

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

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

10 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
11 **Additions to Codes** are in *single-underline italics Times New Roman font*.
12 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
13 **Board amendment additions** are in double-underlined Arial font.
14 **Board amendment deletions** are in ~~strikethrough Arial font~~.
15 **Asterisks (* * * *)** indicate the omission of unchanged Code
16 subsections or parts of tables.

17 Be it ordained by the People of the City and County of San Francisco:

18 Section 1.

19 The Planning Department has determined that the actions contemplated in this
20 ordinance comply with the California Environmental Quality Act (California Public Resources
21 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of
22 Supervisors in File No. 140950 and is incorporated herein by reference.

23 Section 2. The Administrative Code is hereby amended by revising Section 4.10-1,
24 and adding Sections 4.10-2 and 4.15, to read as follows:

1 **SEC. 4.10-1. CITY-OWNED AND LEASED VEHICLES; FLEET MANAGEMENT**
2 **PROGRAM.**

3 (a) All general purpose vehicles owned, leased or rented by the City and previously
4 assigned to, or placed under the jurisdiction of, any officer or department of the City are
5 hereby transferred to the jurisdiction of the City Administrator. General purpose vehicles
6 acquired after the effective date of this ordinance shall also be placed under the jurisdiction of
7 the City Administrator.

8 (b) The City Administrator shall have primary authority over vehicles now or
9 hereafter placed under his or her jurisdiction, but may assign these vehicles for use by City
10 officers and departments. The City Administrator may adopt rules and regulations necessary
11 to implement this vehicle fleet management program, including rules covering: terms,
12 conditions, usage, and fees for assignment of vehicles by the City Administrator to individual
13 City officers and departments; vehicle maintenance programs; and vehicle replacement plans,
14 provided that the City Administrator shall not approve the purchase of any motor vehicle that
15 does not comply with Environment Code Section 404. Fees charged for the assignment of
16 vehicles shall be set by the City Administrator in consultation with the Controller, and the fees
17 shall be used to pay for acquisition and replacement of vehicles, maintenance and repair, and
18 other costs of administering the program. Each year, the City Administrator, in consultation
19 with the Controller, shall assess and collect the Air Pollution Mitigation Fees required by
20 Environment Code Section 405. The City Administrator may make appropriate provision for
21 vehicles previously acquired using special, dedicated or otherwise restricted funds.

22 (c) Beginning no later than July 1, 2014, and every year thereafter, the City
23 Administrator shall: (1) remove from service and discontinue the operation of all passenger
24 vehicles and light-duty trucks in the municipal fleet that are 12 years old or older; and (2)
25 reduce the total number of passenger vehicles and light-duty trucks in that portion of the

1 municipal fleet under his or her direct jurisdiction by 5 percent from its size on July 1, 2008.
2 The City Administrator shall provide a report on its fleet management program and proposals
3 for vehicle replacement along with its annual budget submission to the Mayor and the Board
4 of Supervisors.

5 (d) By July 1, 2018, the City Administrator shall reduce the total number of passenger vehicles
6 and light-duty trucks under his or her direct jurisdiction as of July 1, 2014 by 25 percent. By every
7 third year thereafter, the City Administrator shall further reduce the total number of passenger vehicles
8 and light-duty trucks under his or her direct jurisdiction by an additional 25 percent, until there are no
9 longer any passenger vehicles or light-duty trucks under the jurisdiction of the City Administrator.

10 (e) All City owned and leased vehicles shall be equipped with telematic vehicle tracking systems
11 when practicable. Departments with custody of those vehicles must submit reports with telematic data
12 for those vehicles, including but not limited to usage and mileage data, at the close of each fiscal year
13 to the City Administrator, or his or her designee.

14 (f) The City Administrator shall adopt a regulation defining an "Underutilized Vehicle" within
15 six months of the enactment of this legislation. Using information acquired pursuant to subsection (e)
16 of this Section, as well as other relevant sources, the City Administrator, or his or her designee, shall
17 designate vehicles within his or her jurisdiction as "Underutilized Vehicles" and restrict assignments
18 of these vehicles for use by City officers and departments. The City Administrator shall provide a report
19 on its fleet management program along with its annual budget submission to the Mayor and the Board
20 of Supervisors.

21 (g) No later than July 1, 2015, the City Administrator, or his or her designee, shall establish
22 and implement a system for managing the usage of the vehicle fleet under his or her direct jurisdiction
23 that utilizes technology that incorporates data analytics and real time update capability.

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1 **SEC. 4.10-2. SELECTION AND USE OF VEHICLES.**

2 It is the policy of the City and County of San Francisco to use car sharing services rather than
3 City owned vehicles whenever practicable. All authorized officers and employees of the City and
4 County seeking to use passenger vehicles and light-duty trucks in the City fleet must first attempt to
5 utilize a shared vehicle authorized for use by the City Administrator. Use of the vehicle must be
6 consistent with Section 4.11 of this Code. Where use of a shared vehicle is impracticable, officers and
7 employees of the City and County may instead use the City fleet consistent with standard procedures.

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9 **SEC. 4.15. CAR SHARING SERVICE CONTRACTS.**

10 (a) The City Administrator, or the Purchaser or Director of Fleet Management if so designated,
11 is authorized to enter into master agreements with vendors for the procurement of car sharing services
12 to be used by authorized officers and employees of the City and County.

13 (b) Agreements for the use of shared vehicles shall contain a provision authorizing priority and
14 potentially exclusive use of all available vehicles operated by the vendor as shared vehicles within the
15 City and County of San Francisco during an emergency.

16 (c) Agreements entered into pursuant to this Section 4.15 are not subject to the contracting
17 requirements of the Administrative or Environment Code, but shall be subject to the requirements
18 established by Chapter 67 of the Administrative Code (“the Sunshine Ordinance”). It is, however, the
19 policy of the Board of Supervisors to make every effort to comply with the provisions of the
20 Administrative and Environment Code.

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22 Section 3. Effective Date. This ordinance shall become effective 30 days after
23 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
24 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
25 of Supervisors overrides the Mayor’s veto of the ordinance.

1 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
2 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
3 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
4 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
5 additions, and Board amendment deletions in accordance with the “Note” that appears under
6 the official title of the ordinance.

7 APPROVED AS TO FORM:
8 DENNIS J. HERRERA, City Attorney

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10 By: _____
11 GUSTIN R. GUIBERT
12 Deputy City Attorney

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