**PROCEDURE TO UPDATE FLEET INVENTORY AND MILEAGE**

**Purpose**: The purpose of this procedure is to ensure that the Town of Gardiner’s fleet inventory is known to Town officials and is updated annually to include current odometers, calculated annual mileages and fuel usage.

**Applicable Document**: Town of Gardiner’s Certification Application, Item PE3 Fleet Inventory. NYS Climate Smart Communities requires such a procedure for certification that this item is complete.

**Procedure**

1. Each month, the Town of Gardiner Highway Dept., and any other department having motorized vehicles, will provide Climate Smart Gardiner (CSG) with the past month’s fueling records, by vehicle. Members of the Climate Smart Gardiner (CSG) will aggregate the gallons used by each vehicle..

2. The Town Supervisor will ensure that the CSG can access billing records for fuel deliveries for the prior 12-month period. The CSG will compare these records against the fueling information provided in para (1).

3.. Each January, the department(s) will provide the current inventory and odometer readings for each of their motorized vehicles The CSG will record these and compare the odometers against the prior year’s reading. Based on the distance traveled and the gallons consumed, the CSG will calculate the miles per gallon. The CSG will also update the inventory records on the NYS Climate Smart Communities portal.

4. When the records have been updated, the CSG will present the fleet inventory information to the Town Board.

Agreed: Date:

Marybeth Majestic

Town of Gardiner Supervisor