

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 ~~strikethrough 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:

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

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

SEC. 400. HEALTHY AIR AND CLEAN TRANSPORTATION PROGRAM.

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

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

(c) Findings.

(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."
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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.

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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~~
25 ~~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.

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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
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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
25 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
25 as low emissions and high efficiency ratings as practicable ~~possible~~.

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**SEC. 405. HEALTHY AIR AND CLEAN TRANSPORTATION PROGRAM
IMPLEMENTATION.**

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

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

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

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

(e) City Administrator Regulations. The City Administrator shall, in consultation with the Department of the Environment, ~~Controller~~, and other City officials with authority to 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.

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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.

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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.~~

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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
25 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.~~

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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 ~~car 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.~~

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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 ~~here 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.~~

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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

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

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