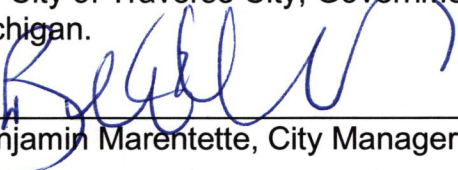


	CITY OF TRAVERSE CITY ADMINISTRATIVE ORDER TITLE: Establishment of the Fleet Management Department	POLICY NO: AO-73
		SUBMITTED BY: Kristine Bosley
		APPROVED BY: Benjamin Marentette
Adopted Date: 07/15/2026 Effective Date: 07/15/2026 Supersedes No:		HISTORY: Initial Adoption Date: 07/15/2026 Amended Date: Amended Date:
I hereby certify that this Administrative Order was authorized by the City Manager for the City of Traverse City, Governmental Center, 400 Boardman Avenue, Traverse City Michigan.		
 Benjamin Marentette, City Manager		07/15/2026 Date

I. Purpose:

The purpose of this Administrative Order is to establish the Fleet Management Department as the City of Traverse City's centralized department responsible for the administration, operation, maintenance, acquisition, utilization, replacement, and disposal of the City's fleet assets and equipment. This Order formally transitions the Municipal Garage operation into a comprehensive fleet management function and redesignates the position of Garage Superintendent as the Director of Fleet Management to reflect the strategic and administrative responsibilities associated with managing the City's fleet assets, equipment lifecycle programs, fueling operations, regulatory compliance, and fleet-related services.

II. Additional Authority

This Administrative Order is issued pursuant to the authority granted to the City Manager under the Traverse City Charter, applicable City ordinances, adopted personnel policies, budgetary authority approved by the City Commission, and all applicable federal, state, and local laws governing municipal operations, fleet management, workplace safety, environmental compliance, and public asset administration.

Nothing contained herein shall supersede the authority of the City Commission, conflict with collective bargaining agreements, alter approved compensation plans, or modify applicable personnel policies and procedures.

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III. Scope/Applies to

This Administrative Order applies to all personnel, facilities, equipment, budgets, contracts, records, programs, and operational functions formerly assigned to the Municipal Garage. This Order also applies to all City departments utilizing City-owned vehicles, equipment, fueling systems, fleet management software, maintenance services, and fleet replacement programs.

The Fleet Management Department shall serve as the centralized authority for fleet administration and shall coordinate with all City departments regarding vehicle acquisition, maintenance scheduling, equipment utilization, replacement planning, regulatory compliance, fueling operations, and fleet-related capital expenditures.

IV. Responsibility

The Director of Fleet Management shall be responsible for the overall administration, management, and operation of the Fleet Management Department. The Director shall oversee fleet acquisition, preventive maintenance programs, equipment repair operations, vehicle replacement planning, fueling operations, inventory management, environmental compliance, budget administration, personnel supervision, vendor relations, contract administration, and fleet performance reporting.

Department supervisors, mechanics, technicians, and support personnel shall perform their assigned duties in accordance with established City policies, safety standards, manufacturer recommendations, regulatory requirements, and departmental procedures.

All City departments shall cooperate with the Fleet Management Department by adhering to established fleet management policies, maintenance schedules, vehicle utilization standards, fueling procedures, and asset management requirements.

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V. Definitions/Acronyms

For purposes of this Administrative Order, the following definitions apply:

Fleet Management – The administration, acquisition, maintenance, operation, utilization, replacement, and disposal of City-owned vehicles, equipment, and related assets.

Fleet Asset – Any City-owned vehicle, truck, heavy equipment, trailer, specialty equipment, or motorized asset assigned to support municipal operations.

Preventive Maintenance – Scheduled inspections, servicing, repairs, and replacement activities intended to maximize equipment life, reliability, safety, and operational efficiency.

Lifecycle Management – The systematic process of planning, acquiring, maintaining, operating, evaluating, replacing, and disposing of fleet assets throughout their useful life.

Fuel Management System – The equipment, software, procedures, and controls utilized to monitor, distribute, and account for fuel consumption by City-owned assets.

Department – The Fleet Management Department.

MDEQ – Michigan Department of Environment, Great Lakes, and Energy (or successor agency).

MIOSHA – Michigan Occupational Safety and Health Administration.

Asset Replacement Program – A structured process for evaluating equipment condition, utilization, maintenance costs, and replacement timing to ensure reliable and cost-effective fleet operations.

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VI. Statement

The City of Traverse City recognizes that effective fleet management is essential to delivering public services and protecting public assets. Nearly every municipal function, including public safety, utility operations, infrastructure maintenance, parks, emergency response, and administration, relies on dependable vehicles and equipment. Modern fleet operations demand strategic planning, lifecycle asset management, environmental stewardship, regulatory compliance, technological innovation, and strict financial accountability.

Accordingly, the Fleet Management Department is established as the City's centralized authority for fleet administration and asset management. The Department is responsible for the acquisition, maintenance, repair, utilization, fueling, and disposal of all City-owned vehicles and equipment. To ensure efficient, safe, and cost-effective operations, the Department will leverage preventive maintenance programs, utilization analysis, structured replacement planning, inventory management, and strategic vendor partnerships.

Operating with a commitment to safety, fiscal stewardship, and exceptional service, the Department will place a primary strategic focus on championing the City's sustainability initiatives. This includes aggressively driving the planning, procurement, infrastructure development, and execution of Traverse City's fleet electrification goals.