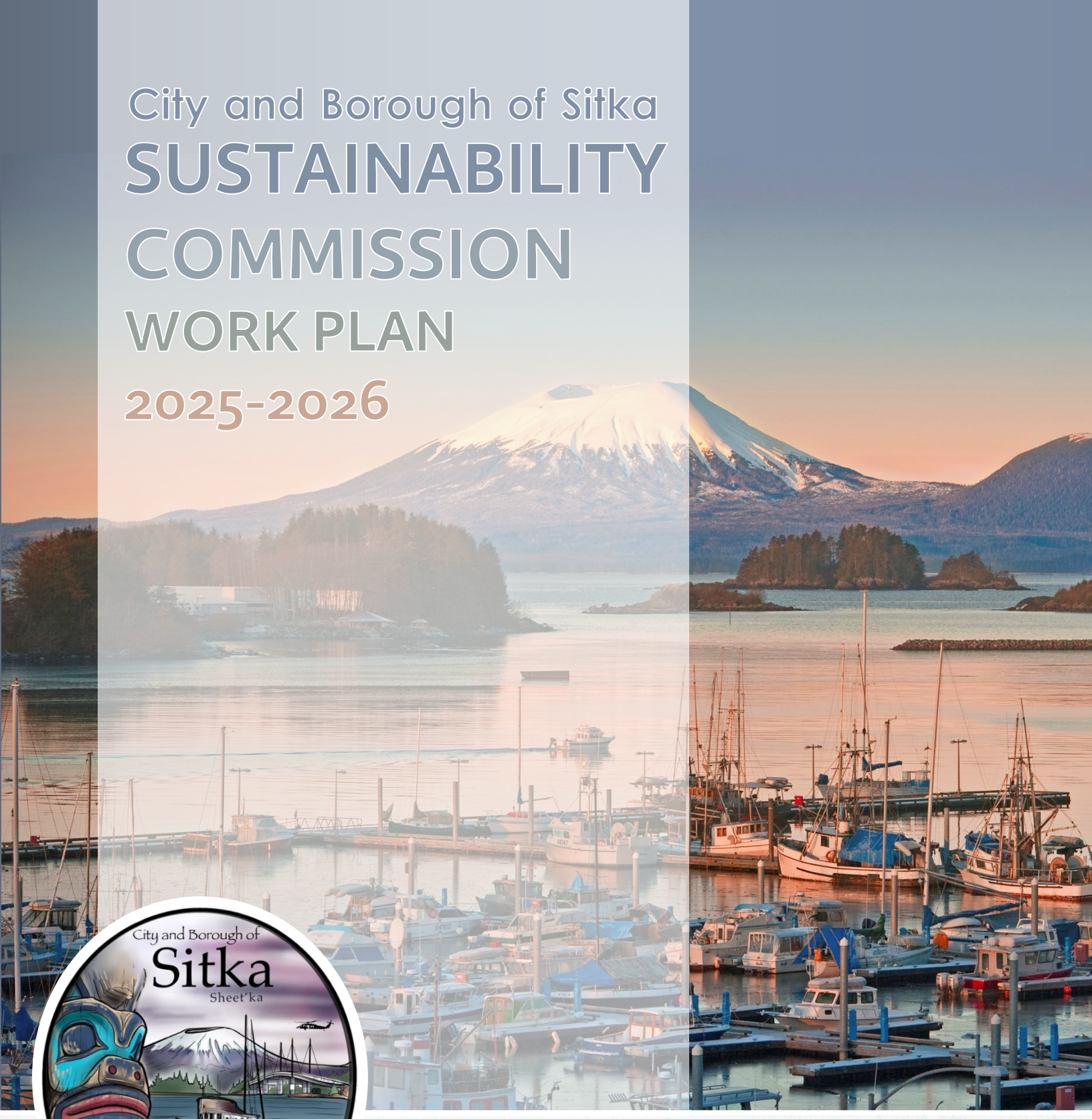
City and Borough of Sitka

SUSTAINABILITY COMMISSION

WORK PLAN

2025-2026



Submitted for Assembly review on

March 11, 2025

City and Borough of Sitka

SUSTAINABILITY COMMISSION

2025-2026 WORK PLAN

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City and Borough of Sitka

SUSTAINABILITY COMMISSION EXECUTIVE SUMMARY

The Sustainability Commission acts as an advisory body to the Assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the City (SGC 2.31.010).

2024-2025 NOTABLE ACTIONS

- Drafted comments on the Tongass Management Plan Revision
- Held a public hearing with the Sitka Tribe of Alaska for the Grid Resiliency Formula Grant.
- Recommended use of energy efficiency and conservation block grant (EECBG) funding be used for additional recycling containers and EV chargers for municipal vehicles.
- Recommended approval of the municipal fleet procurement policy and decarbonizing and rightsizing to improve vehicle efficiency (DRIVE) group charter.

2025-2026 NEW GOALS

1. SUPPORT SUSTAINABLE MUNICIPAL OPERATIONS

For the upcoming year, the Commission has prioritized working on goals and support CBS's direction to decarbonize city operations by 2030 (CBS Res. 22-18).
To support this goal over the next year, strategic deliverables include:

- Update the Municipal Greenhouse Gas Emissions Inventory and analyze progress
- Identify sustainability metrics for municipal operations that align with CBS's Strategic Plan.
- Develop recommendations and necessary actions to reduce municipal emissions, such as continued support for electrification of the municipal fleet via advisory group.
- Integrate sustainability metrics into existing and near future CBS projects.

2. EXPLORE REGIONAL APPROACH TO SUSTAINABILITY

In anticipation of the 2026-2027 work plan, this goal aims to develop the Commission's regional role and explore the possibility of a future sustainability event.

CONTINUE

3. COLLABORATING WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE (MSW)

In the past year, staffing changes have made this goal particularly challenging. Despite this, the Solid Waste Advisory Group (SWAG) was formalized in CBS Public Works policy 24-01-01. **To support this goal over the next year, action items include:**

- Develop SWAG charter and MSW strategy
- Facilitate public engagement in the Southeast Alaska Solid Waste Authority Regional Planning Project.

4. SUPPORTING AND FINALIZING THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)

With its first year completed, the SCRES is anticipated to be completed mid-2025. The Commission will continue to support the technical team as needed to finalize the SCRES.

COMPETE

SUPPORT ELECTRIFICATION OF THE MUNICIPAL FLEET

City and Borough of Sitka

SUSTAINABILITY COMMISSION COMPREHENSIVE LIST OF ACTIONS

DUTIES AND RESPONSIBILITIES SGC 2.31.060 B

- Fossil energy use reduction and development of local, renewable energy sources.
- Responsible use of natural resources.
- Diminution of Sitka's supply-chain fragility.
- Food security enhancement.
- Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.
- Solid waste consumption, reduction, composting, recycling, and re-use.
- Robust and healthy local ecosystems and natural communities.
- • • • Other matters as the Assembly or Commission may deem beneficial for the City.

	SUPPORTS:							
2024								
Community-wide Greenhouse Gas Emissions Inventory	✓		✓		✓		✓	
Developed energy education modules for SCRES	✓		✓					
Recommended funding allocation for Energy Efficiency and Conservation Block Grant (EECBG)	✓				✓	✓		
Drafted comments on the Tongass Management Plan Revision		✓		✓			✓	
Advised on municipal solid waste policy		✓				✓		
Public hearing with STA for Grid Resiliency Formula Grant			✓				✓	✓
Recommended approval of the municipal fleet procurement policy					✓			
Recommended approval of the decarbonizing and rightsizing to improve vehicle efficiency (DRIVE) group charter					✓			
2023								
Alaska Heat Smart recommendation and letter of support	✓							
Sitka Community Garden Concept letter of support				✓			✓	
Made a recommendation for the Sustainability Seat on the Tourism Task Force							✓	✓

2024-2025
GOAL UPDATES

While the overall objective each goal largely stayed the same from the initial 2023–2024 work plan, the specific approach was refined to reflect updates within CBS and the evolution of the operational and feasibility landscape around each goal in the past year. Similarly, the goals were approached sequentially with the Commission's full effort into the highest prioritized goal until there was a lull. The On March 26th, 2024, Chair Riley presented the 2024–2025 Work Plan to the City Assembly which unanimously approved the goals outlined in the Sustainability Commission's 2024–2025 Work Plan (Item 24–039).

The goals set forth by the Commission included:

1. CONTINUE THE DEVELOPMENT OF THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)

CBS was successfully selected as one of nine communities for the third cohort of the U.S. Department of Energy's Energy (DOE) Transition Initiative Partnership Project (ETIPP) to support the development of the Sitka Community Renewable Energy Strategy (SCRES). The SCRES aims to establish a shared vision of Sitka's energy future to guide energy-related community decisions by shaping a roadmap for community and policy actions that advance the shared energy vision. The Sustainability Commission defined The scope to include a community-wide greenhouse gas emissions (GHG) inventory, public energy education, the development of future energy scenarios, and a compilation of community actions and policy recommendations based on continuous community engagement throughout the project.

2. COLLABORATE WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE (MSW)

The current waste management contract is slated to be renewed in 2032. To ensure that Sitkans' waste is managed sustainably, with lower costs and fewer resulting greenhouse gas emissions, goal was reworked collaboratively with new leadership within the Public Works Department utilized the City's asset management program to strategically approach municipal solid waste, starting with a MSW policy.

3. SUPPORT ELECTRIFICATION OF THE MUNICIPAL FLEET

This goal was revised in 2024–2025 to encompass changes in perspective gained through discussions with the Public Works Department, which indicated a formalized vehicle transition and infrastructure plan was unnecessary. The goal now focused on answering department questions, identifying funding resources, and supporting the implementation of the direction given by the Assembly. This success from this goal informed the development of the 2025–2026 goals. While the work continues, it is no longer considered an individual goal.

2025-2026

WORK PLAN DEVELOPMENT

Since its initial work plan was approved in 2023, the Sustainability Commission's annual goals have largely been multi-year efforts, targeted sequentially as capacity allowed. Now approaching its third year, the Commission has continued to make ground and establish itself as a more experienced advisory body. New commissioners have brought additional skillsets and perspectives along with the challenge of two vacant seats since March and June 2024. With both successes and challenges to learn from, the Commission has identified opportunities to improve its operational flow and better inform the goals within this work plan iteration.

On November 12th, 2024, the Sustainability Commission held a joint work session with the City Assembly to introduce new Assemblymembers to the Sustainability Commission's work and Commissioners, assess Assemblymembers interests and priorities in the Commission's duties and responsibilities, align skillset of Commissioners with Assemblymember interest and priorities to inform this work plan goals.

Assemblymembers largely requested the Commission utilize the greenhouse gas emissions inventory to strategically inform recommendations to further public utilization of Sitka's renewable electricity. A major component of this was specifically more accessible information for the public via the CBS website.

Municipal solid waste was repeatedly flagged by Assemblymembers, with reducing the amount of material brought in as well as streamlining and exploring disposal methods locally and regionally.

Other recommendations/requests were electric vehicle charging infrastructure for both the public and municipality, investigation into tax solutions to support local resource production, ground source heat pumps, and better defining and outlining the "supply chain" to help clarify its purpose and better understand its fragility.

This input was used to further refine a shortlist of potential goals in following meetings. Simultaneously, the Commission began evaluating past goals, reflecting on the progress and current goals, and assessing the capacity of both Commissioners and City Staff.
Upon review, two categories of goals emerged:

Project Focused

Operations Focused

REFINING THE FOCUS

Project-Focused	Operations-Focused
• Often require some sort of monetary support. • Clearly timebound • Require a significant level of Commissioner and staff time if additional resources are not provided • Generally additive to CBS workload	• Focused on the development of municipal policy, answering staff questions, and operational documentation. • Generally furthers progress towards Resolution 2022–18. • Can compliment CBS workload but requires staff input
Output	**Output**
Results may be equipment or a program that will need longevity consideration, like an action plan.	Documents that inform, guide, and support CBS operations.

RESULTS OF PREVIOUS GOALS

2024-2025: 2 of 3 goals were operational-focused

Continue development of Sitka Community Renewable Energy Strategy (SCRES)
Outcome: Sustainability Coordinator has served as project lead with technical support secured through the Energy Transitions Initiative Partnership Project (ETIPP) with Commission as steering committee.

Collaborate with City Staff on municipal solid waste (MSW) asset management process
Outcome: Moved from project to operations. Developed a MSW policy that called for the development of a strategy.

Support electrification of the municipal fleet
Outcome: Moved from project to operations after consultation from public works requested documentation. Results include an EV procurement policy and advisory group charter with specifically requested supporting deliverables to be produced

2023-2024: 3 of 3 goals were project-focused

Develop a community renewable energy strategy
Outcome: Commission spent bulk of the time securing ETIPP support and scoping project

Analyze opportunities for diversion of municipal waste (MSW)
Outcome: Proposed a MSW baseline and composition assessment that was unable to get necessary momentum.

Create a municipal fleet transition plan and EV infrastructure plan
Outcome: As the 3rd priority, this goal did not make much progress.

CONCLUSION AND FINALIZATION: Goals that had shifted to be operationally–focused had made more progress than when they were project–focused. Along with new commissioner skills and interests and Assembly input, the Commission's shortlisted new and continuing goals. **At the March 3rd meeting, the Commission voted unanimously to approve the following goals for 2025–2026:**

NEW

2025-2026

SUPPORT SUSTAINABLE MUNICIPAL OPERATIONS

SUPPORTS:

Fossil energy use reduction and development of local, renewable energy sources.

Responsible use of natural resources

Robust and healthy local ecosystems and natural communities.

SUMMARY: Learning from the successes of the past two work years, specifically goals that were rooted in the City's asset management program, this goal is meant to position the Commission to support Assembly direction given to decarbonize City operations by 2030 (Res. 22–18). By focusing on ongoing CBS operations and projects, the proposed strategic deliverables are meant to integrate principles of sustainability into the workings of the City, build resources to support long-term change, and create tools to evaluate progress.

INVOLVED DEPARTMENTS: Planning and Community Development, Electric, Public Works

FOCUS:

☑ Municipal – Improves existing service

☐ Municipal – Adds new service

☐ Community

FITS WITHIN EXISTING CITY BUDGET:

☐ No ☐ Somewhat ☐ Via grants ☑ Yes

TIME INTENSITY:

	Low	Moderate	High	Substantial
CBS STAFF: During				
CBS STAFF: Post				
COMMISSION:				

TIMEFRAME:	Q2 2025	Q3 2025	Q4 2025	Q1 2026

PROPROSED STRATEGIC DELIVERABLES:

UPDATE THE MUNICIPAL GREENHOUSE GAS EMISSIONS INVENTORY AND ANALYZE PROGRESS: Along side the community–wide GHG emissions inventory, the technical team assisting with the Sitka Community Renewable Energy Strategy are compiling an inventory specifically for CBS. This is anticipated to be available mid–2025 and will be used to inform strategic and achievable goals to reduce emissions.

IDENTIFY SUSTAINABILITY METRICS FOR MUNICIPAL OPERATIONS THAT ALIGN WITH CBS STRATEGIC PLAN: With the municipal GHG emissions inventory and current CBS strategic plan, the Commission will create metrics rooted in environmental, economic, and social equity that can be used to quantitatively track improvements and progress of CBS.

DEVELOP RECOMMENDATIONS AND NECESSARY ACTIONS TO REDUCE MUNICIPAL EMISSIONS, INCLUDING SUPPORTING THE ELECTRIFICATION OF THE MUNICIPAL FLEET:

To help CBS work towards approved metrics, the Commission will build a comprehensive list of actions to outline steps CBS can take to decarbonize operations as directed in Res. 22–18. This will include recommendations and requests from the 2024–2025 goal: support electrification of the municipal fleet such as:

- **PARTICIPATE IN THE DECARBONIZATION AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY (DRIVE) ADVISORY GROUP:** As needed, the DRIVE group will advise on vehicle procurement and support the development of strategic deliverables outlined in the group charter (Appx. A).

INTEGRATE SUSTAINABILITY METRICS INTO EXISTING AND NEAR FUTURE CBS PROJECTS: With ongoing and future capital improvements plans, these metrics are intended to help CBS incorporate long–term principles into the consideration, design, and execution of infrastructure, programs, and other municipal projects.

NEW 2025-2026

EXPLORE REGIONAL APPROACH TO SUSTAINABILITY

SUPPORTS:

- Responsible use of natural resources
- Robust and healthy local ecosystems and natural communities.
- Other matters as the Assembly or Commission may deem beneficial for the City.

SUMMARY: Now entering its third year, the Sustainability Commission will explore opportunities to collaborate with Sustainability initiatives regionally. The goal will be to identify overlap with ongoing efforts within the region and begin early steps to potentially host a conference or similar event in the following year.

INVOLVED DEPARTMENTS: Planning and Community Development

FOCUS:

☐ Municipal – Improves existing service

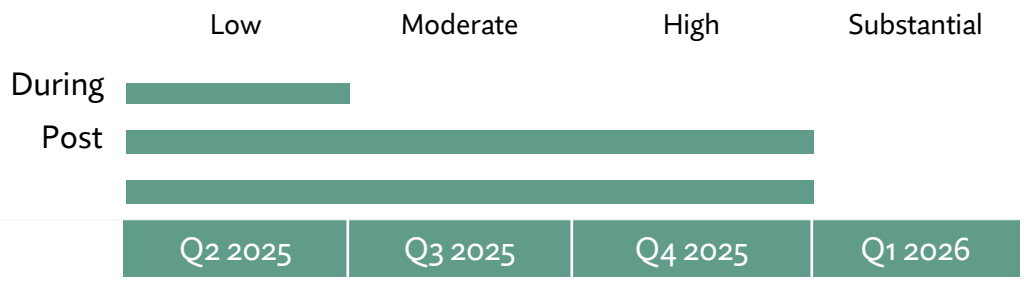
☐ Municipal – Adds new service

☑ Community

FITS WITHIN EXISTING CITY BUDGET:

☑ No ☐ Somewhat ☐ Via grants ☐ Yes

TIME INTENSITY:



CONTINUE

COLLABORATING WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE

SUPPORTS:

Solid waste consumption, reduction, composting, recycling, and re-use.

Responsible use of natural resources

Robust and healthy local ecosystems and natural communities.

SUMMARY: Using the asset management program the City utilizes to strategically approach municipal solid waste (MSW), rather than just staff participating in the process, Sustainability Commissioners from the solid waste working group were also included. Throughout the first half of 2024, the solid waste advisory group (SWAG) developed a high-level municipal policy for the strategic management of MSW (Appx. B).

INVOLVED DEPARTMENTS: Planning and Community Development, Electric, Public Works

FOCUS:

☑ Municipal – Improves existing service

☐ Municipal – Adds new service

☐ Community

FITS WITHIN EXISTING CITY BUDGET:

☐ No ☐ Somewhat ☐ Via grants ☑ Yes

TIME INTENSITY:

	Low	Moderate	High	Substantial
CBS STAFF: During				
CBS STAFF: Post				
COMMISSION:				

TIMEFRAME: Q2 2025 | Q3 2025 | Q4 2025 | Q1 2025

MILESTONES AND ACCOMPLISHMENTS

RECOMMENDED FUNDING FOR RECYCLING INFRASTRUCTURE: The Sustainability Commission recommended the Assembly allocate $60,000 of the $75,300 funding available through the Energy Efficiency and Conservation Block Grant (EECBG) Program, to purchase city-owned roll-off recycling containers and new signs for the recycle center. Simplifications made to the recycle center including comingling of plastics #1, 2, and the addition of #5 plastics, and the comingling of newspaper and cardboard in conjunction with the fact that according to CBS data, properly recycled materials cost half of much to dispose of than non-recyclable materials. By streamlining the process and increasing available containers, these improvements are intended to reduce costs to residents as much as possible and enable CBS to collect more materials at additional locations.

FINALIZED MUNICIPAL SOLID WASTE STRATEGIC MANAGEMENT POLICY: As the first step SWAG developed 4 strategic priorities to guide the management of MSW. These were formalized in CBS Public Works policy No. 24–01–01 (Appx. B)and include:

1. Municipal solid waste management shall operate efficiently by aligning social, environmental, and financial (triple bottom line) performance frameworks and zero waste principles.
2. Municipal solid waste management shall be a reliable service.
3. Municipal solid waste management shall be compliant with borough, state, and federal requirements.
4. The management of municipal solid waste will be continuously improved.

NEXT STEPS

DEVELOP THE SOLID WASTE ADVISORY GROUP CHARTER AND MSW STRATEGY: As outlined in CBS Public Works Policy 24–01–01, the SWAG will create an MSW Strategy and means to effectively communicate this directive to the appropriate parties, internally within CBS and externally to the public. To begin, SWAG will work on developing a group charter that outlines a working process for collaboration and additional components necessary for strategy development.

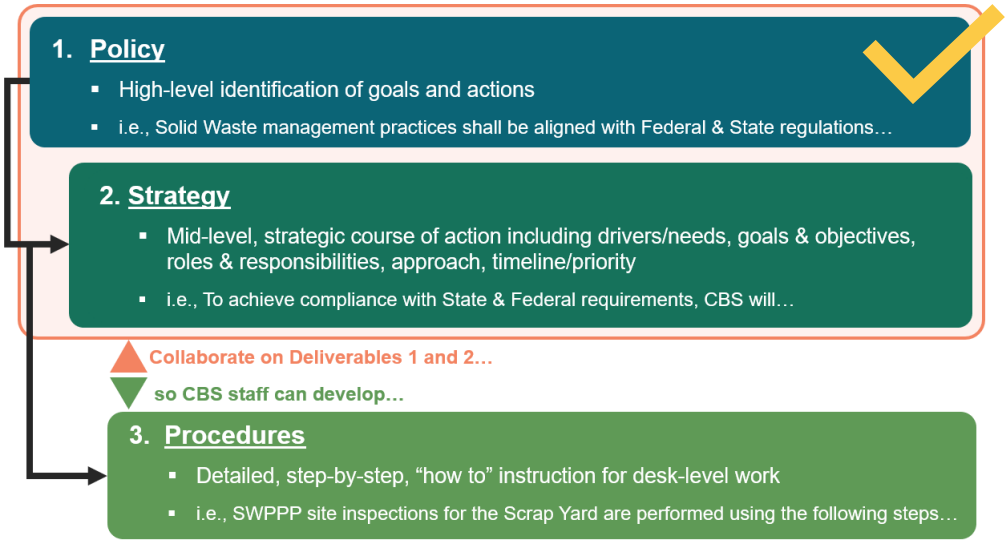


Fig 1: Deliverables of each phase of the strategic management process and how each informs more specific actions. The proposed approach is to collaborate on creating deliverables from Phases I and II to CBS staff can then create procedures for specific aspects of MSW.

This is likely to be a challenging task as staffing changes within the Public Works Department has reduced the ability to coordinate effectively and consistently. Regardless, the Sustainability Coordinator will continue to work to establish relationships with the appropriate staff to facilitate this effort as much as possible.

FACILITATE PUBLIC ENGAGEMENT IN THE SOUTHEAST ALASKA SOLID WASTE AUTHORITY (SEASWA) REGIONAL PLANNING PROJECT: In 2024, SEASWA, an authority of 8 communities aimed at reducing the cost of solid waste disposal in the region, received a $500,000 Denali Commission grant to create a regional solution. Although Sitka is not a member, the Sustainability Coordinator negotiated an MOU to allow for Sitka's participation. As necessary, the Sustainability Commission will collaborate with the Sustainability Coordinator to engage with the SEASWA regional solid waste planning project. Updating the solid waste analysis of Southeast communities is the first step and is anticipated to take place in the summer of 2025.

CONTINUE

SUPPORTING AND FINALIZE THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)

SUPPORTS:

Fossil energy use reduction and development of local, renewable energy sources.

Responsible use of natural resources

Robust and healthy local ecosystems and natural communities.

SUMMARY: CBS was successfully selected as one of nine communities for the third cohort of the U.S. Department of Energy's Energy (DOE) Transition Initiative Partnership Project (ETIPP) to support the development of the Sitka Community Renewable Energy Strategy (SCRES). **The SCRES aims to establish a shared vision of Sitka's energy future to guide energy-related community decisions by shaping a roadmap for community and policy actions that advance the shared energy vision.** The Sustainability Commission defined The scope to include a community-wide greenhouse gas emissions (GHG) inventory, public energy education, the development of future energy scenarios, and a compilation of community actions and policy recommendations based on continuous community engagement throughout the project.

This City-led project, heavily supported by the Sustainability Commission, works in collaboration with energy experts, collectively known as the technical team, at the National Renewable Energy Lab (NREL), Pacific Northwest National Lab (PNNL) and the Renewable Energy Alaska Project (REAP). The SCRES is funded through the ETIPP program and the Sustainability Coordinator's time.

INVOLVED DEPARTMENTS: Planning and Community Development, Electric

FOCUS:

☐ Municipal – Improves existing service	☐ Municipal – Adds new service	☑ Community

FITS WITHIN EXISTING CITY BUDGET:

☐ No	☐ Somewhat	☑ Via grants	☐ Yes

TIME INTENSITY:

		Low	Moderate	High	Substantial
CBS STAFF:	During	■	■	■	■
	Post	■			
COMMISSION:		■	■		
TIMEFRAME:		Q2 2025	Q3 2025	Q4 2025	Q1 2026

MILESTONES AND ACCOMPLISHMENTS

LAUNCHED THE SCRES WEBSITE: Updates on the project, educational materials, announcements, and other supporting documents can be found at **www.cityofsitka.com/SCRES**

SCRES
SITKA COMMUNITY RENEWABLE ENERGY STRATEGY

DEVELOPED ENERGY EDUCATION MODULES: Based on input gathered from the scope of work survey, the Commission drafted key questions and objectives (Appx C) which were then grouped into 8 topic modules. The technical team then created educational materials in various forms. **The energy education modules include:**

- **Sitka's Energy Today**
- **Energy Efficiency and Conservation**
- Energy Independence
- **Sitka's Energy Potential**
- **Sitka's Energy History**
- Reliability and Resilience
- **Energy Economics**
- Sitka's Energy Future*

Bolded modules have active sites. Final module sites are in development.
*Sitka's Energy Future site will be available after the SCRES community engagement is completed.

CONNECT TO SCRES WEBINARS AND LET'S CONNECT____TO SITKA'S GRID RADIO SERIES: The technical team and City Staff hosted and recorded 5 webinars that covered multiple module topics to accompany the materials on the websites. Additionally, to help link topics with less clear connections to energy, Raven Radio hosts, the Sustainability Coordinator, and a special guest connected their expertise to Sitka's grid through a 6-part radio series covering everything from salmon to emergency preparedness. Links to the webinars and radio segments are available on the SCRES site.

1,000+
Website Visits

140+
Webinar Views

75+ visitors to
the Blue Lake Project

30
Roadmaps *so far*

PUBLISHED A DRAFT OF THE COMMUNITY GREENHOUSE GAS EMISSIONS INVENTORY: Throughout the past year, the Sustainability Commission periodically provided guidance on the community-wide greenhouse gas emissions inventory, a document that can be used as a baseline understanding of Sitka's energy landscape and help set and track energy goals. As an islanded community with nearly 100% renewable electricity, inventorying Sitka posed numerous unique challenges not typically seen in standard GHG emission inventory protocols. With the help of the Commission, the technical team created custom metrics to fit Sitka's needs and published a draft in late 2024. The Commission facilitated public comment which received over 40 pages of notes from 16 commenters. Currently, the inventory is being further refined to reflect new information and community insights. The final inventory is anticipated to be published mid-2025.

View of the reservoir behind the Green Lake Hydroelectric Project

The Sustainability Coordinator used SCRES materials at Parks and Recreation's Renewable Energy Summer Camp in 2024. Campers connected their neighborhoods to the electric grid before visiting the Blue Lake Hydroelectric Project.

NEXT STEPS

COMMUNITY ROADMAPPING TO 2050: Currently, community workshops are being held to facilitate the creation of personalized visions and paths to Sitka in 25 years, based on real data available from Sitka's electric grid and needs. The purpose of this exercise is to help understand the community's priorities of what can be electrified by when, and how additional demand can be met if needed. This workshop has been formatted as a boardgame followed by a series of questions and discussion. Public and focused sessions are planned for the first half of 2025.

DEVELOPING SCENARIOS AND SCRES FINALIZATION: Roadmaps created by community members will be analyzed and themes will be identified to develop into scenarios that further detail policies and actions that both the public and municipality can take to further the desired outcomes of the scenarios. The final SCRES document is anticipated to be published late 2025.

BEGIN EXPLORING FEASIBILITY OF SCRES SCENARIOS: After completion of the SCRES, the Commission will begin assessing additional generation options for Sitka as it continues to electrify. This will include the review of assessed options such as a hydroelectric project at Lake Takatz and other renewable sources as identified in the initial ETIPP report and final SCRES.

COMPLETE

SUPPORT THE ELECTRIFICATION OF THE MUNICIPAL FLEET

SUPPORTS:

Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.

Fossil energy use reduction and development of local, renewable energy sources.

Robust and healthy local ecosystems and natural communities.

SUMMARY: The Assembly passed Resolution 22-18: Decarbonize City Operations by 2030. Integrating electric and hybrid vehicles into the municipal purchasing and procurement schedule as gas/diesel-powered vehicles reach their maximum mileage or age is a required step to achieve this directive. Over the past year, the Sustainability Coordinator collected questions, conducted research, and addressed concerns from City staff and drafted documents to facilitate the assessment of EVs for vehicle replacement and other requirements as indicated by staff to support a mixed-vehicle fleet.

INVOLVED DEPARTMENTS: Planning and Community Development, Electric, Public Works

MILESTONES AND ACCOMPLISHMENTS

RECOMMENDED APPROVAL OF THE MUNICIPAL FLEET PROCUREMENT POLICY: The Sustainability Commission recommended the Municipal Administrator approve Policy No. 24-03-01 (Appx. D) which outlined direction for evaluation and procurement for an environmentally and fiscally responsible vehicle and equipment fleet, while meeting the needs of CBS current operations. These guidelines include:

1. Reduce consumption of fossil fuels and associated greenhouse gas emissions; and
2. Optimize the fleet size and minimize vehicle size, weight, and other factors affecting fuel use, when appropriate; and
3. Improve department operational and fiscal efficiency by reducing total lifecycle cost of ownership over the lifetime of the vehicle.

The policy requires CBS fleet vehicles to be:

1. Fuel-efficient with the lowest emissions within the vehicle class/type; prioritized by engine type with fully electric being the first choice and a conventional engine being the last,
2. Commercially available, practical, and reasonably cost-competitive for the class/type of vehicles needed for specific assignments.
3. Able to perform the job function for which the vehicle is needed, with no diminishment of capabilities or performance.

RECOMMENDED APPROVAL OF THE DECARBONIZATION AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY (DRIVE) ADVISORY GROUP CHARTER: The Sustainability Commission recommended the Public Works Director to approve the DRIVE Advisory group charter (APPX A) pursuant to Policy No. 24-03-01 which established an advisory group to support the policy. This charter outlines general expectations of the group, and a series of strategic deliverables required to further support the electrification of the municipal fleet.

CBS's E-Transit van used for janitorial services charges at the Jarvis St. Public Services Complex.

RECOMMENDED THE PROCUREMENT OF AN ELECTRIC TRANSIT VAN FOR THE PARKS AND RECREATION DIVISION : A primary challenge/barriers identified by P&R is transportation and access to enhanced activities. This gap is impacting a vast array of community members, but is especially felt by low-income households, children whose families have inflexible work commitments and other scheduling issues, and elders. The Sitka Recreation Foundation (SRF), in partnership with CBS, strives to ensure the continued success and growth of P&R. SRF has generously committed to addressing the identified transportation needs of P&R by raising $75,000 to donate towards the purchase of a Ford Transit 14 passenger van.

The Sustainability Coordinator completed a Conventional Transit vs EV Transit Van Lifetime Cost Analysis. Results showed that both vehicles were within $0.10 per mile of each other. After discussing the pros and cons of the analysis, **the Commission unanimously recommended the procurement of an electric vehicle.**

RECOMMENDED FUNDING FOR MUNICIPAL EV CHARGERS: The Sustainability Commission recommended the Assembly allocate $10,300 of the $75,300 funding available through the Energy Efficiency and Conservation Block Grant (EECBG) Program to purchase 2 level II chargers for municipal EVs.

NEXT STEPS

Since the approval of the Municipal Fleet Procurement Policy, the main purpose of this goal can be considered completed as City Staff have begun evaluation and incorporation of EVs as directed. However, the DRIVE Advisory Group Charter outlines strategic deliverables necessary to further support the long-term operation of EVs in the municipal fleet. Vehicles are a large portion of CBS emissions profile. As such, the development of deliverables from the DRIVE Advisory Group charter better align as a subset of deliverables of Goal 1: support sustainable municipal operations.

CONTINUE TO WATCH THE EV LANDSCAPE AND IDENTIFY POTENTIAL CHALLENGES TO CONVERSION: With changes in federal administrative priorities, changes in regulations in response to Lithium-Ion batteries, the vehicle landscape continues to rapidly change. To understand the full cost of conversions and how regulations and availability may influence the pace at which CBS transitions will be critical to avoid unanticipated costs or unforeseen challenges from acquisition to disposal.

CITY AND BOROUGH OF SITKA DEPARTMENT OF PUBLIC WORKS DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY (DRIVE) ADVISORY GROUP CHARTER

1. INTRODUCTION

1.1 PURPOSE

Decarbonization And Right-Sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group (herein "DRIVE") Charter with members representing key fleet stakeholders pursuant to CBS Administrative Policy 24-03: *Municipal Fleet Management and Procurement Policy*[1] to support direction given in CBS Resolution 2022-18: *Increasing the Energy Independence of The City and Borough of Sitka by Decarbonizing City Operations By 2030*[2].

1.2 GENERAL PROVISIONS

1. **SCOPE:** This policy applies to all CBS staff and volunteers serving on DRIVE.
2. **AUTHORITY:** DRIVE work will fall within the Public Works Department under the general direction of the Public Works Director. The CBS Public Works Director maintains the authority granted by the Municipal Administrator, aligned with the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation of resulting work of DRIVE.

   DRIVE shall be bound by the guidance of the Municipal Administrator, and if directed by the Municipal Administrator, the Municipal Attorney. The Municipal Administrator maintains the authority to approve/reject final deliverables.
3. **EFFECTIVE DATE:** This charter will take effect as of the signing date.
4. **REVIEW/REVISION INTERVAL:** Every 1 year in alignment with review of Policy 24-03 or in alignment with revision changes.

1.3 INSTRUCTION

DRIVE is tasked with development, implementation, and maintenance of the strategy to enhance the operation, cost effectiveness and improved environmental impact of the City and Borough of Sitka's municipal fleet procurement and replacement strategy. The resulting strategy will be in alignment with the objectives and criteria in its establishing Policy 24-03 as follows:

1.3.1 OBJECTIVES

1. Optimize the fleet size and minimize vehicle size, weight, and other factors affecting fuel use, when appropriate; and
2. Improve department operational & fiscal efficiency by reducing total cost of ownership over the lifetime of the vehicle; and
3. Reduce consumption of fossil fuels and associated GHG emissions

1.3.2 CRITERIA

1. Fuel-efficient with the lowest emissions within the vehicle class/type; prioritized by the following hierarchy (see *Definitions* for details):
   - **a.** An all-electric vehicle[3]
   - **b.** A plug-in hybrid electric vehicle[4]
   - **c.** A hybrid vehicle[5]
   - **d.** An alternative fuel vehicle when and where fuel is readily available[6]
   - **e.** A vehicle powered by gasoline or diesel[7]

2. Commercially available, practical, and reasonably cost-competitive for the class/type of vehicles needed for specific assignments.
3. Able to perform the job function for which the vehicle is needed, with no diminishment of capabilities or performance.

2. STRATEGY DELIVERABLES

2.1 A hierarchy of engine and fuel system standards by vehicle class tailored to Sitka.
DRIVE shall develop vehicle and equipment standards for the City fleet that considers fuel-efficiency with the lowest emissions that can apply broadly to City vehicles. Said standards shall prioritize according to the hierarchy in section 1.3.2.1. Standards developed shall reflect market availability that is practical and reasonably cost competitive for the class/type of vehicles needed for specific assignments.

2.2 An analysis of the municipal fleet composition, with recommendations evaluating fleet right-sizing and right-typing, motor pooling, and departmental transfers.
It is understood that City departments may use the same equipment, but an individual department's service commitments may require an unequal number of daily miles travelled, relative maintenance costs, and/or shorter service life due to extensive daily use. DRIVE shall review sub-fleets individually to establish custom fleet management goals if necessary. Sub-fleets include but are not limited to Public Works, Electric, Harbors, Police, and Fire Departments.

2.3 Direction for implementing fueling infrastructure and maintenance.
DRIVE will collaborate with necessary City departments to facilitate the installation of charging and alternative fueling infrastructure. Construction and installation of municipal charging or alternative fuel infrastructure or the replacement of existing infrastructure for the City fleet shall be evaluated by DRIVE prior to installation. Charging or alternative fueling stations for public use on municipal property, or the relocation of existing charging fuel stations, may also be evaluated by DRIVE.

2.4 Methodology for continual efficiency and improvement evaluations for fleet replacements
The DRIVE will establish standard operating procedures for municipal vehicle renewal and replacement that ensures that the City sustains maximum operational efficiency. Replacement analysis will include a variety of factors such as total fuel costs over the lifespan of the vehicle, maintenance and repair costs, and resale value to give weight to other factors besides the initial cost of the vehicle. Replacements shall consider operational needs, the City's climate sustainability, and public health goals, and indirect savings through reductions in greenhouse gas emissions.

2.5 Appropriate exemptions, if any, to ensure public safety in emergencies
Exemptions to this policy may be considered on a case-by-case basis by DRIVE, based upon the intended use, application, and/or over-riding cost considerations. Public safety vehicles will be closely monitored as equipment manufacturers provide sustainable fleet alternatives. Fuel economy and vehicle emissions are prioritized when requesting other vehicle types. DRIVE will develop an appeal process if a department does not agree with the DRIVE vehicle recommendation.

2.6 Recommendations for pursuit of funding to support capital requests.

The purchase of policy-compliant vehicles and equipment may be more expensive in the initial years. Departments should estimate the upfront investment required for vehicle purchases and budget accordingly in capital budget requests. DRIVE will make recommendations to CBS staff to take advantage of grant funding to offset the upfront costs of electric vehicles and charging apparatus. DRIVE shall evaluate existing capital requests for vehicles and evaluate opportunities to fund additional upfront costs.

2.7 Recommendations for professional development to support CBS staff's ability to maintain a mixed composition fleet.

A well-maintained vehicle will optimize fuel use and reduce air pollution. Preventative maintenance that ensures optimal vehicle operation shall be performed regularly for each vehicle. While the current staff is skilled at maintaining conventional engines, requirements to maintain alternative vehicles will be necessary. Where applicable, DRIVE will build awareness and identify opportunities to educate its employees regarding responsible vehicle operation and upkeep.

2.8 Additional deliverables recommended or requested by other CBS Departments and approved by the Municipal Administrator.

DRIVE recognizes that the above deliverables do not encompass the entirety of support needed to achieve policy 24-03 objectives and that those objectives can only be met through a collaborative effort across departments. Throughout development, if departments identify additional deliverables, DRIVE will review the request and advise on approval. Additional deliverables will be reflected through amendments to this charter.

3. ORGANIZATION

This section outlines the composition of DRIVE, roles and responsibilities, as well as the individual roles and responsibilities that are specific to each member of DRIVE.

3.1 MEMBERSHIP

DRIVE shall include, at minimum, three principal members: the Public Works Director, Chief Heavy Equipment Mechanic, and the Sustainability Coordinator. To increase public engagement, up to three Sustainability Commissioners may hold membership. Ad hoc membership may be extended to other internal CBS staff with relevant knowledge, skills, or concerns, to help inform the strategy.

3.2 ROLES & RESPONISIBILITIES

Defining roles and assigning responsibilities to those involved in strategy development provides clear directives and expectations that allows for efficient workflows, encourages accountability, ensures longevity and progress, and inspires collaboration among DRIVE team.

3.2.1 ROLE: GENERAL COMMITTEE

The primary role of the DRIVE is to oversee the development, implementation, maintenance, improvement, and integration of the strategy to enhance the operation, cost effectiveness and improved environmental impact of the City and Borough of Sitka's municipal fleet.

General Responsibilities:

- Develops strategic deliverables (see section # for more details).
- Produce an annual report outlining progress made on strategic deliverables and achieving Policy 24-03 objectives.

3.2.2 ROLE: PRINCIPAL MEMBERS

Public Works Director: Oversees and directs by giving input, making decisions, and approvals regarding DRIVE recommendations. Ensures DRIVE remains achievable, realistic, in alignment with CBS strategic goals and Assembly direction.

Chief Heavy Equipment Mechanic: Oversees operations and maintenance of municipal fleet. Facilitates vehicle purchases and communicates with vendors. Identifies challenges and concerns with fleet upkeep. Collects data on fleet usage as requested.

Sustainability Coordinator: Oversees all aspects of DRIVE logistics. Primary communicator and central point of contact for all DRIVE-related activities. Collaborates with principal members to communicate with all internal and external stakeholders. Responsible for ensuring annual report is created and made available.

Principal Member Responsibilities:

- Updates administration and Assembly on DRIVE as needed.
- Navigates and advocates for funding during the budgeting process.
- Ensures DRIVE recommendations align with strategic goals of CBS.
- Maintains internal working DRIVE documents.

3.2.3 ROLE: SUSTAINABILITY COMMISSIONERS

If desired by the Sustainability Commission, up to three Commissioners may serve as members of DRIVE. They serve as the primary source of public input as necessary for strategy development. They provide direction, and support principal members in research and public outreach.

Responsibilities:

- Updates Sustainability Commission on DRIVE as needed.
- Advocates for public engagement opportunities to improve the strategy via the Sustainability Commission.
- Researches, reviews, analyzes, evaluates potential solutions to DRIVE strategy challenges.
- Makes recommendations that assist in the development of DRIVE strategy and necessary capital improvement projects for implementation.

3.2.4 ROLE: AD HOC MEMBERS

If at any point during the development of the DRIVE strategy, existing members lack the necessary relevant knowledge or skills, membership may be extended to CBS staff, such as the Building Official, Asset Manager, public safety staff (Police and Fire), to assist with specific challenges.

Responsibilities:

- Advise, direct, and provide solutions relevant to their areas of expertise.
- Reviews and provides input of potential solutions and/or identifies additional challenges.

4. MEETINGS

The following section outlines details to guide communication within the committee meeting setting to ensure consistency and longevity of the strategy development.

4.1 DRIVE COMMUNICATIONS

The primary form of communication and decision making within the DRIVE shall be in the form of committee meetings. The following section outlines requirements for DRIVE meetings.

4.2. MEETING INTERVAL

DRIVE meetings will be regularly held on a recurring, monthly basis and time as determined by the Public Works Director. At a minimum, committee meetings shall be held once per 60-day period quarter.

4.4 MEETING NOTES

Meeting action items and decisions shall be recorded by the Sustainability Coordinator or other delegated member. These notes shall be reported to all DRIVE members within one week of the meeting's occurrence via email. Meeting notes may be supplemented through feedback from DRIVE members.

4.5 FACILITATION

All meetings shall be facilitated by one of the principal members. Facilitation shall include the development of meeting presentation materials, agenda, and meeting scheduling. Facilitation may be delegated to other members of DRIVE, as needed, by one of the principal members.

4.6 RECOMMENDATIONS

DRIVE shall make recommendations to the Public Works Director and/or Municipal Administrator as appropriate and aims to make recommendations via general committee consensus.

5. COMMUNICATIONS AND PUBLIC ENGAGEMENT

The following section outlines details to guide communication outside of the committee meeting setting, with other internal to CBS employees, to the CBS Assembly, and with external stakeholders.

5.1 Municipal Administrator

The Public Works Director will update the Municipal Administrator on the work of DRIVE as needed.

5.2 Public Works Staff

Communications regarding procedural changes, implementation, or requests for feedback from CBS employees shall be facilitated through the Public Works Director or delegated by the Director to the appropriate Public Works staff.

5.3 CBS Assembly

Communications to the CBS Assembly shall be conducted through the Municipal Administrator as directed or through quarterly departmental updates.

If Sustainability Commissioners are active members, updates may also be included in their annual work plan or in updates to the Assembly as requested by the principal members.

5.4 Sustainability Commission

If Sustainability Commissioners are active members, they may choose to report progress under reports at regular Commission meetings. If members wish to provide a special report to the Commission, they will coordinate with the Sustainability Coordinator. If no Commissioners are active members, the Sustainability Coordinator will provide updates to the Commission as necessary.

5.5 Public Engagement

Any active member of the DRIVE may request an aspect of the strategy deliverables receive more public comment via the Sustainability Commission. The Sustainability Coordinator will collaborate with the requestor to bring the request to the Sustainability Commission for input.

Any active member of DRIVE may request an aspect of the strategy deliverables be communicated broadly with the public to build knowledge and awareness. The Sustainability Coordinator will work with the Public and Government Relations Director on public information efforts.

5.6 Other External Stakeholders

Communications to external stakeholders shall be conducted primarily through the Sustainability Coordinator in collaboration with the Public and Government Relations Director. External Stakeholders include but are not limited to:

- Sitka Tribe of Alaska and other Tribal organizations and entities
- Elected Officials (State & Federal level)
- Business & Non-Profit Partners
- State and Federal Agencies

DEFINITIONS

[3]Electric Vehicle: A vehicle driven by electric motors and is powered exclusively by onboard battery pack.

[4]Plug-in Hybrid Vehicle: A vehicle that is powered by an onboard battery that can be charged from an external power source and has an onboard internal combustion engine.

[5]Hybrid Vehicle: A vehicle that is powered by an onboard battery recharged solely through onboard systems and has an internal combustion engine

[6]Alternative Fuel Vehicle: A vehicle powered by an internal combustion engine that can run on an alternative fuel, such as propane, biodiesel, natural gas, E85 or hydrogen.

[7]Total Lifecycle Cost: Total lifecycle cost equals: vehicle capital cost + projected fuel and maintenance costs - projected resale value.

REFERENCES

[1]City and Borough of Sitka, Administration, *Policy 24-03 Municipal Fleet Management and Procurement Policy*, Approved August 22, 2024.

[2]City and Borough of Sitka Assembly, *Increasing the Energy Independence of The City and Borough of Sitka by Decarbonizing City Operations By 2030,* Resolution 2022-18, Passed May 24, 2022.

Ronald Vinson Digitally signed by Ronald Vinson Date: 2024.08.26 15:45:01 -08'00' Date: 08/26/2024

Ron Vinson, Public Works Director
City and Borough of Sitka

Document Revision Log		
Date	**Author**	**Description of Changes**
07/26/2024	Bri Gabel	Original
08/06/204	Sustainability Commission	None, Recommended Approval

CITY AND BOROUGH OF SITKA DEPARTMENT OF PUBLIC WORKS POLICY NO. 24-01-01

MUNICIPAL SOLID WASTE MANAGEMENT STRATEGIC PRIORITIES

PURPOSE

This policy establishes strategic priorities for a comprehensive municipal solid waste[1] (MSW) management program for the City and Borough of Sitka (CBS).

GENERAL PROVISIONS

A. Scope: This policy applies to all divisions and employees of the City and Borough of Sitka (CBS), Department of Public Works under the general direction of the Public Works Director.
B. The CBS Public Works Director maintains the authority granted by the Municipal Administrator, aligned with the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
C. Effective date: This policy will take effect as of the signing date.
D. Review/Revision Interval: Annually after the effective date.

BACKGROUND

The City and Borough of Sitka recognizes that the collection, handling, and disposal of MSW is a core responsibility of its Public Works Department. As a core community service, MSW must be managed in a financially and environmentally responsible manner to uphold general wellbeing, smooth operations, and environmental stewardship. Due to the remote and isolated nature of Sitka, effective management of MSW is subject to unique challenges that require a strategic approach to mitigate any potential negative impacts and associated consequences.

To center fiscal and environmental responsibly, this policy, and its subordinate directives, establish general direction for the management of MSW through these four (4) strategic principles:

1. Municipal solid waste management shall operate efficiently by aligning to social, environmental, and financial (triple bottom line[2]) performance frameworks and zero waste principles[3].
2. Municipal solid waste management shall be a reliable service.
3. Municipal solid waste management shall be compliant with borough, state, and federal requirements.
4. The management of municipal solid waste will be continuously improved.

ACTION

To ensure that the strategic priorities of this policy are realized, the Public Works Department and staff associated with the scope of this policy shall:

1. Establish a Solid Waste Advisory Group (SWAG) that will manage and maintain this policy and implement its' strategic priorities by developing and implementing:
    a. A Municipal Solid Waste Management Strategy, and;
    b. Means to effectively communicate this directive to the appropriate parties, internally within CBS and externally to the public, and;
    c. A review and assessment process for MSW management improvement.

POLICY NO. 24-01-01: MUNICIPAL SOLID WASTE MANAGEMENT STRATEGIC PRIORITIES

DEFINITIONS

[1]Municipal Solid Waste: For the purposes of this work, CBS defines MSW, more commonly known as trash or garbage, as materials from residential, commercial, and institutional sources and consists of everyday items that are discarded, inclusive of recyclables (glass, metals, and paper products), compostables (food, yard, wood waste), industrial and hazardous waste (biohazardous materials, motor oil, e-waste, batteries), and construction debris. Materials not successfully diverted, recovered, or recycled are typically shipped and landfilled.

[2]Triple Bottomline: An expansion of the traditional accounting reporting framework that considers social and environmental performance in addition to financial performance.

[3]Zero Waste: The conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water, or air that threaten the environment or human health. The principal concept of Zero Waste is the recognition of the following Hierarchy of Material Management that includes, from most preferable to least preferable:

1. Reduce waste, toxicity, consumption, and packaging
2. Repair, reuse and donate
3. Recycle/compost
4. Down cycle and beneficial reuse
5. Waste-based energy as disposal
6. Landfill waste as disposal

REFERENCES

[2]Spreckley, Freer (1981). *Social Audit: A Management Tool for Co-operative Working* Beechwood College.
[3]Zero Waste International Alliance (2018). *Zero Waste Definition*
[3]Environmental Protection Agency (2024), *Sustainable Materials Management: Non-Hazardous Materials and Waste Management Hierarchy*

Ronald Vinson

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7/23/24

Ron Vinson, Public Works Director
City and Borough of Sitka

Date

Document Revision Log		
Date	**Author**	**Description of Changes**
07/09/2024	Bri Gabel	Original

SCRES Energy Education Modules

No.	Module Topic	Key Question
1	Sitka's Energy Today	What is a grid and how does it work?
		What is unique about Sitka's grid?
		How much electricity does Sitka have?
		What is Sitka's energy usage today?
		What are the benefits/how does it impact me?
Objectives		
1.1		list the 3 major components of the grid
1.2		compare islanded and interconnected grids
1.3		summarize how much energy Sitka currently can produce
1.4		identify which how their electricity use compares to the "average"
2	Sitka's Energy History	How has Sitka's energy needs changed over time?
		How have these needs changed the grid?
		How does historical approach inform future energy choices?
Objectives		
2.1		compare Sitka's energy needs today to 15, 30, 100 years ago
2.2		apply these comparison to how the grid has changed
2.3		critique the historical approach
3	Reliability and Resilience	What is the current state of the infrastructure?
		What are the strengths and weaknesses of, threats to, and opportunities for Sitka's grid?
		What are the ways to increase reliability and resilience?
Objectives		
3.1		categorize aspects of electric infrastructure based on their vulnerability.
3.2		identify strengths and weaknesses of, threats to, and opportunities of Sitka's grid
3.3		recommend mitigations for identified weaknesses or threats
3.4		prioritize ways to increase reliability and resilience
4	Energy Economics	How are rates determined/ what impacts the cost of electricity?
		How does the debt from the Blue Lake dam work?
		What does that debt mean for the future?
		How can the cost of electricity be reduced?
Objectives		
4.1		list the different aspects that impact the cost of electricity
4.2		interpret breakdown of Sitka's infrastructure/blue lake dam debt
4.3		hypothesize ways to reduce the cost of electricity
4.4		argue the pros and cons of their hypotheses
5	Self Sufficiency and Independence	How do we balance generation and distribution?
		How does investment in the grid translate to self-sufficiency and independence?
		What are the social, cultural, and environmental impacts associated with new infrastructure?
		What are the benefits/how does it impact me?
Objectives		
5.1		describe the relationship between balance of generation and distribution
5.2		evaluate how investments into the grid bolster self sufficiency and independence
5.3		critique current and potential infrastructure based on impact

SCRES Energy Education Modules

6	Energy Efficiency and Conservation	How do everyday energy choices influence Sitka's energy future?
		Who plays what roles in energy efficiency and conservation?
		What is the role of policy in energy and conservation?
		What are the benefits/how does it impact me?
Objectives		
6.1		estimate their energy usage
6.2		create a list of personal actions to lower energy usage
6.3		distinguish between roles in energy uses
6.4		propose policies that help reduce energy usage
7	Sitka's Energy Options	What options does Sitka have to increase generation? (ETIPP 1)
		What are the strengths and weaknesses of each type?
		Which types are best suited for Sitka and why?
Objectives		
7.1		list major sources of renewable energy in sitka
7.2		analyze pros and cons of each source
7.3		prioritize preferred sources, justify their prioritization
8	Sitka's Energy Future	Where do we want to go?
		How will we get there?
		What are the benefits/how does it impact me?
Objectives		
8.1		

Outcomes from the SCRES Logic Model

The Community Will:

Knowledge

- Know where Sitka's electricity comes from
- Understand Sitka's energy is used
- Know how electricity rates are determined
- Understand how their rates compare across AK, USA, and globally
- Know what options Sitka has for renewable expansion (ETIPP1)
- Understand energy debt, how it financed, where it comes/came from

Attitudes

- Understand why energy matters
- See electricity as a valuable resource that should be conserved
- Support CBS and the Commission in their efforts on renewable energy

Skills

- Have the tools and confidence to participate in collective decision-making about energy
- Learn how to engage in the public process
- Setting a personal energy budget

Behavior

- Will electrify more to reduce fossil fuel use
- Use electric energy more efficiently

CITY AND BOROUGH OF SITKA
ADMINISTRATIVE POLICY NO. 24-03
MUNICIPAL FLEET MANAGEMENT AND PROCUREMENT

PURPOSE

This policy outlines direction for evaluation and procurement for an environmentally and fiscally responsible vehicle and equipment fleet, while meeting the needs of City and Borough of Sitka (CBS) departments and pursuant to Assembly direction given to decarbonize municipal operations by 2030[1].

GENERAL PROVISIONS

A. Scope: This policy applies to all divisions and employees of CBS and to all CBS owned or leased rolling stock[2] acquisitions regardless of funding source. Any proposed acquisitions that do not comply with policy will require approval by the Municipal Administrator, who may consult with the Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group in evaluating the request.

Non-rolling stock powered equipment, such as push mowers, chain saws and other small engine equipment fall outside the scope of this policy. However, acquisition of these items should follow these replacement guidelines when possible.

B. Authority: The execution of this policy is delegated to the Public Works Director under the general direction of the Municipal Administrator. The CBS Public Works Director maintains the authority granted by the Municipal Administrator, aligned with the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.

C. Effective date: This policy will take effect as of the signing date.

D. Review/Revision Interval: Every 1 year after the effective date.

BACKGROUND

The City and Borough of Sitka Assembly directed CBS staff to decarbonize operations (facilities and transportation) by 2030 through the implementation of clean energy infrastructure for heating, lighting, power, and transportation, and exclude fossil fuel energy sources, except where exemptions are necessary due to reliability and resiliency of resources, technical, or cost infeasibility[1]. Pursuant to this resolution, the intent of this policy is to create guidelines for the purchase and operation of CBS fleet vehicles by through the following 3 goals:

1. Reduce consumption of fossil fuels and associated greenhouse gas emissions; and
2. Optimize the fleet size and minimize vehicle size, weight, and other factors affecting fuel use, when appropriate; and
3. Improve department operational & fiscal efficiency by reducing total lifecycle cost[3] of ownership over the lifetime of the vehicle.

It is not the intent of this policy to require a department to take any action which conflicts with local, state, or federal requirements. Nor is it the intent of this policy to mandate the procurement of products that do not perform adequately for their intended use, to exclude adequate purchasing competition, or to require a purchase when a vehicle is not available at a reasonable price.

ACTION

To ensure that the goals of this policy are realized, CBS fleet vehicles will be:

1. Fuel-efficient with the lowest emissions within the vehicle class/type; prioritized by the following hierarchy:
   i. An all-electric vehicle[4]
   ii. A plug-in hybrid electric vehicle[5]
   iii. A hybrid vehicle[6]
   iv. An alternative fuel vehicle when and where fuel is readily available[7]
   v. A conventional vehicle powered by gasoline or diesel.

2. Commercially available, practical, and reasonably cost-competitive for the class/type of vehicles needed for specific assignments.
3. Able to perform the job function for which the vehicle is needed, with no diminishment of capabilities or performance.

To facilitate the management and procurement of CBS fleet vehicles, CBS staff will:

1. Convene Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group that will manage and maintain this policy and implement its goals by developing a municipal fleet procurement and replacement strategy that includes:

   a. A hierarchy of engine and fuel system standards by vehicle class.
   b. An analysis of the municipal fleet composition, evaluating fleet right-sizing and right-typing, motor pooling, and departmental transfers.
   c. Direction for implementing fueling infrastructure.
   d. Continual efficiency and improvement evaluations for fleet replacements.
   e. Appropriate exemptions, if any, to ensure public safety in emergencies.
   f. Recommendations for pursuit of funding to support capital requests.
   g. Recommendations for professional development to support CBS staff's ability to maintain a mixed composition fleet.
   h. Additional deliverables recommended or requested by other CBS departments and approved by the Municipal Administrator.

DEFINITIONS

[2]**Rolling Stock:** Land-operated vehicles or equipment that carries an operator, is self-propelled, or is licensed or registered. Examples include road vehicles such as trucks, cars, trailers and motorcycles; off-road vehicles such as tractors, skid steers, snowmobiles, riding mowers, and all-terrain vehicles. Aircraft, bicycles, boats and boat motors are not considered rolling stock. This policy uses the term "vehicle" or "equipment" to refer to all rolling stock.

[3]**Total Lifecycle Cost:** Total lifecycle cost equals: vehicle capital cost + projected fuel and maintenance costs - projected resale value.

[4]**Electric Vehicle**: A vehicle driven by electric motors and is powered exclusively by onboard battery pack.

[5]**Plug-in Hybrid Vehicle:** A vehicle that is powered by an onboard battery that can be charged from an external power source and has an onboard internal combustion engine.

[6]**Hybrid Vehicle:** A vehicle that is powered by an onboard battery recharged solely through onboard systems and has an internal combustion engine

[7]**Alternative Fuel Vehicle:** A vehicle powered by an internal combustion engine that can run on an alternative fuel, such as propane, biodiesel, natural gas, E85 or hydrogen.

REFERENCES

[1]City and Borough of Sitka Assembly, *Increasing the Energy Independence of The City and Borough of Sitka by Decarbonizing City Operations By 2030,* Resolution 2022-18, Passed May 24, 2022.

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John Leach, Municipal Administrator
City and Borough of Sitka

Document Revision Log		
Date	Author	Description of Changes
07/24/2024	Bri Gabel, Sustainability Coordinator	Original
08/06/2024	Sustainability Commission	None, Recommended Approval

MISSION:

To provide public services for Sitka that
support a livable community for all.

Service | **I**ntegrity | **T**eamwork | **K**indness | **A**ccountability