

## **MEMORANDUM**

**TO:** Programs, Projects and Operations Subcommittee

**FROM:** Marlin J. Petermann, Acting General Manager

**SUBJECT:** Public Agency Vehicle Use Research

**DATE:** September 6, 2006

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In response to Board of Directors action at June 15, 2006 Board Meeting, staff contacted other public agencies to determine what their policies are for staff use of agency vehicles. Enclosed is a summary table for your review. Also enclosed is a table with Papio-Missouri River NRD vehicles/positions, where the staff person is allowed to commute to work with the vehicle. These staff positions were assigned NRD vehicles due to on-call nature of their jobs (e.g. respond to water main breaks, flood event response) and for after hours meeting use.

# PUBLIC AGENCY VEHICLE USE RESEARCH SUMMARY

JULY 13, 2006

1) ORGANIZATION	2) CONTACT PERSON	3) AGENCY VEHICLES used for commuting to work	4) POSITIONS FOR COLUMN 1 & 3	OTHER PERSONAL USE OF VEHICLES
Sarpy County Highway Dept.	Tom Lynam	6	Foremen; Co. Surveyor; Hwy Supt.	No
City of Omaha Public Works Dept.	Robert Stubbe	12	Public Works Director, Head of Depts. (e.g. Civil Engineers IV), and Divisions	No
Douglas County Highway Dept.	Mike DeSelm	7	2 Roads Supervisors 2 District Supt. 1 HWY Supt, Traffic on call staff	No
OPPD	Steve Anderson	60	Field Supervisors, Managers, Senior Managers	Yes, minor local use, reimbursed to OPPD
MUD	Ron Reisner	17	President, Sr. Vice President, on call staff	Limited personal use for President, Vice President
NDOR	Tom Sands	85	Maintenance Supervisors	No
Lower Platte South NRD	Glenn Johnson	2	General Manager, Asst. General Manager *	No
Lower Platte North NRD	Tom Mouniford	2***	General Manager, Asst. General Manager *	No
Lower Elkhorn NRD	Stan Stabb	4	General Manager, 2 Asst. Managers (one - occasional use) Water Superintendent	No
Lewis & Clark NRD	Marilyn Shoemaker	2	General Manager, Water Supply Operator	No

\*Occasional use by other staff, as authorized by General Manager (such as travel to home, in route to a meeting)

\*\* Most NRD's did not respond to request for information

\*\*\* Policy allows but currently not being used

## PAPIO-MISSOURI RIVER NRD VEHICLE USE SUMMARY

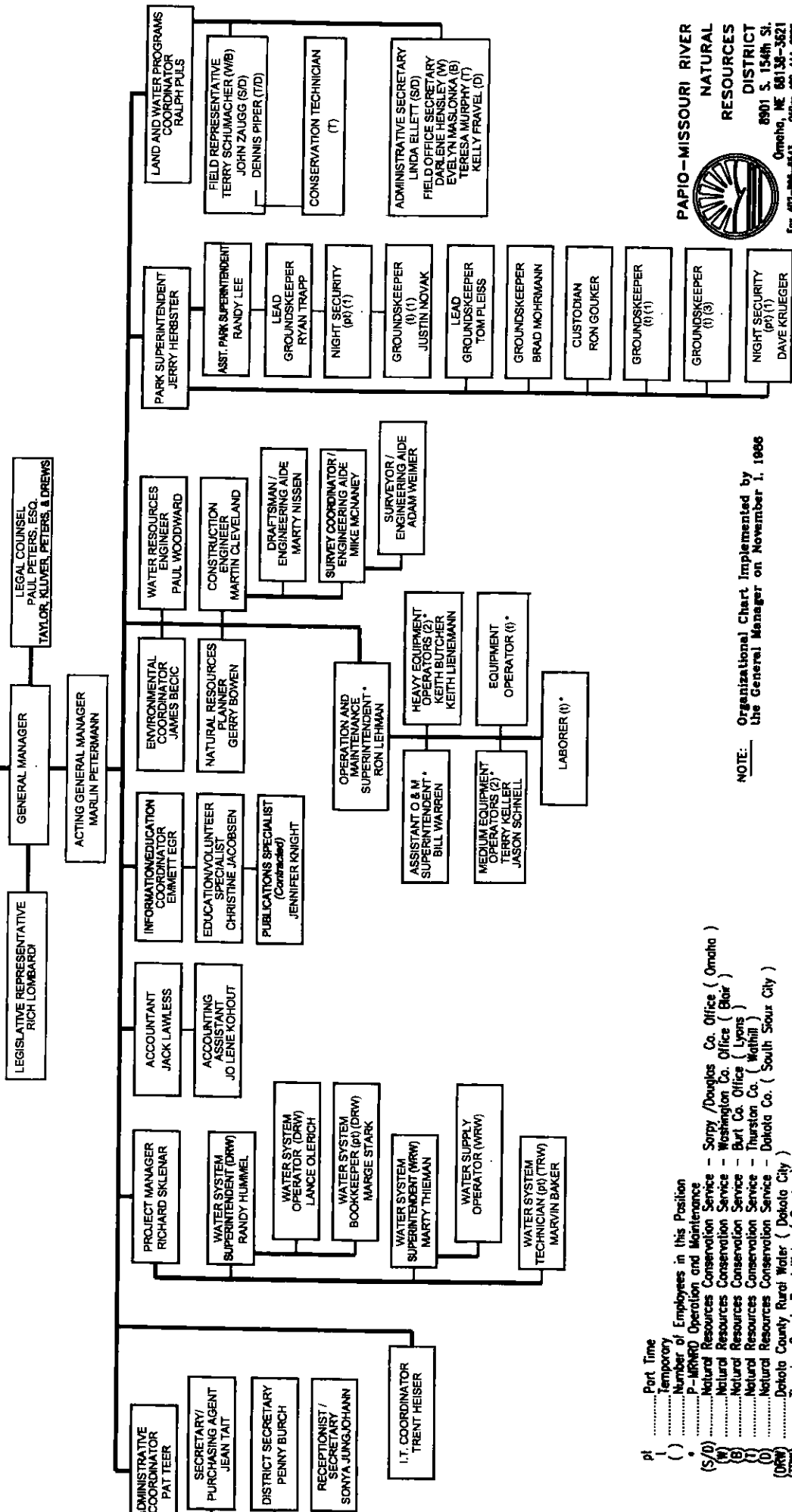
September 6, 2006

(Vehicles used for commuting)

<b>Vehicle No.</b>	<b>Description</b>	<b>Position</b>	<b>Name</b>
1CA07	2003 Ford Explorer	General Manager *	Vacant
1CA08	2003 Ford Explorer	Asst. General Manager	M. Petermann
2LA34	1997 Chevy Pickup	Construction Engineer	M. Cleveland
2LA44	2003 Ford Pickup	Water System Operator	L. Olerich
2LA45	2006 Ford Pickup	O/M Shop Superintendent	R. Lehman
2LL11	2005 Chevy Pickup	Water System Superintendent	R. Hummel
2LL12	2005 Chevy Pickup	Land/Water Program Coordinator	R. Puls
2LL14	2005 Chevy Pickup	Water System Superintendent	M. Thieman
2LL16	2006 Chevy Pickup	Project Manager	D. Sklenar
2TA11	2004 Ford Truck	Asst. O/M Superintendent	B. Warren

\*Allowed to use vehicle for personal use, other positions are not.

# PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT BOARD OF DIRECTORS



pt Part Time  
 ( ) Temporary  
 \* Number of Employees in this Position  
 P-MRWED Operation and Maintenance  
 (S/D) Natural Resources Conservation Service - Soryy /Douglas Co. Office ( Omaha )  
 (W) Natural Resources Conservation Service - Washington Co. Office ( Blair )  
 (B) Natural Resources Conservation Service - Burt Co. Office ( Lyons )  
 (T) Natural Resources Conservation Service - Thurston Co. Office ( Mathill )  
 (D) Natural Resources Conservation Service - Dakota Co. ( South Sioux City )  
 (DRW) Dakota County Rural Water ( Dakota City )  
 (TRW) Thurston County Rural Water ( Pender )  
 (WRW) Washington County Rural Water ( Blair )

NOTE: Organizational Chart Implemented by the General Manager on November 1, 1986

Updated: AUGUST, 2006

**PAPIO-MISSOURI RIVER NATURAL RESOURCES DISTRICT**  
 8901 S. 154th St.  
 Omaha, NE 68136-3621  
 For 402-965-6543 Office 402-444-8322  
[www.papionrfd.org](http://www.papionrfd.org)



September 6, 2006

**P-MRNRD Vehicle - (Insurance Purposes)**

Vehicle #	Name	Vehicle	Serial Number	P-MRNRD Equipment No.
1	Sklenar, Dick*	2006 Chevrolet Colorado	1GCDT196268228307	2LL16
2	Hummel, Randy**	2005 Chevrolet Colorado	1GCDT196558188285	2LL11
3	Warren, Bill*	2004 Ford F350 Pickup	1FDWF37P04EB45590	2TA11
4	Cleveland, Martin*	1997 Chevrolet S-10 Pickup	1GCGT14XXV8147618	2LA34
5	Schumacher, Terry	2000 Ford F250 Pickup	1FTNX21F0YEB79767	2LL08
6	Mike McNaney	2006 Ford F250 Pickup	1FTNF21506EC02469	2LL15
7	Zaugg, John	2000 Ford F250 Pickup	1FTNX21F2YEB79768	2LL09
8	Herbster, Jerry	2005 Chevrolet Colorado	1GCDT196258188650	2LL13
9	Puls, Ralph*	2005 Chevrolet Colorado	1GCDT196158188705	2LL12
10	Walthill	1999 Chevrolet Pickup	1GCGK24R5XF084806	2LA39
11	Egr, Emmett	1999 Ford Windstar	2FMZA514XBA73833	2VA02
12	Lee, Randy	1999 Ford F250 Pickup	1FTNF21F9XEC82557	2LA40
13	Piper, Dennis	2004 Ford F350 Pickup	1FDWF37P24EB45591	2GA02
14	Park - Chalco Hills	2006 Ford F250 Chassis/Box Pickup	1FDNF21556EC02494	2TA12
15	Woodward, Paul	2004 Chevy Blazer	1GNDDT13X24K138289	1CA09
16	General Manager*	2003 Ford Explorer	1FMZU72K83ZA23444	1CA07
17	Petermann, Marlin*	2003 Ford Explorer	1FMZU72KX3ZA23445	1CA08
18	Lehman, Ron*	2006 Ford F250 Pickup	1FTSX21576EC02470	2LA45
19	Oirich, Lance**	2003 Ford Ranger	1FTZR11E93PA37220	2LA44
20	Walnut Creek	2002 Ford F350 Pickup	1FDWF37F82FB69723	2EA07
21	Lienemann, Keith	2002 Ford F350 Pickup	1FDWF37F62FB69722	2GA01
22	O&M Shop - Keller	2001 Ford F250 Utility Truck	1FDWF37S01EB26067	2TA10
23	Marty Thieman**	2005 Chevy Colorado	1GCDT196858187759	2LL14
24	Park Truck	2000 Chevy S-10 Pickup Truck	1GCDT19W0Y8195018	2LL07

\* Authorized to drive to and from work.

\*\* Authorized to drive to and from work - paid for by the rural water system.

**VEHICLE USE - PAY ADJUSTMENT:**

Some employees, at the discretion of the General Manager, shall be assigned a District vehicle to drive to and from work. Personal use of the District vehicles, other than driving to and from work, is not allowed.

Employees with employer-provided vehicles will be required to pay FICA tax on an amount determined to be the value of daily commuting. The amount charged will be \$3.00 per work day. The employee will be required to pay only the FICA tax, no amount will be added to his/her gross wages.

The vehicle use tax computation is done on a bi-weekly basis as a function of the payroll system. An example of the bi-weekly formula is as follows:

Number of work days	10	days
Rate per day	<u>x \$ 3.00</u>	
	\$30.00	
FICA rate	<u>x 7.65%</u>	(6.2% - FICA; 1.45% - Med FICA)
Due from Employee	\$ 2.30	per pay period

These amounts will be adjusted if required by changes in IRS regulations.