

1 [Fleet Management Program.]

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3 **Ordinance amending the San Francisco Administrative Code by repealing existing**
4 **Section 4.10-1 and adding a new Section 4.10-1, to place all City general purpose**
5 **vehicles under the jurisdiction of the Director of Administrative Services as part of a**
6 **comprehensive fleet management program.**

7 Note: Additions are single-underline italics Times New Roman;
8 deletions are ~~strikethrough italics Times New Roman~~.
9 Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

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

11 Section 1. The San Francisco Administrative Code is hereby amended by repealing
12 Section 4.10-1 in its entirety.

13 ~~**SEC. 4.10-1. CITY OWNED VEHICLES; ASSIGNMENT; TRANSFER; INSPECTION.**~~

14 ~~*(a) — The Purchaser of Supplies is hereby authorized, subject to the approval of the Director*~~
15 ~~*of Administrative Services, to: (1) assign any vehicle purchased by him or her pursuant to the*~~
16 ~~*provisions of the annual appropriation ordinance to a department head for use by his or her*~~
17 ~~*department head for use by his or her department in accordance with the provisions of Section 4.10-*~~
18 ~~*1(b) and Section 4.11 of this Code; (2) transfer any vehicle assigned to, or under the jurisdiction of,*~~
19 ~~*any City and County department.*~~

20 ~~*(b) — Each year the Purchaser of Supplies shall inspect each vehicle which has been in*~~
21 ~~*service for six years or has been driven more than 60,000 miles and based upon the condition, usage,*~~
22 ~~*and maintenance and repair history of the vehicle, recommend its retention, transfer or replacement.*~~

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24 Section 2. The San Francisco Administrative Code is hereby amended by adding a
25 new Section 4.10-1, to read as follows:

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

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

7 (b) The Director of Administrative Services shall have primary authority over vehicles now
8 or hereafter placed under his or her jurisdiction, but may assign these vehicles for use by City officers
9 and departments. The Director of Administrative Services shall adopt rules and regulations necessary
10 to implement this vehicle fleet management program, including rules covering: terms, conditions, and
11 fees for assignment of vehicles by the Department of Administrative Services to individual City officers
12 and departments; vehicle maintenance programs; and vehicle replacement plans. Fees charged for the
13 assignment of vehicles shall be set by the Director of Administrative Services in consultation with the
14 Controller, and the fees shall be used to pay for acquisition and replacement of vehicles, maintenance
15 and repair, and other costs of administering the program. The Director of Administrative Services may
16 make appropriate provision for vehicles previously acquired using special, dedicated or otherwise
17 restricted funds.

18 (c) The Department of Administrative Services shall provide a report on its fleet
19 management program and proposals for vehicle replacement along with its annual budget submission
20 to the Mayor and the Board of Supervisors.

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1 (d) The Director of Administrative Services shall submit an initial vehicle
2 maintenance program to the Board of Supervisors by May 16, 2003. The Director shall
3 submit a report on proposed lease fees to the Board no later than May 16, 2003. The Director
4 shall submit an initial vehicle replacement plan to the Board no later than December 1, 2003.

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9 APPROVED AS TO FORM:
10 DENNIS J. HERRERA, City Attorney

11 By: _____
12 THOMAS J. OWEN
13 Deputy City Attorney