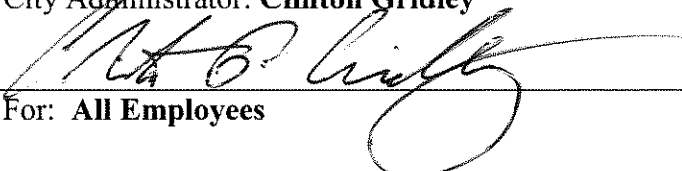
 <p>ADMINISTRATIVE DIRECTIVE</p>	Date: 8-22-2008 Revised:	Number: AD-ADMIN-1.14
	City Administrator: Clinton Gridley	
	 For: All Employees	
	Subject: Vehicle Purchasing Values (VPV)	

PURPOSE

This directive sets values and guidelines for the procurement of vehicles in the City of Woodbury. These values are designed to have a multifaceted affect which include, but are not limited to:

- Reducing the short and long term costs of purchasing, maintaining, and operating city vehicles
- Rightsizing the city's vehicle fleet – purchasing smaller more economical vehicles that still fulfill the demands of the intended municipal function
- Reducing the amount of greenhouse gas emissions created by the city's fleet
- Encouraging an expansion in the number of hybrid or alternative fuel vehicles (AFVs) purchased and maintained by the city
- Providing the city with an efficient and effective fleet that promotes the city's sustainability and environmental improvement efforts

Efforts to accomplish many of these outcomes have already been set forth by the City Council and by the Central Garage Division; however, this directive seeks to formalized and strengthen those efforts. It is intended to produce a clear initiative on the part of the city and should be used in conjunction with the city's anti-idling policy and the City Hall Shared Vehicle Program.

POLICY

Prior to the acquisition of any new or replacement vehicle the following considerations (in no particular order) will be made and carefully examined:

- Justification
- Use and suitability for intended job
- Fuel efficiency and vehicle size
- Environmental impact
- Initial and long-term cost
- Safety and repair record/impact on mechanic's workload
- Hybrid or AFV availability or preference

The city seeks to “right-size” vehicles in our fleet by purchasing vehicles that match the specifications of the intended municipal function to a vehicle that will achieve the requirements most efficiently.

Therefore, the size, performance, and fuel efficiency of a vehicle will be closely considered during the review process before purchase. The expectation of the city is that the fuel efficiency of city vehicles will improve, or at least not be less fuel efficient, compared to the vehicle being replaced. In certain

circumstances special consideration will be given to the purchase of hybrid vehicles and AFVs as they are suitable and available and when the City Council or City Administrator has given special direction that such a vehicle be purchased.

The city's Fleet Supervisor is responsible for performing the analysis and making recommendations on regarding vehicles that are most appropriate for the city to purchase. The Fleet Supervisor will base their recommendation for a new or replacement vehicle on the aforementioned purchasing values. While consideration will be given to the type of vehicle that is requested by the individual departments, the city will exercise its authority to purchase vehicles in a manner that is in keeping with this policy and its desire to create a more fuel efficient, cost-effective, and environmentally conscious city fleet.

PROCEDURES

Departments seeking additional vehicles for their fleet must submit a "New Vehicle Justification" form. This form requires the department to answer a series of questions relating to the vehicle's intended use within the city's vehicle purchasing values and is then used by the Fleet Supervisor in their analysis. The Fleet Supervisor will then work in conjunction with the department to reach a recommendation that will be presented to the City Administrator during yearly budget discussions. In no way does filing this form with the Fleet Supervisor guarantee that an additional vehicle will be purchased, nor does it imply that the department will receive the vehicle of their choice.

New replacement vehicles will be held to the same values outlined in this directive; however, a justification form does not need to be submitted since the vehicles are being replaced per the Fleet Supervisors replacement schedule. A department may choose to fill out a form if they wish to justify the purchase of a vehicle that is significantly different from the one being replaced.