

Sustainable Vehicle Fleet Policy

City Council Policy #CC-20-011

Adopted March 26, 2020

Resolution No. 6552



Purpose
To accelerate greenhouse gas emissions reduction due to the climate emergency and improve San Francisco Bay Area air quality, through the increased adoption of zero-emission vehicles in municipal fleet.
Authority
This policy will set forth the acquisition process for municipal fleet vehicles and outline practices to reduce greenhouse gas emissions related to fleet operation.
Background
<p>In December 2019, City Council signed Resolution No. 6335 declaring a climate emergency which demands accelerated actions to address climate change. Menlo Park's climate action plan describes strategies and goals to urgently respond to this climate emergency, such as the acquisition of sustainable products over conventional products. Sustainable products have environmental benefits, such as greenhouse gas emission or waste reduction which do not easily translate to an economic value.</p> <p>The City recognizes internal combustion engine (fossil fuel) vehicles are a large source of greenhouse gas emissions. The City currently manages a fleet of vehicles to provide specialized services to the community which are primarily internal combustion engine (fossil fuel) vehicles. However, recent advancements in zero-emission vehicles (ZEVs), such as increased market availability, travel range, regenerative braking, and more spacious compartments have expanded the capabilities of ZEVs so that more City work applications can be met with these vehicles. The zero-emission vehicle market is not as large as the internal combustion engine vehicle market, but it is growing rapidly. The ZEV market is predicted to offer products that meet 40 percent of current fleet needs by 2025.</p>
Policies and procedures
<p>The City of Menlo Park is committed to improving the San Francisco Bay Area's air quality and reducing greenhouse gas emissions by instating the following practices:</p> <p>A. Reducing vehicle fleet tailpipe emissions through:</p> <ol style="list-style-type: none">1. Establishing a "ZEV First" commitment for fleet vehicles that emit no tailpipe emissions from the onboard source of power.2. Purchasing zero-emission vehicles (ZEV) as a first option priority for the municipal fleet even if comparable fossil fuel vehicles cost less to purchase.3. Committing to a minimum of 50 percent of ZEVs for total vehicle purchases by 2025 and 75 percent by 2030.4. Actively seeking vehicle fleet grants to purchase ZEVs.5. Requiring the installation of electric vehicle charging infrastructure at the time of vehicle purchase, as appropriate considering economic and resource constraints, to support the annual purchase of ZEV.6. Commit to test, evaluate, and, where feasible, acquire ZEVs for medium- and heavy-duty vehicle categories. <p>B. Implement the "ZEV First" commitment using the following process and procedure:</p> <ol style="list-style-type: none">1. ZEV purchases shall be prioritized over comparable vehicles powered by internal combustion engines utilizing fossil fuels, flex-fuel, or bi-fuel vehicles powered by petroleum-based fuels (gasoline) and other alternative fuels, such as ethanol or renewable diesel.2. Exemptions to purchasing a ZEV include:<ol style="list-style-type: none">i. No viable ZEV option is available in the current vehicle market; ORii. The ZEV does not meet performance needs to provide services, including but not limited to, public safety, vehicle capabilities, and emergency response functions; ORiii. No fueling infrastructure is available or planned to be completed within six months of vehicle purchase.3. If an exemption to a ZEV purchase is pursued, the following priority structure will be used in considering a replacement vehicle:<ol style="list-style-type: none">i. Defer purchasing a vehicle if a ZEV market option will be available and/or infrastructure will be installed in less

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than three years.

- ii. Lease plug-in electric hybrid vehicles if available in the market, or the less preferable option is to purchase.
- iii. Lease hybrid-electric fuel vehicles if available in the market, or the less preferable option is to purchase.
- iv. Lease an internal combustion engine (fossil fuel, flex-fuel or bi-fuel, ethanol, renewable diesel, etc.) vehicle, or the less preferable option is to purchase.

C. Fuel consumption

- 1. Reduce fossil fuel (gasoline and diesel) consumption 5 percent annually relative to baseline fuel consumption for fund year 2018-2019, and review at year end to take into account potential growth in fleet size.
- 2. Reduce miles driven annually by fleet vehicles through route optimization, utilizing GPS (Global Positioning System) devices or route optimization specific software.

D. Vehicle operations

- 1. Promote reduced idling, trip reduction, routing efficiency, and use of city bicycle fleet and public transportation to City departments.
- 2. Reduce fleet size by removing under-utilized vehicles, reviewing annually, from the fleet or through reassignment in place of additional units.

E. Cost effectiveness and performance

- 1. Seek grants, rebates, and other financial incentives and funding opportunities to use in purchasing ZEVs and/or implementing electric charging or refueling infrastructure.
- 2. Identify opportunities and the financial resources needed to replace older fleet equipment with zero-emission equipment.

F. Monitoring and reporting

- 1. Each fiscal year through the annual budgeting process, staff shall:
 - i. Prepare an annual replacement assessment which will include budget estimates for zero-emission vehicles replacement, including the cost of necessary electric charging or refueling infrastructure;
 - ii. Report any other actions taken to support or enhance the City's sustainable fleet policy.
- 2. Enhance fleet management systems and implement new technology with emphasis on reducing fossil fuel (gasoline and diesel) consumption and reviewing the City fleet annually to ensure each vehicle replacement purchase is necessary.

Legislative history

Action	Date	Notes
Adopted	March 26, 2020	Resolution No. 6552