



- City Council
- City-Wide
- Department

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Fleet Purchasing Policy

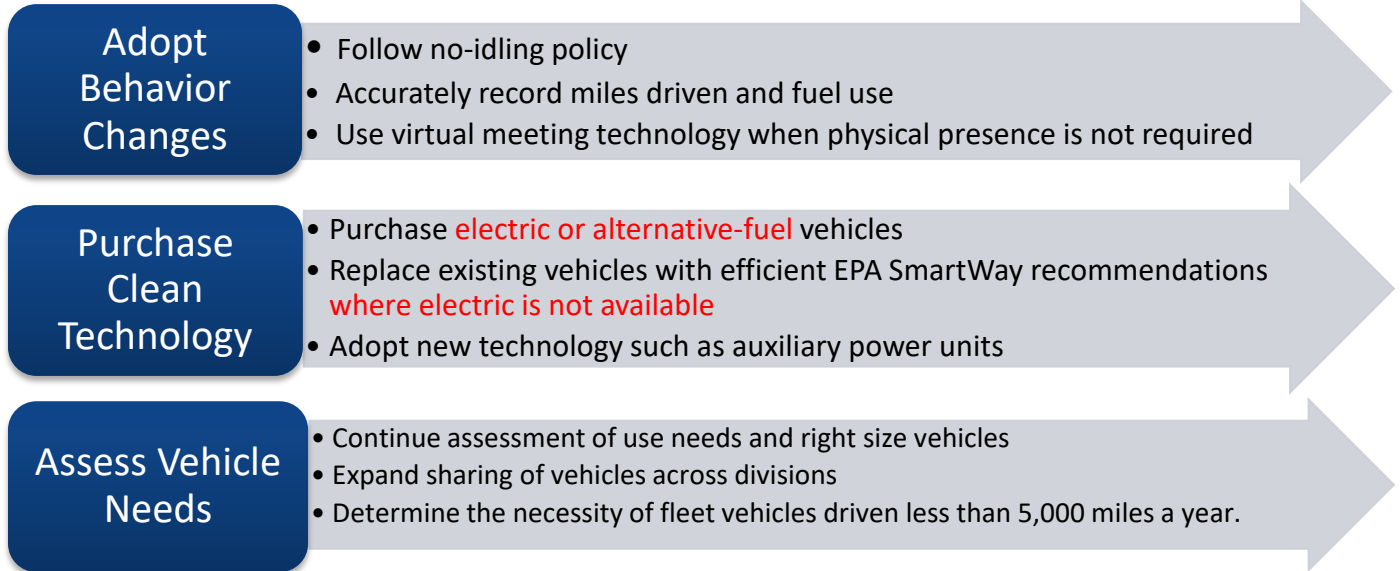
Objectives:

- 1) Environment: Meet greenhouse gas (GHG) emission reduction goals set out by City Council.
- 2) Equity: Reduce the community's exposure to harmful pollutants in vehicle exhaust.
- 3) Economy: Better steward funds that the City receives from taxpayers.

Purpose: To curb the impact of climate change and improve air quality, Council has set emission reduction goals for the community and has asked City Operations to lead by example. With the transition to renewables in the energy sector, transportation is the largest greenhouse gas-emitting sector in the nation and the state of Minnesota. Switching to low or no-emission vehicles and equipment, and adopting additional procedures to reduce vehicle miles traveled, is needed to lower the emissions from fleet transportation. In line with the 2021 Council-approved Climate Action Plan, this policy sets a 30% emissions reduction goal by 2025. Reducing the ~1,500 metric tons CO₂e emissions from fuel use in 2016 to ~1,000 metric tons CO₂e from fuel use by 2025 will be achieved by increasing average miles per gallon (MPG) at the vehicle, department and citywide level. Further, the Climate Action Plan outlines specific actions required of the City fleet and equipment to meet the City's 2030 greenhouse gas emission reduction goal of 45% from 2019 levels, and to achieve net zero emissions by 2050. These actions are:

- Require 100% of new light-duty City fleet vehicles to be electric vehicles, or use no-carbon alternative fuels by 2030, and 100% of new medium and heavy-duty city fleet vehicle purchases to be electric, use no-carbon alternative fuels, or meet high-efficiency standards, by 2040.
- Replace City off-road and lawn equipment with electric and low-carbon fuel alternative options at the time of replacement with traditional internal combustion engine (ICE) as optional requiring proof of need.

Departments will implement recommendations laid out in the Green Fleet Recommendation Report published August 3, 2018. **Below are the 3 strategies and 9 actions in this policy to support fuel efficiency and a reduction in fuel use.** Department leadership are accountable to increase their assigned fleet's fuel efficiency (measured in miles per gallon (MPG) every year) and reducing overall fuel use. Employees driving the fleet are responsible for improving MPG.



Purchasing process – at the time of replacement:

- Review vehicle mileage or equipment use to determine the vehicle or equipment is needed. Vehicles driven less than 5,000 miles per year will require a conversation to confirm need.
- Review electric options for replacement. Determine that an electric option meets the business need, and that cost does not exceed 100% of a like-for-like replacement.
- Determine if an exception is needed, based on exception reasons outlined in Phase 2 of this policy.
- Communicate with Sustainability Division to request support researching options, or to request Conservation and Sustainability Funds to offset cost of electric option (funds available to cover 50% of the premium over a like-for-like replacement).
- Complete Request for Purchase in Munis for Council submission
- Once approved, communicate with Sustainability Division to request any charging infrastructure needs.

Enforcement discussion:

Department and Division managers and supervisors are responsible to ensure that their staff know about and understand the green fleet policy. They are also responsible for enforcing this policy. New hires will be trained on the policy as part of their on-boarding process even if they do not regularly operate an assigned vehicle. The Equipment Operations division will share quarterly reports with employees and include miles per gallon, miles driven, and variances to goals at a minimum. Department Directors will demonstrate progress by reporting quarterly fuel use and MPGs to the Executive Leadership Team, as part of their performance measures.

Measurement and Reporting:

- Department-level tracking to the three goals will be published on the City's website and in the budget book on an annual basis. Specifically, fuel use, time spent **idling**, efficiency achieved through equipment replacement or adaptation, and annual miles driven to justify vehicle retention.
- MPG for every vehicle must be calculated every quarter by the fleet operations department and sorted according to departments before being reported to the Directors, their leads, and the Sustainability Coordinator
 - o Miles per gallon achieved must be compared for either the entire year, or for a similar period to account for seasonal variations.

Phase I - No Idling Policy (adopted 2018, amended 2021):

Policy: City of Edina vehicles are not to be left running for longer than 5 minutes while unattended or parked.

Policy Exceptions:

- 1) When necessary, vehicles occupied in the course of public safety activities or involved in an emergency response
- 3) Idling when necessary to operate equipment including to prevent the freezing or overheating of temperature sensitive supplies, equipment, and samples
- 4) Vehicles standing in traffic
- 5) When needed to provide a healthy climate for personnel only during extremely hot or cold weather (Greater than 80 degrees and less than 32 degrees Fahrenheit)

All operators should use common sense in City vehicle operations in the case of uncertain situations, while taking into consideration fuel efficiency and safety.

Phase 2 – Purchase Clean Technology (adopt 2021):

Policy: Any new vehicle request for purchase must replace existing vehicles with a fuel efficient alternative or demonstrate the business need for an exception based on exception criteria below. The goal is 30% or greater efficiency. Any new vehicle purchase request must demonstrate that the purchaser has reviewed relevant options for an electric vehicle replacement, a hybrid vehicle replacement, and/or a higher mileage efficiency replacement than the existing vehicle. Vehicles procured from the City's impounded vehicles inventory are subject to these same requirements. Conservation and Sustainability Fund dollars are available to offset additional costs incurred by purchasing a more fuel-efficient vehicle than is being replaced.

Large equipment and commercial vehicles: Existing efficiency calculators often cannot account for large equipment or commercial vehicles. To demonstrate progress toward emissions reduction goals, a best guess estimate of improvement for these equipment purchases can be used to determine if a purchase meets the intent of the Green Fleet policy.

Purchasing best practice: Purchases need to follow the City's Purchasing Policy requirements for quotes and

bids. In addition to individual quotes or bids, purchasers should explore purchasing through a national association purchasing alliance or a state, county or other cooperative created by a joint powers agreement that the City of Edina is a part of in order to meet Council emission reduction goals.

Policy Exceptions: The Green Fleet Recommendation Report sets out actions and technologies that are new to city operations. Some technologies may be delayed, other practices may be tested and found to not meet safety or work needs. Exceptions to the fleet recommendation include:

- 1) A new technology is delayed or;
- 2) A new technology is tested and does not meet safety or performance needs or;
- 3) Cost of new technology exceeds estimation by 100% and Engineering Director approves exception

Policy exceptions must be discussed with Equipment Operations Manager, Department Director, Sustainability, and Finance during the City budget process when determining the next round of vehicle replacements. Exceptions must be confirmed by external partners. For example, a new technology delay can be confirmed by the manufacturers press release. Or a tested technology not meeting needs can be confirmed by another city testing the technology. If an exception is requested, the group will discuss other options to still meet the goal and the Department Director will commit to a new action. Exceptions will be documented in the Equipment Replacement Schedule and copied to the Request for Purchase Form.

Assess Vehicle Needs (Pilot 2021):

Policy: Vehicles which are used less than 3,000 miles a year and less than 50% of the time (20 hours a week) by a single user will be transitioned to City-wide pool vehicles. Vehicles used between 3,000-5,000 miles a year and less than 75% of the time (30 hours a week) will be transitioned to Department or Division pool vehicles. City-wide pool vehicles will be available for anyone requiring a car for official use. Use of Department pool vehicles is prioritized to a particular Department but can be available city wide after connecting with the particular Department.

2021 Pilot: Departments housed at City Hall will participate in a pilot vehicle pool program in 2021. Pilot results will be reviewed for efficacy and opportunity for expansion in Q1 2022. Vehicles will be available to “check out” by the day, and keys will be held at City Hall receptionist desk. Two vehicles from Buildings, one vehicle from Communications, one vehicle from Public Health and one vehicle from Assessing departments will be a part of the pilot. “Owner” Departments will have priority in using that vehicle during this pilot.

Employees are responsible to keep vehicles supplied with at least half a tank of fuel, clean interior and exterior as needed, and raise any maintenance concerns with Equipment Operations Manager.

Policy Exceptions: Vehicles used for public safety operations will not be considered for pool vehicle participation.

Phase 3 – Electrify vehicle and equipment fleet to meet CAP Goals (adopt 2022):

Policy:

- Require 100% of new light-duty City fleet vehicles to be electric vehicles, or use no-carbon alternative fuels by 2030, and 100% of new medium and heavy-duty city fleet vehicle purchases to be electric, use no-carbon alternative fuels, or meet high-efficiency standards, by 2040.
- Replace City off-road and lawn equipment with electric and low-carbon fuel alternative options at the time of replacement with traditional internal combustion engine (ICE) as optional requiring proof of need. Meet 2030 and 2040 goals based on equipment size.

Purchasing best practices: See Phase 2

Policy Exceptions: See Phase 2

Roles & Responsibilities:

- Equipment Operations Division
 - Meet annually to agree on vehicle replacement list with Finance, Sustainability and Department Directors;
 - Research most efficient vehicle replacement option;
 - prepare one-pager (or something like it) comparing like-for-like, most efficient option, and next highest efficient option if there are concerns about health and safety, performance or price. See fueleconomy.gov for support
 - Request CAS funding;
 - Meet quarterly to raise questions or concerns on upcoming vehicle replacements with Administration and Sustainability;
 - Writes Request for Purchase for Council packet
- Sustainability Division
 - Meet annually to agree on vehicle replacement list with Finance, Equipment Operations, and Department Directors;
 - Meet quarterly to raise questions or concerns on upcoming vehicle replacements with Administration and Equipment Operations;
 - Set annual and quarterly meetings;
 - Assist Equipment Operations Manager in vehicle research and Council RFP report writing;
 - Review CAS funding requests;
 - Review quarterly fuel and mileage reports sent from Fleet Operations to Department Directors;
 - Update online environment performance dashboard with emissions data;
 - Report to Council annually on emissions reduction progress
- Requesting Department
 - Meet annually to agree on vehicle replacement list with Finance, Equipment Operations, and Sustainability;
 - Seek policy exceptions at this point
 - Review electric vehicle replacement option proposal for health and safety, performance and price;
 - Submit materials to Equipment Operations Division who writes Request for Purchase for Council packet

Timeframe	Action	Sub-Action	Outcome	Responsible
Oct-Dec, Annually	Meet to agree on vehicle replacement list for upcoming year	<ul style="list-style-type: none"> - Price vehicle replacements, reconcile with budget - Anticipated exceptions should be agreed to at this point - One page per vehicle with like:like & most efficient comparisons - Agree on replacement priority for Q1, 2, 3 and 4. 	<ul style="list-style-type: none"> - Vehicle replacement list - Most efficient options identified - Exceptions addressed - Estimated CAS investment - Estimated emissions impact 	Equipment Operations Manager, Sustainability, Finance, Department Directors
Quarterly	Meet to review upcoming replacements	<ul style="list-style-type: none"> - Review new technology - Review outstanding questions - Review any new vehicle purchase requests outside regular budget process 	Council Request for Purchase reports	Administration, Equipment Operations, Sustainability
Quarterly	Run reports on fuel use and efficiency, distribute to Dept. Directors		Fuel use and efficiency reports to Dept. Directors	Equipment Operations Manager, GIS
Quarterly	Report on goal progress		Regularly track progress and adjust actions to improve	Dept. Directors, ELT, Sustainability

