**Workplan:**

* What could be defined by next meeting:
* What this will look like? How will it be organized?
* Overview of sub-committee steps in Dec & January
* What information resources are available?

**TOPIC 1A: Purchase of Light Duty Electric Fleet Vehicles (Catherine, Kathy)**

1. Guidance on eligibility requirements for replacing existing internal combustion engine equipped vehicles with EVs when due or nearly due for replacement if EVs meet the business needs considering:
   * required ranges to meet operational needs, miles traveled per day, anticipated advances in technology for medium and heavy duty models, and total cost of ownership
   * EV fleet transition purchasing policies that may require EV as a first-choice option, where applicable, and make and model availability meets the user needs
   * local, state, and federal funding opportunities to support capital and operating expenses
   * current replacement cycles prioritizing replacements based on vehicle age, mileage and maintenance costs
   * a process for keeping an up-to-date list of eligible replacement options as new models come to market
2. Recommend potential EV fleet goals, timelines, and metrics for success.

**Topic 1B Purchase of Medium & Heavy Duty Electric Fleet Vehicles (Catherine, Kathy)**

1. Guidance on eligibility requirements for replacing existing internal combustion engine equipped vehicles with EVs when due or nearly due for replacement if EVs meet the business needs considering:
   * required ranges to meet operational needs, miles traveled per day, anticipated advances in technology for medium and heavy duty models, and total cost of ownership
   * EV fleet transition purchasing policies that may require EV as a first-choice option, where applicable, and make and model availability meets the user needs
   * local, state, and federal funding opportunities to support capital and operating expenses
   * current replacement cycles prioritizing replacements based on vehicle age, mileage and maintenance costs
   * a process for keeping an up-to-date list of eligible replacement options as new models come to market
2. Recommend potential EV fleet goals, timelines, and metrics for success.

**Best practices from other roadmaps**:

* Fleet Utilization Review Committee: (Existing Procedures) decisions on retaining, reassigning, and/or modifying pool fleets
* Fleet transition plan: target goals for light, medium, and heavy-duty vehicles, purchasing guidelines, priority matrix (Green Fleet/Electric First Purchasing Policy)
* Internal Dept education and awareness programs for EV fleet transitions
* Formalized training and outreach programs to EV fleet users & EVSE installers
* Pilot fleet programs, including medium & heavy-duty vehicles
* Incentives, rebates, bulk purchasing, leasing opportunities

**TOPIC 2: Purchase of Electric Fleet Charging Infrastructure (Kathy, Delbert)**

**Workplan:**

* What could be defined by next meeting:
* What this will look like? How will it be organized?
* Overview of sub-committee steps in Dec & January
* What information resources are available?

1. Recommendations for the content of a City Operations EV Fleet Charging strategy that provides:
   * guidance for selecting mix of EV charger types (networked or non-networked) based on data needs (tracking of mileage, maintenance schedules, department charges)
   * alternative funding strategies to assist in offsetting the cost of EV charger installations
   * recommended rates of installation in advance of the purchase of EVs (just-in-time, versus mass upgrades and future proofing infrastructure through oversizing) that considers lead time needed for permits
   * an approach for “managed charging” and guidelines for fleet use that minimizes utility costs and demand charges/peak times and leverages energy storage and microgrids
   * best practice approaches such as the Department of Energy Alternatives Fuels Data Center EVSE tool to calculate number of L1/L2/DCFC and/or combinations needed for fleet use
2. Fleet charging goals and timelines for procurement and installations.

**Best practices from other roadmaps**:

* Targets and timelines for fleet EVSE installations to include level of charging (L1/L2/DCFC) and vehicle type (light, medium, heavy duty)
* Pilot programs with different L2 charging providers
* Use of rebates, incentives and/or regional, state and federal funding programs
* Investment and budgetary charging strategies

**TOPIC 3: Charging Infrastructure for Employees (Katherine)**

**Workplan:**

* What could be defined by next meeting:
* What this will look like? How will it be organized?
* Overview of sub-committee steps in Dec & January
* What information resources are available?

1. Establish employee charging infrastructure goals and timelines for installations that considers:
   * cost recovery for employee EV charging and parking (user fees versus city paid as an incentive for sustainable commuting)
   * recommended locations and timing for rollout of employee/workplace charging
   * an Employee EV etiquette policy to maximize use of charging infrastructure (i.e., vacate parking stall when charging session is complete)

* guidance on level and type of charging infrastructure to be installed (Level 1 or 2 and DCFC, networked vs non-networked)
* other incentives to encourage daytime charging and EV purchases

**Best Practices from other roadmaps**:

* Targets and timelines for fleet EVSE installations to include level of charging (L1/L2)
* Pilot programs with different L2 charging providers
* Use of rebates, incentives and/or regional, state and federal funding programs
* Investment and budgetary charging strategies