



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

36 April 20, 2021

CELIA ZAVALA  
EXECUTIVE OFFICER

April 20, 2021

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF REVISED  
BOARD POLICY NUMBER 3.020 – CLEAN FUEL – SUSTAINABLE FLEET  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

Recommendation to approve the revised Board of Supervisors Policy Number 3.020, Clean Fuel – Sustainable Fleet, that provides standards on the transition of the County’s motor vehicle fleet to zero-emission vehicles.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the attached Board of Supervisors Policy Number 3.020, Clean Fuel – Sustainable Fleet (Policy), revised to include the requirement to purchase zero emission vehicles for the County when replacing all County vehicles, to the extent that they are available and that they meet operational needs.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Los Angeles continues to suffer from the worst air quality in the nation, and researchers indicate that more than 7,000 people die prematurely each year due to air pollution-related illness. Considering this, the County has long been a leader in the fight against air pollution, having established the first air pollution permitting program in the nation and creating the first Air Pollution Control District in 1947. In the years since, the County has enacted numerous policies and ordinances designed to reduce air pollution emissions to protect the public health. More recently, the County also has demonstrated its commitment to addressing the public health and equity impacts of our changing

climate by adopting a Climate Action Plan in 2015, committing the County to the goals of the Paris Climate Agreement in 2018, and adopting the first-ever County sustainability plan in 2019 which sets a goal of achieving carbon neutrality by 2050.

The “OurCounty” Los Angeles Countywide Sustainability Plan includes actions to reduce greenhouse gas (GHG) emissions from County facilities and operations, including calling for maximizing the number of zero-emission vehicles in the County’s fleet. Transforming the transportation sector to zero-emission vehicles is critical to achieving our climate goals since over 40% of the GHG emissions in the County are from transportation.

As such, the subject Policy revisions were developed to both improve air quality in the County and to reduce GHG emissions through the expanded use of zero-emission vehicles in the County’s fleet. It also establishes standards for new vehicle purchases and vehicle replacement cycles that will ensure the County’s vehicles are replaced in a fiscally responsible and consistent manner that reduces energy/fuels consumption, criteria pollutants generation, and GHG emissions.

On July 15, 2020, the Audit Committee reviewed and approved the following proposed revisions to Policy Number 3.020, Clean Fuel Sustainable Fleet:

- Purpose Section: Revised to expand the Policy to address the climate crises in the Los Angeles region; and establish vehicle purchase standards that ensure vehicle replacements address air and climate pollutant emissions.
- Reference Section: Added the December 10th, 2019 Motion (Kuehl-Hahn).
- Policy Section: Revised to expand the transition of County motor vehicle fleet to zero-emissions purchases, whenever possible; Revised County standards for new vehicle purchases, which provide guidance on the exemption process when necessary, and reporting requirements to the Board; Revised and clarified guidelines to achieve a systematic approach to vehicle replacement.
- Date Issued/Sunset Date: Extended the Sunset Review Date to July 16, 2025.

### **Implementation of Strategic Plan Goals**

Board approval of the recommended action supports the County’s Strategic Plan, Strategy II.3, Make Environmental Sustainability our Daily Reality by addressing the serious threat of global climate change by creating and implementing policies and programs to reduce the emission of GHG from all sectors of the community, and by supporting a clean, flexible, and integrated multi-modal transportation system that uses and promotes electric and other clean vehicle technologies across all vehicle classes.

Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability is also supported with this action by maximizing the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services.

The Board’s adoption of the revised Policy is consistent with these goals and with the Board adopted “OurCounty” Los Angeles Countywide Sustainability Plan and it supports the Board directed priority

of sustainability. This policy implements Action 93 of the OurCounty plan that calls for updating the County's fleet policy to require zero-emission vehicles.

### **FISCAL IMPACT/FINANCING**

Initial capital costs for zero-emission vehicles may be higher than similar fossil-fueled models, especially in the early years, though total ownership cost over the life of the vehicle is likely to be less as maintenance and fuel costs are significantly less than conventional vehicles. For example, the Internal Services Department (ISD) has recent data that shows the annual maintenance cost of a Chevrolet Bolt is \$43 compared to over \$400 for a similar fossil-fuel vehicle.

Departments will consult with the Chief Executive Office (CEO) to develop budgetary plans to fund replacement vehicles. Vehicle replacement will be centrally coordinated through the CEO as part of the annual budget process and ISD will provide data regarding fleet utilization and vehicle repair history and help develop the replacement strategy for departments that use ISD Fleet Services. All County departments who utilize County-owned vehicles, are required to prepare an annual vehicle replacement plan to determine true operational needs and any budget constraints that may exist as part of their annual vehicle budget requests. Additionally, departments that manage fleet operations will report to the Board by March 1st each year on the composition of their fleet and the number of vehicles powered by clean fuels, including hybrids and other alternative fueled vehicles.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Policy was revised by ISD, in consultation with the Chief Sustainability Office, and CEO. It was unanimously approved by the Audit Committee on July 15, 2020 and reconsidered and re-approved at the Audit Committee on March 17, 2021 for submission to the Board. The changes will be effective upon your Board's approval.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Given the Policy's flexibility to ensure that vehicles meet operational needs, it is not anticipated that the Policy will have an impact on current services or projects.

### **CONCLUSION**

It is requested that the Executive Office, Board of Supervisors return two stamped copies of the approved Board letter to the Director of ISD.

The Honorable Board of Supervisors

4/20/2021

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Selwyn Hollins". The signature is written in a cursive style with a long horizontal stroke at the end.

SELWYN HOLLINS

Director

SH:MO:CC:ct

Enclosures

c: Executive Office, Board of Supervisors  
Chief Executive Officer  
County Counsel



*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>3.020</b>	<b>Clean Fuel – Sustainable Fleet</b>	

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**PURPOSE**

Establishes a clean air and sustainable fleet policy to improve air quality and address the climate crises in Los Angeles through the expanded use of clean fuels for County vehicles in conjunction with other County sustainability programs. This policy establishes standards for new vehicle purchases and vehicle replacement cycles that will ensure the County's vehicles are replaced in a fiscally responsible and consistent manner that reduces energy and fuel consumption and air and climate pollutant emissions.

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**REFERENCE**

September 20, 1994 Board Order, [Synopsis 9](#)

[November 30, 1994](#) Chief Administrative Office and Internal Services Department memo, "Los Angeles County Clean Fuels Policy"

January 10, 1995 Board Order, [Synopsis 8](#)

November 15, 2005 [Board Order No. 2](#)

February 3, 2009 [Board Order No. 23](#)

July 1, 2011 [Chief Executive Office Policy/Procedure /Guidelines-County Vehicle Policy](#)

[California Air Resources Board \(CARB\)](#)

[South Coast Air Quality Management Districts \(AQMD\)](#)

[California's Global Warming Solutions Act \(AB 32\)](#)

[California's Sustainable Communities Strategy \(SB 375\)](#)

[Vehicle Retirement and Replacement \(SB 1275\)](#)

[June 30, 2015 Board Order No. 22](#)

## POLICY

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It is the policy of the County of Los Angeles to transition its motor vehicle fleet to **zero-emission vehicles**.

The following County standards are provided for new vehicle purchases:

1. The standard for all new non-emergency passenger sedans for conducting routine County business shall be Zero Emission Vehicles.<sup>4</sup> Any exceptions to this provision shall be made for cause and approved by the Chief Executive Office (CEO) in consultation with the Chief Sustainability Officer (CSO) and Internal Services Department (ISD) for technical clarification.
2. Public Safety Special Performance (PSSP) Exemption  
County departments that can sufficiently demonstrate the need for vehicles with special performance requirements necessary for the protection of public safety and welfare shall not be subject to this policy. When invoking the PSSP exemption, County departments must submit sufficient justification with the agency's exemption request that demonstrates:
  - a. the requested acquisition(s) is necessary to protect the health, safety, or security of the public or is necessary to provide critical services and functions;
  - b. the vehicle is an authorized emergency vehicle pursuant to California Vehicle Code §165;
  - c. the vehicle, pursuant to California Vehicle Code §21055, may be:
    - i. driven in response to an emergency call or while engaged in rescue operations, or
    - ii. driven in immediate pursuit of an actual or suspected violator of the law, or
    - iii. driven in response to, but not returning from, a fire alarm, or
    - iv. operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency, or
    - v. operated from one fire station to another or to some other location by reason of the emergency call.
  - d. Where emergency response is not the primary purpose of a vehicle, a County department must be able to demonstrate that the specific vehicle may be used as part of an established mutual aid agreement that would necessitate an emergency response as outlined above.
3. The standard for new non-emergency light-, medium-, and heavy-duty trucks, vans, and other medium to heavy-duty vehicles such as buses, street sweepers, and waste collection vehicles will be Zero Emission Vehicles. Any exceptions to this provision shall

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<sup>4</sup> [As defined by the California Air Resources Board.](#)

be made for cause and approved by the CEO in consultation with the CSO and ISD for technical clarification.

4. Departments shall provide basis for seeking an exemption from the acquisition of vehicles not meeting the County standards to the CEO for review and approval. The CEO, in consultation with CSO and ISD, may authorize a blanket exemption for non-zero emission clean fuel vehicles (e.g., those other than gasoline or diesel) for specified classes of vehicles depending on available technology. The written approval must be submitted along with the vehicle purchase requisition to the ISD's Purchasing Division.
5. All exemptions will be reported by ISD, or the appropriate reporting department, in their Annual Clean Fuels – Sustainable Fleet report. (See No. 5 below)
6. Departments that manage fleet operations shall report to the Board by March 1st each year on the composition of their fleet and the number of vehicles powered by clean fuels, including hybrids and other alternative fueled vehicles.

The following are the guidelines to achieve a systematic approach to vehicle replacement:

1. All departments will utilize the following vehicle fleet replacement cycle standards for light-duty vehicles:

Vehicle Class	Years	Mileage
Emergency Vehicle*	8	110,000
Sedan	8	110,000
SUV	8	110,000
Van	8	110,000
Truck-Light-duty *	8	110,000

\* Emergency Vehicle includes light duty emergency-related vehicles as defined by the California Vehicle Code Sections 165, 30, 25269, 21055, and 27002. Light duty trucks are defined as those of 14,000 pounds gross vehicle weight or less. All vehicle replacement standards are applicable on 'whichever comes first' basis.

2. Vehicles become candidates for replacement when they reach either the age or mileage replacement criteria, whichever comes first. When vehicles are identified as candidates for replacement, the vehicles are not mandated to be replaced. Rather, vehicle replacement candidates will be subject to further analysis, including current utilization level; front-line or backup assignment status; repair history and pending repair/refurbishment costs; perceived reliability, suitability, and safety; and ease of replacement. Departments will report the results of this review to the CEO as part of their annual vehicle budget requests.
3. Departments will consult with the CEO to develop budgetary plans to fund replacement vehicles. Vehicle replacement will be centrally coordinated through the CEO as part of the annual budget process. ISD will provide data regarding fleet utilization and vehicle repair history, and help develop the replacement strategy for departments that use ISD

Fleet Services. Other departments will, similarly, work directly with the CEO. Each department should prepare an annual vehicle replacement plan.

4. Departments shall review vehicle utilization for opportunities to reduce fleet operating costs. Where feasible, departments shall reduce vehicle counts by pooling, renting County motor pool vehicles, employee mileage reimbursement, etc. Departments shall review vehicles that are driven 5,000 miles or less annually. Generally, such vehicles will be considered underutilized, and should be removed/turned in or redeployed unless fully justified based on business/operating requirements. Departments are advised to periodically rotate higher use vehicles with lower use units.
5. Increases to departmental vehicle counts will require CEO approval based on operating and/or program needs.
6. Unless otherwise justified based on operating/business needs, vehicles must be replaced "in kind" (e.g., sedan for a sedan). Replacement vehicles must meet ISD vehicle standardization requirements, departmental business requirements, limit features/accessories to those that improve safety and/or reduce risk or liability issues, enhance employee productivity, and are clearly needed for operations.
7. In procurement calculations of the Total Cost of Ownership bid evaluation shall utilize replacement mileage standards detailed above to determine the lowest responsible bid.
8. All retired/replaced vehicles must be turned in for disposal or salvage, and may not be retained within any County operation unless approved by the CEO. For salvaged vehicles, auction proceeds will be deposited to Motor Vehicle Accumulated Capital Outlay (MVACO) or accounts identified by each department and returned as appropriate to each department.

#### **RESPONSIBLE DEPARTMENT**

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Internal Services Department

Chief Executive Office



## DATE ISSUED/SUNSET DATE

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**Issue Date: January 10, 1995**  
**Review Date: February 19, 2004**  
**Review Date: November 15, 2005**  
**Review Date: January 18, 2007**  
**Reissue Date: February 3, 2009**  
**Reissue Date: February 18, 2010**  
**Review Date: December 18, 2013**  
**Issue Date: June 30, 2015**  
**Review Date: July 20, 2017**  
**Review Date: July 15, 2020**

**Sunset Review Date: January 10, 2004**  
**Sunset Review Date: January 10, 2007**  
**Sunset Review Date: January 10, 2009**  
**Sunset Review Date: January 10, 2010**  
**Sunset Review Date: January 10, 2010**  
**Sunset Review Date: February 18, 2014**  
**Sunset Review Date: February 18, 2016**  
**Sunset Review Date: December 31, 2016**  
**Sunset Review Date: March 31, 2021**  
**Sunset Review Date: July 16, 2025**