

**AS AMENDED IN COMMITTEE**

**9/26/02**

FILE NO. 021408

RESOLUTION NO.

1 [Establishment and Administration of Mission/Otis Vehicle Pool.]

2

3 **Resolution authorizing the Director of the Department of Administrative Services to**  
4 **establish the Mission/Otis Vehicle Pool, located in the Mission Street and Otis Street**  
5 **area of San Francisco, which shall serve the following five San Francisco departments:**  
6 **1) the Department of Aging and Adult Services, 2) the Department of Building**  
7 **Inspection, 3) the Department of Human Resources, 4) the Department of Public Works'**  
8 **Bureau of Construction Management and Bureau of Engineering, and 5) the Planning**  
9 **Department; and authorizing the Mission/Otis Vehicle Pool to be administered by the**  
10 **Department of Human Services; report from the Director of the Department of**  
11 **Administrative Services one year from the date of approval regarding usage rates and**  
12 **costs.**

13

14 WHEREAS, The City and County of San Francisco supports good fleet management  
15 practices and the pooling of its resources to carry out its business more efficiently; and,

16 WHEREAS, The City and County of San Francisco recognizes that reducing the  
17 number of automobiles operated by City departments supports the City's efforts to reduce  
18 congestion, minimize emissions, and improve air quality; and,

19 WHEREAS, The City and County of San Francisco supports the use of alternative fuel  
20 vehicles for the protection of the environment; and,

21 WHEREAS, San Francisco Administrative Code section 4.12 authorizes the Director of  
22 the Department of Administrative Services to establish, maintain, and operate an automobile  
23 pool; now, therefore, be it

24 RESOLVED, That the San Francisco Board of Supervisors approves the Mission/Otis  
25 Vehicle Pool, to serve over 400 City employees in the following five San Francisco City

1 Departments: 1) the Department of Aging and Adult Services, 2) the Department of Building  
2 Inspection, 3) the Department of Human Resources, 4) the Department of Public Works'  
3 Bureau of Construction Management and Bureau of Engineering, and 5) the Planning  
4 Department; and, be it

5 FURTHER RESOLVED, That the San Francisco Board of Supervisors approves the  
6 written regulations that govern the Mission/Otis Vehicle Pool, found in the "Mission/Otis  
7 Vehicle Pool Policies and Procedures Handbook," on file with the Clerk of the Board of  
8 Supervisors in File No. 021408, which is hereby declared to be a part of the resolution as if  
9 set forth fully herein; and, be it

10 FURTHER RESOLVED, That the San Francisco Board of Supervisors authorizes the  
11 San Francisco Department of Human Services to administer the Mission/Otis Vehicle Pool,  
12 subject to the Mission/Otis Vehicle Pool Policies and Procedures Handbook; and, be it

13 FURTHER RESOLVED, That the San Francisco Board of Supervisors directs the five  
14 City departments served by the Mission/Otis Vehicle Pool to transfer 18 automobiles from  
15 their jurisdictions to the jurisdiction of the Director of the Department of Administrative  
16 Services for use in the Mission/Otis Vehicle Pool in accordance with the Mission/Otis Vehicle  
17 Pool Policies and Procedures Handbook; and, be it

18 FURTHER RESOLVED, That the Director of the Department of Administrative Services  
19 reduce the total number of vehicles in the vehicle pool by 15%, and that 50% of the remaining  
20 vehicles in the vehicle pool be alternative fleet vehicles.

21 FURTHER RESOLVED. That the Director of the Department of Administrative Services  
22 report back to the Board of Supervisors one year from the date of approval of the subject  
23 resolution regarding the total and department usage rates and costs of the Mission/Otis Pool,  
24 and to determine whether participating departments could further reduce the size of their  
25 individual fleets by using the Mission/Otis Pool.