

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

Tuesday, August 6, 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 June 3, 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

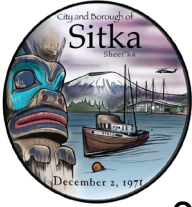
- A. Approve Draft Letter of Support for Alaska Heat Smart
- B. Discussion/Direction/Decision on Community Greenhouse Gas Emissions Inventory Scope 3 Methodology
- C. Recommend Approval of the Municipal Fleet Management and Procurement Policy
- D. Recommend Approval of the Decarbonizing and Right-sizing to Improve Vehicle Efficiency Advisory Group Charter
- E. Discussion/Direction/Decision on Sustainability Commissioner Recruitment

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, Lilli Garza, Gerry Hope

Staff Liaison: Bri Gabel, Sustainability Coordinator

Assembly Liaison: Kevin Mosher

Monday, June 3, 2024

6:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Acting Chair Taylor called the meeting to order at approximately 6:01 P.M.

Present: Aurora Taylor (Acting Chair), Lilli Garza, Gerry Hope, Erik de Jong, Katie Riley (telephonic)
Kevin Mosher (Assembly Liaison)

Absent: Elizabeth Bagley (excused)

Staff: Bri Gabel (Sustainability Coordinator)

Public: Kent Barkhau, Jessica Perkins (Senior Director of Organizational Development, Sitka Tribe of Alaska) Sitka Community Renewable Energy Strategy Technical Team: Molly Gear, Amy Solana

II. CONSIDERATION OF THE AGENDA

No changes.

III. CONSIDERATION OF THE MINUTES

Approve the May 6, 2024 minutes.

Hope moved to approve the May 6, 2024 minutes.

Motion PASSED by 5-0 roll call vote.

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

Kent Barkhau had concerns about the staffing of the Electric Department requested the Sustainability Commission investigate further.

V. SPECIAL REPORTS

None.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. Sitka Tribe of Alaska Grid Resiliency Formula Grant Public Hearing

Jessica Perkins summarized the Grid Resilience State and Tribal Formula Grant available to the Sitka Tribe of Alaska (STA) for \$149,979.00 annually for the next three years and the intent to subgrant these funds to the City and Borough of Sitka (CBS). She summarized discussions between STA and CBS that outlined ways funds could be deployed that increased the effectiveness of deferred maintenance and meet the goals and criteria of the program of directly benefitting STA members.

Riley inquired about CBS' and STA's match requirements. Perkins explained STA's requirements and how it planned to meet the required 15% match, and Gabel explained the 100% match requirements for CBS. De Jong inquired about how much the funding could help with deferred maintenance; Gabel explained that it could be used for equipment purchases or other needs that boost resiliency. Hope thanked the staff for finding ways for CBS and STA to collaborate to receive federal funding.

Hope moved to support the collaboration between CBS and STA to receive these funds.

Motion PASSED 5-0 by roll call vote.

B. Discussion/Direction/Decision on Sitka Community Renewable Energy Strategy (SCRES) May and June Deliverables

Taylor summarized the calendar Gabel had introduced to streamline Commissioner engagement with the technical team for the SCRES. Gabel summarized the work the technical team had done in May, specifically delegating the educational modules for completion and outlined what they were planning on completing in June, primarily the greenhouse gas emissions inventory. Hope suggested that the Commission consider planning a Sustainability Conference in the fall to help with SCRES engagement and energy-related topics, such as EVs.

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

Barkhau reported on conversations he had with previous the Utility Director and Municipal Administrator about the amount of deferred maintenance of the electric system.

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

Staff: Gabel summarized the work of the Clean Energy to Communities (C2C) kickoff. She summarized the Green Lake FERC correspondence to the Commission and that public meetings for the Green Lake FERC relicensing project were June 12th at 10:00 A.M. and 6:30 P.M.

Chair: Taylor reported on the work done by the municipal solid waste (MSW) working group and the Public Works department and their plan to get an MSW policy drafted.

Commissioners: Hope announced that he would be attending the Alternative Fuel Corridor Workshop hosted by the Tulalip Tribe in Washington.

X. SET NEXT MEETING DATE AND AGENDA

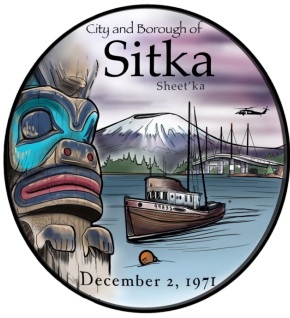
The next meeting was scheduled for July 1, 2024 at 6:00 P.M., in Harrigan Centennial Hall.

XI. ADJOURNMENT

Acting Chair Taylor moved to adjourn the meeting.

Seeing no objection, the meeting ADJOURNED at approximately 6:38 P.M.


Minutes By: Bri Gabel, Staff Liaison



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: August 2, 2024
Subject: Letter of Support for Alaska Heat Smart's Grant Funding Efforts

Background

At the April 2023 Sustainability Commission Regular Meeting, Andy Romanoff, Executive Director of Alaska Heat Smart (AHS) presented a request to the Commission for their recommendation to the City Assembly to provide \$10,000 to fund a Sitka-based heat pump assessor via Alaska Heat Smart¹. The Sustainability Commission unanimously recommended the Assembly fund this request but failed to find two sponsors to bring the request to the Assembly.

Given the current federal funding landscape, AHS has continued to seek funding through other grant opportunities. AHS' mission, reduce the cost of living and increase the use of clean energy in Alaska households by removing barriers to the adoption of energy efficiency measures, is one that aligns strongly with available funding and goals of the Sustainability Commission and CBS.

AHS has requested a letter of support from the Sustainability Commission that can be used to support multiple grant applications to support their efforts in Alaska and Sitka. A draft letter and final minute excerpt are included.

Analysis

AHS has continued to seek support from CBS to support a Sitka-based home heat pump assessor. AHS is eligible to apply for the CBS Annual General Fund Grant for Non-Profit Organizations for FY25, which closes August 16, 2024. A letter of support would help in this effort and could be used to strengthen other applications AHS intends to apply to as they become available.

Recommendation

Approve the draft letter as written and/or propose changes to refine the wording.

References

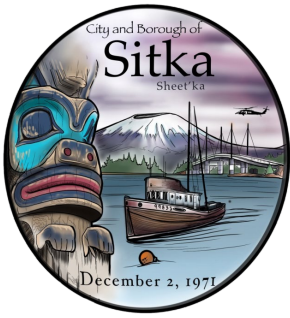
¹City and Borough of Sitka Sustainability Commission (2023). "Item VII.A: Recommend the Assembly Fund a Sitka-based Heat Pump Assessor via Alaska Heat Smart". *Minutes of the Sustainability Commission Regular Meeting, 4 April 2023*, Harrigan Centennial Hall, Sitka, AK.

POSSIBLE MOTION(S)

I MOVE TO approve the Letter of Support for Alaska Heat Smart's Grant Funding Efforts as written.

If changes are requested, amend the main motion:

I MOVE TO amend line(s) # to add/reword/remove, etc.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY
SUSTAINABILITY COMMISSION

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com/SustainabilityCommission

sustainability@cityofsitka.org

907-747-1856

MEMORANDUM

To: Andy Romanoff, Executive Director, Alaska Heat Smart
From: Bri Gabel, Sustainability Coordinator, Sustainability Commission Staff Liaison
Date: August 2, 2024
Subject: **CBS Sustainability Commission Action Summary**

At the April 2023 Sustainability Commission Regular Meeting, Andy Romanoff presented a request to the Commission for their recommendation to the City Assembly to fund a Sitka-based heat pump assessor via Alaska Heat Smart. The following is the account of the item in the final meeting minutes:

Andy Romanoff, Executive Director of Alaska Heat Smart (AHS), outlined his request for the Assembly to provide \$10,000 to fund a Sitka-based heat pump assessor. AHS received permission to allocate some money from the Department of Energy (DOE) to fund some assessments and incentives for low-income homes in Sitka, but the continuation beyond the initial assessments would be contingent on securing other funding sources. The Sitka assessor would be trained by the Juneau assessor that would be in town and the \$10,000 would continue to support more assessments after the initial DOE funding was expended.

Leah Mason supported the Alaska Heat Smart's request.

Riley raised a concern that the financial benefits from the Inflation Reduction Act (IRA) may overlap with the program. Romanoff explained that this would fund assessments of the readiness of a home to receive a heat pump, not fund the heat pumps like rebates through the IRA would when they came into effect. Zermoglio asked if an assessment was required for the IRA rebate and how else it might educate homeowners. Romanoff explained that an assessment was not required but it may help homeowners decide if the rebate is a correct choice for them. Bagley suggested the outlined budget be more specific for the \$10,000, specify whether it was a one-time request, and any other staff time that may be required as the Assembly would need those details.

Taylor moved to recommend that the Assembly fund a Sitka-based heat pump assessor through Alaska Heat Smart.

Motion PASSED 7-0 by roll call vote

REFERENCE

City and Borough of Sitka Sustainability Commission (2023). "Item VII.A: Recommend the Assembly Fund a Sitka-based Heat Pump Assessor via Alaska Heat Smart". *Minutes of the Sustainability Commission Regular Meeting, 4 April 2023*, Harrigan Centennial Hall, Sitka, AK.

A full copy of the final meeting minutes can be requested via a public records request to the Municipal Clerk's Office.

Letter of Support for Alaska Heat Smart's Grant Funding Efforts

1 The Sustainability Commission of the City and Borough of Sitka (CBS) expresses our unanimous
2 support for the efforts of Alaska Heat Smart's (AHS) efforts to secure funding that supports its mission
3 to reduce the cost of living and increase the use of clean energy in Alaska households by removing
4 barriers to the adoption of energy efficiency measures.

5 As an islanded grid, 100% of Sitka's electricity needs are met by two municipally owned and operated
6 hydroelectric dams which provide clean, renewable power. Many of Alaska's coastal communities are
7 economically disadvantaged; Sitka is no exception and is considered partially disadvantaged. While
8 fortunate to have electric rates lower than the majority of Alaska, approximately 30% of Sitka
9 households are currently considered energy cost burdened (6% or more of income spent on energy),
10 and approximately 7% of households are considered severely energy cost burdened (10% or more of
11 income spent on energy).

12 The Sustainability Commission is cognizant of this burden and as such, continuously works towards
13 the Commission's intent and goals as codified by Sitka's General Code. Alaska Heat Smarts efforts to
14 increase heat pump adoption and installation directly supports and reflects four goals of the
15 Commission, including fossil energy use reduction and development of local, renewable energy
16 sources, responsible use of natural resources, diminution of Sitka's supply-chain fragility, and robust
17 and healthy local ecosystems and natural communities (SGC 2.31.060.B). This project aligns with
18 these goals, as well as CBS' five-year strategic plan and comprehensive plan.

19 In March 2024, the Commission's annual priorities were voted on by Commissioners, then approved
20 by the Sitka City Assembly. As part of those priorities, the Sustainability Commission is actively
21 supporting the community's electrification efforts and supporting organizations through the
22 development of the Sitka Community Renewable Energy Strategy (SCRES), which aims to establish
23 a shared energy vision to guide energy-related community decisions by shaping roadmap for
24 community and policy actions that advance the shared energy vision. A major component of this
25 roadmap is the adoption of energy efficiency measures, an action heat pumps directly support.

26 AHS currently operates in Sitka and the Commission stands behind their commitment to both the
27 community of Sitka and Alaska. The Commission is strongly supportive of the AHS's work and looks
28 forward to the energy education and financial incentives that successful funding awards make
29 available to Sitkans. We welcome the opportunity to assist AHS by helping to build bridges into the
30 community and jointly to work in the pursuit CBS' mission to provide public services that support a
31 livable community for all.

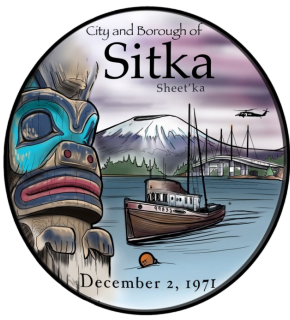
32 Signed,

33 Katie Riley

34 Chair, Sustainability Commission

35 City and Borough of Sitka


DRAFT



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

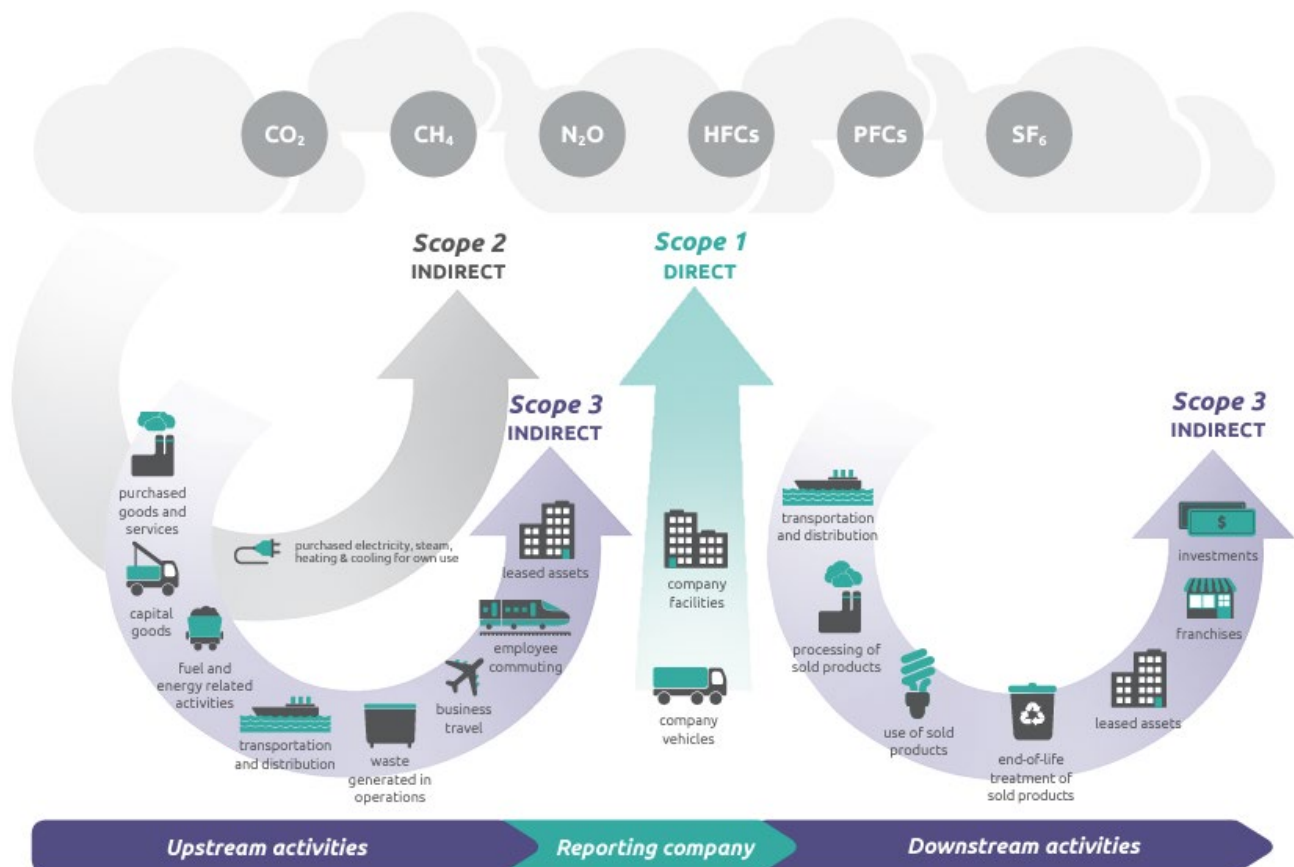
To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: August 2, 2024
Subject: Discussion/Direction/Decision on Greenhouse Gas Emission Inventory Scopes

Background

As part of the Sitka Community Renewable Energy Strategy, a community-wide greenhouse gas (GHG) emissions inventory is included. GHG inventories are often conducted by specific organizations and/or locations using aggregated, scaled, and/or modeled data to estimate the greenhouse gases emitted in a given timeframe, typically annually.

GHG emissions are divided into three scopes: scope one, direct emissions, scope two, indirect emissions related to energy, and scope 3, all other indirect emissions.

Overview of GHG Protocol Scopes and Emissions Across the Value Chain



Source: WRI/WBSCD Corporate Value Chain (Scope 3) Accounting and Reporting Standard, pg.5 (PDF).

Analysis

Sitka has unique challenges in conducting a GHG emissions inventory as both an island and a microgrid with 100% renewable electricity. Because of these two factors, Sitka can be considered ahead in many areas of the energy transition, such as electricity generation, but is still far more reliant on aspects such as shipping, that fall squarely in scope three, for the supply of goods and foods, or with waste, air travel, and tourism. This has made developing methodologies to capture emissions from scope three sources that can be correctly scaled and/or defined in a way that supports decision making particularly challenging.

Next Steps

The following proposed schedule is intended for discussions regarding specific scope three sources to be treated as deliverables so they can be integrated into the monthly SCRES work cycle.

Proposed Scope 3 Schedule

May 6 th	Review of emission scope sources: recycling, waste, shipping, air travel, and cruise ships. Approve scope 1 methodology Review draft objectives for recycling and solid waste Approve scope 3 objectives and methodology- solid waste and recycling	✓
↕	Develop objectives for additional scope 3 emission sources	✓
June 3 rd	Approve objectives for scope 3 emission sources	✓
↕	Discussion about additional scope 3 methodology	✓
July 1 st August 6 th	Approve methodology for additional scope 3 sources	

Technical Team Questions (See Memo for Details)

Do you agree with these assumptions and to include air travel in the emissions inventory using the passenger-miles-based method?

Do you agree with these assumptions and methodology for the proposed heating method?

Do you agree with these assumptions NOT to include shipping emissions inventory, but to have a side shipping-related emissions analysis?

Recommendation

Discuss/review/approve included methodologies for scope three emissions.

Give direction on GHG emissions inventory.

GHG Emission Inventory and Analyses Discussion



Friday, August 2, 2024
City and Borough of Sitka Sustainability Commission Meeting

This document provides discussion on assumptions and methodology to address air travel, shipping, cruise ships, transportation and heating fuels, along with preliminary results.

Proposed Methods and Discussions for Emission Source Categories

Air Travel Emissions

- **DISCUSSION:** Calculating emissions related to air travel can be challenging because planes are not refueled in Sitka. Air travel is sometimes, but not always included in community GHG emission inventories. There's concern with double counting (such as capturing emissions from those who are just on a layover in Sitka). We can do a distance-based method or a flights-based method, where we count the flights that land in Sitka, and connect to the average amount of jet fuel usage.
- **USED METHOD:** The Bureau of Transportation Statistics T-100 Segment data has number of flights for 2023 (3,165 flights) and the revenue passenger-miles. The passenger-miles methodology can be used to multiply the revenue passenger-miles using an average EPA emission factor for air travel.
 - Assumed the EPA "air travel – medium haul" emission factor based on the fact that the distance from Sitka to Seattle aligns with the "Air Travel – Medium Haul" emission factor from EPA.
 - Using this methodology, air travel emissions are about 37% of Sitka's GHG emissions. This is only passenger air travel, not cargo planes.

Check Point: Do you agree with these assumptions and to include air travel into the emissions inventory using the passenger-miles-based method?

Gasoline, Distillate Fuel Oil, Kerosene, and Residual Fuel Oil Emissions

Distillate Fuel Oil means various forms of fuel oil, such as diesel or forms of heating oil. Disaggregating the combustion fuels into smaller categories (such as by end use like boats, cars, and building heating) is challenging and requires many assumptions since the data provided is just by fuel, not by end use. The goal is to help inform the community of where their emissions are specifically coming from.

- **PROPOSED CAR AND BOATS METHOD:** To disaggregate the data into boat and car energy consumption, we use the existing boat and car registrations and assume their associated miles traveled and fuel efficiency. For fishing boats, this will be based on existing work completed by the Alaska Longline Fishermen's Association, which has energy profiles for different vessels. We surveys to estimate individual's annual boat and car usage. can use community
 - Average VMT of vehicles per day = 10 miles/day, 350 days/yr.

GHG Emission Inventory and Analyses Discussion



- 2022 Alaska DMV report for Sitka lists 4,327 registered vehicles and 2,618 pickup trucks – assumed about half of these are regularly used.
- Average car fuel efficiency: ~20 mpg
- Recreational boating: estimated 10 miles trips, 3 times a month, 4 months a year.
- According to the State of Alaska CPEC Public Search Application of fishing boat permits and a study from Sitka fishermen and fuel usage estimate from Kempy Energetics, fishing vessels emissions are currently estimated to be higher than the total diesel consumption in Sitka.
- **PROPOSED HEATING METHOD:** To estimate fuel usage for heating residential and commercial buildings, we can analyze the heating load in Sitka, Alaska using building energy models and make assumptions of the electric, fuel oil, and wood heating used in Sitka.
 - Use the community surveys (SCRES) for their home heating fuel source (e.g.: electric vs fuel oil vs wood). *We may also compare with Sitka Tribal Housing Needs Assessment for heating and home age estimates*
 - Breakdown of fuel usage: 79% electricity, 20% fuel oil, 2% wood using SCRES data
 - Electricity has no emissions associated with it because hydropower!
 - Use number of residential and commercial houses and estimated square footage, using heating degree-day assumptions.
 - Average square footage of house = 1,689 SF (2017 Sitka Borough Housing Assessment)
 - Average heating energy in Alaska = ~74 Btus/household (RECS data for Alaska/WA)
 - Estimate a percentage of commercial buildings that use natural gas vs electric heating. Can base assumptions off square footage of commercial buildings?
 - Assume commercial building emissions are 2x that of residential building emissions?

Check point: Do you agree with these assumptions and methodology?

Cruise ships Emissions

- **PROPOSED SCOPE:** Cruise ships should not be included in GHG inventory because they are not related to the direct operation of the city or its residents. Similar to ground vehicles (in places that are not islands), they pass through a city without having ties to it. However, we recognize that they contribute significantly to Sitka's economy. We recommend not including it in the GHG inventory but using it in an additional GHG analysis, especially for energy education purposes. This can help answer questions

GHG Emission Inventory and Analyses Discussion



such as “What are the impacts of cruise ships on emissions and how does that compare to Sitka’s GHG emissions?”

- **PROPOSED METHOD:**
 - Use the 2024 cruise ship schedule to determine number of cruise ships visiting Sitka annually.
 - Just include the emissions the cruise ship burns while within Sitka’s boundary (docked, entering and leaving port).
 - Assumptions to account for the amount of fuel burned while at port.
 - 3 hr maneuver time (time to approach Sitka, tie to dock, and leave)
 - Average stay in Sitka of 8 hrs
 - Docking load to be ~48% total power to power lights, heating, swimming pools, etc.
 - Fraction load of generators to be 60%

Check Point: Do you agree with these assumptions and NOT to include cruise ship emissions in the inventory, but to have a side cruise-ship-related emissions analysis?

Shipping Emissions

- **PROPOSED SCOPE:** We recommend not including shipping in the Sitka GHG inventory, but consider it in an additional GHG emissions analysis since it can still be useful to understand the overall emissions impact from living on in island, such as Sitka. Shipping are frequently not included in community GHG emission inventories, since they are scope 3.
- **POTENTIAL METHOD:** Calculating emissions related to shipping is challenging because we do not have the fuel associated with all the shipments traveling to and from Sitka or a detailed understanding of the percentage of cargo offloaded at different ports. We can calculate shipping emissions by using the distance-based method, which multiplies the total tons shipped (which can be acquired through the 2022 Cargo Report) and multiply it by the averaged distance of shipments traveled, multiplied by the marine travel emission factor from the EPA. To determine distance calculations, we can assume on distance traveled, such as just those from Seattle.

Check Point: Do you agree with these assumptions NOT to include shipping emissions inventory, but to have a side shipping-related emissions analysis?

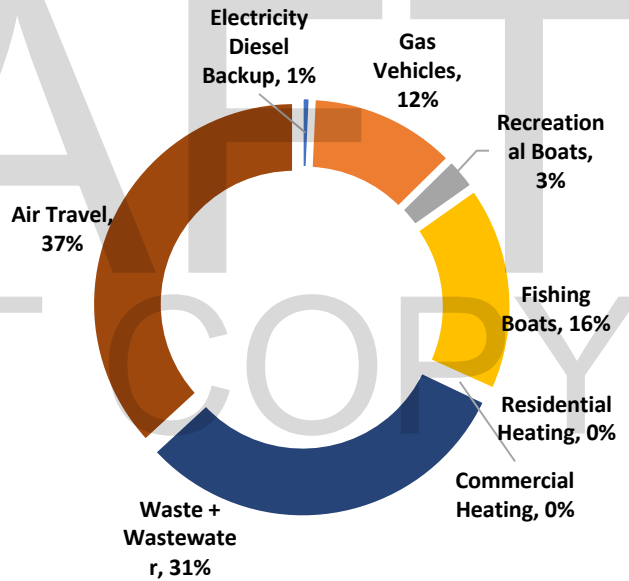
GHG Emission Inventory and Analyses Discussion



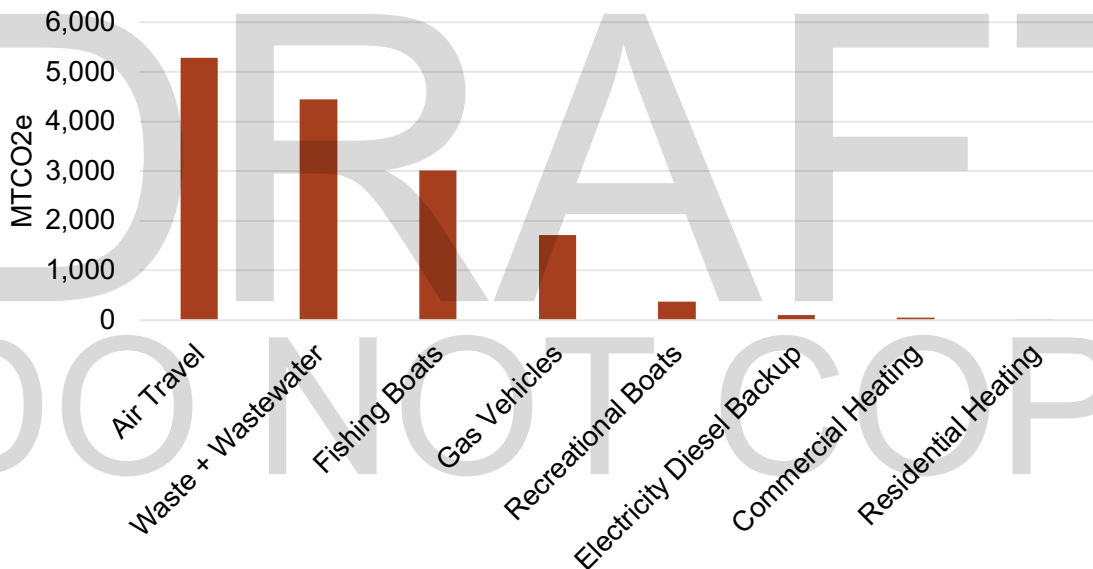
PRELIMINARY RESULTS

The initial calculations based on the above assumptions show a total of **15,124 MTCO₂e** for the community of Sitka. The breakdown by end uses can be seen below. These results are relatively expected when comparing to other inventories.

In addition, the total cruise ship emissions is estimated to be **23,288 MTCO₂e** and shipping emissions to be **6,935 MTCO₂e**.



Sitka's GHG Emissions by End Use (MTCO₂e)



POSSIBLE MOTION(S) – APPROVE ALL

I MOVE TO approve the assumptions and methodology for air travel, shipping, cruise ships, transportation and heating fuels, as proposed by the Pacific Northwest National Labs.

If changes are requested, amend the main motion:

I MOVE TO amend assumption for _____/methodology for _____ by adding/rewording/removing/including/excluding, etc.

APPROVE ONE AT A TIME/SELECT

I MOVE TO approve the assumptions and methodology for...

(pick one or multiple)

air travel

shipping

cruise ships

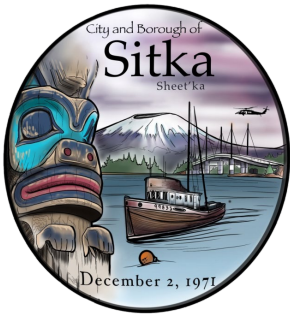
transportation

heating fuels

...as proposed by the Pacific Northwest National Labs.

If changes are requested, amend the main motion:


I MOVE TO amend assumption/methodology by adding/rewording/removing/including/excluding, etc.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: August 2, 2024
Subject: **Municipal Fleet Management and Procurement Policy**

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 infeasibility¹.

Vehicles within the municipal fleet are purchased by the Public Works Department, maintained by the Public Works Central Garage, and assigned to other departments as needed to perform their duties. Individual department request replacements through Public Works who facilitates the procurement, typically by the Chief Mechanic.

In anticipation of vehicles requested in the approved FY25 budget and in preparation for the FY26 budgeting process, the Public Works Director, Chief Heavy Equipment Mechanic, and Sustainability Coordinator have drafted an administrative policy to guide procurement of vehicles and give direction to further outline the requirements for decarbonizing municipal transportation as directed.

This policy applies to the entirety of CBS and is therefore considered an administrative policy. The policy delegates authority to the Public Works Director to administer the policy. Policies are not meant to be overly prescriptive, but rather serve as broad instruction to work in a specific direction while providing enough guidance for operations to continue.

Analysis

Before being signed by the Municipal Administrator, Sustainability Commission review is requested, specifically, around the goals of the policy, as well as the requirements for CBS fleet vehicles. A question that has come up throughout the drafting process of whether gasoline or diesel should be prioritized for conventional vehicles. General recommendations from the Commission are also welcome.

Recommendations

Review the policy and provide guidance; recommend the Municipal Administrator approve the policy.

Next Steps

Any changes made by the Commission will be added and routed to the Municipal Administrator for review. The Administrator may accept the changes and sign the policy as written and amended, request further refinement, or give other directions. If not signed, the policy will return to the Commission with further requirements or requests.

References

¹City 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.

POSSIBLE MOTION(S)

I MOVE TO recommend the Municipal Administrator approve the Municipal Fleet Management and Procurement Policy as written.

If changes are requested, amend the main motion:

I MOVE TO amend line(s) # to add/reword/remove, etc.

MUNICIPAL FLEET MANAGEMENT AND PROCUREMENT POLICY

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 2030¹.

GENERAL PROVISIONS

A. Scope: This policy applies to all divisions and employees of CBS and to all CBS owned or leased rolling stock² 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 infeasibility¹. 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 cost³ 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 vehicle⁴
 - ii. A plug-in hybrid electric vehicle⁵
 - iii. A hybrid vehicle⁶
 - iv. An alternative fuel vehicle when and where fuel is readily available⁷
 - v. A conventional vehicle powered by gasoline or diesel.

POLICY NO. ###-##-## MUNICIPAL FLEET MANAGEMENT AND PROCUREMENT

- 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.

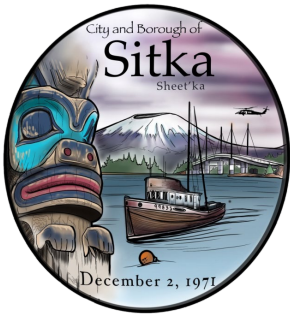
REFERENCES

¹City 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.

Date: _____

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	



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: August 2, 2024
Subject: **Decarbonizing and Right-sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group Charter**

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 infeasibility¹.

Vehicles within the municipal fleet are purchased by the Public Works Department, maintained by the Public Works Central Garage, and assigned to other departments as needed to perform their duties. Individual department request replacements through Public Works who facilitates the procurement, typically by the Chief Mechanic.

Once the Municipal Fleet Management and Procurement policy is signed, the Public Works Director will sign the DRIVE charter. This charter outlines the organization of DRIVE, roles and responsibilities of the members, and provides more details on the deliverables requested in the policy. The charter is written as such that Commissioners may choose to be involved but enables CBS staff to continue if the Commission's priorities shift. This document serves to ensure the longevity of the effort across staffing changes and provides context for new members.

Analysis

Before being signed by the Public Works Director, Sustainability Commission review is requested, specifically, around the roles and responsibilities of Commissioners who choose to serve on DRIVE. General recommendations from the Commission are also welcome.

With the parallel Solid Waste Advisory Group (SWAG) working in a similar capacity with Public Works, a SWAG charter is also being drafted following a similar format. If the engagement method proposed in the charter is sufficient for the Commission, this format will likely be used as a template for future collaborative initiatives.

Recommendations

Review the DRIVE Advisory Group charter and provide guidance; recommend the Public Works Director approve the charter.

Next Steps

Once the policy is signed, the Public Works director will sign the DRIVE charter. The Public Works Director may accept the changes and sign the policy as written and amended, request further refinement, or give other directions. If not signed, the policy will return to the Commission with further requirements or requests.

Once both documents are signed, the Sustainability Coordinator will begin setting up a regular meeting time for DRIVE and work on the strategic deliverables will begin.

References

¹City 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.

POSSIBLE MOTION(S)

I MOVE TO recommend the Public Works Director approve the DRIVE Advisory Group charter as written.

If changes are requested, amend the main motion:

I MOVE TO amend line(s) # to add/reword/remove, etc.

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

1
2 **1. INTRODUCTION**
3

4 **1.1 PURPOSE**

5 Decarbonization And Right-Sizing to Improve Vehicle Efficiency (DRIVE) Advisory Group
6 (herein "DRIVE") Charter with members representing key fleet stakeholders pursuant to CBS
7 Administrative Policy ~~##-##-##~~: *Municipal Fleet Management and Procurement Policy*¹ to
8 support direction given in CBS Resolution 2022-18: *Increasing the Energy Independence of*
9 *The City and Borough of Sitka by Decarbonizing City Operations By 2030*².
10

11 **1.2 GENERAL PROVISIONS**

- 12 **1. SCOPE:** This policy applies to all CBS staff and volunteers serving on DRIVE.
13
14 **2. AUTHORITY:** DRIVE work will fall within the Public Works Department under the general
15 direction of the Public Works Director. The CBS Public Works Director maintains the authority
16 granted by the Municipal Administrator, aligned with the Sitka Home Rule Charter and Sitka
17 General Code to order policy and the guidelines and implementation of resulting work of
18 DRIVE.
19
20 DRIVE shall be bound by the guidance of the Municipal Administrator, and if directed by the
21 Municipal Administrator, the Municipal Attorney. The Municipal Administrator maintains the
22 authority to approve/reject final deliverables.
23
24 **3. EFFECTIVE DATE:** This charter will take effect as of the signing date.
25
26 **4. REVIEW/REVISION INTERVAL:** Every 1 year in alignment with review of Policy ~~##-##-##~~ or
27 in alignment with revision changes.
28

29 **1.3 INSTRUCTION**

30 DRIVE is tasked with development, implementation, and maintenance of the strategy to
31 enhance the operation, cost effectiveness and improved environmental impact of the City
32 and Borough of Sitka's municipal fleet procurement and replacement strategy. The resulting
33 strategy will be in alignment with the objectives and criteria in its establishing Policy ~~##-##-~~
34 ~~###~~ as follows:
35

36 **1.3.1 OBJECTIVES**

- 37 **1.** Optimize the fleet size and minimize vehicle size, weight, and other factors affecting fuel
38 use, when appropriate; and
39 **2.** Improve department operational & fiscal efficiency by reducing total cost of ownership
40 over the lifetime of the vehicle; and
41 **3.** Reduce consumption of fossil fuels and associated GHG emissions
42

43 **1.3.2 CRITERIA**

- 44 **1.** Fuel-efficient with the lowest emissions within the vehicle class/type; prioritized by the
45 following hierarchy (see *Definitions* for details):
46 a. An all-electric vehicle³
47 b. A plug-in hybrid electric vehicle⁴
48 c. A hybrid vehicle⁵
49 d. An alternative fuel vehicle when and where fuel is readily available⁶
50 e. A vehicle powered by gasoline or diesel⁷

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
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- 51 2. Commercially available, practical, and reasonably cost-competitive for the class/type of
52 vehicles needed for specific assignments.
53 3. Able to perform the job function for which the vehicle is needed, with no diminishment of
54 capabilities or performance.
55

56 **2. STRATEGY DELIVERABLES**
57

58 **2.1 A hierarchy of engine and fuel system standards by vehicle class tailored to Sitka.**

59 DRIVE shall develop vehicle and equipment standards for the City fleet that considers fuel-
60 efficiency with the lowest emissions that can apply broadly to City vehicles. Said standards
61 shall prioritize according to the hierarchy in section 1.3.2.1. Standards developed shall reflect
62 market availability that is practical and reasonably cost competitive for the class/type of
63 vehicles needed for specific assignments.
64

65 **2.2 An analysis of the municipal fleet composition, with recommendations evaluating fleet
66 right-sizing and right-typing, motor pooling, and departmental transfers.**

67 It is understood that City departments may use the same equipment, but an individual
68 department's service commitments may require an unequal number of daily miles travelled,
69 relative maintenance costs, and/or shorter service life due to extensive daily use. DRIVE shall
70 review sub-fleets individually to establish custom fleet management goals if necessary. Sub-
71 fleets include but are not limited to Public Works, Electric, Harbors, Police, and Fire
72 Departments.
73

74 **2.3 Direction for implementing fueling infrastructure and maintenance.**

75 DRIVE will collaborate with necessary City departments to facilitate the installation of charging
76 and alternative fueling infrastructure. Construction and installation of municipal charging or
77 alternative fuel infrastructure or the replacement of existing infrastructure for the City fleet
78 shall be evaluated by DRIVE prior to installation. Charging or alternative fueling stations for
79 public use on municipal property, or the relocation of existing charging fuel stations, may also
80 be evaluated by DRIVE.
81

82 **2.4 Methodology for continual efficiency and improvement evaluations for fleet
83 replacements**

84 The DRIVE will establish standard operating procedures for municipal vehicle renewal and
85 replacement that ensures that the City sustains maximum operational efficiency. Replacement
86 analysis will include a variety of factors such as total fuel costs over the lifespan of the vehicle,
87 maintenance and repair costs, and resale value to give weight to other factors besides the
88 initial cost of the vehicle. Replacements shall consider operational needs, the City's climate
89 sustainability, and public health goals, and indirect savings through reductions in greenhouse
90 gas emissions.
91

92 **2.5 Appropriate exemptions, if any, to ensure public safety in emergencies**

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

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

99

100 **2.6 Recommendations for pursuit of funding to support capital requests.**

101 The purchase of policy-compliant vehicles and equipment may be more expensive in the initial
102 years. Departments should estimate the upfront investment required for vehicle purchases
103 and budget accordingly in capital budget requests. DRIVE will make recommendations to CBS
104 staff to take advantage of grant funding to offset the upfront costs of electric vehicles and
105 charging apparatus. DRIVE shall evaluate existing capital requests for vehicles and evaluate
106 opportunities to fund additional upfront costs.
107

108 **2.7 Recommendations for professional development to support CBS staff's ability to
109 maintain a mixed composition fleet.**

110 A well-maintained vehicle will optimize fuel use and reduce air pollution. Preventative
111 maintenance that ensures optimal vehicle operation shall be performed regularly for each
112 vehicle. While the current staff is skilled at maintaining conventional engines, requirements to
113 maintain alternative vehicles will be necessary. Where applicable, DRIVE will build awareness
114 and identify opportunities to educate its employees regarding responsible vehicle operation
115 and upkeep.
116

117 **2.8 Additional deliverables recommended or requested by other CBS Departments and
118 approved by the Municipal Administrator.**

119 DRIVE recognizes that the above deliverables do not encompass the entirety of support
120 needed to achieve policy ###-##-##'s objectives and that those objectives can only be met
121 through a collaborative effort across departments. Throughout development, if departments
122 identify additional deliverables, DRIVE will review the request and advise on approval.
123 Additional deliverables will be reflected through amendments to this charter.
124

125 **3. ORGANIZATION**

126 This section outlines the composition of DRIVE, roles and responsibilities, as well as the individual
127 roles and responsibilities that are specific to each member of DRIVE.
128

129 **3.1 MEMBERSHIP**

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

135 **3.2 ROLES & RESPONSIBILITIES**

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

139 **3.2.1 ROLE: GENERAL COMMITTEE**

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

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
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144 **General Responsibilities:**

- 145 • Develops strategic deliverables (see section # for more details).
- 146 • Produce an annual report outlining progress made on strategic deliverables and achieving
- 147 policy ###-###-### objectives.
- 148

149 **3.2.2 ROLE: PRINCIPAL MEMBERS**

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

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

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

160 **Principal Member Responsibilities:**

- 161 • Updates administration and Assembly on DRIVE as needed.
- 162 • Navigates and advocates for funding during the budgeting process.
- 163 • Ensures DRIVE recommendations align with strategic goals of CBS.
- 164 • Maintains internal working DRIVE documents.
- 165

166 **3.2.3 ROLE: SUSTAINABILITY COMMISSIONERS**

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

170 **Responsibilities:**

- 171 • Updates Sustainability Commission on DRIVE as needed.
- 172 • Advocates for public engagement opportunities to improve the strategy via the Sustainability
173 Commission.
- 174 • Researches, reviews, analyzes, evaluates potential solutions to DRIVE strategy challenges.
- 175 • Makes recommendations that assist in the development of DRIVE strategy and necessary
176 capital improvement projects for implementation.
- 177

178 **3.2.4 ROLE: AD HOC MEMBERS**

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

182 **Responsibilities:**

- 183 • Advise, direct, and provide solutions relevant to their areas of expertise.
- 184 • Reviews and provides input of potential solutions and/or identifies additional challenges.
- 185
- 186
- 187

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

188 4. MEETINGS

189 The following section outlines details to guide communication within the committee meeting setting to ensure
190 consistency and longevity of the strategy development.
191

192 4.1 DRIVE COMMUNICATIONS

193 The primary form of communication and decision making within the DRIVE shall be in the form of
194 committee meetings. The following section outlines requirements for DRIVE meetings.
195

196 4.2. MEETING INTERVAL

197 DRIVE meetings will be regularly held on a recurring, monthly basis on the X^{xx} X-day at X:XX X.M. At a
198 minimum, committee meetings shall be held once per 60-day period quarter.
199

200 4.4 MEETING NOTES

201 Meeting action items and decisions shall be recorded by the Sustainability Coordinator or other
202 delegated member. These notes shall be reported to all DRIVE members within one week of the
203 meeting's occurrence via email. Meeting notes may be supplemented through feedback from DRIVE
204 members.
205

206 4.5 FACILITATION

207 All meetings shall be facilitated by one of the principal members. Facilitation shall include the
208 development of meeting presentation materials, agenda, and meeting scheduling. Facilitation may be
209 delegated to other members of DRIVE, as needed, by one of the principal members.
210

211 4.6 RECOMMENDATIONS

212 DRIVE shall make recommendations to the Public Works Director and/or Municipal Administrator as
213 appropriate and aims to make recommendations via general committee consensus.
214

215 5. COMMUNICATIONS AND PUBLIC ENGAGEMENT

216 The following section outlines details to guide communication outside of the committee meeting setting, with
217 other internal to CBS employees, to the CBS Assembly, and with external stakeholders.
218

219 5.1 Municipal Administrator

220 The Public Works Director will update the Municipal Administrator on the work of DRIVE as needed.
221

222 5.2 Public Works Staff

223 Communications regarding procedural changes, implementation, or requests for feedback from CBS
224 employees shall be facilitated through the Public Works Director or delegated by the Director to the
225 appropriate Public Works staff.
226

227 5.3 CBS Assembly

228 Communications to the CBS Assembly shall be conducted through the Municipal Administrator as
229 directed or through quarterly departmental updates.
230

231 If Sustainability Commissioners are active members, updates may also be included in their annual work
232 plan or in updates to the Assembly as requested by the principal members.
233

234 5.4 Sustainability Commission

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

**DECARBONIZING AND RIGHT-SIZING TO IMPROVE VEHICLE EFFICIENCY
(DRIVE) ADVISORY GROUP CHARTER**

239 **5.5 Public Engagement**

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

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

246 **5.6 Other External Stakeholders**

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

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

254 **DEFINITIONS**

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

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

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

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

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

264 **REFERENCES**

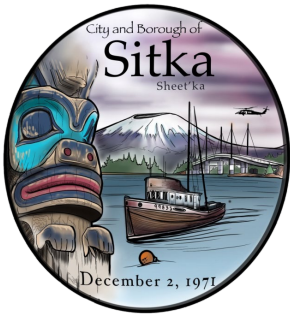
265 ¹City and Borough of Sitka, Administration, *Municipal Fleet Management and Procurement Policy*, Policy
266 ##-##-##, Approved Month XX, 2024.

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

Date: _____

Ron Vinson, Public Works Director
City and Borough of Sitka

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07/26/2024	Bri Gabel	Original
08/06/204	Sustainability Commission	



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Sustainability Commission Members
From: Bri Gabel, Sustainability Coordinator 
Date: August 2, 2024
Subject: Sustainability Commissioner Recruitment

Background

The Commission is composed of seven members appointed by the Assembly and, to the extent deemed advisable by the Assembly and possible from the applicants, include at least one individual with background or training as a sustainability professional and at least one individual of Alaska Native heritage with understanding and appreciation of the historical importance of sustainability on Tlingit Aaní. All voting members of the commission shall be at-large members and representative of a diverse cross-section of the community (SGC 2.31.010, 2022).

Recruitment and retention of volunteers is a challenge across municipal boards, commissions, and committees. In the case of the Sustainability Commission, this has proven to be an exceptional challenge as both a newer commission and one with largely self-driven projects that often require more work outside of monthly regular meetings.

Currently the Sustainability Commission has one open seat since March and two open seats since June 2024 due to Commissioner resignation. Feedback received has partially attributed resignation to lack of clarity of the role and responsibilities of a commissioner.

Three of the twenty-one regular meetings, July 2023 and 2024 and January 2024, were cancelled due to lack of a quorum. Recently, open seats have caused challenges in meeting the quorum requirement of four members to take Commission action as open seats count towards the majority requirement (Ord. 74-114 § 3(c), 1974.). Two Commissioner terms expire in October.

Analysis

Staff have identified two potential courses of action:

- 1. Prioritize Commissioner recruitment and better define the roles and responsibilities of a Commissioner to help educate prospective members and subsequently increase retention.**

This would allow for a more diverse set of voices as in Commission work but would require current Commissioners to assist City staff in recruitment efforts. Additionally, refining roles and responsibilities will require additional input from Commissioners that may slow down ongoing projects.

- 2. Recommend the Sustainability Commission reduce its size from seven members to five.**

Reducing the Commission size from seven members to five would change the quorum requirement to three members rather than four. Additionally, this would mean the current membership would constitute a full commission. Doing so would be simple but would reduce the number of community representatives in Commission decisions.

Recommendation

Advise staff on a path forward for Sustainability Commissioner recruitment. The Commission is not required to decide between the two identified courses of action and may propose a different course of action entirely.

POSSIBLE MOTION(S)

I MOVE TO prioritize recruitment efforts of Sustainability Commissioners.

I MOVE TO recommend the Sustainability Commission membership be reduced from seven to five.