

**REVISED LEGISLATIVE DIGEST**

(Amended in Board, 10/20/2020)

[Administrative Code - Vehicles Owned or Leased by the City]

**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.**

Existing Law

Existing law does not require departments to submit regular reports to the City Administrator or the Board of Supervisors regarding the departments' long-term rentals of vehicles.

Under existing law the City Administrator and each department head or other City official with jurisdiction over motor vehicles must install telematic vehicle tracking systems in those vehicles. A "telematic vehicle tracking system" is a system that combines the use of automatic vehicle location equipment (such as GPS locators) in individual vehicles with software that monitors in real time the location, movements, and status of a vehicle or fleet of vehicles to provide a comprehensive picture of vehicle locations and usage.

The City Administrator and department heads must monitor the systems and use the information to analyze subjects such as vehicle cost efficiency, use optimization, and post-incident investigation, and to promote other potential benefits such as increased efficiency, productivity, and improved route management planning. Each department head must submit an annual report to the City Administrator with the telematic data, including vehicle usage and mileage data.

The City Administrator may waive these requirements, in whole or in part, if the department seeking the waiver demonstrates that compliance would not be feasible or would unduly interfere with the department's ability to discharge its official functions. The Board of Supervisors may, by motion, override a waiver granted by the City Administrator.

Amendments to Current Law

The proposed ordinance would require departments renting or leasing vehicles for a period of more than 30 days to provide the City Administrator with information regarding the rented vehicles and the length and costs of the rental or lease. Additionally, the ordinance would

require each department that has rented one or more vehicles for more than 30 days during the preceding year (measured from April 1 through March 31) to submit an annual report to the City Administrator and the Board of Supervisors by May 1 with similar information.

The ordinance would require departments with jurisdiction over vehicles to submit monthly reports regarding speeding; idling; emissions; maintenance needs; overall utilization; the assignment of take-home vehicles; and collisions. The City Administrator would facilitate the departments' reporting of this information by providing methods to submit the information in electronic format. The City Administrator could excuse a department from the reporting requirement if the City Administrator receives the information from the department by other means more frequently than once a month.

The ordinance would also require departments to submit an annual report to the City Administrator with the information described above, and would require the City Administrator to submit an annual report to the Board of Supervisors.

Within 60 days of the effective date of the ordinance, each department with jurisdiction over vehicles would be required to develop and submit to the City Administrator a correction plan to implement the principles of the City's Vision Zero strategy to reduce speeding, idling, and collisions in vehicles used by the department. The City Administrator could also require a department to report on the implementation of the correction plan.

The ordinance would also require the City Administrator to adopt regulations and guidelines directing City departments to provide written notification to individual employees who have engaged in driving activities that are dangerous or unreasonable.

For waivers of telematics requirement, the ordinance would modify existing law to allow the Board of Supervisors to override the City Administrator's waiver by enacting an ordinance rather than a motion.

The ordinance would also authorize the City Administrator to require that a department using any vehicle owned, leased, or rented by the City return the vehicle to the City Administrator to inspect or provide maintenance.