

File No. 140950

Committee Item No. 8

Board Item No. 19

**COMMITTEE/BOARD OF SUPERVISORS**

**AGENDA PACKET CONTENTS LIST**

Committee: Budget & Finance Committee

Date June 17, 2015

Board of Supervisors Meeting

Date June 23, 2015

**Cmte Board**

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
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Completed by: Linda Wong Date June 12, 2015  
Completed by: Linda Wong Date June 14, 2015

6/10/15

FILE NO. 140950

ORDINANCE NO.

1 [Environment, Administrative Codes - Healthy Air and Clean Transportation Program  
 2 Administrative Code— Passenger Fleet Reduction and Car Sharing Services Ordinance and  
 3 Master Agreements for Procurement]

4 Ordinance amending the Environment and Administrative Codes Code to: 1) transfer  
 5 the fleet management and vehicle selection elements of the Healthy Air and Clean  
 6 Transportation Program from the Department of the Environment to the City  
 7 Administrator; 2) replace mandatory fleet reduction requirements with policies to  
 8 optimize the size and use of the City's vehicle fleet, use technology to promote the safe  
 9 and environmentally-friendly use of vehicles, and reduce average per-mile greenhouse  
 10 gas emissions from City fleet vehicles; 3) authorize master contracts for City use of  
 11 car-sharing services; and, 4) make other technical and conforming changes; mandate  
 12 reduction of the nonessential City vehicle fleet, implement modern technology-based  
 13 systems in measuring utilization of the fleet and vehicle access, and allow the City  
 14 Administrator to document the existence of and restrict assignments of underutilized  
 15 vehicles; require that officers and employees seek to use car sharing services first  
 16 instead of City owned vehicles; authorize the City Administrator to enter into master  
 17 agreements with vendors for the procurement of car sharing services; and affirming  
 18 the Planning Department's determination under the California Environmental Quality  
 19 Act.

20 NOTE: Unchanged Code text and uncodified text are in plain Arial font.  
 21 Additions to Codes are in *single-underline italics Times New Roman font*.  
 22 Deletions to Codes are in *strikethrough-italics Times New Roman font*.  
 23 Board amendment additions are in double-underlined Arial font.  
 24 Board amendment deletions are in ~~Arial font~~.  
 25 Asterisks (\* \* \* \*) indicate the omission of unchanged Code  
 subsections or parts of tables.

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

1  
2 Section 1. The Planning Department has determined that the actions contemplated in  
3 this ordinance comply with the California Environmental Quality Act (California Public  
4 Resources Code Sections 21000 et seq.). Said determination is on file with the Clerk of the  
5 Board of Supervisors in File No. 140950 and is incorporated herein by reference. The Board  
6 affirms this determination.

7  
8 Section 2. The Environment Code is hereby amended by revising Sections 400, 401,  
9 403, 404, 405, and 412, to read as follows:

10 **SEC. 400. HEALTHY AIR AND CLEAN TRANSPORTATION PROGRAM.**

11 (a) Title. Sections 400 through 424 of this Chapter shall be known as the Healthy Air  
12 And Clean Transportation Ordinance.

13 (b) Purpose. The Healthy Air And Clean Transportation Ordinance is intended to  
14 assist the City in achieving its air pollution and greenhouse gas reduction goals by: promoting  
15 the use of vehicles that have zero or super ultra-low emissions, achieve high energy efficiency  
16 and use alternative fuels with a low carbon impact; implementing policies to minimize the use  
17 of single occupancy vehicles and reduce the total number of passenger vehicles and light-  
18 duty trucks in the municipal fleet; maximizing the use of outside sources to fund such  
19 programs; encouraging the creation, expansion, and maintenance of alternative fueling  
20 infrastructure in the City and at City facilities; encouraging trip reduction, carpooling, and  
21 public transit, and to increase bicycle commuting by providing cyclists with the opportunity to  
22 securely park their bicycles in or close to their workplaces.

23 (c) Findings.

24 (1) Air pollution endangers public health. According to the California Air  
Resources Board (CARB), the levels and concentrations of smog forming, lung-clogging

1 pollutants in the Bay Area, such as ozone and particulate matter (soot particles), not only  
2 exceed California's existing health-based standards, but also are often times measured at  
3 levels that are two to three times the standards. According to the Bay Area Air Quality  
4 Management District (BAAQMD), emissions from motor vehicles are the leading cause of air  
5 pollution in the Bay Area. Furthermore, during the summer of 2006, the San Francisco Bay  
6 Area endured more days where emissions of ozone forming pollutants exceeded Federal and  
7 State health based air quality standards than it has experienced in nearly ten years.

8 (2) According to the American Lung Association of California, high levels of air  
9 pollution cause premature death, and aggravate lung illnesses such as acute respiratory  
10 infections, asthma, chronic bronchitis, emphysema, and lung cancer. Coughing, wheezing,  
11 chest pain, eye irritation, and headaches are common reactions to air pollution. Sensitive  
12 groups, like children, the elderly, athletes, and people with compromised immune systems,  
13 are even more susceptible to the detrimental health effects caused by air pollution. In these  
14 sensitive groups, poor air quality causes more significant health impacts such as breathing  
15 difficulties and weakening of the body's ability to resist disease.

16 (3) According to the California Air Resources Board, the annual health impacts  
17 of exceeding state health-based standards for ozone and particulate matter include: 8,800  
18 premature deaths; 8,200 hospital admissions for respiratory disease; 340,000 asthma attacks  
19 and; 3,000 asthma-related emergency room visits; 3,000 hospital admissions for  
20 cardiovascular disease; 4.7 million school absences due to respiratory conditions, including  
21 asthma; 2.8 million lost workdays; and, reduced lung function growth rates in children.

22 (4) Emissions from motor vehicles are a major source of greenhouse gas  
23 emissions. Statewide, the California Air Resources Board has found that 41 percent of carbon  
24 dioxide emissions, a major greenhouse gas, stem from the transportation sector. In San  
25 Francisco, the inventory of greenhouse gas emissions in the City's Climate Action Plan shows

1 that vehicles belonging to San Francisco residents or otherwise traveling in and out of San  
2 Francisco contributed 51 percent of all greenhouse gases generated in the City in 1990. In  
3 2002, the Board of Supervisors adopted Resolution 158-02, "Reducing Greenhouse Gas  
4 Emissions," to support efforts to curb global warming and set greenhouse gas emission  
5 reduction goals for the City and County of San Francisco. The City's Climate Action Plan  
6 establishes the goal of reducing carbon and other greenhouse gas emissions from  
7 transportation and other sources in the City to 20 percent below 1990 levels by the year 2012.

8 (5) Near-total reliance on petroleum for transportation fuel jeopardizes San  
9 Francisco's economic security. The San Francisco region and the State of California rely on  
10 petroleum for 96 percent of all transportation fuel. Diversifying the supply of transportation  
11 fuels available in the San Francisco region, and particularly increasing supplies of alternative  
12 fuels that have low carbon impact and are sustainable, will help provide a more stable and  
13 secure base for the region's economy by making it less vulnerable to interruptions in  
14 petroleum supplies while also improving air quality and reducing greenhouse gas emissions.

15 (6) Urban Environmental Accords commit San Francisco to take actions to  
16 achieve clean transportation. In 2005, San Francisco became a signatory participant in the  
17 Urban Environmental Accords, established on the occasion of the United Nations  
18 Environmental Program's World Environment Day in San Francisco. ~~The Accords call on~~  
19 ~~participating cities around the world to reduce smog-forming and other polluting emissions~~  
20 ~~from public fleets by 50 percent in seven years, to expand the availability of affordable public~~  
21 ~~transportation, and to reduce single occupancy commute trips by 10 percent in seven years.~~

22 (7) In 1997, the Board of Supervisors approved the Sustainability Plan for the  
23 City and County of San Francisco. The Sustainability Plan states, "[a]chieving and maintaining  
24 good air quality is crucial to the public health and economic vitality of San Francisco."

1 (8) The City and County of San Francisco's fleet includes more than eight  
2 hundred (800) clean passenger vehicles and light-duty trucks. These vehicles include  
3 compressed natural gas, hybrid electric and battery electric vehicles.

4 (9) Creating a safe, secure place for cyclists to store their bicycles while at work  
5 will help to promote alternative modes of transportation and contribute to the City's effort to  
6 cut emissions, improve air quality, maximize public transportation and ease congestion, thus  
7 reaping tremendous environmental, public health, and quality of life benefits for the City and  
8 its residents. Allowing bicycles in office buildings is an effective way to encourage cycling.

9  
10 **SEC. 401. DEFINITIONS.**

11 (a) "Alternative Fuel With Low Carbon Intensity" means any transportation fuel that is  
12 less polluting than gasoline or petroleum diesel fuel, as determined by the California Air  
13 Resource Board and that is shown to have lower lifecycle carbon emissions than gasoline or  
14 petroleum diesel. Alternative Fuels with Low Carbon Intensity may include, but are not limited  
15 to: natural gas; propane; biofuels from low carbon, sustainable and preferably local sources;  
16 hydrogen produced from low carbon and/or renewable sources; and electricity.

17 (b) "Alternative Fuel Vehicle" means any motor vehicle powered by alternative fuel  
18 with low carbon intensity.

19 (c) "Bus" means any passenger vehicle with a seating capacity of more than fifteen  
20 (15) persons.

21 (d) "City" means City and County of San Francisco.

22 "City Administrator" means the City Administrator, or his or her designee.

23 (e) "Department" means any officer, board, commission, department or other division  
24 of the City and County of San Francisco. Department does not include the San Francisco  
25 Unified School District, the San Francisco Community College District, the San Francisco

1 Office of Community Investment and Infrastructure Redevelopment Agency, or the San  
2 Francisco Housing Authority or any other local, State, or Federal agency.

3 (f) ~~"Director" means the Director of the Department of the Environment, or his or her~~  
4 ~~designee.~~

5 (g) "Emergency Vehicle" means any vehicle publicly owned and operated that is used  
6 by a public safety officer for law enforcement purposes, fighting fires or responding to  
7 emergency fire calls, or used by emergency medical technicians or paramedics for official  
8 purposes. For purposes of this Chapter 4, "Emergency Vehicle" shall also mean any vehicle  
9 used by the Office of the Chief Medical Examiner or the Department of Animal Care and  
10 Control for official duties.

11 (h) "Greenhouse gas (GHG) or greenhouse gas emissions" means and includes all of  
12 the following gases: carbon dioxide, methane, and nitrous oxide, hydrofluorocarbons,  
13 perfluorocarbons, and sulfur hexafluoride. The City Administrator, in consultation with the  
14 Department of the Environment, shall determine the method by which these emissions shall  
15 be measured.

16 (i) "Light-Duty Truck" means any motor vehicle, with a manufacturer's gross vehicle  
17 weight rating of 8,500 pounds or less, that is designed primarily for purposes of transportation  
18 of property or is a derivative of such a vehicle, or is available with special features enabling  
19 off-street or off-highway operation and use.

20 (j) "Motor Vehicle" means a self-propelled vehicle.

21 (k) ~~"Online Green Vehicle Purchase Criteria Document" means a document issued by~~  
22 ~~the Department of the Environment which provides emissions data for general purpose~~  
23 ~~sedans, light duty pickup trucks, and vans with a gross vehicle weight under 10,000 pounds.~~  
24 ~~In order to be listed in the Purchase Criteria Document and approved for purchase by the City~~  
~~under this Chapter, vehicles must have a smog score of 9 or higher and a global warming~~

1 score of 8 or higher, as reported by the California Air Resources Board (CARB) and listed on  
2 its driveclean.ca.gov website.

3 (l) "Passenger Vehicle" means any motor vehicle designed primarily for transportation  
4 of persons and with a design capacity of twelve (12) persons or less.

5 (m) "Public Safety Department" means the San Francisco Police Department, the San  
6 Francisco Sheriff's Department, and the San Francisco Fire Department. For purposes of this  
7 Chapter 4, "Public Safety Department" shall also include the Office of the Chief Medical  
8 Examiner and the Department of Animal Care and Control.

9 (n) "Purchase" means to buy, lease, or otherwise acquire the right to use.

10 (o) "Remove from service" means to complete filings with the California Department of  
11 Motor Vehicles either to remove the City as the motor vehicle owner permanently, or to  
12 register the motor vehicle as non-operational for the relevant fiscal year.

13 "Vehicle Selector List" means a document issued by City Administrator, in consultation  
14 with the Department of the Environment, which provides emissions data for general purpose  
15 sedans, light duty pickup trucks, and vans with a gross vehicle weight under 8,500 pounds.  
16 The Vehicle Selector List will consider estimated long-term costs and emissions, and identify  
17 vehicles that have emissions as low as practicable and efficiency ratings as high as  
18 practicable.

19  
20 **SEC. 403. FLEET MANAGEMENT PROMOTING HEALTHY AIR AND CLEAN**  
21 **TRANSPORTATION REDUCING THE MUNICIPAL FLEET.**

22 (a) Implementing Transit-First.

23 (1) No later than March 1, 2011, all officers, boards, commissions and  
24 department heads responsible for departments that require transportation to fulfill their official  
25 duties, and other City officials assigned City motor vehicles, shall implement the City's voter-



1 approved Transit-First Policy (San Francisco Charter Section 8A.115) by adopting and  
2 implementing written policies that

3 (A) maximize the use of public transit, including taxis, vanpools, and car-  
4 sharing;

5 (B) facilitate travel by bicycle, or on foot; and,

6 (C) minimize the use of single-occupancy motor vehicles, for travel  
7 required in the performance of public duties.

8 (2) The Department of the Environment shall provide technical assistance to  
9 departments and City officials subject to this requirement in developing complying policies and  
10 implementation procedures and in coordinating policies and procedures among City  
11 departments.

12 (3) No later than July 1, 2011, and every year thereafter, each department and  
13 City official subject to this requirement shall submit its written policies to the Department of the  
14 Environment and the Controller.

15 (4) No later than July 1, 2012, and every year thereafter, each department and  
16 City official subject to this requirement shall, in a form approved by the Department of the  
17 Environment, include with its written policies a report on its success in substituting transit-first  
18 modes of transportation for single-occupancy motor vehicle transportation. Such reports shall  
19 be subject to audit by the Controller.

20 (5) Notwithstanding any other provision of this Ordinance or other City law, the  
21 Controller shall refuse to certify any expenditure by the City for the purchase of any passenger  
22 vehicle or light duty truck by any officers, boards, commissions or departments subject to this  
23 requirement for so long as the Controller finds, in his or her sole discretion, that such officers,  
24 boards, commissions, or departments have failed to adopt a satisfactory transit-first policy, or

1 to implement the policy adopted, or failed to justify the purchase of a new or replacement  
2 vehicle in lieu of driving alternatives as identified in Section 403(a)(1).

3 (b) Optimizing Fleet Management. To help the City achieve its air pollution and  
4 greenhouse gas reduction goals, and promote the effective, efficient, and safe use of all  
5 general purpose, light-duty vehicles owned, leased, or rented by the City, the City  
6 Administrator will adopt and implement policies to:

7 (1) Optimize the size and utilization of the City's general purpose, light-duty  
8 fleet, with emphasis on right-sizing the fleet and eliminating unnecessary or non-essential  
9 vehicles;

10 (2) Use technology such as telematics and vehicle assignment systems, to the  
11 furthest extent practicable, to promote the safe use of vehicles, minimize environmentally  
12 harmful practices such as excessive vehicle idling, and reduce underutilization of vehicles;

13 (3) Align greenhouse gas reduction goals with the Federal Executive Order --  
14 Planning for Federal Sustainability in the Next Decade, dated March 19, 2015 -- reducing  
15 average per-mile greenhouse gas emissions from general purpose, light-duty fleet vehicles,  
16 relative to a baseline of emissions in fiscal year 2014, to achieve the following percentage  
17 reductions: (A) not less than 4 percent by the end of fiscal year 2017; and (B) not less than  
18 15 percent by the end of fiscal year 2021; and

19 (4) Conduct a review one year after the initial implementation of these policies,  
20 and every year thereafter, to assess telematics data, review developments in low carbon  
21 fuels, evaluate possible coverage of additional vehicle classes, evaluate additional GHG  
22 goals, and other topics the City Administrator deems are relevant, to serve as a basis for the  
23 City Administrator, in consultation with the Director of the Department of the Environment, to  
24 adopt and implement further policy changes regarding fleet management as appropriate. The  
25 City Administrator shall submit an annual report to the Board of Supervisors and the Mayor

1 outlining the findings of this annual review and any additional resulting policy changes in fleet  
2 management, including recommendations for mandatory fleet reductions if warranted.

3 ~~(b) Reducing the Number of Passenger Vehicles and Light Duty Trucks in the~~  
4 ~~Municipal Fleet.~~

5 ~~(1) Beginning July 1, 2011, and each year thereafter through July 1, 2015, the~~  
6 ~~City Administrator and each Department head or other City official with jurisdiction over~~  
7 ~~passenger vehicles and light duty trucks used for City business shall remove from service~~  
8 ~~without replacement at least 5 percent of the existing total number of passenger vehicles and~~  
9 ~~light duty trucks in the portion of the municipal fleet under his or her jurisdiction.~~

10 ~~(2) Beginning no later than July 1, 2015, and each year thereafter, the City~~  
11 ~~Administrator and each Department head or other City official with jurisdiction over passenger~~  
12 ~~vehicles and light duty trucks used for City business shall remove from service all passenger~~  
13 ~~vehicles and light duty trucks in the municipal fleet that are 12 years old or older, which~~  
14 ~~removal may be included in the reductions required by subsection (1) above. No later than~~  
15 ~~July 1, 2014, the City Administrator and each Department head or other City official subject to~~  
16 ~~this subsection shall submit to the Director and the City Administrator, in a format specified by~~  
17 ~~the Director, a written plan for implementing this requirement.~~

18 ~~(3) Monitoring Fleet Reductions. No later than July 1, 2011 and every year~~  
19 ~~thereafter, the City Administrator and each Department head or other City official with~~  
20 ~~jurisdiction over passenger vehicles and light duty trucks used for City business shall submit~~  
21 ~~to the Board of Supervisor's Budget Analyst, in a format specified by the Director, in~~  
22 ~~consultation with the Controller, a report of that official's progress in meeting the annual fleet~~  
23 ~~reduction requirements of Section 403(b)(1) and (2).~~

24 ~~(c) Waivers. The Director of the Department of Environment may waive the~~  
; ~~requirements of Section 403(b)(1) and (2) in whole or in part where the Director finds that the~~

1 mandated fleet reductions would unduly interfere with the department's ability to discharge its  
2 official functions. In that case, the Director, in consultation with the City Administrator, may  
3 require the department to implement an alternative plan to reduce the department's fleet  
4 greenhouse gas emissions.

5 (d) ~~Capital Projects.~~ In determining and implementing required reductions to the  
6 municipal fleet for purposes of subsection (b), the City Administrator or a Department head or  
7 other City official with jurisdiction over passenger vehicles and light-duty trucks used for City  
8 business may, with the prior written approval of the Director, exclude for the duration of a  
9 capital project any new vehicles required for that project. Those vehicles must have the lowest  
10 emission and highest efficiency ratings available and suitable for their intended use.

#### 12 **SEC. 404. NEW OR REPLACEMENT MOTOR VEHICLES.**

13 (a) Unless granted a waiver under Section 404(b) or exempt under subsection 404(c),  
14 City officials may not purchase or authorize the purchase of any motor vehicle unless the  
15 purchase complies with each of the following:

16 (1) The purchase complies with the Transit-First policy required under Section  
17 403(a) and adopted by the department or City official for whose use the vehicle is principally  
18 intended;

19 (2) A passenger vehicle or light-duty truck requested for purchase is an  
20 approved make and model under the applicable Vehicle Selector List Online Green Vehicle  
21 Purchase Criteria Document; and,

22 (3) The motor vehicle requested for purchase meets all applicable safety  
23 standards and other requirements for the intended use of the vehicle.

24 (b) Waivers. The City Administrator Director of the Department of Environment may  
25 waive the requirements of Section 404(a) where he or she the Director finds that

1 (1) there is no passenger vehicle or light-duty truck approved by the Vehicle  
2 Selector List Online Green Vehicle Criteria Document that meets all applicable safety  
3 standards and other requirements for the intended use of the motor vehicle; or

4 (2) the passenger vehicle or light-duty truck will be used primarily outside of the  
5 geographic limits of the City and County of San Francisco in location (s) which lack required  
6 fueling or other infrastructure required for a complying motor vehicle.

7 As part of his or her annual report to the Board of Supervisors and the Mayor under  
8 Section 403(b)(4), the City Administrator shall report on the number of new waivers granted  
9 under this subsection (b) for the prior year.

10 (c) Exemptions. This Section shall not apply in the following circumstances:

11 (1) To the purchase of emergency vehicles where the Public Safety Department  
12 concludes, after consultation with the City Administrator ~~Department of the Environment~~, that  
13 the purchase of a complying vehicle is not feasible or would otherwise unduly interfere with  
14 the Department's public safety mission.

15 (2) To the acquisition of buses by the San Francisco Municipal Transportation  
16 Authority for public transportation purposes.

17 (3) To any purchase necessary to respond to an emergency that meets the  
18 criteria set in Administrative Code Sections 21.15(a) or 6.60. In such cases, the department  
19 shall, to the extent feasible under the circumstances, acquire the noncomplying vehicles only  
20 for a term anticipated to meet the emergency need. Any City department invoking this  
21 exemption shall promptly notify the City Administrator ~~and the Director~~, in writing, of the  
22 purchase and the emergency that prevented compliance with this section.

23 (4) Wherever the purchase of a passenger vehicle or light-duty truck is exempt  
24 from the requirements of this section, City departments and officials shall select a vehicle with  
as low emissions and high efficiency ratings as practicable possible.

1  
2 **SEC. 405. HEALTHY AIR AND CLEAN TRANSPORTATION PROGRAM**  
3 **IMPLEMENTATION.**

4 (a) The City Administrator ~~Director~~, in consultation with the Director of the Department  
5 of the Environment ~~City Administrator~~, shall implement and administer the Healthy Air and  
6 Clean Transportation Program, and, except as provided elsewhere in this Ordinance, the City  
7 Administrator ~~Director~~ may from time to time promulgate appropriate rules, regulations and  
8 guidelines for such purposes.

9 (b) The City Administrator ~~Department of the Environment~~ shall issue, and update at  
10 least annually, a Vehicle Selector List ~~an Online Green Vehicle Purchase Criteria Document~~  
11 listing ~~baseline smog and global~~ emission scores, including updates to those scores, for  
12 vehicles that may be purchased by City departments, and which shall govern the purchase of  
13 such vehicles in accordance with Section 404.

14 (c) The Department of the Environment shall assist the City Administrator and all  
15 Departments in developing programs and implementing policies to achieve the Transit-First,  
16 municipal fleet retirement and reduction, and purchasing requirements of this Ordinance.

17 (d) Subject to the budget, fiscal and Civil Service provisions of the Charter, the City  
18 Administrator ~~Director~~ may appoint an individual who, under the direction of the City  
19 Administrator ~~Director~~ and the ~~Commission on the Environment~~, shall be responsible for the  
20 day-to-day operations of the Healthy Air and Clean Transportation Program, including but not  
21 limited to managing the day-to-day operations of the program, supervising staff and managing  
22 the budget.

23 (e) City Administrator Regulations. The City Administrator shall, in consultation with  
24 the Department of the Environment, ~~Controller~~, and other City officials with authority to  
25 purchase motor vehicles, promulgate regulations for approval of all purchases of passenger

1 vehicles and light duty trucks which shall include, but not be limited to, a requirement that  
2 each request be accompanied by a written explanation of how the requested purchase  
3 complies with the City's Transit-First Policy and the Department's own policies as set forth in  
4 its reporting under Section 403(a)(3) 403(d).

5 (f) The Controller shall not certify any City expenditure for the purchase of a motor  
6 vehicle, or for registration with the California Department of Motor Vehicles of any motor  
7 vehicle, unless the purchase complies with all of the requirements of this Ordinance.  
8

9 **SEC. 412. CAR SHARING SERVICE CONTRACTS.**

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

14 (b) Agreements for the use of shared vehicles shall contain a provision authorizing  
15 priority and potentially exclusive use of all available vehicles within the City and County of San  
16 Francisco by authorized officers and employees of the City.

17 (c) Designated agreements entered into pursuant to this Section 412 are not subject to  
18 the contracting requirements of the Administrative or Environment Codes other than the  
19 competitive solicitation requirement of Administrative Code Section 21.1, but shall be subject  
20 to the requirements established by Chapter 67 of the Administrative Code. It is, however, the  
21 policy of the City to make every effort to comply where practicable with the contracting  
22 requirements of the Administrative and Environment Codes when entering into such  
23 agreements.  
24

/ / /

1 **~~SEC. 412. REPORTING.~~**

2 No later than July 1, 2012 and regularly thereafter, the Department of the Environment  
3 shall report to the Mayor and the Board of Supervisors on steps taken towards implementing  
4 this Ordinance and recommend any legislation necessary to achieve its objectives.

5  
6 Section 3 2. The Administrative Code is hereby amended by revising Sections Section  
7 4.10-1 and 4.12, and adding Sections 4.10-2 and 4.15, to read as follows:

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

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

15 (b) The City Administrator shall have primary authority over vehicles now or hereafter  
16 placed under his or her jurisdiction, but may assign these vehicles for use by City officers and  
17 departments. The City Administrator may adopt rules and regulations necessary to implement  
18 this vehicle fleet management program, including rules covering: terms, conditions, usage,  
19 and fees for assignment of vehicles by the City Administrator to individual City officers and  
20 departments; vehicle maintenance programs; and vehicle replacement plans, provided that  
21 the City Administrator shall not approve the purchase of any motor vehicle that does not  
22 comply with Environment Code Section 404. Fees charged for the assignment of vehicles  
23 shall be set by the City Administrator in consultation with the Controller, and the fees shall be  
24 used to pay for acquisition and replacement of vehicles, maintenance and repair, and other  
25 costs of administering the program. ~~Each year, the City Administrator, in consultation with the~~



1 ~~Controller, shall assess and collect the Air Pollution Mitigation Fees required by Environment~~  
2 ~~Code Section 405. The City Administrator may make appropriate provision for vehicles~~  
3 ~~previously acquired using special, dedicated or otherwise restricted funds.~~

4 ~~(c) Beginning no later than July 1, 2014, and every year thereafter, the City~~  
5 ~~Administrator shall: (1) remove from service and discontinue the operation of all passenger~~  
6 ~~vehicles and light duty trucks in the municipal fleet that are 12 years old or older; and (2)~~  
7 ~~reduce the total number of passenger vehicles and light duty trucks in that portion of the~~  
8 ~~municipal fleet under his or her direct jurisdiction by 5 percent from its size on July 1, 2008.~~  
9 ~~The City Administrator shall provide a report on its fleet management program and proposals~~  
10 ~~for vehicle replacement along with its annual budget submission to the Mayor and the Board~~  
11 ~~of Supervisors.~~

12 ~~(d) By July 1, 2018, the City Administrator shall reduce the total number of passenger~~  
13 ~~vehicles and light duty trucks under his or her direct jurisdiction as of July 1, 2014 by 25~~  
14 ~~percent. By every third year thereafter, the City Administrator shall further reduce the total~~  
15 ~~number of passenger vehicles and light duty trucks under his or her direct jurisdiction by an~~  
16 ~~additional 25 percent, until there are no longer any passenger vehicles or light duty trucks~~  
17 ~~under the jurisdiction of the City Administrator.~~

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

22 ~~(f) The City Administrator shall adopt a regulation defining an "Underutilized Vehicle"~~  
23 ~~within six months of the enactment of this legislation. Using information acquired pursuant to~~  
24 ~~subsection (e) of this Section, as well as other relevant sources, the City Administrator, or his~~  
~~or her designee, shall designate vehicles within his or her jurisdiction as "Underutilized~~

1 Vehicles” and restrict assignments of these vehicles for use by City officers and departments.  
2 The City Administrator shall provide a report on its fleet management program along with its  
3 annual budget submission to the Mayor and the Board of Supervisors.

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

8  
9 **SEC. 4.10-2. SELECTION AND USE OF VEHICLES.**

10 It is the policy of the City and County of San Francisco to use care sharing services  
11 rather than City owned vehicles whenever practicable. All authorized officers and employees  
12 of the City and County seeking to use passenger vehicles and light duty trucks in the City fleet  
13 must first attempt to utilize a shared vehicle authorized for use by the City Administrator. Use  
14 of the vehicle must be consistent with Section 4.11 of this Code. Where use of a shared  
15 vehicle is impracticable, officers and employees of the City and County may instead use the  
16 City fleet consistent with standard procedures.

17  
18 **SEC. 4.12. AUTOMOBILE POOL.**

19 (a) Power To Establish. There is hereby conferred upon the City Administrator  
20 Purchaser of Supplies the power to establish, maintain and operate an automobile pool, at a  
21 location or locations to be determined by the City Administrator the location of which shall be  
22 subject to the approval of the Board of Supervisors by resolution, from which the City  
23 Administrator shall make motor vehicles available there shall be made available to authorized  
24 officers and employees of the City and County, as needed, such vehicular passenger  
25 transportation as may be requisite for the proper performance of their official duties.

1           **(b) Regulations.** ~~The City Administrator may adopt regulations governing the~~ The  
2 requisition and operation of vehicles assigned to the automobile pool, and any all related  
3 matters related ~~incidental~~ to the maintenance and operation of the pool, ~~shall be prescribed by~~  
4 ~~written regulations promulgated by the Purchaser of Supplies, with the approval of the~~  
5 ~~Director of Administrative Services and the Board of Supervisors.~~

6           **(c) Assignment of Vehicles to Pool.** Vehicles now or hereafter allocated to any  
7 department of the City ~~and County~~ shall be transferred from the jurisdiction of that department  
8 thereof to the jurisdiction of the City Administrator ~~Purchaser of Supplies~~ for assignment to  
9 and use in the automobile pool, ~~whenever such transfer shall be authorized and directed by~~  
10 ~~resolution of the Board of Supervisors.~~

11  
12           **SEC. 4.15. CAR SHARING SERVICE CONTRACTS.**

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

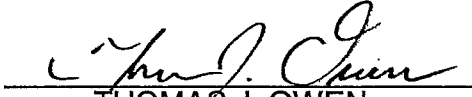
16           ~~(b) Agreements for the use of shared vehicles shall contain a provision authorizing~~  
17 ~~priority and potentially exclusive use of all available vehicles operated by the vendor as~~  
18 ~~shared vehicles within the City and County of San Francisco during an emergency.~~

19           ~~(c) Designated agreements entered into pursuant to this Section 4.15 are not subject~~  
20 ~~to the contracting requirements of the Administrative or Environment Codes, but shall be~~  
21 ~~subject to the requirements established by Chapter 67 of the Administrative Code ("the~~  
22 ~~Sunshine Ordinance"). It is, however, the policy of the Board of Supervisors to make every~~  
23 ~~effort to comply with the provisions of the Administrative and Environment Codes.~~

1 Section 4. Effective Date. This ordinance shall become effective 30 days after  
2 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
3 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
4 of Supervisors overrides the Mayor's veto of the ordinance.

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

12  
13 APPROVED AS TO FORM:  
14 DENNIS J. HERRERA, City Attorney

15  
16 By:   
17 THOMAS J. OWEN  
18 Deputy City Attorney

19 n:\legana\as2015\1500069\01021772.docx

**LEGISLATIVE DIGEST**

(Amended in Committee, 6/10/2015)

[Environment, Administrative Codes - Healthy Air and Clean Transportation Program]

**Ordinance amending the Environment and Administrative Codes to: 1) transfer the fleet management and vehicle selection elements of the Healthy Air and Clean Transportation Program from the Department of the Environment to the City Administrator; 2) replace mandatory fleet reduction requirements with policies to optimize the size and use of the City's vehicle fleet, use technology to promote the safe and environmentally-friendly use of vehicles, and reduce average per-mile greenhouse gas emissions from City fleet vehicles; 3) authorize master contracts for City use of car-sharing services; and, 4) make other technical and conforming changes; and affirming the Planning Department's determination under the California Environmental Quality Act.**

Existing Law

Chapter 4 of the Environment Code, adopted in 2010, is the City's Healthy Air and Clean Transportation Ordinance ("HACTO"). The Director of the Department of the Environment administers the program. Portions of HACTO, along with Administrative Code 4.10-1, govern the size and composition of the City's vehicle fleet. Specifically, the City Administrator and individual department heads each year must remove from service, without replacement, at least 5 percent of the motor vehicles then under the department's jurisdiction. This requirement expires after Fiscal Year 2014-15. And beginning with Fiscal Year 2015-16, the City Administrator and individual department heads each year must remove from service all passenger vehicles and light-duty trucks then under the department's jurisdiction that are 12 years old or older. If the department demonstrates to the Director that the mandated fleet reductions would unduly interfere with the department's ability to discharge its official functions, the Director may waive the requirement in whole or in part.

City departments may only purchase passenger vehicles or light duty trucks listed as compliant vehicles in the Online Green Vehicle Purchase Criteria Document prepared each year by the Department of the Environment. The Director the Department of the Environment may waive these requirements where (1) no passenger vehicle or light duty truck listed in the Online Green Vehicle Purchase Criteria Document can safely perform the intended function; or (2) the vehicle will be used primarily outside the City and County of San Francisco and in places where adequate fueling or other facilities needed for a compliant vehicle are unavailable. These requirements do not apply to emergency vehicles, Municipal Railway buses, or vehicles purchased to respond to an emergency. Departments acting under any of these exemptions must still purchase the vehicle with the lowest emissions and highest fuel efficiency ratings feasible.

HACTO does not apply to the Public Utilities Commission, the Airport, the Port, or the Municipal Railway where application would conflict with controlling law or otherwise interfere with the discharge of functions placed under the direct jurisdiction of these departments.

Existing law makes no provision for the use of shared vehicles through car-sharing services. Master agreements for use of car sharing services would be governed by the requirements of the Administrative Code and Environment Code, subject to several contracting restrictions.

#### Amendments to Current Law

The proposal is an ordinance that would amend the Environment and Administrative Codes to make a number of changes in HACTO.

First, the proposal would transfer responsibility for administration of the fleet management and vehicle selection elements of HACTO from the Department of the Environment to the City Administrator.

Second, the proposal would replace the specific fleet reduction requirements with policies to optimize the size and use of the City's vehicle fleet, with an emphasis on right-sizing the fleet and eliminating unnecessary or non-essential vehicles. The City Administrator would adopt and implement policies to use technology, such as vehicle telematics and assignment systems, to promote the safe use of vehicles, minimize environmentally-harmful practices such as excessive vehicle idling, and reduce underutilization of vehicles. And the City Administrator would align the greenhouse gas reduction goals for the City fleet with the federal executive order reducing average per-mile greenhouse gas emissions from general purpose, light-duty fleet vehicles, relative to a baseline of emissions in fiscal year 2014, by not less than 4 percent by the end of fiscal year 2017, and not less than 15 percent by the end of fiscal year 2021. The City Administrator would be responsible for the continued implementation of the current vehicle selection restrictions.

And, third, the proposal would authorize the City Administrator, or his or her designee, to enter into master agreements with vendors for car-sharing services. The contracts would have to give the City priority use of the vehicles during an emergency. When contracting for car-sharing services, the City could waive some of the City's special contracting requirements in the Administrative or Environment Codes, but still would be required to competitively bid the contracts.

<b>Item 12</b> <b>File 14-0950</b>	<b>Department:</b> General Services Agency - City Administrator's Office (CAO)
<b>EXECUTIVE SUMMARY</b>	
<b>Legislative Objectives</b>	
<ul style="list-style-type: none"> <li>• The proposed ordinance would (1) transfer the fleet management and vehicle selection elements of the Healthy Air and Clean Transportation Program from the Department of the Environment to the City Administrator; (2) replace the mandatory fleet reduction requirements with new policies to optimize the size and use of the City's vehicle fleet; and (3) authorize master contracts for City use of car-sharing services.</li> </ul>	
<b>Key Points</b>	
<ul style="list-style-type: none"> <li>• In 2010, the Board of Supervisors adopted the Healthy Air and Clean Transportation Program (HACTO). The legislation required each department to remove from service five percent of the department's existing total number of non-safety, passenger and light duty vehicles annually over a five-year period. It also required the removal of vehicles older than 12 years of age, beginning no later than July 1, 2015, and continuing each year thereafter.</li> <li>• As of December, 2014, vehicle telematics (also known as black boxes or global positioning systems) are installed in 2,700 vehicles in the City's fleet, with a plan to install telematics in an additional 776 vehicles, or 40 percent of the City's fleet. With the data generated from the vehicle telematics, the City Administrator, Fleet Services and the departments can make better informed decisions about which vehicles to remove from the fleet when implementing reductions.</li> <li>• Once vehicles are removed from the fleet, there may also be a need to develop a shared vehicle pool, with cars either owned or operated by government agencies, which government workers can access to make trips during the work day. Some departments, including the Airport and the Department of Public Health, already allow their employees to utilize City CarShare accounts to access privately-owned cars.</li> </ul>	
<b>Fiscal Impact</b>	
<ul style="list-style-type: none"> <li>• Both the Budget and Legislative Analyst and the City Administrator estimated cost savings to be achieved by reductions to the non-safety vehicle fleet. Savings vary depending on the number of cars reduced and the speed with which they are eliminated from the fleet.</li> </ul>	
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Amend the proposed ordinance to require that the master car sharing contracts be competitively bid consistent with Administrative Code Section 21.1.</li> <li>• Approval of the ordinance provision that waives the other contracting requirements of the Administrative or Environment Code, such as Local Business Enterprise and First Source Hiring, is a policy decision for the Board of Supervisors.</li> <li>• Approve the other provisions of the ordinance, including (1) transfer of fleet management and vehicle selection from the Department of the Environment to the City Administrator; (2) replace the mandatory fleet reduction requirements with policies to optimize the size and use of the City's vehicle fleet, and use technology to promote the safe and environmentally-friendly use of vehicles; and (3) authorize master contracts for City use of car-sharing services.</li> </ul>	

**MANDATE STATEMENT / BACKGROUND****Mandate Statement**

According to Charter Section 2.105, all legislative acts shall be by ordinance and require the affirmative vote of at least a majority of the members of the Board of Supervisors.

**Background**

In 2010, the Board of Supervisors adopted the Healthy Air and Clean Transportation Program (HACTO). The legislation required each department to remove from service up to five percent of the department's City-owned total number of non-safety, cars and light duty trucks each year over a five-year period. It also required the removal of City-owned vehicles older than 12 years of age, beginning no later than July 1, 2015, and continuing each year thereafter. If the Director of the Department of the Environment found that such vehicles are necessary for departmental operations, then the Director of Environment could issue a waiver for the vehicle reduction requirements.

To-date, 23 out of 38 departments are considered to be HACTO compliant, meaning that they have either met their vehicle reduction requirements or have received waivers for vehicle reductions from the Department of the Environment, while 15 departments have not complied with the requirements of HACTO. Non-compliant departments had 2,143 vehicles eligible for reduction in 2010. The 15 departments which have not complied with HACTO have collectively requested 828 vehicle reduction waivers. To date, the non-compliant departments have only reduced 177 vehicles, or 8 percent of the 2,143 vehicles.

As under the HACTO legislation, past efforts to reduce the number of non-safety City-owned vehicles focused on reducing vehicles that reached a certain age or mileage threshold. These factors alone may not be sufficient to determine whether a vehicle is underutilized. Other factors that should be considered are total mileage compared to vehicle age, a vehicle's relative annual mileage compared to the mileage of other vehicles in the department, average daily usage of a vehicle, and vehicle condition.

To capture the additional data points about vehicle usage that are needed to more accurately assess whether a vehicle is underutilized, vehicle telematics, which are also known as black boxes or global positioning devices, can be used to track vehicle usage frequency, location, mileage, speed reached, mechanical problems, and other related information. As of December 2014, vehicle telematics were installed in 2,700 City vehicles, including 1,350 non-safety vehicles. There is a plan to install telematics in an additional 776 vehicles.

With the data generated from the vehicle telematics, the City Administrator, Fleet Services and the respective City departments should be able to make better informed decisions about which vehicles to remove from the fleet when implementing reductions.

Based on the Budget and Legislative Analyst's survey of other cities, once vehicles are removed from the fleet, there may be a need to develop a shared vehicle pool which government workers can access to make trips during the work day. The shared vehicle pool may include



establishing accounts with private car sharing businesses such as City CarShare<sup>1</sup>. Some departments, including the Airport and the Department of Public Health, already allow their employees to utilize City CarShare accounts to access privately-owned cars. City CarShare has a plan specifically for use by government workers.

Another option being pursued by the City is the installation of vehicle on-demand technology in City-owned vehicles that can track vehicle usage, and enable departments to manage vehicle reservations through a shared vehicle pool. In January 2015, the Office of Contract Administration issued a Request for Proposals for a vehicle on-demand system (VODS) to be installed in various City-owned vehicles. According to the City Administrator's Office, approximately 165 vehicles will be enrolled in the VODS system, with the potential to expand to 300 vehicles, once the contract for a vehicle on-demand system is awarded.

The Budget and Legislative Analyst interviewed fleet management representatives from other cities that have reduced their non-safety vehicle fleet and implemented car-sharing systems. Three possible car-sharing models were identified by these other city fleet management representatives, including (1) privately-owned vehicles, where the city pays per hour to utilize vehicles owned and managed by the privately-owned car-sharing company; (2) city-owned vehicles, where the city pays for car-sharing technology to be installed in city-owned vehicles that are managed by the city; and (3) a hybrid model of private and city-owned vehicles, where the city owns vehicles managed by a private company, with access to private shared vehicles to be used in overflow situations. The hybrid model was most frequently recommended by the other cities interviewed.

## DETAILS OF PROPOSED LEGISLATION

The proposed Ordinance (14-0950) revises Environment Code Sections 400, 401, 403, 404, 405, and 412, and Administrative Code Sections 4.10-1,2 and 4.15, as follows:

- 1) Transfer the fleet management and vehicle selection elements of the Healthy Air and Clean Transportation Program from the Department of the Environment to the City Administrator;
- 2) Replace the mandatory vehicle reduction requirements with policies to optimize the size and use of the City's vehicle fleet, use technology to promote the safe and environmentally-friendly use of vehicles, and reduce average per-mile greenhouse gas emissions from City fleet vehicles;
- 3) Authorize master contracts for City use of car-sharing services; and
- 4) Make other technical and conforming changes and affirm the Planning Department's determination under the California Environmental Quality Act (CEQA).

---

<sup>1</sup> City CarShare is a non-profit car sharing organization in which members pay a monthly fee and hourly rates to rent cars owned by City CarShare. Other car share businesses include Zipcar and the traditional car rental businesses that have implemented car share programs.

### Transfer of Fleet Management

The proposed ordinance transfers the management and selection of the vehicle pool under HACTO from the Department of the Environment to the City Administrator. It also transfers all non-safety vehicles owned, leased or rented by the City and previously assigned to, or placed under the jurisdiction of, any officer or department, to the City Administrator. It specifically requires that the City Administrator (1) implement the policies outlined in the legislation to optimize the fleet and (2) report on progress of the implementation.

Under the proposed ordinance, the City Administrator will have primary authority over vehicles now placed under his or her jurisdiction, but may assign these vehicles for use by City officers and departments. The City Administrator may adopt rules and regulations necessary to implement a vehicle fleet management program, including rules covering: terms, conditions, and fees for assignment of vehicles by the City Administrator to individual City officers and departments; vehicle maintenance programs; and vehicle replacement plans.

The proposed ordinance also authorizes the City Administrator to establish, maintain and operate a vehicle pool at a location or locations to be determined by the City Administrator, from which the City Administrator will make vehicles available to authorized officers and employees of the City as needed. The City Administrator may adopt regulations governing the requisition and operation of vehicles assigned to the automobile pool and any matters related to the maintenance and operation of the pool.

### Vehicle Reduction Policies

The proposed ordinance requires the City Administrator to use technology, including telematics and vehicle assignment systems, to right-size the existing fleet, reduce idling, reduce underutilization of vehicles, and promote the safe use of vehicles.

The City Administrator will also align green-house gas reduction goals with Federal Executive Order – Planning for Federal Sustainability in the Next Decade, to a baseline of emissions in fiscal year 2014, to achieve the following percentage reductions of greenhouse gases:

- A) Not less than 4 percent by the end of fiscal year 2017; and
- B) Not less than 15 percent by the end of fiscal year 2021.

The City Administrator is also required to conduct a review one year after the initial implementation of the fleet reduction policies and every year thereafter, to:

- 1) Assess telematics data;
- 2) Review developments in low carbon fuels;
- 3) Evaluate possible coverage of additional vehicle classes; and
- 4) Evaluate green-house gas reduction goals, and other topics the City Administrator deems are relevant.

The review will also serve as a basis for the City Administrator, in consultation with the Director of the Department of the Environment, to adopt and implement further policy changes regarding fleet management as appropriate.

### Master Car-Sharing Contract

Under the proposed ordinance, the City Administrator, or the Purchaser or Director of the City Fleet,<sup>2</sup> is authorized to enter into master agreements with vendors for the procurement of car-sharing services to be used by authorized officers and employees of the City. Agreements for the use of shared vehicles will contain a provision authorizing priority and potentially exclusive use of all available vehicles within the City and County of San Francisco by authorized officers and employees of the City.

Master car sharing contracts entered into under the proposed ordinance would not be subject to the contracting requirements of the Administrative or Environment Codes, such as competitive solicitation of contracts, or Local Business Enterprise and First Source Hiring<sup>3</sup>. City policy is to make every effort to comply where practicable with the contracting requirements of the Administrative and Environment Codes when entering into such contracts.

### **FISCAL IMPACT**

The City Administrator estimated the cost savings to be achieved from a reduction in underutilized vehicles. An internal analysis conducted by the City Administrator found that a 5 percent reduction to the non-safety fleet would generate a \$2.9 million savings over a 4-year period. Other efficiencies would be achieved through reduced idling and greater oversight of vehicle use. A 5 percent reduction in fuel usage would result in \$363,000 in estimated annual savings; a 10 percent reduction in fuel usage would result in \$725,000 in estimated annual savings. The proposed ordinance requires the City Administrator to report to the Board of Supervisors annually on changes made to fleet composition, at which point specific cost savings estimates will be made available.

The City Administrator also estimated that it is less expensive for the City to own and operate shared vehicles than it is to use private car-sharing services. On a mile-by-mile basis, the City can operate the program for \$.81/mile, whereas historical City CarShare billings to the City average \$2.05/mile for light-duty cars.

The City Administrator is currently in the process of extending the contract with City Car Share, a process which only requires administrative approval. The contract can be renewed for a maximum of 2.5 years.

The City Administrator's proposed fiscal year 2015-16 budget includes one 1823 Senior Administrative Analyst position with total first-year costs including salary and benefits of \$111,500 to administer the vehicle program established by this ordinance.<sup>4</sup>

---

<sup>2</sup> The Purchaser and the Director of the City Fleet report to the City Administrator.

<sup>3</sup> The ordinance does not exclude these master agreements from the City's sunshine requirements under Administrative Code Section 67.

<sup>4</sup> Annualized salary and fringe benefit costs for the 1823 Senior Administrative Analyst position are \$143,000.

**POLICY CONSIDERATION**

The proposed ordinance should be amended to require that the master car sharing contracts be competitively solicited, consistent with Administrative Code Section 21.1. The provision under the proposed ordinance that waives the other contracting requirements of the Administrative or Environment Code is a policy decision for the Board of Supervisors.

The Budget and Legislative Analyst recommends approval of the other provisions of the proposed ordinance to (1) transfer the fleet management and vehicle selection elements of the Healthy Air and Clean Transportation Program from the Department of the Environment to the City Administrator; (2) replace the mandatory fleet reduction requirements with policies to optimize the size and use of the City's vehicle fleet, and use technology to promote the safe and environmentally-friendly use of vehicles; and (3) authorize master contracts for City use of car-sharing services.

**RECOMMENDATIONS**

- 1) Amend the proposed ordinance to require that the master car sharing contracts be competitively solicited, consistent with Administrative Code Section 21.1.
- 2) Approval of the provision under the proposed ordinance that waives the other contracting requirements of the Administrative or Environment Code, such as Local Business Enterprise and First Source Hiring, is a policy decision for the Board of Supervisors.
- 3) Approve the other provisions of the proposed ordinance, including (1) transfer the fleet management and vehicle selection elements of the Healthy Air and Clean Transportation Program from the Department of the Environment to the City Administrator; (2) replace the mandatory fleet reduction requirements with policies to optimize the size and use of the City's vehicle fleet, and use technology to promote the safe and environmentally-friendly use of vehicles; and (3) authorize master contracts for City use of car-sharing services.

BOARD of SUPERVISORS



City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

September 16, 2014

File No. 140950

Sarah Jones  
Environmental Review Officer  
Planning Department  
1650 Mission Street, 4<sup>th</sup> Floor  
San Francisco, CA 94103

Dear Ms. Jones:

On September 9, 2014, Supervisor Farrell introduced the following legislation:

**File No. 140950**

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

This legislation is being transmitted to you for environmental review.

Angela Calvillo, Clerk of the Board

A handwritten signature in cursive script, appearing to read "Linda Wong".

By: Linda Wong, Assistant Clerk  
Budget and Finance Committee

Attachment

c: Joy Navarrete, Environmental Planning  
Jeanie Poling, Environmental Planning

Not defined as a project under CEQA Guidelines Sections 15378 and 15080(c)(2) because it does not result in a physical change in the environment.

Joy  
Navarrete

Digitally signed by Joy Navarrete  
DN: cn=Joy Navarrete, o=Planning,  
ou=Environmental Planning,  
email=joy.navarrete@sfgov.org, c=US  
Date: 2014.09.24 16:21:43 -0700

## Wong, Linda (BOS)

---


**From:** Ausberry, Andrea  
**Sent:** Friday, September 12, 2014 1:28 PM  
**To:** Wong, Linda (BOS)  
**Subject:** FW: Ride Sharing

Hi Linda,

The following public communication is regarding Budget item 140950.

*Best,*

*Andrea S. Ausberry*  
Assistant Clerk  
Land Use and Economic Development Committee  
San Francisco Board of Supervisors  
Office 415.554.4442  
Website | <http://www.sfbos.org/>  
Follow Us! | [Twitter](#)

 Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

*Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.*

---

**From:** Jeremy Paz [<mailto:jeremy@7x7.com>]  
**Sent:** Friday, September 12, 2014 12:27 PM  
**To:** Wiener, Scott  
**Cc:** Ausberry, Andrea; Chiu, David (BOS); Mar, Eric (BOS); Farrell, Mark (BOS); Tang, Katy (BOS); Kim, Jane (BOS); Yee, Norman (BOS); Campos, David (BOS); Cohen, Malia (BOS); Avalos, John (BOS)  
**Subject:** Ride Sharing

Honored People:

I am both a driver and a customer of all three (Uber, Sidecar, Lyft) services. While I have no idea what your criteria is for keeping this most amazing business model alive, I do know the following:

1. After driving for almost two years now I have never had one negative experience.
2. After driving for almost two years now not one passenger has related to me any egregiously negative driver feedback

3. A considerable amount of people who would otherwise stay home most of the time, are now using ride-sharing to get out and about to have fun and spend money in our economy
4. It has given a great number of people the opportunity to make a living in this very trying economic period
5. My experiences being driven by these "amateur" drivers have been far safer and more pleasant than that of any SF cab ride I've EVER had
6. My experiences as a driver have been to get to know our fair city even better and to feel like an ambassador to our many passengers who are visiting from parts beyond

Please leave ride-sharing in tact and affordable. It is a most necessary service.

Thank you,

Jeremy Paz  
Berkeley Native, 27-year SF resident

## **Carroll, John (BOS)**

---

**From:** Lee, Ivy (BOS)  
**Sent:** Wednesday, September 10, 2014 4:42 PM  
**To:** BOS Legislation (BOS)  
**Cc:** Kim, Jane (BOS); Veneracion, April (BOS)  
**Subject:** Cosponsorship request

**Categories:** 140950

Please add Sup. Kim as a co-sponsor on Sup. Farrell's ordinance re: reduction of City's vehicle fleet that he introduced at yesterday's BOS meeting. Thank you,

Ivy

Ivy Lee  
Legislative Aide, Supervisor Jane Kim/District 6  
415.554.7973 (direct)  
[ivy.lee@sfgov.org](mailto:ivy.lee@sfgov.org)

[Sign up for the District 6 newsletter](#)



**Carroll, John (BOS)**

---

**From:** Carroll, John (BOS)  
**Sent:** Wednesday, September 10, 2014 12:22 PM  
**To:** BOS Legislation (BOS)  
**Subject:** FW: BOS meeting item

**Categories:** 140950

---

**From:** Hsieh, Frances (BOS)  
**Sent:** Wednesday, September 10, 2014 12:15 PM  
**To:** Carroll, John (BOS)  
**Subject:** BOS meeting item

Hi,

I am confirming that Supervisor Avalos would like to co-sponsor Supervisor Farrell's proposed measure regarding the City fleet phase out. Please let me know if you have any questions.

Thanks,  
Frances

**Frances Hsieh**  
Legislative Aide  
Supervisor John Avalos  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 244  
San Francisco, CA 94102  
415-554-6975 tel  
415-554-6979 fax  
[frances.hsieh@sfgov.org](mailto:frances.hsieh@sfgov.org)

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

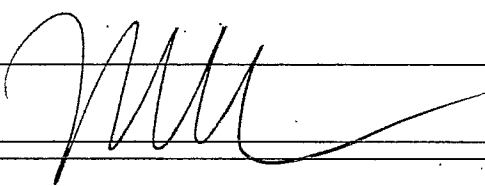
Supervisor Mark E. Farrell

Subject:

Administrative Code - Passenger Fleet Reduction and Car Sharing Services Ordinance

The text is listed below or attached:

Attached.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

140950