

Take Home City Vehicles

Council Report

December 5, 2023

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Presentation Scope

- Summary of Take-Home City Vehicle Policies
- Report on Take-Home Vehicles with Maps
- Compliance Review
- Progress, Recommendations and Path Forward

Current Policy Overview

Overarching Policy: City Code Section 2-189(c): requires 30 minute response in case of civil emergency

Administrative Regulation E6: Use of City Vehicles (eff. 10/2/18)

Scope	City departments except Police and Fire
Criteria	Necessary to respond to emergencies, or advances a business necessity, or advances Clean Air objectives, or other factors that contribute to efficiency/effectiveness
Requirements	Annual submission of Vehicle Use Agreement; director approval; defensive driving every 3 years; Automatic Vehicle Locator (AVL); department verification of home address
Reporting	Quarterly internal reporting on vehicles and on-call use; annual reporting and justification to Budget
Authority to Amend	City Manager

Current Policy Overview

Overarching Policy: City Code Section 2-189(c): requires 30 minute response in case of civil emergency

	Administrative Regulation E6: Use of City Vehicles (eff. 10/2/18)	Fire Standard Operating Procedure S1211 R1
Scope	City departments except Police and Fire	Fire
Criteria	Necessary to respond to emergencies, or advances a business necessity, or advances Clean Air objectives, or other factors that contribute to efficiency/effectiveness	Necessary to respond to emergencies, or high frequency of after-hours work use
Requirements	Annual submission of Vehicle Use Agreement; director approval; defensive driving every 3 years; Automatic Vehicle Locator (AVL); department verification of home address	Submission of the Request to Take Motor Vehicle Home at Night to the Fire Chief or designee for review and approval; department verification of home address
Reporting	Quarterly internal reporting on vehicles and on-call use; annual reporting and justification to Budget	Quarterly internal reporting on Use of City Vehicles After Normal Working Hours if requested by Fire Chief; annual reporting and justification to Budget; failure to submit may result in loss of privileges
Authority to Amend	City Manager	Fire Chief

Current Policy Overview

Overarching Policy: City Code Section 2-189(c): requires 30 minute response in case of civil emergency

	Administrative Regulation E6: Use of City Vehicles (eff. 10/2/18)	Fire Standard Operating Procedure S1211 R1	Police General Orders 215.02-215.04
Scope	City departments except Police and Fire	Fire	Police
Criteria	Necessary to respond to emergencies, or advances a business necessity, or advances Clean Air objectives, or other factors that contribute to efficiency/effectiveness	Necessary to respond to emergencies, or high frequency of after-hours work use	Necessary to respond to emergencies, or high frequency of after-hours work use, or advances police visibility in the City
Requirements	Annual submission of Vehicle Use Agreement; director approval; defensive driving every 3 years; Automatic Vehicle Locator (AVL); department verification of home address	Submission of the Request to Take Motor Vehicle Home at Night to the Fire Chief or designee for review and approval; department verification of home address	Submission of the vehicle take home request to Fleet Operations to include the Chief of Police or designee for review and approval; department verification of home address
Reporting	Quarterly internal reporting on vehicles and on-call use; annual reporting and justification to Budget	Quarterly internal reporting on Use of City Vehicles After Normal Working Hours if requested by Fire Chief; annual reporting and justification to Budget; failure to submit may result in loss of privileges	Employee monthly reporting on after-hours usage; annual reporting and justification to Budget
Authority to Amend	City Manager	Fire Chief	Police Chief

Vehicle Use Agreement

This is the tool used for the form submission required in the policies. All employees sign that they agree to a number of rules/regulations:

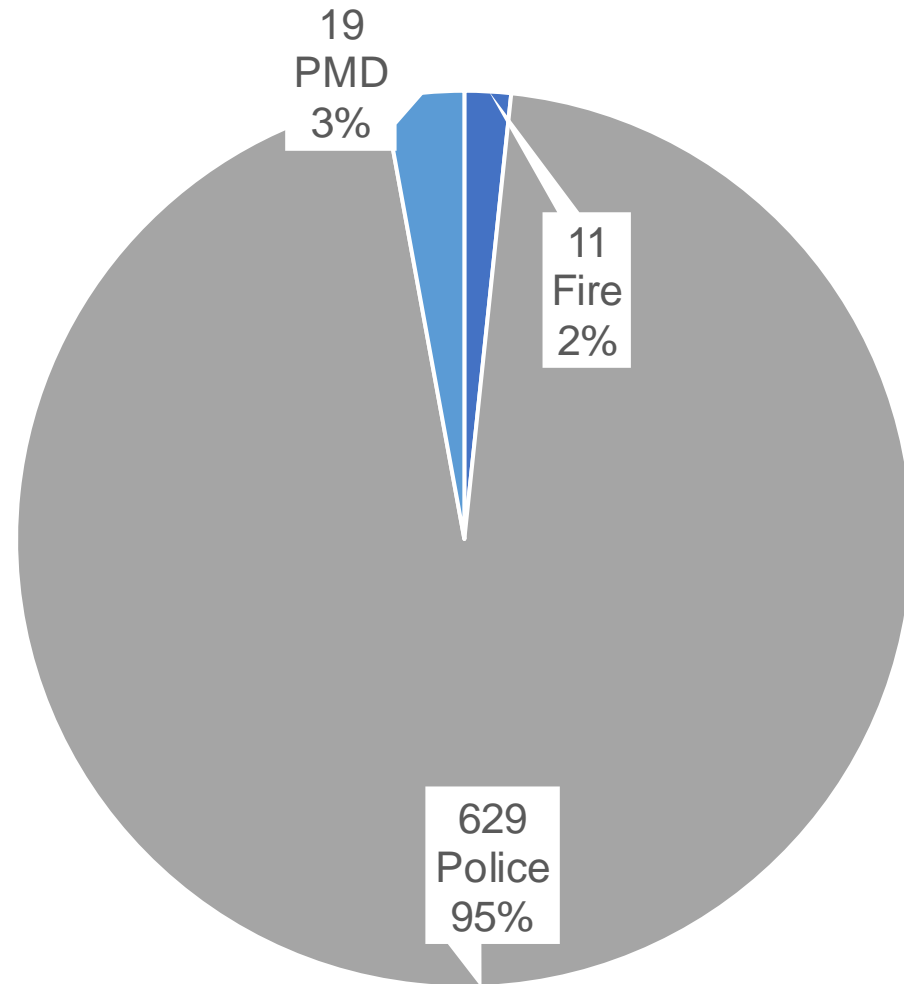
- Only using vehicle for City business/authorized purposes
- No travel outside authorized range without permission
- Adhering to PRRs and AR, including post-accident drug/alcohol screens
- Consenting to background inquiries and maintaining a license
- Understanding the vehicle benefit can be subject to federal taxable imputed income (some vehicle exemptions apply, including marked police/fire and unmarked police)

Data Collection for Compliance

Departments were provided inventory lists and answered the following compliance-based questions:

1. Vehicle parked within City limits?
2. If “No,” did director approve?
3. Completed defensive driving?
4. Completed within last 3 years?
5. Completed Vehicle Use Form?
6. Does vehicle have an AVL?
7. AVL used to verify parking address?
8. Compile vehicle requests quarterly?

Who Currently Takes Home City Vehicles?



Aviation, Code, PARD, TPW and Water all advised that they do not currently allow take home city vehicles on a daily basis. Water is developing a supplemental policy to include use of AVL and quarterly reporting.

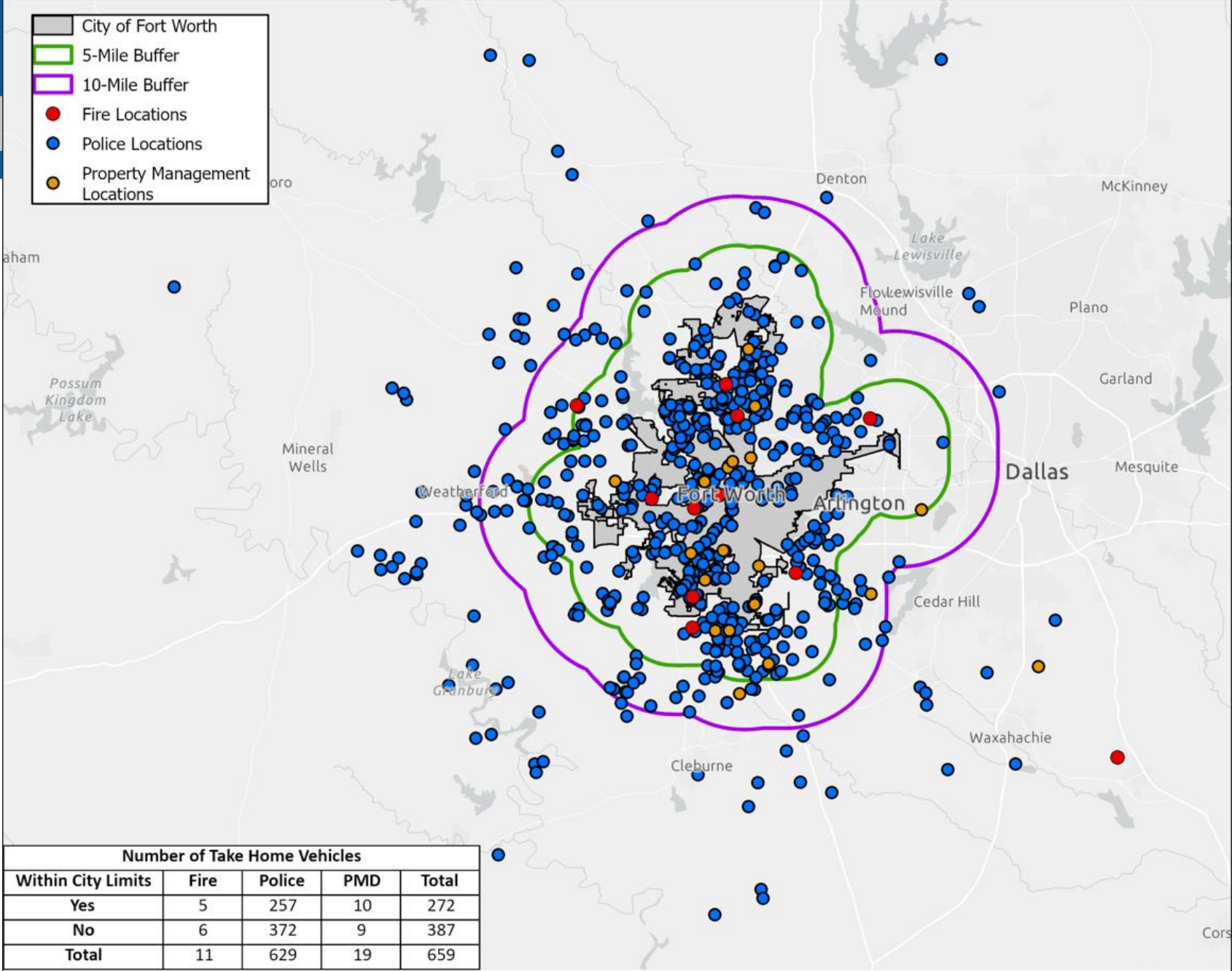


Take Home City Vehicle Locations- All Depts

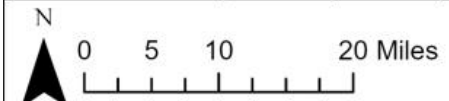
Across all departments, 58% are outside the city limits

Police makes up 95% of the total with 59% outside the city limits

Fire and PMD make up 5% of the total with 51% outside the city limits



Number of Take Home Vehicles				
Within City Limits	Fire	Police	PMD	Total
Yes	5	257	10	272
No	6	372	9	387
Total	11	629	19	659



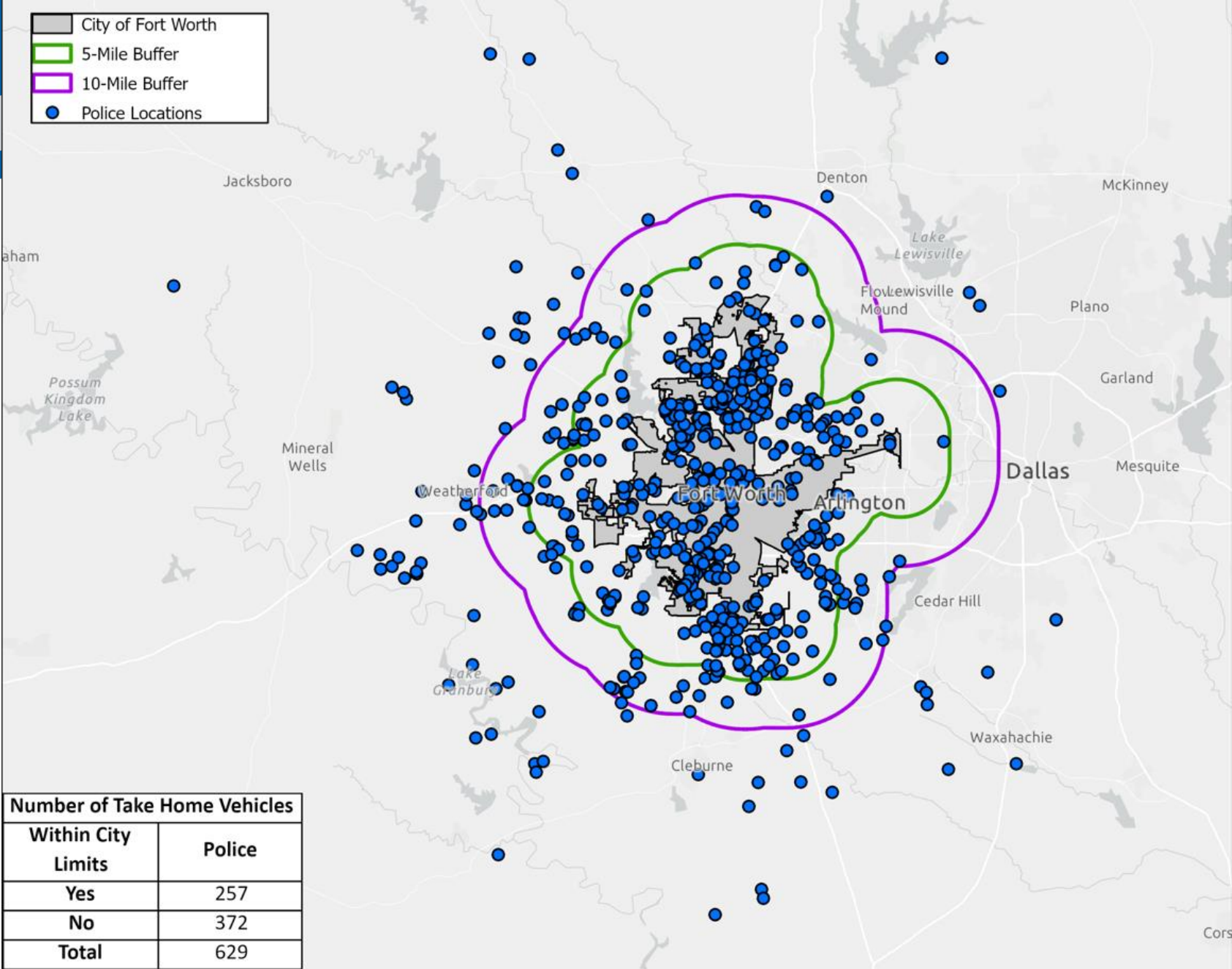
Take Home Vehicle Locations



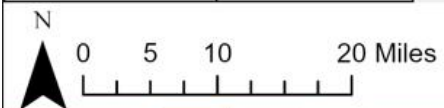
Take Home City Vehicle Locations- Police

25% of vehicles are more than 5 miles outside city limits

12% of vehicles are more than 10 miles outside city limits



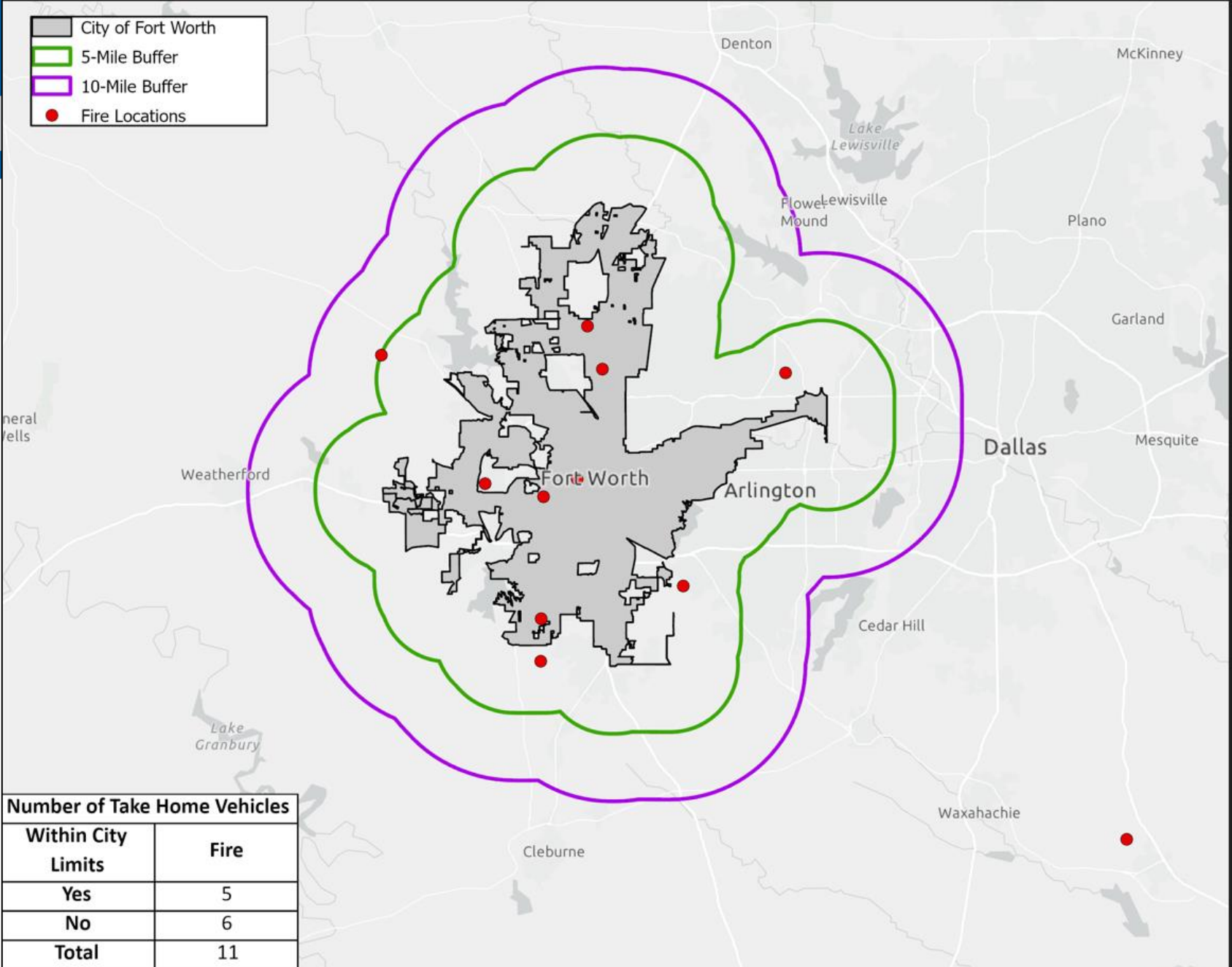
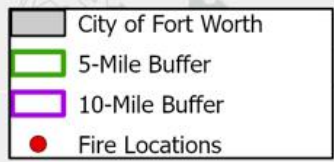
Number of Take Home Vehicles	
Within City Limits	Police
Yes	257
No	372
Total	629



Take Home Vehicle Locations
Police Department



Take Home City Vehicle Locations- Fire



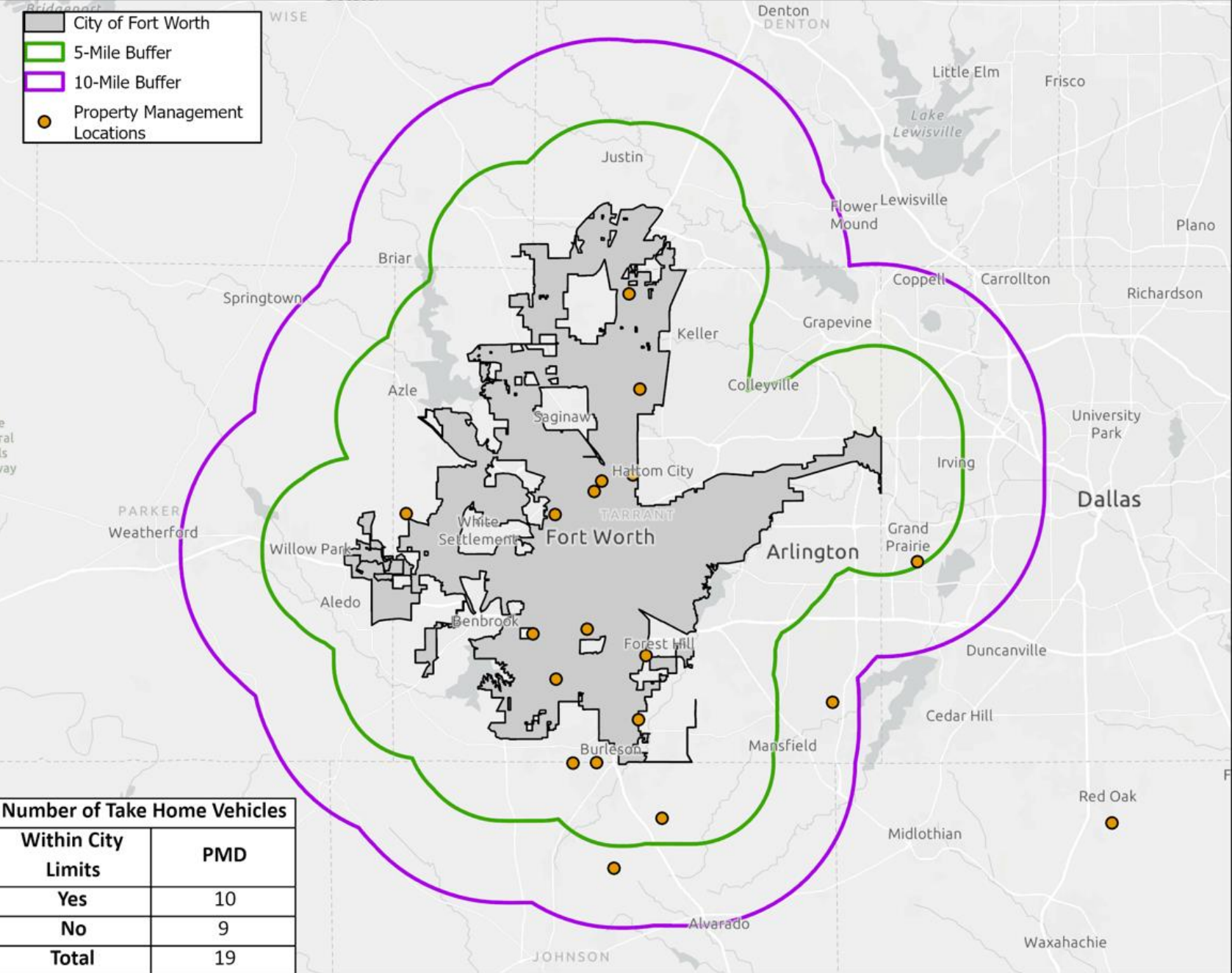
Number of Take Home Vehicles	
Within City Limits	Fire
Yes	5
No	6
Total	11



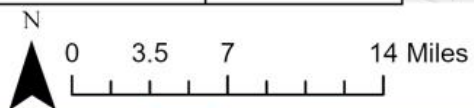
Take Home Vehicle Locations
Fire Department



Take Home City Vehicle Locations-PMD



Number of Take Home Vehicles	
Within City Limits	PMD
Yes	10
No	9
Total	19



Take Home Vehicle Locations
Property Management Department

Compliance Findings

What are we doing well?	What needs improvement?
<p>All departments are using the same Vehicle Use Agreement form; available electronically with auto-routing</p> <ul style="list-style-type: none"> • New • Update Info • Cancellation • Annual Renewal • Requires a valid Texas drivers license to be attached 	<ul style="list-style-type: none"> • Form fields allow for inaccurate or no entry of addresses and mileage • No process to ensure annual submission of form • Form does not require routing through a director
<p>Ability to pull reports on submitted vehicle use forms</p>	<p>Need to communicate with departments about the ability to produce reports</p>
	<p>No process for driving record checks per PRR 1.7 and Vehicle Use Agreement form</p>
<p>AVL reporting for participating departments upon request</p> <ul style="list-style-type: none"> • Location monitoring • GeoFencing reporting 	<ul style="list-style-type: none"> • Need to communicate with departments about the ability to produce reports • Department verification of home address indicated on the form
<p>Access to defensive driving courses through Risk Management upon department's request</p>	<ul style="list-style-type: none"> • No process to check on defensive driving records • No certificate requirement during vehicle use form submission/approval
	<ul style="list-style-type: none"> • Quarterly internal departmental reporting • Completion of annual reporting by departments and justification to Budget
	<ul style="list-style-type: none"> • No ability to report on take home vehicles through Fleet Management System • Property Management not included in the Take Home Vehicle form routing

Reporting Recommendations

- **Improve weaknesses in the Vehicle Use Agreement Form**, including emphasis on director approval and verifications
- Provide departments with a **standardized format for internal tracking and reporting***
- Revise **reporting requirement** from quarterly to biannual
- Conduct **regular audits** on compliance of departments re: internal reporting
- Implement the **required annual justification** through the FWLab as part of the annual budget process

Proposed Policy Amendments

- Update language across applicable policies to **match definitions and requirements** to the Personnel Rules & Regulations (PRRs)
 - Consistent definitions
 - Requirements for driver's license checks
 - Requirements for defensive driving
- Define “**special circumstances**” for Director's approval of employees living outside the City limits to take vehicles home or park at an Off-site Parking Facility on a regular basis
- Clarify **reporting requirements** for after-hours city vehicle usage
- Determine how to best **comply with the response time requirements** in the City Code and set a timeline for implementation

Next Steps & Timeline

Timing	Step
November-December 2023	Committee review on revisions to Vehicle Use Agreement form; design new form after review
December 5, 2023	Presentation to Council
January 2024	Departments provide final input on new form design before IT build
January-March 2024	Share new form design with IT to build test environment; finalize timeline for testing and production; complete policy updates
May-June 2024	Update Council on status of recommendations, including first annual submission of justifications through the budget process

Q&A

