



Sullivan County Agriculture and Sustainability Policy Committee

March 2, 2017 AGENDA

12:30 PM

Committee Members:

Catherine Owens, Chair, Nadia Rasjz, Vice-Chair, Mark McCarthy, Terri Ward, Scott Samuelson

Call to Order

Attendance

Comments: Committee Chair

Presentation: None

Reports:

1. Agricultural Report- Melinda Meddaugh
2. Office of Sustainable Energy – Heather Brown

Discussion:

1. Electric Vehicle Charging Infrastructure Deployment

Resolutions:

1. Adopting an Energy Benchmarking Policy for selected County owned buildings and facilities.
2. Adopting a Fleet Efficiency Policy for Sullivan County.
3. Appointing the Sullivan County Manager or their designee as the Climate Smart Coordinator for the County of Sullivan.

Public Comment

Adjourn

Sullivan County Office of Sustainable Energy Monthly Report for February 2017

The Office of Sustainable Energy finalized drafts of a Fleet Efficiency Policy and Benchmarking Policy for Sullivan County. The policies have been circulated and reviewed by the Commissioner of Public Works and the County Attorney's Office, and are on the agenda for consideration for adoption at the March 8, 2017 meeting of the Agriculture and Sustainability Policy Committee.

Staff has continued its research to identify opportunities for Sullivan County to promote the development of a network of electric vehicle charging stations throughout the County. We have worked with Real Property Tax Services to generate a map showing opportunities for deployment of EV Charging Infrastructure throughout the County that would promote economic and community development, particularly by identifying sites in main street areas with existing access to three phase electric infrastructure. We have also looked into the possibility of assisting municipalities with the development of EV Charging Infrastructure through a cost sharing program similar to the existing Plans and Progress Program.

Outreach to Towns, Villages and economic development partners has continued. A letter was drafted and mailed to all municipal leaders informing them of the existence of the Office of Sustainable Energy and requested feedback of the types of services that would be helpful to their organizations. This will assist the County in developing a program of community outreach that will most effectively provide needed support. The Coordinator also attended a meeting of the Sullivan County Supervisors Association to provide an overview of the new office and gather feedback.

The Sustainability Coordinator attended a strategic planning session of the Municipal Electric and Gas Alliance (MEGA), of which Sullivan County is a member. The Coordinator also attended a meeting with staff and representatives at the Town of Bethel upon their request to discuss their ongoing initiatives related to OSE's mission.

Internally, OSE staff has met with the Commissioner of Public Works as well as several other DPW staff members to discuss data sharing, policies and various projects. The data sharing will be critical in order for the County to establish a baseline of energy usage, greenhouse gas emissions, and costs so we may track our progress moving forward. The Coordinator met with the County Manager, Commissioner of Public Works and Commissioner of Planning to discuss an appropriate role in Resiliency Planning as the County moves forward with a grant application to fund such an initiative.

The County maintains its membership with ICLEI Local Governments for Sustainability, which gives us access to various resources and contacts that will support our initiatives related to

sustainable initiatives. OSE staff participated in a conference call and demonstration of ClearPath, which is a web based program that enables the County to track its progress on reduction of greenhouse gas emissions.

OSE staff continues its progress toward documenting the County's actions and progress to date toward becoming a certified Clean Energy Community and Climate Smart Community. Certification in these programs will open several opportunities for funding that will support our initiatives related to sustainability.

FEBRUARY 2017 AGRICULTURE REPORT



Cornell University
Cooperative Extension
Sullivan County



FEBRUARY EDUCATIONAL PROGRAMS:

FARMERS' MARKET NUTRITION PROGRAM/ WIC February 1

CCESC ag staff offered the annual WIC/FMNP Webinar to prepare farmers to take various benefits from customers at farmers' markets across the county.

FARM LAW 101 February 7

CCESC Ag and Food Systems hosted over 35 farmers at the Farm Law 101 workshop with Farm Commons attorney Rachel Armstrong. The full day training covered choosing an optimal business entity, employment law, liability and insurance, and writing effective lease, purchase, and sales documents.

FSMA/GAP FOOD SAFETY TRAINING February 27th & 28th

CCESC Ag and Food Systems hosted 26 farmers at the 2 day FSMA/GAP workshop with support from the Local Economies Project and the Sullivan County IDA. The full day training covered the FSMA Produce Safety Rule and Good Agricultural Practices, co-management of natural resources and food safety requirements and assistance with writing a farm food safety plan.

UPCOMING EDUCATIONAL PROGRAMS

WRITING A BUSINESS PLAN April 19th

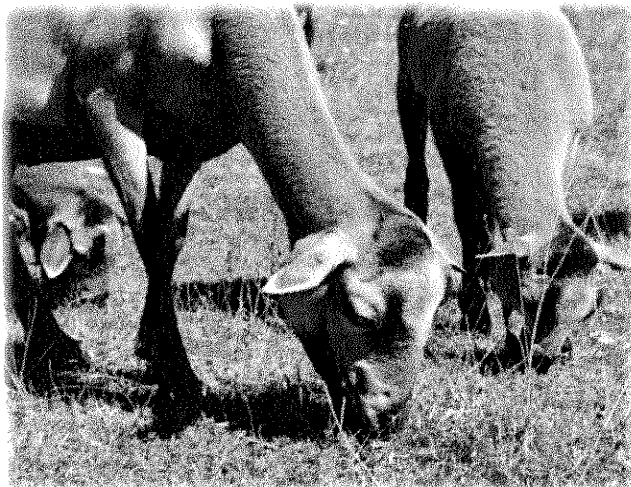
Participants will learn the in's and out's of writing a customized business plan, from Charlene Finerty from Plans and Profits, LLC and will get one step closer to start up. Sponsored by Sullivan County SCORE.

Dairy Processing Regulations



**Wednesday
March 29
1:00 - 3:00 pm**
\$10 per person
Extension Education
Center, Liberty

FAMACHA Certification: Sheep & Goats



**Sunday, March 5
11:00 am - 4:00 pm**
Lunch Included!
\$20 per person
Extension Education
Center, Liberty

FEBRUARY AGRICULTURE REPORT 2017 (continued)

DAIRY PROCESSING

The equipment for Bethel Creamery has been ordered. We anticipate the equipment to arrive at the end of March and for installation to take place in April. We anticipate the creamery to start producing yogurt at the end of April.

FIRST DAIRY DISCUSSION February 2

CCEC ag staff got together with 12 young dairy men and women at the first ever CCE Dairy Discussion. The entrepreneurs now have a regular place to network, learn from each other, and provide input for future programming. The discussion group will meet once per month to discuss different topics such as value added dairy, analyzing dairy production costs and dairy profit monitoring. In the summer we will start to coordinate farm field trips.

CATSKILLS KITCHEN FOOD INCUBATOR PROGRAM

The kitchen continues to gain interest and users. We have 2 new users for the kitchen. Upcoming programs include:

- Social Media Marketing: May 11th and May 18th
- Production classes on bread making & canning: March 25th and April 29th
- The Laws of Food Labeling: June 27th
- Farmers Market Chef Demos: June 16th and August 11th
- Labor Laws and Regulations: July 12th



FARM TO SCHOOL

We are currently in the process of developing a Farm to School Program through BOCES. The pilot program will include stocking vegetables from 1 or 2 Sullivan County farms for the salad bar. As part of the project, we offered FSMA/GAP training to help farmers meet the requirements to sell to schools. In addition, we are working with potential farmers and the school on developing the 'step by step' process for selling to schools, such as the procurement process and federal regulations. As part of the project we will include educational materials on the vegetables and the farms. If the pilot program is a success, we anticipate increasing participation in 2018. We are still awaiting notification as to whether or not we received the USDA Farm to School grant we submitted in Dec.

Agri-Business Retention & Expansion Program:

- **Farm Assistance:** Assisted 75 farms through phone, email and field visits. Assistance includes business planning, value added, hay and soil testing, best management practices, production practices and the agriculture districts law.
- **Programming:** Currently developing ag business programming for 2017. Programs include social media marketing, farm labor, agri-tourism, quickbooks and business planning.
- **Beginner Farmer Program:** There has been an increase in the number of inquiries received from people wanting to start a farm. For 2017, we will offer a 4 series beginner farmer certificate program. Plus we will offer special farm visits.
- **Livestock Production & Business Programs:** We are currently working to develop a variety of programs focused on livestock production and farm business management. These programs will include classes, field visits, farm visits and securing Cornell University staff to provide technical assistance to beef/dairy farms.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Heather Brown, Sustainability Coordinator

Re: Request for Consideration of a Resolution: Adopting an Energy Benchmarking Policy

Date: March 8, 2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Adopt an Energy Benchmarking Policy for Sullivan County that requires the collecting, reporting and sharing of Building Energy Benchmarking Data that will allow officials and department heads to track building energy use to help identify opportunities to cut costs and reduce emissions in the County of Sullivan.

Is subject of Resolution mandated? Explain:

No, this will establish an internal policy to track building performance data which can assist in the decision making process on future capital investments in County buildings.

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office:  _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No ___

If “Yes” provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If “Yes” cite the mandate’s source; describe how this contract satisfies the requirements:

If “No” provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Alvin Lewis Date 3/6/17
- B. Management and Budget: [Signature] Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/7/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. ___ INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE ADOPTING AN ENERGY BENCHMARKING POLICY FOR SELECTED COUNTY OWNED BUILDINGS AND FACILITIES

WHEREAS, buildings are the single largest user of energy in the State of New York, and the poorest performing buildings typically use several times the energy of the highest performing buildings, for the exact same building use; and

WHEREAS, this Local Policy will use Building Energy Benchmarking to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce emissions in the County of Sullivan (“County”); and

WHEREAS, collecting, reporting, and sharing Building Energy Benchmarking data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide; and

WHEREAS, equipped with this information, the County will be able to make smarter, more cost-effective operational and capital investment decisions, and drive widespread, continuous improvement; and

WHEREAS, it is the desire of the County to adopt an Energy Benchmarking Policy for Selected County Owned Buildings and Facilities.

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature hereby formally adopts the attached Energy Benchmarking Policy for Selected County Owned Buildings and Facilities effective immediately.

Sullivan County

Energy Benchmarking Policy for Selected County-Owned Buildings and Facilities

In 2010, the Sullivan County Legislature passed a resolution to join the Climate Smart Communities Program (CSC), an initiative of the New York State Department of Environmental Conservation. Municipalities that join the CSC Program pledge to reduce their Green House Gas (GHG) emissions community-wide and develop plans and strategies that will result in greater energy efficiency of all operations and a transition to renewable energy systems and technology wherever practical.

In the spring of 2012 the Sullivan County Legislature appointed a Sullivan County Climate Action Planning Advisory Board, which met monthly from July 2012 through February 2013. The resulting Sullivan County Climate Action Plan, approved by the County legislature in 2014, set ambitious goals for the reduction of GHG emissions from County operations through energy efficiency measures (to reduce energy demand) and renewable energy projects that will meet the County's energy needs with solar, hydro and wind-generated power. In order to plan and implement energy retrofits and renewable energy strategies and accurately measure our progress, the County must document and analyze energy use data on an ongoing basis.

For that purpose, the following policy outlines a procedure for collecting, recording and analyzing energy use data and for providing the public with information on the energy used in County operations and the associated reductions, as well as fuel and energy costs of building operations and reductions in GHG emissions that will result from our collected efforts to operate more efficiently.

I. Definitions

- A. "Benchmarking Information" shall mean information generated by the County's benchmarking software, as herein defined including descriptive information about the physical building and its operational characteristics.
- B. "Benchmarking software" shall mean a tool utilized by staff to track and assess the relative energy performance of county-owned buildings which are subject to this policy, such as Portfolio Manager.
- C. "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.

- D. "Covered Municipal Building" shall mean a building or facility that is owned or occupied by Sullivan County that is 1,000 square feet or larger in size. The County shall be able to remove buildings exceeding this size for due cause (e.g.: unheated salt storage sheds, etc.).

- E. "Energy" shall mean electricity, natural gas, compressed natural gas, propane, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in utility bills or other documentation of actual Energy use.

- F. "Energy Performance Score" shall mean the numeric rating generated by the County's chosen benchmarking software that compares the Energy usage of the building to that of similar buildings.

- G. "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

- H. "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

- I. "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

- J. "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

II. Administration

The County Manager or his or her designee shall be the Administrator of this Local Policy. The Administrator of this Local Policy may promulgate procedures necessary for the administration of the requirements of this Local Policy.

III. Covered Buildings

This Local Policy is applicable to all Covered Municipal Buildings as defined in Section I item C above of this Local Policy.

The County Manager may exempt a particular Covered Municipal Building from the benchmarking requirement if he or she determines that it has characteristics that make benchmarking impractical.

IV. Data Collection and Recording

No later than December 31, 2017 for 2016 data, and no later than July 1 every year thereafter, the County Manager or his or her designee shall enter the total Energy consumed by each Covered Municipal Building for the previous calendar year into an appropriate benchmarking software for the purposes of tracking building performance and greenhouse gas emissions, along with all other descriptive information required by the software.

For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into the County's benchmarking software, the County Manager or his or her designee shall begin inputting data in the following year.

The County shall create an EPA Portfolio Manager Account and maintain the account by providing basic information required by Portfolio Manager and setting up property profiles.

V. Recordkeeping, Reporting and Publication of Data

The County Manager or his or her designee shall maintain records as necessary for carrying out the purposes of this Local Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved for a period of three (3) years.

Within thirty days after 12 months of data has been entered into the County's chosen benchmarking software, the Administrator of the Benchmarking Policy shall submit a report to the County Legislature including but not limited to summary statistics on energy consumption for Covered Municipal Buildings derived from aggregation of benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the County Manager determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Local Policy.

The County Manager or his or her designee shall make available to the public on the Sullivan County website Benchmarking Information for the previous calendar year, no later than December 31, 2017 for 2016 data and by September 1 of each year thereafter for Covered Municipal Buildings.

The County Manager or his or her designee shall make available to the public on the Sullivan County website and update at least annually, the following Benchmarking Information:

- A. Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information;
- B. For each Covered Municipal Building individually:
 - 1. The status of compliance with the requirements of this Local Policy;
 - 2. The building address, primary use type, and gross floor area;
 - 3. Annual summary statistics, including site EUI, annual GHG emissions, and an Energy Performance Score where available;
 - 4. A comparison of the annual summary statistics (as required by this Local Policy) across calendar years for all years since annual reporting under this Local Policy has been required for said building.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Heather Brown, Sustainability Coordinator

Re: Request for Consideration of a Resolution: Adopting a Fleet Efficiency Policy

Date: March 8, 2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Adopt a Fleet Efficiency Policy for Sullivan County that promotes lower costs, well maintained vehicles, safer vehicles, and continued progress toward attaining the GHG emissions reductions identified in the Sullivan County Climate Action Plan.

Is subject of Resolution mandated? Explain:

No, this will establish an internal policy to maintain a fleet that is cost effective and fuel efficient as well as reduce of greenhouse gas emissions

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ Grant(s) \$ _____

State \$ _____ Other \$ _____

Federal Government \$ _____ (Specify) _____

Verified by Budget Office:  _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No _____

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Alison Lewis Date 3/6/17
- B. Management and Budget: Janet Myz Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/7/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

RESOLUTION NO. ___ INTRODUCED BY THE AGRICULTURE AND SUSTAINABILITY POLICY COMMITTEE ADOPTING A FLEET EFFICIENCY POLICY FOR SULLIVAN COUNTY

WHEREAS, the County of Sullivan (“County”) recognizes the significant costs associated with vehicles for use in the County Fleet; and

WHEREAS, the County recognizes that the County Fleet is a significant contributor to Greenhouse Gas (“GHG”) emissions resulting from municipal operations; and

WHEREAS, it is the desire of the County to adopt a Fleet Efficiency Policy for Sullivan County that promotes lower costs, well maintained vehicles, safer vehicles, and continued progress toward attaining the GHG emissions reductions identified in the Sullivan County Climate Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the Sullivan County Legislature hereby formally adopts the attached Fleet Efficiency Policy for Sullivan County effective immediately.

ESTABLISHING A FLEET EFFICIENCY POLICY FOR SULLIVAN COUNTY

Policy Statement

A Fleet Efficiency Policy serves as a tool to demonstrate Sullivan County's commitment to reducing operational costs associated with the operation and maintenance of a vehicle fleet. Outcomes of a Fleet Efficiency Policy include lower fuel costs, well maintained vehicles, safer vehicles, and continued progress toward attaining the greenhouse gas emissions reductions identified in the Sullivan County Climate Action Plan, approved in April 2014 by the Sullivan County Legislature.

The adoption of a Fleet Efficiency Policy will standardize the process by which the cost of vehicles is calculated (purchase price and fuel costs over the life of the vehicle), reduce fuel use by both right sizing the vehicles and by procuring the most fuel efficient vehicle in its class, by establishing guidelines to determine safety factors of vehicles as a marker for replacement, and by continuing to add hybrid and plug-in hybrid vehicles to departmental fleets and to facilitate the use of electric vehicles where appropriate. It is anticipated that this latter item will be facilitated by the strategic placement of D.C. fast charge electric vehicle charging stations at County facilities.

Definitions

Alternative Fuel Vehicle: a vehicle that runs on a fuel 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 (e.g. electric car, hybrid electric vehicles, solar powered).

CDL: Commercial Drivers License

Electric Vehicle: a vehicle that is propelled by one or more electric motors, using electrical energy stored in rechargeable batteries or another energy storage device

Gasoline Gallon Equivalent: the amount of alternative fuel it takes to equal the energy content of one liquid gallon of gasoline

Greenhouse Gas: any gaseous compound in the atmosphere that is capable of absorbing infrared radiation, thereby trapping and holding heat in the atmosphere

Hybrid Vehicle: a vehicle that uses two or more distinct types of power, such as internal combustion engine plus electric motor

Plug-In Hybrid Vehicle: a vehicle that shares the characteristics both of a conventional hybrid electric vehicle, having an electric motor and an internal combustion engine (ICE), and of an all-electric vehicle, having a plug to connect to the electrical grid

Procurement: the process by which the County acquires goods and services

Route Optimization: the process of determining the most cost efficient route

Sullivan County Fleet: For the purposes of this policy, the County Fleet shall include all passenger vehicles and trucks that do not require a CDL for operation.

Zero Emission Vehicle: a vehicle that emits no tailpipe pollutants from the onboard source of power

Applicability

At the direction of the County Manager or his or her designee, the Division of Public Works shall maintain an inventory and assessment of the fleet vehicles utilized by various county departments.

The inventory shall include, for each vehicle:

- 1) model year
- 2) make
- 3) model
- 4) engine size
- 5) vehicle identification number (VIN)
- 6) drivetrain type (2-wheel drive or 4-wheel drive)
- 7) rated vehicle weight and classification (light-duty, medium-duty, heavy-duty)
- 8) Miles per gallon (or gallon equivalent) per vehicle
- 9) Type of fuel (or power source, e.g., electricity) used
- 10) Average cost per gallon (or gallon equivalent) of fuel
- 11) Average fuel cost per mile
- 12) Annual miles driven per vehicle
- 13) Total fuel (or power) consumption per vehicle
- 14) Vehicle function (i.e., the tasks associated with the vehicle's use)
- 15) The County department to which the vehicle is assigned
- 16) Average number of days per week the vehicle is used
- 17) Whether or not a CDL license is required for operators of the vehicle

SULLIVAN COUNTY FLEET POLICY

It is the policy of Sullivan County:

1. To purchase, lease or otherwise obtain the most efficient and cost effective vehicles possible that meet the operational needs of the County.
2. To purchase vehicles that are appropriately sized for the purposes to which they are intended.
3. To manage and operate its fleet in a manner that is efficient and minimizes emissions.
4. That all County employees, while operating County owned vehicles at any time, or in personal vehicles while on County business during work shifts, shall not allow a vehicle to be left to idle for

any period of time greater than five minutes while occupied, and never left to idle when unoccupied. This policy shall not apply during times of emergency response or for vehicles which require longer idling periods for proper operation.

STRATEGIES TO ACHIEVE FLEET EFFICIENCY

To effectively implement the Fleet Efficiency Policy of Sullivan County, the following strategies shall be employed:

1. Establish a minimum efficiency standard in miles per gallon (or gasoline gallon equivalent) for each vehicle class for which the County has a procurement specification and include that standard in any new vehicle procurement specification. This minimum standard may be raised on an annual basis.
2. Establish a list of preferred vehicles for lease or purchase based upon anticipated use. This list shall be developed with input from the Commissioner of Public Works, the Director of Purchasing, and the Sustainability Coordinator.
3. Develop a minimum emissions standard for each vehicle class for which the county has a procurement specification and include the standard in any new vehicle procurement specifications.
4. Ensure that a minimum of 20% of the fleet, by 2020, are energy efficient and /or zero emission vehicles. Thereafter, annually, 25% of passenger vehicles purchased, leased or otherwise obtained will meet the current energy efficiency guidelines of the County. To qualify as energy efficient, a vehicle must exceed the minimum efficiency and minimum emissions standards established as per items 1 and 3 of this section.
5. Review all vehicle procurement specifications and modify them as necessary to ensure that the specifications are written in a manner that is flexible enough to allow the purchase or lease of alternative fuel, electric, hybrid, plug in hybrid, and/or zero emission vehicles.
6. Review every new vehicle purchase request and modify them as necessary to ensure that the vehicle class to which the requested vehicle belongs is appropriate for the duty requirements that the vehicle will be called upon to perform.
7. Review the fleet inventory to identify older vehicles that are used infrequently (or not at all) as well as those vehicles that are disproportionately inefficient, or are beyond safety criteria, and schedule their elimination or replacement. The Commissioner of Public Works shall have the right to remove any vehicle from the fleet at his or her discretion if it is determined that said vehicle is beyond its useful life, does not meet the standards set forth in this policy, poses a threat to safety, or any other reason.
8. Implement a program providing county employees with information to improve driving habits, including the utilization of efficient operating techniques such as route optimization.
9. Maximize efficiency of vehicles through regular maintenance and proper tire inflation, and by maintaining aerodynamics of the vehicle through judicious use of roof racks for accessory tools.
10. Purchase right size vehicles for the job.
11. Keep apprised of technological advances and product innovations for fleet vehicles.

12. No decisions shall be made with regard to vehicles owned, maintained and utilized by a specific office under the jurisdiction of an elected official in the absence of the elected official's input and agreement.

MONITORING FLEET EFFICIENCY

In order to determine if the goals and actions of the policy have been reached, and /or whether or not they should be modified or amended, on an annual basis on or before March 1st of every year, the County Manager or his or her designee, in collaboration with the Sullivan County Fleet Manager and any other department that the County Manager deems necessary, shall be filed with the Sullivan County Legislature and shared with the public on the Sullivan County website.

**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Sullivan County Legislature

Fr: Heather Brown, Sustainability Coordinator

Re: Request for Consideration of a Resolution: Appointing the County Manager or his/her designee as Climate Smart Coordinator

Date: March 8, 2017

Purpose of Resolution: [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Establish a Climate Smart Coordinator for Sullivan County to oversee the implementation of the Climate Smart Communities Pledge and gain certification for Sullivan County as a Climate Smart Community

Is subject of Resolution mandated? Explain:

No, however, this is one of the actions detailed in guidance provided by NYS DEC to fulfill the pledge adopted by the SC Legislature via Resolution No. 53-10

Does Resolution require expenditure of funds? Yes ___ No

If "Yes, provide the following information:

Amount to be authorized by Resolution: \$ _____

Are funds already budgeted? Yes ___ No ___

If "Yes" specify appropriation code(s): _____

If "No", specify proposed source of funds: _____

Estimated Cost Breakdown by Source:

County \$ _____ **Grant(s)** \$ _____

State \$ _____ **Other** \$ _____

Federal Government \$ _____ **(Specify)** _____

Verified by Budget Office:  _____

Does Resolution request Authority to Enter into a Contract? Yes ___ No

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.

Request for Authority to Enter into Contract with [_____] of
[_____]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From _____ To _____

Is this a renewal of a prior Contract? Yes ___ No _____

If "Yes" provide the following information:

Dates of prior contract(s): From _____ To _____

Amount authorized by prior contract(s): _____

Resolutions authorizing prior contracts (Resolution #s): _____

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes ___ No ___

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): _____

Efforts made to find Less Costly alternative:

Efforts made to share costs with another agency or governmental entity:

Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

Person(s) responsible for monitoring contract (Title): _____

Pre-Legislative Approvals:

- A. ^{Assistant} Director of Purchasing: Ayden Lewis Date 3/6/17
- B. Management and Budget: Janet Murphy Date 3/7/17
- C. Law Department: [Signature] Date 3/6/17
- D. County Manager: [Signature] Date 3/9/17
- E. Other as Required: _____ Date _____

Vetted in _____ Committee on _____

**RESOLUTION NO. INTRODUCED BY THE AGRICULTURE AND
SUSTAINABILITY POLICY COMMITTEE APPOINTING THE SULLIVAN COUNTY
MANAGER OR THEIR DESIGNEE AS THE CLIMATE SMART COORDINATOR
FOR THE COUNTY OF SULLIVAN**

WHEREAS, resolution 53-10 adopted a Climate Smart Communities Pledge as developed by the New York State Department of Environmental Conservation; and

WHEREAS, it is recommended that a Climate Smart Coordinator is appointed to oversee the implementation of the Climate Smart Communities Pledge and establish Sullivan County as a certified Climate Smart Community.

NOW THEREFORE BE IT RESOLVED that the Sullivan County Legislature hereby appoints the County Manager or their designee as the Sullivan County Climate Smart Coordinator.