

<b>FROM</b>	NAME & TITLE	Christopher Shorter, City Administrator	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Office of the Mayor 100 Holliday Street Baltimore, MD 21202		
	SUBJECT	City Council Bill 21-0157 - Limiting the Range of City-Owned Take-Home Vehicles		

DATE: November 15, 2021

**TO** The Honorable President and Members of the Baltimore City Council c/o  
Natawna Austin, Executive Secretary

**Position: Support with Amendments**

The Office of the City Administrator is herein reporting on City Council Bill 21-0157 - Limiting the Range of City-Owned Take-Home Vehicles. The purpose of this legislation is to ensure Baltimore City resources are being properly allocated and accounted for as it pertains to take home vehicles. Specifically, 21-0157 requires that take home vehicles are only operated within City limits and that the Director of an agency that provides at least 1 employee with a city-owned take-home vehicle shall adopt rules and regulations to implement this section.

**Background**

Increasing the efficiency and effectiveness of Baltimore City government and being proper stewards of public funding is a central priority for the Scott Administration. It is the recommendation of the Office of the City Administrator to adopt the following amendments to 21-0157 to ensure that there is a seamless transition between current policy and the improvements proposed by the legislation.

- Extend the effective date to 240 days to allow for reimbursement process to be established
- Makes exceptions for employees who work outside of city limits (i.e., DPW employees who work in the Watershed)
- Make exceptions for travel required while in an on-duty status (i.e., meetings outside of the jurisdiction, mutual aid agreements, etc.)
- Make exceptions for employees who are in an on-call status (i.e., Duty Officers) who live within 30 miles of the city
- Grandfather in existing personnel contracts
- Grandfather in existing leases or vehicles through either appointment to the position and/or the lifecycle of the car offering an option to reimburse the city through payroll for miles traveled outside of the City of Baltimore
- Allow for general exceptions to be made that must be authorized by the Chief Administrative Officer

**Conclusions**

The Office of the City Administrator is committed to the vision set forth by the Scott Administration of ensuring the City of Baltimore government continues to assess and update the various systems, and administrative policies and procedures that ensure we are responsibly managing public resources. To that end, the Office of the City Administrator is supportive of City Council Bill 21-0157 if the above amendments are able to be incorporated into the final version of the legislation. I, and my office, stand ready to participate in further discussion and consideration of policy changes related to take home vehicles.