



# Electric First Vehicles

## Policy No. SU-0002

### City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for ‘City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.’ All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

Signed by:

A handwritten signature in black ink that reads "Eric King".

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Eric King, City Manager

Reviewed by Legal Counsel:

Signed by:

A handwritten signature in black ink that reads "Ian Leitheiser".

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Ian Leitheiser, City Attorney

Dated: 12/12/2025

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Policy No. SU-0002

Adopted: 12/12/2025

Owner: Fleet Department; Fleet Director

Revised:

Revision No.

## I. Purpose

**Resolution 3430** directed the City Manager to adopt and implement an administrative policy regarding the purchase of electric vehicles for City use. This policy implements Resolution 3430 and advances the City's commitment to sustainability and reducing greenhouse gas emissions in support of the City's Climate Action Goals, established by **Resolution 3044** in 2016. It implements a key element of the City of Bend's **Strategic Energy Management Plan (SEM)**, adopted in 2020 as a roadmap to meet the City's Climate Action Goals. The SEM includes strategies to convert the City's fleet to electric and hybrid vehicles, and to develop our facilities to support this fleet with electric vehicle supply equipment (EVSE) for charging vehicles.

## II. Policy Statement

A policy that advances the decarbonization of the City's fleet vehicles by prioritizing the procurement of electric vehicles (EVs) as the first-choice option for new and replacement vehicles in the City's fleet for light and medium-duty vehicles. Where EVs are not feasible due to operational needs, hybrid or plug-in hybrid vehicles are prioritized as a second-choice option, with Fleet Director approval. An administrative process is defined for requesting additional exemptions to this policy.

## III. Scope

This policy applies to all departments purchasing fleet vehicles. The policy applies to only light and medium-duty vehicle purchases, defined as any vehicle with a gross vehicle weight rating (GVWR) of 9,000 pounds or less.

## IV. Definitions

**All-Electric vehicle (EV):** A vehicle operating exclusively on a battery charge and does not possess or require an internal combustion engine

**Electric-vehicle Supply Equipment (EVSE):** A charging station or EV charger to supply electrical power for charging all-electric and plug-in hybrid-electric vehicles

**Greenhouse Gas Emissions (GHG):** Gases that trap heat in the atmosphere, including, but not limited to carbon dioxide, methane, nitrous oxide, and fluorinated gases (commonly found in refrigerants)

**Gross vehicle weight rating (GVWR):** The maximum safe operating weight of a fully loaded vehicle, including the vehicles empty weight, passengers, cargo, and any necessary fluids

**Hybrid vehicle; Hybrid-electric vehicle (HEV):** A motor vehicle that draws propulsion energy from onboard sources of stored energy that are both an internal combustion engine that runs on combustible fuel, and a rechargeable energy storage system

**Internal combustion engine (ICE) vehicle:** A vehicle that runs entirely on gasoline or diesel fuel

**Plug-in hybrid-electric vehicle (PHEV):** A vehicle that runs primarily on gasoline or diesel fuel, but can also run for short distances on a small battery, which can be charged with electricity

## **V. Policy Terms & Provisions**

### **A. “Electric-First” Vehicle Procurement**

1. For vehicles with a GVWR of 9,000 pounds or less, it is required that an all-electric vehicle is purchased as a first-choice option, if an all-electric vehicle is available for the intended operational use.
2. For vehicles with GVWR or 9,000 pounds or less, the purchase of a hybrid or plug-in hybrid vehicle is allowable if there is not an all-electric vehicle available for the intended operational use. Fleet Director approval is required for the purchase of hybrid or plug-in hybrid vehicle in lieu of an all-electric vehicle.
3. Departments must follow the administrative process described below in (B) Exemptions – Single Vehicle Purchases or (C) Exemptions – Whole Class of Vehicles, if they determine that only an internal combustion engine vehicle will suit their operational needs or if the internal combustion engine is more cost effective over the life cycle of the vehicle.

### **B. Exemptions – Single Vehicle Purchases**

1. Departments may request exemptions to this policy from the City Manager for single-vehicle purchases. Exemptions may be requested for reasons including but not limited to:
  - a. The all-electric or hybrid vehicle options cannot perform the intended operational use of the vehicle
  - b. The asset life cycle cost analysis does not show a positive return on the investment
  - c. The all-electric or hybrid vehicle options are not available within a reasonable time frame to maintain continuity of operations
2. To request this exemption, Departments must request exemption in writing to the Fleet Director. It will then be submitted, along with the Fleet Director’s recommendation, to the City Manager for review.

### **C. Exemptions – Whole Class of Vehicles**

1. Department Heads may request an exemption from the policy for an entire class of vehicles if they deem no suitable all-electric or hybrid vehicle options for the entire

class by requesting the exemption from the City Council. Exemptions granted to an entire class of vehicles allows the Department to consistently purchase those vehicles as internal combustion engine vehicles without further need to request exemptions for the current biennium.

2. To request this exemption, Department Heads request exemption in writing to the Fleet Director. It will then be submitted, along with the Fleet Director's recommendation, to the City Manager for review. If the City Manager approves, the Department Head must make the request to the City Council as a Council action item during a City Council meeting.

#### D. Electric Vehicle Supply Equipment (EVSE) and Infrastructure and Fueling Costs

1. EVSE will be provided at or near all City facilities. The Fleet Director and the Facilities Department will coordinate to ensure that EVSE are available at all City facilities where it is needed to support City fleet vehicles.
2. Employees should charge EVs and PHEVs at City facilities when employee is within Bend city limits or will be returning to Bend city limits within the vehicle's available range.
3. When a Department vehicle is charged at a City facility, Departments will be charged the cost of the electricity required to charge the vehicle. The Fleet Director will be responsible for determining and charging the amount necessary to cover the cost of charging.
4. If an employee must charge an EV or PHEV outside of Bend city limits, the employee should use a City purchase card to pay for charging when possible. If a City purchase card is not available to pay for charging, an employee may use a personal card and be reimbursed for charging costs.



#### **Language Assistance Services & Accommodation Information for People with Disabilities**

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact Rick Albeck at [ralbeck@bendoregon.gov](mailto:ralbeck@bendoregon.gov) or (541) 317-3023. Relay Users Dial 7-1-1.



#### **Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad**

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con Rick Albeck en [ralbeck@bendoregon.gov](mailto:ralbeck@bendoregon.gov) o (541) 317-3023. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.