

900.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

Purchase, repair, and maintain motorized and accessory equipment, City-owned and leased, to operating departments/bureaus, divisions/offices maximizing efficiency while minimizing both short term and long term costs.

:2 AUTHORITY:

This procedure amended by City Council April 19, 2004, Item A1.

:3 DIRECTION:

The Fleet Management Division Manager serves at the pleasure of the Mayor and receives direction through the General Administration Department Director.

:4 POLICY:

- A. It is the policy of the City of Orlando to provide economical vehicles to employees during duty hours when the magnitude, degree of risk and type of use justifies a legitimate operational assignment.
- B. When the need is determined, the vehicle shall be acquired by outright purchase unless another method (lease, rental, lease purchase, etc.) is approved by the Chief Administrative Officer or determined economically feasible. All leases and short term rentals will be coordinated through Fleet Management.
- C. When operationally practical, the City may require the use of a personally owned vehicle for office use. The City will reimburse employees using personal vehicles for City business at the rates and in a method described in Section 412.
- D. Vehicles will be assigned on a 24-hour basis in accordance with Section 900.5.

:5 FUNCTIONS:

A. Definition

Abuse - Any negligent and definable act or lack of action which causes undue or unnecessary expense.

B. General

- 1. Provide suitable equipment to meet the functional needs of the user on either a yearly, monthly, daily, or hourly basis.
- 2. Provide, on a scheduled basis, normal and preventive maintenance which can reasonably be expected to occur.
- 3. Repair, modify, and construct items requiring machine tooling, welding, body work, or unscheduled replacement of parts due to premature failure or abuse.
- 4. Maximize utilization of all City vehicles to ensure the highest return available for capital, operating and maintenance dollars expended.
- 5. With coordination of affected office heads/bureau chiefs, division managers,

evaluate and prepare specifications for both additional and replacement equipment which:

- a. meets the real requirements of the task to be performed;
 - b. encourages the competitive bidding process; and
 - c. minimizes purchase price and/or total life cost.
6. Evaluate and prepare an internal charging structure to adequately and equitably cover bureau/ division cost of equipment owned or leased, while maintaining a balanced budget under an internal service fund.
 7. With coordination of affected office heads/bureau chief/division managers, assist operating bureaus, divisions in planning and preparing projections for future needs based on known requirements, restrictions and regulations imposed by internal and external forces.
 8. Review and advise the Mayor, Chief Administrative Officer and General Administration Department Director, after coordination with the affected office heads/bureau chiefs/division managers, as to the utilization of currently assigned equipment, the need for requested additional equipment, and the suggested method of meeting the defined need when such a request is made.
 9. Initiate the purchase of new equipment with funds provided from the using office/bureau/ division budgetary request.

:6 COMMITTEE RESPONSIBILITIES:
Equipment Damage Assessment Committee; Safety Committee.

:7 REFERENCE:
City Council minutes of May 25, 1960. Procedure adopted by City Council August 11, 1969, Item 37; amended June 23, 1975, Item 20; amended May 7, 1979, Item 15. Fleet Management Committee minutes of October 5, 1982, and City Council minutes of October 25, 1982, Item 25F; amended March 28, 1983, Item 32B; amended August 26, 1985, Item 9 (A-13); amended June 14, 1993; amended September 11, 2000, Item 7X; amended April 19, 2004, Item A1.

:8 EFFECTIVE DATE:
This procedure effective April 19, 2004.