

City of Highland Park
Department of Public Works



Directive Number: **09-2021-08**
Subject: **Environmentally Friendly
Vehicles**

Effective Date: **February 22, 2021**
Review: **Triennial – Next Review 2/22/24**
Amends/Supersedes: **Directive Number
09-2018-08**

Purpose:

The purpose of this Environmentally Friendly Vehicles Policy (the ***“Policy”***) is to formalize the City’s practice of purchasing Hybrid, Electric, or Fuel-Efficient Vehicles (***“Environmentally Friendly Vehicles”***) for use as administrative, inspector, or police vehicles. The Policy sets forth the review criteria to be used by the City when procuring new Environmentally Friendly Vehicles. The Policy also outlines the funding mechanism for purchasing Environmentally Friendly Vehicles for administrative, inspector, and police use. The goal of this Policy is to support the City’s environmental sustainability efforts of decreasing greenhouse gas emissions.

Scope:

This Policy is applicable in all situations in which the City is purchasing vehicles for use as administrative and inspector vehicles and also for police pursuit vehicles. This Policy and the practice of purchasing Environmentally Friendly Vehicles shall not apply for specialized or multi-functional heavy vehicle purchases (such as lift trucks, excavators, or Vac-Con style trucks) nor for specialized emergency vehicle purchases (such as tactical vehicles, fire engines, or ambulances). In recognition of evolving Environmentally Friendly Vehicle technologies, this Policy shall be reviewed triennially or earlier as requested by the City Manager or Public Works Director.

The funding mechanism set forth within this Policy for Environmentally Friendly Vehicles is entirely subject to and contingent upon the City’s budget development and approval process.

Statement of Practice:

As part of the City’s annual capital improvement planning process, the City evaluates its vehicle fleet to determine which vehicles are in need of replacement, consistent with the City’s Equipment, Parts, and Supply Replacement Cycles Policy. The ultimate goal is to provide the safest, most efficient City fleet, while providing for the City’s core priority of public safety. The annual replacement analysis during the budget process involves the following:

- All vehicles and equipment are assessed for replacement based on either the end of the respective industry-standard useful life or on safety concerns.
- The 5-year fleet/equipment inventory is reprioritized and replaced per the allotted budget. Prior to replacement of any vehicle or equipment, an analysis is performed on annual maintenance costs, fuel costs and replacement parts.

- Priority replacement is given to Environmentally Friendly Vehicles.

When evaluating the purchase of a new administrative or inspector vehicle, City staff shall consider the following factors:

- 1) Need for and intended use of the vehicle;
- 2) Safe functionality of the existing vehicle;
- 3) Purchase price of the new vehicle;
- 4) Vehicle purchase availability through a purchasing cooperative or state contract;
- 5) Anticipated maintenance and life cycle costs of the existing and new vehicle;
- 6) City mechanic staff training to maintain new vehicle types;
- 7) Anticipated vehicle useful life;
- 8) Type of fuel used by the new vehicle (gasoline, diesel, electric, or hybrid); and
- 9) Anticipated depreciated value of the vehicle when deemed surplus.

Requests for Council Action staff reports shall denote the anticipated maintenance costs and the expected useful life for any proposed vehicle purchase subject to this Policy.

Any administrative or inspector vehicle purchased by the City shall be an Environmentally Friendly Vehicle, unless otherwise noted within this Policy or directed by the City Council. Police pursuit vehicles purchased by the City may be Environmentally Friendly Vehicles so long as the City Manager and Police Chief determine that the vehicle meets the needs of the Police Department.

In the event that the purchase price of an Environmentally Friendly Vehicle for administrative, inspector, or police pursuit use subject to this Policy exceeds the cost of a direct comparable version of the same gasoline/diesel powered vehicle, funds within the Sustainability Fund shall be used as a funding mechanism to help defray the costs of the purchase of the Environmentally Friendly Vehicle provided there is a return on investment greater than two years. Specifically, the Sustainability Fund will be used to pay the cost differential between the cost of a gasoline/diesel powered version of a vehicle and the direct or most reasonably comparable Environmentally Friendly Vehicle, contingent upon funding availability.

In addition to the Sustainability Fund, staff will continue to seek grant opportunities for Environmentally Friendly Vehicle purchases.

The availability of funds and the contribution amount toward vehicle purchases from the Sustainability Fund will be determined annually during the budget development process. Should there be insufficient funds in the Sustainability Fund for the purchase of an Environmentally Friendly Vehicle and staff has identified the need for an administrative, inspector, or police pursuit vehicle procurement, staff may recommend procurement through the Equipment Replacement Fund of the lowest cost vehicle, regardless of fuel type, that meets the City's operational needs, subject to City Council approval and funding availability within the budget.

Implementation:

All Department of Public Works and Police Department policies, procedures, and practices are to serve as a supplement to City of Highland Park regulations. The City Manager is authorized to resolve any conflict or inconsistency between language in this directive and in any other law, regulation, or directive of, or issued by, the City of Highland Park.

Approval: _____

Ramesh Kanapareddy, P.E., CFM
Director of Public Works

Date: 02/23/21

Approved by City Council Resolution No. R24-2021 on February 22, 2021.