

**MEMORANDUM**

January 30, 2012

TO: Transportation, Infrastructure, Energy & Environment Committee  
Government Operations & Fiscal Policy Committee

FROM: Susan J. Farag, Legislative Analyst 

SUBJECT: County Government Take-home Vehicle Assignments

Today the Committees will be provided a status update on the County's take-home vehicle assignments, as well as changes to its take-home vehicle policy.

**BACKGROUND**

During FY12 budget deliberations, the T&E Committee reviewed various issues related to the County's take-home vehicle policies. The Committee stated that there should be a strong presumption against any take-home vehicle assignments. The Committee also expressed concern about three issues with the current program: (1) the failure of several employees (and in some cases entire departments) to provide written justification for take-home vehicle assignments; (2) the use of "evening meetings" as a sole justification for take-home vehicle assignments; and (3) accountability and record keeping with regard to reimbursement for personal use of the vehicles.

The County's take-home vehicle program is governed by Administrative Procedure (AP) 1-4, which outlines specific circumstances in which a take-home vehicle may be assigned to an employee. In March 2011, the County reported a total of 242 *non-public safety* take-home vehicles, of which, about half lacked appropriate justification because various departments had not submitted the required paperwork to the Division of Fleet Management Services (DFMS). At that time, Committee members stated that they were inclined to cut funding for any vehicle that had not been justified and requested updated information. At a subsequent Committee meeting, Executive staff advised the Committee that all departments had provided the

appropriate paperwork, and that DFMS would review the submissions to determine which take-home vehicle assignments should be maintained and which ones should be recalled.

The Committee also discussed accountability and record keeping regarding take-home vehicles, since the failure to keep records could permit abuse and waste in the program. Further, under IRS regulations, most non-public safety employees are required to either reimburse the County for any personal use of the take-home vehicle, or to declare the value of such use as wages. In certain circumstances, this includes daily commuting.

The Committee expressed concern that “evening meetings” was a sole justification for take-home vehicle assignment.

*Given these issues, the Council required, as part of the FY12 Operating Budget resolution, semi-annual reporting on the take-home vehicle policy, assignments, reimbursement methods, compliance, and departmental oversight.*

**September Update:** The Committee received its first update on the take-home vehicle program in September 2011. At that time, DFMS had made the following changes:

- Reduced the size of the take-home vehicle fleet from 242 to 208 (excludes all public safety vehicles);
- Reduced the number of take-home vehicles assigned to senior administrative staff from 25 to 15;
- Of the remaining 15 vehicles assigned to senior staff, six permanent assignments were shifted to seasonal status (December 1 to February 28), so that only three vehicles were assigned on a permanent basis.

#### **CURRENT SIZE OF TAKE-HOME VEHICLE PROGRAM**

In March 2011, the County had 242 non-public safety take-home vehicle assignments across the various departments. As stated earlier, DFMS had reduced this number to 208 by September 2011. As of January 2012, there are 137 take-home vehicle assignments, which is a net reduction of 105 vehicles since March of last year. This represents a 43% reduction in take-home vehicles over the past year.

### Take-home Vehicle Assignments by Department

Department	March 2011 Total	September 2011 Total	January 2012 Total	Change from March 2011
County Executive	2	0	0	-2
Environmental Protection	23	19	27	4
General Services	20	16	17	-3
Housing and Community Affairs	22	20	0	-22
Transportation	75	64	62	-13
Technology Services	3	3	0	-3
Health and Human Services	23	25	21	-2
Homeland Security	1	0	0	-1
Liquor Control	7	6	6	-1
Permitting Services	66	55	4	-62
<b>TOTAL:</b>	<b>242</b>	<b>208</b>	<b>137</b>	<b>-105</b>

The most notable reductions have been in the Department of Housing and Community Affairs, which completely eliminated its take-home vehicle fleet, and the Department of Permitting Services, which reduced its complement from 66 vehicles to just four.

**Senior Administrative Staff:** During budget worksessions, Committee members had questioned whether senior administrative staff should have take-home vehicles at all, and commented that senior staff are generally not first-line responders or providers of such government functions as conducting inspections, investigations, maintenance, etc. In September, DFMS reported that it had reduced the number of take-home vehicles for senior administrative staff from 25 to 15, of which, only three were permanent assignments. As of January 2012, that number has been reduced to 13. Three assignments continue to be permanent, year-round assignments.

#### CHANGES TO ADMINISTRATIVE PROCEDURE 1-4

The Executive has been in the process of revising Administrative Procedure 1-4 (AP 1-4) since March 2011. As discussed in September, changes include modification of the justification requirements (Section 4.2) and tax reporting and payroll deduction requirements (Sections 5.0 and 5.4). The draft has not been finalized, although Executive Staff advise that it will be completed very soon.

Some notable changes include:

- Defining “frequent” as at least eight call-backs per month for six consecutive months for employees who receive permanent take-home vehicle assignments based on frequent emergency call-backs to work locations;

- Defining “frequent” as at least 16 times per month over a six-month period for employees who receive permanent take-home vehicle assignments based on frequent after-hour travel (e.g., “evening meetings);
- Requiring an “economic benefits test” for take-home vehicle assignments that shows an economic benefit to the department in comparison to the cost reimbursement for the employee to drive a personal vehicle.
- Clearer tax reporting requirements; and
- A semi-annual review of each take-home vehicle assignment.

**EMPLOYEE REIMBURSEMENT FOR PERSONAL USE**

In September, Executive staff advised the Committee that the Department of Finance had conducted a comprehensive review of the current payroll deduction and tax reporting requirements for all County employees with take-home vehicles, and notified all employees of the payroll deduction and tax reporting requirements that apply to them.

**DISCUSSION ISSUES:**

- 1) The Committees should understand how the elimination of all of DHCA and most of DPS take-home vehicles has impacted the delivery of County services, if at all.
- 2) The draft AP 1-4 will likely require employees to submit written justification for take-home vehicle assignments once every six months. The Committees may wish to ask Executive staff to explain the review process for vehicle assignments, and what mechanisms will be in place to ensure compliance with this reporting requirement.
- 3) A sample mileage log has been included on © 7. The Committees may wish to ask Executive staff to describe the different steps in the review process, and how will DFMS ensure proper record keeping. If an employee fails to submit appropriate logs, how long before DFMS recalls the vehicle?

<u>This packet includes the following attachments</u>	<u>© Number</u>
Directors/Senior Administrative Staff Take-Home Vehicle Assignments	1
Non-Represented Staff Take-Home Vehicle Assignments	2-3
Represented Staff Take-Home Vehicle Assignments	4-6
Sample Mileage Log	7
Sample DEP Vehicle Use Log	8-10

**Take Home Vehicle Report - Director, Deputy Director, MLS 1, 2, 3 -**

Dept Name	DivName	TH/ THS	Eq#	Year	Make	Model	OpPosition
<b>DEP (Env. Protection)</b>							
<b>DGS</b>							
	Facilities	THS	061371	2006	CHEVROLET	COBALT	Manager III
	Facilities	THS	091870	2009	FORD	ESCAPE	Manager II
	Fleet Management	THS	028144	2002	JEEP	LIBERTY	Manager III
	Fleet Management	THS	058169	2005	CHEVROLET	BLAZER 4X4	Manager III
	Fleet Management	THS	058180	2005	FORD	ESCAPE	Manager III
	Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZER	Manager III
<b>DOT</b>							
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER	Director
	Div of Highway Services	TH	071833	2007	CHEVROLET	TRAILBLAZER	Manager III
	Div of Highway Services	TH	091621	2009	NISSAN	ALTIMA	Manager III
	Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA	Manager III
	Div of Highway Services	THS	108257	2010	FORD	ESCAPE	Manager III
	Div of Traffic Engineering & Ops	THS	021815	2002	JEEP	LIBERTY	Manager II
	Div of Traffic Engineering & Ops	THS	021841	2002	JEEP	LIBERTY	Manager III
<b>HHS (Health &amp; Human Services)</b>							
<b>Liquor Control</b>							
<b>Permitting Services</b>							

### Take Home Vehicle Report (Permanent/Seasonal) as of 1/27/2012 (Non-

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpPosition
<b>DEP (Env. Protection)</b>							
	Watershed Mgt.	THS	021658	2002	CHEVROLET	CAVALIER 4D	Program Manager
	Watershed Mgt.	THS	058175	2005	JEEP	LIBERTY	Program Manager
<b>DGS</b>							
	Facilities	THS	008136	2000	JEEP	CHEROKEE	Property Manager
	Facilities	THS	021394	2002	CHEVROLET	CAVALIER 4D	Property Manager
	Facilities	THS	031501	2003	CHEVROLET	CAVALIER 4D	Property Manager
	Facilities	THS	061371	2006	CHEVROLET	COBALT	Manager III
	Facilities	THS	091577	2009	FORD	FOCUS	Property Manager
	Facilities	THS	091870	2009	FORD	ESCAPE	Manager II
	Fleet Management	THS	028143	2002	JEEP	LIBERTY	Equipment Services Coordinator
	Fleet Management	THS	028144	2002	JEEP	LIBERTY	Manager III
	Fleet Management	THS	041795	2004	CHEVROLET	PICKUP 4X4	Program Manager
	Fleet Management	THS	048114	2004	JEEP	LIBERTY	Equipment Services Coordinator
	Fleet Management	THS	058169	2005	CHEVROLET	BLAZER 4X4	Manager III
	Fleet Management	THS	058180	2005	FORD	ESCAPE	Manager III
	Fleet Management	THS	067158	2006	CHEVROLET	PICKUP	Equipment Services Coordinator
	Fleet Management	THS	079178	2007	CHEVROLET	TRAILBLAZER	Manager III
<b>DOT</b>							
	Director Office - DOT	TH	038148	2003	FORD	EXPLORER	Director
	Div of Highway Services	TH	021890	2002	JEEP	LIBERTY	District Supervisor
	Div of Highway Services	THS	022197	2002	FORD	P/U 4X4 CC	Work Force Leader
	Div of Highway Services	THS	022199	2002	FORD	P/U 1T 4X4	Work Force Leader
	Div of Highway Services	TH	028142	2002	JEEP	LIBERTY	District Supervisor
	Div of Highway Services	THS	032123	2003	CHEVROLET	P/U 4X4 CC	Work Force Leader
	Div of Highway Services	THS	032135	2003	CHEVROLET	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	041775	2004	FORD	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	042137	2004	FORD	PICKUP/4X4	Work Force Leader
	Div of Highway Services	THS	042143	2004	FORD	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	042146	2004	FORD	PICKUP/4X4	Work Force Leader
	Div of Highway Services	THS	042151	2004	CHEVROLET	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	042158	2004	CHEVROLET	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	042161	2004	CHEVROLET	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	042185	2004	FORD	PICKUP/4X4	Work Force Leader
	Div of Highway Services	TH	061880	2006	FORD	ESCAPE	District Supervisor
	Div of Highway Services	THS	062104	2006	CHEVROLET	PICKUP 4X4	Work Force Leader
	Div of Highway Services	THS	062175	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader
	Div of Highway Services	THS	062177	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader
	Div of Highway Services	THS	062178	2006	CHEVROLET	P/U 4X4 CC	Work Force Leader
	Div of Highway Services	TH	071833	2007	CHEVROLET	TRAILBLAZER	Manager III
	Div of Highway Services	THS	082180	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader
	Div of Highway Services	THS	082182	2008	CHEVROLET	P/U 1T 4X4	Work Force Leader
	Div of Highway Services	THS	082183	2008	CHEVROLET	P/U 4X4 CC	Work Force Leader
	Div of Highway Services	TH	091621	2009	NISSAN	ALTIMA	Manager III
	Div of Highway Services	THS	091681	2009	NISSAN	ALTIMA	Manager III
	Div of Highway Services	TH	091728	2009	FORD	F350	District Supervisor
	Div of Highway Services	TH	098103	2009	FORD	ESCAPE	District Supervisor
	Div of Highway Services	THS	099213	2009	FORD	F-150	HWY Const Field Supervisor
	Div of Highway Services	THS	108257	2010	FORD	ESCAPE	Manager III
	Div of Parking	THS	098261	2009	FORD	ESCAPE	Property Manager
	Div of Traffic Engineering & Ops	THS	021815	2002	JEEP	LIBERTY	Manager II

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpPosition
	Div of Traffic Engineering & Ops	THS	021841	2002	JEEP	LIBERTY	Manager III
<b>HHS (Health &amp; Human Services)</b>							
<b>Liquor Control</b>							
	BLC	TH	091509	2009	TOYOTA	PRIUS	Program Manager
<b>Permitting Services</b>							

## Take Home Vehicle Report - Represented Employees - as of 01/27/2012

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpPosition
<b>DEP (Env. Protection)</b>							
	Pol. & Compl.	TH	001808	2000	CHEV/ALTEC	BLAZER 4X4	Environmental Health Specialist
	Pol. & Compl.	TH	021685	2002	TOYOTA	PRIUS	Environmental Health Specialist
	Pol. & Compl.	TH	057131	2005	CHEVROLET	PICKUP	Environmental Health Specialist
	Pol. & Compl.	TH	058182	2005	FORD	ESCAPE	Environmental Health Specialist
	Pol. & Compl.	TH	082000	2008	CHEVROLET	UPLANDER	Environmental Health Specialist
	Pol. & Compl.	TH	087135	2008	FORD	PICKUP/4X4	Environmental Health Specialist
	Pol. & Compl.	TH	991820	1999	JEEP	CHEROKEE	Environmental Health Specialist
	Solid Waste	TH	031764	2003	FORD	RANGER 4X2	Program Specialist
	Solid Waste	TH	031765	2003	FORD	RANGER 4X2	Code Enforcement Inspector
	Solid Waste	TH	031767	2003	FORD	RANGER 4X2	Program Specialist
	Solid Waste	TH	067191	2006	CHEVROLET	PICKUP	Program Specialist
	Solid Waste	TH	067194	2006	CHEVROLET	PICKUP	Code Enforcement Inspector
	Solid Waste	TH	081709	2008	CHEVROLET	COLORADO	Code Enforcement Inspector
	Solid Waste	TH	087116	2008	FORD	PICKUP/4X4	Code Enforcement Inspector
	Solid Waste	TH	091768	2009	FORD	F-150	Code Enforcement Inspector
	Solid Waste	TH	097112	2009	FORD	F-150	Code Enforcement Inspector
	Solid Waste	TH	099220	2009	FORD	RANGER 4X2	Code Enforcement Inspector
	Solid Waste	TH	099221	2009	FORD	RANGER 4X2	Code Enforcement Inspector
	Watershed Mgt.	TH	021713	2002	CHEVROLET	PICKUP 4X4	Permitting Services Inspector
	Watershed Mgt.	TH	062004	2005	CHEVROLET	VAN	Inspector
	Watershed Mgt.	TH	067159	2006	CHEVROLET	PICKUP	Permitting Services Inspector
	Watershed Mgt.	TH	099229	2009	CHEVROLET	VAN	Engineer
	Watershed Mgt.	THS	121751	2012	FORD	F250	Inspector
	Watershed Mgt.	TH	121752	2012	FORD	F250	Inspector
	Watershed Mgt.	TH	121776	2012	FORD	F250	Inspector
<b>DGS</b>							
	Capital Dev.	TH	067156	2006	CHEVROLET	PICKUP	Construction Rep III
	Capital Dev.	TH	101726	2010	FORD	F-150	Construction Rep III
	Fleet Management	THS	031758	2003	CHEVROLET	PICKUP 4X4	Facil Maint Scheduler
<b>DOT</b>							
	Div of Highway Services	THS	021700	2002	CHEVROLET	PICKUP 4X4	Highway Inspector
	Div of Highway Services	THS	021743	2002	CHEVROLET	PICKUP/4X4	Highway Inspector
	Div of Highway Services	THS	041793	2004	FORD	PICKUP 4X4	Highway Inspector
	Div of Highway Services	THS	067160	2006	CHEVROLET	PICKUP	Highway Inspector
	Div of Highway Services	THS	067161	2006	CHEVROLET	PICKUP	Arborist
	Div of Highway Services	THS	067162	2006	CHEVROLET	PICKUP	Highway Inspector
	Div of Highway Services	THS	067163	2006	CHEVROLET	PICKUP	Highway Inspector
	Div of Highway Services	THS	067164	2006	CHEVROLET	PICKUP	Highway Inspector
	Div of Highway Services	THS	091355	2009	FORD	FOCUS	Program Specialist
	Div of Highway Services	THS	099214	2009	FORD	F-150	Highway Inspector
	Div of Highway Services	THS	099215	2009	FORD	F-150	Highway Inspector
	Div of Highway Services	THS	099216	2009	FORD	F-150	Highway Inspector
	Div of Highway Services	THS	099217	2009	FORD	F-150	Highway Inspector

Dept Name	DivName	TH/THS	Eq#	Year	Make	Model	OpPosition
	Div of Highway Services	THS	099218	2009	FORD	F-150	Highway Inspector
	Div of Traffic Engineering & Ops	TH	029144	2002	CHEVROLET	VAN CARGO	Trans Syst Technician
	Div of Traffic Engineering & Ops	TH	029147	2002	CHEVROLET	VAN CARGO	Trans Syst Technician
	Div of Traffic Engineering & Ops	TH	029148	2002	CHEVROLET	VAN CARGO	Trans Syst Technician
	Div of Traffic Engineering & Ops	TH	029149	2002	CHEVROLET	VAN CARGO	Trans Syst Technician
	Div of Traffic Engineering & Ops	TH	031978	2003	CHEVROLET	VAN CARGO	Trans Syst Technician
	Div of Traffic Engineering & Ops	TH	032016	2003	CHEVROLET	VAN CARGO	Trans Syst Technician
	Div of Traffic Engineering & Ops	TH	092057	2009	FORD	VAN CARGO	Trans Syst Technician
	DTE - DOT	TH	011819	2001	JEEP	CHEROKEE	Construction Rep III
	DTE - DOT	TH	011827	2001	JEEP	CHEROKEE	Construction Rep III
	DTE - DOT	TH	011835	2001	JEEP	CHEROKEE	Construction Rep III
	DTE - DOT	TH	021703	2002	CHEVROLET	PICKUP EXT	Construction Rep III
	DTE - DOT	TH	048155	2004	CHEVROLET	BLAZER/UTL	Construction Rep III
	DTE - DOT	TH	048167	2004	JEEP	LIBERTY	Construction Rep III
	DTE - DOT	TH	057128	2005	CHEVROLET	PICKUP	Construction Rep III
	DTE - DOT	TH	091862	2009	FORD	ESCAPE	Construction Rep III
<b>HHS (Health &amp; Human Services)</b>							
	Lic. & Reg. Serv.	TH	001530	2000	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	011569	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	011571	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	011595	2001	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	021331	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	021615	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	021640	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	021648	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	021660	2002	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	031654	2003	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	041673	2004	CHEVROLET	CAVALIER 4D	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	061372	2006	CHEVROLET	COBALT	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	071519	2007	CHEVROLET	COBALT	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	071551	2007	CHEVROLET	COBALT	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	091376	2009	NISSAN	ALTIMA	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	091518	2009	NISSAN	ALTIMA	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	091534	2009	FORD	FOCUS	Environmental Health Specialist
	Lic. & Reg. Serv.	TH	091662	2009	NISSAN	ALTIMA	Environmental Health Specialist
	Street Outreach Network	TH	081378	2008	FORD	FOCUS	Community Services Aide
	Street Outreach Network	TH	081390	2008	FORD	FOCUS	Community Services Aide
	Street Outreach Network	TH	974993	1997	FORD	12 PASS VA	Community Services Aide
<b>Liquor Control</b>							
	BLC	TH	001513	2000	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist
	BLC	TH	021345	2002	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist
	BLC	TH	021399	2002	CHEVROLET	CAVALIER 4D	Alcohol/Tobacco Enforcement Specialist
	BLC	TH	091593	2009	TOYOTA	PRIUS	Alcohol/Tobacco Enforcement Specialist
	BLC	TH	101632	2010	HUNDAI	ELANTRA	Alcohol/Tobacco Enforcement Specialist
<b>Permitting Services</b>							

Dept Name	DivName	TH/ THS	Eq#	Year	Make	Model	OpPosition
	Building Constr.	TH	071528	2007	CHEVROLET	COBALT	Permitting Services Specialist
	Building Constr.	TH	089196	2008	CHEVROLET	TRAILBLAZER	Permitting Services Specialist
	Building Constr.	TH	091570	2009	TOYOTA	PRIUS	Permitting Services Specialist
	Land Devel.	TH	091884	2009	FORD	ESCAPE	Environmental Health Specialist

(6)

**TAKE HOME VEHICLE LOG**

INSPECTOR	DATE/TIME	APPOINTMENT	ADDRESS	SUPERVISOR NOTIFICATION

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**Jessica Fusillo Field Report for Area 3  
Week of 10/24/2011 through 10/28/2011**

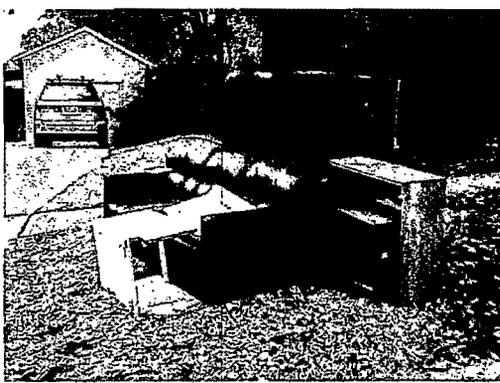
Collection Day	Monday	Tuesday	Wednesday	Thursday	
<b>MISS(ES) - Daily Total</b>	0	0	2	0	0
RECYCLING			1		
YARD TRIM			1		
SCRAP METAL					
TRASH					
<b>TAGGED RECYCLING</b>	0	0	0	2	0
SINGLE STREAM					
CONTAMINATED w/ YT				1	
NOT AT CURB					
TRASH IN BIN/CART					
STYROFOAM-IN CART OR BIN					
OTHER (Stuff left at curb)				1	
<b>YARD TRIM</b>				0	0
PLASTIC BAG			1		
NOT CUT-TIED-BUNDLED					
OVER 45 POUNDS					
IMPROPERLY LABELED					
OTHER					
<b>SAME DAY CALLS - Totals</b>	0	0	1	0	0
MISSE(S)					
CONTAINERS					
LITTER			1		
OTHER					
<b>CONTAINERS</b>	3	0	0	0	0
DELIVERED/REPLACED BLUE BIN					
DELIVERED/REPLACED BLUE CART					
DELIVERED/REPLACED BLUE CAN	3				
<b>HOT HOUSE(S)</b>	1		0	1	0
<b>EXEMPT HOUSES</b>	36	26	28	29	23
<b>TODAY'S SPECIALS</b>					
TRASH SCHEDULED/NOT OUT					
SCRAP SCHEDULED/NOT OUT	10	4	2		
<b>CONTRACTOR</b>					
UNIFORMS & SAFETY GEAR	compliance	compliance	compliance	compliance	compliance
WORKING SAFELY	compliance	compliance	compliance	compliance	compliance
TAGGING PROPERLY	compliance	compliance	compliance	compliance	compliance
CONTAINER PLACEMENT	compliance	compliance	compliance	compliance	compliance
LIDS INVERTED CORRECTLY	compliance	compliance	compliance	compliance	compliance
CART PLACEMENT	compliance	compliance	compliance	compliance	compliance
BIN PLACEMENT	compliance	compliance	1	compliance	compliance
LITTER AFTER COLLECTION					
TRUCKS ACCEPTABLE	yes	yes	yes	yes	yes
<b>DATA ENTRIES IN OSCAR</b>					
<b>PROPERTY DAMAGE</b>					
TRUCK# & TYPE					
<b>CITATION/FINES</b>	0	0	0	0	0
LIQUIDATED DAMAGE					
CHAPTER 48					
<b>OUTREACH</b>					
EDUCATIONAL MATERIALS	2	4	4	2	2
EVENTS					
<b>INTERRUPTION IN SERVICE</b>					

AREA 3 WEEKLY REPORT  
October 24, 2011– October 28, 2011

MONDAY, OCT 24, 2011

Today was the first day in Area 3. I met the Supervisor Rick and he gave me a tour of Mrs. [REDACTED] House behind the apartments. This house is easy to forget because it sits behind a parking lot.

Unscheduled Bulks



[REDACTED] (See photo above)  
[REDACTED] - 2 mattresses

TUESDAY, OCT 25, 2011

[REDACTED] - called to complain about a trash can full of rocks that was left at the corner and no one knew who it belonged to. He wanted the county to move the can - he wanted the can moved. I explained to Mr. S. [REDACTED] our policy on picking up rocks - the exchange became inappropriate and I referred him to 311 and to request a supervisor.

Met Mr. George at location - the can was unacceptable for collection. I spoke to the resident at the location and he moved can. [REDACTED] followed up with [REDACTED] who was now angry with me instead of his neighbor or 311.

CANS DELIVERED:

[REDACTED]  
[REDACTED]  
[REDACTED] Kingston Street

Yard Trim in paper cart. [REDACTED] Ralph Lane



YARD TRIM MISS? [REDACTED] Randolph RD – Yard Trim up driveway

WEDNESDAY, OCT 26, 2011

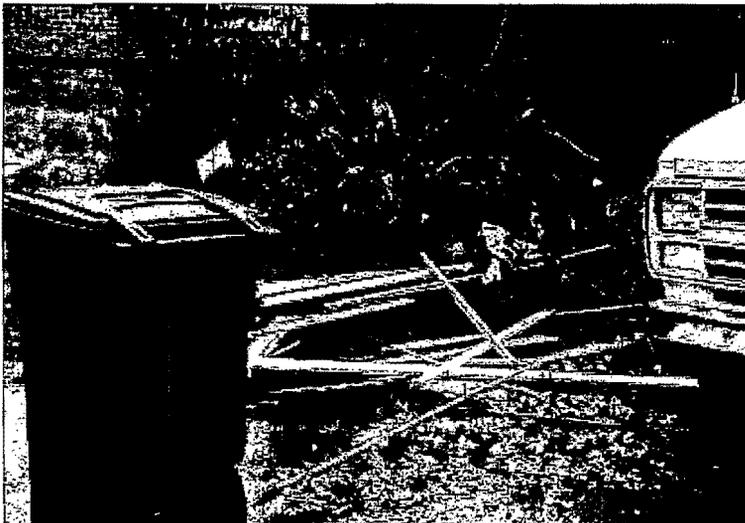
Curbside Exemption Interview: [REDACTED] Monday's collection.

Are any of the forms online?

Property Damage: [REDACTED] Missing lid. Potomac replaced lid. Spoke with resident they did not see anything – the lid was missing. They were happy with resolution.

THURSDAY, OCT 27, 2011

SAME DAY: Call before collection: [REDACTED] – exempt trash.



MEMO on File of Yard Waste and Construction Debris at curb: [REDACTED]. Will continue to monitor for removal.

10