

Folsom City Council Meeting

Additional Information Transmittal

MEETING DATE:	6/9/2026
AGENDA SECTION:	Public Hearing
STAFF REPORT TITLE	Resolution No. 11645 – A Resolution Adopting the Fiscal Year 2026-27 Operating and Capital Budgets for the City of Folsom, the Successor Agency, the Folsom Public Financing Authority, and the Folsom Ranch Public Financing Authority
FROM:	Finance Department

Staff is providing the attached additional information for the above-referenced agenda item.

Instructions to staff: Deliver original and 30 stapled/double-sided copies to the City Clerk's Department; City Clerk's Department will distribute via email and hardcopy to City Council, City Manager, City Attorney, and City Clerk.

Updated: Jan 2026

Questions From Mayor Raithel:

Received 6/4/2026: Staff is working on responses.

- 1.) As I mentioned at the last council meeting, I would like an honest accounting and discussion around PERS and OPEB - specifically the unfunded liability. By my simple math, it's risen to 16% of our budget and likely should be more if we were contributing the actual amount needed for our OPEB unfunded liability. If we have projections out, I'd like to show them and also the impact/cost savings if we prioritize increasing our funding levels. If we can show these next to our neighboring cities (both new and old) I think it would help explain why we are feeling the pressure with our general fund over the last 20 years. [Question #1 was addressed in the staff report under Item No. 12 on the June 9, 2026, City Council meeting agenda under the Public Hearing section](#)
- 2.) What's our vehicle replacement policy and can we get some more mileage/years out of our more modern vehicles? Does this assumption change with electric? (Ok to wait for new Fleet Manager if needed since it looks like our transfer out is smaller this year). [Attached is the current Fleet Management Plan that was issued in November 2024. We plan to have the new Fleet Manager begin on 6/16 and this will be one of the items that he focuses on within the Fleet Division. We have also been looking into outside fleet management software \(Enterprise, Fleetio, Central Square – Lucity fleet module\) to better track vehicle repairs, fueling, mileage and usage. This is another area where the new Fleet Manager is going to focus on when he starts. The attached policy outlines how various key performance indicators are calculated but I strongly believe that finding the right software will minimize the amount of time City departments would have to perform these calculations and allow the Fleet Division to better track these performance indicators. This will allow the City to find the optimal time to replace vehicles.](#)
- 3.) Billboard revenue - have we had a chance to look into the expected versus actual revenue of the Automall billboard? [The City currently has two active electronic billboards: the Automall billboard and the Palladio billboard. A third electronic billboard is planned for the southwest corner of East Bidwell Street and Alder Creek Parkway. Revenue generated from the active electronic billboards is recorded in account 010-0105000-3730400, Billboard Revenue \(page 34 of the budget binder\). From Fiscal Year \(FY\) 2021 through FY 2025, the City received \\$116,716 from the Palladio billboard and \\$146,926 from the Automall billboard. The higher revenue](#)

received in FY 2024 reflects the execution of the Palladio billboard agreement and the receipt of several years of back payments. Billboard revenue has been received consistent with the terms of the respective billboard agreements.

- 4.) Our gas tax balance is growing again (\$10M) - can we pave some more streets or do we have other plans for this money in the future? Yes to both. Funds 243, 244, 245, and 247 depict the gas tax fund balances and serve as the City's most flexible funding sources for road maintenance and Public Works Staffing. On-going maintenance also includes operational projects such as energy efficient traffic signals and lighting, traffic flow improvements, drainage improvements, striping and signage refreshments/replacements, sidewalk repairs as needed, landscape and weed abatement, and bike/pedestrian safety improvements. Staffing, equipment replacement, and operational projects are primarily covered by Fund 243 and 244 and the balance reserved serves as a contingency for those items.

Fund 245 covers paving items for locally funded capital projects delivered by other departments. For example, the Utilities Department has done an excellent job of addressing outdated sewer and water infrastructure in the historic district, which includes some repaving of trenched roadways. Public Works partners with Utilities to deliver complete paving of roads to leave a finished product for the community. For example, in the next few months, the Utilities Department will be delivering a project in the historic district that affects roads like Leidesdorff Street, Mormon Street, Figueroa Street, and Sutter Street. Public Works will utilize available funding from Fund 245 to pave areas outside the scope of the water and sewer impacts, but that will leave a finished and freshly paved road for the community within the project limits.

As for Fund 247, this is reserved for emergency repair work. Recently, the City has addressed 2 sinkholes, one located at the intersection of Sibley Street and Glenn and another at the intersection of Newington and Prewett. Public Works is also actively addressing another emergency repair at White Rock Road. While the proposed budget shows a balance of almost \$3M, that amount will be reduced in the coming months by approximately \$1.2M to cover recent emergency repair work and the remaining balance will stay as is for future emergencies if needed.

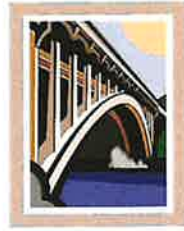
- 5.) 602 - facility rehab fund - what's plan for this \$6M? The approximately \$6 million balance in Fund 602, the Facility Rehabilitation Fund, represents the projected cash balance at the end of Fiscal Year 2026–27 after funding the projects included in the City's FY 2026–27 Capital Improvement Plan (CIP). The CIP was developed based on planned and priority projects that can be supported with available staff resources. Should additional staff capacity become available, requests for supplemental appropriations may be presented during the mid-year budget review process or at other times throughout the fiscal year to fund additional projects as directed by the City Council.

In addition, the Facility Rehabilitation Fund provides an additional layer of financial protection during emergency situations or could be used for interfund loans to address short-term shortfalls. This reserve capacity enhances the City's financial resilience and may reduce the need for interfund loans or other financing mechanisms during periods of fiscal stress.

- 6.) Solid Waste Operating fund continues to grow - did we overshoot on last rate study?

I would say that some of the assumptions (electrification of vehicles and the associated infrastructure at the existing Corp Yard for electrification) and estimates from the previous rate study were not realized. The large fund balance also includes several vacancies over the years that the division has been unable to fill or has had staff leave the City for other opportunities and deferred refuse truck purchases due to some of the unknowns around ACF. The division is also collecting funds for the new Corp Yard so what we might want to do is identify how much of the fund balance has been collected for the new Corp Yard and possibly show this as a separate line item. When can we kick off the next one? Marie is currently working on a request for proposals for a new Solid Waste rate study and cost of service analysis. We are also looking to present an item to CC in July where an outside consultant would perform an Advanced Clean Fleet Assessment and Implementation Assessment that includes the potential costs of ACF compliance. We could have the RFP released at the end of this year or the beginning of next year (my preference) that would align with the timing of understanding the cost impacts of compliance with ACF that a consultant will be working on. At that time, we would also ask the rate study consultant to factor in various “levels” of compliance for CC to consider as each “level” would have a different cost impact that would be analyzed. We believe we have a much better understanding of not only ACF but the

organics recycling impacts that will be addressed in the next rate study and cost of service analysis.



CITY OF
FOLSOM
PUBLIC WORKS DEPARTMENT

City of Folsom
Fleet Management Plan
September 2024



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Section 1 – Introduction

A. Purpose and Scope

Fleet assets represent a significant investment for local government agencies. The City of Folsom (City) has prepared this Fleet Management Plan (Plan) to summarize the policies, best practices, and procedures for responsive management of the City owned fleet assets and the safe operation of private vehicles used to accomplish city business. The policies contained within this Plan align with the City's General Plan and establish the overall fleet governance and management for the City. The identified best fleet practices are intended to improve the overall fleet efficiency and reduce total life cycle fleet maintenance costs. The operating procedures provide guidelines for the procurement, use, maintenance, and disposal of City vehicles.

B. Policy Compliance, Adoption and Updates

Unless specifically mentioned, this Plan applies to all City departments, with the exception of Fire. All City departments under the governance of this Plan shall comply with the best fleet practices and operating procedures contained within this Plan.

Each Department Director shall be responsible for adoption, updates, compliance, and enforcement within their department of the best practices and operating procedures contained within this Plan. All other policies and procedures adopted by each City department shall also be consistent with the requirements of this Plan.

The Fleet Management Plan is a dynamic document subject to change as needed. The Fleet Manager shall review and update the policies, best practices and operating procedures contained within this Plan as needed and make recommendations for updates for approval and re-issuance of the updated Plan.

Recommended:

Mark Rackovan
Public Works Director

11/20/2024

Date

Approved:

Elaine Andersen
City Manager

11/20/2024

Date



Section 2 – Fleet Management Responsibilities

This section sets forth the responsibilities for the various City participants involved in the management, procurement, use, maintenance, or disposal of the City's fleet assets.

A. City Manager

The City Manager is responsible for enforcing compliance with this Plan throughout all City departments and reviewing and, if proper, recommending the approval of all fleet purchases and capital equipment budget expenditures. Unless specifically purchased under a grant program or purchased through enterprise funds, City owned vehicles remain part of the City's fleet inventory. Reassignment of fleet vehicles to optimize vehicle usage remains at the sole discretion of the City Manager.

B. Fleet Manager

The Fleet Manager is responsible for planning, coordinating, and implementing this Plan to optimize the overall efficiency of the City's fleet inventory. The Fleet Manager is responsible for the review of the City's policies, best practices and operating procedures contained within this Plan. As needed, or at least every two years, and the Fleet Manager has the responsibility to make recommendations for updates for approval and re-issuance of the updated Plan.

C. Department Director

Each Department Director of the City of Folsom shall be responsible for assuring that all employees and volunteers within his or her department who drive vehicles on City business are thoroughly aware of and comply with these rules and regulations. Each City department shall designate a Fleet Coordinator, who will serve as the liaison for their department's vehicle purchases, vehicle assignments, usage, fleet maintenance, replacement, driver training and cost tracking in accordance with this Plan.

Each Department, either through their Fleet Coordinators or through a person designated by the Department Director, shall have the responsibility to investigate any vehicle misuse or damage of vehicles and document the events in the vehicle operator's file. Each Department shall maintain records on each vehicle operator that includes:

1. Completion of an approved defensive driving refresher course at least once a year with dates, unless otherwise approved by the respective Department Director.
2. Other vehicle or driver training each driver has received with dates.
3. Notations regarding any vehicle misconduct, damage, counseling, or reprimands.
4. Any positive remarks regarding vehicle driving or use.

The Fleet Coordinator shall serve as the liaison with the Fleet Manager on maintenance issues preformed for each vehicle. The Fleet Coordinator shall provide an annual vehicle inventory to the Fleet Manager.

D. Vehicle Operators

All Vehicle Operators using City owned vehicles and/or using privately owned vehicles for City business shall always exercise caution and proper discretion. Vehicle operators using City owned vehicles are responsible for the following:

1. Maintain and carry a valid and active California Driver's License with the appropriate class.



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2. Know and abide by the California Motor Vehicle Codes. All vehicle citations are the responsibility of the vehicle operator.
3. Never overload or misuse the vehicle beyond the vehicle's capabilities. Always stay within the manufacturer's gross vehicle weight guidelines.
4. Restrict the use of City owned, rented, or leased vehicles for official City purposes only, unless incidental as defined by the "Use of City Owned Vehicles Policy" or previously approved by the City Manager.
5. Ensure the safety of passengers. As required by law, Operators are responsible for the use of seat belts for the operator and all passengers.
6. Identify, document, and report all mechanical, maintenance or safety discrepancies to the Fleet Coordinator for prompt corrective action or repair.
7. Conduct visual inspection of vehicle prior to each use to ensure vehicle is in safe operating condition.
8. Check the tire air pressure, oil, and fluid levels on at least a weekly basis or more frequently as determined by the department Director.
9. Be familiar with and able to locate the vehicle use manual, insurance packet, accident report form, "In Case of Accident" instructions (Refer to Appendix "A") and emergency contact telephone numbers.
10. Do not use cellular telephones except as permitted by the Hands-Free Electronic Device Use Policy while operating a moving vehicle or conduct other activities that may impede the driver's ability to focus on safely operating the vehicle.
11. Driving under the influence of alcohol and under the use of prescription drugs that impair or impede the ability to safely operate City vehicles is prohibited.
12. Smoking, vaping, and use of chewing tobacco in any form in City vehicles and use of City vehicles to transport alcoholic beverages are prohibited.
13. Keep assigned vehicles clean.
14. Report all accidents and incidents of vehicle damage as stated in Section 5.
15. Comply with the City anti-idling policy as stated in Section 5 and Appendix F.

All Vehicle Operators using privately owned vehicles on City business shall complete **Appendix B "Authorization to Use Privately Owned Vehicle on City Business,"** and comply with all requirements contained therein. Permission to drive a privately owned vehicle on City business is a privilege that may be revoked by the City at any time.



Section 3 – Fleet Purchases

This section sets forth the rules and procedures regarding the purchasing and leasing of all City vehicles and rolling stock to meet the desired business and transportation needs of the City.

A. Fleet Purchasing Policy

The City of Folsom employs a centralized process for fleet purchasing. Vehicle purchase requests are part of the City's annual budget process. Except for the Police Department, all City vehicle purchases identified in the approved annual budget shall be purchased through the Fleet Manager, unless otherwise specifically approved by the City Manager. Through this process, the City seeks to enforce purchasing of a standard fleet and seeks to maximize the benefits through multiple common fleet purchases. The Police Department will purchase their own vehicles and arrange for all upfitting. Prior to placing an order, the Police Fleet Coordinator will report vehicle and upfit specifications and anticipated delivery dates to the Fleet Manager. The Fleet Manager will advise of any concerns prior to the vehicle order being placed, but final purchase decisions will remain with the Police Department.

All fleet purchases, including public safety vehicles, shall comply with the purchasing requirements in the Folsom Municipal Code Chapter 2.36 (Purchase of Supplies, Equipment and Material). Criteria for purchasing and procurement shall include but not be limited to purchase price, resale value, fuel efficiency, low-emission certification, operating costs, reliability, or other specifications determined by the Department's Fleet Coordinator and/or the Fleet Manager. In alignment with the General Plan, vehicles that are relatively more fuel-efficient will be given priority when possible.

B. Fleet Purchasing Procedures

1. **Fleet Coordinator:** Each Department's Fleet Coordinator shall identify the need for the requested vehicle and determine the appropriate source and amount of funding required for the vehicle purchase or lease. Except for the Police Department, the requesting departments are required to have their fleet related Proposed Level of Service forms reviewed or approved by the Fleet Manager prior to submitting their budget to the Finance Department. The Fleet Coordinator shall evaluate the Department's need for new or replacement vehicles against the following general best practice criteria:

For all new (addition to the fleet) vehicle purchase requests, the Fleet Coordinator shall verify the proposed new vehicle meets the following criteria:

- a. The vehicle type, overnight parking location, and utilization profile **must not** be able to be met by any existing Motor Pool vehicle.
- b. The requesting department **must not** have similar vehicles in their existing Fleet that have failed to meet the minimum use requirements contained herein.
- c. All new vehicle requests must provide a new or increased level of service.

For all replacement vehicle requests, the Fleet Coordinator shall verify the condition of the existing vehicle against the following minimum criteria:

- d. The vehicle is expected to sell for no less than 90% of the deployed cost of the replacement vehicle **-or-** the vehicle has an RPI of 1 or higher **-or-** the vehicle needs such major repair that Fleet is recommending replacement over repair.



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- e. There may be exceptions in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs).
 - f. Any exceptions to these criteria shall be reviewed by the Fleet Manager.
 - g. The above criteria for replacement do not apply to public safety and specialized equipment, such as heavy highway construction equipment. The Fleet Manager will consider and approve the replacement of specialized equipment on a case-by-case basis.
2. **Fleet Manager:** The Fleet Manager will review each vehicle request, provided on the appropriate budget form, to determine if the requested vehicle purchases are consistent with the Fleet Management Plan. In making this determination, the Fleet Manager will coordinate with the Fleet Coordinators to evaluate the availability of any existing vehicles, any vehicle redundancies, and other pertinent information. The Fleet Manager shall return their review and recommendations to the requesting Department for submittal in the upcoming budget.
- All new or replacement vehicle purchase requests shall be included in the City's Final Budget prior to a vehicle order being placed, unless otherwise specifically approved by the City Manager as a vehicle purchase exception.
- Replaced vehicles identified in the approved budget must be turned in to the Fleet Manager for disposal or reassignment upon receipt of the new vehicle. Vehicles that are pulled from service for safety reasons must be certified by the Fleet Manager to be safe before returning to City fleet service.
3. **Chief Financial Officer (CFO):** The CFO or designee will review each department's Fleet approved new or replacement vehicle request to ensure that there is adequate and appropriate funding prior to presenting the City Manager with budget recommendations.

C. General Vehicle Specifications

1. **All City new or replacement vehicles must comply with the following general vehicle specifications:**
 - Color – All City vehicles shall be white unless otherwise approved by the City Manager.
 - Motive power – In accordance with the City's General Plan goal PFS 8.1.8, fuel type for replacement vehicles must be considered in the following order, with each type ruled out in order based on lack of availability, fueling infrastructure, or inability to properly perform the expected mission: 1) Battery electric; 2) Plug-in hybrid electric; 3) Hybrid electric; 4) Gasoline; 5) Diesel. Experimental types may be considered for limited number pilot programs.
 - Safety equipment – All vehicles shall be ordered with all optional factory installed safety equipment; for example, automatic emergency braking systems, additional airbag restraint systems, daytime running lights, etc. This list is not meant to be exhaustive or all-inclusive.
 - Basic equipment – All vehicles shall be factory ordered with the following basic equipment: Air conditioning, power windows/locks/mirrors, keyless entry, Bluetooth, privacy glass, cruise control, and either rubber floor mats or vinyl flooring. Commercial vehicles shall be factory ordered with the following additional equipment (subject to availability): trailering package including trailer brake controller, heavy duty suspension, numerically highest available gear ratio, highest available



output alternator, highest available output starting battery(s), amber warning strobes, spray in bed/cargo liner, exterior backup alarm, and auxiliary switches.

- Optional equipment – Other factory or dealer installed equipment may be specified depending on vehicle mission.
 - Body style or type – Body style or type of vehicle purchased, i.e., sedan, SUV, pickup, etc.; shall be first and foremost dictated by a lifecycle cost analysis performed at the time of vehicle selection. The body style determined to have the lowest lifecycle cost to the City will be selected unless that body style is not physically or operationally suited to the expected mission.
 - City identification – With the exception Police, all City vehicles/equipment shall be adorned with City logos (centered on the front doors whenever possible), and City fleet numbers visible on the front left and right rear bumpers on on-road vehicles and trailers, and visible directly from the left and right sides on off-road equipment. Exceptions may be approved by the City Manager.
2. **Vehicles Purchased with Enterprise Funds:** Enterprise fund operations are required to identify major fleet purchases through the rate and fee public analysis, the annual budget process, or the needs study. All purchases shall be made through the Fleet Manager.
 3. **Non-standard Fleet Purchases:** Assignments for 4x4 drive trains should be restricted to operators that require frequent access to unimproved areas, flooding response needs and other conditions where heavy-duty activities require an upgraded drivetrain.



Section 4 – Fleet Inventory

The Fleet Manager shall maintain a current inventory of vehicles. Maintenance records and parts inventories shall be maintained using the Innovative Maintenance System's *Fleet Maintenance Pro* application or an equivalent fleet maintenance software system, and a centralized filing system for any paper files. Fleet Services shall maintain a complete set of spare keys for all City vehicles and equipment, to be stored in a secure key locker in the Fleet office.

A. Fleet Minimum Use Criteria

The purpose of minimum use criteria is to help identify vehicles that may be underused for possible reassignment for more efficient use of the vehicle, such as to a vehicle pool, or disposal if an alternative use of the vehicle cannot be determined. Prior to any action taken, the impacted department will use the process defined below to assess the vehicle and department needs. Except for public safety vehicles, the minimum use criteria are 82 full workdays or 656 work hours. Mileage alone is not a criterion.

The minimum use criteria for Police vehicles will be defined under Police Department policy and address the specific needs for public safety.

The Fleet Manager shall develop and distribute an Annual Fleet Report identifying City vehicles that have accumulated less than the minimum usage for the past twelve months of operation. This report will include Police vehicles for consideration by the Police Department Fleet Coordinator.

1. **Written Justification:** Except for Police, the Department Fleet Coordinators will, within 30 days from the date of issuance of the Annual Fleet Report, submit written justification for retaining those vehicles identified as failing to meet minimum usage criteria.

Justification information that the Departments should submit to the Fleet Manager for review includes, but is not limited to:

- a. How would the department's mission be compromised by using a pool vehicle?
 - b. What services are provided with this vehicle that cannot be provided with a pool vehicle?
 - c. What is the core function of the vehicle and how does this relate to the core function of the City?
 - d. If the vehicle is site-based or used primarily in a confined area, how many trips per day or days per month is the vehicle used?
 - e. If applicable, how many passengers are carried per month?
2. **Minimum Use Exemptions:** The following vehicles are exempt from this minimum use requirement:
 - a. Law enforcement vehicles, if the department determines that a particular vehicle needs to be retained to maintain police service levels.
 - b. Vehicles purchased with federal funds for specific federal projects.
 - c. Specialized equipment such as standby emergency vehicles, cranes, valve operating trucks, etc.



- d. Pool vehicles, if determined that a particular vehicle needs to be retained in the pool to adequately serve demand.
3. **Minimum Use Extensions:** Written extensions of 30 days may be granted for departments required to justify large numbers of underutilized vehicles.
4. **Written Waivers:** Written waivers may be granted for specific time periods on individual vehicles based on acceptance of the justification information submitted by a department.
5. **Lifetime Waiver:** A lifetime waiver may be granted for a vehicle that is deemed so unique in its function or design that a department is unable to use the vehicle for any other purpose or to rotate the vehicle within the fleet.
6. **Waiver Denial:** If the department's justification to keep a vehicle is denied, the Fleet Manager will provide written documentation to the Department Fleet Coordinator stating the department name, vehicle identification number, license plate, year, make, model, and reason for the waiver denial.

B. Excess Vehicles

The appropriate department will be notified when a vehicle has been designated as excess. The vehicle can either be reassigned or disposed of at that time as determined by the Fleet Manager. Vehicles to be disposed of will be processed as prescribed by the Folsom Municipal Code Section 2.36.220. The proceeds from the sale of excess vehicles shall be used to help replace other City of Folsom vehicles or enterprise fund vehicles depending on the original funding source for the vehicle.

C. Fleet Pool Vehicles

The City encourages the use of "pool" vehicles whenever possible. The Fleet Manager shall operate a cost-effective Fleet Pool of vehicles available for checkout by the departments. Employees that are not assigned standby or emergency response responsibilities on a regular basis are to utilize the Fleet Pool vehicles. The Fleet Pool vehicles must be used over other options, including rental vehicles and employee reimbursement for use of personal vehicles. Fleet Pool vehicles are not to be retained overnight unless approved by the Department Director or City Manager. The Fleet Manager shall be notified in advance when pool vehicles are retained overnight.

The goal of the Fleet Pool program is to operate a consolidated motor pool that meets the needs of City employees that do not have an assigned vehicle, while modeling industry best practices with regards to the management of the vehicles in the Fleet Pool program.

The Fleet Manager shall collect data necessary to benchmark fleet costs associated with fleet pools operated by the City against industry best practices and other similar agencies with private fleet operations. This data will allow for a cost and efficiency comparison and analysis. The Fleet Manager shall perform a cost comparison analysis of the Fleet Pool vehicles every two years.

The Fleet Manager will be responsible for coordinating with the Finance Department for asset management of pool vehicles such as inventories, depreciation schedules, resale values and assignment of revenues for vehicle surpluses.

D. Special Use Vehicles



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Other suitable minimum use criteria for Special Use Vehicles shall be developed by the Fleet Manager for consideration and adoption by the City Manager. Any Special Use Vehicle purchases require the approval of the City Manager. The request for a Special Use Vehicle shall be initiated by the responsible department and routed through the Fleet Manager, who will check for compliance with this Plan, for similar needs within the City, and for redundant fleet usage within the City.

E. Surplus Vehicles

The Fleet Manager may either reassign or dispose of the excess vehicles depending on the needs of the City and upon concurrence by the City Manager (Refer to Appendix C). Vehicles will be disposed of as prescribed in the Folsom Municipal Code section 2.36.220. Proceeds from the sale of Surplus Vehicles and equipment will be returned to the originating department's Equipment Replacement Fund.

Police Department vehicles that are relinquished to Fleet Management for disposal must be removed from the Confidentiality of Home Address ("cold plate") program prior to being transferred to Fleet Management. Additionally, a listing of upfit equipment to be removed from the vehicle and returned to the Police Department prior to the sale of the vehicle must be included with the vehicle at the time of transfer to Fleet Management. All equipment not included on such a list will be disposed of with the vehicle; vehicles that are not civilian legal due to installed equipment will be sold at an auction restricted to "Law Enforcement Agency Only" bidders.

Vehicles with a Fleet Replacement Priority Index rating of 1 or more will only be reassigned in the event of dire need.

F. Vehicle Leasing and Rental Requirements

Vehicles may be leased or rented from outside sources when there are no appropriate vehicles available from the vehicle pool. Leases and rentals shall be coordinated with Fleet in all cases.



Section 5 – Vehicle Use Policy

A. City Owned Vehicles

Use of City owned vehicles shall comply with the “Use of City Owned Vehicle Policy.” This Policy is attached as Appendix E.

B. Use of Privately Owned Vehicles

If the use of a City owned vehicle (Department assigned or City pool vehicle) is not practicable and/or such a vehicle is not available, privately owned vehicles may be used if authorized by the Department Director and/or City Manager. Employees using privately owned vehicles during official City business may be reimbursed at rates calculated to cover the actual, routine incurred expenses of their vehicle as adopted by the City. The CFO shall review the rate of reimbursement periodically and adjust the rate to reflect changes in the cost of vehicle operation. Claims for reimbursement shall be limited to only that mileage used during the conduct of authorized, official City business.

The use of privately owned vehicles for official City business requires prior approval that must be renewed annually (Refer to Appendix “B” Private Vehicle Use Form). Employee must demonstrate that they meet all the following criteria:

1. Each employee must certify that whenever a privately owned vehicle is used for City business, they will have a valid driver’s license and proof of liability insurance.
2. All people in the vehicle will always wear safety belts when the vehicle is in motion.
3. The Employee must maintain liability insurance for the minimum prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
4. The employee driver shall indemnify the City for any liability associated with passengers who are not employees or those being transported who are not on City business.
5. The vehicle must be adequate for work performed.
6. The vehicle must be equipped with safety belts in operating condition.
7. The vehicle must be in safe mechanical condition as required by law.

C. Reporting Accidents

Any operator involved in preventable property damage or a personal injury accident while on City business may be subject to disciplinary action. Incidents shall be investigated by the involved Department and findings submitted to the Department Director for review.

Drivers involved in any accident, regardless of scope, involving City vehicles or private vehicles operated on City business will follow these procedures:

1. Immediately report all traffic collisions, regardless of scope, to the Police Department. If outside of the City of Folsom, the driver should always notify the law enforcement agency for that jurisdiction. A police investigative report will be taken.
2. Immediately report the accident to your supervisor.



3. Notify Department Director and Fleet Services as soon as possible.
4. File a City Accident/Incident Report within 24 hours and email a copy to VehicleAccident@folsom.ca.us.
5. File a California state DMV Accident Report within 10 days if any personal injury occurred or if property damage exceeds \$1,000.
6. The Department Head shall review the circumstances of all accidents and take appropriate corrective action if necessary.
7. If the accident was preventable, the Department Director will determine appropriate corrective action in accordance with the City Personnel Rules and labor agreements. City vehicles involved in accidents will be removed from service and returned to the City's fleet shop for repair estimates and/or repairs, and Fleet will handle all insurance claims.

D. Misuse of City Vehicles

Operators of City vehicles and equipment should exercise reasonable care and caution while driving and comply with the provisions of this plan and all applicable policies and laws. City employees have an obligation to report suspected cases of vehicle misuse to their immediate Supervisor and comply with these procedures. Corrective actions for violation of this policy are the responsibility of the employee's immediate Supervisor and Department Director. Corrective actions should be progressive and consistent on a citywide basis following City Personnel Rules and labor agreements. The following conditions are considered to be misuse of City Vehicles:

1. Driving without valid California operator's license of the appropriate class for the type of vehicle being driven.
2. Permitting a person who is not a City employee to drive a city vehicle except as permitted in the "Use of City Owned Vehicle Policy".
3. Engaging in unsafe practices, including failure to use and ensure that passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
4. Personal use or conveying passengers other than persons directly involved in City business, except as permitted in the "Use of City Owned Vehicle Policy".
5. Failure to comply with any law, regulation, or policy regarding the use of City vehicles.

E. Citations

Any person acting on City business, whether or not operating a City vehicle, who is cited and convicted of a moving violation may be disciplined in accordance with Personnel Rules with progressively severe discipline for subsequent convictions. Employees who receive three (3) moving violations in any twelve (12) month period will be reviewed by the Department Director who may recommend appropriate action, including a suspension of driving for City business. In cases where driving is a job requirement, this may result in an inability to perform assigned work. The cost associated with a citation is the exclusive responsibility of the vehicle operator.

Any employee convicted of driving under the influence of an intoxicating substance while on City business, or in a City vehicle, will be subject to disciplinary action, up to and including termination.



F. Fueling

A centralized fueling facility is an important element in the City's Fleet Program to manage fuel costs, validate city use, and document vehicle mileage.

1. **Corporation Yard Facility Fueling:** Fuel is available at the City's Corporation Yard twenty-four hours a day. Please contact Fleet staff for initial access to the fueling system for new hires, access restrictions in the event of employee separations, and corrective action in the event of system errors.
2. **Use of Retail Fuel Contracts:** Contracts for retail fuel dispensing services may be considered for use on City owned vehicles using multiple vendors. These contracts will remain in place, and departments are required to use one or more of the contracted vendor cards. Fuel cards may be issued for specific vehicles, not for individual drivers. This will allow for fuel cost monitoring for specific vehicles. Exceptions to the use of retail fuel contracts require a waiver from the City Manager.
3. **Use of Premium Unleaded Gasoline:** The Corporation Yard Fueling station supplies high-octane premium unleaded gasoline. The gasoline provided at the Corporation Yard is of suitable quality for all City of Folsom gasoline operated vehicles.
4. **Use of Alternative Fuels:** The City is evaluating the use of low-emission vehicles, hybrid vehicles or other alternative fuel vehicles for use in the City's fleet inventory. This evaluation will review the cost including operational costs, maintenance issues, availability of vehicles, market trends for these vehicles, and other related matters necessary to assess the effectiveness of transitioning alternative fuel vehicles into the City's Fleet inventory. Vehicles capable of using alternative fuels will use them exclusively except in certain cases specified. Exceptions are:
 - a. Where and when the alternative fuel is not available.
 - b. The range of the alternative fuel is insufficient to complete a round trip, in which case the alternative fuel shall be used until exhausted, with conventional gasoline or diesel fuel used only to complete the trip or until the alternative fuel is available.
 - c. When the cost to operate on alternative fuel has been found to be consistently higher than conventional gasoline or diesel.
 - d. When conversion equipment is not working or is unsafe to operate, in which case timely repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel; and
 - e. When operating exclusively on an alternative fuel are contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations.

H. Qualified Non-personal Use Vehicles

A *Qualified Non-Personal Use Vehicle* is any vehicle that the employee is not likely to use more than minimally for personal purposes because of its design. Use of a *Qualified Non-Personal Use Vehicle*, including commuting, is nontaxable to the employee; and record keeping and substantiation by the



Fleet Management Plan

employee are not required by the IRS. Qualified Non-personal Use Vehicles generally include all the following vehicles:

1. Clearly marked police and fire vehicles
2. Unmarked vehicles used by law enforcement officers if the use is officially authorized.
3. An ambulance or hearse used for its specific purpose.
4. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
5. Delivery trucks with seating for the driver only, or the driver plus a folding jump seat
6. A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
7. School buses.
8. Tractors and other special-purpose vehicles.

Special requirements for the following vehicles must also be considered when assigning vehicles as a *Qualified Non-personal Use Vehicle*:

1. Qualified Specialized Utility Repair Truck - A Qualified Specialized Utility Repair truck, not including a van or pickup, is designed to carry tools, equipment, etc. permanent interior construction, shelves, racks required. The Department Director must require the employee, as part of their assigned duties, to be available and commute for emergency callouts to restore or maintain services, e.g., water, sewer, signals.
2. Clearly Marked Police or Fire Vehicles - Must be clearly marked and designated as a police or fire vehicle. Markings on a license plate are NOT considered a 'clear mark'. The Department Director must require the employee, as part of their duties, to be available for on-call services. The employee must be required by the employer to use the vehicle for commuting. The employer must prohibit personal use (other than commuting) for travel outside of the officer or fire fighter's jurisdiction.
3. Unmarked Law Enforcement Vehicles - The Department Director must officially authorize personal use, and the personal use must be incident to use for law-enforcement purposes; i.e. no vacation use. The employer must be a governmental unit responsible for prevention or investigation of crime. The vehicle must be used by a full-time law enforcement officer, i.e., officer authorized to carry firearms, except when it is not possible to do so because of the requirements of undercover work.

Generally, vans and pickups DO NOT qualify unless specifically modified to be unlikely to have more than minimal personal use as described in the guidelines below:

- A van or pickup truck with a loaded gross vehicle weight of 14,000 pounds or less. The vehicle must be clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function.
- Vans must have a seat for the driver only (or the driver and one other person) and either of the following items:
 1. Permanent shelving that fills most of the cargo area, or



2. An open cargo area and the van always carries merchandise, material, or equipment used in your trade, business, or function.
- Pickup trucks must meet either of the following requirements:
 1. Equipped with at least one of the following items.
 - a. A hydraulic lift gate.
 - b. Permanent tanks or drums
 - c. Permanent side boards or panels that materially raise the level of the sides of the truck bed.
 - d. Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles)
 2. It is used primarily to transport a particular type of load (other than over the public highways) in construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specially designed or significantly modified.

I. Anti-Idle Policy

1. Idling results in wasted fuel expenses and creates unnecessary wear and tear on vehicles.
2. All City drivers shall turn off the engine upon stopping at a destination. Drivers may not allow an engine to idle for more than 1 minute consecutively or a period or periods aggregating more than 5 minutes in any one-hour period.
3. The overview for the anti-idling policy, Appendix F, shall be prominently posted at each vehicle terminal, dispatch center, or workplace that utilizes vehicles.
4. Departments shall train and inform staff of the anti-idling policy; and investigate complaints and discipline violators.



Section 6 – Miscellaneous

A. Insurance

The City of Folsom is self-insured as a member of Northern California Cities Self-Insurance Fund (NCCSIF). Sedgwick is the current claims administrator for the City of Folsom.

A third-party insurance company provides collision, comprehensive and proof of insurance. Current proof of insurance is provided by Alliant Insurance Services, Inc. and expires on June 30th of each year. Proof of insurance and Accident/Incident Report forms are maintained in all city vehicles by each department's Fleet Coordinator (Refer to Appendix "A").

B. Performance Measures

The City's Fleet Manager will develop a series of industry standard performance measures to monitor the efficiency and effectiveness of the City's fleet (Refer to Appendix "E"). The fleet performance measures will be reported to the Public Works Director, Chief Financial Officer, and City Manager at least annually.



Appendix A: NCCSIF Accident/Incident Reporting

Northern California Cities Self Insurance Fund

In Case of Accident

DRIVER

1. Stop at once.
2. Do not accept any responsibility for the accident.
3. Take steps to prevent further accidents – park safely, set out warning devices.
4. Send for Police. If anyone is injured, ask for a doctor and ambulance.
5. Protect your passengers, your vehicle and/or cargo.
6. Obtain names and addresses of witnesses.
7. Give other driver(s) your name, address, your city's or agency's name and address, the vehicle's tag number and your operator's license number.
8. Discuss the specifics of the accident only with the police and your employer.
9. Complete the Driver's Report at the scene of the accident, if possible.
10. Telephone your employer as soon as possible in cases involving injury or serious damage.
11. Submit the completed report and accident questionnaires to your employer as soon as possible.

Appendix B: Authorization to Use Privately Owned Vehicle on City Business

I. Certification

In accordance with City Policy, approval is required to use privately owned vehicles to conduct City business.

I hereby certify that, whenever I drive a privately owned vehicle on City business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

- a. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry proof of liability insurance in their vehicles.
- b. Adequate for the work to be performed.
- c. Equipment with safety belts in operating condition.
- d. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official City business, all accidents will be reported on City of Folsom, Drivers Report of Accident form, within 24 hours.

I understand that permission to drive a privately owned vehicle on City business is a privilege which may be revoked at any time.

Driver's license Number	State	Expiration Date
Employee's Signature	Print Name	Date Signed

II. Approval

Approving Authority Signature	Title	Date Approved
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III. Renewal

I have reviewed the above certification and approved and certified that the information provided is correct and valid.

Employee's Signature	Approving Authority Signature	Date Approved
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I have reviewed the above information and approved and certified that the information provided is correct and valid.

Appendix C: City of Folsom, Key Performance Indicators

A. Utilization

1. Utilization refers to the annual usage of a fleet vehicle or equipment. Utilization can be measured in terms of either miles traveled, engine hours, or days/hours of use. The base line utilization data is the level of utilization established to generally justify ownership of any item of the fleet. Data should include:
 - a. Record item, department number/ID, description, purchase date, current odometer or hour meter reading, date of the odometer/hour meter reading, and last 12 months of the vehicle log hours.
 - b. Calculate the actual annual utilization based on:
$$\frac{\text{Current mileage/hours}}{[(\text{current date-purchase date in days}) / 365]}$$
 - c. Compare the actual utilization with the recorded vehicle log to identify any anomalies.
 - d. Establish the ratio between the vehicle use log and the actual utilization. The ratio should be constant and can be used for determining changes in activity.
2. Some typical low equipment utilizations to compare:
 - a. Loader <700 engine hours
 - b. Riding mower <500 engine hours
 - c. Service truck <5,000 miles
 - d. Field crew truck <12,000 miles
 - e. Trash collection <1,300 hours

B. Optimum Replacement Points

1. Optimum replacement points are calculated to best estimate the optimum timing, in either miles or engine hours, and time, to achieve the lowest average annual cost.
2. To develop the optimum replacement point, the following data is required:
 - a. Purchase date of the vehicle/equipment
 - b. Projected resale value over the next 10 years
 - c. Projected finance costs over the next 10 years
 - d. Projected repairs and maintenance costs over the next 10 years
 - e. Current operational downtime costs for the department (must include idled operators and others detained and standing costs for the fleet vehicle/equipment that is down)
3. The optimum replacement point in the life cycle of the fleet item can be determined by the graphic analysis of the decreasing cost line of depreciation intersecting with the increasing cost of repairs and maintenance. The actual depreciation plots will illustrate two distinct reductions in resale value. The first significant drop is immediately following the purchase. The second drop is prior to a major component overhaul, when the surplus buyer is aware of a large impending maintenance repair cost.
4. By calculating the ideal optimum replacement points for vehicles and equipment, the Fleet Manager is attaining the lowest average cost during the life cycle of the vehicle or equipment.

C. Life Cycle Costs

1. Once the Optimum replacement point has been established, the whole life cycle cost can be determined. Data required to determine life cycle costs are:
 - a. Straight line annual depreciation, to an anticipated residual
 - b. Finance or opportunity costs
 - c. Operating costs – tires, fuel, repairs, and maintenance
 - d. Fixed costs – overhead recovery, insurance, wages, license, inspections, emissions testing, taxes
2. The whole life cycle cost will determine how much of the equipment's annual cost will be based on annual utilization and an optimum replacement point that has been established. The annual costs calculated will provide a projected annual cost for the life of the vehicle/equipment.
3. An FMIS system can be used to develop whole life cycle costs and provide an estimate of the total cost of an item.
4. By dividing the annual cost by the operational hours (vehicle log) used as a charge rate to the department, an internal charge out rate (use rate) can be determined. When these rates are applied, they will provide the appropriate recovery of cost to a vehicle replacement reserve to fund fleet replacement at the optimum time.
5. With knowledge of whole life cycle costs, the Fleet Manager can provide:
 - a. Annual maintenance budget
 - b. Annual replacement reserve costs
 - c. Annual operational costs
 - d. Internal use rates for vehicles and equipment

D. Downtime Costs

1. Downtime costs are often a significant hidden cost of the total fleet management costs.
2. Fleet downtime costs have two significant components:
 - a. **Lease or rental rate of a replacement** - This includes the cost of holding additional equipment or vehicles to compensate for the mechanical downtime on other vehicles or equipment. Short-term rental of vehicles or equipment may include on-site and off-site charges, and these too need to be included in the total rental costs. Including the cost of providing an alternative vehicle or equipment to use within the optimum replacement calculation will ensure that the real costs of downtime are determined.
 - b. **Fixed costs related to the loss of an operational vehicle or equipment on a specific task** - The fixed costs of a vehicle or equipment are the costs incurred irrespective of ownership. These include license, insurance, taxes, finance costs, and depreciation. In addition to the fixed costs related to the department, the cost of downtime must be determined, subject to the operator allocated to another work order or job while the vehicle or equipment is down. If the task was short in duration or menial, there is a net loss of productivity which is a down time cost. Rearranging tasks for crews due to downtime costs management time, in addition to employees travel time to and from breakdowns. All these items need to be associated and allocated as a fixed cost associated with downtime for every vehicle and equipment item.

"use" would be better here.

3. Through continuous monitoring and recording of downtime, and its cause, the Fleet Manager will establish a reasonable cost associated with that downtime. Once the cost of downtime is accurately established, preventive maintenance planning, operator training and optimum replacement of fleet can be accurately calculated to obtain the lowest operational cost.

E. Maintenance Failure Records

1. Maintenance failure records are critical to the efficient management of fleet. Department managers tend to accept failures of vehicles and equipment as a part of the operation. However, considering the cost of failures through downtime and repair costs, each incident should be investigated and the reason for failures determined.
2. Failure awareness will enable the Department managers to develop a proactive approach to staff training and correct operation of a vehicle or equipment and its application. Improvement in these areas will reduce the cost and make the equipment or vehicle available for use with reduced downtime.
3. The Fleet Manager and Department Coordinators shall record the failures of fleet vehicles and equipment and allocate the cost of these failures to each appropriate category. Categories include failures due to:
 - a. Lack of daily maintenance, no greasing, no daily checks carried out, or tire damage caused by incorrect tire pressure.
 - b. The age of the vehicle or equipment.
 - c. The operational requirement of the vehicle or equipment.
 - d. Design fault. Normally appears during the warranty period.
 - e. Operator inattention or inexperience while operating the vehicle or equipment.
4. Through the records of these failures, the Fleet Manager will be able to implement planned maintenance, training, or simple procedures to reduce the impact of these failures on fleet use.

F. Flat Rate Repair Times

1. Flat rate repair times refer to an adopted industry standard for the expected repair time for a maintenance task. The term is applied by the vehicle repair industry to every task undertaken in the repair and maintenance of vehicles and equipment.
2. Maintenance flat rates are an excellent benchmark for the establishment of labor rates. Experience has shown that without flat rates and audit procedures to control repair labor, fleet managers are likely to find maintenance costs excessive.
3. Service manuals supplied by manufacturers normally have flat rates recommended for every service. Automobile associations also normally have excellent guidelines for flat rate recommendations.

Appendix D: City of Folsom, Assignment of City Owned Vehicles Policy

I. Effective Date of Policy

This Policy is effective upon signature of the City Manager.

II. Purpose

This policy shall govern the use of City owned and operated vehicles.

III. Scope

This policy shall apply to all City employees, designated volunteers, consultants, contractors, and other individuals performing approved City Government functions.

IV. Assigned Vehicles

Assigned vehicles include those vehicles that are not part of the City Fleet Motor Pool and are assigned to a specific City employee or position within the City.

- A. City owned vehicles shall only be used for City business except for the Police Chief. Other exceptions require approval by the City Manager.
- B. Department Directors shall identify those employees, if any, which shall be assigned the use of a City owned vehicle on an on-going basis. Such determination shall be based solely on the needs of the City. The City Manager must approve all assigned vehicles.
 1. Employees not assigned the use of a City owned vehicle may have access to a City Fleet Motor Pool vehicle.
 2. Employees may use a City Fleet Motor Pool vehicle only if the employee has a valid California driver's license (appropriate class for the vehicle to be operated) *and* such use is approved in advance by the employee's Department Director.
- C. Regular or periodic transportation, by an employee who is assigned a City owned vehicle, to and from the employee's home may be permitted when such transportation is determined to be in the best interest of the City by the employee's Department Director. In determining the assignment of an assigned City owned vehicle, the Department Director shall use the following criteria:
 1. City employees who, by nature of their specific job duties, would be required to respond directly from their home in an emergency or disaster situation. This includes, but is not limited to, specialized vehicles, such as emergency response vehicles, vehicles with specialized equipment or warning lights, etc.
 2. Department Directors or administrative employees whose official duties require response in emergency situations, higher than normal need for continuous availability to the public, frequent public meetings beyond normal working hours, and/or frequent duties away from their established work area.
 3. Employees residing outside the City boundary, who are beyond a 50 miles travel distance for emergency response (as gauged during normal non-rush hour commutes), may not regularly take home a City owned vehicle.

D. City employees who are authorized by their Department Director on specific and appropriate occasions to travel directly from their home to meetings, training, distance work site, etc., may take a City owned vehicle home on a temporary basis. Such assignments must be approved in advance by the Department Director. Any assignment exceeding seven (7) calendar days is subject to approval by the City Manager.

E. General Provisions:

1. City owned vehicles shall only be operated by City employees or elected City officials who are at least 18 years of age and possess a valid California Operator's License for the vehicle class to be operated.
2. City "employees" means permanent, probationary, and temporary employees.
3. Assigned vehicles are subject to the City's policies and procedures established in the Fleet Management Plan.
4. Designated volunteers, performing approved City government functions, may operate a City owned vehicle if such operation is deemed to be in the best interest of the City. Volunteers using City owned vehicles are required to complete a training and certification program as designated by the Department Director.
5. An assigned City owned vehicle may be used by a City employee to transport non-city employees if such transportation is consistent with the business use of the City owned vehicle. No City employee family member may operate or be a passenger in a City vehicle unless the family member is a City employee on City business.
6. The City Manager is responsible for approval of all assigned City owned vehicles. The Department Director shall provide the City Manager with written justification for each permanent home assigned vehicle prior to assignment of the vehicle. Such justification shall be updated annually at the beginning of each fiscal year.

V. Policy Exceptions

- A. The City has the right to add to, delete, or amend this policy at any time. The City Manager reserves the right to make an exception to this policy if the City Manager believes such an exception is in the best interest of the City. The City Manager reserves the right to withdraw the approval of any employee to drive a City vehicle.
- B. Vehicle assignments made prior to the effective date of this policy, the date signed by the City Manager, shall remain in effect subject to employment with the City, transfer to a different position, or change of official residence that is located outside the travel time limit established in this policy.

Appendix E: City of Folsom, Use of City Owned Vehicles Policy



CITY OF FOLSOM, CALIFORNIA CITY POLICY

SECTION:	400: Operational	TITLE: Use of City Owned Vehicles Policy
NUMBER:	402	
PAGE(S):	2	EFFECTIVE DATE: 08/19/2013

I. PURPOSE

This policy shall govern the use of City-owned vehicles.

II. GENERAL POLICY PROVISIONS

- A. City-owned vehicles shall only be used for City business.
- B. City Department Heads shall determine those employees, if any, which shall be assigned the use of a City-owned vehicle on an on-going basis. Such determination shall be based solely on the needs of the City.
 - 1. Employees not assigned the use of a City-owned vehicle pursuant to Paragraph II.B. above may have access to a city "pool" vehicle.
 - 2. Employees may use a City "pool" vehicle only if the employee has a valid California driver's license (appropriate class for the vehicle to be operated) *and* such use is approved in advance by the employee's Department Head.
- C. Stops for rest and/or meal periods by an employee who is operating a city-owned vehicle assigned by his/her Department Head are considered incidental and therefore permitted.
- D. Regular or periodic transportation by an employee assigned a City-owned vehicle to and from the employee's home may be permitted when such transportation is considered to be in the best interest of the City by the employee's Department Head.
- E. Employees who live more than 50 miles outside City boundaries may not regularly take a City-owned vehicle home.
- F. City Employees/Officials
 - 1. City-owned vehicles shall only be operated by City employees or elected City officials.
 - 2. City "employees" means permanent, probationary and temporary employees.

3. Volunteers, consultants, contractors, and other individuals performing approved City government functions, may operate a City-owned vehicle if such operation is deemed to be in the best interest of the City by the City Manager.

4. An assigned City-owned vehicle may be used by a City employee, or an individual approved pursuant to Paragraph II.F.3. above, to transport non-city employees if such transportation is incidental, occasional and unavoidable, or if such transportation is consistent with the business use of the City-owned vehicle.

G. No person may smoke or use any tobacco product in or within 10 feet of a city vehicle.

III. POLICY EXCEPTIONS

The City has the right to add to, delete or amend this policy at any time. The City Manager reserves the right to make an exception to this policy if the he/she believes such an exception is in the best interest of the City. The City Manager reserves the right to withdraw the approval of any employee to drive a City vehicle.

IV. ANNUAL REVIEW

Each Department Head shall submit a list of City-owned vehicles regularly assigned to City employees as part of the annual budget review. This list shall contain an accompanying business reason for each assignment.

V. APPLICATION

This policy shall apply to all City employees, volunteers, consultants, contractors, and other individuals performing approved City Government functions.

APPROVED BY:



Evert Palmer, CITY MANAGER

Revision Summary – 01/25/2002

- New Policy
- Revised 09/13/2011
- Revised 08/19/2013, reissued with new format

Appendix F: City of Folsom, Vehicle Anti-Idling Policy

I. Effective Date of Policy

This Policy is effective upon signature of the City Manager.

II. Purpose

This policy shall limit the idling of City owned and operated vehicles. The California Air Resources Board (CARB) regulation 13 CCR § 2485 limits unnecessary idling for diesel fueled commercial vehicles. The regulation states that “No vehicle subject to this section shall idle for more than 5 consecutive minutes at any location.”

This policy extends this requirement throughout the vehicle fleet, including on-road and off-road light, medium, and heavy-duty vehicles.

All City vehicle idling is limited to five consecutive minutes or less.

III. General Procedures

All drivers of City vehicles or private vehicles while on City business shall turn off the engine upon stopping at a destination. Drivers may not allow an engine to idle at any location for more than 1 minute consecutively or a period or periods aggregating more than 5 minutes in any one-hour period.

Departments are responsible for labelling in-use off-road diesel vehicles with a dashboard label reading: THIS ENGINE MAY NOT IDLE FOR MORE THAN 5 MINUTES PER CARB REGULATION.

Employees that wish to report non-compliant idle activities in vehicles should contact their supervisor. Violators of the policy will be subject to disciplinary action.

IV. Exceptions

The idling limit does not apply to:

- A. Idling when queuing that at all times is beyond 100 feet from any restricted area.
- B. Idling to verify that the vehicle is in safe operating condition as required by law and that all equipment is in good working order, either as part of a daily vehicle inspection or as otherwise needed, provided that such idling is mandatory for such verification.
- C. Idling for testing, servicing, repairing or diagnostic purposes, including regeneration or maintenance of the exhaust emission control device during engine idling when the dashboard indicator light, if so equipped, is illuminated indicating that regeneration or maintenance is in process.
- D. Idling when positioning or providing a power source for equipment or operations, other than transporting passengers or propulsion, which involves a power take off or equivalent mechanism and is powered by the primary engine for:
 - a. Controlling cargo temperature, operating a lift, crane, pump, drill, hoist, mixer, or other auxiliary equipment.
 - b. Providing mechanism extension to perform work functions for which the vehicle was designed.
 - c. Collection of solid waste or recycling material authorized by contract, permit, or license by a local government.

- E. Idling required to bring the machine system to operating temperature, as specified by the manufacturer.
- F. Idling necessary to ensure the safe operation of the vehicle.

V. Allowable

Allowable idling includes:

- A. Idling when vehicle must remain motionless due to traffic conditions, an official traffic control device, or an official traffic control signal for which the driver has no control, or at the direction of a peace officer.
- B. Idling due to immediate adverse weather conditions affecting the safe operation of the vehicle or due to mechanical difficulties over which the driver has no immediate control.
- C. Idling when operating equipment such as a wheelchair or people assist lift as prescribed by the Americans with Disabilities Act.
- D. Idling while in immediate response to a disaster event, crime scene, or other official law enforcement activity.
- E. Idling to support or create a traffic control signal or directional indicator.

