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CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, November 26, 2012 at 3:00 p.m.
Place: San Mateo City Hall
330 West 20th Avenue, San Mateo, California
Conference Room C (across from Council Chambers)

PLEASE CALL Sandy Wong (599-1409) IF YOU ARE UNABLE TO ATTEND.

- | | | | |
|----|--|-------------------------------------|---------------|
| 1. | Public comment on items not on the agenda | Presentations are limited to 3 mins | |
| 2. | Approval of minutes of September 24, 2012 meeting | Action (Pierce) | Pages 1 - 3 |
| 3. | Review and approval of CMEQ meeting Calendar for 2013 | Action (Wong) | Page 4 |
| 4. | Review and recommend approval of the AB 1546 (\$4 Vehicle Registration Fee) Countywide Traffic Congestion Management Fund Expenditure Plan | Action (Hoang) | Page 5 - 8 |
| 5. | Review and recommend approval of an agreement with SCI Consulting Group to provide technical services in support of a countywide funding initiative for stormwater compliance activities and authorization for the Executive Director to negotiate the scope of the work prior to execution. | Action (Higaki) | Pages 9 - 10 |
| 6. | Receive an update on the single-use bag ban. | Information (Peterson) | Verbal |
| 7. | Support of the San Mateo County Green Business Program Re-launch | Action (Springer) | Pages 11 - 14 |
| 8. | Executive Director Report | Information (Napier) | |
| 9. | Member comments and announcements. | Information (Chair) | |
| 10 | Adjournment and establishment of next meeting date:
January 28, 2013. | Action (Chair) | |

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NOTE: All items appearing on the agenda are subject to action by the Committee.
Actions recommended by staff are subject to change by the Committee.

NOTE: *Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.*

Other enclosures/Correspondence - None

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF September 24, 2012**

The meeting was called to order by Acting Chair Irene O'Connell in Conference Room A at City Hall of San Mateo at 3:02 pm. Attendance sheet is attached.

1. Public comment on items not on the agenda.

None.

2. Minutes of August 27, 2012 meeting.

Motion: To approve the Minutes of the August 27, 2012 meeting, Lloyd/Bigelow. Motion carried unanimously.

3. Update on San Mateo County Energy Watch Program and Discussions With PG&E for the 2013-14 Contract Transition Period. (Information)

Susan Wright of San Mateo County Public Works (Energy Watch Program) provided a presentation on information update on the San Mateo County Energy Watch Program. For fiscal year 2013/14, the program will expand to serve residential, school, small to medium size business, agricultural sectors. Susan also stated that city by city "report card" is now available. Graphics showing the Energy Watch Program actual savings in terms of kilowatts as well as projected savings from pipeline projects were presented.

4. Presentation on the Joint Venture Silicon Valley, Joint Solar Purchase Program. (Information)

Kim Springer of San Mateo County Public Works (Energy Watch Program Manager) presented the Joint Venture Silicon Valley "Joint Solar Purchase" program. The program benefits include savings in staff time on procurement, more competitive pricing based on volume and group purchase, and can demonstrate leadership in climate protection. Alameda and Contra Costa counties are the lead agency in this cycle. There is a best practice guidebook available. Cities of Redwood City, Menlo Park, Pacifica, and the County of San Mateo are participating.

5. Review and Recommend Approval of a Call for Projects for the OneBayArea Grant (OBAG) Federal Congestion Mitigation and Air Quality (CMAQ) Funds Consisting of the Bicycle/Pedestrian Improvement Program and Transportation for Livable Communities (TLC) Program.

Jean Higaki provided a revised OBAG Call for Projects Guidelines sheet handout which included the recommended changes made by the CMP TAC on September 20, 2012. The call for project will make available \$6.5 million and \$4.5 million for the Bicycle/Pedestrian Improvement program and TLC program, respectively. MTC requires a minimum of 70% of overall OBAG fund be invested in PDA or in PDA Proximate Access. CMEQ members asked for clarification on how the 70/30 split works with regard to project merit. Staff responded that given the 70% PDA requirement, it is possible that a lower scored PDA project be funded over a higher scored non-PDA project in the event that the 30% flexible money runs out.

Motion: To recommend approval of the Call for Projects for the OneBayArea Grant (OBAG) Federal Congestion Mitigation and Air Quality (CMAQ) funds consisting of the Bicycle/Pedestrian Improvement Program and Transportation for Livable Communities (TLC) Program, Patridge/Richardson; member Roberts abstain; Motion carried.

6. Executive Director Report.

Richard Napier, Executive Director reported that he and the Bay Area Regional Water Quality Control Board Executive Director Bruce Wolfe attended a City Manager Association meeting to begin a dialogue regarding the challenges faced by cities/county in the implementation of the Municipal Regional Permit requirements. He also announced San Mateo County agencies will host the October 25 and 26 California Transportation Commission (CTC) Reception and meeting.

7. Member comments and announcements.

Member Lloyd announced the CalTrain will hold a press conference on 9/26 regarding the Positive Train Control project.

Member Patridge announced the Half Moon Bay Pumpkin Festival will be on October 13 & 14.

11. Adjournment and establishment of next meeting date.

The next regular meeting was scheduled for October 29, 2012. Meeting was adjourned at 4:40 pm.

CMEQ 2012 Attendance Record						
Name	Jan 30	Feb 27	Apr 30	May 21	Aug 27	Sept 24
Arthur Lloyd	Yes	Yes	Yes	Yes	Yes	Yes
Barbara Pierce	Yes	Yes	Yes	4:05 PM	Yes	
Gina Papan	Yes			Yes		Yes
Irene O'Connell	Yes	Yes	Yes	Yes	Yes	Yes
Jim Bigelow	Yes	Yes	Yes	Yes	Yes	Yes
Kevin Mullin		Yes	Yes	Yes	Yes	
Lennie Roberts	Yes	Yes	Yes	Yes		Yes
Nadia Holoher	Yes	Yes	Yes	Yes		Yes
Naomi Patridge	Yes	Yes	Yes	Yes	Yes	Yes
Onnolee Trapp	Yes	Yes	Yes	Yes	Yes	Yes
Richard Garbarino	Yes	Yes	Yes	Yes	Yes	
Sepi Richardson		Yes	Yes	Yes	Yes	Yes
Steve Dworetzky		Yes	Yes	Yes		Yes
Zoe Kersteen- Tucker			Yes	Yes	Yes	Yes
Mark Olbert	NA	NA		Yes	Yes	Yes
Andy Cohen	NA	NA		Yes		
Other attendees at the September 24, 2012						
R Napier, S Wong, J Higaki - C/CAG						
K Springer, S Wright, S Dhebar - San Mateo County Public Works Waste Management						

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Date: November 26, 2012
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: Sandy Wong
Subject: Review and approval of the 2013 CMEQ meeting Calendar

It is recommended that the CMEQ committee approve the regular meeting calendar for 2011 as follows:

Congestion Management & Environmental Quality
Mondays 3:00 p.m. to 5:00 p.m.
January 28
February 25
March 25
April 29
May 20 (May 27 is Memorial Day)
June 24
July – No meeting
August 26
September 30
October 28
November 5
December - No meeting

All meetings are scheduled for the last Monday of the month except for May 20th. Also, following the CMEQ committee's decision for past years, staff recommend to not schedule meetings for the months of July and December.

Meetings begin at 3:00 p.m. and end at 5:00 p.m. and are typically held in Conference Room C, San Mateo City Hall, with occasional alternative locations to be announced.

C/CAG AGENDA REPORT

Date: November 26, 2012
To: Congestion Management and Environmental Quality Committee (CMEQ)
From: John Hoang
Subject: Review and Recommend Approval of the AB 1546 (\$4 Vehicle Registration Fee) Countywide Traffic Congestion Management Fund Expenditure Plan

(For further information contact John Hoang at 363-4105)

RECOMMENDATION

That the CMEQ review and recommend approval of the AB 1546 (\$4 Vehicle Registration Fee) Countywide Traffic Congestion Management Fund Expenditure Plan.

FISCAL IMPACT

Approximately \$2,300,000 (includes fees collected through December 2012)

SOURCE OF FUNDS

AB 1546 - \$4 Vehicle Registration Fee

BACKGROUND/DISCUSSION

Assembly Bill 1546 (AB 1546) imposes an annual motor vehicle registration fee (VRF) of four dollars (\$4) in San Mateo County to fund traffic congestion management and stormwater pollution prevention programs. After deduction 5% for administration, the net total of the funds collected are distributed evenly to the following programs:

- 25% - Local Cities/County Stormwater Pollution Prevention
- 25% - Local Cities/County Traffic Congestion Management
- 25% - Countywide Stormwater Pollution Prevention
- 25% - Countywide Traffic Congestion Management

Collection of the \$4 VRF began July 1, 2005, and will continue through December 2012. This Fund Expenditure Plan addresses the Countywide Traffic Congestion Management Program portion.

Countywide Traffic Congestion Management Program

The total amount collected through August 2012 is \$19,174,510. The net total available for the Countywide Traffic Congestion Management Program is \$4,553,946 (25% of net revenue after subtracting for program administration.) These funds are reserved for projects with countywide benefits. To date, two countywide programs/projects have been implemented: 1) the Hydrogen Shuttle Demonstration Project, and 2) the Intelligent Transportation System (ITS) Call for Projects to fund Signal Controller/Video Detection System Upgrade. The remaining funds have been in reserve for the San Mateo County Smart Corridor project.

The Hydrogen Shuttle Demonstration project was implemented in 2007 and continued through the end of 2010. The shuttle project, which utilized the Ford Hydrogen Internal Combustion Engine (ICE) vehicle, cost approximately \$500,000. The Countywide ITS program, implemented in August 2007, distributed \$1.2 million to 11 jurisdictions funding 66 signal controllers and 16 video detection system upgrade projects.

The Smart Corridor project has used \$700,000 for the design phase. Over the past few years, C/CAG has been successful in obtaining additional funds from other sources for the Smart Corridors construction phase, therefore, estimates only needing a portion of the \$4 VRF in reserve resulting in funds being made available for other countywide traffic congestion management related projects.

The total amount of \$4 VRF expended to date is \$2.4 million and the current fund balance is \$2.1 million. Accounting for the remaining revenue through December 2012, an additional \$200,000 is anticipated resulting in a total available amount of \$2.3 million.

At the July 19, 2012 TAC meeting, staff proposed an Expenditure Plan that included: 1) \$900,000 allocation to jurisdictions, 2) \$900,000 to install plug-in electric vehicle charging stations in the County, and 3) \$700,000 provided to jurisdictions as local match for regionally significant projects. The TAC recommended approval for all programs with the exception of the plug-in electric vehicle charging station project and requested staff to present other alternatives. (The initial proposed plan considered an available amount of \$2.5 million excluding the Smart Corridor project. The available amount has since been revised to \$2.3 million.)

At the November 15, 2012 TAC meeting, the committee approved the following recommendation to expend the remaining countywide traffic congestion management funds.

Proposed Fund Expenditure Plan

With an estimated \$2.3 million available, the proposed \$4 VRF Countywide Traffic Congestion Management Fund Expenditure Plan consists of the following categories:

1. San Mateo County Smart Corridor

The construction contract for the Smart Corridor projects located on local streets was recently awarded and construction begins in fall 2012. This fund will be used as part of the local match. It is recommended that \$700,000 be allocated for construction of the Smart Corridor project.

2. Allocation to Jurisdictions

Jurisdictions currently receive 25% of the net revenue collected for traffic congestion management related projects through an allocation that is issued every six months. The allocation amount for traffic congestion management is about \$600,000 annually. This proposed allocation will be supplemental to the regular allocations. Projects eligible to receive reimbursement of funds would be the same as the current \$4 VRF qualified projects.

It is recommended that \$900,000 be allocated to local jurisdictions. Allocations can be issued immediately after Plan adoption. The proposed allocation amount, based on the Measure M formula, is as follows:

Jurisdiction	% Share	Allocation
San Mateo County	12.15%	\$ 109,388
San Mateo	11.02%	\$ 99,138
Daly City	9.62%	\$ 86,535
Redwood City	8.82%	\$ 79,394
South San Francisco	7.17%	\$ 64,524
Pacifica	4.84%	\$ 43,520
San Bruno	4.76%	\$ 42,848
Menlo Park	4.50%	\$ 40,467
San Carlos	4.03%	\$ 36,294
Burlingame	3.95%	\$ 35,538
Belmont	3.29%	\$ 29,573
Foster City	3.12%	\$ 28,061
East Palo Alto	3.06%	\$ 27,557
Hillsborough	2.81%	\$ 25,289
Millbrae	2.74%	\$ 24,616
Atherton	2.36%	\$ 21,210
Woodside	2.36%	\$ 21,210
Half Moon Bay	2.36%	\$ 21,210
Portola Valley	2.36%	\$ 21,210
Brisbane	2.36%	\$ 21,210
Colma	2.36%	\$ 21,210
Total	100%	\$ 900,000

Note: Measure M formula consists of 50% population and 50% road miles for each jurisdiction modified for a minimum 2.36%.

3. Local Match for Regionally Significant Projects

Local match would be provided to jurisdiction on a per request basis to help fund small capital projects located in key corridors and areas of the county that are identified as regionally significant such as near-term projects identified from the 2020 Gateway Corridor and similar studies. Funds are limited therefore will only help fund a small

number of projects. Jurisdictions receiving funds will enter into a funding agreement with C/CAG.

It is recommended that approximately \$700,000 be reserved to help fund small capital construction projects that reduce traffic congestion and improve safety.

ATTACHMENTS

None

C/CAG AGENDA REPORT

Date: November 26, 2012

To: Congestion Management and Environmental Quality Program Committee

From: Matthew Fabry, Water Pollution Prevention Program Coordinator

Subject: Review and recommend approval of an agreement with SCI Consulting Group to provide technical services in support of a countywide funding initiative for stormwater compliance activities and authorization for the Executive Director to negotiate the scope of the work prior to execution.

(For further information contact Matthew Fabry at 650-599-1419)

RECOMMENDATION

Review and recommend approval of an agreement with SCI Consulting Group to provide technical services in support of a countywide funding initiative for stormwater compliance activities and authorization for the Executive Director to negotiate the scope of work prior to execution.

FISCAL IMPACT

The final contract terms are recommended to be negotiated by the Executive Director. The total contract is estimated to be \$980K; of that, expenditures during FY 2012-13 are expected to be approximately \$250,000, with the remainder in FY 2013-14. The proposed agreement would include decision points between phases requiring C/CAG authorization to proceed and dependent upon sufficient funds in the approved budget.

SOURCE OF FUNDS

C/CAG's approved 2012-13 budget for the Water Pollution Prevention Program includes \$315K for a countywide funding initiative. Staff is preliminarily budgeting an additional \$630K in FY 2013-14 and \$105K in FY 2014-15 for this effort.

BACKGROUND/DISCUSSION

Upon authorization by the C/CAG Board at its August 2012 meeting, staff issued a Request for Proposals for consulting services to support a countywide funding initiative for stormwater compliance activities. A pre-proposal meeting was held on August 30. Four proposals were submitted and reviewed by a selection panel including C/CAG's Deputy Director and Water

Pollution Prevention Program Coordinator and two members of the Congestion Management Technical Advisory Committee. The four proposals were submitted by:

- SCI Consulting Group (teamed with EOA Inc., McGovern Consulting, S. Groner Associates, Inc., True North Research, and Barkiewicz, Kronick & Shanahan)
- MIG, Inc. (teamed with Harris & Associates, HF&H Consultants, Conservation Strategies Group, Fairbank, Maslin, Maulin, Metz & Associates, and Michael Colantuono)
- Public Financial Management, Inc. (teamed with Daniller Consulting, Inc., Sherwood Design Engineers, Tulchin Research, Fenton, and Jones Hall)
- Godbe Research (teamed with NBS, Colantuono & Levin, TBWB Strategies, and Schaaf & Wheeler)

Proposals were reviewed for responsiveness to the RFP, proposed team members, understanding of the requested services, demonstrated competence and relevant experience, proposed approach and scope of work, understanding of Municipal Regional Permit and local regulatory issues, background and related skills, and references. Costs were not included in the proposal review process. The top two ranked proposal teams (SCI Consulting Group and MIG, Inc.) participated in oral interviews with the selection committee on October 31 and November 1, respectively.

Costs for the four proposals ranged from approximately \$450K to \$1.1 million, exclusive of expected printing and postage costs for anticipated Proposition 218 notices and ballots, which were estimated by some proposers to be between \$200-300K.

Based on review of proposals and the oral interviews, the panel recommended SCI Consulting Group as the most qualified proposer. SCI Consulting Group's proposed cost is in the middle of the range of the four proposal teams. The initial phase of work under the RFP, proposed by SCI Consulting Group to cost approximately \$250K, includes analyzing existing and future costs of compliance, evaluating potential funding sources, and performing public opinion research; this phase is expected to be the bulk of what could be accomplished in the remainder of the fiscal year.

C/CAG's Congestion Management Technical Advisory Committee considered this item at its regularly scheduled meeting on November 15 and voted in favor of the staff recommendation. Staff therefore recommends the CMEQ recommend approval by the C/CAG Board of an agreement with SCI Consulting Group, with the final scope of work to be negotiated by the Executive Director prior to execution.

ATTACHMENT

None. - -

C/CAG AGENDA REPORT

Date: November 26, 2012
To: Congestion Management and Environmental Quality Committee
From: Richard Napier, Executive Director
Subject: Support the San Mateo County Green Business Program Re-launch
(For further information contact Kim Springer at 599-1412)

RECOMMENDATION

That the CMEQ committee support the San Mateo County Green Business Program re-launch.

FISCAL IMPACT

The C/CAG Board previously designated one-time funding in the amount of \$45,000 to support the program. The funds are intended to be used for a one-year re-launch of the program. Staff is in the process of requesting \$5000 per year, starting from fiscal year 2013-14, from each San Mateo county jurisdiction to co-fund this program.

BACKGROUND/DISCUSSION

The County of San Mateo along with Burlingame, Daly City, Redwood City, San Carlos, Millbrae and San Mateo officially launched a pilot phase of the Bay Area Green Business Certification Program in April 2007. The pilot was based on the existing ABAG Bay Area Green Business Program and San Mateo County was the last county in the region to join the program. The San Mateo County pilot included certification in the following commercial sectors: Restaurant/Cafe, Auto Service Shop, Hotel/Motel, and Office/Retail. After a successful six-month pilot, the program was offered to cities countywide on an opt-in basis.

The Green Business Program addresses some mandatory and some voluntary initiatives in four evaluation areas: energy, water, solid waste and pollution prevention.

The program is a collaboration of various public agencies: the cities, the county and special districts. Though it is currently on hold, the program did include the following cities: Belmont, Burlingame, Daly City, Half Moon Bay, Millbrae, Pacifica, Redwood City, San Carlos, South San Francisco, Portola Valley, the County of San Mateo and SFO.

At the end of FY 2010, RecycleWorks had a significant change in its funding source, which is tied to tons of waste disposed at Ox Mountain Landfill. The new funding source may only be used for AB 939 (solid waste) related programs. Because only 25% of the SMC Green Business Program is AB 939 fee eligible (the solid waste/recycling portion), a long term funding source must be secured to address the remaining 75% of the program (pollution prevention, water conservation and energy efficiency) for the program to continue. RecycleWorks, (the County) is seeking additional funding partners for the program.

At the last update of this program to the CMEQ Committee on October 31, 2011, staff was directed to work to keep the program going at a minimum level of funding, while the cities sort out budget issues due to the down economy. With the budget of approximately \$60,000 that was presented at that meeting, the county determined that it was in the best interest of the county to hire an outside contractor to coordinate the program.

The County recently completed an RFP process for a SMC Green Business Program contractor, and is in the process of awarding the contract. The contract will be for the proposed \$60,000 budget for one year, and will be administered by the County.

To establish future funding for the program, staff has drafted a letter to all 21 City/County Managers, requesting \$5,000 annually, starting in FY 2012-13, to support the Green Business Program. The letter is attached as information.

ATTACHMENT

Green Business Program, Funding Request Letter

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November 16, 2012

Dear City Manager,

As a follow up to a discussion I opened at a past City Manager's meeting, I am asking for your commitment to fund the San Mateo County Green Business Program in your budget, beginning in FY 2013-14. I am suggesting that each city provide \$5,000 per year to support this program, which is currently being re-launched, partially funded by C/CAG for a year, and in search of a designated funding source for the future.

For those cities familiar with the program, unlike the first round of the program, little to no time will be required of your city's staff, since the program will now be coordinated by an outside contractor, that will take on those responsibilities.

The San Mateo County Green Business Program certifies businesses on a voluntary basis, through a series of regionally developed checklists that cover: energy efficiency, water conservation, waste reduction and pollution prevention.

The program focuses on small- and medium-size businesses in a variety of business sectors, such as auto service and restaurants. In addition, local government departments can be certified as green. All certified businesses and agencies are recognized regionally and are listed in an online directory. Additional information about the program is attached on a separate document.

C/CAG supports this program for the following reasons:

- This is one of the only programs that addresses resource conservation and pollution prevention in the commercial sector of our county. Many cities in other counties use the program as their primary, integrated approach to accomplishing energy efficiency, water conservation, waste reduction and pollution prevention across their commercial base.
- The program supports existing mandates for commercial recycling (AB 341), the Municipal Regional Stormwater Permit (MRP) and GHG emission reductions, which some city management believe will eventually become mandated.
- San Mateo County is the only county in our region without an operational Green Business Program.
- Businesses in our county that have not been able to get certified since the program was suspended have voiced economic development concerns. They state that they are unable to compete for business with businesses in other counties who have been certified as green through the same program; as was the case for the South San Francisco Conference Center.

Cities in San Mateo County benefit from the following efficiencies offered by the Green Business program. The program:

- Almost no staff time on the part of the cities, since the program is managed at the county level and coordinated by an outside contractor,

- serves as a measure in your climate action plan to reduce GHG emissions at a very reasonable cost per year,
- creates economies of scale by addressing multiple resource conservation areas (energy, water, solid waste and pollution prevention) in one unified program,
- reduces the per-business certification cost by pooling funding across our county
- leverages an online tool (developed by regional counties with funding from the State Department of Toxic Substance Control) to track and support businesses as they work through the certification process.

C/CAG staff would appreciate feedback on your commitment to include \$5,000 to fund this program in your FY2013-14 city budget, so that C/CAG and the County can continue the planning process to fund the Green Business Program.

Please fill out the attached sheet and return it to Nancy Blair by fax: (650) 361-8227, or by email to: nblair@smcgov.org.

If you have any specific questions about the program, please direct them to Kim Springer, the County's program manager for the San Mateo County Green Business Program. He can be reached at (650) 599-1412, or by email: kspringer@smcgov.org

Sincerely,

Richard Napier
Executive Director, C/CAG
(650) 599-1420