



**CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY**

TUESDAY, JUNE 21, 2022

REMOTE PARTICIPATION (SEE NEXT PAGE)

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

7:00 PM

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

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

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

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

<http://hmbcity.com/>

SPECIAL REMOTE PARTICIPATION PROTOCOLS

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

*This meeting will be conducted via Zoom Webinar and live Spanish interpretation will be available within the Zoom platform. Members of the public are welcome to login into the webinar as Attendees. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. Please click to join the webinar: <https://us06web.zoom.us/j/95535614263> or join by phone at 669-900-9128, using Webinar ID 955-3561-4263. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

CALL TO ORDER / ROLL CALL

APPROVAL OF AGENDA

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS

SENATOR BECKER - STATE LEGISLATION UPDATE
PENINSULA CLEAN ENERGY (PCE) PRESENTATION
EARTH DAY SCHOLARSHIP AWARD
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

GENERAL MUNICIPAL ELECTION CANDIDATE NOMINATION PERIOD ANNOUNCEMENT
SUSTAINABILITY UPDATES
EMERGENCY PREPAREDNESS UPDATES

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

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

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

[STAFF REPORT](#)

1.C RECEIPT OF LEGISLATIVE POSITION LETTERS

Staff Recommendation: Receive and file opposition letter to May Revise Vehicle License Fee Trailer Bill and support letters sent for Senate Bills 833, 843, and 846, and 1158.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

1.D SALARY SCHEDULE FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL 39, AFL-CIO; REPRESENTED MANAGEMENT TEAM MEMBERS, AND NON-REPRESENTED EMPLOYEES

Staff Recommendation: Adopt a resolution approving the FY 2022-2023 salary schedule representing a 3.0-percent increase to the base salary for the International Union of Operating Engineers Stationary Local 39 AFL-CIO, Represented Management Team Members, Confidential, and Non-Represented Employees, effective as per the terms of Memoranda of Understanding.

[STAFF REPORT](#)

[RESOLUTION](#)

1.E WARRANTS FOR THE MONTH OF MAY 2022

Staff Recommendation: Accept the warrants list for the month of May 2022.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

1.F ANNUAL RENEWAL OF COMMUNITY DEVELOPMENT CONTRACTS

Staff Recommendation: Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2022 with:

1. 4LEAF, Inc. (4Leaf) for building plan check and inspection services in an amount of \$269,885; and
2. Metropolitan Planning Group (M-Group) for contract planning services in an amount of \$137,500; and
3. Baird + Driskell Community Planning (B+D) to support affordable housing development and the Housing Element in an amount of \$70,000.

[STAFF REPORT](#)

[RESOLUTION 1](#)

[RESOLUTION 2](#)

[RESOLUTION 3](#)

1.G PACIFIC COAST TELEVISION FUNDING REQUEST FOR PURCHASE OF STUDIO PROPERTY IN PACIFICA

Staff Recommendation: Adopt a resolution approving the use of \$50,000 worth of Public, Educational, and Governmental Access Television (PEG) Funds to support Pacific Coast Television's acquisition of property to serve as its studio.

[STAFF REPORT](#)

[RESOLUTION](#)

1.H ANNUAL RENEWAL OF PUBLIC WORKS CONTRACTS

Staff Recommendation: Adopt resolutions authorizing the City Manager to execute professional service agreements with:

1. 4Leaf, Inc. for \$191,000 for Public Works Construction Inspection services;
2. Abundant Grace for \$115,000 for coastal cleanup services;
3. American Debris Box for \$85,000 to provide portable toilet services Citywide;
4. Community Services Group (CSG) Consultants for \$110,000 to support the City's National Pollutant Discharge Elimination System (NPDES) storm water program and regulatory permit requirements;
5. Impec Group for \$208,272 for janitorial services;
6. Loral Landscaping for \$48,000 for median maintenance;
7. Mark Thomas for \$147,000 for additional design services for the Highway 1 North project;
8. Mark Thomas for \$175,124 to provide operational assistance including Fats Oils and Grease (FOG) program, sewer cleaning QA/QC, CCTV inspection and pump station inspection;
9. Peninsula Municipal Engineering, Inc. (PME) for \$198,000 to provide project management of grant funded projects for the Eastside Parallel Trail Expansion project (0619) and the Highway 1 Safety – North project (0538);
10. W. Housen & Associates for \$157,000 for engineering services related to sewers; and
11. West Coast Arborists (WCA) for \$50,000 to provide tree trimming and tree removal services.

[STAFF REPORT](#)

[RESOLUTIONS](#)

1.I CONSIDERATION OF SUPPORT LETTER FOR GOVERNOR NEWSOM’S COMMUNITY ASSISTANCE, RECOVERY, AND EMPOWERMENT (CARE) COURT PROPOSAL

Staff Recommendation: By motion, authorize the Mayor to sign a letter in support of Governor Newsom’s Community Assistance, Recovery, and Empowerment (CARE) Court Proposal.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

2. ORDINANCES AND PUBLIC HEARINGS

2.A RESOLUTION ASSESSING THE LEVY FOR THE HALF MOON BAY BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2022-23

Staff Recommendation: Conduct a public hearing, consider any oral or written protests, and adopt a resolution assessing the levy for the Half Moon Bay Business Improvement District for Fiscal Year 2022-23.

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

3. RESOLUTIONS AND STAFF REPORTS

3.A SAN MATEO COUNTY HARBOR DISTRICT - SURFERS BEACH PILOT SAND REPLENISHMENT PROJECT

Staff Recommendation: Adopt a resolution authorizing the City Manager to submit a letter to the California Coastal Commission in support of a consolidated Coastal Development Permit (CDP) application for the Surfers Beach Pilot Sand Replenishment Project filed by the San Mateo County Harbor District (District) and further requesting the California Coastal Commission assume the lead agency role.

[STAFF REPORT](#)

[RESOLUTION](#)

3.B FISCAL YEAR 2022-2023 RECOMMENDED BUDGET

Staff Recommendation: Review the Recommended FY 2022-23 Budget document and adopt resolutions to: 1) establish the GANN Appropriation Limit for FY 2022-23; 2) approve the City’s Review of the Investment Policy; 3) adopt the FY 2022-23 Annual

Operating and Capital Budget; and 4) establish the classification and salary schedule for Economic and Community Vitality Manager.

[STAFF REPORT](#)

[ATTACHMENT 2](#)

[RESOLUTION 1](#)

[RESOLUTION 2](#)

[RESOLUTION 3](#)

[RESOLUTION 4](#)

3.C COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

Staff Recommendation: Receive applicant funding recommendations from the Community Services Financial Assistance (CSFA) Grant Program Subcommittee and determine final funding allocations for Fiscal Year 2022-23.

[STAFF REPORT](#)

3.D AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH COUNTY OF SAN MATEO SHERIFF'S OFFICE - AMENDMENT FOURTEEN

Staff Recommendation: Authorize the City Manager to execute Amendment Fourteen to the Agreement for Law Enforcement Services with the County of San Mateo Sheriff's Office.

[STAFF REPORT](#)

[RESOLUTION](#)

COMMISSION / COMMITTEE UPDATES

CITY COUNCIL REPORTS / FUTURE ITEMS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

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

RECOMMENDATION:

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

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

This action supports the Inclusive Governance element of the Strategic Plan.

BACKGROUND:

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

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

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

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

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

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

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

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

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

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

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

DISCUSSION:

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

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

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

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

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

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

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

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **RECEIPT OF LEGISLATIVE POSITION LETTERS**

RECOMMENDATION:

Receive and file opposition letter to May Revise Vehicle License Fee Trailer Bill and support letters sent for Senate Bills 833, 843, and 846, and 1158.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

This action supports the Inclusive Governance element of the Strategic Plan.

DISCUSSION:

Annually, the City adopts a Legislative Platform to allow staff to send position letters regarding various bills / issues of interest to the City. The 2022 Legislative Platform was adopted by the City Council on March 1, 2022. The platform provides staff direction and allows the City, on the Council's behalf, to respond in support of or opposition to bills and other legislative and administrative actions. The City Council has delegated its authority to the Mayor and / or City Manager to sign position letters consistent with the legislative platform. Townsend Public Affairs monitors legislation for the City and communicates frequently with staff on bills. Occasionally, the League of California Cities will send action alerts for bills affecting municipalities. Staff reviews those alerts as well and will take action on any that align with the City's Legislative Platform.

In the spirit of transparency, when position letters are sent by the City, staff will include them in a City Council agenda packet for viewing by the Council and the community.

ATTACHMENTS:

SB 833, 843, 846, and 1158 Support Letters

Opposition letter to May Revise Vehicle License Fee Trailer Bill

June 7, 2022

The Honorable Bill Dodd
California State Senate
1021 O Street, Suite 6620
Sacramento, CA 95814

**Re: Senate Bill 833 (Dodd) Community Energy Resilience Act of 2022
Letter of Support – City of Half Moon Bay**

Dear Senator Dodd:

On behalf of the City of Half Moon Bay, I write to express my support for SB 833, your bill which requires the California Energy Commission (CEC) to develop and implement a grant program for local governments to develop community energy resilience plans, as specified, to address power outages.

As you know, power outages, including public safety power shutoffs (PSPS) have been growing occurrences across California. These are due, in part, to growing environmental changes including increased instances of wildfire, lightning strikes, and other emergency situations.

SB 833 calls for the creation of a new technical assistance and grant program administered by the California Energy Commission to provide local governments with the resources needed to develop clean energy resilience plans in collaboration with utilities and prioritize enhanced resilience for low-income communities. The increasing frequency of electrical outages, especially those driven by extreme climate events, has imposed enormous costs on California and have prompted many homeowners, businesses, and utilities to purchase polluting backup generators. SB 833 offers a better alternative through local planning that enhances energy resilience by strategically developing decentralized, locally produced clean energy resources that take advantage of significant recent cost reductions in clean, distributed energy.

I am pleased to support Senate Bill 833 and thank you for your work on this important policy topic.

Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay

CC: Assembly Member Marc Berman
Senator Josh Becker
Assembly Member Eduardo Garcia, Chair – Assembly Utilities and Energy Committee



June 7, 2022

The Honorable Steven Glazer
California State Senate
1021 O Street, Suite 7520
Sacramento, CA 95814

**Re: Senate Bill 843 (Glazer) Taxation: renters' credit
Letter of Support – City of Half Moon Bay**

Dear Senator Glazer:

On behalf of the City of Half Moon Bay, I write to express my support for SB 843, your bill pertaining to renters' credits.

This bill would increase the amount of the renter's credit to \$1,000 for spouses filing joint returns, head of household, and surviving spouse filers, and to \$500 for all other tax filers, effective beginning in the 2022 taxable year, and ending in the 2027 taxable year, but only when a bill implementing the Budget Act specifies that it is.

Surging rental prices and the expiration of the pandemic eviction moratorium has squeezed families' budgets as short supplies and provided little relief for families struggling with rising rental prices. SB 843 would provide immediate financial relief to 2.4 million low- and middle-income renters by increasing and restructuring the Renters' Tax Credit. By making the credit refundable, this bill would ensure that those who are the most in need benefit, regardless of their tax obligation. SB 843 compliments California's long-term goals to increase and expand access to housing

Thank you for working to bring near-term relief to struggling Californians, and I appreciate the work of you and your colleagues in the Legislature to address housing challenges on a large scale. For these reasons, I am pleased to support Senate Bill 843.

Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay

CC: Assembly Member Marc Berman
Senator Josh Becker
Assembly Member Jacqui Irwin, Chair – Assembly Revenue and Taxation Committee



June 7, 2022

The Honorable Bill Dodd
California State Senate
1021 O Street, Suite 6620
Sacramento, CA 95814

Re: Senate Bill 846 (Dodd) Alcoholic beverages: deliveries: off-sale retail licenses and consumer delivery service permits
Letter of Support – City of Half Moon Bay

Dear Senator Dodd:

On behalf of the City of Half Moon Bay, I write to express support for SB 846, a commonsense measure which would be beneficial to both restaurants and consumers, while maintaining public safety standards related to alcoholic beverages

Specifically, this bill authorizes the Department of Alcoholic Beverage Control (ABC) to issue a consumer delivery service permit, which would allow the permittee to deliver alcoholic beverages on behalf of an alcohol licensee, as specified. In addition, this bill removes certain requirements related to cocktails to-go, including the requirement that the order be picked up by the consumer.

The ability to include alcoholic drinks with to-go orders has been a huge success for many restaurants during the COVID-19 pandemic and has allowed many restaurants to survive. Even as the state continues to recover from this pandemic, there are still a large number of consumers who don't yet feel comfortable dining in our restaurants or bars. The requirement that consumers must pick up their order harms our restaurants and does not provide any meaningful protections. Nothing in this bill changes any laws related to drinking and driving or drinking in public nor does the bill force restaurants to sell drinks to go. This bill simply provides an opportunity.

We are supportive of our restaurants, especially small or independent mom and pop businesses, and want to ensure their business remains strong. For these reasons, I am pleased to support Senate Bill 846.

Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay



CC: Assembly Member Marc Berman
Senator Josh Becker
Assembly Member Miguel Santiago, Chair – Assembly Governmental Organization
Committee



June 7, 2022

The Honorable Josh Becker
California State Senate
1021 O Street, Suite 7250
Sacramento, CA 95814

**Re: Senate Bill 1158 (Becker) Retail electricity suppliers: emissions of greenhouse gases
Letter of Support – City of Half Moon Bay**

Dear Senator Becker:

On behalf of the City of Half Moon Bay, I write to express my support for SB 1158, which would require every retail supplier of electricity to annually report hourly greenhouse gas (GHG) emissions data, as specified, to the California Energy Commission (CEC).

As California's electricity sector makes progress toward 100% clean energy, the main interim requirements for electricity suppliers will be the annual greenhouse gas (GHG) emissions targets set for each of them. Unfortunately, we have no information today on what the actual GHG emissions are for each electricity supplier, so we have no means for holding suppliers accountable to achieving their targets. SB 1158 establishes reporting requirements for electricity suppliers to close this gap – so that we can measure progress against their GHG emissions targets and ensure that the electricity sector is on track to achieve our 100% clean energy goals.

Thank you for your work on this important policy topic, and again, I am pleased to support Senate Bill 1158.

Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay

CC: Assembly Member Marc Berman
Assembly Member Eduardo Garcia, Chair – Assembly Utilities and Energy Committee
Assembly Member Luz Rivas, Chair – Assembly Natural Resources Committee



May 16, 2022

(via Email)

The Honorable Sydney Kamlager
Chair, Senate Budget Subcommittee #4 on State Administration and General Government
1021 O Street, Suite 6510
Sacramento, CA 95814

The Honorable Wendy Carrillo
Chair, Assembly Budget Subcommittee #4 on State Administration
1021 O Street, Suite 5730
Sacramento, CA 95814

Re: May Revise – *Excess ERAF Trailer Bill Language*-- OPPOSE

Dear Chair Kamlager & Chair Carrillo:

On behalf of City of Half Moon Bay I write to convey our unanimous opposition to a revised proposed trailer bill released in connection with the May Budget Revision currently titled "*Act to Amend Section 97.70 of Revenue and Taxation Code relating to taxation and making an appropriation therefor.*" This proposed trailer bill (like a previous, unacceptable version) would change current law in a way that would significantly harm counties and cities by permanently "capping" the ERAF funds that would be returned to them (after schools have been fully funded) and, instead, use such local tax revenues to pay the State's in-lieu Vehicle License Fee (VLF) obligation.

If enacted, this proposal would cause significant immediate and future financial losses to the local agencies' revenues and require reductions in critical public services so that the State can offload its VLF obligation onto the local agencies themselves. This bill will ultimately result in San Mateo County and its cities losing hundreds of millions of dollars every year, funds that are already budgeted by many municipalities for important local services.

As we have noted previously, the VLF "Swap" was an integral part of the 2004 Budget compromise under which counties and cities gave up significant revenue to address the State's budget deficit. The VLF Swap legislation identified two direct sources of funding to pay the State's in-lieu VLF obligation to counties and cities: (a) ERAF distributions to non-basic aid schools; and (b) property tax revenues of non-basic aid schools. While the statute identifies these two funding sources, the State effectively pays the VLF obligation to local agencies because it backfills the non-basic aid school districts for these amounts so school districts do not suffer any financial loss from the in-lieu VLF obligation.

The VLF Swap law, which codified this compromise and remains in effect, explicitly provides that



THE CITY OF
HALF MOON BAY
CALIFORNIA

counties and cities' excess ERAF monies are not available to pay the State's VLF obligation. When this compromise was reached, neither local agencies nor the Legislature anticipated that the two funding sources to pay the State's in-lieu VLF obligation would ever be insufficient to do so. In recent years, however, VLF revenue shortfalls have occurred and, as a result, cities and counties have been required to make special appropriation requests to receive their full amount of VLF in arrears.

The State is now proposing to address this shortfall by taking local agencies' own funds to pay for the State's VLF obligation. Specifically, this bill would amend Revenue & Taxation Code § 97.70(f)(1) to reverse the current statutory restriction on using local agencies' excess ERAF and instead permanently cap it so that future growth can be used to fund the State's VLF obligation. This fundamental change will harm local agencies by tens of millions of dollars growing to hundreds of millions, as the State's share of the VLF shortfall shrinks. Under this proposal, local capped excess ERAF will decline in value while the State absorbs all of the growth to offset its statutory VLF obligation. The trailer bill would also violate constitutional provisions approved by the voters, including as Proposition 1A and 22, that prohibit the State from raiding local agency funds to pay for its responsibilities. Indeed, the act would penalize local agencies that seek to vindicate their constitutional rights by including a provision to immediately terminate State funding for shortfalls if its cap on excess ERAF is invalidated in Court.

Capping this funding and allocating any growth to instead pay the State's VLF obligation effectively cements the VLF shortfall—now transformed under the trailer bill into an excess ERAF shortfall—as a permanent loss in local revenues that will have a devastating impact on our budget and ability to continue providing these needed local services. Under this proposal, the City's excess ERAF dollars will be frozen while local needs grow and the State absorbs all future excess ERAF dollars to fund its own statutory obligation to make VLF payments.

As such, we **urge** you to reject this trailer bill language so that none of its amendments to Revenue and Taxation Code § 97.70 are enacted into law.

In sum, the City strongly opposes the proposed trailer bill offered in the May Revise. The trailer bill reneges on commitments that the State previously enacted into law regarding the source of VLF funding, violates State constitutional provisions that prohibit such raids of local funds and the 2004 budget compromise between the State and local agencies. The State must fund its VLF obligation without diverting hundreds of millions of dollars from local agencies' budgets, requiring cuts and further constraining their ability to deliver critical public safety and health services to their communities.

Sincerely,

Debbie Ruddock
Debbie Ruddock
Mayor of Half Moon Bay



CC: Senator Josh Becker
Senator Scott Weiner
Assembly Member Kevin Mullin
Assembly Member Marc Berman
Assembly Member Phil Ting
San Mateo County Board of Supervisors
San Mateo County, County Executive Mike Callagy
Cities and Town of San Mateo County

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director

TITLE: **SALARY SCHEDULE FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL 39, AFL-CIO; REPRESENTED MANAGEMENT TEAM MEMBERS, AND NON-REPRESENTED EMPLOYEES**

RECOMMENDATION:

Adopt a resolution approving the FY 2022-2023 salary schedule representing a 3.0-percent increase to the base salary for the International Union of Operating Engineers Stationary Local 39 AFL-CIO, Represented Management Team Members, Confidential, and Non-Represented Employees, effective as per the terms of Memoranda of Understanding.

FISCAL IMPACT:

The salary adjustments will reflect a 3.0-percent wage adjustment for the International Union of Operating Engineers Stationary Local 39 AFL-CIO, Represented Management Team Members, and Confidential and Non-Represented Employees for a total fiscal impact of \$169,321. Funding for the adjustments to salary is included in the FY 22-23 budget.

STRATEGIC ELEMENT:

This recommendation supports the Inclusive Governance Element of the Strategic Plan.

BACKGROUND/DISCUSSION:

In 2021, the City Council authorized the City Manager to execute five-year Memoranda of Understanding with the represented labor groups listed above that provide for a two-and-a-half (2.5%) or three percent (3.0%) wage increase effective July 1, 2020. The final amount was determined by a negotiated formula which is based on the City's actual gross Transient Occupancy Tax (TOT) revenue for the first three quarters of Fiscal Year 21-22 equaling or exceeding ninety percent (90%) of the FY 18-19 TOT revenue.

The Salary Schedule includes two notes: a single or double asterisk. A single asterisk is utilized for positions that are vacant and not currently part of the organizational and staffing structure. The positions remain on the Salary Schedule as a placeholder in the event future changes warrant

inclusion of one or more of those vacant/unutilized positions. A double asterisk is used to distinguish positions that may be filled at one of two classifications.

In addition, we are cleaning up the salary schedule to reflect the correct ranking of the Deputy City Manager and Assistant City Manager classifications. Traditionally, the Assistant City Manager is the higher-ranking position and should be attached to the higher salary. With this in mind, the Deputy City Manager will be re-titled to Assistant City Manager and the Assistant City Manager will be retitled to Deputy City Manager. Staff will not be financially impacted nor will responsibilities change but will have the new title.

ATTACHMENT:

Resolution with Exhibit A (Salary Schedule for FY 2022-23)

RESOLUTION No. C-2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
ESTABLISHING THE SALARY SCHEDULE FOR CITY OF HALF MOON BAY EMPLOYEES FOR FISCAL
YEAR 2022-2023**

WHEREAS, the City of Half Moon Bay Municipal Code and Personnel Rules and Regulations empower the City Council to establish a compensation plan for all classifications in the City service; and

WHEREAS, in accordance with existing Memoranda of Understanding with the International Union of Operating Engineers Stationary Local 39 AFL-CIO, Represented Management Team Members, and Confidential and Non-Represented Employees, effective July 1, 2022;

NOW, THEREFORE, BE IT RESOLVED THAT the attached salary schedule incorporated as Exhibit A to this resolution constitutes the compensation plan for all classifications in the City of Half Moon Bay is hereby approved.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

City of Half Moon Bay
Salary Schedule
Effective July 1, 2022 (3%)

		Steps				
Position	Class	A	B	C	D	E
		Monthly Salary Ranges (e)				
Exempt - Non Represented Management						
City Manager	99-999	Only one step				21,679.16
Public Works Director	10-520	16,185	16,994	17,844	18,736	19,673
Community Development Director	10-505	14,896	15,641	16,423	17,244	18,106
Assistant City Manager	10-500	14,871	15,615	16,396	17,216	18,077
Finance Director*	10-490	14,758	15,496	16,271	17,085	17,939
Administrative Services Director	10-490	14,758	15,496	16,271	17,085	17,939
Deputy City Manager*	10-515	13,417	14,088	14,792	15,532	16,309
Communications Director/City Clerk	10-412	12,726	13,362	14,030	14,732	15,469
Contract Services Manager*	10-430	10,495	11,020	11,571	12,150	12,758
Assistant to the City Manager*	10-420	9,457	9,930	10,427	10,948	11,495
Exempt - Confidential						
Finance Manager	10-485	10,815	11,356	11,924	12,520	13,146
Administrative Services Manager *	10-525	10,715	11,251	11,814	12,405	13,025
Management Analyst - Human Resources	10-721	8,020	8,421	8,842	9,284	9,748
Executive Assistant to the City Manager	10-715	6,806	7,146	7,503	7,878	8,272
Senior Accountant	10-745	8,989	9,438	9,910	10,406	10,926
Exempt - Represented Management						
City Engineer	10-750	13,075	13,729	14,415	15,136	15,893
Planning and Development Services Manager*	10-748	11,883	12,477	13,101	13,756	14,444
Senior Planner	10-724	9,398	9,868	10,361	10,879	11,423
Associate Engineer	10-746	9,261	9,724	10,210	10,721	11,257
Public Works Superintendent	10-526	10,715	11,251	11,814	12,405	13,025
Community & Economic Vitality Manager	10-527	10,715	11,251	11,814	12,405	13,025
Assistant City Clerk	10-725	8,777	9,216	9,677	10,161	10,669
Communications Specialist	10-726	8,777	9,216	9,677	10,161	10,669
Senior Management Analyst	10-727	8,777	9,216	9,677	10,161	10,669
Housing Coordinator	10-728	8,777	9,216	9,677	10,161	10,669
Associate Planner	10-729	8,020	8,421	8,842	9,284	9,748
Management Analyst	10-721	8,020	8,421	8,842	9,284	9,748
Assistant Engineer	10-719	7,493	7,868	8,261	8,674	9,108
Recreation Coordinator*	10-200	5,999	6,299	6,614	6,945	7,292
Recreation Supervisor	10-201	7,608	7,988	8,387	8,806	9,246
Non-Exempt Operating Engineers Local 39						
Assistant Planner	39-159	7,460	7,833	8,225	8,636	9,068
Deputy City Clerk *	39-160	7,112	7,468	7,841	8,233	8,645
Administrative Analyst	39-157	6,661	6,994	7,344	7,711	8,097
Community Preservation Specialist	39-158	6,661	6,994	7,344	7,711	8,097
Permit Technician	39-250	6,228	6,539	6,866	7,209	7,569
Administrative Assistant	39-155	5,949	6,246	6,558	6,886	7,230
Senior Accounting Technician*	39-150	5,743	6,030	6,332	6,649	6,981
Senior Maintenance Worker	39-280	6,646	6,978	7,327	7,693	8,078
Maintenance Worker II	39-275	5,644	5,926	6,222	6,533	6,860
Maintenance Worker I	39-255	5,004	5,254	5,517	5,793	6,083
Maintenance Assistant	39-131	4,158	4,366	4,584	4,813	5,054
Accounting Technician	39-145	5,126	5,382	5,651	5,934	6,231
Office Assistant II	39-135	4,744	4,981	5,230	5,492	5,767
Office Assistant I	39-130	4,158	4,366	4,584	4,813	5,054
Recreation Leader III	39-165	3,414	3,585	3,764	3,952	4,150
Recreation Leader II	39-140	3,104	3,259	3,422	3,593	3,773
Recreation Leader I	39-115	2,747	2,884	3,028	3,179	3,338

*Approved Classifications, unbudgeted

**City of Half Moon Bay
Salary Schedule
Effective July 1, 2022 (3%)**

Part-Time	Pay Cd/Range	2022 RATES Hourly Wage Steps				
Building Attendant I	890/012	15.76	16.55	17.38	18.25	19.16
Building Attendant II	890/015	18.25	19.16	20.12	21.13	22.19
Building Attendant III	890/018	22.17	23.28	24.44	25.66	26.94
Maintenance Assistant	890/015	18.25	19.16	20.12	21.13	22.19
Intern	02-100	21.19	22.25	23.36	24.53	25.76

City Council	One Step	\$835.00 Stipend per month (includes \$100.00 Auto Allowance)*				
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*Effective January 2023, salary will be \$1055.00 per month (including \$100.00 Auto allowance)

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

From: Lisa Lopez, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF MAY 2022**

RECOMMENDATION:

Accept the warrants list for the month of May 2022.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, we processed 6 check runs. The first was on May 4, totaling \$43,765.67. The second was on May 5, totaling \$77,842.89. The third was on May 12, totaling \$266,435.46. The fourth was on May 18, totaling \$1,476.63. The fifth was on May 19, totaling \$523,650.87. The sixth was on May 26, totaling \$222,404.29. The total for the month was \$1,135,575.81.

The City processed payments related to 13 capital improvement projects, in a total amount of \$167,030.40. These projects include: Street Resurfacing, HWY 1 Safety/Traffic Reduction Improvements, HWY1 Safety/Congestion, Drainage Master Plan, Poplar Complete Street Project, Carter Park Improvement, Poplar Beach Gateways Plan, Bikeway Connectivity Project-North, Main Street Bridge Rehabilitation, Climate Action and Adaption, Smith Field Site Assessment, Corp Yard Improvements, Inflow and Infiltration Program.

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
51135	3923	WELLS FARGO	5/4/2022	43,765.67	VISA PAYMENT
50966	3673	EL CENTRO DE LIBERTAD	5/12/2022	55,164.34	CARES PROGRAM EXPENSES
50977	4179	MIDPEN HOUSING	5/12/2022	30,780.00	FY21/22 SEWER REFUND
50983	3085	SHUTE MIHALY & WEINBERGER LLP	5/12/2022	91,447.06	LEGAL SERVICES
50991	4270	4LEAF INC.	5/19/2022	36,141.87	MAR'22, FY21/22 PLAN REVIEW AND BUILDING INSPECTIONS
51015	3956	PENINSULA MUNICIPAL ENGINEERING INC.	5/19/2022	36,278.00	DEC'21, ENGINEERING SERVICES, HWY 1 SOUTH SAFETY AND OPEATIONAL
51020	159	SEWER AUTHORITY MID-COASTSIDE	5/19/2022	378,244.94	MAY'22, FY21/22 SEWER COLLECTIONS
51060	2337	SMCO PUBLIC SAFETY COMMUNICATIONS	5/26/2022	66,942.75	Q4, FY21/22 PUBLIC SAFETY COMMUNICATIONS

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
50931	444	ASSOCIATION OF BAY AREA GOVERNMENTS	05/05/2022	446.52	TRUE-UP ALLOCATION
50932	374	BARKERBLUE DIGITAL IMAGING	05/05/2022	82.05	PRINTING SERVICE
50933	3526	BIGGS CARDOSA ASSOCIATES INC	05/05/2022	3,368.00	MAR'22, PREPERATION OF PS&E AND ENVIRONMENTAL CLEAR
50934	220	CA DEPT OF CONSERVATION	05/05/2022	505.80	SMIP Q3 FY21/22 RESORT FEE
50935	3090	CALIFORNIA BUILDING STANDARDS COMMISSION	05/05/2022	187.20	BSASRF Q3 FY21/22 RETAINER
50936	3976	CIRCLEPOINT	05/05/2022	10,315.00	MAR'22, COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT R
50937	483	CITY OF BRISBANE	05/05/2022	990.00	SMCTC LEADERSHIP ACADEMY FEE
50938	3127	FREYER & LAURETA INC.	05/05/2022	6,387.50	MAR'22, SMITH FIELD PARKING LOT
50939	5349	GATES AND ASSOCIATES	05/05/2022	8,227.00	MAR'22, SMITH FIELD FACILITIES MASTER PLAN
50940	4340	GREGORY SCOTT BAURMANN	05/05/2022	637.00	INSTRUCTOR PAYMENT UKULELE 10/05-10/26/19
50941	3782	GRIFFIN STRUCTURES INC.	05/05/2022	3,235.68	MAR'22, CARTER PARK RENOVATION PROJECT
50942	82	HALF MOON BAY REVIEW	05/05/2022	495.00	PUBLIC NOTICE
50943	291	LAURIE BECKER	05/05/2022	791.70	INSTRUCTOR PAYMENT ZUMBA POS
50944	3746	MALCOLM C SMITH	05/05/2022	935.00	APR'22, COMMUNICATION CONSULTANT
50945	2573	MARIAN POTT	05/05/2022	819.00	INSTRUCTOR PAYMENT DOG TRAINING 03/24/22-04/28/22
50946	1206	MARK THOMAS & CO. INC.	05/05/2022	23,747.13	APR'22, HWY1 NORTH SAFETY & OPERATIONAL IMPROVEMEN
50947	5392	NORMA MIRAMONTES	05/05/2022	500.00	DEPOSIT REFUND TRAIN DEPOT 05/28/22
50948	4582	OLIVIA LOPEZ	05/05/2022	500.00	DEPOSIT REFUND TRAIN DEPOT 04/22/22
50949	5020	QUADIENT FINANCE USA, INC	05/05/2022	315.00	POSTAGE
50950	1665	SAN MATEO CO. DEPT OF PUBLIC WORKS	05/05/2022	400.00	APN 056-150-200/ 555 KELLY AVE, HALF MOON BAY, CA 94019
50951	129	SERVICE PRESS INC.	05/05/2022	243.04	OFFICE SUPPLIES
50952	3101	SHRED-IT USA LLC	05/05/2022	173.91	RECORDS MANAGEMENT
50953	3519	SWCA INCORPORATED	05/05/2022	1,610.00	MAR'22, FY20/21 ON-CALL BIO SERVICES
50954	3955	TOWNSEND PUBLIC AFFAIRS	05/05/2022	10,000.00	SEP'21, TOWNSEND PUBLIC AFFAIRS
50955	5393	TRAFFIC PATTERNS LLC	05/05/2022	2,062.50	V. RODRIGUEZ, MAR'22-APR'22
50956	1497	TURBO DATA SYSTEMS	05/05/2022	868.86	CITATION PROCESSING
50958	3332	AMERICAN PORTABLES	05/12/2022	8,322.82	MAY'22, FY21/22 PORTABLE RESTROOM FACILITIES
50959	2407	ARAMARK	05/12/2022	260.69	MAINT SERVICE
50960	5168	BLEYLE ELEVATOR, INC	05/12/2022	2,402.00	MAINT SERVICE
50961	5394	BODAS CONSTRUCTION	05/12/2022	362.00	DEMOLITION PERMIT# B2022-00085
50962	5223	CAPITAL ONE TRADE CREDIT	05/12/2022	2,682.51	REC MAINT SUPPLIES
50963	3724	CHARGEPOINT INC.	05/12/2022	11,080.00	CHARGING STATION
50964	2859	CLAUDIA MARSHALL	05/12/2022	525.00	INSTRUCTOR PAYMENT, DRAWING 03/16/22-05/04/22
50965	5396	DIANA BECERRA	05/12/2022	245.00	DEPOSIT REFUND GRAND OAK RENTAL 05/07/22
50966	3673	EL CENTRO DE LIBERTAD	05/12/2022	55,164.34	CARES PROGRAM EXPENSES
50967	3446	FLYERS ENERGY, LLC	05/12/2022	2,054.89	VEHICLE FUEL

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
50968	3176	GAIL P. STEVENS	05/12/2022	136.50	INSTRUCTOR PAYMENT BALLROOM 04/01/22
50969	3429	HUE & CRY	05/12/2022	617.95	SECURITY SERVICE
50970	4267	IMPEC GROUP INC.	05/12/2022	18,345.74	HALF MOON BAY LIBRARY
50971	3944	JESSICAN BLAIR	05/12/2022	3,000.00	STUDENT LOAN REIMBURSEMENT 2020-2022
50972	4207	KAREN DECKER	05/12/2022	8,350.00	REIMBURSEMENT-JUNE 2022 CENTER FOR EXECUTIVE SEMIN
50973	4293	LOCKWORKS UNLIMITED INC	05/12/2022	58.78	MAINT SERVICE
50974	4028	LORAL HORTICULTURAL SERVICES	05/12/2022	2,000.00	MAY'22, FY21/22 LANDSCAPE AND MAINTENANCE SERVICES
50975	5096	LOUISE PESSETTA	05/12/2022	10.00	CLASS REFUND CCO WIND ENSEMBLE/CHANGED FROM \$40 T
50976	4642	MARIK ENTERPRISES, LLC	05/12/2022	120.00	PRE-EMPLOYMENT REPORT
50977	4179	MIDPEN HOUSING	05/12/2022	30,780.00	FY21/22 SEWER REFUND
50978	5398	ONA WEINERT	05/12/2022	1,000.00	WINNER OF EARTH DAY SCHOLARSHIP
50979	261	PETERSON POWER SYSTEMS INC.	05/12/2022	1,022.00	APR'22, CONTINUED BACK-UP GENERATOR SERVICES
50980	3951	PUBLIC PARKING ASSOCIATES INC	05/12/2022	165.00	MAINT SERVICE
50981	3131	ROBERT W. SMITH	05/12/2022	340.20	INSTRUCTOR PAYMENT- ORCHESTRA
50982	217	SAN MATEO COUNTY INFORMATION SVCS.	05/12/2022	82.25	MICROWAVE SERVICE
50983	3085	SHUTE MIHALY & WEINBERGER LLP	05/12/2022	91,447.06	GEARING
50984	5395	STACY MCCARTHY	05/12/2022	500.00	DEPOSIT REFUND TRAIN DEPOT 05/01/22
50985	5301	SUBURBAN PROPANE LP	05/12/2022	1,508.61	PROPANE
50986	3519	SWCA INCORPORATED	05/12/2022	1,621.50	APR'22, SWCA DITCH CONTRACT
50987	4487	THE HOME DEPOT PRO	05/12/2022	1,023.20	MAINT SUPPLIES
50988	3955	TOWNSEND PUBLIC AFFAIRS	05/12/2022	20,000.00	TOWNSEND PUBLIC AFFAIRS
50989	4429	WESTERN EXTERMINATOR COMPANY	05/12/2022	1,207.42	APR'22, FY21/22 PEST MANAGEMENT PROGRAM
50990	5399	HALF MOON BAY COFFEE COMPANY	05/18/2022	1,476.63	CARTER PARK GROUNDBREAKING EVENT
50991	4270	4LEAF INC.	05/19/2022	36,141.87	MAR'22, FY21/22 PLAN REVIEW AND BUILDING INSPECTIONS
50992	2407	ARAMARK	05/19/2022	260.69	MAINT SERVICE
50993	444	ASSOCIATION OF BAY AREA GOVERNMENTS	05/19/2022	446.52	TRUE-UP ALLOCATION
50994	4300	AT&T	05/19/2022	1,938.21	PHONE SERVICE
50995	4464	AVENU	05/19/2022	500.00	STARS Q4 2021
50996	374	BARKERBLUE DIGITAL IMAGING	05/19/2022	836.47	PRINTING SERVICE
50997	4115	BIG BELLY SOLAR INC	05/19/2022	1,271.01	MAY'22, SMART TRASH RECEPTACLES
50998	866	BOYS & GIRLS CLUB OF THE COASTSIDE	05/19/2022	1,000.00	EVENT CENTER RENTAL
50999	5400	CANDELARIA LOPEZ	05/19/2022	500.00	DEPOSIT REFUND 05/14/22 DEPOT ROOM
51000	5223	CAPITAL ONE TRADE CREDIT	05/19/2022	33.88	REC MAINT SUPPLIES
51001	4193	CASELLE INC.	05/19/2022	3,744.00	ERP CONTRACT SUPPORT & MAINTENANCE
51002	5402	CDW GOVERNMENT	05/19/2022	901.79	IT SUPPLIES
51003	404	CITY OF SAN CARLOS	05/19/2022	104.00	COUNCIL OF CITIES MEETING-RUDDOCK
51004	51	COASTSIDE COUNTY WATER DISTRICT	05/19/2022	5,311.31	LIFT STATION FAIRWAY
51005	5318	COLUMN SOFTWARE, PBC	05/19/2022	852.50	PUBLIC NOTICE
51006	4484	CSW/STUBER-STROEH ENGINEERING GROUP INC	05/19/2022	11,410.00	MAR'22, POPLAR STREET TRAFFIC CALMING AND SAFETY PR
51007	2564	HALF MOON BAY GRADING & PAVING INC.	05/19/2022	1,143.14	MAINT SUPPLIES

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51008	5401	HALF MOON BAY ODD FELLOWS	05/19/2022	1,700.00	RENTAL FEE
51009	82	HALF MOON BAY REVIEW	05/19/2022	2,181.00	LISTENING SESSIONS
51010	5023	Jenny Walter	05/19/2022	100.00	DEPOSIT REFUND 10/01/21 DEPOT ROOM
51011	4235	JUAN LOPEZ	05/19/2022	500.00	04/09/22 DEPOSIT REFUND FOR FACILITY RENTAL (DEPOT RO
51012	1206	MARK THOMAS & CO. INC.	05/19/2022	13,696.74	MAR'22, DEVELOP SEWER MAINTENANCE STRATEGIES TRAIN
51013	3934	MITEL	05/19/2022	2,883.03	SHERIFF SUBSTATION PHONE SERVICE
51014	3449	MUNICIPAL RESOURCE GROUP LLC	05/19/2022	7,600.00	HR RECRUITMENT
51015	3956	PENINSULA MUNICIPAL ENGINEERING INC.	05/19/2022	36,278.00	DEC'21, ENGINEERING SERVICES, HWY 1 SOUTH SAFETY AND
51016	261	PETERSON POWER SYSTEMS	05/19/2022	1,698.28	APR'22, CONTINUED BACK-UP GENERATOR SERVICES
51017	137	PG&E	05/19/2022	10,150.85	NW HWY1 & MAIN ST
51018	5177	PRINT INNOVATIONS, INC.	05/19/2022	47.65	PRINT SERVICE
51019	252	RICE TRUCKING-SOIL FARM INC.	05/19/2022	241.17	MAINT SUPPLIES
51020	159	SEWER AUTHORITY MID-COASTSIDE	05/19/2022	378,244.94	MAY'22, FY21/22 SEWER COLLECTIONS
51021	3519	SWCA INCORPORATED	05/19/2022	1,030.00	APR'22, SWCA DITCH CONTRACT
51022	4487	THE HOME DEPOT PRO	05/19/2022	903.82	MAINT SUPPLIES
51023	5404	ABODU, INC	05/26/2022	369.20	PLAN CHECK FEE REFUND-190 PUMPKIN HOLLOW CT
51024	3954	ALTA PLANNING & DESIGN	05/26/2022	407.00	APR'22, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PRO
51025	2407	ARAMARK	05/26/2022	260.69	MAINT SERVICE
51026	266	BAGG ENGINEERS	05/26/2022	2,200.00	MAR'22, CARTER PARK IMPROVEMENTS PROJECT
51027	4209	BAIRD & DRISKELL COMMUNITY PLANNING	05/26/2022	8,480.00	APR'22, AFFORDABLE HOUSING ASSISTANCE
51028	3628	BIOMAAS INC	05/26/2022	258.00	PDP-19-045
51029	5168	BLEYLE ELEVATOR, INC	05/26/2022	1,060.00	MAINT SERVICE
51030	32	CA DEPT OF TRANSPORTION	05/26/2022	2,382.51	SIGNALS & LIGHTING
51031	5405	CALPELRA	05/26/2022	380.00	MEMBERSHIP REGISTRATION
51032	3976	CIRCLEPOINT	05/26/2022	2,150.00	APR'22, COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT R
51033	5216	COASTPRIDE, INC.	05/26/2022	100.00	DEPOSIT REFUND COMMUNITY ROOM 10/01/21
51034	5318	COLUMN SOFTWARE, PBC	05/26/2022	368.50	PUBLIC NOTICE EV PV
51035	2941	CSG CONSULTANTS INC.	05/26/2022	9,680.00	APR'22, NPDES STORMWATER SERVICES
51036	4484	CSW/STUBER-STROEH ENGINEERING GROUP INC	05/26/2022	1,360.00	APR'22, POPLAR STREET TRAFFIC CALMING AND SAFETY PRO
51037	3673	EL CENTRO DE LIBERTAD	05/26/2022	21,132.11	APR'22, CARES PROGRAM EXPENSES
51038	4398	ELS ARCHITECTURE & URBAN DESIGN	05/26/2022	6,750.00	APR'22, CARTER PARK IMPROVEMENTS
51039	3127	FREYER & LAURETA INC.	05/26/2022	8,272.50	APR'22, MAPPING SERVICES AT 555 KELLY AVENUE
51040	5349	GATES AND ASSOCIATES	05/26/2022	6,279.25	APR'22, SMITH FIELD FACILITIES MASTER PLAN
51041	2668	GAYTON ARRIGOTTI	05/26/2022	462.00	INSTRUCTOR PAYMENT JEWELRY WORKSHOP 05/21/22
51042	4212	GOLDEN BAY CONSTRUCTION	05/26/2022	3,209.96	RETENTION, 2022 SIDEWALK REPLACEMENT PROJECT
51043	3782	GRIFFIN STRUCTURES INC.	05/26/2022	4,354.56	APR'22, CARTER PARK RENOVATION PROJECT
51044	76	HALF MOON BAY BUILDING & GARDEN	05/26/2022	119.57	MAINT SUPPLIES
51045	2564	HALF MOON BAY GRADING & PAVING INC.	05/26/2022	5,956.72	MAINT SERVICE
51046	2444	HOME DEPOT CREDIT SERVICES	05/26/2022	1,085.83	MAINT SUPPLIES
51047	1283	KATHY OLER	05/26/2022	2,161.82	JUN'22, TEMPORARY CITY PARKING LOT RENTAL

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
51048	2699	KONICA MINOLTA BUSINESS SOLUTIONS	05/26/2022	2,273.21	MAY'22, FY21/22 KONICA MINOLTA LEASE	
51049	3922	LLOYD A MCVICKER	05/26/2022	3,360.00	JUN'22 ANNEX RENT	
51050	3069	MANAGED HEALTH NETWORK	05/26/2022	304.00	EAP	
51051	1206	MARK THOMAS & CO. INC.	05/26/2022	27,345.90	APR'22, HWY1 NORTH SAFETY & OPERATIONAL IMPROVEMEN	
51052	2014	MOORE IAGOFANO GOLTSMAN INC.	05/26/2022	3,518.39	APR'22, SUSTAINABILITY-CAAP	
51053	4489	MTA PARTS INC.	05/26/2022	25.57	VEHICLE PARTS	
51054	2997	NICHOLS CONSULTING ENGINEERS CHTD	05/26/2022	4,168.85	APR'22, POPLAR BEACH GATEWAYS PLAN	
51055	3328	PET WASTE ELIMINATOR	05/26/2022	568.75	MAINT SUPPLIES	
51056	4612	PHILS TIRE & AUTO CARE INC	05/26/2022	2,277.48	VEHICLE SERIVCE	
51057	5219	RED CAR ANALYTICS	05/26/2022	1,785.00	APR'22, HMB LIBRARY ZERO NET ENERGY SUPPORT SERVICE	
51058	5403	ROBERT HALF	05/26/2022	1,530.94	TEMP EMPLOYEE LABATE/WEEK ENDING 05/13/22	
51059	1064	SAN MATEO CO. PLANNING AND BUILDING DIV	05/26/2022	85.00	BUILDING PERMITS AND INSPECTION REPORT CARDS	
51060	2337	SMCO PUBLIC SAFETY COMMUNICATIONS	05/26/2022	66,942.75	Q4, FY21/22 PUBLIC SAFETY COMMUNICATIONS	
51061	1760	STEPFORD	05/26/2022	15,115.00	JUL'22, FY21/22 IT SERVICES	
51062	3519	SWCA INCORPORATED	05/26/2022	3,090.00	APR'22, CORP YARD ON-CALL ENVIRONMENTAL CONSULTING	
51063	1817	TURF STAR INC.	05/26/2022	67.07	MAINT SUPPLIES	
51064	3004	VERIZON WIRELESS	05/26/2022	305.44	MOBILE SERVICES	
51065	4459	VICTOR GAITAN	05/26/2022	400.72	2022 CAPIO TRAVEL REIMBURSEMENT-BRIDGE	
51135	3923	WELLS FARGO	05/04/2022	43,765.67	RECONCILING ITEM	M
Grand Totals:				135	1,135,575.81	

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: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jill Ekas, Community Development Director

TITLE: **ANNUAL RENEWAL OF COMMUNITY DEVELOPMENT CONTRACTS**

RECOMMENDATION:

Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2023 with:

1. 4LEAF, Inc. (4Leaf) for building plan check and inspection services in an amount of \$269,885; and
2. Metropolitan Planning Group (M-Group) for contract planning services in an amount of \$137,500; and
3. Baird + Driskell Community Planning (B+D) to support affordable housing development and the Housing Element in an amount of \$70,000.

FISCAL IMPACT:

These contracts have been included in the Recommended Community Development Department Operating Budget and CIP for FY 2022-23. The Building and Code Enforcement budget will cover the cost of the (4Leaf) contract. The Planning budget for professional services will cover most of the cost of the M-Group contract and most of the cost of the B+D contract. The remaining portions of those two contracts are to be covered by CIP program budgets (e.g. Land Use Plan and Housing Element Implementation for M-Group and 555 Kelly Avenue for B+D).

STRATEGIC ELEMENT:

This recommendation supports the Healthy Communities and Public Safety, Infrastructure and Environment, and Fiscal Sustainability Elements of the Strategic Plan.

BACKGROUND:

The City has utilized contract services to support Community Development functions for many years. In alignment with the annual budget approval, agreements for these services are updated annually to ensure alignment with workload and economic conditions. All of the City's plan check and building inspection services are provided through a contractor. Most planning services are provided directly by City staff; however, supplemental support is needed for both

routine and special projects. In support of the City's growing housing function and for the Housing Element, a housing consultant is also included in this year's professional services budget.

DISCUSSION:

4Leaf: In June 2018, under the City Manager's purchasing authority, the City entered into an agreement with 4Leaf for \$30,000. This agreement initiated immediately needed on-call public works/construction inspection services. Subsequently, in July 2018, the City made a request for proposals (RFP) for consultant services for management support of the Capital Improvement Program (CIP). From six proposals, 4Leaf was determined to be the best qualified candidate to support City staff on public works inspections of capital, development, and utility projects. Subsequently, in 2019, the City Council approved contract services from 4Leaf for building plan check and inspection services.

The current requested budget of \$269,885 will be paid out of the Community Development Building and Code Enforcement budget. The scope includes 3.5 days per week (28 hours per week) for building inspections, budget to cover hours for the mandatory building official position, as well as hours for a senior permit technician to back up staff from time to time. This year, additional hours are scoped for the building official to keep office hours at City Hall to offer once a week over-the-counter plan check services. With City Hall re-opened, staff has been experimenting with options for improving counter services. The Department recently started to offer over-the-counter service on Wednesdays to see if it would be useful to contractors and homeowners. It has been a benefit to these customers, as well as to staff, in that the building official's direct support streamlines review for a range of routine permits. The budget also covers plan check services. Plan check and inspection services are almost fully reimbursed through building permit fees.

M-Group: On June 18, 2013, the City Council approved a professional services agreement with M-Group to provide planning staff and services for an initial term of three years, expiring June 30, 2016. M-Group's services have varied significantly since that time, always adjusting to the service level needs. In 2018, the City brought the planning function back in house and M-Group's scope was narrowed. Despite this, their support remains vital to the planning function, especially for special projects (e.g. in past years, the Land Use Plan; currently, the Housing Element), GIS, permits, and public hearings.

Planning workload remains heavy and M-Group is well suited to continue to supplement some staff functions. As proposed, M-Group will continue to provide a part-time planning analyst to support Community Development Department staff primarily with the Planning Commission, Architectural Advisory Committee, and Community Development Director hearings and meetings. Last year, staff determined that it would be especially helpful if M-Group could take a lead role in expediting permit review for the growing number of accessory dwelling units that need to be permitted, and that support will continue. For this fiscal year's special project, M-Group planners will help staff with Land Use Plan and Housing Element implementation. Since

2013, M-Group has provided the City with excellent staff who have been committed to customer service and professionalism. They have institutional knowledge of the City and their continued support helps serve the Department's needs.

B+D: The City Manager approved an initial \$30,000 agreement with B+D for housing consultation services in December 2021. With their support, staff has been able to issue a request for qualifications (RFQ) for development of affordable housing at 555 Kelly Avenue. This effort will continue through the next fiscal year. B+D have also studied numerous other potential housing sites, provided advice regarding various development proposals, and conducted technical site analysis for the draft Housing Element which will come forward this summer. B+D's expanded scope should cover the next year and will include collaboration with the City's new Housing Coordinator who will shift into a lead role on many of these tasks over time.

In conclusion, these professional service providers serve the City well. These firms, 4Leaf, M-Group, and B+D, work with the City to support enhanced service levels, remain highly responsive to requests for support on a wide range of projects, and otherwise maintain excellent coordination with City staff and through interdepartmental collaboration.

ATTACHMENTS:

1. Resolution for Professional Services Agreement with 4LEAF Inc.
2. Resolution for Professional Services Agreement with Metropolitan Planning Group
3. Resolution for Professional Services Agreement with Baird + Driskell Community Planning

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT
THROUGH JUNE 30, 2023 WITH 4LEAF, INC. FOR BUILDING AND ENGINEERING CONTRACT
SERVICES IN AN AMOUNT OF \$269,885**

WHEREAS, 4LEAF, Inc. (4Leaf) has provided building inspection services and building plan check services for four years during which their contact staff have gained extensive knowledge about the City and provided for all of the City's building plan check and inspection services; and

WHEREAS, the amended agreement with 4Leaf will expire June 30, 2022; and

WHEREAS, the Community Development Director has determined that continuation of current service levels along with additional scope and budget for the building official to provide over-the-counter permit services; and

WHEREAS, 4Leaf provided a scope of work, budget, and an hourly rate schedule for a new one-year agreement totaling \$269,885 for the needed services; and

WHEREAS, adequate funds are available in the City's proposed FY 2022-23 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with 4LEAF, Inc. for Building and Engineering contract services in the amount of \$269,885 through June 30, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
THROUGH JUNE 30, 2023 WITH METROPOLITAN PLANNING GROUP FOR CONTRACT
PLANNING SERVICES IN AN AMOUNT OF \$137,500**

WHEREAS, the Metropolitan Planning Group (M-Group) has provided contract planning services to the City of Half Moon Bay for ten years during which their contract staff have gained extensive knowledge about the City and have assisted in many projects; and

WHEREAS, and the current agreement with M-Group will expire on June 30, 2022, and

WHEREAS, the Community Development had determined that supplemental planning services provided by M-Group are necessary to maintain service levels for public meetings and hearings, GIS mapping, Land Use Plan and Housing Element implementation, and additional support functions; and

WHEREAS, M-Group provided a scope of work, budget, and an hourly rate schedule for a new one-year agreement totaling \$137,500 for the needed services; and

WHEREAS, adequate funds are available in the City's proposed FY 2022-23 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with Metropolitan Planning Group (M-Group) for limited contract planning services to support the Community Development Department at a cost of \$137,500 through June 30, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
THROUGH JUNE 30, 2023 WITH BAIRD + DRISKELL COMMUNITY PLANNING FOR CONTRACT
HOUSING CONSULTATION IN AN AMOUNT OF \$70,000**

WHEREAS, Baird and Driskell Community Planning (B+D) has provided contract housing consultation services to the City of Half Moon Bay since December 2021; and

WHEREAS, the current agreement with B+D will expire on June 30, 2022, and

WHEREAS, the Community Development has determined that additional support from B+D is needed to bring forward affordable housing development and the Housing Element; and

WHEREAS, B+D provided a scope of work, budget, and an hourly rate schedule for a new one-year agreement totaling \$70,000 for the needed services; and

WHEREAS, adequate funds are available in the City's proposed FY 2022-23 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with Baird + Driskell Community Planning for housing consultation to support the Community Development Department at a cost of \$70,000 through June 30, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **PACIFIC COAST TELEVISION FUNDING REQUEST FOR PURCHASE OF STUDIO PROPERTY IN PACIFICA**

RECOMMENDATION:

Adopt a resolution approving the use of \$50,000 worth of Public, Educational, and Governmental Access Television (PEG) Funds to support Pacific Coast Television's acquisition of property to serve as its studio.

FISCAL IMPACT:

If approved, \$50,000 of PEG Funds will be provided to Pacific Coast Television.

STRATEGIC ELEMENT:

This action supports the Inclusive Governance element of the Strategic Plan.

DISCUSSION:

Pacific Coast Television (PCT) has provided the City's government access programming for the past decade. Cable video service providers operating in the City of Half Moon Bay do so pursuant to a State Video Franchise, issued in accordance with the California Digital Infrastructure and Video Competition Act of 2006 (Public Utilities Code section 5800 et. Seq.) and Half Moon Bay Municipal Code Chapter 3.97. Those provisions require the cable video providers to provide channel capacity for PEG access programming. The PEG access provider operates pursuant to a franchise issued by the City of Half Moon Bay and is responsible for recording and broadcasting meetings of the City Council and Planning Commission. PCT is a nonprofit cable television organization that specializes in local origination programming and encourages public access through the use of broadcasts and training.

Their main studio, located in Pacifica, is housed in a building which was recently sold. PCT has the option to purchase their current unit or move by year's end. They have secured a commitment from the County of San Mateo for \$100,000 if both the cities of Half Moon Bay and Pacifica each contribute \$50,000 toward a down payment. With this \$200,000 down payment, PCT would then utilize capital fundraising and private financing to purchase its studio.

The current PEG fund balance is \$89,610. The contract between the City and PCT allows PCT to ask for PEG funding for items and services that assist in providing the service to the City.

PCT offers a valuable service to the City and its residents. Staff recommends the City Council authorizes the use of PEG funds for down payment assistance so PCT can continue to provide this much needed and necessary service to the Coastside community.

ATTACHMENT:

Resolution

RESOLUTION NO. C-2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE TRANSFER OF \$50,000 OF PUBLIC, EDUCATIONAL, AND GOVERNMENTAL
ACCESS TELEVISION (PEG) FUNDS TO PACIFIC COAST TELEVISION TO BE USED TOWARD THE
PURCHASE OF ITS STUDIO IN PACIFIC**

WHEREAS, Pacific Coast Television (PCT) has provided the City's government access programming for the past decade; and

WHEREAS, their main studio, located in Pacifica, is housed in a building which was recently sold. PCT has the option to purchase their current unit or move by year's end;

WHEREAS, they have secured a commitment from the County of San Mateo for \$100,000 if both the cities of Half Moon Bay and Pacifica each contribute \$50,000 toward a down payment. With this \$200,000 down payment, PCT would then utilize capital fundraising and private financing to purchase its studio;

WHEREAS, the contract between the City and PCT allows PCT to ask for PEG funding for items and services that assist in providing the service to the City;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the Finance Manager to transfer \$50,000 out of the Public, Educational, and Governmental Access Television (PEG) Fund to Pacific Coast Television to be used toward the purchase of its studio in Pacifica.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Work Director
Maziar Bozorginia, City Engineer
Todd Seeley, Public Works Superintendent
Veronika Vostinak, Sustainability Analyst

TITLE: ANNUAL RENEWAL OF PUBLIC WORKS CONTRACTS

RECOMMENDATION:

Adopt resolutions authorizing the City Manager to execute professional service agreements with:

1. 4Leaf, Inc. for \$191,000 for Public Works Construction Inspection services;
2. Abundant Grace for \$115,000 for coastal cleanup services;
3. American Debris Box for \$85,000 to provide portable toilet services Citywide;
4. Community Services Group (CSG) Consultants for \$110,000 to support the City's National Pollutant Discharge Elimination System (NPDES) storm water program and regulatory permit requirements;
5. Impec Group for \$208,272 for janitorial services;
6. Loral Landscaping for \$48,000 for median maintenance;
7. Mark Thomas for \$147,000 for additional design services for the Highway 1 North project;
8. Mark Thomas for \$175,124 to provide operational assistance including Fats Oils and Grease (FOG) program, sewer cleaning QA/QC, CCTV inspection and pump station inspection;
9. Peninsula Municipal Engineering, Inc. (PME) for \$198,000 to provide project management of grant funded projects for the Eastside Parallel Trail Expansion project (0619) and the Highway 1 Safety – North project (0538);
10. V.W. Housen & Associates for \$157,000 for engineering services related to sewers; and
11. West Coast Arborists (WCA) for \$50,000 to provide tree trimming and tree removal services.

FISCAL IMPACT:

These contracts and amounts have been included in the Draft City Operating Budget for FY 2022-23 in the Public Works Operating Budget, Sewer Operating Budget, and Capital Budget scheduled to be adopted on June 21, 2022.

STRATEGIC ELEMENT:

This recommendation supports the Infrastructure and Environment and Fiscal Sustainability Elements of the Strategic Plan.

BACKGROUND:

The Public Works Department was established in FY 2017-18 through reorganization of the former Community Development Department and merger of the Public Works-Facilities Maintenance Division from the City Manager's Office. While the City Council has provided resources to hire in-house staff, the workload exceeds what can be handled by those staff. Some of the Department duties include those which require specialized skills and/or equipment. Completion of Department duties is reliant upon a combination of qualified in-house staff and consultant/contractor support.

The Department is requesting approval of those contracts requiring City Council approval under the City's Purchasing Policy. These contracts are listed under "Recommendation" and discussed in greater detail under "Discussion."

DISCUSSION:

The mission of the Public Works Department is to promote safety, livability, and sustainability through effective management of streets, parks, facilities, and utilities. The department is responsible for the maintenance, replacement, and enhancement of City infrastructure as well as the development and implementation of the City's Five-Year Capital Improvement Program (CIP). To accomplish these goals, the department relies heavily on outside contractors. Below are additional details of the eleven contracts staff is recommending the City Council approve.

4Leaf

In July 2018, the City issued a request for proposals (RFP) for consultant services for management support of the Capital Improvement Program (CIP). From six proposals, 4Leaf was determined to be the best qualified candidate to support City staff on public works inspections of capital, development, and utility projects.

The current requested budget of \$191,000 will be paid mostly out of the Public Works Engineering budget. The scope includes four (4) days of inspections per week. This contract also supports the sewer operations and capital improvements on occasion, and may be charged to the sewer fund if and when the need arises.

Abundant Grace

In December 2017, the City entered into an agreement with Abundant Grace for one-year pilot program for Abundant Grace to provide clean-up services along the Coastal Trail and beach between Seymour Bridge and Kelly Avenue. Since then, Abundant Grace's contract has expanded to cover additional locations and more days. The scope of work is supplemental to the work of the Public Works Maintenance and the scope of work has been developed to ensure limited to no duplication of efforts.

The current requested budget of \$115,000 will be paid out of the Public Works Administration budget. The scope includes clean-ups four (4) times per week and can accommodate eight (8) workers per clean-up during peak visitor months and seven (7) workers per clean-ups during off-peak months. The contract also requires tracking and reporting of the social benefits of the program, including the number of work program participants that have transitioned to temporary or permanent housing, full or part time employment, and/or sobriety and recovery programs. As of April 2022, the coastal clean team has employed 75 individuals and picked up 56,617 pounds of trash as part of the coastal clean team program. Additionally, twenty-four (24) individuals have moved on to full-time or part-time work, thirty-five (35) have moved into shelters, twenty (20) have found permanent housing, and eighteen (18) participants have entered sobriety/recovery programs.

American Debris Box

The City provides a number of portable toilets throughout the City at Poplar Beach, Smith Field, Ocean Colony, Kelly Avenue and the Half Moon Bay Jail. These units are necessary for residents and visitor alike. American Debris Box was chosen to provide portable toilet services following an RFP process in 2017.

The current requested budget for the contract is \$85,000 and will be paid out of the Public Works Maintenance budget. This reflects the costs of maintaining the City's current level of service and takes into account the likely increase in service that will be needed to response to increased beach traffic throughout the City, as well as high fuel costs. Executing the current proposed contract will keep the current services in place while increasing both the number of units during the busy summer months as well as frequency of cleaning of the portable toilets. If additional funds are needed for this contract, staff will return to the City Council with a request to amend the contract.

CSG Consultants

The City of Half Moon Bay is listed as a co-permittee to the Municipal Regional Permit for Stormwater (MRP), issued by the San Francisco Bay Regional Water Quality Control Board on November 19, 2015 (Order No. R2-2015-0049). In addition to many maintenance responsibilities, the Public Works Department also oversees the MRP and implements the requirements of the National Pollutant Discharge Elimination System (NPDES) permit.

CSG's scope of work includes assisting and performing the tasks required of the City for compliance with the MRP, which includes attending regional meetings, annual report preparation, supporting the City's Green Infrastructure (GI) Program, annual business stormwater inspections, among others. They also provide plan check support for new construction and improvements related to stormwater review.

The requested budget for the contract is \$110,000 and will be paid out of the Public Works Engineering budget. The scope includes additional work with the newly adopted Total Maximum Daily Load (TMDL) program for Venice Beach and the upcoming reissuance of the MRP (referred as MRP 3.0), which will need revisions to current processes, preparation of implementation plans and other related tasks as required by the Regional Water Quality Control Board (RWQCB).

Impec Group

The City first entered into contract with Impec Group (Impec) to provide janitorial services to the City in 2018 after a Request for Proposals (RFP) process. To ensure due diligence, the City issued another RFP for janitorial services in March 2021, where Impec was ultimately chosen as the preferred firm due to their detailed implementation and execution plan and their history of performance in Half Moon Bay.

The requested budget for the contract is \$208,272 and will be paid out of the Public Works Maintenance budget. This represents a 7.5% increase in cost over the previous year negotiated with the vendor and taking into consideration the Consumer Price Index (CPI) and high inflation levels. The scope includes routine maintenance of all the City's buildings and daily cleaning of the City's public restrooms.

Loral Landscaping

The City entered into contract with Loral Landscaping in 2019 to maintain the City's medians located along Highway 1 and Highway 92. This contract has increased this year with the additions of the medians that were placed as a result of the Highway 1 South project. The additions of the new medians is a significant price increase over the previous years, but is required and necessary to maintain the City's new infrastructure.

The requested budget for the contract is \$48,000 and will be paid out of the Public Works Maintenance budget. The scope includes weed removal and general cleaning of all highway medians in the City's right-of-way.

Mark Thomas Company (MTCO)—Highway 1 North Support

The Highway 1 North project includes a new signalized intersection at Terrace Avenue and Highway 1 to provide a safe east-west crossing for pedestrians/bicyclists, protected turn movements for automobiles, consolidate access from Grand Blvd and Frontage Road and improves the Naomi Patridge Trail connection (across the previous access points to Highway 1). The proposed improvements also include a bicycle/pedestrian (Class I) path from N. Main

Street to Spindrift Way on the east side (Eastside Parallel Trail) of the highway as well as extension of the four-lane highway configuration north to just south of Grandview Blvd with improved turning lanes, landscaped medians, and green infrastructure.

On December 11, 2018, the Planning Commission adopted the Negative Declaration and approved the Coastal Development Permit for the project. Subsequently, on February 8, 2019, the California Department of Transportation approved the Permit Engineering and Evaluation Report (PEER) for the project.

The total Project Construction Cost is estimated at \$10.875M. The total Project Cost (PE, Env., Design, Construction and PM/CM) is currently estimated at \$12.5M. The City is contributing a total of \$3.6M (includes \$3.119M from developer of Pacific Ridge - Ailanto). SMCTA is contributing a total of \$8.9M (\$0.44M for design and a commitment of \$8.475 for the construction costs). The new construction funding agreement with SMCTA is planned for City Council approval in fall 2022 and construction is expected to start in spring 2023.

The proposed Amendment No. 4 to MTCO agreement in the amount of \$146,926 would provide for coordination of PG&E's gas mainline relocation, relocation of ten (10) electric utility poles, surveying for project improvements and locating the new utility poles, prepare Caltrans Design Standard Decision Document (DSDD) for relocated poles, obtain Caltrans encroachment permit, Utility certifications, Right-of way certification and pot-holing the Coastside Water mainline to prepare for construction of the project retaining wall at Grand Blvd.

Mark Thomas Company (MTCO)—Sewer Support

The City first entered into contract with MTCO in 2018 to provide administrative and inspection support to the of the City's Fats Oils and Grease (FOG) program, provide CCTV inspection services, provide QA/QC of SAM sewer line cleaning and provide monthly/quarterly inspections of the City's three pump stations. The consultant work has been effective in significantly reducing Sanitary Sewer Overflows (SSOs) in the City system. Additionally, MTCO allows the City to schedule regular CCTV inspection of the system to identify needed repairs and I&I concerns.

The current requested budget for the contract is \$175,124 and will be paid out of the City Sewer Fund. The budget reflects an increase of approximately 11% over the FY 2021-22 which is driven primarily by inflation and an increase in QA/QC for cleaning of "Hot Spots".

Peninsula Municipal Engineering, Inc. (PME)

The City entered into contract with PME in 2017 to fill a need in the Engineering and Capital Projects division, with an emphasis on managing complex, grant-funded transportation projects that required Caltrans permitting. Since coming on board, PME has supported the engineering division on transportation and traffic projects and have been instrumental in obtaining grant funding for projects such as the Eastside Parallel Trail project and Highway 1 North. Currently,

PME is serving as project manager for the Highway 1 Safety – North (0538) and the Eastside Parallel Trail Expansion (0619).

The current proposed contract is for \$198,000 and includes project management costs for the Eastside Parallel Trail Expansion (0619) and the Highway 1 Safety – North (0538) project. The contract allocates \$158,000 to provide project management of the Highway 1 Safety - North (0538) project, which is an estimated \$12M project with most of that funding coming through grants from the San Mateo County Transit Authority (SMCTA). This project is near the end of design and moving towards utility relocation and requires a dedicated project manager to obtain final approval from Caltrans. The remaining \$40,000 covers the project management costs of the Eastside Parallel project, which is an estimated \$700,000 project with \$665,000 in grant funding from SMCTA and MTC. The cost of this contract is reimbursable by the grant funding allocated to the project.

V.W. Housen & Associates

The City entered into a professional services agreement with V.W. Housen & Associates in 2016 to provide engineering and technical services in support of the City sewer collection system and the SAM system. Vivian Housen has over 25 years of experience in planning, design, and management of water and wastewater infrastructure systems. Ms. Housen and her staff have been serving as the City's Sewer Engineer and have been integral in developing and implementing the City's sewer programs and projects. Ms. Housen has extensive knowledge of the City's collection system as well as the sewer treatment plant and collection systems of the other member agencies of the Joint Powers Authority (JPA). The City has benefited greatly from Ms. Housen's service and are seeking to retain her firm's services.

Staff is seeking approval of Amendment No. 5 to the original professional services agreement contract which would extend the contract to June 30, 2023, increase the amount slightly to \$157,000 and make minor adjustments to the scope of work to reflect anticipated needs this coming fiscal year. The scope of work for FY 2022-23 will include completion of the Sewer Master Plan update, maintenance of the hydraulic model, assistance with capital projects/capital maintenance, and other design/consultant services. This work is funded through the Sewer fund and is billed on a time and material basis.

West Coast Arborists

One of Public Works' operational responsibilities includes monitoring and maintaining the trees throughout the City. The City circulated an RFP for tree services in 2017 and West Coast Arborists (WCA) was selected as the contractor for these services. WCA was able to provide an in-depth tree inventory database for City staff as part of their initial contract which is still in use, and WCA has provided excellent service and response time to the community. They also update the City tree inventory when trimming or removing trees. Staff is recommending executing an annual contract with West Coast Arborist to provide on-call services include tree trimming, tree removal, and tree assessments. This is considered an essential service and must be provided every year.

The requested budget for the contract is \$50,000 and will be paid out of the Urban Forest Management Program (#0598) of the Capital Improvement Program.

Summary

It is important to note that the nature of the work in the Public Works Department is dynamic and that unforeseen emergencies – PSPS events, COVID-19, flooding, tree falls, pot holes, etc. - can result in additional costs that have not been accounted for in the current Public Works budget. The department will continue to respond to these emergencies as they come up and may have to return to the City Council in the future to request additional funding.

ATTACHMENTS:

- 1) RESOLUTIONS

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH 4LEAF, INC. TO PROVIDE PUBLIC WORKS CONSTRUCTION INSPECTION SERVICES
IN THE AMOUNT OF \$191,000**

WHEREAS, the City entered into contract with 4Leaf in June 2018 under the City Manager's purchasing authority to provide immediately needed on-call public works/construction inspection services; and

WHEREAS, the City issued a Request for Proposals for consultant services for management support of the Capital Improvement Program (CIP) in July 2018; and

WHEREAS, 4Leaf was determined to be the best qualified candidate among the six proposals; and

WHEREAS, City staff is pleased with the service 4Leaf has provided since 2018 including renewed contracts since the initial contract, and wishes to renew their contract; and

WHEREAS, 4Leaf has provided a scope of work and an hourly rate schedule for a new one-year agreement totaling \$191,000 for needed services; and

WHEREAS, projects inspected under these services are funded by private development and sewer enterprise funds, adequate funds are available in the City's proposed FY 2022-23 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Professional Services Agreement with 4Leaf, Inc. to provide public works construction inspection services in the amount of \$191,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH ABUNDANT GRACE FOR THE COASTAL CLEAN-UP PROGRAM
IN THE AMOUNT OF \$115,000**

WHEREAS, on February 6, 2018, the City Council authorized staff to execute a professional services agreement with Abundant Grace to provide a one-year Coastal Clean-Up Pilot Program for Poplar Beach and the Coastal Trail; and

WHEREAS, the City Council authorized staff to allocate \$80,000 in the FY 2019-20 and FY 2020-21 Operating Budgets to continue the Coastal Clean-Up Program; and

WHEREAS, on May 4, 2021, the City Council authorized the City Manager to execute Amendment No. 1 to the professional services agreement to increase the amount of contract from \$80,000 to \$110,000 for FY 2020-21; and

WHEREAS, the City Council authorized staff to allocated \$110,000 in the FY 2021-22 Operating Budget to continue the Coastal Clean-Up Program; and

WHEREAS, Abundant Grace has asked for an additional \$5,000 in FY 2022-23 to offset rising costs for a total of \$115,000; and

WHEREAS, the City Council continues to value this program and believes that continuing to fund an expanded program is desirable and warranted;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council authorizes staff to allocate \$115,000 in the FY 2022-23 Operating Budget for the Coastal Clean-Up Program and execute a Professional Service Agreement with Abundant Grace for administration of the Coastal Clean-Up Program.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

Jessica Blair, City Clerk

APPROVED:

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH AMERICAN DEBRIS BOX TO PROVIDE PORTABLE TOILET SERVICES IN THE AMOUNT OF
\$85,000**

WHEREAS, the City of Half Moon Bay Public Works provides a number of portable toilets in areas throughout the City at Poplar Beach, Smith Field, Ocean Colony, Kelly Avenue and the Half Moon Bay Jail; and

WHEREAS, the City circulated a request for proposals for sanitation services for these portable toilets in 2017 and American Debris Box was selected as the contractor for these services; and

WHEREAS, portable toilets are an essential part of the City's operations as a tourist destination; and

WHEREAS, adequate funds are available in the City's proposed FY 2022-23 budget for these services;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with American Debris Box for sanitation services for portable toilets in the amount of \$85,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH CSG CONSULTANTS TO MANAGE THE CITY'S MUNICIPAL REGIONAL PERMIT FOR
STORMWATER (MRP) IN THE AMOUNT OF \$110,000.**

WHEREAS, the City of Half Moon (City) is listed as a co-permittee to the Municipal Regional Permit for Stormwater (MRP), issued by the San Francisco Bay Regional Water Quality Control Board on November 19, 2015 (Order No. R2-2015-0049); and

WHEREAS, the City must implement the requirements of the National Pollutant Discharge Elimination System (NPDES) permit; and

WHEREAS, the City has always used consultant support to fulfil these obligations; and

WHEREAS, the City is required to continue implementing the Total Maximum Daily Load (TMDL) program at Venice Beach in FY 2022-23; and

WHEREAS, the City is also preparing for the upcoming reissuance of the MRP, which will require revisions to current processes, preparation of implementation plans, and other related tasks; and

WHEREAS, City staff is pleased with the service CSG Consultants has provided and wishes to renew their contract;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with CSG Consultants to provide support for the City's stormwater programs in the amount of **\$110,000**.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE FIRST AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH IMPEC GROUP, INC. FOR JANITORIAL
MAINTENANCE SERVICES**

WHEREAS, the City approved a professional services agreement with Impec Group, Inc. (Impec) on July 1, 2021 for janitorial maintenance services after a Request for Proposals process; and

WHEREAS, the City has negotiated with Impec Group, Inc. and determined that a 7.5% increase is warranted due to increased costs due to inflation and a high Consumer Price Index (CPI); and

WHEREAS, the City has been pleased with the high level of service that Impec has provided; and

WHEREAS, the City believes it is in the City's best financial and overall interest to amend the Professional Services Agreement allowing Impec to conduct all of the City's janitorial work for one year.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby: 1) Authorizes the City Manager to execute the first amendment to the professional service agreement with Impec Group, Inc. for an additional cost of \$17,356 per month, for a total contract value of \$208,272 for FY 22-23, with one (1), optional, one-year extension remaining.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH LORAL LANDSCAPING FOR MEDIAN MAINTENANCE SERVICES
IN THE AMOUNT OF \$48,000**

WHEREAS, the City of Half Moon Bay Public Works department provides median monitoring and maintenance as an ongoing essential service that must be performed annually;

WHEREAS, the City added new median locations as a result of the Highway 1 South construction project;

WHEREAS, Loral Landscaping has provided an excellent level of service and response time to requests;

WHEREAS, adequate funds are available in the City's proposed FY 22-23 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with West Coast Arborists for tree trimming and tree removal services in the amount of \$48,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 4 TO THE AGREEMENT WITH MARK THOMAS AND COMPANY INC. FOR ADDITIONAL DESIGN SERVICES IN AN AMOUNT OF \$147,000 FOR THE HIGHWAY 1 SAFETY AND OPERATIONAL IMPROVEMENTS PROJECT – NORTH (CIP PROJECT NO. 538)

WHEREAS, on May 24, 2012, the San Mateo County Transportation Authority (SMCTA) issued a call for projects for the Measure A Highway Program; and

WHEREAS, in response to the call for projects, the City of Half Moon Bay requested that SMCTA provide \$3,500,000 in Measure A funds for Highway 1 Safety and Operational Improvements Project North; and

WHEREAS, on October 4, 2012, the SMCTA Board of Directors programmed up to \$300,000 for the design phase and \$3,200,000 for the construction phase of the Project; and

WHEREAS, on December 11, 2018, the Planning Commission adopted the Negative Declaration and approved the Coastal Development Permit for the project and Caltrans approved the PEER on February 8, 2019, thereby satisfying the SMCTA conditions of the allocation for the Design phase; and

WHEREAS, on April 2, 2019, the City Council executed an agreement with SMCTA to accept \$300,000 in funding for the design phase of the project and an agreement with Mark Thomas and Company Inc. in the amount of \$945,000 for the design of Highway 1 Safety and Operational Improvements Project North; and

WHEREAS, on July 1, 2021, SMCTA Board of Directors allocated an additional \$138,500 for the design of additional safety improvements for the project; and

WHEREAS, the proposed Amendment No. 4 will provide the needed utility coordination for PG&E's gas main relocation, CCWD's Mainline Repair project, relocation of ten (10) overhead utility poles, and related surveying and permitting.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 4 to the professional services agreement with Mark Thomas and Company Inc. for the completion of the Plans, Specifications and Estimates in the amount of \$147,000 for the Highway 1 Safety and Operational Improvements Project – North (CIP Project No. 538).

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st of June 2022 by the City Council of Half Moon Bay by the following vote:

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

ATTEST:

Jessica Blair, City Clerk

APPROVED:

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 4
TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE MARK THOMAS COMPANY
FOR OVERSIGHT OF THE SEWER COLLECTION SYSTEM CLEANING, MAINTENANCE
AND RELATED SERVICES**

WHEREAS, the City Council entered into a professional services agreement with Mark Thomas Company (MTCO) on July 1, 2018 to provide oversight of the sewer collection system cleaning and maintenance; and

WHEREAS, the contract has been amended three previous times to reflect revised scope of work and costs; and

WHEREAS, staff has met with MTCO representatives to discuss possible revisions to the scope of services entering this fiscal year; and

WHEREAS, MTCO is willing to continue administrative and inspection support for the City's Fats Oils and Grease (FOG) program, provide CCTV inspection services, provide QA/QC of SAM sewer line cleaning and provide monthly/quarterly inspections of the City's three pump stations;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 4 to the Professional Services Agreement with Mark Thomas Company extending the expiration date to June 30, 2023 at cost of \$175,124 for FY 2022-23.

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 10 TO THE PROFESSIONAL
SERVICE AGREEMENT WITH PENINSULA MUNICIPAL ENGINEERING, INC. FOR PROJECT
MANAGEMENT SERVICES FOR THE EASTSIDE PARALLEL TRAIL EXPANSION AND THE HIGHWAY
1 SAFETY-NORTH PROJECTS IN AN AMOUNT OF \$198,000**

WHEREAS, the City of Half Moon Bay entered into contract with Peninsula Municipal engineering, INC. (PME), in 2017 to manage complex, grant-funded transportation projects that required Caltrans permitting; and

WHEREAS, PME has supported the engineering division on transportation and traffic projects and have been instrumental in obtaining grant funding to catch up on years of deferred maintenance and capital projects; and

WHEREAS, PME has been instrumental in obtaining grant funding for the Eastside Parallel Trail Expansion (0619) and the Highway 1 Safety – North (0538); and

WHEREAS, PME provided a scope of work, budget, and an hourly rate schedule to provide project management for these projects totaling \$198,000; and

WHEREAS, the cost of this contract is reimbursable by grant funding and not City General Funds.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment 10 to Professional Services Agreement with Peninsula Municipal Engineering, Inc. for project management services for the Eastside Parallel Trail Expansion (0619) and the Highway 1 Safety – North (0538) projects in an amount of \$198,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE
CITY MANAGER TO EXECUTE AMENDMENT NO. 5 TO THE PROFESSIONAL SERVICES
AGREEMENT WITH V.W. HOUSEN & ASSOCIATES**

WHEREAS, the City entered into contract with V.W. Housen & Associates on July 13, 2014 for engineering services related to sewers; and

WHEREAS, the City renewed this contract on January 1, 2016 for three (3) years; and

WHEREAS, in January 2017 the City requested that V.W. Housen & Associates provide increased support due to emerging critical projects and issues; and

WHEREAS, the City Council has agreed to maintain a relationship with the firm and has approved extensions of time and funding through FY 2021-22; and

WHEREAS, the City would like to continue, given her unique and extensive knowledge of the City sewer system, the hydraulic model and SAM, to utilize the services of V.W. Housen and Associates in FY 2022-23; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 5 to the Professional Services Agreement with V.W. Housen & Associates extending the expiration date to June 30, 2023 and amending scope of services at a cost of \$157,000 in FY 2022-23.

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH WEST COAST ARBORISTS FOR TREE TRIMMING AND TREE REMOVAL SERVICES
IN THE AMOUNT OF \$50,000**

WHEREAS, the City of Half Moon Bay Public Works department provides tree monitoring and maintenance as an essential service that must be performed annually;

WHEREAS, the City circulated a request for proposals for tree services and West Coast Arborists (WCA) was selected as the contractor for these services;

WHEREAS, WCA has provided an excellent level of service and response time to requests;

WHEREAS, the Public Works Director has determined that in order to accomplish budget reductions while maintaining reasonable service levels that continuation with WCA is appropriate; and

WHEREAS, adequate funds are available in the City's proposed FY 22-23 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with West Coast Arborists for tree trimming and tree removal services in the amount of \$50,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **CONSIDERATION OF SUPPORT LETTER FOR GOVERNOR NEWSOM'S
COMMUNITY ASSISTANCE, RECOVERY, AND EMPOWERMENT (CARE) COURT
PROPOSAL**

RECOMMENDATION:

By motion, authorize the Mayor to sign a letter in support of Governor Newsom's Community Assistance, Recovery, and Empowerment (CARE) Court Proposal.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

This action supports the Inclusive Governance and Healthy Communities and Public Safety elements of the Strategic Plan.

DISCUSSION:

With the state's homelessness crises, it is evident that debilitating drug addiction and mental illness are barriers to leading individuals from the streets to emergency shelter and permanent housing. In response, Governor Newsom presented legislation, SB 1338, that was introduced by Senators Umberg and Eggman – the Community Assistance, Recovery, and Empowerment (CARE) Court Program.

CARE Court intends to assist individuals living with untreated mental health and substance abuse challenges by providing access to housing, treatment, and care in times of mental health crises. It would also provide accountability for individuals and local governments with court orders for services. The legislation would provide individuals with a clinically appropriate, community-based, and court-ordered Care Plan which includes both mental health and substance abuse treatment services.

If passed, the legislation would allow medical professionals, first responders, and family members to file a petition for an individual suffering from severe mental health issues. If granted under a CARE Court, the individual would receive clinical evaluation that could result in court-ordered mental health holds and the creation of a customized mental health plan. The court-ordered plan could require behavioral health treatment, stabilization medication, and a housing plan. If someone in a mental health crisis was to not participate in their CARE plan, it could result in them being referred to an LPS conservatorship, which could span for up to 12 months.

Mayor Ruddock and staff met with the Governor's Office regarding the proposed legislation. Staff believes the proposed legislation fits in with the City Council's priorities and supports recent efforts by the City to address mental health and homelessness. Though support of this bill falls within the City's adopted Legislative Platform, staff felt the Council should approve the letter prior to it being submitted given the nature of the bill and that the bill has been held at a higher profile than most others during the legislative session. As such, staff recommends that the City Council authorize the Mayor to sign the attached draft support letter for SB 1338 and authorizes staff and individual City Councilmembers to support this legislation on behalf of the City.

ATTACHMENTS:

Draft Letter for Mayor's Signature

RESOURCES:

[State of CA Health and Human Services CARE Court Webpage](#)

[Press Release on CARE Court & Growing Coalition](#)

[SB 1338](#)

[CARE Court Supplemental FAQ](#)

[CARE Court Funding Backgrounder](#)



June 22, 2022

The Honorable Tom Umberg
California State Senate
1021 O Street, Suite 6730
Sacramento, CA 95814

The Honorable Susan Talamantes Eggman
California State Senate
1021 O Street #8530
Sacramento, CA 95814

**Re: Senate Bill 1338 (Umberg and Eggman) Community Assistance, Recovery, and Empowerment CARE Court
Letter of Support – City of Half Moon Bay**

Dear Senators Umberg and Eggman:

On behalf of the City of Half Moon Bay, I write to express our City's support for SB 1338, which aims to deliver services to Californians with a serious mental illness or substance use disorder who too often languish – suffering in homelessness or incarceration – without the treatment they desperately need. The rising demand for behavioral health services is triggered by a complex mix of systemic factors, including housing instability and shortages, the economy, and systemic racism and disparities in services.

All people should have the right to make their own decisions about medical treatment. However, we are aware that there are individuals with serious mental illnesses such as schizophrenia and bipolar disorder who, at times, due to their illness, lack insight or good judgment about their need for medical treatment. In cases like this, a higher level of care may be necessary, but must be the last resort. Families of those with serious mental illness have been asking for reform for their loved ones for years.

The availability of effective, comprehensive, community-based systems of care for persons suffering from serious mental illnesses will diminish the need for involuntary commitment and/or court-ordered treatment. Before we reach the stage of last resort, we must fully fund, build, and staff our community-based systems, so all who need care can access it long before they reach a crisis level.

We are heartened to see that accountability is one of the pillars of the CARE Court framework. We must hold the system accountable at all delivery points. We cannot take anything for granted in the implementation of a framework, as its effectiveness lies in the words that end up in statute, how it

is implemented through the regulatory process, and to how each of the state's 58 counties will interpret and implement the framework.

We in Half Moon Bay have placed mental health and homelessness at the top of our local priorities for the past few years. We have worked collaboratively with the County of San Mateo to address homelessness and played a critical role in their purchase of a hotel within our city limits under Project Homekey to provide interim housing for some of our unhoused population. Coast House provides interim housing and support services to families, couples, and individuals experiencing homelessness in Half Moon Bay. With 52 private rooms, the Coast House offers safe shelter and wraparound case management services to help clients work toward long-term self-sufficiency and return to homes of their own.

Additionally, we initiated the Crisis Assistance Response and Evaluation Services (CARES) pilot program earlier this year, which provides an alternative response to mental health-related 911 calls traditionally answered by fire, ambulance, or law enforcement. Service calls appropriate for the CARES team include welfare checks, suicidal ideation and other mental health distress, substance abuse, and low-level, nonviolent concerns related to behavioral health. The CARES team will operate within the city limits of Half Moon Bay in addition to the Moonridge Farmworker Housing Community and be staffed by a two-person mobile unit made up of a specially trained behavioral health professional and emergency medical technician.

In all, we appreciate that CARE Court is designed on the evidence that many people can stabilize, begin healing, and exit homelessness in less restrictive, community-based care settings. It's a long-term strategy to positively impact the individual in care and the community around them. The plan advances an upstream diversion from more restrictive conservatorships or incarceration.

Thank you for your work on this important policy topic, and again, we are pleased to support Senate Bill 1338.

Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay

CC: Senator Josh Becker
Assembly Member Marc Berman
Jason Elliott, Office of Governor Newsom
Marjan Saulon, Office of Governor Newsom

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

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

**TITLE: RESOLUTION ASSESSING THE LEVY FOR THE HALF MOON BAY BUSINESS
IMPROVEMENT DISTRICT FOR FISCAL YEAR 2022-23**

RECOMMENDATION:

Conduct a public hearing, consider any oral or written protests, and adopt a resolution assessing the levy for the Half Moon Bay Business Improvement District for Fiscal Year 2022-23.

FISCAL IMPACT:

There is no fiscal impact to the City associated with this action. Any revenue generated through the BID levy will be transferred to the Business Improvement District.

STRATEGIC ELEMENT:

This action supports the *Fiscal Sustainability* Element of the Strategic Plan.

DISCUSSION:

The attached Half Moon Bay Hotel Business Improvement District ("BID") report was filed with the City Clerk as required by California Streets and Highways Code Section 36533. The report was prepared by the Chamber of Commerce acting as the Managing Agency for the hotels in the BID.

A Resolution of Intention adopting the annual report and to continue the BID program and levy the annual assessments for Fiscal Year 2022-23 was adopted by the City Council on June 7, 2022. This action recommends keeping the levy rate at \$1 per rented room night. The Public Hearing date was set for June 21, 2022. Written and oral protests to the levy of the annual assessment may be made at the Public Hearing in the form and manner prescribed in Sections 36525 and 36526 of the California Streets and Highway Code up until the close of the public hearing.

ATTACHMENTS:

1. Resolution assessing the levy for the Half Moon Bay Business Improvement District for Fiscal Year 2022-23
2. Half Moon Bay Business Improvement District 2021 Annual Report

RESOLUTION NO. C-2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
TO CONTINUE THE BASIS FOR AND LEVY THE ASSESSMENT FOR THE HALF MOON BAY
BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2022-23**

WHEREAS, the Parking and Business Improvement Area Law of 1989 Section 36500 et seq. of the California Streets and Highway Code authorizes cities to establish and renew business improvement areas for the purpose of promoting tourism; and

WHEREAS, the City Council approved Resolution C-10-04 on April 6, 2004 to establish the Half Moon Bay Hotel Business Improvement District (BID) and on June 15, 2004 approved an Ordinance establishing the Half Moon Bay Hotel Business Improvement District; and

WHEREAS, in accordance with the requirements of Health and Safety Code Section 36530 and Half Moon Bay Municipal Code Chapter 3.100, the City Council appointed the Half Moon Bay Coastside Chamber of Commerce and Visitors' Bureau as the managing agency to provide oversight and recommendations regarding the use of the assessment funds; and

WHEREAS, the Half Moon Bay Municipal Code and the Parking and Business Improvement Area Law requires that the managing agency prepare and submit an annual report stating the proposed changes, improvements and activities for the fiscal year; and

WHEREAS, on May 9, 2022, the Chamber submitted the 2021 Annual Report; and

WHEREAS, on June 7, 2022, the City Council adopted a resolution approving the Report and declaring intention to continue the BID program and assessments for Fiscal Year 2022-23 following a public hearing on June 21, 2022, at 7:00 p.m.; and

WHEREAS, the City Clerk gave notice of the public hearing by publishing in a newspaper of general circulation at least seven days before the public as required by California Streets and Highways Code section 36534; and

WHEREAS, at the public hearing, the City Council heard and considered all protests against the Fiscal Year 2022-23 levy of assessments for the BID, and the rules and procedures used in receiving and considering protests complied with those set forth in the California Streets and Highways Code Sections 36524, 36525, 36534 and 36535; and

WHEREAS, the City Council desires to adopt this resolution to continue the program and assessments as levied without change for Fiscal Year 2022-23.

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

- Section 1. The Annual Report is on file with the City Clerk and contains a full and detailed description of activities provided in 2021. No changes to the District boundaries are proposed and there are no changes to the assessment proposed.
- Section 2. The assessment levied by the BID shall be used for activities and programs promoting lodging within the district and administer marketing programs that increase overnight lodging.
- Section 3. The City hereby levies the assessment for Fiscal Year 2022-23 in the amount of \$1 per rented room night on all hotels within the BID.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor



BUSINESS IMPROVEMENT DISTRICT

2021 Annual Report



MISSION

The assessment levied by the Business Improvement District shall be used to promote lodging within the district and administer marketing programs that increase overnight lodging.

BOARD OF DIRECTORS

Chair **Dana Dahl**, Beach House Half Moon Bay
Vice Chair **David Vipond**, Nantucket Whale Inn
Treasurer **Keith Wesselman**, Half Moon Bay Lodge

2021 CONTRIBUTIONS

Each BID Hotel Participant pays \$1 per rented room night.

1. Aristocrat	\$8,979	2020 = \$9,200
2. Beach House Half Moon Bay	\$15,505	2020 = \$11,470
3. Cameron's Inn	\$148	2020 = \$74
4. Coastside Inn	Closed	2020 = \$5,048
5. Cypress Inn on Miramar Beach	\$5,431	2020 = \$4,273
6. Half Moon Bay Inn	\$1,808	2020 = \$1,135
7. Half Moon Bay Lodge	\$16,979	2020 = \$12,038
8. Harbor View Inn	\$2,551	2020 = \$4,017
9. Inn at Mavericks, The	\$1,640	2020 = \$1,340
10. Mill Rose Inn & Garden	\$805	2020 = \$541
11. Miramar Inn & Suites, The	\$4,373	2020 = \$3,323
12. Nantucket Whale Inn	\$1,109	2020 = \$151
13. Ocean View Inn	\$774	2020 = \$261
14. Oceano Hotel & Spa	\$21,160	2020 = \$12,836
15. Pacific Victorian Inn	Closed	2020 = \$35
16. Quality Inn	\$9,903	2020 = \$5,857
17. Ritz Carlton	\$45,604	2020 = \$33,504
18. San Benito House (Shut Down in April 2021)	\$71	2020 = \$222
19. Seal Cove Inn	Did Not Report	2020 = \$1,910
20. Zaballa House	\$378	2020 = \$571
BID Contributions	\$137,218	2020 = \$107,806
City of Half Moon Bay Contributions	\$40,000	2020 = \$50,000
Website Advertising	\$719	2020 = \$4,534
Total Income	\$177,937	2020 = \$162,340
Fund Balance from 2020	\$25,883	Unused from Pandemic

BID PRIORITIES & OUTCOMES

- Create opportunities and buzz around HMB as a "Drive to" destination.
- Proactively pitch and respond to the media. Coordinate and host travel writers.
- Increase traffic to the 'Visit' website with new content and paid Google advertising.
- As Corporate Groups begin to rebound, be prepared with a rapid response.

Mid-Week Corporate Sales

Corporate meetings and group sales were halted in March 2020 with the onset of the COVID-19 pandemic. It is expected that corporate travel will pick up in 2022 and the BID will be ready to pick up sales as they return.

Public Relations

Articles Written About Half Moon Bay	48	+9 from 2020
Travel Writers Hosted	7	+3 from 2020

Website Statistics

All Users	447,510	+21,690 from 2020
Average Sessions Per User	1.22	+/- 0 from 2020
Total Page Views	889,377	+60,385 from 2020

OCCUPANCY

Total Available Rooms Per Night	739		
Total Available Room Nights for 2021	269,735		
Total Occupied Room Nights for 2021	137,218	51%	+14% from 2020
City Reported TOT	\$7,188,491		
Estimated Economic Impact	\$4 Billion		

2021 EXPENDITURES

Marketing

• Website & Email	\$12,215	Maintain VisitHalfMoonBay.org & Email News
• Digital Advertising	\$22,565	Ads thru Digital Media Channels & Blog Articles
• Print Advertising	\$5,360	Ads in Visitor Serving Publications
• Media Acquisition	\$437	Tradeshows & Hosting Expenses for Travel Media
• PR Firm	\$54,000	National Article & Travel Writers Procurement
• Marketing Firm	\$45,000	Digital & Print Advertising Management

Corporate Group Sales

• Virtual Trade Show	\$0
• Contracted Sales	\$0

Operations

• Management	\$34,305	Bookkeeping & Admin Services
• Operating	\$315	Software & Fees for Operating

Total Expenses	\$174,197	2020 = \$135,914	2019 = \$195,824
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Fund Balances Carried over to 2022 Budget	\$5,000	Due to the pandemic we were unable to reinstate the Corporate Group Sales Position in 2021.
	\$24,623	Due to the pandemic surges and anti-travel sentiment for safety reasons, we were unable to run all of the digital ads and print ads intended. We were unable to host as many travel writers, nor host our annual FAM trip for Event Planners. Funds will carry over as these activities will be completed when safe and prudent to do so.

2020 RESERVE

Starting Balance	\$21,587	2020 = \$21,044
Deposit of Net Revenue	\$0	2020 = \$543
Expenditures	\$0	2020 = \$0
Ending Balance	\$21,587	2020 = \$21,587

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

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

TITLE: **SAN MATEO COUNTY HARBOR DISTRICT - SURFERS BEACH PILOT SAND REPLENISHMENT PROJECT**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to submit a letter to the California Coastal Commission in support of a consolidated Coastal Development Permit (CDP) application for the Surfers Beach Pilot Sand Replenishment Project filed by the San Mateo County Harbor District (District) and further requesting the California Coastal Commission assume the lead agency role.

FISCAL IMPACT:

There is no fiscal impact with this action.

STRATEGIC ELEMENT:

The requested action supports the Infrastructure and Environment & Healthy Communities and Public Safety Elements of the Strategic Plan.

BACKGROUND:

Surfers Beach has suffered from significant beach and bluff erosion attributed, in large part, to the construction of the Pillar Point Harbor (PPH) East Breakwater, completed in 1961. This erosion of the beach and bluffs extending south of the harbor has been a source of concern over the past several decades. A recent Army Corps of Engineers study concluded that the bluffs along Surfers Beach eroded at an average rate of 1.64 feet per year between 1993 and 2012. This erosion rate was determined to be approximately seven times higher than the rate of erosion at a geologically similar stretch of shoreline further down the coast. Powerful storms during recent winter seasons have resulted in even more severe erosion, causing major threats to Highway 1, Mirada Road, the California Coastal Trail and other coastal infrastructure, and requiring emergency repairs by Caltrans and the County of San Mateo.

The need for a project to address coastal erosion at Surfers Beach has been long been acknowledged by community members as well as various State, federal and local regulatory agencies. The District met with City staff some years ago and have been updating staff as the project has progressed.

The Surfers Beach project is a recommended activity in the Coastal Regional Sediment Management Plan for the Santa Cruz Littoral Cell, which was developed for the California Coastal Sediment Management Workgroup (CSMW) by the Monterey Bay National Marine Sanctuary and U.S. Army Corps of Engineers in partnership with local stakeholders.

Additionally, Surfers Beach was identified as a Beach Erosion Concern Area within the CSMW's California Beach Erosion Assessment Survey, which attempts to identify coastal erosion locations of high priority to jurisdictional agencies.

DISCUSSION:

The San Mateo County Harbor District (District) and their consultants have progressed the designs for the Surfers Beach replenishment project as well as the associated Eelgrass mitigation project. The District and design team have completed 30% Plans for permitting purposes.

The District held pre-application meetings with permitting agencies in July 2021 to discuss the details of the permitting process at an Army Corps of Engineers hosted Interagency Meeting. This meeting was held to discuss the permitting process for the project as well as the required eelgrass mitigation project. The District received feedback from staff from U.S. Army Corps of Engineers (USACE), California Coastal Commission (CCC), Regional Water Quality Control Board, NOAA Fisheries, and Greater Farallones National Marine Sanctuary. They also held several follow up meetings with agencies to discuss the project and the requirements and specifics of the permitting process and required studies, surveys, etc. Multiple discussions have been held with officials from the City of Half Moon Bay, County of San Mateo, and Caltrans, who will all benefit from the Project.

Permit applications for the project were submitted in February 2022 to USACE, CCC and Monterey Bay/Greater Farallones National Marine Sanctuaries. The Coastal Development Permit application was deemed incomplete pending formal concurrence by City that permitting authority rests with the CCC. The beach area of Surfer's Beach is located within the City limits of Half Moon Bay. However, the City's jurisdiction under the Coastal Act is only areas above the mean high tide. Project design and related survey work has determined that the vast majority of work on Surfer's Beach will be at or below the mean high tide line which again is outside of the jurisdiction of the City. Given the split jurisdiction, concurrence on who is the "lead" permitting agency is needed. Given the expertise of the CCC in these types of matters, staff has

confidence that the CCC is the appropriate permitting agency for this type of restoration project.

DETERMINATION OF JURISDICTION:

Per the City's municipal code section 18.20.050, the City's jurisdiction over coastal development permits does not include tidelands, submerged lands, and public trust lands (aka lands below the mean high tide line) as described in Section 30519(b) of the Public Resources Code and described as areas of coastal commission permit jurisdiction, as delineated on the local coastal program post-certification permit and jurisdiction map as amended. As noted previously, a vast majority of the land involved in the projects falls on land outside of the City's permitting authority.

SCHEDULE:

The District is planning to commence phased work in spring 2023, first completing the eelgrass dredging/filling components of the project, followed by surfers beach dredging and beach placement and transplanting of eelgrass several weeks after the mitigation site is constructed, pending availability of Project funding and permits.

CEQA:

A draft CEQA Initial Study/Mitigated Negative Declaration was completed in February 2022 and will be filed with San Mateo County Clerk and the State CEQA Clearinghouse in Summer 2022. Once filed, there will be a 30-day public review period and the District will respond to any comments received and issue a Final IS/MND. For more project information, please visit the webpage: <https://smharbor.specialdistrict.org/surfers-beach-pilot-restoration-project>

ATTACHMENT:

Resolution

RESOLUTION NO. C-2022-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
SUPPORTING A CONSOLIDATED DEVELOPMENT PERMIT AND AUTHORIZING THE CALIFORNIA
COASTAL COMMISSION TO BE THE LEAD AGENCY FOR THE CONSOLIDATED COASTAL
DEVELOPMENT PERMIT APPLICATION FOR THE SURFERS BEACH PILOT SAND REPLENISHMENT
PROJECT BY THE SAN MATEO COUNTY HARBOR DISTRICT**

WHEREAS, Surfers Beach has suffered from significant beach and bluff erosion attributed, in large part, to the construction of the Pillar Point Harbor (PPH) East Breakwater, completed in 1961; and

WHEREAS, the need for a project to address the ongoing coastal erosion issues at Surfers Beach has been long recognized by local community members and many state, federal and local regulatory agencies; and

WHEREAS, the District held meetings with stakeholders, including City staff, to discuss the project and the requirements and specifics of the permitting process; and

WHEREAS, the City's municipal code section 18.20.050, The City's jurisdiction over coastal development permits does not include tidelands, submerged lands, and public trust lands as described in Section 30519(b) of the Public Resources Code and described as areas of coastal commission permit jurisdiction, as delineated on the local coastal program post-certification permit and jurisdiction map as amended; and

WHEREAS, the project will replenish and mitigate primarily areas below the mean high tide line which is outside City permitting jurisdiction; and

WHEREAS, the California Coastal Commission has permitting authority in areas below the mean high tide line; and

WHEREAS, the California Coastal Commission has the experience and expertise necessary to review the proposed activities.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to submit a letter requesting and supporting a consolidated Coastal Development Permit for the Surfers Beach Pilot Restoration Project at Pillar Point Harbor and further requesting that the California Coastal Commission assume lead agency status.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

FROM: Bob Nisbet, City Manager

VIA: Lisa Lopez, Administrative Services Director
Kenneth Stiles, Finance Manager
Bryan Lopez, Senior Management Analyst

TITLE: FISCAL YEAR 2022-2023 RECOMMENDED BUDGET

RECOMMENDATION:

Review the Recommended FY 2022-23 Budget document and adopt resolutions to: 1) establish the GANN Appropriation Limit for FY 2022-23; 2) approve the City's Review of the Investment Policy; 3) adopt the FY 2022-23 Annual Operating and Capital Budget; and 4) establish the classification and salary schedule for Economic and Community Vitality Manager.

FISCAL IMPACT:

The FY 2022-23 recommended General Fund operating budget expenditures are \$19,450,425 and \$4,015,419 in capital transfers, for total expenditure budget of \$23,465,844. The FY 2022-23 Other Funds expenditures totals \$30,652,069. The One-Year Capital Improvement Plan (CIP) Budget is \$16.2 million.

STRATEGIC ELEMENT:

This recommendation supports all four strategic plan elements: Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.

BACKGROUND:

The City's budget is the result of a thorough, collaborative, and transparent process involving the City Council, City staff, and the community. The annual budget cycle begins each year with the creation of a budget schedule and is completed with a public hearing followed by approval of the recommended budget by the City Council in June.

DISCUSSION:

The City Council was presented with the FY 2022-23 Recommended Budget and Five-Year Capital Improvement Plan (CIP) on June 7, 2022. The Council conducted a hearing and provided staff direction to return to the June 21, 2022 Council meeting with a final version of the Recommended Budget for adoption.

At the June 7th Council meeting, staff presented a new restructured division to replace Community Services titled Economic and Community Vitality. The new Economic and Community Vitality Division of the City Manager's Office will take responsibility for promoting engagement with the community through programs and initiatives that create connections, enrich lives, support equity, provide forums for multiple and diverse perspectives, and provide educational opportunities. The new division will be anchored by one existing community services analyst, with a new manager position and an administrative analyst. A job description for the newly created Economic and Community Vitality Manager is attached.

Council did not direct staff to make any changes to the recommended budget adoption. The attached recommended budget does not include any changes from the June 7th meeting.

CONCLUSION:

The FY 2022-23 Recommended Budget is a balanced budget that reflects the priorities of the City Council and needs of the community. Through careful, conservative fiscal management, the City is able to provide new and enhanced services while also planning for a potential downturn in the economy.

ATTACHMENTS:

1. FY 2022-23 Recommended Operating and Capital Budget (posted [online](#) only)
2. City Manager's Budget Message
3. Resolution Adopting the FY 2022-23 Annual Operating and Capital Budget
4. Resolution Establishing GANN Appropriation Limit for FY 2022-23
5. Resolution Approving the City's Investment Policy (No change for FY 2022-23)
6. Resolution Establishing the Classification and Salary Schedule for the Economic and Community Vitality Manager

June 21, 2022

Honorable Mayor, City Councilmembers and Community Members,

On behalf of City staff, it is my privilege to present to the City Council and the community the Recommended Operating Budget for Fiscal Year (FY) 2022-23. The Recommended Budget is a balanced budget that is a statement of the City's current financial position, a tool that projects future revenue and expenditures, and a work plan for communicating, implementing, and monitoring City operations, capital expenditures and Council priorities.

PRIOR YEAR ACCOMPLISHMENTS

During FY 2021-22, the City met the challenges of the year and instituted various programs to respond to the continuing Pandemic and economic crisis. Additionally, staff addressed other Council priorities and completed many projects that are aligned with the Council's four Strategic Elements: 1) Infrastructure and Environment, 2) Healthy Communities and Public Safety, 3) Fiscal Sustainability, and 4) Inclusive Governance. Some of these accomplishments are summarized below:

- Conducted a public safety community survey that provided valuable information about what issues are important to the community and how community members generally feel about public safety and the County Sheriff's Office. Among other interesting findings, 77% of people feel that the San Mateo County Sheriff's Deputies will protect their families, and 71% of people feel safe in commercial areas after dark.
- Received a proposal from Mercy Housing and ALAS to develop 40 very affordable housing units at property owned by the City at 555 Kelly Avenue.
- Completed the Accessory Dwelling Unit Ordinance and the Short-Term Rental Ordinance.
- Negotiated a five-year Memorandum of Understanding with City's labor groups that establishes employee compensation, benefits, and work conditions.
- Developed a Covid Response Plan and Vaccine Mandate under OSHA guidelines, to assist with City protocols which ensures staff safety.

- Installed High-Speed internet connectivity to the City Corporation Yard facility and initiated a construction project that will completely modernize and upgrade the Corporation Yard facilities.
- Completed construction of the Ocean Colony Pump station (\$2.5 million).
- Completed the Highway 1 South Gateway Project (\$4.4 million)
- Adopted an Electrification Ordinance which requires all-electric new construction and the phasing out of natural gas use in buildings by 2045.
- Launched the Crisis Assistance Response & Evaluation Services (CARES) program that is an alternative response approach to individuals experiencing a mental health crisis.
- Adopted the Coastside Recovery Initiative final report: “Building a more Equitable, Vibrant, and Resilient Coastside Economy.”
- Began construction of the Carter Park Amphitheater Project (\$6.4 million projected).
- Completed acquisition of 9 properties west of Railroad Avenue as a part of the City’s Lot Retirement Program.
- Completed the 2021 Redistricting Process and adopted District Map 503B, including creation and management of a seven-member advisory committee, numerous public workshops, multiple public outreach campaigns and materials, and management of the demographer consultant contract.

COUNCIL PRIORITIES

In preparation for the upcoming budget, the City Council hosted online community listening sessions, which allowed the Council to hear directly from members of the community to gain additional insight into the community’s priorities for budget allocation of resources over the next year and beyond.

The listening sessions culminated in a priority setting workshop on March 22, 2022. At this workshop, the City Council established the following five broad priorities:

1. Affordable Housing
2. Public Health, Safety and Emergency Preparation

3. Community and Climate Resilience and Sustainability
4. Economic Recovery and Development
5. Transportation, Circulation and Mobility

On May 3, 2022, staff presented Council a multi-year work plan that includes 21 separate programs, projects, and/or tasks under these five priorities. The Recommended Budget includes numerous funding allocations that will support implementation of these 21 tasks.

BUDGET AT A GLANCE

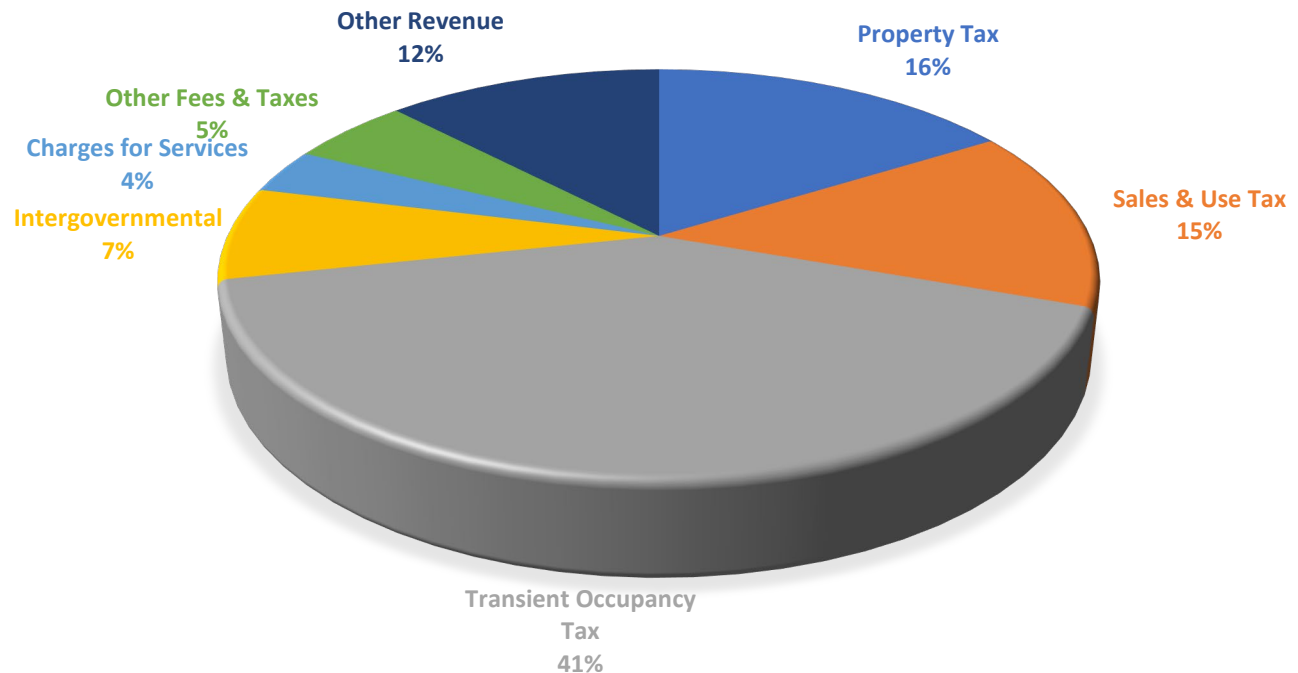
The City's total estimated revenue (all funds) for FY 2022-23 is \$43.5 million. This amount represents a 5.7% increase from FY 2021-22. This is primarily due to increased general fund revenues and more specifically, Transient Occupancy Tax (TOT) and American Rescue Plan Act (ARPA) funding. General Fund revenues are approximately 48.8% percent of total revenues, and the primary three sources of General Fund revenues are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT), as seen on the pie chart below.

As economic activity continues its return to the coast, these primary three sources are expected to increase by 13% from FY 2021-22. The total increase of general fund revenues from the year prior is 8.9%. These projections are based on staff analysis of local conditions and reflect information received from several sources, including the City's Sales and Transient Occupancy Tax consultants.

Revenues and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	16,827,803	16,601,802	19,556,584	21,297,021
Enterprise Funds	6,928,511	5,872,894	6,889,582	8,247,322
Special Revenue and Capital Projects	7,183,991	13,802,035	12,323,024	11,584,719
Internal Service Funds	2,227,754	2,130,922	2,432,813	2,440,406
Debt Service	143,939	337	-	-
Grand Totals	33,311,998	38,407,989	41,202,003	43,569,468



GENERAL FUND REVENUES

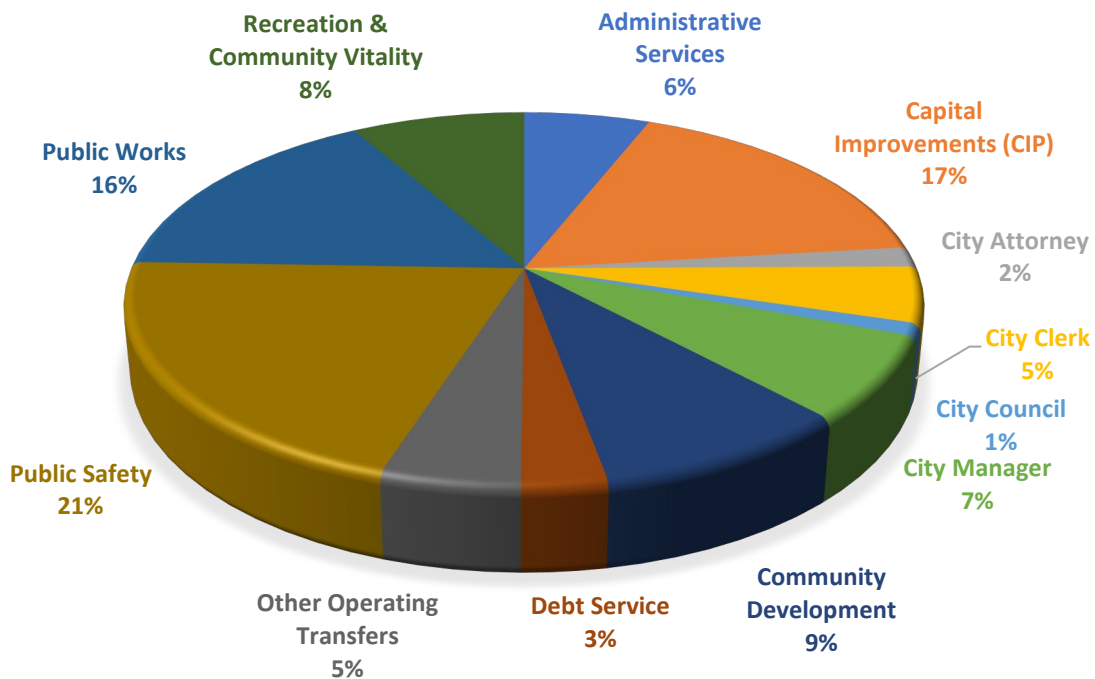


The City's total proposed budget expenditures for FY 2022-23 are \$54.3 million, 43% of which are from the General Fund. Total expenditures are 4.3% more than FY 2021-22. This increase is primarily due to increased spending in the general fund with the use of ARPA funds. Capital improvements are approximately 30% of total expenditures, or \$16.2 million. Of the General Fund expenditures, the largest departmental budget is for public safety as shown in the pie chart on the following page.

Expenditures and Transfers All Funds				
Fund Name	Actual 2019-20	Actual 2020-21	Revised 2021-22	Recommended 2022-23
General Fund	17,149,915	16,096,447	21,445,811	23,465,844
Enterprise Funds	6,346,283	7,051,945	11,439,045	11,061,171
Special Revenue and Capital Projects	7,669,179	10,053,726	16,508,883	17,111,638
Internal Service Funds	1,784,972	1,807,936	2,704,141	2,698,806
Debt Service	11,783,851	30,000	-	-
Grand Totals	44,734,200	35,040,054	52,097,880	54,337,459

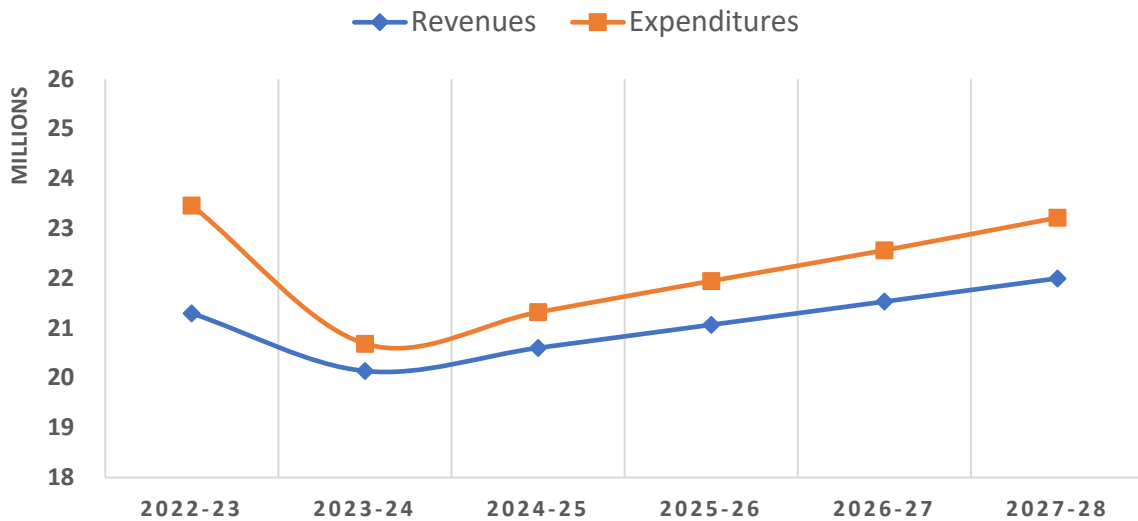


GENERAL FUND EXPENDITURES BY DEPARTMENT



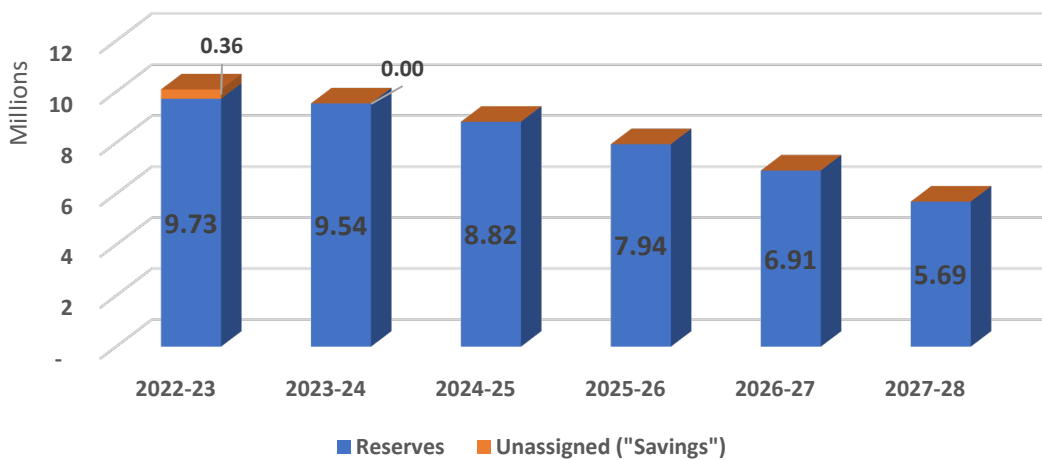
Looking ahead. Based on assumptions, known future costs, and historical information, staff prepared a five-year forecast for general fund revenues and expenditures. Forecasts are generally used to spot any significant fiscal issues in future years. The chart below shows revenues and expenditures during this five-year period.

FIVE-YEAR FORECAST: GENERAL FUND REVENUES AND EXPENDITURES



Based on the forecast, expenditures will potentially exceed revenues in future years. If so, these deficits by default would have to be mitigated by either unassigned fund balances, using reserves, and/or making cuts to expenditures. The chart below details those balances during the same five-year period.

FIVE-YEAR FORECAST: GENERAL FUND - FUND BALANCE



BUDGETARY HIGHLIGHTS/SIGNIFICANT CHANGES

- This year to enhance the budget and make it more useful for both the public and city staff, we added Performance Measures which will provide quantifiable measurements of departments/divisions past and estimated future activities with an eye towards self-accountability. These Measures are found at the end of each department's narrative.
- Transient Occupancy Tax (TOT) will increase from 14% to 15% effective July 1, 2022, and this increase has been reflected in the revenue projections.
- The Community Services Non-Profit Grant Program was renewed, and considering ongoing COVID-19 recovery needs, the funding level is recommended to be increased from \$250,000 to \$300,000.
- The Sheriff's contract has increased by \$361,553 (10.86%) for FY 2022-23. This increase reflects a cost-of-living increase plus a final installment towards the "service gap" caused by public safety personnel from the unincorporated areas servicing the City. At the end of FY 2022-23, there will be no "service gap" and the City will be able to increase or modify Sheriff staffing levels if that is desired. The contract has also been amended to add a new Sheriff service focus on traffic control during the summer, the CARES mental health response program, and community policing/events.
- The Reserve Policy establishes an Operating Reserve at 30% of annual General Fund expenditures, and a Reserve for Economic Uncertainty at 20% of annual General Fund Expenditures. With the approval of this budget, these reserves will be fully funded at 50% of General Fund operating expenditures. The two reserves are estimated to be \$9.7 million, which is a \$726,000 increase over the previous year.
- \$4 million from the General Fund has been allocated to capital improvements. This is a \$2.4 million increase over the amount allocated when the FY 2021-22 Budget was adopted.
- The CARES program was launched this year with a \$75,000 appropriation from the City and a matching \$75,000 from the County. This budget includes a recommended appropriation of \$403,000 to continue and expand the program. This appropriation includes a \$180,000 State grant and a \$25,000 grant from the Kaiser Foundation.

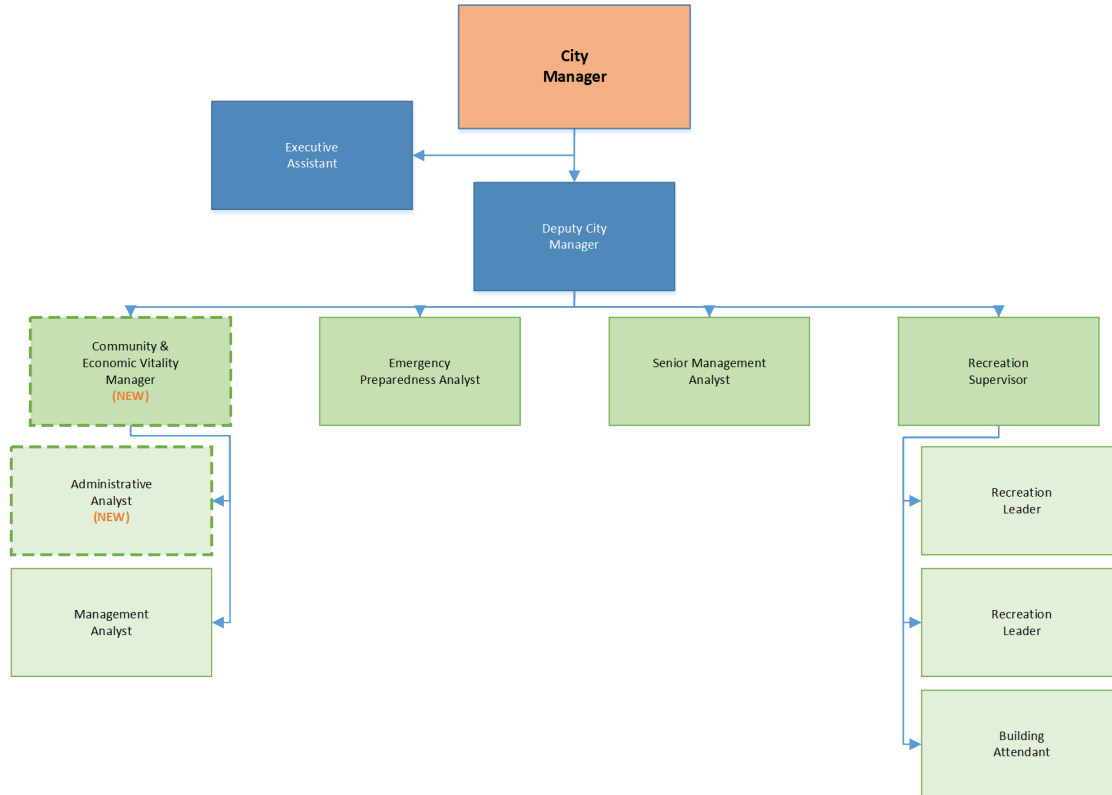
- In response to the financial impacts of COVID-19 the following five positions were laid off in April 2020:
 - Human Resources Management Analyst
 - Executive Assistant to the City Manager
 - Recreation Leader
 - Accounting Technician
 - Maintenance Worker I

When the FY 2021-22 Budget was adopted in June 2021, the Recreation Leader and the Accounting Technician were reinstated and filled, and on March 1, 2022, during the Mid-Year Budget presentation, the Human Resources Management Analyst, the Executive Assistant to the City Manager, and the Maintenance Worker I were also reinstated and have been filled. Additionally, a new position called “Housing Coordinator” was created, approved, and has been filled.

This budget recommends establishing two new positions that is part of a modest reorganization of the City Manager’s Office. The two positions are Economic and Community Vitality Manager (new job classification) and an Administrative Analyst (existing job classification, but not currently being used), which, along with an existing Management Analyst, will staff a new division named Economic and Community Vitality.

The new Economic and Community Vitality division will respond to many of the challenges and inequities exposed by the COVID-19 pandemic by supporting innovation and job creation, expanding higher education and vocational programs, revitalizing commercial and community spaces, helping small businesses and nonprofits thrive, and using the region’s abundance of natural assets (including our agricultural lands) to drive economic growth. The division will also lead the City’s efforts to engage with the community, through programs and initiatives that provide support and information, create connections, promote equity, and enrich lives.

Revised organization chart for the City Manager's office is below:



- The Coastside Recovery Initiative *first phase* was completed in March 2022 with adoption of the final report found here: [Coastside Recovery Initiative](#). Implementation of the plan has started and will continue in FY 2022-23. \$205,000 has been included in the new Economic and Community Vitality division budget for supporting this effort, as well as a CIP allocation of \$100,000 to prepare a conceptual design plan for re-building the four Downtown blocks of Main Street. The County has additionally allocated \$2.5 million for an Economic Advancement Center to be located in Half Moon Bay and this effort aligns with one of the 15 recommendations contained in the final report.
- \$180,000 has been allocated for cleaning up homeless encampments along Pilarcitos Creek.

CAPITAL IMPROVEMENT PROGRAM

The Five-Year Capital Improvement Program (CIP) has been updated along with preparation of the operating budget. The CIP document, which is presented separately, is an important element of the City's budget as it guides the City's infrastructure and facilities work. The development of the CIP

has also utilized an iterative process. The City Council has seen this plan several times and has offered input and feedback at each stage, consistently providing guidance with an emphasis on investing in the community through capital improvements.

CONCLUSION

The FY 2022-23 Recommended Budget is a balanced budget that reflects the priorities of the City Council and needs of the community.

For more detailed information than what is stated here, the reader is encouraged to start with the Budget Overview. Departmental budgets follow and are clearly tabbed for ease of finding specific costs and services for each department.

I am pleased to report that the City's FY 2021-22 Budget received the Excellence Award from the Government Finance Officers Association. This award is presented to cities whose budget documents meet program criteria as a policy document, operational guide, financial plan, and communication device. We believe the FY 2022-23 budget will continue to meet the criteria for this award.

Development of the budget must be completed in a very compressed timeline and is a substantial amount of work for the entire organization. I want to acknowledge Council's leadership, the department directors and their staff, but especially thank the dedicated budget team who completed this document.

My sincerest appreciation is extended to the folks of the Administrative Services Department and Budget Team (Lisa, Kenneth, Bryan, Julissa, Raymond, Carol, Victor, and Corie)!

Respectfully submitted,



Bob Nisbet
City Manager

RESOLUTION NO. C-2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
ADOPTING THE FISCAL YEAR 2022-2023 ANNUAL OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Council of the City of Half Moon Bay has received and completed its review of the proposed FY 2022-23 Operating and Capital Improvement Program Budgets during the budget hearing held on June 7, 2022 and gave general direction on the recommendations contained therein during a public meeting; and

WHEREAS, the City Council of the City of Half Moon Bay has held a public hearing on June 7, 2022 for consideration of adoption of the proposed FY 2022-23 Operating and Capital Budget; and

WHEREAS, the proposed budget was prepared in accordance with the financial policies of the City; and

WHEREAS, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2022-23; and

WHEREAS, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on May 24, 2022, and determined that the Five-Year Capital Improvement Plan is consistent with the City's General Plan; and

WHEREAS, the City of Half Moon Bay now desires to adopt the 2022-23 Fiscal Year Appropriations Limit, Operating and Capital Improvement Program Budgets for FY 2022-23.

NOW THEREFORE, the City Council of the City of Half Moon Bay does hereby resolve as follows:

1. The City Council does hereby approve and adopt the City's budget of \$54,337,459, including CIP allocation of \$16,232,419, for fiscal year 2022-23 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$23,465,844 as set forth within the Fiscal Year 2022-23 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$43,569,468 for fiscal year 2022-23 and General Fund revenues of \$21,297,021 as set forth within the Fiscal Year 2022-23 Budget.
3. The amount of the 2022-23 Fiscal Year Budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Sections 37208 and 37209.
4. The City Manager is hereby authorized to prepare an administrative budget document which further specifies the accounts for the expenditure of appropriations approved by

the City Council and set forth in GANN Appropriation Limit Calculation section. The City Manager shall provide the Council with copies of this budget.

5. A copy of the adopted budget, signed by the Mayor and attested to by the City Clerk, shall be kept on file with the City Clerk of the City of Half Moon Bay, as the official budget of the City of Half Moon Bay for the 2022-23 fiscal year.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA,
ESTABLISHING THE APPROPRIATION LIMIT PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE
XIII B, AND SECTION 7900 ET. SEQ OF THE CALIFORNIA GOVERNMENT CODE
FOR FISCAL YEAR 2022-23**

WHEREAS, Article XIII B is an amendment to the California Constitution placing a restriction on the amount of proceeds of tax revenue which can be appropriated by state and local governments during a fiscal year; and

WHEREAS, the total appropriation subject to limitation shall not exceed the appropriation limit of the City of Half Moon Bay for the prior fiscal year, as adjusted for inflationary and population changes; and

WHEREAS, the City Council is required to elect which adjustment factors will be used to calculate the limit: (1) either the annual growth in California per capita personal income or the growth in non-residential assessed valuation due to new construction within the City, and (2) either the population growth in the City of Half Moon Bay or population growth in the County of San Mateo, as provided by the State Department of Finance; and

WHEREAS, the City Council has considered the matter at a regular scheduled City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the appropriations limit for the Fiscal Year 2022-23, as calculated in Exhibit A, and hereby determines the amount to be thirty-seven million, six hundred seventy-five thousand, eight hundred twenty six dollars (\$37,675,826) for the City of Half Moon Bay, pursuant to Article XIII B of the California Constitution.

The City selected the following adjustment factors for the calculation of this amendment to the appropriations limit for the 2022-23 fiscal year: (1) the population factor of the City of Half Moon Bay; and (2) the Percentage Change in Per Capita Personal Income over prior year, which were provided by the State of California Department of Finance in May 2022.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2022-

**A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE CITY OF HALF MOON BAY
INVESTMENT POLICY**

WHEREAS, the investment policy is reviewed each year by City Council in accordance with the City of Half Moon Bay's Investment Policy;

WHEREAS, the investment policy has been reviewed to ensure any necessary updates have been incorporated;

WHEREAS, there is no change in the investment policy at this time.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's Investment Policy as contained in Exhibit A attached hereto.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor



City of Half Moon Bay Investment Policy

POLICY OVERVIEW

PURPOSE

The purpose of this policy is to establish guidelines for the management and investment of the unexpended funds of City of Half Moon Bay (the City) under authority granted by the City Council. This policy is in compliance with the provisions of California Government Code Sections 53600 through 53684, governing investments for municipal governments.

INVESTMENT OBJECTIVES

The primary objectives of this investment policy, in order of priority, are safety, liquidity, and yield:

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. This objective shall be accomplished by mitigating credit risk and market risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This objective shall be accomplished by structuring the portfolio so that securities mature concurrently with anticipated needs. The portfolio shall consist largely of securities with active secondary or resale market. Furthermore, a portion of the portfolio may be placed in money market mutual funds or the Local Agency Investment Fund (LAIF) which offer same-day liquidity for short-term funds.
3. **Yield** - The objective of the investment portfolio is designed to attain a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Investment performance shall be continually monitored and evaluated by the City Treasurer in comparison with other portfolio benchmark yields.

SCOPE

The investment policy applies to all financial assets of the City as accounted for in the Basic Financial Statements. It includes, but is not limited to, the funds listed below:

- General Fund
- Special Revenue Funds

- Capital Projects Funds
- Debt Service Fund
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the City, unless specifically exempted, with the exception of the following:
 1. The City's Deferred Compensation Plan, which is excluded because it is managed by a third-party administrator and invested by individual plan participants.
 2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of this policy. However, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures. If, in the opinion of the City Treasurer, the matching of bond reserve or escrow defeasance funds with the maturity schedule of an individual bond issue is prudent, the investment policy authorizes an extension beyond the five-year maturity limitation as outlined in this document.

USE OF STATE INVESTMENT GUIDELINES

California Government Code Sections 53600 through 53692 regulates the investment practices of public entities. It is the policy of the City to use the State's provisions for local government investments as the basis for developing and implementing the City's investment policies and practices.

STANDARDS OF CARE

1. **Prudence** - The City's investment officials shall act as fiduciary agents subject to the Prudent Investor Standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The City Manager, City Treasurer (Finance Manager), and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.
2. **Ethics and Conflict of Interest** - Officers and employees involved in the investment

process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions. City employees involved in the investment process shall disclose to the City Clerk in writing any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio.

3. **Delegation of Authority** - Authority to manage the investment program is granted to the City Manager and City Treasurer (designee Administrative Services Director) and derived from Chapter 2.12 and 2.16 of the City of Half Moon Bay Municipal Code. Under the oversight of the City Manager and the City Treasurer, specified responsibility for the operation of the investment program may be delegated to the Senior Accounting Technician, who shall act in accordance with established written procedures and internal controls consistent with the investment policy. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members. The internal controls system includes separation of duties, custodial safekeeping, avoidance of physical delivery securities, development of wire transfer agreement, and clear delegation of authority to subordinate staff members.

The City may delegate its investment authority to an investment advisor registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's financial resources. The adviser shall follow this policy, and any other written instructions.

INVESTMENT GUIDELINES

SAFETY OF PRINCIPAL

Safety of principal is the primary objective of the City of Half Moon Bay. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm the City's capital base and cash flow.

Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of the City's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

LIQUIDITY

The City's financial portfolio shall be structured in a manner to ensure that the securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with an active secondary or resale market to meet any unanticipated cash demands. A portion of the portfolio may be placed in money market mutual funds or LAIF, which offer same day liquidity for short- term funds.

It is the full intent of the City to hold all investments until maturity to ensure the return of all invested principal. However, securities may be sold prior to maturity under the following circumstances:

- To minimize loss of principal for a security with declining credit.
- When liquidity needs of the portfolio require that the security is sold.

INVESTMENT PARAMETERS

1. **Diversification** - The City shall diversify its investments within the parameters of this policy to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs.

The investments shall be diversified by:

- Limiting investments in securities to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as LAIF or money market mutual funds to ensure that appropriate liquidity is maintained in order to meet unanticipated cash demands.

2. **Maximum Maturities-** To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow of bond proceeds or bond defeasance escrow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. As a general rule, the weighted average maturity of the investment portfolio will not exceed two years.

Reserve or escrow funds established by the issuance or defeasance of bonds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

3. **Competitive Bidding** - It is the policy of the City to encourage competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non "new issue" securities and the sale of all securities at least three bidders must be contacted. However, it is understood that certain time constraints and broker portfolio limitations exist which will not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the investment should be verified to current market conditions and documented for auditing purposes.

PERFORMANCE EVALUATION AND BENCHMARK

Investment performance is continually monitored and evaluated by the City Treasurer. The investment portfolio benchmark yield shall be the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average final maturity.

PROTECTION OF SECURITIES

To protect against fraud, embezzlement, or losses caused by the collapse of an individual securities dealer:

- All securities owned by the City shall be held in safekeeping by a third-party bank trust department, acting as agent for the City under the terms of a custody agreement or master repurchase agreement. All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

-or-

- All securities owned by the City shall be insured by a third-party insurer and the City shall be named as insured on that policy.

Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

INTERNAL CONTROL

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits to be derived and that the valuation of costs and benefits requires estimates and judgments by management.

If the City's investment portfolio includes more than pooled investments, an external auditor shall conduct an annual independent review to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

INVESTMENT REPORTS

The City Treasurer shall review investments and render quarterly reports to the City Manager and City Council. These reports shall include:

- The par amount of the investment, the classification of the investment, the percentage of the total portfolio which each type of investment represents, the name of the institution or entity, the rate of interest, the maturity date, the current market value, and the source of the market value.
- A statement that the projected cash flow is adequate to meet expected obligations over the next six months.
- The weighted average maturity of the portfolio.
- The average weighted yield to maturity of the portfolio as compared to the applicable benchmark.
- Statement of compliance with the investment policy.

This report is due within 30 days of the end of the quarter. The City Manager may, at his/her discretion, require this report on a monthly basis based upon market conditions.

QUALIFIED BANKS AND BROKER/DEALERS

The City shall transact business with financial institutions that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. The institution shall be a member of the FDIC and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

All broker/dealers who desire to do business with the City shall provide the necessary information (e.g. audited financial statements, proof of state registration, proof of National Association of Securities Dealers certification, etc.) from which the City can determine their creditworthiness, the existence of any pending legal action against the firm or the individual broker as well as an understanding of the security markets that they service. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code.

The City Treasurer shall annually send a copy of the current investment policy to all financial institutions and broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

COLLATERAL REQUIREMENTS

Collateral is required for investments in non-negotiable certificates of deposit and repurchase agreements. In order to reduce market risk, the collateral level shall be at least 102% of market

value of principal and accrued interest and marked to market weekly. Securities that are acceptable as collateral shall be the direct obligations of the United States or any agency of the United States or shall be fully guaranteed as to principal and interest by the United States or any agency of the United States.

AUTHORIZED INVESTMENTS

Investment of City funds is governed by the California Government Code Sections 53600 etc. seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. **United States Treasury Bills, Bonds, and Notes** or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
2. **Government Sponsored Enterprises** - Obligations issued by Federal Government agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
3. **Banker's Acceptances** - Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances, may not exceed 180 days maturity or 20% of the cost value of the portfolio. Furthermore, no more than 5% of the cost value of the portfolio may be invested in the banker's acceptances of any one commercial bank.
4. **Commercial Paper** - Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short term cash. Up to 15% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical rating organization (Moody's or Standard and Poor's) and with maturities not to exceed 180 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial paper rated "A" or higher by two nationally recognized statistical rating organizations. The City may not hold more than 2% of a single issuer's outstanding paper.
5. **Negotiable Certificates of Deposit** -- Purchases of negotiable certificates of deposit issued by nationally or state-chartered banks, state or federal savings institutions, or state-licensed branches of foreign banks may not exceed 30% of the cost value of the

portfolio. The City may not invest in an institution where a member of City Council, City management, or City Treasurer serves on the board or committee of the institution. Funds will only be invested in Certificates of Deposits that are fully insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) in amounts up to \$100,000. A maturity limitation of two years is applicable.

6. **Repurchase Agreements** - Repurchase agreements may be made on any investment authorized by this investment policy. The maturity of the repurchase agreements shall not exceed one year. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff weekly and shall not be allowed to fall below 102% of the value of the repurchase agreement. A Master Repurchase agreement is required between the City and the dealer for all repurchase agreements transacted. No more than 5% of the City's investment portfolio may be invested with any one counter party, and the aggregate investment in repurchase agreements shall not exceed 10% of the City's total portfolio.
7. **Local Agency Investment Fund (LAIF)** - a State of California managed investment pool may be used up to the maximum permitted by California State Law.
8. **San Mateo County Investment Pool** - a County of San Mateo managed investment pool may be used up to the maximum of 100% of the cost value of the portfolio.
9. **Time Certificates of Deposit** - Time certificates of deposit, non- negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 10% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.
10. **Medium Term Corporate Notes** – defined as corporate and depository institution debt securities, with a maximum maturity of five years, may be purchased. Securities eligible for investment shall be rated AA or better by a nationally recognized securities rating organization (Moody's or Standard & Poor's). Purchase of medium-term notes may not exceed 10% of the cost value of the portfolio and no more than 10% of the cost value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 10% limitation
11. **Money Market Mutual Funds** - Mutual funds invested in U.S. Government securities are permitted under this policy and under California Government Code Section 53601(L). All of the following criteria must also be met: (1) The fund shall have a minimum of \$500 million in total portfolio value; (2) The fund shall be registered with the Securities and Exchange Commission, and shall have achieved the highest ranking or the highest letter

and numerical rating provided by not less than two nationally recognized statistical rating organizations; (3) The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration; Investment in such funds shall not exceed 20% of the City's total portfolio; and no more than 5% of the City's total portfolio may be invested in any one mutual fund.

12. Moneys Held By a Trustee or Fiscal Agent - Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness obligation under a lease, installment sales or other agreement may be invested in accordance with the statutory provisions governing the issuance or defeasance of the bonds or obligation.

13. Prohibited/Ineligible Investments - Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual. (Sec. 53601.6)

Maximum Investment Maturity and Percentage - The following matrix of maximum maturity and percentage limits, by instrument, are established for the City's total pooled funds portfolio:

Investment Type	Maturity	Percentage
Repurchase Agreements	1 Year	0 to 100%
Local Agency Investment Fund	Upon Demand	0 to 100%
San Mateo County Investment Pool	Upon Demand	0 to 100%
U.S. Treasury Bonds/Notes/Bills	5 Years	0 to 100%
Government Sponsored Enterprises	5 Years	0 to 100%
Bankers' Acceptances	180 Days	0 to 20%
Commercial Paper	180 Days	0 to 15%
Negotiable Certificates of Deposit	2 Years	0 to 30%
Time Certificates of Deposit	2 Years	0 to 10%
Medium Term Corporate Notes	5 Years	0 to 20%
Mutual Funds/Money Market Funds	Upon Demand	0 to 20%

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment types, or percentage allocations, supersedes any and all previous applicable language in this Investment Policy.

INTEREST EARNINGS

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly to various fund accounts based on the (average 13 months) cash balance in each fund as a percentage of the entire pooled portfolio.

POLICY CONSIDERATIONS

The following policy considerations apply:

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments - The City's investment policy shall be adopted by resolution of the City Council on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends.

RESOLUTION NO. C-2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
TO ESTABLISH THE CLASSIFICATION AND SALARY SCHEDULE FOR THE ECONOMIC AND
COMMUNITY VITALITY MANAGER**

WHEREAS, Chapter 2.50 of the Half Moon Bay Municipal Code establishes a personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, the proposed classifications have been prepared and are attached as EXHIBIT A;

NOW, THEREFORE, BE IT RESOLVED, that the Economic and Community Vitality Manager classification is established and shall be effective July 1, 2022, as stated in the job classification attached hereto as Exhibit A and incorporated herein by reference; and that the salary schedule shall be established as follows:

Economic and Community Vitality Manager \$10,403 - \$12,644 per month

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 21st day of June 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

Economic and Community Vitality Manager

Under general direction, the Economic and Community Vitality Manager leads and manages the Economic and Community Vitality division of the City Manager's Office; develops and executes vision, goals, project plans and budgets; provides or directs high level analyses and program evaluations; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

The Economic and Community Vitality Manager receives general direction from executive staff in the City Manager's Office. This position directly supervises personnel in assigned program areas.

IMPORTANT AND ESSENTIAL DUTIES

The Economic and Community Vitality Manager is responsible for, but not limited to, the following duties:

- Develop and recommend overall division vision, goals, strategies, and policies consistent with Council priorities.
- Lead and coordinate division activities with other public and private-sector agencies to promote greater resilience and community well-being; identify strategic partnership opportunities for various initiatives and programs.
- Plan, organize, direct, and evaluate operations in assigned program areas, including but not limited to: economic development, workforce development, community and social services, diversity and equity, grant programs, community engagement and outreach.
- Act as liaison to and build strong relationships with regional and local government agencies, educational institutions, labor organizations, nonprofits, and businesses, as well as entrepreneurial, civic, and community groups.
- Provide leadership and serve as a subject area expert on economic development and community services matters, providing guidance and advice to other City departments.
- Represent the City to the public and/or related Federal, State, regional and local agencies and community organizations.
- Prepare reports and make presentations to the City Council, commissions, committees and community groups.
- Interpret and explain programs and policies to the public; answer questions and provide information on complex and sensitive issues.
- Develop and implement policies, priorities, systems and procedures of the division and division staff.

- Supervise, direct, coordinate and review the work of subordinate personnel, including outside professional consultants and contract service providers. Recommend employee actions, including performance improvement, discipline, and safety adjustments; manage and approve time sheets, including overtime.
- Participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; develop and administer division budget.
- Develop and maintain effective and positive working relationships with other City departments and staff, regional and local agencies, and the public.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Laws, ordinances, and procedures related to municipal operations.
- Principles and practices used in the analysis, evaluation, design, planning, and project management of economic and community vitality initiatives and programs
- Principles and practices of public administration and local government operations
- Key economic and social trends, job, and labor market opportunities.
- Marketing, public information, and promotional techniques for economic development and community services.
- The principles and practices of grant writing, application, and administration.
- The principles and practices of Request for Proposal/Qualification planning, development, administration, and evaluation.
- Principles and procedures of standard business technology and equipment; proficient use of standard applications, such as word processing, spreadsheets, and data base management.

Skill to:

- Prepare budget analysis, cost projections, and cost-benefit analysis.
- Manage complex projects.
- Operate contemporary office equipment, including computer systems and associated software. Develop and implement goals, objectives, policies, procedures, work standards and internal controls for each department.
- Develop and maintain equitable and consistent human resources programs and plans related to job analysis, classification and compensation, benefits administration, and labor relations.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent each department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations and skill to negotiate with such parties.

Ability to:

- Analyze complex problems and make sound recommendations.
- Generate and implement ideas.
- Motivate others to excel.
- Anticipate problems and bring them to the City Manager's attention.
- Be politically astute and capable of making recommendations in a political environment.
- Plan, organize, prioritize, direct, schedule and supervise City operation support programs and activities.
- Communicate clearly and concisely both orally and in writing.
- Establish, maintain, and foster good working relationships with those supervised and contacted in the course of work.
- Prepare, maintain, and interpret records and reports.
- Evaluate operations and problems, recommend, and implement efficiency and productivity improvements.
- Prepare and administer a division budget.
- Prepare projects and manage them to completion.
- Learn, retain, interpret and apply pertinent provisions of the City's Rules, Regulations, and City policies.
- Adapt effectively to change.
- Coordinate program activities and projects with City staff, other agencies, contractors and the public.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. Typical requirements include:

- Education: Equivalent to graduation from a four-year college or university with major course work in business or public administration, economics, social work, ethnic studies, human resources, or a field related to the work.
- Experience: Four years of supervisory or administrative experience in in municipal, county government, or non-profit administration.

PHYSICAL DEMANDS

WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work site and to meetings during assigned hours of work.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

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

TITLE: **COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM**

RECOMMENDATION:

Receive applicant funding recommendations from the Community Services Financial Assistance (CSFA) Grant Program Subcommittee and determine final funding allocations for Fiscal Year 2022-23.

FISCAL IMPACT:

The FY 2022-23 Recommended Budget includes \$300,000 for the CSFA grant program.

STRATEGIC ELEMENT:

This action supports all elements of the Strategic Plan.

BACKGROUND:

In FY 2018-19, the City piloted the Community Services Financial Assistance (CSFA) grant program and distributed \$129,750 to 15 local non-profit organizations. The purpose of the program was to support important services and programs in the community.

In FY 2019-20, based on the successes of the pilot program, the City provided another round of grants and distributed \$150,000 to 15 organizations. Many of these organizations achieved their program goals by the end of the fiscal year, while others sought City approval to redirect funding towards COVID-19 relief and recovery.

During FY 2020-21, the City Council made the decision to focus funding on COVID-19 response and relief totaling \$200,000 across seven nonprofit organizations.

In the following FY 2021-22, the City took a hybrid approach by granting \$200,000 to the same seven organizations that provided COVID-19 relief and recovery services during the previous fiscal year, as well as an additional \$50,000 to 10 other organizations for general community serving projects and programs.

The City Council's CSFA Subcommittee met on February 7, 2022, to seek direction on FY 2022-23 programming. A second meeting of the Subcommittee on March 17, 2022 included a summary of the mid-year reports from the FY 2021-22 recipients, an update on the Coastsides Recovery Initiative (CRI), and further discussion of the funding, process, and requirements for the upcoming FY 2022-23 program.

CRI is a comprehensive economic development planning process initiated to address immediate recovery needs and provide a blueprint for a more sustainable and resilient future. The effort culminated in a set of recommendations that, among other things, can inform CSFA funding priorities and grants administration, while at the same time support CRI implementation.

One of CRI's working groups, Team Thrive, analyzed challenges facing nonprofits emerging from the pandemic and the potential role they play in driving economic recovery. Findings in the Coastsides Recovery Report reveal growing inequality and need, a lack of community connectedness, loss of revenue from cancelled fundraisers, capacity issues, and challenges reaching the hard-to-reach. Mental health issues and housing insecurity were additional challenges that required immediate solutions that complement longer range planning efforts. Given these realities, Team Thrive put forth the following recommendations:

- "Develop a more coordinated and integrated approach to providing safety net services for vulnerable individuals and families."
- "Increase and strengthen capacity of providers to connect vulnerable residents to rental, financial and other public benefits assistance for which they may be eligible."

These recommendations highlight the urgency of basic needs such as housing, shelter, food, clothing, and financial assistance (including connections to public benefit programs) and affirm what current CSFA grant recipients have identified as the key challenges and needs in their mid-year reports. Additionally, promoting collaboration and efforts to better communicate and coordinate between service providers could also address the recommendations and improve access to safety net services.

Based on the recommendations included in the CRI report, and the continued impacts of the COVID-19 pandemic, the Subcommittee identified an opportunity to align the CSFA program with the Coastsides Recovery Initiative (CRI) and directed staff to develop a plan that integrates the CSFA program with CRI taking into account the recommendations and directing more impactful funding amounts to a smaller number of organizations that serve those most impacted by the COVID-19 pandemic.

At the Council meeting on April 19, 2022, City staff presented the council with the subcommittee recommendations for FY 2022-23, which included \$300,000 in funding, a focus on fewer but larger grants, and making funding exclusively available to organizations/programs providing essential safety net services to the residents of Half Moon Bay.

For the purposes of the CSFA program, safety net services include:

- Services related to basic needs, such as food, shelter, clothing, employment, and other public benefits assistance
- Services related to housing insecurity, such as shared housing capacity, rent relief and renters rights assistance
- Mental health and wellness services, such as individual and family counseling and case management

In addition, to address and advance the CRI recommendations, the subcommittee also recommended the implementation of a cohort model for FY 2022-23. Grant recipients will be expected to participate in cohort convenings during the grant cycle. The purpose of these convenings is to encourage an integrated and collaborative approach among safety net service providers. Another goal is to exchange best practices and discuss challenges in an open and supportive peer learning environment. City staff may also hire contractors to provide technical assistance, program evaluation, and other training opportunities. The City Council approved the funding amount and program recommendations and directed staff to proceed with the application process.

The application period opened on April 20 and closed on May 15, 2022. The City received a total of 16 applications. Staff conducted an initial review to determine whether applicants met minimum qualifications, and subcommittee members reviewed applications individually before meeting on May 23, 2022, to review, discuss, and form a recommendation to the City Council. During the review process, the subcommittee considered each application, and top consideration was given to organizations who:

- Provide essential safety net services (REQUIRED)
- Demonstrate how program funding increases collaboration, coordination, and capacity building among other nonprofits providing safety net services
- Incorporate culturally competent and language accessible outreach services that combat misinformation and link the hard-to-reach with existing programs and resources
- Incorporate innovative approaches and best practices in the delivery of services

DISCUSSION:

After thorough review and consideration, the subcommittee recommends the following funding allocations for FY 2022-23:

Organization	Program Name	Requested Funding Amount	Proposed Funding Amount
Abundant Grace Coastside Worker	Workforce Development Center Community Programs and Services	\$50,000	\$32,000
ALAS	Mental Health / Crisis Fund	\$50,000	\$50,000
Coastside Hope	Critical Family Needs Safety Net Program	\$50,000	\$50,000
Senior Coastsiders	Promoting successful aging for coastside seniors	\$50,000	\$40,000
Coastside Adult Day Health Center	Aging in Place	\$25,000	\$25,000
Boys & Girls Club of the Coastside	Educational Support is Essential	\$24,000	\$24,000
El Centro de Libertad	Coastside Essential Services Initiative	\$45,000	\$25,000
Sonrisas	Access to Care Program	\$20,000	\$14,000
CEF	Community Resilience Hub Support	\$35,000	\$10,000
Cohort Support			\$30,000
Total Proposed Funding			\$300,000

The following organizations submitted applications but are not being recommended for funding at this time:

Organization	Program Name	Requested Funding Amount
St. Vincent de Paul and ALAS	Grocery Gift Card Program	\$44,400
CoastPride Inc.	Sexual Orientation and Gender Identity and Expression (SOGIE) Training and Technical Assistance Project	\$35,000
Holy Family Episcopal Church	Annual Backpack and School Supplies Program	\$25,000
Square Peg Foundation	Equine Assisted Therapy for HMB Autistic Children from Disadvantaged Families	\$15,600
Coastal Arts League	A Public Art Gallery: Contributing to the Local Economy and a Healthy Lifestyle	\$10,000
StarVista	Early Childhood Services in Half Moon Bay	\$10,000
The HEAL Project	Farm2Family	\$6,556
Total		\$146,556

Once final Council direction on the subcommittee recommendations has been provided, staff will work with the selected agencies to finalize grant agreements, which will detail specific objectives to be achieved with the use of these funds. Further, agencies will be required to participate in 1-2 cohort meetings and submit a mid-year report in January or 2023. An end of year financial statement will also be required in June 2023.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 21, 2022**

TO: Honorable Mayor and City Council

FROM: Bob Nisbet, City Manager

**TITLE: AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH COUNTY OF SAN MATEO
SHERIFF'S OFFICE - AMENDMENT FOURTEEN**

RECOMMENDATION:

Authorize the City Manager to execute Amendment Fourteen to the Agreement for Law Enforcement Services with the County of San Mateo Sheriff's Office.

FISCAL IMPACT:

The amount of the Agreement for FY 2022-23 is \$3,691,886. This is a 10.8% increase over the FY 2021-22 Agreement. This amount has been fully budgeted in the Recommended FY 2022-23 budget.

STRATEGIC ELEMENT:

This action supports the Healthy Communities and Public Safety and Fiscal Sustainability elements of the Strategic Plan.

BACKGROUND:

On June 7, 2011, the City Council entered into an Agreement with the County of San Mateo (County) to provide law enforcement services and personnel to the City of Half Moon Bay for a five-year period ending June 30, 2016.

This Agreement addressed the complex issues associated with a transfer of police services from one agency to another. As a result, the City of Half Moon Bay has not only realized an annual cost savings, it has also increased efficiencies and access to a wider variety of resources and services which has been a benefit to the community and residents of Half Moon Bay. Examples of some of the expanded resources provided by the Sheriff's Department include additional resource officers dedicated to community policing efforts, access to the Crime Suppression Unit, a large multi-disciplinary investigations unit, and the Sheriff's Activity League SAL, which serves the youth of our community with educational and athletic activities and leadership programs.

DISCUSSION:

The original Agreement included an option for the City and County to renew the Agreement for three, three-year terms. The Agreement was extended for the first, three-year period in June 2016 and second three-year term in effective July 1, 2019. The Agreement expires on June 30, 2022. On

September 21, 2021, the City Council directed staff to negotiate a 2-year extension. The amendment before the Council extends the Agreement until June 31, 2024.

The increase of 10.8% for FY 2022-23 over FY 2021-22 is primarily due to an increase in deputy salaries and benefits, and equipment maintenance charges for vehicles and other necessary equipment. Additionally, there has been a “Service Gap” for the past three years of \$659,000 per year, and with this amendment, the City will have closed the gap.

Additionally, the following new sections are added to Exhibit A, Section 1.1.4 of the Agreement:

New Subsection 1.1.4.2

Traffic control during summer months and tourist-impacted weekends – upon request by the City, (and at additional cost as set forth in Exhibit B) the Sheriff shall provide additional security and traffic control personnel to control key intersections during summer weekends and other tourist-impacted times. Alternatively, if the City elects to hire an outside agency to provide traffic control, the Sheriff will coordinate with and provide training and support to the City and their contractor. The purpose of this service is to: provide additional traffic enforcement as necessary, promote traffic safety, and improve facilitation of traffic flow.

New Subsection 1.1.4.3

Coordination with CARES program - The City and County have established the CARES response program; an alternative response approach for individuals and families experiencing mental health crises. A description of the program is attached as Exhibit A-2. The operator of the CARES program is El Centro de Libertad under a separate contract with the City. The Sheriff will coordinate and communicate with El Centro de Libertad to provide indirect support and direct back-up and support if called upon by El Centro de Libertad. Sheriff’s indirect support may include, but is not limited to, training, radio support and communication, 911 call coordination and in-field decision making, if an incident is transferred from the Sheriff to El Centro de Libertad, or El Centro de Libertad to the Sheriff. All Sheriff’s staff time resulting in overtime will be compensated at additional cost as set forth in Exhibit B.

New Subsection 1.1.4.4

Community events – The Sheriff will coordinate with the City on leading three community events per year at three different locations. The purpose of these events will be to build trust between the Sheriff and the community, educate the community on law enforcement, promote a safer community, and build connection among community members. All Sheriff’s staff time resulting in overtime will be compensated at additional cost as set forth in Exhibit B.

Finally, Amendment Fourteen also replaces Exhibit A-1, Exhibit B (Rates/Payments) and Exhibit B-1 (Calculated Rates) to reflect the increased charges for FY 22-23.

ATTACHMENTS:

Resolution authorizing the City Manager to execute Amendment No. Fourteen, included as Exhibit A to the resolution

RESOLUTION NO. C-2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. FOURTEEN TO THE LAW ENFORCEMENT SERVICES AGREEMENT WITH THE COUNTY OF SAN MATEO

WHEREAS, in 2011, the City of Half Moon Bay entered into an agreement with the County of San Mateo to provide Law Enforcement Services for the City; and

WHEREAS, the Agreement has been amended thirteen times to extend the term, increase service levels, and increase the charges. In 2019, Amendment Eleven extended the term through June 30, 2022; and

WHEREAS, in September 2021, the City Council directed that the agreement be extended another two years;

WHEREAS, the City and County desire to further amend the agreement to account for annual cost of living increases for FY 22-23 and service level adjustments to bring the service levels stated in the agreement in line with the City's actual usage of resources.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorize the City Manager to execute Amendment No. Fourteen (Exhibit A) to the Law Enforcement Services Agreement between the County of San Mateo and the City of Half Moon Bay.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 21st day of June, 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

AMENDMENT FOURTEEN

AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN THE COUNTY OF SAN MATEO AND CITY OF HALF MOON BAY

This **FOURTEENTH AMENDMENT** to the Agreement for Law Enforcement Services, dated for reference purposes only as of May 10, 2022, is made between the County of San Mateo, hereinafter referred to as “County” and the City of Half Moon Bay, hereinafter referred to as “City.”

* * * * *

WITNESSETH

WHEREAS, on June 7, 2011, County and City entered into an Agreement (County Resolution No. 071462) for the performance of the agreed upon law enforcement services within the City’s boundaries by the County through the Sheriff; and

WHEREAS, in May 2012, Amendment One to the Law Enforcement Services Agreement was approved which revised the date in which the County would provide City with proposed rates for the following contract year; reconfigured the Community Service Officer (CSO) position from two part-time positions to one full-time position; and updated Exhibits B and B-1 with the rates for FY 2012-13; and

WHEREAS, in September 2012, Amendment Two to the Agreement was approved which revised Exhibit B-1 Calculated Rates, incorporating overtime rates for the positions specified in the contract; and

WHEREAS, in April 2013, Amendment Three (County Resolution No. 072445) to the Agreement was approved which added language related to the City’s responsibility for the Unfunded Actuarial Accrued Liabilities component of retirement costs; and

WHEREAS, in April 2013, Amendment Four to the Agreement was approved, updating the rates and payments for FY 2013-14; and

WHEREAS, in March 2014, Amendment Five to the Agreement was approved, updating the rates and payments for FY 2014-15; and

WHEREAS, in October 2015, Amendment Six to the Agreement was approved, updating the payments and rates for FY 2015-16; and

WHEREAS, in April 2016, Amendment Seven to the Agreement was approved which revised the assigned personnel by removing one Lieutenant position and adding a Captain position; and

WHEREAS, in April 2016, Amendment Eight to the Agreement was approved, extending the term to June 30, 2019 and updating the payments and rates for FY 2016-17; and

WHEREAS, in May 2017, Amendment Nine to the Agreement was approved, updating the rates and payments for FY 2017-18; and

WHEREAS, in June 2018, Amendment Ten to the Agreement was approved, updating the rates and payments for FY 2018-19; and

WHEREAS, in previous contracts/amendments the County has provided the City a 9% deputy service credit that the City and County agree based on data analysis should be eliminated over the next three

years, beginning with a \$150,000 credit reduction in FY 2019-20; \$186,221 in FY 2020-21; and \$222,442 in FY 2021-22; and

WHEREAS, in June 2019, Amendment Eleven was approved which added language noting that the City's beach and park areas are enforcement priority areas during the summer months; extended the term three (3) years to June 30, 2022; and incorporated the agreed upon FY 2019-20 rates, which included the aforementioned credit reduction and an increase in patrol vehicles, set forth in Exhibits B and B-1; and

WHEREAS, in May 2020, Amendment Twelve was approved which incorporated the agreed upon FY 2020-21 rates set forth in Exhibits B and B-1; and

WHEREAS, in May 2021, Amendment Thirteen was approved which incorporated the FY 2021-22 Selection of Personnel set forth in Exhibit A-1 and the FY 2021-22 rates set forth in Exhibits B and B-1; and

WHEREAS, both parties now wish to further amend the Law Enforcement Services Agreement to revise Exhibit A – Services and incorporate the FY 2022-23 Selection of Personnel set forth in Exhibit A-1 and the FY 2022-23 rates set forth in Exhibits B and B-1.

Now, therefore, it is hereby agreed by the parties hereto as follows:

1. "Exhibit A – Services (Revised June 2019)", is hereby deleted in its entirety and replaced with "Exhibit A – Services (Revised June 2022)" and is attached hereto and incorporated herein by reference.
2. "Exhibit A-1 FY 2021-22 Assignment/Selection of Personnel", is hereby deleted in its entirety and replaced with "Exhibit A-1 - FY 2022-23 Assignment/Selection of Personnel" and is attached hereto and incorporated herein by reference.
3. "Exhibit B - FY 2021-22 Rates / Payments", to the Agreement is hereby deleted in its entirety and replaced with "Exhibit B - FY 2022-23 Rates / Payments", attached hereto and incorporated herein by reference.
4. "Exhibit B-1 - FY 2021-22 Calculated Rates", to the Agreement is hereby deleted in its entirety and replaced with "Exhibit B-1 - FY 2022-23 Calculated Rates", attached hereto and incorporated herein by reference.
5. This Amendment Fourteen is hereby incorporated and made a part of the original Agreement and subject to all provisions therein. All other terms of the original Agreement and prior amendments not in conflict with Amendment Fourteen remain in effect and are incorporated by reference.

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

COUNTY OF SAN MATEO

*A Political Sub-division of the
State of California*

BY: _____
SHERIFF CARLOS G. BOLANOS

DATE: _____

CITY OF HALF MOON BAY

BY: _____
BOB NISBET, CITY MANAGER

DATE: _____

APPROVED AS TO FORM:

CITY ATTORNEY

ATTEST:

BY: _____
CITY CLERK

EXHIBIT A – SERVICES

(Revised June 2022)

Agreement for Law Enforcement Services between the County of San Mateo and City of Half Moon Bay

In consideration of the payments set forth in Exhibit B and Exhibit B-1, County shall provide City with the following services:

1. DESCRIPTION OF SERVICES PROVIDED BY COUNTY

1.1 LAW ENFORCEMENT SERVICES.

- 1.1.1 The County agrees to provide general law enforcement services within the corporate limits of the City through the San Mateo County Sheriff's Office ("Sheriff's Office") as set forth in this Agreement ("Services"), including:
- All-inclusive patrol services 24 hours a day, 365 days a year within the incorporated city limits of Half Moon Bay
 - All management and oversight associated with providing law enforcement services
 - All activities associated with personnel, including recruitment and training
 - Response to high priority calls-for-service within four (4) minutes or less
 - Conduct all criminal investigations
 - Function as the City's lead in matters involving training and management in the Department's Operations Center
 - Maintenance of all records, police reports, and required/related documents
 - Maintenance and management of the property/evidence function
 - Court Liaison duties and responsibilities
 - In addition to the foregoing, the Sheriff's Office has a K-9 Unit and the Special Weapons and Tactics (SWAT) Team available to the City, when deemed necessary.
- 1.1.2 Except as otherwise specifically set forth in this Agreement, the Services shall only encompass duties and functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff's Office under the County Charter, the statutes of the State of California, and under the City municipal codes.
- 1.1.3 City Ordinance violations will be used for the issuance of parking citations, and any other violations of City ordinances when feasible and practicable.
- 1.1.3.1 City will continue contracting with an outside vendor for processing of parking citations.
- 1.1.4 Services performed hereunder may include, if requested by the City pursuant to Section 2.2 of this Agreement, supplemental security support, supplemental sworn officer support, and supplemental professional civilian support staff, at additional cost to the City.
- 1.1.4.1 Special Events – The Records Technician assigned to the Half Moon Bay substation will be the point of contact for Special Events including, but not limited to, the Pumpkin Festival, Night of Lights, Rock the Block, 4th of July Parade and Chamarita. The Sheriff's

Captain assigned to the Half Moon Bay Substation will assist the Records Technician in determining costs for Special Events and coordinate with other City Departments as necessary. The Sheriff's Office will provide supplemental support for these events at additional cost as outlined in Exhibit B-1.

- 1.1.4.2 Traffic control during summer months and tourist-impacted weekends – upon request by the City, (and at additional cost as set forth in Exhibit B) the Sheriff shall provide additional security and traffic control personnel to control key intersections during summer weekends and other tourist-impacted times. Alternatively, if the City elects to hire an outside agency to provide traffic control, the Sheriff will coordinate with and provide training and support to the City and their contractor. The purpose of this service is to: provide additional traffic enforcement as necessary, promote traffic safety, and improve facilitation of traffic flow.
- 1.1.4.3 Coordination with CARES program - The City and County have established the CARES response program; an alternative response approach for individuals and families experiencing mental health crises. A description of the program is attached as Exhibit A-2. The operator of the CARES program is El Centro de Libertad under a separate contract with the City. The Sheriff will coordinate and communicate with El Centro de Libertad to provide indirect support and direct back-up and support if called upon by El Centro de Libertad. Sheriff's indirect support may include, but is not limited to, training, radio support and communication, 911 call coordination and in-field decision making, if an incident is transferred from the Sheriff to El Centro de Libertad, or El Centro de Libertad to the Sheriff. All Sheriff's staff time resulting in overtime will be compensated at additional cost as set forth in Exhibit B.
- 1.1.4.4 Community events – The Sheriff will coordinate with the City on leading three community events per year at three different locations upon request by the City. The purpose of these events will be to build trust between the Sheriff and the community, educate the community on law enforcement, promote a safer community, and build connection among community members. All Sheriff's staff time resulting in overtime will be compensated at additional cost as set forth in Exhibit B.

1.2 SUPPORT SERVICES.

- 1.2.1 County shall allocate support services to the City based on a per employee basis and shall include the following:
 - Property – provides property and evidence management including receiving found property and the safekeeping and proper disposal of all property turned in as evidence
 - Training – provides for state mandated training and in service training.
 - Technical Services – provides technical support in matters relating to information technology

- Records – maintains law enforcement records and provides copies of reports to the public
- Fiscal Services – provide accounts payable, accounts receivable, budget, general accounting and contract services
- Personnel/Human Resources – provides recruitment and hiring services including the administration of exams, review of criminal history, drivers license history, credit history and thorough background investigations, including those required for licensing and permits

1.2.2 Issuance of Licenses / Permits. The County Records Supervisor assigned to the Half Moon Bay Substation shall be responsible for issuing the following licenses and permits, without limitation, and for collecting all fees therefor using the City's Fee Schedule:

- | | |
|--------------------------|-------------------------------|
| • Massage Establishments | • Fortune Tellers |
| • Massage Technicians | • Fishing Licenses |
| • Taxi Cabs | • Bingo |
| • Solicitors | • Residential Parking Permits |

1.2.3 County Staff shall assist with the required background investigations for applicable licenses and/or permits listed above.

1.2.4 Alarm Permit & Response Fees. City shall remain responsible for the actual billing and collection of Alarms Permit and Response revenue. County administrative staff provided to the City will maintain and forward the necessary information to City's Finance Department for the billing and collection of said revenue upon request of City.

1.2.5 Records Fees. Sheriff's Records Bureau located at 400 County Center will be available to perform the necessary services and collect fees according to the County's fee schedule on behalf of City for the following:

- | | |
|-----------------------|------------------------|
| • Vehicle Release Fee | • Crime Reports |
| • Accident Reports | • Good Conduct Letters |

1.2.6 Fees collected at 400 County Center will remain revenue of County. Fees collected on behalf of City by the contracted Records Supervisor in accordance with the City's fee schedule shall remain revenue of City.

2. ADMINISTRATION OF PERSONNEL.

- 2.1 The rendition of the services performed by the Sheriff's Office, the standards of performance, the discipline of personnel, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.
- 2.2 All City employees who work in conjunction with the Sheriff's Office pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement.

- 2.3 All County employees who work in conjunction with the City pursuant to this Agreement shall remain employees of the County and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the City based on this Agreement.

3. DEPLOYMENT OF PERSONNEL.

- 3.1 Services hereunder shall be developed in conjunction with the Sheriff and performed in accordance with Exhibit A-1.
- 3.2 Exhibit A-1 will be mutually revised and executed by City Manager and Sheriff, or their respective designees, as an amendment to Exhibit A-1 each year before each July 1. Failure of the parties to reach agreement by July 1 will allow either party to terminate the Agreement by written notice.
- 3.3 In the event that City wishes to decrease Services, City shall notify County in writing. The County will consider and respond to the request within 60 days. Any significant changes will be documented in writing and mutually agreed upon by both City and County.
- 3.4 The Sheriff shall have the signatory authority to approve such future amendments, on behalf of the County, provided said changes in Services are fully reimbursable to County.

4. REPORTS.

- 4.1 The Sheriff or Sheriff's designee shall report quarterly to the City Council, at the City Manager's discretion, all violations of law within City's borders coming to the Sheriff's attention. Quarterly statistical reports will be provided to City by the Sheriff or Sheriff's designee. Reports shall include the following information:
- Service related complaints
 - Average response time to high/low priority calls for service
 - Comparative analysis (year-to-year) crime trends
 - Arrests and related statistics
 - Breakdown of calls for service, including Deputy initiated activity
 - Analysis of the actual time spent by County employees working within the City limits and unincorporated areas of the County per the cost apportionment to the extent County has the technological capabilities to track and extract such data.
- 4.2 Upon commencement of this contract, the Sheriff or Sheriff's designee shall meet with the City Manager or his or her designee every six (6) months to discuss contract issues and performance measures.
- 4.3 County shall conduct a community law enforcement satisfaction survey and report the results to City annually.

5. UNIFORMS & INSIGNIA.

- 5.1 Personnel performing such law enforcement services as herein provided shall be in the prescribed uniform of the San Mateo County Sheriff's Office during the performance of their duties.
- 5.2 If the City should desire any customization of uniforms or insignia relative to services provided, the City shall notify Sheriff of same, and the Sheriff in his sole discretion may decide whether it is feasible and agreeable to do so. In that case, the cost of modification to uniforms and/or insignia shall be borne by the City.

6. CITY OBLIGATIONS.

- 6.1 City shall furnish at its own cost and expense all necessary office space, furniture and furnishings, janitorial service and utilities as set forth in Section 6.4.1 below, in order for the Sheriff to maintain a substation office in the City. The area to be utilized for the substation at the time the Agreement commences will be located at 537 Kelly Avenue, Half Moon Bay. The City reserves the right in the future to choose a location other than 537 Kelly Avenue, Half Moon Bay. However, in the event that the City does choose an alternate location, the City will be responsible for reimbursing the County for all reasonable costs incurred by County in moving the County's operations to the new location.
- 6.2 It is expressly understood that Half Moon Bay Substation may be used by the Sheriff or the County of San Mateo in connection with the performance of incidental duties in territory outside of City and adjacent thereto, provided, however, that should County utilize the Half Moon Bay Substation for substantial purposes other than the provision of Services pursuant to this Agreement, the parties will negotiate fair compensation to City for costs to City attributable to such use.
- 6.3 In all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of City, the same shall be supplied by said City at its own cost and expense.
- 6.4 UTILITIES.
- 6.4.1 City shall directly pay all charges for utilities to be provided to the Half Moon Bay Substation, with the exception of telephone and internet monthly service fees, including, but not limited to: water, sewer, electric, gas, pest control, janitorial services, and trash collection.
- 6.4.2 County shall pay all service charges for telephone and internet services for the substation in the City.
- 6.5 MAINTENANCE.
- 6.5.1 City shall perform all routine, day-to-day maintenance and repairs to the Half Moon Bay Substation. Performance of and payment for non-routine maintenance and repairs will be by mutual agreement of County and City.
- 6.5.2 The maintenance and repairs authorized by this section are intended solely to maintain the Half Moon Bay Substation in good working order and in the condition intended by the parties before and after completion of the improvements and refurbishment contemplated by this Agreement, normal wear and tear excepted.
- 6.5.3 The Sheriff may recommend improvements to the Half Moon Bay Substation. Performance of and payment for improvements will be by mutual agreement of County and City.

EXHIBIT A – 1

FY 2022-23

ASSIGNMENT / SELECTION OF PERSONNEL

Agreement for Law Enforcement Services between the County of San Mateo and City of Half Moon Bay

1. **ASSIGNMENT OF PERSONNEL.**

1.1 FY 2022-23 ASSIGNED PERSONNEL.

The Coast-side patrol units will function as one unit, all necessary Sheriff's Office resources will be made available to handle emergency police services within the City and in the neighboring unincorporated areas.

ASSIGNED POSITIONS	# of FTE
Captain (Chief)	0.50
Sergeant	0.50
Deputy	8.00
Detective	0.25
Community Service Officer	1.00
Records Technician	1.00
TOTAL ASSIGNED FTE	11.25

2. **ASSIGNMENT OF SPECIFIC PERSONNEL.**

- 2.1 Sheriff will utilize its current Coast-side School Resource Officer (SRO) to work with the schools within the City limits. Additional programming may be provided by the Sheriff's Activity League (SAL). Sheriff shall notify City if such service shall be eliminated.
- 2.2 The specific personnel assigned to the City shall be at the Sheriff's discretion in consultation with the City Manager. The City Manager may request reassignment of personnel assigned to the City at any time. The Sheriff and City Manager shall meet and confer regarding the request within ten (10) days. Any decision of the Sheriff following such a conference shall be final.

EXHIBIT B

FY 2022-23

RATES / PAYMENTS

Agreement for Law Enforcement Services between the County of San Mateo and City of Half Moon Bay

In consideration of the services described in Exhibit A and Exhibit A-1, City shall pay as follows:

1. CHARGES FOR SERVICES.

- 1.1 City shall pay County for services described in this Agreement as calculated by the formulas set forth in Exhibit B-1.
- 1.2 Exhibit B and Exhibit B-1 will be amended annually as set forth in Section 3 of this Agreement.

2. INVOICING / BILLING.

- 2.1 On a quarterly basis in accordance with Section 3 below, Sheriff's Office Fiscal Services Bureau shall submit an invoice to City.
- 2.2 Payments and questions regarding invoicing shall be directed to the Sheriff's Office Financial Services Manager at (650) 599-1778 or be mailed to:

San Mateo County Sheriff's Office
Fiscal Services Bureau
400 County Center, 3rd Floor
Redwood City, CA 94063

3. PAYMENTS.

- 3.1 Total charges due for the period of **July 1, 2022 through June 30, 2023 are \$4,352,084.00.**
Invoices will be issued according to the following schedule:

Invoice Issued	Amount
July 1, 2022	\$1,088,021.00
October 1, 2022	\$1,088,021.00
January 1, 2023	\$1,088,021.00
April 1, 2023	\$1,088,021.00

NOTE: UAAL Credits are not reflected in above amounts.

- 3.2 Future Fiscal Year payments will be in accordance with the revised Exhibit B-1 effective July 1 of each year. City's payment of each quarterly invoice from the County will be due 30 days after City's receipt of the subject quarterly invoice for the remainder of the duration of the Agreement.
- 3.3 However, the parties understand that under no circumstances will the County ever be required by this Agreement to provide services, the total annual cost of which to the County exceeds the total annual amount paid by the City. Accordingly, in the event that the annual charges for services performed pursuant to this Agreement are insufficient to cover the County's annual cost of providing them, the parties agree that the County may reduce the level of service provided to the extent necessary to ensure that the County's costs do not

exceed the amount paid by the City. The County will meet and confer with the City to determine the nature of any service reductions required by this provision. However, the ultimate decision as to how County resources are reallocated will lie with the Sheriff.

4. BOOKING / MESSAGE SWITCH/FORENSIC LABORATORY FEES.

- 4.1 City shall not be responsible for paying Jail Access Fees, Booking Fees, Message Switch Fees or Forensic Laboratory Fees to the County.

5. OTHER PAYMENTS

- 5.1 City will continue to be responsible for payments to/for the following services to the extent that the City opts to utilize the service:
- Community Overcoming Relationship Abuse (aka CORA)
 - First Chance
 - Peninsula Humane Society
 - Dispatch Services provider

6. JOINT POWERS AGREEMENTS.

- 6.1 City shall continue to be responsible for fees set forth in the Joint Powers Agreements pertaining to the Narcotics Task Force (NTF) and Office of Emergency Services (OES).

EXHIBIT B-1

FY 2022-23

CALCULATED RATES

Agreement for Law Enforcement Services between the County of San Mateo and City of Half Moon Bay

1. CALCULATED RATES FOR FY 2022-23.



San Mateo County Sheriff's Office
Half Moon Bay Law Enforcement Services
FY 2022-23 Budget

	Position Count	Employee Salaries	Employee Overtime	Employee Benefits	Total Expenses FY 2022-23
BASIC LAW ENFORCEMENT SERVICES:					
PERSONNEL COSTS:					
Deputy Sheriff - Day	4.00	\$ 603,550	\$ 176,713	\$ 672,661	\$ 1,452,924
Deputy Sheriff - Night	4.00	\$ 635,188	\$ 185,976	\$ 703,389	\$ 1,524,553
Investigative Deputy Sheriff-Detective	0.25	\$ 39,692	\$ -	\$ 39,306	\$ 78,998
Sergeant - Day	0.25	\$ 46,762	\$ 14,905	\$ 51,307	\$ 112,975
Sergeant - Night	0.25	\$ 49,148	\$ 15,666	\$ 53,649	\$ 118,463
Captain	0.50	\$ 125,816	\$ -	\$ 118,270	\$ 244,085
Community Services Officer	1.00	\$ 78,521	\$ 11,325	\$ 54,698	\$ 144,544
Records Technician	1.00	\$ 74,012	\$ -	\$ 51,833	\$ 125,844
PERSONNEL COSTS - TOTAL:	11.25	\$ 1,652,690	\$ 404,585	\$ 1,745,113	\$ 3,802,388
OPERATING COSTS:					
Uniform Allowances					\$ 9,436
Office Supplies & Miscellaneous Expenses					\$ 27,266
Equipment Maintenance					\$ 72,479
Training Expenses					\$ 9,977
Radio and Communications Charges					\$ 20,604
Information Services Charges					\$ 35,939
Vehicle Maintenance & Replacement Costs					\$ 119,921
HR and Risk Management Service Charges					\$ 52,123
Support Services					\$ 201,951
OPERATING COSTS - TOTAL:					\$ 549,696
TOTAL COST OF BASIC LAW ENFORCEMENT SERVICES:					\$ 4,352,084
CalPERS UAAL Credit (Actual credit subject to limitations outlined in the contract)					\$ (660,198)
TOTAL ADJUSTED COST OF BASIC LAW ENFORCEMENT SERVICES:					\$ 3,691,886

2. OVERTIME RATES.

2.1 The estimated overtime hourly rates for supplemental services described in Exhibit A (Section 1.1.4), are as follows:

<i>FY 2022-23 Estimated Supplemental Overtime for Special Events</i>	
Position	Overtime Rate
Admin Sergeant (Day)	\$189.03
Sergeant (84 Plan Day)	\$188.85
Sergeant (84 Plan Night)	\$198.48
Detective Sergeant (Day)	\$198.21
Detective Sergeant (Day) *TRANSIT*	\$211.40
Deputy Sheriff (84 Plan Day) *TRANSIT*	\$160.32
Deputy Sheriff (84 Plan Day)	\$152.34
Deputy Sheriff (84 Plan Night)	\$160.32
K-9 Deputy Sheriff (84 Plan Day)	\$160.32
K-9 Deputy Sheriff (84 Plan Night)	\$168.31
Motorcycle Deputy	\$160.32
Detective Deputy Sheriff	\$160.29
Community Services Officer II	\$61.75
Community Services Officer II (Extra-Help)	\$59.95
Legal Office Specialist (Day)	\$66.81
Sheriff Criminal Records Supervisor	\$80.54
Criminal Records Tech II (Day)	\$58.20
Property Officer II	\$74.30