CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY

TUESDAY, OCTOBER 19, 2021

REMOTE PARTICIPATION (SEE NEXT PAGE)

Robert Brownstone, Mayor
Debbie Ruddock, Vice Mayor
Joaquin Jimenez, Councilmember
Deborah Penrose, 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/95535614263 or join by phone at 669-900-9128, using Webinar ID 955-3561-4263.

CALL TO ORDER / ROLL CALL

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS

MIDCOAST COMMUNITY COUNCIL UPDATE

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

FALL COMMUNITY RECYCLING EVENT ANNOUNCEMENT
HIGHWAY 1 SOUTH RIBBON CUTTING EVENT RECAP
REDISTRICTING OUTREACH UPDATE

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF SEPTEMBER 2021

Staff Recommendation: Accept the warrants list for the month of September 2021.

STAFF REPORT

ATTACHMENT 1

1.C SECOND AMENDMENT TO AND RESTATEMENT OF THE JOINT POWERS AGREEMENT ESTABLISHING THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE

Staff Recommendation: Adopt a resolution approving the Second Amendment to a Restatement of the Joint Powers Agreement establishing the Peninsula Traffic Congestion Relief Alliance (Commute.org).

STAFF REPORT

RESOLUTION

1.D SECOND AMENDMENT TO THE AGREEMENT WITH WOOD CONSULTING SERVICES

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a Second Amendment to the Professional Services Agreement with Wood Consulting Services for economic recovery plan services, extending the term to March 31, 2022 and increasing the not-to-exceed amount by $70,000 to $160,000.

STAFF REPORT

RESOLUTION

1.E APPROVE CITY'S RESPONSE TO THE AUGUST 11, 2021 GRAND JURY REPORT ENTITLED "SAN MATEO COUNTY: CALIFORNIA'S GROUND ZERO FOR SEA LEVEL RISE"

Staff Recommendation: By motion, authorize the Mayor to sign and submit a letter of response to the August 11, 2021 Grand Jury Report titled "San Mateo County: California's Ground Zero for Sea Level Rise" no later than November 11, 2021.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

1.F AMENDMENT NO. 2 TO AGREEMENT WITH BKF ENGINEERS FOR DESIGN DEVELOPMENT FOR PHASE 1 OF CONSTRUCTION OF THE HALF MOON BAY CORPORATION YARD

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the Agreement with BKF Engineers for design development for the full project and construction documents for Phase 1 of the Half Moon Bay Corporation Yard Project in the amount of $20,000 (total contract cost of $50,000).

STAFF REPORT

RESOLUTION

ATTACHMENT 2

1.G DISPLAY OF THE LGBTQ PROGRESS FLAG FOR THE MONTH OF OCTOBER 2021 AT CITY HALL TO COMMEMORATE LGBTQ HISTORY MONTH

Staff Recommendation: Authorize the display of the LGBTQ Progress Flag at City Hall for the month of October 2021.

STAFF REPORT

RESOLUTION

1.H AWARD OF AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ELS+ FOR CONTINUATION OF ARCHITECTURAL SUPPORT FOR PERMITTING, BIDDING AND CONSTRUCTION OF THE JOHN L. CARTER PARK RENOVATION PROJECT (CIP NO. 611)

Staff Recommendation: Adopt a resolution authorizing the Administrative Services Director to amend the FY 2021-22 Capital Budget by adding $165,000 from the unallocated capital budget to CIP Project No. 611 and authorizing the City Manager to award and execute Amendment No. 4 to the professional services agreement with ELS + in an amount not to exceed $165,000, for support of the John L. Carter Park Renovation Project.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A SENATE BILL 1383 (MANDATORY ORGANICS WASTE DISPOSAL REDUCTION)

Staff Recommendation:

1) Conduct a study session, take public comment, and provide direction to staff on the Mandatory Organics Waste Disposal Reduction ordinance; and
2) Continue the public hearing and introduction of the ordinance, adding Title 7, Chapter 22 Mandatory Organics Waste Disposal Reduction, to a date certain, December 7, 2021; and
3) Adopt a resolution authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the County of San Mateo for the establishment of an Edible Food Recovery Program in Half Moon Bay.

STAFF REPORT

RESOLUTION

3.B SMITH FIELD SITE ASSESSMENT AND MASTER PLAN

Staff Recommendation: Adopt a resolution:

1) Amending the Capital Improvement Program FY 2021-22 to FY 2025-2026 (CIP) by adding the Smith Field Site Assessment and Master Plan Project as a "funded" programmed project for FY 2021-22;
2) Amending the FY 2021-22 Capital Budget by allocating $200,000 from the Parkland In-Lieu Fees (Fund 125) to the Smith Field Site Assessment and Master Plan Project to support completion of site assessment and facilities master plan including architectural, civil and environmental work;
3) Authorizing the City Manager to execute a contract with Gates +Associates in the amount of $79,750 for preparation of the Smith Field Park Facilities Master Plan; and
4) Authorizing the City Manager to execute a contract with Freyer & Laureta, Inc. in the amount of $66,300 for civil engineering and cost estimating in support of the Smith Field Park Facilities Master Plan.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

ATTACHMENT 3

ATTACHMENT 4

COMMISSION / COMMITTEE UPDATES

CITY COUNCIL REPORTS / ITEMS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of**:** **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

From: Lisa Lopez, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF SEPTEMBER 2021**

RECOMMENDATION:
Accept the warrants list for the month of September 2021.

STRATEGIC ELEMENT:
This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:
During this month, we processed 7 check runs. The first was on September 2, totaling $47,133.52. The second was on September 4, totaling $34,145.47. The third was on September 9, totaling $182,182.81. The fourth was on September 16, totaling $1,319,184.67. The fifth was on September 20, totaling $150.00. The sixth was on September 23, totaling $172,847.96. the seventh was on September 30, totaling $257,643.98. The total for the month was $2,013,288.41.

The City processed payments related to 14 capital improvement projects, in a total amount of $314,130.27. These projects include: Sewer Lift Upgrades, Street Resurfacing, HWY 1 Safety/Traffic Reduction Improvements, HWY1 Safety/Congestion, Citywide Sidewalk Assessment, Facility Management Asset, Poplar Beach Gateways Plan, Bikeway Connectivity Project-North, Main Street Bridge Rehabilitation, Poplar Street Parallel Path, Kehoe/Pilarcitos Outfall Repair, Corp Yard Improvements, Sanitary Sewer Master Plan, Ocean Colony Pump Station Replacement.

Staff is also including a list of all payments above $30,000 processed during this reporting period, as listed in the table below.

Over $30,000					
Check#	Vendor Number	Payee	Check Date	Check Amount	Description
50019	3923	WELLS FARGO	9/4/2021	34,145.47	VISA PAYMENT
49929	5210	YUPANA INC	9/9/2021	54,565.62	PELICAN POINT PUMP STATION GENERATOR REPLACEMENT PROJECT
49951	5165	RANGER PIPELINES INCORPORATED	9/16/2021	663,683.30	OCEAN COLONY REHAB AND REPLACE SEWER FORCE MAIN
49956	159	SEWER AUTHORITY MID-COASTSIDE	9/16/2021	379,194.94	SEP'21, SEWER COLLECTION SERVICE
49957	3085	SHUTE MIHALY & WEINBERGER LLP	9/16/2021	85,193.67	JUL'21, LEGAL SERVICES
49958	2337	SMCO PUBLIC SAFETY COMMUNICATIONS	9/16/2021	66,942.75	Q1, FY21/22 PUBLIC SAFETY COMMUNICATIONS
49981	3085	SHUTE MIHALY & WEINBERGER LLP	9/23/2021	61,703.64	AUG'21, LEGAL SERVICES
50010	5178	REDGWICK CONSTRUCTION COMPANY	9/30/2021	79,078.00	HWY1 SOUTH SAFETY AND OPEARTIONAL IMPROVEMENTS
50017	3701	V. W. HOUSEN & ASSOCIATES INC.	9/30/2021	47,791.00	AUG'21, HYDRAULIC MODEL UPDATE

ATTACHMENTS:

Check Disbursement List by Check Date

Report Criteria:
Report type: Summary
Check.Type = "Calculated","manual"

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
49866	4211	ABUNDANT GRACE COASTSIDE WORKER	09/02/2021	29,999.00	FY21/22 CSFA GRANT
49867	2022	ACC BUSINESS	09/02/2021	788.09	INTERNET SERVICE
49868	3538	ATLANTIC RADIO TELEPHONE INC	09/02/2021	679.80	IRIDIUM ANNUAL SUBSCRIPTION
49869	2912	BARTEL ASSOCIATES LLC	09/02/2021	1,096.00	FY20/21 OPEB VALUATION
49870	5222	BOUCHER LAW	09/02/2021	7,175.00	JUL'21, CONTRACTED UNION NEGOTIATION ASSISTANCE
49871	5223	CAPITAL ONE TRADE CREDIT	09/02/2021	278.17	REC MAINT SUPPLIES
49872	5295	CERINA MALALUAN	09/02/2021	500.00	DEPOSIT REFUND, TRAIN DEPOT 08/21/21
49873	957	COASTSIDE.NET	09/02/2021	143.14	INTERNET SERVICE
49874	217	COUNTY OF SAN MATEO INFORMATION SVCS DE	09/02/2021	82.25	MICROWAVE SERVICE
49875	3086	DIRECTV	09/02/2021	91.98	DIRECTV SERVICE
49876	5292	FREDDY MAYA	09/02/2021	200.00	DEPOSIT REFUND 07/31/21 MANZANITA ROOM
49877	5294	JUAN VELAZQUEZ	09/02/2021	600.00	DEPOSIT REFUND, TACC GRAND OAK 08/21/21
49878	291	LAURIE BECKER	09/02/2021	686.70	INSTRUCTOR PAYMENT ZUMBA 08/10/21-08/28/21
49879	2903	LIVE OAK ASSOCIATES, INC.	09/02/2021	140.00	JAN'20 PDP-20-001
49880	5293	LUCY MENDEZ	09/02/2021	500.00	DEPOSIT REFUND, TRAIN DEPOT 08/28/21
49881	3641	NEIGHBORHOOD RADIO	09/02/2021	300.00	ADVERTISING SERVICE
49882	3726	NICHOLAS LASZKIEWICZ	09/02/2021	997.00	TRANSLATION SERVICES
49883	4553	OCCUPATIONAL HEALTH CENTERS OF CALIF.	09/02/2021	222.50	MEDICAL SERVICE
49884	1336	PENINSULA SPORTS OFFICIALS ASSOC. INC	09/02/2021	440.00	HALF MOON BAY ONE MAN GAMES
49885	5020	QUADIENT FINANCE USA, INC	09/02/2021	165.00	POSTAGE
49886	751	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	09/02/2021	298.00	HEALTH INSPECTION-SUMMERS END MUSIC FESTIVAL
49887	5156	SUSTAINABLE SAN MATEO COUNTY	09/02/2021	1,000.00	FY21/22 SUSTAINABLE SAN MATEO COUNTY CONTRIBUTION
49888	1497	TURBO DATA SYSTEMS	09/02/2021	750.89	CITATION PROCESSING
49889	3332	AMERICAN PORTABLES	09/09/2021	10,842.94	AUG'21, FY20/21 PORTABLE RESTROOM FACILITIES
49890	5297	AMY SULLIVAN	09/09/2021	165.00	CLASS REFUND-JEWELRY WORKSHOP 08/28/21
49891	444	ASSOCIATION OF BAY AREA GOVERNMENTS	09/09/2021	230.00	LEVELIZED CHARGE NAT GAS
49892	4300	AT&T	09/09/2021	1,925.37	PHONE SERVICE
49893	481	BIG CREEK LUMBER	09/09/2021	1,559.94	MAINT SUPPLIES
49894	3526	BIGGS CARDOSA ASSOCIATES INC	09/09/2021	4,647.37	JUL'21, PREPERATION OF PS&E AND ENVIRONMENTAL CLEAR
49895	5168	BLEYLE ELEVATOR, INC	09/09/2021	190.00	MAINT SERVICE
49896	5300	BRENDA ORTIZ OROZCO	09/09/2021	300.00	DEPOSIT REFUND-TACC KITCHEN 09/04/21
49897	4371	BRITTNEY COZZOLINO	09/09/2021	1,320.00	EDUCATION REIMBURSEMENT COZZOLINO
49898	51	COASTSIDE COUNTY WATER DISTRICT	09/09/2021	15,913.61	LIFT STATION FAIRWAY
49899	3643	CORODATA RECORDS MANAGEMENT INC	09/09/2021	284.69	RECORDS MANAGEMENT
49900	4576	DONNA J. VAILLANCOURT	09/09/2021	400.00	COACHING SERVICES
49901	4398	ELS ARCHITECTURE & URBAN DESIGN	09/09/2021	6,277.50	JUL'21, ARCHITECTURAL DESIGN FOR CORP YARD

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
49902	3446	FLYERS ENERGY LLC	09/09/2021	1,691.68	VEHICLE FUEL
49903	3127	FREYER & LAURETA INC.	09/09/2021	5,500.00	MAY'21, 555 SEYMOUR PDP 1937
49904	4363	HADRONEX INC.	09/09/2021	330.63	MAINT SUPPLIES
49905	2564	HALF MOON BAY GRADING & PAVING INC.	09/09/2021	7,008.50	MAINT SERVICE
49906	2444	HOME DEPOT CREDIT SERVICES	09/09/2021	763.44	MAINT SUPPLIES
49907	4267	IMPEC GROUP INC.	09/09/2021	16,145.74	AUG'21, FY21/22 JANITORIAL & MAINTENANCE SERVICES
49908	4298	JOE BUTCHER	09/09/2021	165.00	09/07/21 REIMBURSEMENT-NOTARY FOR PDP PROJECT
49909	5296	JUDITH HAGAN	09/09/2021	330.00	CLASS REFUND-JEWELY WORKSHOP 08/28/21 TIM MARSLAND
49910	4110	LISA POPE	09/09/2021	2,625.00	TRANSCRIPTION SERVICE
49911	4293	LOCKWORKS UNLIMINTED INC	09/09/2021	372.42	MAINT SERVICE
49912	4028	LORAL LANDSCAPING INC.	09/09/2021	2,000.00	SEP'21, FY21/22 LANDSCAPE AND MAINTENANCE SERVICES
49913	1206	MARK THOMAS & CO. INC.	09/09/2021	237.61	JUL'21, HWY1 SOUTH SAFETY AND OPERATIONAL IMPROVEME
49914	5299	MONSIDO, INC	09/09/2021	4,800.00	WEB & ACCESSIBILITY COMPLIANCE 500
49915	4472	ON POINT LANGUAGE SOLUTIONS LLC	09/09/2021	1,150.00	TRANSLATION SERVICES
49916	3479	PARKEON INC	09/09/2021	297.24	MAINT SERVICE
49917	3951	PUBLIC PARKING ASSOCIATES INC	09/09/2021	165.00	MAINT SERVICE
49918	5219	RED CAR ANALYTICS	09/09/2021	1,197.50	AUG'21,HMB LIBRARY ZERO NET ENERGY SUPPORT SERVICE
49919	5178	REDGWICK CONSTRUCTION COMPANY	09/09/2021	9,671.00	RETENTION, HWY1 SOUTH SAFETY AND OPEARTIONAL IMPRO
49920	3131	ROBERT W. SMITH	09/09/2021	570.50	INSTRUCTOR PAYMENT- ORCHESTRA 06/16/21-08/25/21
49921	3757	SCHAFF & WHEELER	09/09/2021	2,470.00	JUL'21, PELICAN POINT GENERATOR REPLACEMENT
49922	5301	SUBURBAN PROPANE LP	09/09/2021	1,108.17	PROPANE
49923	5298	SUZANNA STEPHANIK	09/09/2021	185.00	CLASS REFUND-DOG TRAINING 09/02/21-10/21/21
49924	3519	SWCA INCORPORATED	09/09/2021	18,261.74	AUG'21, 2021 ANNUAL DITCH MAINTENANCE PROJECT
49925	4487	THE HOME DEPOT PRO	09/09/2021	174.89	MAINT SUPPLIES
49926	1048	THE REGENTS OF UNIVERSITY OF CALIFORNIA	09/09/2021	455.00	LAW HANDBOOK
49927	3955	TOWNSEND PUBLIC AFFAIRS	09/09/2021	5,000.00	JUL'21, TOWNSEND PUBLIC AFFAIRS
49928	2440	ULINE SHIPPING SUPPLIES	09/09/2021	884.71	MAINT SUPPLIES
49929	5210	YUPANA INC	09/09/2021	54,565.62	RETENTION, PELICAN POINT PUMP STATION GENERATOR REP
49930	4270	4LEAF INC.	09/16/2021	9,087.37	AUG'21, FY21/22 PLAN REVIEW AND BUILDING INSPECTIONS
49931	4292	BAY AREA NEWS GROUP	09/16/2021	686.70	ADVERTISING SERVICE
49932	3626	BKF ENGINEERS	09/16/2021	1,291.00	AUG'21, CORP YARD IMPROVEMENT PROJECT
49933	5223	CAPITAL ONE TRADE CREDIT	09/16/2021	2,719.61	MAINT SUPPLIES
49934	4193	CASELLE INC.	09/16/2021	3,744.00	ERP CONTRACT SUPPORT & MAINTENANCE
49935	197	COASTSIDE PRINTERS	09/16/2021	3,500.37	LAND USE PLAN BINDERS
49936	3975	COLANTUONO HIGHSMITH WHATLEY PC	09/16/2021	21,922.50	LEGAL SERVICES -SAM
49937	3703	GARAVAGLIA ARCHITECTURE INC.	09/16/2021	2,805.00	JUL'21, REDEVELOPMENT OF ANDREOTTI BARN
49938	4633	GRANICUS	09/16/2021	1,351.83	OCT'21, GRANICUS SERVICE
49939	2603	H.T. HARVEY & ASSOCIATES	09/16/2021	58.75	JUL'21, 880 STONE PINE ROAD BIOLOGICAL RESOURCES ASS
49940	1853	HDL SOFTWARE LLC	09/16/2021	695.00	FY20/21 CAFR STATISTICAL PACKAGE
49941	3429	HUE & CRY	09/16/2021	393.45	SECURITY SERVICE

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Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
49942	5303	JUAN HERNANDEZ	09/16/2021	500.00	DEPOSIT REFUND- 09/11/21 TRAIN DEPOT
49943	103	KIKUCHI & ASSOC.	09/16/2021	5,275.00	SEP'21, MAIN ST SOUTH GATEWAY
49944	4110	LISA POPE	09/16/2021	1,162.50	TRANSCRIPTION SERVICE
49945	1206	MARK THOMAS & CO. INC.	09/16/2021	2,575.00	JUL'21, DEVELOP SEWER MAINTENANCE STRATEGIES
49946	3934	MITEL	09/16/2021	2,733.47	SHERIFF SUBSTATION PHONE SERVICE
49947	2014	MOORE IAGOFANO GOLTSMAN INC.	09/16/2021	5,633.75	JUL'21, SUSTAINABILITY-CAAP
49948	457	OFFICE DEPOT INC.	09/16/2021	197.09	PW OFFICE SUPPLIES
49949	3956	PENINSULA MUNICIPAL ENGINEERING INC.	09/16/2021	27,412.00	JUL'21, ENGINEERING SERVICES, HWY 1 SOUTH SAFETY AND
49950	5177	PRINT INNOVATIONS, INC.	09/16/2021	105.75	PRINT SERVICE
49951	5165	RANGER PIPELINES INCORPORATED	09/16/2021	663,683.30	RETENTION, OCEAN COLONY REHAB AND REPLACE SEWER F
49952	29	READYREFRESH	09/16/2021	109.35	WATER FOR CORP YARD
49953	5302	RONEN VARSHA	09/16/2021	500.00	DEPOSIT REFUND- 09/11/21 TACC
49954	217	SAN MATEO COUNTY INFORMATION SVCS.	09/16/2021	82.25	MICROWAVE SERVICE
49955	216	SAN MATEO COUNTY SHERIFF'S OFFICE	09/16/2021	23,850.00	FY21/22 EMERGENCY SERVICES
49956	159	SEWER AUTHORITY MID-COASTSIDE	09/16/2021	379,194.94	SEP'21, SEWER COLLECTION SERVICE
49957	3085	SHUTE MIHALY & WEINBERGER LLP	09/16/2021	85,193.67	CASA MIRA
49958	2337	SMCO PUBLIC SAFETY COMMUNICATIONS	09/16/2021	66,942.75	Q1, FY21/22 PUBLIC SAFETY COMMUNICATIONS
49959	5301	SUBURBAN PROPANE LP	09/16/2021	180.00	PROPANE
49960	3519	SWCA INCORPORATED	09/16/2021	477.50	AUG'21, 909 GRANVIEW IS/MND
49961	5291	UNITED VOLLEYBALL SUPPLY LLC	09/16/2021	4,812.45	POPLAR BEACH VOLLEYBALL EQUIPMENT
49962	3004	VERIZON WIRELESS	09/16/2021	308.32	MOBILE SERVICES
49963	668	CA STATE CONTROLLER'S OFFICE	09/20/2021	150.00	FY20/21 AUDIT REQUEST
49964	5305	BELEN ACOSTA	09/23/2021	500.00	DEPOSIT REFUND 09/18/21 GRAND OAK ROOM
49965	5226	BRYAN LOPEZ	09/23/2021	314.54	STUDENT LOAN REIMBURSEMENT
49966	5223	CAPITAL ONE TRADE CREDIT	09/23/2021	18.58	REC MAINT SUPPLIES
49967	4069	CHALLENGER SPORTS CORP	09/23/2021	1,540.00	TINY TYKES 04/05/21-05/24/21 INSTRUCTOR PAYMENT
49968	1925	CITY OF BURLINGAME	09/23/2021	15,635.21	JUL'21 SMCO BID
49969	3404	ECS IMAGING INC.	09/23/2021	9,595.00	LASERFICHE WEB DISTRIBUTION PORTAL
49970	89	HALF MOON BAY COASTSIDE CHAMBER OF COM	09/23/2021	29,171.56	JUL'21 OOC BID
49971	82	HALF MOON BAY REVIEW	09/23/2021	903.00	REC PUBLIC NOTICE
49972	1853	HDL SOFTWARE LLC	09/23/2021	18,143.60	RENEWALS MAILED
49973	4619	JULISSA ACOSTA	09/23/2021	1,500.00	EDUCATION REIMBURSEMENT
49974	5304	KAREN HEBERT	09/23/2021	500.00	DEPOSIT REFUND 09/17/21 LIBRARY COMMUNITY ROOM
49975	2699	KONICA MINOLTA BUSINESS SOLUTIONS	09/23/2021	2,273.21	SEP'21, PRINTER AND SCANNER LEASE AGREEMENT
49976	3746	MALCOLM C SMITH	09/23/2021	1,622.50	AUG'21, COMMUNICATION CONSULTANT
49977	3069	MANAGED HEALTH NETWORK	09/23/2021	304.00	EAP
49978	457	OFFICE DEPOT INC.	09/23/2021	122.85	ADS SUPPLIES
49979	137	PACIFIC GAS & ELECTRIC	09/23/2021	15,314.56	555 KELLY ST
49980	5020	QUADIENT LEASING USA, INC.	09/23/2021	657.79	LEASE PAYMENT
49981	3085	SHUTE MIHALY & WEINBERGER LLP	09/23/2021	61,703.64	GENERAL MATTERS

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
49982	3004	VERIZON WIRELESS	09/23/2021	307.92	MOBILE SERVICES	
49983	5190	Wood Consulting Services	09/23/2021	12,720.00	AUG'21, ECONOMIC DEVELOPMENT CONSULTATION	
49984	4270	4LEAF INC.	09/30/2021	1,950.00	AUG'21, FY21/22 PLAN REVIEW AND BUILDING INSPECTIONS	
49985	3332	AMERICAN PORTABLES	09/30/2021	11,226.56	OCT'21, FY20/21 PORTABLE RESTROOM FACILITIES	
49986	18	ANDREINI BROTHERS INC.	09/30/2021	9,959.00	STATUE REMOVAL	
49987	4115	BIG BELLY SOLAR INC	09/30/2021	1,271.01	SEP'21, FY20/21 SMART TRASH RECEPTACLES	
49988	3526	BIGGS CARDOSA ASSOCIATES INC	09/30/2021	12,470.31	AUG'21, PREPERATION OF PS&E AND ENVIRONMENTAL CLEAR	
49989	5222	BOUCHER LAW	09/30/2021	3,202.50	AUG'21, CONTRACTED UNION NEGOTIATION ASSISTANCE	
49990	1531	CALIFORNIA MUNICIPAL STATISTICS INC	09/30/2021	500.00	JUN'21 CAFR REPORT	
49991	5223	CAPITAL ONE TRADE CREDIT	09/30/2021	3,350.19	MAINT SUPPLIES	
49992	2861	CODE PUBLISHING COMPANY	09/30/2021	480.00	ANNUAL WEB HOSTING FEES	
49993	4398	ELS ARCHITECTURE & URBAN DESIGN	09/30/2021	4,200.00	AUG'21, ARCHITECTURAL DESIGN FOR CORP YARD	
49994	70	GRAINGER	09/30/2021	36.12	MAINT SUPPLIES	
49995	5306	GUADALUPE RODRIGUES	09/30/2021	500.00	DEPOSIT REFUND 10/23/21 TRAIN DEPOT	
49996	2564	HALF MOON BAY GRADING & PAVING INC.	09/30/2021	7,700.50	MAINT SERVICE	
49997	89	HMB COASTSIDE CHAMBER OF COMMERCE	09/30/2021	50.00	ZOOM FOR JOINT WORKSHOP	
49998	1645	HUFFMAN-BROADWAY GROUP INC	09/30/2021	22,991.01	AUG'21, POPLAR BEACH GATEWAYS PLAN	
49999	3752	JOHN DOUGHTY	09/30/2021	48.94	REIMBURSEMENT-EMPLOYEE APPRECIATION BBQ	
50000	1283	KATHY OLER	09/30/2021	1,900.00	OCT'21, TEMPORARY CITY PARKING LOT RENTAL	
50001	3922	LLOYD A MCVICKER	09/30/2021	3,360.00	OCT'21, ANNEX RENT	
50002	1206	MARK THOMAS & CO. INC.	09/30/2021	338.08	AUG'21, HWY1 SOUTH SAFETY AND OPERATIONAL IMPROVEM	
50003	3726	NICHOLAS LASZKIEWICZ	09/30/2021	1,330.00	TRANSLATION SERVICES	
50004	137	PACIFIC GAS & ELECTRIC	09/30/2021	50.76	NW HWY1 & MAIN ST	
50005	3479	PARKEON INC	09/30/2021	105.00	MAINT SERVICE	
50006	4339	PLAN JPA	09/30/2021	7,323.18	GENERAL LIABILITY CLAIMS	
50007	3370	PRESIDIO SYSTEMS INC.	09/30/2021	6,050.00	MAINT SERVICE	
50008	5177	PRINT INNOVATIONS, INC.	09/30/2021	201.58	PRINT SERVICE	
50009	5020	QUADIENT FINANCE USA, INC	09/30/2021	101.65	POSTAGE	
50010	5178	REDGWICK CONSTRUCTION COMPANY	09/30/2021	79,078.00	RETENTION, HWY1 SOUTH SAFETY AND OPEARTIONAL IMPRO	
50011	252	RICE TRUCKING-SOIL FARM INC.	09/30/2021	22.97	MAINT SUPPLIES	
50012	3757	SCHAFF & WHEELER	09/30/2021	4,397.50	AUG'21, OCEAN COLONY CONSTRUCTION SUPPORT FOR 20/2	
50013	1760	STEPFORD	09/30/2021	15,115.00	NOV'21, FY20/21 IT SERVICES	
50014	3519	SWCA INCORPORATED	09/30/2021	8,243.50	AUG'21, ENVIRONMENTAL DOCUMENT REVIEW AND PREPARA	
50015	4487	THE HOME DEPOT PRO	09/30/2021	1,043.29	MAINT SUPPLIES	
50016	1048	THE REGENTS OF UNIVERSITY OF CALIFORNIA	09/30/2021	48.91	LAW HANDBOOK	
50017	3701	V. W. HOUSEN & ASSOCIATES INC.	09/30/2021	47,791.00	AUG'21, HYDRAULIC MODEL UPDATE	
50018	4429	WESTERN EXTERMINATOR COMPANY	09/30/2021	1,207.42	AUG'21, PEST CONTROL	
50019	3923	WELLS FARGO	09/04/2021	34,145.47	07/13/21 HOME DEPOT/NATIONAL NIGHT OUT REFUND	M

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
Grand Totals:					
154				2,013,288.41	

Report Criteria:
Report type: Summary
Check.Type = "Calculated","manual"

M = Manual Check, V = Void Check

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Acting City Manager

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

TITLE: **SECOND AMENDMENT TO AND RESTATEMENT OF THE JOINT POWERS AGREEMENT ESTABLISHING THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE**

RECOMMENDATION:
Adopt a resolution approving the Second Amendment to a Restatement of the Joint Powers Agreement establishing the Peninsula Traffic Congestion Relief Alliance (Commute.org).

FISCAL IMPACT:
None. There is no required financial commitment to join or continue as a member agency of the Alliance.

STRATEGIC ELEMENT:
This action supports the *Infrastructure and Environment* and *Inclusive Governance* elements of the adopted Strategic Plan.

BACKGROUND/DISCUSSION:
The Alliance was established in 2000 to assist public and private sectors in the County of San Mateo to reduce traffic congestion and air pollution. The Alliance was originally created through a Joint Powers Agreement ("JPA") among fifteen cities within San Mateo County. Half Moon Bay joined what was known as MITSMA (Mid-Peninsula Inter-City Transportation Systems Management Association) in 1991. MITSMA merged with ITSMA (the Alliance) in 2000 which is how the current JPA was formed.

In 2005, the County of San Mateo along with the Towns of Atherton and Hillsborough became members of the Alliance. To accomplish this, all 15 of the original members together with the 3 new members approved and executed a First Amendment to and Restatement of the Joint Powers Agreement establishing the Alliance. The amended JPA provided for the addition of the new members and revised and made more flexible the committee structure of the Alliance.

The City of Menlo Park and the Town of Portola Valley have indicated a desire to join the Alliance. The Town of Woodside is also considering joining. To facilitate adding these new members, the Alliance Board of Directors at its meeting on September 16, 2021, reviewed the proposed Second Amendment to and Restatement of the Joint Powers Agreement establishing the Alliance and approved it for presentation to both current and new members for approval and execution. In addition to increasing the membership of the Alliance, this Second Amendment (a) updates and refreshes the first section of the original JPA on "Purpose" to reflect the Alliance's recently adopted Mission and Vision Statements as set forth in its Strategic Plan and (b) clarifies that the Alliance has developed a new brand and has become known to the public as "Commute.org."

ATTACHMENT:
Resolution approving Second Amendment to and Restatement of Joint Powers Agreement Establishing the Peninsula Traffic Congestion Relief Alliance

Resolution No. C-2021-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE SECOND AMENDMENT TO AND RESTATEMENT OF THE JOINT POWERS AGREEMENT ESTABLISHING THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE AND AUTHORIZING EXECUTION OF SAME

WHEREAS, the Peninsula Traffic Congestion Relief Alliance ("Alliance") was established in 2000 through a Joint Powers Agreement ("JPA") executed by fifteen cities in the County of San Mateo, to assist the public and private sectors in achieving traffic congestion relief; and

WHEREAS, in 2005, the JPA was amended to include the County of San Mateo, and the Towns of Atherton and Hillsborough as members of the Alliance, bringing the total membership to 18 agencies, all of which approved and executed the Amendment to and Restatement of the Joint Powers Agreement; and

WHEREAS, the City of Menlo Park and the Town of Portola Valley desire to join the Alliance and the Town of Woodside may consider membership as well; and

WHEREAS, adding members to the Alliance requires all of the current members as well as the new members to approve and execute a Second Amendment of the Joint Powers Agreement; and

WHEREAS, in addition to expanding the membership of the Alliance, the proposed Second Amendment to the Joint Powers Agreement takes the opportunity to update and refresh the JPA by (1) revising the first section on "Purpose" to reflect the Alliance's recently adopted Mission and Vision Statements as set forth in its Strategic Plan and (2) clarifying that the Alliance has developed a new brand and has become known to the public as "Commute.org"; and

WHEREAS, at its meeting on September 16, 2021, the Alliance Board of Directors reviewed the proposed Second Amendment to and Restatement of the Joint Powers Agreement Establishing the Peninsula Traffic Congestion Relief Alliance that incorporates the changes recited above and approved this Second Amendment for presentation to the San Mateo County Board of Supervisors and the city councils of current and new members for approval and execution of same.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby approves the Second Amendment to and Restatement of the Joint Powers Agreement Establishing the Peninsula Traffic Congestion Relief Alliance as contained in Exhibit A to this Resolution and authorizes the Mayor of Half Moon Bay to execute and the City Clerk to attest to this document.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of October 2021 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, Vice Mayor

SECOND AMENDMENT TO AND RESTATEMENT OF JOINT POWERS AGREEMENT ESTABLISHING THE PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE

THIS AGREEMENT by and among the cities and the County of San Mateo who become signatories to this agreement (hereinafter referred to as "Party" in the singular and "Parties" collectively, as the content requires) is made and entered into as of the _____ day of _____, 2021 and in light of the following recitals:

A. The Parties have authority to undertake transportation demand management activities in their respective communities and desire to establish and continue the Peninsula Traffic Congestion Relief Alliance under which the parties will work together essentially to reduce the number of single occupant vehicles traveling on streets and highways in San Mateo County.

B. The Parties are authorized to contract with each other for the joint exercise of any common power pursuant to Government Code Sections 6500 *et seq*.

C. The Parties desire to establish and continue the Peninsula Traffic Congestion Relief Alliance as a joint powers authority in accordance with the terms and conditions outlined in this Agreement and to brand and make this entity known to the public as "Commute.org."

NOW, THEREFORE, the Parties, in consideration of the mutual promises and agreements contained herein, agree as follows:

1. **Purpose:**

The Parties enter into this Agreement for the purpose of establishing and operating the Peninsula Traffic Congestion Relief Alliance ("Alliance") to reduce traffic congestion and greenhouse gas emissions while enhancing the quality of life in San Mateo County by promoting the use of sustainable transportation and commute alternatives. The Parties envision a region where all residents and employees have access to equitable, sustainable, affordable, and safe transportation options and use them as their primary modes when commuting.

2. **Definitions:**

(a) "Employer" shall mean any public or private employer or group thereof, including a city or the County, who has a permanent place of business in the County of San Mateo.

(b) "Party" or "Parties" shall mean a member of the Peninsula Traffic Congestion Relief Alliance and a party signator to this Agreement establishing the Alliance.

(c) "TDM or Transportation Demand Management" shall mean a program or activity to improve the efficiency of the existing transportation system by increasing the use of alternative modes of transportation such as carpools, vanpools, public transit, bicycles, walking and telecommuting.

3. **Establishment of Alliance:** The Parties hereby create an entity originally called the Peninsula Traffic Congestion Relief Alliance to exercise in the manner set forth in this Agreement the specified powers common to each of the Parties. For purposes of name identification and branding, the Alliance shall be known to the public as "Commute.org." The Alliance shall be a public entity that is separate from the Parties and shall be responsible for the administration of this Agreement. Except as provided herein, the debts, liabilities, and/or obligations of the Alliance shall be the debts, liabilities, and/or obligations solely of the Alliance and shall not be the debts, liabilities, and/or obligations of any Party to this Agreement.

4. **Term:** This Agreement shall be effective on the date by which any nine Parties have executed it and shall continue in effect until terminated as provided herein.

5. **Powers of the Alliance:** The Alliance shall have the powers and duties:

(a) To make and enter into contracts;

(b) To incur debts, liabilities or obligations;

(c) To solicit, receive, and use grants, advances and contributions from all available sources, public or private, including federal, state and local subventions;

(d) To adopt bylaws;

(e) To employ employees or agents or contract for the services of agents, employees, consultants and such other persons or firms as it deems necessary;

(f) To sue and be sued in its own name;

(g) To invest any surplus funds not required for the immediate necessities of the Alliance as the Governing Board determines is advisable, in the same manner and upon the same conditions as local agencies pursuant to Government Code Section 53601;

(h) To enforce all provisions of this Agreement;

(i) To negotiate for, acquire, hold, manage, maintain, control or dispose of real and personal property;

(j) To levy and collect fees and charges, including administrative and operating costs, to third parties who receive the benefit of services from the Alliance; and

(k) To do all other acts deemed necessary or convenient to achieve the purposes and objectives of the Alliance.

6. **Governing Board:** There is hereby created a Governing Board (also referred to as "Board") to govern the Alliance. Each Party shall appoint one Councilmember or, in the case of the County, one member of the Board of Supervisors, to serve on the Governing Board and another Councilmember, or Supervisor in the case of the County, to serve as an alternate, with each continuing in such capacity until replaced. The Governing Board shall elect one of its members to serve as Chairperson. The Board shall meet as needed, but at least one time a year. Meetings shall be held in San Mateo County at a place to be designated. Each member of the Board shall have one vote.

The Governing Board shall be responsible for establishing the policy direction of the Alliance. On an annual basis, the Board shall adopt a work plan and budget for programs, services and subsidies that support the Alliance's purposes. The Governing Board may from time to time give public recognition to Employers and other participants for notable efforts and achievements with respect to TDM programs. The Board shall exercise all powers and authority on behalf of the parties and may do any and all things necessary to carry out this Agreement.

7. **Committees:** The Governing Board shall establish such committees, either standing or ad hoc, as it deems necessary and appropriate to assist the Alliance in carrying out the purposes of this Agreement. The establishment of standing committees, as well as their composition, method of appointment, role and purpose, shall be designated in the Bylaws of the Alliance as adopted by the Governing Board.

8. **Budget:** The Executive Director annually shall prepare a budget for the Alliance setting forth anticipated expenses, financing sources and proposed service levels and programs necessary to carry out the purposes of this Agreement. The Executive Director shall recommend the budget to the Governing Board for approval after reviewing same with any committee the Governing Board may establish and designate for this purpose. In the event the budget contemplates revenue in the form of

monetary contributions from the parties, the budget shall be submitted to each Party for approval.

9. **Staff of the Alliance:** The Governing Board shall appoint an Executive Director. The Executive Director may hire other staff people for the Alliance, as needed, provided that such hiring conforms to the approved budget. The Executive Director may contract for the provision of other staff services, provided that such contracts conform to the approved budget. In lieu of an Executive Director, the Governing Board may contract for such management services. Staff or contractors will be employee(s) or contractee(s) of the Alliance. The Executive Director and other staff shall serve at the pleasure of the hiring or appointing authority. At the direction of the Governing Board, the Executive Director shall work with such committees as may be established and designated for this purpose.

   The Executive Director shall be employed by the Alliance and shall:

   (a) Be responsible for Alliance management, strategic planning, financial management, personnel, and implementation of the Board-adopted annual work program and budget; and

   (b) Be responsible for day to day personnel matters and for the hiring and firing of subordinate staff members; and

   (c) Prepare an annual report describing the results of program implementation, transportation surveys, TDM programs and other information including the successes in attaining the goals and objectives to advance the purpose of the Alliance.

   The Governing Board may also appoint legal counsel to represent the Alliance.

10. **Fiscal Agent:** The member Party designated by resolution of the Governing Board and reflected in the Bylaws of the Alliance shall act as Fiscal Agent for the Alliance and shall be charged with the following responsibilities:

   (a) The custody of all money, property and assets of the Alliance;

   (b) The maintenance of all financial books and records necessary to conduct the business of the Alliance; and

   (c) The development of periodic reports to the Governing Board and the Executive Director regarding receipts, disbursements and the financial condition of the Alliance.

The Alliance, through the Fiscal Agent, shall retain an independent certified public accountant each year to conduct a fiscal year end audit and to prepare financial statements for the Alliance.

11. **Withdrawal:** Any participating Party may withdraw from this Agreement by filing written notice of intention to do so with the other parties. Termination will take effect on July 1 of any year, provided there is a least six months advance notice. The withdrawal of any Party from this Agreement shall in no way affect the rights and obligations of the remaining Parties. If a Party withdraws from this Agreement, it is not entitled to return of any funds contributed to the Agency nor to the return in cash or in kind of any materials or supplies contributed. Withdrawing Parties still are obligated for all payments due from them for the fiscal year of the withdrawal.

12. **Termination and Disposition of Property:** This Agreement shall be deemed terminated when only one Party continues to participate, or when all participating Parties choose to terminate it. Upon termination, all assets shall be distributed in equal shares to the Parties still active at the time of termination or to the one Party continuing to participate or to a successor agency designated by all of the remaining parties at the time of termination, with the exception that if any surplus money of the Alliance at the time of termination represents monetary contributions from still active member Parties, said money shall be refunded to such Parties in proportion to the contributions made.

13. **Amendment:** This Agreement may be amended from time to time with the written consent of a majority of the participating Parties.

14. **Insurance and Indemnification:** The Alliance shall acquire such insurance protection, including coverage for workers' compensation and commercial general liability, as is necessary to protect the interests of the Governing Board, the Parties, the Alliance staff, representatives, volunteers and other participants. The Alliance shall, at its sole expense, assume the defense of and indemnify and save harmless each Party to this Agreement and its respective councilmembers, officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities, programs or services of the Alliance, its Governing Board, or staff.

15. **Execution in Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, have executed this Agreement.

ATTEST:

By_____
City Clerk

TOWN OF ATHERTON

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF BELMONT

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF BRISBANE

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF BURLINGAME

By_____
Mayor

ATTEST:

By_____
City Clerk

TOWN OF COLMA

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF DALY CITY

By_____
Mayor

ATTEST

By_____
City Clerk

CITY OF EAST PALO ALTO

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF FOSTER CITY

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF HALF MOON BAY

By_____
Mayor

ATTEST:

By_____
City Clerk

TOWN OF HILLSBOROUGH

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF MILLBRAE

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF PACIFICA

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF REDWOOD CITY

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF SAN BRUNO

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF SAN CARLOS

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF SAN MATEO

By_____
Mayor

ATTEST:

By_____
City Clerk

CITY OF SO. SAN FRANCISCO

By_____
Mayor

ATTEST:

By_____
Clerk of the Board

COUNTY OF SAN MATEO

By_____
President of Board of Supervisors

ATTEST:

By_____
City Clerk

CITY OF MENLO PARK

By_____
Mayor

ATTEST:

By_____
City Clerk

TOWN OF PORTOLA VALLEY

By_____
Mayor

ATTEST:

By_____
City Clerk

TOWN OF WOODSIDE

By_____
Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: Matthew Chidester, Deputy City Manager
Karen Decker, Senior Management Analyst

TITLE: **SECOND AMENDMENT TO THE AGREEMENT WITH WOOD CONSULTING SERVICES**

RECOMMENDATION:
Adopt a resolution authorizing the City Manager to execute a Second Amendment to the Professional Services Agreement with Wood Consulting Services for economic recovery plan services, extending the term to March 31, 2022, and increasing the not-to-exceed amount by $70,000 to $160,000.

FISCAL IMPACT:
If approved, the $70,000 increase will be paid out of the City Manager's Office FY 2021-22 Adopted Budget.

STRATEGIC ELEMENT:
This recommendation supports all elements of the Strategic Plan.

BACKGROUND:
Staff spent the majority of 2020 responding to a dynamic and unprecedented crisis while simultaneously working on a plan for local recovery efforts. With a commitment to framing the economic and social fallout from the pandemic as an opportunity to rethink the current and future economy of the Coastside, staff monitored regional responses and leveraged resources, adapted city permits with ease of use for businesses in mind, secured funds for street eateries and parklets, and implemented an outdoor dining pilot. Staff also realized that addressing the most pressing problems and implementing short- and long-term solutions would require the support, coordination, and expertise of a designated consultant. On December 9, 2020, the City Manager authorized an agreement with Wood Consulting Services to meet these objectives.

At the January 19, 2021, City Council meeting, and the Council approved the launch of the Coastside Recovery Initiative (CRI), a regional, multi-sector economic development effort led through a partnership between the City of Half Moon Bay, with two overarching goals: 1) Address the immediate needs of local business and the Coastside community to effectively recover from

the economic impacts of COVID-19; and 2) Advance strategies that lead to a more equitable, vibrant, and resilient Coastside economy. To date, the following outcomes have been achieved:

- Established a structure to guide the planning phase of this initiative, which has included an oversight group and diverse 17-member task force.
- Established a brand, website, and communication strategies to promote the Coastside Recovery Initiative and its work with the public.
- Gathered community feedback on needs and actions to be taken at Open House event with close to 200 attendees.
- Completed more than 20 meetings of the Recovery Task Force and smaller working teams organized around 4 focus areas over the last 5 months.
- Completed more than a dozen key informant interviews and focus groups to augment working team discussions.
- Partnered with Stanford Prevention Research Center and engaged 13 "citizen scientists" in Our Voice Pilot resulting in 218 geotagged images and transcriptions of what contributes to / detracts from the Coastside's economic vitality.
- Partnered to launch Make It Main Street series of events to build community and bolster our local economy.
- Advocated for $70,000 in City General Fund monies to match dollars available through the County of San Mateo's Restaurant, Brewery and Winery Relief Program;
- Widened eligibility criteria for more Half Moon Bay restaurants to be eligible for cost reimbursement associated with parklets and outdoor dining modifications via contract amendment to the City / County Association of Governments of San Mateo County's Transportation Fund for Clean Air Funding Agreement.
- Made new connections and relationships that will advance equity and workforce development on the Coast (i.e., bringing higher education and academic resources back to the Coast).
- Developed a list of 15 Taskforce recommendations that are undergoing final review and refinement.

A preview of the recommendations was provided at the City Council meeting which took place on July 20, 2021.

DISCUSSION:
The completion of the Taskforce recommendations marks the end of the planning phase and ushers in an ambitious new phase of CRI – implementation. Structure and resource-related considerations have been identified and discussed with City leadership that would be needed to support implementation.

In addition, staff and the consultant learned of a significant federal funding opportunity, the Build Back Better Regional Challenge through the Economic Development Administration (EDA) at the U.S. Department of Commerce. This funding opportunity is a two-phase competition. Phase one grant funds, if awarded, would assist CRI and its efforts to implement two of its recommendations: launch a business incubator for unique industries, start-up and early-stage

companies and expand vocational and higher education programming for the current and future workforce.

Additional consultant support is needed to work with staff and community partners through the end of March 2022 which necessitates a Second Amendment. The next critical phase of implementation will ensure there are resources and a structure in place to sustain the work moving forward. Proposed outcomes include:

- Report. Package final Taskforce recommendations into a report that will be professionally formatted with the help of a graphic designer and made available to the public.
- Outreach. Continue to meet with stakeholders and groups to promote the work of the Coastside Recovery Initiative, encourage buy-in and support of the recommendations, and align efforts as part of a shared, regional economic development strategy.
- Structure. Assist with identifying the necessary staffing and multi-sector shared leadership structure to guide and advise on implementation efforts. This would also include the necessary staffing and structure required for the Build Back Better Regional challenge phase one grant.
- Implementation. Assist with implementation of priority recommendations, including establishing detailed implementation plans, resource needs, timing and lead partners. If awarded the Build Back Regional Challenge grant, the business incubator and expanded vocational and higher education opportunities would be priority recommendations that would require an intensive set of planning activities to meet grant requirements and position CRI to apply for significant funding as part of Phase II.
- Grants. Build Back Better Regional Challenge – Phase II Grant Application.
- Communications. Regular communication on the progress of the Coastside Recovery Initiative is essential. The consultant will work with the appropriate City staff and members of the Executive Oversight Committee to generate content/materials for updates at City Council meetings, e-newsletters, websites, and social media.

ATTACHMENT:
Resolution of the City Council of the City of Half Moon Bay authorizing the City Manager to execute a Second Amendment to the Professional Services Agreement with Wood Consulting Services for economic recovery plan services, extending the term to March 31, 2022, and increasing the not-to-exceed amount by $70,000 to $160,000

Resolution No. C-2021-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WOOD CONSULTING SERVICES FOR ECONOMIC RECOVERY PLAN SERVICES, EXTENDING THE TERM TO MARCH 31, 2022 AND INCREASING THE NOT-TO-EXCEED AMOUNT BY $70,000 TO $160,000

WHEREAS, immediate economic recovery from COVID-19 impacts and long-term sustainability resulting in a more equitable, vibrant, and resilient Coastside economy requires an extensive planning process including partnerships with a wide range of local subject matter experts; and

WHEREAS, on December 9, 2020, the City Manager authorized a contract with Wood Consulting Services of $30,000 for economic recovery services, to assist in the planning, development, and execution of the Coastside Recovery Initiative; and

WHEREAS, City Council convened on March 24, 2021, and identified Economic Recovery and Development as a Council priority as part of the Fiscal Year 2021-22 Priority Setting Workshop; and

WHEREAS, on April 27, 2021, the City Council executed a First Amendment to the Professional Services Agreement with Wood Consulting Services for economic recovery plan services extending the Term to September 30, 2021 and increasing the not-to-exceed amount to $90,000;

WHEREAS, the Recovery Initiative has reached the end of its planning phase having completed more than 20 meetings of the Recovery Task Force and smaller working teams across focus areas, over a dozen key informant interviews and focus groups, and developed a set of 15 recommendations;

WHEREAS, further consultation and support is required to transition the Initiative from planning into implementation including pursuit of grants and other funding opportunities.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Second Amendment to the Professional Services Agreement with Wood Consulting Services for economic recovery plan services, extending the Term to March 31, 2022 and increasing the not-to-exceed amount by $70,000 to $160,000.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of October, 2021 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, Vice Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: Jill Ekas, Community Development Director
Brittney Cozzolino, Associate Planner

TITLE: **APPROVE CITY'S RESPONSE TO THE AUGUST 11, 2021 GRAND JURY REPORT ENTITLED "SAN MATEO COUNTY: CALIFORNIA'S GROUND ZERO FOR SEA LEVEL RISE"**

RECOMMENDATION:
By motion, authorize the Mayor to sign and submit a letter of response to the August 11, 2021 Grand Jury Report titled "San Mateo County: California's Ground Zero for Sea Level Rise" no later than November 11, 2021.

FISCAL IMPACT:
There is no fiscal impact associated with responding to the Grand Jury Report.

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

BACKGROUND:
The San Mateo County Grand Jury issued a report on August 11, 2021 that evaluates if San Mateo County Flood and Sea Level Rise Resiliency District ("OneShoreline") is on course to adequately address the issue of sea level rise that is challenging San Mateo County and if it has the support it needs to address that issue. The Grand Jury report states that San Mateo County has been declared the California County most at risk from sea level rise. Future flooding and coastal erosion could pose considerable risks to life, safety, critical infrastructure, the economy, and the County's natural and recreational assets. The Grand Jury Report includes recommendations for local jurisdictions to support steady funding for OneShoreline's basic operations and to ensure that local plans and regulations sufficiently enable sea level rise adaptation and mitigation projects to proceed. The Report is included as Attachment 1.

DISCUSSION:
As required by the San Mateo County Civil Grand Jury, each city including Half Moon Bay is obligated to respond to the Findings (F1 through F13) and Recommendations (R1, R2, and R4) contained in the report by November 11, 2021. Attachment 2 includes the City's draft letter of response.

The August 11, 2021 Grand Jury Report focuses on recommendations and best practices for responding to sea level rise as researched and evaluated by the Grand Jury. The City generally concurs with the Report. As presented in the City's draft response, many of the recommendations and best practices are already implemented through the City's recently updated Local Coastal Land Use Plan (LCLUP). The City's draft response is also supportive of efforts to ensure OneShoreline is sufficiently funded to achieve their objectives of addressing complex sea level rise challenges in San Mateo County. With a stable source of funding, OneShoreline could have the resources necessary to implement costly but essential sea level rise adaptation projects in a county-wide, coordinated manner.

ATTACHMENTS:
1. San Mateo County Grand Jury Report "San Mateo County: California's Ground Zero for Sea Level Rise"
2. Response Letter to San Mateo County Grand Jury

SAN MATEO COUNTY:
CALIFORNIA'S GROUND ZERO FOR SEA LEVEL RISE

ISSUE

The San Mateo County Flood and Sea Level Rise Resiliency District ("OneShoreline") began operating in 2020. It was designed to coordinate countywide efforts to combat the harms of sea level rise caused by climate change. Is OneShoreline on course to adequately address the sea level rise challenge that has been assigned to it, and does it have the support it needs?

SUMMARY

San Mateo County has been declared the California County most at risk from sea level rise (SLR). ***Its Bayside communities have billions of dollars of residential and commercial property at risk*.** Its five wastewater facilities and three airports, including San Francisco International, are all at risk for flooding from the rising sea. Transportation systems, schools, medical facilities, homes, and parks are all at risk. The Pacific coast communities are also vulnerable to flooding and erosion from higher seas.[1]

Sea level rise is a complex problem with an uncertain timetable that demands ongoing long-term solutions. It requires people to think differently and to truly collaborate. While solutions are still being developed, they will require planning, funding, and collaboration between affected cities, the County, and private entities.

OneShoreline was created from the County Flood Control District, has countywide jurisdiction, and focuses on SLR in addition to flooding from creeks. The official name for OneShoreline is the "San Mateo County Flood and Sea Level Rise Resiliency District."

OneShoreline provides expertise in the complex process of designing and building SLR and flood mitigation projects, including guidance through the complex maze of federal and state funding for projects. Major SLR projects can take five to ten years to plan, engineer, permit, and construct. Each SLR project will require regulatory permitting by regional, state, and federal agencies. OneShoreline could also guide County officials and regional legislators as they lobby Congress and state and federal agencies for funding and regulatory reform to address this serious problem.

To effectively implement SLR projects, OneShoreline must earn the confidence of San Mateo County (SMC) residents. Some people may not see the need for the expensive SLR projects and will need convincing that the expense cannot be avoided. Others will prefer to simply delay

[1] Hillary Papendick, Jasneet Sharma, Carolyn Raider, Avana Andrade, Emi Hashizume, Montserrat Plascencia, Sally Prowitt, et al. 2018, March, "County of San Mateo, Sea Level Rise Vulnerability Assessment" Final Report, Redwood City: County of San Mateo, https://seachangesmc.org/wp-content/uploads/2018/03/2018-03-12_SLR_VA_Report_2.2018_WEB_FINAL.pdf

projects, causing costs to increase dramatically. OneShoreline has an agreement with the San Mateo County Office of Sustainability, and others, to educate the public to ensure that the residents understand that SLR is a real threat and that waiting until flooding is imminent is not a viable choice. Powerfully effective public engagement campaigns about SLR will be necessary to meet such challenges.

Currently, OneShoreline's operational funding comes primarily from contributions by the County and its twenty cities and towns. It needs a stable source of funding, one that will not be vulnerable to competing concerns of the communities it serves. Obtaining funds for projects to reduce the damage caused by sea level rise is a major challenge. Such projects are very expensive and are often funded by a combination of federal, state, and local funds. Obtaining required funding can be a complicated, slow, and somewhat costly process.

This Grand Jury recommends that:

- the County and its cities and towns support steady, reliable funding for OneShoreline's basic operations;
- OneShoreline consider establishing and administering a low interest revolving loan fund to enable jurisdictions to prepare the initial engineering and planning necessary to obtain federal and state financial support for SLR projects; and
- the County, its cities, and OneShoreline, along with other Bay Area counties and cities, lobby the federal and state governments for regulatory changes to enable SLR projects to proceed more easily.

Additionally, this Grand Jury urges all residents of San Mateo County to keep themselves informed as to the risks of SLR, and the need to stay ahead of SLR in order to minimize the damage it could cause in San Mateo County. *The glaciers are melting, and the clock is ticking.*

GLOSSARY - TERMS

King Tide – a non-scientific term for exceptionally high tides.

MOU – Memorandum of Understanding; defines a relationship among the parties that outlines terms and details of an agreement, without the terms of a legally enforceable contract.

Reaches – stretches of land bordered by water, often used in flooding projects as a way to divide the project into segments defined by the nature of the land and water.

RFP – Request for Proposal; announces a project, describes it, and solicits bids from qualified contractors to complete it.

SLR – sea level rise.

Storm Surge – the temporary rise in sea level caused by a strong storm's wind and waves.

GLOSSARY – AGENCIES

Army Corps – United States Army Corps of Engineers – For SLR and flooding, the Army Corps is the primary agency for levees.

BCDC – San Francisco Bay Conservation and Development Commission was founded in the mid-1960s; and became a state agency in 2008 with the passage of AB 2094. It is the State agency responsible for leading the Bay Area's preparedness for, and resilience to, rising sea level, tides, and storm surge due to climate change.

FEMA – the Federal Emergency Management Agency. For SLR & flooding, FEMA administers the national flood insurance program and manages mitigation efforts involving berms, dikes, and other efforts.

LAO – the California Legislative Analyst's Office, the California Legislature's nonpartisan fiscal and policy advisor.

NFIP – National Flood Insurance Program, overseen by FEMA.

OneShoreline – the short name for the San Mateo County Flood & Sea Level Rise Resiliency District; it is the successor to the San Mateo County Flood Control District.

Office of Sustainability – a department of the County of San Mateo that "strives to improve the sustainability of the County's operations and the greater community."[2]

Resource Conservation District of San Mateo County – a special district that helps "meet the need for voluntary resource conservation."[3]

SFCJPA – San Francisquito Creek Joint Powers Authority – leads projects that mitigate the risk of flooding along San Francisquito Creek and the San Francisco Bay. The cities of East Palo Alto, Palo Alto, and Menlo Park, along with OneShoreline and the Santa Clara Valley Water District, are members of the JPA.

USFWS – United States Fish and Wildlife Service.

BACKGROUND – SEA LEVEL RISE AND THE THREAT TO SAN MATEO COUNTY

How Big Is the Problem?

Global sea level has been rising over the past century, and the rate has increased in recent decades. In 2014, global sea level was 2.6 inches above the 1993 average –

[2] Contact Us – SMC Office of Sustainability (smcsustainability.org), https://www.smcsustainability.org/contact-us/

[3] About the RCD | San Mateo RCD, http://www.sanmateorcd.org/about/

> the highest annual average in the satellite record (1993-present). Sea level continues to rise at a rate of about one-eighth of an inch per year.
>
> Higher sea levels mean that deadly and destructive storm surges push farther inland than they once did, which means more frequent nuisance flooding. Disruptive and expensive, nuisance flooding is estimated to be from 300% to 900% more frequent within U.S. coastal communities than it was just fifty years ago.[4]

San Mateo County (SMC) covers 455 square miles with a 2019 population of 766,573. The County consists of twenty incorporated cities, twenty-three school districts, 78,000 acres of natural land (including 8,381 acres of wetlands), twenty County parks (over 17,000 acres), 190 miles of County and local trails, 12.9 miles of beaches, 21,528 businesses, and an employed workforce of 416,263.[5]

San Mateo County faces several complications from SLR. "Sea level rise has a clear and direct impact on any coastal or bayside community, any people or businesses within inundation zones, and any ecosystem subject to erosion and flooding. Sea level rise causes direct physical damage to property and habitats, and it can have huge economic repercussions for both individuals and communities."[6] In addition to flooding, "waves crashing further up the shore will erode … coastal cliff walls," and "higher ocean water levels could force up the water levels underneath the ground as well, leading to flooding, saltwater intrusion into fresh groundwater supplies, and toxic contamination by carrying hazardous materials to the surface."[7]

"Sea level rise (SLR) is one of the most serious consequences of climate change and it will have a significant effect on San Mateo County, which has more people and property value at risk from the rising sea than any other county in the state."[8] Future flooding and coastal erosion could pose considerable risks to life, safety, critical infrastructure, the economy, and the County's natural and recreational assets. Flood damage could exceed $1 billion and assessed values of parcels exposed to erosion and flooding in the long term totals roughly $39.1 billion. More than 30,000 residential parcels and 3,000 commercial parcels could be vulnerable in the long term. Vulnerable infrastructure includes wastewater treatment plants, schools, and essential transportation: BART, Caltrain, Highway 101, and Highway 1.[9] Electrical distribution facilities,

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[4] Is sea level rising? (noaa.gov), https://oceanservice.noaa.gov/facts/sealevel.html

[5] U.S. Census Bureau QuickFacts: San Mateo County, California (2019), https://www.census.gov/quickfacts/sanmateocountycalifornia

[6] Papendick, et al., *Vulnerability Assessment*, 2018

[7] Ehlers, Rachel. *What Threat Does Sea-Level Rise Pose to California*, 2020, LAO Publication, Sacramento: Legislative Analyst's Office, p. 4, https://lao.ca.gov/reports/2020/4261/sea-level-rise-081020.pdf

[8] C/CAG, Flood and Sea Level Rise Resiliency Agency Proposal, Dec. 21, 2018, https://ccag.ca.gov/wp-content/uploads/2019/01/6.3_A3-Water-Agency-Proposal_122118.pdf

[9] Papendick, et al., *Vulnerability Assessment*, 2018.

and facilities related to the San Francisco International Airport (SFO), located in SMC, are also at risk.

In addition to the monetary losses, SLR may impact "affordable" housing disproportionately. "Already half of East Palo Alto sits within a federally designated flood zone. According to projections, in 10 years or so up to two-thirds of the land within city limits may regularly experience flooding."[10] Redwood City, Pacifica, and unincorporated areas of the County also have areas of affordable housing subject to flooding.[11]



Flooding in a bayside mobile home park in south San Mateo County. (Photo from OneShoreline website)

Additionally, SMC residents who do not live near a shoreline may think SLR is not their problem. This is incorrect. All residents, including inland residents, need: access to highway 101, to take Caltrain, or to use SFO. All key wastewater treatment plants are located at the shoreline, and everyone needs "toilets that flush."[12]

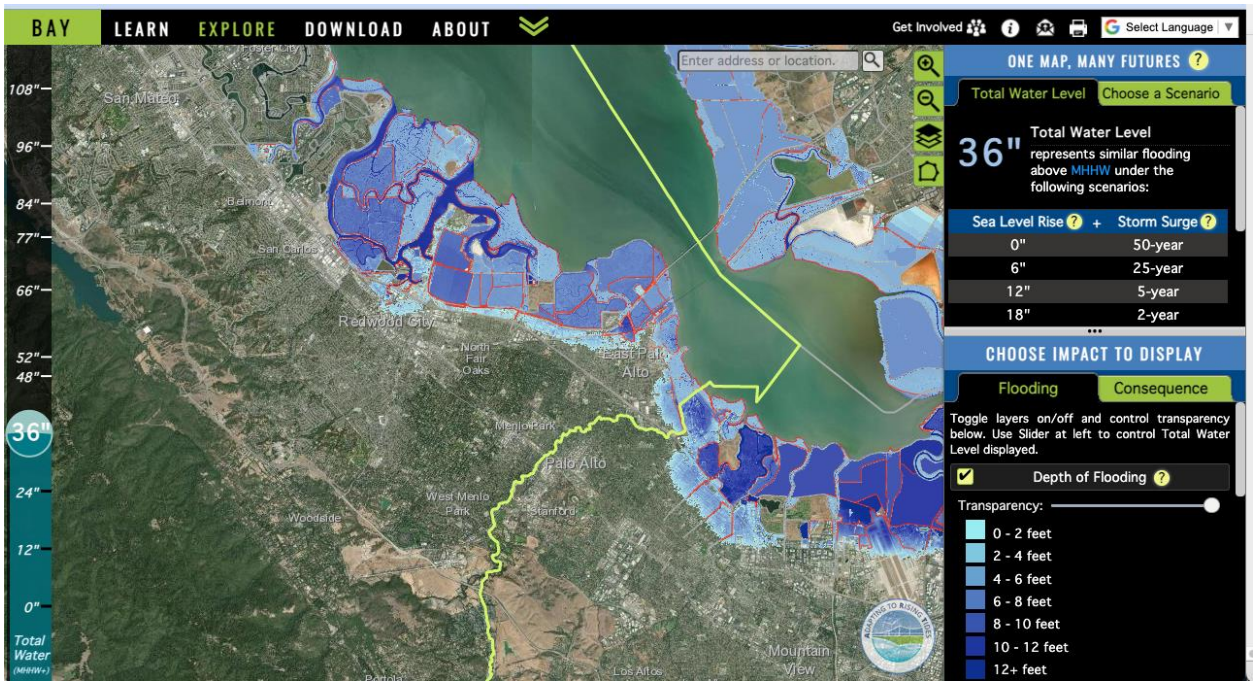
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[10] What Can the Bay Area Do About Rising Seas? East Palo Alto Has a Few Great Answers | KQED, https://www.kqed.org/science/1973805/climate-solutions-in-east-palo-alto; see also the 2015 Preliminary FEMA, NFIP map for East Palo Alto and portions of Menlo Park, https://www.cityofepa.org/sites/default/files/fileattachments/community_amp_economic_development/page/2531/fema_maps_2015_201509011239377956.pdf

[11] Grand Jury interview.

[12] Grand Jury interviews.

An interactive map showing the effect of SLR and storm surges is available at https://explorer.adaptingtorisingtides.org/explorer. Below is an example showing the flooding from a 36-inch increase in water level along the Bay at the southern end of the County. As shown in the graphic below, a 36-inch increase can be experienced from no sea level rise and a "50-year" storm, six inches of sea level rise and a "25-year" storm, and other combinations.



Options for Responding to Sea Level Rise

There are only few options for dealing with the threat of SLR. They are:

- ***Protect*** the land and structures by berms, levees, sea walls, pumping stations and other structures, and raise mudflats and bay marshes to prevent erosion or flooding.
- ***Modify*** assets to withstand periodic flooding.
- ***Relocate*** the facilities to higher land.
- ***Abandon*** land and structures that will be flooded.[13]

[13] Grand Jury interviews.

Sea Level Rise is a Present Threat: Reports since 2016

In 2015 the San Mateo County Grand Jury issued a report titled: "Flooding Ahead: Planning for Sea Level Rise."[14] That report called for the creation of a countywide agency to address the problems brought on by SLR. Since then, numerous other reports examined SLR in California, the Bay Area, and San Mateo County. New significant reports from governmental and non-governmental agencies appear several times a year. Some of the recent and more significant reports include:

In March 2018, the County Office of Sustainability issued: *County of San Mateo Sea Level Rise Vulnerability Assessment*.[15] This report focused on understanding sea level rise risk, the level of risk is in each area, how people are affected, and our adaptive capacity.[16] **The report cited San Mateo County as the county with the highest risk of damage in the Bay Area, and one of the hot spots in the nation.** At least 32% of the population live in vulnerable areas. (See Appendix A - Selected Demographics). San Mateo County's three airports, San Francisco International, San Carlos, and Half Moon Bay, are all threatened by SLR. In addition, environmentally sensitive areas – closed landfills, former industrial sites, underground storage tanks and other contamination sites – may be damaged by SLR and contaminate the area. The County has 29 known sites classified as containing hazardous materials or cleanup sites that are vulnerable to flooding in the near term. Up to 665 sites are at risk in the long term.

Also in March 2018, Stanford Public Policy Program issued *Adaptation Planning for Sea Level Rise in San Mateo County - An Examination of 11 Bayside Cities*, a report prepared for the County Office of Sustainability.[17] It found that San Mateo County was "ground zero" for SLR vulnerability. That report noted that a mid-level projected sea level rise of 3.3 feet would impact 22,000 acres of land, 30,600 residential parcels, and five wastewater facilities. The Stanford study encouraged the cities and County to share up to date SLR information with the public.

In December 2019, the California Legislative Analyst Office (LAO) issued a report titled *Preparing for Rising Seas*,[18] which noted that SLR will impact California's coastlines in extensive and expensive ways. It posits that most of the responsibility for SLR preparation will lie with local governments and private property owners – none of whom have faced anything like this before – and observes that delaying preparations will only increase the cost dramatically. The LAO's report makes recommendations for the support of local adaptation efforts, and emphasizes the benefit of taking action early, as shown in the graphic below.

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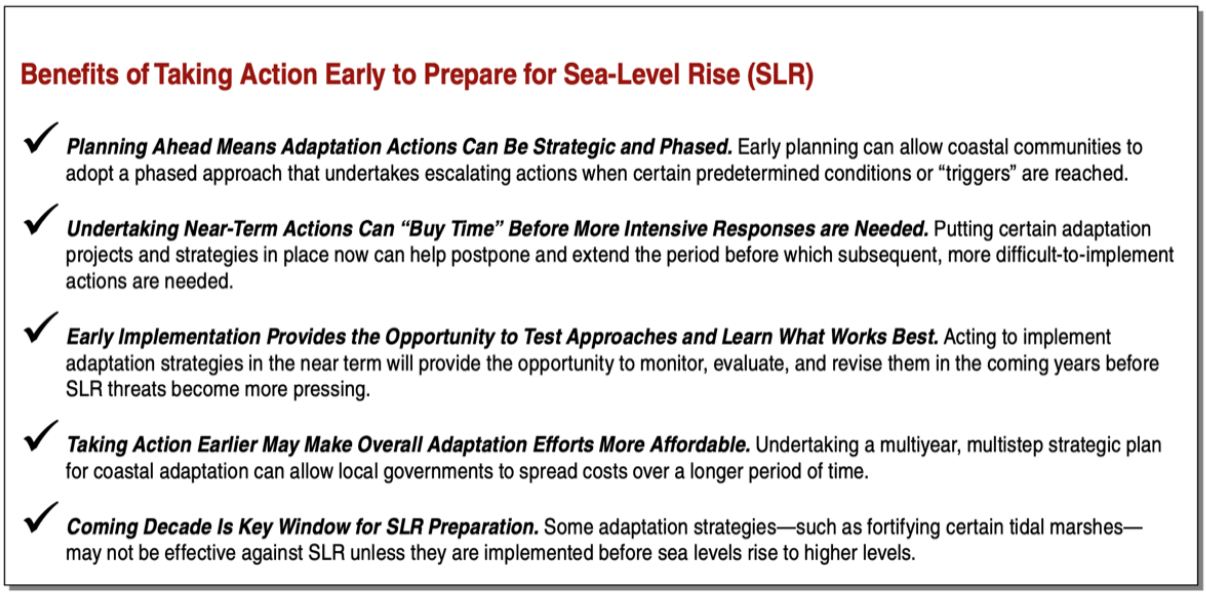
[14] Flooding Ahead: Planning for Sea Level Rise (sanmateocourt.org), http://www.sanmateocourt.org/documents/grand_jury/2014/sea_level_rise.pdf

[15] Papendick, et al., *Vulnerability Assessment.*

[16] Ibid.

[17] Enrique, Alex, Isabelle Foster, and Will La Dow, *Adaptation Planning for Sea Level Rise in San Mateo County - An Examination of 11 Bayside Cities*, March 2018, Consulting Stanford, California: Stanford Public Policy.

[18] Ehlers, Rachel, *Preparing for Rising Seas: How the State Can Help Support Local Coastal Adaptation Efforts*, December 2019, LAO Publication, Sacramento: Legislative Analyst's Office.



In March 2020, The San Francisco Bay Conservation and Development Commission (BCDC), and the Metropolitan Transportation Commission/Association of Bay Area Governments (MTC/ABAG), issued: *Adapting to Rising Tides Bay Area: Regional Sea Level Rise Vulnerability and Adaptation Study*.[19] The report, available both in a long form (205 pages) and in a summary form (36 pages), focuses on "consequences the Bay Area may face as sea levels rise in the absence of coordinated, prioritized adaptation."[20] The Adapting to Rising Tides "ART Portfolio" website contains tools and information tested and refined by BCDC. It offers key sector impact data, maps, sample projects, and guidance for cities seeking to develop adaptation strategies against sea level rise.[21]

In August 2020, the LAO issued another SLR report, titled: *What Threat Does SLR Pose to California?*[22] This report describes available research on how rising seas threaten California's coast in seven categories of impacts: public infrastructure, private property, vulnerable

[19] Adapting to Rising Tides 2020. Adapting to Rising Tides Bay Area: Regional Sea Level Rise Vulnerability and Adaptation Study. San Francisco Bay Conservation and Development Commission (BCDC) and Metropolitan Transportation Commission/Association of Bay Area Governments (MTC/ABAG), March 2020, San Francisco, CA., http://www.adaptingtorisingtides.org/wp-content/uploads/2020/03/ARTBayArea_Main_Report_Final_March2020_ADA.pdf

[20] Adapting to Rising Tides 2020. *Adapting to Rising Tides Bay Area: Short Report Summary of Regional Sea Level Rise Vulnerability and Adaptation Study.* San Francisco Bay Conservation and Development Commission (BCDC) and Metropolitan Transportation Commission/Association of Bay Area Governments (MTC/ABAG), March 2020, San Francisco CA. at p. 5., http://www.adaptingtorisingtides.org/wp-content/uploads/2020/07/ARTBayArea_Short_Report_Final_March2020_ADA.pdf

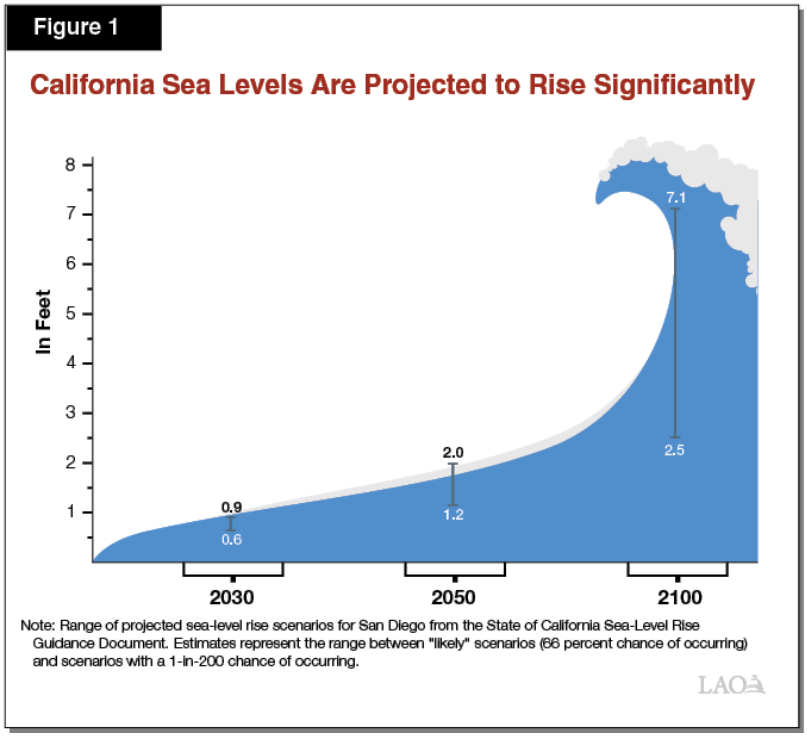
[21] Adapting to Rising Tides, https://www.adaptingtorisingtides.org

[22] Ehlers, Rachel. *What Threat Does Sea-Level Rise Pose, supra.*

communities, natural resources, drinking and agricultural water supplies, toxic contamination, and economic disruption.

In April 2021, the San Francisco Estuary Institute issued: *Sediment for Survival: A Strategy for the Resilience of Bay Wetlands in the Lower San Francisco Estuary*,[23] which proposes using sediment that is dredged from the Bay's shipping channels (and currently barged out to sea or to deep parts of the bay) to restore wetlands and mudflats in such a way that they could help in adapting to sea level rise. It estimates this approach could offer cost savings, in some locations, over building seawalls to protect homes, businesses, highways and airports. These reports offer a wealth of information on sea level rise in California, and the Bay Area in particular.

Figure 1, below, showing the variability in SLR projections, is from the August 2020, LAO report, *What Threat Does SLR Pose to California*, mentioned above.



San Mateo County – Office of Sustainability

"Formed in July 2014, as a part of the County Manager's Office, the Office of Sustainability strives to improve the sustainability of the County's operations and the greater community through work in areas of renewable energy and energy efficiency; resource conservation;

[23] Dusterhoff, Scott, Katie McKnight, Letitia Grenier, and Nate Kauffman, *Sediment for Survival: A Strategy for the Resilience of Bay Wetlands in the Lower San Francisco Estuary,* April 2021, https://www.sfei.org/sites/default/files/biblio_files/Sediment%20for%20Survival%20042121%20med%20res.pdf

alternative transportation; and greenhouse gas emission reductions."[24] An important part of its work is climate change, including SLR. In 2015, the Office of Sustainability launched a program called "Sea Change San Mateo County" which led to the San Mateo County Sea Level Rise Vulnerability Assessment, discussed above.

It also functions as a "communications department" for public engagement on sea level rise in the County. The Office of Sustainability provides curricula for schools on sea level change as well as managing a Youth Climate Ambassadors Leadership Program for 9th to 11th grade students from across the County. This program empowers youth to take climate action into their own hands by having them develop projects designed to drive change within the County.[25]

The Office of Sustainability's description of SLR states: "San Mateo County is actively preparing for sea level rise. While the changing climate and rising sea pose many risks to the people and places in San Mateo County, together we can plan ahead to protect our people and manage our valuable resources responsibly."[26]

Origin of OneShoreline

In 2015, the San Mateo County Civil Grand Jury issued a report titled "Flooding Ahead: Planning for Sea Level Rise." As a result of that report and efforts by members of the Board of Supervisors, State and Federal legislators, and others, San Mateo County and its twenty cities and towns agreed to convert the County's Flood Control District to a new District called the "San Mateo County Flood and Sea Level Rise Resiliency District," also known as "OneShoreline." OneShoreline is perhaps the only countywide agency dedicated solely to sea level rise and flooding west of the Mississippi. A table comparing the basics of the old district to the new, is in Appendix D.

DISCUSSION

San Mateo County Flood and Sea Level Rise Resiliency District – OneShoreline

In 2019, state legislation created OneShoreline, which began operation on January 1, 2020. Its geographic boundaries and spheres of influence include addressing SLR in the entire County, not just flooding in the three creek flood zones.[27] Its seven-member board is made up of five city council members from different regions in the County, and two members of the County Board of

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[24] May 19, 2020 - New Director of Sustainability: San Mateo County on "Front Lines" of Regional Challenges | County Manager's Office (smcgov.org), https://cmo.smcgov.org/press-release/may-19-2020-new-director-sustainability-san-mateo-county-%E2%80%9Cfront-lines%E2%80%9D-regional

[25] Youth Climate Ambassador – SMC Office of Sustainability (smcsustainability.org), https://www.smcsustainability.org/climate-change/youth-climate-ambassador/

[26] Office of Sustainability, Sea Change San Mateo County, https://seachangesmc.org/

[27] Our History – OneShoreline, https://oneshoreline.org/our-history/ , see also Assembly Bill 825 (2019, Mullin) https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB825

Supervisors.[28] The board hired the former director of the San Francisquito Creek Joint Powers Authority (SFCJPA) as the CEO of OneShoreline. Initial funding came from the County and the 20 cities, with contribution amounts varying by city population.

OneShoreline's mission is to address SLR, flooding, coastal erosion and large-scale storm water infrastructure improvements through integrated regional planning, design, permitting, project implementation and long-term operations and maintenance.[29]

OneShoreline was created to look at the SLR problem holistically, emphasizing collaboration among all affected by a SLR project. SLR is a complex issue that requires cities to work together. The old approach of designing a project with just enough protection to escape a requirement that property owners obtain flood insurance is inadequate. A rising sea level means that flood insurance maps will be revised more frequently, requiring expensive flood insurance or a new project to provide protection.[30]

OneShoreline monitors proposed development on the shoreline to urge cities to consider SLR in the planning, design, and engineering of projects built in vulnerable areas. Cities must be aware of the long-term risks posed by development projects that are inadequately designed and planned. SLR should not be ignored no matter the short-term benefits that a development project promises to the developer or the locality in the short term.[31] If development projects, whether commercial and residential neighborhoods, roadways, or infrastructure, are rushed through without fully contemplating the long-term effects of SLR, the inevitable result will be future problems that are much harder to fix.

OneShoreline's current operational funding is $1.5 million per year for its first three years, plus portions of flood zone taxes when those areas have active projects. As more projects get underway, the OneShoreline staff of four will likely need to expand. Long-term, stable funding is critical to the success of this organization but does not currently exist. Many avenues of secure revenue streams for funding OneShoreline operations have been considered; currently OneShoreline is evaluating the support for a countywide parcel tax that would support both SLR and wildfire mitigation efforts[32]

Outreach and public engagement are essential for OneShoreline's success. To effectively implement SLR projects, OneShoreline must ensure public support from County residents. Some may not see the need for the expensive SLR projects and will require convincing that the expense cannot be avoided. OneShoreline will need to work with the County Office of Sustainability, and

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[28] AB 825, (2019, Mullin) San Mateo County Flood and Sea Level Rise Resiliency District, (2019), Section 4.5(a) prescribes the Board of Directors membership.

[29] OneShoreline, *FY2021 Audited Financial Statements*, https://oneshoreline.org/wp-content/uploads/2020/12/FSLRRD-FY20_Financial_Statement.pdf

[30] Grand Jury interviews.

[31] Grand Jury interviews and Papendick, et al., *Vulnerability Assessment.*

[32] Grand Jury interviews.

others, to ensure that residents understand that SLR is real, and that waiting until flooding is imminent is not a reasonable choice. It is partnering with the League of Women Voters and other officials to provide six public forums on SLR in 2021.[33] OneShoreline representatives are also meeting with city and town managers, and councils. Educating city elected officials and staff about the hazards of SLR and mitigation strategies is essential, since turnover of city council members is high, and SLR projects can take many years to plan and build.

OneShoreline was envisioned as the hub connecting multiple interested parties in combating SLR as seen in this diagram.[34]



[33] The last two forums are on September 2 and October 14, 2021. South San Mateo County | MyLO (lwv.org)South San Mateo County | MyLO (lwv.org), https://my.lwv.org/california/south-san-mateo-county

[34] Graphic from https://resilientsanmateo.org/wp-content/uploads/2019/04/Brochure_ExecutiveSummaryProposal_122118_PRINT-11x17-1.pdf, on April 29, 2021, (website not accessible on June 7, 2021). Similar diagram in C/CAG, *Flood and Sea Level Rise Resiliency Agency Proposal*, Dec. 21, 2018, at p. 11.

OneShoreline's First Year (2020)

In its first year of operations, OneShoreline set up its board of directors and commenced operations. The board is composed of elected representatives from different regions of the County. An executive director supervises a staff of four with expertise in flood prevention in San Mateo County. It maintains an informative website containing up-to-date documents on its projects, financing, and outreach efforts. By publishing a digital newsletter, OneShoreline has reached out to the city and town councils in the County. Importantly, the OneShoreline management and board are aware that its most pressing need is to secure a reliable source of funding for its operations.[35]

OneShoreline currently operates through a master services agreement with the County, under which it coordinates with the Office of Sustainability on outreach to keep the residents informed of SLR needs.

OneShoreline's current activities include:[36]

- obtaining long-term support, along with its constituent cities, to address funding of projects identified as necessary to mitigate hazards caused or exacerbated by sea level rise;
- addressing projects inherited from the San Mateo County Flood Control District;
- overseeing the Bayfront Canal project, with construction starting in 2021;
- offering to assist communities with other SLR and flooding projects;
- consulting with cities and towns about new projects; and
- managing multi-jurisdictional projects.

OneShoreline is most interested in working on projects: where meaningful objectives are achievable and enjoy local support; where OneShoreline can add value (such as projects involving multiple jurisdictions); and where the project makes fiscal sense.

In its interviews, the Grand Jury identified the following potential roles for OneShoreline:[37]

- *Work with the County and neighboring counties* to lobby state and federal governments for regulatory change for SLR projects;
- *Share expertise* for SLR and flooding projects;
- *Set standards* for determining the amount of SLR that cities and towns, the County, and private property owners must plan for;
- *Set guidelines* for the kinds of projects OneShoreline will prioritize;

[35] Grand Jury interviews and OneShoreline website.

[36] Grand Jury interviews and OneShoreline website.

[37] Grand Jury interviews.

- *Assist in obtaining federal and state funding* for SLR and flooding projects, by providing a unified voice when communicating with governmental agencies;
- *Work with congressional representatives* for authorizations and appropriations for initial project studies; and
- *Reach out to the San Francisco District of the Army Corps* to identify problems and discuss possible projects for the County.[38]
- *Facilitate and coordinate between interested parties* and the various state and federal regulators for projects;
- *Assist the cities* in obtaining permits for projects;
- *Keep local governments and the County informed* – regarding its operation and SLR risks; and
- *Coordinate with the County Office of Sustainability* on SLR and flooding outreach programs for the schools and community organizations.

OneShoreline Projects

OneShoreline's website contains a current list of its projects at https://onshoreline.org/projects; brief descriptions of some of those projects are available in Appendix C. One project currently under construction is the Bayfront Canal & Atherton Channel Flood Protection and Ecosystem Restoration Project[39] which, among its several goals, will protect mobile home parks near the bayfront from flooding.

Funding OneShoreline Operations

OneShoreline is working to build a strong reputation before its initial operational funding runs out in 2023. Many interviewees informed the Grand Jury that OneShoreline required secure funding commitments in order perform its functions beyond the initial three-year funding period.

Recently, the Strategic Planning Committee for OneShoreline's Board of Directors examined various potential sources of long-term stable funds for OneShoreline operations, as well as project support. The only funding option identified that would provide long-term, stable yet flexible funding for projects and for operations was a countywide parcel tax. "Polling is

[38] Grand Jury interviews.

[39] Bayfront Canal & Atherton Channel Flood Protection and Ecosystem Restoration Project – OneShoreline – at https://oneshoreline.org/projects/bayfront-atherton-flood-protection/

beginning … to test a few of these scenarios and public perceptions of this issue so that we may solidify potential ballot language."[40]

If such a tax is not feasible, OneShoreline may have to continue relying on contributions from cities and the County, renewed in multi-year commitments. OneShoreline has successfully obtained grants from the state for specific work (California Department of Water Resources $1 million grant from the Urban Streams Restoration Program, and funds for the flood warning system). While private funding is an alternative source that OneShoreline has considered, interviewees expressed their concern that such funding sources are unlikely to be reliable as long-term funding.

Funding SLR Projects

Levees, sea walls, raising marshes and mudflats, and similar capital projects are *expensive*. For example, Levee Improvement Bond Measure P passed by Foster City voters in 2018,[41] authorized Foster City to issue $90 million in general obligation bonds to fund critical levee improvements. The property tax levy to repay this borrowing will continue for 30 years. The first-year rate was approximately $36 per $100,000 of assessed property value. Subsequently, the rate will be an estimated $33 annually, with continuing decreases assuming assessed property valuations continue to rise.[42]



Foster City Levee upgrade, March 26, 2021 (Grand Jury photo)

[40] OneShoreline Board of Directors presentation April 26, 2021. Available at: https://oneshoreline.org/wp-content/uploads/2021/04/FSLRRD-Board-mtg.-4.26.2021-presentation.pdf

[41] Measure P | Foster City California, https://www.fostercity.org/cityclerk/page/measure-p

[42] Frequently Asked Questions | Foster City Levee Project, https://fostercitylevee.org/faqs/

OneShoreline inherited funding that is limited for earmarked use in the flood areas in the County for established projects. Projects directly connected with one of the three creek flood zones (Colma, San Bruno, San Francisquito) may be funded from dedicated property taxes for the specific flood zone.[43]

State funding may be available if a proposed Bond Act is passed by the voters. This measure would raise approximately $7 billion to fund climate change and sea level rise projects statewide.[44]

The Army Corps of Engineers and FEMA also provide funding for some SLR projects, but each agency has a complex set of requirements for such funding. For example, federal funding requires that a preliminary engineering and design study must be prepared prior to application for the funds. OneShoreline will serve as a valuable resource to guide projects through the study, engineering, and funding application phases. To receive federal funds, the community must contribute funds for the project. As a result of such complexities communities and agencies similar to OneShoreline typically hire consultants to guide a proposal through the federal process.[45]

OneShoreline could operate a revolving loan fund, or a portion of a regional loan fund, "capitalized by a federal investment, like the Clean Water State Revolving Fund, and offer below-market rates. Savings on insurance premiums from improved ratings under FEMA Community Rating Systems, among other sources, could repay the funds."[46] The loan fund could be used to pay for the preliminary engineering and design studies required to apply for federal funding.

Delays in adapting to SLR can result in flood remediation costs of up to six times greater than the cost of planned adaptations. A "FEMA-sponsored study by the National Institute of Building Sciences found that for every $1 the federal government invested in various types of pre-disaster mitigation activities in recent years, it avoided public and private losses totaling $6."[47]

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[43] FSLRRD-FY2020-21-Operations-and-Flood-Zones-Budgets-Approved-June-8-2020.pdf (oneshoreline.org), https://oneshoreline.org/wp-content/uploads/2020/06/FSLRRD-FY2020-21-Operations-and-Flood-Zones-Budgets-Approved-June-8-2020.pdf

[44] Bill Text - AB-1500 Safe Drinking Water, Wildfire Prevention, Drought Preparation, Flood Protection, Extreme Heat Mitigation, and Workforce Development Bond Act of 2022. (ca.gov), https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB1500

[45] Grand Jury interview.

[46] Grand Jury interview and Four Key Actions to Solve for Coastal Flooding and Sea Level Rise in the Bay Area: a Governance Proposal | SPUR, https://www.spur.org/news/2020-02-20/four-key-actions-solve-coastal-flooding-and-sea-level-rise-bay-area-governance; https://www.epa.gov/cwsrf . See also: Fact Sheet | How Can Revolving Loan Funds Make Our Coasts More Resilient? | White Papers | EESI at https://www.eesi.org/papers/view/fact-sheet-how-can-revolving-loan-funds-make-our-coasts-more-resilient

[47] Ehlers, Rachel, LAO 2019, *Preparing for Rising Seas*, *supra*, at p.7.

Will Regulatory Complexities Delay SLR Projects?

In addition to financial hurdles, sea level rise projects face serious regulatory delays. The "lengthy process for attaining approvals from state and federal agencies to implement adaptation projects is a significant barrier to getting more projects underway."[48] It has been suggested that regulatory reform at both the federal and state level is needed to allow SLR projects to be proposed, designed, and constructed with less delay and cost. It would be beneficial if OneShoreline, along with the Board of Supervisors, the cities and towns, and neighboring counties, worked together to lobby state and federal governments for appropriate reform.[49]

Multiple regulatory agencies must evaluate, and issue permits for a single project. Large SLR projects (i.e., via the Army Corps of Engineers) can require a decade to design, approve, and build. Whether it is the San Francisco Bay Conservation and Development Commission or the California Coastal Commission, regulatory systems were not designed for the threat of SLR.

Regulatory complexity may be reduced by lobbying the federal and state governments for reform, or by forming interagency teams to streamline the permit application process under existing law and regulations. One example of the later approach is the SF Bay Restoration Regulatory Integration Team (BRITT),[50] which expedites and simplifies the permitting process across nine Bay Area counties for Measure AA projects ("multi-benefit wetland restoration projects and associated flood management and public access infrastructure" projects).[51] BRITT coordinates permit reviews across all the applicable state and federal agencies for those projects.

The complexity of even a relatively simple current project is illustrated below, where the project required five funding sources, land easements among multiple parties, and permits from six agencies.[52]

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[48] https://lao.ca.gov/reports/2019/4121/coastal-adaptation-121019.pdf **at** p. 26.

[49] Grand Jury Interviews; see also W. Chabot and others. April 28, 2021, during "Conversation With Kevin : Collaborating to Address Climate Change" hosted by Speaker Pro Tempore Kevin Mullin, video available at Conversation With Kevin Collaborating to Address Climate Change (facebook.com) https://www.facebook.com/102284836614761/videos/789035602040576/?__so__=channel_tab&__rv__=all_videos_card.

[50] California State Coastal Conservancy, San Francisco Bay Restoration Authority, "San Francisco Bay Restoration Regulatory Integration Team (BRRIT)", https://www.sfbayrestore.org/san-francisco-bay-restoration-regulatory-integration-team-brrit

[51] Combined Permitting overview, agreements, performance measures May 11 2018 (00409201-5).DOCX (sfbayrestore.org)' https://www.sfbayrestore.org/sites/default/files/2021-03/Permitting_agreements_and_performance_measures.pdf

[52] 4.26.2021 presentation (oneshoreline.org); https://oneshoreline.org/wp-content/uploads/2021/04/FSLRRD-Board-mtg.-4.26.2021-presentation.pdf



The US Army Corps of Engineers – Expertise, Funding, and Regulation of SLR Projects

The US Army Corps of Engineers (Army Corps) has decades of experience in protecting against flooding, especially with the use of levees. It serves a regulatory function in issuing permits, can be a source of funds, and can provide engineering expertise. Involving the Army Corps for federal funding is complex, involves Congressional action, and can take many years.[53]

An Army Corps project requires a local sponsor to provide initial funding for the design of the SLR protection. During planning and development, the local sponsor provides approximately 70% of the money and Army Corps provides the balance. During construction this reverses – the local sponsor provides approximately 30% and Army Corps provides the balance.

The Army Corps works best for big projects. Few communities can afford capital costs in the tens or hundreds of millions of dollars, or more. An article published by the Yale School of the Environment discussing the costs nationwide noted that, "In San Francisco, voters approved a $425 million bond to pay a quarter of the costs of fortifying a sea wall."[54] A simplified outline of the Army Corps process, as the Grand Jury understands it, is included in Appendix F.

[53]To get an idea of the complexity of applying for a permit see: San Francisco District > Missions > Regulatory > How to Apply for a Permit (army.mil), https://www.spn.usace.army.mil/Missions/Regulatory/How-to-Apply-for-a-Permit

[54] Who Will Pay for the Huge Costs of Holding Back Rising Seas? - Yale E360 https://e360.yale.edu/features/who-will-pay-for-the-huge-costs-of-holding-back-rising-seas. See also SF's Embarcadero seawall measure wins easily

The Water Resources Development Act (WRDA) of 2020 changed how the Army Corps evaluates projects. New regulations are expected later in 2021 and will require the evaluation to be based on "best available, peer-reviewed science and data."[55] The WRDA also requires an evaluation of the projected benefits of a project for a *50-year period* after the expected completion date.

The Army Corps evaluates socio-economic and environmental justice effects of a proposed plan during the study phase, and solicits public involvement, to understand the views and values of the community. The Army Corps is required to consider low-cost alternatives. One non-structural measure that might be considered is a managed retreat (relocation). The Army Corps considers the fair market value of vulnerable low-cost housing. If the cost to protect the housing is more expensive than replacing the housing elsewhere, then the Army Corps may prefer the relocation alternative. If a local sponsor wants to protect areas that the Army Corps does not consider economical, the cost difference will be borne by the local sponsor.[56]

FEMA – Flood Zone Maps, Mitigation, and Prevention

The Federal Emergency Management Agency (FEMA), in addition to providing aid after a disaster, also provides flood hazard and risk data to help guide mitigation actions. Flood mapping is an important part of the National Flood Insurance Program (NFIP). Flood maps are the basis for the NFIP regulations and flood insurance[57] requirements. FEMA's flood mapping program is called Risk Mapping, Assessment, and Planning, or Risk MAP.[58] FEMA maintains and updates data through flood maps and risk assessments.[59] FEMA redraws its maps as new SLR data is collected, so that NFIP requirements will increase over time.

Designating an area as a flood zone can impact property owners financially, because the consequence is that properties in the flood zone are required to carry flood insurance, which is expensive. In the Foster City example discussed above, residents chose to raise their property taxes to fund levee improvements, because doing so protected mortgage-holding residents from having their property designated as within a flood zone, and therefore requiring that they pay high flood insurance premiums.

(sfchronicle.com); https://www.sfchronicle.com/politics/article/SF-s-Embarcadero-seawall-measure-on-track-to-13369575.php

[55] Section 113, Water Resources Development Act (WRDA) of 2020. Water Resources Development Act of 2020 (congress.gov), https://crsreports.congress.gov/product/pdf/IF/IF11700

[56] Grand Jury interviews.

[57] Flood Insurance | FEMA.gov, https://www.fema.gov/flood-insurance

[58] Risk Mapping, Assessment and Planning (Risk MAP) | FEMA.gov, https://www.fema.gov/flood-maps/tools-resources/risk-map#

[59] Flood Maps | FEMA.gov, https://www.fema.gov/flood-maps

States, communities, and private levee owners are responsible for maintaining and operating the levees they own according to specific design criteria.[60] While FEMA maps flood hazards impacted by levee systems, it does not build, own, or certify levees. Instead, other parties (such as the Army Corps) build, inspect, and maintain the levees they own.

FEMA can provide funds for flood mitigation projects (such as SLR projects) through a competitive application process. FEMA will become deeply involved with permitting for any project occurring in a floodplain.

Other Regulatory Agencies

The **U.S. Fish and Wildlife Service** (USFWS) regulates projects that affect fish and wildlife.[61] A new USFWS online planning tool is available to streamline the USFWS environmental review.[62]

National Oceanic and Atmospheric Administration – National Marine Fisheries Service (NOAA Fisheries) is involved on the ocean-side of SMC. Under the Marine Mammal Protection Act and the Endangered Species Act, NOAA Fisheries, through its scientific support and permitting, protects ocean species while a construction project is ongoing.[63]

The **San Francisco Regional Water Quality Control Board** (Water Board) regulates discharges into the waters and requires cleanups of unplanned or illegal discharges. Regulating discharges is done through a variety of permits, including those that control erosion and storm water runoff during construction, as well as National Pollution Discharge Elimination System permits, and stream and vegetation permits. Under the federal Clean Water Act, either dredging or wetland fill activities require permits from the Army Corps. The Water Board must certify that those federal permits meet State water quality standards and that the projects minimize impacts on water quality. Most permits are adopted by the Water Board in public hearings after opportunities for public comment, which can increase delays.[64]

The **California Department of Fish & Wildlife** (CDFW) provides environmental review and permits in two key programs: the California Environmental Quality Act (CEQA) Review[65] and

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[60] FEMA, Cooperating Technical Partners and Engineers, accessed May 2021, https://www.fema.gov/flood-maps/living-levees/technical-partners-engineers

[61] U.S. Fish and Wildlife Service: An Overview - EveryCRSReport.com, https://www.everycrsreport.com/reports/R45265.html#_Toc519853442

[62] The tool is called IPac – Information for Planning and Consultation. IPaC: Home (fws.gov), https://ecos.fws.gov/ipac/

[63] Welcome to NOAA | NOAA Fisheries, https://www.fisheries.noaa.gov

[64] Permits We Issue | San Francisco Bay Regional Water Quality Control Board (ca.gov), https://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/permits.html

[65] California Environmental Quality Act (CEQA) Review, https://wildlife.ca.gov/Conservation/Environmental-Review/CEQA

the Lake and Streambed Alteration (LSA) Program.[66] Both programs have separate regulations and permits.

The **California Coastal Commission** (CCC) "is an independent, quasi-judicial state agency." "In partnership with coastal cities and counties, [it] plans and regulates the use of land and water in the coastal zone. Development activities, which are broadly defined by the Coastal Act to include (among others) construction of buildings, divisions of land, and activities that change the intensity of use of land or public access to coastal waters, generally require a coastal permit from either the Coastal Commission or the local government."[67] The CCC has a dedicated section on its website on Sea Level Rise Planning and Permitting.[68] A chart illustrating the CCC regulatory process is shown in Appendix E. The CCC does not regulate the land and water in San Francisco Bay. That area is under the jurisdiction of the BCDC.

Since 2008, the **San Francisco Bay Conservation and Development Commission (BCDC)** "has been the State agency responsible for leading the Bay Area's preparedness for rising sea level, tides, and storm surge due to climate change."[69] BCDC oversees the adaptation strategy to be used by the Bay Area's regional agencies. All levels of government will need to collaborate with public and private property owners who are affected by rising sea level.[70] BCDC issues permits for work in the Bay or within 100 feet of the shoreline, including filling, dredging, dredged sediment disposal, shoreline development and other work. "A public hearing is mandatory for a major permit application[71] and the application may be reviewed by the Commission's Design Review Board and/or the Engineering Criteria Review Board." BCDC's permitting process also includes an emphasis on environmental justice.

City Awareness of Sea Level Rise

The 2014-15 Grand Jury SLR report "*Flooding Ahead: Planning for Sea Level Rise*",[72] made recommendations that contributed to the formation of OneShoreline. That report also made recommendations that SMC cities and towns include the threat of SLR in their General Plans.[73] The current Grand Jury looked at the General Plans of South San Francisco, Pacifica, Redwood City, Woodside, Menlo Park, and East Palo Alto, and found that all, except South San Francisco, had SLR in their General Plans. Not all of the General Plans covered SLR protection of transportation and utility infrastructure, schools, public safety facilities and hazardous material

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[66] Lake and Streambed Alteration Program (ca.gov), https://wildlife.ca.gov/Conservation/Environmental-Review/LSA

[67] California Coastal Commission, https://www.coastal.ca.gov/whoweare.html

[68] Planning & Permitting (ca.gov), https://www.coastal.ca.gov/climate/slr/planning-permitting/

[69] BCDC - about us (ca.gov), https://www.bcdc.ca.gov/aboutus/

[70] Ibid.

[71] BCDC PERMIT APPLICATION FORM, https://www.bcdc.ca.gov/forms/appform.pdf

[72] Flooding Ahead: Planning for Sea Level Rise (sanmateocourt.org), http://www.sanmateocourt.org/documents/grand_jury/2014/sea_level_rise.pdf

[73] Recommendation 6 of *Flooding Ahea*d, at pg. 18

sites. South San Francisco, which has active SLR projects, is in the process of amending its General Plan to include SLR.[74] For more information on the cities, see Appendix B.

This investigation also sought to determine whether city and town councils were aware of the nature of the SLR problem – its long-term impact and significant costs. Interviews with city employees revealed that, in general, the city and town councils, staff, and residents seem more aware of the impact of SLR now than they did six years ago. City representatives interviewed by this Grand Jury acknowledged the need to regularly update new council members on the SLR projects due to the prolonged time it takes for a SLR project to be designed, approved, funded, and built.[75]

OneShoreline – SMC's Future for Responding to Sea Level Rise

San Mateo County remains at risk from sea level rise and will continue to be for many generations. OneShoreline is the County's special district with the mission to protect the County from SLR and flooding, and to work with cities, towns, and the County. Although it is just a year old, OneShoreline appears to be heading in the right direction. OneShoreline must be sustainably funded in order to do the work needed to protect San Mateo County from the unavoidable problems caused by sea level rise.

BEST PRACTICES

- Cities and towns can respond to SLR by looking beyond the immediate FEMA-based flood insurance criteria and require project designs for new developments take into account long-term SLR. A project should not be viewed in isolation; consideration must be given to how it might affect nearby structures.[76]

- To build critical public support for sea level rise mitigation projects, public officials should demonstrate current and future sea level rise impacts to the community, emphasize the financial benefits of timely projects, and solicit community input in the choice of solutions to address the sea level rise problem.[77]

FINDINGS

F1. Sea level rise will seriously damage critical San Mateo County infrastructure and assets unless the County and its cities and towns prepare now.

F2. Sea level rise infrastructure projects can take more than a decade to plan, fund and build.

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[74] South San Francisco, Request for Proposals, General Plan 2040, January 11, 2019, p. 4, https://www.ssf.net/Home/ShowDocument?id=14571

[75] Grand Jury interviews.

[76] Grand Jury interviews.

[77] Vulnerability Study, *supra*, at p. 201

F3. Complex federal and state regulations and procedures delay and increase the costs of already expensive sea level rise mitigation projects. They need to be revised.

F4. Delaying sea level rise projects will increase costs.

F5. To remain effective, OneShoreline needs steady, long-term, operational funding.

F6. Coordination between neighboring jurisdictions is important to reduce costs and improve the effectiveness of a SLR project.

F7. Competing budget priorities among the entities in a sea level rise project make the projects difficult to fund and manage, leading to risk of delays and missed deadlines.

F8. Numerous hazardous material sites in the County must be protected from sea level rise flooding.

F9. Storm surge and sea level rise threaten the County's wastewater treatment plants affecting everyone in the County – even inland County residents.

F10. OneShoreline is uniquely positioned to augment San Mateo County's ability to combat sea level rise by its planning, funding, permitting expertise, and guidance.

F11. Destruction of low-cost housing on the Bay and coast by flooding and erosion due to sea level rise will further increase inequities in communities such as Belle Haven (Menlo Park), East Palo Alto, Redwood City, and Pacifica.

F12. OneShoreline effectively collaborates with the Office of Sustainability and others on public engagement campaigns to educate individuals on how sea level rise will affect San Mateo County.

F13. A loan program to provide cities and towns funds for the required preliminary engineering necessary to obtain partial state or federal funding for SLR projects would be beneficial.

RECOMMENDATIONS

The Grand Jury recommends:

R1. At a public meeting, each city and town council, or board of supervisors should take at least one concrete action toward establishing a continuing funding source for OneShoreline, identify that action in response to this report, and potentially adopt a resolution expressing support for a parcel tax or property tax by June 30, 2022.

R2. A coordinated lobbying strategy with participation by the County, by San Mateo County cities and towns, by OneShoreline, and by other interested Bay Area cities and counties for federal and state regulatory simplification by January 31, 2022.

R3. OneShoreline consider establishing and administering a low interest revolving loan fund to enable jurisdictions to prepare the initial engineering and planning necessary to obtain federal and state funding for SLR projects, establishing such program by December 31, 2021.

R4. The County Board of Supervisors and each city and town council, should ensure that their general plans regarding SLR protection include transportation and utility infrastructure, schools, public safety facilities, and hazardous material sites by March 31, 2022.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses as follows from the indicated government entities.

Responses to the Findings:

OneShoreline's board of directors should respond to Findings:

F1 through F13.

The County Board of Supervisors should respond to Findings:

F1 through F13.

The City and Town Councils (or Governing Bodies) should respond to Findings:

F1 through F13.

Per Government Code Section 933.05(a), "as to each grand jury **finding**, the responding person or entity shall indicate one of the following:

1) The respondent agrees with the finding.
2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therfor."

Responses to the Recommendations

OneShoreline's board of directors should respond to Recommendations:

R2 and R3.

The County Board of Supervisors should respond to Recommendations:

R1, R2 and R4.

The City and Town Councils should respond to Recommendations:

R1, R2 and R4.

Per Government Code Section 933.05(b), "as to each grand jury **recommendation**, the responding person or entity shall report one of the following actions:

1) The recommendation has been implemented, **with a summary regarding the implemented action.**
2) The recommendation has not yet been implemented, but will be implemented in the future, **with a timeframe for implementation.**
3) The recommendation requires further analysis, **with an explanation and the scope and parameters of an analysis or study, and a timeframe** for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. **This timeframe shall not exceed six months from the date of publication of the grand jury report.**
4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation therefor."**

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

METHODOLOGY

Documents

Numerous reports, news articles, and webpages were consulted in preparation of this report, from the cities and towns, the County, OneShoreline, as well as the California Legislative Analyst's Office and other organizations. For a complete list see the Bibliography below.

Interviews

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

All interviews were conducted via videoconference using Zoom or Google Meets, or via written questions. For this report the Grand Jury interviewed:

- City or Town managers or members of city or town councils.
- At least one County Supervisor.
- At least one member of the Board of the San Mateo County Flood and Sea Level Rise Resiliency District, aka OneShoreline.
- At least one member of the staff of OneShoreline.
- At least one officer of an Environmental Organization.
- At least one consultant with knowledge of FEMA and the Army Corps.

- Elected Legislators at the State and Federal Level or their designated staff.
- A representative of the Army Corps of Engineers.

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Appendix A: Selected Demographics for the County and Certain Cities[78]

Appendix A: Selected Demographics for the County and certain Cities							
CITY	**POPULATION** (2019 est.)	**DENSITY** (per square mile)	**ELEVATION** (in feet)	**Housing Units**	**Owner-occupied housing (%)**	**Housing Density** (per square mile)	**Median Household Income ($)**
East Palo Alto	29,593	11,596	20	7,819	42.8	2,993	44,006
Foster City	33,997	8,138	7	12,458	57.9	3,317	135,470
Menlo Park	34,138	3,271	72	13,085	56.1	1,337	82,609
Pacifica	38,984	2,941	82	14,523	68.3	1,147	31,737
Redwood City	85,784	3,956	20	29,167	50.6	1,502	69,679
South SF	67,408	6,624	16	21,814	60.2	2,386	60,764
Woodside	5,542	451	387	2,157	87.1	184	212,917
SM County	767,423	2,753	n/a	284,471	Not available	789	69,306

[78] US Census Bureau, 2019, https://www.census.gov/quickfacts/sanmateocountycalifornia and other sources.

Appendix B – Examination of Selected Cities & SFO

This Grand Jury looked at certain cities and towns selected to represent the risks faced by the County as a whole. The cities are: South San Francisco, Pacifica, Redwood City, Woodside, Menlo Park, and East Palo Alto. This report added Foster City and the San Francisco International Airport, given their unique relevance to SLR today.

South San Francisco has levees, floodwalls, two wastewater treatment plants, a sealed hazardous waste area, parks and trails, a quarter of all outpatient health care facilities, acres of wetlands, Caltrain tracks and Highway 101, and a large biotech industrial district right on the SF Bay. All are at risk of SLR or flooding. Colma Creek frequently floods and has an established flood zone with a connected property tax.

SSF's General Plan, amended in 2018, does not mention SLR. In a recent presentation by OneShoreline, it was mentioned that OneShoreline was working with SSF to update its general plan regrading SLR and flooding.[79]

South San Francisco takes several approaches to sea level rise:

- Development planning and zoning for the future, utilizing SLR predictive models.
- Community awareness of the problems and recognizing the likelihood of needing resident's financial support for sea level rise mitigation projects in the future.
- Using consultants to work with federal agencies (e.g., the Army Corps of Engineers) in order to receive funding and expertise for project planning, design, and construction.
- Remediation of bay water seepage into existing landfills as the result of sea level rise.

Many parts of South San Francisco are in FEMA flood zones. South San Francisco has been proactive in seeking solutions to its own sea level rise challenges and hired consultants to work with the Army Corps of Engineers on a project to protect a $1billion water treatment plant located on the shoreline which cannot be moved. The funding, when working with the Army Corps, breaks down as follows: for design and development – SSF pays 70% and Army Corps 30%; for construction – SSF pays 30% and Army Corps 70%.

South San Francisco expects to collaborate with OneShoreline on projects such as the reconstruction of Colma Creek, which is funded via an existing property tax. SSF is also planning a water reclamation project and will look to OneShoreline for both funding and construction assistance.[80]

Pacifica is susceptible to significant impacts due to SLR. High tides and severe storms result in shoreline erosion, especially in northern Pacifica. The high cliffs are particularly susceptible to erosion and required the city to condemn and remove apartment houses and infrastructure (e.g.,

[79] Presentation by the League of Women Voters, OneShoreline, and others, April 8, 2021.

[80] Grand Jury interviews & city documents.

wastewater, telecom). Permanent fixes are complicated and expensive. Pacifica must also be prepared for tsunamis.



Properties along Esplanade Ave can be seen perched on the edge of an eroding cliff Dec. 23, 2015, in Pacifica, Calif. The center property is vacant.
(Leah Millis/San Francisco Chronicle)

Pacifica adopted a Sea Level Rise Adaptation Plan because of the 2018 Sea Level Vulnerability Assessment. The city of Pacifica is looking to implement coastal resiliency strategies and policies that are consistent with Pacifica General Plan and Local Coastal Programs.

Pacifica's General Plan recognizes the importance of global climate change and its impact on SLR. The plan describes how SLR affects coastal neighborhoods and habitats and acknowledges that "coastline-altering structures [may] be needed in the future to protect new development." It recommends periodically conducting studies of the expected rate of coastal flooding and erosion.[81] Pacifica has popular beaches, canyons, creeks and "mini-watersheds" that contribute to

[81] City of Pacifica, CA - -- General Plan Documents, https://www.cityofpacifica.org/depts/planning/general_plan_update/default.asp

flooding from the inland areas. It constructed an Equalization Basin to handle wastewater overflow to prevent sewage from entering the ocean.

Pacifica must work closely with the California Coastal Commission, which regulates any development near the coast, causing delays when evaluating new projects. It has a Local Coastal Land Use Plan which specifies the land uses and an Implementation Program containing zoning and other elements.

Storm surges frequently cover the Pacifica Pier, a present-day reality of SLR, as shown in the photograph below.



Huge waves batter the coast on Beach Boulevard in Pacifica Jan. 23, 2016. The city of Pacifica has declared a local emergency due to El Nino storm damage.[82]

Foster City, built entirely on bay fill, is protected by levees and is currently raising those levees to avoid being mapped as a flood zone requiring flood insurance. The $85 million project is being funded by a 2018 voter passed property tax.

[82] Pacifica declares local emergency after damage to sea wall – Orange County Register (ocregister.com), https://www.ocregister.com/2016/01/23/pacifica-declares-local-emergency-after-damage-to-sea-wall/

Foster City's General Plan discusses SLR and describes other contributors to coastal flooding: tides, storm surge, wind-driven waves, El Nino events, and fresh-water flooding. The Plan recognizes secondary environmental conditions (rainfall, soil conditions, etc.); the impact of human mitigation measures (levees, control channels, and other flood-control features); and addresses specific hazards, studies, past mitigation efforts, as well as an "evaluation of future sea level rise."[83]

Woodside is not at *direct* risk from SLR and has minimal flooding risk. Woodside's General Plan does not consider SLR to be much of a threat to the town, local infrastructure, or residents.[84] However, the plan acknowledges it has a vested interest in SLR mitigation given that its sole wastewater treatment facility is the Silicon Valley Clean Water Regional Wastewater Treatment Plant located in Redwood City, a facility extremely vulnerable to SLR. "Everyone needs to flush their toilets."[85]

Woodside would also be impacted by flooding of Highway/U.S. 101, other transportation resources, the loss of County industry and employers, and other infrastructure such as local airports, hospitals, and County government facilities.

Redwood City is currently working on several SLR projects namely, the Bayfront Canal and Atherton Channel Flood Improvement project with Menlo Park, Atherton, the County and OneShoreline. Improvements to the levees around Redwood Shores are being planned, with $500,000 initially budgeted for preliminary design. Also in progress is a salt pond restoration project next to Redwood Shores which will help reduce flooding during storms and high tides and protect the mouth of Redwood Creek. The City is working with property owners in the Seaport Centre and Seaport Plaza areas to raise those levees to 14 feet (at the highest point), to meet FEMA standards. Property owners are covering design and construction costs of approximately $13.5 million, while the City will be responsible for operation and maintenance.

The Redwood City General Plan cites specific SLR hazards posed to the Port of Redwood City, and the extensive development of residential, industrial, critical infrastructure, and coastal ecosystems on both sides of U.S. 101. The plan discusses:

- discouragement of development on land where SLR cannot be adequately addressed;
- consideration and mitigation of SLR in the planning process;
- supporting research and preparing adaptation plans for the effects of climate change;
- intent to consult with public agencies responsible for flood control; and
- preparing public awareness campaigns about climate change and how residents might become actively involved in solutions.

Redwood City plans to institute several SLR programs:

- Sea Level Rise Response Strategy;

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[83] General Plan | Foster City California, https://www.fostercity.org/commdev/page/general-plan

[84] General Plan 2012 | Town of Woodside California (woodsidetown.org), https://www.woodsidetown.org/planning/general-plan-2012-0

[85] Grand Jury interview.

- Climate Change Consultation and Flooding Consultation;
- Upgrade levees to FEMA standards; and
- Improvements in the city's abilities to contain and process stormwater.[86]

Redwood City looks to OneShoreline to help on regional efforts and projects that span multiple jurisdictions and require the coordination of various agencies (FEMA, Army Corps, CA Environmental Protection Agency, Bay Conservation and Development Commission, etc.), as well as establishing uniform sea level rise standards throughout the County. Of special importance is the need for Redwood City to update the Redwood Shores levee, which, if not accomplished within a certain timeframe, will result in a large residential area being re-mapped by FEMA into a special flood hazard area, requiring homeowners carry expensive flood insurance.

Menlo Park understands that it must work cooperatively with its neighbors to solve the shared threat of SLR. "Water is fungible – it moves around."[87]

It is working with OneShoreline and the San Francisquito Joint Powers Authority (SFJPA) to address SLR and flooding. OneShoreline is currently leading project development pursuant to Memorandum of Understanding (MOU) for Bayfront Canal with Redwood City, Atherton, Menlo Park and the County. Menlo Park is also involved with OneShoreline and the San Francisquito Creek Joint Powers Authority to address concerns over flooding from the creek and the Bay in Menlo Park.

Menlo Park's General Plan recognizes the need to "prepare the community for potential adverse impacts related to climate change, such as sea level rise…," and includes a discussion of funding options. It acknowledges concerns of mortgage holders in the FEMA 100-year floodplain over the cost of mandatory flood insurance. Long-term planning for construction in SLR-vulnerable areas must be regulated to consider how development may be affected by SLR.

The Belle Haven area, located between the Bay and Highway 101, is particularly vulnerable to flooding from sea level rise. Menlo Park is working with OneShoreline, Redwood City, East Palo Alto, Atherton, PG&E and Facebook, to secure grants and other funding needed for levees to protect bayfront areas, including a PG&E substation – toward which PG&E has offered to contribute $10 million.

East Palo Alto is laser-focused on finding solutions to its flooding threats. "The City of East Palo Alto has 335 acres of land at risk in the baseline scenario, 714 acres in the mid-level scenario, and 992 acres in the high-end scenario. A significant portion of East Palo Alto's population (nearly 60%) is vulnerable to sea level rise in the mid-level scenario."[88] It is directly

[86] Redwood City General Plan.

[87] Grand Jury interview.

[88] Papendick, Hilary, Jasneet Sharma, Carolyn Raider, Avana Andrade, Emi Hashizume, Montserrat Plascencia, Sally Prowitt, et al. 2018, March. *County of San Mateo, Sea Level Rise Vulnerability Assessment.* Final Report, Redwood City: County of San Mateo, at p. 130.

impacted both by SLR and freshwater flooding from the San Francisquito Creek. It has a history of involvement, with the SFCJPA, to address creek flooding and has SLR projects in the early stages of development.

East Palo Alto's General Plan discusses educating its residents to take personal steps to combat climate change as a basic approach to mitigating SLR. The plan addresses the history of flooding and future hazards posed by the proximity of several neighborhoods to San Francisquito Creek. East Palo Alto considers the inevitability of SLR in its general assessment and mitigation planning for all flooding.

East Palo Alto has already been hit hard by flooding, especially around "the Village." Many of its neighborhoods are in FEMA flood zones, obliging homeowners to purchase costly flood insurance. As the city seeks to approve new development, it requires builders to "build higher" to ensure that new construction is not compromised by flooding threats.

East Palo Alto has recently been awarded a grant for sea wall construction. The City, with the assistance of OneShoreline, is working on a project with three "reaches":

Reach 1: Protect the Garden area of East Palo Alto – this project is complete.
Reach 2: Replace bridges, including the Pope / Chaucer Bridge. OneShoreline is providing design assistance along with the Army Corps of Engineers. This reach is currently looking for funding.
Reach 3: Exploring options about the ongoing upstream protection of Stanford University.

San Francisco International Airport (SFO)

San Francisco International Airport, while owned by the City and County of San Francisco, is in San Mateo County. This is the single most valuable asset in all the County. "In FY 2018, SFO directly accounted for almost $11 billion in business revenues, which supported more than 46,000 jobs at the Airport. Off-Airport businesses that depend directly on air service at SFO … raise the direct Airport contribution to the Bay Area economy to $42.5 billion in business sales, with more than 188,000 jobs."[89]

SFO borders two cites and the County. The Airport is in the planning stage of a $500 million project to increase the height of its levees. SFO has its own source of funding for SLR protection via airline ticket fees and other fees. SFO plans to work with OneShoreline to coordinate its SLR protection with its neighbors.

[89] SFO_Economic_Impact_Report_2019.pdf (flysfo.com), at p. 1, https://www.flysfo.com/sites/default/files/SFO_Economic_Impact_Report_2019.pdf

Appendix C – Some of OneShoreline's Current Projects

OneShoreline is involved in several flooding and sea level rise projects, many already in progress in various stages when the district was formed. Some of the currently active projects are summarized below. (For more details on any of these projects, check the OneShoreline website.[90]

Bay Shoreline Project: Burlingame, Millbrae, and San Francisco International Airport

The long-term objective is to raise shoreline and creek bank elevations along 1.6 miles of Bay shoreline and 1.5 miles of creeks. The project will remove properties from the current FEMA 100-year floodplain and protect them from an additional roughly six feet of sea level rise – a water level approximately 10 feet above current daily high tide. SFO has a revenue stream and will protect the airport. OneShoreline's role is, in part, to coordinate with SFO and the neighboring cities, as well as to help the cities design and finance their projects.

Bay Shoreline Project: Redwood Shores and San Carlos

Redwood Shores, built upon marshes of San Francisco Bay, is protected by a system of levees. In 2010, Redwood City raised the height of over three miles of levee surrounding Redwood Shores. In April 2020, FEMA notified Redwood City that the levees had to be raised again, or a certain residential area would be designated as a Special Flood Hazard Area requiring approximately 4,700 households to purchase flood insurance.

Bayfront Canal & Atherton Channel Flood Protection and Ecosystem Restoration Project

The Atherton Channel converges with the Bayfront Canal at the border of Redwood City and Menlo Park and empties into San Francisco Bay through a tide control structure. High tides keep the Canal and Channel from draining to the Bay. Even minor rainfall resulted in flooding of nearby mobile home parks and businesses 40 times over the past 70 years, most recently in 2017.

In 2017, Redwood City, Menlo Park, Atherton, and the County signed an MOU to establish funding for the design, environmental documentation, and land access agreements. This project consists of an underground culvert to divert excess flow from the Atherton Channel and the Bayfront Canal into managed ponds within the Ravenswood Complex of the South Bay Salt Ponds Restoration Project (SBSPRP). In 2020, OneShoreline assumed the lead role to complete the project working with the cites and the County.

Colma Creek, San Bruno Creek, Navigable Slough, and nearby areas of the shoreline

Colma Creek, San Bruno Creek, and Navigable Slough are connected waterways within the cities of South San Francisco and San Bruno that are prone to flooding, especially during high tide levels in the San Francisco Bay. Colma Creek and San Bruno Creek comprise two of the three long-standing active flood zones that OneShoreline inherited from the former flood control

[90] https://oneshoreline.org/projects/

district. OneShoreline has conducted a survey of these studies and potential projects to establish potential priorities for upcoming projects.

Countywide Flood Early Warning System and Flood Emergency Action Plans

OneShoreline is managing a coordinated, countywide flood emergency preparedness and response program in collaboration with the Sheriff's Office and the County Office of Emergency Services. The program upgrades and expands the region's flood warning system (measurement and alarms) for emergency responders and the general public. The program includes extensive public outreach and emergency response personnel training, and the creation of a publicly accessible flood monitoring webpage.

OneShoreline is also leading the creation of site-specific Flood Emergency Action Plans (EAPs) to better define and coordinate emergency responsibilities before, during, and after flood events that cross jurisdictional boundaries for the following areas: Bayfront Canal and Atherton Channel; Belmont Creek; and Navigable Slough, Colma Creek, and San Bruno Creek.

Appendix D – Comparing the Old District to OneShoreline

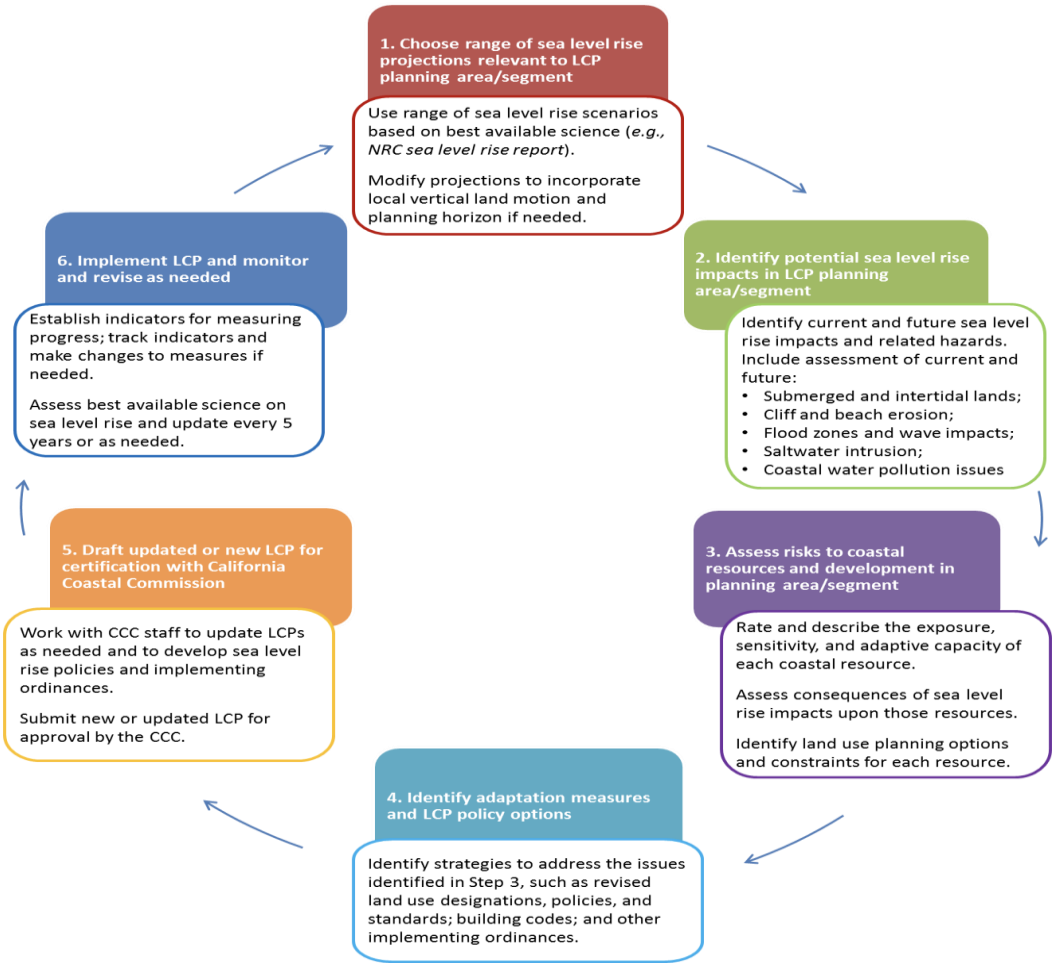
Comparing the Old Flood Control District to OneShoreline		
	Flood Control District	OneShoreline
Formal name	San Mateo County Flood Control District	San Mateo County Flood and Sea Level Rise Resiliency District
Year Established	1959	2019
Governance	Board of Supervisors of the County	Independent seven-member Board of Directors appointed from elected County and City officials[91]
Staffing	None; borrowed from County and consultants	As of May 2021, full time staff of four professionals, and consultants
Area of operation	3 Areas near creeks[92]	Entire County
Focus	Flooding – 3 creeks	SLR and Flooding
Operating budget	No "operating" budget	$1.5 million per year (2020-2022)
Funding	Property taxes from 3 flood zones by creeks	Operational: County & cities for approximately 3 years (with 2-year optional extension) Property taxes from three creek-side neighborhoods
Project Budgets	Flood zone property taxes, with some grants and matching	Flood zone property taxes, with some grants and matching, other agreements, and other assessments approved by voters

[91] Section 4.5(a) of the San Mateo County Flood Control Act, as amended.

[92] The three creeks are Colma, San Bruno, and San Francisquito.

Appendix E – California Coastal Commission Regulatory Diagrams

As an illustration of the complexity of the regulatory process, a chart from the "CALIFORNIA COASTAL COMMISSION SEA LEVEL RISE POLICY GUIDANCE - Interpretive Guidelines for Addressing Sea Level Rise in Local Coastal Programs and Coastal Development Permits"[93] is shown below.[94] While this only deals specifically with the Coastal Commission, a similarly complex iterative regulatory process will also be encountered with the BCDC, the Army Corps, and other agencies.



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[93] California Coastal Commission, ""CALIFORNIA COASTAL COMMISSION SEA LEVEL RISE POLICY GUIDANCE - Interpretive Guidelines for Addressing Sea Level Rise in Local Coastal Programs and Coastal Development Permits," updated Nov. 7, 2018. Available at https://documents.coastal.ca.gov/assets/slr/guidance/2018/0_Full_2018AdoptedSLRGuidanceUpdate.pdf

[94] Ibid, p. 95.

APPENDIX F – The Army Corps of Engineers Procedures – "Simplified"[95]

The sequential steps that are involved in an Army Corps flood control project include:

1. Non-federal sponsor identifies problem and requests feasibility study. The non-federal sponsor, typically a city, county, or state, has the legal and financial capability to provide its share of the project cost.
2. Congressional authorization to study required, and local sponsor submits letter of intent.
3. Funds appropriated and study authorized - funds can be requested by Army Corps from President's budget, or Congress can appropriate funds.
4. Study process involves identifying problems, opportunities, objectives, and constraints, potential alternative plans, and identifies the:
    a. National Economic Development (NED) based on maximizing net benefits relative to costs. Benefits are primarily avoiding economic damages from flooding. The costs are those of constructing and maintaining the project.
    b. National Ecosystem Restoration (NER) alternative.
    c. Local sponsors may identify plans beyond the NED or NER and can include those at their own cost; a levee built higher than what the NED plan included, for example
5. Draft integrated feasibility report which includes a draft environmental compliance plan.
6. Review of the draft by:
    a. the public;
    b. resource agencies;
    c. stakeholders; and
    d. Army Corps internal legal, policy and technical.
7. Recommended Plan includes greater level of design, economic, engineering, environmental, and other technical details.
8. Final Feasibility Study Report, including environmental.
    a. Recommends project authorization.
9. Congressional Authorization and construction funding required.

The Army Corps in addition to looking primarily to avoid economic damages from flooding also evaluates based on:

- National Economic Benefit;
- Environmental Quality;
- Regional Economic Development;
- Other Social Effects;
- Views of the public;
- Federal regulatory agencies;
- State regulatory agencies; and
- Stakeholders.

[95] Grand Jury interview.

Civil works studies and projects compete nationally for congressional appropriations. The Army Corps also has a set of nine existing authorities under the Continuing Authority Program (CAP) to plan, design, and construct water resources projects of limited scope and complexity. CAP studies and projects do not require project-specific authorization from Congress. Potentially applicable CAP authorities applicable to coastal and fluvial water resources problems include Section 103 (Beach erosion and storm risk reduction); Section 204 (Beneficial Reuse of Dredge Material); Section 205 (Flood risk management); and possibly others.

CITY OF HALF MOON BAY
City Hall • 501 Main Street • Half Moon Bay • 94019

October 19, 2021

Hon. Amarra A. Lee
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655

Subject: Response to Grand Jury Report titled "San Mateo County: California's Ground Zero for Sea Level Rise"

Dear Judge Lee:

Thank you for the opportunity to review and comment on the above-referenced Grand Jury report filed on August 11, 2021. Pursuant to Penal Code § 933(c), the City of Half Moon Bay's ("City") response to the findings and recommendations contained in the report are provided below.

Additionally, the City would like to highlight its recent climate resiliency efforts. In April 2021, the California Coastal Commission unanimously certified a comprehensive update of the City's Local Coastal Land Use Plan ("LCLUP"), which includes numerous policies to encourage smart growth, pre-emptive sea level rise adaptation, and use of best available science to take effective action towards climate resiliency. The City is also in the process of drafting a Climate Action and Adaptation Plan (CAAP), and continues to work with local and regional partners such as the San Mateo County Flood and Sea Level Rise Resiliency District ("OneShoreline") and the San Mateo County Climate Ready initiative on coordinated approaches to county-wide climate resiliency. The City also continues to strongly urge that the coastside receive equal representation and support from OneShoreline in its work moving forward.

The Half Moon Bay City Council reviewed and approved the responses at a public meeting on October 19, 2021.

Responses to Findings

Finding F1. Sea level rise will seriously damage critical San Mateo County infrastructure and assets unless the County and its cities and towns prepare now.

Response: The respondent agrees with the finding.

Finding F2. Sea level rise infrastructure projects can take more than a decade to plan, fund and build.

Response: The respondent agrees with the finding.

Finding F3. Complex federal and state regulations and procedures delay and increase the costs of
already expensive sea level rise mitigation projects. They need to be revised.

Response: The respondent agrees with the finding.

Finding F4. Delaying sea level rise projects will increase costs.

Response: The respondent agrees with the finding.

Finding F5. To remain effective, OneShoreline needs steady, long-term, operational funding.

Response: The respondent agrees with the finding.

Finding F6. Coordination between neighboring jurisdictions is important to reduce costs and improve the effectiveness of a SLR project.

Response: The respondent agrees with the finding.

Finding F7. Competing budget priorities among the entities in a sea level rise project make the projects difficult to fund and manage, leading to risk of delays and missed deadlines.

Response: The respondent agrees with the finding.

Finding F8. Numerous hazardous material sites in the County must be protected from sea level rise flooding.

Response: The respondent agrees with the finding.

Finding F9. Storm surge and sea level rise threaten the County's wastewater treatment plants affecting everyone in the County – even inland County residents.

Response: The respondent agrees with the finding.

Finding F10. OneShoreline is uniquely positioned to augment San Mateo County's ability to combat sea level rise by its planning, funding, permitting expertise, and guidance.

Response: The respondent agrees with the finding.

Finding F11. Destruction of low-cost housing on the Bay and coast by flooding and erosion due to sea level rise will further increase inequities in communities such as Belle Haven (Menlo Park), East Palo Alto, Redwood City, and Pacifica.

Response: The respondent agrees with the finding.

Finding F12. OneShoreline effectively collaborates with the Office of Sustainability and others on public engagement campaigns to educate individuals on how sea level rise will affect San Mateo County.

Response: The respondent agrees with the finding.

Finding F13. A loan program to provide cities and towns funds for the required preliminary engineering necessary to obtain partial state or federal funding for SLR projects would be beneficial.

Response: The respondent agrees with the finding.

Responses to Recommendations

Recommendation R1: At a public meeting, each city and town council, or board of supervisors should take at least one concrete action toward establishing a continuing funding source for OneShoreline, identify that action in response to this report, and potentially adopt a resolution expressing support for a parcel tax or property tax by June 30, 2022.

Response: The recommendation has not yet been implemented, but will be implemented in the future. Althought the City has made contributions of $25,000 each of the past two years, the City will need to understand the future funding needs for OneShoreline before considering any action toward establishing a continuing funding source. Once that information is known, the City can analyze what options are available for establishing a continuing funding source. City staff will prepare an item for City Council consideration and action after receiving information on the future funding needs for OneShoreline and options for the City to support.

Recommendation R2: A coordinated lobbying strategy with participation by the County, by San Mateo County cities and towns, by OneShoreline, and by other interested Bay Area cities and counties for federal and state regulatory simplification by January 31, 2022.

Response: The recommendation has not yet been implemented, but will be implemented in the future. The City is willing and available to participate in a coordinate lobbying strategy for federal and state regulatory simplification. The timeframe of the coordination will depend on the availability of the participating parties, but City staff can be available to start participating in the coordination by January 31, 2022.

Recommendation R4: The County Board of Supervisors and each city and town council, should ensure that their general plans regarding SLR protection include transportation and utility infrastructure, schools, public safety facilities, and hazardous material sites by March 31, 2022.

> **Response:** This recommendation has been substantially implemented. The City's recently updated and certified LCLUP contains policies for protecting critical facilities from environmental hazards including sea level rise. "Critical facilities" is defined to include public utilities including water tanks, municipal wells, and major sewer and water service mains and pumps; communications infrastructure; the Sewer Authority Mid-Coastside Wastewater Treatment Plant; Highways 1 and 92; emergency preparedness and response facilities including the Emergency Operations Center and fire station; schools; and hospitals. These policies are all found in Chapter 7: Environmental Hazards of the LCLUP, which will be incorporated by reference into the City's Safety Element, which is in the process of being updated and will further address hazardous material sites.

This response was approved by the Half Moon Bay City Council at its regular meeting on October 19, 2021.

Respectfully submitted,

Debbie Ruddock
Vice Mayor, City of Half Moon Bay

cc: grandyjury@sanmateocourt.org

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: John Doughty, Public Works Director
Todd Seeley, Public Works Superintendent

TITLE: **AMENDMENT NO. 2 TO AGREEMENT WITH BKF ENGINEERS FOR DESIGN DEVELOPMENT FOR PHASE 1 OF CONSTRUCTION OF THE HALF MOON BAY CORPORATION YARD**

RECOMMENDATION:
Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the Agreement with BKF Engineers for design development for the full project and construction documents for Phase 1 of the Half Moon Bay Corporation Yard Project in the amount of $20,000 (Total contract cost of $50,000).

FISCAL IMPACT:
The City's Capital Improvement Budget includes funding for the Corporation Yard Project. Design work was anticipated and budgeted in the FY 2021-22 Capital Improvement Program (CIP).

STRATEGIC ELEMENT:
This project fulfills the Infrastructure and Environment, and Healthy Community and Safety elements of the adopted Strategic Plan.

B**ACKGROUND/DISCUSSION:**
On April 15, 2021, the City entered into a Professional Services Agreement with BKF Engineers for support of Master Planning efforts for the recently acquired Corporation Yard property located at 880 Stone Pine Road. The amount of the contract was $10,000 and within the City Manager's signature authority. BKF notified staff in July that due to the evolving scope of work and the shifting of the project from the conceptual phase to the design phase that an amendment to the original contract would be needed. The first amendment to the Professional Services agreement was executed on July 9th in the amount of $20,000 (Total contract cost of $30,000) which was still within the City Manager's signature authority.

Since the project scope has shifted even more significantly and is ready to head into the next phase, additional engineering support is required from BKF to finish the design development for the entire project consisting of three (3) phases in addition to construction documentation for Phase 1. Work under this amendment will largely be in support of ELS Architecture and Urban Design, who are the primary designers of this project.

City staff has worked with BKF Engineers on previous projects and has been satisfied with their work up to this point. Due to the technical nature of the Corporation Yard Project design, an engineering firm with experience in this type of design work as well as having working knowledge of Half Moon Bay and our methods is very beneficial. As such, staff recommends approval of Amendment No. 2 to the agreement with BKF Engineers for additional design development and construction documents for Phase 1 of the Corporation Yard Project.

ATTACHMENTS:

1. Resolution
2. BKF Engineers Proposal Dated September 20, 2021

Resolution No. C-2021-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS IN THE AMOUNT OF $20,000 FOR DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS PREPARATION FOR PHASE 1 OF THE CORPORATION YARD PROJECT

WHEREAS, the City of Half Moon Bay owns a Corporation Yard located at 880 Stone Pine Road; and

WHEREAS, the City entered into a Professional Services Agreement with BKF Engineers on April 15, 2021 to begin conceptual planning for construction of new facilities at the Corporation Yard; and

WHEREAS, the City amended the original contract on July 9, 2021 to begin design planning for the Corporation Yard Project; and

WHEREAS, the City needs to amend the contract with BKF Engineers for a second time for design development and construction document preparation for Phase 1 of the Corp Yard Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby executes Amendment No. 2 to the Professional Services Agreement with BKF Engineers for design development for the full project and construction documents for Phase 1 of the Half Moon Bay Corporation Yard Project in the amount of $20,000.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of October 2021 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, Vice Mayor

September 20, 2021
BKF No. 20201336

Todd Seeley
Public Works Superintendent
501 Main Street
Half Moon Bay, CA 94019
Transmitted Via Email

Subject: Half Moon Bay Corporation Yard Civil Engineering Services Proposal

Dear Todd:

BKF Engineers welcomes the opportunity to submit this proposal for civil engineering services regarding the City of Half Moon Bay's Corporation Yard project in Half Moon Bay, CA. We have outlined a proposed scope of services, assumptions, and associated fee based on our understanding of the latest project goals. We are already under contract for the original scope of work, which had anticipated Master Planning support services, in addition to a contract amendment for Planning Department, CEQA and CDP submittal support. At this point, we have used up the all of the original fee budget of $10,000, a small amount of contract amendment #1 budget, and will look for an amendment to the contract for the below described scope revisions and associated fee.

Project Understanding

Based on email correspondence with you and updated project direction per discussion with the architect, our understanding of the project is as follows:

Entitlements Support consisting of Planning Department Permitting, Coastal Development Permit and CEQA support for the City's Corporation Yard. This is followed by design development for the full project and construction documents for Phase 1a.

The City of Half Moon Bay has a corporation yard, located at the dead end of Stone Pine Road, just off Highway 92. The yard serves as the City's base of operations for the city's Public Works and Parks Department operations, including street maintenance, traffic and electrical operations, sewer, drainage and pollution control, and vehicle fleet management.

The site is 20.5 acres in size, with most of it undeveloped at this time.

At this time, the facilities include a dirt loop road through the site, a restored house serving as administrative headquarters, a derelict and condemned barn that is used for storage, and a series of shipping containers. There are trash dumpsters, and piles of supplies without containment walls.

The existing facility currently has 7 onsite employees. The anticipated future staffing of the yard will be 10-12 employees. The top priorities amongst the improvements are a new paved road with adequate turning radii for large trucks, security fencing, entry gates and signage.

While there is some desire on the part of staff to keep the existing house intact, all of the other facilities are to be replaced. The City seeks to develop an expanded program for the new Corporation Yard at the site,

which includes build-out of the site, converts the existing house to storage or office space, and replaces it with a new administrative building within a sprung structure.

In addition to the new road and administrative building, the site will accommodate a service garage within a sprung structure for up to 15 pieces of equipment, wood and metal shops with storage, 3 material bins with CMU walls, 3 walled trash bays, rolling gates with keycard entry, uncovered parking for 20 cars, two accessible parking stalls, and space designated for future visitor parking expansion. Utility improvements include providing sewer and water service connections to proposed restrooms and showers.

The site is currently accessed from Stone Pine Road, and a second entry/exit may be included off Highway 92 at the shared entry into Spanish Town.

Scope of Services

We will provide support to ELS for the design development of the full project Phases 1a, 1b and 2, in addition to construction documentation for Phase 1a.

We anticipate our Civil plans will be part of a larger architect-led deliverable. We expect to provide Civil plans including roadway and parking layout, grading and drainage, utilities, and erosion control. We assume the majority of our documentation will be required for the Phase 1a plan submittal and review, with minor documentation developed for the Phase 1b and 2 design development. For Phase 1a, we will prepare progress, 60% CD, and 100% CD submittals.

During the design development and construction document submittals, we will coordinate and support ELS with cost estimating for the various Civil-related items of work.

Fees for Professional Services

BKF proposes to provide the services on a time and materials, not to exceed, basis. We will invoice for our services and reimbursables monthly based on the effort expended:

	Task	Fee Budget	Fee Used	Fee Remaining
Initial Contract	Master Planning Civil Services	$ 10,000	$ 10,000	$ 0
Contract Amendment #1	Planning Permitting and Civil Plan Documentation	$ 20,000	$ 4,000	$ 16,000
Contract Amendment #2	Design Development (Full Project) and Construction Documents (Phase 1a)	$ 20,000	$ 0	$ 20,000
Totals		$ 50,000	$ 14,000	$ 36,000

Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

Additional Services

Additional services and tasks not defined in this scope of services will be performed only if authorized in writing, including but not limited to: a written additional services request, formal change order or e-mail recognition

and/or confirmation. Scope and fee for additional services may be tracked separately as extra work and billed on a time and materials in accordance with our current rate schedule, unless otherwise agreed upon. Additional services will not be performed until formally authorized in writing or by e-mail recognition from client. Invoicing for additional services will be prepared, presented and due based on said authorization.

Schedule

We will work with the project schedule, as needed, and as directed by ELS.

Exclusions

At this time, BKF has specifically excluded the following items and/or services from this proposal. Items and/or services not included that must be considered are:

- We do not expect to perform any in-person meetings
- We assume a geotechnical report will be provided
- We assume sewer and water service connections are sufficient to support the proposed improvements, and utility layout realignment and/or extensions on-site are required

Acceptance

By signing the bottom of this proposal you have agreed to the scope of services, fees and terms of this proposal. Upon signature, please return one copy to our office and retain a copy for your records. As soon as we receive a signed version of this proposal we will consider it as authorization to proceed and we will commence with our services. A scanned version and signature is fine.

Should you have any questions, or would like additional clarification on any aspect of the proposed services, fee structure or any of the terms contained herein, please feel free to give me a call (650) 482-6422. We look forward to working with you on this project.

Sincerely,
BKF Engineers



_____
Jason Mansfield, PE
Associate
PE 59567

Accepted

_____
Todd Seeley, Public Works Superintendent

Date: _____

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: Jessica Blair, Communications Director/City Clerk

TITLE: **DISPLAY OF THE LGBTQ PROGRESS FLAG FOR THE MONTH OF OCTOBER 2021 AT CITY HALL TO COMMEMORATE LGBTQ HISTORY MONTH**

RECOMMENDATION:
Authorize the display of the LGBTQ Progress Flag at City Hall for the month of October 2021.

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

STRATEGIC ELEMENTS:
This recommendation supports the Inclusive Governance element of the Strategic Plan.

BACKGROUND:
The City Council of the City of Half Moon Bay wishes to express its support for LGBTQ History Month and the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community in the United States, and specifically on the Coastside.

The display of the LGBTQ Progress Flag serves to express the City's official commemoration of this important month in U.S. history and its commitment to celebrating diversity.

DISCUSSION:
The City Council has adopted a flag policy to establish clear guidelines on the display of all flags, including commemorative or ceremonial flags, at City Hall. The policy established that the City's flagpoles are not intended to be a forum for free expression by the public.

ATTACHMENT:
LGBTQ Progress Flag Resolution

RESOLUTION NO. C-2021-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE DISPLAY OF THE LGBTQ FLAG FOR THE MONTH OF OCTOBER 2021 AT CITY HALL TO COMMEMORATE LGBTQ HISTORY MONTH

WHEREAS, the City Council of the City of Half Moon Bay wishes to express our support for LGBTQ History Month and the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) community in the United States, and

WHEREAS, the display of the LGBTQ Progress Flag serves to express the City's official commemoration of this important month in U.S. history and its commitment to celebrating diversity, and

WHEREAS, the City's flagpoles are not intended to be a forum for free expression by the public, and

WHEREAS, the LGBTQ Progress Flag will be flown for the month of October 2021 at City Hall.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Half Moon Bay hereby authorizes the display of the Progress Flag on the City flagpole located in front of City Hall for the month of October 2021 to celebrate and honor LGBTQ History Month.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of October 2021 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, Vice Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

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

TITLE: **AWARD OF AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ELS+ FOR CONTINUATION OF ARCHITECTURAL SUPPORT FOR PERMITTING, BIDDING AND CONSTRUCTION OF THE JOHN L. CARTER PARK RENOVATION PROJECT (CIP NO. 611)**

RECOMMENDATION:
Adopt a resolution authorizing the Administrative Services Director to amend the FY 2021-22 Capital Budget by adding $165,000 from the unallocated capital budget to CIP Project No. 611 and authorizing the City Manager to award and execute Amendment No. 4 to the professional services agreement with ELS + in an amount not to exceed $165,000, for support of the John L. Carter Park Renovation Project.

FISCAL IMPACT:
The FY 2021-22 Capital Budget does not include the funds necessary for the award of this contract. After the adoption of the current budget, with the support of Assemblymember Mark Berman and City Council, the California State Budget included $4.75 million in funding for the construction and other related expenses for the project. The City is working with the State to establish the timing and manner of transmittal of funds. It is estimated that an additional $1 million will be necessary to complete the project. City staff is working closely with Friends of the Half Moon Bay Parks & Recreation to fund raise. Prior to award of a construction contract, staff will return to City Council for budgetary updates and formal approval.

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

BACKGROUND:
The Parks Master Plan adopted by the City Council on February 5, 2019, identified John L. Carter Memorial Park (Carter Park) as an opportunity to increase community recreation at an underutilized City park. The Park Master Plan specifically identified Carter Park's potential to

become a “well utilized cultural events park with performances and summer day camps.” While preparing the City’s FY 2018-19 budget, the Parks and Recreation Commission and residents expressed desire to consider Carter Park improvements as a priority. City Council accepted this recommendation and designated the Carter Park Capital Improvement Plan (CIP) project to be a priority.

On December 8, 2020, the Planning Commission approved the environmental review and adopted a mitigated negative declaration (MND) and approved PDP-19-059, and application for a Coastal Development Permit, Use Permit, Architectural Review and Parking Exception to allow the renovation of the John L. Carter Park Project. On March 9, 2021, the Planning Commission approved an addendum to the MND for the project to clarify some lighting and height discrepancies for the theatrical stage.

The City of Half Moon Bay, with support from Assemblymember Berman, was successful in obtaining funding through the California State Budget in the amount of $4.75 million to assist the City in constructing improvements at John L. Carter Park.

On October 5, 2021, the City Council authorized the City Manager to execute a contract with Griffin Structures, Inc. for project management/construction management services (PM/CM) on Carter Park Renovation Project. At that time, staff indicated that they would be returning to City Council for approval of a contract with ELS for construction related architectural services.

DISCUSSION:

ELS+ is the design architect for Carter Park. The City requested a letter proposal from ELS+ to complete permit plans, assist with bidding and to provide support during construction. The scope of Amendment No. 3 has been met and funds are expended. The City is seeking to amend the scope and add funding of $165,000 to finalize the permit plans, City bid documents and support the project during construction. The project schedule is dependent upon having the support of ELS+. It is critical that the architect of record remain under contract for throughout construction of the Carter Park Renovation Project.

Staff will be returning to City Council prior to or in conjunction with award of the construction contract to amend the Capital Improvement Program and Capital Budget to reflect revenues including State funding and any donations (to date) as well as anticipated expenditures.

ATTACHMENTS:

1. Resolution
2. ASR Proposal from ELS+

Resolution No. C-2021-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE ADMINISTRATIVES SERVICES DIRECTOR TO AMEND THE FY 2021-22 CAPITAL BUDGET BY ADDING $165,000 FROM UNALLOCATED CAPITAL BUDGET TO CIP PROJECT NO. 611 AND AUTHORZING THE CITY MANAGER TO AWARD AND EXECUTE AMENDMENT NO. 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ELS +, IN AN AMOUNT NOT TO EXCEED $165,000 FOR PERMIT APPROVAL, BIDDING AND CONSTRUCTION ASSISTANCE FOR THE JOHN L. CARTER PARK RENOVATION PROJECT

WHEREAS, the Parks Master Plan adopted by the City Council on February 5, 2019, identified John L. Carter Memorial Park (Carter Park) as an opportunity to increase community recreation at an underutilized City park; and

WHEREAS, the City has worked over the last three years in developing the design, budget and acquiring funding for the project and is anticipating bidding the project in December of 2021 and commencing construction in March of 2022; and

WHEREAS, the City will require the continued services of ELS+ for ongoing support of the project during permit stage, bidding stage and construction stage;

WHEREAS, ELS+ has provided a letter proposal for Additional Services (ASR) in the amount of $165,000 which has been reviewed and deemed acceptable by City staff.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the Administrative Services Director to amend the FY2021-22 Capital Budget by adding $165,000 from unallocated Capital Budget to CIP Project No. 611 and authorizes the City Manager to award and execute Amendment No. 4 to the professional services agreement with ELS+ in amount not-to-exceed $165,000 for permit approval, bidding and construction support of the John L. Carter Park Renovation Project.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of October, 2021 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, Vice Mayor

Memorandum

Date:	September 28, 2021	Project:	John L Carter Park Improvements Project
To:	John Doughty, Director Maz Bozorginia, Engineer Half Moon Bay Public Works	Proj #:	201820
From:	Jeff Zieba	Subject:	Request for Contract Amendment - ASR No. 4: Permit Approval, Bidding, and Const. Admin.

Dear John,

We are pleased to present this proposal for Additional Services for the John L Carter Park Improvements Project. This ASR constitutes continuation of work on the project for the following phases.

- **Permit Approval**
- **Bidding**
- **Construction Administration**

We will retain our existing design consultant team for this project as necessary to complete these phases of work.

SCOPE OF BASIC SERVICES

- **Permit Approval**
  - Respond to comments to Project Permit Set (dated March 19, 2021) from the city's independent permit review consultant.
  - Revise permit drawings in accordance with above comments and responses.
  - Attend via Zoom review meeting with HMB Public Works, Planning; Cal Fire; and local Water District.
  - Revise permit drawings in accordance with comments from above meeting.
  - Attend subsequent back-check meeting as needed to obtain building permit.
- **Bidding (Procurement Phase Services)**
  - Assist owner as required in the competitive bidding process for the Carter Park Improvement Project.
  - Services will be as outlined in AIA Document B101-2017, Article 3, Sections 3.5.2.1 through 3.5.2.3
- **Construction Administration (Construction Phase Services)**
  - Provide administration of the agreement between Owner and Contractor
  - Per HMB estimate, construction is anticipated to take 8 months
    - Fees for this portion of the work are based on an 8-month construction duration commencing with the award of contract for construction and terminating upon issue of final Certificate for Payment.
    - ELS can provide continued Construction Administration services for any extension of this construction period beyond 8 months as an additional service.

- Services will be as outlined in AIA Document B101-2017, Article 3, Section 3.6 including the following:
  - Advise and consult with owner
    - ELS will participate remotely on OAC meetings up to a weekly basis
  - Evaluations of work
    - ELS will visit the site at intervals appropriate to the stage of construction for a total of 8 visits
  - Review amounts due contractor and issue Certificate for Payment
  - Review and Approve Submittals
    - Up to 2 reviews of each Shop Drawing, Product Data, Sample, or similar item
  - Respond to RFIs
  - Project Completion
    - Review and verify completion of punch list items with owner and contractor
    - Determine dates of substantial and final completion

FEES

For the services described above we propose the following fees:

Phase	Fee
Permit Approval	$20,000
Bidding	$10,000
Construction Administration	$135,000
Total	**$165,000**

Above fees are lump sum and include design consultant fees for the described work.

RATES AND REIMBURSABLE EXPENSES

Per our original Agreement. We have approximately $20,000 remaining in our contract budget for reimbursables. We will continue to bill reimbursable costs against this sum.

If the City of Half Moon Bay is agreeable to the above, please sign below and return a copy to our office. This memorandum will serve as an amendment to our agreement, which will increase our total contract dollar amount by **$165,000.00 (One Hundred Sixty-Five Thousand Dollars)** to cover the Additional Service items described above.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate in contacting me.

Signature

Jeffrey Zieba, AIA, CASp — Principal

Name — *Title*

ELS Architecture and Urban Design

Date: September 28, 2021

Signature

Name — *Title*

City of Half Moon Bay

Date:

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: John Doughty, Public Works Director
Jennifer Chong, Public Works Program Manager

TITLE: **SENATE BILL 1383 (MANDATORY ORGANICS WASTE DISPOSAL REDUCTION)**

RECOMMENDATION:

1. Conduct a study session, take public comment, and provide direction to staff on the Mandatory Organics Waste Disposal Reduction ordinance; and
2. Continue the public hearing and introduction of the ordinance, adding Title 7, Chapter 22 Mandatory Organics Waste Disposal Reduction, to December 7, 2021; and
3. Adopt a resolution authorizing the City Manager to enter into a Memorandum of Understanding (MOU) with the County of San Mateo for the establishment of an Edible Food Recovery Program in Half Moon Bay.

FISCAL IMPACT:

Senate Bill (SB) 1383 is a State law that will require significant financial commitments from all jurisdictions throughout California. The City's Franchise Agreement with Republic Services provides a Monthly Administrative Payment that will continue to help offset the costs of overseeing and implementing solid-waste related programs, including those required by SB 1383, but additional funding will be necessary to reach full compliance with SB 1383.

STRATEGIC ELEMENT:

This action supports the Infrastructure and Environment and Healthy Communities and Public Safety Element of the Strategic Plan.

BACKGROUND:

In September 2016, Governor Brown signed SB 1383 (Lara, Chapter 395, Statutes of 2016) into law, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants in various sectors of California's economy. The law codified the California Air Resources Board's Short-Lived Climate Pollutant Strategy, established pursuant to SB 605 (Lara, Chapter 523, Statutes of 2014), to achieve reductions in the statewide emissions of short-lived climate pollutants.

As it pertains to solid waste, SB 1383 established targets to achieve 50% reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020, and a 75% reduction by 2025. It also established an additional target of recovering not less than 20% of edible food that was currently being disposed for human consumption by 2025.

In November 2020, the Department of Resources Recycling and Recovery (CalRecycle) published the Regulation Text that detailed how the State planned to meet these ambitious targets, which included mandates that local jurisdictions implement, maintain, enforce, and report on a number of programs. These programs are described in detail in the "Discussion" section of this staff report and will be expanded further in the staff presentation to the City Council.

The implementation timeline for SB 1383 is as follows:

- January 1, 2022 – Regulations take effect and State enforcement begins
- January 1, 2024 – Jurisdictions are required to take enforcement against noncompliant entities
- January 1, 2025 – The State must achieve the 75% reduction and 20% food recovery targets

DISCUSSION:

SB 1383 imposes several new mandates on local jurisdictions that are enforceable beginning January 1, 2022. While the State has not provided any funding to support the implementation of these new programs, the City of Half Moon Bay is in a strong position to comply with many of the mandates by the January 1 deadline given its working relationship with San Mateo County and other local cities. Further, the existing Franchise Agreement with Republic Services anticipated many of the rules contained in the CalRecycle Regulation Text.

The following sections summarize the six main mandates put on local jurisdictions by SB 1383. Each section details the requirement and provides a status update for the City's compliance efforts.

Mandatory Organics Collection Services

Summary: Arguably the most significant mandate of SB 1383 is the requirement for all local jurisdictions to provide organic waste collection services, including food scraps, to all residents and businesses. Additionally, waste containers used for both curbside programs and indoor waste collection stations must follow a prescribed color scheme of grey/black for trash, green for organic waste, and blue for traditional recyclables. These containers are also subject to labeling and contamination monitoring requirements.

Status: The City is already compliant with most of these requirements. The City's Franchise Agreement with Republic Services (Republic) provides all residents and businesses within the City a base level of organics collection service alongside their garbage and recycling. The Franchise Agreement also standardized the colors and labeling of curbside carts and bins.

Staff will work with Republic to educate businesses that are subject to the indoor waste

collection systems requirements to ensure they are compliant with the new mandates.

Edible Food Recovery Program

Summary: Jurisdictions are required to establish an edible food recovery program for large surplus food generators to recover as much edible food for human consumption as possible. Implementation of this program is split into two tiers, with Tier One generators having to comply in 2022 and Tier Two generators having until 2024. Tier One generators include supermarkets, large grocery stores, food service providers, food distributors, and wholesale food vendors. Tier Two generators include large restaurants, hotels, health facilities, large venues and events, and state and local education agencies.

Status: The City is partnering with the County of San Mateo Office of Sustainability (County) to implement a countywide food recovery program. After conducting an initial analysis of the food recovery programs and capacity in San Mateo County, the County determined one countywide program would be more effective than 20 independent programs. Staff agrees that this approach not only provides economy of scale, but also increases the likelihood that the maximum amount of edible food will be recovered.

Under the proposed Edible Food Recovery Program Memorandum of Understanding (Exhibit A to the Resolution), the County would operate the edible food recovery program on behalf of the City of Half Moon Bay, which would go into effect January 1, 2022.

Capacity Planning

Summary: Jurisdictions must secure access to organics processing and food recovery capacity for the programs identified in SB 1383.

Status: The City's Franchise Agreement with Republic Services includes the assurance that the City's diverted organic material will be delivered to a fully permitted organic waste processing facility. Capacity planning for food recovery will happen at the County level as part of the County's edible food recovery program.

Education and Outreach

Summary: Jurisdictions must provide linguistically accessible education and outreach to all businesses and residents regarding the mandatory participation in the organics collection service and contamination requirements. Jurisdictions must also educate commercial edible food generators on their edible food donation requirements and available edible food recovery organizations.

Status: The City's Franchise Agreement with Republic Services includes an annual education and outreach campaign. At the beginning of each calendar year, staff meets with Republic to outline the campaign for the upcoming year which always includes quarterly mailers to residents, an annual newsletter for businesses, on-site audits and technical assistance for businesses, and community meetings and workshops on the latest developments in the solid waste industry (e.g. incoming legislation).

While the Franchise Agreement will need to be amended in the coming months to reflect the education and outreach requirements specified in SB 1383, the program structure is already in place and will only need slight modifications to be SB 1383 compliant. It's important to note that education and outreach on SB 1383 has already begun with SB 1383 information being included in recent community workshops and the summer/fall newsletter. A City web page dedicated to SB 1383 is also currently under development.

Recovered Organic Waste Product Procurement

Summary: Jurisdictions must procure recycled content paper products in addition to an annual quantity of recovered organic waste products based on the City's population. The annual procurement target is assigned by CalRecycle and can be fulfilled by procuring any combination of the following waste products: compost, mulch, renewable energy (transportation fuel, heat, and electricity) from anaerobic digestion and electricity from biomass conversation. The City's estimated target for 2022 is 985 tons.

Status: Developing a program that not only meets the City's recovered organic waste product procurement target annually but uses the material properly will be challenging. While the City could enter into a purchasing agreement with Republic Services to procure the required product starting in 2022, the City's target amount far exceeds that which is used and/or needed by the City. Staff is exploring partnership opportunities with the County, the Resource Conservation District (RCD), and others to see how the City can meet its procurement target in an environmentally and fiscally sustainable way.

Meanwhile, staff will be updating the "Sustainable Purchasing and Practices Policy" that was adopted on September 10, 2020 to strengthen the language regarding purchasing recycled content paper products as required by SB 1383 and will be modifying the City's Municipal Code and professional service agreement templates to ensure the City's contractors and vendors also comply with SB 1383.

Inspection and Enforcement

Summary: SB 1383 requires local jurisdictions to monitor for compliance and conduct enforcement. Inspection requirements include:

- Annual inspections of both commercial and residential truck routes
- Compliance reviews on all commercial businesses with 2 cubic yards or more of solid waste
- Inspections of Tier One commercial edible food generators and food recovery organizations (to be performed by County)

While jurisdictions must have an enforceable mechanism (e.g. ordinance) in place by January 1, 2022, enforcement is not required until after January 2024. This provides jurisdictions two years to educate generators on the new mandates and bring them into compliance before citations must be issued. This will also provide two years to determine how best to address compliance.

Status: Staff is currently working on an ordinance that will not only bring the City into compliance with SB 1383, but amend the chapters related to solid waste to make them more comprehensive and user-friendly. The proposed amendment will be interwoven through several sections of the Municipal Code including, but not limited to, Title 4 – Code Enforcement and Title 7 – Health and Welfare and will be brought before the Council by the end of the year.

Additionally, staff is working with Republic Services to create a more robust inspection and enforcement program, but adding these programs to the Franchise Agreement will require an Amendment. Staff is also working with Republic on pursuing a joint reporting system that will help the City comply with SB 1383's detailed recordkeeping requirements.

Conclusion

SB 1383 is a significant piece of legislation that sets ambitious targets for organic waste reduction and leans heavily on local jurisdictions for implementation. While the City is in compliance with several of the mandates in SB 1383, there are still many details that need to be worked out in the coming months. Staff will continue to work with the County, Republic, CalRecycle, and other organizations throughout the county to ensure the City moves towards full compliance with SB 1383 in a thoughtful and sustainable way, with the next step being the adoption of a Mandatory Organics Waste Disposal Reduction ordinance.

ATTACHMENT:

Resolution authorizing the City Manager to sign the MOU with the County of San Mateo

Resolution No. C-2021-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO SIGN AND EXECUTE THE MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF SAN MATEO TO ESTABLISH AN EDIBLE FOOD RECOVERY PROGRAM IN HALF MOON BAY

WHEREAS, Governor Brown signed SB 1383 (Lara, Chapter 395, Statutes of 2016) into law in September 2016 establishing statewide methane emission reduction targets; and

WHEREAS, SB 1383 requires a 75% reduction in the statewide disposal of organic waste from the 2014 levels by 2020 and a 75% reduction by 2025; and

WHEREAS, SB 1383 also requires that 20% of edible food is recovered for human consumption by 2025; and

WHEREAS, local jurisdictions are required to establish an edible food recovery program for large surplus food generators to recover as much edible food for human consumption as possible; and

WHEREAS, to promote consistency within jurisdictions throughout San Mateo County and leverage economies of scale, the County has offered to lead the creation of a countywide Edible Food Recovery Program on behalf of the unincorporated areas of the county and all the jurisdictions in the county;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to sign and execute the Memorandum of Understanding included as Exhibit A to the Resolution with the County of San Mateo to establish an edible food recovery program in Half Moon Bay.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of October, 2021 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, Vice Mayor

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF HALF MOON BAY AND COUNTY OF SAN MATEO FOR THE ESTABLISHMENT OF AN EDIBLE FOOD RECOVERY PROGRAM CONSISTENT WITH CALIFORNIA CODE OF REGULATIONS, TITLE 14, DIVISION 7, CHAPTER 12 SHORT-LIVED CLIMATE POLLUTANTS

THIS MEMORANDUM OF UNDERSTANDING (MOU), entered into this 1st day of December 2021, by and between the County of San Mateo, hereinafter called "the County" and the City of Half Moon Bay, hereinafter called "the City";

W I T N E S S E T H:

WHEREAS, the County's Board of Supervisors has enacted a Mandatory Organic Waste Disposal Reduction Ordinance as required by the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants; and

WHEREAS, to promote consistency within jurisdictions throughout San Mateo County and leverage economies of scale, the County has offered to lead the creation of a County-wide Edible Food Recovery Program on behalf of the unincorporated areas of the county and all the jurisdictions in the county; and

WHEREAS, the City of Half Moon Bay adopted this Memorandum of Understanding on October 19, 2021 and authorizes the County to operate an Edible Food Recovery Program on behalf of and within the City.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Tasks to be Completed by the City

A. The County will create and coordinate the Edible Food Recovery program on behalf of the City, if the City performs each of the following actions:

   a) adopts and makes part of its municipal code an enforceable ordinance establishing an Edible Food Recovery program as required under the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, including the specific provisions provided to the City by the County of San Mateo for edible food recovery definitions, requirements for Tier One and Tier Two Edible Food Generators, and requirements for Food Recovery Organizations and Food Recovery Services; and
   b) enters into this Memorandum of Understanding; and
   c) provides the County with a list and schedule of "large events" as defined by the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants occurring in the City; and
   d) after consultation with the County, is responsible for coordinating the required edible food recovery regulations for those "large events" occurring in the City; and

e) authorizes, by ordinance, the County to enforce California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants in Section (a) above, and to incorporate such authorization to include, without limitation, the authority to inspect, investigate, hold hearings, issue citations, and/or assess administrative fines on behalf of the City as its Designee for Edible Food Recovery; and

f) shall develop a method to accept written complaints, including anonymous complaints, regarding an entity that may be potentially non-compliant with the Edible Food Recovery requirements as required under the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, and direct all such complaints to the County; and

g) acknowledges, by ordinance, that, notwithstanding this Memorandum of Understanding, the City is, as stated in California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, ultimately responsible for compliance with the said Code.

2. Services to be Performed by the County

A. The County shall create and coordinate an Edible Food Recovery Program compliant with California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants on behalf of the City so long as this Memorandum of Understanding is in effect in its entirety.

B. The County shall provide such services and activities for the City as described in Exhibit A, attached hereto and incorporated by reference herein.

C. The County shall offer only to provide services relating directly to the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants Edible Food Recovery regulations with the exception of a yearly analysis to be conducted by the County to estimate the amount of Green House Gas (GHG) emissions reduction to be attributed to edible food recovery activities in the City for use in their climate action plans.

D. The County shall provide the City with the information and data necessary for the City to make their required reports to CalRecycle.

E. The County will not be obligated to provide services if modifications are made to the ordinance by the City, which omits existing provisions and/or reduces the impact of the ordinance in any way.

3. Consideration

The benefit of this MOU to the City is that it alleviates the need for staff, cost analysis, capacity assessment, expenditures for infrastructure, labor, administration, and record keeping for the edible food recovery activities in their jurisdiction.

The benefit of this MOU to both the County and the City is that this approach will create one uniform, standardized, and coordinated effort throughout the incorporated and unincorporated areas of San Mateo County.

4. Relationship of Parties

It is expressly understood that this is an agreement between two independent entities, the County and the City, and that no individual agency, employee, partnership, joint venture, or other relationship is established by this MOU. The intent by both the County and the City is to create an independent collaborative relationship.

5. Hold Harmless

A. Except as provided in subsection b. below, the City shall indemnify and save harmless the County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Memorandum of Understanding, brought for, or on account of, any of the following:

a) Injuries to or death of any person, including the City or its employees/officers/agents;

b) Damage to any property of any kind whatsoever and to whomsoever belonging; or

c) Any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of the County and/or its officers, agents, employees, or servants. However, the City's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the City to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

B. With respect to coordinating, implementing, and/or enforcing the required edible food recovery regulations for those "Large Events" (as defined by the California Code of Regulations, Title 14, Division 7, Chapter 12) occurring in the City pursuant to section 1.A.d. above,

a) The County shall indemnify, defend, and hold harmless the City and its officers, agents, employees, and servants against all damages, claims, liabilities, losses, and other expenses, including without limitation attorneys' fees and related costs, whether or not a lawsuit or other proceeding is filed, to the extent that they arise out of the negligence or willful misconduct of County staff arising out of coordinating, implementing, and/or enforcing the required edible food recovery regulations for those Large Events occurring in the City.

b) The City shall indemnify, defend, and hold harmless the County and its officers, agents, employees, and servants against all damages, claims, liabilities, losses,

and other expenses, including without limitation attorneys' fees and related costs, whether or not a lawsuit or other proceeding is filed, to the extent they arise out of the negligence or willful misconduct of City staff arising out of coordinating, implementing, and/or enforcing the required edible food recovery regulations for those Large Events occurring in the City.

C. A party seeking indemnity and defense under this section shall provide the indemnifying and defending party with prompt notice of any claim and give control of its defense and settlement to the indemnifying and defending party. The party seeking indemnity and defense shall also cooperate in all reasonable respects with the indemnifying and defending party, its insurance company, and its legal counsel in its defense of such claim. The obligation to defend and indemnify pursuant to this section shall not cover any claim in which there is a failure to give the indemnifying and defending party prompt notice, but only to the extent that such lack of notice prejudices the defense of the claim. The indemnifying and defending party may not settle any potential suit hereunder without the other party's prior written approval, which will not to be unreasonably withheld, conditioned, or delayed. If a party who owes indemnity and defense under this section fails to promptly indemnify and defend a covered claim, the other party shall have the right to defend itself, and in such case, the party owning indemnity and defense shall promptly reimburse the other party for all of its associated costs and expenses.

D. The obligations imposed by this section shall survive termination or expiration of the Memorandum of Understanding.

6. Amendment of MOU and Merger Clause

This MOU, including the Exhibit attached hereto and incorporated herein by reference, constitutes the sole MOU of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the MOU conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any exhibit and/or attachment to this MOU, the provisions of this body of the MOU shall prevail. Any prior MOU, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and will become effective when signed by both parties.

7. Records

The County shall maintain and preserve all records relating to this MOU in its possession and those of any third-party performing work related to this MOU for a period of five (5) years from the termination of this MOU.

8. Assignability

The County shall have the right to assign this MOU or any portion thereof to a third party or subcontract with a third party to perform any act required under this MOU without the prior written consent of the City.

9. Notices

Any written notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited with the United States Postal Service, postage prepaid, or when transmitted by email communication, addressed:

In the case of the County, to:

Carolyn Bloede, Director
County of San Mateo Office of Sustainability
455 County Center, 4th Floor
Redwood City, CA 94065
Email: cbloede@smcgov.org

In the case of the City, to:

Bob Nisbet, City Manager
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA, 94019
Email: bnisbet@hmbcity.com

10. Controlling Law and Venue

The validity of this MOU, the interpretation of its terms and conditions, and the performance of the parties hereto shall be governed by the laws of the State of California. Any action brought to enforce this action must be brought in the Superior Court of California in and for the County of San Mateo.

11. Term and Termination

Subject to compliance with the terms and conditions of the MOU, the term of this MOU shall commence on January 1, 2022 and shall automatically be renewed from year to year on the same terms and conditions. This MOU may be terminated without cause by the City or the County's Director of Office of Sustainability or the Director's designee at any time upon thirty (30) days written notice to the other party.

12. Authority

The parties warrant that the signatories to the MOU have the authority to bind their respective entities.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By:_____
Carolyn Bloede
Director, Office of Sustainability

Date: _____

CITY OF HALF MOON BAY

By:_____
Robert Nisbet
City Manager

Date: _____

EXHIBIT A - SCOPE OF ACTIVITIES

The activities listed below relating to the County of San Mateo's Edible Food Recovery Program will be conducted by the County and the City.

I. Establishment

1. The County will develop and coordinate a standardized and uniform San Mateo County-wide Edible Food Recovery Program consistent with and compliant to California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants. The program will operate within the City's boundaries and replace the need for the City to create such a program on their own. This program will operate in the unincorporated areas of the county as well as all jurisdictions in the county agreeing to similar MOUs.

II. Enforcement

1. The County will conduct enforcement of the ordinance within the City using a complaint-based system consistent with the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants. The County will respond to complaints, investigate, and resolve reported issue(s).
2. The County will follow enforcement provisions detailed in the ordinance and described in the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants.
3. The County will keep detailed records of enforcement in the City for a minimum of five (5) years.
4. The County will provide the necessary records to the City for the City's required reporting about Edible Food Recovery work to CalRecycle.
5. The County will notify the City promptly about any related issues that arise that require the City's assistance or to request the City lead in resolving the issue(s) related to noncompliance.
6. The City will work with the County on any related issues requiring jurisdictional assistance or lead in resolving the issue(s) related to complaints and/or noncompliance by any Tier 1 and Tier 2 Edible Food Generator or Food Recovery Organization and Service as defined in the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants and operating within the City's boundaries.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 19, 2021**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, Deputy City Manager

FROM: John Doughty, Public Works Director
Matthew Chidester, Deputy City Manager

TITLE: **SMITH FIELD SITE ASSESSMENT AND MASTER PLAN**

RECOMMENDATION:
Adopt a resolution:

1) Amending the Capital Improvement Program FY 2021-22 to FY 2025-2026 (CIP) by adding the Smith Field Site Assessment and Master Plan Project as a "funded" programmed project for FY 2021-22;
2) Amending the FY 2021-22 Capital Budget by allocating $200,000 from the Parkland In-Lieu Fees (Fund 125) to the Smith Field Site Assessment and Master Plan Project to support completion of site assessment and facilities master plan including architectural, civil and environmental work;
3) Authorizing the City Manager to execute a contract with Gates +Associates in the amount of $79,750 for preparation of the Smith Field Park Facilities Master Plan; and
4) Authorizing the City Manager to execute a contract with Freyer & Laureta, Inc. in the amount of $66,300 for civil engineering and cost estimating in support of the Smith Field Park Facilities Master Plan.

FISCAL IMPACT:
Staff is requesting authorization to move $200,000 from Parkland In-Lieu Fees (Fund 125) to the currently unfunded Smith Field Site Assessment and Master Plan Project to support consultant services including architectural, civil and environmental. On September 17, 2021, the City Council authorized staff to proceed with solicitation of proposals for preparation of a Facilities Master Plan based upon a credible donor interest in funding significant improvements at Smith Field Park. Completion of this work will provide a basis for establishing a commitment of funding from the donor.

STRATEGIC ELEMENT:
This action supports the *Infrastructure and Environment* and *Public Safety Elements* of the Strategic Plan.

BACKGROUND:
In late June of this year, following adoption of the FY 2021-22 Budget, the City was approached regarding a potential donor's desire to fund significant improvements at Smith Field Park. Notably, the donor indicated a desire to construct paved access and parking to serve the Park, as well as potentially other improvements, depending on the cost and timing of construction. Wanting to be responsive to opportunities to collaborate and utilize outside funding sources as they become available, staff has been working with the donor, through Half Moon Bay Little League, on a plan to explore the mutually desired improvements, which would include the initial development of a master plan for Smith Field Park. Had this offer been received earlier, it is likely that staff would have recommended inclusion of the facilities master plan in the FY 2021-22 Capital Budget.

On September 17, 2021, the City Council, by motion, authorized staff to commence developing scopes of work and solicit cost proposal(s) for preparation of a Facilities Master Plan for Smith Field Park.

In response to Council direction, Staff has solicited informal bids from landscape architectural and civil engineering firms. Staff also met with SWCA to discuss and scope biotic and CEQA work with SWCA. Staff has authorized SWCA to review the 2014 WRA Biological Resource Evaluation and Wetland Delineation, conduct a one-day field verification and prepare a draft biotic constraints map.

DISCUSSION:
Staff is requesting City Council approval of funding and professional services agreements to complete existing conditions assessment, community/stakeholder outreach, conceptual level planning and design of Smith Field Park and preparation of a facilities master plan and conceptual level cost estimates. The Master Facilities Plan will include particular emphasis on parking, access, stormwater and accessibility improvements. The master plan process is a first step in the design, environmental review and permitting process. In parallel, City staff will work with the Half Moon Bay Little League to further refine the donor proposal.

As noted earlier, staff has solicited informal proposals from landscape architectural and civil engineering firms. The City received proposals from five landscape architectural and architectural firms. Those proposals were reviewed by the Public Works Director (Project Manager), the Deputy City Manager and City Engineer. The group is unanimously recommending Gates + Associates. The firm, based in Walnut Creek, has prepared similar master plans throughout the Bay Area. The firm was also a subconsultant on the drafting of the City's Parks Master Plan. The cost of the proposal comes to a total not-to-exceed amount of $79,750.

The City Engineer directly solicited and received informal proposals from three (3) civil engineering firms. The three firms, BKF Engineers, Nichols Consulting Engineers and Freyer & Laureta, Inc. provided letter proposals for topographic survey and conceptual design services for the project. After review, Freyer & Laureta, Inc. (F&L) was selected to provide the needed services

to understand the site conditions and provide the concept-level engineering design needed for the project. The cost of the proposal comes to a total not-to-exceed amount of $66,300.

The requested budget includes funding for biotic assessment by SWCA in support of the master planning process. The scope and total cost of this work is dependent upon results of initial review of prior study and the limits of potential expansion/enhancements at the park. Work currently is within the signature authority of the City Manager. Additional funding and scope may require subsequent approval by the City Council. Additional funding and scoping will likely be necessary should the City choose to pursue the Coastal Development Permit for the Project.

Staff also anticipates returning to City Council in the coming months to discuss potential allocation of funding to complete design of the water line extension in Wavecrest Road to serve Smith Field Park. Location and construction timing of the water line will be important in final design and implementation of the master plan. This project is included in the CIP but is not funded in FY 2021-22.

ATTACHMENTS:

1. Resolution
2. Smith Field Concept Call to Request for Proposals
3. Smith Field Project Page
4. Amended 1-Year CIP

Resolution No. C-2021-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING AN AMENDMENT TO THE FY 2021-22 CAPITAL IMPROVEMENT PLAN AND BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENT(S) WITH GATES +ASSOCIATES IN THE AMOUNT OF $79,750 FOR THE PREPARATION OF A FACILITIES MASTER PLAN FOR SMITH FIELD PARK AND FREYER & LAURETA, INC IN THE AMOUNT OF $66,300 FOR ASSOCIATED CIVIL ENGINEERING WORK FOR THE SMITH FIELD SITE ASSESSMENT AND MASTER PLAN CAPITAL PROJECT

WHEREAS, Smith Field Park is a community park located at the terminus of Wavecrest Road in the City of Half Moon Bay and is comprised of approximately 29.3 total acres, 13.2 acres of which is currently improved;

WHEREAS, Smith Field Park was initially and privately developed in 1966 by civic-minded community members;

WHEREAS, the City acquired the Smith Field Park property in 2011 as part of a property exchange with Peninsula Open Space Trust and has been maintaining the property on partnership with various stakeholders since;

WHEREAS, the City initiated study and community outreach shortly upon acquiring. The work included biotic assessment and wetland delineation by WRA and a drainage study by BKF Engineers in 2014, no additional work was completed;

WHEREAS, in 2018, the City Council adopted the Half Moon Bay Parks Master Plan;

WHEREAS, the Half Moon Bay Parks Master Plan identified the need to complete a more detailed, community focused assessment and visioning for Smith Field as a Community Park;

WHEREAS, the FY 2021-22 Capital Improvement Program did not include the master planning project as a "funded" project;

WHEREAS, following budget adoption, a potential donor approached the City indicating an interest in funding improvements to Smith Field Park;

WHEREAS, on August 17, 2021, the City Council authorized staff to solicit consultant services to complete a site assessment and prepare a master plan for Smith Field Park as a first step in formalizing a donor commitment;

WHEREAS, City staff has solicited firms and is requesting authorization to enter into professional services agreements with Gates +Associates and Freyer & Laureta, Inc.; and

WHEREAS, the City Council is being asked to allocate $200,000 from parkland in-lieu fees for the Project.

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

1) Amends the FY 2021-22 through FY 2025-26 Capital Improvement Program (CIP) by moving the Smith Field Site Assessment and Master Plan Project into funded projects for FY 2021-22 per Exhibit A to the Resolution;
2) Amends the FY 2021-22 Capital Budget by including and allocating $200,000 in parkland in-lieu fees (Fund 125) for Smith Field Site Assessment and Master Plan Project per Exhibit B to the Resolution;
3) Authorizes the City Manager to execute a professional services agreement with Gates +Associates for the preparation of a facilities master plan for $79,750;
4) Authorizes the City Manager to execute a professional services agreement with Freyer & Laureta, Inc. for civil engineering support for $66,300.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 19th day of October 2021 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, Vice Mayor

HALF MOON BAY
CALIFORNIA

INFORMAL
REQUEST FOR PROPOSALS(RFP)

Smith Field Park Facilities Master Plan
(Architectural and Community Facilitation)

Date of Issue: September 10, 2021
Due Date: September 23, 2021

PROJECT OVERVIEW

The City of Half Moon Bay Department of Public Works is seeking assistance in developing a facilities master plan for Smith Field Park. "Letter Proposals" will be accepted from qualified individuals and firms providing architectural and community outreach services.

The City of Half Moon Bay is located on the San Mateo County coast, approximately 40 miles south of San Francisco and 15 miles west of the City of San Mateo. The City's population is just under 13,000 persons. Smith Field Park serves many users including Half Moon Bay Little League (HMBLL), the Junior Giants and HMB Dog Park. While the Park is owned and operated by the City, it is utilized by residents throughout the San Mateo coast side.

Smith Field Park is located at westerly terminus of Wavecrest Road. The Park is often referred to as "Smith Field Little League Park" primarily as it houses four baseball fields (used by the HMBLL) and a fifth softball field. The site contains a combination concession stand and restroom. The Park includes the City's only formal "Dog Park" and tournament quality horseshoe facility. Access and parking within the Park is gravel/dirt. The Park is utilized daily as a staging point by local hikers and dog walkers. Occasionally, Smith Field is used for equestrian staging as well. The City utilizes portable restrooms to supplement needs throughout the year. There is no permanent storage on the site for City or organizations; only storage containers.

The Park was originally constructed in 1966 and has been in City ownership and full maintenance/operation since 2011. The total park acreage is approximately 29 acres with approximately 13.2 acres developed. Due to environmental constraints, expansion beyond the current development footprint is unlikely. The site was developed prior to the voter approval of the California Coastal Act. Any major renovations or expansion of uses will be subject to issuance of a Coastal Development Permit by City.

Baseball/Softball

Smith Field Park was privately developed in 1966 for the purpose of offering youth baseball to the community. The baseball/softball fields were not built with subterranean tile drainage system which has and continues to limit play during the late winter and spring. The playing turf is not in great condition and likely are in need of reconstruction and replacement along with much of the irrigation system. Infield areas are maintained in-season by HMBLL. The Park is served only by a 2-inch PVC water line which is inadequate to meet irrigation and other use needs. The City has identified a minimum 6-inch water main extension on Wavecrest Road as a future capital project. Field 5 (Softball) is the only lighted field and is currently used by City for adult recreational softball leagues.

Other Uses

The HMB Dog Park is a relatively small facility lacking designated "small" and "large" dog areas. City staff works closely with local residents/enthusiasts on maintenance of the facility. The horseshoe pit area is operated and maintained by HMB Horseshoe Club under a license agreement with the City. As noted previously, the Park is used as a staging point for users accessing trails and paths to the west. The Park is utilized by the City for youth camps during summer. AYSO has utilized Field 5 for soccer practices when other sites were unavailable.

Facilities Master Plan

The purpose of the Smith Field Park Facilities Master Plan is to build upon the City's adopted Parks Master Plan. Notably the City is hoping to develop a "community-based" implementation plan/strategy for future renovation/enhancement of Smith Field Park. The timing of this work is being driven, in part, by a local donor who has indicated an interest in funding major improvements including paving of parking areas and driveways at Smith Field Park. The purpose of this effort is not to prepare full construction level design of Smith Field Park, but to develop conceptual level plans, in conjunction with the City's consulting civil engineer and biotic consultant, adequate to facilitate environmental review and filing of the City Coastal Development Permit application.

Previous planning/outreach regarding Smith Field Park has identified some of the following enhancements:

- Children's play area
- Multi-use field
- T-Ball field for HMBLL
- Paved parking and access
- Large dog area for Dog Park
- Park access improvements including entry sidewalks, access pathway, and signage
- Improved storage for equipment
- Improved HMBLL batting cage facility
- Improved access to walking/nature trail(s)

ROLE OF CONSULTANT

The Firm/Sole Proprietor (AKS Consultant) will be responsible for: 1) working with City to develop community/stakeholder outreach program; 2) help facilitate community/stakeholder meetings; 3) work with City's consulting civil engineer and biotic consultant on project design/constraints; and 4) prepare the Smith Field Facilities Park Master Plan. We anticipate that much of the work and meetings can and will be performed remotely.

The Consultant may not be directly or indirectly partnered with, or be part of, any subsequent construction team(s) ultimately contracted to complete the Project to eliminate potential conflicts of interest.

I. DESIRED QUALIFICATIONS

1. The Consultant for this project will be selected on the basis of professional qualifications, experience and demonstrated competence. The selected Individual/Firm must have professional-level public or private sector experience with similar projects with emphasis in at least one of the following disciplines: architecture or landscape architecture.

2. Previous parks master planning experience will be considered key criteria for the selection. Evidence of the successful design/delivery of master plans and/or public parks of similar size and scope (or larger) within the last five (5) years is highly desirable.

3. Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations.

4. Experience with projects located in the San Mateo County coast side and/or in the California Coastal Zone.

II. ELIGIBILITY

All individuals and firms meeting the minimum qualifications are encouraged to submit. The City is sending the Informal RFP directly to firms and individuals that are believed possess the relevant experience and qualifications.

III. GENERAL SCOPE OF SERVICES

Task 1 – Existing Conditions/Programming Assessment

1. Prepare an aerial based site plan of entire Smith Field Park. Denote limits of improved park area and unimproved park area. *Note the City will contract with a civil engineering firm to prepare a thorough site survey, including boundaries, easements, topography, existing improvements, utilities, and major trees.*

2. Prepare a summary of existing facilities, noting any significant maintenance or code deficiencies. Existing facilities include, but is not limited to, playfields and recreational areas, irrigation, storm water

treatment, storage facilities, parking, pedestrian/vehicle access, bicycle access, etc.

3. In consultation with City Recreation staff, prepare a summary of existing programming including identification of any non-profit and/or stakeholder partners.

4. Review related documents and materials including the City Parks Master Plan, Capital Improvement Program, Local Coastal Plan, etc.

5. Meet with a representative of the Planning Division to review zoning and any other constraints on the potential expansion/enhancement of the site.

6. Identify and discuss other potential issues and opportunities identified in the assessment process. *Note the City will contract with a biological resources consultant to conduct a preliminary assessment of the entire site.*

7. Provide draft summary report on existing conditions.

Task 2—Community Outreach

1. Develop and Implement Community Outreach Program
   a. Meet with non-profit partners and stakeholders at Smith Field Park to understand their assessment of the Park and future needs for facilities and programming
   b. Conduct at least one community outreach event seeking input from community members on the existing park and future needs for facilities and programming
   c. City to facilitate outreach efforts through the Parks and Recreation Commission to identify potential additions and enhancements of facilities and programming and convey summary to consultant
   d. Meet with City staff to understand their assessment of the Park and future needs for facilities and programming
   e. Develop online Citywide survey instrument

2. Provide draft Summary Report to City

Task 3—Facilities Master Plan

1. In collaboration with City civil engineer and City staff, Consultant will prepare a list of potential capital projects along with conceptual level cost (today) estimates of each major capital project.

a. Consultant team will make recommendations on optimal timing (phasing) of improvements for review by City.
b. The work will be based upon initial assessments of consultant team, input from community outreach as well as input from City staff.

2. Final draft capital project list/timing recommendations will be presented by staff to the Parks and Recreation Commission and City Council for recommendation and approval.

3. Following approval of capital projects list/timing, the Consultant team (comprised of the Consultant, civil engineer, biotic consultant and City staff) will update the initial aerial-based site plan. This site plan will include proposed physical improvements and enhancements from years 0-10.

4. Consultant shall provide a Final Draft of Facilities Master Plan which consolidates written documentation from assessment, diagrams and charts as necessary, the capital project list, and timing/phasing plan in body of document. Master Plan is to include Appendices which at minimum includes the survey and biotic report.

Note: This scope is intended to provide guidance and base understanding of the City's expectations. Add/alternative tasks and scope are welcome. As this is an informal bid process, you are welcome to contact John Doughty at jdoughty@hmbcity.com to submit questions or to set up a time for a phone call.

IV. SUBMITTAL REQUIREMENTS

All proposals must be received no later than 4:00 p.m. on September 23, 2021. Please submit electronic copies of your proposal to publicworks@hmbcity.com.

If you choose to submit a hard copy proposal, please mail them to:

City of Half Moon Bay
Attn: John Doughty
501 Main Street
Half Moon Bay, CA 94019

Hard copy proposals shall also be labelled: Informal RFP for Smith File Park Master Facilities Plan.

Late submittals will not be considered.

Individuals/Firms wishing to respond to this request must supply the information requested in this Informal RFP by the date and time required. All submittals shall be in an 8 -1/2" x 11" format.

Proposals may be provided in letter form. They shall be typed and shall not exceed ten (10) pages of written material. Submittals failing to comply with the page limitation will not be considered. The ten-page limitation includes any written, photographic or graphic material contained in the body of the letter and any appendices. The limitation *does not include resumes of pertinent staff.*

Responses must include the following:

A Letter of Proposal including a concise summary of the following:

1. Identification of the Firm/Sole Proprietor--Provide the legal name of the firm, the firm's address, telephone number and facsimile number. Include a brief description of the organization, its constituent parts and size variation in the past five (5) years. Name the person (with title and project responsibility) to whom correspondence and other communications should be directed.

2. Firm and Project Manager Overview--Identify the team and the individual proposed as the "Project Manager". Please use an easily comprehensible resume format.

3. Cost--Although cost will not determine the selection, each consultant shall provide an estimate of costs. Please breakdown cost by major tasks AND individual(s) responsible for task.

4. Project Approach--Provide a thorough explanation of the approach planned for this project including:

5. Client References--List a minimum of three relevant client/project references including:

    - Name of Project
    - Project Description
    - Project Contact Name and Phone Number
    - Total Project Budget

The City of Half Moon Bay reserves the right to reject any and all proposals received as a result of this request.

V. SELECTION CRITERIA

The successful consulting firm/sole proprietor will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

1. Experience, qualifications, performance, and availability of Project Manager;

2. Ability to identify and resolve construction and design related situations;

3. Ability to communicate effectively with design professionals, contractors, City and the public;

4. Solid management practices including creative problem solving and value engineering.

5. Familiarity with the City of Half Moon Bay and the California Coastal Act.

VI. SELECTION PROCEDURE/SCHEDULE

All responses to this RFP that meet the submittal requirements will be evaluated by City staff. The City reserves the right to schedule panel interviews. Approval of the professional services agreement will be by the City Council; tentatively scheduled for October 5, 2021.

PROJECT TITLE: SMITH FIELD SITE ASSESSMENT AND MASTER PLAN

Category:	Parks			**Project Number:**	TBD		
Project Location:	Smith Field Park			**Lead Department:**	Public Works		
Type:	Capital Maintenance/Community Enhancement			**Status:**	Previously Approved		
Initial Funding	FY 21-22	**Estimated Completion:**	FY 22-23	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This is a multi-year project that involves significant improvements to Smith Field. FY 2021-22 will focus on completing the existing conditions assessment, conducting community outreach, and drafting the Smith Field Facilities Master Plan. This work will also include field reconnaissance and prepartion of Biological Resource Evaluation (BRE).

Future years will focus on CDP issuance and completion of civil construction drawings of the identified improvements in the master plan. Future budgets will be included in the CIP after the completion of the Master Plan.



JUSTIFICATION:

This project was identified as a project in the Parks Master Plan adopted in FY 2018-19.

STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

A potential donor expressed interest in funding the paving of the parking areas and driveways, in addition to other improvements throughout the park. The Master Plan will establish conceptual level cost esimtates to confirm donor participation.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY
Engineering & Design		$ 166,000						$ 166,000
Prof.Serv/Env.		$ 34,000						$ 34,000
Construction								$ -
PM-CM								$ -
TOTAL	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FUTURE YEARS	TOTAL ALL FY
General Fund								$ -
Park In Lieu Fee		$ 200,000						$ 200,000
TOTAL	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**

ONE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES
FY 2021-22 ADOPTED CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 21-22	TOTAL ALL FY	UNFUNDED
STORM WATER IMPROVEMENTS						
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	$ 75,000	$ 675,000	$ -
KEHOE/PILARCITOS OUTFALL REPAIR	152	1005	$ -	$ 300,000	$ 300,000	$ -
ROOSEVELT DITCH IMPROVEMENTS	152	1006	$ -	$ 80,000	$ 230,000	$ -
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	$ 200,000	$ 100,000	$ 2,090,000	$ 1,650,000
TOTAL STORM WATER IMPROVEMENTS			**$ 200,000**	**$ 555,000**	**$ 3,295,000**	**$ 1,650,000**
ECONOMIC DEVELOPMENT IMPROVEMENTS						
GENERAL PLAN AND LOCAL COASTAL PROGRAM UPDATE	151	0564	$ 996,257	$ 40,000	$ 1,036,257	$ -
TOWN CENTER PLANNING	151	1001	$ -	$ 200,000	$ 360,000	$ -
CLIMATE ACTION AND ADAPTATION PLAN	151	1002	$ 9,000	$ 41,686	$ 50,686	$ -
MAIN STREET TREE LIGHTS	151	9016	$ -	$ 100,000	$ 100,000	$ -
WAYFINDING AND ENTRY SIGNS (PHASE 2)	151	0559	$ -	$ 100,000	$ 350,000	$ -
TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS			**$ 1,005,257**	**$ 481,686**	**$ 1,896,943**	**$ -**
OPERATIONAL IMPROVEMENTS						
FINANCIAL SOFTWARE - ENTERPRISE RESOURCE PLANNING	151	0555	$ 273,000	$ 27,000	$ 300,000	$ -
TOTAL OPERATIONAL IMPROVEMENTS			**$ 273,000**	**$ 27,000**	**$ 300,000**	**$ -**
PARKS IMPROVEMENTS						
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	$ 310,000	$ 710,000	$ -
POPLAR BEACH GATEWAYS PLAN	125	0617	$ 400,000	$ 178,758	$ 578,758	$ -

ONE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES
FY 2021-22 ADOPTED CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 21-22	TOTAL ALL FY	UNFUNDED
PARKS IMPROVEMENTS (cont.)						
NEW MAGNOLIA/SEYMOUR PARK	125	TBD	$ -	$ 30,000	$ 380,000	$ 350,000
CARTER PARK IMPROVEMENTS	125	0611	$ 303,000	$ 44,121	$ 6,347,121	$ 6,000,000
SMITH FIELD SITE ASSESSMENT AND MASTER PLAN	125	TBD	$ -	$ 200,000	$ 200,000	$ -
TOTAL PARKS			**$ 703,000**	**$ 762,879**	**$ 8,215,879**	**$ 6,350,000**
FACILITY IMPROVEMENTS						
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	$ 30,000	$ 180,000	$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	$ 50,000	$ 450,000	$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	$ 150,000	$ 550,000	$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	$ 100,000	$ 500,000	$ -
CORPORATE YARD IMPROVEMENTS	127	9023	$ 80,000	$ 1,265,000	$ 1,345,000	$ -
SHERIFF SUBSTATION RENOVATION PROJECT	127	0605	$ 7,000	$ 253,000	$ 260,000	$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	$ 180,000	$ 180,000	$ 360,000	$ -
TOTAL FACILITY IMPROVEMENTS			**$ 267,000**	**$ 2,028,000**	**$ 3,645,000**	**$ -**
SEWER IMPROVEMENTS						
SEWER MAINTENANCE PROGRAM	202	0506	N/A	$ 116,192	$ 316,192	$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	$ 75,000	$ 375,000	$ -
CITYWIDE POINT REPAIRS PROGRAM	202	9029	N/A	$ 315,000	$ 1,575,000	$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	$ 85,000	$ 425,000	$ -
PUMP STATION AND FORCE MAIN REPAIR AND REPLACEMENT PROGRAM	202	0507	N/A	$ 250,563	$ 450,563	$ -
OCEAN COLONY PUMP STATION REPLACEMENT PROJECT	202	9025	$ 1,100,000	$ 1,525,000	$ 2,625,000	$ -

ONE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGETED EXPENDITURES
FY 2021-22 ADOPTED CAPITAL BUDGET

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY 21-22	TOTAL ALL FY	UNFUNDED
SEWER IMPROVEMENTS (cont.)						
SANITARY SEWER MASTER PLAN	202	9024	$ 18,000	$ 137,000	$ 170,000	$ -
GIS IMPLEMENTATION	202	0586	$ -	$ 125,000	$ 150,000	$ -
TOTAL SEWER IMPROVEMENTS			**$ 1,118,000**	**$ 2,628,755**	**$ 6,086,755**	$ -
STREET IMPROVEMENTS						
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	$ 25,000	$ 185,000	$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	$ 990,000	$ 3,280,000	$ 2,290,000
CROSSWALKS AND ADA RETROFIT PROGRAM	123	0572	N/A	$ -	$ 240,000	$ -
HIGHWAY 1 SAFETY - SOUTH	123	0523	$ 2,241,634	$ 1,755,967	$ 3,997,601	$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	$ 1,030,000	$ 73,713	$ 14,103,713	$ 7,134,000
MAIN STREET BRIDGE PROJECT	121	0759	$ 986,000	$ 324,000	$ 13,210,000	$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	123	0593	$ 67,000	$ 129,932	$ 2,196,932	$ 798,000
TOTAL STREET IMPROVEMENTS			**$ 4,324,634**	**$ 3,298,612**	**$ 37,213,246**	**$ 10,222,000**
TRAIL IMPROVEMENTS						
BICYCLE AND PEDESTRIAN MASTER PLAN IMPLEMENTATION PROGRAM	125	0615	N/A	$ 370,000	$ 770,000	$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	$ -	$ 187,000	$ 784,000	$ 50,000
POPLAR STREET PARALLEL PATH	125	1003	$ 22,000	$ 141,000	$ 163,000	$ -
SECONDARY POPLAR BEACH ACCESS	125	1004	$ -	$ 45,000	$ 295,000	$ -
TOTAL TRAIL IMPROVEMENTS			**$ 22,000**	**$ 743,000**	**$ 2,012,000**	**$ 50,000**
TOTAL FY ALLOCATIONS			**$ 7,912,891**	**$ 10,524,932**	**$ 62,664,823**	**$ 18,272,000**