

City of Kingston Green Fleet Policy



Steven T. Noble
Mayor

2021

Kingston Green Fleet Policy

Purpose and Intent

This policy is intended to assist the City of Kingston in making clear decisions when purchasing vehicles for the City’s fleet. Expansion of the City’s green fleet has already contributed substantially to goals of reducing energy use and greenhouse gas emissions by 20% by 2020, as listed in the Climate Action Plan adopted by the Common Council in 2012. The implementation of a policy that promotes the purchase or lease of City vehicles to fuel efficient models will have long term financial benefits for the City of Kingston. Additionally, it will help Kingston move forward with future environmental goals set in the updated 2030 Climate Action Plan.

The purpose of this policy is to implement the City’s intent to:

- Give priority to purchasing hybrid, hybrid-electric, battery powered, and other green vehicles when commercially available and practicable.
- Eliminate unnecessary idling of vehicles in order to reduce the community’s exposure to exhaust from gasoline and diesel engines.
- Ensure that a review of each individual vehicle purchase is made so that as the City replaces its aging fleet, the long-term environmental and monetary benefits of purchasing green vehicles are taken into account.

Through this policy Kingston shall purchase the most energy efficient and cost effective vehicles possible that meet the operational needs of the City.

Goals

In 2012, through the Climate Action Plan, the City of Kingston set a goal that by 2020 10% of all non-exempt vehicles purchased would be green vehicles. **As of the time of this report, 22% of all non-exempt vehicles operated by the City are green vehicles.** With previous goals met, the City may now set goals for the future. This policy mandates that:

- By 2030 100% of new vehicles that are non-exempt in the City of Kingston fleet will be green vehicles

Green Fleet Policy Guidelines

- a) All departments and divisions must purchase or lease only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.
- b) Preference shall be given to electric, hybrid, and alternative fuel vehicles for purchase or lease by the City.
- c) The City will purchase/lease vehicles that are appropriately sized for the purposes to which they are intended.
- d) The City will manage and operate its fleet in a manner that is energy efficient and minimizes emissions.
- e) All non-exempt vehicles shall be replaced with fuel-efficient vehicles that meet the fuel efficiency ratings outlined in the Policy. Vehicles shall be replaced when they are no longer

operable and may be recycled from one municipal department to another. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel efficient vehicle, including a fuel efficient non-exempt vehicle.

- f) This policy will be revisited annually, and updated as technology evolves.
- g) The Fleet Manager is role to be designated by the Mayor.

Exemptions

The vehicles listed in this section are exempt from specific requirements of this policy.

- a) Heavy machinery such as bulldozers and excavators
- b) Non-traditional vehicles such as boats, specialty vehicles such as buses, and emergency vehicles such as ambulances and fire trucks
- c) Heavy-duty vehicles as defined by the United States Environmental Protection Agency as a vehicle with a Gross Vehicle Weight Rating of 8,500 pounds or greater

The Mayor, having determined at the request of a city department or on their own initiative that good cause exists to do so, may issue a waiver from the purchasing requirements or any other section of this resolution.

PLEASE NOTE: If a vehicle is found on www.fueleconomy.gov , then it has a GVWR of less than 8,500 pounds, is NOT a heavy-duty vehicle and is NOT exempt.

Vehicle Acquisition

A typical vehicle acquisition contains the following steps:

1. Department Head identifies a vehicle need and initiates request with Fleet Manager.
2. A fleet assessment is done to understand what type of vehicle is appropriate to fit the requested use and if there are any existing vehicles that may be repurposed for the requested use.
3. Funds are identified through the department's budget or a request to the Common Council.
4. The Department Head completes Vehicle Request Form.
5. Once the Mayor issues a final approval a purchase request will be issued to the Purchasing Department for the approved vehicle.
6. The Purchasing Department will advertise a bid for the requested vehicle through the New York Mini-Bid system.

Vehicle Purchasing Guidelines

For all vehicle purchases initiated by the City of Kingston:

1. Preference will be given to purchasing electric, hybrid, and hybrid-electric models when commercially available and practicable.
2. The purchasing department will not process a purchase request for a vehicle purchase until a "Vehicle Request Form" has been completed and signed by the Mayor.
3. A review of the purchase request will be made by the Fleet Manager to ensure that the vehicle class to which the requesting vehicle belongs is appropriate for the duty requirements that the vehicle will be called upon to perform.

4. The Fleet Manager will review all vehicle procurement specifications and modify them as necessary to ensure that the specifications are written in a manner flexible enough to allow the purchase or lease of green vehicles.
5. All vehicles will be delivered to the Kingston Public Works Department Maintenance Garage for initial inspection, documentation, and up-fitting.
6. The Mayor will have final approval.

Fleet Inventory

In order to assist with the mandates of this policy the City will maintain an inventory of all four-wheeled vehicles owned or leased by the City. This inventory will be updated annually, providing a full reporting of the previous year by May 31 of each year. This inventory will include at a minimum the following information for each vehicle:

1. Model year
2. Year purchased
3. Make
4. Model
5. VIN
6. License Plate #(if applicable)
7. Drivetrain type (2-wheel, 4-wheel, or all-wheel drive)
8. Type of fuel/power source (e.g., gasoline, diesel, compressed natural gas, electricity)
9. Miles per gallon (MPG) rating
10. Mileage (i.e., the odometer reading)
11. Class: light-duty, medium-duty, or heavy-duty
12. Gross vehicle weight rating (GVWR) over 8,500 pounds: yes or no
13. Vehicle function (i.e., the tasks associated with the vehicle's use)
14. Department the vehicle is associated with
15. Vehicle ID number

The Vehicle Inventory will be reviewed on an annual basis to plan for new acquisitions as part of planning for the new fiscal year budget.

Fuel Inventory

In order to track fuel used by municipal vehicles owned/leased by the City of Kingston, the City of Kingston will maintain an inventory of fuel use information on FuelMasterPlus. This inventory will be updated automatically each time a City employee puts fuel in a City own/leased vehicle. Upon putting fuel in the vehicle the employee must also input:

1. Their employee ID number
2. The City vehicle number
3. The current odometer reading of the vehicle they are fueling

The City Fleet Manager will provide a full report of fuel use of the previous year by May 31 of each year. This inventory will include at a minimum the following information for each department:

1. Gallons of Gasoline purchased by the City of Kingston.
2. Cost amount of Gasoline purchased by the City of Kingston.

3. Gallons of Diesel purchased by the City of Kingston.
4. Cost amount of Diesel purchased by the City of Kingston

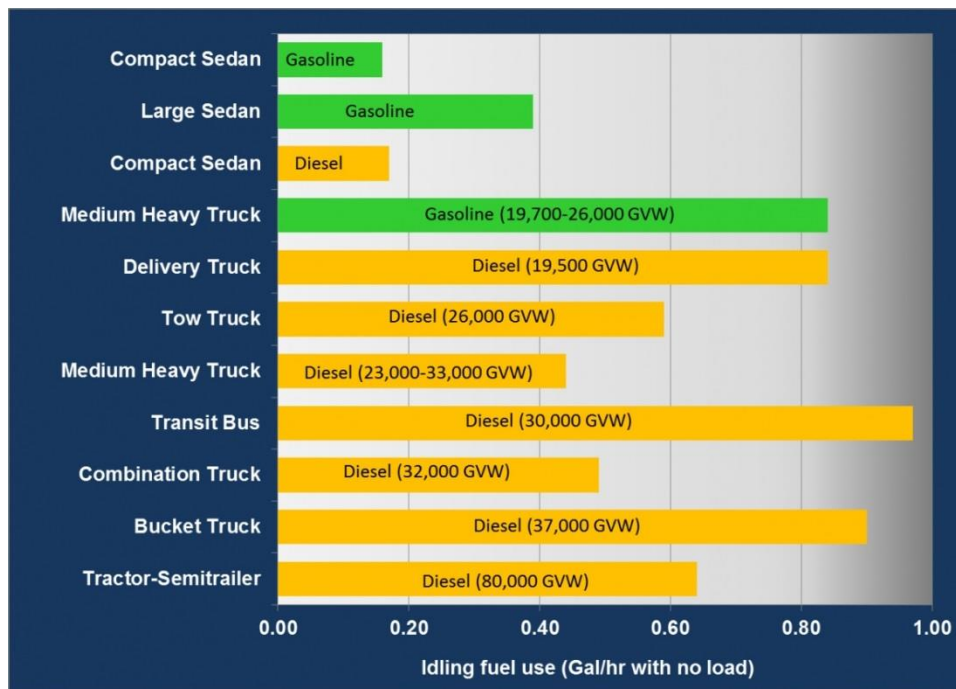
Idling Reduction

Vehicle idling interferes with traffic conditions, contributes substantially to air pollution, deteriorates engines, emits large amounts of greenhouse gases into the atmosphere, and wastes non-renewable resources such as petroleum based fuel. [See Figure 1]

In an effort to combat the adverse effects of vehicle idling, this policy shall reinforce compliance to state and local anti-idling legislation.

- All City employees in City owned/leased vehicles at any time, or in personal vehicles during work shifts shall remain in compliance with New York State Code of Rules and Regulations, Subpart 217-3 which prohibits the idling of heavy-duty vehicles for more than five consecutive minutes.
- All City employees in City owned/leased vehicles at any time, or in personal vehicles during work shifts shall remain in compliance with Resolution #160 of 2021 which prohibits the idling of all medium/light-duty vehicles within the City of Kingston for more than ten consecutive minutes.

Figure 1: Gallons of Fuel Used Per Hour Idling (By Vehicle Type)



Source: Argonne National Laboratory, Idling Reduction Savings Calculator.

Report to Mayor and Common Council

No later than May 31 of each year following the adoption of this policy, the Fleet Manager shall submit a report on the City fleet to the Mayor and Common Council regarding, among other things, the use of electric, hybrid, and alternative fuel vehicles in the fleet for the previous calendar year. The information in this annual report shall include but not be limited to:

- a) Average operating fuel economy for the City fleet
- b) The total number and types of vehicle purchased by each department
- c) The total number and types of vehicles owned and operated by each department
- d) Total number of vehicles decommissioned
- e) All waivers issued by the Mayor pursuant to this policy, including related determinations
- f) On a per-vehicle and per department basis the annual report will also document: miles per gallon, type of fuel, fuel cost per mile, annual miles driven, total cost and amount of fuel consumed, as well as CO2 and other greenhouse gas emissions.

Vehicle Request Form

- a) The Vehicle Request Form attached as Appendix A of this policy shall be completed by any department requesting a new vehicle.
- b) If a green vehicle was not selected for request by the department a justification statement must be made.

Definitions

- a) Green Vehicle: any vehicle that employs technology that reduces fuel consumption or emissions and shall include, but is not limited to, vehicles that have electric drive trains (EVs), hybrid-electric, and hybrid vehicles that use both a rechargeable energy storage system and combustible fuel (HVs).
- b) GVWR: the maximum operating weight/mass of a vehicle as specified by the manufacturer. Including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo but excluding that of any trailers.
- c) Heavy Duty Vehicle: Any vehicle with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds.
- d) Practicable: As that which may be done, practiced, or accomplished through feasible and reasonable means either economically or otherwise. The adverb form shall mean in a practical manner.
- e) Vehicle Idling: When the operator of a vehicle leaves the engine running while the vehicle is parked, stopped, or standing.

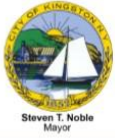
Applicability

- a) This Policy applies to all divisions and departments of the City of Kingston.

Questions and Enforcement

All inquiries should be directed to the City Fleet Manager. This Fuel Efficient Vehicle Replacement Plan is enforced by the Mayor of Kingston and/or their designee(s).

Vehicle Request Form:



City of Kingston Vehicle Request Form

Does Not Replace or Serve as a Purchase Request

Date _____

Department Requesting Vehicle:		
Primary Use of Vehicle:		
Vehicle Being Requested		
Year:	Make:	Model:
Funding Source:	<input type="checkbox"/> Check box if no source is determined yet	
Amount Available from Source:	\$	
Maximum Cost of Vehicle:	\$	

As part of Kingston's Green Vehicle Purchasing Policy (Appendix B of the City Procurement Policy and Procedures Manual), were any "green vehicles" considered as part of this request? Please list justifications for choosing the vehicle above if it is not a "green vehicle".

Request Approved by Department Head: Yes

Department Head Signature	Date

Once the top of this form is completed please submit to the Fleet Manager for review.

For use by the Fleet Manager only:

Vehicle Request Form # _____

Fleet Manager comments/suggestion:

Mayor comments/suggestion:

The Mayor approves this request.

The Mayor declines this request.

Mayor Steven T. Noble	Date