

COUNCIL POLICY STATEMENT

Date Issued 4/18/73

General Subject:

Effective Date 4/18/73

Specific Subject: Vehicle Acquisition
Operation & Maintenance

Cancellation Date None

Note: (See Administrative Order #3)

Supersedes No.9 of 8/1/7

Copies to: City Council, City Manager, City Attorney, Department and
Division Heads, Employee Bulletin Boards, Press, FilePURPOSE:

The purpose of this policy is to provide City Council guidance to the City Manager pertaining to the acquisition, operation and maintenance of City owned motor vehicles.

STATEMENT OF POLICY:

1. The City Manager will develop and promulgate standard motor vehicle specifications for purposes of new vehicle procurement. Once approved by council, the City Manager will report changes or exceptions to the standard specifications by memorandum.
2. The City Manager will prescribe motor vehicle assignments based upon position requirements. Such assignments to be reviewed periodically by the City Manager and reported annually to the Council by memorandum prior to the beginning of each fiscal year.
3. The City Manager will prescribe operation and maintenance procedures for City owned motor vehicles. Such operation and maintenance procedures are to provide for determination of economic operation and maintenance costs and will be reported in summary by memorandum to the Council periodically.
4. The City Manager will be guided by the generally stated precepts stated above, seek to maintain a City owned vehicle inventory as small as possible consistent with meeting municipal needs. To this end, a current vehicle inventory will accompany periodic reports prescribed in paragraph 3 above.