

OFFICE OF THE MAYOR
TULSA, OKLAHOMA

Executive Order No. 2015-05

RESCINDING EXECUTIVE ORDER 2012-04 AND ESTABLISHING A FLEET MANAGEMENT STEERING COMMITTEE (FMSC) TO WORK WITH THE DEPARTMENTS FOR ALL FLEET ACQUISITIONS.

WHEREAS, the city-wide strategic review of the fleet management found that the City should develop a committee to ensure that the City fleet becomes more aligned with regard to specifications, thus helping to minimize ongoing maintenance costs.

WHEREAS, the Fleet Management Steering Committee will help the City to continue down the path of efficient vehicle and equipment allocation.

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. CREATION OF FLEET MANAGEMENT STEERING COMMITTEE – The purpose of this order is to form a committee that will determine policy and provide oversight for all aspects of specifying, purchasing, assigning to departments, reassigning between departments and retiring fleet units for the City of Tulsa. Fleet units are synonymous with vehicles and motorized equipment with an original cost of more than \$5,000.

Section 2. CHAIRMAN OF THE FLEET MANAGEMENT STEERING COMMITTEE – The City's Asset Management Department (AMD) Director is hereby named the executive in charge of the Fleet Management Steering Committee.

Section 3. COMPOSITION OF THE FLEET MANAGEMENT STEERING COMMITTEE – The Committee will be made up of at least one representative from the Purchasing Division, the Budget Division, the Radio Shop, the Mayor's Office, Water & Sewer Department, Streets & Stormwater Department, Police, Fire, Working in Neighborhoods, Information Technology Department, Engineering Services, Planning & Development, and Park & Recreation.

Section 4. MEETINGS OF THE FLEET MANAGEMENT STEERING COMMITTEE – The fleet Management Steering Committee Chairman shall convene the Committee at least quarterly to fulfill its duties.

Section 5. DUTIES OF THE FLEET MANAGEMENT STEERING COMMITTEE – In carrying out the purpose set forth in Section 1 of this order, it shall be the duty of the Fleet Management Steering Committee to work with the Chairman to evaluate all City department requests for fleet units on an annual basis prior to the upcoming fiscal year; work with AMD to review all requests for fleet units and the departmental justifications for fleet units; make decisions on

justification and acquisition validity; and set the policy for fleet unit disposal. The Fleet Management Steering Committee shall have the authority to identify specifications for new fleet units so as to align specifications for efficient maintenance operations, with the Fleet Management Steering Committee Chairman having the final decision in instances of disagreement.

Section 6. DUTIES OF THE CHAIRMAN – The Chairman is authorized and empowered to do all things necessary to perform the duties as enumerated herein or as assigned by the Mayor or his designee and shall report to the Mayor regarding all Steering Committee duties. The Chairman is authorized to cooperate and provide such assistance as shall be deemed practicable to the Fleet Management Steering Committee and all departments within the City of Tulsa.

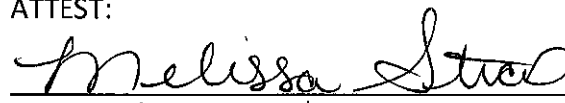
Section 7. DUTIES OF AMD – All newly acquired fleet units shall be delivered directly to the appropriate City Department from the selling dealer. It shall be the duty of AMD and using departments to complete an inspection to verify that the fleet units meet all specifications as required. AMD shall ensure all fleet acquisitions are entered in the fleet asset management and fuel management systems.

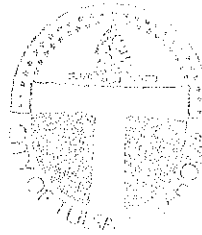
Section 8. DURATION OF EXECUTIVE ORDER – This Executive Order shall remain in full force and effect unless or until it is rescinded by a subsequent Executive Order so doing.

Dated this 13 day of July, 2015.



Dewey F. Bartlett, Jr., Mayor

ATTEST:


City Clerk Deputy



APPROVED AS TO FORM AND LEGALITY:


Asst. City Attorney