CITY AND BOROUGH OF SITKA

Meeting Agenda
Sustainability Commission

Officers: Chair Katie Riley, Vice Chair Aurora Taylor, Secretary Erik de Jong
Members: Elizabeth Bagley, Gerry Hope
Staff Liaison: Bri Gabel, Sustainability Coordinator
Assembly Liaison: Kevin Mosher

Monday, October 7, 2024	6:00 PM	Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

Approve the September 9, 2024 minutes.

IV. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics off the agenda)*

V. SPECIAL REPORTS

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Discussion/Direction/Decision on the Sitka Community Renewable Energy Strategy (SCRES) Workshop to Develop Future Energy Scenarios

B. Discussion of EV Transit Van Procurement for the Parks And Recreation Division

VIII. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics on or off the agenda)*

IX. REPORTS *(Staff, Chair, Assembly, Commissioners)*

X. SET NEXT MEETING DATE AND AGENDA

XI. ADJOURNMENT

CITY AND BOROUGH OF SITKA

Meeting Minutes
Sustainability Commission

Officers: Chair Katie Riley, Vice Chair Aurora Taylor, Secretary Erik de Jong
Members: Elizabeth Bagley, Gerry Hope
Staff Liaison: Bri Gabel, Sustainability Coordinator
Assembly Liaison: Kevin Mosher

Monday, September 9, 2024 **6:00 P.M.** **Harrigan Centennial Hall**

I. CALL TO ORDER AND ROLL CALL

Chair Riley called the meeting to order at approximately 6:03 P.M.

Present: Katie Riley (Chair), Elizabeth Bagley, Aurora Taylor, Kevin Mosher (Assembly Liaison)
Absent: Gerry Hope (excused)
Staff: Bri Gabel (Sustainability Coordinator)
Public: Larry Edwards, Leah Mason

II. CONSIDERATION OF THE AGENDA

No changes.

III. CONSIDERATION OF THE MINUTES

Approve the August 6, 2024 minutes.

Taylor moved to approve August 6, 2024 minutes.
Motion PASSED 4-0 by voice vote.

IV. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics off the agenda)*

None.

V. SPECIAL REPORTS

None.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. Discussion on Sitka Community Renewable Energy Strategy (SCRES) Fall Engagement Strategy

Gabel introduced the proposed approach to the calendar of events, and how they were intended to build excitement for the energy future workshops tentatively scheduled for early December.

Commissioners provided feedback on the proposed schedule cadence and described what a successful engagement might look like for the future energy scenarios workshop. Bagley suggested using an editorial calendar and asked how success can be measured. She suggested moving the December workshops to January as December was a very busy month for most people. Riley suggested involving children with the SCRES.

Leah Mason commented on engagement considerations.

B. Discussion on Sustainability Commission 2025-2026 Goals

Gabel updated the Commission on CBS staffing changes that should be considered in the goal setting process to set the next year up for success. Bagley requested that the Sustainability Commission have a joint work session with the Assembly post-election to help inform goal setting. Riley provided insight to new Commissioners on the goal setting process and this item was the beginning of that multi-month process.

Larry Edwards and Mason commented on potential goals.

VIII. PERSONS TO BE HEARD *(not to exceed 3 minutes on topics on or off the agenda*

Edwards commented.

IX. REPORTS *(Staff, Chair, Assembly, Commissioners)*

Staff: Gabel informed the Commission that the Energy Efficiency and Conservation Block Grant Award (EECBG) proposal had been approved by the Department of Energy and that the first reading for the ordinance to allocate funding was on to the next Assembly meeting agenda. She added that Sitka was selected for the EPAct 2005 Section 247: Maintaining and Enhancing Hydroelectricity Incentive to cover up to 30% of the cost of the Green Lake Rehabilitation Project which was estimated to be $2.5 million. She went to Denver for the Clean Energy to Communities (C2C) annual summit where the CBS project was well received. She announced she would be go to Fairbanks for the Energy Transitions Initiative Partnership Project (ETIPP) summit and attend the Alaska Rural Energy Conference in early October.

Chair: Riley informed the Commission that the Sitka Conservation Society would be working on the C2C project to develop an internship program for the CBS Electric Department.

X. SET NEXT MEETING DATE AND AGENDA

The next meeting was scheduled for Monday, October 7, 2024 at Harrigan Centennial Hall.

XI. ADJOURNMENT

Chair Riley moved to adjourn the meeting.
Seeing no objection, the meeting ADJOURNED the meeting at approximately 7:38 P.M.

Minutes By: Erik de Jong, Secretary

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator
Date: October 4, 2024
Subject: **Discussion/Direction/Decision on the Sitka Community Renewable Energy Strategy (SCRES) Workshop to Develop Future Energy Scenarios**

Background

The Sitka Community Renewable Energy Strategy (SCRES) technical team has begun community energy education through a series of webinars and radio segments in addition to website pages. These are intended to build excitement and momentum for the in-person workshops to develop future energy scenarios collaboratively. Pilot testing is anticipated to take place in October and November. Per Commission discussion from September, targeted group engagements are anticipated to start in December. Community workshops are anticipated to begin in 2025. A revised schedule is enclosed.

At the September regular meeting, the Commission discussed high level definitions of success that were used to guide SCRES education and engagement broadly, as well as some specific goals for the workshop based on limited information at the time. This was incorporated into the workshop presentation.

Requested Feedback

To help further refine the workshop, the technical team requests Commissioners discuss the following questions:

1. What would a successful workshop look like to you?
2. What would you want to see come out of the workshops?
3. Are there specific goals or impacts you would want to see included in the workshop?
4. Are there specific energy technologies you would like to see included in the workshop?

Next Steps

In addition to comments made at the September meeting, direction given by the Commission will be incorporated into a series of metrics that can be used to measure performance of the educational efforts and workshops. Assuming the Commission approves the proposed workshop structure, pilot testing will begin to collect further feedback to refine these metrics. These will be brought back to the Commission for approval in either November or December.

Recommendation

Discuss the requested prompts as they relate to the workshops to further direct the technical team on potential ways to measure success of the workshops. Consider a motion to approve the workshop for pilot testing. If Commissioners would like to pilot the workshop, consider forming a working group or request a work session.

Encl: Revised SCRES Education and Engagement Schedule
SCRES Workshop to Develop Future Energy Scenarios Slides

Sitka Community Renewable Energy Strategy (SCRES) Event Calendar (October 4, 2024)

Other	Date	Format	Topic	Presenter(s)/Guests	Commissioner Role
	9/18	Radio	Salmon and Energy	Alaska Longline Fishermen's Association (ALFA)	Promote
	9/23	Radio	Food Systems	U.S. Dept of Agriculture, Rural Development (USDA-RD)	Promote
	9/26	Webinar	Sitka's Energy: Past and Present	Bri (SusCoord)	Promote
Workshop Pilot Testing	10/7	Workshop	Energy Scenario Workshop Commission Item	Technical Team (PNNL)	Participate
	10/8	Special Report	Energy Planning Updates	Bri (SusCoord)	
	10/10	Webinar	Energy Efficiency and Conservation	Technical Team (REAP)	Promote
	10/21	Radio	Heat Pumps	Alaska Heat Smart	Promote
	10/24	Webinar	Energy Economics	Amy Anslie (CBS Planning)	Promote
	10/29	Radio	Emergency Preparedness	Fire Dept.	Promote
	11/7	Webinar	Reliability, Resiliency, and Independence	Ron Vison (CBS Electric), Amy Solana, Michael Brown (PNNL)	Promote
	11/12	Radio	GHG Inventory	Bri and Andrea Mott (PNNL)	Promote
	11/21	Webinar	Sitka's Energy Options	Amy Solana and Andrea Mott (PNNL)	Promote
	Early Dec	Workshop	Workshops with community orgs	Tech team,	Connect Bri with orgs/individuals to help get targeted workshops scheduled
	Winter 2025	Workshops	Energy Scenarios with the Community	Tech team, Commissioners*	Promote, *possibly help facilitate
	TBD	Newspaper Series	In communication with Daily Sitka Sentinel, updates will be provided as they are available.		
	TBD	Think and Drink	Will be scheduled as tech team availability is finalized		

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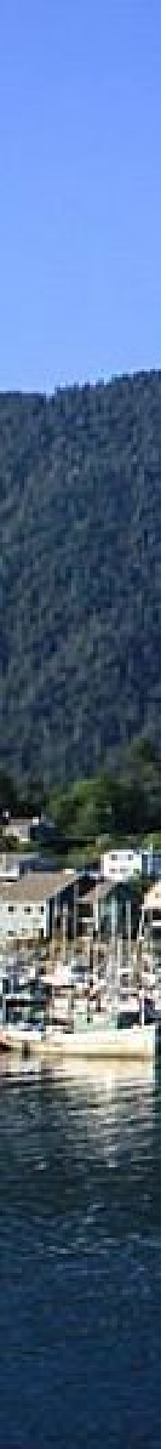
Workshop to Develop Energy Future Scenarios

PNNL ETIPP Team
Sarah Troise

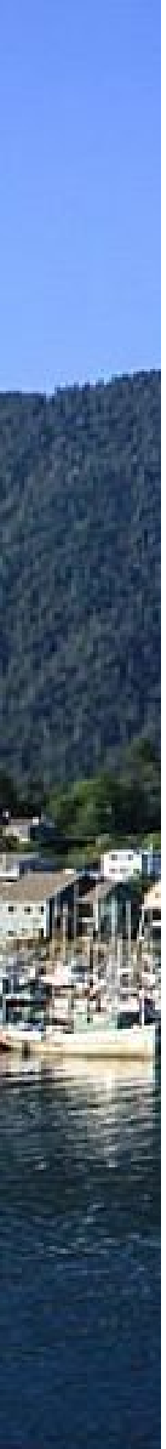
U.S. DEPARTMENT OF ENERGY BATTELLE

PNNL is operated by Battelle for the U.S. Department of Energy



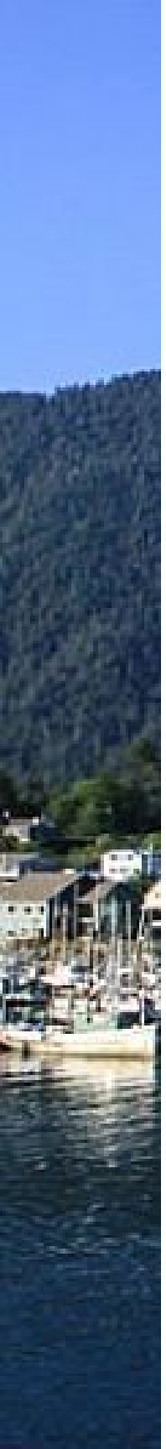
Background and Purpose

- The main goal of this workshop is to created a shared vision and roadmap for community goals
- This workshop will serve as an educational exercise and community forum
- The results from these workshops will be used to inform continued work from ETIPP
- There will be multiple of these workshops but they are meant to be independent
  - A participant would only need to participate in one workshop



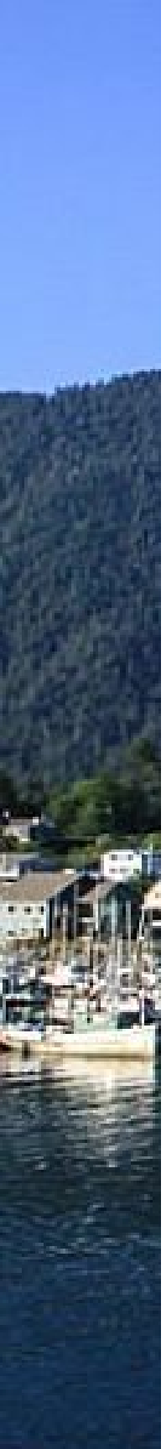
The 5 W's of Planning the Workshop

- **Who**: Any and all community members! This workshop can be run several times to accommodate different groups and complex scheduling
- **What**: An interactive workshop to discuss pathways towards Sitka's clean energy future
- **When**: 90 minute time commitment
- **Where**: In person in a community space with sufficient area to hold each group
- **Why**: The goal is to foster important conversations about goals, impacts, trade offs and how to view the community energy future. Let's create a shared energy vision!



Background and Purpose

- The focus of these workshops will be on **three main topics**:
  - Evaluating **load impact** of community's energy goals
  - **Electricity generation** needed to meet the changes in load
  - **Strategies** to meeting energy goals and developing the generation needed



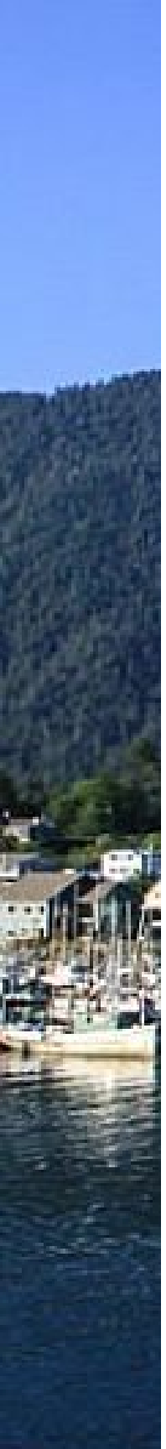
Proposed Workshop Agenda

Introduction

Create load pathways by defining energy goals

Meet the new electricity demand created with new goals

Discuss strategies and execution methods to meet set goals



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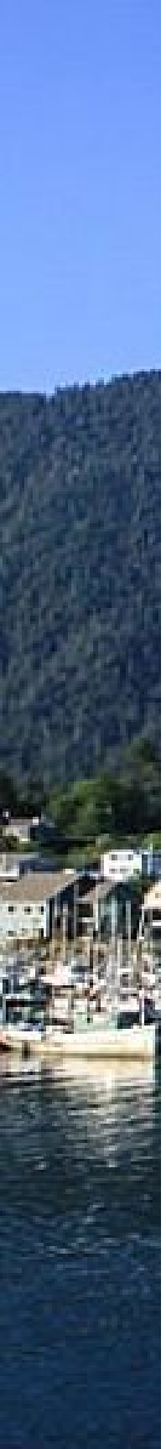
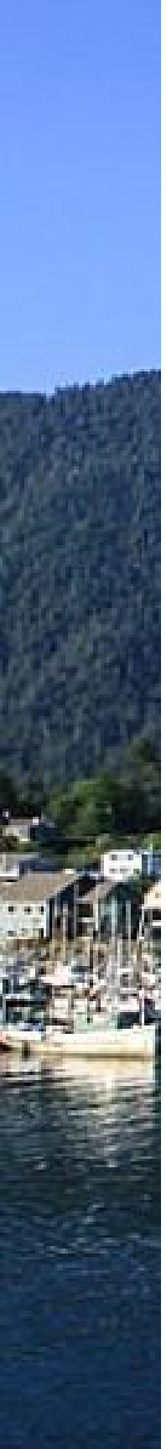


Introduction (10 min)

- The introduction will present the agenda for the workshop and give an overview of each step
- Additional instructions will be given as each step, but this is time to answer initial questions
- We will also assign small groups at this stage if need depending on group size
- This time will include a discussion of the assumptions and framing for this workshops including:
  - Values used come from annual average, but seasonal variance occurs



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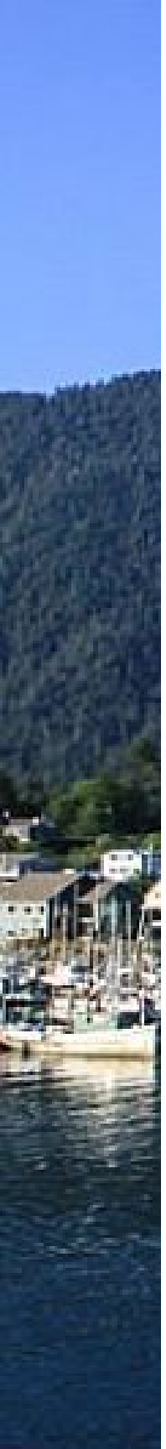
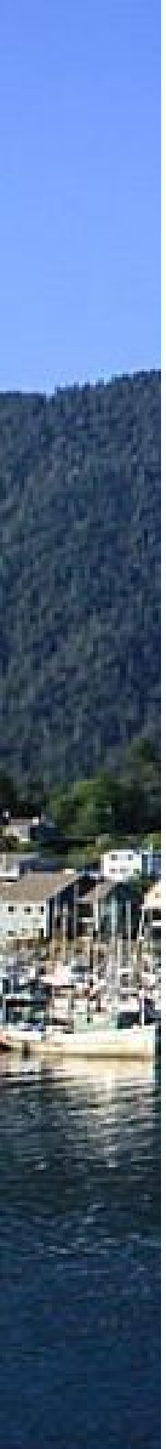


Defining energy goals and impact factors (30 min)

- Participants will select energy goals and at what level by picking a physical card from a group of options
- Each participant will be making their own pathway, but can discuss with their group and the moderators
- The card for each goal level will be sized in proportion to the impact on the electricity load
- Cards will have information about cost and other factors
- Participants will select as many or as few goals as preferred and stack them up to create the new electricity generation demand



Example

Vehicle Electrification

25% of PVs

50% of PVs

100% of PVs

Bus Electrification

25% of Buses

50% of Buses

100% of Buses

Building Electrification

25% of Buildings

50% of Buildings

100% of Buildings

Port Electrification

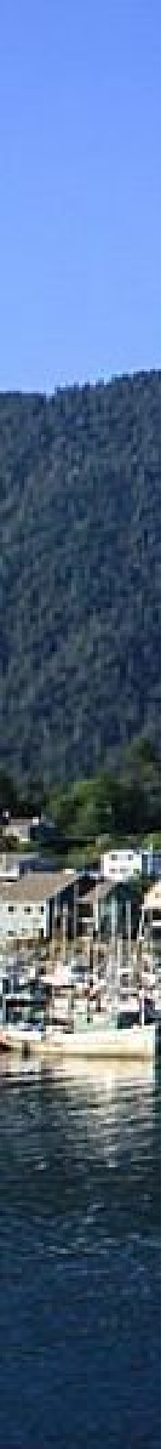
Minimal

Only small fishing

Cruise ships

2040 Energy Goal

Current Load

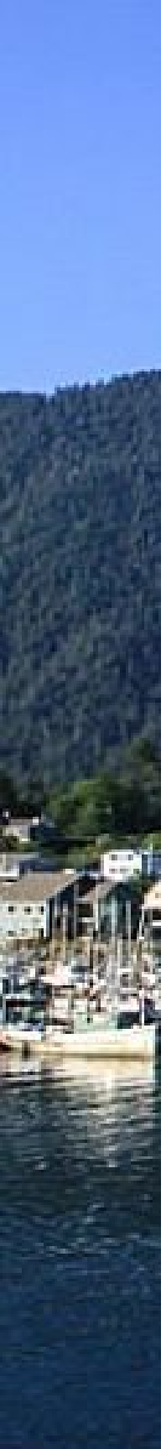


Example Card

75% Vehicle Electrification

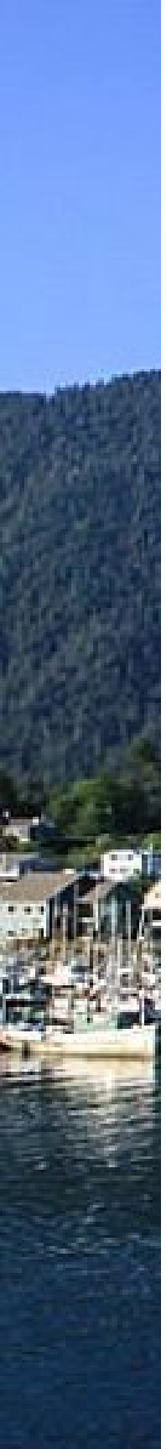
Electricity Demand: X GWhr
Cost: $

Other Impacts and Assumptions: This would be a section to include other implications and impacts. These could include water needs, land use, etc.



Possible Impacts

- Vehicle Electrification
  - Passenger vehicles
  - Buses
- Ferry Electrification
- Port Electrification
- Building Electrification
  - Residential, Commercial, Municipal
  - Heating/cooling
- Population changes
- Industry changes
  - Ex. Data center
- Tourism changes
- Climate change
  - Change in HDD/CDD



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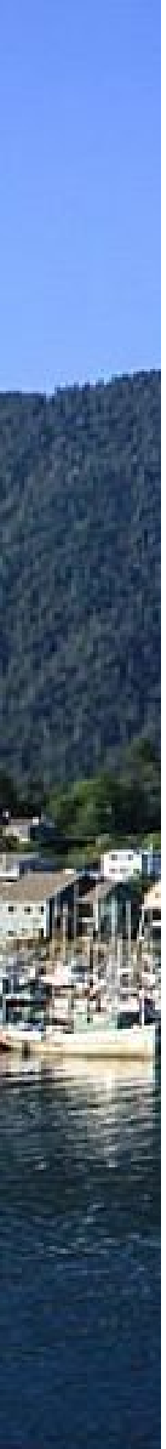
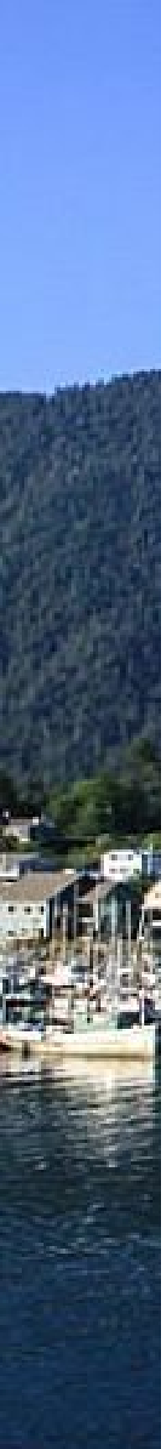


Planning electricity generation to meet new demands (30 min)

- After defining goals in the first step, participants will be asked how they would want generation to meet these goals
- This will be done by stacking “blocks” of generation to meet the goal demand
  - These “blocks” will equate to a standard amount of generation
  - Each will have information about cost, and other impacts like land use and water requirements
- Information about current generation will be available, those “blocks” will be available at no cost



Defining Energy Goals

Solar

Solar

Solar

Solar

Solar

Solar

Solar

Wind

Wind

Wind

Wind

Wind

Wind

Wind

Hydro

Hydro

Hydro

Hydro

Hydro

Hydro

Hydro

Diesel

Diesel

Diesel

Diesel

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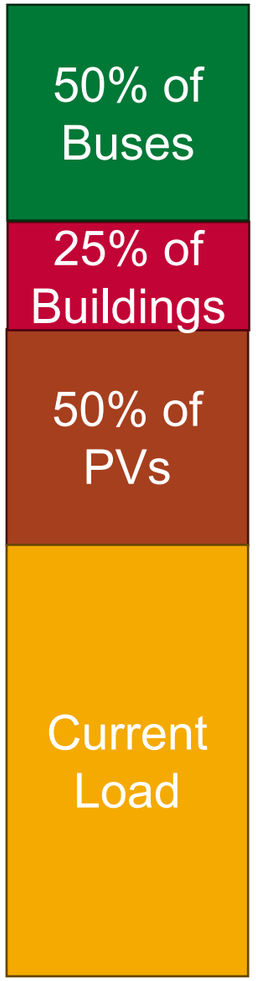
Diesel

2040 Energy Goal

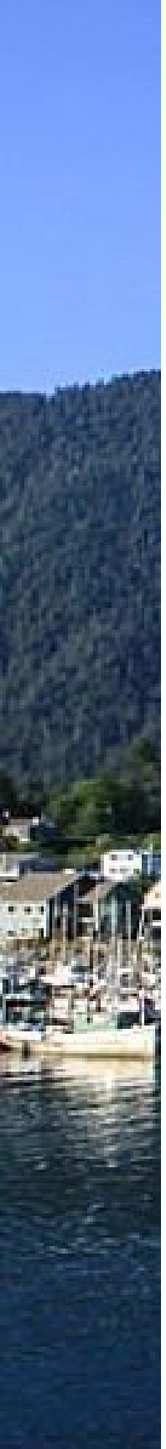


Example Card

1 Unit of Wind

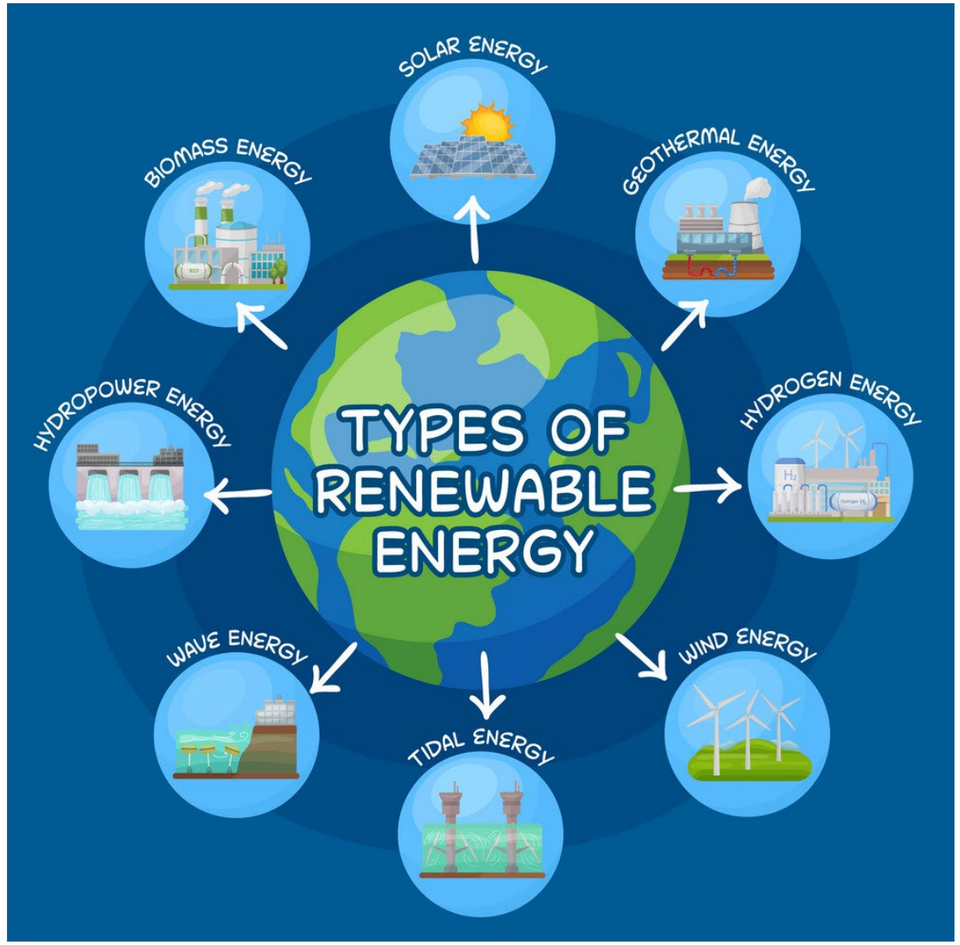
Total Cost per Unit: $$

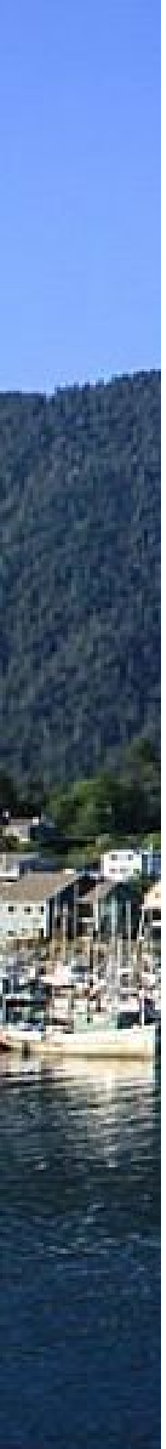
Other Impacts and Assumptions: This would be a section to include other implications and impacts. These could include water needs, land use, etc.



Possible Generation Sources

- Renewable power generation
  - Wind
  - Hydro optimization
  - Solar PV
  - Geothermal
  - Biodigester (fish waste)
  - Marine Energy
- Diesel power generation
- Efficiency





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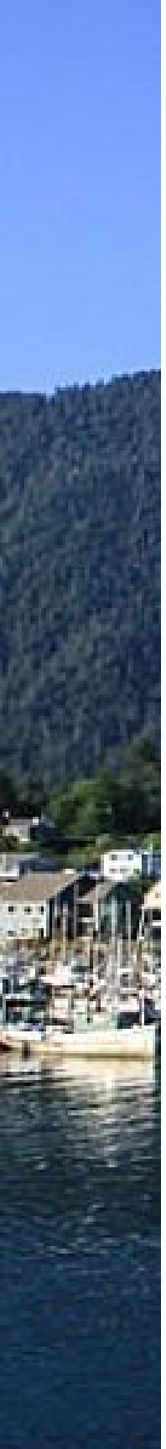
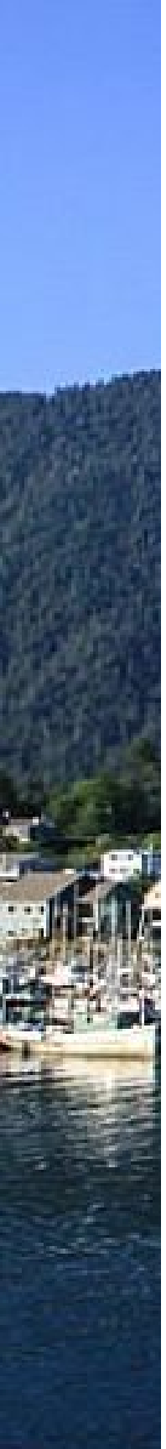


Discuss Strategies (20 minutes)

- This will be a collaborative discussion amongst the group about how to execute the goals outlined in each person's pathway
- Participants can also share their results with others they might not have discussed with yet
- At this time we may also ask participants to note how they approached creating their pathway
  - Was it an ideal scenario? Pessimistic? Realistic?
- This is meant to serve as a community discussion, actionable strategies from the technical team will comes as a report later once all workshops are completed
- This time would be to discuss any "Ah Ha" moments from during the workshop or connections made



What happens next with the results?

- The results from these workshops will be used to inform the load scenarios developed by the technical team
- These load scenarios will be presented as an informational report that will include recommended steps and options based on the future load scenarios developed in these workshops.
- The load scenarios will aim to cover the range of load profiles developed by participants in the workshops
- The report will show where there is agreement and differing preferences across the community for each energy goal

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Questions & Feedback

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CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
PARKS AND RECREATION DIVISION

MEMORANDUM

To: Chair Riley and Sustainability Commission Members

Thru: Bri Gabel, Sustainability Coordinator

From: Amy Ainslie, Planning and Community Development Director
Kevin Knox, Parks and Recreation Coordinator

Date: October 4, 2024

Subject: **Discussion of EV Transit Van Procurement for Parks and Recreation Division**

Background

The CBS Parks and Recreation program (P&R) has now celebrated two solid years of growth and success. To continue this success, P&R has conducted surveys and needs assessments with program participants to identify barriers to program access and expansion. One of the primary challenges/barriers identified is transportation and access to enhanced activities (i.e. at more diverse sites/locations). 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 our elders.

Currently, we have been trying to meet program participants' transportation needs by using other organization's vehicles, or relying on developing partnerships with transportation companies. These "stopgap" measures have significant drawbacks, as understandably, the primary vehicle needs of the other organizations/companies must be prioritized and loaning of vehicles can be administratively complicated. P&R acquisition of a passenger van would be a much more reliable, permanent solution for the transportation-related barriers to program access and expansion.

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.

Referencing CBS Administrative Policy No. 24-03, Municipal Fleet Management and Procurement, and applying a good faith effort towards evaluating the merits of an EV purchase vs a traditional internal combustion engine (ICE), we have come to a decision point that would greatly benefit from the perspective of the Sustainability Commission.

Analysis

The Sustainability Coordinator has completed an ICE Transit vs EV Transit Lifetime Cost Analysis for this van which is enclosed. In summary, the upfront cost of the ICE is considerably lower at $75,000 versus $115,000 for the EV. This heavily impacts the estimated lifetime cost per mile; the savings on maintenance and fuel costs for the EV are insufficient to close this gap (ICE upper range = $1.30/mile and EV = $1.38/mile).

The decision point is centered around the balance of equity, environment, and economy. The ICE has comparative advantage on economy as a more affordable, that could quickly address the barriers to program access. The EV has comparative advantage on environment. Equity has been a challenging aspect to balance given the pros and cons of each vehicle.

Vehicle Type	Pros	Cons	Procurement Considerations
ICE	• Within SRF budget (impacts procurement time/certainty)	• Does not meet goals on carbon reduction and municipal fleet transition • Greater risk on lifetime cost due to fuel price volatility	• Based on availability, procurement is expected to be 2-3 months
EV	• Reduction in carbon emissions & air pollution • Electricity is a "net-zero" purchase as a municipally owned utility • Public visibility and promotion of EVs • Positive contribution to municipal fleet transition goals	• Higher initial cost and budget gap to close •	• Vans are readily available; however, the funding gap may require a delay in procurement.

Recommendation

Staff will need to bring a supplemental appropriation before the Assembly to accept the SRF funds for the van. Guidance provided by the Sustainability Commission will be included in this request to inform the Assembly's decision, and will be a valuable perspective in helping us decide whether we should also seek to close the budget gap for an EV as a part of the request.

Additional Recommendation:
Through Administrative Policy No. 24-03, the Public Works Department formed the Decarbonizing and Right-Sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group. This group currently has seats open for Sustainability Commissioners to continue this conversation on the P&R van and other vehicle purchase requests, which is particularly important as we head into fall preparations for next year's budget. We recommend appointing Commissioners to the DRIVE Advisory Group to continue this conversation and better integrate the Sustainability Commission into municipal vehicle fleet management.

Encl:

Preliminary ICE Transit vs EV Transit Lifetime Cost Analysis
CBS Administrative Policy No. 24-03
Decarbonizing and Right-Sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group Charter

ICE Transit vs EV Transit Lifetime Cost Analysis

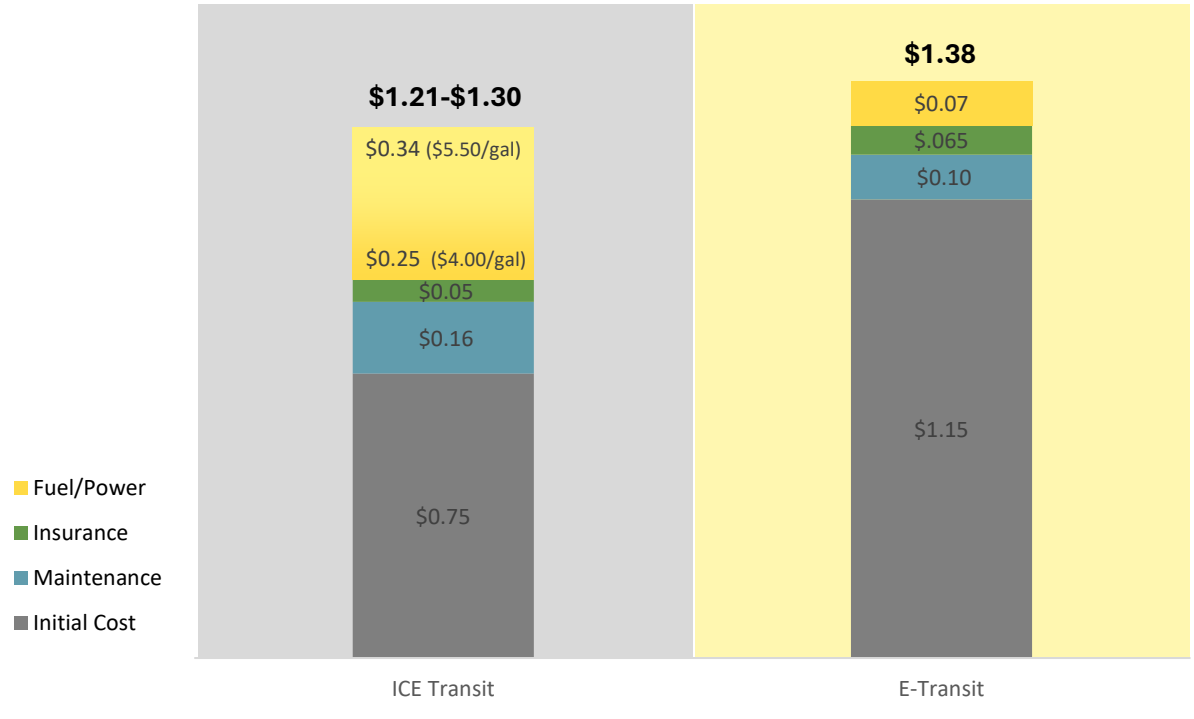
Ford does not make an electric passenger van, however, there are companies that build passenger vans from Ford E-Transit van (EV). These are commonly used in California by hospitals and nonprofit groups to provide transportation for people with limited mobility. With this identified as a possibility, the Sustainability Coordinator ran a preliminary Lifetime Cost Analysis.

Parks and Recreation Transit Van
Preliminary Lifetime Cost Analysis

	Ford Transit Van (ICE)	**Ford E-Transit Van (EV)**
Model	**2024 ICE 3.5L V6 Ecoboost**	**Forest River Van**
Drive Train	AWD	FWD
Fuel Economy	City 16/Hwy 19	City 70/Hwy 58
Range	400-475	126-159 miles
Seating	Up to 15	Up to 14
Horsepower	310 @ 5000 RPM	266 HP
Torque	400 @ 5500 RPM	317 lb-ft
Battery		68 kWh
Level II Charging (240V)		0% to 100% in :
30A		12 hrs
48A		8 hrs
Price*	$75,000	$115,000
Shipping		
Federal Tax Credit		TBD
Total Cost	**$75,000**	**$115,000**

**Based on highest price available for Forest River Vans and SRF funding goals.*

Estimated Lifetime Cost per Mile (100,000 miles)



Assumptions and Metrics:

All Calculations were based on the 10 year or 100,000-mile replacement schedule that CBS unofficially follows and for simplicity, 10,000 annual miles was used as the baseline number for future vehicle use. Additionally, this baseline is the most commonly used within studies and allows for simple carryover.

Fuel Consumption for the internal combustion engine (ICE) Ford Transit was only calculated at the city estimate of 16 mpg as there are no substantial highways in Sitka that would allow for the vehicle to consistently reach its 19 mpg highway efficiency rating[1]. The E-Transit has the efficiency of 55 kWh/100 miles[1].

Gasoline Price for CBS averaged $4.05 per gallon in FY24. For simplification, $4.00 was set as the lowest gas price. To account for volatility in oil prices, $5.50 per gallon was also included to provide a top end of the range. Likely, these estimates will prove to be too conservative over a ten-year span.

The Electrical Rate was set at 16.45¢/kWh which is the Public Authority rate for FY25.

Maintenance Costs were $0.16 for the conventional ICE F150 and $0.10 for the Lightning battery electric vehicle (BEV) based on new 2023 data[2]. On average, EVs cost 40% less to maintain.

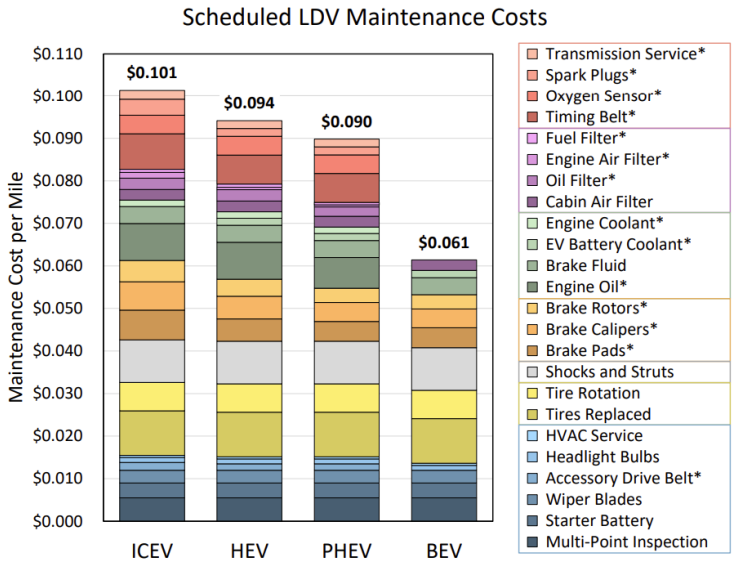


Figure 1: 2021 Per-mile maintenance costs by powertrain[3]. 2023 numbers are higher but EVs are still approximately 40% lower than ICEs.
*(*Service intervals that vary by powertrain)*

It should be noted that these do not necessarily reflect the actual cost of maintenance to CBS or any price increases due to its remote location. However, since CBS vehicles are used less than their contiguous U.S. counterparts, it is likely safe to assume that frequency these repairs in which maintenance needs to be conducted is also less, offsetting the increased initial cost with the time interval in between. Any adjustments made in cost would likely scale with both powertrain types, therefore not significantly changing the overall outcome of the total cost of ownership by comparison.

Annual Insurance Rate was set at $500 per year for ICE and $650 for the EV based on estimates given by Alaska Public Entity Insurance, the insurer for CBS. Rates reflect the premium for a new vehicle and do not account for adjustments for vehicle depreciation over time. This reflects similar differences in insuring ICE and EVs in other studies.

Charging Infrastructure was based on the based on the FordPro AC Charging Station 80A specifications which are $2,499 for the base unit, approximately $1,000-$3,000 for installation, and a suggested $25 annual maintenance fee for a total of approximately $6,000 over the lifetime of the vehicle. As part of the Energy Efficiency and Conservation Block Grant, CBS has $10,300 to cover EV charging infrastructure, so charging equipment is not included in the lifetime cost per mile estimate.

Federal Tax Credit Eligibility is currently unclear at the time of this calculation and is currently being determined. ICE vehicles do not qualify for the federal tax credit.

References:

[1]2024 Fuel Economy Data from the Department of Energy and Ford Motors
[2]2023 AFLEET Tool, Argonne National Lab
[3]2021 Comprehensive Total Cost of Ownership Quantification for Vehicles with Different Size Classes and Powertrains, Argonne National Lab

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.

John M. Leach Digitally signed by John M. Leach Date: 2024.08.22 11:22:27 -08'00' Date: 08/22/2024

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

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