



# City of Minneapolis Green Fleet Policy

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# Introduction

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## Purpose and Objectives

Climate is rapidly changing due to the Greenhouse Gas (GHG) emissions released into the atmosphere. In 2019, 34% of municipal operations GHG emissions came from transportation fuels, as did 24% community-wide. In the last ten years, the City of Minneapolis has recognized climate change through policy and ordinance changes including the City's 2013 Climate Action Plan, the Minneapolis 2040 plan, the 2019 Climate Emergency Declaration. In particular, the Climate Action Plan establishes a goal of reducing GHG emissions from overall municipal operations (which includes fleet vehicles) by 1.5% annually. Since 2008, GHG emissions from the City's fleet have decreased 13%, an average of approximately 1.2% annually. This update to the 2010 Green Fleet policy incorporates updated data, technology and recommendations.

This policy outlines the process for purchasing, oversight, operation, and management of the City's diverse vehicle fleet, which includes both vehicles and heavy equipment. As such, this policy covers all Departments and Divisions under the City Council that have vehicles or metered equipment that operate on gasoline, diesel, electricity, or other types of fuel or energy and are managed by Public Works.

This policy formally establishes GHG emissions reduction goals for the City's vehicle fleet and sets guidelines in order to minimize the GHG emissions contributions of current and future fleet vehicles. Implementation of this policy will help the City both meet climate goals and save money.

The overall objectives of this policy are to:

1. Reduce total GHG emissions from the City's fleet by 1.5% annually, with a reach goal of a 2% annually
2. Optimize the fleet size, by eliminating or reassigning under-utilized vehicles while promoting car-pooling across departmental lines.
3. Purchase new vehicles that provide the best available net reduction in vehicle fleet emissions, considering life-cycle economic and environmental impacts.
4. Inventory and report fleet GHG emissions.
5. Encourage and educate City staff in eco-driving best practices.

## Implementation Strategies

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### Optimize Fleet Size

The Fleet Services Division will provide utilization reports to the Using Departments and make recommendations about possible fleet reductions. Fleet Services will right-size the City's fleet and will not recommend purchase of vehicles that exceed the number of fleet vehicles necessary to meet City obligations.

#### a. Fleet Additions

- a. Using Departments seeking the purchase an additional vehicle for their fleet must submit a "New Vehicle Justification" form. The series of questions on the form provides needed information for the Director of Fleet Services Division to complete business need analysis. The Director of Fleet Services Division will decide about expanding the fleet. The completion and filing of this form with the Director of Fleet Services Division does not

guarantee that an additional vehicle will be purchased, nor does it imply that the customer will receive the vehicle of their choice.

- b. A “New Vehicle Justification” form shall also be completed by the Using Department if they wish to purchase a vehicle that is significantly different from the one being replaced, as determined by Director of Fleet Services Division.
  - c. The Using Department may appeal a decision with the Director of Public Works if it feels it can demonstrate a special need consistent with the goals of this policy
- b. Seasonal Fleet
- a. Seasonal vehicles are essential to the City’s operations to meet peak demands in the summer. Seasonal vehicles are typically units that have been replaced by a newer more efficient unit and are kept in the fleet short term to meet the peak needs. Fleet Services will remove the vehicle from the fleet when the age of the vehicle exceeds its normal expected life by three years or the director of Fleet Services determines that the vehicle is emitting excessive emissions and does not fit the parameters of this policy.

## Replacement Vehicles

1. Replacement vehicles will achieve the greatest level of emission reductions possible while still meeting the operational needs of the City and being cost- effective on a total lifecycle basis, including externality costs (such as the City’s adopted Social Cost of Carbon). Zero emission vehicles will be prioritized for procurement when they are appropriate to the application, are technically feasible, ergonomically feasible, fueling infrastructure is in place, and meets the organizational need. The City shall make every effort to obtain the vehicles that are the most efficient and emit the lowest pollutants as possible as measured by available emissions certification standards and those published by the manufacturers.
  - a. Light Duty Vehicles: The City shall procure only models of passenger vehicles and light duty trucks that are zero emission vehicles.
    - i. If a zero emission option is not available or the Using Department provides written justification that a zero emission vehicle will not meet the business need, the next lowest emission vehicle will be considered.
  - b. Medium and Heavy Duty Vehicles: The City shall procure only models of medium duty vehicles that are alternative fuel vehicles, where service levels are not substantially impacted. If there are no available EVs that can fulfill the duties for the given application, the City shall purchase only medium and heavy-duty vehicles whose engines are EPA certified as low-emission when available for the given application and where service levels are not negatively impacted.
  - c. Off-Road Equipment: The City shall only procure equipment that is an EVs where service levels are not substantially impacted. If there are no available alternative fuel vehicles that can fulfill the duties for the given application, the City shall purchase equipment whose engines are EPA certified as low-emission, when available for the given application and where service levels are not negatively impacted.
2. GHG emissions shall be reviewed on an annual basis. Updates on target progress will be reported annually or at more frequent intervals as determined by the Director of Fleet Services. Fleet Services will do an annual GHG Emissions inventory report for the entire fleet to track progress on the goal of reducing

total GHG emissions and to identify opportunities to further reduce GHG emissions in order to meet the City's goals.

3. Fleet Services will work with Using Departments to prioritize replacement of existing vehicles with zero or lower emission vehicles in environmentally stressed neighborhoods such as the Minneapolis Green Zones. These localized, acute impacts include, but are not limited to, noise pollution and tailpipe emissions included in the federal "smog rating".
4. Vehicle purchase or replacement requests shall be reviewed by Fleet Services Division. The division will work with Using Departments to identify the most fuel-efficient vehicle with the maximized reduction of emissions available that can meet the operational needs of the department, while considering the vehicle life cycle and fuel availability.
5. Request for exemptions to the Green Fleet Policy shall be submitted in writing to the Fleet Services Division. The Director of Fleet Services Division will determine if there is sufficient justification for an exemption.

## Reduce Vehicle Size

Encourage the selection of vehicles of a smaller class size whenever possible in order to achieve increased energy efficiency and lower emissions. Requests for new vehicle purchases must be supplemented with written justification addressing the need for a class or type. Fleet Services Division shall work with the Using Departments to determine whether a proposed vehicle could be downsized and still fulfill its required function within the department.

## Vehicle Maintenance

1. Emission systems shall be maintained as per manufacturers' recommendations as part of the Fleet Services Division Preventive Maintenance program.
2. Environmentally friendly products shall be used where available when cost effective and when it will not void the manufacturers' warranties. Re-treaded tires shall be purchased for large-wheeled or slow-moving vehicles, when applicable.

## Reducing Other Environmental Impacts of Vehicles

In addition to tailpipe emissions, motorized vehicles and equipment may have other negative environmental impacts that can occur in their production, operation, maintenance and eventual disposal. When possible, Fleet Services Division will continue to reduce the environmental impacts of the vehicles throughout their life cycle.

# Reporting

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## Annual Report

Fleet Services Division shall provide a Green Fleet Annual Report. This report shall include an update on progress toward the emissions reduction goals as stated in this policy, the percentage of alternative-fuel vehicles in the City fleet, and year-by-year performance for each.

The City of Minneapolis will establish and maintain an inventory of the vehicles in its fleet. The baseline year for the inventory and for the Green Fleet Policy will be 2016. The inventory will also be used for the City's broader GHG-reduction initiatives.

The City's Director of Fleet Services Division shall develop this baseline inventory. The director will thereafter provide updated inventory information on an annual basis, in a reliable and verifiable manner, to City leadership.<sup>2</sup>

The fleet inventory report metrics should include, for each vehicle class and fuel or energy type the following information:

1. Number of vehicles.
2. Annual miles driven (or annual hours of metered equipment).
3. GHG emissions (*i.e.*, carbon dioxide equivalent).
4. Non-GHG tailpipe emissions (*i.e.*, EPA criteria pollutants).
5. Quantity of fuel and energy equivalent consumed by fuel type.
6. Cost of fuel consumed by fuel type.
7. Idling characteristics (*i.e.* total idling hours and avg idle time per vehicle).

Thus, the baseline inventory will include the above Metrics 1 – 7 for each vehicle class rating for City of Minneapolis on road fleet or metered-equipment class, and fuel or energy type, including but not limited to:

1. Electricity (*i.e.*, kWh taken from the grid)
2. Gasoline
3. E-85
4. Diesel
5. Biodiesel

### Quarterly Using Department Reports

Fleet Services Division will provide quarterly vehicle telemetric reports to Using Departments. The reports will include vehicle utilization, both miles and frequency, idle percentage, and safety violations.

The information from these reports will be analyzed for potential fleet reductions, to determine when zero emission vehicles are a suitable option, to reduce excessive idling, and increase safe driving.

# Appendix 1: Definitions

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Alternative Fuel Vehicles: Motor vehicle that runs on alternative fuel, an energy other than traditional [petroleum](#) fuels (petrol or Diesel fuel); and also refers to any technology of powering an engine that does not involve solely petroleum.

AVM: The City refers to telematics/GPS as Automatic Vehicle Management

Biodiesel: Fuel refined from agriculturally derived oils that is suitable for use in diesel engines. Often blended with traditional petroleum-based diesel in amounts connoted by the letter “B” and number (e.g., B20 = 20% Biodiesel and 80% petroleum diesel).

Carbon Dioxide: A standard component of conventionally powered vehicle emissions and a principal greenhouse gas.

Electric Vehicle: A vehicle which exclusively uses one or more electric motors for propulsion.

Fleet: City of Minneapolis inventory of motorized vehicles and metered equipment

Fleet Services Division: Division of City of Minneapolis, Public Works Department

Fuel: Includes gas, diesel, compressed natural gas (CNG), electricity, or other source of energy for vehicle operation

Life-Cycle Environmental Impacts: Life cycle assessment determines the environmental impacts of products, processes or services, through production, usage, and disposal

Metered Equipment: Any powered implement that is metered for hours of use.

Using Departments: City of Minneapolis departments that operate motorized vehicles or metered construction equipment.

Vehicle Class Rating for City of Minneapolis on Road Fleet:

Light Duty:

- Class 1, 6,000 lbs and less
- Class 2, 6,000 – 10,000 lbs
- Class 3, 10,001 – 14,000 lbs

Medium Duty:

- Class 4, 14,001 – 16,000 lbs
- Class 5, 16,001 – 19,500 lbs
- Class 6, 19,501 – 26,000 lbs

Heavy Duty:

- Class 7, 26,001 – 33,000 lbs
- Class 8, 33,001 lbs and over

Zero Emission Vehicle: Vehicle that does not produce tail-pipe emissions.