

# **Attachment 1**

# **Zero Emission Vehicle Policy**

**COUNTY OF SANTA BARBARA  
ADMINISTRATIVE MANUAL**

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SUBJECT:	Zero-Emission Vehicle Policy	NUMBER:	<b>2023-0xx</b>
EFFECTIVE DATE:	February 14, 2023	PAGES	9
APPROVED BY:	Board of Supervisors	RESPONSIBLE DEPARTMENT	General Services

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Purpose

To accelerate the rate of reduction of greenhouse gas emissions in support of the County of Santa Barbara’s Climate Action Plan, and improve Santa Barbara County air quality through the increased adoption of battery electric vehicles (BEV) or zero-emission vehicles (ZEV) in the County Vehicle Fleet.

Policy

It is the policy of the Board of Supervisors that:

The County of Santa Barbara will endeavor to reduce vehicle fleet emissions by taking the following actions:

- 1) When a County fossil fuel sedan, SUV, light duty pickup, or van reaches end of life, as a first option and priority for the County fleet, County Departments shall replace such vehicle by purchasing a zero-emission vehicle for both County pool and department-owned vehicles, even if the purchase price of comparable fossil fuel vehicles is less.
- 2) The Vehicle Operations Division will actively seek rebates and grants to purchase ZEVs and electric vehicle charging infrastructure.
- 3) The Vehicle Operations Division will increase the purchase and installation of electric vehicle charging infrastructure to support the purchase of ZEVs.
- 4) County Departments will commit to test, evaluate, and, where feasible, acquire ZEVs for medium and heavy-duty vehicle classes.
- 5) Vehicle Operations will commit to work with the County’s public safety agencies to test and evaluate pursuit-rated, all-electric law enforcement vehicles as models become available, and updating the Board of Supervisors on the progress in this area on an annual basis.
- 6) Vehicle Operations will continue to research and investigate all types of zero emission vehicles for the County fleet, including not only Battery Electric Vehicles (BEVs) but also Fuel Cell Vehicles (FCVs) that are powered with compressed hydrogen, and report any updates to the Board of Supervisors on an annual basis.

Procedure

The Vehicle Operations Division of the General Services Department will be responsible for administering this policy. General Services procures fleet equipment for all County Departments with the exception of the Public Works Department. Both General Services and Public Works will adhere to this policy when procuring fleet equipment. All Departments, including Public Works, requesting an exemption from purchasing a ZEV must submit a completed Zero-Emission Vehicle (ZEV) Purchase Exemption Form to Vehicle Operations, which form is included as Exhibit A to

## COUNTY OF SANTA BARBARA ADMINISTRATIVE MANUAL

this policy. The following procedures will be used by all County departments that purchase, utilize, and maintain fleet vehicle equipment.

- 1) ZEV purchases shall be prioritized over comparable vehicles powered by internal combustion engines utilizing fossil fuels, petroleum-based fuels, (gasoline) and other alternative fuels, such as ethanol or renewable diesel.
- 2) Exemptions to purchasing a ZEV include:
  - a) At the time the request for an exemption is made by a County Department, no viable ZEV option is available for purchase in the current vehicle market with proven technology from a manufacturer that has a robust track record of producing quality reliable products and provides reasonably sufficient parts and training support.
  - b) Emergency response - The primary use of the vehicle is related to emergency response and the vehicle is designated and authorized to respond to an emergency situation that threatens or negatively impacts public health, safety, and welfare, and a using a ZEV would pose a risk to public safety (i.e. active pursuit vehicles for law enforcement, emergency medical, or wildland fire response vehicles). Once a stable and proven zero emission public safety vehicle market is established, this exemption will be removed.
  - c) The ZEV does not meet the functional operational requirements to fulfil intended County services, such as:
    - Rated towing capacity or payload of the ZEV is not sufficient for the intended operation of the vehicle;
    - Charging the vehicle in the field during operational shifts is required, but would pose a safety concern because the vehicle's primary use is transporting individuals under the Department's jurisdiction and there is not enough time to recharge the EV during the shift if needed;
    - The vehicle's use or function requires upfits or modifications that cannot be implemented with the ZEV options available in the applicable vehicle category (i.e. truck, SUV, sedan);
    - Maximum required daily mileage range or operating hours exceed ZEV capacity for such vehicles at the time of procurement (i.e. the vehicle is needed for frequent long-distance trips to Northern California or Los Angeles);
    - Required specialized functionality or utilization is not attainable with a ZEV;
    - Required infrastructure for charging or refueling the ZEV has excessive or extenuating challenges to install. E.g., required charging infrastructure has not been funded or is expected to be installed 12 or more months beyond the planned vehicle acquisition date.
- 3) If an exemption to a ZEV purchase is pursued, County Departments will follow the priority structured order below in considering a replacement vehicle:
  - a) Defer purchasing a new vehicle and continue utilizing the gas-powered vehicle, if a ZEV market option will be available and/or infrastructure will be installed in less than two years.

If a) is not a feasible option, then justification using the form shown as Exhibit A will be required for the following options to be considered in this order:
  - b) Lease or purchase a plug-in electric hybrid vehicle, if available in the market; or
  - c) Lease or purchase a hybrid-electric fuel vehicle, if available in the market; or

**COUNTY OF SANTA BARBARA  
ADMINISTRATIVE MANUAL**

- d) Lease or purchase an internal combustion engine (fossil fuel, flex-fuel or bi-fuel, ethanol, renewable diesel, etc.) powered vehicle.
- 4) Appeal of Exemption Determination – If the department does not agree with the final determination of the Vehicle Operations Division, the department may request a review by the Appeal Committee consisting of a representative from General Services, the County Executive Office, and the Sustainability Division. The determination of the Appeal Committee will be final.
- 5) Funding for ZEVs and Charging Infrastructure
- a) The Vehicle Operations Division will actively seek grants, rebates, and other financial incentives and funding opportunities to use in purchasing ZEVs and/or implementing electric charging or refueling infrastructure.
  - b) The Vehicle Operations Division will identify opportunities and the financial resources needed to replace older fleet equipment with zero-emission equipment.
- 6) EV Charging Infrastructure
- a) For each planned ZEV acquisition, Vehicle Operations and the affected Departments/Divisions shall assess operational needs of the contemplated vehicle and determine if new fueling infrastructure (EV charger(s)) is needed to support the acquisition. If needed, Vehicle Operations, in consultation with the General Services Capital Projects Division, and affected Departments/Divisions, shall assess optimal locations of any recommended EV charging stations, the optimal type of charger, potential sharing of the charger with other vehicles, charger funding and financing options, and anticipated costs and timelines to install an EV charger in support of such vehicle.
  - b) An EV Charging Station Infrastructure Replacement Fund has been established in the General Fund committed Fund Balance for the purpose of funding the costs to replace EV chargers and infrastructure at end of life. A portion of the revenues collected from the public or County employees who utilize the EV chargers for non-County Fleet EV charging, shall be deposited into such fund on a quarterly basis.
- 7) Monitoring and Reporting
- a) Each fiscal year, as part of the annual budgeting process, Vehicle Operations shall:
    - i. Report on metrics that include total fossil fuels and electricity consumed by Department fleet vehicles as well as greenhouse gases avoided by utilizing ZEVs instead of internal combustion engine powered vehicles;
    - ii. Prepare an annual forecast which will include budget estimates for ZEVs replacement, including the cost of necessary electric charging or refueling infrastructure;
    - iii. Report on the state of the technology with respect to zero emission public safety vehicle market.
    - iv. Report any other actions needed to support or enhance the County's Electric Vehicle Policy.

*Approved by: Board of Supervisors  
Approved on: 2/14/23  
Responsible Department: General Services*



# Exhibit A

## County of Santa Barbara

### Zero-Emission Vehicle (ZEV) Purchase Exemption Form

#### Process:

- 1) Departments complete and submit this web form in order to request an exemption to the County's Zero-Emission Vehicle Policy consistent with one or more of the criteria identified in Section 3 of the Policy.
- 2) The Vehicle Operations Division will receive and review your exemption request. A response will be provided within 10 business days and the division may contact you with additional questions or requests for clarification. Upon determination, you will receive an email informing you that your request has been approved or denied.
- 3) The department may appeal a denial through the Appeal Committee as described in Section 4 of this policy. Any determination made by the Appeal Committee is considered final.

#### Contact Information:

##### Date of Request

Click or tap to enter a date.

##### Requester Contact

Please enter your name

##### Requester Email

##### Requester Phone Number

+1 (\_\_\_\_) \_\_\_\_-\_\_\_\_

Please select the requesting Department.

Choose an item.

click

Provide the fund information for this vehicle

## Vehicle Information:

Please use the web form below to submit an exemption request for a single vehicle or multiple vehicles. Exemption requests for multiple vehicles may only be submitted if the vehicle type and use case are the same for all vehicles being requested.

### Number of Vehicles

How many vehicles are you requesting exemptions for? Please note, exemption requests can only be approved when the vehicle type and use case are the same for all vehicles in the request. If there are exemptions for multiple vehicle types being requested, please submit separate forms.

What is the vehicle type being requested?

Choose an item.

### Vehicle Request Information

Describe, in detail, the primary function of each vehicle requested. Will the vehicle be used to transport supplies or cargo? If so, provide details. Please note if the vehicle is used to transport inmates, patients, or clients and, if so, how often:

Frequency of Use (days/week)

Choose an item.

Miles Travelled (monthly basis)

Miles Travelled (daily use)

On days when the vehicle is driven, how many miles will it travel on average?

What is the estimated maximum daily mileage anticipated?

Will this vehicle be used off road?

Choose an item.

Will this vehicle frequently be used for out of County or out of State trips?

Choose an item.

Explanation of out of County or out of State travel. Give examples.

[Empty text box for explanation of out of County or out of State travel]

**Exemption Justification:**

The following is a detailed breakdown of the exemption criteria that will be utilized to approve an exemption and allow the purchase of a gasoline powered vehicle rather than a ZEV.

**Emergency response**- The primary use of the vehicle is related to emergency response and a using a ZEV would pose a risk to public safety (e.g., emergency medical response, active pursuit vehicles for law enforcement, wildland fire response vehicles).

**Safety**- Charging the vehicle in the field during operating hours is required for regular transport routes and would pose a public safety concern, because the vehicle’s primary use is transporting individuals under the Department’s jurisdiction.

**Vehicle Functionality**- The ZEV equivalent does not meet the functional operational requirements to fulfil intended County services to perform the operational duties required, such as rated towing capacity or payload. Or the vehicle’s use or function requires upfits or modifications that cannot be accommodated with the ZEV options available in the applicable vehicle category.

**Vehicle availability**- There is not a ZEV option for the vehicle type (e.g., sedan, SUV, truck, van) available at the time of vehicle replacement or procurement.

and

Use or need of the vehicle cannot wait until the next available ZEV manufacturing order/ delivery dates.

**Vehicle range and EV charging infrastructure**- The vehicle’s primary duty station is in an area that is not within 1 hour or 60 miles (round trip) of an EV Charger, and other charging methods are not sufficient to regularly charge such a ZEV between standard operational uses or in the field.

and

Use or need of the vehicle cannot wait two years until the planned nearby EV charging installation is completed.

Is this requested vehicle a replacement?

Choose an item.



**If yes, please provide the vehicle ID # of the vehicle to be replaced:**

If no, contact Vehicle Operations to complete the CEO-ADD form to request an addition to the County's vehicle fleet.

**Please select the exemption criteria that you are requesting exemption for:**

- Emergency Response
- Safety
- Vehicle Functionality
- Vehicle Availability
- Vehicle Range/EV Charging Infrastructure

**Please provide a detailed explanation for the exemption that you are requesting:**

**Explain the consequential impact on County operations if the exemption request is not approved.**

### **File Upload**

Please use this space to upload any files related to your exemption request that you would like Vehicle Operations to be aware of.

Drag and drop files here or [browse files](#)

### **Department Approval**

#### **Department Approval Contact**

Please enter the email address of your Department Director or their approving designee.

Your Department approval contact will receive an automated email asking for approval. They must approve the request before Vehicle Operations is notified of the exemption request. Please communicate with your Department approval contact as necessary.

Send me a copy of my responses

Submit