.0%	0.0%	0.0%	5.5%	0.0%	5.5%	0.0%	3.6%	0.0%	0.0%	0.0%	0.0%	5.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
100	18.9%	0.0%	0.0%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	54.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	18.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST
 March 1, 2017

Vehicle # 1

return to Department Head at end of month

Day	Date	Time		Odometer		Weather	Print		Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
		Start	End	Start	End		Name	Initial	
W	3-15	11:03	11:36	98226	98231	clear	Mackel	MM	Flt - Pike Peak auto body - CH - Flt RT
W	3-15	4:41	4:35	98231	98238	clear	Mackel	MM	Flt - Napa - CH - Pike Peak Auto Body - Home Pu Home - Flt Pu
Th	3-16	06:21	06:39	98238	98245	clear	Mackel	MM	Flt - Dmc RT
Th	3-16	07:06	07:35	98245	98249	clear	Mackel	MM	Flt - ch - PD RT
Th	3-16	07:41	09:51	98249	98255	clear	Mackel	MM	Flt - wwtP - gas station RT
Th	3-16	09:59	11:03	98255	98265	clear	Mackel	MM	Flt - ch - Home Pu
Th	5-16	15:35	16:07	98265	98271	clear	Mackel	MM	Home - Flt Pu
F	3-17	06:20	06:37	98271	98278	clear	Mackel	MM	Flt - CH RT
F	3-17	11:12	11:49	98278	98284	clear	Mackel	MM	Flt - CH - Home Pu
F	3-17	15:32	16:01	98284	98290	clear	Mackel	MM	Home - Flt Pu
M	3-20	06:17	06:35	98290	98296	clear	Mackel	MM	Flt - wwtP -
M	3-20	09:51	09:59	98296	98300	clear	Mackel	MM	wwtP - Home-to
M	3-20	10:07	10:16	98300	98304	clear	Mackel	MM	Home-to - wwtP
M	3-20	10:21	10:38	98304	98308	clear	Mackel	MM	

Example of task purpose lacking.

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE; INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST
 Vehicle # 30 Cones 1536 return to Department Head at end of month
 March 1, 2017

Day	Date	Time		Odometer		Weather	Print Name	Initial	Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
		Start	End	Start	End				
	5-10	10:50	11:01 ^{am}	41009	41011	Cloudy	Josh	JC	city hall to MW
	5-10	1:06 ^{pm}	1:20	41012	41017	Cloudy	Josh	JC	MW to Shop
	5-11	7:00	7:14	41018	41023	Cloudy	Josh	JC	Shop to MW
		9:30	9:41	41024	41027	Cloudy	Josh	JC	MW to Kalamazoo
		10:10	10:24	41027	41030	Cloudy	Josh	JC	Kalamazoo to Shop
		10:59	11:08	41030	41034	Clear	Josh	JC	Shop to MW
		1:07	1:16	41034	41037	Clear	Josh	JC	MW to Kalamazoo
		1:40	1:49	41037	41040	Clear	Josh	JC	Kalamazoo to Shop
		4:37	4:51	41041	41044	Clear	Josh	JC	Shop to Shop
	5-12	7:00	7:15	41044	41048	Clear	Josh	JC	MW to skate Park
	5-12	9:00	9:06	41048	41049	Clear	Josh	JC	skate Park to Kalamazoo
	5-12	9:21	9:31	41049	41051	Clear	Josh	JC	Kalamazoo to Shop
	5-12	9:45	9:50	41051	41051	Clear	Josh	JC	Shop to Shop
	5-12	10:21	10:33	41052	41055	Clear	Josh	JC	Shop to Shop
	5-12	3:12	3:25	41055	41059	Clear	Josh	JC	Shop to Shop

Another incomplete task purpose accounting example.

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST

updated for 5/1/2017

Vehicle # 49

return to Department Head at end of month

Date	Time		Odometer		Weather	Print Name	Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
	Start	End	Start	End			
5/2	1:40pm	1:54	35765.7	35768.8	Rain	Anderson	By O'Keilly's Here to Help with pollen PWF
	2:05	2:12	35768.8	35771.9			- PWF to prep Light Pole
5/3	7:15pm	7:23	35772	35773.7	Rainy	Anderson	PWF - Crestwood MC
	7:40	7:43	35773.7	35774.3			-Villy View & 67
	7:51	7:59	35774.3	35775.2			-Sour Dough & 67
	8:04	8:08	35775.2	35776.5			-Kellys & 67
	8:14	8:20	35776.5	35777.3			-County & 67
	8:25	8:27	35777.3	35777.8			-Lake & 67
	8:32	8:35	35777.8	35777.9			-Lions
	8:48	8:52	35779.9	35778.9			-Cavalier
	9:14	9:19	35778.9	35779.6			-Berger King, poop
	9:35	9:42	35779.6	35780.8			-Smokers corner MC
	9:48	9:50	35780.8	35781			-CC
	10:05	10:08	35781	35781.6			-Clt
	10:25	10:36	35781.6	35784.3	Clear	Anderson	-PWF meet up with Dave & set up light pole
5/5	7:10pm	7:17	35784.3	35786.3	Clear	Anderson	PWF - CU MC

More creative guessing at trip purpose involved.

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST

March 1, 2017
JNA

Vehicle # 66 return to Department Head at end of month

Day	Date	Time		Odometer		Weather	Print Name	Initial	Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
		Start	End	Start	End				
Mon	5/1/17	6:35	8:00	26299.3	26308.1	Sunny	John Seach		Divide House to TCWWTP to WPLWWTP
	5/1/17	4:50	5:15	26308.1	26335.0	Sunny	John Seach		WWTP to Lefkous WWTP to Divide House
Tues	5/2/17	6:30	11:30	26335.0	26353.0	Cloudy	John Seach		Divide House to TCWWTP to WPLWWTP
	5/2/17	3:50	5:00	26353.0	26371.7	Rain	John Seach		WWTP to Stores to Divide House
	5/2/17	6:58	26371.7	939	26402.7	Rain	John Seach		Divide House to WPLWWTP to Divide House
Wed	5/3/17	6:35	8:00	26402.7	26420.3	Foggy	John Seach		Divide House to TCWWTP to WPLWWTP
	5/3/17	3:45	4:00	26420.3		Clear	John Seach		WPLWWTP to WPL House
Thurs	5/4/17	6:35	8:15		26444.8	Sunny	John Seach		WPL House to TCWWTP to WPLWWTP
Mon	5/8/17	3:45	4:05	26444.8	26460.5	Clear	John Seach		WPLWWTP to Divide House
Tues	5/9/17	6:50	11:35	26460.5	26478.3	Clear	John Seach		Divide House to TCWWTP to WPLWWTP
	5/9/17	3:40	4:05	26478.3	26493.9	Cloudy	John Seach		WPLWWTP to Divide House
Wed	5/10/17	6:35	6:50	26511.4	26511.4	Cloudy	John Seach		Divide House to TCWWTP to WPLWWTP
Thurs	5/11/17	6:35	8:02	26511.4	26535.7	Rain	John Seach		WPL House to TCWWTP to WPLWWTP
	6/11/17	3:35		26535.7	26568.9		John Seach		
Wed	6/12/17	3:35	4:10	26568.9	26584.4	Sunny	John Seach		WPLWWTP to Divide House
Thurs	6/13/17	6:40	7:55	26584.4	26602.1	Snow	John Seach		Divide House to TCWWTP to WPLWWTP

More creativity of data entry person needed for a trip purpose and times.

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST

March 1, 2017

Vehicle # 05 PGS return to Department Head at end of month

Day	Date	Time		Odometer		Weather	Print		Initial	Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
		Start	End	Start	End		Name			
Fri	3/3	7:00	7:18	4280	4283	Clear	Chris Lane		cl	Monitor Jones Shop to shed supplies, stock food supplies
Fri	3/3	7:50	8:05	4283	4286	Cloud	Chris Lane		cl	Take supplies from City Hall to shop, pack food and
Fri	3/3	8:40	10:04	4286	4288	Clear	Chris Lane		cl	Shop, monitor Jones Route to trailhead, clean
Fri	3/3	10:05	10:29	4288	4290	Clear	Chris Lane		cl	to Police Dept; try to get supplies
Fri	3/3	10:30	11:47	4290	4292	" "	Chris Lane		cl	Backed up sink, repair
Fri	3/3	11:47	12:03	4292	4295	" "	Chris Lane		cl	Going to City Hall Park, get to pick up supplies, back to shop for lunch
Fri	3/3	12:45	1:00	4295	4298	" "	Chris Lane		cl	Back to Park & Rec Garage to continue supply haul
Fri	3/3	4:30	4:45	4298	4301	" "	Chris Lane		cl	Back to Shop for food, from Park
Tues	3/7	7:00	7:20	4300	4303	Windy	Chris Lane		cl	From Shop to Phondwood to pick up supplies
Tues	3/7	7:20	7:35	4303	4305	" "	" "		cl	meadowood to City Hall
Tues	3/7	9:30	9:40	4305	4307	Windy	" "		cl	Shed, laundry, from Phondwood to City Hall
Tues	3/7	9:40	9:52	4307	4309	" "	" "		cl	City Hall to Cavalier
Tues	3/7	9:52	10:00	4309	4310	" "	" "		cl	Cavalier Park, Back to City Hall to finish laundry
Tues	3/7	10:00	12:19	4310	4312	" "	" "		cl	City Hall to Lyons Park, laundry
Tues	3/7	1:00	1:22	4312	4315	" "	" "		cl	Head back to shop for lunch
Tues	3/7	1:45	2:00	4315	4317	" "	" "		cl	To meadowood, unload laundry, mats
Tues	3/7	1:45	2:00	4315	4317	" "	" "		cl	meadowood to Lyons Park to finish laundry & shelter

Good VUL example.

VEHICLE USAGE LOG (Pen only please)

OUR CORE VALUES: CUSTOMER SERVICE, INTEGRITY, STEWARDSHIP, TEAM BUILDING, RESPECT, LOYALTY, TRUST
March 1, 2017

Vehicle # 18

return to Department Head at end of month

Day	Date	Time		Odometer		Weather	Print Name	Initial	Trip Details: from/to; purpose; passengers; other equipment; use multiple lines as needed.
		Start	End	Start	End				
F	4/14	7:15	2:45	106068	106107	4:55 SUNNY	KARLSON HATZ	EL	HYDANT MAINT. (VARIOUS LOCATIONS)
TU	4/18	7:15	12:00	106107	106123	2:05 SUNNY	KARLSON HATZ	EL	HYDANT MAINT. (VARIOUS LOCATIONS)
TH	4/20	8:00	3:13	6123	106156	4:33 "	BOB	2 PROPS	HYDANT MAINT.
Th	5/4	10:00	1:00	6156	6160	1:00 Sunny	Bob	2	Raise man Holz
F	5/5	8:00	1:00	6160	6182	1:00 Sunny	Bob	2	Raise man Holz
TU	5/9	8:00	2:15	106182	106206	3:35 CLOUDY	BOB ERIC	2P	HYDANTS
W	5/10	7:15	1:05	106206	106229	0:00 CLOUDY	ERIC	EL	UTILITY LOCATES (VARIOUS LOCATIONS)
W	5/10	10:27	11:25	106229	106235	2:50 "	"	"	CITY HALL (AUDIT SAFETY)
M	5/30-17	7:30	3:00	106235	106263	4:50 SUNNY	JOHN HUBER	JH	READ METERS (VARIOUS LOCATIONS)
M	6-5-17	7:40	3:15	106264	106297	4:55 SUNNY	JOHN HUBER	J.H.	READ METERS (VARIOUS LOCATIONS)
TU	6-6-17	7:45	3:00	106297	106308	CLOUDY	JOHN HUBER	JH	READ METERS (VARIOUS LOCATIONS)
TU	6-6-17	10:55	11:40	106308	106313	CLOUDY	"	"	MAKE MAPS (VARIOUS LOCATIONS)
TU	6-6-17	11:40	11:55	106313	106316	"	"	"	FUEL UP CITY HALL
TU	6-6-17	12:00	NOON	106316	106318	"	"	"	LUNCH
TU	6-6-17	12:30	1:35	106318	106333	"	"	"	MAKE MAPS FOR P50A (VARIOUS LOCATIONS)
TH	6-6-17	7:35	2:35	106333	106360	SUNNY	JOHN HUBER	JH	READ METERS (VARIOUS LOCATIONS)
M	6-12-17	4:20							

Another clear VUL example.

Take-home auto process needs work

A new audit says Colorado is spending \$1.54 million a year by letting nearly 1,000 state employees have take-home vehicles — but 90 percent of that use is unauthorized.

A recent story in The Denver Post said the usage goes against both state law and federal tax regulations.

Colorado law allows agency executive directors to authorize employees to use a state-owned vehicle for commuting if the use promotes a legitimate nonpartisan state interest, efficient operation of the fleet system and is cost-effective to the state agency.

Employees who get a car are not allowed to use it for personal use, and there are requirements for determining whether the employee will reimburse the state for use of the vehicle in commuting and in what amount.

The audit report said it "found no evidence that the commute had been authorized for any reason other than to promote a legitimate state interest." But it found "inconsistencies across agencies with respect to how they determined that the commuting arrangements met other requirements" and that the Personnel & Administration "does

not have complete and accurate information about employees with take-home vehicles."

Part of the problem may be that the State's Department of Personnel & Administration's Fleet Management has less than one full-time-equivalent staff member dedicated to managing the program.

Another problem is that some employees have vehicles to speed up emergency response, but under state law that's not a valid reason for a take-home vehicle.

If emergency response is a priority, and in some cases it should be, the law needs to be changed to allow those employees to use state vehicles.

Many state employees may have a legitimate need for take-home vehicles, but probably not as many as have them.

It's time for the state to crack down on use of state vehicles, ensure rules are being followed and that the employees who have vehicles are paying appropriate taxes for that use.

Those actions could help save taxpayers the money that purchase or lease and use of those vehicles costs.

REPORTER-HERALD (LOVELAND)

12/21/16

<http://denver.cbslocal.com/2011/06/30/denver-police-take-home-car-goes-too-far/>

Denver Police Take-Home Car Goes Too Far

June 30, 2011 10:10 PM

Filed Under: [Bill Vidal](#), [Denver Police Department](#), [Elbert County](#), [Elizabeth](#), [Gerry Whitman](#), [Matt Murray](#), [Tracie Keesee](#), [Wellington Webb](#)



DENVER (CBS4) – A high-ranking Denver police commander has been using a city car to commute to and from work from her home in Elizabeth, 40 miles from Denver, even though the daily commute violated a mayoral executive order, city fiscal accountability rule and directives issued by the Denver police chief, all of which prohibit “take home cars” from going to homes more than 25 miles from Denver’s City and County Building.

“That’s a rule we are all subject to,” said Lt. Matt Murray, a spokesman for the Denver Police Department. “There’s a fiscal rule that says you can’t take a car home” if you live beyond 25 miles, said Murray. “If you don’t live within that range, you can’t take a car home,” said the DPD spokesperson. “Who is exempt from that rule?” Murray was asked. “Nobody I know of,” he responded.

“I have approval of the chief,” countered Division Chief Tracie Keesee, who is seen by many as a frontrunner to become Denver’s next police chief.

In a phone interview with CBS4, Keesee said she had been taking a city car home since 2005. She oversees the DPD’s Research, Training and Technology Division. “It’s no surprise to the chief,” said Keesee. She declined to speak on camera with CBS4.

She lives in Elizabeth, deep in rural Elbert County, nearly an hour-long drive from her office at Denver Police Headquarters in downtown Denver. The city rules against long commutes cropped up in the early 2000s to address high gas prices and the dubious benefit of having an emergency responder live so far away in the case of an emergency.

In 2002, Mayor Wellington Webb signed an executive order addressing the city’s vehicle use policies. The order said that to be eligible for a take home car “the driver’s home is within a twenty-five (25) mile radius of the City and County Building.”

Three weeks later, Chief Gerry Whitman issued his own directive writing that, “The employee’s residence, and any personal use, must be confined to a 25-mile radius of the City and County Building.”

In 2006, the city issued a fiscal accountability rule that was updated in 2009 emphasizing take home vehicles can only be taken home if “The driver’s home is within a twenty-five (25) mile radius of the City and County Building.”

Keesee indicated Whitman verbally overrode all those rules and regulations, even though the CBS4 probe found he didn’t have the authority to do so.

In a statement to CBS4 Thursday, Denver Mayor Bill Vidal made it clear Whitman had exceeded his authority and did not have the ability to override multiple city rules and regulations.

“Chief Whitman mistakenly granted permission for Division Chief Keesee to take home her vehicle and waived the mileage requirement,” said Vidal. The mayor’s office said that following the CBS4 probe, Keesee was ordered to cease taking her car home to Elizabeth.

“Chief Whitman has instructed Division Chief Keese to not take home her city vehicle until the proper approval has been secured. Mayor Vidal will consider the waiver request after discussing emergency response policies with the Department of Safety.”

The mayor’s office called Whitman’s actions an “oversight and not an intentional violation ... no discipline is warranted.”

Justin Demello, the former head of Denver’s Office of Emergency Management, was caught violating the 25 mile rule in 2008. Demello was using a city vehicle to commute to and from Fort Collins, about 62 miles. At the time, Demello told KUSA-TV he was unaware of the city executive order and the fiscal accountability rule outlining the 25 mile requirement. Demello resigned his position shortly after details of his unauthorized commute were reported.

Mark Leone, a former Denver police lieutenant, reviewed the evidence gathered during the CBS4 investigation and said what occurred undermines the police departments credibility and accountability.

“It in essence broadcasts to the organization that if you are one of the chosen ones — friends and family — the rules are not applicable to you. Anytime you’re involved with an organization or family or boss, that says, “Do as I say, not as I do,” all it does is permeate the organization that rules don’t apply. It’s a piece of the culture that needs to be changed,” said Leone.

Keese’s commute is costly for Denver taxpayers. Fuel records obtained by CBS4 show that in a typical month, Keese has to fill up her city SUV three times a week. In May, records show the division chief filled up 10 times and put more than 2,000 miles on the Lincoln Aviator. Figuring fuel costs at \$4 per gallon, taxpayers spent more than \$500 in a single month to fuel her commute.

Her take home vehicle is one of about 250 DPD vehicles driven home every night. Each take home car user must have a current authorization form on file to be allowed to take a vehicle home.

CBS4 requested Keese’s take home car authorization forms on June 15. A week later, the department provided two forms for two take home vehicles Keese has driven since June, 2010. The manager of records for the police department said authorization forms for Keese beginning in 2005 could not be located. However both forms provided to CBS4 were dated June 15, 2011 and signed by Chief Whitman that same day. Additionally, both forms for Keese indicated she lived beyond 25 miles from Denver, but that she lived in Parker, which is much closer to Denver than Elizabeth.

In email exchanges with CBS4, Keese wrote that, “The forms were redone by the fleet Sgt. O’Shea, who took them to Chief Whitman for his signature. Parker was not written in by me.”

She did not offer any further explanation for why her subordinate wrote that she lived in Parker instead of Elizabeth. Keese was asked how many times she has been called out from home for emergencies in the past year. She did not respond to that request.

The CBS4 findings echo problems pointed out by the Denver auditor in a report released in January 2011 on city take home vehicles.

“Audit work determined that requirements surrounding take-home vehicles are not being monitored, complied with, or applied consistently. The numerous problems identified by audit work regarding take-home vehicles ultimately create the perception that the city does not view managing take-home vehicle usage as a high priority.”

The audit went on to say, “That there is little oversight and monitoring over take-home vehicles.”

Ann Williams, a spokesperson for Mayor Bill Vidal, told CBS4 that the police department’s public information officer was mistaken when he said there were no exemptions to the 25 mile take home car rule.

“He made an honest mistake,” said Williams, who said the lieutenant was unaware of the deal Whitman had made with Keese.