

REQUEST FOR ACTION: EXECUTIVE ORDER

Version: 07/12/2011

AGENDA FOR: MAYOR

DATE: February 20, 2012

Tulsa City Clerk's Office: 596-7513 or 596-7514

FOR INFORMATION CONTACT:

DEPARTMENT: FINANCE CONTACT NAME: Vickie Beyer
ADDRESS: 175 E 2nd St TELEPHONE: 918-576-5140

EXECUTIVE ORDER YEAR: 2012 EXECUTIVE ORDER NUMBER: _____

EXECUTIVE ORDER SUBJECT: Fleet Management Steering Committee

SUMMARY:

Rescinding Executive Order 2011-14 and adding Engineering Services to Section 3: COMPOSITION OF THE FLEET MANAGEMENT STEERING COMMITTEE.

BUDGET: _____ FINANCE DIRECTOR APPROVAL: _____

N/A

REQUEST FOR ACTION: *All department items requiring Council approval must be submitted through the Mayor's Office.*

Request Mayor's signature.

DEPARTMENT HEAD APPROVAL: [Signature] / 2/20/12 DATE: 2-23-12
CITY ATTORNEY APPROVAL: [Signature] 2/24/12
BOARD APPROVAL: _____
MAYORAL APPROVAL: [Signature] MAR 02 2012
OTHER: _____

FOR CITY COUNCIL OFFICE USE ONLY: DATE RECEIVED: _____
COMMITTEE: _____ COMMITTEE DATE(S): _____ FIRST AGENDA DATE: _____
HEARING DATE: _____ SECOND AGENDA DATE: _____ APPROVED: _____

For City Clerk's Office Use Only (Agenda Date: MMDDYYYY; Sec #; Dept #, Item #, Sub-Item #, Status: S=Synopsis):

02 - 29 - 2012 4 6 2

OFFICE OF THE MAYOR
TULSA, OKLAHOMA

Executive Order No. 2012-04

RESCINDING EXECUTIVE ORDER 2011-14 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 vehicles and equipment for the City of Tulsa.

Section 2. CHAIRMAN OF THE FLEET MANAGEMENT STEERING COMMITTEE – The City's Equipment Management Department (EMD) 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 and Development Services.

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 vehicles on an annual basis prior to the upcoming fiscal year; work with EMD to review all requests for vehicles and the departmental justifications for vehicles; make decisions on justification and acquisition validity; and set the policy for vehicle and equipment disposal. The Fleet Management Steering Committee shall have the authority to identify specifications for new vehicles and equipment so as to align

specifications for efficient maintenance operations, with the Fleet Management Steering Committee Chairman having the final decision in instances of disagreement.

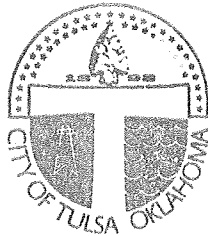
Section 6. DUTIES OF THE CHAIRMAN - The Chairman is authorized and empowered to do all things necessary to perform the duties as enumerated herein or as assigned by the Mayor or his designee and shall report to the Mayor regarding all Steering Committee duties. The Chairman is authorized to cooperate 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 EMD – All newly acquired vehicles and equipment shall be delivered directly to EMD from the selling dealer. It shall be the duty of EMD to complete an inspection to verify that the equipment and/or vehicles meet all specifications as required. EMD 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.

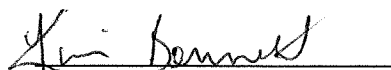
Section 9. EFFECTIVE DATE - This Executive Order shall take effect immediately upon signature by the Mayor.

Dated this _____ day of MAR 02 2012, 2011.




ATTEST:


Dewey F. Bartlett, Jr., Mayor


DEPUTY City Clerk

APPROVED AS TO FORM AND LEGALITY:


City Attorney