



# Administrative Regulations

Number AR 37-1  
Issue 1

**Subject: Battery Electric Vehicle and Infrastructure Policy**

## **I. Purpose**

This administrative regulation is intended to maximize the use of Battery Electric Vehicles (BEVs) in the City fleet in order to reduce emissions. In the sedan market, BEVs offer fuel and maintenance cost savings and significant environmental benefits without compromising performance. As BEV technology advances, this regulation can apply to other classes of vehicles as well.

## **II. Scope**

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## **III. Introduction**

In order to increase sustainability of the City's fleet, conventionally fueled light duty vehicles will be replaced with battery electric vehicles wherever possible and following any required approval processes. Medium duty vehicles and heavy duty vehicles will also be considered for BEV, along with other alternative fuel options.

## **IV. Standards for Replacement**

Sedans are to be replaced with BEVs unless an exception to policy is approved. This applies to both regular vehicle replacements and to new vehicles requested through budget enhancements. Any exceptions to this policy must be approved in writing by the Battery Electric Vehicle Task Force, which includes the City Manager's Office. Exceptions will be based on justified operational needs or BEV/infrastructure non-availability. Current fleet vehicles (eligible for BEV replacement) will generally not be replaced before the end of their service life,

unless certain exceptions exist including but not limited to vehicle rotation between departments, poor vehicle condition, extensive repairs needed, and the like.

If a sedan cannot be replaced with a fully electric version, a Plug-In Hybrid Electric Vehicle (PHEV) replacement will be considered. A conventional sedan will not be purchased if an electric or hybrid version is available at reasonable cost and will meet operational needs.

#### **V. Replacing Current Sedan Fleet with BEVs**

Sedans are priority candidates for BEV replacement due to their extensive market availability and proven performance. The City currently has eligible non-safety sedans assigned to various departments and two motor pools. Conversion of these sedans to BEV is scheduled to begin in 2018 and be completed in 2022, as they become due for replacement. In order to ensure an efficient transition and minimize infrastructure costs, all eligible sedans at a single location will be replaced at the same time. If necessary, eligible vehicles (at that location) that are not yet due for replacement will be traded with departments whose eligible vehicles are due. As more types of vehicles become available as BEVs, this practice may expand.

#### **VI. Converting Trucks and Other Vehicles to BEVs**

Conventional and hybrid light, medium, and heavy duty vehicles and equipment shall be considered for replacement with BEVs as they reach the end of their service life. This does not include emergency response apparatus, but does include Sport Utility Vehicles (SUVs), as SUVs can often be slightly downsized into BEVs. Eligibility considerations will include operational need, range, vehicle and infrastructure availability, and cost. Vehicles that are not eligible for BEV replacement may be eligible for hybrid or PHEV replacement.

#### **VII. Infrastructure**

Installation of chargers for City vehicles will be coordinated with installation of public or workplace chargers and any new construction or significant renovation of City facilities. Making additional parking spaces ready for chargers in anticipation of growth should also be considered when planning infrastructure. Cost per parking space is much lower when infrastructure is installed for multiple spaces and/or completed along with other construction.

#### **VIII. Funding**

In many cases, grants will be available to fully or partially cover the cost of BEV infrastructure and equipment, as well as the cost of the BEVs themselves. If grant funding is not sufficient and the installation is being done in conjunction with a

Capital Improvement Project (CIP), Public Works will be responsible for including funding in the CIP and the using department will be responsible for identifying funding if possible. If, after exhausting all avenues, funding is not available, infrastructure projects and vehicle purchases will be deferred until they can be funded.

## **IX. Emergency Use and Charging of BEVs**

As electrical power may not be available in a disaster, alternate means to charge BEVs will need to be developed. As this is dependent on the number of BEVs in the fleet, an emergency charging plan will be developed at a future date.

## **X. Roles and Responsibilities**

### **Fleet Services:**

- Vehicle specification and procurement
- Ongoing maintenance and service of vehicles
- Coordinating ongoing BEV Task Force meetings
- Funding City vehicle chargers (purchase and maintenance)
- Billing using departments for charger replacement and maintenance

### **Public Works:**

- Infrastructure planning
- Including electric vehicle infrastructure in Capital Improvement Projects
- Installing chargers and infrastructure and coordinate ongoing maintenance
- Managing contract(s) for all City chargers and billing Fleet Services for costs pertaining to City vehicles (charger maintenance and replacement)

### **Office of Sustainability:**

- Workplace and/or public charging integration, related policies, and marketing of these efforts

### **Using Departments:**

- Paying cost of electricity used by vehicles/chargers
- Reporting problems with chargers to their Administrative Officer, who will report to Public Works as soon as reasonably possible
- Managing any sharing of City vehicle chargers with workplace charging
- Identifying funding for new BEV infrastructure projects when not available through grants or other sources

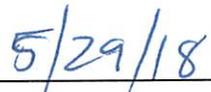
## **XI. Definition of Terms**

**Alternative Fuel:** A fuel other than gasoline or diesel. BEV, PHEV, and conventional (non-plug-in) hybrids are all considered alternatively fueled.

- BEV: Battery Electric Vehicle, fully powered by electricity.
- PHEV: Plug-In Hybrid Electric Vehicle, powered by a combination of battery and fueled engine. Capable of being plugged in, unlike conventional hybrids.
- Light duty vehicle: Vehicle with gross vehicle weight rating of 10,000 lb or less; passenger car, SUV, or light pickup truck, such as Ford F-150 or F-250.
- Medium duty vehicle: Vehicle with gross vehicle weight rating of 10,001 – 26,000 lb; large van or medium truck, such as Ford F-550.
- Heavy duty vehicle: Vehicle with gross vehicle weight rating of 26,001 lb or more; heavy truck, such as refuse truck.

APPROVED:

  
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CITY MANAGER

  
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