

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Committee Meeting Notice

Resource Management and Climate Protection Committee (RMCP)

Date: Wednesday, **October 19, 2022**

Time: 3:00 p.m.

Location: Remote meeting via Zoom link below

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings remotely via telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), C/CAG Committee meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join by Zoom:

<https://us02web.zoom.us/j/81592976513?pwd=cExkVkl6d3N4ZzIjVTJiViZlJTdzJlZz09>

Meeting ID: **815 9297 6513**

Password: **510953**

Join by Phone:

Call in Number: **(669) 900-6833**

Meeting ID: **815 9297 6513**

Find your local number: <https://us02web.zoom.us/j/81592976513>

Persons who wish to address the RMCP Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to kspringer@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

AGENDA

1. Brief Overview of Teleconference Meeting Procedures
2. Roll Call and Introductions
3. Public Comments on items not on the agenda
4. Approval of minutes of the September 21, 2022 RMCP Committee meeting.
(Kim Springer – Committee Staff) Action
5. Presentation on National Renewable Energy Labs SolarAPP+ software application for streamlining solar permitting. (Patrick Gibbs, NREL))
Information/Discussion
6. Presentation on San Mateo County Shared Micromobility Feasibility Study and Implementation Plan. (Kim Wever, C/CAG staff)
Information/Discussion
7. Receive a presentation on C/CAG’s Equity Assessment and Framework Development project and draft Equity definition. (Kim Springer, Committee Staff)
Information/Discussion
8. Committee Member Updates
9. Next Scheduled Meeting Date: November 16, 2022

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, CA, and on C/CAG’s website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regularly scheduled meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board or committee. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG’s website at: <http://www.ccag.ca.gov>. Please note that C/CAG’s office is temporarily closed to the public; please contact Mima Guilles at (650) 599-1406 to arrange for inspection of public records.

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Kim Springer (650)393-9359, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to kspringer@smcgov.org with the subject line: "RMCP Written Comments."
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG Committee members and made publicly available on the C/CAG Committee website along with the agenda and read aloud by C/CAG staff during the meeting. Emails received less than 2 hours before the meeting will be provided to the RMCP Committee members and included in the administrative record of the meeting as soon as practicable.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The RMCP Committee meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." The Committee staff or Chair will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff:

Executive Director: Sean Charpentier scharpentier@smcgov.org

RMCP Committee Staff: Kim Springer kspringer@smcgov.org

C/CAG

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Draft Meeting Minutes

Resource Management and Climate Protection Committee (RMCP)

Date: Wednesday, September 21, 2022

Committee Members in Attendance:

Maryann Moise Derwin - Portola Valley
Diane Papan – San Mateo
Deborah Ruddock – Half Moon Bay
Donna Colson – Burlingame (joined after Item 4)
Sue Beckmeyer – Pacifica
Ortensia Lopez - El Concilio
Alex Fernandez – Filoli
Christine Kohl-Zaugg – Sustainable San Mateo County

Committee Members not in Attendance

Don Horsley - San Mateo County Supervisor
Rick DeGolia - Atherton
Bill Chiang - PG&E
Jeff Smith – Sares Regis Group
Tom Francis – BAWSCA

Additional Attendees

Kim Springer – C/CAG
Sean Charpentier – C/CAG
Reid Bogert – C/CAG
Elizabeth Giorgio
Karen Janowski – PCE – Presenter
Negin Ashoori – BAWSCA – Presenter
Geoffrey Dodson – CEC – Presenter
Lucio Hernandez – CEC – Presenter
Adam Van Winkle – CEC – Presenter
Michael Barber, Supervisor Pine’s Office
Lena Silberman – Supervisor Horsley’s Office
Peter Dreckmeier – Tuolumne River Trust
Carl Schwab – public attendee
Len Materman - OneShoreline

Note: Presentations for this meeting have been posted on the C/CAG RMCP Committee website:
<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>

1. Brief Overview of Teleconference Meeting Procedures

Committee staff provided a brief overview of teleconference meeting procedures.

2. Roll Call and Introductions

Committee staff completed Roll Call and a quorum of seven Committee members was achieved, allowing voting on agenda action items.

3. Public Comments on items not on the agenda

There were no public comments.

4. Approval of minutes of July 20, 2022 RMCP Committee meeting.

The Committee voted to approve the minutes of the May 18, 2022 Committee meeting minutes through a roll call vote. Motion by Committee member Smith, with second by member Francis, passed (7,0,0). Member Colson was not present for the vote.

5. Presentation on California Energy Commission’s California Automated Permit Processing Program.

Lucio Hernandez with the California Energy Commission, presented on the California Automated Permit Processing Program, which provides funding for city staff and consultant time to streamline permitting for solar and can but use, used certain circumstances to do the same of EV charging infrastructure permitting.

Lucio covered program eligibility, the grant application process, funding levels, what costs are reimbursable under the program, and shared the application form as well. The funding award amounts available are based on population. The program has received 32 applications from 27 cities and 5 counties. 11 agreements have been executed, for a total of \$1,860,00 in funds requested.

Senate Bill 379, which was signed in September of 2022, requires cities to streamline their permitting programs. There are reporting requirements for cities receiving funding and they are required to report to the CEC thereafter. The Program webpage is <https://www.energy.ca.gov/calapp> City of San Carlos and Foster City have signed up for the Program.

6. Bay Area Water Supply and Conservation Agency update on water supply and drought conditions in San Mateo County and the BAWSCA Water Reliability Roundtable.

Negin Ashoori, Senior Water Resource Engineer from BAWSCA, provided a presentation on water supply and drought conditions and a water reliability roundtable update.

Statewide drought conditions continue. The Hetch Hetchy filled this year, but the rest of the system will not fill. The SFPUC entered into a Stage 2 drought shortage in May or 2022, yet our region is not meeting the current voluntary water use reduction goals, so more conservation is needed. In this water year, we did receive significant rainfall early, such that we did receive the average amount of rain, but the rainfall was minimal from January through March or April.

The message is: use water wisely, reduce outdoor watering, look for water conservation rebate programs, reductions are still voluntary, and the goal is to conserve and store in reservoirs for later use.

Negin continued to an update on the Water Supply Reliability Roundtable. Two of the four workshops have been held. The first meeting focused on the concept of One Water and speakers gave examples of successful implementations. The second workshop focused on how regional partnerships have been leveraged. The third and fourth workshops will be focused on planned and potential One Water projects and will continue that theme into next steps. The goal of the Roundtable is to understand how projects can fit into the One Water concept, identify collaborative opportunities, and identify how entities can fund or finance or expand current planned or implemented projects.

BAWSCA sent out a form for Roundtable participants to share their agency's projects in development or implementation. The information will be shared in the third Roundtable meeting.

Committee members and the public share their thoughts and questions., including: clarification of the upcountry and local precipitation, the role and participation of OneShoreline, the makeup of participation of the Roundtable, and Peter Dreckmeier provided an overview of the goals for Salmon populations, the plight of those fish, the challenges of modeling the Tuolumne River Salmon needs, issues with the SFPUC's "design drought", completed studies on drought and climate change and the disagreement between parties on the balance of water needed between storage and the Tuolumne River.

7. Presentation on Peninsula Clean Energy residential electrification customer messaging and segmentation research findings for San Mateo County.

Karen Janowski, Director of Marketing and Community Relations for Peninsula Clean Energy (PCE) provided a presentation on PCE's Electrification Messaging and Market Research.

The research began with 16 one-on-one in-depth interviews to help understand how to frame the rest of the research and learned that there are 32 different factors of importance to customers, which were eventually grouped in the Appliance Selection Factors. Of the factors, the highest importance was Health and Safety. The next important were Climate Friendly, Protect and Add Value, Power Reliable, and Leverages Solar. The selection factors were separated into seven segments: Home Value Protectors, Unempowered Pragmatists, Light Greens, Deep Greens, Solar Leverages, Proud and Cautious, and Disinterested. The first three, representing 57% of the market, at the target segments.

Karen Janowski shared that, after studying other factors, for instance, demographics and attitudes of these target segments, the message development indicated that the following are important: health and safety, cost, and climate friendly. The following are challenges to messaging: energy literacy, awareness of health effects of gas, perception of electric appliances, perception of cost to operate electric.

As a next step, PCE will be testing four different campaign slogans, get started quickly with flexible and low-cost options, collaborate with partners, and expand PCE's campaign investment.

The Committee provided comments and feedback, including: the need to get retailers onboard, educating the public, the number of respondents to the research and how the survey was conducted. Other comments included the need to get plumbers and electricians onboard and need for training and workforce.

8. Presentation on C/CAG programs and projects reducing GHG emissions and coordinated development of countywide carbon neutrality action plan.

Kim Springer, Committee Staff at C/CAG, provided a presentation on C/CAG programs and projects that reduce GHG emission and steps towards a coordinated carbon neutrality action plan for San Mateo County.

The programs areas covered included: transportation infrastructure, tools for cities and the County, plans and policies, traffic management, funding for public transportation, active transportation, stormwater, housing – transportation, and energy and climate.

Kim also shared the ongoing discussion about a multi-agency, countywide carbon neutrality action plan. The three organizations are C/CAG, Peninsula Clean Energy, and County Office of Sustainability. The objectives would be for the three agencies to share efforts on policy advocacy, access to funding, communication alignment, common metrics and timelines, shared analysis, and equity strategies, and coordinating on implementation efforts.

Additional comments from staff, the committee, and the public, included: the merits of the three agencies with countywide political representation aligning on a common goal, ways to get leverage pension fund real estate investment priorities towards climate resiliency, such as electrification and sea level rise safety as opposed to programs that focus on one appliance at a time, and the short timeline and urgency for action.

9. Committee Member Updates

There were no Committee member updates.

10. Next Scheduled Meeting Date: October 19, 2022

Note: All presentations are posted on the C/CAG RMCP Website at:

<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>

C/CAG AGENDA REPORT

Date: October 19, 2022
To: Resource Management and Climate Protection Committee
From: Kim Springer, Committee Staff
Subject: Presentation on National Renewable Energy Labs SolarAPP+ software application for streamlining solar permitting.
(For further information contact Kim Springer at kspringer@smcgov.org)

RECOMMENDATION

Receive a presentation on National Renewable Energy Labs SolarAPP+ software application for streamlining solar permitting.

FISCAL IMPACT

None

BACKGROUND/DISCUSSION

Installing a solar on buildings can be a tool to reducing costs for electricity, especially with significant and renewed tax incentives available to consumers. The RMCP Committee received a presentation on July 20, 2022, from consultants engaged in a residential electrification case study project that shared analysis of how solar, combined with electrification, could significantly reduce the payback period for electrification. For this reason, staff believe that efforts to streamline permitting process for both solar and electrification hold opportunity to move towards carbon neutrality more rapidly.

At the September 21, 2022 RMCP Committee meeting, staff invited Lucio Hernandez and other staff from the California Energy Commission to present on their CalAPP grant program, which will fund city staff and consultant time to launch or integrate a permit streamlining system. Two cities in San Mateo County are participating in that grant program. One of the most popular online permitting applications is SolarAPP+, which was mentioned by CEC staff at the September meeting. SolarAPP+ was developed through a collaboration of multiple stakeholders, including cities and solar installers. The application can greatly reduce the time required for processing solar and other permits, maintaining safety and quality, while providing the benefits of resiliency, economic development, and achieving environmental goals within the community.

Patrick Gibbs, Researcher at National Renewable Energy Lab (NREL), will provide a presentation on the SolarAPP+ application and share how cities and counties can and have leveraged it as a tool to streamline permitting processes for both internal staff time reduction and external installer time efficiency. A link to more information on the NREL website is provide as an attachment to this staff report.

ATTACHMENTS

Link to information on NREL SolarAPP+ application: <https://solarapp.nrel.gov/>

C/CAG AGENDA REPORT

Date: October 19, 2022

To: Resource Management and Climate Protection Committee

From: Kim Wever, Transportation Program Specialist

Subject: Presentation on San Mateo County Shared Micromobility Feasibility Study and Implementation Plan

(For further information contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

Receive a presentation on San Mateo County Shared Micromobility Feasibility Study and Implementation Plan.

FISCAL IMPACT

The cost to develop the Study is \$99,994.

BACKGROUND/DISCUSSION

Micromobility refers to services such as bikeshare and scooter-share, where users are able to check out various small and light-weight vehicles for short term use through a self-service rental portal. It has been envisioned as one of the tools to address first and last mile challenges, bridging the transportation gap between home and transit stations, and from transit stations to places of employment. Other benefits of micromobility includes reducing short distance vehicle trips and increasing transportation access. Micromobility was also one of the recommended programs in the Board adopted 2021 C/CAG Comprehensive Bicycle and Pedestrian Plan.

In December 2021, the Board approved a consultant contract with Alta Planning + Design to prepare the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan (Plan).

The key deliverables for the Study include the following:

1. Evaluate the feasibility of a micromobility program
2. Define program benefits, establish County specific goals and performance measures
3. Perform case studies research, and summarize findings and recommendations
4. Assess market demand and identify potential pilot locations throughout the County; and
5. Develop program guidelines and sample micromobility permit application, and draft ordinance template with fee examples.

C/CAG formed an Ad Hoc advisory group with representatives from local, countywide and regional agencies, including transit agencies, nonprofit and advocacy representatives, businesses and major employers to collaborate on the Study throughout the planning period.

The consultant analyzed the feasibility of a bike and scooter share program in San Mateo County. The factors that were considered as part of the analysis include Plan & Policy Review to evaluate program and political support, Demand Analysis, Barriers Analysis, Equity Analysis,

Management Capability, Vendor Capability, and Funding Capacity.

The feasibility outcomes showed that all seven factors ranked from medium to high, and therefore, the Consultant concluded that a micromobility program is feasible in San Mateo County.

In addition to the feasibility analysis, the team developed the program goals and performance measures with the help of the Ad Hoc Advisory Group. The project team researched best practices and identified peer systems that are the most applicable to a future system in the County. The study has recommended a multi-jurisdictional shared micromobility pilot program in the County. The proposed pilot duration is one to two years with possible one-year extension. The consultant recommended making e-bicycles as the primary shared vehicle in the program. The program recommendations section of the Draft Plan (Attachment 2) describes the key considerations for how such a program should be governed and structured. The program guidelines section of the Draft Plan (Attachment 2) lists the proposed vendor requirements that will be used to develop procurement materials for a single vendor to operate the micromobility program in the County.

Throughout the planning process, the team has presented updates to the Ad Hoc advisory group, the Bicycle and Pedestrian Advisory Committee (BPAC), the Congestion Management Program Technical Advisory Committee (TAC), the Congestion Management and Environmental Quality (CMEQ) Committee, and the C/CAG Board of Directors. Additionally, the team conducted individual interviews with six local jurisdictions (Cities of Burlingame, Millbrae, Redwood City, San Mateo, South San Francisco, and County of San Mateo) and six partner agencies (Caltrain, Commute.org, Joint Venture, SamTrans, San Mateo County Transportation Authority, and Silicon Valley Bicycle Coalition) to engage their interest and participation in a multi-jurisdictional program.

Recommendations

The Draft Plan Executive Summary (Attachment 1) provides an overview of the project and proposed recommendations and implementation. The recommendations are summarized as follows:

- **Pilot Location**

The study identified five potential pilot locations based on the criteria of 1) equity focus areas, 2) proximity to transit, 3) proximity to barriers, and 4) estimated micromobility demand. One of the identified locations, Millbrae/Burlingame, is implementing its own micromobility program.

The recommendation is to select one to two pilot sites to launch the program. After discussion with the project team, it is suggested that the pilot takes place at Daly City, Broadmoor and Colma area, in addition to the locations of Redwood City and North Fair Oaks. These two areas will enable the team to examine potential demand in both the northern and southern part of the County. The team is in active discussions with these aforementioned jurisdictions to assess levels of interest. The Daly City and Colma staff have asked C/CAG about presenting the concept to Council this fall.

It is expected that users would be able to check out micromobility devices in core areas such as downtown and near train and BART stations. Users can then utilize the e-bicycles and/or scooters generally within the limits of the jurisdictions.

- Governance Committee

The study recommends establishing a governance committee comprised of staff from the participating pilot jurisdictions, the program manager and any other key stakeholders as needed. The Committee will establish the basic framework of a governing body. The Committee will review and agree on the vendor procurement scope, and the vendor selection approach. This body would also serve as a venue to discuss program issues, share lessons learned, and resolve problems.

- Program Manager

The study identified three agencies that have the ability to play the role of program managers: C/CAG, SamTrans, and County of San Mateo. The consultant considered the following characteristics when making the recommendation:

- Countywide scope with strong existing relationships with local jurisdictions;
- Ability to navigate local sensitivities and politics;
- Consensus-building and facilitating inter-jurisdictional communication;
- Procurement expertise and capacity;
- Project and contract management expertise, including the capability to oversee a contract, manage additional subcontractors, and fulfill contract reporting requirements;
- Expertise in planning and data management, including the ability to work with micromobility datasets, or the ability to contract for that expertise;
- Ability to effectively apply for and manage grants; and
- Ability to conduct field inspections and travel between participating jurisdictions easily.

Although all three agencies have the technical capacity, the team is recommending C/CAG to lead the program given the agency's countywide program scope, its proven ability to build consensus with partners across jurisdictional boundaries, and general support from the C/CAG Board on the project concept and the program's ability to reduce vehicle miles traveled. At some point, success in shared micromobility will depend on having programs that operate on a larger scale across multiple jurisdictions, and C/CAG has strengths in multi-jurisdictional programs.

Staff will present an overview on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan. The Draft Plan is out for public review until November 7th. Comments should be submitted to C/CAG staff Kim Wever at kwever@smcgov.org. The feedback received will be incorporated into the Final Plan. It is anticipated that the C/CAG Board will approve the Final Plan at their December meeting.

ATTACHMENTS

1. Draft San Mateo County Shared Micromobility Feasibility Study and Implementation Plan Executive Summary
2. Draft San Mateo County Shared Micromobility Feasibility Study and Implementation Plan (*will be available online at <https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>*)

I. Executive Summary

Introduction

What is Shared Micromobility?

Shared micromobility is an umbrella term for lightweight, human or electric-powered vehicles that are operated as a fleet and can be accessed by the public to use. While many forms of micromobility vehicles exist, this study focuses on bikes, e-bikes, and e-scooters, which are the most common form of shared fleets. Shared micromobility services have expanded across the world. Their technologies and ownership structures have rapidly developed and evolved in the past 5-10 years. In 2021, 128 million trips were taken via shared micromobility in the North America.¹ Shared micromobility services changed significantly in 2018, with the widespread launch of scooter share systems in around 100 U.S. cities. Scooters accounted for 62.2 million trips in 2021.

Project Purpose

The City/County Association of Governments of San Mateo County (C/CAG) collaborated with local stakeholders to define what a successful shared micromobility program would look like for San Mateo County and to determine the feasibility of developing one. The existing status quo requires individual jurisdictions across San Mateo County to develop their own shared micromobility programs and guidelines. This study aims to define what a coordinated, proactive approach to shared micromobility could look like in San Mateo County.

Project Process

The study incorporated multiple analyses to evaluate the feasibility of a shared micromobility program in San Mateo County. Throughout the process, the project team worked with an Ad Hoc Advisory Group and various stakeholders to ensure the study reflected the values of the community. The process included:

- **Would shared micromobility work in San Mateo County?** Examining seven key factors known to influence program feasibility to better understand fatal flaws and/or significant barriers to implementing a shared micromobility program in San Mateo County.
- **How would shared micromobility fit into the San Mateo County context?** Analyzing local and regional policy and data to determine the transportation challenges and opportunities that a shared micromobility could address.
- **What would success look like for a program in San Mateo County?** Working with stakeholders to establish a vision, goals, and objectives that articulate what outcomes a shared micromobility program would need to support.
- **How would a shared micromobility program develop in San Mateo County?** Recommending a program structure and guidelines for implementation that best fit the context and resources of partnering agencies in San Mateo County.

Program Vision & Goals

Vision Statement:

A shared micromobility program in San Mateo County will provide residents and visitors—including low-income individuals, communities of color, persons with disabilities, and other historically marginalized communities—with an affordable, convenient, and sustainable transportation option that reduces vehicle miles travelled, connects communities to destinations across the County, and seamlessly integrates with transit.

Program Goals:

- **Replace Motor Vehicle Trips**
- **Integrate with Transit**
- **Ensure the Program Benefits Everyone**
- **Enhance Mobility Options for Local Residents**
- **Create a Cost-Effective and Self-Sustaining Program**
- **Support Economic Development**
- **Generate Positive Public Perception about the Program**
- **Support Tourism Opportunities**

¹ NABSA. "Shared Micromobility State of the Industry Report 2021". <https://nabsa.net/2022/08/03/2021industryreport/>

Program Feasibility

Many factors influence the level to which a shared micromobility program is feasible, and more specifically, whether a program that meets the local community's vision and goals is feasible. Based on the results of multiple analyses, or feasibility factors, the project team concluded that a shared micromobility program **is feasible** in San Mateo County. The feasibility factors, listed below, include qualitative analyses to better understand how a program might achieve its goals and to identify fatal flaws and/or significant barriers to implementing a shared micromobility program in San Mateo County.

Feasibility Factors

- **Planning and Policy Review:** Do existing plans and policies allow or recommend shared micromobility?
- **Demand Analysis:** Are there multiple areas around the county where share devices would likely be used?
- **Barriers Analysis:** Would users have viable routes/connections to travel on?
- **Equity Analysis:** Could a program benefit people with low-incomes and in communities of color?
- **Program Opportunity and Resource Analysis:** Are there sufficient resources available for the management, vendor equipment and operations, and funding of a program?

Program Recommendations

The recommendations apply best practices and lessons learned from peer programs to 1) create a program that is best positioned to achieve the vision and goals and 2) to leverage the county's strengths and adjust for challenges identified in the feasibility analysis.

While San Mateo County could elect to move forward with a structure other than the proposed, there are several negative governance outcomes of continuing with the current micromobility status quo. Individual jurisdictions would have to bear all procurement, management, and oversight responsibilities for a local program, resulting in an increased and redundant workload burden on jurisdiction staff. Jurisdictions would have no established regulatory or procurement standards from which to build their micromobility program. Individually, each community may struggle to attract the same number and quality of vendors as a multi-jurisdictional program. Additionally, jurisdictions and vendors would have no mechanism for coordinating planning, procurement, and negotiations and there would be no structure to manage or address inter-jurisdictional micromobility issues. The results would be a fragmented micromobility market where users may be restricted to making trips within a specific town or city, users may have to switch between operators based on where they are travelling, and users have less predictability regarding user pricing and riding rules.

Governance and Management Recommendations

- Establish a multi-jurisdictional program with a single program manager responsible for procurement and contract management.
- The recommended program manager is C/CAG given the agency's countywide program scope, its proven ability to build consensus with partners across jurisdictional boundaries, and general support from the C/CAG Board on the project concept and the program's ability to reduce vehicle miles traveled.
- Contract out to one or more private, third-party operators.
- Management and oversight responsibilities would be the responsibility of a single organization as the program manager, with support from other organizations in specialized roles.
- Individual jurisdictions could opt into the program with the flexibility to dictate certain operating requirements, such as no-ride areas, speed limited areas, and restricted parking areas. Jurisdictions will retain the ability to fine the operator or impound vehicles in instances of violations. Ideally, any day-to-day operational issues will be handled by the vendor with oversight from the program manager.
- Establish a governance committee composed of participating jurisdictions, the program manager and any other key stakeholders as needed. This body would be a venue to discuss program issues, share lessons learned, and resolve problems.

- Establish a process for escalating complaints and issues, creating a clear chain of command for any operational issues and complaints

System Type Recommendations

- E-bikes are the primary vehicle type, with the option to include manual bikes and/or e-scooters as determined by individual jurisdictions.
- Hybrid or dockless system types are preferred given their ease of implementation and flexibility of operations when considering a pilot program. However, the results of the feasibility analysis, best practices memo, and goals of the program indicate that multiple system types could be successful in San Mateo County. The peer system comparison showed a hybrid, docked, and/or dockless system can be successful for a regional program. The system type, therefore, will depend on level of funding available and interest from operators.

Costs & Funding Recommendations

- Through a competitive Request for Proposal (RFP) process, procure a private operator responsible for self-financing and operating the system.
- Public costs would be limited to the cost of procurement, oversight, and contract management. These costs could be partially recouped through a permit fee.
- Provide program funding or a program subsidy in return for operator guarantees such as the equity pricing program, caps on user fees, or certain geographic operating requirements.

Plan Development Recommendations

Phase 1 Pilot Program

The San Mateo Shared Micromobility Feasibility Study proposes a Phase 1 Pilot Program that would run for one to two years, with participating jurisdictions committing to stay within the program through the duration of the pilot. The study identified five potential pilot locations (see **Map 1** below) based on an analysis of high demand areas, equity focus areas², and the opportunity to connect across jurisdictional boundaries. The two locations recommended for the pilot are Daly City, Broadmoor, and Colma, and Redwood City and North Fair Oaks based on their close proximity to high frequency transit locations, the ability to serve a large population in an equity priority community with limited access to vehicles and high reliance on transit. Each pilot program should have a minimum of 500 vehicles and 50 stations/hubs (if a docked or hybrid system is chosen). This would include 1.6-2.0 designated parking spots per bike and 16 hubs per square mile in high density locations. The three additional areas identified as candidates for a pilot program include: Pacifica, South San Francisco, and San Bruno; South San Francisco and Unincorporated San Mateo County; and Millbrae and Burlingame.

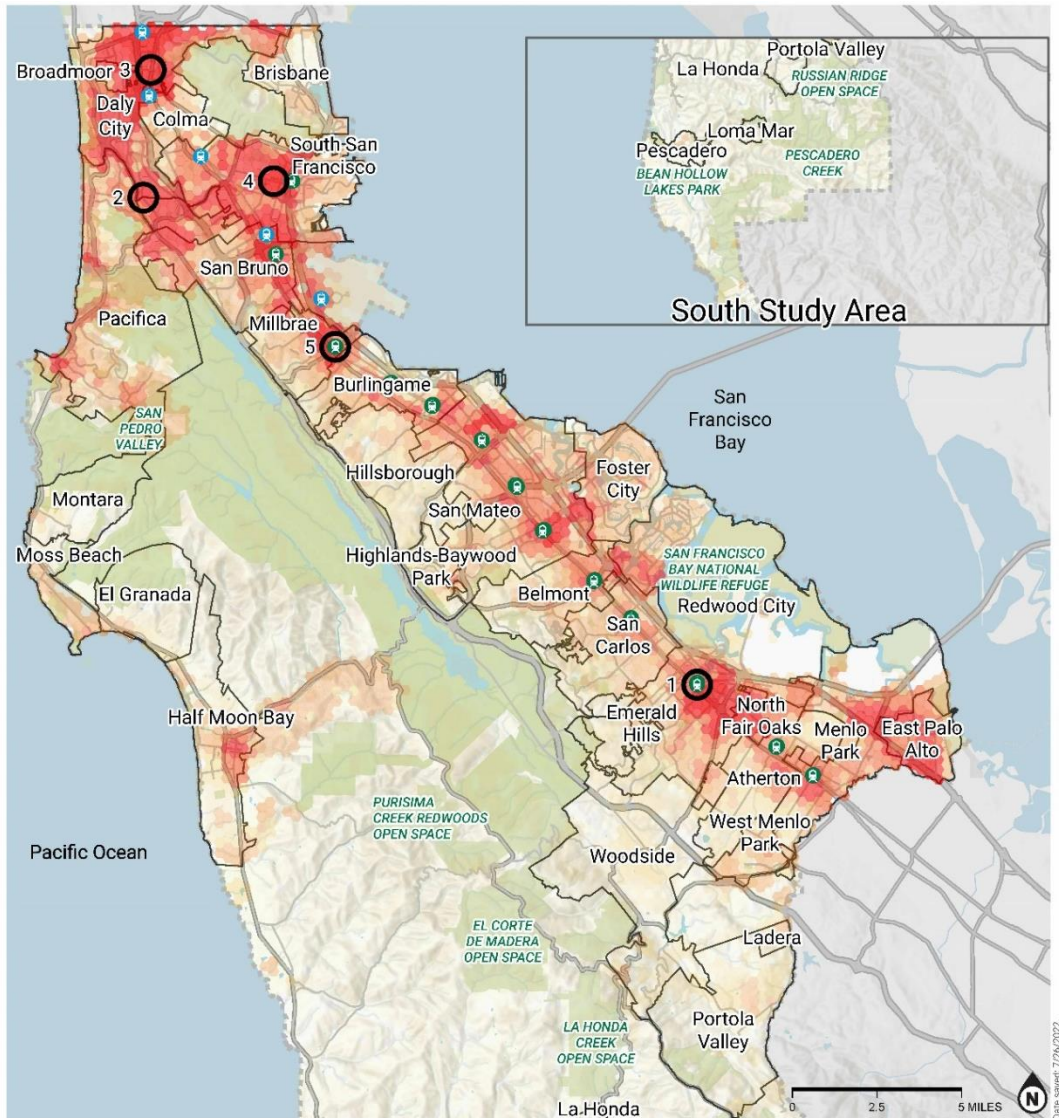
System Expansion

The pilot is an opportunity to test and refine the multi-jurisdictional micromobility management approach. At the end of the pilot period, the study team envisions that revised recommendations and program management structure may be adopted to incorporate lessons learned from the pilot. The system should expand beyond the initial Phase 1 Pilot Program service area based upon factors such as ridership, funding, infrastructure, new indicators of demand, and political will/agency capacity. Following the pilot program, with the multijurisdictional contract in place, the program manager should work with the operator(s) to develop satellite programs at coastal communities, with consideration for alternate service models, such as reduced user fees and/or long-term lending.

² Equity Focus Areas are consistent with the methodology used in the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan and includes metrics such as share of the population that is non-white, median household income, housing and transportation cost burden, and share of households who do not own cars.

Program Guidelines & Requirements

An RFP for shared micromobility will lay out guidelines and requirements for the program that the selected vendor must follow. The San Mateo County Shared Micromobility Feasibility Study offers recommendations for common elements that will be included, such as type of vehicles permitted, rider age restrictions, and contract length.



PROSPECTIVE PILOT AREAS

SAN MATEO COUNTY SHARED MICROMOBILITY FEASIBILITY STUDY



PILOT STUDY RECOMMENDATIONS & SCORE

- Pilot Study Recommendations
- Higher Score
- Lower Score

DESTINATIONS + BOUNDARIES

- BART Station
- Caltrain Station
- County Boundary
- San Mateo County City Boundaries
- Water
- Park

MAP 1

Data provided by the 2021 C/CAG Comprehensive Bicycle and Pedestrian Plan (2021), Caltrans State Highway Network (2021), San Mateo County GIS Open Data (2021), ESRI Living Atlas (2021), American Community Survey 5 Year Estimates (2019), Longitudinal Employer-Household Dynamics (2019), Bureau of Transportation Statistics Docked Bikeshare Ridership (2021), US Environmental Protection Agency Smart Location Database (2021), and OpenStreetMap (2021).

C/CAG AGENDA REPORT

Date: October 19, 2022

To: Resource Management and Climate Protection Committee

From: Kim Springer, Committee Staff

Subject: Presentation on C/CAG's Equity Assessment and Framework Development project and draft Equity definition.

(For further information, contact Kim Springer at kspringer@smcgov.org)

RECOMMENDATION

That the RMCP Committee receives a presentation on C/CAG's Equity Assessment and Framework Development project and draft Equity definition.

FISCAL IMPACT

The existing Mariposa Planning Solutions (consultant) agreement is for \$170,000, with a contingency of \$17,000.

SOURCE OF FUNDS

Fund were appropriated from the General Fund for this project will be partially reimbursed from Surface Transportation Program Planning Grant funds.

BACKGROUND

On April 24, 2022 the C/CAG Board of Directors adopted Resolution 22-16 authorizing the C/CAG Executive Director to execute an agreement with Mariposa Planning Solutions (Consultant) for the C/CAG Equity Assessment and Framework Development Project (Project). The Consultant began work on the project immediately.

\$20,000 was allocated in the agreement and scope for engagement with community-based organizations (CBOs), to provide input at various stages throughout the project. The Consultant established an agreement with Peninsula Conflict Resolution Center (PCRC), and they (jointly) identified four additional CBOs, who would help bring additional community members into the discussion, if possible. The Consultant and staff held a Community Working Group meeting with the PCRC and representatives from Youth Leadership Institute, Samaritan House, Nuestra Casa, Silicon Valley Bicycle Coalition, and the Housing Leadership Council, to introduce them to the Project and begin receiving feedback for the project.

The scope of the project also includes a process for gaining input from and alignment with other partner agencies. Staff and the Consultant held a meeting with Agency Partners and introduced them to the Project and began collecting their feedback. These agencies included: Peninsula Clean Energy, SamTrans, the San Mateo County Transit District, San Mateo County Health, Commute.org, the County

Office of Sustainability, and the County Equity Office.

In addition, the Consultant has held meetings with C/CAG staff to describe the project and past and future points of engagement with partner agencies, CBOs, the CMEQ Committee, and the C/CAG Board; to share out input collected to date; share a historical perspective; review a draft definition of Equity; and to gather program-specific input. The full Draft Equity Definition is provided as an attachment to this staff report.

Based on the input received by the C/CAG Equity Assessment and Framework Development, Agency Partner meeting and Community Working Group meeting participants, the following key themes were used to develop a Draft Equity Definition.

- Set the context first by acknowledging the history of racial and social inequality in San Mateo County and how inequality and injustice are manifested today in community outcomes.
- Focus on advancing racial and social equity to the greatest degree possible to address these historic and existing injustices and inequities.
- Use existing harm avoidance/reduction legal requirements as the floor, not the ceiling.
- Distinguish between equity and equality.
- Both process and outcome equity are key.
- Establish a definition that, to the greatest degree possible, is actionable and applicable to C/CAG's role and mission in the County.
- Consider building from the County's recently established equity definition and ensure a collaborative spirit with other agency partners.

Based on the above bullet points, the current draft definition, without the additional context provided in the attached document is:

C/CAG is committed to helping rectify historic harms to people of color and other Equity Priority Communities and Populations and addressing longstanding disparities by centering these voices and providing benefits for these populations in the work we do. By doing so, C/CAG will help achieve the County of San Mateo's definition of Equity: Just and fair inclusion into a society in which all can participate, prosper, and reach their full potential. C/CAG and other local and countywide agencies will know we are making progress in improving equity when neighborhood, race, ethnicity, gender, age, disability, income, sexual orientation or expression has no detrimental effect on the distribution of resources, opportunities and outcomes for our County's residents.¹

Kim Springer, Transportation Systems Coordinator at C/CAG, will make a presentation to the B/PAC Committee to share progress on the Project to date and the Draft Equity Definition for discussion.

ATTACHMENTS

1. Draft Equity Definition

¹ Adapted from the County of San Mateo and City of Oakland Department of Transportation (DOT) Equity Definitions: <https://www.smcgov.org/ceo/smc-equity#:~:text=The%20County%20of%20San%20Mateo,to%20reach%20their%20full%20potential>. The County's Equity Definition was adapted from Policy Link's definition of equity: <https://www.policylink.org/about-us/equity-manifesto>; Adapted from <https://www.oaklandca.gov/resources/oakdot-geographic-equity-toolbox#:~:text=In%20Oakland%2C%20the%20City%20defines,outcomes%20for%20our%20City's%20residents>. [The County of San Mateo's](https://www.oaklandca.gov/resources/oakdot-geographic-equity-toolbox#:~:text=In%20Oakland%2C%20the%20City%20defines,outcomes%20for%20our%20City's%20residents) Equity Definition was adapted from Policy Link's equity definition <https://www.policylink.org/about-us/equity-manifesto>

Draft C/CAG Equity Definition – 10/13/22

In San Mateo County and across the nation, people of color, those experiencing poverty, people experiencing disabilities, people with limited English proficiency, zero-car households, seniors, single parent families, and rent-burdened households and other identities and demographics have for generations been subject to disproportionate negative impacts and insufficient benefits resulting from government and private sector laws, policies, plans, projects, programs, and actions.¹ C/CAG recognizes such unjust processes and decisions have contributed to the unfair and unequal distribution of resources and persistently unequal economic, health, and quality of life outcomes for these populations and communities.

C/CAG is committed to helping rectify historic harms to people of color and other Equity Priority Communities and Populations and addressing longstanding disparities by centering these voices and providing benefits for these populations in the work we do. By doing so, C/CAG will help achieve the County of San Mateo’s definition of Equity: Just and fair inclusion into a society in which all can participate, prosper, and reach their full potential. C/CAG and other local and countywide agencies will know we are making progress in improving equity when neighborhood, race, ethnicity, gender, age, disability, income, sexual orientation or expression has no detrimental effect on the distribution of resources, opportunities and outcomes for our County’s residents.²

C/CAG will use federal and state laws and regulations that call for the avoidance or reduction of disproportionate negative impacts of policies, projects, programs, and plans to people of color and other Equity Priority Communities as a starting point, with the goal of improving outcomes for those in greatest need through all relevant aspects of our work.³

In order to advance equity, we will focus on both process and outcomes. Process equity means that we ensure access, influence, and decision-making power for underserved communities, people of color, and other EPCs.⁴ Process equity includes full and meaningful engagement of historically and currently

¹ Metropolitan Transportation Commission’s (MTC) Equity Priority Community (EPC) demographic factors include: People of Color; Low-Income (<200% Federal Poverty Level-FPL); Limited English Proficiency; Zero-Vehicle Household; Seniors 75 Years and Over; People with Disability; Single Parent Families; Rent-Burdened

² Adapted from the County of San Mateo and City of Oakland Department of Transportation (DOT) Equity Definitions: <https://www.smcgov.org/ceo/smc-equity#:~:text=The%20County%20of%20San%20Mateo,to%20reach%20their%20full%20potential>. The County’s Equity Definition was adapted from Policy Link’s definition of equity: <https://www.policylink.org/about-us/equity-manifesto>; Adapted from <https://www.oaklandca.gov/resources/oakdot-geographic-equity-toolbox#:~:text=In%20Oakland%2C%20the%20City%20defines,outcomes%20for%20our%20City's%20residents>. The County of San Mateo’s Equity Definition was adapted from Policy Link’s equity definition <https://www.policylink.org/about-us/equity-manifesto>

³ <https://www.epa.gov/environmentaljustice/learn-about-environmental-justice>

⁴ Adapted from <https://www.interstatebridge.org/equity>

impacted, vulnerable, and underserved communities. Process equity helps lead to, but should not be the only vehicle for, improving equity outcomes. Achieving outcome equity will also require that we focus on addressing disparities and make tangible commitments and fully leverage our operations and programs, including establishing, assessing, monitoring, evaluating, and reporting on progress towards relevant equity goals over time.

C/CAG's program areas are diverse and consist of transportation, land use and housing, stormwater pollution and water, energy, and climate change. We will provide countywide leadership and work in coalition with our partner agencies and CBOs to leverage our respective strengths and resources thereby creating synergistic benefits around topics and issues associated with C/CAG's programs and responsibilities. If we are successful in working in collaboration and partnership with our partner agencies and local nonprofits serving the needs and priorities of EPC's, we will optimize the community benefits of our work, create greater community inclusion and trust, and bring us closer to a more equitable future.