



Agenda

SUSTAINABILITY COMMITTEE

July 26, 2021

1:00 P.M.

1025 Escobar St., Martinez

****Meeting Remotely Until Further Notice****

To slow the spread of COVID-19, in lieu of a public gathering, the Sustainability Committee meetings will be remote until further notice and accessible via link to all members of the public as permitted by the Governor's Executive Order N29-20.

Supervisor John Gioia, Chair

Supervisor Federal D. Glover, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee.

Please click the link below to join the meeting:

<https://cccouny-us.zoom.us/j/83604518610>

Meeting ID: 836 0451 8610

Or Telephone, dial:

USA 214 765 0478 US Toll

USA 888 278 0254 US Toll-free

Conference code: 198675

To indicate you wish to speak on an agenda item, please "raise your hand" in the Zoom app. Written comments can be submitted in advance of the meeting to Sustainability@dcd.cccouny.us.

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. **APPROVE Record of Action from June 28, 2021, Special Meeting of the Sustainability Committee.** (Jody London, Department of Conservation and Development - Sustainability)
4. **ACCEPT report on Sustainability Funds research findings and CONSIDER staff recommendation for a Sustainability Fund for Contra Costa County that could be used to support investments in County facilities that further the County's environmental sustainability and climate change goals, and REFER the report findings and recommendation for a Sustainability Fund to the full Board of Supervisors for consideration.** (Steve Kowalewski, Department of Public Works)

5. **RECEIVE UPDATE on Conversion of County Fleet to Electric Vehicles, and PROVIDE DIRECTION.** (Joe Yee, Department of Public Works)
6. **RECEIVE REPORT on County Active Transportation Plan and PROVIDE DIRECTION as needed.** (Alexander Zanadian, Department of Public Works)
7. **RECEIVE REPORT from Sustainability Commission Chair, or Designee.** (Wes Sullens, Sustainability Commission Chair)
8. **RECEIVE REPORT from Sustainability Coordinator.** (Jody London, Department of Conservation and Development - Sustainability)
9. The next meeting is currently scheduled for September 27, 2021.
10. Adjourn

The Sustainability Committee will provide reasonable accommodations for persons with disabilities planning to attend Sustainability Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Sustainability Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 1st floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Jody London, Sustainability Coordinator
Phone: (925) 655-2815
Jody.London@dcd.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

SUSTAINABILITY COMMITTEE

Meeting Date: 07/26/2021

Subject: APPROVE Record of Action from June 28, 2021, Special Meeting of the Sustainability Committee.

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: APPROVE Record of Action from June 28, 2021, Special Meeting of the Sustainability Committee.

Presenter: Jody London, Department of Conservation and Development - Sustainability

Contact: Jody London
(925)655-2815

Referral History:

This is an ongoing item of the Committee.

Referral Update:

Recommendation(s)/Next Step(s):

Fiscal Impact (if any):

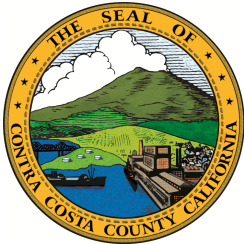
N/A

Attachments

06-28-21 Special Mtg of Sus-Ctte

06-28-21 Special Mtg of Sus-Ctte Chat

06-28-21 Public Comment from Ole



SUSTAINABILITY COMMITTEE

RECORD OF ACTION FOR
June 28, 2021

Supervisor John Gioia, Chair
Supervisor Federal D. Glover, Vice Chair

Present: John Gioia, Chair
Federal D. Glover, Vice Chair

Staff Present: Will Nelson, Principal Advance Planner; Lashun Cross, Principal Planner; Daniel Barrios, Planner; Dom Pruett, Field Representative for Supervisor Andersen; Erin Steffen, Management Analyst; John Kopchik, Director, Dept of Conservation and Development; Lisa Chow, Field Representative for Supervisor Mitchoff; Luz Gomez, Community Wellness Program Manager; Maureen Toms, Deputy Director, Dept of Conservation and Development; Monica Nino, County Administrator; Susan Psara, Green Business Program Manager

Attendees: Adrienne Ursino, Aimee Henry, Benisa Bennis, Betty Lobos, Bob Brown, Brandon Matson, Brenna Shafizadeh, Building Power Fellowship, Chuck Leonard, Comeas, Denice Dennis, Fred Glueck, Greenbelt Alliance, Jan Warren, Jenny Balisle, Lisa Zimmer-Chu, Madeline Kronenberg, Martha Goralka, Marti Roach, Mike Moore, Nick Despota, Nik Weinberg-Lynn, Ogie Strogatz, Rachel Shoemake, Shoshana Wechsler, Yete McMahon, 350 Bay Area

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

3.

APPROVE Record of Action from May 24, 2021, Special Meeting of the Sustainability Committee.

The Record of Action for the May 24, 2021 meeting was approved.

4. RECEIVE update and PROVIDE DIRECTION on draft environmental justice policy guidance for updated County General Plan.

The Committee received an update from staff on the environmental justice policies for the ongoing update to the County's General Plan. Comments that were received via the Chat function in Zoom as well as comments that were submitted via email are attached.

5. The next meeting is currently scheduled for July 26, 1-2:30 p.m.

6. Adjourn

For Additional Information Contact:

Jody London, Sustainability Coordinator
Phone (925) 674-7871
Jody.London@dcd.cccounty.us

**Contra Costa County
Sustainability Committee
June 28, 2021
Zoom Meeting Chat**

From [Betty Lobos](#) to [All panelists](#):

... and then how do you define significant impacts. I think it is a great idea to carefully define your terms.

From [Lisa Zimmer-Chu](#) to [All panelists](#):

Seems to me maybe the key concept in this discussion is around how the COMMUNITY feels about the project, not the size/scale

From [Lashun Cross](#) to [All panelists](#):

I would like to ask a question around the CBA and Finding (e).

From [Building Pow...](#) to [All panelists and attendees](#):

Ah yes, the CBA was something was pointed out as something to address as well as the "large scale" piece

From [Heath...](#) to [All panelists](#):

Thanks for reviewing this plan. I am going to jump off the call as I am planning on attending the presentation tomorrow night that Will was referring to earlier.

From [Building Pow...](#) to [All panelists and attendees](#):

Yes! I appreciate this too! Being able to chat to all and see the real time comments

@Will excellent method of transparency and work!

From [Benisa Berry](#) to [All panelists](#):

Yes, this is great discussion, greatly appreciate this review and transparency. Thank you!

From [Marti Roach](#) to [All panelists](#):

non polluting migh be more accurate
wish we could outright ban drilling for
health and for climate
drilling for oil and gas

From [Building Pow...](#) to [All panelists and attendees](#):

OMG! I said the exact same thing! :)

From [John Gio...](#) to [All panelists](#):

@Building Power Fellowship - good to
know others are thinking the same
thing

From [JENNY BALIS...](#) to [All panelists and attendees](#):

SC-A1.8: My name is Jenny Balisle and I've been the Managing Director of the Arts and Culture Commission since last August. Last week, I met with Senior Planner Will Smith and Richmond Museum of History & Culture Executive Director Melinda McCrary in regards to Envision Contra Costa 2040. Ms. McCrary is also a member of the Historical Landmarks Advisory Committee. The Arts Commission will be working on language that incorporates the arts following best practices of Bay Area Counties such as Envision 2040 Alameda. Our new Chair Ben Miyaji has extensive General Plan writing experience.

From [Shoshana W.](#) to [All panelists](#):

re P3.3—might want to shift emphasis in the sentence so it reads
"incorporation of community gardens within new residential development."

From [JENNY BALIS...](#) to [All panelists and attendees](#):

In addition, I have policy writing experience such as draft language for Richmond's One Percent for Private Development Ordinance. We look forward to incorporating how culture and arts can positively address: Community Health, Environmental Justice, Economic Development, and Sustainability. We'll be working on draft language following the style/template of Envision Contra Costa 2040 to submit to Mr. Smith and the Sustainability Committee. Thank you!

From [Marti Roach](#) to [All panelists and attendees](#):

+++ arts and culture are important
Impacted communities should be prioritized and can include all

From [Shoshana W.](#) to [All panelists](#):

3.3 does address address to healthy food, definitely EJ. I just wanted the syntax to emphasize inclusion of a garden element rather than encouragement of residential development
address access to healthy food, sorry

From [Building Pow...](#) to [All panelists and attendees](#):

Yes, there are many pieces also that will fall in the Housing Element and we have vocalized that need as well, glad PlaceWorks has that on their notes. It will be ideal to get a sense of the Housing Element timeline.

From [Lashun Cross](#) to [All panelists](#):

Why increase to 3,000 rather than 1,500 feet or 1,000 feet?

From [Shoshana W.](#) to [All panelists and attendees](#):

Refineries and other fossil fuel facilities?

From [Jody London, County St...](#) to Me: [\(Privately\)](#)

Maybe you can take a screen shot?
That might be easier.

From [Marti Roach](#) to [All panelists and attendees](#):

Regarding A6.4, what is the notification for drilling gas and oil (if we are not going to ban it)

From [Mike Moore](#) to [All panelists](#):

I would support all stationary sources such as refineries, power plants, chemical plants, wastewater treatment plants.

From [Building Pow...](#) to [All panelists and attendees](#):

I have to hop off, but I want to share that I appreciated having the red lined comments as well as engaging in conversation with the County and specifically Will Nelson. I do hope that with the other elements, that we can have the same process and redlining from one document proves to be efficient. It would also be helpful to include one working document for community meetings for the following elements vs. 5 facilitators and 5 documents. I appreciate your work on this! I hope to log back on after my meeting! -Dulce Galicia

Jody London

From: Will Nelson
Sent: Friday, June 25, 2021 12:35 PM
To: Jody London
Subject: Fw: Written Input to Draft Environmental Justice Policies for updated County General Plan

Hi Jody,

Below are comments submitted for Monday.

-Will

William R. Nelson
Principal Planner
Contra Costa County
Department of Conservation and Development
30 Muir Road, Martinez, CA 94553
(925) 674-7791

From: Bruce Ole Ohlson <bruceoleohlson@hotmail.com>
Sent: Thursday, June 24, 2021 11:53 PM
To: Will Nelson <Will.Nelson@dcd.cccounty.us>
Cc: Federal Glover <Federal.Glover@bos.cccounty.us>
Subject: Written Input to Draft Environmental Justice Policies for updated County General Plan

Dear Mr. Nelson,

Unfortunately, I am not able to attend the Sustainability Committee meeting on June 28. Please include these comments during public input to the Draft Environmental Justice Policies for the updated County General Plan that will be discussed during that meeting.

Page 23: Chapter 9, Health & Safety Element. Policy HS-P2.2 (has to do with opposing the construction of new, large-scale hazardous waste facilities.) My comment: So, what do we do with our hazardous wastes? ... continue to rely on old, small, non-up-to-date facilities? NO! We should build new, large-scale hazardous waste facilities. We should keep them up-to-date. We should NOT, however, build them near sensitive receptors in impacted communities.

Page 18: Chapter 8, Public Facilities & Services Element: Policy PFS-P2.1 (has to do with green space and recreation facilities) My Comment: Please include a modifier of the word 'trails.' It should include paved or unpaved walking trails as well as paved bicycling trails. We should try to connect any new trails that we build in or near impacted communities to existing trails in that area of the County.

Page 12 Chapter 5 Transportation Element: My comment: We need Goals, Policies, and Actions that that REQUIRE the addition of bicycle lanes to arterial and collector streets, especially to routes of regional significance, that run through impacted communities whenever the street undergoes any street maintenance or rehabilitation that includes the repainting of lane striping on the street when the affected street is longer than one block or longer than 1/4 mile. The new bike lanes must be on both sides of the street and must extend all the way to the limit line at any intersections. Note: This may result in a reduction in size of vehicle traffic lanes or the actual elimination of an occasional traffic lane. Suburbs, well-to-do and otherwise, have bicycle lanes. There is no reason that impacted communities should not.

Page 21. Health & Safety Element: Policy HS P1.5. My comment: We should require a 'reasonable' amount of safe, secure, and convenient bicycle parking with outlets for electric bicycle charging stations at new or expanded big box stores, etc. that are built anywhere in the County. We should also require that any new construction or expansion as listed in this policy that has to build new or adjust the curb and gutter along the edge of said project abutting a public street (arterial or collector) install a bike lane.

Page 22. Health & Safety Element: Policy HS P1.10. My comment: We should add a Policy P 1.10.5: It should require that any new residential development that has to construct new or merely adjust the curb and gutter along any public street (arterial or collector) adjacent to said project include a bicycle lane.

Thank you for accepting these comments, reading them aloud during the proper time of the meeting, and including them in the appropriate portion of the Sustainability Committee's input to the County's General Plan update.

All best wishes,

~Ole

Bruce "Ole" Ohlson
Bike East Bay
Delta Pedalers Bicycle Club
Contra Costa Countywide Bicycle Advisory Committee
CCTA Bicycle & Pedestrian Advisory Committee
Caltrans District 4 Bicycle Advisory Committee
TRANSPLAN appointee to Highway 4 Integrated Corridor Management Study



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Contra Costa County Board of Supervisors

Subcommittee Report

SUSTAINABILITY COMMITTEE

Meeting Date: 07/26/2021

Subject: RECEIVE UPDATE on County Sustainability Fund, and PROVIDE DIRECTION.

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: RECEIVE UPDATE on County Sustainability Fund, and PROVIDE DIRECTION.

Presenter: Steve Kowalewski, Department of Public Works **Contact:** Jody London
(925)655-2815

Referral History:

On September 20, 2020, the Board of Supervisors adopted a Climate Emergency Resolution (Resolution). Among other things, the Resolution directed the establishment of “an interdepartmental task force of all Department heads, or their senior deputies, that will focus on urgently implementing the County’s Climate Action Plan..., and identifying additional actions, policies, and programs the County can undertake to reduce and adapt to impacts of a changing climate.”

The Interdepartmental Climate Action Task Force brought its first report to the Board of Supervisors on March 30, 2021. One of the recommendations in the first report was to establish a Sustainability Fund.

Referral Update:

The Contra Costa County Board of Supervisors directed staff in March 2021 to develop recommendations for a Sustainability Fund that could be used to support investments in County facilities that further the County’s environmental sustainability and climate change goals.

Recommendation(s)/Next Step(s):

Accept report on Sustainability Fund research findings and consider staff recommendation for a Sustainability Fund for Contra Costa County that would be used to support investments in County facilities that further the County’s environmental sustainability and climate change goals. Refer the report findings and recommendation for a Sustainability Fund to the full Board of Supervisors for consideration.

Staff recommends that a Sustainability Fund be established with an annual allocation of \$1-\$5 million for the next 5 years. Public Works staff will report back to the Sustainability Committee

annually on progress on project implementation and progress towards improving the data quality and performance metrics through improved tracking systems. At the end of 5 years, the Public Works Department will report back to the Sustainability Committee with a recommendation to evolve the Sustainability Fund to a revolving fund based on whether Public Works is able to develop the data and metrics needed to track actual cost savings for sustainability projects.

Staff recommends the Department of Public Works have primary responsibility for the Sustainability Fund, working in consultation with an interdepartmental advisory committee and the County Administrator's Office. Public Works would identify projects, oversee projects to completion, track savings (estimated or actual), and report annually on the fund's impact. This conforms to best practices learned from other jurisdictions.

In our research, an interdepartmental committee was identified as a key element for a Sustainability Fund. The recently created Interdepartmental Climate Action Task Force could play this role. The Task Force consists of department heads or designated representatives of each County department. It would convene throughout the year to make ongoing recommendations about the Sustainability Fund's management including the process of identification and selection of the projects the County should implement.

Fiscal Impact (if any):

Staff recommends an investment of \$1-\$5 million from the General Fund annually for 5 years. The Committee and the full Board of Supervisors could also consider using one or a combination of General Fund funding, American Recovery Act funding, or if the federal infrastructure bill passes, there may be additional funds that can be directed towards sustainability projects. Investment will be used for projects that benefit the environment and/or reduce operating costs.

At the end of 5 years, the Sustainability Fund may evolve into a revolving fund that is replenished with cost savings from reduced energy usage and reduced fuel and vehicle maintenance costs. If, at the end of 5 years, the Board of Supervisors determined that the revolving fund model will work, the annual investments may be decreased or eliminated depending on the cost savings realized.

Attachments

Sustainability Fund Research Findings and Recommendations

Sustainability Fund Research Findings and Recommendation

Prepared by Contra Costa County, Department of Conservation and Development &
Department of Public Works

Authors: Nicole Shimizu (Climate Corps Fellow), Jody London (Sustainability
Coordinator), Steve Kowalewski (Public Works)

July 2021

Sustainability Fund Research Findings

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Executive Summary

The Contra Costa County Board of Supervisors directed staff in March 2021 to develop recommendations for a Sustainability Fund that could be used to support investments in County facilities that further the County's environmental sustainability and climate change goals. Staff from the Department of Conservation and Development consulted with several cities and counties, both within California and nationally, to identify best practices and lessons learned.¹ This report presents those best practices, implementation challenges, and recommends how Contra Costa County could structure a Sustainability Fund.

Best Practices

In structuring a Sustainability Fund, it is important to be clear about:

- Measuring savings. There is a tradeoff between level of accuracy and resources required. The County should be clear about how it will measure energy and budget savings.
- Performance metrics. It is important to consider both financial (payback period, rate of return, net present value, return on investment) and environmental (energy savings, greenhouse gas reductions) metrics and to be clear about which will be used for a County Sustainability Fund.
- Fund oversight. Most jurisdictions have an interdepartmental committee that evaluates and makes recommendations on where sustainability funds will be used.
- Fund growth. It is important to think about how the fund will grow, whether savings will be reinvested in the fund wholly or in part, and whether departments will share in any savings.
- Accounting system. It's important to know how funds will be tracked.

Recommendations

Staff recommends that a Sustainability Fund be established with an annual allocation of \$1-\$5 million for the next 5 years. Public Works staff will report back to the Sustainability Committee annually on progress on project implementation and progress towards improving the data quality and performance metrics through improved tracking systems. At the end of 5 years, the Public Works Department will report back to the Sustainability Committee with a recommendation to evolve the Sustainability Fund to a revolving fund based on whether Public Works was able to develop the data and metrics needed to track actual cost savings for sustainability projects.

Staff recommends the Department of Public Works have primary responsibility for the Sustainability Fund, working in consultation with an interdepartmental advisory committee and the County Administrator's Office. Public Works would identify projects, oversee projects to

¹ Staff interviewed the following jurisdictions to put this report together: County of San Luis Obispo (CA), County of Sonoma (CA), County of Santa Clara (CA), County of San Mateo (CA), County of Alameda (CA), City of Santa Barbara (CA), and City of Boston (MA). Additionally, staff consulted in writing with members of the Urban Sustainability Directors Network.

completion, track savings (estimated or actual), and report annually on the fund's impact. This conforms to best practices learned from other jurisdictions.

In our research, an interdepartmental committee was identified as a key element for a Sustainability Fund. The recently created Interdepartmental Climate Action Task Force could play this role. The Task Force consists of department heads or designated representatives of each County department. It would convene throughout the year to make ongoing recommendations about the Sustainability Fund's management including the process of identification and selection of the projects the County should implement.

Introduction

In September 2020, the Contra Costa County Board of Supervisors created an Interdepartmental Climate Action Task Force ("Task Force") to focus on "urgently implementing the County's Climate Action Plan."² The Task Force's first two meetings included discussion around sustainability opportunities within County operations. Several Task Force members suggested establishing a Sustainability Fund to support these opportunities. This suggestion was included in the Task Force's first report to the Board of Supervisors on March 30, 2021 to "Establish a Sustainability Fund that is supported by an annual investment and/or is structured as a revolving fund." At the March 30th meeting, the Board directed staff to provide more information about Sustainability Fund mechanisms other jurisdictions have implemented.

Sustainability Funds are highly customizable. In conducting this research, it became apparent that existing fund structures have been built upon elements that best support the needs of particular jurisdictions. As Contra Costa County considers establishing a Sustainability Fund, decisions and trade-offs will have to be made regarding metrics, administrative processes, and fund mechanics. This report distills a series of best practices based on multiple jurisdictions' lessons learned to inform the County's Sustainability Fund process.³

Sustainability Fund Research Background

To prepare this report, County Department of Conservation and Development staff interviewed multiple jurisdictions about their Sustainability Funds and conducted additional online research on several additional jurisdictions' Sustainability Funds. A database of findings

² Contra Costa County Board of Supervisors, Resolution No. 2020/256, *Endorsing the Declaration of a Climate Emergency in Contra Costa County That Demands Accelerated Actions on the Climate Crisis and Calls on Local and Regional Partners to Join Together to Address Climate Change*.

³ Staff interviewed the following jurisdictions to put this report together: County of San Luis Obispo (CA), County of Sonoma (CA), County of Santa Clara (CA), County of San Mateo (CA), County of Alameda (CA), City of Santa Barbara (CA), and City of Boston (MA). Additionally, staff consulted in writing with members of the Urban Sustainability Directors Network.

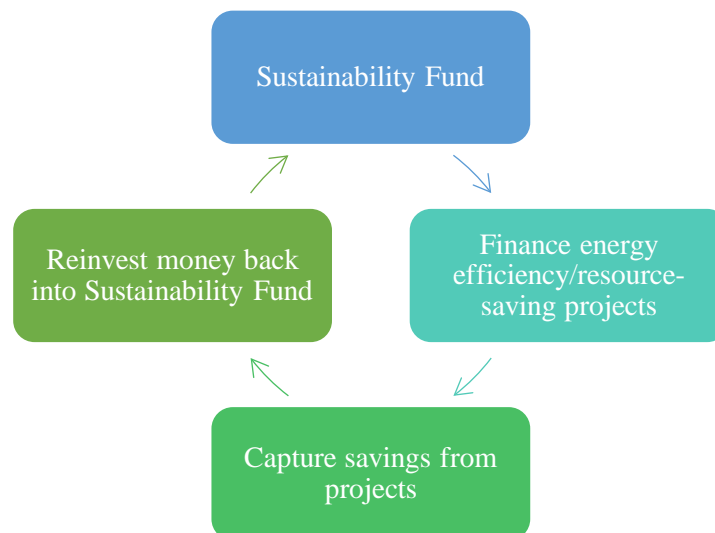
can be found in the attached document⁴. Below is a summary of common themes and best practices for the County to consider when developing, implementing, and operating its own Sustainability Fund.

Sustainability Fund Timeline

Based on interviews with jurisdictions and review of guides outlining the process of launching a Sustainability Fund, this is the general process other local governments have taken to start their Sustainability Funds:

- Conduct research on similar funds run by similar organizations.
- Determine structure of fund and gather feedback from relevant stakeholders.
- Create an interdepartmental decision-making committee and set up internal accounting and administrative processes to support the fund.
- Conduct energy audits of all jurisdiction-owned properties to develop a pipeline of projects and establish baseline energy use data.
- Prioritize certain buildings/projects starting with low-hanging fruit (projects with short payback periods, low cost of implementation, and high potential for savings).
- Execute projects, measure utility use reductions, and put the realized savings back into the Sustainability Fund for the next cycle of projects.

Revolving Loan Basic Structure



⁴ Much of the information provided in the attached document comes from the County of San Luis Obispo's Energy and Water Coordinator research to inform their own sustainability revolving fund known as the Revolving Energy and Innovation Fund (REIF).

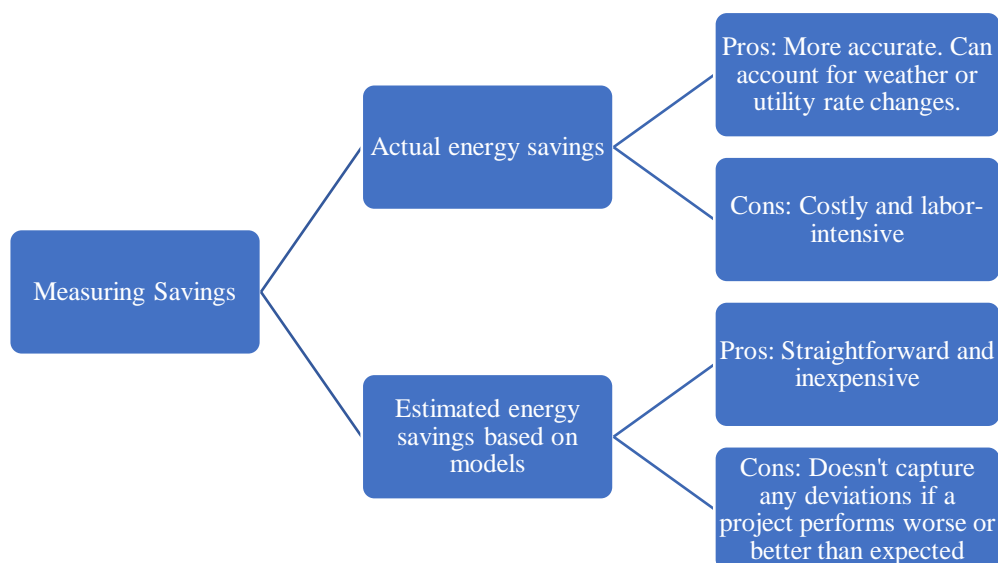
Best Practices

Based on our research, a number of best practices contradict one another because each methodology was customized to best suit a specific jurisdiction's goals. These best practices are captured below, categorized by element to illustrate the trade-offs that are associated with each option.

A. Measuring Savings

There is a spectrum of options regarding measuring savings that jurisdictions use. On one side of the spectrum, jurisdictions track actual energy savings which requires a significant amount of staff time. This method has been prohibitive for many jurisdictions that have implemented a Sustainability Fund specifically because of the staffing requirements. The other side of the spectrum uses energy savings models to estimate impacts which requires less staff time.

Several options fall in the middle of the spectrum as a hybrid of actual and estimated energy savings. One option assesses whether utility costs are decreasing over time. This option wouldn't affect project repayments, but could help verify that projects are generally decreasing costs. Another option bases the loan approval and repayment schedule on estimated savings and then tracks actual energy savings to verify that the project is functioning as predicted. Yet another option performs upfront and retroactive measurement and verification on larger projects and uses project specifications and engineering estimates on smaller projects.



B. Performance Metrics

There are several common performance metrics that jurisdictions use to determine which projects to pursue: payback periods, return on investment (ROI), net present value (NPV), internal rate of return (IRR), resource savings, and/or greenhouse gas (GHG) reductions. Some

jurisdictions choose to focus on a combination of payback period, ROI, and IRR. However, depending on the goals of the specific jurisdiction's Sustainability Fund, the relative emphasis on each of these metrics shifts.

These performance metrics are all useful to contextualize the lifecycle costs of the projects County departments could undertake. Since the payback period of most projects would span several years, this multi-year time frame should be accounted for when selecting projects to prioritize and execute rather than choosing projects solely based on initial costs.

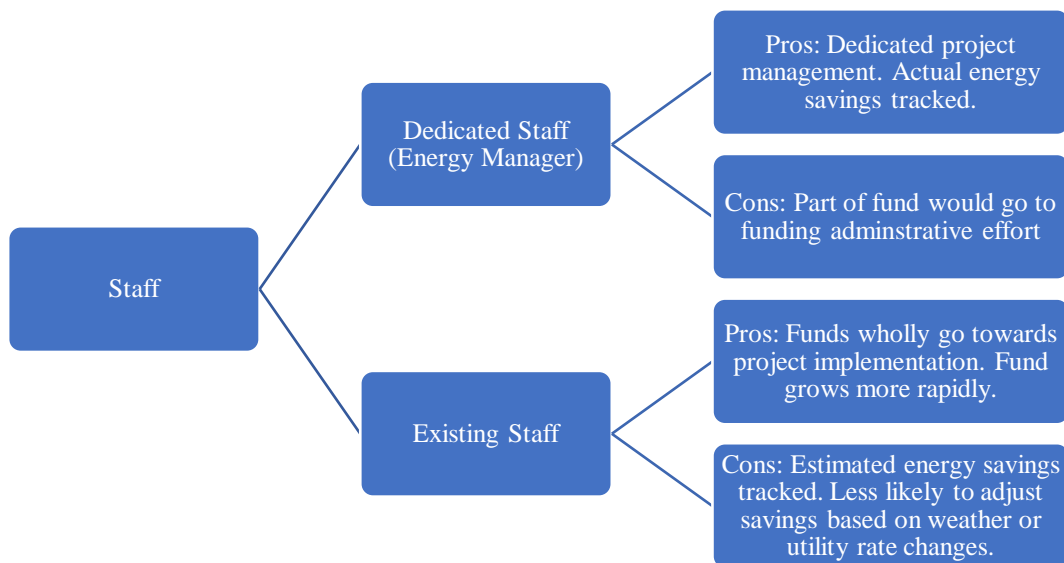
Metric Type	Definition	Pros	Cons
Financial Performance Metrics			
Payback Period	The amount of time required for a project to recoup its original capital and installation cost with the savings it generates.	Simple and common metric to easily compare the financial viability of different projects.	Does not account for the cost of capital and cannot be directly compared to metrics that track investment performance on an annual or monthly basis. Does not capture the total volume of savings achieved.
Return on Investment	Savings a project generates as a percentage of its upfront cost. Can be calculated for the entire lifetime of the project or on an annual basis.	Assesses the savings from a project relative to its cost.	Does not capture the total volume of savings.
Internal Rate of Return	Represents the profitability of a project in the presence of discounting. Often used to compare prospective investments.	Incorporates information missed by other metrics including the time-value of money and information about when costs and savings actually	Does not capture total volume of savings achieved. Unintuitive for non-technical audiences.

Metric Type	Definition	Pros	Cons
		occur in the project's lifetime.	
Net Present Value	Total net savings of a project and accounts for the time-value of money. Discounts costs and savings depending on how far into the future they occur.	Considers the total number of years the project will be active. Captures relevant factors such as project lifetime, the time-value of money, and total volume of net savings that are omitted by other metrics.	Unintuitive for non-technical audiences and relies on often arbitrary discount rates.
Environmental Performance Metrics			
Resource Savings	Total amount of electricity, fuel, water, waste, or other materials that are conserved or produced by the project.	Straightforward metric	Difficult to compare different project types.
Greenhouse gas (GHG) Reductions	Project's reduction of greenhouse gas emissions.	Accounts for the amount of resources saved, the GHG emissions intensity of those resources, and the global warming potential of GHGs.	Can be difficult for groups to conceptualize the scale of reductions.

C. Fund Oversight

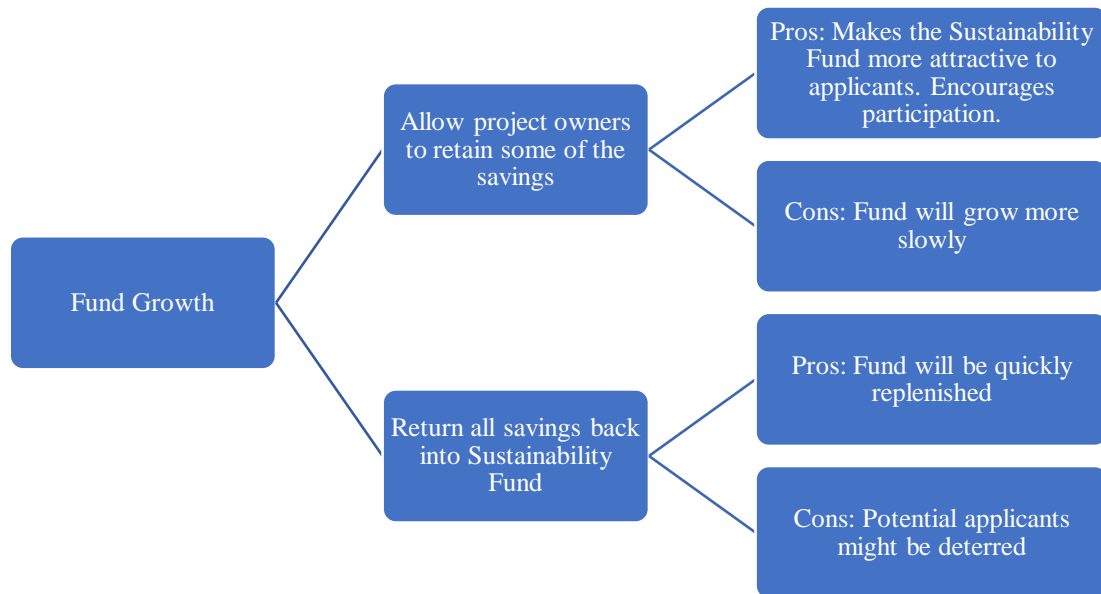
The majority of jurisdictions surveyed have an interdepartmental committee that provides oversight and guidance to the fund ranging from defining project criteria to verifying annual project energy savings. Common committee membership includes facility operation managers and managers from finance and sustainability departments. This provides jurisdictions cross-departmental buy-in and ensures that all relevant stakeholders are involved in the Sustainability Fund's operation.

Fund management varies across jurisdiction depending on staffing capacity and funding. Some jurisdictions have a dedicated energy manager tasked with day-to-day fund operation, dedicated project management, and tracking actual energy savings. The position could be paid for by tacking on an administrative fee of around 2% as part of the loan terms. A 2% fee was identified as the ideal surcharge as it ensures there is enough funding for administrative personnel without deterring project applications. However, several resource-constrained jurisdictions noted that having existing staff administer the fund is also a viable option as long as savings are based on modeled estimates rather than actual savings.



D. Fund Growth

There is a tradeoff between making the Sustainability Fund financially attractive to applicants and growing the fund over time. If the jurisdiction's goal was to grow its fund as fast as possible, it would create 0% interest loans and target all of the low-hanging fruit projects in their jurisdiction. If it needed to incentivize departments to take advantage of the loans, the jurisdiction would allow project owners to collect project savings for three years and afterwards redirect the savings back to the Sustainability Fund.



E. Accounting System

There are two main accounting systems that Sustainability Funds use depending primarily on whether or not the County department has control over its budget.

	Loan Model	Accounting Model
Overview	County department borrows money from the fund via a budget transfer. The department is responsible for repaying the loan using project savings.	Funds are transferred to County department or facilities department. Repayment is made via a transfer of funds back into the Sustainability Fund from a centrally managed operating budget.
Best Fit	County departments have control over distinct operating budgets, discrete ownership of projects, and facilities staff or building technicians to assess potential improvements.	County department does not have discrete ownership of project and/or draws from the same pool of money for building-related expenses as the Sustainability Fund (ex: A General Fund).

Some best practices that have worked for jurisdictions across the board include:

- Making the Sustainability Fund its own budget item to create a dedicated sustainability-oriented pool rather than risk losing dedicated funding if the Fund was part of the General Fund,

- Creating buy-in and ensuring the longevity of the program within the organization using the business case for the fund,
- Selecting projects based on two main factors: alignment with the fund’s mission and compatibility with the actual portfolio of projects that are available for investment, and
- Prioritizing projects in a way that best allocates limited resources while accounting for the feasibility and timing of projects given other constraints.

Common Obstacles and Recommended Solutions

Obstacle	Solution
Staff not encouraged to improve building efficiency because, if they cut costs, their operating budget will be reduced accordingly the next fiscal year.	<ul style="list-style-type: none"> • Freeze utilities or operating budgets during the repayment period of the project to ensure facility managers see the benefit of achieving savings through efficiency projects. • Facilitate the careful tracking and management of savings resulting from projects, so stakeholders can negotiate when and by how much operating budgets will be cut in response to those savings. • Require only a certain portion of savings to be repaid into the fund, allowing the project funder to immediately receive some of the financial benefit even while the full project cost is more slowly being repaid. A revolving fund helps to restore the incentive to conserve by formalizing project savings and revolving them back into the fund, which can then be tapped by the same stakeholders for future projects.
Paying for staff time and management	<ul style="list-style-type: none"> • Ensure loan repayment terms capture enough revenue each year to sustainably administer the fund. For example, a 2% interest for administrative costs ensures there is enough funding for administrative personnel without deterring project applications • Include a fee that would be bundled into the repayment terms (i.e., asking loan recipients to pay back more than 100 percent of the loan value from generated savings, such as through an additional payment at the end of the repayment term).
Concerns about accurately measuring savings	<ul style="list-style-type: none"> • Conduct an upfront audit or engineering assessment to forecast savings potential over the project’s lifetime,

Obstacle	Solution
	<p>demonstrating the short- and long-term value of the loan to the recipient.</p> <ul style="list-style-type: none"> • Conduct the measurement and verification of project savings using an agreed upon process, providing data which verifies that the level of achieved savings is consistent with repayment terms. Then, create a repayment structure that adjusts to changes in savings beyond the original estimates. • Consult resources to confirm the typical savings generated by similar projects at other institutions, increasing buy-in by demonstrating past success.
Concern about exhausting high-payback low-hanging fruit projects	<ul style="list-style-type: none"> • Learn from the experiences of jurisdictions' already established fund structures. • Bundle projects of various payback lengths. • Examine the value of higher-hanging fruit such as deep retrofits and renewable energy installations.

Sustainability Fund Operation in Contra Costa County

Why a Sustainability Fund? As mentioned at the beginning of this report, the Inter-departmental Climate Action Task Force discussed implementation challenges and recommended a Sustainability Fund be set up to help implement sustainability projects and programs. The Task Force identified project implementation funding as the top implementation challenge.

Why do we need a Sustainability Fund if we are currently implementing sustainability projects such as solar, Electric Vehicles (EV), Electric Vehicle chargers, and Light Emitting Diodes (LED) retrofits? It is true that the County has implemented many sustainability projects without the use of a Sustainability Fund. However, the County financed the projects through a variety of methods that did not require a local match investment. For example, PG&E's on-bill financing was a tool used to fund the capital improvements without having to front the funding. Unfortunately, some of these tools, such as the on-bill financing, are no longer allowed to be used. We have also used Power Purchase Agreements and third-party energy reduction firms that evaluated, designed, and constructed energy reduction projects in exchange for a portion of the cost saving due to the project. These delivery tools also come with issues and constraints.

In order to move the County forward towards implementing sustainability projects and avoid some of the challenges and constraints with using various tools to finance the projects, the

Board of Supervisors requested that staff investigate the use of a Sustainability Fund or Revolving Fund as recommended by the Inter-departmental Climate Action Task Force Committee. The research conducted by Conservation and Development identifies pros and cons to various Sustainability Funds used by other agencies. The information is useful to identify lessons learned and best practices in trying to develop a Sustainability Fund structure that meets Contra Costa's complex infrastructure financing system.

In developing a recommendation on a Sustainability Fund for Contra Costa, staff first identified an "ideal" structure for funding sustainability improvements. Based on the ideal situation, staff evaluated the challenges associated with creating this structure, and has developed the recommendation below for a structure that addresses the implementation challenges.

The following table describes an ideal Sustainability Fund/Revolving Fund structure and challenges related to implementation to fit the County financing and project delivery structure.

Ideal Sustainability Fund Structure (Revolving Fund)	County Implementation Challenges
1. One-time investment of unconstrained funding (ok to use on General Fund and non-General Fund funded County buildings)	A defined source of funding has not been identified. The funding should be unconstrained to be able to improve the highest impact projects and not just focused on General Fund funded building, such as is done with Facilities Lifecycle Improvement Program (FLIP) projects.
2. Sustainability Fund managed by Public Works with direction from CAO and Board of Supervisors	Fund does not currently exist. Fund oversight expectations and project approval process need to be developed.
3. Project identification and prioritization based on various Board adopted documents (Distributed Energy Resources (DER), Climate Action Plan (CAP), Energy Reduction Plan (ERP), Building Codes, Administrative Bulletins)	Although Public Works has used industry accepted selection criteria, such as energy use, occupancy frequency, etc. to identify a preliminary list of projects, these have not been reviewed and approved by the CAO.
4. Agreed-upon project selection criteria used to prioritize improvements	Project selection criteria and prioritization needs to be finalized. Ideal selection and prioritization criteria may be difficult to apply due to limitations in our existing tracking systems. Ideal metrics are not easily available to base selection decisions.

Ideal Sustainability Fund Structure (Revolving Fund)	County Implementation Challenges
5. Project approval by a Project Review Committee (CAO, Public Works, Task Force, etc.)	The Board directed that the Inter-departmental Climate Action Task Force be formed to address sustainability issues. Need to determine if this Committee is the appropriate make-up to evaluate projects. The Committee may be more suitable to review overall process challenges rather than review the merits of individual sustainability projects.
6. Commit funding towards approved projects	Need to agree how funding is committed to a prioritized project. Will the CAO approve or will Board action be necessary? Will the Sustainability Fund be a separate line item of the General Fund and subject to annual allocation decisions? This could make it difficult to plan larger multi-year projects.
7. Pre-project evaluation (data/metrics)	Public Works currently does not have the resources to conduct a pre-project evaluation of many sustainability projects, such as energy reduction or solar installations. This effort would need better utility tracking software and possibly the installation of sub-meters to collect the appropriate data/metrics to evaluate project impact. This effort would also require additional staff time to conduct the evaluations and analyze the data/metrics.
8. Design and Construct Sustainability Project	Public Works is able to successfully deliver sustainability projects. The Department has partnered with the CAO's Office and County Departments to deliver many solar installations, energy reduction projects, water reduction projects, and new LEED certified buildings. The challenge of implementing sustainability projects is not with staff's ability to deliver projects, but rather with the lack of dedicated funding and clear authority on project authorization.
9. Post-project evaluation (data/metrics)	Same issues as described above under pre-project evaluation.

Ideal Sustainability Fund Structure (Revolving Fund)	County Implementation Challenges
10. Identify “Actual Cost Savings” from project implementation. Staff support and data extraction tools are funded and available. Cost savings are purely based on constructed improvements and other variables, such as weather, occupancy, etc., did not impact cost savings calculation. Improvement can be monetized.	Actual cost savings are typically dependent on a number of variables that may skew benefits realized from a sustainability project. Calculating actual cost savings requires a significant amount of staff and other resources to be useful. Some sustainability improvement benefits cannot be monetized (clean water bio-swales). Without accurate cost savings information, difficult to create a revolving that is supported by data/metrics.
11. Annual cost savings are used to replenish the Sustainability Fund (making it a revolving fund). To add incentive to Departments, cost savings can be shared with the Department so they receive an immediate benefit from implementing project. Cost savings are deposited into the Sustainability Fund until the capital investment is repaid including an additional amount to cover administrative costs for the program (finance staff, software tools, reporting requirements, etc.). There are no constraints from Department specific funding that would prohibit the replenishment of cost savings into the Sustainability Fund to be used by all departments.	Some County Departments are funded with State and/or Federal funding that gets audited routinely. There may be an issue if the Department’s utility costs go down, yet they are paying a higher amount to fund the Sustainability Fund until the revolving fund is repaid. Departments funded with restricted funds may have an issue of paying for proactive sustainability improvements that are not “required” with any building upgrades or improvements. A revolving fund is a type of “loan” or debt financing. Some fund sources may require a voter approval for debt financing. Would this debt financing count against the County’s cap, or since it is internal, would it not count against the cap? As mentioned above, if we are unable to monetize project impacts, then the desire for the Sustainability Fund to be a revolving fund will be challenging to maintain.
12. Implement next project or bundle of projects using replenished Sustainability Fund.	No issue

As shown in the table above, staff identified many “challenges” that need to be further developed to reach an “ideal” Sustainability Fund structure. However, with the Board of Supervisors declaring a Climate Emergency, staff is recommending a modified structure to begin implementing sustainability projects immediately.

Staff recommends the following modified financing and process structure to begin implementing sustainability projects for County Departments.

- Staff recommends the Board of Supervisors establish a Sustainability Fund with the mission to fund sustainability projects that benefit the environment and fulfill the mission of the Climate Action Plan for all County building infrastructure. The use of the funding would not be restricted to General Fund funded infrastructure, but could also be used by Departments that are funded with restricted funding. This condition allows staff to focus on the highest impact projects without being constrained to General Fund funded buildings as is the case with Facility Lifecycle Improvement Projects (FLIP program). Having unrestricted funds allows staff to better bundle projects and coordinate improvements across all County infrastructure.
- Staff recommends the Board of Supervisors allocate \$1-\$5 million annually to the Sustainability Fund for the next 5 years. A portion of the allocation each year would be used to improve the Public Works Department's ability to track utility costs, energy usage, and greenhouse gas reduction with the majority of the annual allocation going to project implementation. At the end of 5 years, the Public Works Department will report back to the Sustainability Committee on the progress made on tracking utility costs, energy usage, and greenhouse gas reduction. Based on the results and the ability to track "actual" cost savings, Public Works will make a recommendation to convert the Sustainability Fund to a Revolving Fund that will be funded with actual cost savings by the various Departments or to continue with the original Sustainability Fund structure where annual allocations are made to the fund from the General Fund or other appropriate fund source. If the County prefers to pursue a revolving fund, another option is to fund the Sustainability Fund with "estimated" cost savings rather than "actual" cost saving that would require far less financial and staff resources to implement. Estimated savings would be used for Departments to deposit back into the revolving fund.
- Because the Public Works Department is primarily responsible for facilities management, it would be most effective for the Sustainability Fund to be managed by the Public Works Department. Public Works would identify projects, oversee projects to completion, track savings (actual or estimated), and report annually on the fund's impact. This is in line with the research for this report, in which seven out of the thirty jurisdictions researched had their Public Works department or equivalent alone in charge of the fund's management.
- Across the board, the most common element between jurisdictions' Sustainability Funds was an interdepartmental committee. Twenty-one out of the thirty jurisdictions identified an interdepartmental committee as a key element in their Sustainability Fund office. Because the Interdepartmental Climate Action Task Force was created to implement actions identified in the Climate Action Plan, the group is well positioned to act as the interdepartmental advisory committee to the Sustainability Fund. This committee, consisting of department heads or designated representatives of each County department, would convene to make ongoing

recommendations about the Sustainability Fund's management, including the procedure of identifying and selecting projects the County would implement.

- The County's Energy Manager (Public Works staff) would work with the Facilities, Capital Project Management, and Fleet Divisions within Public Works to identify sustainability projects using technical and practical knowledge of the County's building infrastructure and fleet operations. Project selection would be based on County adopted documents and bulletins, such as the Distributed Energy Plan, Climate Action Plan, Energy Reduction Plan, Administrative Bulletins, and building codes. The projects would be prioritized and submitted to the County Administrator's Office for approval of the projects and authorizing the use of funding from the Sustainability Fund prior beginning work on any project.
- The Energy Manager and staff from Facilities Services, Capital Projects, and Fleet Services have identified several projects that could be implemented immediately if the Board of Supervisors approves the Sustainability Fund concept and allocates funding. Depending on the amount of funding allocated, Public Works would submit the initial list of projects to the CAO for approval to implement. The initial focus of the Sustainability Fund would be on energy reduction projects, installation of electric vehicle charging stations, and electrification of the County's fleet vehicles.
- Public Works will provide annual reports to the Sustainability Committee on progress toward project implementation funded by the Sustainability Fund.

Additional Resources

- [Local Government Energy Financing Primer](#) | Better Building Solutions Center
- [Climate Financing Decision Making Tree](#) | ICLEI
 - Breakdown of advantages, disadvantages, and case studies
 - T8: Energy Performance Contract
 - T11: Revolving Fund
- [City of El Cerrito Revolving Fund Administrative Manual](#) (2009)
 - Step-by-step guidance about establishing/implementing revolving fund, eligible projects, goals of revolving fund, allocation of funds and management, accounting, project guidelines, payback period etc.
- [Green Revolving Fund: A Guide to Implementation and Management](#) | Sustainable Endowments Institute and the Association for the Advancement of Sustainability in Higher Education
- [Revolving Loan Fund](#) (Internal vs External) | DOE
- [State Revolving Fund Recommendations for Clean Water Infrastructure Investments](#) | NRDC Water and Climate Team

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
Alameda County (CA)	Revolving Energy Fund (aka Designated Energy Fund) & Municipal Utility Surcharge	Emily Sadigh	1995	\$3 million	Energy savings from PG&E retrofit project (PG&E's 1st demand side bidding program called Power Saving Partners)	<ul style="list-style-type: none"> • Lighting, solar, fuel cells • Augment maintenance/replacement projects for which maintenance budget only pays for standard energy efficiency upgrade. Fund pays to increase energy efficiency to a higher level 	\$1k-1 million
City of Ann Arbor (MI)	Municipal Energy Fund		1998	\$500,000 (\$100,000 annual contributions for 5 years)		Municipal programs aimed at improving energy efficiency in municipal facilities	
Arizona State University (AZ)	Sustainability Initiatives Revolving Fund (SIRF)		2010				3 tiers of project sizes from small (<\$5,000) to large (10 year payback or less)

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of Boston (MA)	Renew Boston Trust	Bradford Swing	2019 (1st performance contract executed)	\$20 million from government operations green bond	ARRA (for dedicated energy staff), Energy Block Grant (to fund an energy manager and an energy finance manager), Green bonds	Efficient lighting and water fixtures, HVAC equipment replacements, building management systems, solar panels	
City of Cupertino (CA)	Sustainability Committed Reserves Fund	Andre Duurvoort					
Douglas County (KS)	Sustainability & Energy Savings Reinvestment Fund		2011	\$300,000	Douglas County Commission	Projects that save energy and reduce maintenance costs or promote the implementation of innovative sustainability solutions	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of El Cerrito (CA)	<ul style="list-style-type: none"> • Environmental Improvement Revolving Fund • Energy and Water Efficiency Program (EWEP) • El Cerrito Revolving Fund (ECRF) 		2008	\$25,000	From FY08/09 Capital Improvement Project overage and General Fund allocation based on estimated savings from Energy Watch Lighting retrofit projects	Range of projects that deliver environmental benefits to city operations. Environmental Services will have wide discretion to pursue individual projects with varied environmental benefits as long as sum of project activities in a given year meet "portfolio" criteria	
Kane County (IL)	Energy Efficiency Revolving Loan fund		2009	\$2,469,100	Energy Efficiency and Conservation Block Grant (EECBG) as part of American Recovery and Reinvestment Act (ARRA)	Projects resulting in reduced fossil fuel emissions, reduced total energy use, or improved energy efficiency. Project must also generate energy savings to be used to repay the loan .	
Inyo County (CA)	Southern California Edison (SCE) Energy Efficiency Revolving Loan Fund (EERLF)					Energy efficiency projects (modify existing facilities and fund improved infrastructure in new construction projects)	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of Long Beach (CA)	Innovation and Efficiency Initiatives Revolving Fund			\$2 million	FY14 year-end General Fund department surplus	Energy efficiency systems, solar panels, street lighting improvements, HVAC systems, machinery/equipment that reduce staffing or other operational costs, energy efficient vehicles, innovative solutions that improve service delivery and grow the City's tax base through improved economic opportunity for residents and businesses	
City of Montpelier (VT)	Net Zero Revolving Loan Fund		2016	\$30,000	<ul style="list-style-type: none"> • \$20,000 from Council approval from city's Reserve Fund • \$10,000 from Efficiency Vermont 	<ul style="list-style-type: none"> • Municipal energy efficiency and renewable energy investments in the City • Projects that directly address one or more of the City's Net Zero goals through energy efficiency, renewable energy production, or reduction of energy-related costs • Feasibility studies that support energy projects can be funded if either paid back within 2 years or rolled into the repayment schedule of a funded project that results from the feasibility assessment 	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
City of Moreno Valley (CA)	Energy Efficiency Fund (EEF)		2013	\$60k from EECBG projects and \$32k from Moreno Valley Utility rebates	<ul style="list-style-type: none"> • EECBG grant through ARRA (scope: energy efficiency assessment, HVAC retrofits) • SCE Grant (scope: develop energy efficiency codes, staff training and development, GHG inventory, climate action plan strategy development, develop municipal energy plan and municipal revolving fund for EE projects) 	Energy efficiency (include any construction or retrofit project that involves energy efficiency)	
City of Nashville (TN)	Energy Savings Revolving Fund	Laurel Creech		\$2 million		Energy savings projects (energy conservation measures, energy audits, energy infrastructure retrofits, building automation systems, utility expense management, building retro-commissioning)	
Portland State University (OR)	Green Revolving Fund		2013	\$500,000	State of Oregon funding for capital improvements	Energy and water efficiency projects	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
Riverside County (CA)	Energy Conservation Fund		2010	\$168,190	<ul style="list-style-type: none"> • New construction design incentives • Solar rebates • Strategic Plan element incentives from SCE and the Gas Company 	<ul style="list-style-type: none"> • Energy and water efficiency projects • EV charging stations • Heat exchanger upgrades • Persistence-based retrocommissioning • Insulation • HVAC retrofits 	
City of Sacramento (CA)	Green Facilities Program (GFP), now Energy Reinvestment Program		2009	\$1.9 million for revolving loan fund	Portion of the \$2.6 million DOE Energy Efficiency and Conservation Block Grant (EECBG)	Energy efficiency projects (ex: water boiler replacement, hot water pump motor replacement, HVAC repairs, lighting retrofit)	
City of San Antonio (TX)	Energy Efficiency Fund		2011	\$4.6 million	American Recovery and Reinvestment Act (ARRA)	Energy efficiency retrofits (interior/exterior lighting retrofit, HVAC equipment and controls replacement/upgrade, solar window film, retro-commissioning/HVAC tune-up, pool pump upgrade)	\$1,000-250,000; average of \$20,000
City of San Jose (CA)	City Buildings Energy Projects Program (C-BEPP) Energy Fund program		2005	\$200,000	PG&E rebate from street light upgrade	Lighting, smart street lights, HVAC, control systems	\$5k-20k

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
San Luis Obispo County (CA)	Revolving Energy and Innovation Fund (REIF)	Annie Secrest			Portion of realized funds from installing solar	Energy-saving projects and programs	
San Mateo County (CA)	GOCAP (Government Operations CAP)	Susan Wright	Start early 2021				
City of Santa Barbara (CA)	Energy Efficiency Fund	Alelia Parenteau	2017		General Fund budget allocation	Mechanical/plumbing/electrical systems and controls; building envelop systems; energy management and control systems; renewable energy systems; design and planning of the EE project; labor necessary for construction/installation of EE project; energy audits; submeters and installation costs; training of operations and maintenance staff; commissioning, inspections, or certifications; construction/renovation costs directly related to or required by EE or renewable energy improvement; water conservation and wastewater reduction improvements; other improvements resulting in proven and predictable energy savings	<ul style="list-style-type: none"> • No minimum or maximum limit • If other funding is available, City prefers to reserve EE Fund for energy cost-saving projects that otherwise wouldn't move forward. Large projects in particular may be funded best through other financing as it would take time for EE Fund to grow sufficiently large to pay for a big project

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
Santa Clara County (CA)		Susana Mercado		\$5 million per year allocated, but not appropriated	General Fund; part of 10 year Capital Improvement Plan; funds directly tied to Board policies		
City of Santa Cruz (CA)	Carbon Reduction Fund		2017	No seed money	All fund money came from energy efficiency and solar rebates from eligible projects that various city departments undertook. Performance-based rebate checks that used to go to the General Fund were instead directed to Carbon Fund	<ul style="list-style-type: none"> • Purchase high efficiency equipment, construct and/or install new energy efficient infrastructure, and implement actions described in the CAP • Reduce project costs to meet State or utility requirements for low-interest financing Augment maintenance or replacement costs of new technology	
Sonoma County (CA)	Climate Resiliency Fund	Jane Elias	Delayed until FY 22/23	\$10 million	PG&E settlement money Sonoma got from 2017 wildfires	Direct spending or to leverage grants, incentives, and other sources for climate work	
					General fund dollars, utility savings and rebates from Comprehensive Energy Project from 2008-2010. During this time also received CEC grants that leveraged dollars set aside.		
Union County (NC)	Revolving Energy Fund		2009		ARRA, DOE, EECBG funding	Solar thermal on jail, lighting retrofits, HVAC upgrades	

Jurisdiction	Name of Effort	Contact	Start Date	Initial Funding Amount	Source of Seed Funding	Types of Projects	Size of Projects
University of Vermont (VT)	Energy Revolving Fund		2012	\$13 million	University's cash reserve fund which is normally invested for short periods in low risk financial instruments	Efficiency projects on campus	
US General Services Administration	Facility Efficiency Investments		2010				
State of Utah	State Facility Energy Efficiency Fund (SFEEF)		2008			Energy efficiency improvement projects	
City of Visalia (CA)	Revolving Conservation Fund		2009	\$200,000	EECBG Grant (Savings from ARRA-funded projects put back into fund)	Any conservation project resulting in utility cost savings (electricity, gas, water) or feasibility analysis/grant proposal	\$1k-25k
City of Watsonville (CA)	Carbon Fund Program		2015		Carbon Impact Fee to all new development as a percentage of the building permit fee.	Any greenhouse gas reducing projects in the City	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
Alameda County (CA)	10% IRR	Ad hoc, some had no repayment, some had modest interest	Incentives from projects with short lifecycles and less than 5 year paybacks without incentives and from incentive refunds from local utility companies and 100% of savings from energy projects	Estimated	Varies from less than 5 year payback to projects with a lifecycle of over 20 years	0.25 FTE - tacking funding out and in
City of Ann Arbor (MI)	<ul style="list-style-type: none"> • Prioritization based on energy saving potential, improvement of the facility environment, and educational/demonstrational value of project 		<ul style="list-style-type: none"> • Annual payments are made from 80% of the resultant energy savings, allowing facility budgets to be reduced or to apply the remaining 20% of savings to further improve the facility or services. Repayment starts the 1st year after the energy saving measures are installed. • Money is transferred from the budgets of the facilities that receive the energy improvements to the Energy Fund at the end of the fiscal year and be available to finance further energy improvements in future fiscal years. 	Estimated energy savings	<ul style="list-style-type: none"> • 3-5 year payback • Used to do a payback of 80% of savings for 5 years, even if project has 3 year payback; this is proving to be too expensive for projects with long payback periods. Now considering extending repayment period to 10 years with little to no interest. 	<ul style="list-style-type: none"> • 1 FTE paid 1/3 out of street lights, 1/3 water, 1/3 maintenance • Internal office estimates energy and cost savings, measuring savings somewhat afterwards
Arizona State University (AZ)	<ul style="list-style-type: none"> • Tier 1 projects: no specific financial criteria; has to be consistent with fund goals • Tier 2 and 3: 6% IRR with a preference for projects 8% IRR or higher 	<ul style="list-style-type: none"> • Tier 1: No payback required. \$5,000 maximum grant. • Tier 2: Loans match funding from the department receiving the loan. Maximum of \$500,000 per year. Savings are split 50/50 between SIF and loan recipient. • Tier 3: All savings directed to the fund as repayment for the loan 	Savings		<ul style="list-style-type: none"> • Tier 1: No repayment required • Tier 2: 6 years or less • Tier 3: 10 years or less 	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of Boston (MA)	<ul style="list-style-type: none"> Guaranteed energy and cost savings City-owned buildings Statute requires investment grade audit, contractually promised savings, M&V, requirement for Honeywell to cut the City a check if savings don't appear 		<ul style="list-style-type: none"> Self-funded financing model guaranteed by Honeywell contractor Savings within City's operating budget from more energy efficient buildings pay for the financing of the work 		<ul style="list-style-type: none"> 16 years Can cross-subsidize longer payback projects with shorter ones and blend them for a full-blown performance contract 	<ul style="list-style-type: none"> 1 FTE to oversee the work, energy manager, program manager, technical director to run the program 1 project manager in Public Facilities is full-time overseeing the ESCOs
City of Cupertino (CA)				Calculation or Measured savings		
Douglas County (KS)			Cost savings that result from these projects are re-invested into the Fund which provides a predictable and ongoing reserve of money for sustainability and energy improvement projects, eliminating the up-front budget impact to departments			

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of El Cerrito (CA)			Fund design: allocate 75% of projects savings in 1st fiscal year to EWEP, 50% in 2nd fiscal year, 25% in 3rd fiscal year, with the remaining portion of the savings in the first 3 years and 100% of the savings in subsequent years accruing back to the individual source departments or General Fund after that (depending on where the energy bill is being paid from)	Estimated energy savings (based on actual hours of operation by facilities and energy saved based on new equipment or systems changes)	5 years (eligible projects for a given year will have combined weighted average simple payback of 5 years)	
Kane County (IL)	Project must generate energy savings to be used to repay the loan.	No annual interest on loan; 3% loan fee was due at closing		Projected energy savings	3-7 years	
Inyo County (CA)	Only County-owned buildings, not leased buildings			Actual energy savings (measured in kWh and therms) from the baseline year and dollars saved	10 years	Management and oversight of EERLF absorbed by existing Public Works staff

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of Long Beach (CA)						
City of Montpelier (VT)	<ul style="list-style-type: none"> • Must be on City-owned/leased/operated property and reduce overall operating costs • Funding should primarily cover equipment, materials, and other "hard" costs that have a high impact 		<ul style="list-style-type: none"> • Until the project's cost is recovered, all savings will accrue to the Fund • After the initial "payback" has been achieved, 50% of the savings will accrue to the Fund for an additional 2 years • After this period, all further avoided cost savings will accrue to the city 	<ul style="list-style-type: none"> • Depends on the project • Actual savings if metered or easy to track • Estimates provided by engineers or Efficiency Vermont 	4 years	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
City of Moreno Valley (CA)	<ul style="list-style-type: none"> • Energy efficient projects only • Project must qualify for rebates 		50% of energy savings from energy efficiency projects for 2 years following completed installation of each project	<ul style="list-style-type: none"> • Calculated (difference between baseline year kWh and the after installation year kWh) • Using meter savings 	10 years or less	No FTE dedicated to fund, but recommend minimum of 2 employees
City of Nashville (TN)						
Portland State University (OR)			<ul style="list-style-type: none"> • Savings from University utility budget • Energy incentive rebates from the Energy Trust of Oregon • Voluntary travel offset program funds 		10-15 years	

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
Riverside County (CA)						
City of Sacramento (CA)	City-owned facilities	3% interest rate (to cover administrative costs)	Estimated energy savings from the projects	Estimated energy savings (based on actual hours of operation by facilities and energy saved based on new equipment or systems changes)	12 years	
City of San Antonio (TX)			<ul style="list-style-type: none"> • Rebate revenue: Revenue is projected for each fiscal year, then appropriated directly to the energy fund budget. Rebate dollars are deposited directly into the fund • Energy Savings: Utility budgets for each department are set at the pre-energy retrofit level to capture avoided energy costs. Each month, 1/12th is transferred from the affected departments' utility funds to the Energy Efficiency Fund 		Average of 4 years	
City of San Jose (CA)	<ul style="list-style-type: none"> • Payback only • City-owned facilities 	<ul style="list-style-type: none"> • 0% interest and no fees • Project costs only; no staff costs 	100% of savings (return 1st & 2nd year energy cost savings and associated rebates/incentives from Energy projects to Energy Fund; after 2 years the savings revert to the General Fund)	Calculated		<ul style="list-style-type: none"> • 0.25 FTE maximum to administer fund • Energy Officer in Environmental Services Department to facilitate implementation of Energy Projects, reduce operation and maintenance costs, and reduce environmental impacts

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
San Luis Obispo County (CA)			<ul style="list-style-type: none"> • Rebates, incentives, energy savings, rate savings (modeled after City of Visalia) • 2 years of 100% of savings going back to REIF 	Estimated through energy audits	Maximum payback of 5 years for lighting projects and 10 years for mechanical projects (based on wanting payback period to be less than equipment's expected useful life (EUL) to generate additional cash flow opportunities into the REIF)	0.25 FTE at least
San Mateo County (CA)						
City of Santa Barbara (CA)	Facility must be reasonably expected to remain in operation and under City ownership for full length of payback period		Rebates, incentives, energy savings, rate savings, annual departmental service charges	Actual energy savings	10 years or less	Currently administered with existing staff.

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
Santa Clara County (CA)						
City of Santa Cruz (CA)	Project must be consistent with CAP					
Sonoma County (CA)						
Union County (NC)						

Jurisdiction	Project Requirements (Financial/Environmental)	Loan Terms	Source of Repayment	How Savings Calculated (Actual meter vs estimation)	Repayment Period	Estimated # FTE Required
University of Vermont (VT)		Pay back 5% interest on outstanding loan amount each year in addition to principal repayments		Depends on project	7 years	
US General Services Administration		<ul style="list-style-type: none"> Budget-neutral Require no up-front expenditures where possible 	Utility cost savings	Actual savings		
State of Utah			<ul style="list-style-type: none"> Cost savings from reduced energy use and demand Utility incentives 	Actual		
City of Visalia (CA)	Only financial considered	<ul style="list-style-type: none"> 0% interest and no fees Looking to add fee for admin time 	<ul style="list-style-type: none"> 100% of savings until payback Any rebate incentives received from utilities for energy efficiency retrofits and half of the annual utility cost savings for the first 3 years put into the Conservation Fund 	Calculated savings based on SCE methodology	Cannot exceed 10 years. Payback period must be less than or equal to the lifecycle of the project efficiency measures.	Less than 0.25 FTE; takes about 8 hours to set up and 2 hours to invoice - no more than 40 hours/year
City of Watsonville (CA)						

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
Alameda County (CA)	<ul style="list-style-type: none"> General Services Agency pays all utility bills - collects surcharge on all County utility bills that then fund the County's Energy Program (salaries, benefits, misc. expenses) Fund controlled by Auditor Controller office 	<ul style="list-style-type: none"> BOS approval required for any fund Disbursements No formal policy or guidelines in place Very ad hoc 	<ul style="list-style-type: none"> Fund started by getting buy-in from County Administrator. Fund is no longer in use. Program found that, in terms of accounting, a utility surcharge is easier than trying to track and share savings over life of a project. It's easier to get projects done when there's no cost for project management services or reliance on budgeted Capital Fund dollars. Uses CEC's low interest Energy Efficiency Finance program. Utility surcharge on the utility bills for County departments used to cover the cost to staff the Energy program
City of Ann Arbor (MI)	<ul style="list-style-type: none"> Fund administered by the City's Energy Office under supervision of a 3 person board Energy Office often serves as project manager 	<ul style="list-style-type: none"> 3 person board approves funding, implements the project, and often serves as project manager The Office provides the 3-person board with info from energy audits and applications from facility managers for projects requesting energy funds Board reviews all applications and makes final decisions on what projects to fund each year 	<ul style="list-style-type: none"> Proceeded by \$1.4 million Energy Bond project. After bond was paid off in 1998, reduced the money to \$100,000 to establish the Municipal Energy Fund. Once low hanging fruit is picked and payback period is longer than 5 years, look to minimum IRR. The future is going to be funding projects with 20 year payback. Initial 80%/20% energy savings payment scheme is too high Minimum growth should be inflation + interest \$100,000 annual budget was discontinued FY03/04 and now the Fund relies on payments from past projects to finance new projects Fund financed solely by re-investing funds saved through energy efficiency measures into new energy savings projects. 2 critical components of establishing the fund: seed money and a manager assigned to support and coordinate the fund and its projects
Arizona State University (AZ)	<ul style="list-style-type: none"> SIRF Committee: senior administrators from Facilities Development and Management; Financial Services; Office of Planning and Budget; University Sustainability Operations; W.P. Carrey School of Business Department, Economics Chair Chief Financial Officer 	<ul style="list-style-type: none"> SIRF committee meets monthly if projects are being considered. Committee comprised of 7 people from the facilities group, budget group, financial services, economics department, university business services, and the sustainability group SIRF committee uses strictly financial metrics to evaluate Tier 2 and 3 projects. Once project has met 6%+ IRR, other financial performance metrics including simple payback, ROI, net-present value, and annual planned repayments are considered Before a project is discussed, a staff member vets the project and its financial analysis 	<ul style="list-style-type: none"> Recognizing that impactful sustainability projects vary in size, type, and payback, ASU developed a 3 tiered system with different requirements for each tier Using strictly financial metrics to evaluate projects helps build the case that sustainability is a good investment Any applicable rebates aren't incorporated into these calculations to be conservative

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
City of Boston (MA)	<ul style="list-style-type: none"> • Environment Department • Public Facilities Department • Budget Office • 3 department heads: CFO (alternative finance), Operations (facilities dept), Outdoor. 	<ul style="list-style-type: none"> • Investment grade assessment of buildings to identify energy, water savings opportunities • Evaluate which buildings to do a full assessment and audit on • Potential energy conservation measures will be identified for each building • City will select the next portfolio of measures to implement consistent with the available budget 	<ul style="list-style-type: none"> • Guaranteed energy savings, not utility on-bill • Private contract with ESCO • Started Energy Unit once found billing errors in utility usage • Set up program first before trying to pass green bond. Need internal comfort first with the mechanism. • Green bond was 3 basis points different than the rest of the bonds in the portfolio. Signals interest from investors in more sustainable bonds
City of Cupertino (CA)		<ul style="list-style-type: none"> • Each budget cycle, city can make contributions to the Fund based on a staff proposal each budget cycle • Staff develops a calculation or a measured savings report for the amount of utility costs that were saved in a given time period and propose an equivalent amount to be booked as revenue in the Fund. • In theory, the city could contribute to the fund each year for a single project as long as staff can demonstrate the savings are recurring against some reasonable baseline. In practice, staff captures one year's worth of savings. • City Council decides during budget proposals each year if they want to make the transfer or not into the Fund. • If staff proposes a sustainability-related capital project, they can propose to utilize these funds to make it more attractive for City Council 	<ul style="list-style-type: none"> • City has never tapped into this fund.
Douglas County (KS)	Sustainability Office		<ul style="list-style-type: none"> • Revolving loan program that investment created allows county department heads to fund energy and other sustainability projects without dipping into their own annual capital budgets • Many program projects stemmed from the recommendations from the 2008 energy audit • Cultural shift in the county since the program started as department heads have bought into energy-saving goals. Department heads now go to the sustainability coordinator with ideas. • Fund initiated because of the sustainability plan's energy use reduction goal of 30%.

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
City of El Cerrito (CA)	<ul style="list-style-type: none"> Environmental Services Division (staff climate protection capacity) Environmental Services designate one of their analysts as the "Fund Manager" who has primary responsibility for fund administration (administration, bill monitoring, reporting, budgeting) 	<ul style="list-style-type: none"> EWEP provides mechanism for identifying, evaluating, and planning projects, and for finding matching funds Once projects are identified they still need to go through standard City approval process 	<ul style="list-style-type: none"> EWEP included as a line item in City's Capital Improvement Program and approved each year as part of annual budget process Cost benefit analysis of projects calculated in terms of net present value (NPV) which provides City's financial managers with confidence that project investments are fiscally sound On calculating the costs and savings from efficiency projects that are added to larger projects is to agree on and document the incremental costs of the efficiency projects. On the monitoring and verification side, determine what cost savings are attributable to the EWEP is important component of managing the fund. Key stakeholders: budget office, finance director, controller's office, legal department, facility-operating departments.
Kane County (IL)			Program was shuttered in 2009 due to lack of interested applicants due to the economic recession. Case study indicates that a large amount of seed funding is less critical to successful implementation than program persistence and effective program management.
Inyo County (CA)	<ul style="list-style-type: none"> Public Works staff (responsible for identifying potential projects, establishing baseline energy use to benchmark potential energy savings, project implementation, and tracking the energy and cost savings) Auditor's staff assist with tracking fund usage and replenishment Planning Department 	<ul style="list-style-type: none"> Public Works department will identify energy efficiency projects County Administrator and Board of Supervisors will approve large projects Smaller projects could be approved through regular budgeting process Energy and cost savings will be documented by Public Works department Public Works will designate a staff person as the "Fund Manager" who will engage relevant stakeholders (Board of Supervisors, County Administrative Office, Auditor's office, Public Works department; other relevant County departments should be consulted with to identify project opportunities and priority needs) to support EERLF's successful implementation. Fund Manager will use matrix to analyze and compare project criteria (estimated cost savings, NPV, IRR, estimated project payback - only consider analyzing projects that can demonstrate payback thresholds). County Auditor will periodically review savings reports 	<ul style="list-style-type: none"> 2012 Cost, Energy and Service Efficiencies, Action Plan (CESEAP) analyzed the energy efficiency of County facilities and identified potential projects for decreasing energy use resulting in cost savings Cost savings identified through utility bill tracking and analysis will be reallocated to the EERLF. Higher cost-benefit ratio is preferable for sustaining EERLF. Portfolio for low-cost, high-return projects will be necessary to establish repayment revenue early on since more costly projects will have longer payback periods and require more funding. Projects with quickest payback will be prioritized. Intangible project benefits (community education, replicability, and facility improvements) will be considered. Funding should be placed in a separate trust apart from other department budgets to ensure efficient accounting and protect the EERLF. Key findings during fund research: interdepartmental buy-in is important (particularly in light of limited internal resources); dedicated fund so that fund didn't draw upon General Fund and so that funding for energy efficiency projects wouldn't be allocated to other programs; it's easy to leverage fund to obtain additional grant money

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
City of Long Beach (CA)		<ul style="list-style-type: none"> • Departments along with the "i-team" (Bloomberg grant-funded innovation team) submit project proposals evaluated by an interdepartmental committee • Proposals will be ranked according to their potential for ongoing savings, estimated payback period, likelihood of success, and innovative approach • Recommended projects will be presented to full City Council for final review and approval • Departments with a selected project will be required to repay revolving loan through their year-end surplus if available. If department's operating surplus is greater than annual savings resulting from project, department will be permitted to pay back more of the loan from the surplus. If department's operating surplus isn't sufficient to pay back loan, loan repayment will be extended and/or other budget surpluses will be used to replenish the Fund. • As Fund is replenished, more projects can be funded. After department has repaid its loan, there will be continued savings that accrue 	
City of Montpelier (VT)	<ul style="list-style-type: none"> • Revolving Loan Committee: 3 members of City staff (Management, Finance, and Engineering) and 3 volunteers from Montpelier Energy Advisory Committee (MEAC) 	<ul style="list-style-type: none"> • MEAC went to City Council to request funding for energy audits of the 6 main municipal buildings and then put out an RFP for Level 2 audits of these buildings. After audits were complete, MEAC met with each building operator to review audit recommendations and identify projects with short payback periods. • Committee meets quarterly to review proposals • At the end of each fiscal year, the committee will verify each project's savings for tracking in GRITS and the find balance will be adjusted accordingly 	<ul style="list-style-type: none"> • Montpelier Energy Advisory Committee (MEAC) focuses on helping Montpelier identify energy-related projects that help the municipality reduce fossil fuel and electricity use while also saving money. After successful completion of several major initiatives, MEAC wanted to find out how to reinvest savings from municipal projects into additional energy-related initiatives. • Partnered with Sustainable Endowments Institute for sustainability fund best practices • Fund can also be used to pay marginal costs of energy improvements within larger capital projects • Loan creates flexibility and allows the City to develop and implement projects quickly; reduces the need to incur debt and maintains positive cash flow for each energy efficiency project; works through and reduces deferred maintenance projects, lowering overall operating costs; leverages capital improvement project funds to significantly improve the efficiency of equipment • All projects tracked through GRITS (provided by Sustainable Endowments Institute) • Project Selection Criteria: simple payback period; total project funding needed and fund availability; life cycle cost benefit to the city; annual GHG emissions reduction; annual energy usage reduction; project schedule and start date; project cost; resources conserved (water, waste) • Projects with a faster payback period will be prioritized. Projects can be bundled together to help reduce the overall payback period.

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
City of Moreno Valley (CA)	<ul style="list-style-type: none"> • Planning has primary control over fund. • Planning Division's Community Economic Development Department: coordinate with affected departments on energy/solar audits, projects, rebate applications and implementation; facilitate and track fund transfers and deposits to the Fund • Finance and Management Services Department: deposit rebates and incentives; track and report on rebate/incentive deposits and fund transfers to the Fund • Facilities Maintenance, Administrative Services Department: coordinate with Planning Division staff regarding energy/solar audits, rebate applications, and energy project implementation for their projects • City Electric Utility, Public Works: City Utility provides access to monitoring info for electricity use for City-owned facilities • Capital Projects Division, Public Works: coordinate with Planning Division staff 	<ul style="list-style-type: none"> • In-house committee of department heads (Energy Efficiency Fund Review Committee (6 members)) to review and approve use of the fund. Committee meets biannually if there are funds to be allocated. • Projects are brought to the Committee rather than the Committee selecting them. 	<ul style="list-style-type: none"> • City manager, finance director, and division managers supported EE fund policy. Had initial buy-in to pursue creation of fund. • Centralized billing; only Facilities reviews the bills. • Projects with highest payback are given priority. • Future funding for energy efficiency efforts from 100% of energy efficiency rebates and incentives received from utilities and 50% of the actual energy savings recorded for first 2 operational years for completed energy efficiency projects)
City of Nashville (TN)	Department of General Services' sustainability	<ul style="list-style-type: none"> • \$2 million seed money will pay for energy audits then take recommendations to prioritize them then conduct building retrofits in the most energy consuming facilities. • Utility savings balance will go into a new Business Unit to be reinvested in additional capital investments 	<ul style="list-style-type: none"> • General Services' sustainability team will install a new energy management system to track and manage the projects and energy savings - software will be able to organize, track, visualize, benchmark, and effectively communicate trends of all commodities related to energy consumed by buildings managed by Department of General Services • Department of General Services has Center of Responsible Energy staffed with experienced team knowledgeable in energy management that monitors building automation systems in nearly half of its buildings, a seasoned energy manager, and in-depth expertise in reporting on energy utilization through the DOE's ENERGY STAR Portfolio Manager • Sustainability Advisory Board review actual sustainability initiatives advanced by the Mayor's Office and by the Metro Council
Portland State University (OR)	<ul style="list-style-type: none"> • Campus Sustainability office manages the Fund in collaboration with Facilities & Property Management, Capital Projects & Construction, Engineering faculty, and the Planning, Construction, and Real Estate finance team 	<ul style="list-style-type: none"> • Project Selection Committee (made up of representatives from each of the departments involved with the fund) select projects based on the criteria each project meets 	<ul style="list-style-type: none"> • Project selection based on return on investment - providing an tangible, measurable, fiscally responsible benefit to PSU measured by savings in utilities budget • Project payback is tiered based on project criteria: project must meet 10 year payback period if project only incorporates required criteria; project must meet 15 year payback period if project incorporates required criteria and at least 2 preferred criteria • Required project selection criteria: deferred maintenance projects that result in conservation of resources; sustainability benefit that demonstrates the greatest reduction in environmental and economic impact and promotes equity • Preferred project selection criteria: racial equity, impact, encourages education, information and innovation, promotes PSU's institutional vision, economic of each measurement and justification

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
Riverside County (CA)	Economic Development Agency responsible for identifying and selecting projects to be performed with the Fund	<ul style="list-style-type: none"> Deposited rebates and incentives into Efficiency Project Fund funds additional energy or water efficiency projects 	<ul style="list-style-type: none"> All rebate and incentive checks deposited into Energy Conservation Fund Not a loan program Referenced in Board of Supervisors Policy H-4 Use EnergyCAP for utility bill management. EnergyCAP ranks buildings by performance (cost/SF, use/SF) which feeds energy efficiency project decisions
City of Sacramento (CA)	<ul style="list-style-type: none"> Previously, Department of General Services (DGS): provide energy audit, design, implementation, and measurement/verification for the projects. Currently, Department of Public Works manages Program 	City Manager establishes revenue and expenditure budgets in the Energy Reinvestment Program in ongoing capital improvement project	<ul style="list-style-type: none"> As a result of Resolution 2009-736 which established the Green Facilities Program, now in 2011 established the next iteration of funding for City facilities called the Energy Reinvestment Program CIP Former Department of General Services (DGS) conducted initial energy audit and modeling for all agency facilities which helped identify and illustrate the savings that can be realized by changing to more efficient systems DGS presented energy efficiency project options to various city departments and 5 entered agreements to upgrade systems. Payback designed to be cost neutral for each department and to reduce the department's budget after the loan is repaid in full
City of San Antonio (TX)	<ul style="list-style-type: none"> Sustainability Office develops, implements, and monitors a project Office of Management and Budget 	<ul style="list-style-type: none"> Sustainability Office uses EPA's ENERGY STAR Portfolio Manager to establish baselines, identify and prioritize projects and measure and track avoided costs. For higher capital-cost projects, the Sustainability Office references the CIP and works directly with the Building Equipment and Services Department to identify its priorities. As the Sustainability Office develops a project, it bundles services across multiple facilities based on type of retrofit. Office doesn't combine lighting and mechanical retrofits to lower project payback, but it does bundle multiple lighting projects across buildings to achieve economies of scale in bulk pricing and in level of effort for project administration. 	<ul style="list-style-type: none"> Revolving fund created because the city needed a flexible funding mechanism for low-cost, high-impact projects. City also uses fund to significantly upgrade the efficiency of its high capital-cost mechanical systems by leveraging the fund to pay the marginal costs to improve efficiency of equipment due for replacement under its Capital Improvement Plan (CIP). City also uses Fund to pay the marginal costs of efficiency improvements within larger capital projects. Sustainability Office presented the business case for the Fund to the city manager, chief financial officer, budget director, and the Finance and Building and Equipment Services departments. Fund pays both for the actual projects and the personnel costs of administering the program and staff professional development Portion of the avoided energy costs goes to the General Fund each year, the remainder stays in the Energy Efficiency Fund Using revolving fund, able to work through and reduce deferred
City of San Jose (CA)	<ul style="list-style-type: none"> Public Works administered, but fund is a General Fund account Coordination between Departments of Environmental Services, General Services, City Manager's Budget Office, and Attorney's Office 	<ul style="list-style-type: none"> Public Works completes approval form which details the project, cost, savings, and payback Affected department signs approval Budget office update to transfer funds General Services' Senior Engineering Technician coordinates with Energy Officer on energy/solar audits, rebate applications, and Energy Project Implementation 	<ul style="list-style-type: none"> Fund closed in 2009 with money reapportioned during fiscal crisis Set up to fail: <ul style="list-style-type: none"> Only 2 years of savings were repaid which is less than went out (new so politically conservative in structure) Fund paid for a full time energy manager Repayment only included project costs, not staff costs. Annual funding programmed as part of 2006-2010 Proposed Capital Improvement Program. Not established as a revolving loan fund. Savings go back into General Fund. Set up Energy Fund Transfers and Deposit Standard Operating Procedures to standardize process. Extend revolving fund from 1 year to 2 years. Planed to use EECBG funds to install more smart street lights and apply the dollar savings from those lights to expand pilot program across the city.

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
San Luis Obispo County (CA)	Public Works Finance division and County's Energy and Water Coordinator	<ul style="list-style-type: none"> • Department identify and submit projects they want done. • Finalize energy savings and payback period with Finance. • Withdraw upfront project cost from REIF. • Transfer incentives, rebates, and energy savings annually for payback period. • Transfer energy savings for duration of pay-it-forward period. • Capital Investment Steering Committee (administrative analyst, assistant CAO) and Energy Executive Steering Committee (assistant CAO, department heads) have to approve big projects before projects go to the Board for funding. • REIF Steering Committee (representatives of various departments and the accounting department) throughout the year. Members would help identify and select energy saving opportunities and finalize repayment plan for each project. • Quarterly look at how much is being spent on utilities per site and earmark savings. 	<ul style="list-style-type: none"> • Departments aren't in charge of paying their own utility bills, so there's no incentive to change behavior. Public Works pays for everyone's utilities. • Fund is its own budget line item separate from General Fund. • Sustainability liaisons within each County department. • Fund doesn't incorporate operation and maintenance savings in annual estimated savings due to difficulties in estimating O&M savings and accounting for them.
San Mateo County (CA)	Key Departments (GOCAP implementation team)	<ul style="list-style-type: none"> • Departments will identify priority actions over next 2 years and budget GOCAP-related costs for FY21-22 and FY22-23 • Funding requests to cover the cost of priority actions identified by the implementation team may be presented to Board for consideration in upcoming budget cycle 	<ul style="list-style-type: none"> • Adequate and consistent long-term program funding to realize many of the actions still needs to be identified • Considering revolving loan fund to capture money from energy bill, fuel and/or maintenance savings to fund future projects.
City of Santa Barbara (CA)	Public Works Energy Team	<ul style="list-style-type: none"> • Energy Team will identify potential projects with the assistance of energy champions in each General Fund Department. Energy Team will model proposed projects to estimate project costs, energy savings, payback periods, rebates and incentives, and the useful life of the improvements. Projects prioritized primarily by internal rate of return. Energy Team responsible for all appropriate project phases. Energy Team in charge of paying energy bills. • Energy Team and General Fund Departments collaborate to prepare annual energy budget proposals for each department. General Fund Departments will transfer their energy budgets as an allocated cost charge to the Energy Team, which the Energy Team will use to pay energy bills. • Energy Team will administer EE Fund under direction of Oversight Committee (representatives from Energy Team, Finance Dept, Public Works). 	<ul style="list-style-type: none"> • Started with 3 year payback period to grow Fund as fast as possible. Not that many 3 year projects left, so had to start choosing projects with longer payback periods. Mostly prioritize projects based on payback period. • All energy-related rebates, incentives, grants, and similar project-related inflows (except those applied by an Enterprise Dept) will be treated as capital contributions to the EE Fund. • Energy Team's direct time and material costs for managing a project will be included in project cost and paid for by EE Fund. Reimbursement depends on project's complexity, but not exceed 10% of project's installed costs. • Once benefit period ends, cost savings for remaining life of improvements will accrue 100% to the benefit of the General Fund. Over time, host departments will realize reduced utility, operating, and maintenance costs. Departments may experience no net impacts to their energy budgets, savings to General Fund will be significant and can be eventually passed back to General Fund departments in the form of bigger budgets. • 3 years benefit period after variable payback period (vary depending on project; will have to be extended once all low-hanging fruit projects completed). • Energy Team submits annual report to Oversight Committee, City Manager, City Council, and Finance Department.

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
Santa Clara County (CA)	<ul style="list-style-type: none"> Facilities and Fleet Department Office of Sustainability 	<ul style="list-style-type: none"> Office of Sustainability works with group of directors (Stewardship Team) that make up smaller working groups. Have to go to Administrative Capital Committee every time you want to touch the fund. 	<ul style="list-style-type: none"> \$5 million allocation came into existence in FY18/19 when multiple sustainability items came to the board. Lumped into one amount to leave room for more flexibility. Measure of success is if the project was completed or not. Do performance tracking, but haven't put together measurements and verification plan for projects.
City of Santa Cruz (CA)	City Manager's Office Sustainability Team	<ul style="list-style-type: none"> Sustainability Team Members who intend to sponsor a project will draft a narrative description of proposed project and prioritize projects based on preset criteria Staff will confirm project eligibility when using revenues deposited into Fund which are identified for special purposes (energy rebates, enterprise funds, etc.) Projects are recommended by Sustainability Team and approved by City Manager during annual budget process Climate Action Staff drafts annual report to City Council on projects implemented through Fund 	<ul style="list-style-type: none"> Fund established to receive funds paid to City from State and Federal environmental incentives and rebates, energy efficiency rebates, and an annual fleet fuel surcharge Program designed so City spends 2/3 of the accrual in a given year, allowing the remaining 1/2 to roll into the next budget cycle Sustainability team comprised of employees from all departments
Sonoma County (CA)			<ul style="list-style-type: none"> Board created a Climate Ad Hoc in 2020 and they're looking at a short list of projects to move forward FY21/22 while discussing the creation of Climate Resiliency Fund Hosting Climate Town Hall and Board Climate Workshop to get a better idea of what, when, and how they want to fund
Union County (NC)	Working Group (included County Manager's representative, General Services, Finance Department, Consultant)	<ul style="list-style-type: none"> Put seed money into revolving energy fund Do energy efficiency assessment of building portfolio to identify high return energy efficiency projects, costs, and ROI Monitor energy savings results Identify energy savings Percentage of savings used for other projects and a percentage of savings reinvested into revolving energy fund 	

Jurisdiction	Dept in Charge of Program	Process	Further Considerations
University of Vermont (VT)	<ul style="list-style-type: none"> Vice President for Finance and Administration and the Director for Sustainability Advised by Energy Initiatives Committee 	<ul style="list-style-type: none"> When a project is approved, disbursements are made from the cash reserve fund to the campus operating budget responsible for implementation When savings are produced from these projects, usually within the general fund utilities budget, they're then split. Interest (5% of outstanding principal) is sent to operating budget account where investment returns from the cash reserve fund normally go. The remainder is transferred as a principal payment to revolving fund account, replenishing the cash reserve with capital used for future projects. Once loan is repaid in full, the general fund utilities budget is adjusted accordingly and afterwards savings accrue to the university instead of revolving fund account. 	<ul style="list-style-type: none"> Fund was approved by Board of Trustees and consults with statewide efficiency groups on project identification and planning Any increases in utility rates aren't factored into the calculations of project savings to be conservative regarding savings Example of an accounting model Green Revolving Fund
US General Services Administration		<ul style="list-style-type: none"> Research and compare energy efficiency of GSA high-performance buildings to GSA legacy stock buildings Investigate improvements to accounts and project tracking systems to better understand the actual cost savings associated with specific types of buildings and incorporating proven tactics and technologies into existing buildings to improve performance 	<ul style="list-style-type: none"> GSA uses performance contracts to reduce energy and water use via building upgrades that are cost-effective over their service life, but are beyond currently limited capital budgets Contracts leverage private-sector financing for immediate upgrades and repay investment over time using funds which are freed up by the reductions in utility cost achieved by the project GSA pays for performance contracts from existing utilities budget and structures new contracts to be budget-neutral and require no upfront expenditures Utilizes Energy Savings Performance Contracts (ESPCs), ENABLE ESPCs, and Utility Energy Savings Contracts (UESCs)
State of Utah	Utah Division of Facilities Construction and Management	<ul style="list-style-type: none"> Project applications and funding requests are submitted by the State Building Energy Efficiency Program (SBEEP) Manager and Utah State Building Board 	<ul style="list-style-type: none"> Borrowed funds are paid back into SFEEF so it can be lent out again Energy Program Manager oversees funding and project specifics
City of Visalia (CA)	Natural Resources Conservation part of Administration Dept	<ul style="list-style-type: none"> Department submits request "Contract" is developed detailing project (estimated energy savings, payback period) and signed by department head and city manager Finance pays for everything and departments get a copy of their bill to look at their energy usage. 	<ul style="list-style-type: none"> City Council bought in easily because it was simple to understand and was framed as a business case rather than as resource conservation effort. Other departments bought in because they could use funds without having to spend staff time. Preference given to projects that leverage grant funding and/or utility incentives. Current lack of acceptable projects since low hanging fruit is done Increased payback period to 10 years because all of low-hanging fruit gone City council has discretion over fund and risk may mean budget shortfall
City of Watsonville (CA)			<ul style="list-style-type: none"> Project applicant can be refunded a portion/all of their Carbon Impact Fee if they reduce their development's average annual electricity demand by 40-80% or more through on-site renewable energy and/or energy efficiency. Applicants use a simple form to complete the calculations as part of the permit process. Carbon fees collected are automatically routed to Carbon Fund No criteria for prioritizing or selecting projects because criteria already laid out in CAP Fund does not pay for staff time, only for projects



Contra Costa County Board of Supervisors

Subcommittee Report

SUSTAINABILITY COMMITTEE

Meeting Date: 07/26/2021

Subject: RECEIVE UPDATE on Conversion of County Fleet to Electric Vehicles, and PROVIDE DIRECTION.

Department: Public Works

Referral No.:

Referral Name: RECEIVE UPDATE on Conversion of County Fleet to Electric Vehicles, and PROVIDE DIRECTION.

Presenter: Joe Yee, Department of Public Works

Contact: Jody London (925)655-2815

Referral History:

The Sustainability Committee has received reports from the Department of Public Works at meetings on November 5, 2018, January 28, 2019, August 1, 2019, December 9, 2019, and May 24, 2021. At the May 24, 2021, meeting, the Sustainability Committee requested that Public Works come back to the Committee at its next regular meeting in July with an updated report of EV charging station needs at County facilities and a cost analysis of installing EV chargers at those facilities.

The Committee asked Public Works to create a summary of the total number of hybrid, electric, and internal combustion engine vehicles purchased by each County department over the last two years; an inventory of all the charging stations that exist at County facilities including their type and who can access them; an updated list of which County facilities will need more chargers to successfully electrify the County's fleet, where the infrastructure would go, and how much it would cost; a status update on the sustainability fund which could potentially fund this work; and an assessment of existing County policies around EV chargers and fleet electrification.

The Board of Supervisors also receives annual reports on the status of the disposition of the County's fleet through the Internal Operations Committee of the Board.

Referral Update:

The attached report responds to the information requested by the Sustainability Committee at its May 24, 2021 meeting.

Recommendation(s)/Next Step(s):

RECEIVE UPDATE on Conversion of County Fleet to Electric Vehicles, and **PROVIDE DIRECTION**.

Fiscal Impact (if any):

As of January 2021, a preliminary estimate for installing 92 potential charging stations at County facilities was \$2.3 million. Electric vehicles cost the same or less to purchase, and have lower lifetime costs due to fewer operations and maintenance requirements and lower fuel costs.

Attachments

Updated Report on EV Implementation in County Fleet



Contra Costa County Public Works Department


Brian M. Balbas, Director

Deputy Directors
Stephen Kowalewski, Chief
Allison Knapp
Warren Lai
Carrie Ricci
Joe Yee

Memo

July 26, 2021

TO: Sustainability Committee
Supervisor John Gioia, District I – Chair
Supervisor Federal Glover, District II

FROM: Brian M. Balbas, Public Works Director 

SUBJECT: Updated Report on EV Implementation in County Fleet

At the May 24, 2021 Sustainability Committee meeting, staff was directed to provide:

1. A summary of the total number of hybrid, electric, and internal combustion engine vehicles purchased by each department over the last two years.
2. An inventory of all the charging stations that exist at County facilities and who can access them.
3. An updated list of which County facilities will need more chargers and the cost.
4. An assessment of existing County policies EV chargers and fleet electrification.

Between 2018 – 2020, 347 vehicles were purchased. Attachment A summarizes the vehicles purchased broken out by department, type of vehicle (pickup, sedan, SUV, truck, van) and fuel used (battery electric (BEV), diesel, hybrid, plugin hybrid electric (PHEV), and unleaded).

The spreadsheet in Attachment B shows the location of existing EV chargers in addition to proposed County facilities recommended for EV chargers based on whether the facility has existing or proposed solar PV system and the number of County vehicles assigned at the location.

Finally, Attachment C contains proposed revisions to Administrative Bulletin 507.9 and 508.5 to strengthen the requirement to replace internal combustion engine vehicles with BEV.

BMB:JY:jy

\\PW-DATA\grpdata\Admin\Joe\Fleet Management\Sustainability Committee>Status of EV Implementation in County Fleet 7-26-2021.docx

Enclosure: Attachment A – Summary of Vehicle Purchases 2018-2020
Attachment B – List of Existing and Proposed EV Chargers
Attachment C – Draft Revisions to Administrative Bulletin 507.9 & 508.5

Attachment A

Summary of Vehicle Purchases 2018-2020

Department	Vehicles Purchased 2018 - 2020			
	Type	Fuel	#	Total
Agriculture-Weights/Measurements	Pickup	Unleaded	23	
	Van	Unleaded	4	27
Animal Services	Pickup	Unleaded	5	
	SUV	Unleaded	2	7
Clerk-Recorder	Van	Unleaded	2	2
Conservation & Development	Sedan	BEV	1	
	SUV	Unleaded	8	9
County Administrator	Sedan	BEV	1	
	Sedan	PHEV	1	
	SUV	Hybrid	1	
	SUV	Unleaded	2	
	Van	Unleaded	4	9
District Attorney	Van	Diesel	1	
	Sedan	Hybrid	4	5
Employment & Human Services	Sedan	Hybrid	8	
	Sedan	Unleaded	7	
	Van	Unleaded	7	22
Health Services	Pickup	Diesel	1	
	Pickup	Unleaded	4	
	Sedan	BEV	2	
	Sedan	Hybrid	8	
	Sedan	Unleaded	4	
	SUV	Unleaded	15	
	Truck	Hybrid	1	
	Van	Unleaded	19	54
Probation	Sedan	Hybrid	1	
	SUV	Unleaded	13	
	Van	Unleaded	2	16
Public Defender	Sedan	Unleaded	1	1
Public Works	Pickup	Unleaded	13	
	Sedan	Hybrid	2	
	Sedan	BEV	9	
	SUV	Hybrid	2	
	SUV	Unleaded	2	
	Truck	Hybrid	2	
	Van	Unleaded	19	49
Sheriff-Coroner	Pickup	Diesel	4	
	Pickup	Unleaded	11	
	Sedan	Hybrid	4	
	Sedan	Unleaded	47	
	SUV	Hybrid	2	
	SUV	Unleaded	78	146

Total 347

Attachment B

List of Existing and Proposed EV Chargers

Existing Proposed EV Charger Locations

ATTACHMENT B

Address	City	Department(s)	Approx. # of Fleet/Pool Light Vehicles	Proposed New EV Chargers	Cost Estimate	Potential MCE Rebate	Potential Net Cost	Existing Conduit In Place - Parking area to electrical room	Type of Solar System - Roof, Carport, or Both	Cumulative Total
50 Douglas Dr	Martinez	Health, Probation, Child Support	34	10	150,000	(30,000)	120,000	Yes	Both	\$150,000
30 Muir Rd	Martinez	DCD	12	8	120,000	(24,000)	96,000	No		270,000
255 Glacier	Martinez	Public Works	11	4	60,000	(12,000)	48,000	Yes	Carport	330,000
4549 Delta Fair	Antioch	Child Support, Probation	10	8	156,600	(24,000)	132,600	No	Roof	486,600
4545 Delta Fair	Antioch	EHSD	10	8	120,000	(24,000)	96,000	Yes	Carport	606,600
595/597 Center	Martinez	Health	6	13	130,000	(39,000)	91,000	Yes	Both	736,600
2530 Arnold	Martinez	Assessor, Health, Sheriff, Tax, Risk	6	6	90,000	(18,000)	72,000	No	Ground	826,600
2475 Waterbird Way	Martinez	Public Works	4	2	120,000	(6,000)	114,000	No	Roof	946,600
1960 Muir	Martinez	Sheriff	4	6	120,000	(18,000)	102,000	Yes	Carport	1,066,600
202 Glacier Dr	Martinez	Probation	4	4	100,000	(12,000)	88,000	Yes	Carport	1,166,600
151 Linus Pauling	Hercules	Sup. Glover, EHSD	3	4	60,000	(12,000)	48,000	Yes	Carport	1,226,600
5555 Giant Hwy	Richmond	Sheriff	3	2	130,000	(6,000)	124,000	No	Both	1,356,600
4491 Bixler Rd	Byron	Probation	3	4	75,000	(12,000)	63,000	No		1,431,600
1305 MacDonald Ave	Richmond	EHSD	2	8	120,000	(24,000)	96,000	No	Roof	1,551,600
12000 Marsh Creek Rd	Clayton	Sheriff	2	2	70,000	(6,000)	64,000	No		1,621,600
4800 Imhoff Place	Martinez	Animal Services	1	2	120,000	(6,000)	114,000	No		1,741,600
1650 Cavallo Rd	Antioch	EHSD		2	120,000	(6,000)	114,000	No	Roof	1,861,600
Proposed Totals				93	\$1,861,600	(\$279,000)	1,582,600			
No solar PV system				Engineering	\$395,000					
Will be deleted - Closing building					\$2,256,600					

NOTE: This cost estimate does not include costs for permits, ADA, or electrical infrastructure such trenching, conduits, wiring, or electrical panel upgrades.

"Engineering" budget item is intended to evaluate and develop cost estimates for above items at each proposed building site.

Existing EV Charger Locations			Existing County Only EV Chargers	Existing Public EV Chargers
255 Glacier	Martinez	Public Works	4	2
2467 Waterbird Way	Martinez	Public Works	4	
2366B Stanwell Circle	Concord	Public Works	2	
1126 Escobar (651 Pine)	Martinez	CAO, Human Resources	14	
1025 Escobar Street	Martinez	BOS	3	
2425 Bisso Lane	Concord	Health		2
501 Gateway Avenue	San Pablo	Health		2
13601 San Pablo Avenue	San Pablo	Health		6
1850 Muir Road	Martinez	Sheriff	8	2
Total			35	14

Attachment C

Draft Revisions to Administrative Bulletin 507.9 & 508.5

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 507-10
Date: June 2, 2021
Section: Property & Equipment
SUBJECT: County Vehicle Operation

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The County owns, leases, rents, and maintains vehicles for use by authorized persons in the conduct of official County business. This Administrative Bulletin establishes policy and procedures for the use and operation of County vehicles, including the investigation and evaluation of vehicle accidents. For purposes of this Administrative Bulletin, any vehicle the County owns, leases, or rents is a "County vehicle."

POLICY

Each department head is responsible for:

Requiring safe and economical operation of County vehicles.

Authorizing individuals to operate County vehicles on County business.

Informing individuals of the provisions of this and other appropriate Administrative Bulletins and relevant department policies, if any.

PROCEDURES

I. **ADMINISTRATION.** Each department is responsible for implementing the following procedures:

- A. The department head may authorize a County employee, contract worker, or volunteer (collectively, "driver(s)") to operate a County vehicle or may authorize the rental of a vehicle for County work-related purposes through Public Works Fleet Services ("Fleet Services") or Public Works Purchasing Division ("Purchasing"). Departments must ensure that the following conditions are met:
1. Any driver operating County vehicles and/or equipment must hold a current, valid, and appropriate DMV operator's license(s) for each vehicle or piece of equipment that they are assigned to use and operate (e.g., Class A, B, C, and special endorsements). Operation of County vehicles and/or equipment with a suspended or inadequate operator's license is expressly prohibited.
 2. Maintain and keep current a list of the department's authorized drivers. Appendix A is an example form.
 3. Maintain a photocopy of each authorized driver's valid license on file in the Department.
 4. Ensure the authorized driver has received instructions on vehicle operation, including vehicle inspection checklists, maintenance responsibilities, applicable emergency forms, and department and County notification procedures/requirements.
 5. Instruct the authorized driver to comply with all driving restrictions and

regulations which are imposed by the California Department of Motor Vehicles for County vehicle types.

6. Provide the County Risk Manager with a current list of drivers who are required by their jobs to have a commercial license. Those drivers with a commercial license are subject to the Federal Drug and Alcohol Testing Program.
7. Per California Vehicle Code 1808.1(k), drivers which are "...required to have a class A or class B driver's license, a class C with any endorsement..." shall be enrolled in the Department of Motor Vehicles Pull Notice Program. Each department is responsible to administer the Pull Notice Program for their drivers and shall provide the required reports to the California Highway Patrol when demanded.
8. Follow Fleet Services' requirements for vehicle maintenance, including reporting vehicle parking location changes, timely reporting of vehicle accidents, and surrendering of vehicles for periodic repair and maintenance.
9. Immediately upon notification that an authorized driver no longer meets the conditions listed in this Section, the department shall withdraw authorization and notify the individual.

B. Assigned Vehicles. County vehicles may be assigned on a full-time or limited-time basis to an authorized driver or to a department. The department shall be responsible for:

1. Requests for Vehicles - The department will submit a memo to the Public Works Fleet Manager ("Fleet Manager") requesting a vehicle assignment. The request should demonstrate that assignment of a County vehicle is the most cost effective option to meet transportation needs. If vehicles are unavailable, then the requesting department may provide funding for purchase or lease of a vehicle, with approval from the Office of the County Administrator. An electric or plug-in hybrid vehicle (EV) will be provided unless justification is approved for a non-EV by the Office of the Administrator.
2. Vehicle Assignments - Changes in vehicle parking locations and/or authorized drivers are to be reported to the Fleet Manager.
3. Vehicle Purchase - Fleet Services is responsible for the development and maintenance of specifications for, and purchase of County vehicles. Such specifications shall provide for fuel efficiency, economy, and vehicle safety.
4. Scheduled Maintenance - The department is responsible for assuring that assigned vehicles receive maintenance as scheduled by the Fleet Manager. The department head and/or designee(s) must provide access to County vehicles upon request by Fleet Services for preventive maintenance and scheduled inspections to meet safety and regulatory compliance requirements. Failure to comply may result in confiscation of the vehicle(s).
5. Vehicle Inspection- The department is responsible for assuring that equipment inspection checklists are completed for assigned vehicles on the schedule required by the Fleet Manager. Appendix B is a sample checklist. The inspection of vehicles must also be performed on the schedule required by the Fleet Manager.

C. Take-Home Use of a County Vehicle. A take-home vehicle is any County vehicle, other than a "qualified non-personal use vehicle," described below, which is permanently or temporarily assigned to an authorized driver who has been

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authorized to drive the County vehicle to and from work to the driver's residence. Take-home vehicle authorizations must be approved by the department head and must be based on demonstrable and beneficial needs for the delivery of services to the County.

1. A "qualified non-personal use vehicle" encompasses the following (IRS Code Publication 15-B):
 - a) Clearly marked, through painted insignia or words, police and fire vehicles;
 - b) Unmarked vehicles used by law enforcement officers, if the use is officially authorized;
 - c) An ambulance or hearse used for its specific purpose;
 - d) Any vehicle designated to carry cargo with a loaded gross vehicle weight over 14,000 pounds;
 - e) Delivery trucks with seating for the driver only, or the driver plus a folding jump seat;
 - f) A passenger bus with a capacity of at least 20 passengers used for its specific purpose;
 - g) School buses; and
 - h) Tractors and other special-purpose farm vehicles.
2. In the event the department head authorizes the take-home use of any County vehicle, other than a qualified non-personal use vehicle, the authorized driver will be required to treat any personal use of that vehicle as taxable income under various IRS rules. The department is required to maintain detailed records of which authorized drivers may take home a County vehicle and how many nights each month those drivers took home a County vehicle.

II. OPERATION OF COUNTY VEHICLES.

- A. Authorized drivers may only use County vehicles to transport those persons, animals and/or equipment as are required to carry out official County business.
- B. An authorized driver shall immediately notify the department head, or designated representative, of any changes in the status of his/her driver's license.
- C. Authorized drivers may only use County vehicles for conducting County business, except when authorized for take-home use, as provided in Section I.C., above. Any other personal use of County vehicles is strictly prohibited.
 1. When a County vehicle is assigned to an authorized driver for take-home use, the driver to whom the vehicle is assigned shall be responsible for affording the maximum protection practicable against theft, vandalism, damage and the elements by placing such vehicle in a garage or carport, if available. The minimum of such protection shall be assurance that such vehicle is off-street, if available, at night, when not in actual use.
 2. Take-home County vehicles may not be used to conduct personal business (e.g., driving children to daycare, doing shopping, or transporting other non-County passengers). Authorized drivers taking home a County vehicle shall ensure proper discretion to minimize inaccurate or negative public perceptions.
 3. Authorized drivers shall not permit other persons to drive County vehicles.
 - a) Drivers shall observe all traffic rules and regulations at all times,

Deleted: At the end of each month, the department must report this information to Fleet Services (925-313-7074).

including but not limited to refraining from using a cell phone while operating the vehicle. Fines and punitive measures imposed for violations are the personal responsibility of the driver.

b) Authorized drivers shall observe courtesies of the road, follow California Department of Motor Vehicles (DMV) Driver Handbook requirements, practice defensive driving procedures, and utilize fuel conservation measures.

c) Authorized drivers must ensure that all personnel riding in County vehicles wear safety seat belts. All California laws and DMV handbook updates for child and adult seatbelt requirements must be followed.

d) Smoking is prohibited at all times in County vehicles. Authorized drivers shall not consume food or beverages while operating a County vehicle.

e) Authorized drivers must take proper care to secure the County vehicle when the vehicle is left unattended, including locking the vehicle and removing the keys. The authorized driver should not leave valuables or County equipment (e.g., wallets, cell phones, laptop computers) in plain sight when a County vehicle is left unattended.

f) Authorized drivers of County vehicles equipped/supplied with traffic cones are required to comply with the guidelines stated in Administrative Bulletin No. 516, "Traffic Cones."

g) Authorized drivers are required to surrender vehicles for scheduled maintenance when requested.

h) If an authorized driver utilizing a Fleet Services daily use pool vehicle will be returning later than 5:00 p.m. to the Fleet Services Center, the authorized driver must notify Fleet Services, 2467 Waterbird Way, Martinez, (925) 313-7074. If a vehicle is not returned by the scheduled check-in time and no delay has been reported, an investigation to locate the vehicle may be initiated. The authorized driver's department will be contacted and local police agencies may be notified if the vehicle cannot be located.

i) Authorized drivers must remove all personal items from the vehicle, dispose of trash and litter, set the emergency brake when parking the vehicle being returned, and advise Fleet Services personnel of any maintenance problems and/or vehicle body damage.

j) Authorized drivers must wear appropriate footwear as required by the California Vehicle Code (CVC).

III. COUNTY VEHICLE SERVICING.

- A. Fleet Services is responsible for the regular maintenance and servicing of all County-owned vehicles.
- B. County vehicles are serviced at 2467 Waterbird Way, Martinez. For after-hours emergencies, such as a flat tire or broken fan belt, County vehicles may be serviced by a private garage or service station. If the emergency occurs during normal work hours, the authorized driver is to call Fleet Services at (925) 313-7074 before having repairs made. Fleet Services' telephone number is stored in the glove compartment of each vehicle. The driver may be advised that the vehicle will be towed.
- C. When possible, County vehicles should be fueled at the automated fuel site at Fleet Services on Waterbird Way, Martinez, and at designated Voyager card facilities. Fleet Services will issue authorized drivers a Voyager card at the same time they are assigned a County vehicle. Replacement cards may be requested from Fleet

Services.

D. County vehicles may be fueled at commercial service stations only in the event of emergency situations or when County service facilities are not accessible. Drivers are to use only self-service regular unleaded, or diesel fuel, as required. Purchase of premium unleaded fuel and full service are not permitted. Employees utilizing County or personal credit cards shall make certain that the County vehicle equipment number, vehicle license number, odometer reading, and total sales amount appear on all sales receipts. Employees using personal credit cards for fuel purchases shall include the signed sales receipts with their monthly expense demands.

E. Vehicles using alternative fuels such as compressed natural gas (CNG) must be refueled at appropriate sites.

F. Electric Vehicle Charging – County electric vehicles (EVs) can be charged at County facilities that have EV charging stations or at commercially available charging stations. In County parking lots that include parking of County vehicles and employee owned vehicles, priority for use of EV charging stations shall be for County owned EVs. In County owned parking lots where the public has access to the charging stations, the public and employees have priority use of the charging stations.

IV. RENTAL PROCEDURES. The following procedures apply to obtaining a rental car once a department head, or designee, has authorized a County employee, contract worker, or volunteer to operate a rental vehicle for County work-related purposes: Employees should prioritize rental of electric vehicles where they are available.

- A.** Rental Cars for In-County Use. The Public Works Department, Fleet Services Division ("Fleet Services"), is responsible for obtaining rental cars for in-County use. The department head, or designee, must contact Fleet Services at (925)313-7074 for further instructions.
- B.** Rental Cars for Out-of-County Use. The Public Works Department, Purchasing Services Division, is responsible for obtaining rental cars for out-of-County use. The department head, or designee, must contact the Purchasing Division at (925)313-2000 for further instructions.

V. INSURANCE.

- A.** County-Owned Vehicles. The County self-insurance program provides vehicle liability insurance coverage to authorized drivers during approved use of County vehicles.
- B.** Rental Vehicles for County Work-Related Purposes. Rental vehicles are covered for liability and vehicle physical damage under the County's self-insurance program. Authorized rental car drivers are instructed not to purchase any insurance or sign a Collision Damage Waiver (CDW) when renting a vehicle for County business. However, if the authorized rental car driver keeps a rental vehicle for personal use, after the business portion of the trip is completed (unless they are attending an approved extended conference, seminar, etc.), the driver is responsible for the vehicle and should arrange for his or her own liability and collision coverage.

VI. ACCIDENTS.

- A.** Types of Accidents.
 - 1. Bodily Injury;
 - 2. Vehicle being struck or striking another vehicle or object and/or damage occurring as a result of an accident; or
 - 3. All other vehicle accidents involving County vehicles, including those that occur when the vehicle is unattended.

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B. Reporting.

1. Authorized drivers of County vehicles that are involved in accidents must follow the Post Vehicle Accident Instructions, attached as Appendix C.
2. Authorized drivers must immediately notify the following:
 - a) Immediate Supervisor
 - b) Fleet Services at (925) 313-7074
 - c) Risk Management at (925) 335-1400
3. Authorized drivers must also complete a Vehicle Accident Report Form, Appendix D, and submit it to his or her supervisor.
 - a) When possible, take photos of the accident scene and vehicle damage and submit the photos with the Vehicle Accident Report Form.
 - b) The report shall be submitted to the driver's supervisor within 24 hours, or as soon as possible.
 - c) The supervisor shall review the report, follow the department's accident investigation procedure, and/or forward the report to the department head.
 - d) The department head shall send copies to Risk Management's Liability Unit and Fleet Services for claims review, assessment of vehicle condition, possibility of mechanical or electrical malfunction, and damage estimate.

C. Bodily Injury.

1. In cases of bodily injury to either party, authorized drivers must also complete a DWC-1 form, which is available through Risk Management, in addition to the Vehicle Accident Report Form.
2. Instructions to Supervisors.
 - a) Ensure that the employee involved in an accident has completed all the proper paperwork.
 - b) Complete an AK30 form, which is available through Risk Management. Return both the DWC-1 form completed by the employee and the AK30 form to the Risk Management Office within 24 hours of the accident or as soon as possible.

D. Departmental Evaluation.

1. **Accident Review.** The department head or designated representative must investigate all accident reports to determine what actions may prevent future accidents. The department must record its findings and relevant points of its evaluation on the Vehicle Accident Report Form and submit the form to Risk Management.
2. **Review and Action.** The department head or designated representative is responsible for implementing follow-up actions to prevent future accidents, including, but not limited to, trainings, corrective counseling, and discipline.

E. Risk Management provides a training program for those individuals referred by their Departments for repeated vehicle accidents in County vehicles. An overview for the training program is provided in Appendix E.

Orig. Dept.: County Administrator and Risk Management

Appendix A - List of Authorized Drivers Sample Form
Appendix B - Driver's Vehicle Inspection Report

Appendix C – Contra Costa County Post Vehicle Accident Instructions
Appendix D – Contra Costa County Vehicle Accident Form
Appendix E – Driver Safety Training Program

For those viewing this document online, hyperlinks to the following bulletins are provided.

References:

[Administrative Bulletin No. 408, Safety Policy](#)

[Administrative Bulletin No. 421, County Volunteer Programs](#)

[Administrative Bulletin No. 535.1, Use of Private Vehicles](#)

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[Monica Nino](#),
County Administrator

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CONTRA COSTA COUNTY
Office of the County
Administrator
ADMINISTRATIVE BULLETIN

Number: 508.6
Date: June 2, 2021
Section: Property and Equipment

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SUBJECT: County Vehicle and Equipment Acquisition and Replacement Policy,
and Clean Air Vehicle Policy and Goals

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This bulletin sets forth County policy and guidelines for department requests for acquisition and replacement of County vehicles and equipment.

- I. **APPLICABILITY.** This bulletin is applicable to addition and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation.
- II. **AUTHORITY.** By Board Order, Item C.162, July 18, 2000, proposed County Vehicle/Equipment Acquisition and Replacement Policy

III. POLICY GUIDELINES

Additional and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation must be appropriate for the intended use, within the approved budget, safe to operate, and cost efficient both to operate and maintain. The expected annual use of any vehicle should be in excess of 3,000 miles. Dedicated Compressed Natural Gas (CNG) and battery electric vehicles with frequent and demonstrated short trip usage patterns may be exempted from the County minimum mileage requirement. Replacement priority will be given to vehicles and/or equipment that are determined by the Public Works Department Fleet Manager (Fleet Manager) to be unsafe, in the poorest condition, uneconomical to operate or maintain, or have the highest program need. Unless otherwise approved by the County Administrator's Office, all new and/or replacement vehicles shall be battery electric vehicles (BEV) or plug-in hybrid vehicles.

- A. **ACQUISITION OF REPLACEMENT VEHICLES/EQUIPMENT** The acquisition of "replacement" vehicles or equipment may be approved by the Fleet Manager and County Administrator, provided that the vehicle being replaced meets or exceeds the minimum mileage criterion and/or the vehicle/equipment is damaged beyond economical repair as determined by the Fleet Manager.

Vehicles and equipment will be considered for replacement or, in the case of low utilization, reassignment to another function or department, when one or more of the following conditions exist as determined by the Fleet Manager.

1. Replacement parts are no longer available to make repairs

2. Continued use is unsafe
3. Damage has made continued use infeasible
4. Cost of repair exceeds the remaining value
5. Low utilization (usage does not exceed 3,000 miles per year) cannot justify ongoing maintenance and insurance costs

- B. MILEAGE EVALUATION INTERVALS At the mileage intervals specified below, vehicles will be evaluated to determine their condition and expected life. The Fleet Manager is to make such evaluations in accordance with the following schedule. Evaluations may be conducted sooner under certain conditions, such as when a vehicle needs repairs more often than other vehicles of the same class and age, or when a vehicle has been damaged. After initial evaluations, a vehicle will be re-evaluated every 12,000 miles or until it reaches the end of its life, at which time it will be declared surplus.

VEHICLE TYPE	EVALUATION INTERVAL
Sedans	90,000 miles
Sheriff Patrol Sedans	90,000 miles
Passenger Vans	90,000 miles
Cargo Vans	90,000 miles
Sports Utility Truck	100,000 miles
Pickups and 4x4	100,000 miles
Medium/Heavy Duty Trucks	120,000 miles
Buses	180,000 miles
School Buses	8 years/(inspect every 45 days by law)
Miscellaneous Equipment	Depends on Condition

- C. EQUIPMENT ABUSE, NEGLIGENCE, AND MISUSE Departments utilizing County equipment shall be responsible for all costs associated with driver abuse, negligence, or misuse of County equipment. Determination of abuse, negligence, or misuse will be at the discretion of the Fleet Manager. The Fleet Manager shall notify the department using the equipment of any charges covered under this section.
- D. VEHICLE CITATIONS, PARKING TICKETS, AND TOLL EVASION NOTICES The department utilizing the equipment shall be responsible for ensuring payment of all citations, parking tickets, and toll evasion notices attributed to any equipment. Citations or tickets attributed to equipment due to administrative reasons (license, titling, registration, etc.) will be the responsibility of the Fleet Manager to resolve, with the exception of expired registration tabs on undercover vehicles. The department utilizing the equipment is responsible for ensuring undercover plated vehicles display a current registration tab.

- E. ACQUISITION OF ADDITIONAL VEHICLES/EQUIPMENT Departments requesting acquisition of an additional vehicle or piece of equipment must demonstrate the need and identify the source of funding for the acquisition and its ongoing maintenance. Funds for the acquisition of additional or replacement vehicles/equipment must be appropriated in the County budget before such acquisition can occur. This appropriation may be included in the annual County Budget adopted by the Board of Supervisors or may occur via a budget appropriation adjustment approved by the Board during the fiscal year. The attached form shall be used for each Vehicle and Equipment Request Form and forwarded to the County Administrator's Office, Budget Division, upon whose approval the request will be sent to the Fleet Manager for technical recommendations.

Any vehicle and/or equipment that is offered as a donation to the County must be inspected by the Fleet Manager and determined to be in good operating condition, safe, and efficient to operate and maintain prior to acceptance. If the vehicle does not meet these criteria, the donation is not to be accepted. Donated vehicles and equipment require a signed Board Order before the donated equipment may be accepted.

IV. CLEAN AIR VEHICLE POLICY AND GOALS

It is the intent of the County to procure the most fuel efficient and lowest emission vehicles and reduce petroleum fuel consumption. Vehicle and equipment purchases shall be operable on available County alternate fuel sources to the greatest extent practicable and must comply with all applicable clean air and vehicle emission regulations. Department locations that have electric vehicle charging stations available shall utilize electric vehicles to the greatest extent possible unless there is a compelling documented reason an electric vehicle (EV) does not meet operational needs that is approved by the CAO. As building facilities become equipped with EV charging stations, the Fleet Manager shall replace non-electric vehicles with EVs. To accelerate the integration of EV's, the Fleet Manager may reassign existing non-EVs to another department and replace with an EV.

- A. VEHICLE PURCHASES Alternate fuel (electric, Compressed Natural Gas (CNG), fuel cell, etc.) vehicles shall be procured to the greatest extent practicable. If an alternate fuel vehicle is not operationally feasible, a plug-in hybrid vehicle shall be the next type considered for procurement. Vehicle purchases other than alternate fuel or plug-in hybrid, require specific justification and approval by the County Administrator's Office and shall be rated no lower than Partial Zero Emission Vehicle (PZEV) by the California Air Resources Board when possible.

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B. EXEMPTION FROM CLEAN AIR VEHICLES POLICY Marked emergency response vehicles (e.g. police patrol, fire, paramedic, and other Code 3 equipped units), may be exempt from the Clean Air Vehicle Policy. The Fleet Manager may also grant exemptions for vehicles used primarily for prisoner transport or when no alternate fuel or low emission vehicle is available that meets the essential vehicle requirements or specifications. The intended use of the vehicle shall be the determining criteria for granting a Clean Air Vehicle Policy exemption.

V. DEPARTMENT RESPONSIBILITY

A. Department Head or Designee assigned vehicles

1. Designate a department staff person to serve as the departments point of contact for all fleet related issues
2. Ensure safe operation of all vehicles and bringing in vehicles to the Fleet Services Center for scheduled preventative maintenance and safety inspection when requested by the Fleet Manager
3. Budget appropriately for all expenses
4. Prepare and submit Vehicle and Equipment Request Form to the County Administrator's Office, Budget Division for approval of replacement and/or addition of vehicles
5. Enter correct mileage when purchasing fuel
6. Ensure vehicle meets minimum use guidelines
7. Notify Fleet Manager of any vehicle assignment changes

B. County Administrator's Office

1. Review requests for purchase of vehicles for operational need, compliance with County policy, and budgetary impact

C. Public Works Department – Fleet Services Division

1. Administer and oversee the County Fleet including providing regular preventative maintenance and repairs
2. Budget for the acquisition and replacement of vehicles and/or equipment
3. Prepare annual report and summary of the distribution of light vehicles (by vehicle type (sedan, SUV, van, pickup truck, etc.) and fuel (electric, CNG, unleaded, diesel, hybrid) and heavy equipment by department for the

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current fiscal year, the two prior fiscal years, and the recommended distribution for the new fiscal year

4. Develop light duty vehicle and equipment specifications to increase alternate fuel (~~electricity~~, CNG, fuel cell, etc.). ~~all electric, plug-in~~ hybrids, and partial zero or less emission vehicle purchases.
5. Identify and procure suitable alternate fuels for use in County vehicles
6. Monitor and identify non-County alternate fuel locations for use by County vehicles
7. ~~Identify opportunities for multiple departments to share all electric vehicle motor pools centrally located at hubs consisting of County owned parking lots equipped with electric vehicle charging stations~~

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Originating Department(s):

County Administrator's Office
Public Works Department

Information Contacts:

County Administrator's Office –Management Analyst Liaison
County Fleet Manager at 925.313.7072

Update Contact:

County Administrator Senior Deputy, Municipal Services

/s/

Monica Nino

County Administrator

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Contra Costa County Board of Supervisors

Subcommittee Report

SUSTAINABILITY COMMITTEE

Meeting Date: 07/26/2021

Subject: RECEIVE REPORT on County Active Transportation Plan and PROVIDE DIRECTION as needed.

Department: Public Works

Referral No.:

Referral Name: RECEIVE REPORT on County Active Transportation Plan and PROVIDE DIRECTION as needed.

Presenter: Alexander Zandian, Department of Public Works
Contact: Jerry Fahy
(925)313-2276

Referral History:

The County's Climate Action Plan and related data and documents identify emissions from the transportation sector as a major source of greenhouse gas emissions in Contra Costa County. The 2015 Climate Action Plan identifies the expansion of bicycle and pedestrian facilities as an action item. In the community outreach in which staff has engaged for the updates to the General Plan and Climate Action, community members have been clear that increased access to safe bicycle, pedestrian, and transit continue to be priorities. The Interim Climate Action Work Plan for 2021-2022 names as a goal the completion and adoption of the County's Active Transportation Plan.

Referral Update:

The Contra Costa County Public Works Department is in the process of developing an Active Transportation Plan for the unincorporated County. Public Works presented on the Active Transportation Plan at the June 28, 2021 meeting of the Sustainability Commission, which has been studying the status of the active transportation network in Contra Costa County.

Recommendation(s)/Next Step(s):

RECEIVE REPORT on County Active Transportation Plan and PROVIDE DIRECTION as needed.

Fiscal Impact (if any):

No fiscal impact at this time.

Attachments

Active Transportation Plan Presentation

Active Transportation Plan



Contra Costa County

Active Transportation Plan

Active Transportation Plan Network



Jerry Fahy



Jeff Valeros



Robert Sarmiento



Alexander Zandian

ActiveContraCosta.org



Active Transportation Plan

Project Overview



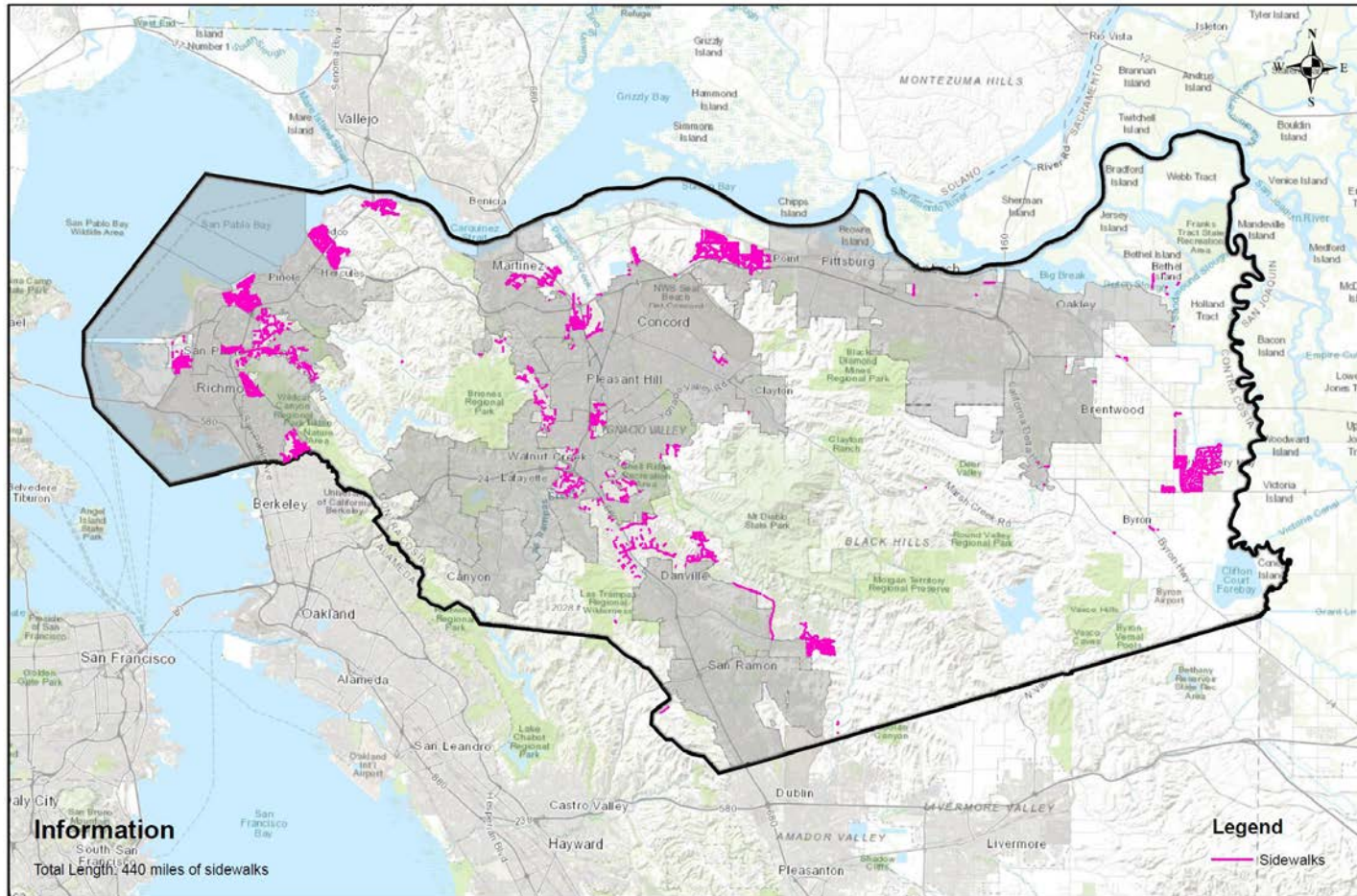
- How will the County use this plan?
- Compatibility with existing plans

- What is active transportation?
- What is an Active Transportation Plan?



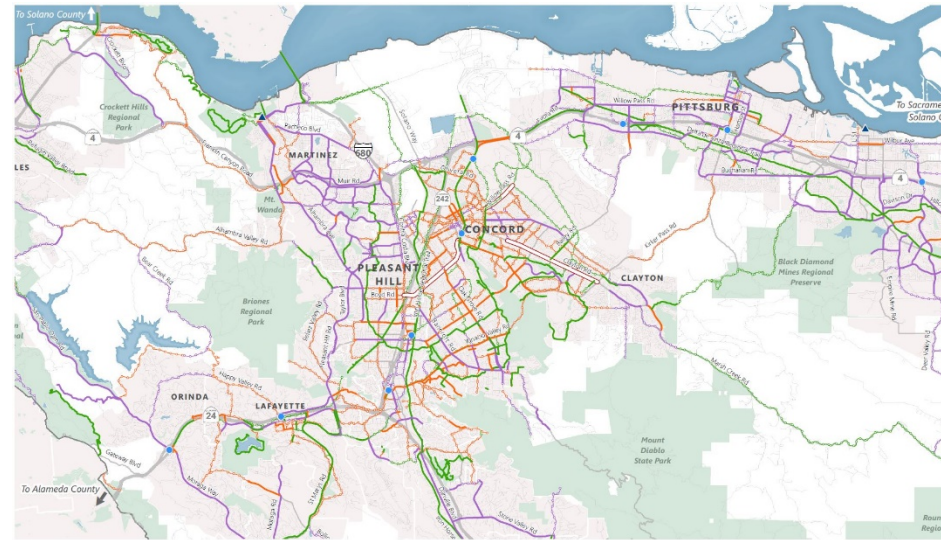
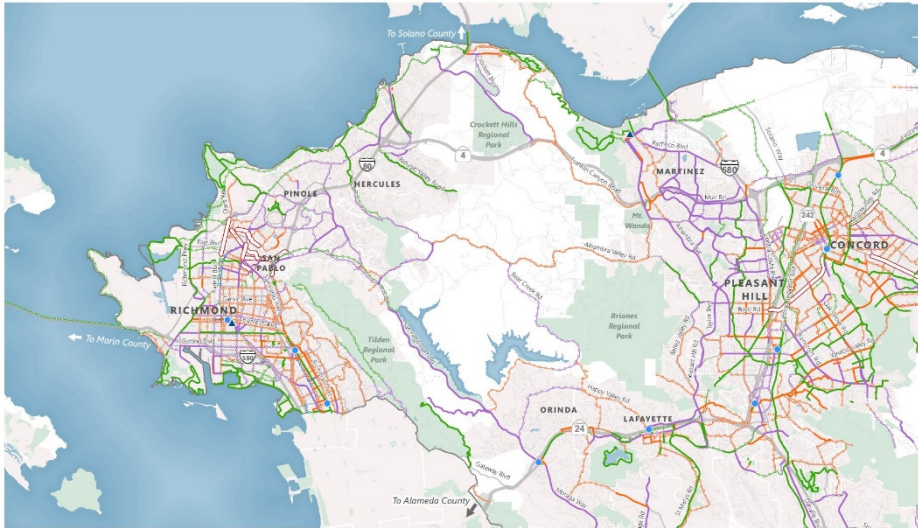
Active Transportation Plan

Existing Sidewalk Infrastructure



Active Transportation Plan

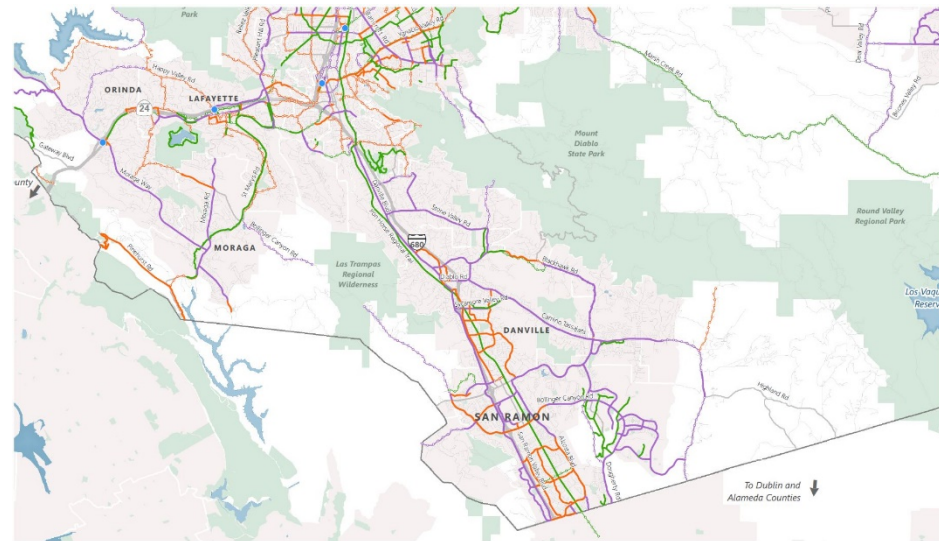
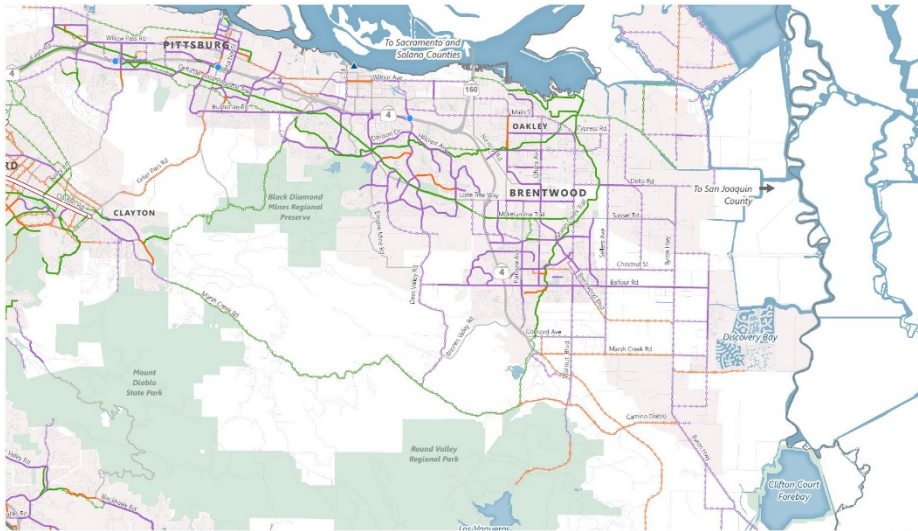
Existing Bike Infrastructure



Source: 2018 CCTA Contra Costa Countywide Bicycle and Pedestrian Plan

Active Transportation Plan

Existing Bike Infrastructure



Source: 2018 CCTA Contra Costa Countywide Bicycle and Pedestrian Plan

Active Transportation Plan

Bike Facility Toolbox



Class III - Bike Route



Class II - Bike Lane

Low-stress facilities



Class IV - Separated Bike Lane



Class IIIB - Bike Boulevard



Class IIB - Buffered Bike Lane



Class I - Shared-Use Path

Active Transportation Plan

Project Goals

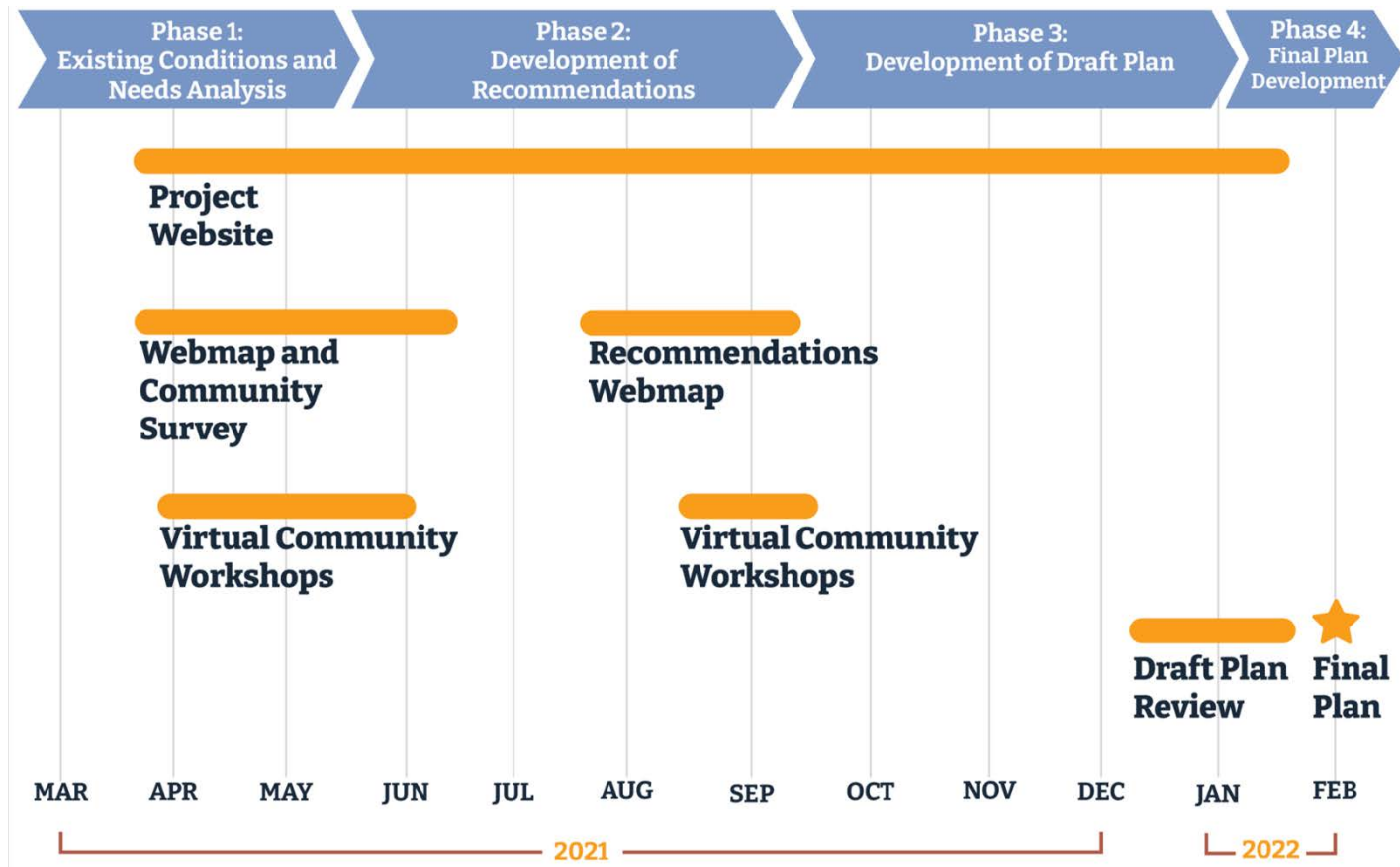


- Encourage active forms of transportation.
- Lower Greenhouse Gas Emissions
- Increase multi-modal access and connectivity.

- Create a project prioritization list based on factors such as community feedback, ease of implementation, benefit to impacted communities and public facilities, and overlap with a travel demand model.



Active Transportation Plan Project Timeline



Active Transportation Plan Public Outreach

- Phase 1 – Listening Phase
 - Community workshops
 - Stakeholder meetings
 - Online survey
 - Interactive Webmap

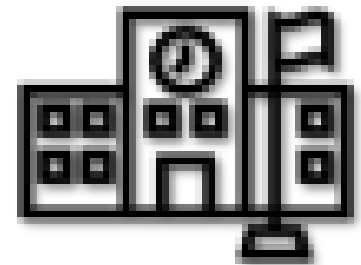
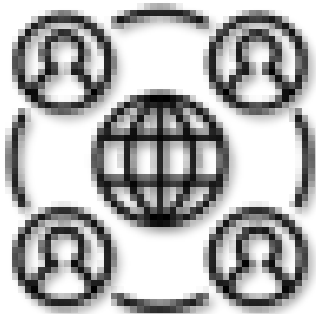


Active Transportation Plan

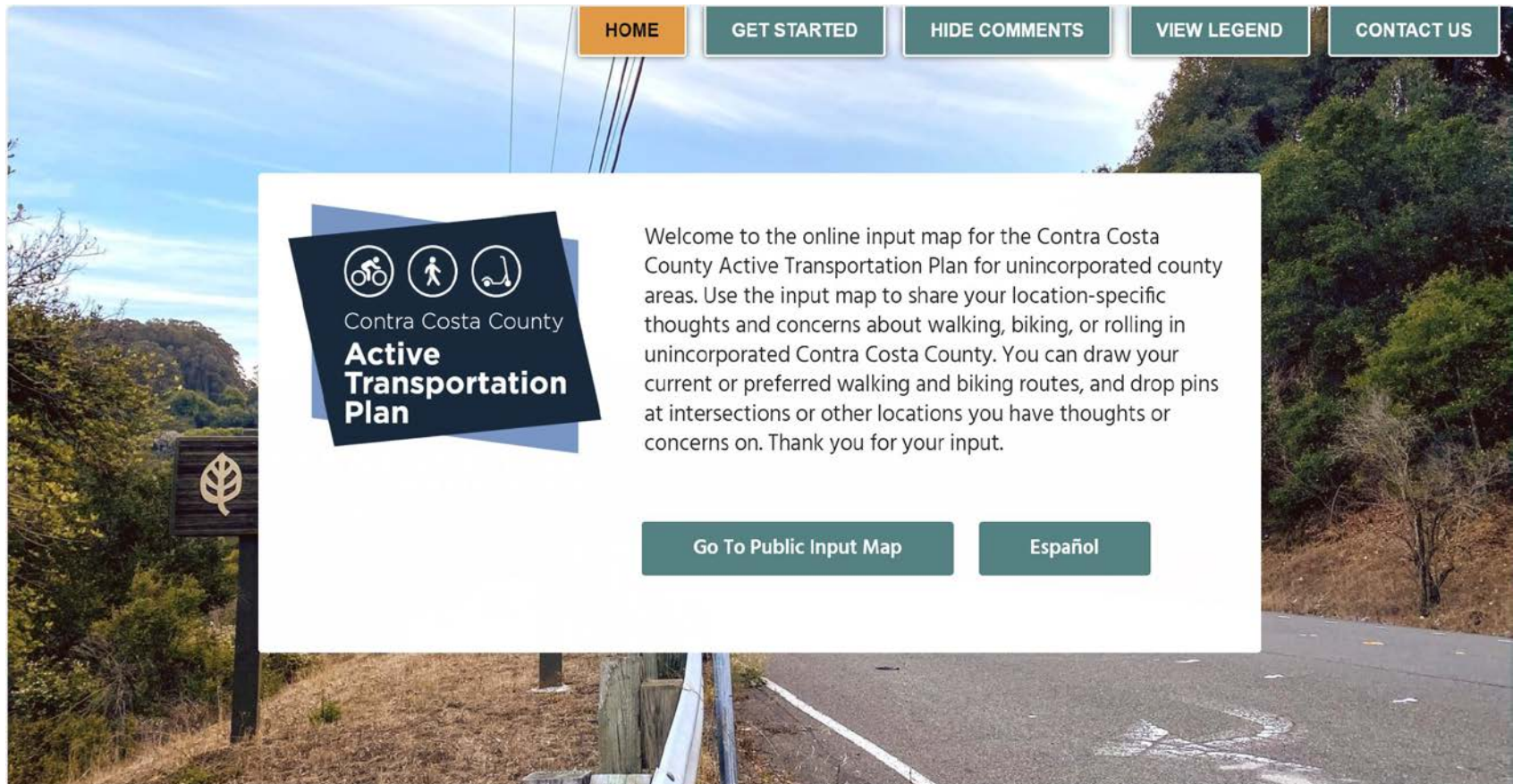
Public Outreach

Three stakeholder meetings were held with community groups and partner agencies

- Partner government agencies (County departments, cities, transit agencies)
- Walking, biking, youth, and senior advocacy groups, municipal advisory councils, and County commissions and committees
- School districts, colleges, and university

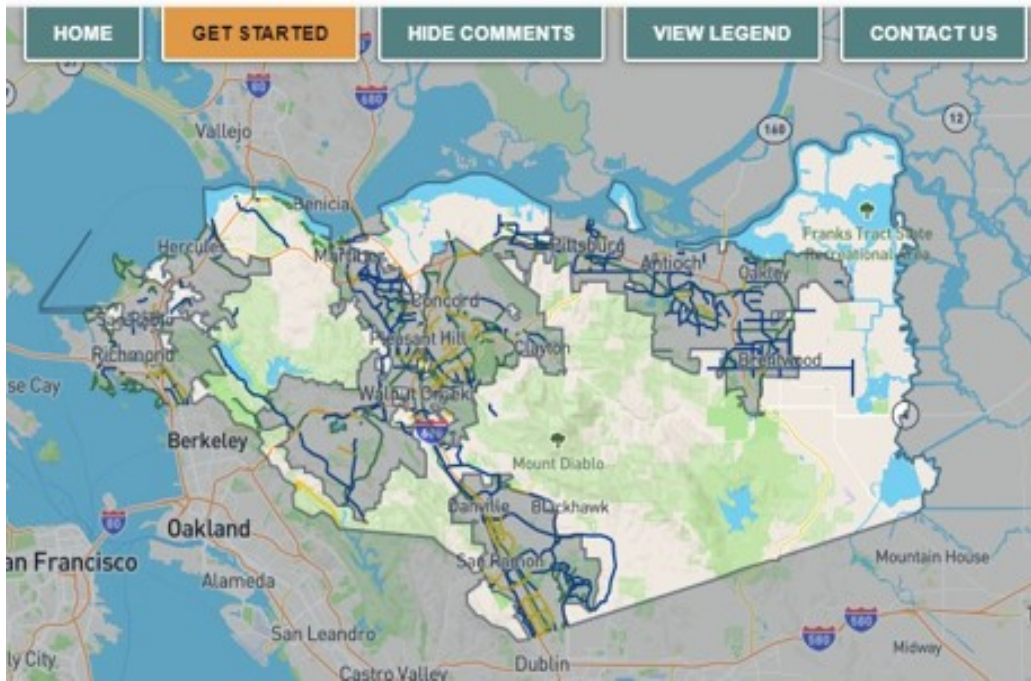


Active Transportation Plan Interactive Map



Active Transportation Plan

Interactive Map



ActiveContraCosta.org

HOME

GET STARTED

HIDE COMMENTS

Comment Here

Please complete the form below.

Your name

What kind of point are you adding? *

-- select an option --

Comment (0/500 characters) *

Save

Cancel

<

May 13, 2016

Post Ln

Delta Pl

Delta Access

Engle Ln

Sumner Rd

?

Comment Here

Please complete the form below.

Your name

What kind of route are you adding? *

Comment (3/500 characters) *

Active Transportation Plan Survey

Contra Costa County Active Transportation Plan

Section 1: How do you typically get around?

We want to understand your needs. This section focuses on how you typically travel in Contra Costa County.

1. Based on your typical travel behavior, please describe your level of activity for each mode below:

	Often (more than once a week)	Sometimes (about once a month)	Rarely (a few times a year)	Never
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bikeshare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-scooter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rideshare (Uber/Lyft)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

5. How much do you agree with this statement?

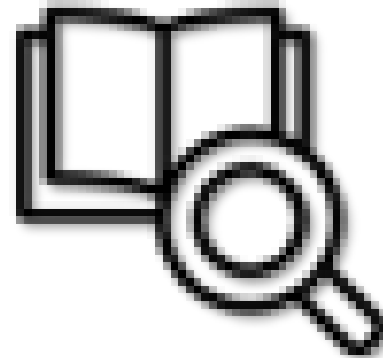
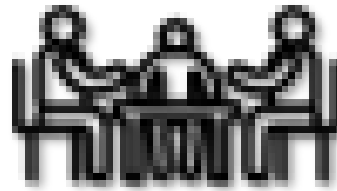
"I feel comfortable **walking** around in my community."

- ☐ Strongly agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly disagree

Active Transportation Plan

Public Outreach

- Phase 2 – Recommendations
 - Community workshops
 - Stakeholder meetings
 - Draft Plan review



Active Transportation Plan Planning Document



- Brings actionable and requested projects to the community.
- Encourages a healthy lifestyle.
- Reduces Greenhouse Gas Emissions.

- Provides the County with a road map for the next 10 years.



Q&A



Contra Costa County

Active Transportation Plan



Contra Costa County Board of Supervisors

Subcommittee Report

SUSTAINABILITY COMMITTEE

Meeting Date: 07/26/2021

Subject: RECEIVE REPORT from Sustainability Commission Chair, or Designee.

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: RECEIVE REPORT from Sustainability Commission Chair, or Designee.

Presenter: Wes Sullens, Sustainability Commission Chair
Contact: Jody London
(925)655-2815

Referral History:

This is a standing item of the Commission.

Referral Update:

The Sustainability Commission Chair provides an update at each meeting of the Sustainability Committee on the work of the Commission.

Recommendation(s)/Next Step(s):

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

SUSTAINABILITY COMMITTEE

Meeting Date: 07/26/2021

Subject: RECEIVE REPORT from Sustainability Coordinator.

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: RECEIVE REPORT from Sustainability Coordinator.

Presenter: Jody London, Department of Conservation and Development - Sustainability **Contact:** Jody London (925) 655-2815

Referral History:

This is a standing item of the Committee.

Referral Update:

Key activities since the Sustainability Committee's last regular meeting on May 24, 2021, are listed below.

- Staff is working on implementation of the actions directed in the Climate Emergency Resolution, particularly the Interdepartmental Climate Action Task Force and the process to plan for a Just Transition. Staff is working on next steps for the Task Force, which is scheduled to report to the Board again around September.
- Sustainability staff continue to support the General Plan update.
- Sustainability staff are resuming work on the update to the County's Climate Action Plan. We are revising the schedule to ensure opportunities for community engagement.
- The Contra Costa Asthma Mitigation Project, a collaboration between Department of Health, the Department of Conservation and Development, and MCE, presented at the June 23 Sustainability Exchange meeting (a professional learning and networking forum for local government staff in Contra Costa County who work on sustainability issues).
- The Asthma Mitigation Project has been awarded a \$200,000 EPA Environmental Justice grant to provide funding to Lifelong Medical Clinic and La Clinica to train their Health Promoters and Promotoras to provide their clients in-home asthma trigger education and to engage their community on air quality issues. The Asthma Mitigation Project has also applied for a grant with the Bay Area Air Quality Management District to expand the Asthma Mitigation Project to specifically serve clients living in areas affected by traffic pollution.
- County permitting staff presented on how the County has adapted its permitting practices during the pandemic at a Bay Area Regional Energy Network forum on Building Permits and Clean Technology: Innovations and Challenges.
- Evaluated proposals for consulting services to support Healthy Lands, Healthy People, the

carbon sequestration feasibility study funded through a grant from the California Department of Conservation. We are in the process of executing agreements with our partners, the Contra Costa Resource Conservation District and the University of California Cooperative Extension. We hope to have all contracts in place by August.

- Transportation Planning staff is currently conducting the Carquinez Strait Scenic Loop Trail Study. The study looks at opportunities to close three existing gaps in the Carquinez Strait Scenic Loop Trail ([link](#)) in Contra Costa County: southern end of the Benicia Bridge, Downtown Martinez to the George Miller Trail, and the George Miller Trail to Crockett.
- Active Transportation Plan Update: Public Works staff presented to the Sustainability Commission on June 28. Since this time, County staff has been working with the consultant on what additional public outreach can be conducted, considering the additional cost and impact on meeting all deliverables within the tight timeframe. Additional ideas proposed by the consultant include in-person pop-up events at already established venues like farmers markets, additional presentations at committee meetings such as MAC meetings, in-person charrettes with advocacy groups, and development of an engagement toolkit. As mentioned at the Sustainability Commission meeting, Caltrans has set a firm date of February 2022 before all deliverables of the grant must be met; the request for a time extension due to the COVID-19 pandemic was denied. In addition to increased public outreach efforts, collaboration is ongoing with the consultant on what relevant information will be depicted on the existing conditions web map of our active transportation infrastructure. Such information will be useful when establishing priority projects within the County.
- Public Works staff completed the Rodeo Pedestrian Enhancement Project, which improves accessibility and safety for pedestrians. See attached photos.
- Staff across departments continue to plan for SB 1383, legislation regarding solid waste that goes into effect January 1, 2022.
- Met with staff from both MCE and the California Solar on Multifamily Housing regarding programs focused on bringing more solar energy to multi-family housing developments.
- Nicole Shimizu, our Climate Corps Fellow, completed her fellowship on July 15. She has been a tremendous addition to our team and we wish Nicole well as she starts a full-time job. A new Climate Corps Fellow will start in September.
- Frank DiMassa, the County's Energy Manager, is retiring July 31. Under Frank's leadership the County has continued to improve County facilities: contributing to the design of the new Administration Building and Emergency Operations Center; installing energy efficient lighting in County buildings; installing additional solar energy and battery storage; helping develop new building design guidelines and plans for electric vehicle charging. Thank you, Frank!
- Staff hosted Lunch and Learn sessions for County staff with graduate students from UC Berkeley who did capstone projects with the County. The first student reported on options for financing investments by low- and moderate-income homeowners in energy efficiency and clean energy. The second student studied options for Climate Resilience Districts that can fund investments in green infrastructure and related community improvements. Both reports can be found at <https://www.contracosta.ca.gov/7025/Planning-for-our-Future>.
- Participated in professional learning opportunities regarding environmental justice, carbon sequestration, communication and facilitation strategies, race and equity, and related.
- Collaborated with County staff working on topics including land use and transportation, hazardous materials, green business program, the County's state and federal legislative platforms, economic development, health, codes, solid waste, energy, and related.
- Participated in regional activities.

Recommendation(s)/Next Step(s):

RECEIVE report from Sustainability Coordinator.

Fiscal Impact (if any):

None.

Attachments

Solar on County Facilities Progress Report

Rodeo Pedestrian Enhancements - Photos

Site Name	Department	Rooftop kW	Carport kW	Energy Storage kW/kWh
50 DOUGLAS DR, MARTINEZ	Multiple	242	324	
30 MUIR RD, MARTINEZ	DCD	166		
597 CENTER, MARTINEZ	HSD	121		
595 CENTER , MARTINEZ	HSD	58	376	500/950
1000 WARD ST, MARTINEZ	Sheriff's Office	337		500/1800***
2530 ARNOLD DR, MARTINEZ CA	Multiple		526	500/950
4545 DELTA FAIR, ANTIOCH	EHSD		437	****
4549 DELTA FAIR, ANTIOCH	EHSD		212	****

Phase II Projects

* N/A because it is rooftop

** shares parking lot with 595 Center

***Battery doubled in duration w/CEC Equity

****CEC Equity SGIP grant award, County/SP

Note: Construction on Phase II projects will begin in late 2021 however the Commercial Operation Date needed for the critical path will be the installation by PG&E at 2530 Arnold which is slated to occur in early 2022. The solar/storage system will be coincident with the installation followed by system commissioning and performance testing in October COD.

EV CHARGER READY	TARGET COMPLETION DATE
YES	Complete
*N/A	Complete
**YES	Complete
YES	Complete
N/A	October, 2021
Proposed	October, 2021
Proposed	October, 2021
YES	October, 2021

/ SGIP grant and includes resiliency component
 evaluating economic feasibility
 be completed within the next two months
 eds to be the same for all four and
 &E of the new transformer
 ly September. Interconnection of the
 the transformer installation. This will be
 ormanace validation resulting in the

CONTRA COSTA COUNTY
DEPARTMENT OF PUBLIC WORKS
RODEO PEDESTRIAN ENHANCEMENT PROJECT
JULY 2021



