

From: [Johnson, Katherine \(SHF\)](#)
To: [Major, Erica \(BOS\)](#)
Cc: [Miyamoto, Paul \(SHF\)](#); [Engler, Joseph \(SHF\)](#); [Nicco, Mark \(SHF\)](#); [Baumgartner, Margaret \(SHF\)](#)
Subject: FW: REFERRAL FYI (201062) Administrative Code - Vehicles Owned or Leased by the City
Date: Thursday, October 15, 2020 10:37:34 AM
Attachments: [201062 FYI.pdf](#)

Good morning Erica,

We reviewed this ordinance, and offer the following comments and requests for amendments.

- A) "Ordinance amending the Administrative Code to require City departments to report annually information about the number, cost, and usage of vehicles the departments have rented for periods of longer than 30 days; to authorize the City Administrator to inspect or provide maintenance upon request for any vehicle rented, leased, or owned by the City; to require departments to submit information to the City Administrator and the Board of Supervisors regarding the usage and safety of City vehicles; and to authorize the City Administrator to require departments to develop correction plans to reduce speeding, idling, and/or collisions involving City vehicles."
1. The annual reporting regarding the number, cost and usage of vehicles rented for periods of longer than 30 days is possible and we do not have concerns regarding this item.
 2. The CCSF's interest in inspecting or providing maintenance on a rented or leased vehicle seems problematic. We do not believe Enterprise or any other car rental company will want that to happen. **Request:** The provision regarding maintenance for rented or leased vehicles be removed from the ordinance.
 3. Page 2 of the proposal, (E) (1) states the City Administrator (C.A.) must be notified at least 5 days prior to renting a vehicle for more than 30 days along with the number rented, length of time for each vehicle, and make, model and year of each vehicle. This portion is unattainable, as when the SFSO rents vehicles, we do not know which make, model and year we will get and the duration of the rental time may be unknown. **Request:** Modify this language to indicate that within five business days of renting a vehicle, this information will be provided.
 4. Providing a daily cost is attainable, but providing a total cost beforehand will be difficult as the duration of the rental may be unknown at the time we rent the vehicle. Current rentals have an open ended lease/rental period. **Request:** Amend the language to indicate the total cost will be submitted five days after the rental is returned.
- B) *(e) (2) Each department that has rented one or more vehicles for a period of more than 30 days during the preceding year (measured from April 1 through March 31) shall submit an annual report to the City Administrator and the Board of Supervisors by May 1 including (A) for the 12 months ending March 31: the number of vehicles the department rented or leased for a period of more than 30 days during the reporting period, the length of each such rental or lease,*

the make, model, and year of each vehicle, the use of the vehicle, and the cost of each rental or lease, including both the rate calculated on a daily basis and the overall cost for the entire rental or lease period; and (B) the amount of the department's anticipated spending to rent or lease vehicles in the next fiscal year.

Please see number three above.

- C) Section 4.10-2 in the proposal relates mostly to the use of the Telematics tracking system. However, newer vehicles have tracking systems installed as part of a standard package. **Recommendation:** Remove this language and replace it with language which requires departments to lease vehicles that are equipped with a tracking system. Central Shops should then be tasked with generating all reports to the City Administrator with copies to the respective department.
- D) The "Corrective Plans" section on page 6 speaks to training plans to attain the vision zero objective. **Recommendation:** Law enforcement agencies should either be exempted from this provision as we are mandated to provide training in vehicle operations minimally every other year or be allowed to submit our training plan in order to meet this requirement.

Thank you for your time and consideration in this manner.

Regards,
Katherine Johnson, #1319
415-572-2045

From: Major, Erica (BOS) <erica.major@sfgov.org>

Sent: Monday, September 21, 2020 1:12 PM

To: Kelly, Naomi (ADM) <naomi.kelly@sfgov.org>; Scott, William (POL) <william.scott@sfgov.org>; Miyamoto, Paul (SHF) <paul.miyamoto@sfgov.org>; Fletcher, Karen (ADP) <karen.fletcher@sfgov.org>; Katy.miller@sfgov.org; Boudin, Chesa (DAT) <chesa@sfgov.org>

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Greetings,

This matter is being forwarded to your department for informational purposes. If you have any comments or reports to be included with the files, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or via email at Erica.Major@sfgov.org.

ERICA MAJOR

Assistant Clerk

Board of Supervisors

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(VIRTUAL APPOINTMENTS) To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

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