

## **LEGISLATIVE DIGEST**

[Administrative Code - Passenger Fleet Reduction and Car Sharing Services Ordinance and Master Agreements for Procurement]

**Ordinance amending the Administrative Code to mandate reduction of the nonessential City vehicle fleet, implement modern technology-based systems in measuring utilization of the fleet and vehicle access, and allow the City Administrator to document the existence of and restrict assignments of underutilized vehicles; require that officers and employees seek to use car sharing services first instead of City owned vehicles; authorize the City Administrator to enter into master agreements with vendors for the procurement of car sharing services; and making environmental findings.**

### Existing Law

The current law allows for all general purpose vehicles to be placed under the jurisdiction of the City Administrator. The City Administrator is authorized to implement a vehicle fleet management program. There is no existing law mandating technology usage in the fleet management program. The existing law requires a 5 percent yearly reduction in the total number of passenger vehicles and light-duty trucks in that portion of the municipal fleet under the City Administrator's direct jurisdiction by its size on July 1, 2008.

The existing law makes no provision for the use shared vehicles through car sharing services, though the usage of City-owned vehicles is governed by Administrative Code Section 4.11.

Master agreements for use of car sharing services are currently governed by the requirements of the Administrative Code and Environment Code, subject to several contracting restrictions.

### Amendments to Current Law

#### Sec. 4.10-1

- Adds minor clerical changes, updating grammar and adding "usage" as a possible rule scope for the City Administrator to adopt.
- The rate of fleet reduction is being increased, with a new requirement of a 25 percent reduction every three years being added that augments the existing requirement of a 5 percent reduction every single year.
- New methodologies are required in the management of the fleet, requiring collection of telematics data from City vehicles and using a modern technology-based system to manage the assignment of vehicles. The City Administrator is required to make

determinations of underutilized vehicles, then restrict assignment of vehicles so designated.

Sec. 4.10-2

- City officers and employees that would normally be using a general purpose passenger vehicle or light-duty truck in the City fleet will now be directed to attempt to secure a vehicle accessible through a car sharing service. If the City employee is unable to use the shared vehicle, they may instead use a City vehicle.

Sec 4.15

- The City Administrator, or his or her designee, is authorized to enter into service-specific contracts that are master agreements with vendors for the procurement of car sharing services.
- Contracts entered into with this authority must have a contract provision allowing for a priority usage of vehicles made available under the ensuing master agreement in the event of an emergency.
- The contracting officer may utilize this provision to secure car sharing services without including specialized San Francisco contracting requirements present in the Administrative or Environment Codes. The specialized contracts provisions should be included if possible.

Background Information

The purpose of this legislation is to reduce the size of the general purpose passenger vehicle fleet while promoting car share vehicles as a desired alternative. This promotes a more efficient use of City resources. The legislation has two primary aspects to effectuate these goals.

The fleet aspect mandates a reduction of the general passenger fleet, with the eventual result a total elimination of the nonessential fleet in 12 years. In addition to mandating a reduction, this legislation seeks to give the City Administrator tools to effectively reduce the existence of vehicles that are not being used optimally. By mandating the use of modern technology systems, the City Administrator will be able to use data that gives information about car usage that is otherwise not available. Additionally, using a modern technology-based system for vehicle assignments to replace the current clipboard and key based system will allow for more efficient use of the vehicles by the City's officers and employees.

The car sharing aspect is driven by a desire to replicate the success of other cities in their fleet reduction efforts. By limiting use of vehicles to shared cars that are privately owned, the City can direct fleet resources in other directions. In order for the City to be adequately serviced by the car share vehicles, the City Administrator is authorized to enter into contracts

with vendors that provide these services. To prevent a situation where the officers and employees that require transport are unable to secure a vehicle in the event of an emergency due to fleet reduction, contracts are required to include provisions giving the City priority usage of certain vehicles in the event of an emergency. Because there is a very limited number of vendors, the contracting process and negotiations can be difficult. To ensure that the City is able to enter into contracts, normal specialized City contracting requirements present in the Administrative Code and Environment Code that hinder negotiations or prevent agreement can be waived. As with other provisions in the Administrative Code that authorize waivers of terms, the contracting officer is still encouraged to include the terms wherever possible.

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