



# City of Seattle

**Office of the Mayor**

**City of Seattle**

Jenny A. Durkan, Mayor

## **Executive Order 2018-05: Reducing the City Fleet to Support Climate Goals and Save Taxpayers Money**

*An Executive Order directing City departments to assess existing vehicle use, plan for fleet vehicle reductions and develop alternatives to workday travel in City fleet vehicles to further support climate goals and save taxpayer money.*

WHEREAS, the City of Seattle owns a fleet of over 4,150 vehicles including sedans, police cars, fire engines, dump trucks, mowers, plows, trailers and other pieces of equipment; and

WHEREAS, these vehicles are critical tools that City employees use to provide essential services to the public; and

WHEREAS, the City has a strong commitment to pursuing operational efficiencies and cost savings in City government; and

WHEREAS, the City of Seattle recognizes that climate change represents a grave and significant threat to current and future generations; and

WHEREAS, responding to the threat of climate change with aggressive action to reduce pollution not only provides public health and economic benefits but is also socially and environmentally responsible; and

WHEREAS, the transportation sector accounts for over two-thirds of Seattle's core greenhouse gas emissions, which are the main driver of climate change; and

WHEREAS, the City's Drive Clean Seattle initiative to transition the transportation sector from fossil fuels to clean electricity is an important and vital component of our climate strategy; and

WHEREAS, the City is a leader in fleet electrification with over 200 plug-in electric vehicles, hundreds of conventional hybrid vehicles, and the largest government-owned electric vehicle charging hub; and

WHEREAS, electric vehicles have resulted in substantial fuel savings for the City; and

WHEREAS, Executive Order 2018-02 directs City departments to accelerate transition to a clean and green City fleet and commits the City to a goal of achieving a fossil-fuel-free fleet by 2030; and

WHEREAS, an update to the Drive Clean Seattle Green Fleet Action Plan (GFAP), driven by Executive Order 2018-02, will include a strategy to right-size all vehicle replacements at end of life with the most compact, cost-effective, and lowest engine displacement vehicle for the driver's job and provide an assessment of the greenest vehicle for common job types across the City; and

WHEREAS, the Mayor's 2019-2020 Proposed Budget eliminates fuel price cushions in department budgets, releasing \$1 million for critical City services and creating a strong financial incentive for conservation; and

WHEREAS, the GFAP update will also establish fleet reduction goals to limit or reduce the size of the fleet and a strategy for employee mobility to reduce dependence on City-owned vehicles; and

WHEREAS, the Department of Finance and Administrative Services' Fleet Management Division provides centralized fleet services for the City including engineering, design, procurement, maintenance, disposition, fueling, and motor pool services for City agencies per Section 3.126.010 of the Seattle Municipal Code; and

WHEREAS, the Department of Finance and Administrative Services' 2018 Adopted Budget included \$34 million for fleet services, including fueling, leasing and maintenance, and \$22 million for fleet capital investments, and other City departments additionally spend millions of dollars on vehicles; and

WHEREAS, in addition to cutting greenhouse gas emissions, reducing the City's fleet and minimizing the level of workday travel conducted in City-owned vehicles will reduce City costs, allowing for taxpayer money to be directed to augment essential services; and

WHEREAS, changes in City operations to reduce the number of vehicles requires thoughtful action to ensure uninterrupted delivery of City services including careful consideration by employees, their representatives and departmental management;

WHEREAS, the City's comprehensive transportation system is multimodal and provides many alternatives to conventional vehicles including bus transit, light rail, bicycles, and pedestrian infrastructure;

NOW THEREFORE, I, JENNY A. DURKAN, Mayor of Seattle, hereby affirm the City's commitment to climate action and controlling operational costs by reducing the overall size of the city fleet. To this end, I direct the following:

### **Section 1: Vehicle reductions**

- A. The City shall plan to reduce the size of its vehicle fleet with an aspirational goal of a 10 percent reduction by the end of 2020. The City shall make reductions in a manner that avoids removing vehicles that are critical to emergency first response, public safety and other vital operational tasks.
- B. Each department shall submit a plan to reduce its use of vehicles by this goal to the Department of Finance and Administrative Services (FAS) by February 1, 2019. FAS shall determine the form, content and definitions to be used by departments for these plans. The plans shall identify the vehicles to be reduced, the impact on operations, steps necessary for implementation and a timeline for rapid implementation. These plans shall be reviewed and rejected or approved in whole or in part by the Vehicle Use Committee identified in Section 4. The consideration of this committee shall ensure that proposed vehicle reductions do not have an unreasonable adverse impact on critical operations such as emergency first response.

- C. FAS and Seattle City Light (SCL) are directed to immediately halt passenger vehicle (sedan, SUV, van, light truck) replacements except for those vehicles that have a market-ready electric vehicle (EV) option. This replacement moratorium will last for each department until that department's vehicle reduction plan is submitted to FAS and approved by the Vehicle Use Committee.

## **Section 2: Fleet utilization**

- A. FAS and the Drive Clean Seattle Green Fleet Interdepartmental Team are directed to establish a Citywide minimum utilization threshold by the end of 2018. Vehicles where the utilization falls below the minimum threshold will be permanently removed from the City's fleet by the end of 2019 as asset reductions.
- B. FAS shall develop a waiver process for departments to dispute the reduction of a vehicle that falls under this utilization threshold. Waivers shall be presented to the Vehicle Use Committee by the requesting department director.
- C. FAS shall conduct a pilot project to implement a vehicle telematic system to track actual vehicle use and location information on a limited number of vehicles. FAS shall report on the effectiveness of the pilot system for improving vehicle use efficiency by June 2019.

## **Section 3: Fleet additions**

Any fleet addition request must be accompanied by an off-setting fleet reduction from the requesting department. Waivers shall be presented to the Vehicle Use Committee by the requesting department director on the form provided by FAS.

## **Section 4: Vehicle Use Committee**

A Vehicle Use Committee is established to review and approve department reduction plans or portions thereof and resolve waiver requests. This committee shall consist of the City Budget Director, the Director of Finance and Administrative Services, and a representative of the Mayor's Office. The committee shall determine its governance, protocol and meeting frequency.

## **Section 5: Shared mobility and mode shifting**

- A. Eliminating City vehicles may increase the need for other transportation services. FAS is directed to establish centrally managed partnerships with shared-mobility service and equipment providers to meet the needs of City operations. FAS may prioritize contracts with electric and hybrid vehicle service and equipment providers to ensure City operations have a variety of providers of clean vehicles to choose from when needed.

- B. To the extent that City departments use similar assets for similar operations, City departments are directed to pool resources within departments and cross-departmentally to increase efficient utilization of assets when and where possible.
- C. FAS shall engage intergovernmental partners, such as the Port of Seattle, King County, Sound Transit, and others, to explore opportunities for sharing fleet resources. FAS shall provide a report and recommendations by June 2019.
- D. When deciding on a mode of transportation for City business, each City employee should first consider the following mode-hierarchy: 1) video or telephone conferencing; 2) walking/biking; 3) transit; 4) shared vehicle; 5) single-occupancy vehicle. Where practical, electric vehicles should be preferred over fossil-fueled vehicles.

#### **Section 6: Fleet asset reduction plan execution**

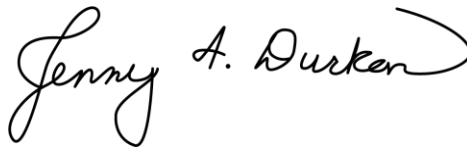
City departments, FAS and the City Budget Office shall rapidly implement the approved vehicle reduction plans to remove vehicles from the City fleet, reduce the cost of City fleet in the 2020 budget and reduce greenhouse gas emissions.

#### **Section 7: Fleet utilization data collection and reporting**

- A. FAS is responsible for enforcing utilization thresholds and to plan for future electrical vehicle supply equipment and asset needs. Accurate and timely data is essential to FAS' ability to fulfill this responsibility. FAS shall track asset value, location, take-home status and personnel/work group assignment. Where FAS does not already have this information, departments are responsible for notifying FAS to keep the asset record up-to-date.
- B. Short-term vehicle rentals from third-party providers may be necessary to minimize the operational impacts from vehicle reductions. Vehicle and equipment rentals of three months or more, shall be reported to FAS.

Inquiries regarding this Executive Order should be directed to Kiersten Grove, Office of the Mayor.

Dated this 24<sup>th</sup> day of September, 2018



Jenny A. Durkan  
Mayor of Seattle