CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY

TUESDAY, MAY 3, 2022

REMOTE PARTICIPATION (SEE NEXT PAGE)

Debbie Ruddock, Mayor
Deborah Penrose, Vice Mayor
Robert Brownstone, Councilmember
Joaquin Jimenez, Councilmember
Harvey Rarback, Councilmember

7:00 PM

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the Agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing consideration.

Please Note: Anyone wishing to present materials to the City Council, please submit seven copies to the City Clerk.

Copies of written documentation relating to each item of business on the Agenda are on file in the Office of the City Clerk at City Hall and the Half Moon Bay Library where they are available for public inspection. If requested, the agenda shall be available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132.) Information may be obtained by calling 650-726-8271.

In compliance with the Americans with Disabilities Act, special assistance for participation in this meeting can be obtained by contacting the City Clerk's Office at 650-726-8271. A 48-hour notification will enable the City to make reasonable accommodations to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II).

http://hmbcity.com/

SPECIAL REMOTE PARTICIPATION PROTOCOLS

This meeting will be held entirely by teleconference. All Councilmembers and staff will only participate via the Zoom platform using the process described below. The meeting is being conducted pursuant to recent amendments to the teleconference rules required by the Ralph M. Brown Act allowing teleconferencing during a proclaimed state of emergency when local officials have recommended social distancing (AB 361). The purpose of AB 361 is to provide the safest environment for the public, elected officials, and staff while allowing for continued operation of the government and public participation during the COVID-19 pandemic.

*This meeting will be conducted via Zoom Webinar and live Spanish interpretation will be available within the Zoom platform. Members of the public are welcome to login into the webinar as Attendees. During any public comment portions, attendees may use the "raise your hand" feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. Please click to join the webinar: https://us06web.zoom.us/j/99588947925 or join by phone at 669-900-9128, using Webinar ID 995-8894-7925. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

CALL TO ORDER / ROLL CALL

APPROVAL OF AGENDA

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS

RECOGNITION OF MEMBERS OF REDISTRICTING ADVISORY COMMITTEE
MENTAL HEALTH AWARENESS MONTH PROCLAMATION
JEWISH AMERICAN HERITAGE MONTH PROCLAMATION

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

CLIMATE ACTION AND ADAPTATION PLAN UPDATE

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B ACCESSORY DWELLING UNITS ORDINANCE - SECOND READING

Staff Recommendation: Waive second reading and adopt an ordinance amending portions of Chapter 18 (Zoning) of the Half Moon Bay Municipal Code relating to Accessory Dwelling Units and Junior Accessory Dwelling Units.

STAFF REPORT

ORDINANCE

1.C RE-RATIFICATION OF RESOLUTION TO CONTINUE HOLDING PUBLIC MEETINGS REMOTELY (AB 361)

Staff Recommendation: By motion, in accordance with Assembly Bill 361, re-ratify the findings in Resolution No. 2021-80 to continue conducting the City's Council, Commission, and Committee meetings remotely due to health and safety concerns to the public due to COVID-19.

STAFF REPORT

1.D COMPLETION OF REDISTRICTING ADVISORY COMMITTEE WORK AND DISBANDMENT OF COMMITTEE

Staff Recommendation: Adopt a resolution amending Resolution No. 2021-19 to formally disband the 2021 Redistricting Advisory Committee, created on May 4, 2021, and to thank the Committee Members for their work on the 2021 Redistricting process.

STAFF REPORT

RESOLUTION

1.E REQUEST FOR DEACCESSION OF THE CARTER PARK SCULPTURE

Staff Recommendation: Adopt a resolution to deaccess the Carter Park Sculpture at the recommendation of the Parks and Recreation Commission.

STAFF REPORT

RESOLUTION

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A SPRING/SUMMER BEACH ACTION PLAN 2022

Staff Recommendation: By motion, approve the proposed "Action Plan" for enhanced management, enforcement and litter controls for certain beaches and access points within the city limits including Poplar Beach Park (beach, parking lot and coastal trail) during the Spring and Summer of 2022.

STAFF REPORT

3.B CARBON FARMING: LOCAL SOLUTIONS FOR CLIMATE CHANGE SPEAKER - RUDDOCK

Staff Recommendation: Receive a presentation on carbon farming and climate change, at Mayor Ruddock's request.

STAFF REPORT

3.C SEWER AUTHORITY MID-COASTSIDE FISCAL YEAR 2022-23 OPERATIONS AND MAINTENANCE (GENERAL) BUDGET

Staff Recommendation: Adopt a resolution approving, under protest, the Fiscal Year 2022-23 Sewer Authority Mid-Coastside Operations and Maintenance Budget expressly noting the City protest of any and all costs associated with the repair and replacement of the Intertie Pipeline System (IPS) consistent with the terms set forth in the September 13, 2017 Stipulation and Order.

STAFF REPORT

RESOLUTION

3.D HALF MOON BAY SEWER COLLECTION SYSTEM MAINTENANCE – SEWER AUTHORITY MID-COASTSIDE

Staff Recommendation: Adopt a resolution adopting the FY 2022-23 Sewer Authority Mid-Coastside Collections Budget and authorizing the City Manager to execute Amendment No. 5 to the sewer collection system maintenance professional services agreement with the Sewer Authority Mid-Coastside establishing the FY 2022-23 annual cost at $254,272 and extending the Agreement for one additional year (expiration of June 30, 2023).

STAFF REPORT

RESOLUTION

3.E FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM WORKSHOP

Staff Recommendation: By motion, approve the Fiscal Year 2022-23 Capital Improvement Project List and authorize staff to present the FY 2022-23 Capital Project List to the Planning Commission for finding of General Plan Consistency determination.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

ATTACHMENT 3

3.F CITY COUNCIL PRIORITIES WORKPLAN FOR FISCAL YEARS 2022-24

Staff Recommendation: By motion, receive and accept report on the staff workplan for the City Council Priorities for Fiscal Years 2022-24.

STAFF REPORT

ATTACHMENT 1

COMMISSION / COMMITTEE UPDATES

CITY COUNCIL REPORTS / FUTURE ITEMS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **ACCESSORY DWELLING UNITS ORDINANCE – SECOND READING**

RECOMMENDATION:
Waive second reading and adopt an ordinance amending portions of Chapter 18 (Zoning) of the Half Moon Bay Municipal Code relating to Accessory Dwelling Units and Junior Accessory Dwelling Units.

FISCAL IMPACT:
The proposed amendments conform to State law and encourage development of accessory dwelling units (ADUs). As proposed, impact fees will be charged on new ADUs larger than 750 square feet. Staff is also proposing to charge for the associated Measure D certificates to cover a portion of the City's cost to process these applications.

STRATEGIC ELEMENT:
This action supports the Healthy Communities and Public Safety and Inclusive Governance Elements of the Strategic Plan.

DISCUSSION:
On April 19, 2022, the City Council introduced the ordinance following the conduct of a duly-noticed public hearing. As required by law, the ordinance appears for second reading and adoption at a regular meeting more than five days past introduction.

ATTACHMENT:
Ordinance amending portions of Chapter 18

ORDINANCE NO. C-2022-_____
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING CHAPTER 18.33 "ACCESSORY DWELLING UNITS" AND RELATED PROVISIONS OF THE ZONING TITLE OF THE HALF MOON BAY MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The City Council of the City of Half Moon Bay hereby amends Chapter 18.33 "Accessory Dwelling Units" and related provisions of the Zoning Title of the Half Moon Bay Municipal Code ("ADU Ordinance Amendment"). The City Council finds and declares as follows:

(a) The State of California enacted changes to Government Code section 65852.2 to impose specific requirements on local government regulation of accessory dwelling units (ADUs), which became effective on January 1, 2020; and

(b) The California Coastal Commission issued memos on April 18, 2017, November 20, 2017, March 11, 2020, and April 21, 2020 to provide guidance to jurisdictions located within the California Coastal Zone for implementing amendments to their Local Coastal Programs (LCPs) to be consistent with revised Government Code section 65852.2; and

(c) The California Department of Housing and Community Development (HCD) issued an Accessory Dwelling Unit Handbook to assist jurisdictions in implementing Government Code section 65852.2 and 65852.22 (related to Junior Accessory Dwelling Units); and

(c) The City of Half Moon Bay, which is located fully within the Coastal Zone, seeks to revise its regulations as they pertain to ADUs for them to be consistent with Government Code section 65852.2 and the California Coastal Act, pursuant to the guidance from the Coastal Commission and HCD; and

(d) ADUs provide a community benefit by expanding the number and type of residential facilities available and assist ADU owners by providing additional affordable space for housing family or friend and/or revenue that may be used for maintenance, upgrades and other costs; and

(e) If not regulated, ADUs can create nuisances such as overcrowding, illegal vehicle parking, and traffic-flow disruptions. The restrictions of the ADU Ordinance Amendment are necessary to prevent a burden on City services and potential adverse impacts on residential neighborhoods posed by ADUs; and

(f) The Planning Commission conducted a duly noticed public hearing on the ADU Ordinance Amendment on December 10, 2019, at which time all those desiring to be heard on the matter were given an opportunity to be heard, and recommended the proposed ADU Ordinance Amendment for adoption by the City Council; and

(g) The City Council conducted a duly noticed public hearing on the ADU Ordinance Amendment on January 21, 2019, at which time all those desiring to be heard on the matter were given an opportunity to be heard, and continued the hearing to a date uncertain; and

(h) In continuation of the January 21, 2019 public hearing, the City Council conducted a duly noticed public hearing on the ADU Ordinance Amendment on July 20, 2021, at which time all those desiring to be heard on the matter were given an opportunity to be heard, and introduced the ordinance; and

(i)The City Council waived the second reading and adopted the ADU Ordinance Amendment at a duly noticed public hearing on August 19, 2021; and

(j) The City submitted an application to the California Coastal Commission for an amendment to the certified Local Coastal Program for the ADU Ordinance Amendment; and

(k) The California Coastal Commission conducted a duly noticed public hearing on the Local Coastal Program Amendment for the ADU Ordinance and approved the proposed amendments to the ordinance with modifications related to coastal access and parking pursuant to the resolution of certification on LCP-2-HMB-21-0068-1; and

(l) The City of Half Moon Bay revised the ADU Ordinance Amendment to incorporate the Coastal Commission modifications and (a) acknowledges receipt of the Coastal Commission's resolution of certification, including the suggested modifications for final certification, (b) accepts and agrees to the modifications and takes this formal action to satisfy the modification through readoption and implementation of this Ordinance with said modifications, (c) agrees to issue coastal development permits throughout the City subject to the approved amendment; and

(m) The ADU Ordinance Amendment is consistent with Government Code section 65852.2 and the Coastal Act in so far as it attempts to comply with the standards in section 65852.2 to the greatest extent feasible while including several limited modifications to protect coastal resources; and

(n) Requiring ADUs to provide ADU-specific and any necessary replacement parking within certain narrowly tailored neighborhoods adjacent to publicly accessible beaches will protect coastal act resources, namely coastal access; and

(o) Requiring ADUs to comply with Measure D is consistent with the City's LCP, which includes residential growth allocations to protect coastal resources, and the Coastal Act; and

(p) Requiring ADUs to obtain administrative coastal development permits, subject to limited exemptions enacted as part of the ADU Ordinance Amendment, is necessary to implement the California Coastal Act, as explained in the coastal commission guidance; and

(q) Limiting ADUs in certain developed Planned Unit Development zoning districts, where developments were planned to take into account visual resources identified for protection pursuant to the Coastal Act, to units within existing structures is necessary to support the City's LCP; and

(r) Limiting ADUs in substantially undeveloped PUD zoning districts to lots containing existing primary dwelling units is necessary to support the City's LCP, which requires a master planning process to protect natural resources, coastal access, scenic and visual resources, and cultural resources before most development is permitted; and

(s) Requiring all ADUs to provide drainage plans is necessary to protect the quality and hydrological functions of the City's coastal waters, as provided in the City's LCP.

(t) The ADU Ordinance Amendment is consistent with the City's Local Coastal Land Use Plan, in that it includes mechanisms to ensure protection of coastal resources and requires ADUs to comply with the Plan's limitations on residential growth; and

(u) The ADU Ordinance Amendment is consistent with the City's Housing Element, which contains a policy to "encourage the development of affordable second units," because the ADU Ordinance Amendment is intended to reduce barriers to the creation of ADUs.

Section 2. Amendments. The following sections of the Municipal Code are amended as specified below and in Attachment A. Attachment A generally shows additions with underlined text and deletions with ~~strike-out text~~.

Municipal Code Provision	**Action**
Chapter 18.33	Amendments as shown in Attachment A
Section 18.02.040	Amendments as shown in Attachment A
Section 18.06.050	Amendments as shown in Attachment A

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council herby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 4. CEQA. The City Council finds that the Ordinance is exempt from CEQA under Public Resources Code section 21080.17, as it implements the provisions of Government Code section 65852.2, as well as CEQA Guidelines sections 15305 (minor alterations to land use limitations) and 15061(b)(3) (common sense exemption).

Section 5. Publication. The City Clerk of the City of Half Moon Bay is hereby directed to publish this Ordinance pursuant to Government Code section 36933.

Section 6. Effective date. This Ordinance shall take effect and be in force on the thirtieth (30th) day from and after its final passage and upon certification by the California Coastal Commission.

INTRODUCED at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 19th of April, 2022.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 2nd of May, 2022, by the following vote:

Ayes, Councilmembers: _____
Noes, Councilmembers: _____
Absent, Councilmembers: _____
Abstain, Councilmembers: _____

ATTEST: APPROVED:

_____ _____
Jessica Blair, City Clerk Debbie Ruddock, Mayor

Chapter 18.33
ACCESSORY DWELLING UNITS

18.33.010 Purpose.

The purpose of this chapter is to:

A. Increase the supply of smaller units and rental housing units by allowing accessory dwelling units and junior accessory dwelling units to locate on lots ~~which~~ that contain ~~an~~ existing or proposed single-family dwellings and existing two-family and multifamily dwellings;

B. Establish standards for accessory dwelling units and junior accessory dwelling units to ensure that they are compatible with existing neighborhoods; and

C. Comply with state law regarding accessory dwelling units and junior accessory dwelling units (California Government Code Sections 65852.2 and 65852.22) and the California Coastal Act (California Public Resources Code Sections 30000 through 30900).

18.33.020 Review and approval.

A. Accessory Dwelling Unit Applications. Accessory dwelling unit applications, including applications for junior accessory dwelling units, shall be submitted to and processed by the community development director as follows:

1. Residential Dwelling Unit Allocation. Accessory dwelling units require a residential dwelling unit allocation pursuant to Chapters 17.06 and 18.04~~; provided, that no processing fee pursuant to Section 17.06.040 shall be required~~.

2. Coastal Development Permit. All accessory dwelling units shall conform to Chapter 18.20, as provided below.

a. No coastal development permit is required for ~~A~~an ~~wholly within existing development~~ accessory dwelling unit that is wholly within an existing single-family dwelling~~, as defined in Section 18.33.030, that does not involve the removal or replacement of major structural components (e.g., roofs, exterior walls, foundations), and that does not change the size of the structure or intensity of use,~~ and that does not constitute "development" as defined in Public Resources Code Section 30106 and Section 18.20.020(C) ~~and does not require a coastal development permit. A wholly within existing development accessory dwelling unit changes the intensity of use if it primarily involves the creation of new habitable space.~~

b. No coastal development permit is required for ~~A~~an accessory dwelling unit that is contained within or attached to an existing single-family dwelling unit or accessory structure ~~and that does not change the intensity of use or expand the floor area, height, or bulk of the existing unit or structure by more than ten percent is~~ and that is exempt ~~from the requirement to secure approval of a coastal development permit~~ pursuant to Chapter 18.20 and Public Resources Code Section 30610(a) or~~, for existing guest houses, Section~~ 30610(b). ~~An accessory dwelling unit changes the intensity of use if it primarily involves the creation of new habitable space. This exemption~~

~~shall not be granted if one or more of the criteria in Subchapter 7, Title 14, Section 13250(b) or, for existing guest houses, Section 13253(b) of the California Code of Regulations, as may be amended from time to time, are met. If any criteria are met, the applicant shall obtain a coastal development permit pursuant to Chapter 18.20 rather than an administrative coastal development permit pursuant to this section.~~

c. Any other accessory dwelling unit shall obtain an administrative coastal development permit, as defined in Public Resources Code Section 30624. Such an administrative coastal development permit shall be processed as a "local coastal development permit" per Chapter 18.20 except:

i. The community development director is the approval authority for an administrative coastal development permit;

ii. The city shall not be required to publish any notice in a newspaper; and

iii. Any administrative coastal development permit issued by the community development director shall be listed on the planning commission and city council agendas at their first scheduled meetings after the permit is issued. If, at either meeting, one-third of the planning commission or city council so request, the permit issued by the community development director shall not go into effect and the applicant shall instead obtain a coastal development permit pursuant to Chapter 18.20. Administrative coastal development permits shall not become effective until after the planning commission and city council have had an opportunity to complete this review and any applicable appeal periods have ended.

d. No hearing shall be required for the issuance of the administrative coastal development permit, the issuance of a standard coastal development permit pursuant to Chapter 18.20, or any appeal, for any accessory dwelling unit.

e. The accessory dwelling unit shall comply with any existing coastal development permit issued for the property, unless an amendment thereof is obtained.

3. Building Permit. Accessory dwelling units require a building permit issued in conformance with this code, including Section 17.06.050.

4. Unless otherwise required by the Coastal Act, the community development director shall act on all required permits within ~~one hundred and twenty~~sixty days of receipt of a complete application.

B. Noncompliant Proposals. If the requirements in this chapter are not met, the proposed accessory dwelling unit or junior accessory dwelling unit cannot be approved under this ~~c~~Chapter. Notwithstanding the foregoing, applicants may seek approval of the unit, addition, or renovation under the city's generally applicable standards and procedures, including a variance pursuant to Chapter 18.23.

C. Conversion of Existing Residence. An existing residence, in conformance with the above regulations, may be converted to an accessory dwelling unit in conjunction with development of a new primary dwelling unit.

D. Existing Accessory Dwelling Unit. An existing accessory dwelling unit or junior accessory dwelling unit may be enlarged or modified only in accordance with the requirements of this Chapter~~section~~.

E. Density. To the extent required by California Government Code Section 65852.2, an accessory dwelling unit or junior accessory dwelling unit built in conformance with this Chapter~~section~~ does not count toward the allowed density for the lot upon which the ~~accessory dwelling~~ unit is located.

F. General Plan and Zoning Designations. Accessory dwelling units and junior accessory dwelling units approved in compliance with this chapter are a residential use that is consistent with the city's general plan, local coastal land use plan, and zoning ordinance.

18.33.030 Standards for ~~wholly within existing development accessory dwelling units~~streamlined accessory dwelling units.

~~Any accessory dwelling unit that is wholly contained within the existing space of a single-family dwelling or accessory structure shall meet the following~~Pursuant to California Government Code Section 65852.2(e), the City shall approve the following streamlined accessory dwelling units, including junior accessory dwelling units, if the specified development standards and use restrictions are met:

A. Within Existing Space (Single-Family) – ADUs and JADUs

1. The accessory dwelling unit is located in an R-1, R-2, R-3, C-D, C-R, C-VS, ~~or~~ C-G, or PUD zoning district.

2. ~~B.~~ The lot on which the accessory dwelling unit or junior accessory dwelling unit is located contains an existing or proposed single-family dwelling. In the substantially undeveloped PUD zoning districts, the lot must be already developed with an existing single-family dwelling.

3. ~~C.~~ The lot on which the accessory dwelling unit or junior accessory dwelling unit is located does not contain another accessory dwelling unit, junior accessory dwelling unit, or guest house, unless a junior accessory dwelling unit is built pursuant to this Subsection (A) and an accessory dwelling unit is built pursuant to this Subsection (A) or Subsection (B).

4. The accessory dwelling unit or junior accessory dwelling unit is wholly within the existing or proposed space of a single-family dwelling or the existing space of an accessory structure, or, for an accessory dwelling unit, requires an addition of no more than 150 square feet to accommodate ingress and egress. In Ocean Colony, accessory dwelling units and junior accessory dwelling units are not permitted in garages.

~~D~~5. The accessory dwelling unit has exterior access independent from the ~~existing~~ single-family dwelling.

~~E~~6. The ~~existing~~ single-family dwelling or accessory structure has side and rear setbacks sufficient for fire and safety. If the ~~existing~~ dwelling or structure complies with the city's setback requirements as described in this code, it shall automatically meet this standard.

7. If a junior accessory dwelling unit is proposed, it complies with the requirements of California Government Code section 65852.22.

8. If the accessory dwelling unit or junior accessory dwelling unit is to be included in a proposed single-family dwelling, then the single-family dwelling

(including the accessory dwelling unit and junior accessory dwelling unit) shall meet all applicable development standards, including lot coverage and floor area ratio requirements.

B. Detached, New Construction (Single-Family) – ADUs

1. The accessory dwelling unit is located in: an R-1, R-2, R-3, C-D, C-R, C-VS, or C-G zoning district; a PUD zoning district where detached accessory dwelling units are permitted pursuant to a PUD Plan or Specific Plan; or, a substantially undeveloped PUD zoning district.
2. The lot on which the accessory dwelling unit is located contains an existing or proposed single-family dwelling. In the substantially undeveloped PUD zoning districts, the lot must be already developed with an existing single-family dwelling.
3. The lot on which the accessory dwelling unit is located does not contain another accessory dwelling unit or guest house, but may contain a junior accessory dwelling unit.
4. The accessory dwelling unit is detached from the single-family dwelling.
5. The accessory dwelling unit is new construction.
6. The accessory dwelling unit is located at least four feet from the side and rear lot lines, is no greater than eight-hundred square feet in gross floor area, and has a height of no more than sixteen feet.
7. The accessory dwelling unit complies with the front yard, street facing side, and double frontage setbacks applicable to the primary dwelling, unless such setback would preclude development of a unit pursuant to this Subsection (B) on the lot.

C. Wholly Within Existing Space (Two-Family or Multifamily) - ADUs

1. The accessory dwelling unit is located in an R-1, R-2, R-3, C-D, C-R, C-VS, or C-G zoning district.
2. The lot on which the accessory dwelling unit is already developed with an existing two-family or multifamily dwelling.
3. The accessory dwelling unit is located within a portion of the two-family or multifamily dwelling structure that is not used as livable space.
4. The total number of accessory dwelling units within the dwelling will not exceed twenty-five percent of the existing number of primary dwelling units within the dwelling, provided that all two-family or multifamily dwellings shall be permitted at least one accessory dwelling unit.

D. Detached, New Construction (Two-Family or Multifamily) – ADUs

1. The accessory dwelling unit is located in an R-1, R-2, R-3, C-D, C-R, C-VS, or C-G zoning district.
2. The lot on which the accessory dwelling unit is already developed with an existing two-family or multifamily dwelling.
3. The accessory dwelling unit is detached from the two-family or multifamily dwelling.
4. The accessory dwelling unit is located at least four feet from the side and rear lot lines and has a height of no more than sixteen feet.
5. The accessory dwelling unit complies with the front yard, street facing side, and double frontage setbacks applicable to the primary dwelling, unless

such setback would preclude development of a unit pursuant to this Subsection (D) on the lot.

6. No more than two detached accessory dwelling units are permitted per lot pursuant to this Subsection (D).

~~F. The accessory dwelling unit complies with applicable building codes and health and safety regulations; however, the accessory dwelling unit is not required to provide fire sprinklers if fire sprinklers are not required for the single family dwelling.~~

~~G. The single-family dwelling or accessory structure was constructed in compliance with all then-applicable city requirements or was in existence on December 12, 2018.~~

~~H. The accessory dwelling unit may be rented in full or in part for the purpose of overnight lodging for terms of thirty or more consecutive days, but it shall not be rented for overnight lodging for shorter terms or subleased. Neither the single family dwelling nor the accessory dwelling unit shall be sold or otherwise conveyed separately from the other unit.~~

~~1. Notwithstanding the above, the accessory dwelling unit may be rented in full or in part for the purpose of overnight lodging for a term of fewer than thirty consecutive days if (a) the accessory dwelling unit had been rented as a short-term rental for at least thirty nights in the six months prior to December 12, 2018, (b) the single-family dwelling is owner occupied, and (c) the short term rental was in full compliance with all city requirements as of December 12, 2018. In the event of discontinued use of the accessory dwelling unit as a short-term rental for a period of six months, the short term rental use shall be deemed discontinued and this exception shall no longer apply.~~

~~I. Either the single family dwelling or the accessory dwelling unit is occupied by the owner of record as his or her principal residence.~~

18.33.040 Standards for ~~new development~~other accessory dwelling units.

~~Any accessory dwelling unit that involves the addition of square footage to an existing single-family dwelling or accessory structure or the construction of a new detached structure, or is proposed in conjunction with a new single family dwelling,~~Any accessory dwelling unit that does not meet the criteria of Section 18.33.030 shall meet the following development standards and use restrictions:

A. The accessory dwelling unit is located in: an R-1, R-2, R-3, C-D, C-R, C-VS, or C-G zoning district: a PUD zoning district where accessory dwelling units are permitted pursuant to a PUD Plan or Specific Plan; or a substantially undeveloped PUD zoning district.

B. The lot on which the accessory dwelling unit is located contains an existing or proposed ~~single-family~~ dwelling unit. In the substantially undeveloped PUD zoning districts, the lot must be already developed with an existing dwelling.

C. The lot on which the accessory dwelling unit is located does not contain another accessory dwelling unit, junior accessory dwelling unit, or guest house.

D. The accessory dwelling unit meets all nondiscretionary requirements for any single-family dwelling located on the same ~~parcel~~ lot in the same zoning district. These requirements include, but are not limited to, building height, setback,

site coverage, floor area ratio, building envelope, payment of any applicable fee, and building code requirements. The following exceptions to these requirements apply:

1. No setback is required for an accessory dwelling unit located within existing living area or an existing accessory structure, or an accessory dwelling unit that replaces an existing structure and is located in the same location and to the same dimensions as the structure being replaced. Side and rear yard setbacks may be reduced to four feet for all other accessory dwelling units, but all other standard setbacks (including front, street facing side, and double frontage setbacks) still apply. ~~Detached accessory dwelling units shall have a minimum side setback of five feet and minimum rear setback of ten feet. If any portion of the accessory dwelling unit is located in front of the main building, then the front and side yard setbacks shall be the same as a single-family dwelling in the zoning district.~~

2. The distance between buildings on the same lot must be a minimum of six feet, unless sufficient fire restrictive improvements can be made to existing structures with a distance of less than six (6) feet.

~~2. Notwithstanding subsection (D)(1) of this section, if the proposed accessory dwelling unit is an addition to an existing private garage:~~

~~a. No setback shall be required for any portion of the existing private garage that is converted to the accessory dwelling unit; and~~

~~b. Standard setbacks shall apply to the new floor area, unless the accessory dwelling unit is constructed above the existing private garage, in which case the side and rear setbacks for the accessory dwelling unit shall not be less than five feet, and the front setback shall not be less than twenty feet.~~

3. The minimum lot area per dwelling unit required by the applicable district shall not apply~~, provided the minimum building site requirements shall be met~~.

4. The maximum building envelope required by Section 18.060.040(G) shall not be imposed to limit the height of an accessory dwelling unit below sixteen feet.

54. The only architectural and design standards that apply to accessory dwelling units are as follows:

a. If the accessory dwelling unit is attached to a ~~single-family~~ primary dwelling or visible from any public sidewalk or right-of-way, the accessory dwelling unit shall use similar exterior siding materials, colors, window types, door and window trims, roofing materials, and roof pitch as the ~~single-family~~ primary dwelling.

b. If the accessory dwelling unit is directly accessible from an alley or a public street, ~~T~~the entrance to the accessory dwelling unit shall face the alley or public street. Otherwise, the entrance shall be located at least 10 feet from any property line~~the interior of the lot unless the accessory dwelling unit is directly accessible from an alley or a public street~~.

c. For accessory dwelling units attached to the ~~single-family~~ primary dwelling unit, new entrances and exits are allowed on the side and rear of the structures only.

65. Pursuant to California Government Code Section 65852.2, no passageway is required in conjunction with the construction of an accessory dwelling unit. "Passageway" is defined as a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

~~6. The accessory dwelling unit is not required to provide fire sprinklers if fire sprinklers are not required for the single family dwelling.~~

7. If the proposed accessory dwelling unit is a manufactured home, as defined in Health and Safety Code Section 18007, it shall comply with Section 18.06.060 (Manufactured homes), except Sections 18.06.060(B) (Approval), (C) (Location), (D)(1) (Width) and (D)(10) (Covered Parking).

E. The gross floor area of the accessory dwelling unit shall not exceed eight hundred and fifty square feet (for studios or one bedroom accessory dwelling units) or one thousand square feet (for accessory dwelling units that provide more than one bedroom). ~~and the gross floor area of the accessory dwelling unit and other buildings on the lot shall not exceed the maximum floor area ratio.~~

F. Development standards, including limits on lot coverage, floor area ratio, open space, and lot size, shall not be used to reduce the gross floor area of the accessory dwelling unit below eight-hundred square feet or the height of the accessory dwelling unit below sixteen feet.

GF. The minimum gross floor area of the accessory dwelling unit shall be no less than one hundred fifty square feet or the minimum required for an efficiency dwelling unit as defined in Health and Safety Code Section 17958.1, as may be amended from time to time.

~~G. Parking.~~

~~1. A minimum of one off street parking space for the accessory dwelling unit, in addition to the spaces required for the single-family dwelling, shall be provided for units within the following portions of neighborhood areas, as depicted in Figure 18.33-1:~~

~~a. Miramar: Bounded by Mirada Road to the north, the California Coastal Trail and Naples Avenue to the west, Pullman Ditch to the south, and Highway 1 to the east.~~

~~b. Casa del Mar: Parcels with frontage on either side of Pilarcitos Avenue and parcels with frontage on the south side of Wave Avenue.~~

~~c. Alsace Lorraine: Parcels with frontage on either side of Kelly Avenue between Balboa Boulevard and Pilarcitos Avenue; and parcels bounded by Kelly Avenue to the north, the former railroad right-of-way to the west, Central Avenue to the south, and Potter Avenue to the east.~~

~~d. Arleta Park: Parcels with frontage on either side of Poplar Street between Pacific Avenue and Third Avenue, and parcels bounded by Central Avenue to the north, Railroad Avenue to the west, Seymour Street to the south, and First Avenue/Alsace Lorraine Avenue to the east.~~

~~No parking space shall be required for any accessory dwelling unit located outside these areas.~~

~~2. Notwithstanding subsection (G)(1) of this section, a parking space shall not be required within the areas depicted in Figure 18.33-1:~~

~~a. For a unit that is on the same lot as a historic property listed on or eligible for listing on either the National Register of Historic Places or the California Register of Historical Resources;~~

~~b. For a unit that is part of a proposed primary residence;~~

~~c. When a parking exception has been granted in accordance with Section 18.36.080.~~

~~3. Notwithstanding any other provisions of this code, the required parking space may be located as a tandem space in an existing driveway or in the required setbacks, and may have a permeable, all weather surface.~~

18.33.050 All accessory dwelling units and junior accessory dwelling units.

The following apply to all accessory dwelling units and junior accessory dwelling units:

A. The accessory dwelling unit or junior accessory dwelling unit complies with applicable building codes and health and safety regulations; however, the accessory dwelling unit or junior accessory dwelling unit is not required to provide fire sprinklers unless fire sprinklers are required for the primary dwelling.

B~~H~~. Accessory dwelling units and junior accessory dwelling units shall not be approved absent a finding of adequate water supply and wastewater treatment capacity. The accessory dwelling unit or junior accessory dwelling unit can be accommodated with the existing water service and existing sewer lateral or private sewage disposal system, insofar as evidence is provided that the existing water service and existing sewer lateral or private sewage disposal system has adequate capacity to serve both the primary residence and accessory dwelling unit. No additional water meter shall be required, unless requested by the applicant.

C. If the accessory dwelling unit or junior accessory dwelling unit will be connected to an onsite water treatment system, the applicant may be required to submit a percolation test completed within the last five years, or if the percolation test has been recertified, within the last ten years.

D. If the unit involves construction of new floor area, the applicant shall be required to submit a drainage plan pursuant to local coastal program land use plan policy 6-84.

E~~I~~. The accessory dwelling unit or junior accessory dwelling unit may be rented in full or in part for the purpose of overnight lodging for terms of thirty or more consecutive days, but it shall not be rented for shorter terms or subleased. Neither the ~~single-family~~ primary dwelling nor the accessory dwelling unit or junior accessory dwelling unit shall be sold or otherwise conveyed separately from the other unit, except pursuant to California Government Code Section 65852.26.

1. Notwithstanding the above, ~~the~~an existing accessory dwelling unit may be rented in full or in part for the purpose of overnight lodging for a term of fewer than thirty consecutive days if (a) the accessory dwelling unit had been rented as a short-term rental for at least thirty nights in the six months prior to December 12, 2018, (b) the single-family dwelling is owner occupied, and (c) the short-term rental was in full compliance with all city requirements as of December 12, 2018. In the event of discontinued use of the accessory dwelling unit as a short-term rental for a period of six months, the short-term

rental use shall be deemed discontinued and this exception shall no longer apply.

~~J. Either the single family dwelling or the accessory dwelling unit is occupied by the owner of record as his or her principal residence.~~

F. No impact fees, as defined in Government Code Section 65852.2(f), shall be imposed on any accessory dwelling unit or junior accessory dwelling unit with a gross floor area of less than 750 square feet. Impact fees for all other accessory dwelling units shall be charged proportionately in relation to the square footage of the primary dwelling unit.

G. The special setback allowances in this Chapter apply only to the accessory dwelling unit or junior accessory dwelling unit. They do not apply to ancillary structures proposed in conjunction with the unit, such as decks, balconies, or garages, unless necessary for ingress or egress to the unit.

H. Parking.

1. A minimum of one off-street parking space for the accessory dwelling unit, in addition to the spaces required for the primary dwelling, shall be provided for units within the following portions of neighborhood areas, as depicted in Figure 18.33-1:

a. Miramar: Bounded by Mirada Road to the north, the California Coastal Trail and Naples Avenue to the west, Pullman Ditch to the south, and Highway 1 to the east.

b. Casa del Mar: Parcels with frontage on either side of Pilarcitos Avenue and parcels with frontage on the south side of Wave Avenue.

c. Alsace Lorraine: Parcels with frontage on either side of Kelly Avenue between Balboa Boulevard and Pilarcitos Avenue; and parcels bounded by Kelly Avenue to the north, the former railroad right-of-way to the west, Central Avenue to the south, and Potter Avenue to the east.

d. Arleta Park: Parcels with frontage on either side of Poplar Street between Pacific Avenue and Third Avenue, and parcels bounded by Central Avenue to the north, Railroad Avenue to the west, Seymour Street to the south, and First Avenue/Alsace Lorraine Avenue to the east.

No parking space shall be required for any accessory dwelling unit located outside these areas.

2. Notwithstanding Subsection (H)(1), a parking space shall not be required within the areas depicted in Figure 18.33-1 for an accessory dwelling unit that is on the same lot as a historic resource listed on or eligible for listing on the California Register of Historical Resources, if the applicant demonstrates that the required parking cannot be provided on-site without adversely impacting aspects of the resource that have made it eligible for such listing.

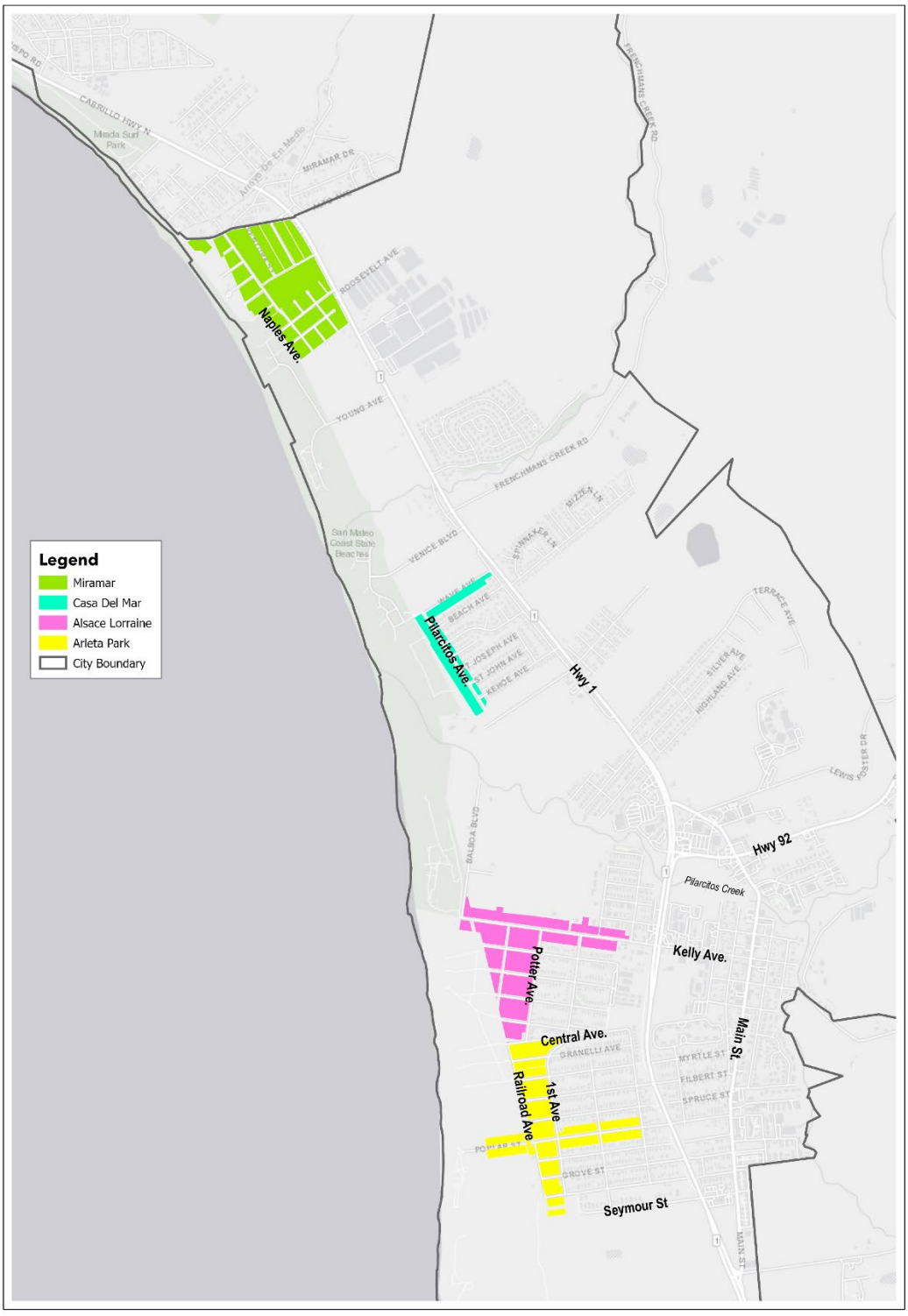
3. Notwithstanding any other provisions of this code, the required parking space may be located as a tandem space in an existing driveway or in the required setbacks.

4. When a private garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an accessory dwelling unit within the areas depicted in Figure 18.33-1, or a junior accessory dwelling unit

anywhere in the city, the spaces contained in such structures shall be replaced to the extent they are required to meet the numerical parking requirements in Chapter 18.36. The replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, enclosed spaces, unenclosed spaces, or tandem spaces, or by the use of mechanical automobile parking lifts; provided, that the spaces and driveway comply with the requirements found in Sections 18.06.040(D) and (E), to the extent those requirements do not conflict with this chapter.

I. After January 1, 2025 and if permitted by state law, either the primary dwelling or the accessory dwelling unit shall be occupied by the owner of record as his or her principal residence.

Figure 18.33-1: Map of Required ADU Parking Areas



HALF MOON BAY

0 0.15 0.3 0.6 Miles

Figure 18.33-1: Map of Required ADU Parking Areas

18.33.0650 Combination proposals.

When an accessory dwelling unit or junior accessory dwelling unit is proposed in conjunction with another proposal for which city approval is required under this code, the following options apply:

A. The applicant is encouraged to submit the accessory dwelling unit or junior accessory dwelling unit and other proposal(s) for combined review by the city. If the applicant makes this election, he or she voluntarily forgoes the streamlining procedures described in Section 18.33.020.

B. The applicant may elect to have the city process the accessory dwelling unit or junior accessory dwelling unit separately from the other proposal(s). If the applicant makes this election, the streamlining procedures described in Section 18.33.020 would apply to the accessory dwelling unit or junior accessory dwelling unit proposal after the applicant obtains city approval for the other proposal(s).

For either option, the certificate of occupancy for the accessory dwelling unit or junior accessory dwelling unit shall not be issued before the certificate of occupancy for the primary dwelling unit.

~~18.33.060 Converted parking.~~

~~When a private garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an accessory dwelling unit, the spaces contained in such structures shall be replaced to the extent they are required to meet the numerical parking requirements in Chapter 18.36. The replacement spaces may be located in any configuration on the same lot as the accessory dwelling unit, including, but not limited to, enclosed spaces, unenclosed spaces, or tandem spaces, or by the use of mechanical automobile parking lifts; provided, that the spaces and driveway comply with the requirements found in Sections 18.06.040(D) and (E), to the extent those requirements do not conflict with this chapter.~~

18.33.070 Conformance with certified local coastal program.

New accessory dwelling units and junior accessory dwelling units shall conform to all applicable requirements of the city's local coastal program, the zoning code, this chapter, and any existing coastal development permit, including that the proposed ~~accessory dwelling~~ unit will avoid environmental hazards and will not adversely impact any coastal resources including any of the following:

A. Environmentally sensitive habitat areas, ~~or significant vegetation such as native trees, vegetation,~~ riparian corridors~~areas~~, wetlands, or riparian or wetland buffers~~or visually prominent tree stands as designated in the local coastal program or the zoning code~~.

B. Significant topographic features, including but not limited to steep slopes, ridgelines or bluffs, water-courses, streams or wetlands or any areas as designated in the local coastal program.

C. Significant public views including Heritage~~old~~ D~~d~~owntown, upland slopes~~scenic hillsides~~ or broad ocean views from Highway 1 as designated in the local coastal program.

D. Areas of public access to the coastal trail or beach areas including those as designated in the local coastal program.

E. Archaeological resources.

F. Prime agricultural land or soil.

18.33.080 Declaration of restrictions.

Any declaration of restrictions regarding owner occupancy previously recorded in conjunction with development of an accessory dwelling unit remains valid and binding on any successor in ownership of the property, unless the accessory dwelling unit is removed. If permitted by state law, ~~Before obtaining a building permit for an accessory dwelling unit, the~~any property owner obtaining a building permit for an accessory dwelling unit after January 1, 2025 shall file with the county recorder a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner and stating that:

A. Neither the single-family dwelling nor the accessory dwelling unit shall be sold or otherwise conveyed separately from the other unit, either directly or indirectly.

B. The accessory dwelling unit is a permitted use only so long as either the main residence or the accessory dwelling unit is occupied by the owner of record as his or her principal residence, pursuant~~subject~~ to Section 18.33.050(H)~~30(I) or 18.33.040(J)~~.

C. The restriction is binding on any successor in ownership of the property; lack of compliance will result in the accessory dwelling unit becoming an illegal, nonconforming use subject to the code enforcement and abatement proceedings established by this code.

D. The ~~deed~~ restrictions shall lapse upon removal of the accessory dwelling unit.

18.33.090 Incentives.

The following incentives are to encourage construction of accessory dwelling units:

A. Affordability Requirements for Fee Waiver. Accessory dwelling units proposed to be rented at rents affordable to very low or low income households for at least five years may request a waiver of all city fees, subject to the sole discretion and approval of the city council. The city and applicant shall enter into an affordable housing agreement governing the accessory dwelling unit and that agreement shall be recorded against the property.

B. Parking. The covered parking requirement for ~~the~~ a proposed primary residence shall be limited to one covered parking space and one uncovered parking space if an accessory dwelling unit is also proposed in areas outside of those designated in Section 18.33.050(H) and depicted in Figure 18.33-1~~provided~~. The uncovered parking space may be provided in the side yard setback (if on a corner lot) or front yard setback under this incentive with the parking design subject to approval of the community development director. The maximum impervious surfaces devoted to the parking area shall be no greater than the existing driveway surfaces at time of application. Not more than fifty percent of the front yard width shall be allowed to be parking area.

~~18.33.100 Owner occupied exception.~~

~~The owner occupancy requirement in Sections 18.33.030(I), 18.33.040(J) and 18.33.080(B) may be waived by the community development director for a period not to exceed two years in any ten year period upon a finding of hardship due to medical, family, employment or other special circumstances provided the owner retains ownership and~~

~~establishes his or her intent to maintain the single-family dwelling or accessory dwelling unit as his or her primary residence.~~

18.02.040 Definitions.

"Accessory building" or "accessory structure" means a detached subordinate building, the uses of which are incidental to a permitted principal use conducted within the main or principal structure on a parcel. An accessory building or use is not permitted without a permitted use on the property. An accessory dwelling unit is not considered an accessory building or accessory structure. For purposes of Chapter 18.33 (Accessory Dwelling Units), an accessory structure must be fully enclosed.

"Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons on the same parcel as a ~~single-family~~primary dwelling unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation. An accessory dwelling unit also includes the following: (1) an efficiency unit, as defined in Health and Safety Code Section 17958.1, and (2) a manufactured home, as defined in Health and Safety Code Section 18007.

"Efficiency Unit" has the same meaning as set forth in California Health and Safety Code Section 17958.1.

~~Dwelling, Accessory or Second. "Second or accessory dwelling" means a detached or attached dwelling unit located on a single family residential lot that contains a one family dwelling.~~

~~"Second dwelling unit" means a detached or attached permanent dwelling unit located within a residential zone on a lot which contains a single family dwelling. A second unit provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, sanitation, and parking. A second unit may be attached to or detached from the primary dwelling. Second dwelling units are governed by Chapter 18.33, titled "Second Dwelling Units."~~

"Junior accessory dwelling unit" means a unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure, including an attached garage. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure, as defined in California Government Code Section 65852.22.

Yard, Corner Side. "Corner side yard" means a yard between the street facing side lot line ~~abutting the street~~ on a corner lot and the nearest line of building.

18.06.050 Exceptions to development standards.

. . .

E. Development Standards for Exceptional, Substandard and Severely Substandard Lots. This section sets forth standards for development on substandard or severely substandard lots, which are defined in the zoning code definitions in Section 18.02.040.
1. Exceptional lots shall be subject to the R-1 development standards set forth in Table B of this chapter, unless otherwise specified.
2. Development on substandard or severely substandard lots, other than exceptional lots, shall meet all standards set forth in Tables E and F of this chapter, respectively, unless otherwise specified. Project design review pursuant to Chapter 14.37 is required for all development, including additions and accessory structures but not including any ~~wholly within existing development~~streamlined accessory dwelling unit, as defined in Section 18.33.030, on any substandard or severely substandard lot or building site except as provided in subsection (E)(3) of this section.
3. Coastal Act Consistency. The exception to development standards for substandard, severely substandard, and exceptional lots set forth in this subsection shall only be applied in full conformity with coastal development permitting requirements pursuant to Sections 30600 and 30610 of the Coastal Act and Title 14 Sections 13250, 13252, and 13253 of the California Code of Regulations and Sections 18.20.025 and 18.20.030 of the zoning code.

. . .

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **RE-RATIFICATION OF RESOLUTION TO CONTINUE HOLDING PUBLIC MEETINGS REMOTELY (AB 361)**

RECOMMENDATION:
By motion, in accordance with Assembly Bill 361, re-ratify the findings in Resolution No. 2021-80 to continue conducting the City's Council, Commission, and Committee meetings remotely due to health and safety concerns to the public due to COVID-19.

FISCAL IMPACT:
There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:
This action supports the Inclusive Governance element of the Strategic Plan.

BACKGROUND:
On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for a broader spread of COVID-19.

Thereafter, on March 17, 2020, the City Council adopted Resolution 2020-16 declaring a local emergency due to COVID-19. The same day, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-in-place order, requiring all non-essential personnel to work from home.

Staff quickly worked to set up remote meetings via Zoom for all City Council and Planning Commission meetings. The Zoom meetings have allowed the Council, Commissions, and Committees to continue to conduct City business from the safety of members' homes. The City has been utilizing Zoom for the past 18 months to conduct nearly all public meetings. The usage of Zoom for public meetings has allowed the City to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which extended the ability of agencies to hold remote meetings through September 30, 2021, after which agencies anticipated transitioning back to public meetings held in full compliance with the Brown Act. In preparation for the return to in-person meetings, staff has been working on acquiring audio and visual upgrades for City facilities to conduct hybrid meetings. Although hybrid meetings would help to keep the public safe by allowing them to continue accessing the meetings from their own home, Councilmembers, Commissioners, Committee members, and staff would need to meet in person.

Since the Governor issued Executive Order N-08-21, the Delta variant has emerged, causing a spike in cases throughout the state. As a result, the San Mateo County Health Department issued a Health Order requiring masks indoors in public places, regardless of vaccination status, starting August 3, 2021.

On September 16, 2021, Governor Newson signed Assembly Bill 361 (AB 361), which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Orders.

AB 361 authorizes local agencies to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency, when state or local health officials have imposed or recommended measures to promote social distancing during the proclaimed state of emergency, or when there is an imminent risk to the health or safety of attendees.

On October 5, 2021, the City Council adopted Resolution No. 2021-80 under the requirements of AB 361 to continue conducting meetings remotely. AB 361 requires the City Council to make the findings every 30 days, necessitating the need for this item.

On December 15, 2021, a statewide mask mandate went into effect due to a rise in cases across the state.

On January 10, 2022, in response to the surge of COVID-19 cases, Omicron variant, City Hall closed to the public moving services to remote services.

On March 1, 2022, the statewide requirement that unvaccinated individuals mask in indoor public settings moved to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking. The San Mateo Chief Health Officer has likewise recommended the CDC's masking guidance.

DISCUSSION:
AB 361 will allow local legislative bodies to continue to meet remotely after the September 30, 2021 expiration of the Governor's executive orders. A local agency will be allowed to continue to meet remotely when:

- The local agency holds a meeting during a declared state of emergency
- State or local health officials have imposed or recommended measures to promote social distancing
- Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees

The City meets the requirements to continue holding meetings remotely to ensure the health and safety of the public due to the following:

- The City is still under a local state of emergency
- County health orders require that all individuals in public spaces maintain social distancing and wear masks
- The City can't maintain social distancing requirements for the public, staff, Councilmembers, Commissioners, and Committee Members in their meeting spaces

The City cannot ensure social distancing requirements are met inside City facilities where the City Council, Planning Commission, Parks and Recreation Commission, Redistricting Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Main Street Bridge Advisory Committee meet.

Councilmembers, Commissioners, Committee Members, and staff sit well within six feet of each other. Moreover, the County's indoor mask order is still in effect, making it difficult to hear what Councilmembers, Commissioners, Committee Members, staff, and public speakers are saying. Furthermore, while speaking through masks may be understandable in person, picking up speech on microphones for those attending remotely and those watching any livestreams would be difficult.

Per AB 361, the City Council would need to declare every 30 days that the City's legislative bodies must continue to meet remotely to ensure the health and safety of the public. Staff recommends that the City Council declare these findings are true so these bodies can continue to meet remotely. Staff will return with this resolution for re-ratification at the Council's 1st Tuesday meeting each month, at which time the Council can reassess as various health orders and COVID-19 parameters change.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **COMPLETION OF REDISTRICTING ADVISORY COMMITTEE WORK AND DISBANDMENT OF ADVISORY COMMITTEE**

RECOMMENDATION:
Adopt a resolution amending Resolution No. 2021-19 to formally disband the 2021 Redistricting Advisory Committee, created on May 4, 2021, and to thank the Committee Members for their work on the 2021 Redistricting process.

FISCAL IMPACT:
There is no fiscal impact associated with this action.

STRATEGIC ELEMENT:
This recommendation supports the Inclusive Governance Element of the Strategic Plan.

DISCUSSION:
On May 4, 2021, the City Council adopted Resolution No. 2021-19 creating the Redistricting Advisory Committee. The seven-member Committee was appointed on June 15, 2021, and conducted a series of public hearings and workshops from July 2021 through January 2022.

The City Council held hearings following the Committee's work on January 19, 2022, February 15, 2022, and March 15, 2022, adopting the ordinance and final map, Map 503b, on April 5, 2022.

The redistricting process occurs once every 10 years. Given that, and with the completion of the 2021 process, the Committee has completed its task and is no longer needed. The City Council in place in 2031 will determine how best to complete that year's redistricting process.

Both the Council and staff are incredibly thankful for the time and effort put into this process by the seven Committee Members, which included: Marin Holt (Chair), Paul Gater (Vice Chair), Hal Bogner, Steve Maller, Claudia Marshall, Phil Marshall, and Michael Settles.

ATTACHMENT:
Resolution amending Resolution No. 2021-19 to formally disband the 2021 Redistricting Advisory Committee

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING RESOLUTION NO. 2021-19 TO FORMALLY DISBAND THE REDISTRICTING ADVISORY COMMITTEE

WHEREAS, on April 6, 2021, the City Council directed staff to formally establish a redistricting advisory committee to assist with the creation of a new district election map as part of the 2021 post-census redistricting process; and

WHEREAS, on May 4, 2021, the City Council adopted Resolution No. 2021-19, established the seven-member committee and set its bylaws; and

WHEREAS, the Committee held meetings from July 2021 through January 2022; and

WHEREAS, the City Council held public hearings on January 19, 2022, February 15, 2022, March 15, 2022, and adopted an ordinance approving a final map, Map 503b on April 5, 2022; and

WHEREAS, the next redistricting process will occur in 2031.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby formally thanks and acknowledges the seven members who were a part of this Committee for their time and effort, and formally disbands the Committee.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 2nd day of May, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:
NOES, Councilmembers:
ABSENT, Councilmembers:
ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager
Victor Gaitan, Management Analyst

TITLE: **REQUEST FOR DEACCESSION OF THE CARTER PARK SCULPTURE**

RECOMMENDATION:
Adopt a resolution to deaccess the Carter Park Sculpture at the recommendation of the Parks and Recreation Commission.

FISCAL IMPACT:
The cost of the sculpture removal will be included in the overall cost of the Carter Park redevelopment project, which will break ground in May 2022.

STRATEGIC ELEMENT:
This action supports the *Healthy Communities and Public* Safety element of the Strategic Plan.

BACKGROUND:
Over the years, the City of Half Moon Bay has accepted and or permitted the acquisition and placement of art (primarily sculptures) in public places. There has historically been no formal agreement as to the terms of the acquisition, placement, or the removal of such art.

Several of these pieces of public art have been in the City's collection for many years and have started to show wear or may need to be relocated or removed for one reason or another. With no formal process in place, City staff drafted a Public Art Deaccessioning Policy, which was formally adopted by the City Council at their meeting on April 20, 2021. The Deaccessioning Policy outlines a formal process for the removal or relocation of permanent artwork in the City's collection, including criteria for the request, clear procedures that must be followed, and options for the final disposition of the deaccessioned artwork.

At the Council Meeting on April 19, 2022, the City Council approved the construction contract for the Carter Park Improvements Project with Wickman Development and Construction. Construction for the project is slated to start in May 2022, and as part of the demolition and site

preparation, the contractor and the City Department of Public Works has identified that the Carter Park Sculpture must be removed.

Per the Public Art Deaccessioning Policy, under Section IV. Guidelines/Deaccessioning Criteria, City staff determined that deaccessioning criteria number 10 applies in this case: *The site where the work is located is undergoing privatization, or redevelopment or improvement for a public purpose*. Following the procedures laid out in the policy, staff presented the deaccessioning request to the Parks and Recreation Commission at their meeting on April 27, 2022. At that meeting the Commission was presented with all available relevant corresponding details, including the following:

1. **Artist:** Arabella Decker
2. **Artist's Next of Kin:** Paul Schomber
3. **History of the Artwork:** The Carter Park Sculpture was donated to the City in 1998, at the same time as two other sculptures that were placed in Kitty Fernandez Park



Although the artist has since passed, City staff were able to make contact with the artist's son, who is supportive of the proposed process and provided helpful background information about the sculpture. City staff also reached out to representatives from the Coastal Arts League, and the Half Moon Bay Historical Association, both of whom supported the City's proposal as well.

There are several actions regarding the disposition of the deaccessioned artwork that the City can take, including:

1. **Exchange:**
   An exchange may be made with the artist, a gallery, museum, or other institution for one or more artwork(s) of comparable value by the same artist. The artist will be given the first opportunity to exchange the artwork.
2. **Transfer:**
   1. The artist or donor will be given priority for the transfer of ownership through either donation or sale.
   2. The artwork, or any part of the artwork, can be donated to the artist, the original donor, a non-profit organization or a conservator or scholar for educational purposes.
   3. The work may be sold through auction, gallery resale, or direct bidding by individuals, in compliance with city policies concerning surplus property.
3. **Relocation:**
   1. An artwork may be relocated to another location within the City if its current location is no longer suitable for whatever reason.
   2. City staff will determine a new appropriate location for the artwork based on a list of pre-determined locations for siting artwork in the City.

4. **Destruction / Disposal**
    1. An artwork may be destroyed when it has deteriorated or been damaged, and the cost of repair is disproportionate to the value or when repair is unfeasible. Option for recycling will be pursued when possible.

In this case, due to the poor structural condition of the sculpture and the fragility of the construction materials, it would be extremely difficult to salvage the artwork during the removal process, and it is recommended that it be destroyed instead of exchanged, transferred, or relocated.

Considering all of these factors, the Parks and Recreation Commission recommends that the Carter Park Sculpture be removed (deaccessioned) and destroyed.

DISCUSSION:
Per the Public Art Deaccessioning Policy, *"The City Council shall review deaccessioning recommendations made by the Parks and Recreation Commission and make final determinations on the request".* City Staff recommends that the Council approve the recommendation from the Parks and Recreation Commission that the Carter Park Sculpture be removed (deaccessioned) and destroyed.

ATTACHMENT:
Resolution

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE DEACCESSIONING OF THE CARTER PARK SCULPTURE

WHEREAS, the Carter Park Sculpture, sculpted by artist Arabella Decker, was donated to the City of Half Moon Bay in 1998; and

WHEREAS, due to the upcoming construction and redevelopment of the Carter Park Improvements Project, the Carter Park Sculpture must be removed as part of the demolition and site preparation process; and

WHEREAS, the City Council adopted a Public Art Deaccessioning Policy on April 20, 2021; and

WHEREAS, the Deaccessioning Policy outlines a formal process for the removal of permanent artwork in the City's collection, including criteria for the deaccessioning request, clear procedures that must be followed, and options for the final disposition of the deaccessioned artwork; and

WHEREAS, after receiving a presentation from city staff, the Parks and Recreation Commission made a recommendation that the Carter Park Sculpture be removed (deaccessioned) and destroyed; and

WHEREAS, Per the Public Art Deaccessioning Policy, *"The City Council shall review deaccessioning recommendations made by the Parks and Recreation Commission and make final determinations on the request"*; and

WHEREAS, City staff recommends approval of the recommendation from the Parks and Recreation Commission that the Carter Park Sculpture be removed (deaccessioned) and destroyed.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Half Moon Bay hereby authorizes the deaccessioning of the Carter Park Sculpture.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of May 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager
John Doughty, Public Works Director
Andrew Armando, Director of Police Services

TITLE: **SPRING/SUMMER BEACH ACTION PLAN 2022**

RECOMMENDATION:
By motion, approve the proposed "Action Plan" for enhanced management, enforcement and litter controls for certain beaches and access points within the city limits including Poplar Beach Park (beach, parking lot and coastal trail) during the spring and summer of 2022.

FISCAL IMPACT:
The Action Plan is anticipated to result in a fiscal impact of approximately $14,000 in additional services costs to the General Fund during spring and summer of 2022. The remainder (majority) of funding will come from operational budgets of Public Works and the contract between the City and San Mateo County for police services. The FY 2022-23 recommended Budget includes funding to implement the action plan through October 15.

STRATEGIC ELEMENT:
This plan is consistent with the *Infrastructure and Environment* and *Healthy Communities and Public Safety* elements of the adopted Strategic Plan.

BACKGROUND:
Half Moon Bay and the San Mateo County coast are a prime recreation destination for the Bay Area as well as visitors from around the world. Within Half Moon Bay itself, public beaches extend north to south for almost 7 miles. Notable among the public beaches within City limits are Half Moon Bay State Beach comprising three distinct beach areas (Francis, Venice and Dunes Beaches), Poplar Beach, Surfer's Beach and Miramontes Point Beach. Great beach opportunities extend both north and south of the City along Highway 1. Information on Coastside beaches can be found on the City's website at https://www.half-moon-bay.ca.us/732/Beaches.

Poplar Beach is City-owned and provides the public access to both the beach and California Coastal Trail. Poplar Beach is a popular location for locals and visitors alike to recreate and escape the heat of the Bay Area. Poplar Beach has historically been a congregating point for large groups, particularly local youth and teens. Increasingly, Poplar Beach has become a meeting spot for groups coming from Bayside communities. In 2019 and 2020, COVID-19 significantly impacted activities on all local beaches, paths and trails.

In FY 2019-20, the City and Sheriff's Office executed an amended service contract for Police Services. As part of that contract, the following conditions were added:

"During the summer months (Memorial Day Weekend through Labor Day Weekend), the Police Chief shall consider the City's beach and park areas to be an enforcement priority and shall make resource, deployment, and staffing decisions with that in mind. Within the confines of the staffing model and budget outlined in the current contract, the Police Chief will use a variety of tactics to maintain law and order at the beaches and parks, including but not limited to: routine patrols, increased patrols, redeployment of on-duty patrol force, foot patrols, overtime details at peak hours, electronic sign boards, use of the Crime Suppression Unit, etc. The Police Chief will retain the right to provide general police services within the policy guidelines and practices of the Sheriff's Office which establishes priorities for deputies when receiving multiple calls and when responding to more serious crimes or emergencies in progress."

On June 4, 2019, the City Manager outlined several steps that were being taken to address increased activity and demands at Poplar Beach. These initial steps for the summer months included:

- Enhanced Police Services including Bicycle Beach/Trail Patrols
- Expanded Public Works Maintenance—Adding full day Saturday and Sunday staffing
- Expanded Abundant Grace Coastside Worker Beach Cleanup Program
- Coordination with Republic Services on refuse removal and collection
- Assessing ways to expand volunteer/non-profit participation

On June 18, 2019 the City Council authorized staff to proceed with an action plan that included the bullet point items above as well as overnight private security. Ultimately, private security was not found to be a strong deterrent to overnight activities on the beach, and the cost outweighed the benefits.

On March 17, 2020, the City Council authorized staff to proceed with an action plan that included the same actions as the prior year (with the exception of contract security), weekend Public Works coverage, and the expanded Abundant Grace Worker Program. This meeting happened to be the last meeting conducted to date as a regular Council meeting at the TACC.

2020 represented a tremendous challenge to the City and its regional partners due to COVID-19. On March 13, 2020 the Bay Area Region issued a Stay-at-Home Order that included

prohibitions on travel, exercise and other “normal’ activities. These Orders were ultimately replaced by Statewide Orders during the year which often modified the terms under which travel and exercise could be undertaken. Throughout the year, the beaches in and near Half Moon Bay served as a respite for local and Bay Area residents seeking exercise and recreation.

In July 2020, the City Council conducted a workshop on beach impacts in and near Poplar Beach. Staff followed this with a report in the fall on implementation efforts. A Pilot Parking delineation program was subsequently abandoned by the City in response to majority property owner disapproval.

As part of the follow up report in October 2020, the City Council discussed Coastside public restrooms. Throughout much of the summer, the City had received complaints from residents regarding visitors using their yards as restrooms. Staff conducted a survey of available facilities (see Attachment 1) which shows that there are approximately 51 operable permanent and portable facilities located along the City’s coast.

Also in 2020, the City Council adopted new (revised) beach rules which, in addition to continuing dog-on-leash requirements and fire prohibition on all beaches, included the prohibition of alcohol and single use plastic bottles of one liter or less. Signage has been updated, Staff is working on education and the Sheriff’s office will address enforcement. The Ordinance did provide the City Council opportunities to implement “off-leash” dog areas.

The Sheriff and City Public Works Department now each have all terrain vehicles (Polaris) capable of accessing the beaches and coastal trail even during the busiest of times.

In 2020 and 2021, staff utilized several new strategies to address the varying solid waste needs throughout the City. At Poplar Beach, staff rolled out new educational signage campaign, relocated the Big Belly compactors that were attracting illegal dumping, and increased the number and size of the dumpsters in the parking lot. These dumpsters were also outfitted with new, slotted lids. The educational signs were strategically located at entry and exit points at both Poplar and Miramontes Beach, reminding visitors to “leave nothing but footprints” and to “pack it in, pack it out.” In addition to increasing the garbage capacity at Poplar Beach, staff addressed similar needs in other hot spots by installing the Big Belly units at Miramontes Point Beach and convincing the Granada Community Services District to increase garbage capacity at Surfer’s Beach.

In 2021, the City placed a portable restroom at the end of Kelly Avenue. The addition of this unit was received well by the community. Staff is recommending to continue this practice in 2022.

In 2021, the City Council authorized a Part Time Seasonal Public Works Maintenance position in the Mid-Year budget to provide focused (Thursday, Friday, Saturday and Sunday) services to City beaches, parks and downtown during Spring/Summer 2021. This action proved extremely

successful for the beaches while providing regular maintenance staff the time during the week to address critical maintenance and capital repair of these and other facilities.

In 2021, a community member affiliated with the National Ski Patrol (NSP) requested City support in creating a volunteer bike patrol, under the umbrella of the NSP, to provide education, first aid, and other appropriate services along the California Coastal Trail. The City has entered into an agreement with the NSP for these services.

Recently the City Council funded a coastside collaborative effort called CARES. The CARES team will also provide a deterrent and education element to visitors and residents utilizing public beaches and parks, as well as providing reports to law enforcement.

Recently, the City Council reinstated the final frozen Maintenance Division position. The City is currently recruiting for this position. Based upon the success of 2021, the City chose to create the position as a full time Maintenance Assistant position. This position will provide year-round weekend coverage for the City.

Under the California Coastal Act, Poplar Beach, other City beaches and the adjacent State Beaches are and must remain open and accessible to the public 24-hours a day. Over the last several years, the City has chosen to leave the Poplar Access gate open 24-hours per day, in order to evaluate the impacts to the beach, City facilities and adjacent neighborhoods. This action has allowed the Sheriff's Patrol more convenient access to enforce late night parking and related activities. Leaving the gate open has also reduced evening parking impacts on the adjoining neighborhoods as well.

DISCUSSION:

Overview

City staff, notably representatives of the Sheriff's Office, Public Works and the City Manager's Office, have been continuing to assess means to address the annual spring and summer "high demand season". In previous years, the focus of the Action Plan was primarily on Poplar Beach. While Poplar Beach and its associated parking lot are a significant challenge, the City continues to look at other City beaches and to work with State Parks, San Mateo County Parks and Princeton Harbor to continue our collaboration on parking and access in 2022 as well.

As was discussed with the City Council and community in 2020, traffic issues on the Coastside are inevitable. On virtually any summer day, there are simply more cars than roadway capacity, as virtually all visitors to the Coastside are coming by private automobile. Mass transit is not really a viable option given the distance many visitors travel and practically, it is difficult to bring beach gear and the entire family on a bus or shuttle—which is not to say that it is not something to strive for in the future. COVID-19 clearly exacerbated the traffic issues by limiting the number of non-related (non-social circle) individuals can/should be in a single vehicle; this also eliminated most carpooling in general for much of 2021 as well. The simple reality is that

Half Moon Bay and Coastside residents continue to adapt and live with the knowledge that traffic (particularly weekends) are part of their lives.

Traffic on Highway 1 and 92 ultimately finds its way to local streets and neighborhoods. Visitors, being human, will always be looking for a parking spot as close to the beach as possible. Any given day in the summer months, the overflow of parking demand at Poplar Beach and Half Moon State Beaches are met by on-street parking on public streets in neighborhoods to the east; the degree of neighborhood parking varies significantly during the peak season and by proximity to the beach access. While during typical off-seasons the public lots tend to meet the demand, spring/summer parking demands often exceed Poplar Beach and Francis State Beach parking lot capacities.

It is still unclear what "getting back to normal" will look like in 2022 and how that will affect spring and summer beach activities and visitation overall. It is also unknown what the regional weather patterns will be—significant heat waves, particularly covering weekends always results in higher visitation. What we can be sure of is that the Coastside will receive significant visitors as we do every spring and summer. Things we can expect are:

1) Three (3) holidays (Memorial Day, Independence Day and Labor Day) fall on Mondays and 3-day holiday weekends typically bring crowds to Half Moon Bay;
2) Per the Coastal Act, beaches must be available and accessible to users 24-hours per day;
3) Visitors from around the Bay Area are more and more living in higher density environments and will continue to seek recreation and exercise on the coast;
4) Traffic and parking demands in all areas will increase with the visitors and there is little the City can do to preempt or control after-the-fact. In any given day there are simply too many automobiles to be handled by Hwy 92 and Hwy 1; and
5) The beach areas will be overwhelmed with garbage and litter from these visitors.

The City Council has identified traffic and congestion reduction as a strategic priority. Staff is currently developing an updated work program which will be presented under a separate item tonight. The City is also finishing work on a Climate Action Plan that will include recommended actions to reduce Greenhouse Gas Emissions (GHG) in all aspects of life including transportation. Tackling traffic and congestion will require behavior changes by all.

Following is a brief description of the principal components of the City's spring/summer 2022 plan for beaches. Each section includes a bullet point summary of actions. See Attachment 1 for the consolidated 2022 Beach Action Plan. The 2022 Action Plan reflects lessons learned from 2019 (pre-COVID), 2020 (COVID) and 2021 (COVID) preemptive actions deemed necessary by staff in response to prior community and City Council input.

Administration

The 2022 Beach Action Plan is a collaborative effort involving the staff of the City Manager's Office, Public Works, Communications and the Sheriff's Office. This success of the effort is also dependent upon the collaboration of our regional partners including State Parks, San Mateo

County Parks, Princeton Harbor, Caltrans and the California Highway Patrol. As we found in the last several years, communication is critical to conveying information. The 2022 Action Plan retains a communications plan/strategy around traffic, parking, alternate beach options, and other emerging issues.

- Administration
    - Timeframe—May 15 to October 15
    - Staff preparation and coordination will continue throughout the timeframe.
    - Physical improvements will start to be implemented throughout May.
    - City communications planning is ongoing, but includes:
        - City will prepare and send a letter to Nancy McGhee, San Mateo County Superintendent of Schools asking she forward the letter to all local high schools (Coastside and bayside) to inform them of the rules of Poplar Beach (and all City beaches) and to discuss the enforcement that they are going to encounter should they choose to pursue graduation related activities.
        - City will coordinate with Cabrillo Unified School District on Coastside specific messaging
        - City will coordinate with the Half Moon Bay Coastside Chamber of Commerce on visitor information and maps, on issues including locations of all public beaches along the San Mateo County coast and beyond, parking, traffic, alternate routes, restrooms, etc.

Traffic/Congestion

The City contracts with the San Mateo County Sheriff for law enforcement including traffic enforcement on local, County and State roadways. The Public Works Department is responsible for maintaining local streets and regulatory signage. Signage was placed at Highway 1 and 92 regarding blocking of the intersection. Additionally, the City eliminated "right on red" activity at Main Street/Highway 92 in hopes of reducing "cut-through" traffic activity on weekends. Ultimately, the California Department of Transportation (Caltrans) is responsible for permitting, maintenance, management and operations of the highways including all traffic signals. The California Highway Patrol is a partner with all agencies and is principal enforcement authority for Highway 1 and Highway 92. Sheriff Patrol has and will continue to cite those violating traffic laws and to support the Highway Patrol. As noted previously, the City will be working on developing new traffic/congestion strategies.

- Traffic
    - Sheriff/Law Enforcement
        - Continue regular patrols throughout the City.
        - When staffing allows, conduct focused enforcement at known problem locations including the intersections of Highway 1 and 92 and Highway 1 and Main Street.
        - Continue to work with the California Highway Patrol to provide regular and focused traffic enforcement in Half Moon Bay and on the Coastside.

- Work with Caltrans and MTC to seek their authorization to utilize the Highway 511 signs to alert potential visitors of delays and alternate routes.
- Utilize local VMS signage for traffic, parking and enforcement related messaging.
- Use SMCAlert to notify community of traffic issues and accidents.

- Public Works
  - City to continue to work with Google and others to address app-based routing issues within the City.
  - City will coordinate with the Half Moon Bay Coastside Chamber of Commerce on visitor information and maps, on issues including locations of all public beaches along the San Mateo County coast and beyond, parking, traffic, alternate routes, restrooms, etc.

Enforcement/Ambassadorship

As noted above, the San Mateo County Sheriff provides law enforcement and related public safety functions for the City of Half Moon Bay and all adjoining areas to the City. The Sheriff's Department coordinates and supports Coastside law enforcement with California Highway Patrol and State Parks for enforcement, investigation and search, rescue and recovery. Recently, the Sheriff purchased and outfitted a 4-wheel drive Polaris vehicle for the Coastside to expand direct beach enforcement. The Department has and continues to utilize bicycle patrol officers as well.

2022 will be the first spring/summer for the volunteer citizen bicycle patrol on the California Coastal Trail (within City limits). The City has entered into an agreement with the NSP for these services, and has been working with a group of residents to market the opportunity and support training and resources for a local patrol. Training of the initial group is currently underway, and patrols will begin later this spring. Patrollers will be easily identified by a bright red jersey, and although they will not provide enforcement of laws or regulations on the trail, have proven effective in other jurisdictions at deterring poor etiquette, educating other cyclists and trail users, and providing reports to law enforcement of dangerous situations. The individuals will serve as ambassadors for the City.

In addition to the Bike Patrol, the City has also collaborated with El Centro de Libertad to provide civilian based mental health response to 911 calls for low level incidents and episodes of mental health or other crises. The CARES team currently operates Tuesday through Saturday from 11:30 am to 8:00 pm, and will provide an additional resource for visitors in need of assistance, including at local beaches and parks. In September, the program will expand to provide longer service hours and operate 7 days per week. The CARES team consists of a specially trained mental health professional and an EMT who are bilingual English and Spanish, and mobile throughout the City. They work closely with the Sheriff, other first responders, and local non-profit service providers to deescalate and stabilize situations, connect individuals to needed services, and follow up as necessary. Like the Bike Patrol, the CARES team can also

provide a deterrent and education to visitors and residents utilizing public beaches and parks, as well as providing reports to law enforcement.

The Sheriff's Department (via Community Services Officer) conducts regular checks of the Poplar Beach Parking Lot during daytime hours. Regular Sheriff Patrol covers the entire City 24-hours per day and includes beach areas and adjacent neighborhoods within City limits. Patrol is also responsible for traffic and parking enforcement throughout the City. Under the City's contract for services, the Sheriff has committed to providing extra staffing in high demand times including holidays and weekends.

- Enforcement (General)
    - Sheriff
        - Continue deploying Bicycle Beach/Trail Patrols.
        - Continue regular patrols of City including Poplar Street and Poplar Beach including late night and early morning patrol of Poplar Beach Parking Lot
        - Patrols (via Polaris) will be conducted throughout the spring and summer evenings at Poplar Beach based on staffing availability, safe access to beaches and environmental factors.
        - Continue to work with State, regional and local partners to utilize 511, SMC Alert and portable VMS signage for traffic, parking and enforcement related messaging.
        - Coordinate with Public Works on posting of temporary and permanent signage to maximize information, improve education and address enforcement of beach rules.

    - Ambassadorship
        - Implement and advocate for the volunteer Bike Patrol for California Coastal Trail.
        - Encourage CARES to include tourist and beach areas in their patrols, to create visibility and awareness of the program.

- Enforcement (Memorial Day, Independence Day weekend and Labor Day)
    - Sheriff to staff an additional patrol car with two deputies on these holidays and will conduct enforcement provided staffing is available.
    - Community outreach
        - Place changeable copy sign at Highway 92 near Main Street a minimum 5 days in advance of the holiday weekend reminding the public regarding parking, activities, no fireworks, etc.
        - In advance of Independence Day, coordinate with Public Works to place signage reminding community and visitors that fireworks are illegal in Half Moon Bay.
        - Issue public service announcements and utilize other sources to remind the public that fireworks are illegal in the City limits.

- On Independence Day, post conspicuous temporary signs along local streets and at local beaches, as necessary.

Maintenance

The Public Works Department is responsible for the maintenance and operation of beaches, public parking lots, and portions of the coastal trail. The City supplements these efforts by contracting with Abundant Grace through the Coastal Clean Team Program to assist with litter clean-up on Poplar Beach, Poplar Parking Lot, the Coastal Trail and nearby neighborhoods. The Maintenance Division is made up of seven individuals, including the Superintendent, who are responsible for Citywide maintenance. As noted previously, we are currently recruiting a full-time position that will include year-round weekend maintenance coverage. Other maintenance staff will supplement this position as needed.

- Maintenance
    - The City will deploy maintenance staff to staff Poplar Beach and service other City beaches/facilities seven days a week inclusive of Memorial Day (May 30), Independence Day (July 4) and Labor Day (September 6).
    - Weekend coverage will primarily be provided via Maintenance Assistant. Other maintenance staff will also be used for on-call demands and emergency coverage.
    - With the easing of COVID restrictions, Public Works Sustainability is working with Sea Hugger, Surfrider and other partners on coordination of coastal clean-ups year round including the annual September California Coastal Clean Up Day.
    - Monitor and replace signage, barriers and other infrastructure as needed.

Coastside Restrooms

Over the course of the summer of 2020, the City received complaints from a few residents regarding the behavior of some Coastside visitors. Notably, that visitors were choosing to use yards as restrooms. In fall of 2020, City staff conducted an inventory of existing restroom facilities in or near the City limits and provided a report to the City Council on October 6, 2020. Fifty-one (51) operable restrooms (permanent and portable) were identified along the coast from Princeton Harbor on the north to Miramontes Point Road to the south (see Attachment 2, Map). There were also 10 inoperable restrooms (all on State Park property) along this segment due to lack of maintenance and upkeep-- State Parks continues to work to improve restroom access at Venice Beach. The restroom facilities are relatively dispersed throughout the entire length with obvious focus on beach access and public parking facilities. In 2021, staff placed a temporary restroom at the end of Kelly Avenue for the first time. It is recommended that we continue in 2022, unit rental and cleaning represents the $14,000 in fiscal impact. Based upon this assessment it appears that there are generally sufficient restroom facilities on the coast and that unfortunately, bad human behavior is somewhat inevitable.

- Coastside Restrooms
    - State Parks

        - The City will coordinate with and advocate for State Parks to maintain and retain open all available restroom facilities at Dunes, Venice and Francis Beaches.
    - Poplar Beach
        - The City will increase the number of portable restrooms consistent with prior years.
        - Servicing of restrooms will be daily.
    - Terminus of Kelly Avenue
        - The City will place an ADA compliant portable restroom near the entrance to the Coastal Trail in proximity to terminus of Kelly Avenue.
        - City will coordinate with State Parks on location.
        - Servicing of restrooms will be daily.

Solid Waste

Garbage and litter control remains a challenge for staff and many of the management strategies utilized in 2021 were successful. Strategies that will be replicated this year include utilizing temporary educational signage at key entry points to beaches, retaining the use of larger dumpsters at Poplar Beach and increasing the number of garbage, recycling, and compost carts throughout the downtown area.

While staff recognizes the desire to move away from utilizing dumpsters from a purely aesthetic perspective, doing so has consistently resulted in loose litter finding its way into the environment. This has been despite increasing the scope of the Abundant Grace Coastal Clean Team and the shifting of Public Works Maintenance staff to weekend coverage.

- Litter Management
    - State Parks
        - The City will advocate for additional solid waste receptacle on State Parks lands with focus on areas that directly connect to City neighborhoods providing public beach parking;
        - The City will also advocate for additional signage related to litter with focus on beach parking lots and Coastal Trail.
    - Poplar Beach Area
        - The City will retain three dumpsters at Poplar Beach Parking Area for use of visitors. Two will be housed in enclosures and the third will be placed near the pay station kiosk;
        - On holiday weekends and/or when weekend temperatures are expected to be exceed 90-degrees inland, staff will utilize the City's dump truck to collect and dispose of trash throughout the weekend. On these select days, the truck would be backed up to the gate at the terminus of Poplar Street as an additional trash receptacle and emptied throughout the day by City staff;
            - The truck may be utilized at other times based upon demand

        - Abundant Grace Coastal Clean Team program will continue to provide expanded litter pick-up services per their contract with the City including Poplar Beach and Parking Lot, the Coastal Trail, Poplar Parallel Trail and neighborhoods in vicinity of Poplar Street; and
    - Terminus of Pilarcitos Avenue and Wave Street
        - The City will place a solid waste bin next to the proposed porta-potty at this same general location
        - City staff will service once a day during spring/summer

Action Plan Conclusion. Poplar Beach and the nearby beaches are major draws for local and distant visitors. As such, we can expect traffic and related impacts through the spring and summer of 2022 and subsequent years. The impacts will be more acute during Bay Area heat waves and holiday weekends. The "2022 Action Plan" suggests reasonable and achievable steps that can be taken by the City and Sheriff to alleviate many of the concerns and impacts identified by residents.

Emerging Issue(s)

Off-Leash Dog Area--In 2020, the City Council adopted an ordinance revising various chapters of the Half Moon Bay Municipal Code related to parks, beaches and permissible activities in those areas. As part of that action, the City Council revised Section 8.04.040 Prohibited conduct, subsection F. to allow the City Council to designate off-leash areas in parks and on beaches. A number of residents have asked the City to consider designating a portion of Poplar Beach as an "off-leash" area. Designating a portion of Poplar Beach as an off-leash area would legalize what is current practice by many beach users while allowing visitors without dogs to enjoy the remainder of Poplar Beach. While staff has thoughts on how this could be achieved, tonight we are only seeking direction as to whether we return to City Council and the community with a more detailed discussion.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **CARBON FARMING: LOCAL SOLUTIONS FOR CLIMATE CHANGE SPEAKER - RUDDOCK**

RECOMMENDATION:
Receive a presentation on carbon farming and climate change, at Mayor Ruddock's request.

FISCAL IMPACT:
None associated with this report.

STRATEGIC ELEMENT:
This recommendation supports the Inclusive Governance Element of the Strategic Plan.

DISCUSSION:
Adria Arko has worked with the San Mateo RCD since 2015, and currently serves dual roles as Climate and Agriculture Programs Manager and San Mateo County Agricultural Ombudsman. As Program Manager, she manages the Carbon Farming, Waste Reduction, and Urban Farming Programs. As the Agricultural Ombudsman, she serves as a liaison between agricultural producers and County officials, helping farmers and ranchers navigate County permitting and assisting the County with improving its agricultural permitting process. Adria holds a bachelor's degree in Environmental Studies from Pitzer College and a master's degree in Public Policy from Cal Poly San Luis Obispo. Adria has been involved in food systems work in California since 2009. In 2021 she was awarded Greenbelt Alliance's Hidden Hero Award for Nature Based Solutions for her work incorporating working lands into San Mateo County's Community Climate Action Plan.

Kellyx Nelson is passionate about public service and building strong alliances to tackle thorny challenges. She has spent nearly 30 years in non-profits, government, and the private sector developing, implementing, and assessing programs and partnerships for environmental benefit and other public good. She has served as the Executive Director of the Resource Conservation District since 2006. Her diverse career has included 14 years as an environmental educator for underserved communities in New York and San Francisco, driving a Freightliner cross-country as

a long-haul trucker, delivering packages as a motorcycle messenger, and managing conservation projects for a local land trust. She has an undergraduate degree from Columbia University in Political Science and Environmental Science and a master's degree in Public Policy from UC Berkeley. Under her direction the RCD has achieved distinction, receiving the 2017 Silicon Valley Water Conservation Award, 2016 Sustainability Award from Sustainable San Mateo County, 2012 District of the Year from the California Association of RCDs and more. In 2015, Kellyx was inducted into the San Mateo County Women's Hall of Fame in recognition of her contributions to the overall well-being of the County.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer

TITLE: **SEWER AUTHORITY MID-COASTSIDE FISCAL YEAR 2022-23 OPERATIONS AND MAINTENANCE (GENERAL) BUDGET**

RECOMMENDATION:
Adopt a resolution approving, under protest, the Fiscal Year 2022-23 Sewer Authority Mid-Coastside (SAM) Operations and Maintenance (O&M) Budget expressly noting the City protest of any and all costs associated with the repair and replacement of the Intertie Pipeline System (IPS) consistent with the terms set forth in the September 13, 2017 Stipulation and Order.

FISCAL IMPACT:
SAM's proposed O&M (General) budget for Fiscal Year (FY) 2022-23 totals $8,195,626 of which the City's share is $4,871,480 (59.4-percent of total). SAM includes their Capital Budget within the General Budget. The total Capital Budget for SAM is $3,009,397 of which the City's share is $1,787,582 (59.4-percent). SAM costs will be paid from City sewer revenues (sewer user fees—Sewer Fund 05) and transfers of funds from the Sewer Capital Fund (Sewer Fund 06) as adopted by City Council per the 2020 Rate Study. The approximately 15-percent increase to the City was not anticipated by the 2020 Rate Study. While there are sufficient funds at present, staff will assess potential funding actions in FY 2023-24.

BACKGROUND:
The Sewer Authority Mid-Coastside a Joint Powers Authority (JPA) is made up of three member-agencies: City of Half Moon Bay (City), Granada Community Services District (Granada), and the Montara Water and Sanitary District (Montara). Each year, the three member-agencies must adopt the SAM budgets, which include, General Operation and Maintenance, and Projects. The JPA provides that O&M costs are funded by the three agencies based on their respective flows into the SAM Treatment Plant. The City's flows are currently measured/calculated at 59.4 percent.

In FY 2017-18, the City and its SAM Board representatives asserted during the budget development process that the Intertie Pipeline System and any capital projects involving the

capital repair and replacement of the IPS does not serve or directly benefit City sewer rate payers and should not be included as part of the City's cost burden. This assertion was followed by the filing of a Complaint for Declaratory Relief which seeks judicial declaration for a variety of issues including affirming the City does not benefit from the Intertie Pipeline System and the City need not fund its replacement and reconstruction. Under a subsequent Stipulation and Order entered by the court on September 17, 2017, the City agreed to fund the Intertie Pipeline System (IPS) project, under protest, pending the outcome of the City's request for declaratory relief. Under this stipulation, the City agreed to fund, under protest, an additional $1,505,000 in FY 2017-18.

On June 5, 2018, the City Council adopted the FY 2018-19 SAM Operations and Maintenance (General) Budget. The budget request from SAM totaled $6,197,273. The City's share of the initial approved budget was $3,360,430 (54.2% share). This budget was subsequently amended to increase the overall budget by $328,000 (City share $181,777).

On April 2, 2019, the City Council adopted the FY 2019-20 SAM Operations and Maintenance (General) Budget. The budget request from SAM totaled $7.4 million including the Capital/Infrastructure Budget. The City's share of the initial approved budget was $4,131,899 (56% share).

On June 2, 2020, the City Council adopted the FY 2020-21 SAM Operations and Maintenance (General) Budget. The budget request from SAM totaled $7,4 million. The City's share of the approved budget was $4,133,125 (56% share).

On April 26, 2021, the SAM Board discussed the General Budget. The City requested that SAM separate the Capital Budget from the proposed General Budget so that they could be voted on separately. The SAM General Manager initially separated the budgets but consolidated them in the final version that was presented to the SAM Board. A vote on the motion to approve the consolidated General Budget failed on a 4-4 vote (City representatives voting no).

On May 10, 2021, the SAM Board authorized the General Manager to forward the consolidated Fiscal Year 2021-22 General (O&M) Budget to the three member agencies for consideration. SAM Counsel advised the Board to adopt as a consolidated budget. The consolidated Budget was approved by City Council on May 18, 2021.

On February 7, 2022, the Santa Clara County Superior Court ruled on the City's Complaint for Declaratory Relief. The Court granted summary judgment in favor of Granada Community Services District and Montara Water and Sanitary District, and against the City. The Court found that the IPS replacement project, currently estimated at $20 million, is "maintenance" that the member agencies agreed to fund jointly. Under the JPA, the member agencies pay for maintenance based on their relative share of wastewater flows to the SAM plant. The City's flows are currently 59.4% of the total.

On March 24, 2022, the City filed an appeal with the California Court of Appeal, Sixth Appellate District.

On March 28, 2022, the SAM Board authorized the General Manager to forward the consolidated Fiscal Year 2022-23 General (O&M) Budget to the three member agencies for consideration. A summary of the draft budget is included as Exhibit A to the resolution. This budget was reviewed and commented on by Agency Managers prior to Board action.

DISCUSSION:

Overview

The sewer utility (enterprise) is funded by the users of the City's collection system. User charges fund: 1) day-to-day maintenance, cleaning, and repair of the collection system (sewer mains, pump stations and manholes); 2) treatment of effluent (by SAM); and 3) capital repair and replacement (Capital Reserve). Sewer charges are set in accordance with State law. State law in its simplest terms mandates that fees do not exceed the actual/anticipated costs of operating, managing, and replacing the sewer system. Historically, the City has allocated funding internally to two distinct enterprise funds; Fund 05 (Sewer Operating Fund) and Fund 06 (Sewer Capital Fund). Fund 05 has been used to fund maintenance of the collection system and costs associated with treatment and disposal of effluent. Fund 05 serves as a reserve fund which is used for the repair and replacement of the collection system. Historically, the funds were separated into distinct funds to ensure that capacity related revenues were not expended on operational costs. The City has limited revenues coming from capacity fees and has implemented new accounting software that addresses the minor accounting issues.

The City Council adopted five (5) year programmed adjustments to City sewer rates and charges on June 2, 2020. This represented the first adjustment by the City in six fiscal years. The rate adjustment included a shift to a flat rate structure for the residential users. The rate adjustments were needed to address significant increases in costs of maintenance, cleaning, effluent treatment, and construction of capital replacements has steadily increased to the point that annual costs are now exceeding the annual fees received. From FY 2015-16 through FY 2018-19, SAM costs increased by over 50-percent. In FY 2022-23, SAM is requesting an additional 15-percent increase from the City. In 2020, the City Council agreed to allocate monies from Fund 06 to cover capital and operational costs of the City sewer system.

Staff has continued, regardless of litigation outcome, to advocate for preparation of a separate distinct Capital/Infrastructure Budget rather than included as part of the consolidated General Budget. At present, the Capital/Infrastructure costs are allocated by the percentage of flows to the Plant (proposed at 59.4-percent). The City is still protesting all capital costs related to the IPS based upon the 2017 Stipulation and Order. The City believes that the appropriate methodology for cost allocation of all mutually beneficial capital projects should be by ownership of the depreciated/depreciating capital assets rather than unrelated flows. On the other hand, the JPA provides that expenses related to operation and maintenance shall be based on flows into the SAM Treatment Plant. The City is and will continue to advocate for the

SAM Board to modernize and update the Joint Powers Agreement to address many issues including cost allocation methodology.

As noted earlier, the use of Sewer Capital Funds today is necessary to cover fixed and necessary costs of the sewer enterprise. As discussed in the 2020 Sewer Charges Study, without increases in charges, the sewer enterprise fund will be overdrawn by FY 2023-24. SAM costs, including those related to the IPS, will be the largest contributor to the funding issues of the sewer enterprise now and well into the future. The City sewer rates will need to be re-evaluated for FY 2023-24 given SAM cost increases and capital needs. The City is also advocating for SAM to evaluate financing options for major capital maintenance and replacement to provide greater certainty in capital budgeting in the coming years.

The City's FY 2022-23 draft sewer budget is scheduled to be presented to the City Council on June 7, 2022. This budget includes reductions over prior year (via Capital Budget) in the City's capital maintenance and replacement program to offset SAM related cost increases. While staff is comfortable in the state of the collection system, deferral of capital repair and replacement cannot continue indefinitely.

The City of Half Moon Bay has actively participated in the governance and oversight of the Sewer Authority Mid-Coastside (SAM) as a member of the Joint Powers Authority (JPA). The City's interest is to ensure that City ratepayers receive the best possible sewer (collection and treatment) services at the lowest reasonable cost. The draft budget forwarded to the City of Half Moon Bay includes a significant increase (15-percent) in the overall operating costs. These costs are borne by the City in two ways: 1) its share of the costs as part of the historic flow-based allocation methodology; and 2) an increase in the City's share of costs to 59.4 percent (up from 58-percent). Fiscal restraint and proactive response to emerging issues including capital maintenance by SAM staff will continue to be critical to limiting emergencies and budget augmentations during the fiscal year.

Assessments

Per the Joint Powers Authority, the O&M budget is allocated based on the percentage share of sewer flows to the SAM Treatment Plant. The draft budget includes the establishment of the City's share of the SAM O&M Budget at 59.4-percent based upon the SAM adopted calculation and methodology of plant flows. The City's measured flows, as calculated under SAM's formula, have increased from 49.7 percent (FY 2015-16) to 59.4 percent. The City remains hopeful that the flow-based structure and methodology can and will be re-evaluated to provide for greater predictability/ease of budgeting and in consideration of the small-fixed costs associated with flow to the treatment plant.

Conclusion

The City Council took necessary steps to address sewer charges and modify the rate structure to provide sufficient funds to operate and maintain the City collection system and to fund SAM related expenses in FY 2022-23. Resolution of the City's Declaratory Relief action is also critical to the long-term funding strategy for the City.

Staff is recommending the City Council approve a resolution adopting the consolidated Fiscal Year 2022-23 Sewer Authority Mid-Coastside (SAM) Operation & Maintenance (O&M) Budget expressly noting the City protests any and all costs associated with the repair and replacement of the Intertie Pipeline System (IPS) consistent with the terms set forth in the September 13, 2017 Stipulation and Order.

ATTACHMENT:
Resolution approving the consolidated Sewer Authority Mid-Coastside Operation and Maintenance (General) Budget for FY 2021-22 (Includes Exhibit A—SAM Draft Budget)

1501095.1

Resolution No. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE SEWER AUTHORITY MID-COASTSIDE GENERAL (OPERATIONS AND MAINTENANCE) BUDGET FOR FISCAL YEAR 2022-23

WHEREAS, City of Half Moon Bay representatives have reviewed and provided input on the proposed General Budget of the Sewer Authority Mid-Coast (SAM) Budget for Fiscal Year (FY) 2022-23; and

WHEREAS, the proposed SAM General (Operations and Maintenance) Budget for FY 2022-23 totals $8,195,626, of which the City's share is $4,871,480 (59.4 percent of total); and

WHEREAS, the total proposed Capital/Infrastructure Budget for SAM is $3,009,397 of which the City's share is $1,787,582 (59.4 percent of total); and

WHEREAS, optimally, SAM would prepare a separate Capital/Infrastructure Budget for all capital projects; and

WHEREAS, the September 13, 2017 Stipulation and Order regarding Expenses and Assessments for the Sewer Authority Mid-Coastside in the matter of *City of Half Moon Bay v. Granada Community Services District et al.* ("declaratory relief action") Santa Clara Superior Court Case No. 17CV316927 provides that the City shall be deemed to approve under protest that part of SAM's 2017-18 General Budget characterized as the "Infrastructure Division", which includes the IPS and Portola Pump Station;

WHEREAS, the SAM FY 2018-2019, FY 2019-2020, FY 2020-2021 and FY 2021-2022 Budgets include Infrastructure Division items that are at issue in the pending appeal of the declaratory relief action, and which the City seeks to pay under protest based on the same terms set forth in the September 13, 2017 Stipulation and Order;

WHEREAS, the City of Half Moon Bay continues to advocate for more accurate and predictable methodology, whether flow or non-flow-based, for assessing SAM operations costs to make long term rate structuring and budgeting easier for all agencies; and

WHEREAS, the City of Half Moon Bay continues to advocate, regardless of litigation, for a separate Capital/Infrastructure Budget consistent with the JPA, member agency budgeting methodology, and government accounting standards; and

WHEREAS, the City of Half Moon Bay continues to advocate for a non-flow-based allocation methodology (such as ownership-based) for assessing SAM related capital costs in line consistent with the JPA and capital depreciation; and

WHEREAS, the City of Half Moon Bay continues to advocate for long-term facility planning for the SAM Treatment Plant in light of known (and greater anticipated) risks of flooding as well as to address aging systems and structures; and

WHEREAS, the City of Half Moon Bay continues to advocate for evaluation of financing options for the capital improvement program rather than the present pay-as-you-go funding; and

WHEREAS, the costs of SAM operations for FY 2022-23 will be funded from City Sewer Enterprise Funds including a one-time transfer of funds from the Sewer Capital Fund (Fund 06).

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay approves the General (O&M) Budget of SAM for FY 2022-23 of $8,195,626 (included as Exhibit A to this resolution) of which the City's flow-based allocation for all costs is $4,871,480 (59.4% of total) expressly noting the City protest of any and all costs associated with the repair and replacement of the Intertie Pipeline System (IPS) consistent with the terms set forth in the September 13, 2017 Stipulation and Order.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of May 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor



General Budget
Fiscal Year 2022/23

OPERATIONS BUDGET





EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that "The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

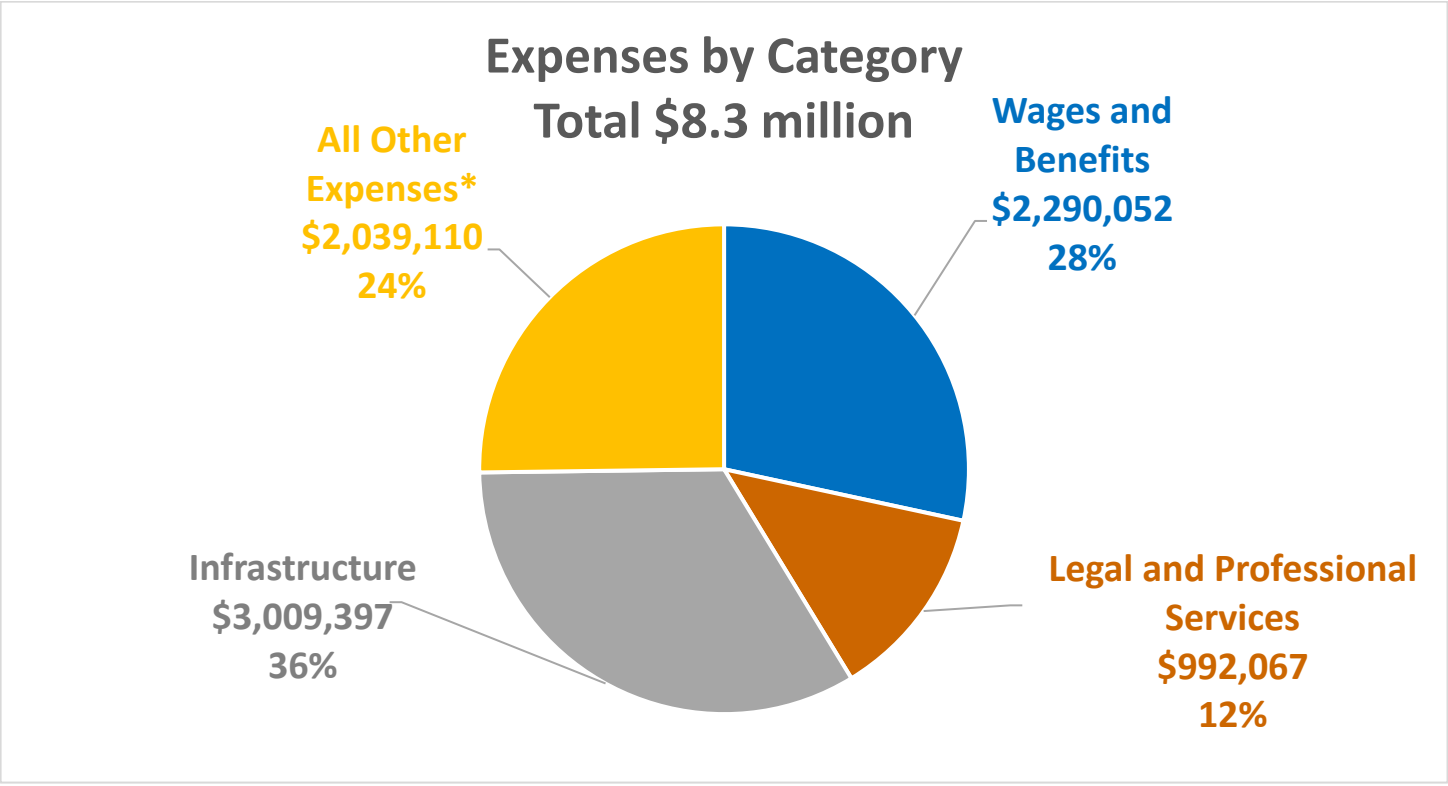
JPA Income & Expenses – General Budget

Operating Income		
Assessments - City of Half Moon Bay	4,871,480	
Assessments - Granada Community Services District	1,630,110	
Assessments - Montara Water & Sanitary District	1,694,036	
Interest Income	20,000	
NDWSCP Fees	115,000	
Total Operating Income		$ 8,330,626
Operating Expenses		
Wages	1,537,386	
Benefits	752,666	
Legal Services	175,000	
Engineering Services	128,750	
Professional & Technical Services	817,067	
Professional Memberships	54,752	
Insurance Premiums	127,386	
Miscellaneous Expenses	68,457	
Utilities	663,814	
Travel & Training	41,382	
Equipment Rental/Lease	98,101	
Building & Maintenance Services	205,971	
Chemicals	287,048	

Permits & Licenses	45,372		
Supplies	128,681		
Equipment	24,216		
Infrastructure Projects	3,009,397		
Claims & Penalties	15,000		
Repairs & Maintenance	150,179		
Total Expenses		$	8,330,626
Total Operating Expenses (less Infrastructure)		$	5,321,229
Contribution to Reserve Funds (Revenues less Expenses)		$	0

The overall increase from the adopted budget for Fiscal Year 2021/22 to the proposed budget for Fiscal Year 2022/23 is $932,080 (13%). This is primarily due to an increase in the infrastructure budget and wages.

Of the total General Budget, $2.29 million (28%) is for wages and benefits. The cost of infrastructure improvements is $3.009 million (36%). Legal, Engineering and Professional Services is $.992 million (12%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent 24% of the budget.



**All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.*

Division Budgets by Fiscal Year

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adopted	FY 2022/23 Proposed	$ Change	% Change
Administration	**$1,594,923**	**$1,720,904**	**$1,279,899**	**$1,339,194**	**$59,295**	**5%**
Treatment	**$3,699,940**	**$3,714,449**	**$3,457,059**	**$3,732,405**	**$275,346**	**8%**
Environmental Compliance	**$149,792**	**$271,905**	**$183,267**	**$249,630**	**$66,363**	**36%**
Total Operating Budget	**$5,444,655**	**$5,707,258**	**$4,920,225**	**$5,321,229**	**401,004**	**8%**
Infrastructure	**$132,550**	**$149,562**	**$2,478,320**	**$3,009,397**	**$531,077**	**21%**
Total General Budget	**$5,577,205**	**$5,856,820**	**$7,398,545**	**$8,330,626**	**$1,093,145**	**13%**

The Administrative Services division increased $59,295 (5%). The net increase is a result from the COLA adjustment of 3% and the funding of the Accounting Technician position.

The Treatment division increased $275,346 (8%), which is due to the COLA increase of 3% and an increase in engineering services and chemicals.

The Environmental Compliance division budget increased $66,363 (36%) primarily due to increase in professional services based on year-to-date actuals.

The Infrastructure division increased $531,077 to address the projects in the approved FY2022-2023 Capital Improvement Plan.

BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

Flow Results for Budget Allocations*

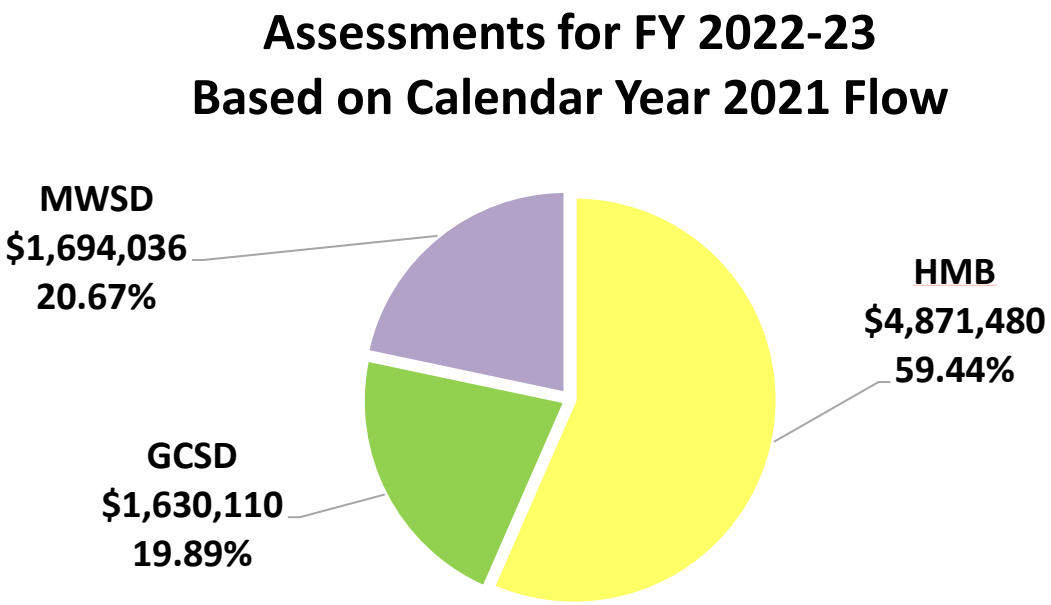
	HMB	GCSD	MWSD	
FY 2022/23	59.4%	19.9%	20.7%	(Based on Calendar Year 2021)
FY 2021/22	58.4%	20.5%	21.1%	(Based on Calendar Year 2020)
Variance	1%	-0.6%	-0.4%	

* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

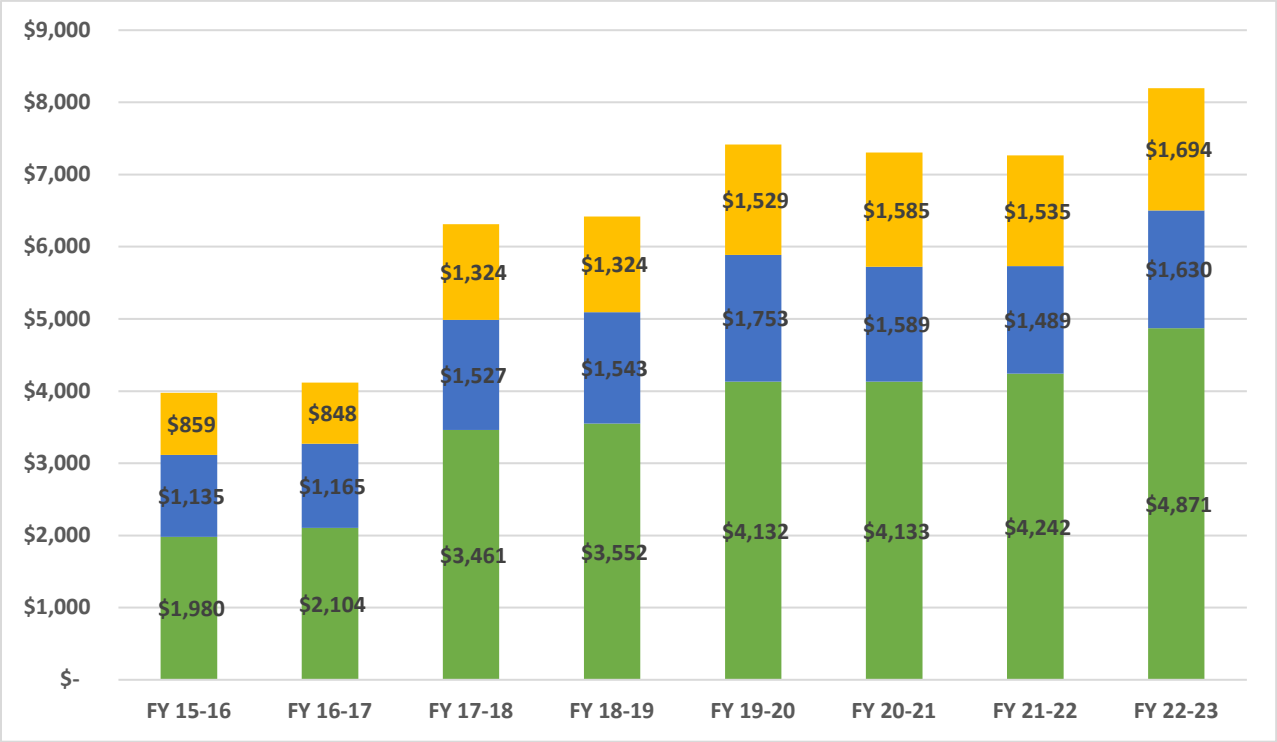
Total Assessments for Each Member Agency*

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Adopted	FY 2022/23 Proposed	$ Change	% Change
Half Moon Bay	$4,131,900	$4,133,125	$4,241,911	$4,871,480	$629,569	15%
Granada CSD	$1,753,395	$1,589,305	$1,489,027	$1,630,110	$141,083	9%
Montara WSD	$1,529,139	$1,584,637	$1,532,608	$1,694,036	$161,428	11%
Total	**$7,414,434**	**$7,307,067**	**$7,263,546**	**$8,195,626**	**$932,080**	**13%**

* The assessments to the Member Agencies are rounded to nearest dollar.



Assessments History by Agency (in 1,000's)



STAFFING

SAM continues to keep staffing levels as low as possible in order to hold costs down. This results in less impact on Member Agency assessments and lower rates to the end users. SAM struggles with filling vacant positions with qualified persons due to the requirement for Operations, Maintenance and Collections staff to live within 60 minutes of the service area in order to respond to emergency callouts. The high cost of living in the bay area and on the mid-coast makes it difficult to replace retiring staff and other vacancies as new employees are often unable to find suitable housing in an area that allows them to comply with the 60 minute response requirement. SAM will continue to develop programs to retain employees that are able to start in lower level positions and grow within SAM as positions that require higher skill levels open and provides opportunity for staff to make higher wages. The development of a succession plan and staff training programs are underway and over time will help with this challenge.

The following table reflects the operating staff level for SAM over the past six years.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
JPA	*8.525*	*10.75*	*11.00*	*13.00*	*14.00*	*12.0*	*12.0*	*13.0*

[1]FY 2022-23 staffing reflects continuing defunded positions of Utility Worker and Engineering & Construction Contracts Manager.

OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	Personnel							
1	Wages	1,463,101	1,445,504	1,373,395	1,359,340	1,537,386	163,990	12%
2	Premium Pay	115,840	113,103	93,518	130,960	113,626	20,108	22%
3	Health Benefits	267,720	247,065	264,999	252,147	265,562	563	0%
4	Retirement Cont.	535,695	477,328	250,989	233,023	253,580	2,592	1%
5	Retiree Med/OPEB	53,502	26,217	30,683	31,248	33,389	2,706	9%
6	Misc. Benefits	95,097	85,867	85,899	85,965	86,509	611	1%
7	Subtotal	2,530,955	2,395,084	2,099,482	2,092,681	2,290,052	190,570	9%
	Non-Personnel							
8	Legal Services	226,081	185,129	175,000	158,134	175,000	-	0%
9	Engineering Services	104,038	150,095	73,185	125,000	128,750	55,565	76%
10	Professional Services	1,176,309	1,589,800	780,566	1,032,108	817,067	36,501	5%
11	Prof. Memberships	68,675	52,717	41,006	53,157	54,752	13,746	34%
12	Insurance Premiums	110,010	156,339	187,750	123,676	127,386	(60,364)	-32%
13	Misc. Expenses	137,461	123,020	72,822	66,414	68,457	(4,364)	-6%
14	Utilities	573,863	617,390	600,873	644,965	663,814	62,941	10%
15	Travel & Training	31,289	13,760	25,893	26,892	41,382	15,489	60%
16	Equipment Rental	88,869	49,637	97,585	67,887	98,101	516	1%
17	Bldg & Maint Services	248,338	158,663	183,012	186,019	205,971	22,959	13%
18	Chemicals	209,105	217,060	216,945	284,246	287,048	70,103	32%
19	Permits & Licenses	936	50	45,320	40,128	45,372	52	0%
20	Supplies	64,046	97,910	100,475	124,021	128,681	28,206	28%
21	Equipment	7,230	22,101	12,176	23,510	24,216	12,039	99%
22	Infrastructure	-	-	2,478,320	113,067	3,009,397	531,077	21%
23	Claims/Penalties	-	28,065	15,000	18,589	15,000	-	0%
24	Repairs & Maintenance	-	-	193,135	145,805	150,179	(42,957)	-22%
25	Subtotal	3,046,250	3,461,736	5,299,064	3,233,618	6,040,574	741,510	14%
26	**TOTAL**	**5,577,205**	**5,856,820**	**7,398,546**	**5,326,299**	**8,330,626**	**932,080**	**13%**

Key Changes

Personnel costs: net increase due COLA and merit increases	$ 190,570
Engineering services: Based on Year-to-Date Actuals	$ 55,565
Professional services: Increase due to estimates based on Year-to-Date Actuals	$ 36,501
Insurance premiums: Based on Year-to-Date Actuals	$ (60,364)
Chemicals: Based on Year-to-Date Actuals	$ 70,103
Repairs & Maintenance: Reclassified Plant Equipment from Prof. Services	$ (42,957)
All other operating expenses: net increase due to CPI and adjustments to other operating expenses	$ 151,585
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	**$ 401,003**
Infrastructure: net increase result of CIP (includes engineering costs, reclassified)	$ 531,077
TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE	**$ 932,080**

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED		CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE								
	By Type:								
27	JPA Assessments	7,414,433	7,307,067	7,263,546	7,263,546	8,195,626		932,079	13%
28	Contract Services	-	-	-	-	-		-	-
29	NDWSCP Fees	118,804	54,077	115,000	20,152	115,000		-	0%
30	Misc. Fees	-	-	-	-	-		-	-
31	Interest Earnings	52,410	10,010	20,000	11,751	20,000		-	0%
32	Misc. Revenue	176,300	-	-	-	-		-	-
33	From/(To) Reserves	-	-	-	-	-		-	-
34	**TOTAL**	**7,761,947**	**7,371,154**	**7,398,546**	**7,295,450**	**8,330,626**		**932,079**	**13%**
	By Agency:								
34	Half Moon Bay	4,131,900	4,133,125	4,241,911	4,473,337	4,871,480		629,568	15%
35	Granada CSD	1,753,395	1,589,305	1,489,027	1,666,202	1,630,110		141,083	9%
36	Montara WSD	1,529,139	1,584,637	1,532,608	1,679,207	1,694,036		161,428	11%
37	**TOTAL**	**7,414,434**	**7,307,067**	**7,263,546**	**7,818,746**	**8,195,626**		**932,079**	**13%**

Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff	$ 932,079
TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE	$ 932,079

FINANCIAL DETAILS

The following is a list of key budget lines for FY2021/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a "budget to budget" comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of $10,000 year to year.

Budget Line #		FY 2021/22	FY 2022/23
1.	Wages Increase as results of COLA increase and staffing changes.	$1,373,395	$1,537,386
2.	Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	$93,518	$113,626
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	$264,999	$265,562
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	$250,989	$253,580
5.	Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	$30,683	$33,389
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	$85,899	$86,509
7.	**Personnel Subtotal** Subtotal of all wage and benefit costs.	**$2,099,482**	**$2,290,052**
8.	Legal Services Includes general counsel and employment legal fees	$175,000	$175,000
9.	Engineering Services Increased to provide design and project management related to treatment division.	$73,185	$128,750

Budget Line #		FY 2021/22	FY 2022/23
10.	Professional Services Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	$780,566	$817,067
11.	Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	$41,006	$54,752
12.	Insurance Premiums Property, liability, and pollution premiums based on utilization rates.	$187,750	$127,386
13.	Misc. Expenses Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	$72,822	$68,457
14.	Utilities Electricity, water, telephone, solid waste, etc.	$600,873	$663,814
15.	Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	$25,893	$41,382
16.	Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	$97,585	$98,101
17.	Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	$183,012	$205,971
18.	Chemicals Includes chemicals used in the treatment of wastewater to meet regulatory standards.	$216,945	$287,048

Budget Line # FY 2021/22 FY 2022/23

		$45,320	$45,372
19.	Permits & Licenses Annual costs for permits with local, regional and state agencies.		
20.	Supplies Office, computer, breakroom, and safety supplies.	$100,475	$128,681
21.	Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	$12,176	$24,216
22.	Infrastructure Projects Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed $50,000 each.	$2,478,320	$3,009,397
23.	Claims/Penalties Reflects claims expenses not covered by insurance.	$15,000	$15,000
24.	Repairs & Maintenance Maintenance for plant equipment	$193,135	$150,179
25.	**Non-Personnel Subtotal** Subtotal of all costs not associated with wages and benefits.	**$5,299,064**	**$6,040,574**
26.	**Total** Total of all costs (sum of Personnel and Non-Personnel subtotals).	**$7,398,546**	**$8,330,626**

ADMINISTRATIVE SERVICES
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	Personnel							
1	Wages	431,203	496,538	429,571	480,483	515,459	85,888	20%
2	Premium Pay	21,142	1,000	1,150	2,000	4,290	3,140	273%
3	Health Benefits	53,692	58,287	54,579	56,356	58,408	3,829	7%
4	Retirement Cont.	280,396	267,933	48,141	36,584	49,483	1,342	3%
5	Retiree Med/OPEB	38,539	12,015	15,029	15,495	16,348	1,319	9%
6	Misc. Benefits	22,086	20,655	18,163	22,831	20,705	2,542	14%
7	Subtotal	847,058	856,428	566,632	613,749	664,693	98,061	17%
	Non-Personnel							
8	Legal Services	226,081	185,129	175,000	158,134	175,000	-	-
9	Engineering Services	-	-	-	-	-	-	-
10	Professional Services	231,195	342,476	200,828	178,796	200,411	(417)	0%
11	Prof. Memberships	64,327	45,180	35,860	38,359	39,509	3,649	0
12	Insurance Premiums	110,010	156,339	187,750	123,676	127,386	(60,364)	-32%
13	Misc. Expenses	46,628	36,486	35,037	31,226	32,163	(2,874)	-8%
14	Utilities	32,317	34,005	32,618	35,504	36,569	3,952	12%
15	Travel & Training	14,053	1,341	587	8,633	8,892	8,305	1415%
16	Equipment Rental	5,329	5,436	5,910	6,239	6,426	516	9%
17	Bldg & Maint Services	11,124	23,141	17,826	41,322	22,561	4,736	27%
18	Chemicals	-	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	6,801	6,878	6,850	9,363	10,583	3,733	54%
21	Equipment	-	-	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	28,065	15,000	18,589	15,000	-	0%
24	Repairs & Maintenance					-		
25	Subtotal	747,865	864,476	713,267	649,841	674,502	(38,765)	-5%
26	**TOTAL**	**1,594,923**	**1,720,904**	**1,279,899**	**1,263,590**	**1,339,194**	**59,296**	**5%**

Key Changes

Wages: Result of COLA and merit increases and the funding of the Accounting Technician position	$ 85,888
Medical, dental, vision premiums and misc. benefits: Result of COLA and merit increases and the funding of the Accounting Technician position	$ 9,511
Retirement: Result of COLA and merit increases	$ 2,661
Insurance Premiums: Decreased based on year-to-date actuals	$ (60,364)
Professional services: decreased based on actual year-to-date experience	$ (417)
Utilities, supplies, misc. expenses: increased by 3% CPI	$ 22,017
TOTAL ADMINISTRATION EXPENDITURES BUDGET INCREASE	$ 59,296

ADMINISTRATIVE SERVICES

By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	1,249,451	1,335,424	1,259,899	1,259,899	1,319,194	59,296	5%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	-	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	52,410	10,010	20,000	11,751	20,000	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	**TOTAL**	**1,301,861**	**1,345,434**	**1,279,899**	**1,271,650**	**1,339,194**	**59,296**	**5%**
	By Agency:							
34	Half Moon Bay	696,291	755,361	735,781	755,361	784,129	48,348	7%
35	Granada CSD	295,475	290,458	258,279	290,458	262,388	4,109	2%
36	Montara WSD	257,684	289,605	265,839	289,605	272,677	6,839	3%
37	**TOTAL**	**1,249,450**	**1,335,424**	**1,259,899**	**1,335,424**	**1,319,194**	**59,296**	**5%**

Key Changes

Assessments reflect net increase in budget for wages, benefits, and other expenses	$ 59,296
TOTAL ADMINISTRATION REVENUE BUDGET INCREASE	$ 59,296

ADMINISTRATIVE SERVICES DIVISION

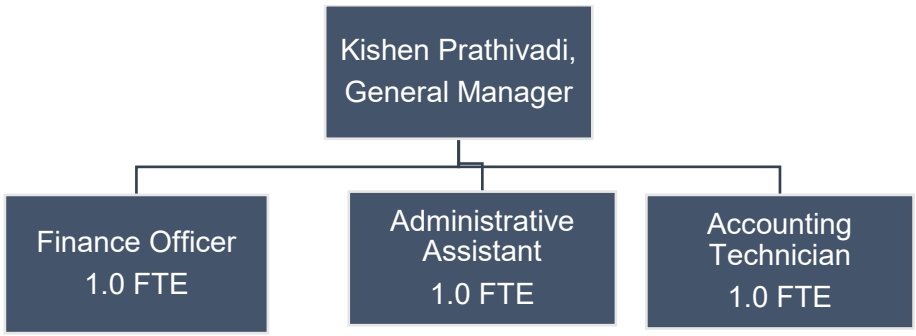


PROGRAM DESCRIPTION

The Administrative Services division provides administrative and financial support to the Board of Directors, the General Manager and all SAM divisions. Its function includes: planning and coordination of SAM activities related to the following: finance, human resources, risk management; management of SAM's information systems and web site; and Board services. Public contact by Administrative Services staff is generally the first interaction citizens have with the agency and are often related to complaints or reports of perceived problems. The ability to communicate clearly and understand the concerns of the caller is a skill demonstrated by those in the office. Contact with Member Agency staff and vendors is often first addressed via Administrative Services staff and communications and routing of information is a critical role of those in Administrative Services.

The financial staff in Administrative Services is responsible for maintaining detailed financial records; accounts payable processing; issuing, tracking and collection of accounts receivables; payroll processing including CalPERS reporting and benefits accounting; fixed asset management; financial planning; budget development; debt administration; centralized procurement; coordination of the District's audits and administration of SAM's self-insurance and loss prevention programs.

Administrative Services operations are managed by the General Manager. The following organizational chart reflects the reporting structure for this division.



The following staffing summary reflects the historical cost allocation for this division.

	2013/14	***2014/15***	***2015/16***	***2016/17***	***2017/18***	***2018/19***	***2019/20***	***2020/21***	***2021/22***	***2022/23***
JPA	*4.00*	*3.93*	*3.98*	*4.00*	*3.50*	*4.00*	*4.00*	*3.00*	*3.00*	*4.00*

FINANCIAL DETAILS

The following is a list of key budget lines for FY21/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a "budget to budget" comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of $10,000 year to year.

Budget Line #	FY 2021/22	FY 2022/23
1. Wages Increased due to COLA and merit increases and the funding of the Accounting Technician position	$429,571	$515,459
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	$1,150	$4,290
3. Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	$54,579	$58,408
4. Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	$48,141	$49,483
5. Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	$15,029	$16,348
6. Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	$18,163	$20,705
7. **Personnel Subtotal** Subtotal of all costs associated with SAM staff wages and benefits	**566,632**	**664,693**

8.	Legal Services Includes general counsel and employment legal fees.	$175,000	$175,000
9.	Engineering Services There are no engineering services charged to Administrative Services.	$0	$0
10.	Professional Services Includes technical/specialized services that need to be performed by consultants.	$200,828	$200,411
11.	Professional Membership Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	$35,860	$39,509
12.	Insurance Premiums Insurance premiums for property and liability.	$187,750	$127,386
13.	Misc. Expenses Incidental expenses (offsite storage, postage, claims, phone system, etc.) not reflected in other categories.	$35,037	$32,163
14.	Utilities Telephone, cellular service, internet connections, etc.	$32,618	$36,569
15.	Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	$587	$8,892
16.	Equipment Rental Short-term rental of equipment for less than a fiscal year and annual cost of multi-year leased equipment (copier, phones, etc.).	$5,910	$6,426
17.	Building & Maintenance Services Includes janitorial, landscaping, and other regular building maintenance services.	$17,826	$22,561

18.	Chemicals There are no chemical costs charged to Administrative Services.	$0	$0
19.	Permits & Licenses There are no permit and license costs charged to Administrative Services.	$0	$0
20.	Supplies Office, computer, breakroom, and general supplies.	$6,850	$10,583
21.	Equipment Purchase of replacement computers, small office and ergonomic equipment.	$0	$0
22.	Infrastructure Projects Project costs that exceed $50,000 each. There are no infrastructure projects charged to Administrative Services	$0	$0
23.	Claims/Penalties Costs not covered by insurance.	$15,000	$15,000
24.	**Non-Personnel Subtotal** Subtotal of all costs not associated with Wages and benefits	**$713,267**	**$674,502**
25.	**Total** Total of all costs for Administrative Services (sum of Personnel and Non-Personnel subtotals).	**$1,279,899**	**$1,339,194**

GOALS

- Provide effective and efficient administrative support to the Board and other divisions.
- Maintain responsive and efficient customer service.
- Ensure that SAM is protected against loss through risk and claim management.
- Manage information systems, web site, and social media pages.
- Review administrative, financial, and personnel policies each year for compliance and relevance.

ACHIEVEMENTS

- Worked hand in hand with financial consultants to resolve past due audits and continue to do so.
- Developed, posted to SAM website and distributed Board Meeting agendas twice per

month.

- Worked hand in hand with Board Finance and Operations Committees to overcome significant changes in management of SAM.
- Developed and delivered FY2022/23 budget to Board and Member Agencies.

PROGRAM OBJECTIVES

- Manage the processing and review of SAM contracts.
- Maintain records of benefits, including employee leave balances, retirement contributions, and employer-provided insurance policies.
- Recruit and retain highly qualified candidates for vacant positions.
- Maintain up-to-date personnel files.
- Work with consultants to update policies and procedures and make appropriate revisions.
- Process employee payroll per employee contracts. Process accounts payable on a biweekly basis, issue, track and collect accounts receivable.
- Provide monthly budget reports each month.
- Conform with GAAP (Generally Accepted Accounting Principles).
- Work with other divisions to implement procedures that result in cost savings, increased efficiencies, and improved customer service.
- Provide general administrative support to all divisions for centralized services.
- Efficiently and effectively manage information technology and systems, including the SAM website and social media sites.

PERFORMANCE MEASURES

- Submit the Annual Financial and Salary & Compensation reports to the State Controller's Office by the deadline.
- Review and update, as necessary, administrative, financial, and personnel policies.
- Complete annual audit and present it to the Board no later than December 31.
- Present budget to Board and Member Agencies in a timely manner.

TREATMENT DIVISION

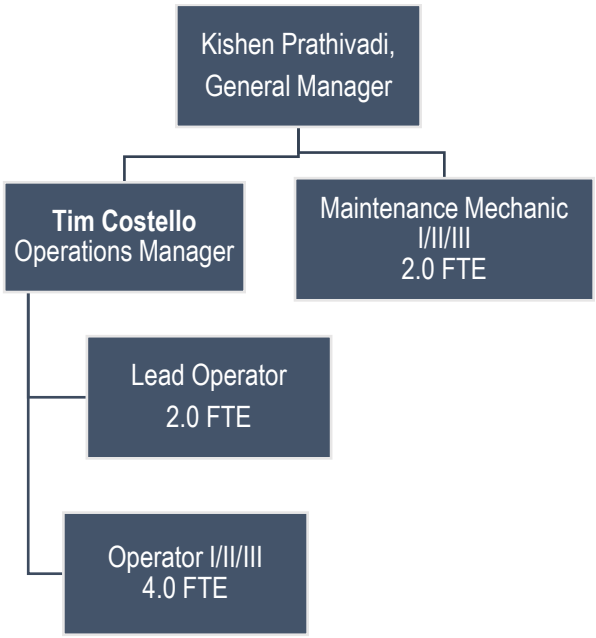




PROGRAM DESCRIPTION

The Treatment division is responsible for the safe, economical, and environmentally acceptable treatment and reclamation of all sanitary wastewater flows from the City of Half Moon Bay, Granada Community Services District, and the Montara Water & Sanitary District. The division is responsible for the reliability and integrity of systems and equipment at the Plant and the operation and maintenance of three SAM pump stations and the transmission pipeline. Staff performs predictive and preventive maintenance programs, corrective and rehabilitative maintenance, and in-house equipment and process improvements.

While staff is trying to keep up with the current needs of an aging system, we have had to bring in people that specialize in certain pieces of equipment as necessary. Staff finds that key pieces of equipment no longer have parts available on the primary market which can be problematic. Division services are currently supervised by the Supervisor of Treatment/Field Operations and Engineering & Construction Contracts Manager. The organizational chart on the following page reflects the reporting structure of the division.



The following staffing summary reflects the historical staffing level for the division.

	2014/15	***2015/16***	***2016/17***	***2017/18***	***2018/19***	***2019/20***	***2020/21***	***2021/22***	***2022/23***
JPA	*4.70*	*4.275*	*5.95*	*6.25*	*8.75*	*9.75*	*8.75*	*8.75*	*8.75*

TREATMENT
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	Personnel							
1	Wages	996,542	910,976	905,295	844,100	983,383	78,088	9%
2	Premium Pay	94,698	110,559	92,368	127,170	107,492	15,124	16%
3	Health Benefits	207,127	183,757	204,978	191,486	201,593	(3,385)	-2%
4	Retirement Cont.	242,026	196,583	190,900	184,875	191,792	893	0%
5	Retiree Med/OPEB	14,442	13,613	15,076	15,192	16,459	1,383	9%
6	Misc. Benefits	70,993	63,163	65,633	61,176	63,744	(1,890)	-3%
7	Subtotal	1,625,828	1,478,651	1,474,249	1,423,998	1,564,462	90,213	6%
	Non-Personnel							-
8	Legal Services	-	-	-	-	-	-	-
9	Engineering Services	67,798	97,322	73,185	125,000	128,750	55,565	76%
10	Professional Services	776,333	967,472	479,372	523,603	466,656	(12,716)	-3%
11	Prof. Memberships	4,348	7,538	5,146	14,799	15,243	10,097	196%
12	Insurance Premiums	-	-	-	-	-	-	-
13	Misc. Expenses	86,040	86,360	37,785	35,188	36,294	(1,490)	-4%
14	Utilities	541,546	583,385	568,255	609,461	627,245	58,990	10%
15	Travel & Training	16,969	12,020	24,859	18,077	32,303	7,444	30%
16	Equipment Rental	83,540	44,202	91,675	61,648	91,675	(0)	0%
17	Bldg & Maint Services	237,214	135,522	165,186	144,697	183,410	18,224	11%
18	Chemicals	206,868	215,238	214,787	280,063	282,740	67,953	32%
19	Permits & Licenses	936	50	45,320	40,128	45,372	52	0%
20	Supplies	45,290	74,187	78,955	90,647	93,366	14,411	18%
21	Equipment	7,230	12,503	5,150	14,282	14,710	9,560	186%
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-	-
24	Repairs & Maintenance			193,135	145,805	150,179	(42,956)	-22%
25	Subtotal	2,074,112	2,235,798	1,982,810	2,103,396	2,167,942	185,132	9%
26	**TOTAL**	**3,699,940**	**3,714,449**	**3,457,059**	**3,527,394**	**3,732,405**	**275,345**	**8%**

Key Changes

Personnel: net increase due to COLA and merit increases	$ 90,213
Engineering Services: increase based on year-to-date actuals	$ 55,565
Building & Maintenance: increase based on year-to-date actuals	$ 18,224
Repairs & Maintenance: decrease based on year-to-date actuals	$ (42,956)
Increase services, supplies, chemicals, etc. by 3% CPI	$ 154,299
TOTAL TREATMENT EXPENDITURES BUDGET INCREASE	$ 275,345

TREATMENT
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	3,461,880	3,821,735	3,342,059	3,342,060	3,617,405	275,345	8%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	118,804	50,220	115,000	20,152	115,000	-	0%
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-	-
32	Misc. Revenue	176,300	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	**TOTAL**	**3,756,984**	**3,871,955**	**3,457,059**	**3,362,212**	**3,732,405**	**275,345**	**8%**
	By Agency:							
34	Half Moon Bay	1,929,229	2,161,703	1,951,763	2,161,703	2,150,185	198,423	10%
35	Granada CSD	818,679	831,237	685,122	831,237	719,502	34,380	5%
36	Montara WSD	713,972	828,795	705,175	828,795	747,718	42,543	6%
37	**TOTAL**	**3,461,880**	**3,821,735**	**3,342,059**	**3,821,735**	**3,617,405**	**275,345**	**8%**

Key Changes

Assessments reflect net increased funding for wages, benefits, and other expenses	$ 275,345
TOTAL TREATMENT REVENUE BUDGET INCREASE	$ 275,345

FINANCIAL DETAILS

The following is a list of key budget lines for FY21/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a "budget to budget" comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of $10,000 year to year.

Budget Line #		FY 2021/22	FY 2022/23
1.	Wages Increase due to COLA and merit increase	$905,295	$983,383
2.	Premium Pay Overtime paid for staff to perform tasks outside of normal work times as well as standby pay.	$92,368	$107,492
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	$204,978	$201,593
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits in compliance with PEPRA.	$190,900	$191,792
5.	Retiree Medical/OPEB Includes contributions to Health Retirement Account for current retiree medical premiums and OPEB trust for future retirees.	$15,076	$16,459
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, and workers compensation.	$65,633	$63,744
7.	**Personnel Subtotal** Subtotal of all costs associated with wages and benefits.	**$1,474,249**	**$1,564,462**
8.	Legal Services There are no legal services budgeted to Treatment.	$0	$0

Budget Line #		FY 2021/22	FY 2022/23
9.	Engineering Services Specialized services related to small (<$50,000) projects.	$73,185	$128,750
10.	Professional Services Services that are specialized and need to be performed by contractors rather than staff (GIS software hosting, electrical maintenance, safety training, permit compliance assistance, SSMP audit and updates, outfall inspection, inspections, SCADA support, etc.).	$479,372	$466,656
11.	Professional Membership Memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	$5,146	$15,243
12.	Insurance Premiums There are no insurance premiums charged to Treatment.	$0	$0
13.	Misc. Expenses Includes incidental expenses (uniform services, radio and alarm systems, etc.) not captured in other categories.	$37,785	$36,294
14.	Utilities Electricity, water, telephone, solid waste, etc.	$568,255	$627,245
15.	Travel & Training Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices and safety training.	$24,859	$32,303
16.	Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.).	$91,675	$91,675

Budget Line #		FY 2021/22	FY 2022/23
17.	Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset. Includes small (<$50,000) repair projects.	$165,186	$183,410
18.	Chemicals Includes chemicals (sodium hypochlorite, polymer, ferric chloride) used in the treatment of wastewater to meet regulatory standards.	$214,787	$282,740
19.	Permits & Licenses Annual costs for permits with local, regional and state agencies.	$45,320	$45,372
20.	Supplies Office, computer, safety, and general supplies.	$78,955	$93,366
21.	Equipment Purchase of equipment for repair and rehabilitation of SAM facilities not captured in infrastructure projects.	$5,150	$14,710
22.	Infrastructure There are no project costs budgeted to Treatment. These costs are generally reflected in the Infrastructure division and exceed $50,000 per project.	$0	$0
23.	Claims/Penalties There are no claims/penalties budgeted to Treatment.	$0	$0
24.	Repairs & Maintenance Maintenance expenses for plan equipment	$193,135	$150,179
25.	**Non-Personnel Subtotal** Subtotal of all costs not associated with wages and benefits.	**$1,982,810**	**$2,167,942**
26.	**Total** Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	**$3,457,059**	**$3,732,405**

GOALS

- Operate the wastewater system for current and future customers with safe, efficient, and cost-effective treatment services.
- Achieve 100% compliance with all NPDES limits for conventional pollutants.
- Maintain appropriate capacities and effective operations and assure no spills or overflows at SAM facilities.
- Maintain and upgrade SAM facilities at a level that assures uninterrupted quality service and no process interruptions due to equipment failures.
- Promote the development and education of staff to assure the ongoing ability to operate, maintain, troubleshoot and repair all systems and equipment.
- Maintain equipment and facilities to improve reliability and reduce operating and maintenance costs.

HIGHLIGHTS

- Performed process related laboratory analysis for the Environmental Compliance division on weekends.
- Conducted all required annual safety training programs.
- Administered the Trucked Waste Acceptance Program.
- Worked to optimize processes to improve reliability.

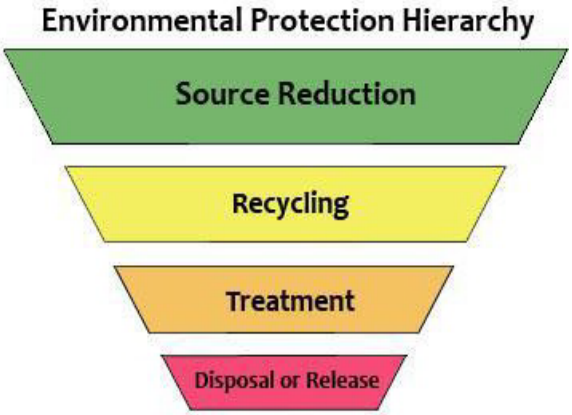
PROGRAM OBJECTIVES

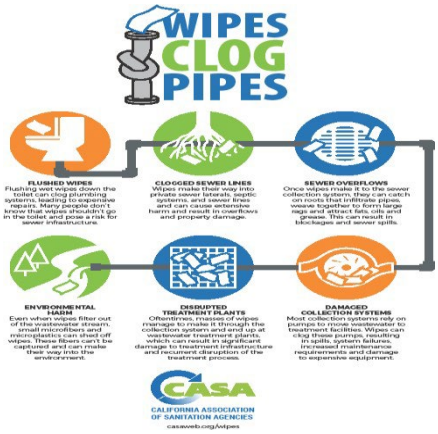
- Perform required preventive and predictive maintenance to eliminate spills, overflows, bypasses, or discharge permit violations, and to minimize the possibility of equipment breakdowns
- Promote comprehensive training of division personnel.
- Continue to promote and provide a safe and healthy environment for all staff, contractors, and community.
- Develop and implement maintenance plan for routine maintenance on all equipment.

PERFORMANCE MEASURES

- Meet all effluent quality targets described in the NPDES permit.
- Perform all duties in a safe manner to avoid OSHA recordable and lost time accidents.
- Perform all routine maintenance tasks in a timely manner.

ENVIRONMENTAL COMPLIANCE DIVISION





PROGRAM DESCRIPTION

The Environmental Compliance division provides services and oversight in four areas: National Pollutant Discharge Elimination System (NPDES) permit compliance, Laboratory Operations, Non-Domestic Waste Source Control (NDWSCP) Program, and Pollution Prevention (P2) Program. NPDES permit compliance involves maintaining compliance with permit parameters, implementing investigations and additional sampling programs to address specific pollutants, developing action plans to reduce these pollutants and reporting levels of progress to the Regional Board. The in-house laboratory conducts analyses of various plant samples for process control, some NPDES permit parameters, and special projects as needed. SAM contracts with outside laboratories for NPDES requirements that the in-house lab is not certified to complete.

The NDWSC Program includes evaluating facilities and dischargers within SAM's service area that could adversely affect the SAM collection system and/or treatment plant, evaluating discharge permit applications and issuing permits, performing inspections, sampling and monitoring and conducting enforcement when needed. The P2 Program focuses on educating commercial businesses and residents on pollutants that are harmful to the collection system, treatment plant and the environment, including fats, oils, and grease (F.O.G.), and how to reduce or eliminate them. Public information, plant tours, and participation in outreach activities are significant elements.

Division functions are supervised by the Operations Superintendent. The following organizational chart reflects the reporting structure of the division.

Supervisor of Treatment & Field Operations

The following staffing summary reflects the historical cost allocation for the division.

	2014/15	*2015/16*	*2016/17*	*2017/18*	*2018/19*	*2019/20*	*2020/21*	*2021/22*	*2022/23*
JPA	*0.225*	*0.275*	*0.50*	*0.25*	*0.25*	*0.25*	*0.25*	*0.25*	*0.25*

ENVIRONMENTAL COMPLIANCE
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	Personnel							
1	Wages	35,356	37,991	38,530	34,756	38,543	14	0%
2	Premium Pay	-	1,544	-	1,790	1,844	1,844	-
3	Health Benefits	6,901	5,021	5,442	4,306	5,561	119	2%
4	Retirement Cont.	13,273	12,811	11,948	11,564	12,305	357	3%
5	Retiree Med/OPEB	521	589	578	561	582	4	1%
6	Misc. Benefits	2,018	2,049	2,103	1,958	2,061	(42)	-2%
7	Subtotal	58,069	60,005	58,601	54,934	60,897	2,296	4%
	Non-Personnel							
8	Legal Services	-	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-	-
10	Professional Services	72,471	183,063	100,365	329,709	150,000	49,635	49%
11	Prof. Memberships	-	-	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-	-	-
13	Misc. Expenses	4,793	173	-	-	-	-	-
14	Utilities	-	-	-	-	-	-	-
15	Travel & Training	267	399	447	182	187	(260)	-58%
16	Equipment Rental	-	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-	-
18	Chemicals	2,237	1,823	2,158	4,183	4,308	2,151	100%
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	11,955	16,845	14,670	24,011	24,732	10,062	69%
21	Equipment	-	9,598	7,026	9,228	9,505	2,479	35%
22	Infrastructure	-	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-	-
24	Repairs & Maintenance	-	-	-	-	-		
25	Subtotal	91,723	211,901	124,667	367,314	188,733	64,066	51%
26	**TOTAL**	**149,792**	**271,905**	**183,267**	**422,248**	**249,630**	**66,362**	**36%**

Key Changes

Professional services: increase based on year-to-date actual	$ 49,635
Net increase in utilities, services, and supplies	$ 16,727
TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET	$ 66,362

ENVIRONMENTAL COMPLIANCE
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	218,102	157,109	183,267	183,267	249,630	66,362	36%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	3,857	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	**TOTAL**	**218,102**	**160,966**	**183,267**	**183,267**	**249,630**	**66,362**	**36%**
	By Agency:							
34	Half Moon Bay	121,544	88,866	107,028	108,934	148,380	41,352	39%
35	Granada CSD	51,578	34,172	37,570	36,452	49,651	12,082	32%
36	Montara WSD	44,981	34,071	38,669	37,881	51,598	12,929	33%
37	**TOTAL**	**218,103**	**157,109**	**183,267**	**183,267**	**249,630**	**66,362**	**36%**

Key Changes

Assessments reflect net decreased funding for wages, benefits, and other expenses	$ 66,362
TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE	$ 66,362

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY2021/22 and 2022/23 budgets with brief explanations of the changes from year to year. This is a "budget to budget" comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of $10,000 year to year.

Budget Line #		FY2021/22	FY 2022/23
1.	Wages Cost of 0.25 FTE allocated to division.	$38,530	$38,543
2.	Premium Pay Special compensation for certification above that required by the position.	$0	$1,844
3.	Health Benefits The cost of medical, dental, and vision benefits provided to employees based on the MOU or Unrepresented Employees.	$5,442	$5,561
4.	Retirement Contributions SAM pays the employer contribution to CalPERS for retirement benefits. SAM is in compliance with PEPRA.	$11,948	$12,305
5.	Retiree Medical/OPEB Includes contributions to Health Retirement account for current retiree medical premiums and OPEB trust for future retirees.	$578	$582
6.	Misc. Benefits Includes Medicare, long-term and short-term disability, workers compensation.	$2,103	$2,061
7.	**Personnel Sub-total** Subtotal of all wage and benefit costs.	**$58,601**	**$60,897**
8.	Legal Services There are no legal services budgeted to EC.	$0	$0
9.	Engineering Services There are no engineering costs budgeted to EC.	$0	$0

10.	Professional Services Services that are specialized and must be performed by outside laboratories and consultants (SVCW, laboratories, SMCRCD, event registration, etc.).	$100,365	$150,000
11.	Professional Membership The cost of maintaining membership in CWEA.	$0	$0
12.	Insurance Premiums There are no insurance premiums budgeted to EC.	$0	$0
13.	Misc. Expenses Includes incidental expenses (outreach materials, postage, etc.) not reflected in other categories.	$0	$0
14.	Utilities There are no utility costs budgeted to EC.	$0	$0
15.	Travel & Training Training and travel related costs for attendance at industry conferences, seminars, and other related events to keep current on technical skills and industry practices and required safety training.	$447	$187
16.	Equipment Rental/Lease Short-term rental or lease of equipment (generators, storage tanks, etc.) for less than a fiscal year.	$0	$0
17.	Building & Maintenance Services There are no building maintenance services budgeted to EC.	$0	$0
18.	Chemicals Includes chemicals used in the laboratory.	$2,158	$4,308
19.	Permits & Licenses There are no permits or licenses budgeted to EC.	$0	$0
20.	<u>Supplies</u> Lab and general supplies including materials for biology student field trips to the plant.	$14,670	$24,732
21.	Equipment Purchase of equipment and tools for the laboratory to replace noncompliant or inoperable equipment.	$7,026	$9,505

22.	Infrastructure Projects There are no project costs budgeted to EC.	$0	$0
23.	Claims/Penalties There are no claims or penalties budgeted to EC.	$0	$0
24.	**Non-Personnel Subtotal** Subtotal of all costs not associated with wages and benefits.	**$124,667**	**$188,733**
25.	**Total** Total of all costs for EC (sum of Personnel and Non-Personnel subtotals).	**$183,267**	**$249,630**

GOALS

- Achieve and maintain 100% compliance with the District's NPDES permit requirements, including the NDWSC and Pollution Prevention (P2) programs.
- Promote and maintain a positive, safe and productive work environment while cultivating a sense of environmental stewardship.
- Promote and maintain representative sampling, perform exceptional analyses and accurately report data collected to evaluate industrial and commercial discharges, the operational status of the treatment plant and the quality of the bio-solids generated.
- Effectively regulate dischargers of industrial, commercial and other types of wastewater to protect the sanitary sewer system, the treatment plant, staff, the public and the environment.
- Effectively implement the Pollution Prevention (P2) Program and provide public outreach to reduce and or prevent the discharge of pollutants, with emphasis on educating the public regarding "flushable wipes" and the fact they are harmful to their collection system, treatment plant and the environment
- Effectively build and maintain partnerships with other agencies that have similar requirements and goals (Green Business Program, Household Hazardous Waste/Pharmaceutical Collection, Bay Area Pollution Prevention Group, etc.)
- Maintain Environmental Laboratory Accreditation Program (ELAP) certification for conventional pollutants and coliform bacteria.

ACHIEVEMENTS

- Identified deficiencies in the necessary ELAP certification requirements and implemented necessary changes.
- Performed the annual NDWSC program inspections and sampling at commercial facilities and inspections at food service establishments (FSEs) and dentists in the SAM's service area.
- Conducted classroom tours of the treatment plant for over 280 students.
- Implemented a public awareness program regarding flushable wipes.

PROGRAM OBJECTIVES

- Perform all required sampling, inspections, studies and outreach to comply with the District's NPDES permit, NDWSCP and Pollution Prevention programs, F.O.G. program, and process control.
- Maintain compliance with all programs and requirements listed above.
- Maintain ELAP certification for laboratory functions.
- Continue to educate and increase the level of awareness on pollution prevention and water quality issues with the goals of changing behavior and decreasing the volume of pollutants entering the treatment plant and the bay.
- Participate in public outreach activities such as the Half Moon Bay Art & Pumpkin Festival and Pacific Coast Dream Machines with focus on the negative impacts of flushable wipes
- Distributed informational materials, brochures, and notices regarding proper discharge of wastes to residents, commercial businesses, and public events.
- Coordinate Plant Tour program for Half Moon Bay High School biology students and the mid-coast population.

PERFORMANCE MEASURES

- Complete 100% NDWSCP inspections as required by SAM permits.
- Meet and maintain ELAP compliance requirements.
- Complete all of the necessary annual continued learning units to maintain required Environmental Compliance Inspector and Laboratory Analyst certifications from the California Water Environment Association.

INFRASTRUCTURE DIVISION





PROGRAM DESCRIPTION

The Infrastructure Division is responsible for the management and technical support necessary to develop and manage an infrastructure program and provide project management and construction inspection services of SAM facilities.

Division services are managed by the Engineer; however, none of the related personnel costs are allocated to this division. The following staffing summary reflects the historical cost allocation to this division.

	2014/15	***2015/16***	***2016/17***	***2017/18***	***2018/19***	***2019/20***	***2020/21***	***2021/22***	***2022/23***
JPA	*0.00*	*0.00*	*0.00*	*0.80*	*0.50*	*0.0*	*0.0*	*0.0*	*0.0*

INFRASTRUCTURE
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	Personnel							
1	Wages	-	-	-	-	-	-	-
2	Premium Pay	-	-	-	-	-	-	-
3	Health Benefits	-	-	-	-	-	-	-
4	Retirement Cont.	-	-	-	-	-	-	-
5	Retiree Med/OPEB	-	-	-	-	-	-	-
6	Misc. Benefits	-	-	-	-	-	-	-
7	Subtotal	-	-	-	-	-	-	-
	Non-Personnel							-
8	Legal Services	-	-	-	-	-	-	-
9	Engineering Services	36,240	52,773	-	-	-	-	-
10	Professional Services	96,310	96,788	-	-	-	-	-
11	Prof. Memberships	-	-	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-	-	-
13	Misc. Expenses	-	-	-	-	-	-	-
14	Utilities	-	-	-	-	-	-	-
15	Travel & Training	-	-	-	-	-	-	-
16	Equipment Rental	-	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-	-
18	Chemicals	-	-	-	-	-	-	-
19	Permits & Licenses	-	-	-	-	-	-	-
20	Supplies	-	-	-	-	-	-	-
21	Equipment	-	-	-	-	-	-	-
22	Infrastructure	-	-	2,478,320	113,067	3,009,397	531,077	21%
23	Claims/Penalties	-	-	-	-	-	-	-
24	Repairs & Maintenance							
25	Subtotal	132,550	149,562	2,478,320	113,067	3,009,397	531,077	21%
26	**TOTAL**	**132,550**	**149,562**	**2,478,320**	**113,067**	**3,009,397**	**531,077**	**21%**

Key Changes

Increased to address the projects identified in the approved
FY2022-23 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE $ 531,077

INFRASTRUCTURE
By Category

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/2022 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	REVENUE							
	By Type:							
27	JPA Assessments	2,485,000	1,992,799	2,478,320	2,478,320	3,009,397	531,077	21%
28	Contract Services	-	-	-	-	-	-	-
29	NDWSCP Fees	-	-	-	-	-	-	-
30	Misc. Fees	-	-	-	-	-	-	-
31	Interest Earnings	-	-	-	-	-	-	-
32	Misc. Revenue	-	-	-	-	-	-	-
33	From/(To) Reserves	-	-	-	-	-	-	-
34	**TOTAL**	**2,485,000**	**1,992,799**	**2,478,320**	**2,478,320**	**3,009,397**	**531,077**	**21%**
	By Agency:							
34	Half Moon Bay	1,384,836	1,127,195	1,447,339	1,447,339	1,788,786	341,447	24%
35	Granada CSD	587,663	433,438	508,056	508,056	598,569	90,513	18%
36	Montara WSD	512,502	432,166	522,926	522,926	622,042	99,117	19%
37	**TOTAL**	**2,485,001**	**1,992,799**	**2,478,320**	**2,478,320**	**3,009,397**	**531,077**	**21%**

Key Changes

Increased to address the projects identified in the approved
FY2022-23 capital improvement plan budget, including engineering costs

TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE $ 531,077

FINANCIAL HIGHLIGHTS

The following is a list of key budget lines for FY 2021/22 and 2022/23 budgets.

Budget Line #		FY2021/22	FY 2022/23
1.	Wages No personnel costs are allocated to Infrastructure.	$0	$0
2.	Premium Pay No personnel costs are allocated to Infrastructure.	$0	$0
3.	Health Benefits No personnel costs are allocated to Infrastructure.	$0	$0
4.	Retirement Contributions No personnel costs are allocated to Infrastructure.	$0	$0

Budget Line #		FY2021/22	FY 2022/23
5.	Retiree Medical/OPEB No personnel costs are allocated to Infrastructure.	$0	$0
6.	Misc. Benefits No personnel costs are allocated to Infrastructure.	$0	$0
7.	**Personnel Subtotal** Subtotal of all wage and benefit costs.	$0	$0
8.	Legal Services No legal services costs are allocated to Infrastructure.	$0	$0
9.	Engineering Services Engineering services requiring specialized certification or skills will be performed by consulting engineers.	$0	$0
10.	Professional Services Specialized services that cannot be provided by staff.	$0	$0
11.	Professional Memberships There are no professional memberships budgeted to Infrastructure.	$0	$0
12.	Insurance Premiums There are no insurance premiums budgeted to Infrastructure.	$0	$0
13.	Misc. Expenses There are no utilities budgeted to Infrastructure.	$0	$0
14.	Utilities There are no utilities budgeted to Infrastructure.	$0	$0
15.	Travel & Training There are no costs budgeted to Infrastructure.	$0	$0
16.	Equipment Rental Short-term rental or lease of equipment (generators, storage tanks, etc.).	$0	$0

Budget Line #		FY2021/22	FY 2022/23
17.	Building & Maintenance Services Preventive maintenance and emergency repairs on structures and stationary equipment that do not extend the life expectancy of the asset.	$0	$0
18.	Chemicals There are no chemical costs budgeted to Infrastructure.	$0	$0
19.	Permits & Licenses Permits related to projects.	$0	$0
20.	Supplies There are no supply costs budgeted to Infrastructure.	$0	$0
21.	Equipment Equipment costs associated with projects that exceed $50,000.	$0	$0
22.	Infrastructure Contract construction costs are included in this category. Includes costs associated with projects that exceed $50,000 each.	$2,478,320	$3,009,397
23.	Claims/Penalties There are no costs budgeted to Infrastructure.	$0	$0
24.	**Non-Personnel Subtotal** Subtotal of all costs not associated with wages and benefits.	**$2,478,320**	**$3,009,397**
25.	**Total** Total of all costs for Treatment (sum of Personnel and Non-Personnel subtotals).	**$2,478,320**	**$3,009,397**

GOALS

- To provide engineering analysis and project development for cost effective implementation of all SAM facility infrastructure projects.
- To effectively plan and implement, inspect and manage future rehabilitation and replacement of the facilities to maintain an efficient, reliable system and to provide timely response with plan review for new development.
- To maintain accurate reproducible records of facility improvements and records.
- To keep informed of all construction that may affect SAM facilities.

HIGHLIGHTS

- Directed design approval, implementation and construction inspection for all facility projects.
- Infrastructure Projects in progress in FY 2021/22:
    - ✓ Montara PS- Replace Pump 1
    - ✓ Montara PS- Install Grit Removal
    - ✓ Montara PS- Install Hatches
    - ✓ Portola PS- Replace Door, Grating, and Hatch
    - ✓ Replace Bar Screen Drives and Screens
    - ✓ Replace Influent Pump and Motors 1-5
    - ✓ Electrical Improvements for Influent Pumps 1-8
    - ✓ Rehabilitate Aeration Basin No.3 and install Diffusers
    - ✓ Relocate WAS Pump for RDT to Basement of MB2
    - ✓ Install Shade Canopy at Chemical Feed Pumps
    - ✓ Replace Effluent Pumps 1 and 2
    - ✓ Install VFD's on Sludge Transfer Pumps 1 and 2 and add Mag Meter
    - ✓ Install SST Heat Exchanger and Shell
    - ✓ Replace Sludge Mixing Pumps 1 and 2 with Chopper Pumps

  These projects are in various stages- order placed, awaiting deliveries, or awaiting order placement. There has been a delay in deliveries and cost increases too due to the pandemic situation.

PROGRAM OBJECTIVES

- Manage research, design, bidding and construction inspection services for infrastructure projects.
- Prioritize infrastructure projects to meet SAM needs, compliance with new regulatory requirements, and update 5-Year CIP.

Position Control List

Classifications	Authorized Positions
Administrative Services:	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	1.0
	4.0
Operations & Maintenance:	
Engineering & Construction Contracts Manager (Defunded)	*0.0*
Supervisor of Treatment / Field Operations	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	4.0
Lead Operator	2.0
Utility Worker (Defunded)	*0.0*
	8.75
Environmental Compliance:	
Supervisor of Treatment / Field Operations	.25
Total Authorized – General Budget	**13.0**
Collection Services:	
Collection Maintenance Worker I/II/III	3.0
Maintenance Mechanic I/II/III	1.0
Total Authorized – Collections Services	4.0
Grand Total Authorized Authority	**17.0**

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer

TITLE: **HALF MOON BAY SEWER COLLECTION SYSTEM MAINTENANCE—SEWER AUTHORITY MID-COASTSIDE**

RECOMMENDATION:
Adopt a resolution adopting the FY 2022-23 Sewer Authority Mid-Coastside (SAM) Collections Budget and authorizing the City Manager to execute Amendment No. 5 to the sewer collection system maintenance professional services agreement with the Sewer Authority Mid-Coastside (SAM) establishing the FY 2022-23 annual cost at $254,272 and extending the Agreement for one (1) additional year (expiration of June 30, 2023).

FISCAL IMPACT:
The cost of the contract has been included in the Draft FY 2022-23 Half Moon Bay Sewer Operating Budget and are funded by user fees. Collection contract services were anticipated and included generally in the 2020 Sewer Rate Study and proposed rate adjustment.

BACKGROUND:
The City owns and operates approximately 35 miles of sewer main lines. The system also includes three pump (lift) stations and three force mains. These together comprise the sewer collection system. These sewer system components require regular oversight, maintenance, and cleaning.

In January 2018, the City Council authorized staff to release a Request for Proposals (RFP) for contract collection system maintenance. The purpose of this RFP was to ultimately assure the greatest protection of the fragile coastal environment through use of best management practices in the cleaning and maintenance of the City's collection system, which in turn reduces the potential for spills, associated fines and costs associated with violations of the Statewide Waste Discharge Requirements for sewer collection systems. In addition to the immeasurable cost of environmental impacts and the cost of litigation, fines and violations can quickly exceed savings achieved through insufficient or poorly executed and documented services.

On March 20, 2018, staff recommended that the City Council consider a "hybrid" approach to the contracting of collections system cleaning and management services. As recommended, SAM would continue to provide collection system cleaning including "Hot Spots" and sanitary sewer overflow (SSO) response. The City intends to request the City Council extend the contract with Mark Thomas Company (scheduled for the June 21 City Council agenda) to provide oversight of cleaning services, SSO response oversight, and maintenance of the pump stations. MTCo would also handle FOG Inspections and manage data collected by SAM within the Lucity and ICOM software packages.

On March 20, 2018, the City Council authorized staff to proceed with negotiations of two separate 3-year contracts: one with SAM and the other with MTCo. On May 15, 2018, the City Council authorized the City Manager to execute 3-year contracts with both SAM and MTCo. Subsequently, following several SAM Board discussions and continuances, the City modified its request to a one-year contract with SAM which the Board ratified.

The collection system maintenance has been fully operational under the new contracts and scopes of work since July 23, 2018. Having SAM as our 24-hour, 7 day a week emergency call-out provider has also been a major factor in our success to date. While the City has discussed other models (including contracting through MTCo for cleaning services), staff feels that it would be best to extend the arrangement for another fiscal year.

DISCUSSION

SAM Collections Budget

The SAM Joint Powers Authority authorizes the Agency to provide contract services to Member Agencies. SAM has provided collections system services under contract to each of the Member Agencies for many years. For accounting purposes, SAM prepares (with assistance of Agency Managers) and the Board of Directors approve a formal budget for the program. The budget covers staffing, equipment and accounting for collection system services which includes sewer cleaning, pump station inspections (and wet well cleaning), SSO response, and USA markings.

Collections Agreement

Since 2018, SAM has provided collections services to the City under a separate professional services agreement. This Agreement was negotiated following the RFP process and has been agreeable to both parties and their respective counsels since. The Agreement was initially valid for a three-year term. The Agreement has been amended to modify terms and extend a total of four times to date. Staff is recommending Amendment No. 5 to reflect the FY 2022-23 monetary amount and extend the expiration date by an additional year (to June 30, 2023). The Agreement calls for continuation of cleaning at roughly 50-percent cleaning (one-half system each year); the proposed contract may ultimately result in slightly more than 50-percent. Hotspot cleaning would remain on the established cleaning schedules; the amount and frequency of "Hot Spot" cleaning has and is anticipated to be reduced based on improved cleaning and documentation. Based upon the work completed, conditions observed and the

documentation, we are comfortable continuing with reduced regular cleaning schedule (Granada and Montara are doing the same).

The SAM contract costs will decrease this year due over last as the vactor truck replacement is not part of the FY 2022-23 budget. The annual cost will be $254,272. Overall costs of service continue to increase based upon SAM employee MOUs and inflation.

CONCLUSION:
There is an inherent cost to operating and maintaining a sewer collection system. The contract services recommended in this report are necessary for the safe and efficient operation of the collection system. Staff has continued to evaluate needs and to look for cost savings wherever possible.

ATTACHMENT:
Resolution

Resolution No. C-2022-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE FISCAL YEAR 2022-23 SEWER AUTHORITY MID-COASTSIDE (SAM) AND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 5 TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE SEWER AUTHORITY MID-COASTSIDE FOR SEWER COLLECTION SYSTEM CLEANING, MAINTENANCE AND RELATED SERVICES

WHEREAS, City of Half Moon Bay representatives have reviewed and provided input on the proposed Collections (Contract Services) Budget of the Sewer Authority Mid-Coast (SAM) Budget for Fiscal Year (FY) 2022-23; and

WHEREAS, the proposed SAM Collections Budget totals $977,410 for FY 2022-23; and

WHEREAS, the City's share of the FY 2022-23 SAM Collections Budget totals $254,272, representing 34-percent of the total; and

WHEREAS, the City entered into a professional services agreement with the Sewer Authority Mid-Coastside on July 23, 2018; and

WHEREAS, the City and SAM extended the agreement for FY 2019-20 (Amendment No. 1) at the annual cost figure submitted with their proposal in February 2018; and

WHEREAS, in FY 2020-21, the City and SAM extended the agreement (Amendments Nos. 2 and 3) with a modified cost-sharing arrangement in conjunction with extension of contracts with Granada and Montara; and

WHEREAS, in FY 2021-22, the City and SAM extended the agreement (Amendment No. 4), extending the term of the Agreement by one year; and

WHEREAS, the City has worked with SAM and its Member Agencies to develop a cost-sharing arrangement for FY 2022-23;

WHEREAS, the cost-sharing agreement calls for continuance of the same level of cleaning, no less than 50-percent of all lines plus "Hot Spots"; and

WHEREAS, the agreement continues to allow the City to manage its Fats, Oils and Greases (FOG) program; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon hereby:

1) Approves the Collections Budget of SAM for FY 2022-23 of $977,410 (included as Exhibit A to this resolution) of which the City's share is $254,272 (34% of total); and
2) Authorizes the City Manager to execute Amendment No. 5 to the Professional Services Agreement with the Sewer Authority Mid-Coastside extending the expiration date to June 30, 2023 at a not to exceed amount of $254,272.

****

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 3rd day of May, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

_____
Jessica Blair, City Clerk

_____
Debbie Ruddock, Mayor

1372716.1

CONTRACT COLLECTION SERVICES BUDGET
Consolidated (Half Moon Bay, GCSD, MWSD)

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED	
	EXPENDITURES							
	Personnel							
1	Wages	173,534	186,592	359,008	333,831	375,451	16,443	5%
2	Premium Pay	55,314	63,229	58,635	66,092	68,075	9,440	16%
3	Health Benefits	55,271	84,786	101,422	82,994	109,277	7,855	8%
4	Retirement Cont.	29,710	22,976	28,596	26,195	29,265	669	2%
5	Retiree Med/OPEB	3,371	3,583	6,320	4,473	6,667	347	5%
6	Misc. Benefits	13,354	21,362	30,710	26,412	29,869	(841)	-3%
7	Admin Allocation - 5%	-	-	38,305	39,837	45,806	7,501	20%
8	Subtotal	330,554	382,527	622,996	579,834	664,410	41,414	7%
	Non-Personnel							
9	Legal Services	-	-	-	-	-	-	-
10	Engineering Services	-	-	-	-	-	-	-
11	Professional Services	48,269	-	-	768	791	791	-
12	Prof. Memberships	-	-	-	-	-	-	-
13	Insurance Premiums	43,960	-	25,000	25,000	25,000	-	-
14	Misc. Expenses	186,865	17,371	4,102	4,156	4,281	179	-
15	Utilities	9,642	8,015	8,256	8,978	9,247	991	12%
16	Travel & Training	921	1,058	-	-	-	-	-
17	Equipment Rental	150,373	-	-	-	-	-	-
18	Bldg & Maint Services	97,042	101,853	-	-	-	-	-
19	Chemicals	1,855	-	-	-	-	-	-
20	Permits & Licenses	-	-	-	-	-	-	-
21	Supplies	21,178	-	13,258	18,572	19,129	5,871	44%
22	Equipment	-	-	175,000	-	-	(175,000)	100%
23	Infrastructure	-	-	-	-	-	-	-
24	Claims/Penalties	1,419	-	-	-	-	-	-
25	Repairs & Maintenance	-	-	25,000	-	25,000	-	100%
26	Subtotal	561,524	128,296	250,616	57,474	83,448	(167,168)	-67%
25	**TOTAL**	**892,078**	**510,824**	**873,612**	**637,307**	**747,858**	**(125,754)**	**-14%**

		FY 2019/20 ACTUAL	FY 2020/21 ACTUAL	FY 2021/22 ADOPTED	FY 2021/22 PROJECTED	FY 2022/23 PROPOSED	CHANGE FROM FY 2021/22 ADOPTED		FY 2022/23 % BY AGENCY
	REVENUE								
	By Type:								
26	JPA Assessments	-	-				-	-	
27	Contract Services	977,409	770,116	873,612	672,373	747,858	(125,754)	-14%	
28	NDWSCP Fees	11,571	-			-	-	-	
29	Misc. Fees	-	-			-	-	-	
30	Interest Earnings	-	-			-	-	-	
31	Misc. Revenue	-	-			-	-	-	
32	From/(To) Reserves	-	-				-	-	
33	TOTAL	988,980	770,116	873,612	672,373	747,858	(125,754)	-14%	
	By Agency:								
34	Half Moon Bay	271,906	233,329	297,028	227,439	254,272	(42,756)	-14%	**34%**
35	Granada CSD	290,128	191,979	244,611	186,574	209,400	(35,211)	-14%	**28%**
36	Montara WSD	415,376	344,808	331,973	258,360	284,186	(47,787)	-14%	**38%**
37	**TOTAL**	**977,410**	**770,116**	**873,612**	**672,373**	**747,858**	**(125,754)**	**-14%**	

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer
Jennifer Chong, Public Works Program Manager

TITLE: **FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM WORKSHOP**

RECOMMENDATION:
By motion approve the Fiscal Year (FY) 2022-23 Capital Improvement Project List and authorize staff to present the FY 2022-23 Capital Project List to the Planning Commission for General Plan Consistency determination.

FISCAL IMPACT:
The Five-Year Capital Improvement Program and FY 2022-23 Capital Budget are being presented to the City Council as part of the FY 2022-23 City Budget preparation process. The proposed FY 2022-23 Capital Budget is estimated at $5,914,300 ($3,050,800 General Fund). The FY 2022-23 Budget is still being prepared, but the list presented has been correlated with current projected estimates of General Fund availability. The project list and amount may require some modification as the operating budget is more fully defined. The Capital Budget will be presented to the City Council for consideration as part of the overall City budget consideration on June 7, 2022.

STRATEGIC ELEMENT:
This action supports the Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability Elements of the Strategic Plan.

OVERVIEW:
The Capital Improvement Program (CIP) is a financial planning and prioritization tool that identifies projects, assigns costs, and recommends schedules for design, environmental review, and construction of capital improvements over a multi-year period. The most common types of projects and programs in the CIP involve the purchase, improvement or construction of major fixed assets and equipment which are typically expensive, non-recurring and relatively permanent.

Over the last five years, the City has taken great strides to create a process which seeks to invest funds into capital maintenance as well as new capital projects. The CIP and commitment of General Funds has been a catalyst to obtaining grant funds to leverage funding for capital projects throughout the City. Unfortunately, each moment capital assets grow older and will require repair and replacement. As such, new major capital projects my lessen over time, but the need for capital repair and replacement will never completely end.

This draft CIP has been developed in concert with the City Council strategic objectives and goals; further defined by review criteria, anticipated available funds and capacity of staff to deliver the projects/programs. The CIP also reflects our success in obtaining grant funds and the strategic use of special (restricted) funds to address community capital/infrastructure needs.

BACKGROUND:
On March 1, 2022 the City Council considered the Mid-Year Budget Report. As part of the actions, the City Council authorized $1,144,377 in funding and transfers to initiate four new projects and increase funding to six others, most notably Carter Park and the Highway 1 Safety – North projects. These funds are to be encumbered in FY 2021-22 with the funding rolling over into FY 2022-23 where the bulk of funds are to be expended. A full list of the affected projects can be found in Table 1 below.

Table 1—FY 2021-22 Mid-Year Modifications to Capital Projects

CIP / Item	Adopted	Mid-Year Request	Revised Budget
NEW - Main Street Safety Improvement Project	-	550,000	550,000
NEW - Downtown Street Can Replacement	-	120,000	120,000
NEW - Storm Water Master Plan Update	-	120,000	120,000
NEW - 555 Kelly Affordable Housing Project	-	30,000	30,000
0611 - Carter Park	454,121	500,000	954,121
0538 - Highway 1 Safety - North	73,713	262,878	336,591
0593 - Poplar Complete Street	129,932	87,999	217,931
1002 - Climate Action and Adaptation	41,686	58,500	100,186
1007 - Magnolia/Seymour Park	30,000	30,000	60,000
0619 - Eastside Parallel Trail Exp	187,000	20,000	207,000
1004 - Equestrian Beach Access	45,000	(45,000)	-
0559 - Wayfinding and Entry Signs	100,000	(50,000)	50,000

9016 - Main Street Tree Lights	100,000	(70,000)	30,000
0608 - Seymour Ditch Erosion	100,000	(100,000)	-
0615 - Bicycle and Pedestrian Master	370,000	(370,000)	-
	TOTAL	1,144,377	

Project Status Update

City staff continued to deliver capital improvement projects and programs in FY 2021-22. Some of the highlights include the completion of the Highway 1 Safety – South project (#0523), the Poplar Beach Access Parallel Path (#1003), the Ocean Colony Pump Station and Force Main Project (#9025) and the Sherriff Renovation Project (#0605). There was also significant progress and milestones met on several other projects including Carter Park Improvements (#0611), Highway 1 Safety – North (#0538), and Corporate Yard Improvements (#9023). These accomplishments will be highlighted in the presentation provided at the City Council meeting on May 3. Additionally, Table 2 provides a list of significant projects funded in FY 2021-22 and their projected statuses for the end of the fiscal year, June 30, 2022.

Table 2—FY 2021-22 Project Status

FY 2021-22 PROJECT STATUS UPDATE

#	Name	Project #	Status
1	POPLAR BEACH ACCESS PARALLEL PATH	1003	COMPLETED
2	FINANCIAL SOFTWARE - ENTERPRISE RESOURCE PLANNING	0555	COMPLETED
3	GENERAL PLAN AND LOCAL COASTAL PROGRAM UPDATE	0564	COMPLETED
4	SHERIFF SUBSTATION RENOVATION PROJECT	0605	COMPLETED
5	OCEAN COLONY PUMP STATION REPLACEMENT PROJECT	9025	COMPLETED
6	HIGHWAY 1 SAFETY - SOUTH	0523	COMPLETED
7	CARTER PARK IMPROVEMENTS	0611	Ongoing - completion anticipated in FY 22-23
8	CLIMATE ACTION AND ADAPTATION PLAN	1002	Ongoing - completion anticipated in FY 22-23
9	SMITH FIELD SITE ASSESSMENT AND MASTER PLAN	1008	Ongoing - completion anticipated in FY 22-23
10	CORPORATE YARD IMPROVEMENTS	9023	Ongoing - completion anticipated in FY 22-23
11	SANITARY SEWER MASTER PLAN	9024	Ongoing - completion anticipated in FY 22-23

12	MAIN STREET SAFETY IMPROVEMENT PROJECT	NEW - 1009	Ongoing - completion anticipated in FY 22-23
13	DOWNTOWN STREET CAN REPLACEMENT	NEW - 1010	Ongoing - completion anticipated in FY 22-23
14	STORM WATER MASTER PLAN UPDATE	NEW - 1011	Ongoing - completion anticipated in FY 22-23
15	555 KELLY AFFORDABLE HOUSING PROJECT	NEW - 1012	Ongoing - completion anticipated in FY 23-24
16	KEHOE/PILARCITOS OUTFALL REPAIR	1005	Ongoing – completion anticipated in FY 23-24
17	HIGHWAY 1 SAFETY - NORTH	0538	Ongoing – Completion anticipated in FY 23-24
18	POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	0593	Ongoing – Completion anticipated in FY 23-24
19	EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	0619	Ongoing – Completion anticipated in FY 23-24
20	ROOSEVELT DITCH SPOT REPAIR	1006	Ongoing
21	LCP AND HOUSING ELEMENT IMPLEMENTATION	1001	Ongoing
22	WAYFINDING AND ENTRY SIGNS (PHASE 2)	0559	Ongoing
23	SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	0608	Deferred to FY 23-24 due to staff capacity and lack of funding availability
24	NEW MAGNOLIA/SEYMOUR PARK	1007	Deferred to FY 23-24 due to staffing capacity and lack of funding availability
25	SECONDARY POPLAR BEACH ACCESS	1004	Deferred to FY 23-24 due to staffing capacity and lack of funding availability
26	MAIN STREET TREE LIGHTS	9016	Suspended indefinitely
27	GIS IMPLEMENTATION	0586	Suspended indefinitely
28	MAIN STREET BRIDGE PROJECT	0759	Suspended indefinitely

DISCUSSION:

The draft FY 2022-23 Capital Improvement Project List (Attachment 1) is being presented for review, discussion, and direction. The CIP identifies sixty-seven (67) distinct projects and programs to be completed over the five-year horizon with an estimated cost of approximately $110 million ($70 million unfunded). This is a significant staff undertaking, particularly given high community expectations, the size of Half Moon Bay staff, the challenges of finding quality contract staff and the uncertain post-pandemic economy.

The City's CIP is comprised of two components: 1) the Five-Year Capital Improvement Program, and 2) the Year One funding authorizations, referred to as the Capital Budget. The Capital Improvement Program represents a long term (five-year) comprehensive plan for meeting existing and anticipated capital needs of the City (Attachment 2). The Capital Budget represents the City Council's annual prioritization and funding authorizations. The City of Half Moon Bay has generally funded capital projects and studies through the General Fund, grants and other "one time" funds on a "pay as you go" basis. Bonding of major capital projects and programs remains an option, as well as developer impact fees and deferred improvement agreements. However, the ability to bond is directly related to the City's capacity to maintain revenues sufficient to operate the City and repay the debt. In fact, purchase of 880 Stone Pine and a portion of Phase 1 improvements to the City Corporation Yard are being funded from a loan from the California Infrastructure Bank (IBank).

While the CIP is subject to change based on identified needs or special circumstances, it is intended to provide a stable and predictable approach to maintaining and expanding capital facilities, utilities and other infrastructure over several years. Stability and predictability are critical to successful implementation of a CIP as well as stewardship of public funds. This is particularly relevant given that many projects take multiple years to design, permit, bid and construct. Despite the challenges of the post COVID pandemic environment and related economic impacts, the City intends to continue its investment in the infrastructure and facilities that serve and protect the residents of Half Moon Bay.

Cost estimates in the CIP are not only based on the anticipated physical construction costs, but also soft costs such as project management, material testing, inspection, and administrative support (legal, financial, etc.). Project management and construction oversight are essential parts of successfully delivering the Five-Year CIP as it ensures projects meet specifications and are built as designed. These costs have been included in the project budgets and will paid from the capital project fund. Where allowable, these costs will be funded by grants, special funds or enterprise funds and will only be borne by the General Fund as a last resort.

The current CIP reflects the continuing effort to maintain a realistic and strategic capital program. Regular maintenance of capital projects is programmed annually into the Public Works Operating Budget. In some instances, the capital projects result in maintenance savings. In other circumstances, the project results in new/added maintenance costs. Capital maintenance and repair efforts exceeding $30,000 are generally included in the CIP unless issues arise unexpectedly.

Year One (FY 2022-23) of the draft CIP includes forty-one (41) distinct projects and programs in compared to the thirty-two (32) distinct projects identified in FY 2021-22. This year's CIP also introduces five (5) new programs: 1) CRI Implementation Program, 2) IT Replacement Program, 3) Fleet Replacement Program, 4) Equipment Replacement Program, and 5) Trail Maintenance Program. In total, the CIP appropriates $5,914,300 for projects and programs in FY 2022-23, which includes a $3,050,800 contribution from the General Fund.

Prioritization

Capital project priorities should be considered in concert with both budgetary restrictions and staffing capacity, which include both direct (hard) and indirect (soft) costs. Staff prioritized projects for the upcoming year using the following criteria:

- Does the project have a significant impact/benefit to Public Safety?
- Does the project have grant funding (and is that funding at risk?)
- How far along in the process is the project?
- How many people are impacted positively by the project?
- Is the project statutorily required?
- Does the project align with City Council Strategic Priorities?

Staff also looked at the number of resources and effort that would be required for each project and assigned it a high, mid, or low rating. Projects rated "HIGH" are considered public safety issues that require a lot of planning support and outreach. "MID" projects will require considerable effort, permitting and some outreach. "LOW" projects are in-house and/or maintenance efforts that may require some consultant support, but are well supported by the community and do not require much outreach.

Many of the projects identified will require multiple years to complete and will have continuing impacts to the General Fund. Focusing strategically on certain programs and objectives will provide the opportunity to develop the Five-Year CIP more fully and to commit funding to the projects in their entirety. This also provides staff with long term direction when determining which projects to emphasize when seeking new funding opportunities.

In addition to providing the FY 2022-23 Capital Improvement Project List (Attachment 1), staff is also presenting the recommended Five-Year CIP Summary (Attachment 2). This list includes all projects identified by staff and the City Council over the last several years, regardless of funding timeline. Staff has also included the individual pages for any project or program listed on the FY 2022-23 Capital Improvement Project List (Attachment 3).

Utilizing the various factors including staff capacity, the Public Works Department developed an initial draft Fiscal Year 2022-23 Capital Project List. This list was submitted to the City Manager and Administrative Services Department. Based upon their review and the capacity of the General Fund (based upon initial drafting of the City Operating Budget), the recommended list was reduced slightly (app. $300,000). As the FY 2022-23 Operating Budget is still being prepared, the funding availability and list may still be subject to revision. The Capital Budget will be back before the council for consideration as part of the overall city budget in the coming weeks. The list approved tonight will be presented to the Planning Commission in May for a statutory determination of General Plan conformance.

ATTACHMENTS:

1. Draft FY 2022-23 Capital Improvement Project List

2. Draft Five-Year Capital Improvement Program Summary
3. Draft FY 22-23 CIP Program and Project Pages

DRAFT FY 2022-23 Capital Improvement Project List

	PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	GF REQUEST (FY 22-23)	Primary Council Priority	LEAD	LEVEL OF EFFORT
01	STORM WATER MASTER PLAN UPDATE	152	1011	$ 20,000	$ 100,000	$ -	Community Climate Resilience and Sustainability	PW-Eng	HIGH
02	KEHOE/PILARCITOS OUTFALL REPAIR	152	1005	$ 125,000	$ 250,000	$ 75,000	Community Climate Resilience and Sustainability	PW-Eng	HIGH
03	ROOSEVELT DITCH SPOT REPAIR	152	1006	$ -	$ 230,000	$ 150,000	Community Climate Resilience and Sustainability	PW-Eng	HIGH
04	KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	0534	$ -	$ 100,000	$ 100,000	Community Climate Resilience and Sustainability	PW-Eng	HIGH
05	LCP AND HOUSING ELEMENT IMPLEMENTATION	151	1001	$ 160,000	$ 80,000	$ 80,000	Affordable Housing	CDD	HIGH
06	555 KELLY AFFORDABLE HOUSING PROJECT	151	1012	$ 30,000	$ 100,000	$ -	Affordable Housing	CDD	HIGH
07	CLIMATE ACTION AND ADAPTATION PLAN	151	1002	$ 100,186	$ 150,000	$ 150,000	Community Climate Resilience and Sustainability	PW-Admin	HIGH
08	WAYFINDING AND ENTRY SIGNS (PHASE 2)	151	0559	$ 50,000	$ 150,000	$ 150,000	Economic Recovery and Development	CMO	MID
09	MAIN STREET REVITALIZATION PROJECT	151	TBD	$ -	$ 250,000	$ 50,000	Economic Recovery and Development	CMO	HIGH
10	POPLAR BEACH GATEWAYS PLAN	125	0617	$ 598,000	$ 150,000	$ 150,000	Community Climate Resilience and Sustainability	CDD/PW	MID
11	CARTER PARK IMPROVEMENTS	125	0611	$ 6,464,397	$ -	$ -	Economic Recovery and Development	PW-Eng	HIGH
12	TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	9005	$ -	$ 200,000	$ 200,000	N/A	PW-Eng	LOW
13	MAC DUTRA RESTROOM REMODEL	125	TBD	$ -	$ 50,000	$ 50,000	N/A	PW-Maint	LOW
14	FRENCHMAN'S CREEK PARK IMPROVEMENTS	125	TBD	$ -	$ 350,000	$ 170,000	N/A	PW-Maint	MID
15	CORPORATE YARD IMPROVEMENTS	127	9023	$ 1,345,000	$ 100,000	$ 100,000	Public Health, Safety and Emergency Preparation	PW-Maint	HIGH
16	PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	$ 180,000	$ 180,000	$ 180,000	Community Climate Resilience and Sustainability	CMO	HIGH
17	SANITARY SEWER MASTER PLAN	202	9024	$ 44,000	$ 100,000	$ -	Public Health, Safety and Emergency Preparation	PW-Eng	MID
18	HIGHWAY 1 SAFETY - NORTH	123	0538	$ 1,238,030	$ 300,000	$ -	Transportation, Circulation and Mobility	PW-Eng	HIGH
19	POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	123	0593	$ 217,931	$ -	$ -	Transportation, Circulation and Mobility	PW-Eng	HIGH
20	MAIN STREET SAFETY IMPROVEMENT PROJECT	125	1009	$ 26,500	$ 653,500	$ -	Transportation, Circulation and Mobility	PW-Eng	MID
21	KELLY AVENUE CROSSWALKS	123	TBD	$ 29,800	$ 230,000	$ 230,000	Transportation, Circulation and Mobility	PW-Eng	LOW
22	EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	$ 207,000	$ 75,000	$ -	Transportation, Circulation and Mobility	PW-Eng	HIGH
23	COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)	125	TBD	$ -	$ 126,000	$ 126,000	Transportation, Circulation and Mobility	PW-Eng	MID
			TOTAL:	**$ 10,400,658**	**$ 3,924,500**	**$ 1,961,000**			

DRAFT FY 2022-23 Capital Improvement Project List

	PROGRAM TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	GF REQUEST (FY 22-23)	Primary Council Priority	LEAD	HIGH/MID/LOW EFFORT
01	GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563		$ 150,000	$ 150,000	Community Climate Resilience and Sustainability	PW-Eng	LOW
02	CRI IMPLEMENTATION PROGRAM	151	TBD		$ 100,000	$ 75,000	Economic Recovery and Development	CMO	LOW
03	IT REPLACEMENT PROGRAM	151	TBD		$ 44,800	$ 44,800	N/A	Admin	LOW
04	FLEET REPLACEMENT PROGRAM	151	TBD		$ 100,000	$ 100,000	N/A	PW-Maint	LOW
05	EQUIPMENT REPLACEMENT PROGRAM	151	TBD		$ 30,000	$ 30,000	N/A	PW-Maint	LOW
06	PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609		$ 150,000	$ 150,000	N/A	PW-Maint	LOW
07	ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601		$ 50,000	$ 50,000	Transportation, Circulation and Mobility	PW-Eng	LOW
08	SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562		$ 100,000	$ 100,000	Transportation, Circulation and Mobility	PW-Eng	LOW
09	URBAN FOREST MANAGEMENT PROGRAM	151	0598		$ 150,000	$ 150,000	Public Health, Safety and Emergency Preparation	PW-Maint	LOW
10	EMERGENCY RESPONSE PROGRAM	127	0604		$ 100,000	$ 100,000	Public Health, Safety and Emergency Preparation	PW-Maint	LOW
11	SEWER MAINTENANCE PROGRAM	202	0506		$ 100,000	$ -	Community Climate Resilience and Sustainability	PW-Eng	LOW
12	INFLOW AND INFILTRATION PROGRAM	202	9028		$ 75,000	$ -	Community Climate Resilience and Sustainability	PW-Eng	LOW
13	MANHOLE REHABILITATION PROGRAM	202	9026		$ 150,000	$ -	Community Climate Resilience and Sustainability	PW-Eng	LOW
14	PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507		$ 50,000	$ -	Community Climate Resilience and Sustainability	PW-Eng	LOW
15	NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000		$ 40,000	$ 40,000	Transportation, Circulation and Mobility	PW-Eng	LOW
16	PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514		$ 500,000	$ -	Transportation, Circulation and Mobility	PW-Eng	LOW
17	BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615		$ 50,000	$ 50,000	Transportation, Circulation and Mobility	PW-Eng	LOW
18	TRAIL MAINTENANCE PROGRAM	125	TBD		$ 50,000	$ 50,000	Transportation, Circulation and Mobility	PW-Maint	LOW
			TOTAL:	**$ -**	**$ 1,989,800**	**$ 1,089,800**			
			GRANT TOTALS:		**$ 5,914,300**	**$ 3,050,800**			

DRAFT FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
STORM WATER IMPROVEMENTS											
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	N/A	$ 750,000	$ -
STORM WATER MASTER PLAN UPDATE	152	1011	$ 20,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 120,000	$ -
KEHOE/PILARCITOS OUTFALL REPAIR	152	1005	$ 125,000	$ 250,000	$ 400,000	$ -	$ -	$ -	$ -	$ 775,000	$ 400,000
ROOSEVELT DITCH SPOT REPAIR	152	1006	$ -	$ 230,000	$ -	$ -	$ -	$ -	$ -	$ 230,000	$ -
KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	0534	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 8,400,000	$ 8,500,000	$ 8,400,000
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	$ 200,000	$ -	$ 100,000	$ 825,000	$ 825,000	$ 140,000	$ -	$ 2,090,000	$ 1,650,000
TOTAL STORM WATER IMPROVEMENTS			**$ 345,000**	**$ 830,000**	**$ 650,000**	**$ 975,000**	**$ 975,000**	**$ 290,000**	**$ 8,400,000**	**$ 12,465,000**	**$ 10,450,000**
ECONOMIC DEVELOPMENT IMPROVEMENTS											
CRI IMPLEMENTATION PROGRAM	151	TBD	N/A	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	N/A	$ 500,000	$ 125,000
LCP AND HOUSING ELEMENT IMPLEMENTATION	151	1001	$ 160,000	$ 80,000	$ 80,000	$ -	$ -	$ -	$ -	$ 320,000	$ -
555 KELLY AFFORDABLE HOUSING PROJECT	151	1012	$ 30,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 130,000	$ -
CLIMATE ACTION AND ADAPTATION PLAN	151	1002	$ 100,186	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ 250,186	$ -
WAYFINDING AND ENTRY SIGNS (PHASE 2)	151	0559	$ 50,000	$ 150,000	$ 100,000	$ -	$ -	$ -	$ -	$ 300,000	$ -
MAIN STREET REVITALIZATION PROJECT	151	TBD	$ -	$ 250,000	$ 370,000	$ -	$ -	$ -	$ 14,500,000	$ 15,120,000	$ 14,500,000
MAIN STREET TREE LIGHTS	151	9016	$ -	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000	$ 100,000
TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS			**$ 340,186**	**$ 830,000**	**$ 650,000**	**$ 200,000**	**$ 100,000**	**$ 100,000**	**$ 14,500,000**	**$ 16,720,186**	**$ 14,725,000**
OPERATIONAL IMPROVEMENTS											
IT REPLACEMENT PROGRAM	151	TBD	N/A	$ 44,800	$ 43,000	$ 43,300	$ 18,000	$ 18,000	N/A	$ 167,100	$ -
FLEET REPLACEMENT PROGRAM	151	TBD	N/A	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	N/A	$ 500,000	$ -
EQUIPMENT REPLACEMENT PROGRAM	151	TBD	N/A	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	N/A	$ 150,000	$ -
PERMIT AND LAND ANALYSIS SYSTEM	151	TBD	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000	$ -
TOTAL OPERATIONAL IMPROVEMENTS			**$ -**	**$ 174,800**	**$ 323,000**	**$ 173,300**	**$ 148,000**	**$ 148,000**	**$ -**	**$ 967,100**	**$ -**
PARKS IMPROVEMENTS											
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	$ 150,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	N/A	$ 550,000	$ -
POPLAR BEACH GATEWAYS PLAN	125	0617	$ 598,000	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ 748,000	$ -
CARTER PARK IMPROVEMENTS	125	0611	$ 6,464,397	$ -	$ 350,000	$ -	$ -	$ -	$ -	$ 6,814,397	$ 350,000
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	9005	$ -	$ 200,000	$ -	$ -	$ -	$ -	$ -	$ 200,000	$ -
MAC DUTRA RESTROOM REMODEL	125	TBD	$ -	$ 50,000	$ -	$ -	$ -	$ -	$ -	$ 50,000	$ -
FRENCHMAN'S CREEK PARK IMPROVEMENTS	125	TBD	$ -	$ 350,000	$ -	$ -	$ -	$ -	$ -	$ 350,000	$ -
WAVECREST WATER MAIN PROJECT	125	9004	$ -	$ -	$ 100,000	$ 600,000	$ -	$ -	$ -	$ 700,000	$ -
TED ADCOCK COMMUNITY CENTER ENTRYWAY	125	TBD	$ -	$ -	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000	$ -
MAGNOLIA PARK	125	1007	$ 60,000	$ -	$ 50,000	$ -	$ -	$ -	$ 3,200,000	$ 3,310,000	$ 3,200,000
POPLAR BEACH WELCOME SIGN	125	TBD	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000	$ -
TRAIN DEPOT AND JOHNSTON HOUSE SITE PLAN	125	0614	$ -	$ -	$ 85,000	$ -	$ -	$ -	$ -	$ 85,000	$ -
STORAGE BUILDING AT SMITH FIELD	125	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 65,000	$ 65,000	$ 65,000
PERMANENT RESTROOMS AT POPLAR BEACH	125	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 250,000	$ 250,000	$ 250,000
NEW COMMUNITY PARK	125	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,000,000	$ 12,000,000	$ 12,000,000
TOTAL PARKS			**$ 7,122,397**	**$ 900,000**	**$ 935,000**	**$ 700,000**	**$ 100,000**	**$ 100,000**	**$ 15,515,000**	**$ 25,372,397**	**$ 15,865,000**

DRAFT FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
FACILITY IMPROVEMENTS											
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	N/A	$ 250,000	$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	N/A	$ 500,000	$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	N/A	$ 750,000	$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	N/A	$ 500,000	$ -
CORPORATE YARD IMPROVEMENTS	127	9023	$ 1,345,000	$ 100,000	$ 3,000,000	$ -	$ -	$ -	$ -	$ 4,445,000	$ 3,000,000
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	$ 180,000	$ 180,000	$ 150,000	$ -	$ -	$ -	$ -	$ 510,000	$ -
CUNHA PARKING LOT EXPANSION FOR LIBRARY	153	0545	$ -	$ -	$ -	$ -	$ -	$ -	$ 400,000	$ 400,000	$ -
RESTORATION AND WATERSHED PROTECTION OF CITY PARCEL	127	0622	$ -	$ -	$ -	$ -	$ -	$ -	$ 975,000	$ 975,000	$ 975,000
TOTAL FACILITY IMPROVEMENTS			**$ 1,525,000**	**$ 680,000**	**$ 3,550,000**	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,375,000**	**$ 8,330,000**	**$ 3,975,000**
SEWER IMPROVEMENTS											
SEWER MAINTENANCE PROGRAM	202	0506	N/A	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	N/A	$ 500,000	$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	N/A	$ 375,000	$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	$ 150,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	N/A	$ 490,000	$ -
PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507	N/A	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	N/A	$ 250,000	$ -
SANITARY SEWER MASTER PLAN	202	9024	$ 44,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ 144,000	$ -
SAFEWAY SEWER MAIN REPAIR	202	TBD	$ -	$ -	$ 275,000	$ -	$ -	$ -	$ -	$ 275,000	$ -
TOTAL SEWER IMPROVEMENTS			**$ 44,000**	**$ 475,000**	**$ 585,000**	**$ 310,000**	**$ 310,000**	**$ 310,000**	**$ -**	**$ 2,034,000**	**$ -**
STREET IMPROVEMENTS											
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	N/A	$ 200,000	$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	N/A	$ 2,500,000	$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	$ 1,238,030	$ 300,000	$ 5,450,000	$ 5,450,000	$ -	$ -	$ -	$ 12,438,030	$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	123	0593	$ 217,931	$ -	$ 4,400,000	$ -	$ -	$ -	$ -	$ 4,617,931	$ 2,798,000
MAIN STREET SAFETY IMPROVEMENT PROJECT	125	1009	$ 26,500	$ 653,500	$ -	$ -	$ -	$ -	$ -	$ 680,000	$ -
KELLY AVENUE CROSSWALKS	123	TBD	$ 29,800	$ 230,000	$ -	$ -	$ -	$ -	$ -		$ -
HIGHWAY 1/RUISSEAU FRANCAIS INTERSECTION IMPROVEMENT PROJECT	123	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,100,000	$ 2,100,000	$ 2,100,000
HIGHWAY 1/KELLY AVENUE INTERSECTION IMPROVEMENT PROJECT	112	0571	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000	$ 5,000,000	$ 4,800,000
KELLY AVENUE REHABILITATION PROJECT	123	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,500,000	$ 3,500,000	$ 3,500,000
TOTAL STREET IMPROVEMENTS			**$ 1,512,261**	**$ 1,723,500**	**$ 10,390,000**	**$ 5,990,000**	**$ 540,000**	**$ 540,000**	**$ 10,600,000**	**$ 31,035,961**	**$ 13,198,000**

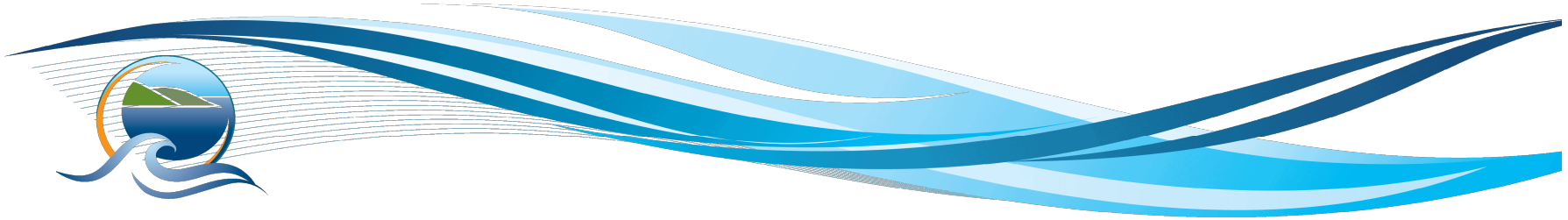
DRAFT FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM SUMMARY

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY	UNFUNDED
TRAIL IMPROVEMENTS											
BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615	N/A	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	N/A	$ 250,000	$ -
TRAIL MAINTENANCE PROGRAM	125	TBD	N/A	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	N/A	$ 250,000	$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	$ 207,000	$ 75,000	$ 1,200,000	$ -	$ -	$ -	$ -	$ 1,482,000	$ 728,000
COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)	125	TBD	$ -	$ 126,000	$ -	$ -	$ -	$ -	$ -	$ 126,000	$ -
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	$ -	$ -	$ 40,000	$ 200,000	$ -	$ -	$ -	$ 240,000	$ 200,000
SECONDARY POPLAR BEACH ACCESS	125	1004	$ -	$ -	$ 45,000	$ 250,000	$ -	$ -	$ -	$ 295,000	$ -
WAVECREST WALKWAY EXTENSION	125	0564	$ -	$ -	$ 95,000	$ 330,000	$ -	$ -	$ -	$ 425,000	$ -
PEDESTRIAN/BICYCLE CONNECTION TO TRAIN DEPOT	125	TBD	$ -	$ -	$ -	$ 700,000	$ -	$ -	$ -	$ 700,000	$ 700,000
JOHNSTON HOUSE TRAIL	125	TBD	$ -	$ -	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000	$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2	125	0595	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,600,000	$ 2,600,000	$ 2,600,000
NAOMI PATRIDGE TRAIL EXTENSION (SOUTH)	125	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,500,000	$ 2,500,000	$ 2,500,000
COASTAL BLUFF PRESERVATION	125	0618	$ -	$ -	$ 390,000	$ 215,000	$ 215,000	$ 215,000	$ 215,000	$ 1,250,000	$ 1,250,000
POPLAR BEACH COASTAL TRAIL - RELOCATION AND EROSION MITIGATION	125	TBD	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000	$ 3,000,000	$ 3,000,000
TOTAL TRAIL IMPROVEMENTS			**$ 207,000**	**$ 301,000**	**$ 1,970,000**	**$ 1,795,000**	**$ 315,000**	**$ 315,000**	**$ 8,315,000**	**$ 13,218,000**	**$ 10,978,000**
TOTAL FY ALLOCATIONS			**$ 11,095,844**	**$ 5,914,300**	**$ 19,053,000**	**$ 10,543,300**	**$ 2,888,000**	**$ 2,203,000**	**$ 58,705,000**	**$ 110,142,644**	**$ 69,191,000**

ATTACHMENT 3

Draft FY 22-23 CIP Program and Project Pages

STORM WATER IMPROVEMENT PROGRAMS



PROGRAM TITLE: GREEN INFRASTRUCTURE AND STORM WATER PROGRAM

Category:	Storm Water	**Program Number:**	0563		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Mandated	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	152	**Fund Name:**	Storm Drain Capital

DESCRIPTION:

This program address storm water needs throughout the City, including compliance with the Venice Beach TMDL (total maximum daily load) requirements imposed by the State Water Board. The focus of FY 22-23 will be completing an assessment of Coastal Trail outfalls from Seymour Bridge to Kelly Avenue in Half Moon Bay and compiling a list of projects for future years.

JUSTIFICATION:

The City owns and maintains a majority of the storm drain system. Major maintenance and capital improvements are necessary to meet State and Federal laws as well as protect public health and safety and property.



STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

Prior efforts included a partnership with the Master Gardeners and C/CAG that were limited to one pilot event. This effort has been postponed indefinitely due to insufficient funding.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Prof.Serv/Env.	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 325,000
Construction	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 65,000	$ 325,000
PM-CM	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000
TOTAL	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
Storm Drain Improvement - Fund 152						$ -
TOTAL	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

DRAFT

STORM WATER IMPROVEMENT PROJECTS

FY 2022-23

PROJECT TITLE: STORM WATER MASTER PLAN UPDATE

Category:	Storm Water			**Project Number:**	1011		
Project Location:	Citywide			**Lead Department:**	Public Works		
Type:	Strategic Plan			**Status:**	Previously Approved		
Initial Funding	FY 21-22	**Estimated Completion**	FY 22-23	**Fund Number:**	152	**Fund Name:**	Storm Drain Capital

DESCRIPTION:

This project includes an update to the City's current Storm Drain Master Plan, which was adopted in 2015. This project will result in a list of future projects and improvements that will be incorporated into future year CIPs.

JUSTIFICATION:

With climate change information and recent storm surges, the City needs to re-evaluate its approach to storm water system conveyence and management.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 20,000	$ 25,000						$ 45,000
Prof.Serv/Env.		$ 75,000						$ 75,000
Construction								$ -
PM-CM								$ -
TOTAL	**$ 20,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 120,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 20,000							$ 20,000
Storm Drain Improvement - Fund 152	$ 100,000							$ 100,000
UNFUNDED								$ -
TOTAL	**$ 120,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 120,000**

DRAFT

PROJECT TITLE: KEHOE/PILARCITOS OUTFALL REPAIR

Category:	Storm Water			**Project Number:**	1005		
Project Location:	Southern Terminus of Pilarcitos Ave near Kehoe Ave			**Lead Department:**	Public Works		
Type:	Capital Maintenance			**Status:**	Previously Approved		
Initial Funding	FY 20-21	**Estimated Completion**	FY 23-24	**Fund Number:**	152	**Fund Name:**	Storm Drain Capital

DESCRIPTION:

The project will repair and rehabilitate the existing stormwater outfall at the end of Pilarcitos Avenue just south of Kehoe Avenue. The existing reinforced concrete outfall currently drains stormwater runoff into the Kehoe Watercourse from the neighborhood and will continue after the repair is completed. The project will also include maintenance access improvements as well as restoration of the area adjacent to the outfall.

JUSTIFICATION:

The outfall is an existing facility that is in need of repair. Deferring this project could result in further failures and increased costs.

STRATEGIC PLAN GOAL (please check all that apply)

x	Infrastructure
x	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 125,000							$ 125,000
Prof.Serv/Env.		$ 250,000						$ 250,000
Construction			$ 400,000					$ 400,000
PM-CM								$ -
TOTAL	**$ 125,000**	**$ 250,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 775,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 125,000	$ 75,000						$ 200,000
Storm Drain Improvement - Fund 152		$ 175,000						$ 175,000
Grant - Other								$ -
San Mateo County Contribution								$ -
UNFUNDED			$ 400,000					$ 400,000
TOTAL	**$ 125,000**	**$ 250,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 775,000**

DRAFT

PROJECT TITLE: ROOSEVELT DITCH SPOT REPAIR

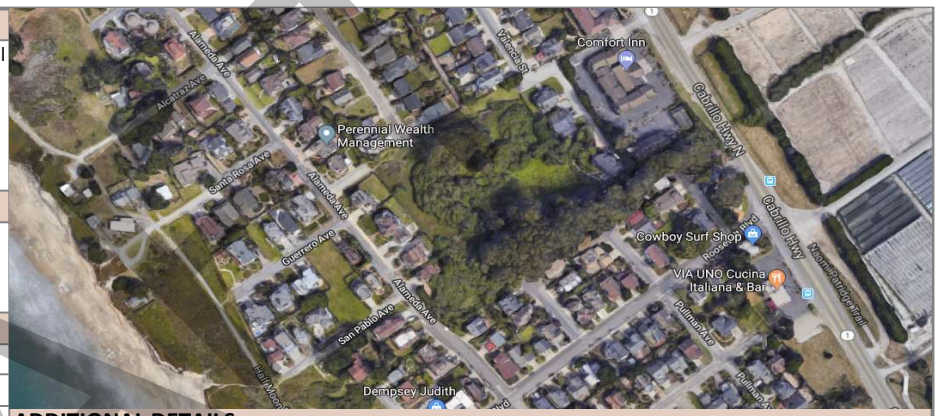
Category:	Storm Water		**Project Number:**	1006	
Project Location:	Roosevelt Ditch at Pullman Court		**Lead Department:**	Public Works	
Type:	Capital Maintenance		**Status:**	Previously Approved	
Initial Funding	FY 22-23	**Estimated Completion** FY 23-24	**Fund Number:**	152	**Fund Name:** Storm Drain Capital

DESCRIPTION:

This project includes design and environmental studies of the Roosevelt Ditch. Based on CEQA, the City will pursue all necessary permits and commence construction of improvements.

JUSTIFICATION:

Roosevelt Ditch has experienced significant erosion damage partly due to the heavy rain events of the last couple years. Trees have fallen and caused damage to the courts adjacent and have been subjected to localized flooding as a result.



ADDITIONAL DETAILS:

STRATEGIC PLAN GOAL (please check all that apply)

x	Infrastructure
x	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.		$ 80,000						$ 80,000
Construction		$ 150,000						$ 150,000
PM-CM								$ -
TOTAL	**$ -**	**$ 230,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 230,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 150,000						$ 150,000
Storm Drain Improvement - Fund 152		$ 80,000						$ 80,000
UNFUNDED								$ -
TOTAL	**$ -**	**$ 230,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 230,000**

DRAFT

PROJECT TITLE: KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT

Category:	Storm Water			**Project Number:**	0534
Project Location:	East and West of Highway 1 at Old Bev Cunha Road			**Lead Department:**	Public Works
Type:	Capital Maintenance/Community Enhancement			**Status:**	Previously Approved
Initial Funding	FY 23-24	**Estimated Completion**	TBD	**Fund Number:**	152 **Fund Name:** Storm Drain Capital

DESCRIPTION:

This project is a multi-faceted project intended to provide environmental enhancement of designated Environmentally Sensitive Habitat (ESHA) to implement "green" basin-based storm water management for the Kehoe Watercourse, increase protection of the SAM Sewer Treatment Plant and increase public access/stewardship opportunities.

JUSTIFICATION:

The City has conducted a hydrology/hydraulic study and identified broad recommendations for implementation.



STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

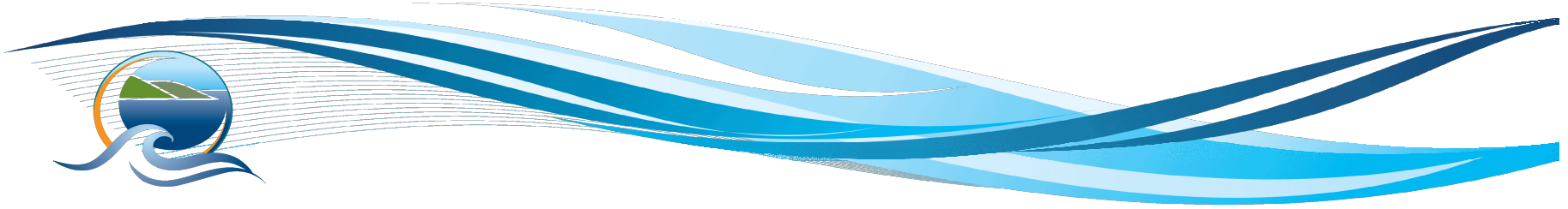
FY 22-23 funding is for feasibility and conceptual study.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design		$ 50,000					$ 250,000	$ 300,000
Prof.Serv/Env.		$ 50,000					$ 800,000	$ 850,000
Construction							$ 7,000,000	$ 7,000,000
PM-CM							$ 350,000	$ 350,000
TOTAL	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,400,000**	**$ 8,500,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 100,000						$ 100,000
UNFUNDED							$ 8,400,000	$ 8,400,000
TOTAL	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,400,000**	**$ 8,500,000**

DRAFT

ECONOMIC DEVELOPMENT PROGRAMS



PROGRAM TITLE: CRI IMPLEMENTATION PROGRAM

Category:	Economic Development	**Program Number:**	TBD		
Project Location:	Broader Half Moon Bay Community	**Lead Department:**	Administration		
Type:	Community Enhancement	**Status:**	NEW		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This program is the result of a regional planning process known as the Coastside Recovery Initiative (CRI). It is intended to help the Coastside economy recover from the pandemic and chart the course toward a more equitable, vibrant, and resilient future. It is a blueprint for action spanning four focus areas:

ECO: using the region's natural assets as drivers for economic growth
INNOVATE: diversifying the economy by sparking business innovation and job creation
THRIVE: helping local businesses survive and thrive
VIBRANT: creating vibrant commercial and community spaces

This program will provide annual funding to help implement smaller, physical projects withing the community to advance the CRI recommendations. The project emphasized in FY 22-23 include Mac Dutra greening efforts, public art/murals installation, community kiosk/info booth construction, and signage installation.

JUSTIFICATION:

The Coastside Recovery Initiative and its set of policy recommendations support the economic development priorities set by the City Council.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

This is a new program.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Equipment	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Construction	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
PM-CM						$ -
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 375,000
Donations						$ -
UNFUNDED	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 125,000
TOTAL	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 500,000**

DRAFT

ECONOMIC DEVELOPMENT IMPROVEMENT PROJECTS

FY 2022-23

PROJECT TITLE: LCP AND HOUSING ELEMENT IMPLEMENTATION

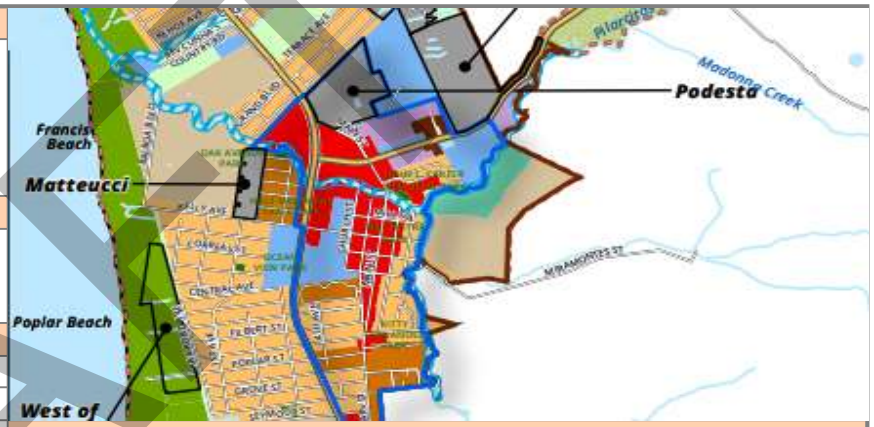
Category:	Economic Development		**Project Number:**	1001	
Project Location:	Downtown Half Moon Bay		**Lead Department:**	Community Development	
Type:	Strategic Plan		**Status:**	Previously Approved	
Initial Funding:	FY 21-22	**Expected Completion** FY 23-24	**Fund Number:**	151	**Fund Name:** General Capital

DESCRIPTION:

This project includes Land Use Plan implementation and circulation/streetscape planning focused on the Town Center. The Land Use Plan implementation will include zoning amendments, preparation of objective design standards, and CEQA coverage specifically prioritizing housing production.

JUSTIFICATION:

Town Center Planning will support Land Use Plan implementation, housing production, and economic development.



STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.	$ 160,000	$ 80,000	$ 80,000					$ 320,000
PM-CM								$ -
TOTAL	**$ 160,000**	**$ 80,000**	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 320,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 80,000	$ 80,000						$ 160,000
General Capital - Fund 151								$ -
Grant - State	$ 80,000		$ 80,000					$ 160,000
TOTAL	**$ 160,000**	**$ 80,000**	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 320,000**

DRAFT

PROJECT TITLE: 555 KELLY AFFORDABLE HOUSING PROJECT

Category:	Economic Development		**Project Number:**	1012	
Project Location:	555 Kelly		**Lead Department:**	Public Works	
Type:	Strategic Plan		**Status:**	NEW	
Initial Funding:	FY 21-22	**Expected Completion** FY 23-24	**Fund Number:**	151	**Fund Name:** General Capital

DESCRIPTION:

555 Kelly Avenue is a City-owned property adjacent to the southern end of the TACC parking lot. The City is seeking affordable housing developers and service providers to develop the property with the intent of maximizing the site for affordable housing.

JUSTIFICATION:

Affordable housing is a City priority; 555 Kelly Avenue is well located in the middle of Downtown Half Moon Bay and is one the City's very few properties that could potentially be developed with affordable housing. The 2020 Land Use Plan update added the Workforce Housing Overlay land use designation to this property.



STRATEGIC PLAN GOAL (please check all that apply)

	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

In FY 2021-22, the City hired a housing consultant to help manage an RFQ process for this site. The RFQ was opened in spring 2022 and staff and the consultant have been working with prospective developers and service providers.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 30,000	$ 100,000						$ 130,000
Prof.Serv/Env.								$ -
Construction								$ -
PM-CM								$ -
TOTAL	**$ 30,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 130,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 30,000							$ 30,000
Affordable Housing Fund		$ 100,000						$ 100,000
TOTAL	**$ 30,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 30,000**

DRAFT

PROJECT TITLE: CLIMATE ACTION AND ADAPTATION PLAN

Category:	Economic Development			**Project Number:**	1002		
Project Location:	Citywide			**Lead Department:**	Public Works		
Type:	Strategic Plan			**Status:**	Previously Approved		
Initial Funding:	FY 19-20	**Expected Completion**	FY 22-23	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

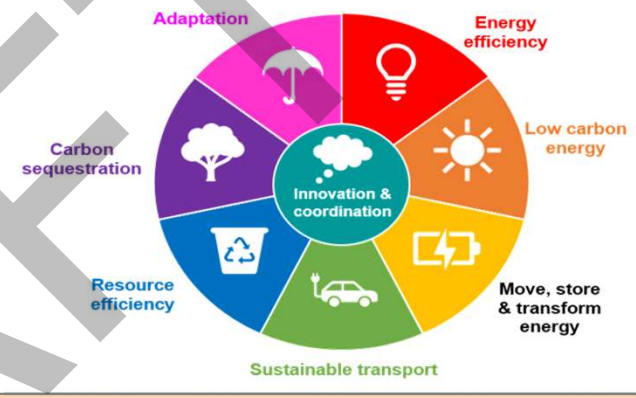
This project includes the development of the City's first Climate Action and Adaptation Plan (CAAP), which includes extensive outreach to the community to ensure the document is equitable. Staff is leveraging resources from the Countywide RICAPS group to develop the "action" portion of the plan and will use allocated funds form the CIP to explore adaptation measures and opportunity specific to Half Moon Bay.

JUSTIFICATION:

The City Council identified Sustainability as on of their 5 priorities for FY 2019-20. In response, staff developed the City's Sustainability Implementation Plan (SIP), which includes adopting the City's first CAAP.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance



ADDITIONAL DETAILS:

In FY 19-20, staff received a grant from San Mateo County to conduct a CAAP Outreach Pilot project. The pilot project focused on education and engagement of typically unrepresented populations in Half Moon Bay (senior, youths, and Latinos). FY 20-21 accomplishments included selecting an outreach consultant, designing outreach material, and conducting a preliminary round of outreach.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design								$ -
Prof.Serv/Env.	$ 100,186	$ 150,000						$ 250,186
Construction								$ -
PM-CM								$ -
TOTAL	**$ 100,186**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,186**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 100,186	$ 150,000						$ 250,186
General Capital - Fund 151								$ -
TOTAL	**$ 100,186**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,186**

DRAFT

PROJECT TITLE: WAYFINDING AND ENTRY SIGNS

Category:	Economic Development			**Project Number:**	0559		
Project Location:	Citywide			**Lead Department:**	Administration		
Type:	Community Enhancement			**Status:**	Previously Approved		
Initial Funding:	FY 21-22	**Estimated Completion:**	FY 23-24	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This project will look at redesigning the previous wayfinding and entry signs. It will also look at additional locations (i.e. parks), and opportunities to provide electronic, interactive map signs.

JUSTIFICATION:

This project is identified as an economic development tool and community identification and enhancement.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 50,000							$ 50,000
Prof.Serv/Env.								$ -
Construction		$ 150,000	$ 100,000					$ 250,000
PM-CM								$ -
TOTAL	**$ 50,000**	**$ 150,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 150,000	$ 100,000					$ 250,000
General Capital - Fund 151	$ 50,000							$ 50,000
TOTAL	**$ 50,000**	**$ 150,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**

DRAFT

PROJECT TITLE: MAIN STREET REVITALIZATION PROJECT

Category:	Economic Development			**Project Number:**	TBD		
Project Location:	Downtown Half Moon Bay			**Lead Department:**	Public Works		
Type:	Community Enhancement			**Status:**	NEW		
Initial Funding:	FY 22-23	**Expected Completion**	TBD	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This project will include a Master Plan for the complete redesign and reconstruction of Main Street from Highway 1/North Main Street to South Main Street. Emphasis for this project will ultimately be on the four central blocks of downtown Main Steet including improving pedestrian accessibility on Main Street from Main Street Bridge to Correas Street. This effort will include extensive community outreach and input. The circulation/streetscape planning will address circulation, parking, placemaking, streetscape, landscaping, and street furniture plans.

JUSTIFICATION:

Economic development is a City Council priority.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design			$ 300,000					$ 300,000
Prof.Serv/Env.		$ 180,000					$ 500,000	$ 680,000
Construction							$ 12,000,000	$ 12,000,000
PM-CM		$ 70,000	$ 70,000				$ 2,000,000	$ 2,140,000
TOTAL	**$ -**	**$ 250,000**	**$ 370,000**	**$ -**	**$ -**	**$ -**	**$ 14,500,000**	**$ 15,120,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 50,000	$ 370,000					$ 420,000
General Capital - Fund 151		$ 200,000						$ 200,000
UNFUNDED							$ 14,500,000	$ 14,500,000
TOTAL	**$ -**	**$ 250,000**	**$ 370,000**	**$ -**	**$ -**	**$ -**	**$ 14,500,000**	**$ 15,120,000**

DRAFT

OPERATIONAL IMPROVEMENT PROGRAMS



PROGRAM TITLE: IT REPLACEMENT PROGRAM

Category:	Operations	**Program Number:**	TBD		
Project Location:	All City Owned Properties	**Lead Department:**	Administration		
Type:	Strategic Plan	**Status:**	NEW		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This program was developed to ensure technology used by the City of Half Moon Bay remains up-to-date and functional. The focus of this program is to ensure that the City will have funds to replace equipment at the end of its useful life.

This program will be broken into 4 phases. The first 3 phases focus on the replacement of equipment that has become obsolete or will become obsolete within the next 3 fiscal years. The fourth phase will be future-focused ensuring that the City sets aside funds to meet expected replacement costs needed to follow the equipment replacement plan.

JUSTIFICATION:

This program was created to implement and fund the new IT equipment replacement plan and ensure that the City has the funds to replace obsolete and failing technology systems.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Equipment (Workstations)	$ 24,800	$ 23,000	$ 23,300	$ 11,000	$ 11,000	$ 93,100
Equipment (Networking Infrastructure)	$ 20,000	$ 20,000	$ 20,000	$ 7,000	$ 7,000	$ 74,000
TOTAL	**$ 44,800**	**$ 43,000**	**$ 43,300**	**$ 18,000**	**$ 18,000**	**$ 167,100**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 44,800	$ 43,000	$ 43,300	$ 18,000	$ 18,000	$ 167,100
TOTAL	**$ 44,800**	**$ 43,000**	**$ 43,300**	**$ 18,000**	**$ 18,000**	**$ 167,100**

DRAFT

PROGRAM TITLE: FLEET REPLACEMENT PROGRAM

Category:	Operations	**Program Number:**	TBD		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance	**Status:**	NEW		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This program will allow the City to keep its fleet current and servicable. This program will also be used to begin the process of electirfying the City's fleet when possible.

JUSTIFICATION:

Coastal air shortens typical vehicle life, and properly planning for and replacing vehicles at the end of their useful life is the most fiscally responsible approach.

STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

For FY 2022-23, the City's Pool Vehicle will be converted to either a gas/electric hybrid or an all-electric plug in vehicle. A Public Works truck will also be replaced, but not an electric truck this year due to availbility and operation needs. At least one all-electric truck wil be purchased in a futrue FY once availibity becomes better.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Vehicle Replacement	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
PM-CM						$ -
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

DRAFT

PROGRAM TITLE: EQUIPMENT REPLACEMENT PROGRAM

Category:	Operations	**Program Number:**	TBD		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance	**Status:**	NEW		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

The City owns and maintains various pieces of small equipment used in maintenance operations. Examples include a large backhoe, several lawn tractors, and miscellaneous pieces of construction equipment. This program will be used to replace and purchase equipment when necessary.

JUSTIFICATION:

Equipment needs to be replaced and upgraed frequently to ensure proper operation as well as safety for the operators.

STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

This will be the first year for this program.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Equipment Purchase	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000
PM-CM						$ -
TOTAL	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000
TOTAL	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 150,000**

DRAFT

PARK IMPROVEMENT PROGRAMS



PROGRAM TITLE: PARKS MASTER PLAN IMPLEMENTATION PROGRAM

Category:	Parks	**Project Number:**	0609		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance/Community Enhancement	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This program was developed in response to the findings in the Parks Master Plan (PMP) and will focus on completing the priorities identified that are not substantial enough to be a stand alone Capital Improvement Project. Projects anticipated in FY 2022-23 include completion of the Kehoe Park Master Plan, installation of auto-locks at park restroom facilities, enhancement of the restrooms at Smith Field, and other minor improvements and repairs to existing park facilities.

JUSTIFICATION:

This program was created in order to implement the recommendations from the Parks Master Plan completed in FY 2018-19.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

Parks Make Life Better!®

ADDITIONAL DETAILS:

Accomplishments in FY 2021-22 include the addition of new play equipment at Ocean View Park to include accessible features that all childern can enjoy, the addition of an outdoor sound system at Mac Dutra Park, automatic door locks at Mac Dutra Park, the replacement of worn rubberized surfaces at Oak Park, and planning efforts for future improvements to Frenchman's Creek Park.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Prof.Serv/Env.	$ 40,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 320,000
Construction	$ 90,000	$ 70,000	$ 70,000	$ 70,000	$ 70,000	$ 370,000
Equipment	$ 20,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 140,000
PM-CM						$ -
TOTAL	**$ 150,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 550,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 150,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 550,000
Park Facility/Development - Fund 125						$ -
TOTAL	**$ 150,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 550,000**

DRAFT

PARK IMPROVEMENT PROJECTS

FY 2022-23

PROJECT TITLE: POPLAR BEACH GATEWAYS PLAN

Category:	Parks			**Project Number:**	0617		
Project Location:	Railroad Avenue to Coastal Trail			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding	FY 17-18	**Estimated Completion:**	FY 22-23	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This multi-year project will create a Master Plan for the Poplar Beach area, improve parking and access, create a phased program for erosion mitigation, bluff restoration, creation of gateway elements, and initiate work on the easterly re-alignment of the Coastal Trail between Poplar Street and Kelly Avenue. Future years will focus on completing the Master Plan and implementation of the Master Plan. Cost estimates for improvements will be provided after the Master Plan is completed.

JUSTIFICATION:

While San Mateo County is encouraging coastal tourism and SamTrans now provides a free shuttle to Poplar Beach on weekends, the Poplar Beach Gateway Area is in need of a more user-friendly design and aesthetic. The pathway to Poplar Beach has deteriorated as a result of deferred maintenance and is a safety hazard. Erosion, drainage, and public access management improvements are needed to protect the Coastal Trail from bluff erosion, improve the surrounding habitat conditions, and ensure long-term enjoyment of this heavily trafficked public access and recreation area.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include completion of the draft EIR for the project.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 30,000							$ 30,000
Prof.Serv/Env.	$ 240,500	$ 150,000						$ 390,500
Construction	$ 292,500							$ 292,500
PM-CM	$ 35,000							$ 35,000
TOTAL	**$ 598,000**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 748,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 118,078	$ 150,000						$ 268,078
Measure J	$ 186,324							$ 186,324
Park Facility/Development - Fund 125	$ 293,598							$ 293,598
TOTAL	**$ 598,000**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 748,000**

DRAFT

PROJECT TITLE: CARTER PARK IMPROVEMENTS

Category:	Parks			**Project Number:**	0611
Project Location:	Carter Park				Public Works/Administration
Type:	Capital Maintenance/Community Enhancement			**Status:**	Previously Approved
Initial Funding:	FY 18-19	**Estimated Completion:**	FY 22-23	**Fund Number:**	125
				Fund Name:	Parks

DESCRIPTION:

The Parks Master Plan identified John L. Carter Memorial Park as an opportunity to create a more actively utilized space by adding improvements to facilitate greater opportunities for performances and day camps. This project includes a new amphiltheater including terraced seating, a new staged with storage space and changing room, children's play area, picnic area, restroom and concession stand building, park access improvemetns, a solidarity trail, landscaping, lighting, and other utility improvements.



JUSTIFICATION:

This project was identified as a project in the Parks Master Plan completed in FY 18-19.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include completion of the 100% design documents and award and start of construction. The City also secured a $4.75M grant from the State Park and Recreation Department to assist with funding the project.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 269,397							$ 269,397
Prof.Serv/Env.	$ 150,494							$ 150,494
Construction	$ 5,716,650		$ 350,000					$ 6,066,650
PM-CM	$ 245,000							$ 245,000
Non-Construction Contingency	$ 82,856							$ 82,856
TOTAL	**$ 6,464,397**	**$ -**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,814,397**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 1,275,276							$ 1,275,276
Park Facility/Development - Fund 125	$ 439,121							$ 439,121
Donations								$ -
Grant - Prop 68	$ 4,750,000							$ 4,750,000
UNFUNDED			$ 350,000					$ 350,000
TOTAL	**$ 6,464,397**	**$ -**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,814,397**

DRAFT

PROJECT TITLE: TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS

Category:	Parks			**Project Number:**	9005		
Project Location:	110 Higgins Canyon Road			**Lead Department:**	Public Works		
Type:	Capital Maintenance/Community Enhancement			**Status:**	Previously Approved		
Initial Funding	FY 22-23	**Estimated Completion:**	FY 23-24	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This project will focus on updating existing site improvements including repaving parking lot and driveway and will include ADA parking and path of travel improvements.



JUSTIFICATION:

The City is required to maintain their properties and update facilities to be ADA compliant.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.		$ 10,000						$ 10,000
Construction		$ 180,000						$ 180,000
PM-CM		$ 10,000						$ 10,000
TOTAL	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**		**$ -**	**$ 200,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 200,000						$ 200,000
TOTAL	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**		**$ -**	**$ 200,000**

DRAFT

PROJECT TITLE: MAC DUTRA RESTROOM REMODEL

Category:	Economic Development			**Project Number:**	TBD		
Project Location:	Mac Dutra Plaza			**Lead Department:**	Public Works		
Type:	Capital Maintenance/Community Enhancement			**Status:**	NEW		
Initial Funding	FY 22-23	**Estimated Completion:**	FY 22-23	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This project includes the complete remodel of the public restrooms at Mac Dutra Plaza.

JUSTIFICATION:

These restrooms are heavily used by the public and should be modernized to meet the community's needs.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.								$ -
Construction		$ 50,000						$ 50,000
PM-CM								$ -
TOTAL	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 50,000						$ 50,000
TOTAL	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000**

DRAFT

PROJECT TITLE: FRENCHMAN'S CREEK PARK IMPROVEMENTS

Category:	Parks			**Project Number:**	TBD		
Project Location:	Frenchman's Creek Park			**Lead Department:**	Public Works		
Type:	Capital Maintenance/Community Enhancement			**Status:**	NEW		
Initial Funding	FY 22-23	**Estimated Completion:**	FY 22-23	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This project is Phase II of the reconstruction efforts of Frenchman's Creek Park. This phase inclludes the installation of a swing set, parking lot reconstruction, signage installation, removal of pavement, and site rehabilitation.

JUSTIFICATION:

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

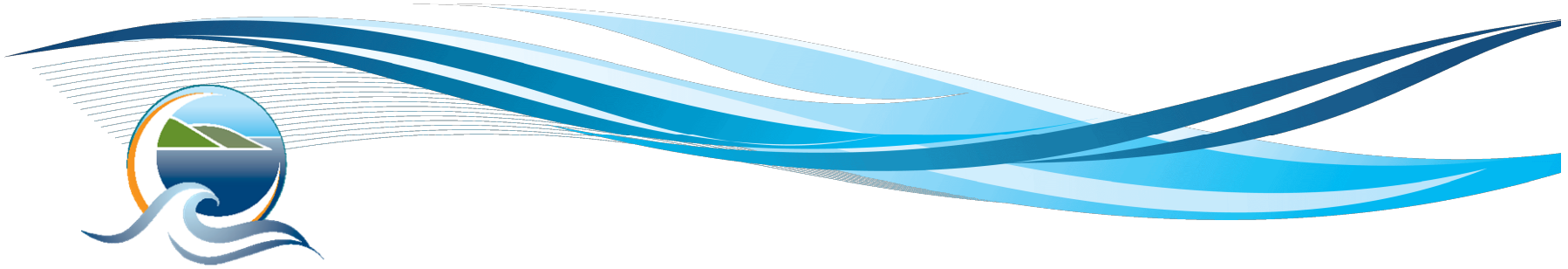
Phase I of the Frenchman's Creek Park Improvement efforts were focused on completing the assessment of the park and identifying future improvements.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.		$ 30,000						$ 30,000
Construction		$ 270,000						$ 270,000
Equipment		$ 50,000						
PM-CM								$ -
TOTAL	**$ -**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 170,000						$ 170,000
Grant - Prop 68		$ 180,000						$ 180,000
TOTAL	**$ -**	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**

DRAFT

FACILITY IMPROVEMENT PROGRAMS



PROGRAM TITLE: ADA TRANSITION PLAN IMPLEMENTATION PROGRAM

Category:	Facilities	**Project Number:**	0601		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Mandated	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This program is intended to fund ADA improvements related to other defined projects and will ensure the City is in compliance with the Americans with Disabilities Act (ADA).

Funds in FY 22-23 will be reserved for the most pressing ADA related needs and improvements.



JUSTIFICATION:

This program is required to ensure City compliance with the Americans with Disability Act requirements and to improve accessibility and safety.

STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Construction	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
General Capital - Fund 151						$ -
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

DRAFT

PROGRAM TITLE: SIDEWALK REPLACEMENT AND REPAIR PROGRAM

Category:	Facilities	**Project Number:**	0562		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This program includes the City's share of repair and replacement of cracked and deteriorated sidewalk segments identified and prioritized in the 2021 sidewalk survey. Each year, a scope of repair/replacement work will be scheduled based on funding availability and prioritization of needed repairs.

Funds in FY 22-23 will be reserved for the most pressing sidewalk needs and improvements.



JUSTIFICATION:

Sidewalks are required to be compliant with the Americans with Disabilities Act and be safely navigable by the general public.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Construction	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
General Capital - Fund 151						
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

DRAFT

PROGRAM TITLE: URBAN FOREST MANAGEMENT PROGRAM

Category:	Facilities	**Project Number:**	0598		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	151	**Fund Name:**	General Capital

DESCRIPTION:

This program includes the scheduling of programmatic pruning, removal, and replacement of approximately 2,500 City owned trees and potential cost share for trees jointly maintained by City and property owners.

Funds in FY 22-23 will be reserved for addressing high priority tree removals and pruning as identified in the City tree survey, specifically in the Magnolia Park area.



JUSTIFICATION:

Maintenance of trees is critical to the ongoing health of the urban forest and reducing the impacts of tree roots on sidewalks and utilities. Trees also represent one of the most significant hazards to public health and safety when not properly maintained.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

In FY 21-22, Half Moon Bay experienced several high wind and rainfill events that necessitated use of these funds for emergency tree removals.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Maintenance	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
TOTAL	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
General Capital - Fund 151						$ -
TOTAL	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

DRAFT

PROGRAM TITLE: EMERGENCY RESPONSE PROGRAM

Category:	Facilities	**Project Number:**	0604		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Public Safety Enhancement	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	127	**Fund Name:**	Public Facilities

DESCRIPTION:

This program covers inevitable, unexpected, and emergency events that are prevalent in a coastside community including coastal erosion, storm repair, flood response and other similar events. This program does not have any schedule projects.

JUSTIFICATION:

These types of emergency events often require immediate response from the City.



STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

In FY 21-22, these funds were used to respond to the spill

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Construction	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

DRAFT

FACILITY IMPROVEMENT PROJECTS

FY 2022-23

PROJECT TITLE: CORPORATE YARD IMPROVEMENTS

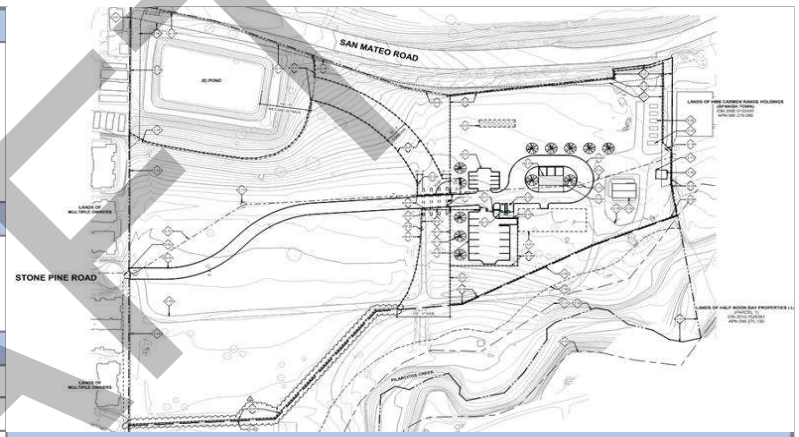
Category:	Facilities			**Project Number:**	9023		
Project Location:	880 Stone Pine			**Lead Department:**	Public Works		
Type:	Capital Maintenance			**Status:**	Previously Approved		
Duration:	FY 20-21	TO	FY 24-25	**Fund Number:**	127	**Fund Name:**	Public Facilities

DESCRIPTION:

This project includes engineering and design for the corporate yard, which includes assessment of existing facilities and construction of improvements. The primary focus for FY 22 will be site planning and infrastructure upgrades such as high-speed internet and modernized storage facilities for maintenance supplies and equipment.

JUSTIFICATION:

Current structures are unstable and not weather proof. The City has a need for a more modern Corporation Yard as City maintenance operations gradually shift to more complex maintenance responsibilities such as the Half Moon Bay Library.



STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

FY 21-22 accomplishments include 100% project design, permitting, entitlements, and bid of construction. Pre-construction costs estimated at approximately $400k. Additional funding will be requested at time of award for contract of Phase 1.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 150,000	$ 100,000						$ 250,000
Prof.Serv/Env.	$ 150,000							$ 150,000
Construction	$ 1,045,000		$ 3,000,000					$ 4,045,000
PM-CM								$ -
TOTAL	**$ 1,345,000**	**$ 100,000**	**$ 3,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,445,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 205,000	$ 100,000						$ 100,000
Public Facilities - Fund 127								$ -
Loan Proceeds	$ 1,140,000							$ 1,140,000
UNFUNDED			$ 3,000,000					$ 3,000,000
TOTAL	**$ 1,345,000**	**$ 100,000**	**$ 3,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,240,000**

DRAFT

PROJECT TITLE: PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT

Category:	Facilities			**Project Number:**	9022		
Project Location:	Pilarcitos Creek Between Safeway and Oak Park			**Lead Department:**	Administration		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding:	FY 17-18	**Estimated Completion:**	FY 23-24	**Fund Number:**	127	**Fund Name:**	Public Facilities

DESCRIPTION:

Previous work on this project has included the removal and cleanup of large homeless encampments along the creek. The next phase of this project will install fencing along the border of the riparian corridor in order to protect the habitat from future damage and contamination due to the ongoing homeless encampments. The final phase of this project will complete the necessary restoration of the riparian habitat and remove non-native plant species. All planned restoration activities will occur outside the active creek channel in accordance with U.S. Army Corps of Engineer (USACE) requirements.



JUSTIFICATION:

This project is necessary to restore habitat areas adjacent to Pilarcitos Creek that were impacted by homeless encampment activities.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

The City implemented Phase 1 of the Pilarcitos Creek Restoration Project in May 2018, which included the collaborative and compassionate removal of homeless encampments from within the riparian corridor, removal of debris, and temporary fencing.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.	$ 121,000	$ 35,000	$ 50,000					$ 206,000
Construction	$ 59,000	$ 145,000						$ 204,000
Site Restoration			$ 100,000					$ 100,000
TOTAL	**$ 180,000**	**$ 180,000**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 510,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 180,000	$ 180,000	$ 150,000					$ 510,000
Public Facilities - Fund 127								$ -
TOTAL	**$ 180,000**	**$ 180,000**	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 510,000**

DRAFT

SEWER IMPROVEMENT PROGRAMS



PROGRAM TITLE: SEWER MAINTENANCE PROGRAM

Category:	Sewer	**Project Number:**	0506		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	202	**Fund Name:**	Sewer Capital

DESCRIPTION:

This program is intended to address sewer collection system issues identified through ongoing operations and cleaning of the sewer collection lines. The maintenance program provides immediate funding to address smaller scale capital improvements of concern that are not scheduled and funded through the larger sewer Capital Improvement Programs.

JUSTIFICATION:

The City owns and maintains the sanitary sewer conveyance system and it is imperative to have a routine sewer maintenance and upgrade program to reduce the likelihood of sanitary sewer overflows.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include in-house preparation of plans and specifications in anticipation of a Request for Bids for a Point Repair construction project in FY 22-23. City staff reviewed CCTV reports, smoke testing reports and field observation reports to target sewer pipe repairs in FY 22-23.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Construction	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

SOURE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Sewer Service - Fund 201/202	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

DRAFT

PROGRAM TITLE: INFLOW AND INFILTRATION PROGRAM

Category:	Sewer	**Project Number:**	9028		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	202	**Fund Name:**	Sewer Capital

DESCRIPTION:

The City's I&I Program is geared to identify defects, illegal connections and other issues that might allow stormwater to enter the City's sewer collection system. Tasks in upcoming years will shift from smoke testing projects to focus more on flow monitoring and CCTV to identify potential I&I locations in the system. Sewer main and manhole defects identified through this program are typically scheduled for repair as part of the City's Manhole Rehabilitation and Point Repair Programs. Issues identified concerning private sewer laterals are resolved through cooperation with private property owners.

JUSTIFICATION:

Inflow and Infiltration of stormwater into the City's sewer collection system increases fluid volume in the City's sewer pipes and can cause sanitary sewer overflows. Stormwater in the collection system also increases treatment loading at the sewer treatment plant.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include "smoke testing" of 9.2 miles of the City's collection system. Over 18 defects were identified. Nine of the defects will be repaired via upcoming City CIP maintenance projects; nine of the defects are private inflow issues and will be addressed by private property owners. FY 21-22 was the final year of the "smoke testing" phase of this multi-year program. All of the City's 34 miles of collection system have been smoke tested.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Prof.Serv/Env.	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 375,000
TOTAL	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 375,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Sewer Service - Fund 201/202	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 375,000
TOTAL	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 75,000**	**$ 375,000**

DRAFT

PROGRAM TITLE: MANHOLE REHABILITATION PROGRAM

Category:	Sewer	**Project Number:**	9026		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	202	**Fund Name:**	Sewer Capital

DESCRIPTION:

This program focuses on retrofitting, rehabilitation and replacement of sanitary sewer manholes throughout the City. Activities under the program include manhole ring and cover replacement, raising manholes to (or above) grade, repairing manhole benches and channels, and lining manholes with high-strength watertight coatings to add structural integrity and eliminate inflow and infilltration.

JUSTIFICATION:

The City owns and maintains over 800 sanitary sewer manholes throughout the City. Sewer manholes are subject to corrosive and structural stresses and must be properly maintained to ensure proper performance and prevent inflow and infiltration.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include in-house preparation of plans and specifications in anticipation of a Request for Bids for a manhole rehabilitation construction project in FY 22-23. City staff reviewed CCTV reports, smoke testing reports and field observation reports to target manholes to be rehabilitated in FY 22-23.

EXPENDITURES	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	TOTAL ALL FY
Engineering & Design	$ 20,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 40,000
Construction	$ 130,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 450,000
TOTAL	**$ 150,000**	**$ 85,000**	**$ 85,000**	**$ 85,000**	**$ 85,000**	**$ 490,000**

SOURCE(S) OF FUNDS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	TOTAL ALL FY
Sewer Service - Fund 201/202	$ 150,000	$ 85,000	$ 85,000	$ 85,000	$ 85,000	$ 490,000
TOTAL	**$ 150,000**	**$ 85,000**	**$ 85,000**	**$ 85,000**	**$ 85,000**	**$ 490,000**

DRAFT

PROGRAM TITLE: PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM

Category:	Sewer	**Project Number:**	0507		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	202	**Fund Name:**	Sewer Capital

DESCRIPTION:

This multi-year program includes design, repair and rehabilitation of the City's pump stations per the City's 2015 Pump Station Evaluation Report. Because renovation of the Ocean Colony Pump Station and Force Main Project was completed in FY 21-22 (2.3M), along with completion of the Pelican Point Generator Replacement Project (165K), the City anticipates this Program will primarily include only minor repairs through FY 25-26.

JUSTIFICATION:

This project addresses known pump station deficiencies and provides reliable emergency power generation at the City's sewer pump stations.



STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include completed construction of the Ocean Colony Pump Station and Force Main Project and the Pelican Point Generator Replacement Project. .

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Construction	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Sewer Service - Fund 201/202	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

DRAFT

SEWER IMPROVEMENT PROJECTS

FY 2022-23

PROJECT TITLE: SANITARY SEWER MASTER PLAN

Category:	Sewers			**Project Number:**	9024		
Project Location:	Citywide			**Lead Department:**	Public Works		
Type:	Capital Maintenance			**Status:**	Previously Approved		
Initial Funding	FY 20-21	**Estimated Completion:**	FY 22-23	**Fund Number:**	202	**Fund Name:**	Sewer Capital

DESCRIPTION:

This project includes review and update of the Sanitary Sewer Master Plan based on the Local Coastal Land Use Plan and other planning documents. This effort started in FY 20-21 and some modeling was completed and areas of concerns were identified. Pending temporary flow monitoring at critical locations, the master plan will be finalized and completed in FY 22-23.



JUSTIFICATION:

The City owns and maintains the sanitary sewer conveyance system and requires periodic review and updates to support the City's General Plan and guiding documents.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

This project will inform future sewer capital improvement projects.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Prof.Serv/Env.	$ 44,000	$ 100,000						$ 144,000
TOTAL	**$ 44,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 144,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Sewer Service - Fund 201/202	$ 44,000	$ 100,000						$ 144,000
TOTAL	**$ 44,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 144,000**

DRAFT

STREET IMPROVEMENT PROGRAMS



PROGRAM TITLE: NEIGHBORHOOD TRAFFIC SAFETY PROGRAM

Category:	Streets	**Project Number:**	9000		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

The program involves implementation of a neighborhood traffic calming and safety program and will provide a source of funding to address neighborhood concerns on a first-come, first-serve basis.

The focus of FY 22-23 will be the preparation and adoption of the Local Roads Safety Plan.



JUSTIFICATION:

This program was created in response to requests from neighborhood requests and petitions for traffic improvements.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

In FY 21-22, this program was used to start the Kelly Avenue Intersections Project. The project includes pedestrian safety measures and traffic calming measures at the intersections of Pilarcitos and Alsace Lorraine on Kelly Avenue.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Construction	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 200,000
TOTAL	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 200,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 200,000
TOTAL	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 200,000**

DRAFT

PROGRAM TITLE: PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM

Category:	Streets	**Project Number:**	0514		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Capital Maintenance/Community Enhancement	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

The program involves pavement maintenance, such as slurry sealing, crack sealing, etc. to prolong the usable life of existing streets. The City has completed an update to the Pavement Management Survey (P-TAP 22), which has provided recommendations for future projects.

Projects anticipated in FY 22-23 include design of Belleville Boulevard in anticipation of formation of assessment district and to design and start an annual pavement management project for some streets in the City. Funds from this program will also be used to supplement the installation of Class II bike lanes and preventative maintenance on Main Street from Highway 1 to Stone Pine Road, as well as a Class III Bike Lane along Mill Street, Johnston Street and Correas Street (see Bicycle and Pedestrian Master Plan Implementation Program). Future projects will include the construction of Mill Street/San Benito Street improvements.



JUSTIFICATION:

This program is intended to maintain or enhance the City's Pavement Condition Index (PCI) at 65 or better and improve safety and aesthetics.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

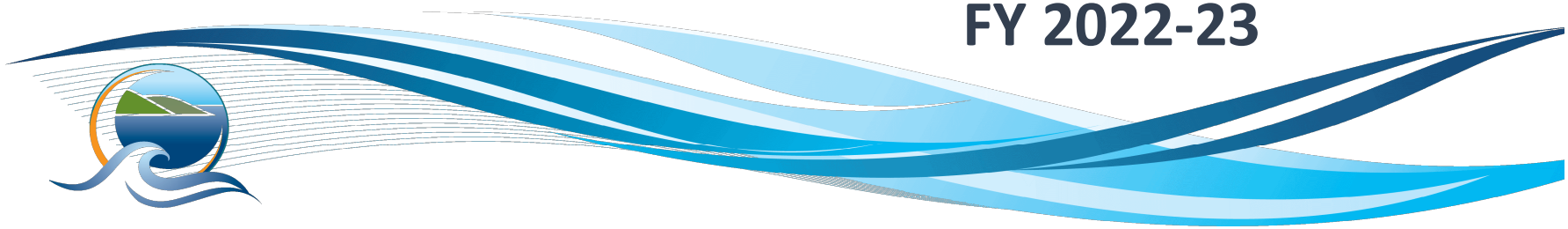
EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Engineering & Design	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Prof.Serv/Env.						$ -
Construction	$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 450,000	$ 2,250,000
PM-CM						$ -
TOTAL	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,500,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund						$ -
Gas Tax - Fund 122	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 2,500,000
TOTAL	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 2,500,000**

DRAFT

STREET IMPROVEMENT PROJECTS

FY 2022-23



PROJECT TITLE: HIGHWAY 1 SAFETY - NORTH

Category:	Streets			**Project Number:**	0538		
Project Location:	Highway 1 North, from Main Street @ Highway 1 to Spindrift Way			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding:	FY 16-17	**Estimated Completion:**	FY 24-25	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

This project includes operational and safety improvements to Highway 1 between North Main Street and Grandview Ave. It also includes lane intersection improvements for signalization and development of a multi-use trail on the east side of Highway 1 from Main Street North to Spindrift Way. This project is principally funded through a grant from San Mateo County Transportation Authority and also includes development-related impact fees from the Pacific Ridge Subdivision (Ailanto).

JUSTIFICATION:

Highway 1, between Main Street and Kehoe, contains pinch points that impact traffic flow. The Pacific Ridge Subdivision requires the installation of a traffic signal at Terrace Avenue and Highway 1. This project allows the City to coordinate development-related and overall safety improvements for pedestrians and multi-modal transit riders.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
X	Inclusive Governance



ADDITIONAL DETAILS:

This project was initiated in FY 16-17 and will carry over into FY 20-21 due to delays by CalTrans review and permitting process. Project design commenced in FY 19-20 and is anticipated to be completed in FY 20-21. Construction estimate is based on concept and will be updated as design progresses.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 1,118,030	$ 100,000	$ 50,000	$ 50,000				$ 1,318,030
Prof.Serv/Env.	$ 20,000							$ 20,000
Construction			$ 5,000,000	$ 5,000,000				$ 10,000,000
PM-CM	$ 100,000	$ 200,000	$ 400,000	$ 400,000				$ 1,100,000
TOTAL	**$ 1,238,030**	**$ 300,000**	**$ 5,450,000**	**$ 5,450,000**	**$ -**	**$ -**	**$ -**	**$ 12,438,030**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 369,713							$ 369,713
Street and Road - Fund 123	$ 25,000	$ 20,317						$ 45,317
Grant - Measure A	$ 448,000	$ 8,475,000						$ 8,923,000
Developer Fees	$ 395,317	$ 2,704,683						$ 3,100,000
UNFUNDED								$ -
TOTAL	**$ 1,238,030**	**$ 11,200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,438,030**

DRAFT

PROJECT TITLE: POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT

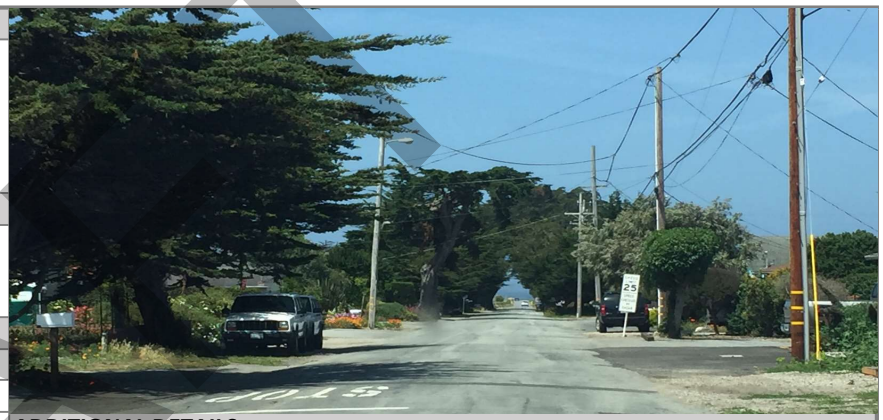
Category:	Streets			**Project Number:**	0593		
Project Location:	Poplar Street Between Main and Railroad			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Duration:	FY 17-18	**Estimated Completion:**	FY 23-24	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

This project includes the design and improvement of a 3,012 foot strip of Poplar Street from Main Street to Railroad Avenue as a "Complete Street" project. Anticipated enhancements include pedestrian and bicycle facilities, storm water improvements, traffic calming elements and green infrastructure.

JUSTIFICATION:

The project will provide a safe and inviting access to and from Poplar Beach and the Coastal Trail for residents and visitors.



STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

This project received grant funding obligation in FY 17-18 from the Metropolitan Transportation Commission. The unfunded portion of the project will likely be funded through the Deferred Street Improvement Agreements (Property Owner Contributions), additional grant or general funds. Accomplishments in FY 19-20 included progress on design, environmental and community

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 217,931							$ 217,931
Prof.Serv/Env.			$ 200,000					$ 200,000
Construction			$ 4,000,000					$ 4,000,000
PM-CM			$ 200,000					$ 200,000
Maintenance								$ -
TOTAL	**$ 217,931**	**$ -**	**$ 4,400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,617,931**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 129,932		$ 400,000					$ 529,932
Street and Road - Fund 123	$ 87,999							
Grant - Federal			$ 1,202,000					$ 1,202,000
Property Owner Contribution								$ -
UNFUNDED			$ 2,798,000					$ 2,798,000
TOTAL	**$ 217,931**	**$ -**	**$ 4,400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,529,932**

DRAFT

PROJECT TITLE: MAIN STREET SAFETY IMPROVEMENT PROJECT

Category:	Streets		**Project Number:**	1009	
Project Location:	Downtown Corridor		**Lead Department:**	Public Works	
Type:	Community Enhancement/Public Safety		**Status:**	Previously Approved	
Initial Funding:	FY 21-22	**Estimated Completion:** FY 22-23	**Fund Number:**	125	**Fund Name:** Parks

DESCRIPTION:

This grant-funded project includes four different types of improvements in the downtown corridor: 1) bicycle routes 2) pedestrian crosswalks 3) signage 4) parklets/streateries. This project also includes base repairs and slurry sealing the path of road proposed for the bik lanes.



JUSTIFICATION:

This project implements several improvements identified in the Bicycle and Pedestrian Master Plan as well as addresses concerns brought up by the Our Voice Transportation Pilot Project.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
X	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 20,000							$ 20,000
Prof.Serv/Env.		$ 15,000						$ 15,000
Construction		$ 608,500						$ 608,500
PM-CM								$ -
Equipment	$ 6,500	$ 30,000						$ 36,500
TOTAL	**$ 26,500**	**$ 653,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 680,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 20,000							$ 20,000
Park Facility/Development - Fund 125		$ 370,000						$ 370,000
Street and Road - Fund 123		$ 180,000						$ 180,000
TFCA Grant (BAAQMD)	$ 110,000							$ 110,000
TOTAL	**$ 130,000**	**$ 550,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 680,000**

DRAFT

PROJECT TITLE: KELLY AVENUE CROSSWALKS

Category:	Streets		**Project Number:**	TBD	
Project Location:	Kelly Avenue at intersections of Pilarcitos Ave. and Alsace Lorraine Ave.		**Lead Department:**	Public Works	
Type:	Community Enhancement/Public Safety		**Status:**	NEW	
Initial Funding:	FY 21-22	**Estimated Completion:** FY 22-23	**Fund Number:**	123	**Fund Name:** Streets and Roads

DESCRIPTION:

This project focuses on the two intersections of Pilarcitos Avenue and Alsace Lorraine Avenue along Kelly Avenue. The scope of the project includes installation of new high visibility crosswalks at both intersections, refresh of the existing crosswalks, installation of a a new curb ramp for ADA accessibility, upgrade of the existing curb ramps to comply with ADA standards, and minor pavement restoration.

JUSTIFICATION:

Highway 1 and Kelly Avenue have been identified by the City Council, the Cabrillo Unified School District, Caltrans and the public as an intersection of concern. The City is obligated to extend the left turn stacking by two cars as a mitigation measure for the New Library.

The City has received many complaints and concers from residents regarding speeding, pedestrian safety, and other concerns, specifically at the two intersections of interest, one being fronting the Cabrillo Unified School District Office, and being a major corridor for arriving to the school.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance



ADDITIONAL DETAILS:

Accomplishments in FY 21-22 include completion of the 100% design documents, and advertizing for bids. The project is anticipated to start construction in June 2022 and last throughout the summer break. Work completed in FY 21-22 was funded through the Pavement Management and Traffic Safety Program (#0514).

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 29,800							$ 29,800
Prof.Serv/Env.		$ 10,000						$ 10,000
Construction		$ 220,000						$ 220,000
PM-CM								$ -
TOTAL	**$ 29,800**	**$ 230,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 259,800**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 230,000						$ 230,000
Street and Road - Fund 123	$ 15,800							$ 15,800
Safe Routes to Schools Grant	$ 14,000							$ 14,000
UNFUNDED								$ -

DRAFT

TRAIL IMPROVEMENT PROGRAMS



PROGRAM TITLE: BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM

Category:	Trails	**Project Number:**	0615		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety	**Status:**	Previously Approved		
Duration:	Ongoing	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This program is intended to fund bicycle and pedestrian improvements identified in the Bicycle and Pedestrian Master Plan as part of other defined projects. Funds may also be used as a matching source for potential grant opportunities. Examples of elements funded through this program include bike lane striping and regulatory/wayfinding signage.



JUSTIFICATION:

This program was created to fund implementation of bicycle and pedstrian improvements as identified by the Bicycle and Pedestrian Advisory Committee, Parks and Recreation Commission, and the Bicycle and Pedestrian Master Plan (adopted in September 2019).

STRATEGIC PLAN GOAL (please check all that apply)	
X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

Starting in FY 22-23, this program focus will shift from funding large, standalone projects to supporting bicycle and pedestrian improvements in established projects. Large projects that were historically built into this program will be given their own project pages.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Engineering & Design						$ -
Construction	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
Park Facility/Development - Fund 125						$ -
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

DRAFT

PROGRAM TITLE: TRAIL MAINTENANCE PROGRAM

Category:	Trails	**Project Number:**	TBD		
Project Location:	Citywide	**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety	**Status:**	NEW		
Duration:	Ongoing	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This program will focus on identifying the areas of our trail system in need of immediate attention and repairing those areas annually. Both the Coastal Trail, Eastside Parallel Trail, and the Naomi Patridge Trail will be covered under this program.

The focus of this FY 22-23 will be assessment of priority areas, development of a 10-year maintenance plan, and crack seal of the Naomi Patridge Trail from Wavecrest to Seymour.



JUSTIFICATION:

This program will fund preventative maintence of trails to save the City costly more extensive repairs in the future.

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

This will be the first year of this program.

EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
Engineering & Design						$ -
Construction	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000
TOTAL	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 250,000**

DRAFT

TRAIL IMPROVEMENT PROJECTS

FY 2022-23

PROJECT TITLE: EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4

Category:	Trails			**Project Number:**	0619		
Project Location:	Bike Trail from Roosevelt to Mirada, east of Hwy 1			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding	FY 20-21	**Estimated Completion:**	FY 22-23	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

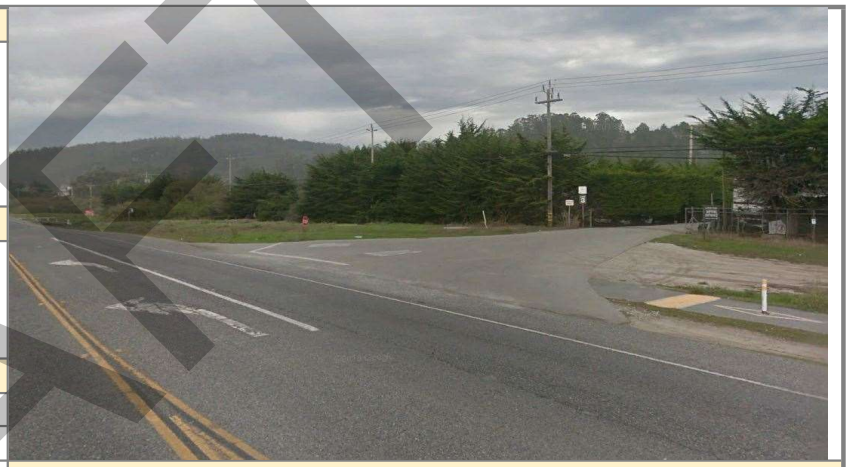
This project includes the design, permitting, environmental clearance, and construction of a Class I multi-use path parallel to the east side of Highway 1 between Roosevelt Boulevard and Mirada Road. The project will extend the current Class I path from the existing terminus at Roosevelt Boulevard north to the City limits. The path will be approximately 10-foot wide and will be extended for approximately 0.26 miles north.

JUSTIFICATION:

In 2015, the City completed interim repairs to stabilize the stairs under an Emergency Coastal Development Permit. Long term repairs/relocation will be necessary as the site is subject to coastal erosion and related impacts from Sea Level Rise (SLR).

STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
	Fiscal Sustainability
X	Inclusive Governance



ADDITIONAL DETAILS:

This project is funded by SMCTA Measure A Bicycle and Pedestrian program.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 140,000	$ 35,000						$ 175,000
Prof.Serv/Env.	$ 32,000							$ 32,000
Construction			$ 1,000,000					$ 1,000,000
PM-CM	$ 35,000	$ 40,000	$ 200,000					$ 275,000
TOTAL	**$ 207,000**	**$ 75,000**	**$ 1,200,000**	**$ -**	**$ -**		**$ -**	**$ 1,482,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 35,000							$ 35,000
Grant - Measure A	$ 118,000	$ 75,000	$ 122,000					$ 315,000
Grant - TDA			$ 350,000					$ 350,000
Street and Road - Fund 123	$ 54,000							$ 54,000
UNFUNDED			$ 728,000					$ 728,000
TOTAL	**$ 207,000**	**$ 75,000**	**$ 1,200,000**	**$ -**	**$ -**		**$ -**	**$ 1,482,000**

DRAFT

PROJECT TITLE: COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)

Category:	Trails		**Project Number:**	TBD	
Project Location:	Coastal Trail from Poplar to approx. 1600 ft. north		**Lead Department:**	Public Works	
Type:	Capital Maintenance/Community Enhancement		**Status:**	NEW	
Initial Funding:	FY 22-23	**Estimated Completion:** FY 22-23	**Fund Number:**	125	**Fund Name:** Parks

DESCRIPTION:

Pavement maintenance (overlay) along the California Coastal Trail between Central Avenue and Poplar Street.

JUSTIFICATION:

Due to existing condition of the pavement on the California Coastal Trail, this section is in need of maintenance/repair.



STRATEGIC PLAN GOAL (please check all that apply)

X	Infrastructure
X	Healthy Community/Public Safety
X	Fiscal Sustainability
	Inclusive Governance

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design		$ 30,000						$ 30,000
Prof.Serv/Env.		$ 10,000						$ 10,000
Construction		$ 86,000						$ 86,000
PM-CM								$ -
TOTAL	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 126,000						$ 126,000
Park Facility/Development - Fund 125								$ -
UNFUNDED								$ -
TOTAL	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**

DRAFT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **May 3, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager

TITLE: **CITY COUNCIL PRIORITIES WORKPLAN FOR FISCAL YEARS 2022-24**

RECOMMENDATION:
By motion receive and accept report on the staff workplan for the City Council Priorities for Fiscal Years 2022-24.

FISCAL IMPACT:
There is no fiscal impact associated with this item. If approved, appropriate funding for implementation of the workplan will be include in the Recommended Budgets for FY 2022-23 and FY 2023-24.

STRATEGIC ELEMENT:
This update supports all Elements of the Strategic Plan.

BACKGROUND:
The City's Strategic Plan consists of the City Council Strategic Elements, the City Council Priorities, and the Capital Improvement Program. The Strategic Elements are high level objectives, including Fiscal Sustainability, Healthy Communities & Public Safety, Inclusive Governance, and Infrastructure & Environment. These elements provide a long-range vision for the City's future and a consistent focus for all of the City's services and operations. The Council Priorities are a short list of key priorities that may change from year to year, as major projects and initiatives are completed, or in response to changes in the economy, regulatory environment, or major emergencies. The Capital Improvement Program is a list of planned construction projects that covers a window of five years.

In preparation for the FY 2022-23 budget, the City Council hosted two virtual listening sessions during March 2022, which allowed the Council to hear directly from members of the community in an open format. The purpose of the sessions was to gain additional insight into the community's priorities, for consideration by the Council and staff as they identify how resources will be allocated over the next year and beyond.

After the completion of the listening sessions, the City Council held a priority setting workshop on March 22nd, for the purpose of adopting priorities for the upcoming fiscal year. The workshop was attended by staff and the public, and the Council received updates on the prior year's priorities. At the conclusion of the workshop, the Council identified five priority areas for FY 2022-24 and beyond:

- Affordable Housing
- Public Health, Safety and Emergency Preparation
- Community Climate Resilience and Sustainability
- Economic Recovery and Development
- Transportation, Circulation and Mobility

Staff has prepared workplans for each of the five priority areas, which define realistic but highly ambitious expectations for work to be completed in Fiscal Years 2022-24.

DISCUSSION:
Attached are mid-level work plans for each of the priority areas, including anticipated completion dates.

If accepted, staff will include any staffing and other funding required to complete the proposed work in the FY 2022-23 and FY 2023-24 Recommended Budgets. Staff will organize the workplan into a simplified format, provide regular updates to the Council on the progress of the Priorities and provide updates to the community on the City's Strategic Plan webpage.

ATTACHMENTS:

1. FY 2022-24 Priorities Workplan

ATTACHMENT 1

FY 2022-24 City Council Priorities Workplan

Affordable Housing

1. Housing Element Development (Q2 2022-23)
    a. Complete Draft Element
    b. Outreach
    c. HCD Review
    d. CEQA Coverage
    e. Planning Commission and City Council hearings
2. LUP and Housing Element Implementation (Q4 2023-24)
    a. New Zoning Map
    b. New Zoning Districts
    c. Update current Zoning regulations
    d. Update current Subdivision regulations
    e. LUP and Zoning Clean-up
    f. CEQA Coverage
    g. Planning Commission and City Council hearings
3. Potential Housing Sites - *work to enable affordable housing development of publicly- and privately-owned properties* (ongoing)
    a. Public Properties
        i. 555 Kelly Avenue - *complete RFQ process, move to plan development* (Q1 2022-23)
        ii. 880 Stone Pine Road - *complete feasibility assessment; establish workplan to address primary constraints* (Q1 2022-23)
        iii. CUSD School District Sites - *continue to work with CUSD on Hatch and other District owned sites* (Ongoing)
    b. Private Properties
        i. Hilltop Mobile Home Park - *process preliminary application; work toward entitlements* (Q1 2022-23)
        ii. Podesta Planned Development - *start review of preliminary application; work with applicant to achieve more affordable units at deeper affordability levels* (Q1 2022-23)
        iii. Other Opportunity Sites - *continue to engage with property owners* (Ongoing)
4. Short-term Housing Support
    a. Study needs and identify viable short-term opportunities (Q1 2022-23)
    b. Emergency Housing Funding - *work with local CBOs to distribute emergency housing funds (from the Affordable Housing Fund) to residents in need to prevent displacement* (Q1 2022-23)
    c. Renters' Information Sessions - *collaborate with partner agencies (County, Coastside Hope, ALAS, Abundant Grace, Senior Coastsiders, AFC) to host renter's rights information sessions and provide resource referrals* (Q2 2022-23)

5. Affordable Housing funding
    a. Development Impact Fee study (Q3 2023-24)
    b. Vacant House Tax Measure exploration (Q4 2023-24)

Public Health, Safety and Emergency Preparation

1. Age Friendly Initiative – *collaboration with Senior Coastsiders*
    a. Inaugural Projects
        i. Establish HMB-Coastside Age Friendly Community (AFC) coalition (Q1 2022-23)
        ii. Develop communications for older adult residents (Q1 2022-23)
        iii. Establish Coastside Healthcare Access Advocacy Committee (Q1 2022-23)
        iv. Workshop on affordable housing search and application strategies – *this work will be coordinated with the renter's information workshops* (Q2 2022-23)
        v. Age Friendly Business training and recognition (Q3 2022-23)
    b. Create an AFC Action Plan in accordance with the AARP Network of Age Friendly States and Communities (Q1 2023-24)
2. Mental health for youth and families
    a. CARES mental health responder program
        i. Complete pilot program (Q3 2022-23)
        ii. Program evaluation and report/toolkit (Q3 2022-23)
        iii. Identify and secure ongoing funding sources (Q4 2022-23)
    b. Mental Health First Aid training program
        i. Recruit and train 10 Coastside trainers (Q1 2022-23)
        ii. Develop training rollout plan (Q1 2022-23)
        iii. Ongoing training (Q2 2022-23 – Q4 2023-24)
    c. Support community mental health initiatives through CSFA program, Mental Health Workgroup, Substance Abuse Workgroup, CUSD mental health fair (ongoing)
3. Emergency Preparedness
    a. Evacuation Plans
        i. Tsunami plan and routes (Q1 2022-23)
        ii. Wildfire plan and routes (Q1 2022-23)
        iii. Dam inundation plan and routes (Q2 2022-23)
        iv. Shelter-in-place plan (Q3 2022-23)
    b. Debris Management Plan (Q2 2022-23)
    c. Tabletop and community exercises (Q2 2022-23)
    d. Outreach and education
        i. Outreach for Evacuation Plans (Q2 2022-23)
        ii. Community Prep Day (Q4 2022-23)
        iii. CERT and Listos Outreach (ongoing)
    e. Staff CPR training (Q1 2022-23)
4. Safety Element - *General Plan Element required to be updated following Housing Element* (Q3 2022-23)

Community and Climate Resilience and Sustainability ("Environmental Sustainability")

1. Climate Action and Adaptation Plan
    a. Climate Action Plan
        i. Draft climate action plan (Q1 2022-23)
        ii. Public Outreach (Q2 2022-23)
        iii. Finalize and Adopt Climate Action Plan (Q3 2022-23)
    b. Climate Adaptation Plan
        i. Draft adaptation element (Q4 2022-23)
        ii. Public Outreach (Q4 2022-23)
        iii. Finalize and Adopt Adaptation Plan (Q1 2023-2024)
2. Senate Bill 1383: Short-Lived Climate Pollutants
    a. Procurement of Recovered Organic Waste Materials
        i. Adopt revised Sustainable Purchasing and Practices Policy (Q1 2022-23)
        ii. Revise template construction contracts to require use of recovered organic waste materials (Q1 2022-23)
        iii. Execute agreement with RCD for Countywide Compost Broker Program (Q1 2022-23)
        iv. Provide training to staff and contractors on new procurement regulations (Q1 2022-23)
        v. Explore other opportunities to meet the City's annual procurement target (~985 tons) (ongoing)
    b. Universal Organics Collection
        i. Conduct audits to ensure all generators have organics collection services (ongoing)
        ii. Create mini-grants program to help businesses comply with new indoor container requirements (Q1 2022-23)
        iii. Ensure all collection containers meet color and labeling requirements (Q1 2022-23)
    c. Tracking and Enforcement
        i. Assess, purchase, and implement solid waste tracking system (Q1 2022-23)
        ii. Conduct route reviews for both commercial and residential customers (ongoing)
        iii. Cite and educate violators (ongoing)
        iv. Set up anonymous tip line and investigate complaints (Q1 2022-23)
    d. Outreach and Education
        i. Develop new solid waste legislation pamphlet for businesses and residential customers (Q1 2022-23)
        ii. Provide community workshops on new organics recycling requirements (ongoing)
        iii. Execute agreement with OOS for countywide Compost Quality Education Campaign (Q2 2022-23)
    e. Edible Food Recovery Program (provided by OOS)

3. Explore recycled water options
    a. Develop MOU with CCWD for study (Q1 2022-23)
4. Stormwater
    a. Complete Venice Beach TMDL study
        i. Execute agreement with OOS for pet waste education and outreach campaign (Q1 2022-23)
        ii. Complete CCTV sewer testing (Q2 2022-23)
        iii. Coordinate with other participating agencies (ongoing)
    b. Implement Capital Improvement Program
        i. Storm Water Master Plan Update (Q1 2022-23)
        ii. Kehoe/Pilarcitos Outfall Repair (Q1 2022-23)
        iii. Roosevelt Ditch Spot Repair (Q3 2022-23)
        iv. Kehoe Watershed Enhancement and Environmental Stewardship Project (Q4 2022-23)
    a. Seek grant funding to initiate work on permanent repair on Seymour Ditch (ongoing)

Economic Recovery and Development

1. Recovery Initiative Implementation
    a. Team ECO Projects
        i. Coastside lands network development (Q1 2022-23)
        ii. Regenerative Agriculture forum (Q2 2022-23)
    b. Team Vibrant Projects
        i. Main Street revitalization planning (Q1 2022-23)
    c. Team Thrive Projects
        i. CSFA realignment (Q1 2022-23)
        ii. Community Lending Strategy (Q3 2022-23)
    d. Team Innovate Projects
        i. College of San Mateo Coastside Initiative (Q1 2022-23)
        ii. Business Incubator feasibility and needs assessment (Q3 2022-23)
    e. General – marketing, outreach, networking, grants exploration (ongoing)
2. Downtown Improvements
    a. Mac Dutra (placita cultural) (Q2 2022-23)
    b. Public Art and Murals (Q1 2022-23)
    c. Wayfinding Signage CIP project (Q1 2022-23)
3. Annexation Exploration - *Miramar, 92 east of City limits, Moonridge*
    a. Council presentation on process (Q1 2022-23)
    b. Hire consultant to complete LAFCO analysis (Q2 2022-23)
4. Digital infrastructure
    a. Broadband Access and Infrastructure
        i. Establish regional working group - County, cities, business (Q1 2022-23)
        ii. Needs assessment and planning (Q2 2022-23)
        iii. Seek federal and state funding opportunities (Ongoing)
    c. Work with telecom providers on 5G installations and standards (Q1 2022-23)

Transportation, Circulation and Mobility

1. Bike/Ped Transport
    a. Implement Capital Improvement Program
        i. Highway 1 Safety – North (Q1 2022-23)
        ii. Eastside Parallel Trail - North Segment 4 (Q1 2022-23)
        iii. Eastside Parallel Trail - North Segment 2 (dependent on funding)
        iv. Coastal Trail and Naomi Patridge Trail Maintenance and Improvements (Q1 2022-23)
        v. Kelly Avenue Crosswalks (Q1 2022-23)
        vi. Poplar Street Traffic Calming and Safety Project (Q1 2022-23)
        vii. Main Street Safety improvement Project (Q1 2022-23)
        viii. Other improvements as defined in CIP programs (ongoing)
        ix. Identify and pursue grant opportunities (ongoing)
    b. General maintenance and ADA compliance (ongoing)
    c. Implement improvements identified in Bike/Ped Master Plan
        i. Work with BPAC, PRC, and community stakeholders (ongoing)
        ii. Identify and pursue grant opportunities (ongoing)
2. Explore roundabout at Ruisseau Francais and Highway One
    a. Seek Federal, State, and regional grants for feasibility (ongoing)
    b. Complete feasibility study (dependent on funding)
3. Weekend and Holiday traffic control
    a. Collaborate with law enforcement and Caltrans on feasibility of hired traffic control experts to manage traffic flow on high intensity weekends and holidays (Q1 2022-23)
    b. Seek Federal grant for Highway 1/92 signal coordinator and ITS implementation (ongoing)
4. Transportation Demand Management
    a. Continue to work with Commute.org on various strategies (ongoing)
    b. Evaluate TDM options for integration into City municipal code (Q1 2023-24)