

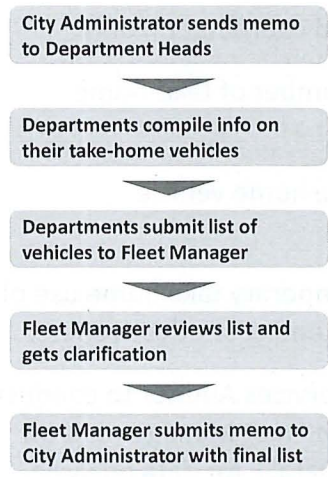
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## Take-Home Use of City Vehicles

Budget and Finance Committee hearing  
5/15/2019

Adam Nguyen  
Finance and Planning Director  
City Administrator's Office

## Administrative Process – Biannual review



- Memo asks departments to review take home vehicle assignments and minimize usage, focusing on public safety and emergency response. Departments are expected to police themselves and maintain records.
- Departments reply with list of vehicles assigned in Excel file.
- For off-cycle changes, departments are asked to use a standard form with Department Head signatures.

## Budget Analyst's Recommendations

1. Update related Administrative Code sections
  - A. Requests City Administrator to recommend code revisions to better align with City practices and requirements
  - B. Establish clear guidelines on take home vehicle assignments
    - i. Which departments have assignment authority
    - ii. The public safety and emergency response requirements justifying permanent assignment.
    - iii. Departments' operational requirements justifying temporary assignment from the departmental vehicle pool.
2. Take-home vehicle assignment should be reviewed by Mayor's Office of Policy and Finance and the Budget and Legislative Analyst's Office as part of the annual appropriation process.

3

## Code & Policy Recommendations

1. Clarify CAO's role as information and coordination only.
2. Update departments' authorized number of take-home vehicles.
3. Require Board approval for new take home vehicle assignments.
4. Allow department discretion for temporary take home use of vehicles based on operational need and cost-effectiveness.
5. Assign the Controller's Office City Services Auditor to conduct periodic audits, with assistance from Fleet Management on telematics data and fleet info, and DataSF for data analysis.

4