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Jm

# City Departments' Assignment of Take-Home Vehicles

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Budget and Finance Committee

May 15, 2019

Budget & Legislative Analyst's Office



# Review

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- Survey of all City departments on take-home vehicles
- Calculated annual costs
- Citywide & departments' policies



# Administrative Code Provision

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- Works outside of City and/or
  - ❑ On-call after hours
  - ❑ City business before 8 am
  - ❑ City business after 6 pm and on weekends
- Forensic pathologist in Medical Examiner's Office
- Needs to garage vehicle at home



# City Administrator Memo

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- Administrative Code – approval of take home assignments
- Role – information & coordination
- Department heads – focus on public safety & emergency response

# Administrative Code Allocation in 2004

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Department	Number Allocated
Public Utilities Commission	42
Police Department	33
Sheriff's Department	5
Department of Emergency Management	2
Department of Public Works	17
Office of Citizen Complaints	4
District Attorney's Office	8
Medical Examiner	2
Total	113

# City Department Allocation in 2018

Department	# Reported	# in Code	Variance
Emergency Management	2	2	0
Medical Examiner	0	2	(2)
Police Accountability	1	4	(3)
Public Works	10	17	(7)
SFPUC	21	42	(21)
District Attorney	8	8	0
Fire	45	0	45
Airport	40	0	40
SFMTA	23	0	23
Public Defender	16	0	16
City Attorney	6	0	6
Port	1	0	1
Public Health	3	0	3
Sheriff	24	5	19
Police	47	33	14
<b>Total</b>	<b>247</b>	<b>113</b>	<b>134</b>



# Take Home Assignments

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- ❑ Assignments not in conformance with Code
  - 6 departments within Code allocation
  - 2 departments exceed Code allocation
  - 7 departments with no Code allocation & take home vehicle assignments
- ❑ Assignments often not for public safety/emergency response

# Take Home Assignments

Department	24/7 Responsibility	Subject to Recall/ Emergency Response	Other	Total
<b>Fire</b>	4 Equipment 2 Peer Support	9 Suppression & EMS	30 Prevention & Investigation (garage @ home)	45
<b>Airport</b>	4 Executive 11 Facilities	19 Police (15 K-9) 2 Fire	4 Business & Finance, Admin & Policy, Comm & Marketing	40
<b>SFMTA</b>	14 Operations & Maintenance	5 Police (K-9)	4 Parking, Events, Incidents, & Safety	23
<b>Public Defender</b>			16 Investigators	16
<b>City Attorney</b>			6 Investigators	6
<b>Port</b>		1 Maintenance		1
<b>Public Health</b>		3 Hazardous Materials		3
<b>Sheriff</b>	7 Executive	9 Captains – Jails 3 K-9	4 Investigations 1 Homeland Security	24
<b>Police</b>	8 Executive 1 Forensic	28 Police Supervisory 6 K-9	4 Community, Media, Risk Management	47



# Annual Costs of Take Home Vehicles

Department	Fuel Cost	Maintenance Cost	Vehicle Replacement Cost	Insurance Claims	Total
Airport	\$88,724	\$70,280	\$88,119	\$37,419	\$284,542
City Attorney	7,665	10,542	13,218	5,613	37,038
District Attorney	10,861	14,056	17,624	7,484	50,024
Public Works	5,781	17,570	22,030	9,355	54,736
Emergency Management	2,058	3,514	4,406	1,871	11,849
Fire	31,575	79,065	99,133	42,097	251,870
SFMTA	39,332	40,411	50,668	21,516	151,927
Police	94,198	82,579	103,539	43,968	324,284
Police Accountability	438	1,757	2,203	935	5,333
Port	2,102	1,757	2,203	935	6,997
Public Health	1,094	5,271	6,609	2,806	15,781
Public Defender	9,599	28,112	35,247	14,968	87,926
SFPUC	31,005	36,897	46,262	19,645	133,809
Sheriff	46,946	42,168	52,871	22,452	164,437
<b>Total</b>	<b>\$371,378</b>	<b>\$433,979</b>	<b>\$544,132</b>	<b>\$231,064</b>	<b>\$1,580,553</b>



# Policy Consideration

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- ❑ Need for take home vehicles broadly defined
  - Outside of Administrative Code definition
  - Not for public safety/ emergency response
  - Assigned for hours outside of on-call hours
  - Assigned for events, community & media relations
  
- ❑ Costs > \$1.5 million per year



# Policy Recommendation

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- ❑ Update Administrative Code
  - Clarify:
    - Which departments authorized
    - Public safety/ emergency response requirements
    - Operational requirements
- ❑ Request City Administrator to establish guidelines
  - Permanent assignment for public safety/ emergency response
  - Temporary assignment for operations



# Policy Recommendation

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- Budget requests for new/replacement vehicles
  - Detailed justification of permanent/temporary ass