



CITY OF  
**Tulsa**  
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*ASSET MANAGEMENT DEPARTMENT (AMD)*

*UTILIZATION MANAGEMENT POLICY*

**PURPOSE:**

Tulsa Revised Ordinances (TRO), Title 12, Chapter 1, Section 101(C-3) requires the Mayor to produce and submit an Energy Conservation and Efficiency Plan for all City departments by April 1 of each year. The Asset Management Department (AMD) assists the Mayor in developing this plan. The plan shall include but not be limited to the following considerations:

1. Emphasize fuel economy with the acquisition of any new vehicles;
2. Minimize size and weight when acquiring new or replacement passenger vehicles;
3. Reduce the number of underutilized vehicles and consider paying mileage for use of personal vehicles;
4. Reduce the number of personally assigned vehicles;
5. Reduce vehicle usage for off-duty activities;
6. Reduce the number of take-home vehicles; and,
7. Eliminate the unnecessary use of vehicles.

The AMD Utilization Management Policy addresses the fleet utilization component of the Energy Conservation and Efficiency Plan.

**SCOPE:**

The AMD Utilization Management Policy applies to all City departments, and includes all vehicles and motorized equipment. Motorized equipment is synonymous with off-road equipment such as tractors, mowers, loaders, excavators, backhoes, forklifts, etc. Motorized equipment does not include off-road equipment with an original cost of less than \$5,000.

**POLICY:**

The AMD and Fleet Management Steering Committee (FMSC) are charged with the responsibility to review vehicle and motorized equipment utilization at least once per year or as many times as deemed necessary by the Mayor's Office (the FMSC was established in 2011 by Executive Order 2011-14 for the purpose of helping the City continue down the path of efficient vehicle and equipment utilization). This process will identify City vehicles and motorized equipment that are underutilized on a consistent basis over a twelve month period. Once a list has been established, the AMD Director and the FMSC will determine possible actions for the underutilized units. Actions may include:

1. Removal from fleet;
2. Re-assignment of the unit;

3. Exchange for another unit of a similar type with higher miles / hours;
4. Exchange for a different type of unit that better suits the mission; or,
5. Retention of the unit with proper justification.

### **UTILIZATION POLICY:**

The AMD Director or his/her designee will conduct an annual review of fleet vehicles and motorized equipment utilization. These findings will be presented annually at the July meeting of the Fleet Management Steering Committee (FMSC). The FMSC, established by Executive Order 2011-14, is comprised of representatives from the Purchasing Division, the Budget Division, the Radio Shop, the Mayor's Office, Water and Sewer Department, Streets & Stormwater Department, Police, Fire, Working in Neighborhoods, Information Technology Department, Engineering Services, Parks Department, and Planning & Economic Development. The FMSC is empowered to:

1. Ensure the City fleet becomes more aligned with regard to specifications, thus helping to minimize ongoing maintenance costs;
2. Help the City to continue down the path of efficient vehicle and equipment allocation;
3. Determine policy and provide input for all aspects of specifying, purchasing, assigning to departments, reassigning between departments and retiring vehicles and equipment for the City of Tulsa;
4. Annually, prior to the upcoming fiscal year, evaluate all City department requests for vehicles;
5. Review all vehicle justification requests;
6. Make decisions on justification and acquisition validity; and,
7. Set policy for vehicle and equipment disposal.

The AMD Director or his/her designee and the FMSC will first identify fleet units that fail to meet minimum utilization goals and then recommend disposition of the subject units according to the procedures stated.

### **ANNUAL UTILIZATION REPORT:**

The AMD Director or his/her designee will generate an Annual Utilization Report for vehicles and motorized equipment in the fleet by equipment classification, model year, and department. The Annual Utilization Report will be presented at the July meeting of the FMSC.

The Annual Utilization Report will be created using AssetWorks M5 FleetFocus. The report will identify:

- a. Vehicles that have been in-service a minimum of 12-months and utilized less than 2,500 miles or 250 hours per fiscal year (July through June).
- b. Motorized equipment that has been in-service a minimum of 12-months and utilized less than 120 hours per fiscal year.

**UTILIZATION TARGET LIST:**

The Annual Utilization Report will identify the individual vehicles and motorized equipment within each equipment classification and model year whose usage fell below the Utilization Target Point during the most recent calendar year. The report will label the vehicles and motorized equipment as “underutilized.” This list constitutes the Utilization Target List (UTL).

**NOTIFICATION TO USER DEPARTMENTS:**

A minimum of four weeks prior to the July FMSC meeting, the AMD Director or his/her designee will email each department representative a list of vehicles or motorized equipment on the UTL (copies to the FMSC members).

**USER RESPONSE:**

Department representatives are required to attend the July FMSC meeting to justify retaining units on the UTL or to approve one of the following actions:

1. Removal from fleet;
2. Re-assignment of the unit;
3. Exchange for another unit of a similar type with higher miles / hours; or,
4. Exchange for a different type of unit that better suits the mission.

If department representatives are unable to attend the July FMSC meeting, or if they need additional time to review the UTL and develop justification responses, the measure can be moved to the August FMSC meeting.

**FMSC UTILIZATION REVIEW:**

The FMSC will review all vehicles or motorized equipment on the UTL. One of three possible actions will result:

1. When the continued use of the vehicle or motorized equipment is approved, the AMD Director or his/her designee will notify the appropriate department representative by email no later than the third Friday of August (copies to the FMSC members).
2. When the continued use of the vehicle or motorized equipment is not approved, the AMD Director or his/her designee will notify the appropriate

department representative by email no later than the third Friday of August (copies to the FMSC members).

3. In the event the user department and the FMSC can't reach consensus on the need for a particular vehicle or piece of motorized equipment, the City Manager shall arbitrate the resolution no later than the regularly scheduled September FMSC meeting. The AMD Director or his/her designee will notify the appropriate department representative by email of the decision (copies to the FMSC members).

**DISPOSITION OF VEHICLES AND MOTORIZED EQUIPMENT:**

Vehicles and motorized equipment that have undergone a complete dispute resolution process and were approved for retention are exempt from further identification as vehicles or motorized equipment on future UTL's for a period of two (2) years. However, such vehicles or motorized equipment shall still be considered for exchange with higher mileage units of a similar type whenever possible in order to "balance" utilization for the overall fleet.

When the continued use of vehicles or motorized equipment is not approved by the FMSC, such vehicles and motorized equipment shall be delivered to the AMD no later than September 30<sup>th</sup>. The AMD will keep a list of units delivered for disposal, and will provide this information to the FMSC at its monthly meetings.

**VEHICLE/EQUIPMENT EXCHANGE AND ROTATION PROCESS:**

The AMD and FMSC shall promote full utilization of each vehicle or piece of motorized equipment. This may involve rotating or exchanging vehicles and motorized equipment to ensure that each vehicle or piece of motorized equipment achieves its programmed life usage. Rotation should be considered for any vehicle or motorized equipment for which utilization consistently falls below the average for that type of vehicle or motorized equipment.

**ALTERNATIVES TO OWNING:**

Alternatives to owning vehicles or motorized equipment should be considered when vehicles or motorized equipment are underutilized. Such alternatives include use of pool vehicles, use of a personal vehicle, increasing sharing between departments, and establishment of on-demand short-term rental contracts.

**VEHICLES OR MOTORIZED EQUIPMENT EXCLUDED OR EXEMPTED FROM UTILIZATION REVIEW:**

Vehicle or motorized equipment users may request exemptions to the minimum mileage or hours specified for assignment or retention of the fleet vehicle or

motorized equipment. Other utilization goals such as passengers or tonnage carried should be applied if mileage or hours used is not an accurate measurement for a particular vehicle or piece of motorized equipment's mission. Mileage or hours accumulated on these types of vehicles or motorized equipment should not be included in the annual mileage target for the fleet.

**CONCLUSION:**

The collaborative goal of the Mayor's Office, the AMD, and the FMSC is to reduce the number of underutilized vehicles and eliminate the unnecessary use of vehicles as specified in Tulsa Revised Ordinances (TRO), Title 12, Chapter 1.

Approved:

M Hoxen  
AMD Director

Dated: 2-11-15

Approved:

Jim Boh  
AMD Maintenance Manager

Dated: 2/11/2015

Approved:

Jim Twombly  
Tulsa City Manager

Dated: 2-11-15