MGWB COMMITTEE: 5-19-05
ITEM: A

Memorandum

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

TO: Making Government Work Better Committee

FROM: Gerald A. Silva
City Auditor

SUBJECT: *UPDATE ON CITY FLEET - SPECIAL PURPOSE VEHCILES*

DATE: May 5, 2005

Audit Report #04-04, entitled *An Audit of the Utilization and Replacement of the City's Transport Vehicles,* contained a recommendation (Recommendation #9) that the Fleet Management Division of the General Services Department: "Review the City's fleet of specialized vehicles to determine the most cost-effective complement of vehicles."

In December 2004, the City Administration revised the City Policy Manual Section 13.01 to include a definition of "Special Purpose Vehicles" and to establish an approval process for the assignment of Special Purpose Vehicles. Special Purpose Vehicles are defined as vehicles whose primary use requires special equipment designed to perform job functions or whose primary use is in a restricted area where non-City vehicles are prohibited. According to the City Policy Manual Section 13.01, at the inception of the new policy, the City Manager's Office will review each department's list of special purpose vehicles and approve those that meet the definition of special purpose. These vehicles will be excluded from the minimum mileage utilization standards. Each year thereafter, the City Manager's Office will review and approve this list.

As of April 2005, the City Manager's Office was in the process of implementing this new policy. The City Auditor's Office will review the results of their implementation and the audit recommendation during our next follow-up process.

/s/

Gerald A. Silva
City Auditor

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