



COUNTY OF UNION

OFFICE OF THE COUNTY MANAGER
Alfred J. Faella, County Manager

TO: Department Heads and Constitutional Officers
FROM: Alfred Faella, County Manager ✉
DATE: April 30, 2012
RE: Assignment of Non-Motor Pool Vehicles

**BOARD OF
CHOSEN FREEHOLDERS**

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As you know I am in the process of implementing the recommendations made by the Efficiency Taskforce. To date, we have begun to eliminate personal printers, reduce the number of cell phones/blackberrys, promote the use of generic toner and limit the choices available for the purchase of office supplies and stationary.

With these recommendations in various stages of implementation I am now ready to focus on reducing the number of portal to portal vehicle assignments and authorize a fuel consumption policy for those positions with 24/7 responsibilities. The Efficiency Taskforce agrees that these two items will generate savings by reducing fuel consumption and reimbursement for personal mileage by promoting use of pool vehicles.

To that end, effective Friday, June 1, 2012, assignments of non-motor pool vehicles shall be restricted to the following titles:

- | | |
|----------------------------|---|
| County Manager | Superintendent Juvenile Detention Center |
| Deputy County Manager | Medical Examiners |
| County Counsel | County Engineer |
| Department Directors | Division Director of Public Works |
| Constitutional Officers | Division Director of Park Maintenance |
| First Assistant Prosecutor | Division Director of Facilities Maintenance |
| Undersheriffs | Bureau Chief of Shade Tree |
| County Police Chief | Runnells Building Superintendent |
| OEM Coordinator | |

Additionally, effective June 1st those titles will now be required to contribute towards their fuel consumption. All non-motor pool vehicle operators will be provided a yearly gas allotment equivalent to two (2) full tanks of gas per month. Additional gas allotments may be approved for operators who have extensive use during work hours in the performance of their duties. The

ADMINISTRATION BUILDING

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We're Connected to You!

Division of Motor Vehicles will provide you with a monthly report of your fuel consumption and allotment balance. All non-motor pool users will be expected to pay for their fuel if/when their annual fuel allotment is exhausted.

Effective June 1st, those individuals/titles currently assigned a non-motor pool vehicle but not appearing on the revised list will no longer have the use of a portal to portal vehicle. Rather, these employees will have access to a dedicated pool car during their normal business day.

Please notify your affected staff of these policy changes. The Department of Administrative Services will work with each Director to ensure that pool cars are available. The County expects employees to use a pool car for County business during working hours. Employees will not be reimbursed for mileage or expenses unless a request has been made for a pool car and no car is available. Finally, while this Policy is applicable only to non-unionized employees at this time, it is our intent to reduce, to the extent practicable, portal to portal vehicles currently assigned to bargaining unit members as part of the negotiations process.

There are two exceptions to this change. First are our OEM responders in marked emergency vehicles stocked with equipment. Second, any staff whose responsibilities routinely require that their work day commences at a non fixed county facility, such as a park.

If you have any questions, please contact the Director of the Department of Administrative Services Matt DiRado at ext. 4160.



COUNTY OF UNION

Part C - GOVERNMENT RECORDS REQUEST RESPONSE

Requestor: Tina Renna - NCWA Request Date: 6/29/12

- Document(s) provided: one e-file pages, at a total cost of: no fee - Item 17.
- Special Service Charge imposed - Reason: _____, cost: _____
- Document(s) have been inspected by the requestor on the date shown below: _____ documents, _____ total pages
- Document(s) not provided (see below)

The document(s) you have requested that are checked below are NOT being provided because the document(s) are considered privileged or are otherwise exempt from public access, as provided by applicable law:

Privileged or Protected Category	Authority for Denial or Redaction
<input type="checkbox"/> Advisory, Consultative or Deliberative material	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Autopsy Photos / Video	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Attorney-Client Privilege Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Computer Security Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Criminal Investigatory Records	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Credit Card Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Domestic Security (Sabotage or Terrorism)	Executive Order 21 (McGreevey)
<input type="checkbox"/> Grievance Information with public employer	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Drivers' License Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
<input type="checkbox"/> Emergency or Security Information or Procedures	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Employee Sexual Harassment Complaints	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Fingerprint Cards	Executive Order 9 (Hughes)
<input type="checkbox"/> Individual's Medical, Financial, or Tax records	Executive Order 26 (McGreevey)
<input type="checkbox"/> Insurance Communications	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Investigation in Progress	N.J.S.A. 47:1A-3.a
<input type="checkbox"/> Labor Negotiation Information (strategy or positions)	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Personnel or Pension Records	N.J.S.A. 47:1A-10
<input type="checkbox"/> Photographs of Crime Scene	Executive Order 9 (Hughes)
<input type="checkbox"/> Proprietary Information	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Reasonable Expectation of Privacy	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Resumes of unsuccessful applicants	Executive Order 26 (McGreevey)
<input type="checkbox"/> Safety of persons or the public	Executive Order 69 (Whitman)
<input type="checkbox"/> Security Measures and Surveillance Techniques	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq.
<input type="checkbox"/> Test Questions, Scoring Keys, or other Exam Data	Executive Order 26 (McGreevey)
<input type="checkbox"/> Victim records	N.J.S.A. 47:1A-1.1; N.J.S.A. 2A:82-46b
<input type="checkbox"/> Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule
<input type="checkbox"/> Other	

You have a right to appeal this decision that the documents requested are not accessible. You may take your appeal to the Government Records Council (GRC) or to the New Jersey Superior Court as provided by N.J.S.A. 47:1A-6 and 7. Please see the attached "Part D - Procedures to Challenge Denial of Access to Government Records" and GRC information.

Date: 7/11/12


County Official

ACKNOWLEDGMENT

I hereby acknowledge that I have received copies of, or have been permitted to view/inspect, the documents requested except for any documents specifically listed above on which a determination has been made that the documents could not be provided in accordance with applicable law. If any documents have not been provided, I have received information as to the procedures for an appeal of the determination.

Date: _____

Requestor's Signature