



February 27, 2020

MEMORANDUM

**To: Board of Commissioners
President Debra Joseph, Vice President Isabel Barrios,
Commissioner Toni Hackett Antrum, Commissioner Sharon Jasper,
Commissioner Carol Johnson, Commissioner Monika McKay,
Commissioner Hyma Moore, Commissioner Kim Piper and
Commissioner Bill Rouselle**

**Through Evette Hester
Executive Director**

**From: Maggie Merrill
Director, Asset Management**

Re: Approval of Amendments to the HANO Fleet Management Policy

The Housing Authority of New Orleans (HANO) is requesting the Board of Commissioners to approve revisions to its current HANO Fleet Management Policy. The current HANO Fleet Management Policy was last revised in November of 2011.

HANO recently reviewed its Fleet Management Policy in an effort to ensure effective and efficient management of HANO's resources by clarifying roles, responsibilities, and processes for the management and maintenance of HANO's fleet vehicles. HANO is requesting approval of its Board of Commissioners to revise certain components of its HANO Fleet Management Policy in order to streamline the management and monitoring of HANO's fleet, decrease liability to the agency, and maintain a fleet that meets the agency's needs.

This memo and the accompanying Resolution No. 2020-04 are presented in summary format. The original policy from November 2011 and the redlined version of proposed changes are attached as supporting documents. The summary of changes and revisions to HANO's Fleet Management Policy for which approval is being requested are as follows:

- 1) The position of Fleet Manager is created, to be housed in the Asset Management Department.
- 2) The Fleet Manager will take on the role of centralizing the monitoring and maintenance of HANO's fleet vehicles. The Fleet Manager's responsibilities include:
 - a. Maintaining vehicle maintenance records, ensuring up-to-date brake tags, and manage the fuel card system.
 - b. Facilitate major and minor repairs to fleet vehicles, including routine maintenance, scheduled maintenance, emergency repairs, and major repairs.
 - c. Maintain all vehicle records and reports, including fleet inventory list and vehicle assignments.

- d. Provide driver orientation to demonstrate proper operation of fleet vehicles, and monitoring proper usage of fleet vehicles.
 - e. Manage vehicle assignments to departmental motor pools, and coordinates closely with departments to ensure effective vehicle monitoring and maintenance.
 - f. Administers the central motor pool, including maintenance and monitoring of vehicles.
 - g. Handle accident and incident reports, and provide emergency road service when needed.
 - h. Assess vehicle conditions, and advise on fleet replacement needs.
- 3) The Legal Department replaces certain functions of the Risk Management position in the HANO Fleet Management Policy. The position of Risk Manager is obsolete, and all references are removed from the policy. The responsibilities of the Legal Department include managing vehicle insurance coverage and insurance claims, reviewing official driving records and other relevant records to determine if employees meet the requirements to be an authorized fleet vehicle driver, and maintaining the Authorized Fleet Vehicles Driver's List and associated authorized drivers files.
- 4) The Executive Director approves all departmental motor pool and general motor pool assignments, vehicle assignments to individual employees, approves all Authorized Fleet Vehicle Drivers, and authorizes any take-home vehicle assignments. The Executive Director has the sole decision-making authority on the size and make-up of the fleet, and whether a vehicle should be removed from the fleet inventory for disposition.
- 5) Additional edits include removal of obsolete terms, rearranging content, and general editing.

We ask the Board of Commissioners of the Housing Authority of New Orleans to hereby approve the amendments to the HANO Fleet Management Policy, to implement the above described changes and revisions in order to streamline the management and monitoring of HANO's fleet, decrease liability to the agency, and maintain a fleet that meets the agency's needs.

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 27, 2020**

RESOLUTION NO. 2020-04

WHEREAS, the Housing Authority of New Orleans (HANO) current HANO Fleet Management Policy was last revised in November of 2011; and

WHEREAS, HANO has recently reviewed its Fleet Management Policy in an effort to ensure effective and efficient management of HANO's resources by clarifying roles, responsibilities, and processes for the management and maintenance of HANO's fleet vehicles; and

WHEREAS, HANO has determined that several revisions to the HANO Fleet Management Policy are required in order to streamline the management and monitoring of HANO's fleet, decrease liability to the agency, and maintain a fleet that meets the agency's needs; and

WHEREAS, the Asset Management Department incorporated the revisions into HANO's Fleet Management Policy and circulated the revisions for internal review and approval; and

WHEREAS, it is requested that the Board of Commissioners approve the changes and revisions to the HANO Fleet Management Policy that were provided to the HANO Board of Commissioners on February 27, 2020;

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby approves the changes and revisions to the HANO Fleet Management Policy that were provided to the HANO Board of Commissioners on February 27, 2020.

Executed this 27th day of February, 2020.

APPROVAL:

**DEBRA JOSEPH
PRESIDENT, BOARD OF COMMISSIONERS**