



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
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Agenda Report

Agenda Number: 7

Section Name: {{section.name}}

Account Number: 10-1311

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: City Manager's Office
MEETING DATE: December 09, 2024
SUBJECT:
San Mateo Building Decarbonization Strategy — Agreement Amendment

RECOMMENDATION:

Adopt a Resolution appropriating \$10,000 in funding and approve Amendment No. 1 to the agreement with Rincon Consultants, Inc. for a term extension and to increase compensation by an amount of \$10,000 for a new agreement total of \$125,600; and authorize the City Manager to execute the amendment.

BACKGROUND:

Building energy use represents 38 percent of communitywide greenhouse gas emissions in San Mateo and in January 2022, the City Council prioritized the decarbonization of existing buildings to help meet the City's climate goals. The decarbonization or electrification of buildings refers to the transition from gas equipment to electric equipment for space and water heating, clothes drying, cooking and more. Electrifying existing buildings is key to further reducing communitywide greenhouse gas emissions and technical analysis and community engagement is needed to develop and inform a roadmap to clean energy buildings in San Mateo.

On March 20, 2023, the City Council approved an agreement with Rincon Consultants, Inc. for the development of a building decarbonization strategy. This effort will result in San Mateo's Sustainable Building Strategy that centers equity and promotes a collaborative pathway to electrification. The project was scoped for an 18-month effort with the agreement set to expire on December 31, 2024. In 2023, the project team completed a building inventory analysis, market segmentation study, and decarbonization policy analysis but the project was put on hold February through July 2024 due to City staffing vacancies. The project team still needs to complete community engagement and develop the final Sustainable Building Strategy for City Council approval.

Staff worked with Rincon Consulting, Inc. to revise the project schedule and budget. In early 2025, the project team will work on community outreach and engagement prior to the completion of the draft Sustainable Building Strategy. The project team anticipates presenting to the Sustainability and Infrastructure Commission twice for review and once to the City Council for Sustainable Building Strategy approval, tentatively aiming for August 2025. Currently, the project budget has \$44,000 remaining, but additional funding in an amount of \$10,000 is necessary to complete the robust community engagement, final plan development, public meetings, and additional project management through 2025. Funding was identified within the available fund balance of the Advance Planning Fund to complete this work. Based on the information provided above, staff recommends that the City Council approve the agreement amendment for a term extension through December 31, 2025 and increase the compensation by \$10,000 for a new agreement total of \$125,600; adopt a Resolution appropriating \$10,000 from the Advance Planning Fund to the Sustainability program budget within the City Manager's Office; and authorize the City Manager to execute the agreement amendment.

BUDGET IMPACT:

This agreement amendment impacts the Advanced Planning Fund. At the March 20, 2023, City Council meeting, the City Council approved a budget appropriation of \$115,600 from available fund balance in the Advanced Planning Fund for this effort. This agreement amendment would appropriate an additional \$10,000 of available fund balance in the Advanced Planning Fund to the Sustainability program budget within the City Manager's Office to complete the work for a new agreement total of \$125,600.

ENVIRONMENTAL DETERMINATION:

This administrative activity is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement Amendment No. 1

STAFF CONTACT

Andrea Chow, Sustainability Analyst

achow@cityofsanmateo.org

(650) 522-7007