



Office of the Mayor
City of Columbus
Ohio

EXECUTIVE ORDER
2007-01

Michael B. Coleman, Mayor
July 17, 2007

WHEREAS, the size of the city fleet dictates the establishment of improved practices and policies to help manage this significant area of the budget and to hold departments accountable for their use and treatment of city vehicles; and

WHEREAS, fleet consultants and efficiency reviews of city practices have suggested that city-wide policies for vehicle acquisition, maintenance, and disposal be established; and

WHEREAS, in order to control the size of the city's fleet, properly evaluate vehicle needs, and reduce the cost of vehicle maintenance and fuel, Fleet Management must not only maintain the fleet but manage it; and

WHEREAS, the Mayor's Executive Order of November 4, 2003 reduced the total number of city vehicles by approximately 380; this new Executive Order, which rescinds the Fleet Management and Reductions Executive Order issued on November 4, 2003 on page EO3-1 of the Table of Contents for Executive Orders, will increase Fleet Management's authority to implement additional vehicle policies, properly dispose of vehicles, and reassign under-utilized equipment, and

NOW, THEREFORE, I, Michael B. Coleman, Mayor of the City of Columbus, declare and institute this Executive Order outlining the Fleet Management practices and policies City departments are to follow:

A. Maintenance, Utilization, and Condition Reporting:

1. With the exception of marked police vehicles, fire apparatus, medics, refuse equipment and other heavy equipment, written explanation and authorization of the owning Division and the Fleet Management Division are required prior to initiating repairs on any vehicle where the cost of the repairs exceed the wholesale value of the vehicle as determined by Fleet Management.
2. Lifetime maintenance costs, age, vehicle condition, and mileage may also be used by Fleet Management to determine whether or not written authorization is necessary prior to commencing vehicle repairs on any city vehicle.
3. Each Department shall evaluate the need for any light duty vehicle that fails to meet the yearly mileage target established by Fleet Management and plan those vehicles for fleet reduction or reassignment. Evaluation of underutilized vehicles will be conducted in conjunction with Fleet Management by the end of the first quarter of each year and in a format to be determined.
4. Department possession of underutilized vehicles shall be approved in consultation with the Fleet Management Division and must include a detailed justification for the vehicle remaining in the respective Department's fleet. The format of the detailed justification will be determined by Fleet Management. Failure to properly justify vehicle usage will result in vehicle disposition or reassignment. Before acquiring any new vehicles, each Department must demonstrate why vehicles from the underutilized list cannot be used instead of acquiring new units.
5. Fleet Management will be the final arbiter on whether or not any vehicle remains in the fleet due to excessive repair costs, age, mileage, condition, underutilization and/or related issues.
6. Once per year, each Department shall provide Fleet Management a report that details the assignment and purpose of each vehicle in their respective fleets. The assignment report will also require each Department to conduct an annual vehicle inspection and condition report. The assignment, inspection, and condition report will be in a format determined by Fleet Management.
7. City vehicles will be taken home only under the following situations: (1) Employees may be required/requested to respond to emergency duties during off-hours; (2) Employees are to report to work at locations other than City offices and will use the vehicle throughout the workday for essential services and responsibilities; and (3) Employees are assigned a city take-

home vehicle as part of a collective bargaining contract. Each division is required to submit a list of current take-home vehicles and the justification for each to the Fleet Management Division no later than the end of the first quarter of each year.

8. Where applicable, and with the aid of Fleet Management, divisions are to establish and utilize equipment pools for light duty vehicles, backhoes, mowers, trailers, transportation vehicles, and other on-road and off-road equipment.
9. Each Department shall establish and provide daily vehicle needs and availability information to the Fleet Management Division for performance management tracking. The format for providing the vehicle needs and availability information will be determined in conjunction with Fleet Management.

B. Specifications & New Vehicle Approval

1. No new or used vehicle shall be added to the fleet unless the Fleet Management Division approves the acquisition.
2. City employees shall not alter city vehicles without approval of Fleet Management. Decaling and/or striping of city vehicles shall be approved by the Fleet Management Division.
3. Fleet Management must approve all new vehicle specifications, even if purchase is from a Universal Term Contract. The replaced vehicle must be turned in for disposal or reassignment prior to release of the newly acquired vehicle unless a later date is agreed upon by Fleet Management.
4. Each Department shall submit a proposed vehicle replacement schedule for all vehicles in their respective fleets as part of the annual operating and capital budget processes. These proposed vehicle replacement schedules shall not be considered final until reviewed and approved by Fleet Management as part of the respective budgeting processes. The format of the replacement schedule will be determined by Fleet Management.
5. The Fleet Management Division is authorized to issue a "Green Fleet Policy." The Green Fleet Policy will address two main goals: operating cleaner vehicles (cleaner fuels, cleaner engine operation) and operating vehicles more efficiently (more efficient vehicle types and more efficient use of vehicles that result in fuel savings). Each Department will be required to comply with the "Green Fleet Policy" as well as ensure that the latest anti-idling, emission controls, and other "green elements" are included in all new vehicle specifications including but not limited to options for flexible and alternative fuel engines as well as "right-sizing" vehicles for the appropriate job function.
6. Where practical, Departments shall include Global Positioning System (GPS) technology in specifications for all new vehicles.

Exceptions for assignment, utilization, and disposition of certain Public Safety vehicles, such as marked, undercover, and related vehicles, will be conducted in consultation with representatives of the Fleet Management Division.

All other exceptions to this policy will be considered on an individual basis. Request for an exception must be made in writing from the respective Department Director to the Director of Finance and Management.

This order shall be in full force and effect after my signature is affixed to this document.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Mayor of the City of Columbus, Ohio, to be hereto affixed this 17th day of July 2007.

A handwritten signature in black ink, appearing to read "M. B. Coleman", is written over a horizontal line.

Michael B. Coleman
Mayor