

**TO:** Mayor Robinson and City Council  
**FROM:** City Administrator Ron Johnson  
**SUBJECT:** Police Take Home Vehicle Amendment to Employment Terms  
**DATE:** April 29, 2015

**BACKGROUND**

The Personnel Committee met on February 17, 2015 and one of the items for discussion was Chief McCormick's take home vehicle. In researching this matter: The letter of terms at time of Chief McCormick's hiring included the use of a vehicle to take home. A take home vehicle for the Chief of Police is an industry standard because of the requirement that a police chief be available 24/7 and the need for them to respond directly during an emergency. Since being hired Chief McCormick has also become the City's Emergency Management Director, which increased the type of situations he would have to respond to. After discussion by the Committee, with City Administrator Johnson and Chief McCormick present, it was agreed that the terms should be modified to include a provision for \$50.00 compensation per month to the City for personal use to and from work. This modification was unanimously approved by the Personnel Committee who recommended to forward it to Council for approval.

Prior to the March 3 Council packet being sent out, a member of the personnel committee advised he had changed his mind on the amount. Administrator Johnson opted to send the item back to the March 17 Personnel Committee meeting for further discussion.

The Committee discussed other methods for determining compensation including using the IRS charitable rate of 0.23 per mile which is intended to cover operational costs (would be \$69.92) based on 19 days a month, actual cost of fuel used (would be \$38.19, based on \$2.01 price on bulk tank fill on 4-2-15), rate used by Maplewood of 14.5 per mile (would be \$44.08). The actual number of days per month was discussed, 19 had been used based on one holiday per month, while the actual days would be lower if vacation and other out of the office days were factored. It was noted that Hastings uses a \$50/month flat fee. After this discussion, staff was directed to place the item on a future Council meeting agenda for full Council discussion

**STAFF RECOMMENDATION**

Discuss initial Personnel Committee recommendation of a payment of \$50 per month by Police Chief McCormick to the city for take home use of a police vehicle, and discuss potential other options

**REQUESTED COUNCIL ACTION**

Revise the terms of employment for Police Chief Jeffrey L. McCormick as follows:

Current language:

Vehicle to take home

Template of Amended Language:

Shall be provided a vehicle to take home with personal use allowed going to and from work, and Chief McCormick shall compensate the City fifty dollars (\$50.00) or \$\_\_\_\_\_ each month for the additional mileage, effective from the date approved by the City Council.