



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number	AR 603
Responsible Department	Public Works Department
Established	10/4/1983
Latest Revision Date	4/19/2023
Next Review & Reauthorization Date	4/19/2025

SUBJECT: Criteria for the Purchase of City Vehicles

- Purpose:** To establish criteria for the purchase of City owned or leased general utility type vehicles.
- Authority:** Section 401 of the City Charter; Huntington Beach Municipal Code Chapter 3.02 Purchases of Goods and Services
- Application:** This regulation applies to all officer and employees of the City.
- Definitions:**
 - 4.1 General Utility Type Vehicle – All sizes and types of automobiles, including compact and standard one-half ton pickup trucks without special bodies.
 - 4.2 Vehicle Types: Automobile types are defined as follows:
 - 4.2.1 Type 1: - Full size/intermediate automobile - These automobiles are categorized by curb weights of between 3000 and 4000 pounds, have conventional front engine, mid-transmission, rear drive axle, power train configuration, with V-6 or 8 cylinder gasoline or diesel engines of 130 to 195 horsepower.
 - 4.2.2 Type 2: - Compact/sub-compact automobile - Curb weight between 2100 and 2900 pounds, may have either conventional power train configuration, or transverse- front engine, coupled to front drive transaxle power train, with engine ratings of 80 to 120 horsepower in either 4 or 6 cylinder.
 - 4.2.3 Type 3: - Mini automobile - Curb weight of under 2100 pounds, either conventional or front engine transaxle, 4 cylinder engine of 50 to 75 horsepower.
 - 4.2.4 Type 4 - Standard pickup - Curb weight over 3000 pounds, conventional power train, with V-6 or 8 cylinder engines of 120 to 180 horsepower, and various size load beds.
 - 4.2.5 Type 5 - Compact pickup - Curb weight under 3000 pounds, 4 cylinder engine, both conventional and front drive configuration.



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5. Policy:

5.1 All purchases of City General utility type vehicles shall be in accordance with the following criteria:

- 5.1.1 Category 1 - Administrative Assigned: One hundred (100) percent compact or sub-compact (Type 2) or compact pick-up. Individual requirements of each job would dictate actual vehicle size and type assignment. This category covers all City departments.
- 5.1.2 Category 2 – Field Duty Transport: One hundred (100) percent compact pick-up or compact automobile. Individual requirements of each job would dictate actual vehicle size and type assignment. This category covers all City departments.
- 5.1.3 Category 3 – Primary & Administrative Emergency Response: One hundred (100) percent intermediate or compact automobile (Type 1 & 2). This category would apply to Police, Fire and Community Service vehicles.

6. Responsibilities:

6.1 Departments shall request funding for the purchase or lease of vehicles in accordance with the policy set forth in this Administrative Regulation.

6.2 The Public Works Fleet Maintenance supervisor shall have final determination on the development of bid specifications for the purchase or lease of vehicles for the City. Any problems arising with the bid specifications should be brought to the attention of the Chief Financial Officer or designee who shall communicate with the affected Department Director to resolve the problem.

6.3 Purchasing shall solicit either formal or informal bids from automobile dealerships that will meet the City standards. In no case shall the City purchase full-size, standard ½ ton utility bed pick-up or full-size passenger vehicles without the written permission of the City Manager.

6.4 When a new vehicle is purchased to replace a vehicle currently in the fleet, the old vehicle shall become surplus and be traded in or auctioned off at the discretion of the Chief Financial Officer or designee.

6.5 In no case shall a vehicle be added to the fleet unless specifically authorized in the budget or by the City Manager.



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Distribution:

All employees may access the Administrative Regulations via the Intranet at:

<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>

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Director of Public Works
Initiating Department

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Approved as to Form *Al*

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Al Zelinka
City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE