

BOARD of SUPERVISORS



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## MEMORANDUM

TO: Alondra Esquivel-Garcia, Director, Youth Commission  
Joy Zhan, Youth Commission

FROM: Victor Young, Assistant Clerk,  
Rules Committee

DATE: October 16, 2024

SUBJECT: LEGISLATIVE MATTER INTRODUCED

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The Board of Supervisors' Rules Committee has received the following matter. This item is being referred for comment and recommendation.

**File No. 240967**

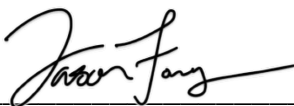
**Ordinance amending the Administrative Code to establish the E-Bike Incentive Fund to support implementation of an electric bicycle (or "e-bike") incentive program administered by the Department of the Environment.**

Please return this cover sheet with the Commission's response to John Carrol, Assistant Clerk, Land Use and Transportation Committee.

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RESPONSE FROM YOUTH COMMISSION      Date: 10/22/2024

No Comment  
 Recommendation Attached

  
\_\_\_\_\_  
Chairperson, Youth Commission

1 [Administrative Code - E-Bike Incentive Fund]

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3 **Ordinance amending the Administrative Code to establish the E-Bike Incentive Fund to**  
4 **support implementation of an electric bicycle (or “e-bike”) incentive program**  
5 **administered by the Department of the Environment.**

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

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

14 Section 1. Article XIII of Chapter 10 of the Administrative Code is hereby amended by  
15 adding Section 10.100-66, to read as follows:

16 **SEC. 10.100-66. E-BIKE INCENTIVE FUND.**

17 (a) Establishment of Fund. The E-Bike Incentive Fund (“Fund”) is hereby established as a  
18 category eight fund to support an electric bicycle (“e-bike”) incentive program aimed at promoting  
19 sustainable transportation, reducing traffic congestion, improving air quality, and supporting equity in  
20 transportation access across San Francisco.

21 (b) Sources of Funds. The Fund shall receive monies appropriated, donated, or granted for  
22 the purposes of supporting the e-bike incentive program.

23 (c) Use and Administration of Fund.

24 (1) Responsible Agency. The Department of the Environment (“Department”) shall  
25 administer the Fund. The Department may, in its discretion, adopt rules, regulations, and/or guidelines  
for the distribution of monies in the Fund, consistent with the criteria set forth in subsection (c)(2).

1                   (2) Allowable Uses of Fund. Subject to the budgetary and fiscal provisions of the  
2 Charter, monies in the Fund may only be expended for the following purposes:

3                   (A) Providing financial incentives and/or point-of-sale rebates to City  
4 residents for the purchase and/or maintenance of e-bikes that meet the definition of Safety-Certified  
5 Powered Mobility Devices in Section 325 of the Fire Code, as it may be amended from time to time,  
6 and related bike safety and/or security accessories, subject to the following restrictions:

7                   (i) The Department shall make best efforts to ensure that 40% or  
8 more of funds disbursed over a fiscal year are disbursed to people who either are low-income, reside in  
9 City neighborhoods that are disproportionately burdened by pollution, or reside in City neighborhoods  
10 that are disproportionately lacking in public transportation. Individuals that meet these criteria  
11 include but are not limited to individuals from neighborhoods that are 1) identified on the California  
12 Air Resources Board's Priority Populations Map as being a disadvantaged community and/or low-  
13 income community; and/or 2) identified on the San Francisco County Transportation Authority's  
14 Equity Priority Communities Map as an Equity Priority Community.

15                   (ii) Financial incentives and/or rebates shall only be available for  
16 purchases or services from retailers located within the City, except for adaptive e-bikes, for which  
17 purchases or services outside the City may qualify for incentives and/or rebates, in the Department's  
18 discretion.

19                   (iii) The Department shall prioritize distribution of funds to  
20 individuals with greater financial need.

21                   (B) Outreach and educational programs to promote the proper use of e-bikes,  
22 including education on safe charging and disposal.

23                   (C) Data collection, evaluation, and reporting on the impact and  
24 effectiveness of the e-bike incentive program and/or feedback from participants to inform other City  
25 policies, programs, and/or infrastructure projects.

1                   (D) Administrative (e.g., labor and overhead) and contracting costs incurred  
2 by the Department or other City departments associated with the management and implementation of  
3 the e-bike incentive program, associated outreach and education programs, and associated data  
4 collection, evaluation, and reporting.

5                   (d) Outreach and Coordination. The Department shall conduct outreach with the goal of  
6 ensuring equitable access to e-bike incentives. The Department shall conduct outreach aimed at  
7 reaching individuals who either are low-income, reside in City neighborhoods that are  
8 disproportionately burdened by pollution, or reside in City neighborhoods that are disproportionately  
9 lacking in public transportation, as described in subsection (c)(2)(A)(i). The Department shall conduct  
10 this outreach in coordination with the Mayor’s Office on Disability, community-based organizations,  
11 bike retailers, and/or other community partners.

12                   (e) Reporting. The Department shall maintain a record of Fund revenues and expenditures.  
13 The Department shall provide reports to the Board of Supervisors on the program’s operations on the  
14 following schedule: the first report shall cover the e-bike incentive program’s first fiscal year of  
15 operation, and shall be submitted no later than October 31 following the first fiscal year throughout  
16 which the Department has operated an e-bike incentive program continuously; the second report shall  
17 be due no later than October 31 of year following submission of the first report, and shall cover the  
18 operation of the program during the fiscal year preceding the report submission; and subsequent  
19 reports shall be submitted as requested by the Board of Supervisors.

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21                   Section 2. Effective Date. This ordinance shall become effective 30 days after  
22 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
23 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
24 of Supervisors overrides the Mayor’s veto of the ordinance.  
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1           Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
2 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
3 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
4 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
5 additions, and Board amendment deletions in accordance with the “Note” that appears under  
6 the official title of the ordinance.

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8 APPROVED AS TO FORM:  
9 DAVID CHIU, City Attorney

10 By: Sarah Crowley  
11 SARAH CROWLEY  
12 Deputy City Attorney

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**LEGISLATIVE DIGEST**

[Administrative Code - E-Bike Incentive Fund]

**Ordinance amending the Administrative Code to establish the E-Bike Incentive Fund to support implementation of an electric bicycle (or “e-bike”) incentive program administered by the Department of the Environment.**

Amendments to Current Law

This ordinance would create a category eight fund, administered by the Department of the Environment (“Department), to support an e-bike incentive program. Monies in the fund could be used to provide incentives and/or rebates to City residents for the purchase and/or maintenance of e-bikes and related safety and security accessories from City retailers, and for outreach and education, data collection, evaluation and reporting, and administration of the program.

The Department would be directed to prioritize distribution of any monies in the fund to individuals from neighborhoods that are disproportionately burdened by pollution and/or disproportionately lacking in public transportation, and individuals with greater financial need.

The Department would be required to report to the Board on the operation of an e-bike incentive program by October 31 following the end of the first fiscal year during which the Department operated such a program continuously throughout the fiscal year, to report a second time by October 31 of the following year, and to provide further reports as requested by the Board.

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## YOUTH COMMISSION MEMORANDUM

**TO:** BOS Land Use and Transportation Committee

**CC:** Victor Young, Assistant Clerk, Rules Committee  
Angela Calvillo, Clerk of the Board  
Alisa Somera, Legislative Deputy Director

**FROM:** 2024-2025 Youth Commission

**DATE:** Tuesday, October 22, 2024

**RE:** SUBJECT: YOUTH COMMISSION MEETING 10/21/24

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At its in-person meeting on Monday, October 21, 2024 the Youth Commission took the following action:

1. Motion to Support **BOS File #240967** Administrative Code - E-Bike Incentive Fund.
2. The San Francisco Youth Commission acknowledges the importance and need to expand transportation access to youth in underserved neighborhoods and communities.
3. Many youth in San Francisco live in communities that lack sufficient public transit access and experience excessive pollution levels.
4. The Youth Commission has historically supported expanding transportation access for underserved youth, such as through the Free MUNI For All Youth Program.
5. The Youth Commission recognizes that e-bikes are often unaffordable to youth and families, and an e-bike incentive fund will expand access to e-bikes for people who currently cannot afford them. This will allow more youth and families to access this sustainable form of transportation.
6. The Youth Commission has advocated for climate resilience in its FY24-25 Budget Policies and Priorities, and an e-bike incentive fund will reduce emissions—benefiting our climate for youth and all San Franciscans.

Youth Commission  
City Hall ~ Room 345  
1 Dr. Carlton B. Goodlett Place



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Please do not hesitate to contact Youth Commissioners or Youth Commission staff (415) 554- 6446 with any questions. Thank you.