CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY

TUESDAY, AUGUST 16, 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

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS

SAN MATEO COUNTY - FARMWORKER ADVISORY COMMISSION APPLICATIONS
CALIFORNIA DEPARTMENT OF INSURANCE - SAFER FROM WILDFIRES
PRESENTATION 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

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF JULY 2022

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

STAFF REPORT

ATTACHMENT 1

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

Staff Recommendation: By motion, in accordance with Assembly Bill 361, re-ratify the findings in Resolution No. 2021-80 to continue conducting the City's Council,

Commission, and Committee meetings remotely due to health and safety concerns to the public due to COVID-19.

STAFF REPORT

1.D RECEIPT OF LEGISLATIVE POSITION LETTER

Staff Recommendation: Receive and file letter of opposition unless amended for Assembly Bill 2449.

STAFF REPORT

ATTACHMENT 1

1.E ADOPTION OF UPDATED RECORDS RETENTION SCHEDULE

Staff Recommendation: Adopt a resolution adopting the updated Records Retention Schedule for the City of Half Moon Bay.

STAFF REPORT

RESOLUTION

1.F QUARTERLY FINANCIAL REPORT FOR THE FOURTH QUARTER OF FISCAL YEAR 2021-22

Staff Recommendation: Accept the Quarterly Financial Report for the 4th Quarter of Fiscal Year 2021-22.

STAFF REPORT

ATTACHMENT 1

1.G TREASURER'S REPORT FOR THE QUARTER ENDING JUNE 30, 2022

Staff Recommendation: By motion, accept the Treasurer's Report for the quarter ending June 30, 2022.

STAFF REPORT

ATTACHMENT 1

1.H CLASSIFICATION AND SALARY SCHEDULE FOR PAYROLL TECHNICIAN

Staff Recommendation: Adopt a resolution to establish the classification and salary schedule for Payroll Technician.

STAFF REPORT

RESOLUTION

1.I LETTER OF SUPPORT REGARDING WATER REUSE AND RECYCLING ON COASTSIDE

Staff Recommendation: By motion, authorize the Mayor to sign a letter supporting and committing City cooperation and collaboration on water reuse and recycling efforts with the Coastside County Water District (CCWD).

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

1.J PURCHASE OF AN NEW ALL ELECTRIC FORD F-150

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a purchase agreement in the amount of $53,927.72 with Towne Ford for purchase of a 2023 Ford F-150 Lightning all electric light duty truck.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A. PUMPKIN FESTIVAL 50TH ANNIVERSARY COMMEMORATIVE MURAL

Staff Recommendation: Adopt a resolution authorizing and directing the City Manager to negotiate and execute agreements with:

1. Julie Engelmann for the installation of the Pumpkin Festival 50th Anniversary Commemorative Mural, in an amount not to exceed $30,000, and
2. The owner of 448 Main Street, Half Moon Bay for the installation of the Mural on the South facing wall.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

3.B TRANSPORTATION, CIRCULATION, AND MOBILITY (TCM) PRIORITY UPDATE

Staff Recommendation: Receive presentation on the Transportation, Circulation, and Mobility (TCM) work plan, receive public input, and provide additional direction or affirmation of the work program for Fiscal Years 2022-2024.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

3.C MIRAMONTES POINT SEA LEVEL RISE VULNERABILITY AND FISCAL IMPACT ASSESSMENT STUDY SESSION

Staff Recommendation: Conduct a study session on the Miramontes Point Sea Level Vulnerability and Fiscal Impact Assessment.

STAFF REPORT

ATTACHMENT 1

3.D CONSIDERATION OF WHETHER TO APPOINT SOLE DISTRICT CANDIDATES ROBERT BROWNSTONE (DISTRICT 1) AND DEBORAH PENROSE (DISTRICT 5) OR PROCEED WITH AN ELECTION FOR THOSE DISTRICTS

Staff Recommendation: Receive report on Notice of Insufficient Nominees and consider whether to call a Special City Council Meeting to adopt a resolution appointing Robert Brownstone to City Council District 1 for a full-term of four years and Deborah Penrose to City Council District 5 for a full-term of four years in lieu of an election, or whether to proceed with an election for those two districts.

STAFF REPORT

ATTACHMENT 1

3.E APPOINTMENT OF MATTHEW CHIDESTER AS CITY MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT

Staff Recommendation: Adopt a resolution appointing Matthew Chidester as City Manager and approving the employment agreement.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

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: **August 16, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

From: Lisa Lopez, Administrative Services Director

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

RECOMMENDATION:
Accept the warrants list for the month of July 2022.

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

DISCUSSION:
During this month, we processed 5 check runs. The first was on July 4, totaling $24,88043. The second was on July 7, totaling $119,865.54. The third was on July 14, totaling $632,605.84. The fourth was on July 21, totaling $577,225.12. The fifth was on June 27, totaling $10,598.40. The total for the month was $1,365,175.33.

The City processed payments related to 11 capital improvement projects, in a total amount of $106,748.34. These projects include: Street Resurfacing, HWY 1 Safety/Traffic Reduction Improvements, HWY1 Safety/Congestion, Facility Management Asset, Parks Master Plan Implementation, Carter Park Improvement, Bikeway Connectivity Project- North, Climate Action and Adaption, Smith Field Site Assessment, 555 Kelly Affordable Housing, Corp Yard Improvements.

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
51264	1232	U.S. BANK GLOBAL CORPORATE TRUST SERVICE	7/7/2022	78,335.33	PRINCIPAL-FACITLIY LEASE #ISRF-21-139-A
51271	677	C/CAG	7/14/2022	42,820.00	FY22/23 GAS TAX ASSESSMENT ELIGIBLE FUNDING
51294	4339	PLAN JPA	7/14/2022	343,329.00	FY22/23 GENERAL LIABILITY MEMBER CONTRIBUTIONS
51301	3085	SHUTE MIHALY & WEINBERGER LLP	7/14/2022	47,291.02	LEGAL SERVICES
51302	1760	STEPFORD	7/14/2022	50,072.75	CITY WIFI UPGRADE
51342	159	SEWER AUTHORITY MID-COASTSIDE	7/21/2022	427,799.57	JUL'22, FY22/23 SEWER COLLECTIONS

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
51233	18	ANDREINI BROTHERS INC.	07/07/2022	1,448.86	MAINT SERVICE
51234	2407	ARAMARK	07/07/2022	260.69	MAINT SERVICE
51235	444	ASSOCIATION OF BAY AREA GOVERNMENTS	07/07/2022	420.00	LEVELIZED CHARGE NAT GAS
51236	871	AUTOMATIC DOOR SYSTEMS INC.	07/07/2022	390.00	MAINT SERVICE
51237	4292	BAY AREA NEWS GROUP	07/07/2022	780.44	ADVERTISING SERVICE
51238	481	BIG CREEK LUMBER	07/07/2022	155.64	DISCOUNT MAINT SUPPLIES
51239	5168	BLEYLE ELEVATOR, INC	07/07/2022	190.00	MAINT SERVICE
51240	5223	CAPITAL ONE TRADE CREDIT	07/07/2022	37.14	REC MAINT SUPPLIES
51241	5223	CAPITAL ONE TRADE CREDIT	07/07/2022	2,737.77	MAINT SUPPLIES
51242	2859	CLAUDIA MARSHALL	07/07/2022	630.00	INSTRUCTOR PAYMENT, DRAWING
51243	5264	COOKING ROUND THE WORLD	07/07/2022	2,352.00	INSTRUCTOR PAYMENT, COOKING FOOD ALA CART-OON
51244	3446	FLYERS ENERGY, LLC	07/07/2022	2,194.38	VEHICLE FUEL
51245	2668	GAYTON ARRIGOTTI	07/07/2022	133.00	INSTRUCTOR PAYMENT-JEWELRY WORKSHOP
51246	70	GRAINGER	07/07/2022	35.85	MAINT SUPPLIES
51247	4340	GREGORY SCOTT BAURMANN	07/07/2022	382.20	INSTRUCTOR PAYMENT-BEGINNING UKULELE
51248	76	HALF MOON BAY BUILDING & GARDEN	07/07/2022	29.50	MAINT SUPPLIES
51249	5388	HALF MOON BAY DOWNTOWN ASSOCIATION INC.	07/07/2022	662.00	SPECIAL EVENT REFUND 05/23/2020
51250	2444	HOME DEPOT CREDIT SERVICES	07/07/2022	1,015.51	MAINT SUPPLIES
51251	4267	IMPEC GROUP INC.	07/07/2022	16,145.74	JUN'22, FY21/22 JANITORIAL & MAINTENANCE SERVICES
51252	4253	JUAN ACEVEDO	07/07/2022	920.00	RESERVATION REFUND 07/23/22 DEPOT ROOM
51253	3746	MALCOLM C SMITH	07/07/2022	880.00	JUN'22, COMMUNICATION CONSULTANT
51254	2573	MARIAN POTT	07/07/2022	2,313.50	INSTRUCTOR PAYMENT-CANINE GOOD CITIZEN
51255	1206	MARK THOMAS & CO. INC.	07/07/2022	242.40	MAY'22, HWY1 SOUTH SAFETY AND OPERATIONAL IMPROVEM
51256	4489	MTA PARTS INC.	07/07/2022	120.25	VEHICLE PARTS
51257	4472	ON POINT LANGUAGE SOLUTIONS LLC	07/07/2022	650.00	TRANSLATION SERVICES
51258	3479	PARKEON INC	07/07/2022	52.50	MAINT SERVICE
51259	3951	PUBLIC PARKING ASSOCIATES INC	07/07/2022	1,262.69	MAINT SERVICE
51260	5020	QUADIENT LEASING USA, INC.	07/07/2022	493.65	LEASE PAYMENT
51261	5219	RED CAR ANALYTICS	07/07/2022	832.50	JUN'22, HMB LIBRARY ZERO NET ENERGY SUPPORT SERVICE
51262	2797	SAN MATEO DAILY JOURNAL	07/07/2022	1,123.63	ADVERTISING SERVICE
51263	4487	THE HOME DEPOT PRO	07/07/2022	1,791.79	MAINT SUPPLIES
51264	1232	U.S. BANK GLOBAL CORPORATE TRUST SERVICE	07/07/2022	78,335.33	PRINCIPAL-FACITLIY LEASE #ISRF-21-139-A
51265	407	UNITED RENTALS NORTHWEST INC.	07/07/2022	671.58	MAINT SERVICE
51266	5169	WIDMER TIME RECORDER CO., INC.	07/07/2022	175.00	ELECTRIC SEAL EMBOSSER
51267	2022	ACC BUSINESS	07/14/2022	1,533.84	INTERNET SERVICE
51268	2407	ARAMARK	07/14/2022	260.69	MAINT SERVICE

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51269	4300	AT&T	07/14/2022	1,939.84	PHONE SERVICE
51270	5438	BRITTANY AVILA	07/14/2022	500.00	DEPOSIT REFUND 06/25/22 DEPOT ROOM
51271	677	C/CAG	07/14/2022	42,820.00	FY22/23 GAS TAX ASSESSMENT ELIGIBLE FUNDING
51272	1826	CA DEPT OF JUSTICE	07/14/2022	32.00	FINGERPRINT APPS
51273	4193	CASELLE INC.	07/14/2022	5,844.00	ERP CONTRACT SUPPORT & MAINTENANCE
51274	3976	CIRCLEPOINT	07/14/2022	9,973.00	JUN'22, COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT R
51275	464	CITY CLERKS ASSOC. OF CALIFORNIA	07/14/2022	200.00	JOB POSTING
51276	3908	CIVICPLUS	07/14/2022	9,682.54	WEBSITE DESIGN
51277	51	COASTSIDE COUNTY WATER DISTRICT	07/14/2022	8,193.31	LIFT STATION FAIRWAY
51278	5318	COLUMN SOFTWARE, PBC	07/14/2022	264.00	SEWER ASSESSMENTS
51279	3643	CORODATA RECORDS MANAGEMENT INC	07/14/2022	292.57	RECORDS MANAGEMENT
51280	5007	ECO PROMOTIONAL PRODUCTS, INC	07/14/2022	16,653.08	PW SUPPLIES
51281	4633	GRANICUS	07/14/2022	1,419.37	GRANICUS SERVICE
51282	76	HALF MOON BAY BUILDING & GARDEN	07/14/2022	62.34	MAINT SUPPLIES
51283	82	HALF MOON BAY REVIEW	07/14/2022	903.00	CITY SOFTBALL LEAGUE
51284	552	HMB BEAUTIFICATION COMMITTEE	07/14/2022	25,000.00	HMB ART & PUMPKIN FESTIVAL
51285	3429	HUE & CRY	07/14/2022	221.77	SECURITY SERVICE
51286	5437	HUGO HUERTA	07/14/2022	400.00	DEPOSIT REFUND 08/13/22 OAK ROOM AND KITCHEN
51287	291	LAURIE BECKER	07/14/2022	527.10	INSTRUCTOR PAYMENT ZUMBA POS
51288	5218	LEADERSHIP COUNCIL SAN MATEO COUNTY	07/14/2022	5,000.00	CITY SPONSORSHIP
51289	4293	LOCKWORKS UNLIMINTED INC	07/14/2022	570.00	MAINT SERVICE
51290	4642	MARIK ENTERPRISES, LLC	07/14/2022	240.00	PRE-EMPLOYMENT REPORT
51291	1206	MARK THOMAS & CO. INC.	07/14/2022	3,239.72	MAY'22, DEVELOP SEWER MAINTENANCE STRATEGIES TRAINI
51292	4528	MORGAN BRICCA	07/14/2022	500.00	PUMPKIN FESTIVAL MURAL RFP
51293	3359	PACIFICA COMMUNITY TELEVISION	07/14/2022	15,200.00	FY21/22 Q4 RECORDING SERVICE
51294	4339	PLAN JPA	07/14/2022	343,329.00	FY22/23 GENERAL LIABILITY MEMBER CONTRIBUTIONS
51295	29	READYREFRESH	07/14/2022	12.95	WATER FOR CORP YARD
51296	3930	RINCON CONSULTANTS INC.	07/14/2022	10,216.25	MAY'22, 6TH CYCLE HOUSING ELEMENT
51297	5403	ROBERT HALF	07/14/2022	3,564.27	TEMP EMPLOYEE LABATE/WEEK ENDING 07/01/22
51298	5439	SAN MATEO COUNTY CITY MANAGERS ASSOC	07/14/2022	400.00	FY22/23 SMCCMA MEMBERSHIP DUES
51299	217	SAN MATEO COUNTY INFORMATION SVCS.	07/14/2022	82.25	MICROWAVE SERVICE
51300	3101	SHRED-IT USA LLC	07/14/2022	188.83	RECORDS MANAGEMENT
51301	3085	SHUTE MIHALY & WEINBERGER LLP	07/14/2022	47,291.02	GENERAL MATTERS
51302	1760	STEPFORD	07/14/2022	50,072.75	CITY WIFI UPGRADE
51303	5301	SUBURBAN PROPANE LP	07/14/2022	706.57	PROPANE
51304	4487	THE HOME DEPOT PRO	07/14/2022	1,060.73	MAINT SUPPLIES
51305	5436	TOM EBNER	07/14/2022	500.00	DEPOSIT REFUND 07/08/22 GRAND OAK
51306	1497	TURBO DATA SYSTEMS	07/14/2022	554.05	CITATION PROCESSING
51307	3701	V. W. HOUSEN & ASSOCIATES INC.	07/14/2022	18,115.00	JUN'22, FY21/22 WASTEWATER COLLECTION SYSTEM ENGINE
51308	5190	Wood Consulting Services	07/14/2022	5,040.00	JUN'22, ECONOMIC DEVELOPMENT CONSULTATION

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
51310	4211	ABUNDANT GRACE COASTSIDE WORKER	07/21/2022	10,185.79	JUN'22, FY21/22 COASTAL CLEAN TEAM	
51311	5440	ALONDRA ALCANTAR	07/21/2022	450.00	10% FEE/LESS THAN 30 DAYS	
51312	3954	ALTA PLANNING & DESIGN	07/21/2022	4,431.50	JUN'22, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PROJ	
51313	2407	ARAMARK	07/21/2022	260.69	MAINT SERVICE	
51314	4115	BIG BELLY SOLAR INC	07/21/2022	1,271.01	JUL'22, SMART TRASH RECEPTACLES	
51315	3626	BKF ENGINEERS	07/21/2022	5,904.50	MAY'22-JUN'22, CORP YARD IMPROVEMENT PROJECT	
51316	5223	CAPITAL ONE TRADE CREDIT	07/21/2022	34.99	REC MAINT SUPPLIES	
51317	5402	CDW GOVERNMENT	07/21/2022	8,062.01	IT SUPPLIES	
51318	977	CITY OF FOSTER CITY	07/21/2022	3,786.00	FY22/23 CALOPPS ANNUAL FEE	
51319	5318	COLUMN SOFTWARE, PBC	07/21/2022	2,607.00	PDP-20-011	
51320	5264	COOKING ROUND THE WORLD	07/21/2022	1,848.00	INSTRUCTOR PAYMENT, ISLAND COOKING 07/11/22-07/15/22	
51321	2941	CSG CONSULTANTS INC.	07/21/2022	2,925.00	JUN'22, NPDES STORMWATER SERVICES	
51322	5348	ECO OFFICE, INC.	07/21/2022	16,654.26	SHERIFF'S SUBSTATION RENOVATIONS	
51323	5444	ESTATE OF JOYA CUNHA	07/21/2022	2,000.00	JUL'22 TEMPORARY CONSTRUCTION EASEMENT RENTAL	
51324	3127	FREYER & LAURETA INC.	07/21/2022	8,811.25	JUN'22, KELLY AVENUE CROSSWALK PROJECT	
51325	5349	GATES AND ASSOCIATES	07/21/2022	4,554.25	JUN'22, SMITH FIELD FACILITIES MASTER PLAN	
51326	5443	GINA FRANGIONE	07/21/2022	300.00	DEPOSIT REFUND 07/09/22- PARTY UNDER SONJA BRADLEY	
51327	70	GRAINGER	07/21/2022	302.79	MAINT SUPPLIES	
51328	2564	HALF MOON BAY GRADING & PAVING INC.	07/21/2022	1,069.58	MAINT SUPPLIES	
51329	1853	HDL SOFTWARE LLC	07/21/2022	4,374.65	APR'22, FY21/22 HDL TOT & BUSINESS LICENSE MANAGEMENT	
51330	5218	LEADERSHIP COUNCIL SAN MATEO COUNTY	07/21/2022	2,500.00	EMERGING LEADERS PROGRAM	
51331	4110	LISA POPE	07/21/2022	1,693.75	TRANSCRIPTION SERVICE	
51332	4293	LOCKWORKS UNLIMINTED INC	07/21/2022	7,744.06	MAINT SERVICE	
51333	3934	MITEL	07/21/2022	2,883.03	SHERIFF SUBSTATION PHONE SERVICE	
51334	2014	MOORE IACOFANO GOLTSMAN INC.	07/21/2022	122.50	JUN'22, SUSTAINABILITY-CAAP	
51335	3641	NEIGHBORHOOD RADIO	07/21/2022	165.00	ADVERTISING SERVICE	
51336	3956	PENINSULA MUNICIPAL ENGINEERING INC.	07/21/2022	16,490.00	MAY'22, HWY 1 SOUTH SAFETY AND OPEATIONAL IMPROVEME	
51337	137	PG&E	07/21/2022	11,185.10	NW HWY1 & MAIN STREET	
51338	5403	ROBERT HALF	07/21/2022	1,212.51	TEMP EMPLOYEE LABATE/WEEK ENDING 07/15/22	
51339	751	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	07/21/2022	548.00	HEALTH INSPECTION	
51340	216	SAN MATEO COUNTY SHERIFF'S OFFICE	07/21/2022	11,707.90	FY21/22 COPS GRANT ENFORCEMENT	
51341	2797	SAN MATEO DAILY JOURNAL	07/21/2022	540.00	ADVERTISING SERVICE	
51342	159	SEWER AUTHORITY MID-COASTSIDE	07/21/2022	427,799.57	JUL'22, FY22/23 SEWER COLLECTIONS	
51343	3519	SWCA INCORPORATED	07/21/2022	9,484.49	JUN'22, CARTER PARK IMPROVEMENTS PROJECT	
51344	3004	VERIZON WIRELESS	07/21/2022	305.52	MOBILE SERVICES	
51345	4459	VICTOR GAITAN	07/21/2022	2,139.00	SAFEWAY/NAT NIGHT OUT	
51346	4429	WESTERN EXTERMINATOR COMPANY	07/21/2022	871.42	JUN'22, FY21/22 PEST MANAGEMENT PROGRAM	
51347	3979	CARAHSOFT TECHNOLOGY CORPORATION	07/27/2022	10,598.40	FY22/23 DOCUSIGN LICENSES	
51348	3923	WELLS FARGO	07/04/2022	24,880.43	06/07/22 AMZN/SUPPLIES	M

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
Grand Totals:					
115				1,365,175.33	

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: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **RECEIPT OF LEGISLATIVE POSITION LETTER**

RECOMMENDATION:
Receive and file letter of opposition unless amended for Assembly Bill 2449.

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:
AB 2449 Oppose Unless Amended Letter

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THE CITY OF
HALF MOON BAY
CALIFORNIA

July 14, 2022

The Honorable Blanca Rubio
California State Assembly
1021 O Street, Suite 7880
Sacramento, CA 95814

Re: Assembly Bill 2449 (Rubio) Open meetings: local agencies: teleconferences.
Letter of Opposition Unless Amended – City of Half Moon Bay

Dear Assembly Member Rubio:

On behalf of the City of Half Moon Bay, I write to express my respectful opposition to your AB 2449, unless amended to address our concerns regarding the bill's potential to generate confusion or litigation related to new access requirements.

While I appreciate your efforts to assist local agencies' ability to continue participating in public meetings remotely, I am concerned with the bill's current language, which requires all meetings subject to Brown Act requirements to comply with increased standards and conditions, whether the meeting is utilizing teleconferencing flexibility or not. Specifically, subdivision (h) of the bill text required a legislative body to conduct meetings subject to the Brown Act consistent with applicable state and federal civil rights, language access, and other nondiscrimination laws. While recent amendments removed those specific citations, they have been replaced with a reference "applicable state and federal...language access...laws" This raises the same concerns, as there currently are no generally applicable "language access" laws for Brown Act meetings, and this reference is therefore likely to generate potential litigation and confusion.

While AB 2449 sought to build off of last year's AB 361 (R. Rivas, Statutes of 2021) efforts by providing additional protections and flexibility to local agencies, recent amendments have narrowed its scope to constrict flexibility and instead impose onerous requirements for local officials to provide proof of sensitive matters and their physical location. This goes against the initial purpose of Brown Act refining legislation, which was initially intended to provide protections for officials that are experiencing sensitive situations, and therefore should be precluded from offering their physical locations during times of emergency. I understand the intent of these amendments – to not give unlimited flexibility to opt out of physical participation in meetings – however, I believe that these flexibility allowances dissuade those experiencing acute emergencies from utilizing the bill's provisions.

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THE CITY OF
HALF MOON BAY
CALIFORNIA

Half Moon Bay supports the increased flexibility this measure offers and continues to support modernization of the Brown Act. However, given some of the limitations included in this bill and additional accessibility requirements that are not currently universally applicable to Brown Act meetings, I must respectfully maintain an opposed unless amended position.

Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **ADOPTION OF UPDATED RECORDS RETENTION SCHEDULE**

RECOMMENDATION:
Adopt a resolution adopting the updated Records Retention Schedule for the City of Half Moon Bay.

FISCAL IMPACT:
There is no cost to the City associated with this action.

DISCUSSION:
Following adoption of the Records Retention Schedule in 2016, the City has followed a variety of legal updates to records retention laws in the state of California. Various updates will be necessary over time to ensure the City's own policies are up to standard with the Government Code.

The proposed updated retention periods are in compliance with all laws and are standard business practice for California cities.

The retention schedules and incorporated updates provide clear, specific records descriptions and retention periods, and apply current law and technology to the management of Half Moon Bay's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Half Moon Bay will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and operational efficiencies.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, which is provided for in Section 2 of the proposed resolution.

It is also standard business practice for California cities to authorize updates to the schedule

without further action of the City Council; however, staff presented a more conservative approach when the original schedules were adopted: authorizing only minor updates. Section 3 allows for: “Minor updates including change in department or division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and / or what is scanned. Changes in the total retention and / or adding new records series must be presented to the City Council prior to taking affect.”

Below are some of the legal changes to the retention schedule:

Finance:

- FN-027.1 - W-9s are now required to be maintained until the vendor is inactive + 3 years, so it is added as a new records series in Accounts Payable
- FN-001 – The Government Finance Officers Association has determined that CAFR should now be referenced as ACFR.

Human Resources:

- HR-014 - Recruitment Files are now required to be retained for 4 years (from 3 years).
- HR-004 - Added “Harassment Claims” to Department of Fair Employment & Housing (DFEH or EEOC) Claims.

Planning

- PL-006.1 - Correspondence and Staff Notes are required to be kept for Environmental Determinations / CEQA.

Engineering / Recycling

- ENG-032 - SB 1383 takes effect in 2022 and requires Organic Waste Collection and Recycling compliance records be retained 5 years. A new record series “Solid Waste Reduction / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)” was added with a 10-year retention.

The remainder of changes were repeals or additions to legal citations that did not affect retention. Exhibit A details changes made in blue text, with strikethrough in red.

ATTACHMENT:
Resolution adopting the updated Records Retention Schedule (Exhibit A) for the City of Half Moon Bay

RESOLUTION NO. C-2022_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA, ADOPTING A RECORDS RETENTION SCHEDULE, AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS, AND RESCINDING RESOLUTION NO. C-2016-51

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period for the effective and efficient operation of the government of the City of Half Moon Bay; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, the City Council of the City of Half Moon Bay adopted Resolution C-2016-51 adopting an updated records retention schedule on June 21, 2016.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Resolution No. C-2016-51 is hereby rescinded.

Section 2. The records of the City of Half Moon Bay, as set forth in the Records Retention Schedule (Exhibit A), attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Half Moon Bay.

Section 3. With the consent of the City Clerk, City Manager, and City Attorney, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council. Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Changes in the Total Retention and/or adding new records series must be presented to the City Council of the City of Half Moon Bay prior to taking affect.

Section 4. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

Section 5. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of August, 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

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

Records Description: The record series (a group of like records).

Transitory Records not retained in the ordinary course of business, that do NOT have substantive content: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a "trusted system", etc.

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record should be microfilmed

Destroy Paper after Imaged & QC'd / Trustworthy Electronic Record: "Yes" indicates the electronic record may serve as the OFFICIAL record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked ("QC'd"). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
CITY-WIDE (Used by All Departments)										
Human Resources	CW-001	Accident, Incident, Injury reports: **EMPLOYEES,** with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, Travel Reimbursements, etc. **ALL backup is forwarded to Finance**	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; ~~CCP §§337 et seq, 349.4;~~ GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: **City Council**	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	GC §34090.7
City Clerk		Agreements & Contracts **ALL**	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	All agreements that are approved by the City Council are sent to the City Clerk; GC §34090.7

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.		Agreements & Contracts: **ADMINISTRATIVE FILES** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.		Agreements & Contracts: **ADMINISTRATIVE FILES (with Grant Funding)** (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	**Completion + 10 years** or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some Grant Funding Agencies require audits; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; ~~7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b);~~ 24 CFR ~~85.42~~, 91.105(h), 92.505, & 570.502(a), ~~28 CFR 66.42;~~ 29 CFR 97.42; ~~40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42;~~ OMB Circular A-133; GC §34090, GC §8546.7

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-008	Agreements & Contracts: **UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs** (Request for Proposals) **and/or RFQs** (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Lead Dept.	CW-064	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings	2 years		2 years		Ppr			GC §53753(e)(2)
Finance	CW-009	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR) ~~CAFR - Comprehensive Annual Financial Report~~s	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								
Staffing Dept.	CW-011	Boards and Committees: **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Staffing Dept.	CW-012	Boards, Commissions, & Committees: **City Council Subcommittees** (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
	CW-013	Boards, Commissions, & Committees: **External** Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL **AGENDAS, AGENDA PACKETS.**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL **(Except** Planning Commission) **MINUTES, RESOLUTIONS & BYLAWS**	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
	CW-016	Brochures: See Reference Manuals								
Finance	CW-017	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-018	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Lead Dept.	CW-051	City Attorney Opinions	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; GC §34090
Finance / Risk Management	CW-020	Claims	Copies - When No Longer Required **(Upon Settlement)**		Copies - When No Longer Required **(Upon Settlement)**	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead Dept.	CW-021	Committees **Internal - Attended by employees:** All Records (e.g. Evaluation Committee, Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	CW-022	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7
Lead **(Responding)** Dept.	CW-023	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §~~§338 et seq.,~~ 340 et seq., 342, GC §~~§945.6,~~ GC §34090
	CW-024	Contracts: See Agreements								
Lead Dept.	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that **Authors** Document or Receives the City's Original Document	CW-026	Correspondence - **ROUTINE** **(Content relates in a substantive way to the conduct of the public's business)** (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Dept. that **Authors** Document or Receives the City's Original Document	CW-027	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS,** Interagency and Intraagency Memoranda not retained in the ordinary course of business **Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference** (e.g. calendars, checklists, e-mail, flyers ~~that does not have a material impact on the conduct of business,~~ invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, social media, undeliverable envelopes, visitors logs, voice mails, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr				Refer to the City's Administrative Policies. Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. ~~E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically~~; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

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City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations, Liens (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7
Lead Dept.	CW-029	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-030	Facility Use Applications / Facility Use Permits	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-031	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-032	Grants **(UNSUCCESSFUL** Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

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Lead Dept.	CW-033	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES CLAIMS **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; ~~7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b);~~ 24 CFR ~~85.42~~, 91.105(h), 92.505, & 570.502(a), ~~28 CFR 66.42;~~ 29 CFR 97.42; ~~40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42;~~ OMB Circular A-133; GC §34090, GC §8546.7

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Human Resources	CW-034	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
Finance / Risk Management	CW-035	Lawsuits, Litigation, Pending Litigation	Copies - When No Longer Required **(Upon Settlement)**		Copies - When No Longer Required **(Upon Settlement)**	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Risk Management administrates claim; GC §§34090.7, 34090.6
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; **MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years**; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

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City Clerk	CW-037	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-038	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
City Clerk	CW-041	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources	CW-043	Personnel Files **(Department-level Files)**	Send to Human Resources Upon Separation or Transfer		Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

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Lead Dept.	CW-044	Personnel Files **(Supervisor's Notes)**	After Incorporation into Performance Evaluation or Documented Discipline		After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Preliminary drafts; Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-045	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
City Clerk	CC-053	Public Records Requests / Request for Records / Subpoenas (Civil / Duces Tecum)	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-046	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-048	Real Estate Appraisal Reports: **Purchased** Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk	CW-049	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by **YOUR Department**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by **OTHER Departments**	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-053	Reference or Working Files: See Correspondence								

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Lead Dept.	CW-054	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-055	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-056	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

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	CW-059	Tapes / DVD Recordings: See Boards & Commissions								
Finance	CW-060	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); GC §34090.7
Lead Dept.	CW-061	Training - ALL **COURSE** RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b); 53237.2(b)

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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-062	Volunteer / Unpaid Intern Applications & Agreements - **Successful**	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
Lead Dept.	CW-063	Volunteer / Unpaid Intern Applications & Agreements - **Unsuccessful** or Pending Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090

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RECORDS RETENTION SCHEDULE: FINANCE

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
FINANCE ADMINISTRATION & BUDGET										
Finance / Admin.	FN-001	Audit Reports / Annual Comprehensive Financial Report (ACFR) ~~CAFR - Comprehensive Annual Financial Reports~~ and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (copies); GC §34090.7
Finance / Admin.	FN-002	Audit Work Papers	2 years	3 years	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Admin.	FN-003	Budgets - Adjustments (Mid-Year)	5 years		5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
Finance / Admin.	FN-004	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.
Finance / Admin.	FN-005	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090

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Finance / Admin.	FN-006	Letters of Credit	Upon Release		Upon Release		Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. These are financial instruments, and therefore are exempt from the 2 year requirement for municipal records; GC §34090
Finance / Admin.	FN-007	Single Audits / Transportation Audits / PERS Audit, etc.	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin.	FN-008	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
BUSINESS LICENSE & REVENUE										
Finance / Business Licenses & Revenue	FN-009	Accounts Receivable - **Miscellaneous - Citations,** Transient Occupancy Tax (TOT) Applications & Returns, Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	FN-010	Sewer Assessment Rolls (to Tax Assessor for Tax Rolls)	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	FN-011	Business License Applications and Renewals (Regulatory and Revenue Licenses) Includes Massage, Taxi and all other Business Licenses	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	FN-012	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; Meets auditing standards; GC §34090 et seq.

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GENERAL ACCOUNTING										
Finance / General Accounting	FN-013	1099's / 1096's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FN-014	Accounts Payable / Invoices and Backup ~~/ W-9s~~ (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / General Accounting	FN-015	Actuarial Valuation Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Finance / General Accounting	FN-016	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

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Finance / General Accounting	FN-017	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.
Finance / General Accounting	FN-018	Checks / Warrants (Cashed)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-019	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Accounting	FN-020	Financial Services **Database**	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-021	Investment Reports / Treasurer's Reports	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; GC§ 34090

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Finance / General Accounting	FN-022	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FN-023	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / General Accounting	FN-024	Private Land Developer **Trust Accounts** / Deposit Balances	Close + 5 years		Close + 5 years		Mag, Ppr			Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FN-025	Purchase Orders & Attachments ~~/ W-9s~~	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-026	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (**MONTHLY OR PERIODIC**)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090

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Finance / General Accounting	FN-027	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-027.1	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Meets IRS auditing standards; GC §34090
PAYROLL										
Finance / Payroll	FN-028	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	2 years	3 years	5 years		Mag, Ppr			Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FN-029	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FN-030	Deferred Compensation (457, 401A) Reports, Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090

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Finance / Payroll	FN-031	Payroll Benefit Files / Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 2 years	3 years	Separation + 5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-031.1	Payroll Direct Deposit Authorizations	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-032	Payroll Journals	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-033	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FN-034	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

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Finance / Payroll	FN-035	W-2's	P		P		Mag, Ppr			Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-036	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Ppr			IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
RISK MANAGEMENT										
Finance / Risk Manage.	FN-037	Lawsuits / Litigation	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, ~~945.6~~, 34090, 34090.6; PC §832.5(b)
Finance / Risk Manage.	FN-038	Claims	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, ~~945.6,~~ 34090, 34090.6; PC §832.5(b)
Finance / Risk Manage.	FN-039	Insurance Polices (City-owned policies)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference; GC §34090

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HUMAN RESOURCES										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 2 ~~6~~ years		Duration of the Contract + 2 ~~6~~ years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; ~~Federal law requires 6 years after filing date for retirement;~~ State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k), GC §34090

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Human Resources	HR-004	Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 12960, 34090
Human Resources	HR-005	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-007	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the "Regular Course of Business" GC §§34090, 6252, 6254(a)

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Human Resources	HR-008	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	~~Non-citizens must re-certify periodically; RICA recommends~~ Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Human Resources	HR-009	Job Descriptions / Classification Specifications	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-010	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	5 years	10 years		Mag, Ppr			Department Preference; GC §34090

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Human Resources	HR-011	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A	5 years		5 years		Mag, Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c
Human Resources	HR-012	Personnel Files - **Employee File** Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oath of Disaster Workers / Oaths of Office, PAFs, 1095-C, 1094-C, etc.	Separation + 10 years	20 years, or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 29 USC 1113, LC §1198.5;
Human Resources	HR-013	Personnel Files - **Medical / Background File** (all employees) Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 29 CFR 1627.3, 29 CFR 1602.14; LC §1198.5; 29 USC 1113

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Human Resources	HR-014	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 ~~3~~ years		Hiring Decision + 4 ~~3~~ years		Mag, Ppr			~~Department preference;~~ State Law requires 4 ~~2 - 3~~ years EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq. ~~2 CCR 7287.0(c)(2),~~ 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-015	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-016	Workers Compensation Claim Runs / Monthly Reports	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-017	Workers Compensation Claims / Long Term Disability Claims	Separation + 10 years	20 years, or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090, 29 CFR 1627.3, 29 CFR 1602.14; LC §1198.5; 29 USC 1113

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PLANNING										
Planning	PL-001	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)
Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-003	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Planning	PL-004	Director's Hearings **AGENDA PACKETS & AGENDAS**	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Planning	PL-005	Director's Hearings **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-006	Director's Hearings **RESOLUTIONS**	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090

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Planning	PL-006.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA **Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action**	Project Approval or Denial + 180 days		Project Approval or Denial + 180 days		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Planning	PL-007	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Inside City boundaries**	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

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Planning	PL-008	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside City boundaries**	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-009	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Planning	PL-010	Historical Preservation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-011	Home Occupation Permits	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-012	Master Plans, Specific Plans, Bikeway Plans, Landscaping Plans, Street Master Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-013	Materials Boards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-014	Planning Commission **AGENDA PACKETS & AGENDAS**	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-015	Planning Commission **AUDIO RECORDINGS** of Meetings / Audio Tapes	2 years		2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-016	Planning Commission **VIDEO RECORDINGS** of Meetings / Audio Tapes	Minimum 10 years		Minimum 10 years		Tape (Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-017	Planning Commission **MINUTES, RESOLUTIONS & BYLAWS**	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Planning	PL-018	**Planning Project Files / Coastal Permit Files - Approved Permanent Entitlements** (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	Minimum 5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-019	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Planning	PL-020	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Planning	PL-021	**Temporary Entitlements / Temporary Permits** (Approved & Unapproved)**:** **Christmas Tree Lots**, Banner Permits, Pumpkin Lots, Temporary Signs, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
Planning	PL-022	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning	PL-023	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

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HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

AUTHORIZATION TO DESTROY RECORDS:

Destruction of an original record that has exceeded its retention period must be authorized according to City Policies & Procedures prior to destroying it.

- If there is a **minimum** retention ("**Minimum 2 years**"), destruction of the document must be authorized before it is destroyed, as it is an original record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).**"

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Lisa Lopez, Administrative Services Director
Kenneth Stiles, Finance Manager

TITLE: **QUARTERLY FINANCIAL REPORT FOR THE FOURTH QUARTER OF FISCAL YEAR 2021-22**

RECOMMENDATION:
Accept the Quarterly Financial Report for the 4th Quarter of Fiscal Year 2021-22.

FISCAL IMPACT:
There is no fiscal impact with the acceptance of this report.

STRATEGIC ELEMENT:
This recommendation supports the Fiscal Sustainability and Inclusive Governance Elements of the Strategic Plan.

BACKGROUND:
One of the City Council strategic priorities includes planning for and implementing long-term financial stability. A key component of this goal includes preparing a quarterly financial report that would provide readers with an executive summary of the City's current financial conditions as it relates to the annual operating budget to ensure accountability and transparency in managing public funds.

DISCUSSION:
As stated in the attached report, revenues are overperforming budget and expenditures are within budget. The City anticipates a surplus at the conclusion of the audit and delivery of the Annual Comprehensive Financial Report in December. With the information available, staff holds no great concern for financial stability for the current fiscal year; however, will continue to monitor any changes that may impact the City.

ATTACHMENT:
Fourth Quarter Financial Report as of June 30, 2022

CITY OF HALF MOON BAY

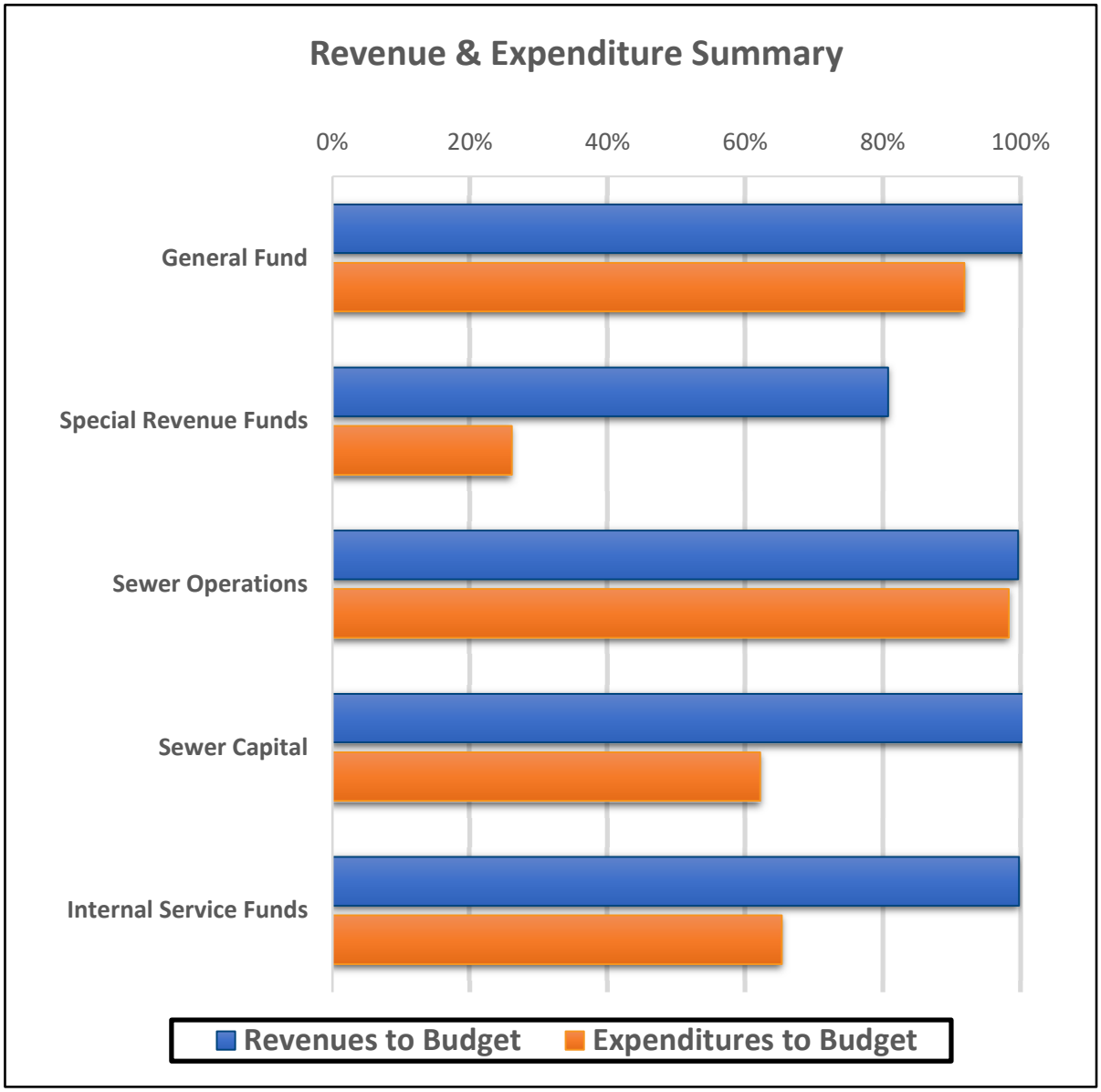
Quarterly Financial Report

June 30, 2022

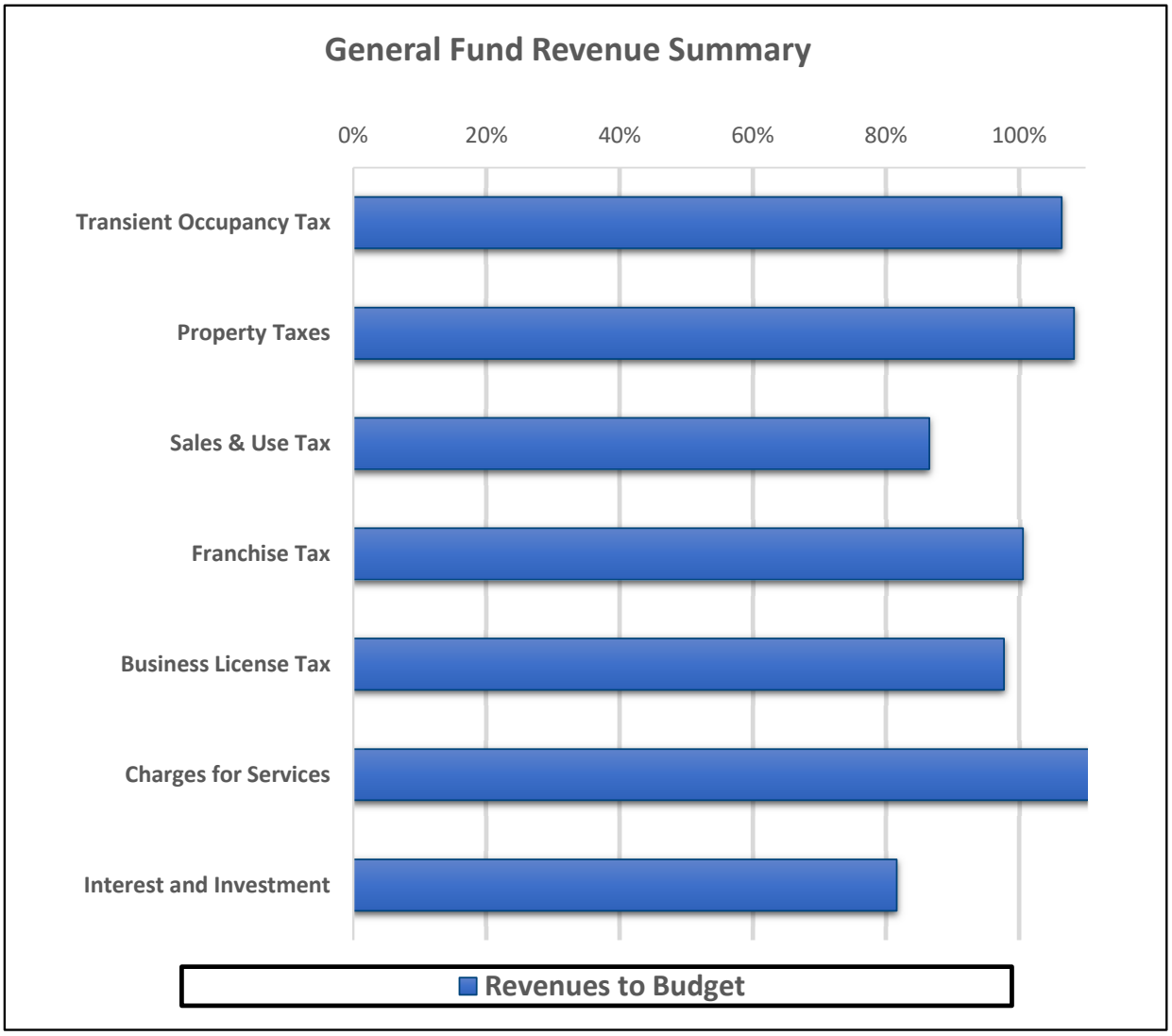


Prepared By:

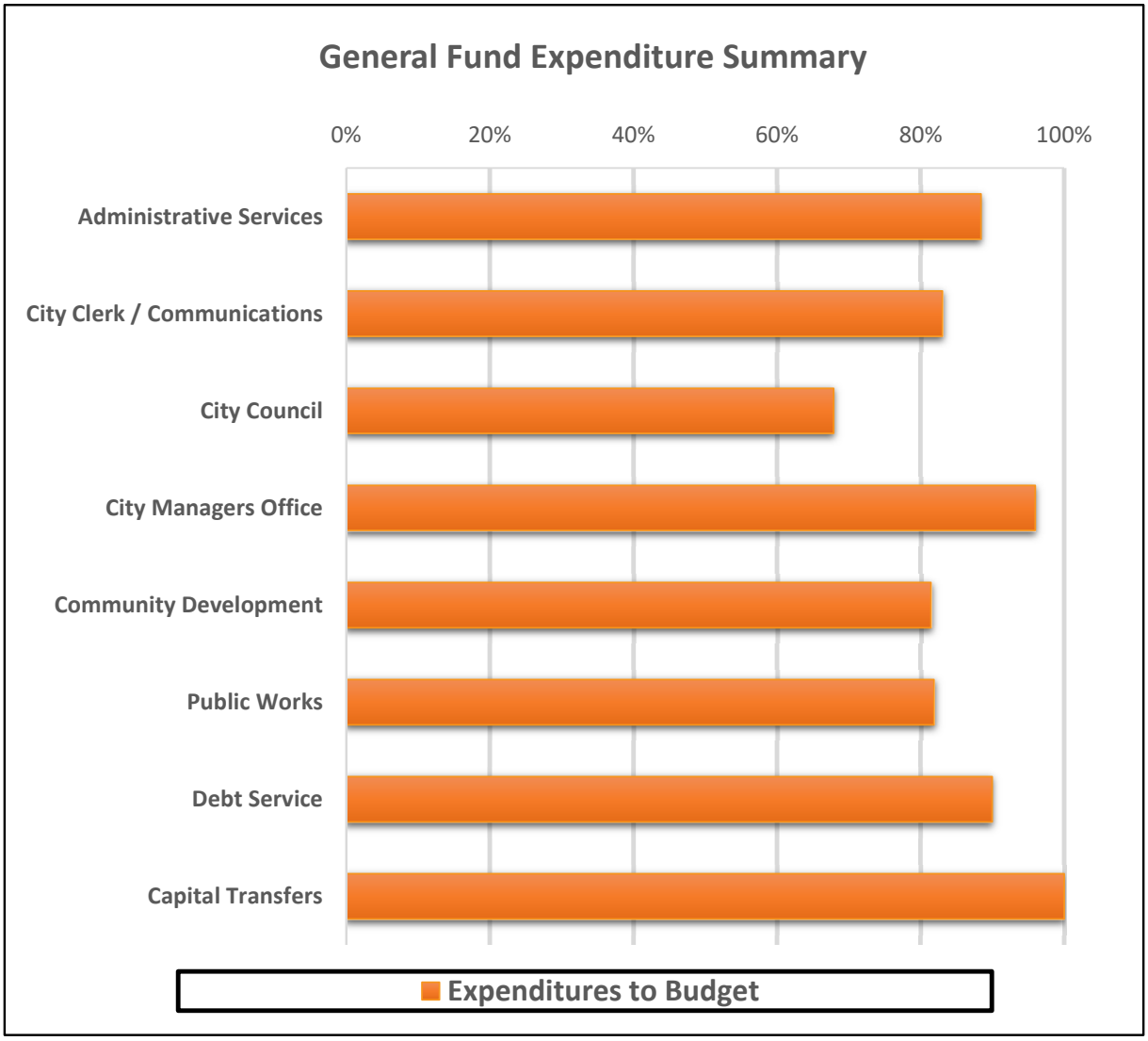
Administrative Services Department



Funds	Revenues Actual	Revenues % of Budget	Expenditures Actual	Expenditures % of Budget
General Fund	21,184,581	104%	19,698,626	91.9%
Special Revenue Funds	6,331,585	81%	5,850,494	26.1%
Sewer Operations	6,686,395	100%	6,577,220	98.3%
Sewer Capital	204,319	114%	2,954,127	62.2%
Internal Service Funds	1,381,670	100%	1,086,125	65.3%
Pension Stabilization Fund	1,045,089	100%	1,041,748	100.0%
TOTAL FOR ALL FUNDS	**36,833,638**	**98%**	**37,208,340**	**64.1%**



Department	Budget	Actual	% of Budget	Prior Year Actual	Prior Year % of Actuals
Transient Occupancy Tax	7,200,000	7,660,223	106%	$ 3,624,224	75%
Property Taxes	3,349,286	3,625,426	108%	$ 3,322,425	93%
Sales & Use Tax	2,983,400	2,581,458	87%	$ 2,202,838	80%
Franchise Tax	838,900	843,746	101%	$ 668,302	94%
Business License Tax	314,000	306,825	98%	$ 298,637	99%
Charges for Services	1,711,896	2,027,388	118%	$ 1,835,453	90%
Interest and Investment	87,700	71,577	82%	$ 86,305	-660%
Other Revenues	2,560,007	2,645,576	103%	$ 1,866,279	100%
Transfers in	1,422,140	1,422,140	100%	$ 528,923	100%
TOTAL	**20,467,329**	**21,184,357**	**104%**	**14,433,387**	**87%**



Department	Budget	Actual	% of Budget	Prior Year Actual	Prior Year % of Actuals
Administrative Services	1,200,519	1,061,486	88%	$ 1,254,515	97%
City Clerk / Communications	939,293	779,938	83%	$ 701,066	97%
City Council	215,739	146,438	68%	$ 147,921	89%
City Managers Office	7,188,100	6,898,437	96%	$ 6,304,335	98%
Community Development	1,800,137	1,465,971	81%	$ 1,354,888	96%
Public Works	3,411,219	2,793,328	82%	$ 2,547,017	94%
Debt Service	1,371,686	1,234,133	90%	$ -	0%
Non-Departmental	-	-		$ -	0%
Operating Transfers	1,871,542	1,871,542	100%	$ 1,789,178	100%
Capital Transfers	3,447,577	3,447,577	100%	$ 1,578,601	100%
TOTAL	**21,445,811**	**19,698,849**	**91.9%**	**15,677,521**	**97%**

GENERAL FUND ANALYSIS:

The General Fund is the primary operating fund of the City and is used to account for most operating activities. Table 1 below provides year-to-date through the fourth quarter comparable data for the current fiscal year and the prior year.

Table 1: Fourth Quarter Budget to Actual Comparison

	FY 2021-22			FY 2020-21		
	Revised Budget	Actuals as of 06/30/2022	% of Budget	Final Actuals	Actuals as of 06/30/2021	% of Actuals
Revenues						
Transient Occupancy Tax	7,200,000	7,660,223	106%	4,817,532	3,624,224	75%
Property Taxes	3,349,286	3,625,426	108%	3,586,408	3,322,425	93%
Sales & Use Tax	2,983,400	2,581,458	87%	2,763,035	2,202,838	80%
Franchise Tax	838,900	843,746	101%	707,353	668,302	94%
Business License Tax	314,000	306,825	98%	301,754	298,637	99%
Charges for Services	1,711,896	2,027,388	118%	2,039,910	1,835,453	90%
Interest and Investment	87,700	71,577	82%	(13,081)	86,305	-660%
Other Revenues	2,560,007	2,645,576	103%	1,869,968	1,866,279	100%
Transfers in	1,422,140	1,422,140	100%	528,923	528,923	100%
Total Revenues	**20,467,329**	**21,184,357**	**104%**	**16,601,802**	**14,433,387**	**87%**
Expenditures						
Administrative Services	1,200,519	1,061,486	88%	1,295,683	1,254,515	97%
City Clerk / Communications	939,293	779,938	83%	721,317	701,066	97%
City Council	215,739	146,438	68%	166,491	147,921	89%
City Managers Office	7,188,100	6,898,437	96%	6,431,717	6,304,335	98%
Community Development	1,800,137	1,465,971	81%	1,413,980	1,354,888	96%
Public Works	3,411,219	2,793,328	82%	2,698,276	2,547,017	94%
Debt Service	1,371,686	1,234,133	90%	-	-	
Non Departmental	-	-		-	-	
Operating Transfers	1,871,542	1,871,542	100%	1,789,178	1,789,178	100%
Capital Transfers	3,447,577	3,447,577	100%	1,578,601	1,578,601	100%
Total Expenditures	**21,445,811**	**19,698,849**	**91.9%**	**16,095,243**	**15,677,521**	**97%**

Through the fourth quarter, the city received $21.1 million of revenues for the fiscal year. Revenues have generally increased due to the recovery of tourism and the receipt of the ARPA funds. While last year revenues were 87%, current fiscal year revenues are 104% of budget.

Expenditures through the fourth quarter total $19.6 million. Although higher than the prior year, the increase is due to the return of spending after a COVID impacted year. Expenditures are tracking at 92% of budget.

Revenues

Table 2 below shows a year-to-date summary of actual revenues through the fourth quarter for fiscal years 2021-22 and 2020-21.

Table 2: Fourth Quarter Revenues

	FY 2021-22			FY 2020-21	
	Revised Budget	Actuals as of 06/30/2022	% of Budget	Actuals as of 06/30/2021	% of Actuals
Revenues					-
Transient Occupancy Tax	7,200,000	7,660,223	106%	3,624,224	75%
Property Taxes	3,349,286	3,625,426	108%	3,322,425	93%
Sales & Use Tax	2,983,400	2,581,458	87%	2,202,838	80%
Franchise Tax	838,900	843,746	101%	668,302	94%
Business License Tax	314,000	306,825	98%	298,637	99%
Charges for Services	1,711,896	2,027,388	118%	1,835,453	90%
Interest and Investment	87,700	71,577	82%	86,305	-660%
Other Revenues	2,560,007	2,645,576	103%	1,866,279	100%
Transfers in	1,422,140	1,422,140	100%	528,923	100%
Total Revenues	**20,467,329**	**21,184,357**	**104%**	**14,433,387**	**87%**

- **Transient Occupancy Tax:** The City has received $7.6 million through the fourth quarter. This is an increase of $4 million from the prior year. The increase in revenue is due to the strong recovery of tourism and a recent increase to the TOT tax rate as approved by voters. This revenue stream is at 106% of budget compared to the prior year's 75%. The City is expecting two additional receipts to arrive after the June 30th measurement date.

- **Property Taxes:** Most property tax funds are received in December and April. $3.6 million in revenues have been received thus far. Property taxes are at 108% of budget as compared to the prior year's 93%. The City is expecting one additional receipt to arrive after the June 30th measurement date.

- **Sales & Use Taxes:** The City received $2.5 million of sales taxes. This is an increase of $378 thousand from the prior year. This category is tracking slightly better than anticipated. The City is expecting two additional receipts to arrive after the June 30th measurement date.

- **All other revenues:** The City received $2.6 million in other revenues. This category generally includes miscellaneous, non-material, or one-time funds. The increase in this category is mostly due to the receipt of $1.5 million in ARPA funds.

Expenditures

Table 3 below shows a summary of fourth quarter budget-to-actual expenditures for fiscal years 2021-22 and 2020-21.

Table 3: Fourth Quarter Expenditures

	FY 2021-22			FY 2020-21		
	Revised Budget	Actuals as of 06/30/2022	% of Budget	Final Actuals	Actuals as of 06/30/2021	% of Budget
Expenditures						
Administrative Services	1,200,519	1,061,486	88%	1,295,683	1,254,515	97%
City Clerk / Communications	939,293	779,938	83%	721,317	701,066	97%
City Council	215,739	146,438	68%	166,491	147,921	89%
City Managers Office	7,188,100	6,898,437	96%	6,431,717	6,304,335	98%
Community Development	1,800,137	1,465,971	81%	1,413,980	1,354,888	96%
Public Works	3,411,219	2,793,328	82%	2,698,276	2,547,017	94%
Debt Service	1,371,686	1,234,133	90%	-	-	
Non-Departmental	-	-		-	-	
Operating Transfers	1,871,542	1,871,542	100%	1,789,178	1,789,178	100%
Capital Transfers	3,447,577	3,447,577	100%	1,578,601	1,578,601	100%
Total Expenditures	**21,445,811**	**19,698,849**	**91.9%**	**16,095,243**	**15,677,521**	**97%**

General fund expenditures through the fourth quarter total $19.6 million or 92% of budget. Operating expenditures are tracking as anticipated.

Budget Adjustments

Table 4 below shows a summary of council actions with potential budgetary effects during the fourth quarter not reflected in the numbers above.

Table 4: Budget Adjustments

Item	Major Funding Source	Total Fiscal Impact	GF Impact
No Budgetary Adjustments During the Fourth Quarter			
	Total	**$ -**	**$ -**

Remaining Transactions

In accordance with generally accepted accounting standards, receipts received and payments made within two months of the end of the fiscal year must be recognized for the year they are applicable.

Table 5 below details the pending transactions the City is anticipating during the months of July and August that are not reflected in the numbers above.

Table 5: Estimated Remaining Transactions	
TOT from rooms rented in May and June	1,724,720
Sales Taxes from May and June	565,776
Other FY21-22 Receipts received in July and August	270,000
Other FY21-22 expenditures paid in July and August	(769,707)
	1,790,789

Conclusion

Table 6 below shows an updated summary of general fund balances for the current fiscal year.

Table 6: General Fund Balance Summary		
	FY2021-22 Revised Budget	FY2021-22 Est. Actuals*
Beginning Fund Balance	11,140,700	11,140,700
Revenues	20,467,329	21,184,357
Expenditures	(21,445,811)	(19,698,849)
Est Remaining Transactions	-	1,790,789
Net Change to Fund Balance	**(978,482)**	**3,276,297**
Ending Fund Balance	10,162,218	14,416,997
General Fund Reserve	(5,399,470)	(5,399,470)
Economic Uncertainty	(3,599,647)	(3,599,647)
Unassigned	**1,163,101**	**5,417,880**

**Numbers are unaudited. Final audited numbers are presented with the delivery of the Annual Comprehensive Financial Report in December*

Due to the overperformance in revenues, the City's financial outlook is stronger going into fiscal year 2022-23. Since the numbers above are unaudited and a portion of the overperformance was considered in the 2022-23 Budget, staff will recommend uses of the remaining funds after the conclusion of the audit and the presentation of the Annual Comprehensive Financial Report.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Lisa Lopez, Administrative Services Director
Kenneth Stiles, Finance Manager

TITLE: **TREASURER'S REPORT FOR THE QUARTER ENDING JUNE 30, 2022**

RECOMMENDATION:
By motion, accept the Treasurer's Report for the quarter ending June 30, 2022.

FISCAL IMPACT:
There is no fiscal impact with the acceptance of this report.

STRATEGIC ELEMENT:
This recommendation supports the Fiscal Sustainability and Inclusive Governance Elements of the Strategic Plan.

BACKGROUND:
In accordance with Government Code Section 53600 et seq., the City's Treasurer is to provide the City Council with a report on investments on a quarterly basis. As shown in the Treasurer's Report (Attachment 1), the City's investments are in external investment pools listed at cost, as well as its fair value, not amortized cost, in compliance with Governmental Accounting Standard. The City's investment practices strictly follow Government Code Section 53600 et seq., the City's investment policy, and a prudent person's rule.

DISCUSSION:
The City's cash and investment portfolio, at fair market value, as of June 30, 2022 is $47.9 million of which $38.5 million is placed with the San Mateo County Treasurer's Investment Pool and $7.6 million is placed with the State Controller's Local Agency Investment Fund (LAIF), and $1.8 million in operating accounts with Wells Fargo Bank. The average weighted yield for the City's cash and investments are 0.98 % for the quarter.

ATTACHMENT:
Treasurer's Report for the quarter ending June 30, 2022.

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City of Half Moon Bay
Treasurer's Report
June 30, 2022

1. Cash and investments were comprised of the following instruments as of June 30, 2022, shown with the carrying amount, fair value, and corresponding yields on investment and interest earnings:

	City Treasury	Fiscal Agents	Carrying Amount	Fair Value*	Quarterly Yield *	Quarterly Interest Earnings	FYTD Interest Earnings
Petty Cash	$ 832	$	$ 832	$ 832			
Wells Fargo Bank:							
Checking	1,661,071		1,661,071	1,661,071			
Payroll	137,572		137,572	137,572			
California State Treasurer:							
LAIF - General Fund	7,765,381		7,765,381	7,665,405 *	0.69%	14,538.42	29,836.55
San Mateo County Treasurer							
SMCO Pool - General Fund	39,753,181		39,753,181	38,512,882 *	1.08%	106,864.24	345,978.72
U.S. Bank - Investment with Fiscal Agent (Note)							
Escrow - B (US Agency Securities)		-	-	0	-		-
Bonds - B (Money Market Mutual Fund)		-	-	-	-		-
Reserve - B (LAIF)		-	-	0	-		-
Refunding - B (LAIF)		-	-	0	-		-
Refunding - B (Money Market Mutual Fund)		-	-	0	-		-
TOTAL CASH AND INVESTMENTS	$ 49,318,038	$ 0	$ 49,318,038	$ 47,977,763		$ 121,403	$ 375,815

Note: B designation refer to Judgment Obligation Bond Series B. In addition, U.S. Bank reserve accounts are primarily invested in LAIF.
* Fair Value (GASB 31) includes investment returns which are not yet realized and at amortized costs. Information is obtained from individual institutions' portfolio statements.

2. Investment maturities:
The City limits market risk by limiting the types and maturities of its investments and by not borrowing against those investments.

Investment maturities may not exceed five years with the exception of investments as specified in bond debt covenants. Investment yield is ranked after safety and liquidity in making investment decisions.
Investments at June 30, 2022 mature as follows:

	City Treasury	Fiscal Agents	Total
Available immediately	$ 49,318,038	$ 0	$ 49,318,038
Maturities less than one year		0	0
Maturities of one to five years			
Maturities greater than five years			
Total	$ 49,318,038	$ 0	$ 49,318,038

3. Investments Sectors, as a percentage of total portfolio and also with investment performance comparisons:

Investment sectors as a % of total portfolio	
Demand Deposits and Money Market	3.65%
Local Agency Investment Fund	15.75%
San Mateo Co. Investment Pool	80.61%
Fiscal Agent	0.00%
	100.00%

Investment performance comparisons			
Date	Total	Yield	YTD Interest
06/30/20	46,752,676	1.44%	702,715
06/30/21	44,805,149	0.78%	440,553
06/30/22	47,977,763	0.98%	375,815

I certify that this reports all Government Agency pooled investments and is in conformity with the investment policy of the City of Half Moon Bay as stated in Resolution number C-2014-25 dated June 03, 2014. A copy of this Resolution is available at the office of the City Clerk and on the cities website http://www.hmbcity.com. The Investment Program provides sufficient cash flow liquidity to meet the estimated expenditures of the next six months, as required by Code Section 53646.

Kenneth Stiles — 8/4/2022
Finance Manager — Date

Lisa Lopez — 8/4/2022
Administrative Services Director — Date

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CITY OF HALF MOON BAY
CASH AND INVESTMENTS REPORT
FOR QUARTER ENDING 06/30/2022

GENERAL FUND	**13,252,541.31**
RESTRICTED FUNDS	
STORM DRAIN OPERATING FUND	352,710.79
TRAFFIC MITIGATION FUND	4,277,370.62
LIBRARY	16,154.74
MAIN STREET BRIDGE	495,200.29
GAS TAX	1,145,113.08
STREET AND ROAD FUND	3,009,199.50
MEASURE A FUND	1,203,721.28
PARK FACILITY DEVELOPMENT	3,413,971.39
AFFORDABLE HOUSING	2,172,222.21
PUBLIC FACILITIES	1,544,867.89
POLICE SPECIAL REVENUE	724,058.61
JOB-BOND PROCEED FD	0.96
MEASURE W FUND	443,350.28
LOT ACQUISITION/DEVELOPMENT	1,989,074.66
JOB - DEBT SERVICE FD	6,288.87
GEN FD CAPITAL PROJECTS	1,674,920.76
DRAINAGE FUND	1,038,607.15
LIBRARY CAPITAL	440,881.44
GENERAL LONG TERM DEBT	-
SEWER FUNDS	6,187,765.92
VEHICLE REPLACEMENT	200,143.41
FURN/FIXT & EQUIP FUND	700,420.43
RISK MANAGEMENT	3,563,866.12
RETIREMENT STABILIZATION	1,465,586.28
TOTAL, RESTRICTED FUNDS	**36,065,496.68**
GENERAL LEDGER (BOOK) TOTAL	**49,318,037.99**
BANK BALANCES ON 06/30/2022	
WELLS FARGO GENERAL CHECKING	1,928,086
WELLS FARGO PAYROLL CHECKING	137,572
LOCAL AGENCY INVESTMENT FUND (LAIF)	39,753,181
SAN MATEO COUNTY INVESTMENT POOL	7,765,381
Add: PETTY CASH ACCOUNTS	832.44
RECONCILING ITEMS	(1,188.48)
Less: OUTSTANDING CHECKS	(277,933.35)
Plus: DEPOSITS IN TRANSIT	12,106.80
Plus: VOID CHECKS	-
BANK RECONCILIATION TOTAL	**49,318,037.99**

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director

TITLE: **CLASSIFICATION AND SALARY SCHEDULE FOR PAYROLL TECHNICIAN**

RECOMMENDATION:
Adopt a resolution to establish the classification and salary schedule for Payroll Technician.

FISCAL IMPACT:
The total cost for this position is $108,327 annually. Funding was allocated in the Fiscal Year 2022-23 Budget.

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

BACKGROUND/DISCUSSION:
Chapter 2.50 of the Half Moon Bay Municipal Code establishes the procedures for the City Manager, as Personnel Officer, to create and revise a position classification plan. Requests for the creation of a new classification or modifications of an existing classification can be made by a Department Head to the Personnel Officer, or by the Personnel Officer. After review, the Personnel Officer submits the new or revised classification description, classification title, and salary range to the City Council to be considered for addition to the Classification Plan. The new or revised classification is officially established upon adoption by the City Council.

Currently, all duties related to Payroll are assigned to an Accounting Technician classification. The minimal requirements for the Accounting Technician, while at times comparable, do not necessarily match the needed requirements for a classification that supports payroll. Administrative Services felt it was important to update this classification, so the job specification matched the minimal requirements and duties needed to run payroll and its accompanying tasks.

A classification review is warranted if the classification's duties and responsibilities are not meeting the needs of the department. If a classification analysis determines that the classification title and / or description does not reflect the work needed by the department

head, then the position should be reclassified or a new position should be created. After reviewing the current responsibilities of the classification and looking at comparable positions in other jurisdictions, a determination was made that a new classification was needed to meet the ongoing demands of the Administrative Services Department (Finance Division.) The Finance division will reclassify one of the current budgeted Accounting Technicians, there are no new positions being requested.

The Payroll Technician is a non-exempt classification placed within the International Union of Operating Engineers Stationary Local 39 labor group. The City has met and conferred with the labor group. The recommended monthly salary range for the position is $5,126- $6,231.

ATTACHMENT:

Resolution with Payroll Technician classification as Exhibit A

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 PAYROLL TECHNICIAN

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 Payroll Technician classification is established and shall be effective August 16, 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:

Payroll Technician $5,126- $6,231 per month

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of August 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

CITY OF HALF MOON BAY

JOB CLASS SPECIFICATION

PAYROLL TECHNICIAN

DEFINITION

The fundamental reason for the existence of this classification is to perform a variety of highly specialized and complex technical and clerical accounting work related to the preparation and maintenance of an automated payroll system, including preparation and processing of the semimonthly payroll and related disbursements and similar activities within Administrative Services/Finance Department.

DISTINGUISHING CHARACTERISTICS

This is a full journey-level classification with direct responsibility for the full-cycle payroll process, generation of paychecks and all related tasks, including special check runs, error monitoring and resolution, reporting, and reconciliation of related accounts. Incumbents are required to have a working knowledge of payroll practices and municipal accounting practices and procedures involving multiple variables, and complex accounting activities related to benefits, retirements programs, multiple Memoranda of Understandings (MOUs), special pays, complex CalPERS formulas and calculations, state and federal tax laws and regulations, and a wide variety of routine and non-routine personnel transactions. Incumbents at this level work under general supervision and within a framework of established procedures to perform a full range of duties with only occasional instruction or assistance. Although a supervisor is usually available to provide advice on nonstandard items, Payroll Specialists are expected to exercise judgment in examining problems and determining steps to be taken before referring situations to a supervisor.

This class is distinguished from the Accounting Technician in that the latter class is responsible for duties related to municipal accounting, financial transactions, payment processes and recordkeeping, where items processed are typically in the same form, requiring the same type of examination, and dealing with substantially the same types of supporting documents.

SUPERVISION RECEIVED/EXERCISED

General supervision is received from the Finance Manager. Incumbents in these classes do not routinely exercise supervision.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*
The following duties are considered essential for this classification:

- Prepares and processes the full cycle semi-monthly payroll;
- Sets up and maintains employee master file records in the payroll system;
- Reviews personnel action forms (PAFs) and other employee deduction and contribution forms for completeness and accuracy and makes necessary entries into the payroll system;
- Reviews time and attendance records for accuracy and compliance with various MOUs and City policies;
- Reviews system-generated FLSA overtime payments, various payroll deductions and fringe benefit calculations and makes necessary adjustments;
- Performs complex retroactive pay calculations and applies adjustments;
- Runs trial payroll and reviews for accuracy; makes corrections as needed;
- Analyzes various payroll reports for error and out-of-balance messages and reconciles any discrepancies;
- Generates pay checks and direct deposits;
- Calculates separation payouts, including lump sum leave payouts and contributions to deferred compensation plans;
- Prepares spreadsheets to record and track disbursements;
- Creates accounts payable claims for payment of payroll liabilities and reconciles payroll clearing accounts;
- Tracks accrued payroll tax liability, monitors deadlines and prepares tax deposits;
- Assists employees with various questions and requests for information;
- Receives and researches requirements for wage assignment orders and tax levies and implements related deductions;
- With guidance from Human Resources, Interprets and applies MOU provisions and City policies and procedures;
- Receives and completes various forms, surveys and verifications of employment;
- Assists in the preparation and reconciliation of annual W-2 forms;
- Establishes and maintains effective communication and working relationships with managers, supervisors, employees, retirees and all external customers; and
- Maintains a variety of payroll records and assists with gathering information requested by auditors or in response to Public Records Act requests.

Additional Duties:

In addition to the duties listed in the Essential Duties Section, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Receives and reconciles monthly insurance invoices and prepares accounts payable claims for payment;

- Issues a variety of uniform benefits in accordance with MOUs and City policy and procedures;
- Tracks employee leaves related to FMLA, CFRA, PDL and Military;
- Notices employees on unpaid leave of amounts due for insurance benefits;
- Prepares journal vouchers; and
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: The principles, procedures and practices related to financial recordkeeping and reporting; basic bookkeeping methods and practices; business math, including fractions, decimals, percentages, and ratios; principles, best practices and methods for the preparation and maintenance of a complex automated payroll system, including preparation and processing of a biweekly payroll and related disbursements; accounting, reporting, recordkeeping, reconciliation and regulatory compliance; federal and State laws related to payroll and tax accounting; Fair Labor Standards Act and CalPERS regulations and requirements; techniques for providing effective customer service in dealing with City staff and others contacted in the course of the work; and proper business English usage, spelling, grammar, and punctuation.

Ability to: Rapidly learn and conduct full-cycle payroll processing, calculate retroactive pay adjustments and other calculations required for complex payroll processing; understand, interpret, and apply the provisions of MOUs, legal documents and tax requirements; advise others on how to apply policies, procedures and standards to specific situations related to payroll policies; exercise judgment to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards; compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information; classify, compute and tabulate data; research and solve complex payroll issues; accurately perform basic to complex arithmetic computations manually; calculate percentages, fractions, decimals and rations; interpret basic descriptive statistical reports and/or formulation data; work independently with minimal supervision; organize and prioritize work activities independently; communicate effectively, orally and in writing with employees and representatives of other entities such as CalPERS and State and federal tax agencies; establish effective working relationships with others; and use a computer and related software to input, query and maintain data.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.
A typical way to obtain the knowledge and abilities would be:
Experience - Sufficient experience including bookkeeping, payroll or financial record keeping or other clerical accounting experience which demonstrates the possession of the knowledge and abilities listed above. Typically, this would include the equivalent of three (3) years of full time experience working in a full cycle payroll environment at an organization of similar size and complexity to the City of Half Moon Bay.

Education -A high school diploma or equivalent. Up to two years of college level course work in accounting or a related field may be substituted for the required experience on a year for year basis., supplemented with courses in accounting, business, or a related field. American Payroll Certification is highly desirable.

License or Certificate

Must possess a valid California motor vehicle operator's license OR be able to demonstrate the ability to travel on scheduled and unscheduled visits to various City locations which may or may not be reachable by public transportation.

Working Conditions

Positions in this classification work indoors and sit at a workstation with the ability to move at will. Communication with other city staff involves making contact orally via the telephone and in person. The work involves entering and retrieving data into and from a computer using a keyboard. Auditing time cards and payroll forms involves reviewing the work of others. Operating a computer, calculator, copier and typewriter requires grasping, repetitive hand movement, and fine coordination. Entering data by touch requires the ability to hear computer alarms for errors. The position requires near, far, and color vision in reading correspondence, fiscal data, and using a computer. Retrieving files requires the ability to lift arms above shoulder level and carry and push files and mail weighing up to 20 pounds long distances. Retention boxes weighing over 50 pounds are carried short distances. Incumbents juggle multiple tasks, work under pressure of deadlines and frequent interruptions and are exposed to common office environment noise. The position may be required to work weekends and evenings to meet deadlines.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

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

TITLE: **LETTER OF SUPPORT REGARDING WATER REUSE AND RECYCLING ON COASTSIDE**

RECOMMENDATION:
By motion, authorize the Mayor to sign a letter supporting and committing City cooperation and collaboration on water reuse and recycling efforts with the Coastside County Water District (CCWD).

FISCAL IMPACT:
There is no fiscal impact associated with this item. City staff anticipates the development of a more formal Memorandum between the City and District. This Memorandum is likely to include provisions for funding of studies, etc. to advance the effort. Any subsequent Memorandum will be subject to Council approval.

STRATEGIC ELEMENT:
This update supports all Elements of the Strategic Plan.

BACKGROUND/DISCUSSION:
In preparation for the FY 2022-23 budget, the City Council hosted two virtual listening sessions and a priority setting workshop. The City Council identified five priority areas for FY 2022-24 and beyond and directed staff to prepare workplans for each priority area. These workplans (Attachment 1) were presented and approved by the City Council on May 3, 2022. This item is a follow-up item to the Community and Climate Resilience and Sustainability (Environmental Sustainability) priority area. Notably, Item 3 under this priority which calls for the City to "explore recycled water options."

Over the course of the last year, the City has been working closely with CCWD on a number of operational and policy related issues. One of these issues involved the potential collaboration on securing a resilient, sustainable, and integrated water supply for the Coastside including pursuit water reuse (recycling) project(s).

In July, Mary Rogren, CCWD General Manager reached out to City Manager Bob Nisbet. Ms. Rogren suggested the City send a letter indicating the City's support for water reuse and committing the City to cooperation and collaboration on water reuse and recycling efforts of the District on the Coastside. Attachment 2 is a draft letter for City Council consideration. This letter is likely to be followed by subsequent Memorandum which more fully defines roles and any cost-sharing arrangements.

ATTACHMENTS:

1. FY 2022-24 Priorities Workplan
2. Draft Support Letter

ATTACHMENT 1
FY 2022-24 City Council Priorities Workplan

Affordable Housing

1. Housing Element Development (Q2 2022-23)
    a. Complete Draft Element
    b. Outreach
    c. HCD Review
    d. CEQA Coverage
    e. Planning Commission and City Council hearings
2. LUP and Housing Element Implementation (Q4 2023-24)
    a. New Zoning Map
    b. New Zoning Districts
    c. Update current Zoning regulations
    d. Update current Subdivision regulations
    e. LUP and Zoning Clean-up
    f. CEQA Coverage
    g. Planning Commission and City Council hearings
3. Potential Housing Sites - *work to enable affordable housing development of publicly- and privately-owned properties* (ongoing)
    a. Public Properties
        i. 555 Kelly Avenue - *complete RFQ process, move to plan development* (Q1 2022-23)
        ii. 880 Stone Pine Road - *complete feasibility assessment; establish workplan to address primary constraints* (Q1 2022-23)
        iii. CUSD School District Sites - *continue to work with CUSD on Hatch and other District owned sites* (Ongoing)
    b. Private Properties
        i. Hilltop Mobile Home Park - *process preliminary application; work toward entitlements* (Q1 2022-23)
        ii. Podesta Planned Development - *start review of preliminary application; work with applicant to achieve more affordable units at deeper affordability levels* (Q1 2022-23)
        iii. Other Opportunity Sites - *continue to engage with property owners* (Ongoing)
4. Short-term Housing Support
    a. Study needs and identify viable short-term opportunities (Q1 2022-23)
    b. Emergency Housing Funding - *work with local CBOs to distribute emergency housing funds (from the Affordable Housing Fund) to residents in need to prevent displacement* (Q1 2022-23)
    c. Renters' Information Sessions - *collaborate with partner agencies (County, Coastside Hope, ALAS, Abundant Grace, Senior Coastsiders, AFC) to host renter's rights information sessions and provide resource referrals* (Q2 2022-23)

5. Affordable Housing funding
    a. Development Impact Fee study (Q3 2023-24)
    b. Vacant House Tax Measure exploration (Q4 2023-24)

Public Health, Safety and Emergency Preparation

1. Age Friendly Initiative – *collaboration with Senior Coastsiders*
    a. Inaugural Projects
        i. Establish HMB-Coastside Age Friendly Community (AFC) coalition (Q1 2022-23)
        ii. Develop communications for older adult residents (Q1 2022-23)
        iii. Establish Coastside Healthcare Access Advocacy Committee (Q1 2022-23)
        iv. Workshop on affordable housing search and application strategies – *this work will be coordinated with the renter's information workshops* (Q2 2022-23)
        v. Age Friendly Business training and recognition (Q3 2022-23)
    b. Create an AFC Action Plan in accordance with the AARP Network of Age Friendly States and Communities (Q1 2023-24)
2. Mental health for youth and families
    a. CARES mental health responder program
        i. Complete pilot program (Q3 2022-23)
        ii. Program evaluation and report/toolkit (Q3 2022-23)
        iii. Identify and secure ongoing funding sources (Q4 2022-23)
    b. Mental Health First Aid training program
        i. Recruit and train 10 Coastside trainers (Q1 2022-23)
        ii. Develop training rollout plan (Q1 2022-23)
        iii. Ongoing training (Q2 2022-23 – Q4 2023-24)
    c. Support community mental health initiatives through CSFA program, Mental Health Workgroup, Substance Abuse Workgroup, CUSD mental health fair (ongoing)
3. Emergency Preparedness
    a. Evacuation Plans
        i. Tsunami plan and routes (Q1 2022-23)
        ii. Wildfire plan and routes (Q1 2022-23)
        iii. Dam inundation plan and routes (Q2 2022-23)
        iv. Shelter-in-place plan (Q3 2022-23)
    b. Debris Management Plan (Q2 2022-23)
    c. Tabletop and community exercises (Q2 2022-23)
    d. Outreach and education
        i. Outreach for Evacuation Plans (Q2 2022-23)
        ii. Community Prep Day (Q4 2022-23)
        iii. CERT and Listos Outreach (ongoing)
    e. Staff CPR training (Q1 2022-23)
4. Safety Element - *General Plan Element required to be updated following Housing Element* (Q3 2022-23)

Community and Climate Resilience and Sustainability ("Environmental Sustainability")

1. Climate Action and Adaptation Plan
    a. Climate Action Plan
        i. Draft climate action plan (Q1 2022-23)
        ii. Public Outreach (Q2 2022-23)
        iii. Finalize and Adopt Climate Action Plan (Q3 2022-23)
    b. Climate Adaptation Plan
        i. Draft adaptation element (Q4 2022-23)
        ii. Public Outreach (Q4 2022-23)
        iii. Finalize and Adopt Adaptation Plan (Q1 2023-2024)
2. Senate Bill 1383: Short-Lived Climate Pollutants
    a. Procurement of Recovered Organic Waste Materials
        i. Adopt revised Sustainable Purchasing and Practices Policy (Q1 2022-23)
        ii. Revise template construction contracts to require use of recovered organic waste materials (Q1 2022-23)
        iii. Execute agreement with RCD for Countywide Compost Broker Program (Q1 2022-23)
        iv. Provide training to staff and contractors on new procurement regulations (Q1 2022-23)
        v. Explore other opportunities to meet the City's annual procurement target (~985 tons) (ongoing)
    b. Universal Organics Collection
        i. Conduct audits to ensure all generators have organics collection services (ongoing)
        ii. Create mini-grants program to help businesses comply with new indoor container requirements (Q1 2022-23)
        iii. Ensure all collection containers meet color and labeling requirements (Q1 2022-23)
    c. Tracking and Enforcement
        i. Assess, purchase, and implement solid waste tracking system (Q1 2022-23)
        ii. Conduct route reviews for both commercial and residential customers (ongoing)
        iii. Cite and educate violators (ongoing)
        iv. Set up anonymous tip line and investigate complaints (Q1 2022-23)
    d. Outreach and Education
        i. Develop new solid waste legislation pamphlet for businesses and residential customers (Q1 2022-23)
        ii. Provide community workshops on new organics recycling requirements (ongoing)
        iii. Execute agreement with OOS for countywide Compost Quality Education Campaign (Q2 2022-23)
    e. Edible Food Recovery Program (provided by OOS)

3. Explore recycled water options
    a. Develop MOU with CCWD for study (Q1 2022-23)
4. Stormwater
    a. Complete Venice Beach TMDL study
        i. Execute agreement with OOS for pet waste education and outreach campaign (Q1 2022-23)
        ii. Complete CCTV sewer testing (Q2 2022-23)
        iii. Coordinate with other participating agencies (ongoing)
    b. Implement Capital Improvement Program
        i. Storm Water Master Plan Update (Q1 2022-23)
        ii. Kehoe/Pilarcitos Outfall Repair (Q1 2022-23)
        iii. Roosevelt Ditch Spot Repair (Q3 2022-23)
        iv. Kehoe Watershed Enhancement and Environmental Stewardship Project (Q4 2022-23)
    a. Seek grant funding to initiate work on permanent repair on Seymour Ditch (ongoing)

Economic Recovery and Development

1. Recovery Initiative Implementation
    a. Team ECO Projects
        i. Coastside lands network development (Q1 2022-23)
        ii. Regenerative Agriculture forum (Q2 2022-23)
    b. Team Vibrant Projects
        i. Main Street revitalization planning (Q1 2022-23)
    c. Team Thrive Projects
        i. CSFA realignment (Q1 2022-23)
        ii. Community Lending Strategy (Q3 2022-23)
    d. Team Innovate Projects
        i. College of San Mateo Coastside Initiative (Q1 2022-23)
        ii. Business Incubator feasibility and needs assessment (Q3 2022-23)
    e. General – marketing, outreach, networking, grants exploration (ongoing)
2. Downtown Improvements
    a. Mac Dutra (placita cultural) (Q2 2022-23)
    b. Public Art and Murals (Q1 2022-23)
    c. Wayfinding Signage CIP project (Q1 2022-23)
3. Annexation Exploration - *Miramar, 92 east of City limits, Moonridge*
    a. Council presentation on process (Q1 2022-23)
    b. Hire consultant to complete LAFCO analysis (Q2 2022-23)
4. Digital infrastructure
    a. Broadband Access and Infrastructure
        i. Establish regional working group - County, cities, business (Q1 2022-23)
        ii. Needs assessment and planning (Q2 2022-23)
        iii. Seek federal and state funding opportunities (Ongoing)
    c. Work with telecom providers on 5G installations and standards (Q1 2022-23)

Transportation, Circulation and Mobility

1. Bike/Ped Transport
    a. Implement Capital Improvement Program
        i. Highway 1 Safety – North (Q1 2022-23)
        ii. Eastside Parallel Trail - North Segment 4 (Q1 2022-23)
        iii. Eastside Parallel Trail - North Segment 2 (dependent on funding)
        iv. Coastal Trail and Naomi Patridge Trail Maintenance and Improvements (Q1 2022-23)
        v. Kelly Avenue Crosswalks (Q1 2022-23)
        vi. Poplar Street Traffic Calming and Safety Project (Q1 2022-23)
        vii. Main Street Safety improvement Project (Q1 2022-23)
        viii. Other improvements as defined in CIP programs (ongoing)
        ix. Identify and pursue grant opportunities (ongoing)
    b. General maintenance and ADA compliance (ongoing)
    c. Implement improvements identified in Bike/Ped Master Plan
        i. Work with BPAC, PRC, and community stakeholders (ongoing)
        ii. Identify and pursue grant opportunities (ongoing)
2. Explore roundabout at Ruisseau Francais and Highway One
    a. Seek Federal, State, and regional grants for feasibility (ongoing)
    b. Complete feasibility study (dependent on funding)
3. Weekend and Holiday traffic control
    a. Collaborate with law enforcement and Caltrans on feasibility of hired traffic control experts to manage traffic flow on high intensity weekends and holidays (Q1 2022-23)
    b. Seek Federal grant for Highway 1/92 signal coordinator and ITS implementation (ongoing)
4. Transportation Demand Management
    a. Continue to work with Commute.org on various strategies (ongoing)
    b. Evaluate TDM options for integration into City municipal code (Q1 2023-24)

THE CITY OF
HALF MOON BAY
CALIFORNIA

August 17, 2022

Mr. Bob Feldman, President
Coastside County Water District
766 Main Street
Half Moon Bay, CA 94019

RE: Water Reuse/Recycling

Dear Mr. Feldman:

The City Council of the City of Half Moon Bay has authorized me to send this letter to affirm its support of the Coastside County Water District's pursuit of a resilient, sustainable, and integrated water supply for the Coastside and strongly encourages Coastside CWD to explore opportunities to diversify its water supplies including means to develop and utilize water derived from reuse and recycling.

Investment in water reuse projects throughout California and the Western States has been a key vehicle for communities to develop sustainable and stable water supplies for the long-term. Water reuse offers many potential benefits including greater water security during drought conditions, less dependence upon outside water sources, less dependence upon groundwater resources as well as a reduction in wastewater effluent discharge to the Pacific Ocean.

The City of Half Moon Bay acknowledges that Coastside CWD, as the water retailer for the City of Half Moon Bay and parts of unincorporated San Mateo County, is poised to lead the effort to develop water reuse and recycling on the Coastside. The City recognizes Coastside CWD's knowledge and experience in water treatment and water distribution and fully supports the District in evaluating and developing water reuse projects. The District's expertise in construction and maintenance of water infrastructure represents a distinct advantage to successful implementation of water reuse projects. In addition, their knowledge of the water use demands will also help the District to design a successful water reuse project.

The City of Half Moon Bay commits its cooperation and collaboration to the District's efforts and also acknowledges its shared vision in developing a resilient and sustainable water supply incorporating water reuse for the Coastside community. This effort will represent another step in the long history of working together to improve public works infrastructure on the Coastside.

DRAFT

The City acknowledges that our success in implementing water reuse will require the cooperation and collaboration of many agencies including the Sewer Authority Mid-Coastside, San Mateo County, Granada Community Services District and Montara Water and Sanitary District and others given the regional benefit derived. The City encourages the Coastside CWD to also reach out to these and other agencies to solicit their commitment and support in this critical effort to develop a sustainable water supply for the Coastside.

Sincerely,

Debbie Ruddock
Mayor

Cc: Mary Rogren, General Manager CCWD

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

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

TITLE: **PURCHASE OF A NEW ALL ELECTRIC FORD F-150**

RECOMMENDATION:
Adopt a resolution authorizing the City Manager to execute a purchase agreement in the amount of $53,927.72 with Towne Ford for purchase of a 2023 Ford F-150 Lightning all electric light duty truck.

FISCAL IMPACT:
Funding for the purchase of a replacement tractor was included in the Fiscal Year 2022-23 Capital Improvement Budget allocated to vehicle replacement. The budget includes $80,000 which will cover the purchase price of $53,927.72.

STRATEGIC ELEMENT:
This purchase supports all Elements of the Strategic Plan.

BACKGROUND:
The restoration of a once frozen FTE position to the Public Works Department has left the Maintenance Division with more staff than vehicles. Due to the needs of maintenance staff to regularly carry large amounts of tools and supplies to various job sites throughout the city, a new work truck is needed to allow Public Works staff to operate freely and efficiently, while continuing to provide the same levels of service to the community.

DISCUSSION:
In preparing the FY 2022-23 budget, Public Works staff evaluated vehicle and equipment needs and included funding in the Capital Budget to purchase a new light duty truck for Public Works and replace the existing fleet car used by all staff. During City Council priority setting, it was determined that staff should pursue electric or hybrid options for fleet additions and replacement. Our research has determined that all-electric vehicle options finally are a viable option for the Public Works fleet, and staff began looking at different options.

During the Covid pandemic, two maintenance positions were lost (one via lay-off and the other via hiring freeze). In May, the City Council authorized the hiring of the last vacant position as a Maintenance Assistant. This hiring required the reassignment of existing work trucks currently in the City's fleet and left the maintenance staff short one truck. The Department asked for and was approved funding to purchase a new vehicle in the FY 2022-23 Capital Budget. The lack of current equipment in the City's vehicle inventory results in the use of additional time to complete a project. Having a dedicated work truck for the newest staff member will allow the Department to provide maintenance services in the most efficient manner and free up time for other essential Public Works services.

The new Ford F-150 Lightning will also be the first vehicle of its kind in the City's fleet. Public Works staff recently had a chance to do testing and evaluation on this model truck when the Town of Hillsborough received delivery of the first electric truck. While all-electric and zero emissions, the truck was deemed to meet all the operational requirements necessary to be put into service in Half Moon Bay.

Per the City's purchasing policy, staff solicited and received a quote for the new F-150 Lightning from Towne Ford. This truck is in high demand, and since there are no discounts available at this time the vehicle will be acquired through a sole source acquisition. There is also a very limited ordering window for this truck, and this window closes on September 2, 2022. Because this purchase was considered and approved during the budget process, there is available funding in the Fleet and Equipment Replacement Programs to cover this vehicle purchase request.

ATTACHMENTS:

1. Resolution
2. Purchase Quote from Towne Ford

RESOLUTION NO. C-2022-_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH TOWNE FORD OF REDWOOD CITY FOR PURCHASE OF A 2023 FORD F-150 LIGHTNING

WHEREAS, the Public Works Department requested and received funding authorization in the 2022-23 Capital Budget to purchase a new fleet vehicle; and

WHEREAS, the addition of a Maintenance Assistant has left maintenance staff short one work truck; and

WHEREAS, staff has evaluated this model of truck and determined that the Ford F-150 Lightning is the best piece of equipment to address the City's maintenance needs; and

WHEREAS, the Ford F-150 Lightning will be the first all-electric zero emissions vehicle in the City's fleet which aligns with the Council's Strategic Elements; and

WHEREAS, there is funding in the FY 2022-23 Capital Budget to cover the costs of this purchase; and

WHEREAS, the department has solicited a bid through Towne Forde's government pricing program which provides the lowest possible pricing to qualified governmental agencies**.**

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a purchase agreement with TOWNE FORD to purchase a 2023 Ford F-150 Lightning for the Public Works Maintenance Division.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of August 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

Towne Ford Commercial and Fleet Sales

643 Bair Island Road, Suite 300, Redwood City, CA 94063
www.towneford.com
650-366-5749

BUYER	CO-BUYER		
CITY OF HALF MOON BAY 501 MAIN ST HALF MOON BAY, CA 94019 **Work #:** **Email:**		**Deal #:**	97064
		Deal Type:	Retail
		Deal Date:	08/11/2022
		Print Time:	02:54pm
		Salesperson:	JORGE IBARRA-BRAVO

VEHICLE

New ☑ **Used** ☐ **Demo** ☐	**Stock #:**	**Description:** 2023 FORD F-150 LIGHTNING	**VIN:**	**Mileage:**

TRADE

AFTERMARKETS

Total Aftermarkets:	**$**	**0.00**

Sale Price:	**$**	**49,269.00**
Total Financed Aftermarkets:	$	0.00
Total Trade Allowance:	$	0.00
Trade Difference:	**$**	**49,269.00**
State & Local Taxes:	$	4,618.97
Total License and Fees:	$	39.75
Total Cash Price:	**$**	**53,927.72**
Total Trade Payoff:	$	0.00
Delivered Price:	**$**	**53,927.72**
Cash Down Payment + Deposit:	$	0.00
Sub Total:	**$**	**53,927.72**

Preview Order I090 - W1E - 4x4 SuperCrew: Order Summary Time of Preview: 08/11/2022 14:46:49

Dealership Name: Towne Ford Sales **Sales Code :** F72111

Dealer Rep.	Jorge Ibarra	**Type**	Fleet	**Vehicle Line**	F-150	**Order Code**	I090
Customer Name	CITY OF HALF	**Priority Code**	L2	**Model Year**	2023	**Price Level**	320

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F150 4X4 SUPERCREW - 145	$46974	.275/65R18 BSW ALL-TERRAIN TIRE	$0
145 INCH WHEELBASE	$0	.ELECTRIC DRIVE E-LOCK RR AXLE	$0
TOTAL BASE VEHICLE	$46974	8250# GVWR PACKAGE	$0
OXFORD WHITE	$0	CA NEW MTR VEHICLE BOARD FEES	$0
VINYL BUCKETS SEATS	$0	FRONT LICENSE PLATE BRACKET	$0
MEDIUM DARK SLATE	$0	MOBILE POWER CORD (120V/240V)	$500
EQUIPMENT GROUP 110A	$0	SPECIAL FLEET ACCOUNT CREDIT	$0
.PRO SERIES	$0	FUEL CHARGE	$0
.18" MACH BLACK HIGH GLOSS WHL	$0	PRICED DORA	$0
.ZERO EMISSIONS VEHICLE	$0	ADVERTISING ASSESSMENT	$0
DUAL EMOTOR-STANDARD BATTRY	$0	DESTINATION & DELIVERY	$1795
SINGLE-SPEED TRANSMISSION	$0		

	MSRP
TOTAL BASE AND OPTIONS	$49269
DISCOUNTS	NA
TOTAL	$49269

ORDERING FIN: QH223 **END USER FIN:** QH223

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature Date

This order has not been submitted to the order bank.
This is not an invoice.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Assistant City Manager

TITLE: **PUMPKIN FESTIVAL 50TH ANNIVERSARY COMMEMORATIVE MURAL**

RECOMMENDATION:
Adopt a resolution authorizing and directing the City Manager to negotiate and execute agreements with:

1. Julie Engelmann for the installation of the Pumpkin Festival 50th Anniversary Commemorative Mural, in an amount not to exceed $30,000, and
2. The owner of 448 Main Street, Half Moon Bay for the installation of the Mural on the South facing wall.

FISCAL IMPACT:
The FY 2022-23 Capital Improvement Budget includes $40,000 for the mural project, which includes funding for stipends for all requested proposals, the selected artist's fee, all necessary materials for the mural, mural installation costs, anti-graffiti coating, and an initial contribution into the City's Public Art Fund for future maintenance of the mural.

STRATEGIC ELEMENTS:
This action supports the *Healthy Communities & Public Safety*, *Inclusive Governance*, and *Infrastructure & Environment* elements of the Strategic Plan.

BACKGROUND:
The Half Moon Bay Beautification Committee started the Art and Pumpkin Festival in 1971 to raise funds for local municipal beautification and preservation projects. In the years since, the festival has evolved into one of the most lucrative fund-raising events for local non-profit organizations. The festival is traditionally held on the weekend after Columbus / Indigenous Peoples' Day in October during prime pumpkin-picking season. The festival features rustic pumpkin patches, a community parade, harvest-inspired arts and crafts, homestyle foods, blockbuster entertainment on three stages, a giant pumpkin weigh-off, world-class pumpkin carvers, children's contests, and much more. The Half Moon Bay Art and Pumpkin Festival has become a tradition for families and friends who come each year to enjoy one of California's oldest, biggest, and most popular festivals.

Murals are a way to engage and celebrate community. In this tradition, the City of Half Moon Bay along with the Half Moon Bay Beautification Committee developed the idea to commission a mural that celebrates and highlights the rich history of Half Moon Bay and specifically commemorates the 50th anniversary of the Pumpkin Festival.

The owner of 448 Main Street (Cunha's Country Store) has generously offered the use of the south facing wall for the location of the mural. The large wall is located on Kelly Avenue, West of Main Street, and directly across the street from Mac Dutra Plaza, at the heart of downtown Half Moon Bay.

City staff opened a Request for Qualifications (RFQ's) in May. A total of 17 artists submitted for consideration. To assist with the review process, the City assembled a Mural Advisory Committee (MAC) composed of representatives from art, history, business and culturally focused organizations in the community. The MAC met in mid-June to review and discuss the RFQ applications and recommended that four artists move forward to the proposal phase. In reviewing RFQ's the MAC considered the artists' overall style, experience in painting large murals, experience working with public art projects, and ability to complete the project in the allotted time, as well as other criteria. Priority consideration was also given to artists who live along the California coast, or the Bay Area.

The four selected artists submitted their proposals in mid-July and the MAC met to review the proposals and form a recommendation for the Parks and Recreation Commission. They also provided feedback to the artists on certain aspects of the proposed artwork.

A meeting of the Parks and Recreation commission was held on August 11 to receive presentations from the artists and for the Commission to develop a recommendation for the August 16 City Council Meeting.

DISCUSSION:
After thorough review and consideration, the MAC felt that Julie Engelmann's design best encapsulated the elements that were laid out in the RFQ and RFP process and recommended that her design be forwarded to the Parks and Recreation Commission and City Council for approval.

The Parks and Recreation Commission also determined separately that Julie Engelmann's design best fit the character of the community and spirit of the project, and recommended it be forwarded to the Council for approval.

Ms. Engelmann's Bio and examples of other projects can be found at: https://artbyjul.me/. Her submission for the Pumpkin Festival mural is attached to this report. Additionally, the other three submissions are attached to this report for reference.

If the Council approved the recommendation, staff will work with Ms. Engelmann (or another artist if directed by Council) artist and the owner of the Cunha's Country Store building to

finalize agreements consistent with the City's Public Art Policy. The selected artwork will be reviewed by the Planning Commission on August 23 to ensure compliance with the sign code.

The artist will begin work on the mural as soon as agreements are finalized, and all approvals received. Installation of the mural may require extended closure of the sidewalk below the mural location as well as some of the adjacent parking spaces on Kelly Avenue. All of the submissions will be shared with the community during pumpkin festival weekend.

ATTACHMENTS:

1. Resolution authorizing and directing the City Manager to negotiate and execute agreements with 1) Julie Engelmann for the installation of the Pumpkin Festival 50th Anniversary Commemorative Mural, in an amount not to exceed $30,000, and 2) the owner of 448 Main Street, Half Moon Bay for the installation of the Mural on the South facing wall.
2. Recommended mural design by Julie Engelmann; Mural design submissions from Morgan Bricca, Arthur Koch, and Liv Losee-Unger

Resolution No. C-2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING AND DIRECTING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AGREEMENTS WITH 1) JULIE ENGELMANN FOR THE INSTALLATION OF THE PUMPKIN FESTIVAL 50TH ANNIVERSARY COMMEMORATIVE MURAL, IN AN AMOUNT NOT TO EXCEED $30,000, AND 2) THE OWNER OF 448 MAIN STREET, HALF MOON BAY FOR THE INSTALLATION OF THE MURAL ON THE SOUTH FACING WALL

WHEREAS, the Half Moon Bay Art and Pumpkin Festival, started in 1971 by the Half Moon Bay Beautification Committee (also known as the Main Street Beautification Committee), has become a tradition for families and friends who come each year to enjoy one of California's oldest, biggest, and most popular festivals, and is one of the most lucrative fund-raising events for local non-profit organizations; and

WHEREAS, the 2022 Pumpkin Festival will be the 50th such festival and the City and the Beautification Committee want to commemorate the historic event through a public mural; and

WHEREAS, the owners of Cunha's Country Store, located at 448 Main Street have generously offered the south facing wall of their building for display of the commemorative mural, and

WHEREAS, following a thorough process, the City's Mural Advisory Committee and Parks and Recreation Commission recommended the design by local artist Julie Engelmann to commemorate the 50th Pumpkin Festival, depicting vivid historic imagery of the festival, the Coastside, its people, and its agriculture and fishing industries.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Half Moon Bay hereby authorizes and directs the City Manager to negotiate and execute agreements with 1) Julie Engelmann for the installation of the Pumpkin Festival 50th Anniversary Commemorative Mural, in an amount not to exceed $30,000, and 2) the owner of 448 Main Street, Half Moon Bay for the installation of the Mural on the South facing wall.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of August 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

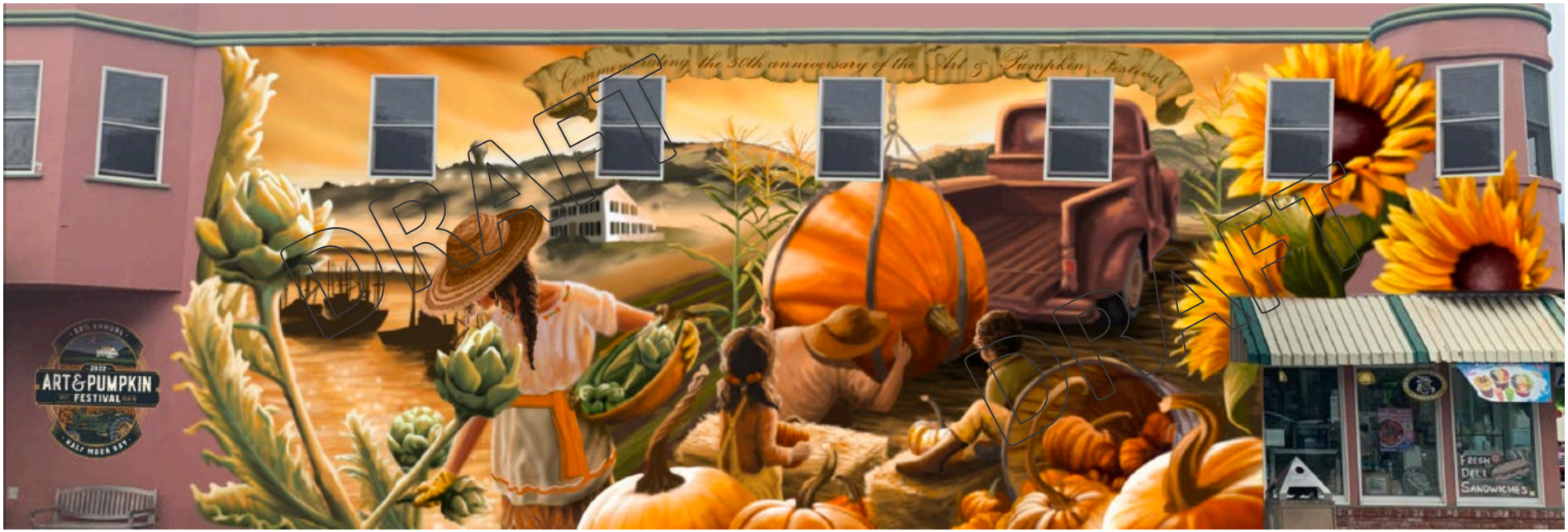
_____
Jessica Blair, City Clerk

APPROVED:

_____
Debbie Ruddock, Mayor

Recommended Mural Design

Artist: Julie Engelmann



Design Submissions by other artists

Artist: Morgan Bricca



Artist: Arthur Koch



Artist: Liv Loree-Unger (ORLUarts)



BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

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

TITLE: **TRANSPORTATION, CIRCULATION, AND MOBILITY (TCM) PRIORITY UPDATE**

RECOMMENDATION:
Receive presentation on the Transportation, Circulation, and Mobility (TCM) work plan, receive public input, and provide additional direction or affirmation of the work program for Fiscal Years 2022-2024.

FISCAL IMPACT:
There is no fiscal impact associated with this item. The cost to implement the TCM work plan depends on many factors, including potential partnership opportunities, cost of construction, available technologies, and availability of grant funds. Budget for some of these efforts is included in both the FY 2022-23 Operating and Capital Budgets and staff continues to identify and pursue external funding opportunities. Where additional or new funding is necessary, staff will return to City Council for consideration.

STRATEGIC ELEMENT:
This update supports all Elements of the Strategic Plan.

BACKGROUND:
The Coastside is an area of immense natural beauty and a destination for visitors worldwide. While tourism is a critical component of the Coastside economy, it comes with the unfortunate side effect of traffic, especially on high heat days and long weekends. The volume of traffic has increased over the last few years, due at least in part to the pandemic and climate change, the latter of which has caused increased amounts of high heat days. The increased need for transportation solutions on the Coastside was highlighted in the data gathered from the Climate Action and Adaptation Plan Outreach Pilot Project completed in 2019 and two recent community surveys (public safety community survey and polling for vacant house tax). It was also a clear community priority during the FY 2022-23 City Council listening session and priority workshop.

At the request of Vice Mayor Penrose, the City's representative to Commute.org, a Coastside specific survey was also conducted in spring 2022. The results of this survey can be found here. Commute.org is a joint powers agency (JPA) located in San Mateo County, California focused on reducing the number of vehicle miles traveled (VMT) and single occupant trips by commuters to decrease congestion, improve the environment, and enhance quality of life. Reducing single occupant travel by Coastside residents is one way in which to reduce traffic and congestion as well as reduce Greenhouse Gas emissions.

In response to the community's concerns raised in the listening sessions and via community survey, City Council adopted transportation, circulation, and mobility (TCM) as one of their five priority areas for FY 2022-24 and beyond. Following the priority setting workshop, staff prepared workplans that were presented and approved by the City Council on May 3, 2022 (Attachment 1). The City Manager's office also proposed, and the City Council affirmed, a restructure of their team that included new positions that would, among other things, allow for the formalization of a grants program that could work in tandem with the City Clerk's legislative efforts to fund transportation-related improvements. Meanwhile, the Public Works team has continued to take lead on identifying and applying for external grant opportunities to deliver critical capital improvement projects that impact TCM options on the Coastside.

In addition to applying for federal and State grants; regional partners have provided a large portion of recent transportation funding for City projects on Highway 1 and collector roads such as Poplar Street. The San Mateo County Transit Authority (SMCTA), City/County Association of Governments (C/CAG) and the Metropolitan Transportation Commission (MTC) routinely make funding opportunities available to the region. The work completed and contemplated in the workplan places the City in a competitive position for local funded projects within San Mateo County and the greater Bay Area. For State and federal opportunities, the City is not as competitive due to the City's small population and funders increased emphasis on social equity and environmental justice criteria.

For our local streets, the majority of funding received for maintenance comes from the State Gas Tax and its expansion with the passage of State Bill 1 (Road Repair and Accountability Act of 2017), and local Measure A and Measure W tax sources that equates to approximately $600,000 annually. The City's street network is over 28 centerline miles in length and covers approximately 4.7 million square feet of pavement. This network is an essential asset and is among the most valuable assets maintained by the City. This asset has an approximate replacement value of more than $54.6 million. This valuation is assessed by the assumption of replacing the entire street network with a new street valued in today's dollars. Through MTC's Pavement Management Technical Assistance Program (P-TAP), the City completed a comprehensive pavement management update that included field inspections and an update of the City's pavement management software. With the most recent inspection information and treatments, the City's overall pavement condition index (PCI) is 68, classified as "Fair" for MTC standards and puts the City at the Bay Area average. The PCI is a numerical rating from 0 – 100, with 0 being a failed street and 100 being brand-new pavement.

The City's transportation network also serves a crucial role in emergency preparedness efforts as related to evacuation planning. When a large-scale, damaging event has occurred or the imminent threat of one has become known, transportation networks have two primary objectives:

1) Minimize the time it takes to get an adequate force of emergency responders to the scene where they can help victims, provide assessments, and control access; and
2) Maximize the proportion of the population moved away from the hazardous area without being subjected to other risks (e.g., traffic accidents; prolonged exposure to the danger

DISCUSSION:

The workplans presented to the City Council on May 3, 2022, were both realistic and highly ambitious. Over the last 3 months, staff has refined and expanded the original workplan to include objectives, actions, and resource allocation. The revised workplan (Attachment 2) details operation and maintenance responsibilities, capital improvement projects, strategic partnerships and collaborations, and grant opportunities that staff anticipate in this fiscal year as they related to the City's TCM efforts. However, it is important to note that transportation strategies are dynamic and are heavily dependent on partnerships, funding opportunities and available technology. If needed, staff is prepared to reallocate resources, as needed, to capitalize on new and emerging opportunities.

The proposed TCM Work Plan identifies four high level objectives, each with a series of actions that represent steps the City can take to help achieve those objectives. The four objectives of the work plan are:

1) Reduce traffic congestion and improve safety.
2) Increase access to multi-modal transportation, including public transit.
3) Strengthen partnership with local organizations,
4) Seek and manage transportation funding opportunities, emphasizing implementation of Objectives 1 and 2.

Although Objectives 3 and 4 are critical to the success of Objectives 1 and 2 and could be categorized as "Actions", staff felt that these two areas were overarching enough to warrant their own objectives and tracking in the TCM Work Plan. Additionally, Objective 3 is likely to exceed the traditional function of public works and include direct engagement of other Departments including the City Manager's Office, Public Safety and/or Communications.

The TCM Work Plan provides a list of the most immediate actions the City can take to begin addressing TCM issues on the Coastside. It also identifies the lead department and the level of effort required for each action, so it can accurately identify where additional resources are needed. The level of effort is categorized into a rating system with five tiers: low, mid, high, unknown, or N/A. "Mid" effort actions require considerable amounts of staff resources, but is considered part of the City's baseline operations (e.g. maintenance of streets, trails, and trails). "High" effort is assigned to actions that go above and beyond the City's regular operations and

expertise and will likely require consultant support. This label is typically reserved for large capital projects like the Highway 1 Safety – North project and Eastside Parallel Trail North – Segment 4. A "low" rating indicates the action requires intermittent engagement and/or administration. "N/A" and "Unknown" ratings are assigned to actions that are awaiting a decision from an external authority or do not have enough publicly available information, respectively. It's important to note that any time, an "N/A" or "Unknown" rating can transition into a "Mid" or "High" effort project based upon grant award, typically requiring reallocation of local funds and resources.

Lastly, it is important to note that there are competing interests and limited resources when it comes to the TCM Work Plan. For example, traffic and congestion could be addressed in several ways:

- The conventional capital road projects that increase vehicular capacity (e.g., new travel lanes)
- Investing in multi-modal projects to increase connectivity and safety of non-motorized users (e.g. multi-use paths, bike lanes)
- Focusing on changing behavior of motorists to consider carpooling, van pooling, mass transit and other non-single occupant options.

Note: Electrification of the fleet will have GHG related benefits, but will do nothing to reduce traffic and congestion in California. This being one of those policy trade-offs for the community.

The greater Coastside community has clearly established its aversion to capacity-building projects. Further, policies and environmental regulations make any proposed capacity-building effort a significant challenge. Given this, the City's efforts as identified in the Workplan are primarily focused on maintenance of existing infrastructure, implementation of safety enhancements combined with multi-modal and commute related changes which will also result in GHG reductions consistent with City's Climate Action efforts.

ATTACHMENTS:

1. FY 2022-24 Priorities Workplan
2. FY 2022-24 Transportation, Circulation, and Mobility Work Plan

ATTACHMENT 1
FY 2022-24 City Council Priorities Workplan

Affordable Housing

1. Housing Element Development (Q2 2022-23)
    a. Complete Draft Element
    b. Outreach
    c. HCD Review
    d. CEQA Coverage
    e. Planning Commission and City Council hearings
2. LUP and Housing Element Implementation (Q4 2023-24)
    a. New Zoning Map
    b. New Zoning Districts
    c. Update current Zoning regulations
    d. Update current Subdivision regulations
    e. LUP and Zoning Clean-up
    f. CEQA Coverage
    g. Planning Commission and City Council hearings
3. Potential Housing Sites - *work to enable affordable housing development of publicly- and privately-owned properties* (ongoing)
    a. Public Properties
        i. 555 Kelly Avenue - *complete RFQ process, move to plan development* (Q1 2022-23)
        ii. 880 Stone Pine Road - *complete feasibility assessment; establish workplan to address primary constraints* (Q1 2022-23)
        iii. CUSD School District Sites - *continue to work with CUSD on Hatch and other District owned sites* (Ongoing)
    b. Private Properties
        i. Hilltop Mobile Home Park - *process preliminary application; work toward entitlements* (Q1 2022-23)
        ii. Podesta Planned Development - *start review of preliminary application; work with applicant to achieve more affordable units at deeper affordability levels* (Q1 2022-23)
        iii. Other Opportunity Sites - *continue to engage with property owners* (Ongoing)
4. Short-term Housing Support
    a. Study needs and identify viable short-term opportunities (Q1 2022-23)
    b. Emergency Housing Funding - *work with local CBOs to distribute emergency housing funds (from the Affordable Housing Fund) to residents in need to prevent displacement* (Q1 2022-23)
    c. Renters' Information Sessions - *collaborate with partner agencies (County, Coastside Hope, ALAS, Abundant Grace, Senior Coastsiders, AFC) to host renter's rights information sessions and provide resource referrals* (Q2 2022-23)

5. Affordable Housing funding
    a. Development Impact Fee study (Q3 2023-24)
    b. Vacant House Tax Measure exploration (Q4 2023-24)

Public Health, Safety and Emergency Preparation

1. Age Friendly Initiative – *collaboration with Senior Coastsiders*
    a. Inaugural Projects
        i. Establish HMB-Coastside Age Friendly Community (AFC) coalition (Q1 2022-23)
        ii. Develop communications for older adult residents (Q1 2022-23)
        iii. Establish Coastside Healthcare Access Advocacy Committee (Q1 2022-23)
        iv. Workshop on affordable housing search and application strategies – *this work will be coordinated with the renter's information workshops* (Q2 2022-23)
        v. Age Friendly Business training and recognition (Q3 2022-23)
    b. Create an AFC Action Plan in accordance with the AARP Network of Age Friendly States and Communities (Q1 2023-24)
2. Mental health for youth and families
    a. CARES mental health responder program
        i. Complete pilot program (Q3 2022-23)
        ii. Program evaluation and report/toolkit (Q3 2022-23)
        iii. Identify and secure ongoing funding sources (Q4 2022-23)
    b. Mental Health First Aid training program
        i. Recruit and train 10 Coastside trainers (Q1 2022-23)
        ii. Develop training rollout plan (Q1 2022-23)
        iii. Ongoing training (Q2 2022-23 – Q4 2023-24)
    c. Support community mental health initiatives through CSFA program, Mental Health Workgroup, Substance Abuse Workgroup, CUSD mental health fair (ongoing)
3. Emergency Preparedness
    a. Evacuation Plans
        i. Tsunami plan and routes (Q1 2022-23)
        ii. Wildfire plan and routes (Q1 2022-23)
        iii. Dam inundation plan and routes (Q2 2022-23)
        iv. Shelter-in-place plan (Q3 2022-23)
    b. Debris Management Plan (Q2 2022-23)
    c. Tabletop and community exercises (Q2 2022-23)
    d. Outreach and education
        i. Outreach for Evacuation Plans (Q2 2022-23)
        ii. Community Prep Day (Q4 2022-23)
        iii. CERT and Listos Outreach (ongoing)
    e. Staff CPR training (Q1 2022-23)
4. Safety Element - *General Plan Element required to be updated following Housing Element* (Q3 2022-23)

Community and Climate Resilience and Sustainability ("Environmental Sustainability")

1. Climate Action and Adaptation Plan
    a. Climate Action Plan
        i. Draft climate action plan (Q1 2022-23)
        ii. Public Outreach (Q2 2022-23)
        iii. Finalize and Adopt Climate Action Plan (Q3 2022-23)
    b. Climate Adaptation Plan
        i. Draft adaptation element (Q4 2022-23)
        ii. Public Outreach (Q4 2022-23)
        iii. Finalize and Adopt Adaptation Plan (Q1 2023-2024)
2. Senate Bill 1383: Short-Lived Climate Pollutants
    a. Procurement of Recovered Organic Waste Materials
        i. Adopt revised Sustainable Purchasing and Practices Policy (Q1 2022-23)
        ii. Revise template construction contracts to require use of recovered organic waste materials (Q1 2022-23)
        iii. Execute agreement with RCD for Countywide Compost Broker Program (Q1 2022-23)
        iv. Provide training to staff and contractors on new procurement regulations (Q1 2022-23)
        v. Explore other opportunities to meet the City's annual procurement target (~985 tons) (ongoing)
    b. Universal Organics Collection
        i. Conduct audits to ensure all generators have organics collection services (ongoing)
        ii. Create mini-grants program to help businesses comply with new indoor container requirements (Q1 2022-23)
        iii. Ensure all collection containers meet color and labeling requirements (Q1 2022-23)
    c. Tracking and Enforcement
        i. Assess, purchase, and implement solid waste tracking system (Q1 2022-23)
        ii. Conduct route reviews for both commercial and residential customers (ongoing)
        iii. Cite and educate violators (ongoing)
        iv. Set up anonymous tip line and investigate complaints (Q1 2022-23)
    d. Outreach and Education
        i. Develop new solid waste legislation pamphlet for businesses and residential customers (Q1 2022-23)
        ii. Provide community workshops on new organics recycling requirements (ongoing)
        iii. Execute agreement with OOS for countywide Compost Quality Education Campaign (Q2 2022-23)
    e. Edible Food Recovery Program (provided by OOS)

3. Explore recycled water options
    a. Develop MOU with CCWD for study (Q1 2022-23)
4. Stormwater
    a. Complete Venice Beach TMDL study
        i. Execute agreement with OOS for pet waste education and outreach campaign (Q1 2022-23)
        ii. Complete CCTV sewer testing (Q2 2022-23)
        iii. Coordinate with other participating agencies (ongoing)
    b. Implement Capital Improvement Program
        i. Storm Water Master Plan Update (Q1 2022-23)
        ii. Kehoe/Pilarcitos Outfall Repair (Q1 2022-23)
        iii. Roosevelt Ditch Spot Repair (Q3 2022-23)
        iv. Kehoe Watershed Enhancement and Environmental Stewardship Project (Q4 2022-23)
    a. Seek grant funding to initiate work on permanent repair on Seymour Ditch (ongoing)

Economic Recovery and Development

1. Recovery Initiative Implementation
    a. Team ECO Projects
        i. Coastside lands network development (Q1 2022-23)
        ii. Regenerative Agriculture forum (Q2 2022-23)
    b. Team Vibrant Projects
        i. Main Street revitalization planning (Q1 2022-23)
    c. Team Thrive Projects
        i. CSFA realignment (Q1 2022-23)
        ii. Community Lending Strategy (Q3 2022-23)
    d. Team Innovate Projects
        i. College of San Mateo Coastside Initiative (Q1 2022-23)
        ii. Business Incubator feasibility and needs assessment (Q3 2022-23)
    e. General – marketing, outreach, networking, grants exploration (ongoing)
2. Downtown Improvements
    a. Mac Dutra (placita cultural) (Q2 2022-23)
    b. Public Art and Murals (Q1 2022-23)
    c. Wayfinding Signage CIP project (Q1 2022-23)
3. Annexation Exploration - *Miramar, 92 east of City limits, Moonridge*
    a. Council presentation on process (Q1 2022-23)
    b. Hire consultant to complete LAFCO analysis (Q2 2022-23)
4. Digital infrastructure
    a. Broadband Access and Infrastructure
        i. Establish regional working group - County, cities, business (Q1 2022-23)
        ii. Needs assessment and planning (Q2 2022-23)
        iii. Seek federal and state funding opportunities (Ongoing)
    c. Work with telecom providers on 5G installations and standards (Q1 2022-23)

Transportation, Circulation and Mobility

1. Bike/Ped Transport
    a. Implement Capital Improvement Program
        i. Highway 1 Safety – North (Q1 2022-23)
        ii. Eastside Parallel Trail - North Segment 4 (Q1 2022-23)
        iii. Eastside Parallel Trail - North Segment 2 (dependent on funding)
        iv. Coastal Trail and Naomi Patridge Trail Maintenance and Improvements (Q1 2022-23)
        v. Kelly Avenue Crosswalks (Q1 2022-23)
        vi. Poplar Street Traffic Calming and Safety Project (Q1 2022-23)
        vii. Main Street Safety improvement Project (Q1 2022-23)
        viii. Other improvements as defined in CIP programs (ongoing)
        ix. Identify and pursue grant opportunities (ongoing)
    b. General maintenance and ADA compliance (ongoing)
    c. Implement improvements identified in Bike/Ped Master Plan
        i. Work with BPAC, PRC, and community stakeholders (ongoing)
        ii. Identify and pursue grant opportunities (ongoing)
2. Explore roundabout at Ruisseau Francais and Highway One
    a. Seek Federal, State, and regional grants for feasibility (ongoing)
    b. Complete feasibility study (dependent on funding)
3. Weekend and Holiday traffic control
    a. Collaborate with law enforcement and Caltrans on feasibility of hired traffic control experts to manage traffic flow on high intensity weekends and holidays (Q1 2022-23)
    b. Seek Federal grant for Highway 1/92 signal coordinator and ITS implementation (ongoing)
4. Transportation Demand Management
    a. Continue to work with Commute.org on various strategies (ongoing)
    b. Evaluate TDM options for integration into City municipal code (Q1 2023-24)

FY 2022-24 – Transportation, Circulation, and Mobility Work Plan

Objective 1: Reduce traffic congestion and improve safety

Action	Lead Depart	Level of Effort*
1. Continue regular maintenance of streets and regulatory signage	PW – Maint	Mid
2. Implement Capital Improvement Program as identified by the Bicycle and Pedestrian Master Plan and Circulation Element	PW – Eng	High
a. Highway 1 Safety – North (#0538)	PW – Eng	High
b. Poplar Street Traffic Calming and Safety Project (#0593)	PW – Eng	High
c. Main Street Revitalization Project (#1024)	CMO	High
d. Wayfinding and Entry Signs (#0559)	CMO	Mid
e. Neighborhood Traffic Safety Program (#9000)	PW – Eng	Low
f. Pavement Management and Traffic Safety Program (#0514)	PW – Eng	Low
3. Coordinate traffic control with Sheriff, San Mateo County Department of Emergency Management, CalTrans, and Highway Patrol (e.g. special events, seasonal, emergencies)	ALL	Mid
a. Strategically deploy temporary VMS signs	PW – Maint	Low
4. Leverage communication outlets to notify locals and visitors on local transportation conditions	Comms	Mid
a. SMC Alert	Comms	Low
b. eNews	Comms	Mid
c. Press release	Comms	Low
d. Social media (Instagram, Nextdoor, Facebook)	Comms	Mid
5. Partner with CalTrans to install signage encourage carpooling on Highway 92	PW	Mid
6. Advocate for CUSD sponsored student transportation	CMO	Low

Objective 2: Increase access to multi-modal transportation, including public transit

Action	Lead Depart	Level of Effort*
1. Continue regular maintenance on sidewalks and trails	PW – Maint	Mid
2. Sponsor a Civic Spark Fellow with emphasis on transportation	PW - Admin	High
3. Implement Capital Improvement Program as identified by the Bicycle and Pedestrian Master Plan and Circulation Element	PW – Eng	High
a. Eastside Parallel Trail North – Segment 4 (#0619)	PW – Eng	High
b. Coastal Trail Overlay (Poplar to Central) (#1014)	PW – Eng	Mid
c. Main Street Safety Improvement Project (#1009)	PW – Eng	Mid
d. Kelly Avenue Crosswalks (#1018)	PW – Eng	Low
e. ADA Transition Plan Implementation Program (#0601)	PW – Eng	Low

f. Sidewalk Replacement and Repair Program (#0562)	PW – Eng	Low
g. Bicycle and Pedestrian Connectivity and Safety Program (#0615)	PW – Eng	Low
h. Eastside Parallel Trail North - Segment 2 (#0595) (pending grants)	PW – Eng	N/A
4. Identify and implement projects and programs that make Half Moon Bay an "Age-Friendly City"	Admin Services	Mid
5. Revise municipal codes to allow ebike use on trails	PW – Admin	Mid
6. Promote SamTrans' revised bus routes (ReImagine SamTrans) and microtransit shuttle pilot program	Comms	Low
7. Coordinate with State Parks, Harbor District, San Mateo County and Coastside Land Trust on use of Coastal Trail	PW – Admin	Mid
8. Participate in and promote shared ride programs	Comms	Mid
i. Commute.org's rideshare and vanpool	Comms	Low
j. College of San Mateo Lyft Ride for CSM Students Pilot Project	Comms	Low

Objective 3: Strengthen partnership with local organizations

Action	**Lead Depart**	**Level of Effort***
1. Coordinate and collaborate with regional transportation agencies including SamTrans, MTC, C/CAG, SMCTA, etc.	ALL	Mid
2. Meet regularly with local partners to coordinate projects and programs (e.g. State Parks, Coastside Land Trust, CUSD, etc.)	ALL	Mid
3. Participate in regional transportation planning efforts (e.g. ReImagine SamTrans, Connect the Coastside, TAC)	ALL	Mid
4. Conduct legislative advocacy for transportation solutions	Comms/ Clerk	Mid

Objective 4: Seek and manage transportation funding opportunities, emphasizing implementation of Objectives 1 and 2

Action		**Lead Depart**	**Level of Effort***
1. Manage active grants/funding (Project)	Grant Amount		
a. Measure A Highway Program (Highway 1 North - #0538)	$8.913M	PW – Eng	High
b. Measure A Highway Program (Highway 1 South - #0523)	$3.94M	PW – Eng	Low
c. Transportation for Livable Communities (Poplar Street Calming and Safety Project - #0593)	$1,062,360	PW – Eng	High
d. TDA Article 3 (Eastside Parallel Trail North – Segment 4 - #0619)	$350k	PW – Eng	High
e. Measure A Bike and Ped (Eastside Parallel Trail North – Segment 4 - #0619)	$315k	PW – Eng	High

f. SB1/Gas Tax – Local Streets and Road Program (Main Street Safety Improvement Project - #1009, Pavement Management & Traffic Safety Program - #0514, Poplar Street Traffic Calming and Safety Project - #0593)	$280,579	PW – Eng	Mid
g. TFCA (Main Street Safety Improvement Project - #1009)	$134,749	PW – Eng	Mid
2. Identify and apply for new funding opportunities		CMO	High
h. *Upcoming funding opportunities*	*Due Date*		
i. Safe Streets and Roads for All (SS4A) Grant Program	9/15/2022	PW	High
iii. Pedestrian and Bicycle Program 2022 Cycle 6 Call for Projects	9/23/2022	PW	Mid
v. Reconnecting Communities Pilot (RCP) Discretionary Grant Program	10/23/2022 (NOFO)	PW	High
viii. SMCTA Shuttle Program Grant	12/1/2022 (NOFO)	PW	Unknown
x. Solutions for Congested Corridors	12/2/2022	PW	Unknown
xii. State Highway Operations and Protection Program (SHOPP)	TBD	PW	Unknown
xiv. Local Parking Management Grant Program	TBD	PW	Unknown
i. *Funding pending decision (proposed project)*	*$ Requested*		
i. OBAG 3 (Kelly Avenue Complete Streets Project - TBD)	$5M	PW	N/A
ii. ATP Cycle 6 (Eastside Parallel Trail North - Segment 2 - #0595, and Highway 1/Ruisseau Francais Intersection Improvement Project - TBD)	$2.985M	PW	N/A
iii. H.R.8294 - Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2023 – (Eastside Parallel Trail (Segment 2) - #0595)	$2M	PW	N/A
iv. MTC Letter of Interest (E-Bike Infrastructure)	$500k	PW	N/A
v. MTC Letter of Interest (Workforce Development)	$1M+	PW	N/A
vi. ATP Cycle 6 (Active Transportation Plan for Eastside Parallel Trail (Higgins Canyon Road to Moonridge))	$250k	PW	N/A
vii. ACR/TDM (Pedal For A Purpose E-Bicycle Pilot Program)	$200k	CMO	N/A
viii. ACR/TDM (Midcoastside TDM Plan)	$100k	PW	N/A
3. Update development impact fees and nexus study, with emphasis on transportation fees		CDD	Mid

Key - Level of Effort

High – requires staff/consultant efforts that goes above and beyond baseline operations.
Mid – requires considerable amount of staff resources but is considered part of baseline operations.
Low – requires general administration, including recordkeeping and tracking.
N/A – pending decision from external authority.
Unknown - not enough information known to determine effort required

Exhibit A – TCM Capital Improvement Projects

EXHIBIT A
TCM Capital Improvement Projects

PROJECT TITLE: HIGHWAY 1 SAFETY - NORTH

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

DESCRIPTION:

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



JUSTIFICATION:

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

STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

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

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 1,118,030	$ 100,000	$ 50,000	$ 50,000				$ 1,318,030
Prof.Serv/Env.	$ 20,000	$ 143,800						$ 163,800
Construction			$ 5,000,000	$ 5,000,000				$ 10,000,000
PM-CM	$ 100,000	$ 200,000	$ 400,000	$ 400,000				$ 1,100,000
TOTAL	**$ 1,238,030**	**$ 443,800**	**$ 5,450,000**	**$ 5,450,000**	**$ -**	**$ -**	**$ -**	**$ 12,581,830**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 369,713			$ 164,117				$ 533,830
Street and Road - Fund 123	$ 25,000							$ 25,000
Grant - Measure A	$ 448,000	$ 443,800	$ 5,450,000	$ 2,581,200				$ 8,923,000
Developer Fees	$ 395,317			$ 2,704,683				$ 3,100,000
UNFUNDED								$ -
TOTAL	**$ 1,238,030**	**$ 443,800**	**$ 5,450,000**	**$ 5,450,000**	**$ -**	**$ -**	**$ -**	**$ 12,581,830**

PROJECT TITLE: POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT

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

DESCRIPTION:

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

JUSTIFICATION:

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

STRATEGIC PLAN GOAL (please check all that apply)

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



ADDITIONAL DETAILS:

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

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 113,531	$ 114,400						$ 227,931
Prof.Serv/Env.			$ 200,000					$ 200,000
Construction			$ 4,000,000					$ 4,000,000
PM-CM			$ 200,000					$ 200,000
Maintenance								$ -
TOTAL	**$ 113,531**	**$ 114,400**	**$ 4,400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,627,931**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund			$ 400,000					$ 400,000
Street and Road - Fund 123	$ 113,531	$ 114,400						$ 227,931
Grant - Federal			$ 1,202,000					$ 1,202,000
Property Owner Contribution								$ -
UNFUNDED			$ 2,798,000					$ 2,798,000
TOTAL	**$ 113,531**	**$ 114,400**	**$ 4,400,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,627,931**

PROJECT TITLE: MAIN STREET REVITALIZATION PROJECT

Category:	Economic Development		**Project Number:**	1024	
Project Location:	Downtown Half Moon Bay		**Lead Department:**	Public Works	
Type:	Community Enhancement		**Status:**	NEW	
Initial Funding:	FY 22-23	**Expected Completion** TBD	**Fund Number:**	151	**Fund Name:** General Capital

DESCRIPTION:

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

JUSTIFICATION:

Economic development is a City Council priority.

STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

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

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

PROJECT TITLE: WAYFINDING AND ENTRY SIGNS

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

DESCRIPTION:

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

JUSTIFICATION:

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

STRATEGIC PLAN GOAL (please check all that apply)

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



ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 5,000							$ 5,000
Prof.Serv/Env.								$ -
Construction		$ 195,000	$ 100,000					$ 295,000
PM-CM								$ -
TOTAL	**$ 5,000**	**$ 195,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 150,000	$ 100,000					$ 250,000
General Capital - Fund 151	$ 5,000	$ 45,000						$ 50,000
TOTAL	**$ 5,000**	**$ 195,000**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 300,000**

PROGRAM TITLE: NEIGHBORHOOD TRAFFIC SAFETY PROGRAM

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

DESCRIPTION:

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

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

JUSTIFICATION:

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

STRATEGIC PLAN GOAL (please check all that apply)

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



ADDITIONAL DETAILS:

In FY 21-22, this program was used to start the Kelly Avenue Crosswalks Project (#1018). The project includes pedestrian safety measures and traffic calming measures at the intersections of Pilarcitos and Alsace Lorraine on Kelly Avenue.

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

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

PROGRAM TITLE: PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM

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

DESCRIPTION:

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

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



JUSTIFICATION:

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

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

ADDITIONAL DETAILS:

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

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

PROJECT TITLE: EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4

Category:	Trails			**Project Number:**	0619		
Project Location:	Bike Trail from Roosevelt to Mirada, east of Hwy 1			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding	FY 20-21	**Estimated Completion:**	FY 23-24	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This project includes the design, permitting, environmental clearance, and construction of a Class I multi-use path parallel to the east side of Highway 1 between Roosevelt Boulevard and Mirada Road. The project will extend the current Class I path from the existing terminus at Roosevelt Boulevard north to the City limits. The path will be approximately 10-foot wide and will be extended for approximately 0.26 miles north.

JUSTIFICATION:

In 2015, the City completed interim repairs to stabilize the stairs under an Emergency Coastal Development Permit. Long term repairs/relocation will be necessary as the site is subject to coastal erosion and related impacts from Sea Level Rise (SLR).



STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

This project is funded by SMCTA Measure A Bicycle and Pedestrian program.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 51,000	$ 35,000						$ 86,000
Prof.Serv/Env.	$ 45,000							$ 45,000
Construction		$ 111,000	$ 1,000,000					$ 1,111,000
PM-CM		$ 40,000	$ 200,000					$ 240,000
TOTAL	**$ 96,000**	**$ 186,000**	**$ 1,200,000**	**$ -**	**$ -**		**$ -**	**$ 1,482,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 35,000							$ 35,000
Grant - Measure A	$ 61,000	$ 132,000	$ 122,000					$ 315,000
Grant - TDA			$ 350,000					$ 350,000
Park Facility/Development - Fund 125		$ 54,000						$ 54,000
UNFUNDED			$ 728,000					$ 728,000
TOTAL	**$ 96,000**	**$ 186,000**	**$ 1,200,000**	**$ -**	**$ -**		**$ -**	**$ 1,482,000**

PROJECT TITLE: COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)

Category:	Trails		**Project Number:**	1014	
Project Location:	Coastal Trail from Poplar to approx. 1600 ft. north		**Lead Department:**	Public Works	
Type:	Capital Maintenance/Community Enhancement		**Status:**	NEW	
Initial Funding:	FY 22-23	**Estimated Completion:** FY 22-23	**Fund Number:**	125	**Fund Name:** Parks

DESCRIPTION:

Pavement maintenance (overlay) along the California Coastal Trail between Central Avenue and Poplar Street.

JUSTIFICATION:

Due to existing condition of the pavement on the California Coastal Trail, this section is in need of maintenance/repair.



STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design		$ 30,000						$ 30,000
Prof.Serv/Env.		$ 10,000						$ 10,000
Construction		$ 86,000						$ 86,000
PM-CM								$ -
TOTAL	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund		$ 126,000						$ 126,000
Park Facility/Development - Fund 125								$ -
UNFUNDED								$ -
TOTAL	**$ -**	**$ 126,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 126,000**

PROJECT TITLE: MAIN STREET SAFETY IMPROVEMENT PROJECT

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

DESCRIPTION:

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

JUSTIFICATION:

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



STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	$ 45,000							$ 45,000
Prof.Serv/Env.		$ 15,000						$ 15,000
Construction		$ 1,103,500						$ 1,103,500
PM-CM								$ -
Equipment	$ 10,000	$ 30,000						$ 40,000
TOTAL	**$ 55,000**	**$ 1,148,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,203,500**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund	$ 55,000							$ 55,000
Park Facility/Development - Fund 125		$ 1,038,500						$ 1,038,500
Street and Road - Fund 123								$ -
TFCA Grant (BAAQMD)		$ 110,000						$ 110,000
TOTAL	**$ 55,000**	**$ 1,148,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,203,500**

PROJECT TITLE: KELLY AVENUE CROSSWALKS

Category:	Streets			**Project Number:**	1018		
Project Location:	Kelly Avenue at intersections of Pilarcitos Ave. and Alsace Lorraine Ave.			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	NEW		
Initial Funding:	FY 21-22	**Estimated Completion:**	FY 22-23	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

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



JUSTIFICATION:

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

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

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

ADDITIONAL DETAILS:

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

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design		$ 30,000						$ 30,000
Prof.Serv/Env.		$ 15,000						$ 15,000
Construction		$ 220,000						$ 220,000
PM-CM								$ -
TOTAL	**$ -**	**$ 265,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 265,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund								$ -
Street and Road - Fund 123		$ 251,000						$ 251,000
Safe Routes to Schools Grant		$ 14,000						$ 14,000
UNFUNDED								$ -
TOTAL	**$ -**	**$ 265,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 265,000**

PROGRAM TITLE: ADA TRANSITION PLAN IMPLEMENTATION PROGRAM

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

DESCRIPTION:

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

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



JUSTIFICATION:

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

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

ADDITIONAL DETAILS:

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

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

PROGRAM TITLE: SIDEWALK REPLACEMENT AND REPAIR PROGRAM

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

DESCRIPTION:

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

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



JUSTIFICATION:

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

STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

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

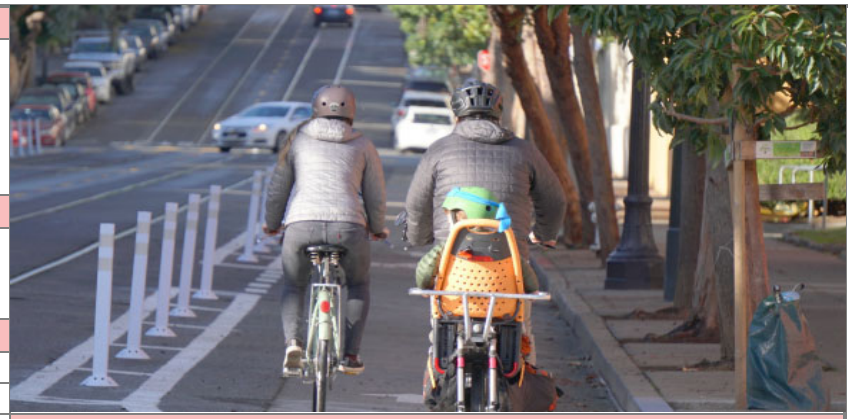
SOURCE(S) OF FUNDS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	TOTAL ALL FY
General Fund	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
General Capital - Fund 151						
TOTAL	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

PROGRAM TITLE: BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM

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

DESCRIPTION:

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



JUSTIFICATION:

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

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

ADDITIONAL DETAILS:

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

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

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

PROJECT TITLE: EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2

Category:	Trails			**Project Number:**	0595		
Project Location:	Spindrift Way to Ruisseau Francais Avenue			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding	Unfunded	**Estimated Completion:**	TBD	**Fund Number:**	125	**Fund Name:**	Parks

DESCRIPTION:

This project includes the extension of a 10-foot wide bicycle/pedestrian (multi-purpose) Class I trail from Spindrift Way to Ruisseau Francais Avenue (1,600 feet). This project also includes a new bridge crossing over Frenchman's Creek and is an extension of the Highway 1 Safety projects.

JUSTIFICATION:

This project was identified as a project in the Bicycle and Pedestrian Master Plan completed in FY 2018-19. This project will work to connect the bicycle and pedestrian path from downtown Half Moon Bay to the northern City limits by completing segment 2. The County has a proposed project to connect the Coastside trail to the northern City limits.

STRATEGIC PLAN GOAL (please check all that apply)

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



ADDITIONAL DETAILS:

This project is intended to be run concurrently with the new Highway 1 & Ruisseau Francais Intersection Improvement Project.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design							$ 150,000	$ 150,000
Prof.Serv/Env.							$ 100,000	$ 100,000
Construction							$ 2,000,000	$ 2,000,000
PM-CM							$ 350,000	$ 350,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	**$ 2,600,000**	**$ 2,600,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
UNFUNDED							$ 2,600,000	$ 2,600,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	**$ 2,600,000**	**$ 2,600,000**

PROJECT TITLE: KELLY AVENUE REHABILITATION PROJECT

Category:	Streets			**Project Number:**	TBD		
Project Location:	Kelly Avenue, west of Highway 1			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	Previously Approved		
Initial Funding:	Unfunded	**Estimated Completion:**	TBD	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

This project will include the design and improvement of 4532 feet of Kelly Avenue, from Main Street to the beach, as a "Complete Street" project. Enhancements are anticipated to include improved pedestrian/bicycle access and drainage.



JUSTIFICATION:

The project will bring Kelly Avenue in conformance with the State's mandated Complete Streets Policy.

STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

This project is on hold until a funding source can be identified.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design							$ 75,000	$ 75,000
Prof.Serv/Env.							$ 75,000	$ 75,000
Construction							$ 2,680,000	$ 2,680,000
PM-CM							$ 670,000	$ 670,000
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,500,000**	**$ 3,500,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
UNFUNDED							$ 3,500,000	$ 3,500,000
TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,500,000**	**$ 3,500,000**

PROJECT TITLE: HIGHWAY 1/RUISSEAU FRANCAIS INTERSECTION IMPROVEMENT PROJECT

Category:	Streets			**Project Number:**	TBD		
Project Location:	Intersection at Ruisseau Francais Avenue and Highway 1			**Lead Department:**	Public Works		
Type:	Community Enhancement/Public Safety			**Status:**	NEW		
Initial Funding:	Unfunded	**Estimated Completion:**	TBD	**Fund Number:**	123	**Fund Name:**	Streets and Roads

DESCRIPTION:

This project includes a feasibility assessment, design, environmental permitting, and construction for intersection improvement, which may include a roundabout.



JUSTIFICATION:

This is a nonstandard intersection experiencing high traffic congestion.

STRATEGIC PLAN GOAL (please check all that apply)

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

ADDITIONAL DETAILS:

This project is intended to be run concurrently with the Eastside Parralel Trail North - Segment 2 project (#0595).

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design							$ 150,000	$ 150,000
Prof.Serv/Env.							$ 100,000	$ 100,000
Construction							$ 1,500,000	$ 1,500,000
PM-CM							$ 350,000	$ 350,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	**$ 2,100,000**	**$ 2,100,000**

SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund								$ -
Traffic Mitigation - Fund 112								$ -
UNFUNDED							$ 2,100,000	$ 2,100,000
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	**$ 2,100,000**	**$ 2,100,000**

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Veronika Vostinak, Sustainability Analyst

TITLE: **MIRAMONTES POINT SEA LEVEL RISE VULNERABILITY AND FISCAL IMPACT ASSESSMENT STUDY SESSION**

RECOMMENDATION:
Conduct a study session on the Miramontes Point Sea Level Vulnerability and Fiscal Impact Assessment.

FISCAL IMPACT:
There is no fiscal impact associated with this study session. The City Council approved a professional services agreement with the consultant. $58,500 was budgeted to contract with Integral Consulting Inc. to prepare the Miramontes Point Sea Level Rise Vulnerability and Fiscal Impact Assessment. Phase 1 ($30,000) was funded through the Public Works operating budget and Phase 2 ($28,500) was funded through Capital Improvement Project Number 1002 (Climate Action and Adaptation Plan).

STRATEGIC ELEMENT:
This action supports all Elements of the Strategic Plan.

BACKGROUND:
In April 2015, the City successfully secured a grant from the Ocean Protection Council to conduct a sea level rise (SLR) vulnerability assessment. The assessment addressed flooding, tsunami, and erosion risks exacerbated by sea level rise from the north end of the City limits to the north end of the Ocean Colony Golf Courses, at which point there was no longer USGS data available. This assessment was adopted by the City Council in April 2016. The City's 2016 SLR assessment was limited in geographic scope due to a lack of available USGS data. Since its completion, additional data for the area of Miramontes Point in southern Half Moon Bay to the south end of the city limits has become available.

In 2019, the County of San Mateo (County) began work on the South Coast Sea Level Rise Risk and Solutions Study, continuing south from Ocean Colony area to the Santa Cruz/San Mateo County line (South County).

In August 2019 the City initiated work on its Climate Action and Adaptation Plan (CAAP). The plan is comprised of two components: 1) climate action (strategies to reduce the City's greenhouse gas emissions/carbon footprint); and 2) adaptation strategies in light of climate change and sea level rise. Significant work has been undertaken on the Climate Action portion of the plan. Prior and future studies will provide foundational support to adaptation portions of the CAAP. No funding has been allocated for adaptation work.

In April 2020, the City's comprehensive update to the Local Coastal Land Use Plan (LUP) was certified by the Coastal Commission. The updated LUP incorporates policies about climate change and sea level rise, such as Policy 7-11 that calls for the City to use best available sea level rise science to periodically assess vulnerable assets and develop adaptation strategies.

While the County incorporated this area into their South County Study, staff believed the unique nature of the properties and location within the City limits (e.g. Coastal Trail, Ocean Colony Golf Courses and Ritz Carlton) warranted a more tailored approach and hired Integral to do a deeper dive. Following release of the South County study, City staff reached out to the Integral Consulting, Inc. (Integral), the County's consultant, to discuss expanding assessment and adaptation in the Ocean Colony area.

In November 2021, the City executed a contract with Integral Consulting Inc. (Integral) under the City Manager's authority to complete Phase 1 of a Sea Level Rise Vulnerability and Fiscal Impact Assessment (SLR Assessment). This work resulted in the consolidation of the entire City coastline into a single assessment. This allowed the County to proceed with South County work absent this small portion of the City. The current assessment was completed in two phases. Phase 1 included a vulnerability and economic impact assessment of the aforementioned area.

In December 2021, City and County staff provided an update to the City Council on the work being done by the County's South County study and the City's SLR Assessment and requested direction on Phase 2 of the SLR Assessment project. On February 1, 2022 The City Council approved an amendment request to fund and proceed with Phase 2 of the project. Phase 2 included topographic and image data collection of the area, evaluation of adaption alternatives, and public outreach.

DISCUSSION:

The Miramontes Point Sea Level Rise Vulnerability and Fiscal Impact Assessment focuses on the southern end of the City limits, encompassing the approximate one-mile stretch of coast extending from the southerly City limit to just south of Redondo Beach Road. Revenue from the Transient Occupancy Tax (TOT), sales tax, and property tax in this area generate accounts for a substantial percentage of the City's entire budget. This study area includes a popular section of

the California Coastal Trail, The Ritz Carlton Hotel, and two privately owned (open to public) golf courses (Old Course and Ocean Course).

The assessment was undertaken in two distinct phases. Phase 1 is an historical coastal bluff retreat analysis, using historical aerial photography, more recent lidar digital elevation models (DEMs), and a new photographic survey collected via drone in the winter of 2022 to understand the processes of bluff retreat and to generate rates of historical change for future vulnerability modeling. Cliff toe and bluff top edges were automatically extracted from the DEM surfaces using the U.S. Geological Survey (USGS) Cliff Delineation Tool and visually interpreted from the older aerial photography. The study then used the USGS Digital Shoreline Analysis System to measure rates and amount of change of the cliff toe and bluff top edge positions. The model accelerates historical rates of bluff retreat using future total water levels and generates exceedance curves for when the water levels will increasingly exceed both the cliff toe and the contact between the geologic units. The increase in the area beneath the exceedance curve through time is a proxy for accelerated rates of bluff retreat. The estimated future bluff top positions are then translated to maps that show the bands of future bluff position, and also evaluates what assets will be impacted in which period (2020–2040, 2040–2070, and 2070–2100). The study area was divided into six sections, extending from Section 1 in the north to Section 6 in the south. The report indicated that rates of erosion vary substantially along the study area, with the highest retreat rates occurring in the three northern sections, including Miramontes Point (near the most southerly portion of the Ritz-Carlton Hotel).

Phase 2 included a coastal bluff retreat vulnerability assessment that estimated what infrastructure would be at risk or lost due to bluff retreat with sea level rise for 2040, 2070, and 2100. The model used in the assessment, accelerates historical rates of bluff retreat using future total water levels and generates exceedance curves for when the water levels will increasingly exceed both the cliff toe and the contact between the geologic units. The increase in the area beneath the exceedance curve through time is a proxy for accelerated rates of bluff retreat. The estimated future bluff top positions are then translated to maps that show the bands of future bluff position, and also evaluates what assets will be impacted in which period (2020–2040, 2040–2070, and 2070–2100). Overall, the study found a rapid acceleration of bluff retreat, increasing through time, with the highest retreat rates in the northern four sections of the study area. Projections indicate that impacted infrastructure includes features associated with both golf courses, the Coastal Trail, the Ritz-Carlton Hotel and associated property amenities. Assets and infrastructure concentrated at Miramontes Point will experience the greatest impacts.

Additionally, the report outlines an estimate of the current economic value and the most feasible adaptation strategies for at-risk assets in the study area. Due to coastal regulations in California, and given the remoteness of the area, there are limited adaptation strategies available in the traditional, structural sense such as seawalls or riprap, and the strategies outlined in the assessment may slow bluff erosion but will not be sufficient to stop coastal retreat. As such, the forecasted bluff position estimates for 2040, 2070, and 2100 provide managers, decision makers, and owners with the tools needed to understand what will likely

need to be relocated, realigned, or removed, and what time horizons these actions will need to begin planning and implemented by to avoid these future erosion hazards.

ATTACHMENTS:
Draft City of Half Moon Bay, Miramontes Point Sea Level Rise Vulnerability and Fiscal Impact Assessment

City of Half Moon Bay, Miramontes Point

Sea Level Rise Vulnerability and Fiscal Impact Assessment



Photo: Integral Consulting, 2022

Prepared by

integral consulting inc.

200 Washington Street
Suite 201
Santa Cruz, CA 95060

August 10, 2022

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- Jennifer Chong, Public Works Program Manager
- John Doughty, Public Works Director
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Acronyms, Abbreviations, and Definitions

APN	Assessor's Parcel Number
basal unit	Lower geologic formation of the cliff
BID	Business Improvement District
bluff	Soft unconsolidated materials found in the marine terrace deposits
bluff contact	Location where the bluff meets the cliff
cliff	Hard consolidated rock under the bluff
CCC	California Coastal Commission
CoSMoS	Coastal Storm Modeling System
DEM	Digital Elevation Model
DSAS	Digital Shoreline Analysis System (USGS)
ENSO	El Niño Southern Oscillation
HMB	Half Moon Bay
MHW	Mean High Water
NOAA	National Oceanic and Atmospheric Administration
OPC	California Ocean Protection Council
PDO	Pacific Decadal Oscillation
SWL	still water level (observed tides including storm surge effects)
toe of the cliff	Location where the base of the cliff meets the beach
TOT	Transient Occupancy Tax
TWL	Total Water Level (tides + wave run-up)
USGS	U.S. Geological Survey
LCP	Local Coastal Program
LHMP	Local Hazard Mitigation Plan

Disclaimer

This study is part of an ongoing process to understand and prepare for coastal erosion associated with sea level rise for the City of Half Moon Bay around Miramontes Point. The maps and associated analyses are intended as planning tools to illustrate projected hazard exposure to existing infrastructure and other resources associated with a variety of future sea level rise scenarios.

There are inherent uncertainties associated with modeling and projecting future hazards and their potential impacts. Maps and tables produced for this report are based on model outputs and cannot account for all complex and dynamic ocean, terrestrial, and anthropogenic processes or future adaptation approaches such as shoreline protection. The contributors and sponsors of this product do not assume liability for any injury, death, or property damage.

Executive Summary

The City of Half Moon Bay (HMB) is a small incorporated city on the Pacific coast of central California 25 miles south of San Francisco. The majority of the city's coastal cliffs are of variable height, except for the area immediately adjacent to Pillar Point Harbor. Narrow beaches are located seaward of the cliffs in most locations. Seasonal winter storms impact the coast, eroding beaches and causing coastal bluff retreat.

The project study area is located near the southern boundary of the city. There are two golf courses, a Ritz-Carlton Hotel, and a popular section of the California Coastal Trail (hereafter referred to as the Coastal Trail). These recreational and tourism facilities are large contributors to the overall economy of Half Moon Bay, with revenue from the Ritz-Carlton Hotel representing nearly one-fifth of the entire city budget (Schnayerson 2021). There is growing concern that with continual seasonal storms and higher sea levels associated with climate change, some of the recreational facilities will be impacted. This leads to the need to understand possible future vulnerabilities and when the various facilities will be affected by retreating bluffs.

Integral Consulting Inc. (Integral) was awarded a contract with the City of HMB in December 2021 to conduct a **Miramontes Point Sea Level Rise Vulnerability and Fiscal Impact Assessment.** The project was undertaken in several phases. Phase 1 is a historical coastal bluff retreat analysis to understand the processes of bluff retreat and to generate rates of historical change which are required for future vulnerability modeling. This was accomplished using both historical aerial photography, more recent lidar digital elevation models (DEMs), and a new photographic survey collected via drone in the winter of 2022. Cliff toe and bluff top edges were automatically extracted from the DEM surfaces using the U.S. Geological Survey (USGS) Cliff Delineation Tool (Seymour et. al. 2016) and visually interpreted from the older aerial photography. The study then used the USGS Digital Shoreline Analysis System (Himmelstoss et. al. 2018) to measure rates and amount of change of the cliff toe and bluff top edge positions.

The study area was divided into six sections, extending from Section 1 in the north to Section 6 in the south. The sections are largely based on the orientation, geology, and morphology of the cliffs. The geology throughout the study area is variable in that there is a lower, basal unit of the Purisima Formation overlain by poorly consolidated marine terrace deposits. The Purisima Formation dips to the northeast, and as a result, its thickness in the cliff face varies from as low as three ft in the north to more than 30 ft to the south. The Purisima Formation is more resistant to erosion than the marine terrace deposits, and where wave runup exceeds, or will exceed in the future, the contact between the two units, and rates of bluff retreat are expected to be higher. As such, rates of erosion vary substantially along the study area, with the highest retreat rates occurring in the three northern sections, including Miramontes Point. The lowest rates were

measured in the southernmost section, where the thickness of the stronger basal unit is the highest.

As part of Phase 2, a coastal bluff retreat vulnerability assessment was undertaken to estimate what infrastructure would be at risk or lost due to bluff retreat in future periods with sea level rise for 2040, 2070, and 2100. Impacted infrastructure includes features associated with two golf courses, the Coastal Trail, the Ritz-Carlton Hotel, and associated hotel property amenities. Forecasting future bluff retreat position is a complex undertaking, and the methods used applied appropriate state of the science models. However, there are a number of associated assumptions and uncertainties, such that the outcomes presented in this report should be considered as estimates to be used for planning and decision-making, but are not absolute. As a result, the outcomes are presented as bands of potential future bluff positions to account for uncertainties.

The model used to forecast future bluff positions for this study is based on methods developed by ESA (2016) and adapted from work by Revell et al. (2011). The model is applicable for cliff compositions that have variable lithologies, like those found in the study area. The model accelerates historical rates of bluff retreat using future total water levels and generates exceedance curves for when the water levels will increasingly exceed both the cliff toe and the contact between the geologic units. The increase in the area beneath the exceedance curve through time is a proxy for accelerated rates of bluff retreat. The estimated future bluff top positions are then translated to maps that show the bands of future bluff position, and evaluate what assets will be impacted in which period (2020–2040, 2040–2070, and 2070–2100).

Overall, the study found a rapid acceleration of bluff retreat, increasing through time, with the highest retreat rates in the northern four sections of the study area. By 2040, features at risk include small portions of the Coastal Trail and two scenic overlook areas. By 2070, features at risk include a tee box, areas of rough in the bluff-adjacent portions of the golf course, as well as portions of the Coastal Trail. Features at risk by 2100 include fairways, greens, and tee boxes associated with the golf courses, nearly 1,500 ft of the Coastal Trail, and the Miramontes Terrace of the Ritz-Carlton Hotel, as well as 1,500 sq ft of the hotel structure. Assets and infrastructure concentrated at Miramontes Point will experience the greatest impacts.

Due to coastal regulations in California, and given the remoteness of this locale, there are limited adaptation strategies available in the traditional, structural sense such as seawalls or riprap. Reducing irrigation and possibly regrading certain areas may help to slow the retreat of the bluff, but will not be sufficient to stop it, as the bluff retreat is driven by a combination of marine and terrestrial processes. The forecasted bluff position bands for 2040, 2070, and 2100 time periods, however, do provide managers and decision makers with the tools needed to understand what will likely need to be relocated, realigned, or removed, and what time

horizons these actions will need to begin planning and implemented by to avoid these future erosion hazards.

1 INTRODUCTION

Purpose of this Study

The purpose of this study is to identify and project existing and future vulnerabilities, economic impacts, and adaptation planning options to coastal erosion hazards and sea level rise at the study site in southern Half Moon Bay (HMB). As sea level rises, the dynamics of beach erosion and bluff retreat will shift, increasing the risk of damage to two golf courses, a popular recreational trail, beach access infrastructure, and the Ritz-Carlton Hotel, which together constitute the study area.

This study will provide technical information based on the best science to understand when the various features on the bluff top will be impacted in the future with continued storms plus sea level rise forecast out to the year 2100. It will also provide an economic assessment of the impacts and losses to the community and the City of HMB. Although there is not a wide array of adaptation strategies available for this stretch of coastline due to the geomorphology, wave exposure, and state policies, the study does provide recommendations for viable adaptation strategies as well as suggested planning horizons for implementing the strategies.

Study Area

The Miramontes Point study area is located at the southern end of the City of HMB adjacent to the Ocean Colony and Cañada Cove neighborhoods and encompasses a one-mile stretch of coast between Redondo Beach and the city limit to the south (Figure 1-1).



Figure 1-1. Study area.

The area is characterized by medium to high coastal bluffs fronted by a relatively narrow beach. A golf course, recreation trail, and the Ritz-Carlton Hotel are on the top of the bluff within the study area. The recreation trail is part of the California Coastal Trail (hereinafter referred to as the Coastal Trail) and is a 10-ft-wide paved path located at the bluff top with a beach access stairway immediately north of Cañada Verde Creek in the middle of the study area. Cañada Verde Creek is the largest drainage in the area, and it creates a roughly 200-ft break in the bluffs (Figure 1-2). A small watercourse also drains at the northern section of the study area through the Old Course 18th fairway and is the outlet for stormwater from the Ocean Colony neighborhood to the east. The Ritz-Carlton Hotel is the only structure in the study area.



Figure 1-2. Drainage at Cañada Verde Creek. Source: *Integral Consulting, 2022*

The study area is crenulated, similar to many locations on the central California coast. There are changes in orientation, and numerous promontories and embayments; both of which impact the wave energy reaching the cliff during any given wave event. In addition, there are alongshore variations in the bluff elevation, the geological makeup of the cliff, and variable exposure of rocks in the surf zone that all influence rates of retreat. To accommodate the variations, for the

vulnerability assessment and the forecasts of future cliff retreat, the study area was divided into six sections (Figure 1-1).

The largest coastal promontory in the study area, Miramontes Point, is located in the southern portion of Section 2. Another small, unnamed point (referred to herein as Manhattan Beach Point) defines the boundary between Sections 5 and 6, south of Cañada Verde Creek. Manhattan Beach stretches along most of Sections 3–6 and can be accessed from the stairs at Cañada Verde Creek, although the southern stretch of the beach south of Manhattan Beach Point is narrow and is rarely accessible. Three Rocks Beach is a narrow stretch of beach within Sections 1–2 and is seasonally accessible from Manhattan Beach when tides are low enough for one to walk around Miramontes Point (Figure 1-1).

The study area is a popular destination for tourists and locals for recreation, including golfing, walking and biking along the Coastal Trail, and visiting the beach. As mentioned in the City's Local Coastal Program, the long-term viability of and access to the Coastal Trail is a community priority, as it widely serves residents and visitors alike as a significant recreational, scenic, and low-cost visitor-serving experience (City of Half Moon Bay 2020).

2 COASTAL PROCESSES AND HAZARDS

Coastal processes along the HMB coast that create coastal hazards include tides, waves, and related storm conditions. An important measure of coastal hazards is the total water level (TWL) elevation—the combined effect of wave run-up height, storm surge, tides, and sea level elevations (Figure 2-1). River discharge is not a contributing factor to TWL in the study area. A combination of large waves occurring at high tides during storm conditions poses the largest potential for coastal erosion; including beach erosion and bluff retreat. As sea levels rise, both the wave run-up dynamics and the tide elevations will change, leading to higher total water levels for longer durations. Each coastal process is summarized below.

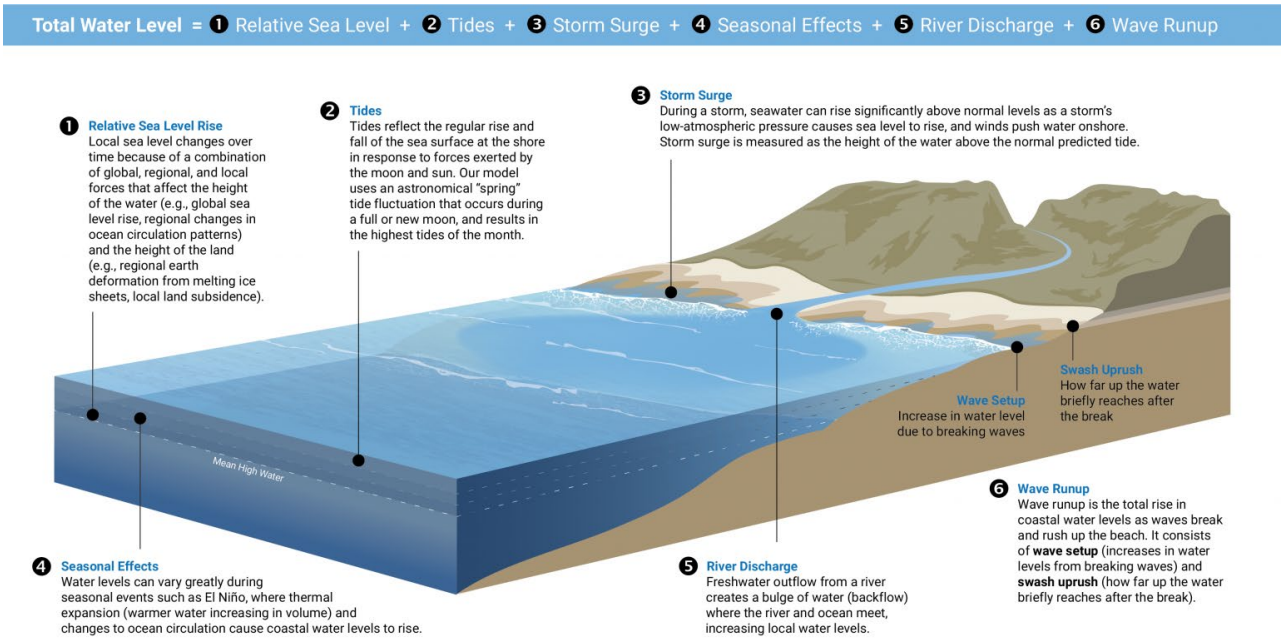


Figure 2-1. Conceptual diagram of the components of total water level. Image courtesy of Our Coast Our Future Web Platform (Point Blue and USGS 2021).

2.1 Waves

Waves created by distant and local winds, are one of the key drivers of wave run-up and resulting coastal change. When distantly generated waves approach the coast as swell, they interact with coastal and bathymetric features. A wave measured at a buoy offshore in deep water is quite different from one that breaks at the coast. Although Pillar Point refracts waves in the vicinity of Pillar Point Harbor and the coastline to the immediate south, the study area for this analysis is too far south to be impacted, and therefore is openly exposed to waves and swell from any westerly direction.

The waves that approach the study site are characterized by three dominant types, depending on their wave source and direction. The northern hemisphere waves typically are generated by cyclones in the North Pacific during the winter and bring the largest waves (up to 25 ft). The southern hemisphere waves are generated in the Southern Ocean during the summer months and produce smaller waves with longer wave periods (greater than 20 seconds). Local wind waves are generated throughout the year; either because of storms coming ashore during the winter, or strong sea breezes in the spring and summer. The shoreline varies in orientation throughout the site, trending either north–northwest or north–northeast, and therefore may be affected differently by the angles of wave approach.

Most wave energy approaches the study site from the northwest and west (Storlazzi and Wingfield 2005). This swell tends to peak in size and period during the winter months. Additional wave energy from the northwest approaches the area in the form of wind waves, which occur frequently between April and October (Storlazzi and Wingfield 2005). During the summer months, strong storms in the southern hemisphere generate swell, although this occurs with less frequency and intensity (Figure 2-2). Wave climate fluctuates over interannual and longer time periods with ocean-atmosphere oscillations like the El Niño southern oscillation (ENSO). These storms tend to follow a more southerly track when El Niño conditions are strongest, resulting in more erosion potential for the study area. El Niño conditions generally occur every three to seven years, with particularly intense events every 10 to 20 years (Storlazzi and Griggs 2000). There are also longer-term climatic oscillations such as the Pacific decadal oscillation (PDO). PDO warm phases have been associated with periods of increased storm frequency and intensity, resulting in accelerated erosion rates (Orme et al. 2011; Russell and Griggs 2012).

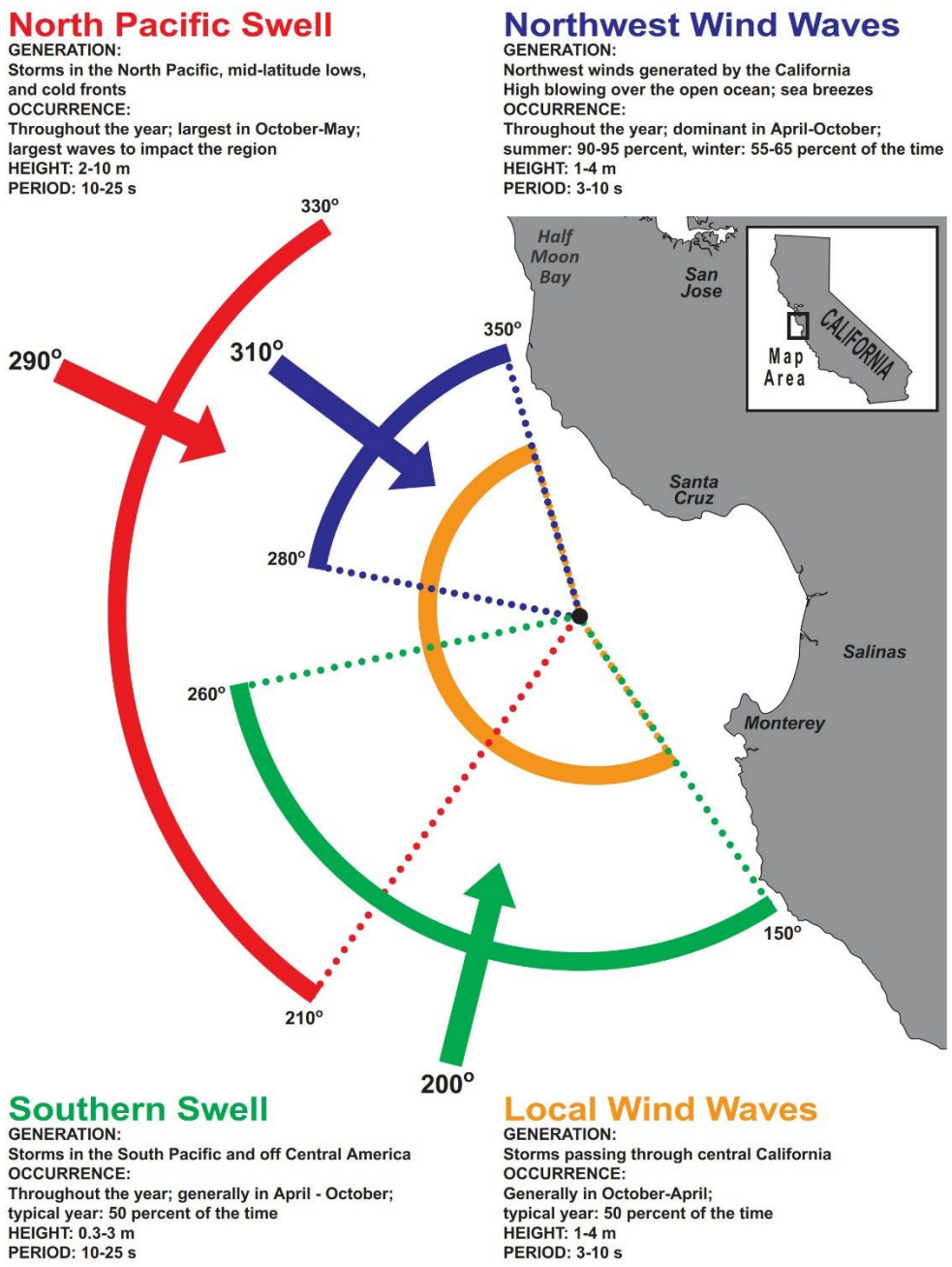


Figure 2-2. General wave patterns (degrees of azimuth) along the Central Coast (1993–2002) (Storlazzi and Wingfield 2005).

Waves change as they approach the shore, and bathymetry and wave conditions drive this change in a process called wave transformation, which is an important component in assessing vulnerabilities for this project. Waves break offshore at depths that are related to the wave height and the wave period. In general, the bigger the wave and the longer the wave period, the

deeper the water the wave will break. Smaller waves can travel much closer to shore before breaking and often pose more risk of causing damage than larger waves. Once the wave breaks, it runs up the shoreline and the slopes and roughness affect its elevation and inland extent across the surf zone and beach. Depending on the frequency of breaking waves, wave setup can occur when a series of breaking waves pile up water allowing subsequent waves to travel closer to shore before breaking with more energy. As sea levels rise, not only will the still water level (SWL) be affected, but the deeper water close to shore will allow waves to break closer to shore with less potential to dissipate the wave energy.

The U.S. Geological Survey (USGS) has created a database of nearshore waves that include hindcast, as well as modeled historical and future projected waves for the coast of California, as part of the Coastal Storm Modeling System (CoSMoS; https://www.usgs.gov/data/coastal-storm-modeling-system-cosmos-southern-california-v30-phase-2). The wave data are derived from a series of wave buoys located in deeper water. This study utilized the USGS nearshore wave data to then calculate total water levels at the study site (see the Methodology and Approach section in this report for additional detail).

2.2 Tides and Water Level Data

Tides in the study area are mixed, predominantly semidiurnal, and are composed of two low and two high water levels of unequal heights per 24.8-hour tidal cycle. Typically, the largest tide ranges in a year occur in late December to early January when the moon and sun are in alignment and closest in their orbits to the earth. These astronomical high tides are known as "king tides," and often result in coastal flooding unrelated to storm events.

Maximum water levels occur due to astronomical tides, wind surges, wave setup, density anomalies, long waves (including tsunamis), and El Niño and PDO events. On longer time scales, the tides will reach higher elevations as sea level rise rates accelerate. The San Francisco Station 9414290, the station nearest to HMB with readings extending to the mid-1800s, is shown below (Figure 2-3). The relative sea level rise trend in this graph shows 1.97 mm/yr. with a 95 percent confidence interval of ±0.18 mm/yr. based on monthly mean sea level data from 1897 to 2020, which is equivalent to a change of 0.65 ft in 100 years. These measured local relative sea level rise trends when compared to the global average provide estimates of land motion, in this case, the land is rising, but just not as fast as sea levels.

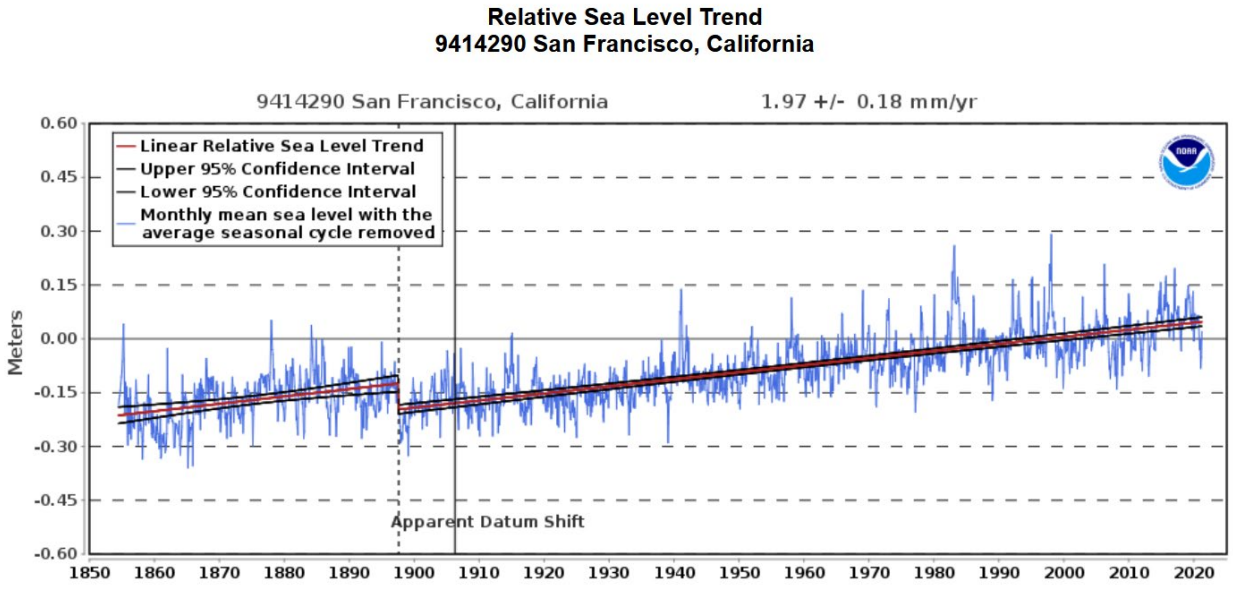


Figure 2-3. Relative sea level trend for the NOAA San Francisco tide gauge (Station 9414290)

2.3 Sea Level Rise

Sea level rise is not the same everywhere around the world. Due to local differences in tectonic uplift; isostatic rebound; subsidence caused by oil, gas, and groundwater extraction; and saltwater intrusion; the land itself is moving vertically. According to OPC (2018), California experienced about seven inches of sea level rise from 1905 to 2005, and the rate of increase is projected to continue to increase over this century. Based on the updated sea level rise science, in 2018, the California Ocean Protection Council (OPC) and California Coastal Commission (CCC) both issued guidance documents that are meant to guide local jurisdictions on sea level rise planning. They are:

- State of California Sea-Level Rise Guidance Year 2018 Update, adopted by OPC in 2018
- CCC Sea Level Rise Policy Guidance, certified by the Coastal Commission in 2018

Based on this guidance, this study used a medium–high-risk aversion scenario which sees 6.5 ft of sea level rise between 2020 and 2100 (Figure 2-4).

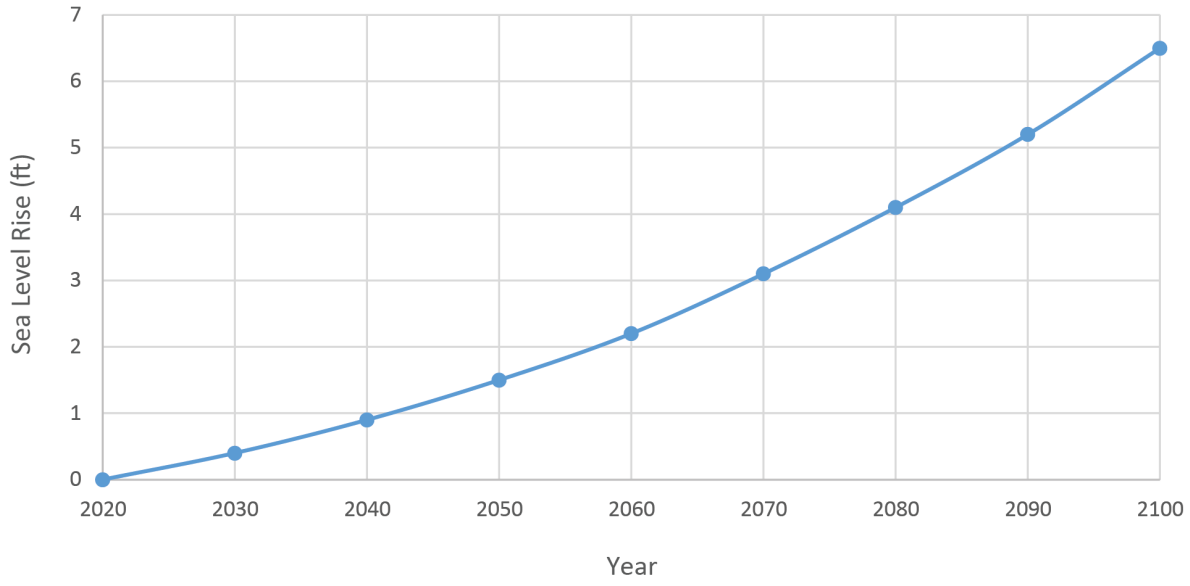


Figure 2-4. Study-specific rate of sea level rise from 2020 to 2100, based on OPC Guidance (2018).

2.4 Coastal Erosion

Several important physical processes shape the coastline in the study area—beach erosion and progradation, and coastal bluff retreat. Beaches can gain or lose sand in both the cross-shore and alongshore directions. Beaches are continually shaped by waves, and a common pattern along the central California coast is for beaches to erode in the winter in response to winter storms, then gradually build back in the summer. The beaches in the study area vary in width, and wider beaches provide more protection to the coastal cliffs. As sea levels rise, however, even the relatively wider beaches will experience more inundation and the duration that the cliffs are exposed to wave energy will increase. Beaches also change due to the alongshore transport of sediment, and within the study area, the dominant direction of transport is from the northwest to the southeast (Griggs and Patsch 2007). This means that if a beach to the north erodes, some of the sediment will gradually move to the south and may cause beaches at the site to prograde.

Coastal bluff retreat processes are somewhat more complex due to the episodic nature of bluff failure that can be driven by marine, terrestrial, or human-induced forcing. Over time, the more frequently coastal cliffs are exposed to waves, the more they will retreat. As wave energy and scouring attack the cliff base, this can lead to instability and bluff failure. For a time, the bluff material from the retreat event may stay on the beach, protecting it from further wave attacks. However, this material will gradually erode, leaving the bluff exposed once again.

Coastal bluffs can also retreat after heavy precipitation events or a series of high rainfall days. In general, there is a lag time between rainfall events and bluff failure. As the rain infiltrates and saturates the bluff-forming material and increases the pore pressure, it can drive retreat occurrences. Rainfall can also cause erosion in very soft bluffs via overland flow, as the rain cascades over the bluff top and down the cliff face, the running water can form rivulets and small gullies. It is fairly common for big storm events to have both large waves and high rainfall, which results in coastal bluff retreat from a combination of the two.

One of the predominant ways that human activities drive bluff retreat is by irrigation near the bluff top. These activities are generally associated with landscaping or agriculture. In the study area, both the golf courses and the Ritz-Carlton Hotel irrigate extensively. This is made apparent by the vegetation growing along the basal unit highlighted by the red ovals in Figure 2-5. Note that saturation through the basal unit is highly variable, as is apparent with the relative lack of vegetation growing at the point itself. This can saturate the basal unit and weaken it, thus accelerating erosion.



Figure 2-5. Miramontes Point, with patches of vegetation evidence of high groundwater highlighted by the red ovals. Source: *Integral Consulting, 2022*

Overall, coastal erosion is episodic and nonlinear, making it difficult to estimate the position of the bluff top for any given future year. A portion of bluff may retreat one year, and then remain relatively stable for many years after. As a result, bluff retreat rates are highly variable year to year, and across spatial scales.

2.5 Geology and Geomorphology

The cliffs within the study area are composed of Miocene to late-Pliocene siltstones and mudstones of the Purisima Formation, which are overlain by Pleistocene marine terrace deposits. The Purisima Formation is more resistant to erosion than the overlying marine terrace deposits, which are composed of loosely consolidated gravels, sands, and clays. As a result, in many areas, especially in the northern and central parts of the study area, the slopes of the two

units are different, with the Purisima Formation forming a near-vertical face and the marine terrace deposits generally more gently sloping (Figure 2-6). In some areas, the marine terrace deposits have eroded more quickly than the underlying Purisima Formation creating a ledge or platform. The Purisima Formation dips to the northeast and as a result, the thickness of the basal unit exposed varies significantly along the length of the study area, ranging from only a thin layer less than three ft thick in the north to more than 30 ft thick in the southern area (Figure 2-7).

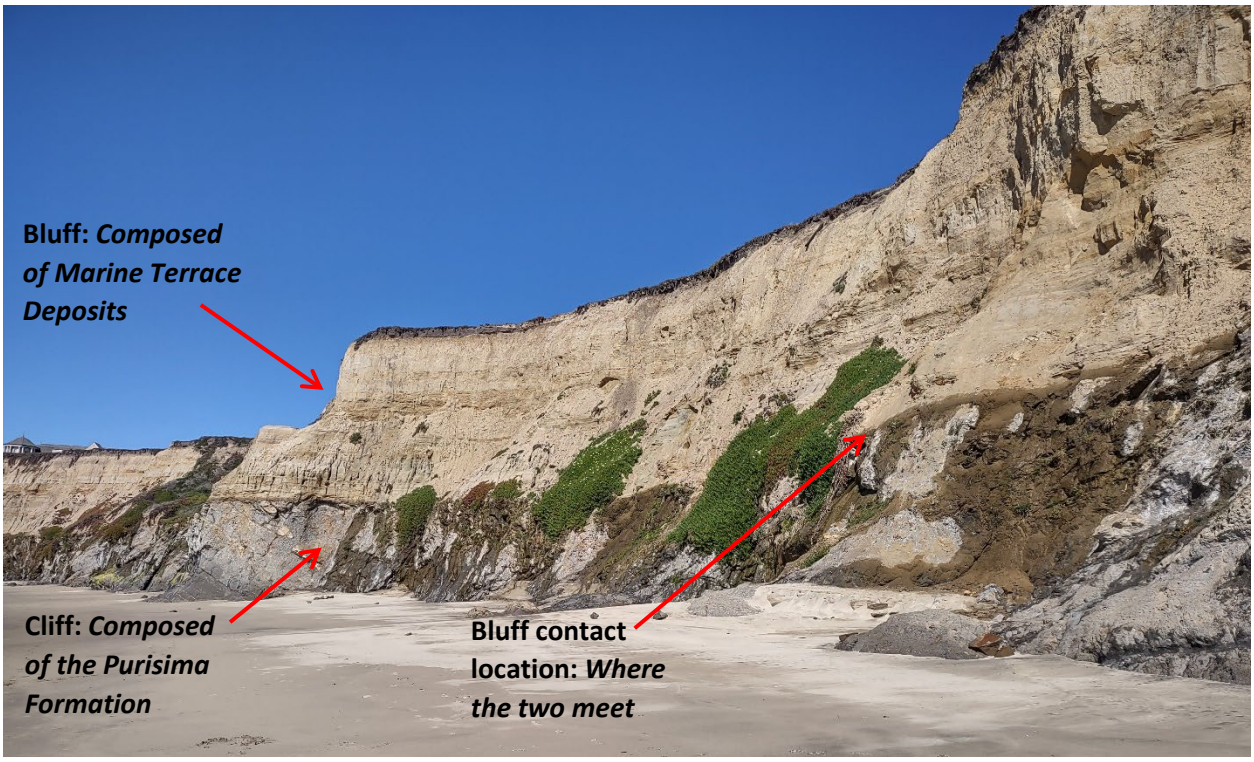


Figure 2-6. Lower portion of cliff is comprised of the Purisima Formation, which forms a steeper slope in most locales as compared to the upper bluff marine terrace deposits. Source: *Integral Consulting, 2022*

2.6 Historical Erosion Section Overview

This section provides a series of study area diagrams, maps, and a description of each section along with an overview of locations of historical erosion as well as sea caves and undercuts of the basal unit. Included in each section is a three-panel map comparing cliff feature locations over time. Note that the historical three-panel maps include bluff-top locations for all three years, 1932, 1965, and 2022, however, the cliff toe is unresolvable in the imagery prior to 1965. As a result, while historical bluff retreat is calculated using all dataset years, toe retreat is only calculated from 1965 to 2022.

Where previous studies have been made available, results have been compared in this study for reference. Site-specific studies were available for areas in Section 2, where findings were

compared to previous studies by the Bay Area Geotechnical Group in 2004 and from AECOM in 2017. Direct comparison of historical erosion rates is difficult because they rely on different data sources, cover different time periods, utilize different bluff-top delineation techniques and transect orientations, and report different statistics.

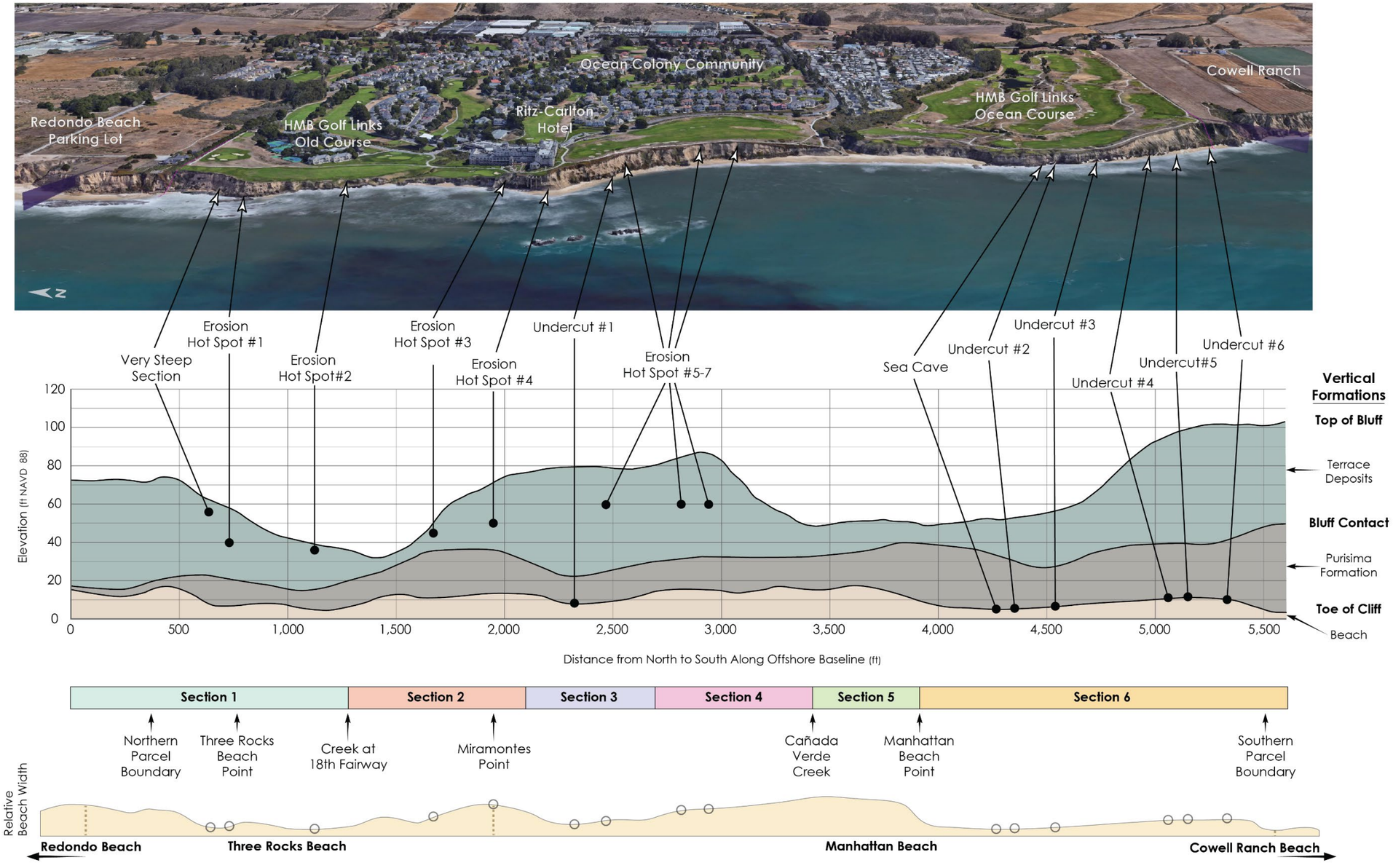


Figure 2-7. Site characteristics showing major points of interest and erosion features.

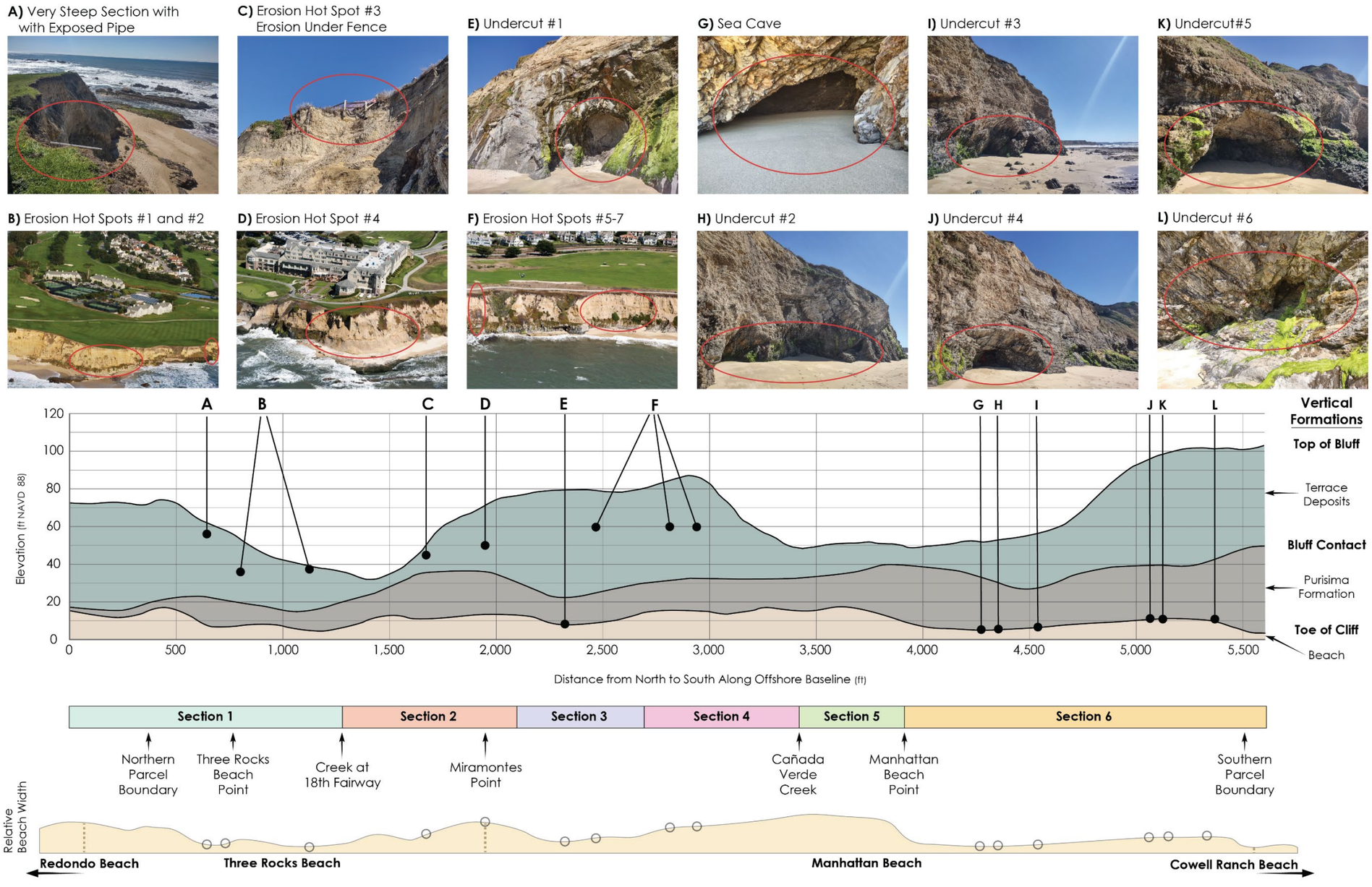


Figure 2-8. Site characteristics showing field photos.

	Statistic	Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Entire Study Area
Lateral Statistics	**Av. Shore Orientation** *(Azimuth in °)*	254°	257°	220°	243°	276°	242°	248°
	Total Number of **Transects**	38	25	18	22	15	51	169
	Total Section Length *(ft along Bluff Top)*	1,463	838	717	840	856	1,816	6,531
Horizontal Statistics	*Average* **Dry Sand Beach Width** *(ft)*	47	62	40	89	121	22	53
	Average **Beach Slope** *(from MHW to Toe in °)*	9.0°	7.1°	8.5°	7.1°	4.9°	6.9°	6.9°
	Average **Cliff Face Slope** *(from Toe to Top in °)*	44°	52°	54°	56°	45°	55°	51°
Vertical Statistics	*Average* **Bluff Top El.** *(ft)*	58.1	52.0	78.0	70.3	50.1	74.1	65.0
	Average **Bluff Contact El.** *(ft)*	17.2	31.5	25.3	31.7	35.9	36.6	29.6
	Average **Toe of Cliff El.** *(ft)*	9.4	11.3	9.8	15.6	15.3	7.5	10.5

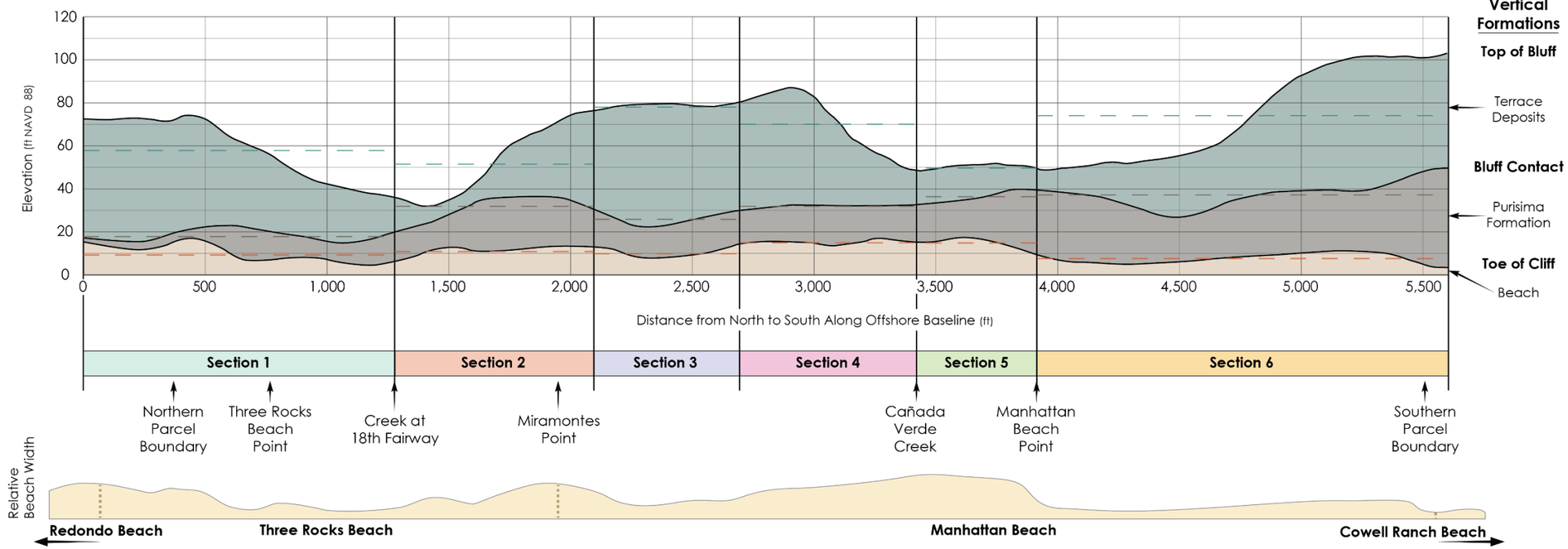


Figure 2-9. Site characteristics showing section-by-section geomorphic parameters.

2.6.1 Section 1. Redondo Beach to Three Rocks Beach

Section 1 extends from Redondo Beach at the northern end of the HMB Golf Links to a small creek that drains at the 18th hole fairway, and is defined by a narrow beach in the southern area and a wider beach in the north. This section is punctuated by a coastal promontory referred to herein as Three Rocks Beach Point and there is rock outcropping in the nearshore waters just off of the point. The 18th hole of the Old Course lies on top of the bluff (Figure 2-10). This part of the course was first built in the early 1970s, then redesigned in 2000, when the 18th hole tee boxes, many of which were once close to the bluff-top edge, were moved inland ~30 ft.

This section is oriented north–northeast along its northern half and north–northwest south of Three Rocks Beach Point. The exposure of the Purisima Formation in this section ranges from less than three ft at the northern end and thickens to ~ 10 ft on the southern end, and the bluff is more than 70 ft in elevation to the north and slopes down to a low of ~38 ft in the south towards the small creek (Figure 2-9 and Figure 2-10).

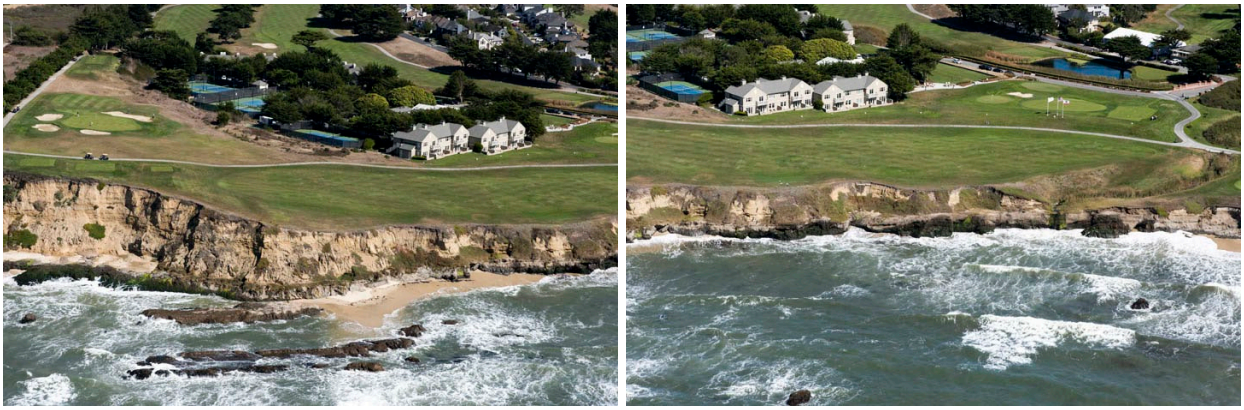


Figure 2-10. Section 1. Source: *Kenneth & Gabrielle Adelman, 2019*

Section 1) Three Rocks Beach to Redondo Beach

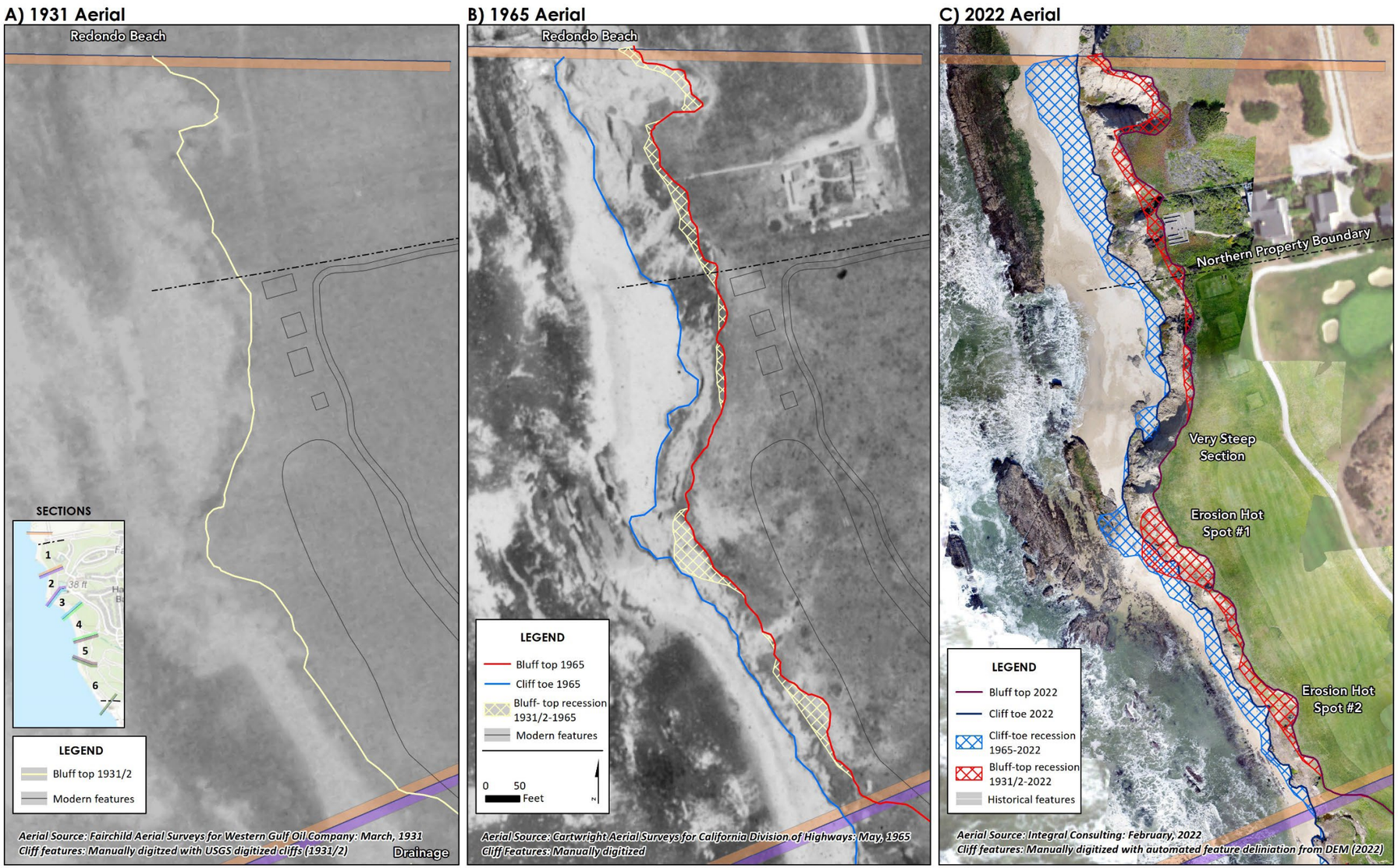


Figure 2-11. Historical and modern aerial photographs from 1931 (A), 1965 (B), and 2022 (C) of Section 1, the northernmost section of the study area. The hatched areas in panels B and C represent areas where there has been retreat of the cliff toe or bluff-top edge.

Erosion Hot Spots #1 and #2

Figure 2-11 shows aerial images of Section 1 from 1931 (A), 1965 (B), and 2022 (C). The hatched areas, which are areas of retreat of the cliff toe and bluff-top edge indicate a substantial amount of toe retreat between 1965 and 2022, and gradual retreat of the bluff top edge, except for two erosion hot spots directly at and just south of Three Rocks Beach Point. Significant loss of the toe can be seen after 1972, as at this point the toe can still be seen to extend to the location of the first set of lateral offshore rock (Figure 2-12).



Figure 2-12. The location of the toe at Three Rocks Beach Point can be seen to extend out the location of the offshore rock. Source: *Kenneth & Gabrielle Adelman, 1972*

Area of Erosion Concern: Very Steep Section

The area just shoreward of the 18th hole tee boxes, extending ~60 ft long and ~20–25 ft high above a wave-cut platform, is a very steep section of bluff that is near-vertical towards the top of the bluff face (see 'Very Steep Section' in Figure 2-11 panel C, Figure 2-13). Despite significant erosion at Three Rocks Beach Point, there has been very little change in the bluff-top location in this stretch from 1931/2 to 2022. This location may be protected due to the offshore rock, a more protected shore orientation, and a wider beach than the area to the immediate south. Despite this, the area may be at increased vulnerability to erosion as sea levels rise and wave attack of soft bluff accelerates.



Figure 2-13. Very steep section near the 18th hole tee boxes. Source: *Google Earth, 2022*

2.6.2 Section 2. Three Rocks Beach to Miramontes Point

Section 2 extends from the creek at the 18th fairway to Miramontes Point and the Ritz-Carlton Hotel (Figure 2-14). Historically, a parking lot and vehicle turnaround terminated at Miramontes Point and are visible in historical aerials between the early 1960s to the 1980s. Due to the threat of coastal erosion, the golf course was redesigned in 2000 with a change in the approach to the green, the green itself, and two sand traps that were close to the bluff-top edge, which were replaced with a single trap further from the bluff-top edge. Due to continued erosion, the Miramontes Point overlook lawn has been moved inland about 15 ft. The previous layout of both the golf course and the overlook lawn can be seen in Figure 2-18.

This section is concave alongshore to Miramontes Point in the southern portion of the section, where the orientation takes a sharp turn to orient north–northwest. The average elevation of the bluffs in Section 2 is 52 ft but there is a significant increase from north to south, with the lowest bluff elevation in the study area of ~30 ft where a small drainage exists in the 18th fairway. In the southern portion of Section 2, the bluffs increase to more than 75 ft in elevation at Miramontes Point. A rock outcrop, known as Three Rocks, is located in the nearshore.

The thickness of the Purisima Formation is also quite variable in Section 2, increasing from ~10 ft in the north to a maximum of 36 ft in thickness at Miramontes Point. The marine terrace deposits also thicken from north to south contributing to the overall increase in bluff height to the south. The average cliff face in Section 2 is also steeper than in Section 1.



Figure 2-14. Section 2: Three Rocks Beach to Miramontes Point. *Source: Kenneth & Gabrielle Adelman, 2019*



Figure 2-15. Miramontes Point before the development of Ocean Colony. Source: *Kenneth & Gabrielle Adelman, 1972*

Section 2) Miramontes Point to Three Rocks Beach

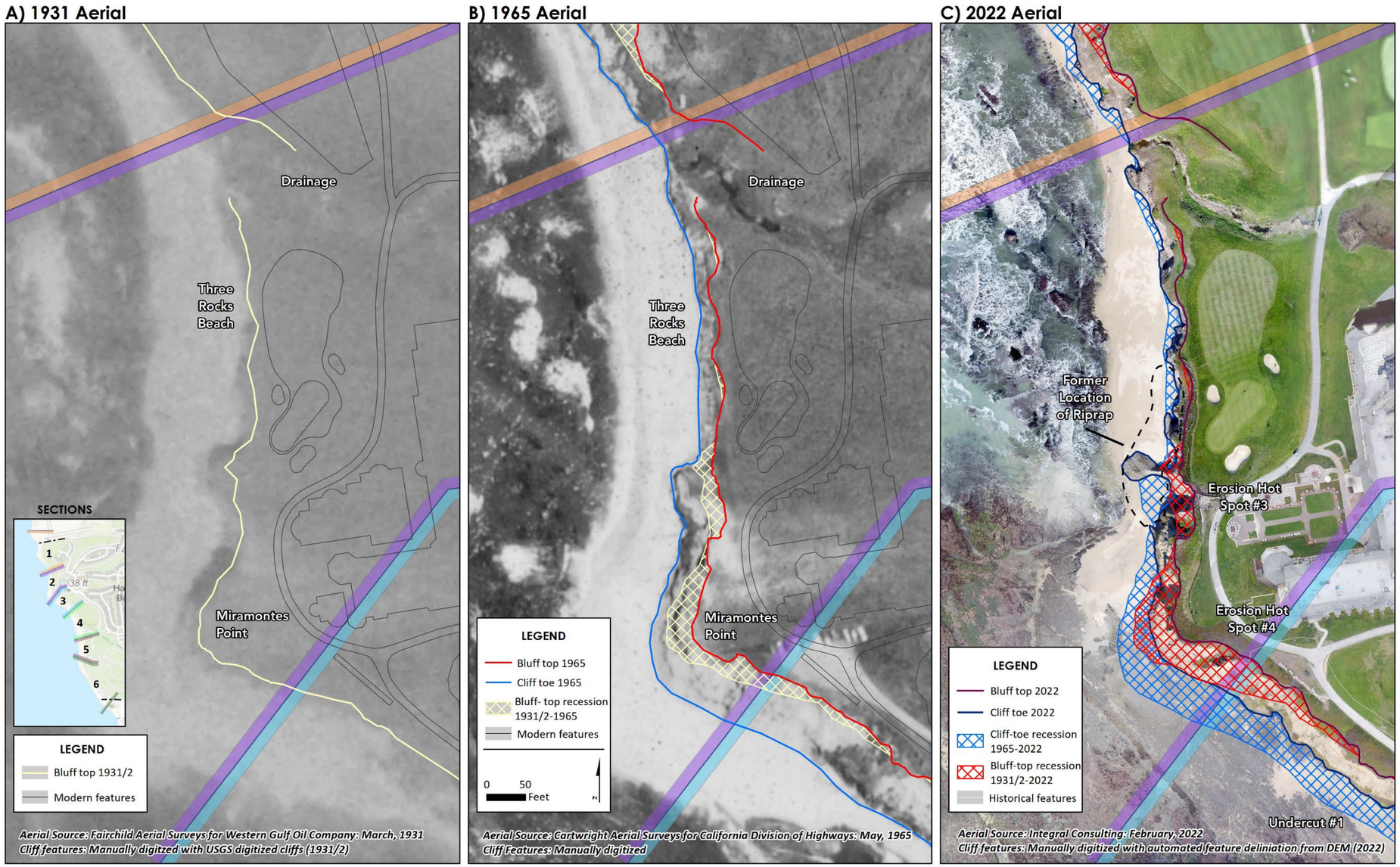


Figure 2-16. Historical and modern aerial photographs from 1931 (A), 1965 (B), and 2022 (C) of Section 2, the portion of the study area that includes Miramontes Point and the Ritz-Carlton.

Erosion Hot Spot #3—Near the Old Course 18th Green and Hotel Ocean Lawn

The Bay Area Geotechnical Group led a study in 2002 focused on the area fronting the Old Course 18th Green (Erosion Hot Spot #3 on the maps, and the blue circle in Figure 2-17), and it noted 30 ft of erosion between 1963 and 1973 with a dramatic erosion event in the winter of 1972–1973, where ~15 ft of the bluff was lost. It also noted that between 1973-1998, approximately 10-15 ft of erosion occurred, for total erosion of ~45ft between 1963 and 1998 (CCC 2005). This corresponds to our analysis, albeit at a slightly higher rate, where we found ~10 ft between 1931/2 and 1956, ~15 ft between 1956 and 1965, and ~15 ft between 1965 and 2020, for total erosion of ~40 ft between 1931/2 and 2022.



Figure 2-17. Left: Blue circle – Location of Bay Area Geotechnical Study in 2002. Red circle – Location of erosion near the Ocean Lawn of the Ritz-Carlton Hotel, 2006. Right: A fence was erected, which has been subsequently undermined, in 2022. Source: *Kenneth & Gabrielle Adelman 2006 & Integral Consulting, 2022.*

Armoring, in the form of riprap that was in place from 1998 to 2004, is assumed to have slowed erosion rates over that period, and erosion appears to have accelerated after the riprap was removed. The fact that the fence is currently overhanging the bluff by up to three ft is indicative of more recent erosion, likely following the winter of 2017–2018. The Coastal Trail is now located within ~18 ft of the top edge of the bluff near this location.

Although the point is somewhat protected in the nearshore by the Three Rocks outcrop, the rates of erosion at the point are among the highest in the study area. Examination of a series of historical aerial photographs, and confirmed by a site visit, indicates that the Purisima Formation at the point is continually saturated, likely weakening the bedrock material in this isolated zone. The cause of the saturation needs to be investigated to understand the controlling factors; which could be related to lithology, structures such as joints or faults, or focused infiltration of groundwater.



Figure 2-18 Left - Riprap in place in 2002. Exposed pier foundation structure in the late 2000s. Source: *Kenneth & Gabrielle Adelman, 2002, VisualHunt.com CC*.

Erosion Hot Spot #4—Miramontes Point

Due to concerns about erosion, the Ritz-Carlton Hotel contracted AECOM to study and monitor erosion at Miramontes Point. In its 2018 report, AECOM reported ~45–55 ft of erosion since 1973, just over a foot per year on average (Simpson 2017) (Figure 2-19). From our analysis, we have found a net bluff-top recession of ~ 30–40 ft over a similar period (1964 and 2022), and 50–70 ft since 1931/2, which corresponds to a slightly lower rate of 0.5–0.9 ft a year.

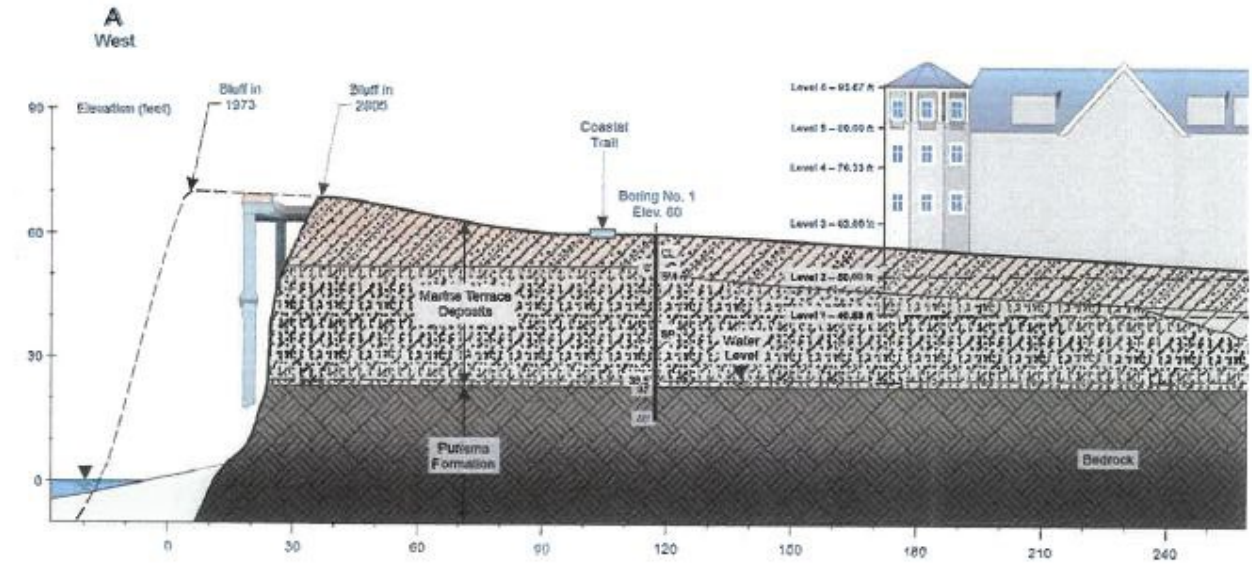


Figure 2-19. Geologic cross section at the Miramontes Point from the AECOM study, 2017.

2.6.3 Section 3. Miramontes Point to Manhattan Beach North

Section 3 extends from Miramontes Point to the fairway of the 18th hole of the Ocean Course. The section is oriented north–northwest and encompasses an area with a relatively narrow stretch of beach. The elevation where the terrace deposits make contact with the Purisima Formation (bluff contact) is around 25 ft, and the bluff top is ~70 ft in elevation. The Coastal Trail runs throughout this section and is as close as 20 ft from the bluff-top edge in some locations.



Figure 2-20. Section 3: Miramontes Point to Manhattan Beach North. Source: *Kenneth & Gabrielle Adelman, 2019*

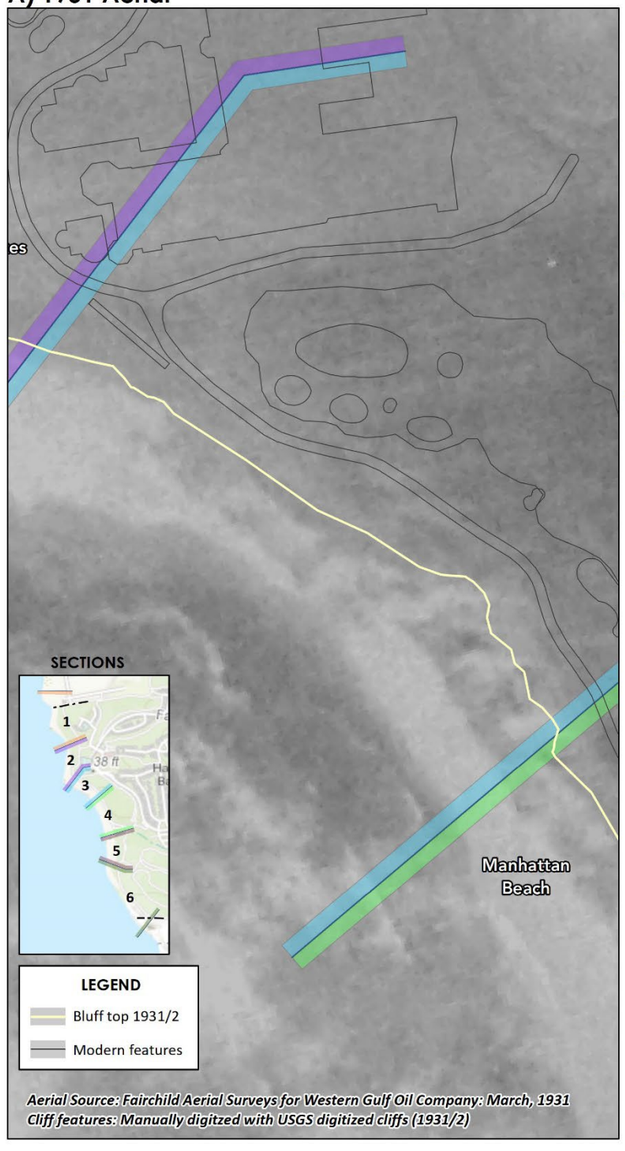
The bluff has small undercuts where the beach is very narrow, and there is less rock in the offshore than in other areas. With little rock to dissipate waves, more wave energy reaches the bluff toe, abrading out small undercuts.

Erosion Hot Spot #5 – Manhattan Beach North

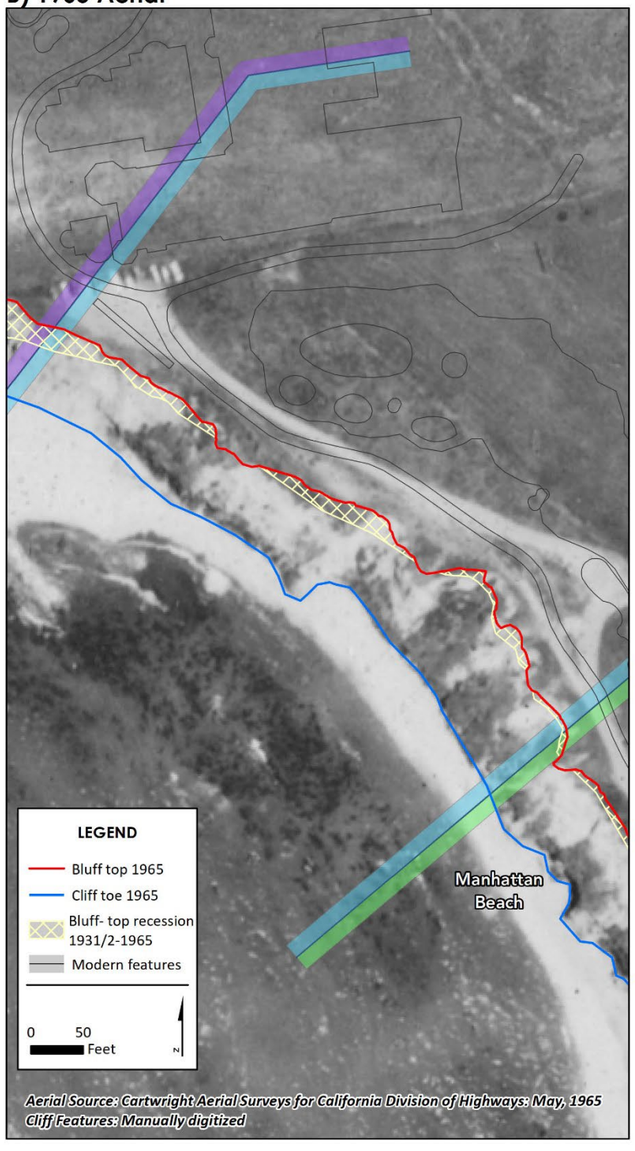
Between 1931/2 and 1956, erosion hot spot #5 shows the loss of approximately 20–25 ft of bluff-top in some areas, with very little change since then. In historical images before 1965, there is a small outcrop in the toe at this location, and from 1982 onward, this feature is no longer apparent. The loss of this outcrop and erosion of the toe has not been related to any significant change in the bluff-top edge over this period.

Section 3) Manhattan Beach North

A) 1931 Aerial



B) 1965 Aerial



C) 2022 Aerial



Figure 2-21. Historical and modern aerial photographs from 1931 (A), 1965 (B), and 2022 (C) of Section 3.

2.6.4 Section 4. Manhattan Beach North to Cañada Verde Creek

Section 4 extends from the 18th hole fairway of the HMB Golf Links Old Course to Cañada Verde Creek, is oriented north–northwest, and encompasses an area with a wider stretch of beach than Section 3. The wider beach provides more protection to the base of the cliff from wave attack. The average elevation of the bluffs is ~32 ft, with the bluff-top approximately 85 ft high in the northern area, then gently sloping downward towards Cañada Verde Creek in the south where it is approximately 50 ft in elevation. The Coastal Trail runs throughout this section and is as little as 20 ft from the bluff-top edge in some areas (Figure 2-20). Historically, a parking lot and vehicle turnaround were located in the lower area near the current beach access stairway and are visible in historical aerials between 1960 and 1980 (Figure 2-22). Before the stairway was built, informal beach access trails were visible.

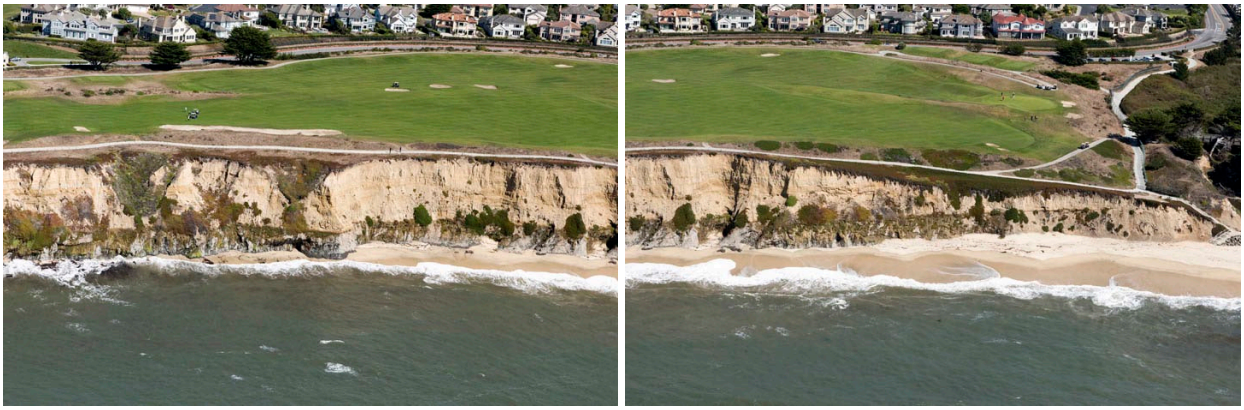


Figure 2-22. Section 4: Manhattan Beach North to Cañada Verde Creek. Source: *Kenneth & Gabrielle Adelman, 2019*

Erosion Hot Spot #6 and #7 – Manhattan Beach

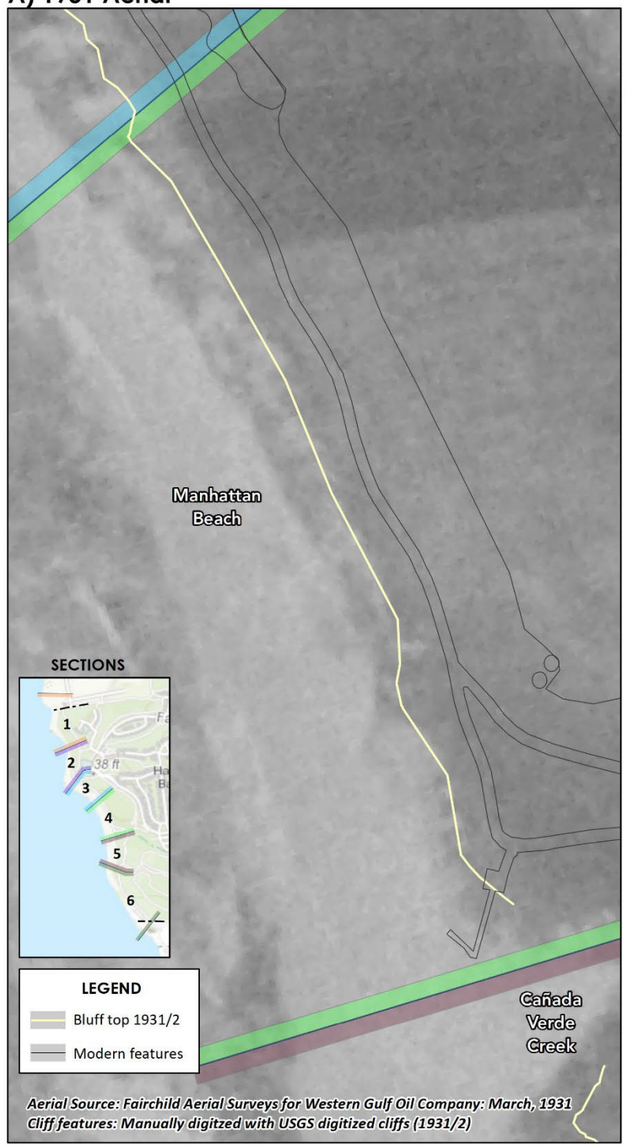
There is little change in the position of the bluff top between 1931/2 and 1956. Between 1956 and 1965, however, ~ 10 ft of bluff-top recession is observed in some places, and between 1965 and 2010, another 10 ft of erosion is observed in the same locations. Currently, the area identified as erosion hot spot #7 is very steep and the concave shape where bluff failures have occurred is indicative of recent, rapid erosion (Figure 2-23). There has been a significant amount of cliff toe erosion in the area stretching between erosion hot spots #6 and #7, as measured between 1965 and 2022 (Figure 2-22).



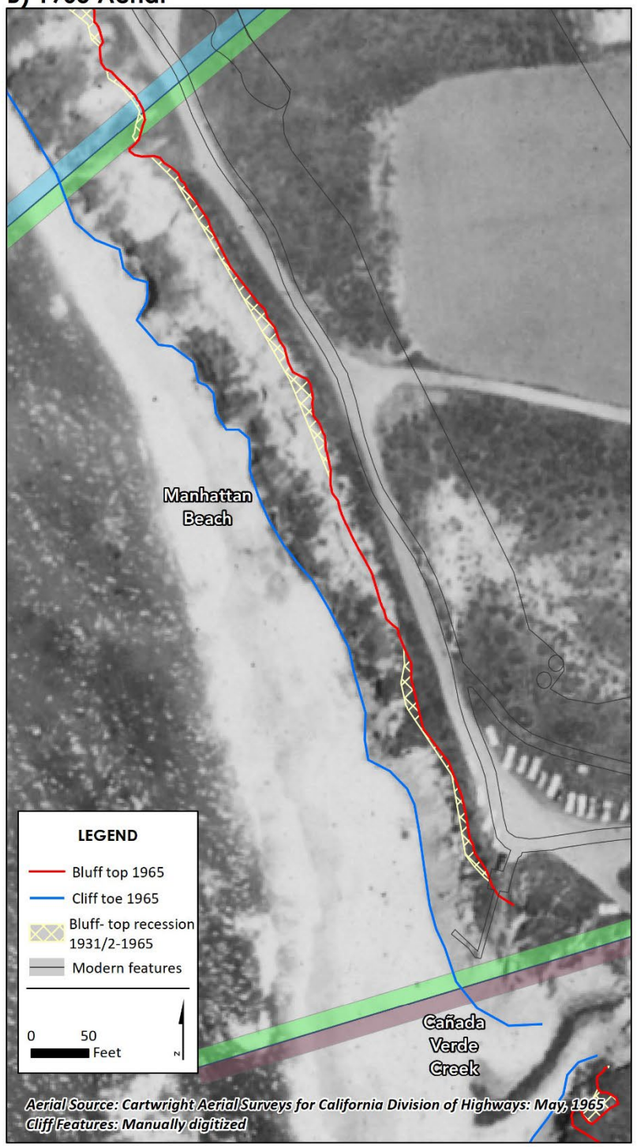
Figure 2-23. Steep and concave bluff is indicative of recent, rapid erosion at hot spot #7. Source: *Google Earth, 2022*

Section 4) Manhattan Beach

A) 1931 Aerial



B) 1965 Aerial



C) 2022 Aerial



Figure 2-24. Historical and modern aerial photographs from 1931 (A), 1965 (B), and 2022 (C) of Section 4

2.6.5 Section 5. Manhattan Beach South

Section 5 is located between Cañada Verde Creek and a small point where there is a change in shore orientation, referred to in this report as Manhattan Beach Point (Figure 2-23). The 17th hole of the Ocean Course is located at the top of the bluff in Section 5. The section is concave and oriented north to north–northeast with the orientation taking a turn in the southern part of the section. The beach is wide to the north and narrows to the south. The basal Purisima Formation is relatively thick in this section accounting for about 70 percent of the total cliff height. The average bluff-top elevation is 50 ft, and the elevation of the marine terrace deposit contact is around 36 ft. The section is characterized by numerous gullies cutting down through the marine terrace deposits and into the Purisima Formation in some locations. Gullying is indicative of overland flow cutting channels into the surficial material, although an investigation of specific processes is beyond the scope of this study.

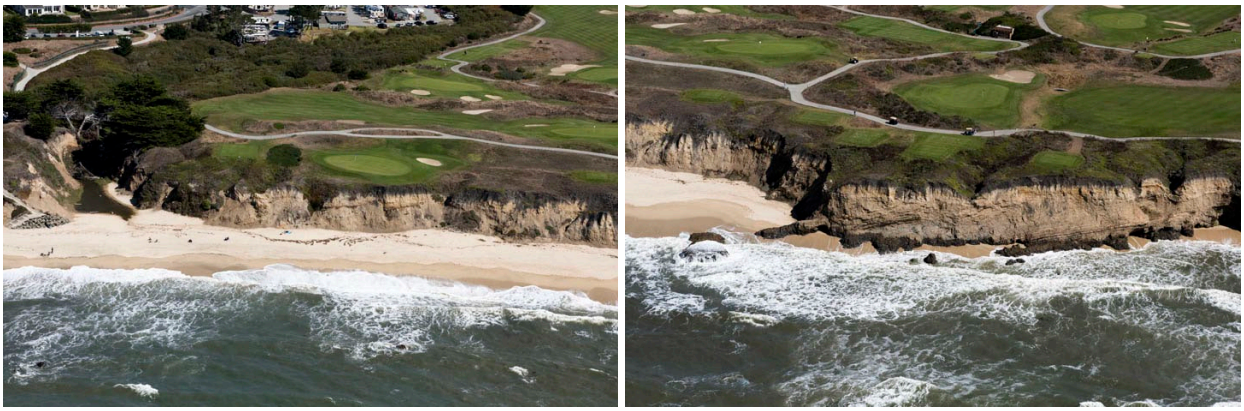


Figure 2-25. Section 5: Manhattan Beach North to Cañada Verde Creek. Source *Kenneth & Gabrielle Adelman, 2019*

The historical rates of cliff toe erosion are relatively low compared to the more northern sections (Figure 2-23), and most erosion of the bluff top is in the southern portion of Section 5 and appears to have occurred primarily between 1931/2 and 1965, with little additional retreat in the period from 1965 to 2002.

The beach north of Manhattan Beach Point is wide compared to the beach south of the point. A linear outcrop of the Purisima Formation that extends from the base of the cliff, as well as outcrops in the surf zone likely reduce sand from moving south along the coast, acting somewhat like a natural groin that impounds sand and helps maintain a wider beach. In addition, Cañada Verde Creek supplies some sediment to the system in the area north of Manhattan Beach Point. If the linear outcrop erodes in the future, the protective wide beach may experience increased erosion.

Section 5) Manhattan Beach South

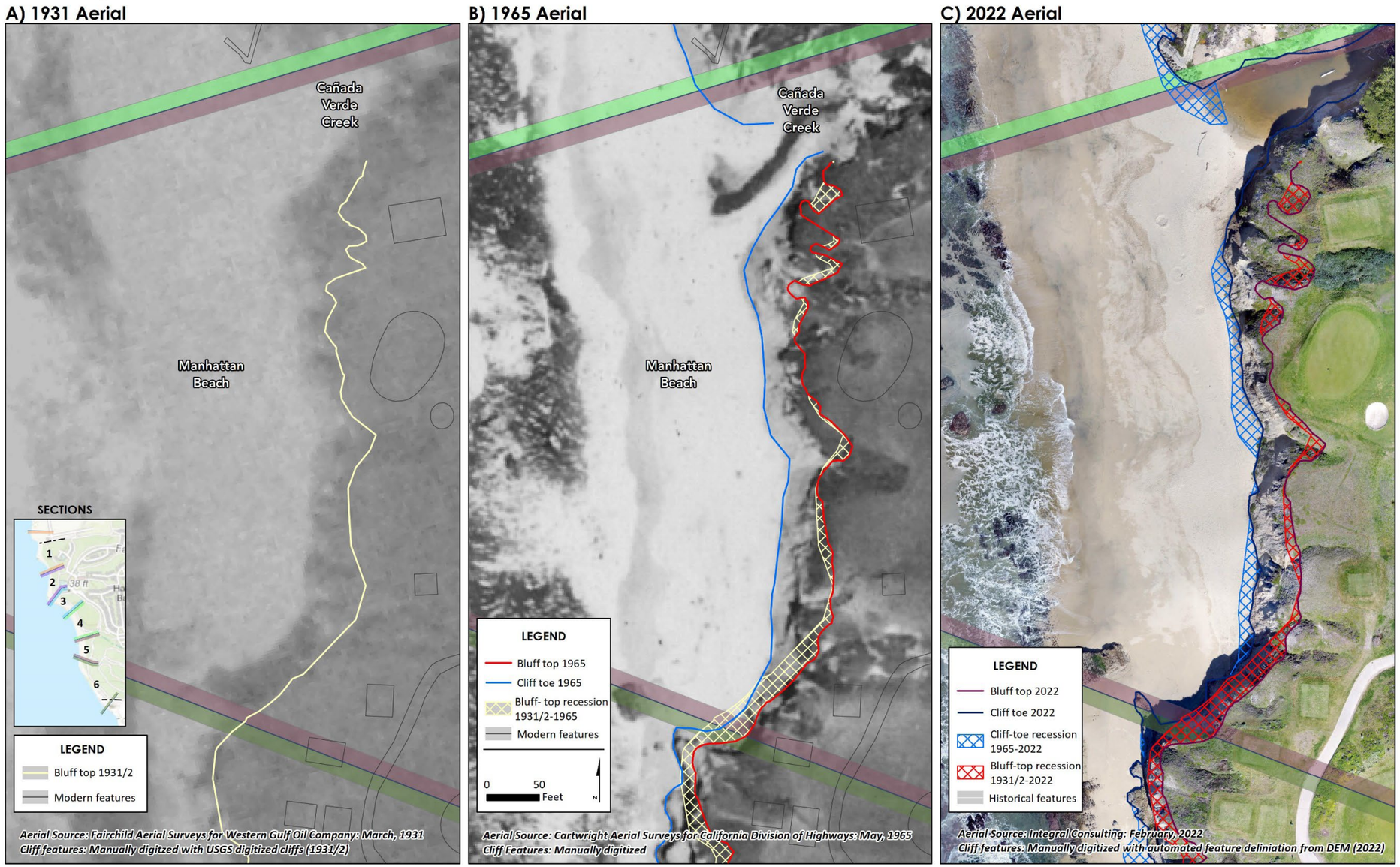


Figure 2-26. Historical and modern aerial photographs from 1931 (A), 1965 (B), and 2022 (C) of Section 5.

2.6.6 Section 6. Manhattan Beach South to HMB City Line

Section 6 extends from Manhattan Beach Point to the HMB City line (Figure 2-27). The Coastal Trail is as close as 10 ft from the bluff-top edge in some areas of this section. There is a small drainage at the northern end of the section between the 17th hole tee boxes where there is a small bridge for the Coastal Trail.

The section is oriented north–northwest and gradually increases in elevation from approximately 50 ft in the south to just over 100 ft in the southern portion of the section. As the height of the bluff increases, the slope of the bluff face of the terrace deposits decreases. The beach is very narrow in this section and there are numerous undercuts at the base of the cliff. Waves frequently impact the base of the bluff due to the narrow beach, as is evidenced in Figure 2-28, where waves reach the base of the bluff and the wave splash has created a wetted surface on the lower portion of the cliff. However, the area is protected by offshore rock that dissipates wave energy, so that the waves reaching the base of the cliff are fairly low in energy. The Purisima Formation is fairly thick in this section (~30 ft) and as such, the elevation of the contact between the marine terrace deposits and the Purisima Formation is relatively high, especially on the southern end.



Figure 2-27. Section 6: Manhattan Beach South to HMB City Line. Source: *Kenneth & Gabrielle Adelman, 2019*



Figure 2-28. Waves crashing along the cliff of Section 6 near the 17th tee boxes. Source: *Kenneth & Gabrielle Adelman, 2002*

Erosion rates overall are low throughout this section based on the historical imagery (Figure 2-27). The rates of bluff retreat in Section 6 are so low that they are within the range of positional uncertainty of our ability to delineate bluff features. The greatest toe recession in this section has occurred in the northern area in proximity of a sea cave and undercut #2. The sea cave is visible in Figure 2-28 below the southern tee box for the 17th hole.

Section 6) Cowell Ranch to Manhattan Beach

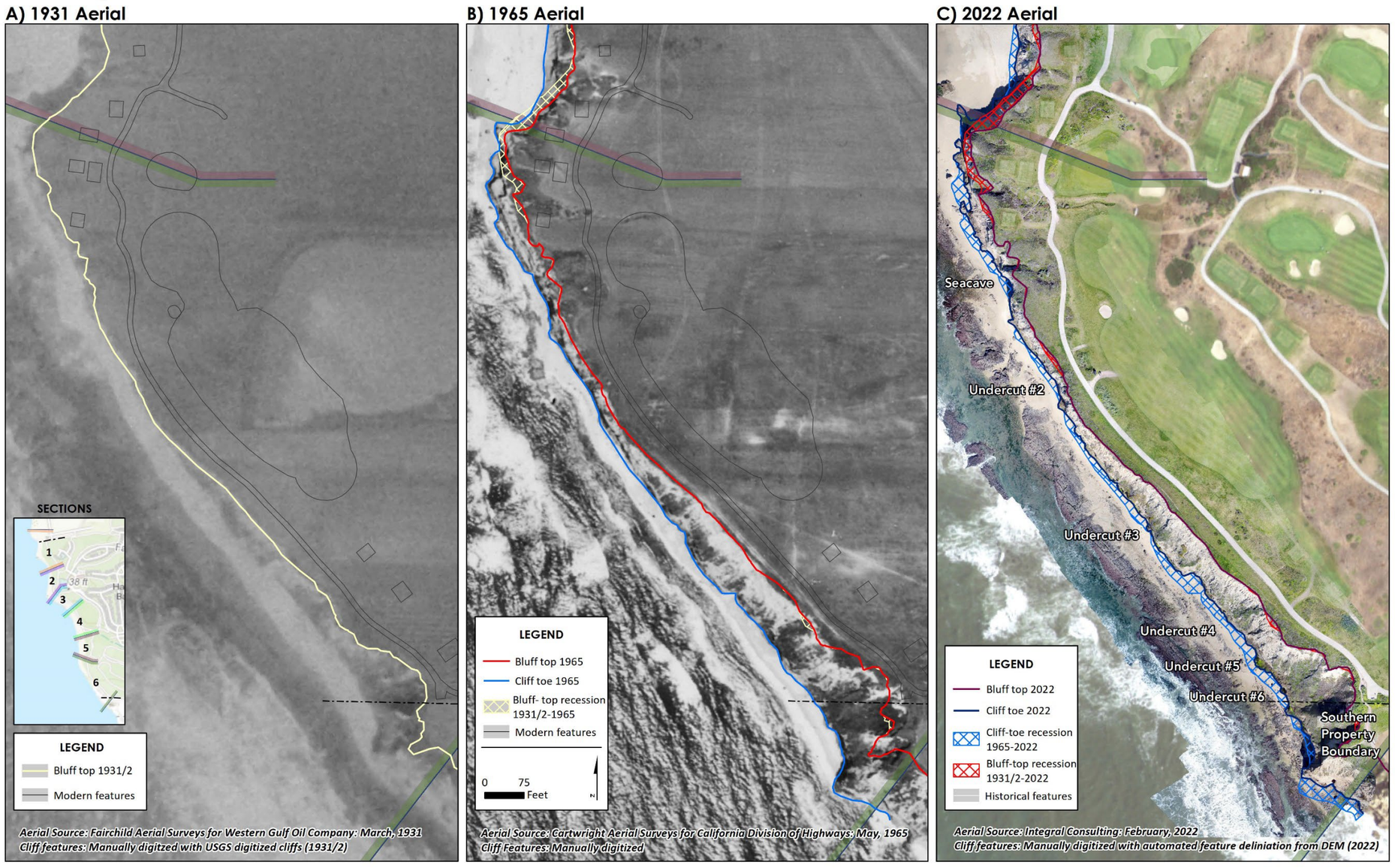


Figure 2-29. Historical and modern aerial photographs from 1931 (A), 1965 (B), and 2022 (C) of Section 6.

2.7 Coastal Armoring and Anthropogenic Terrace Changes

In the early 1970s, a developer erected a 7,300 sq ft concrete and steel foundation structure at Miramontes Point. Over the years the pier and grade structure became exposed due to erosion and collapsed on the beach, and ~160 linear feet of concrete and steel piers fronting the Ritz-Carlton were removed in 2018 (Simpson 2017) (Figure 2-30, Figure 2-31). In addition, ~200 ft of riprap fronting the Ritz-Carlton Hotel and the 18th hole of the HMB Golf Links Old Course was added without a permit in 1998. This structure was removed in 2007 and 2008 (CCC 2005) (Figure 2-30).

There was some regrading and deposition of fill when the hotel was initially built. Additionally, through year-round irrigation of the golf courses, there has been increased infiltration to the substrate. This has the potential to accelerate erosion by weakening the bluff-forming material and increasing pore pressures, which drives failures.



Figure 2-30. Left: Riprap structure and foundation piers in place, 2004. Right: Riprap is no longer present and some of the foundation piers were removed in 2019. Source: *Kenneth & Gabrielle Adelman 2004 & 2019*



Figure 2-31. Remnants of the foundation piers that remain, 2022. These piers were not fully exposed from the bluff in the 2004 image. Source: *Integral Consulting, 2022*



Figure 2-32. Toe protection of beach access stairway. Source: *Integral Consulting, 2022*

Toe protection in the form of engineered riprap is located at the base of the beach access stairway at Cañada Verde Creek (Figure 2-32). While this toe protection may become increasingly vulnerable to scouring and structural failure in the future, this study has not specifically evaluated this.

3 METHODOLOGY AND APPROACH

This section describes the methods used to determine historical erosion rates and forecast future bluff positions.

3.1 Shore Sections and Subsection Block Delineation

The one-mile study area is divided into six sections (Figure 1-1). The sections were delineated based on coastal orientation, geology, and beach width. Sections were then split into smaller subsection blocks by grouping transects with similar characteristics. The blocks are typically 50–150 ft alongshore and contain between three and six transects.

3.2 Beach and Cliff Feature Delineation

Topographic features were generated from historical data sets for seven years: 1931/2, 1956, 1965, 2009/10, 2014, 2017, and 2022 (Table 3-1).

Table 3-1. Data Sets Used in Cliff Feature Delineation

Year	Type	Source	Elevation Data Resolution	Flight Resolution	QA Source	Image Resolution (ft)	Positional Certainty for Cliff Feature Delineation
1931	Aerial	Western Gulf Oil Company (now Chevron)	N/A	1:18,000	USGS Digitized Cliffs 1931/2	2.5	Low
1956	Aerial	USDA	N/A	1:20,000	none	3	Medium-Low
1965	Aerial	California Division of Highways (now Caltrans)	N/A	1:12,000	none	1.5	Medium
2009/10	Lidar DEM	NOAA	3.3 ft	N/A	USDA Aerial 2009	2	Medium-High
2014	Lidar DEM	USACE	3.3 ft	N/A	USDA Aerial 2014	2	Medium-High
2017	Lidar DEM	SM County	3.3 ft	N/A	USDA and SM County Aerials 2018	2	High
2022	SFM DEM	Integral	0.2 ft	N/A	Integral Drone Flight 2022	0.05	Very High

Beach and cliff profiles were analyzed to identify topographic features that were pertinent to the coastal erosion analysis, including the bluff-top edge, contact between the Purisima Formation and the marine terrace deposits, cliff toe location, and beach width and slope. Representative transects spaced 10 meters (33 ft) alongshore were generated using the DSAS Tool for ArcGIS (Himmelstoss et. al. 2018).

Bluff-Top Features and Elevations

Bluff-top edge features were delineated using a combination of both historic aerial photos as well as historic elevation data. The historic aerials required manual photo interpretation and the historic elevation data allowed for automated extraction techniques.

For the years when no digital elevation data were available (1931/2, 1956, and 1965), edge features were digitized manually based on aerial photograph interpretation. The quality of the 1931 aerial photographs was quite poor, so USGS-digitized cliff edges from the National Assessment of Shoreline Change for the years 1931/2 (Hapke and Reid 2007) were used as a feature reference.

For years with digital elevation data (1998, 2004, 2017, and 2022), cliff feature delineation was automated using the USGS Cliff Feature Delineation Tool performed at each cross-shore transect (Seymour et. al. 2016). All geomorphic feature locations were then mapped over high-resolution aerial imagery with multi-directional hillshade to manually correct and verify automated feature interpretation.

Terrace Deposit Contact Elevations

The terrace deposit contact location was determined using an interpretation of the 2022 high-resolution drone-based imagery and multi-directional hillshade, and contact elevations were taken as a weighted average of the high-resolution 2016 USGS DEM.

Cliff-Toe Features and Elevations

Only two reference years were developed for this study: 1965 and 2022. Aerial images before 1965 had insufficient image quality for manual determination of toe locations, and DEM resolution needed to be very high resolution for accurate feature toe detection. Cliff-toe features for 2022 were delineated using automated extraction techniques and manually corrected based on aerial photo interpretation.

Backshore Beach Width and Slope

For this study, beach width and slope were derived from the distance between the mean high water (MHW) line to the cliff toe (dry beach). Where offshore rocks interrupted the MHW line, the foreshore line was drawn on the shoreward side of the rock. To better simulate winter conditions (when most erosion occurs), a composite elevation surface was generated taking the

lowest elevation from the three most recent high-resolution DEMs (2014, 2016, and 2017). Backshore beach slope was determined by taking the average slope for each study area section.

Uncertainty

The location of cliff feature positions includes a degree of uncertainty related to manual digitizing error, which is dependent on image quality and tonal contrast, error related to the spatial resolution of the DEMs, and for the aerial photographs, positional error related to georeferencing of the historical aerial as well as distortions and displacement related to camera altitude, orientation, tilt, lens properties, the film printing process, and the terrain relief itself, which can significantly affect interpretations of feature locations (Hapke 2004). These factors combined yield an uncertainty value that is incorporated into the historical erosion analysis and is calculated in a quadrature method (Hapke and Reid 2007).

3.3 Rate of Sea Level Rise

The rate of sea level rise used is based on OPC (2018) guidance and the select scenarios were confirmed with the City of HMB. For more information see Section 2.3.

3.4 Nearshore Wave, Total Water Levels, and Exceedance Curve Calculations

Wave properties, including wave height, period, and direction, were derived from unpublished data as part of the USGS nearshore waves for the central California data set (Hegermiller et al. 2017). This data set was part of a larger model that was incorporated into CoSMoS. The time series of nearshore waves along the central California coast, including hindcasted for 1980–2010 and projected to 2010–2100, was done using global climate model forcing for 1975–2005 and 2012–2100. Each section in the study area was linked to the nearest nearshore station location, with a total of five stations matched. Due to the large variation in beach width, Section 1 was split out into two subsections (a and b) for the analysis, but they are not shown separately in the results. The Stockdon wave runup equation was then used to determine TWLs along each study area section (Stockdon et al. 2006) (Figure 3-1).

These TWL elevations were turned into exceedance curves for each section. These exceedance curves show how frequently wave run up elevations are reached over time (Figure 3-2). For example, a 1% exceedance would be the equivalent of a 100-year storm wave run up elevation.

Once these curves are generated for existing conditions, then the curves are elevated with the projected sea level rise for each decade (Figure 3-3). The difference in the area below the decadal sea level rise adjusted exceedance curves represents an increase in the cumulative hours of wave attack and is used to accelerate erosion rates in the modeling effort (see Section 3-5).

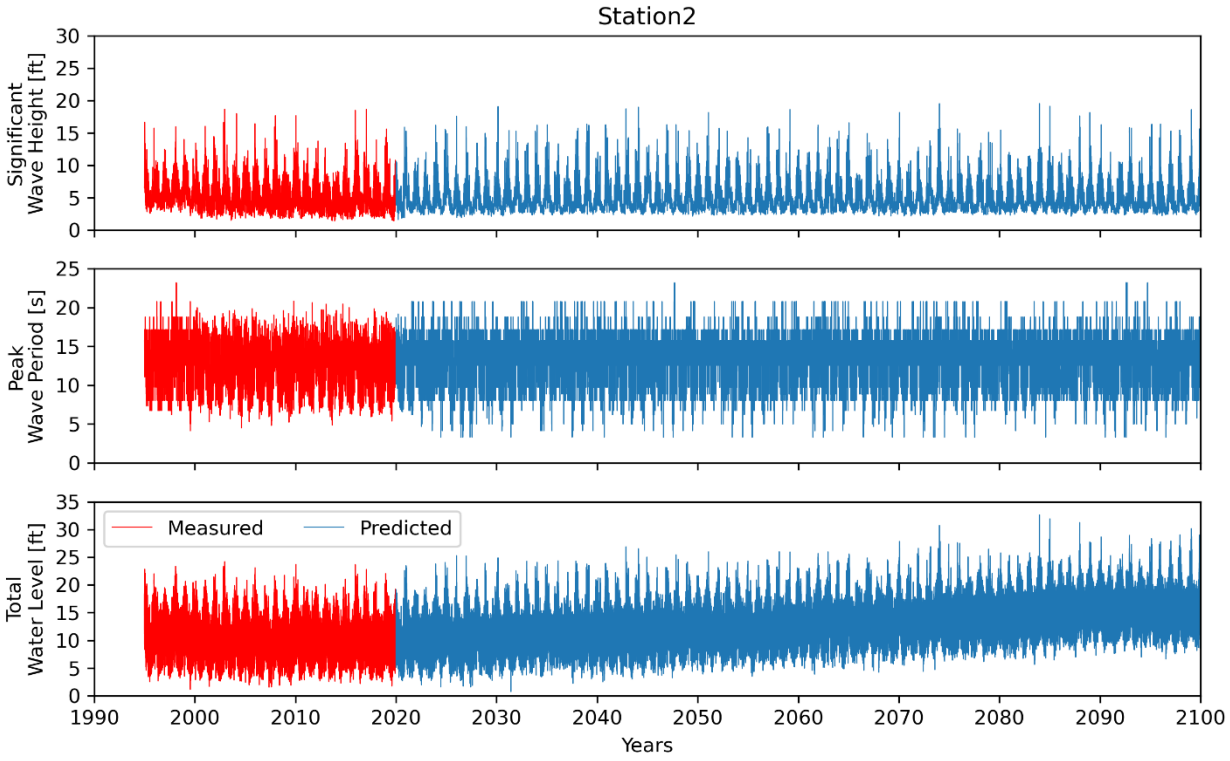


Figure 3-1. Example of wave parameters including significant wave height, peak period, as well as total water level for the nearshore at Station 2 (corresponding to Section 2).

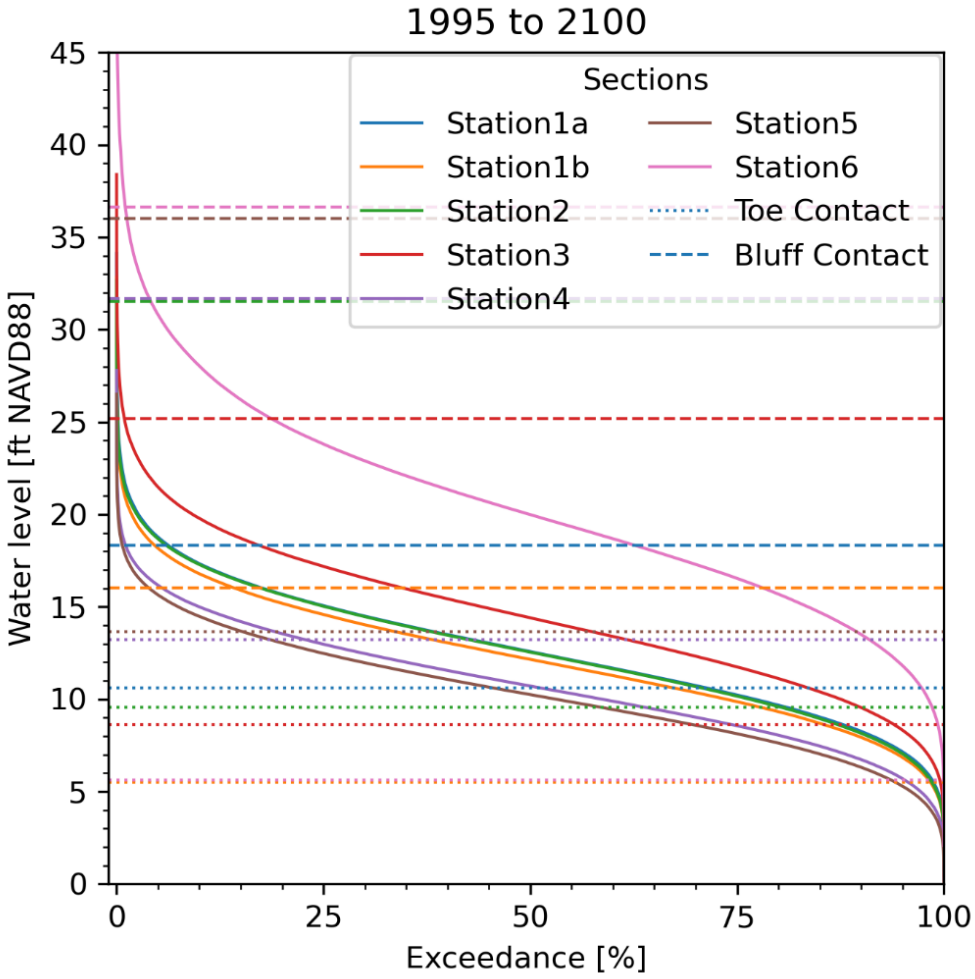


Figure 3-2. Total water level exceedance curve for each section (station) for 1995 to 2100 along with toe and bluff contact elevations for each section.

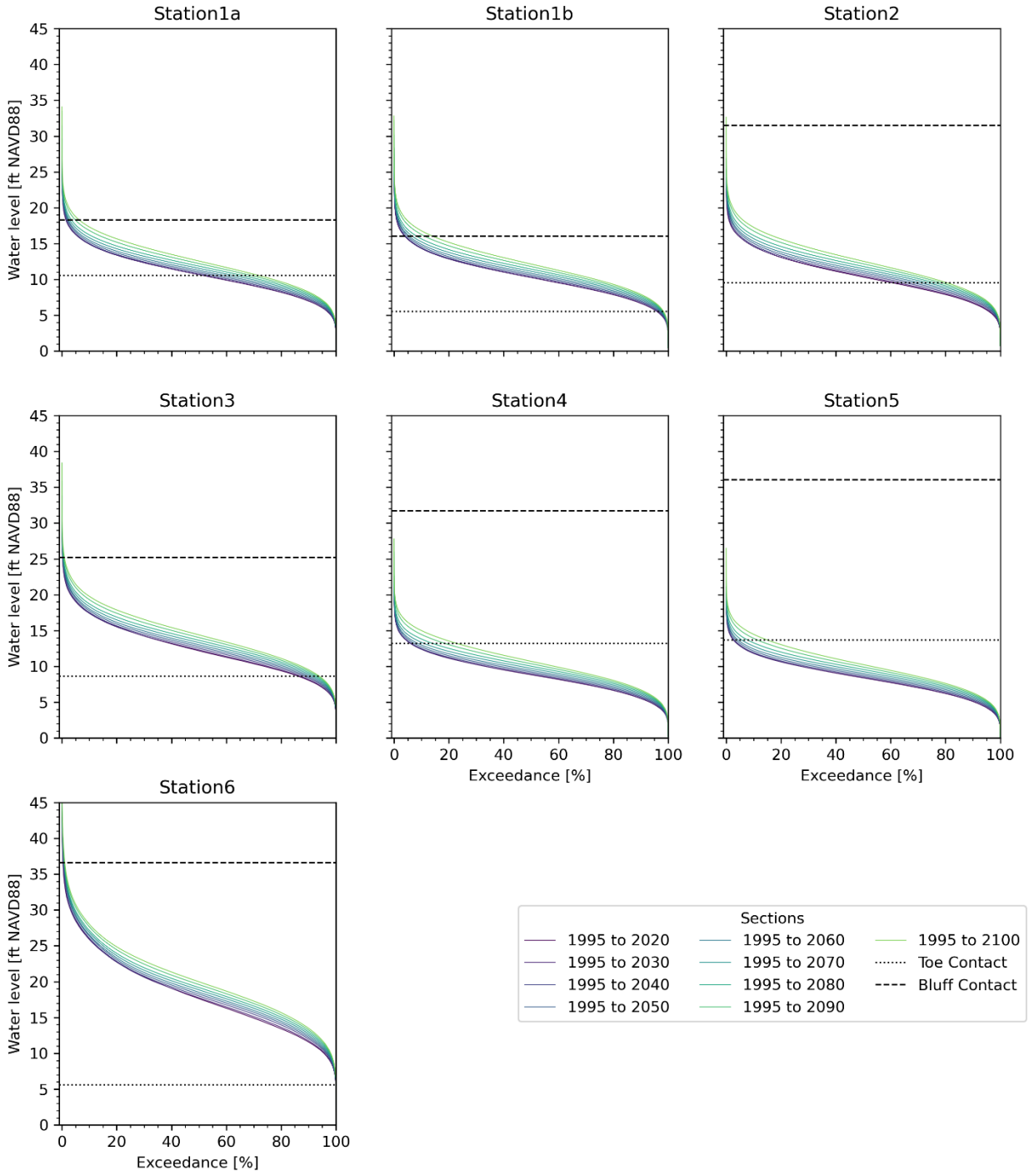


Figure 3-3. Total water level exceedance curves for each section (station) for each period of time.

3.5 Erosion Rate Calculations

The erosion rate calculation used for this study is based on methods published by ESA (2016) and adapted from work by Revell et al. (2011). Rates relied on using the relative exceedance of the TWL above the cliff toe and bluff contact elevation to drive the acceleration of historical erosion. The most important variables for predicting future cliff retreat using this model are historical erosion rates, beach slope, wave data, and the rate of sea level rise. In this model, wave data and sea level rise are incorporated into a single statistic called total water level (TWL).

Erosion rates are calculated at both the toe of the cliff and at the top of the bluff, with the erosion of the toe only driving erosion at the bluff when the slope of the cliff face exceeds 90 degrees.

Long-term Erosion Equation:

$$Erosion\ Rate_{future}(t) = Erosion\ Rate_{historical} * \left(\frac{A\ (t)}{A\ (historical)}\right)^{m}$$

Where A is the area below the total water level exceedance curve and above the existing erosion feature elevation (either the toe or terrace deposit contact), and can be seen as representative of the intensity of wave impact (Figure 3-4 at right). The period of time is represented as t, which is variable every 10 years from 2020 to 2100. Finally, an exponent is included, m, which is set to 0.5. The value of m was derived in a study by Ashton et al. in 2011, who investigated this value using various data sets for calibration and confirmed that $m = 0.5$ applies to cliffs/bluffs dominated by wave-driven erosion. Erosion rates were calculated for each of the 34 subsection blocks in the study area.

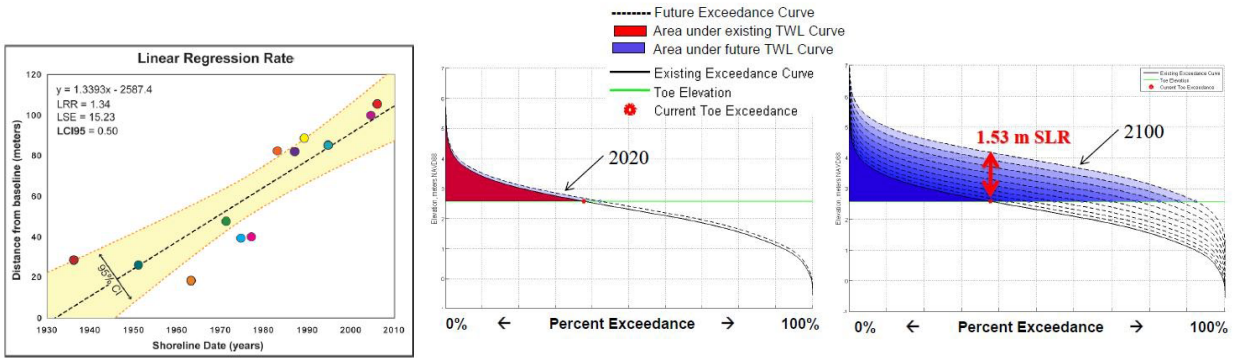


Figure 3-4. Left: Example of a DSAS linear regression rate statistic represented as a best-fit regression line (dotted line) among the bluff-top locations (colored points). The yellow shaded line represents the 95 percent confidence band for the position of the regression line. This band was used to determine the factor of safety. Right: Example of the area represented under both the existing (red) and future (shades of blue) exceedance curve and above the toe elevation (green line).

Erosion Factor of Safety

To account for the risk of localized block failures that could not be captured by the long-term average erosion rate, an additional factor of safety was included in the erosion calculation (see the yellow band in Figure 3-4 at left). Two different factors of safety were used for the study area. For areas with a higher degree of certainty and where more historical erosion has been observed, the study utilized one standard deviation of the historical erosion rate times the planning horizon. For areas with less certainty and where very little historical erosion has been observed, the study used two standard deviations of the historical erosion rate. This was done to minimize bias in areas where erosion is not well documented over the 90-year historical timeframe, as well as to account for the potential for localized near-term failures.

Caveats/Disclaimer

Some subsection blocks had much wider beach widths, and as a result, total water level elevation predations were significantly reduced. As a result, these subsection blocks did not experience a significant exceedance of the bluff contact elevation, thus, the erosion equation did not substantially accelerate bluff erosion from historical rates.

The erosion model does not account for the evolution of nearshore slopes over time, including the beach and shore platform, which is likely to evolve as sea levels rise and erosion forcing conditions change.

Small variations in initial parameter values can lead to significant variations in model predictions as they are multiplied over long time scales. As a result, the uncertainty in erosion rate predictions generally increases over time and may vary between subsection blocks.

Finally, the future holds many uncertainties that may influence erosion, ranging from potential changes in precipitation, temperature, wave climate, frequency and magnitude of precipitating storm events, and anthropogenic responses to erosion. Due to the highly uncertain nature of these processes, caution should be used with all erosion prediction results.

Given these disclaimers, however, all efforts have been made to utilize the best available science and methods and carefully document uncertainties. These results represent the state of the practice in coastal cliff erosion projections.

3.6 Erosion Rate Results

This study found bluff-toe recession to be more significant in the observed historical period than bluff-top edge recession, indicating a steepening of the cliffs. The average net movement of the cliff toe for the entire study is 20.8 ft between 1965 and 2022, and the average net movement in the bluff top is 1.6 ft between 1965 and 2022. Over the longer period from 1931/2 to 2022, bluff top net movement is 8.7 ft, still significantly less than net toe movement. Note that since there

are only two data points for toe erosion, rates may represent an overestimate due to an amplification of positional errors between the 1965 and 2022 aerial imagery.

Average end point erosion rates at the bluff top are around 0.1 to 0.2 ft/yr. The average rate obscures the fact that erosion has been primarily concentrated in approximately half a dozen areas, or erosion hot spots, where historical rates are often higher than 0.5 ft a year along a single transect.

The areas of greatest cliff-toe recession are consistently focused at headlands and along the northwest-oriented cliffs between Cañada Verde Creek and Miramontes Point, which include Sections 3–4. The focusing of wave energy, combined with the relatively narrow beaches in the areas immediately south of Miramontes Point and Three Rocks Beach Point, is likely driving these high rates, and underscores the importance of geology, beach width and slope, wave energy, and water level on processes of coastal cliff retreat. For Section 6, with its narrow beach width and high cliffs, very small amounts of historical erosion have been observed; however, the stretch contains the largest concentration of sea caves and undercuts making it a location of future erosion concern.

Table 3-2. Bluff Top and Cliff Toe Erosion Result

		Bluff-top (1931/2–2022)		Cliff-toe (1965–2022)	
Section	Description	Net Movement (ft)	Linear Recession Rate (ft/yr)	Net Movement (ft)	End Point Rate (ft/yr)
1	Three Rocks Beach	15.6	0.1	26.5	0.5
2	Miramontes Point North	15.5	0.2	15.4	0.3
3	Miramontes Point South	9.9	0.1	34.1	0.6
4	Manhattan Beach North	9.3	0.1	32.4	0.6
5	Manhattan Beach South	7.4	<0.1	5.7	0.1
6	Manhattan Beach to City Line	0.1	<0.1	12.8	0.2
Grand Total	Three Rocks Beach to HMB/SM County City Line	8.5	0.1	20.8	0.4

Comparison to the USGS Statewide Assessment

Hapke and Reid's National Assessment of Shoreline Change (2007) found that along California's sea cliffs, for ~75% of the coastline, erosion rates averaged ~10 inches a year over the observed historical period (0.83 ft). For this stretch of coast, they found rates of seven inches (0.58 ft) a year. This rate is higher than the average rate seen throughout much of this study area. These differences are likely because the National Assessment of Shoreline Change study relied on fewer reference years and had lower transect coverage. Note that corresponding bluff-top recession rates of half a foot a year to up to two feet a year were seen in individual transects in the study area, notably the areas around Three Rocks Point, Miramontes Point, and areas of Section 3-4 near erosion hot spots 5-7.

4 VULNERABILITY ASSESSMENT

Erosion rates throughout the study area generally accelerate in the future with a more notable acceleration in erosion rates beyond 2070. This corresponds to both the accelerating nature of long-term sea level rise, as well the cliff erosion model predicting a gradual steepening of the cliff face, with increased wave attack at the toe of the cliff driving long-term erosion rates at numerous locations. Erosion rates are highest at the two coastal promontories, Miramontes Point and Three Rocks Beach Point, as well as in Sections 3 and 4 around erosion hot spots (Figure 4-2).

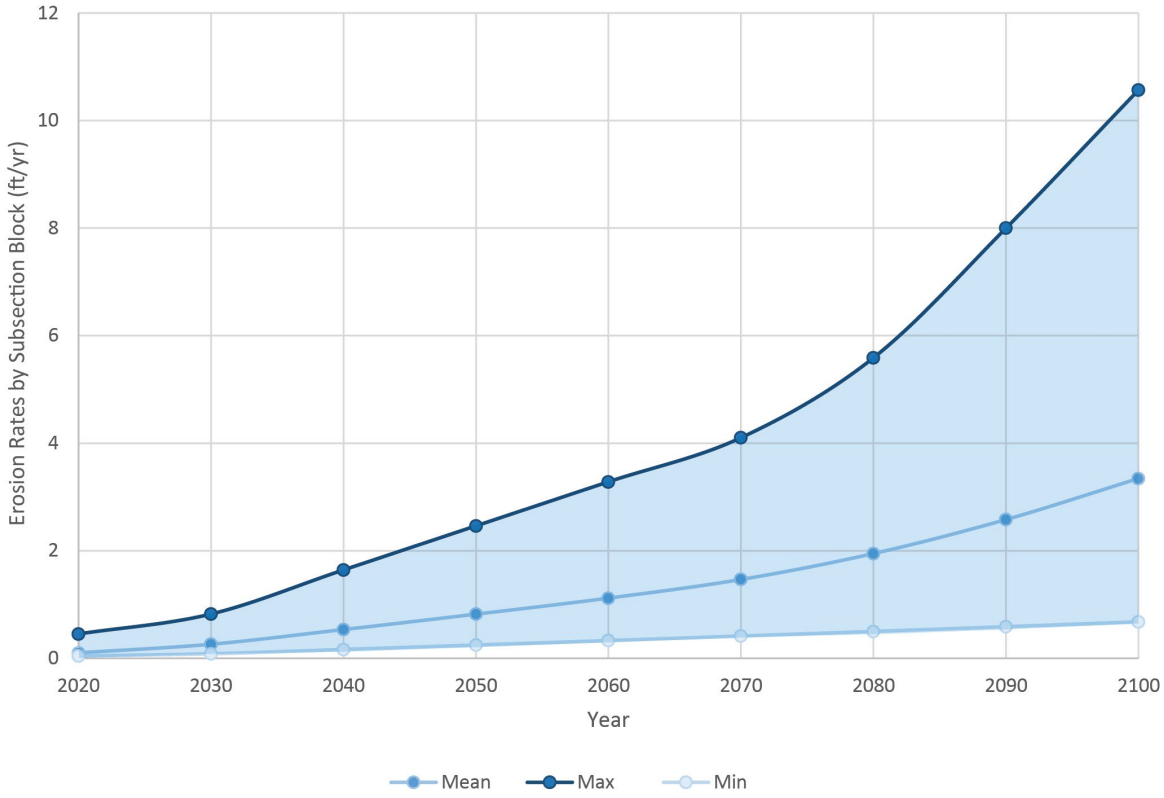


Figure 4-1. Acceleration of erosion rates. The blue shaded area represents the range of erosion rates among all subsection blocks.

Caveats

In some places of the study area, especially in the southern end, there have been no major bluff-top recession events in the 90-year study timeframe, and as a result, future predicted erosion is quite low. These areas are not well captured in the cliff erosion models. From experience, areas that have not eroded much are found adjacent to areas that have eroded and are usually more likely to fail. On the maps, the areas that have been undercut or have sea caves, but have experienced low erosion rates in the past are shown on the maps with a ⚠ symbol to indicate areas of erosion concern where past observations may not be signs of future performance.

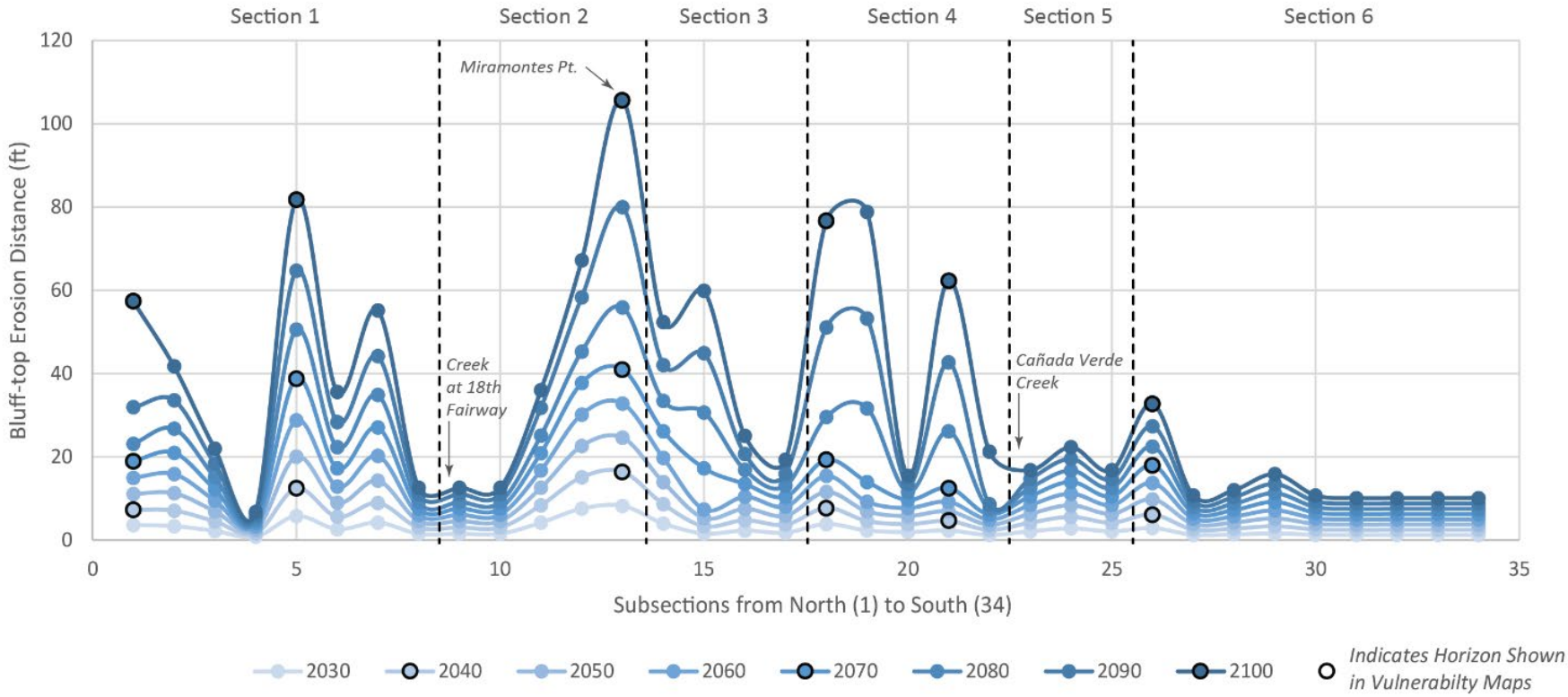


Figure 4-2. Erosion rates by study area subsection blocks. Not particularly in Sections 2 and 4 that sea level rise tends to accelerate the projected erosion distances more rapidly.

4.1 Vulnerabilities

This vulnerability section summarizes the key assets and infrastructure at risk by 2100 followed by study area maps in Section 4.2 that further identify specific areas of concern, and when areas become vulnerable to bluff erosion.

Vulnerability Snapshot by 2100

What Is at Risk?	What Is Vulnerable by the Long-term Sea Level Rise Horizon?	Potential Impacts and Consequences
HMB Golf Links	• 14.2 acres of grounds • 3 sets of tee boxes • 2 fairways • 3 greens	• Conflicts between the coastal trail alignment and golf course features • Potential reconfiguration of golf course features
HMB Golf Links Old Course	• 2.7 acres of grounds • 490 sq ft of tee boxes at the 18th hole • 6,460 sq ft of the fairway at the 18th hole • 1,000 sq ft of rough near the 18th green	
HMB Golf Links Ocean Course	• 11.5 acres of grounds • 11,000 sq ft of rough near the 18th fairway • 170 sq ft of rough near the 18th green • <20 sq ft of tee boxes at the 17th and 18th hole • <20 sq ft of green at the 17th hole	
Coastal Trail	• 1,444 ft (0.27 mi) of trail between the Ritz-Carlton and the Cañada Verde Creek Stairway • 7 areas of erosion concern • Beach access stairway at Cañada Verde Creek • 2 ocean overlook locations	• Rerouting of trails • Reconstruction or relocation of the beach access stairway
Ritz-Carlton Half Moon Bay	• 1,500 sq ft of the Miramontes Terrace • 1,500 sq ft of the Hotel Structure	• Relocation of the vulnerable terrace lawn • Reconstruction or relocation of the western wing of the hotel

Key Areas of Concern and Trigger Points

The list below outlines some of the key areas that are vulnerable to coastal erosion, and the time period they are likely to become exposed.

Near Term (2020 – 2040)

- The Coastal Trail near the Ocean Course 18th green and 18th fairway. Near erosion hot spot #6, adjacent to the Ocean Course 18th hole fairway, the trail is only eight ft from the bluff-top edge. There are six areas of erosion concern in the southern section of the study area near the Ocean Course 16th hole fairway that have sea caves or are undercut at the base that may signify higher future erosion probabilities.
- The stairway at Cañada Verde Creek is currently vulnerable and, with additional cliff recession or toe erosion, may require relocation.
- Scenic overlook locations at Miramontes Point and the at Cañada Verde Creek are vulnerable.

Near-Term Consequences

- Safety considerations for pedestrians where trail sections are close to the bluff top edge. If the trail is rerouted inland, consideration must be given to protect pedestrians from golf balls.

Mid Term (2040 – 2070)

- The Coastal Trail in front of the Ritz-Carlton Hotel is vulnerable. An increasing area of the trail near the Ocean Course 18th hole is vulnerable.
- The golf course features become vulnerable, with the furthest tee box at Old Course's 18th hole and areas of rough on this hole potentially vulnerable.

Mid-Term Consequences

- Potential conflict between the current location of the Coastal Trail and the Ritz-Carlton Hotel and Terrace. The distance between the current bluff-top edge and hotel's Ocean and Miramontes terraces can be as narrow as 40 ft, leaving limited space for inland realignment.
- Tee boxes at the Old Course 18th hole may need to be moved inland for safety purposes.
- Fairway and approach at the 18th hole may need to be reconfigured.

Long Term (2070 – 2100)

- The Ritz-Carlton Hotel structure and the Hotel's Miramontes Terrace are potentially vulnerable.
- Increasing areas of both golf courses are potentially vulnerable, including the Old Course 18th Green, Ocean Course 18th Tee Box, and Ocean Course 17th Green.
- The entire section of the Coastal Trail in front of the Ritz-Carlton Hotel is potentially vulnerable.

Long-term consequences

- With increasing sea levels and accelerating rates of erosion, the hotel building may become vulnerable.
- The realignment of the Coastal Trail is increasingly in conflict with the Ritz-Carlton Hotel and the golf course.

4.2 Vulnerability Maps

How to interpret the vulnerability maps

Each vulnerability map illustrates at what sea level rise elevation/year various study area assets are likely to become exposed to coastal cliff erosion. The cliff erosion hazard areas are color-coded at three sea level rise scenarios (and are represented on a scale from yellow to blue). Exposure of various assets is also color-coded based on the elevation of sea level rise that first leads to potential impacts. The timing of vulnerability to these assets is indicated with a marker nearest to the locations of impact (and sometimes offset to not conflict with the erosion hazard area) and is color-coded based on timing from red to yellow. All of these projected hazard extents assume that no adaptation has been implemented—in other words, a worst-case scenario if nothing is done to plan or adapt to sea level rise in the future.

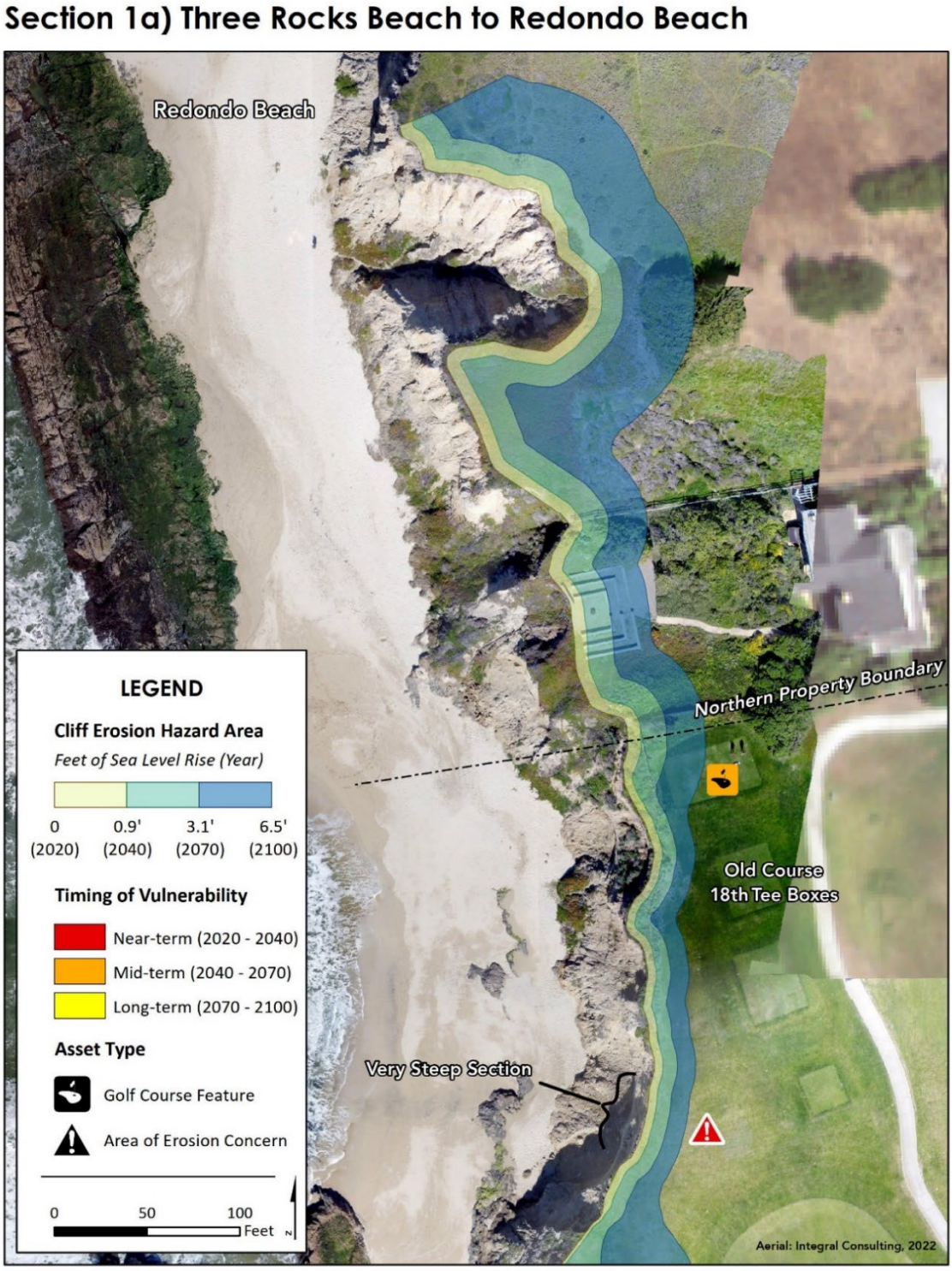


Figure 4-3. Future bluff position envelope for near-, mid-, and long-term within the northern portion of Section1 (Section 1a).

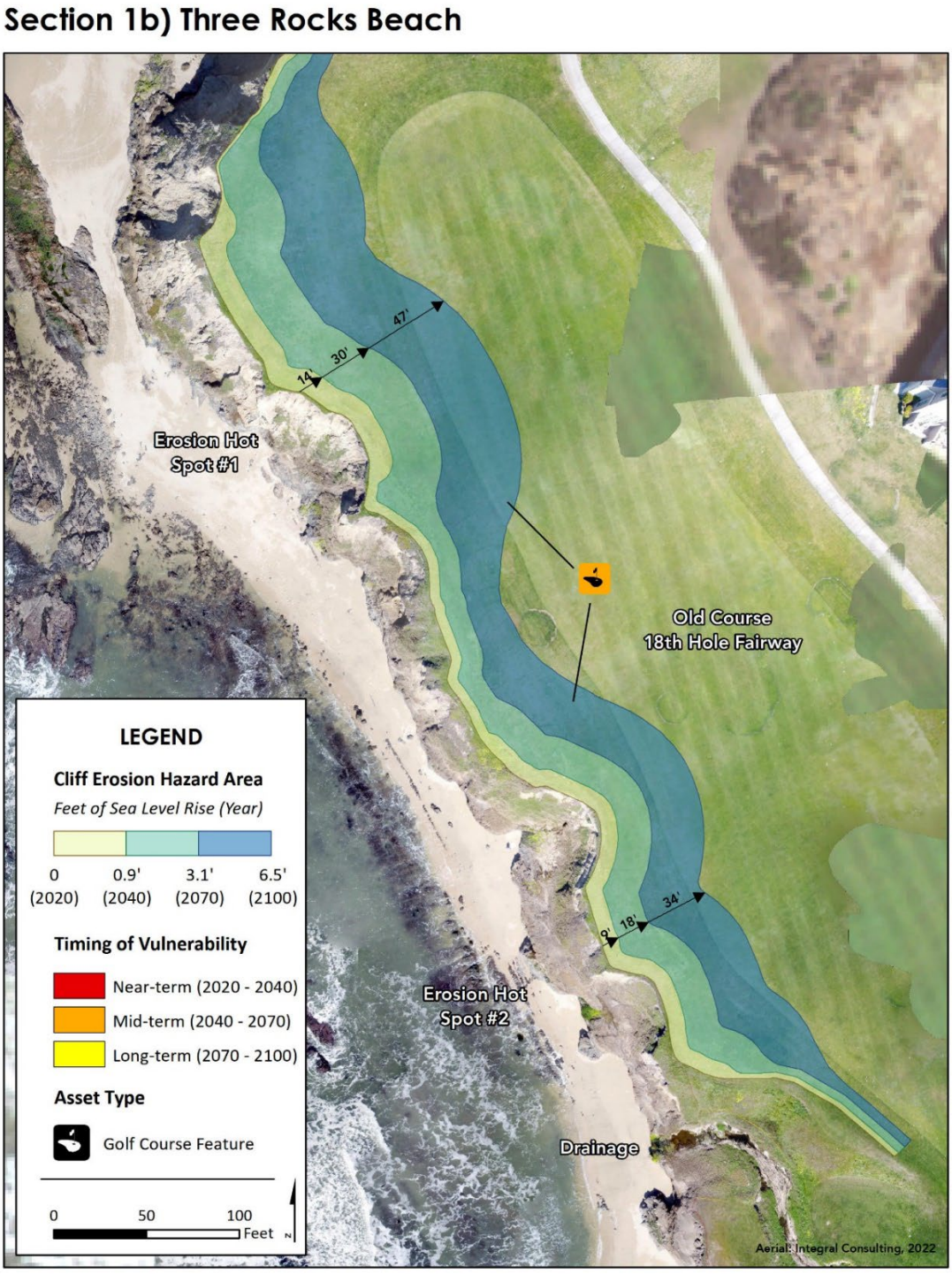


Figure 4-4. Future bluff position envelope for near-, mid-, and long-term within the southern portion of Section1 (Section 1b).

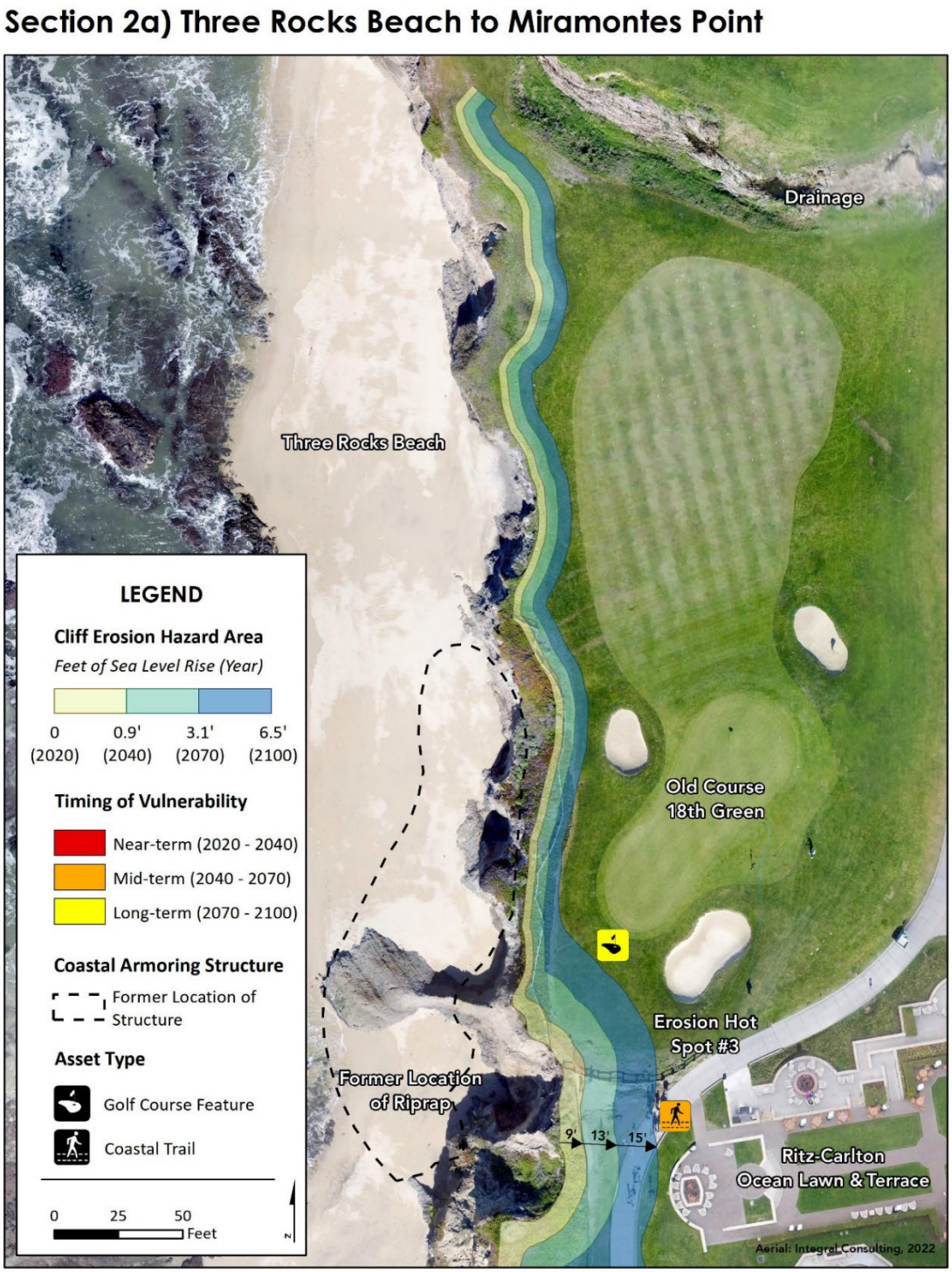


Figure 4-5. Future bluff position envelope for near-, mid-, and long-term within the northern portion of Section 2 (Section 2a).

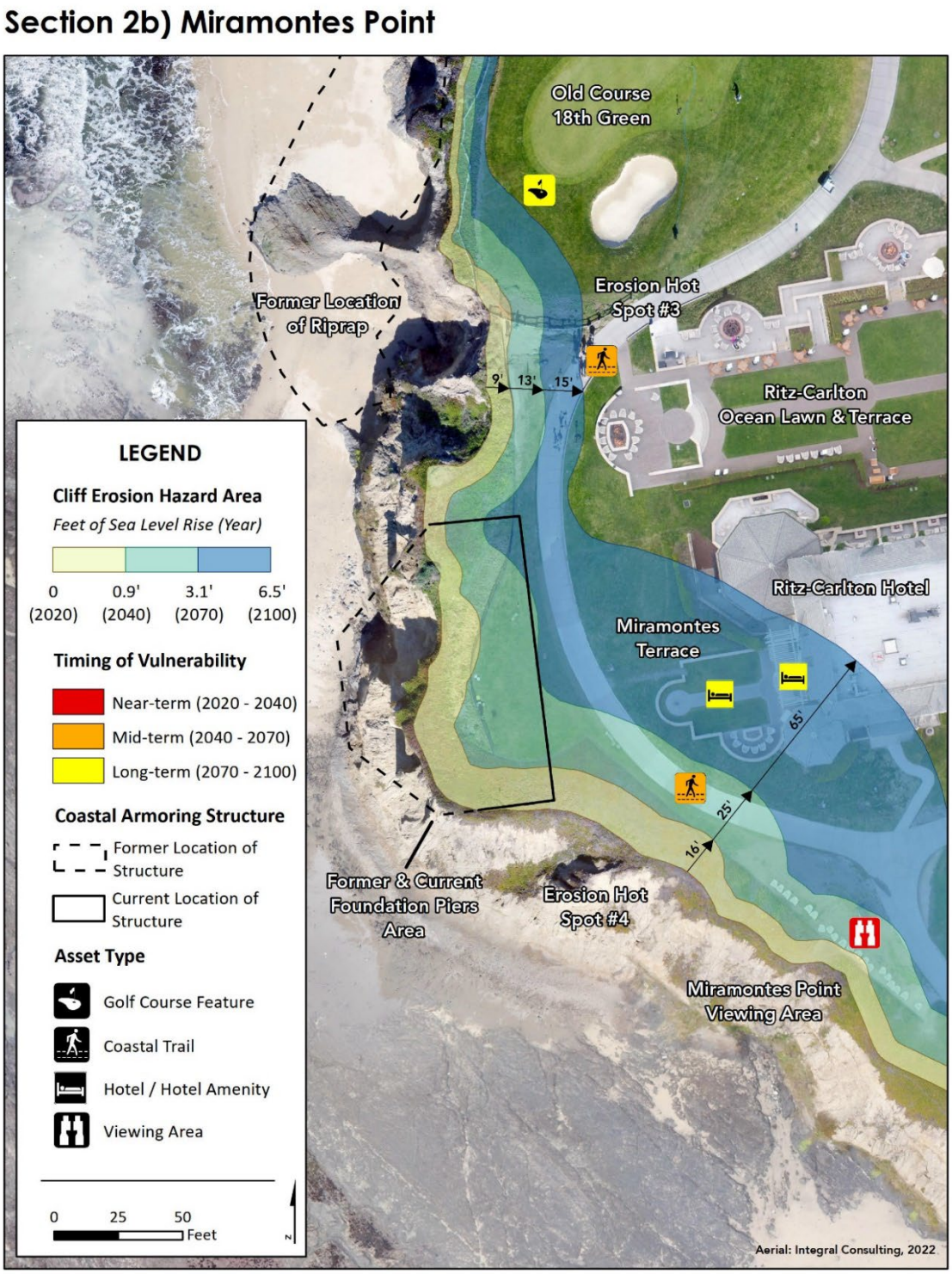


Figure 4-6. Future bluff position envelope for near-, mid-, and long-term within the southern portion of Section 2 (Section 2b).

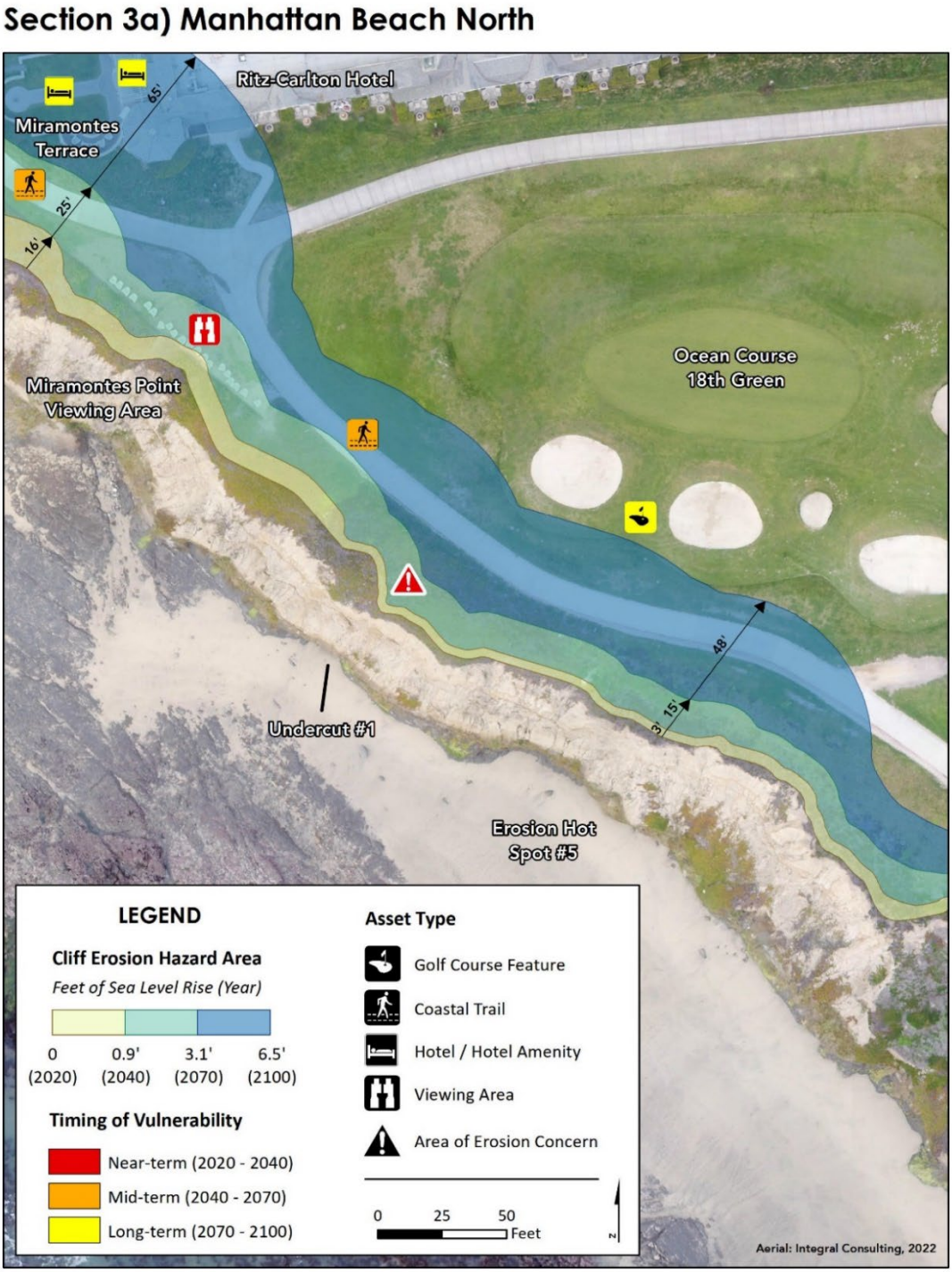


Figure 4-7. Future bluff position envelope for near-, mid-, and long-term within the northern portion of Section 3 (Section 3a).

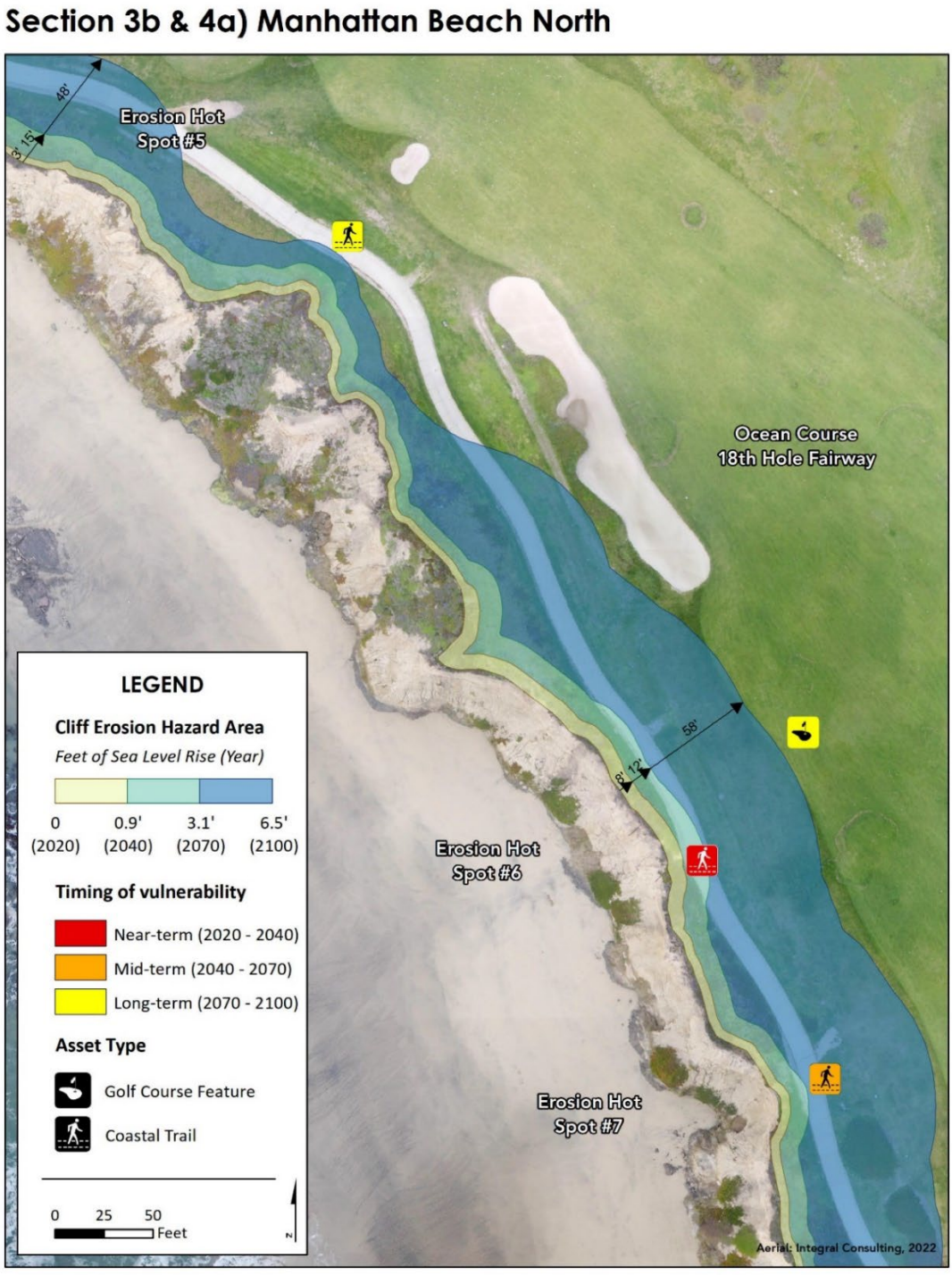


Figure 4-8. Future bluff position envelope for near-, mid-, and long-term bluff position envelope within the southern portion of Section 3 (Section 3b) and the northern portion of Section 4 (Section 4a).

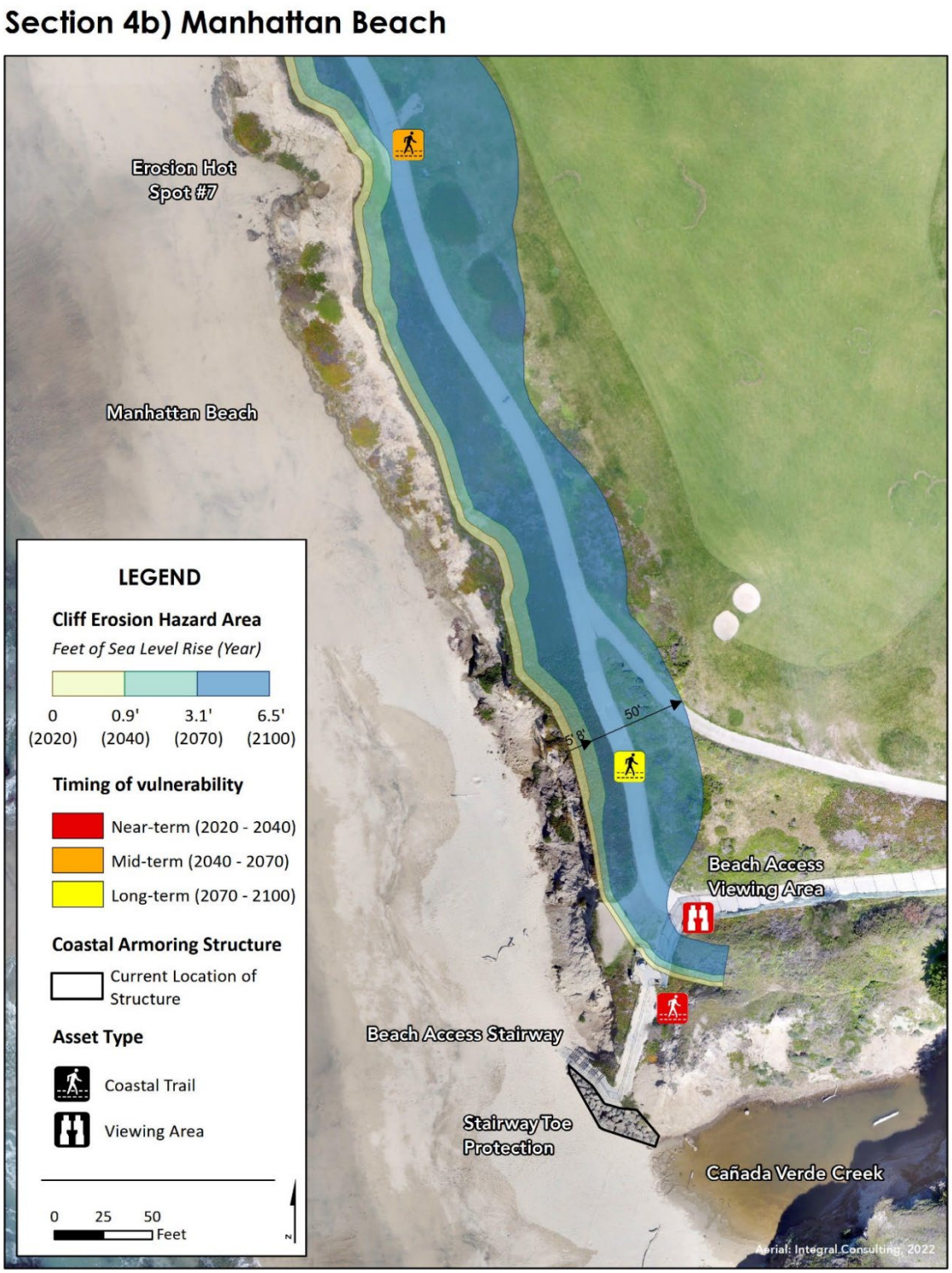


Figure 4-9. Future bluff position envelope for near-, mid-, and long-term within the southern portion of Section 4 (Section 4b).

Section 5) Manhattan Beach South

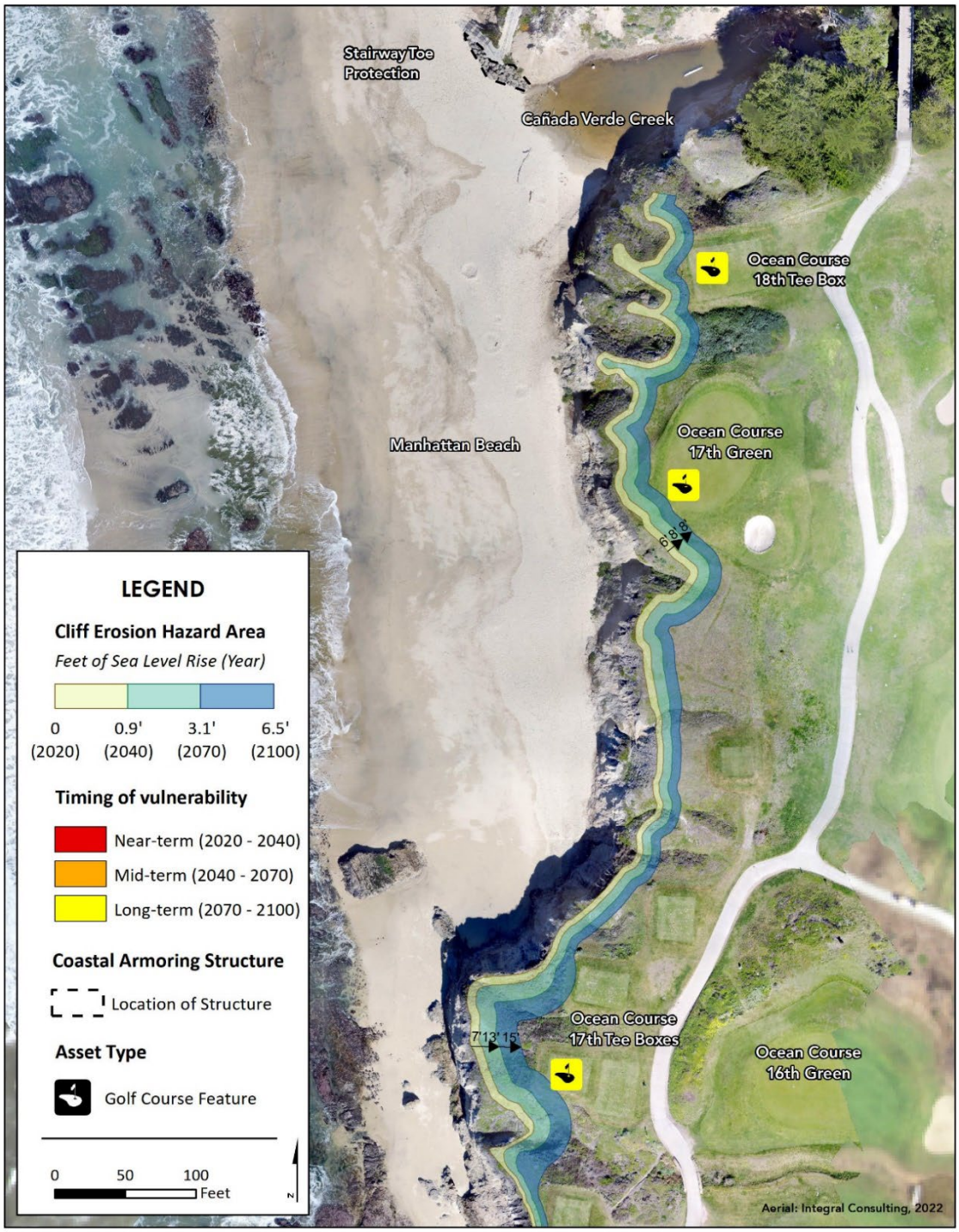


Figure 4-10. Future bluff position envelope for near-, mid-, and long-term within Section 5.



Figure 4-11. Future bluff position envelope for near-, mid-, and long-term within Section 6.

5 ECONOMIC ASSESSMENT

This section reports on four components of the economic and fiscal values of the study area:

1. Asset values (hotel structure, golf course parcels)
2. Economic values generated within the study area (hotel revenue, golf course green fees, non-market recreational values of beach access and trail use)
3. Fiscal benefits to the City and other entities, including transient occupancy tax (TOT), property taxes, Business Improvement District (BID) fees, golf course fees, and broader economic benefits
4. Impacts on each of components 1–3 due to coastal erosion over time.

Figures are estimated from publicly available data and published studies, with the inclusion of operational information provided by the City of Half Moon Bay, Ritz-Carlton Hotel, and golf course operators, where available.

Impacts in this section are presented in terms of their present value, and no attempt has been made to adjust for the expected increases in the value of built structures or land parcels over time, changes in expenditure or fiscal revenues due to inflation, or for increases in construction or replacement costs. There has also been no attempt to consider the impact of discounting future costs associated with erosion impacts on present-day values, as without a realistic estimate of future asset values this would be a fruitless exercise.

5.1 Asset Values

Table 5-1 presents the assessed values of the four parcels in the study area that are affected by coastal cliff erosion. One of these parcels is the Three Rocks City Beach parcel, which is almost entirely seaward of the cliffs. The other parcels have a component that is located seaward of the cliff boundary. It is assumed that the assessed value of the parcels is applied only to the component that is landward of the cliff (i.e., that the tax assessor has already adjusted for the area that is seaward of the cliff).

Table 5-1 shows the asset values by parcel for the period 2018–2021, for those parcels affected by cliff erosion by 2100. The Three Rocks City Beach parcel is included for completeness but does not have a tax-assessed value.

Table 5-1. Parcel Value Averages for 2018–2022 by APN

Year	APN 66092530: City Beach Three Rocks Assessed value ($)	APN 66092720: HMB Golf Links Old Course Assessed value($)	APN 66092770: Ritz-Carlton Hotel Assessed value ($)	APN 66580010: HMB Golf Links Ocean Course Assessed value ($)	Total Assessed Value ($)
2018–19	0	4,912,263	188,533,406	14,780,859	**208,226,528**
2019–20	0	5,010,508	191,699,996	15,076,475	**211,786,979**
2020–21	0	4,055,349	195,607,200	12,234,827	**211,897,376**
2021–22	0	2,740,889	197,138,538	12,149,349	**212,028,776**
Four-yr average		4,179,752	193,244,785	13,560,378	210,984,915

A four-year average of asset values is provided, to account for volatility in values caused by the COVID-19 pandemic, which greatly reduced occupancy within the hotel, and the use of the golf course facilities.[1] Hotel occupancy in 2020 was approximately half of the long-term average, at 35 percent of available rooms. As commercial property values are a function of their annual income, this slowed the growth rate of the hotel property value and reduced the assessed value of the golf course parcels.

It was not possible to calculate a reliable annual growth rate, due to this volatility in assessed values.

The figures presented in Table 5-1 for the Ritz-Carlton are combined values for the land and all improvements and built assets on the property. Table 5-2 separates these elements into three categories; land, improvements (the hotel structures), and "other" values. Other values are fixtures and personal property.

[1] Although a 5-year average is typically preferred, there was a very large increase in assessed values for the Ritz-Carlton property between 2017 and 2018, so inclusion of the earlier values would result in an unrealistically low average for the current assets.

Table 5-2. Average Values by Category for 2018–2022

Year	Hotel Land ($)	Hotel Improvements ($)	Hotel Other Values ($)	Hotel Total Value ($)
2018–19	44,880,000	138,720,000	4,933,406	**188,533,406**
2019–20	45,777,600	141,494,400	4,427,996	**191,699,996**
2020–21	46,693,152	144,324,288	4,589,760	**195,607,200**
2021–22	47,176,893	145,819,487	4,142,158	**197,138,538**
Four-yr average	46,131,911	142,589,544	4,523,330	**193,244,785**

Table 5-2 shows that approximately three-quarters of the value of the Ritz-Carlton Hotel parcel is due to the hotel structure. This is important when it comes to consideration of the value of erosion, as different property values must be applied to the parcel as a whole and to the building footprint.

5.2 Economic Values

This analysis considers both fixed asset values (using tax-assessed values as a proxy for true market values), and the income streams, and uses values of the various facilities and natural amenities.

5.2.1 Ritz-Carlton Hotel

The Ritz-Carlton at Half Moon Bay is a significant contributor to the local economy. As of the 2021 fiscal year, the hotel employed approximately 550 full-time staff, which was 15.6 percent of employment within the City.[2]

Room Revenue

There are 261 rooms available, including 22 suites and 239 standard rooms. As a luxury hotel, room rates for the Ritz-Carlton are higher than other accommodation providers in the region. Average room rates for private bookings range from $779 to $1,225 per night, based on a two-night booking for a hotel room. Depending on the package purchased, this may not include additional fees for breakfast, resort fees, or golf course green fees.

The long-term occupancy rate can be estimated from the payments made by the Ritz-Carlton into the BID fund. Participating hotels pay a rate of $1 per room night into this fund, so annual payments equal the number of room night bookings. Before the COVID-19 pandemic, the long-term average occupancy rate was slightly more than 70 percent, based on BID receipts. The

[2] City of Half Moon Bay, Comprehensive Annual Financial Report, Fiscal Year 2020-2021, p 121.

COVID-19 pandemic reduced occupancy to approximately 35 percent in 2020, based on BID receipts and the number of available room nights.[3] Using a conservative figure of $800 per night (to account for suite bookings at higher rates, and group bookings at lower rates), and an occupancy rate of 70 percent, annual room revenue for the Ritz-Carlton is estimated at around $53.3 million per year.[4]

This should be considered an upper-bound estimate, as staff from Ritz-Carlton have reported in local news articles that up to 65 percent of hotel bookings are based on group business which are price sensitive.[5] These group bookings likely pay a reduced rate. Using a room rate of $500 per night, the average revenue would be approximately $33.3 million. Likely, true revenue lies somewhere within this range ($33.3 million–53.3 million per year), and secondary evidence suggests that it must be towards the lower bound. The City of Half Moon Bay Annual Comprehensive Financial Report for the Fiscal Year Ended June 30 2021 provides a breakdown of TOT payments by lodging type. Using occupancy rate information, if the average room was $500 per night, then TOT receipts from the Ritz-Carlton would represent between 50 and 65 percent of receipts from the hotel/motel sector. Using a room rate of $800 results in estimated Ritz-Carlton TOT payments that are higher than the total receipts from this sector.[6] For this analysis, the lower bound is used for further calculations.

Events

The hotel hosts many functions, corporate events, and weddings. No information was available on the aggregate value or specific attendance of these functions. A summary of estimates provided by the Ritz-Carlton is provided in Table 5-3.

Table 5-3. Events by Type at the Ritz-Carlton Hotel

Event Type	Timing/Frequency	Attendees	Average Cost per Event
Wedding	Weekends, 35–45 weddings per year	25–300 per event	$30,000–$50,000
Corporate Events	Weekdays, 40–75 per month	Variable	$1,000–$50,000

Based on a minimum estimate for the number of events and cost per event, hotel events would contribute an additional $1.05 million per year for weddings and $480,000 for corporate events.

[3] Visit Half Moon Bay Coastside California, Business Improvement District 2020 Annual Report, p 2; Visit Half Moon Bay Coastside California, Business Improvement District 2019 Annual Report, p 2
[4] This represents the product of $800 per room night x 70% occupancy x 261 rooms x 365 days per year.
[5] Half Moon Bay Review, HMB voters to decide on 'tiered' hotel tax increase, 23 July 2020. https://www.hmbreview.com/news/hmb-voters-to-decide-on-tiered-hotel-tax-increase/article_162af0f2-ccfa-11ea-89e1-a766da45a8f6.html
[6] Integral calculations from TOT and BID data.

Using midpoints for frequency, a central estimate of $40,000 per wedding, and $10,000 per corporate event results in an estimated value of $1.6 million for weddings, and $6.9 million for corporate events.

5.2.2 Golf Courses

Half Moon Bay Golf Links employs 49 people, which is 1.4 percent of the local workforce and makes them the 7th largest employer in the City.[7] On average, there are a total of between 68,000 and 75,000 rounds of golf played on the Ocean Course and Old Course each year, not including events and tournaments. Pricing per round is dynamic, with course fees determined by demand in a range between $145 and $275 per round.[8] A search of online golf forums, and use of the online tee time booking system, suggests that rates of $140–$180 per round are more typical of those paid by casual golfers (i.e., those not participating in tournaments or events), with twilight fees of between $60 and $100. Using a conservative estimate of $150 per round, and 70,000 rounds played per year, this represents revenues of $10.5 million per year.

Golf course staff advised that there are approximately 75–100 golf tournaments per year, with participation ranging from 30 to 288 golfers per event. These visitor numbers are assumed to be part of the estimate of the number of golf rounds played per year. In addition to tournaments, the golf courses host approximately 25–40 banquets or events each year, with an attendance of 40–400 persons. The golf courses also host 10–20 weddings per year, with an attendance of 30–200 persons.[9]

No information is available about the expenditure associated with these events.

5.3 Recreational Non-market Value

In addition to the monetary values identified above, the Coastal Trail and beach access points provide recreational values and other environmental services that are not captured in existing market transactions. This section does not attempt to estimate the total economic value of services provided by the natural and built features but does provide an estimate of the recreational use values associated with the trail and beach amenities.

There are no existing records of the number of recreational uses in the study area, so usage has been based on accessibility, with basic assumptions about recreational participation. The value of beach and trail use has been estimated using previously published studies.

There are three key sources of recreation participants:

- Hotel guests

[7] City of Half Moon Bay, Comprehensive Annual Financial Report, Fiscal Year 2020-2021, p 121.
[8] Personal communication, Ritz-Carlton.
[9] Personal communication, Kenmark, 2 May 2022.

- Local residents
- Visitors, including golfers, using parking spaces.

5.3.1 Hotel Guest Visits

The Ritz-Carlton advised that the average room occupancy was 1.5 persons per room. Multiplying this figure by average room bookings results in an estimated 100,028 hotel guests per year. There is likely a substantial overlap with the number of golfers (68,000–75,000 per year). It is assumed that 10 percent of hotel guests visit the beach during their stay, and 50 percent take a walk along at least part of the coastal trail during their visit or use part of the trail while playing a round of golf. This results in approximately 10,000 beach visits and approximately 50,000 trail uses per year.

5.3.2 Local Residents

The number of local residents was estimated through counts of local houses, trailers, and RV park spaces. The estimated number of housing units is:

- 302 houses in Ocean Colony
- 160 housing units in MidPen at Moonridge
- 234 trailers at Cañada Cove
- 75 RV parking spaces at Pelican Point.

Beach attendance rates by local residents are a subject of some debate, with estimates ranging from 10 to more than 100 per person per year (King and McGregor 2012). For this assessment, it is assumed that residents take around 20 beach visits per year. It is assumed that houses, housing units, and residential units have 2.67 residents, based on Census data. For RV parking spaces, a figure of two residents was applied. This results in a total estimate of 2,008 residents within walking or cycling distance. Multiplying by 20 visits per year gives an estimate of 40,166 beach trips, which is approximated as 40,000 beach trips by local residents.

Estimating trail usage by local residents is more challenging, as there is little public information about the frequency of use of scenic trails in residential locations. The Outdoor Recreation Foundation estimated in 2018 that hikers took an average of 14 trips per year, while runners and joggers took an average of 76 outings per year. According to research by Veterinarians.org, dogs in California are walked approximately seven times per week or 365 times per year.[10] For this assessment, a conservative figure of 40 trips per year is assumed, resulting in 80,000 trail uses by local residents.

[10] Dog Walking Survey: Which States Walk Their Dog the Most?, April 20, 2022.

5.3.3 Visitors Using Parking Lots

Visitors were estimated based on parking records provided by the Ritz-Carlton for the 25 parking spaces provided within the parking garage structure, as a condition of the coastal development permit for the property and reinforced by enforcement action undertaken by the CCC in 2019. Ritz-Carlton staff estimate that the parking spaces were used approximately 2,500–3,000 times in a six-month period, which translates to approximately 240 visits per parking space per year. Based on 6,000 visits per year, and a vehicle occupancy of two people, this represents 12,000 visitors per year.

City of Half Moon Bay staff provided information that Poplar Beach Parking Lot fees for 2020–21 totaled $351,000.[11] Daily parking fees are $10 per day. There are also annual permits available for $165 per year, and alternative passes that can further reduce the fees payable. In the absence of detailed payment information, it is estimated that there were at least 35,100 vehicle visits to Poplar Beach in 2020–21. There are 93 parking spaces in this lot, which results in an annual use rate of approximately 377 visits per parking space per year. This estimate is used to calculate the minimum number of visits from the parking lot on Miramontes Point Road (15 spaces) and Redondo Beach (approximately 30 parking spaces). Based on the free parking available in these locations, parking utilization is likely to be higher. For this assessment, a figure of 400 annual visits per parking space. This results in an estimated 6,000 and 12,000 vehicle visits per year, respectively. Using an occupancy of two persons per vehicle, these parking lots contribute 12,000 and 24,000 visitors, respectively. The majority of visitors to Redondo Beach are likely to be from those accessing the shoreline, rather than the Coastal Trail. It is assumed that 25 percent of the visitors from the Redondo Beach lot access the study area, either via the Coastal Trail or along the beach. Thus, the total figure from these lots is 18,000 visitors to the study area.

Total visitation to the study area from non-residents is estimated at 30,000 per year. It is assumed that approximately 20 percent of visitors descend the stairs to the beach, with the remainder using the Coastal Trail. This gives an estimate of 6,000 beach visits, and 24,000 trail uses.

5.3.4 Total Beach and Trail Uses

Based on the figures presented above for each user category, this study estimates a total of:

- 56,000 beach visits with sand contact (i.e. descending the stairs to Manhattan Beach or along the shoreline at the north of the study area)
- 154,000 coastal trail uses, including all recreational users and golf cart usage.

[11] City of Half Moon Bay staff, via email, April 19, 2022.

5.3.5 Value of Recreational Activity

For beach recreation, a figure of $40 per beach visit is applied. This figure represents an average value for California and is derived from work by Pendleton and Kildow (2006).

For trail use, a generic hiking figure is applied. This is likely slightly high for daily use by walkers and cyclists, but may be low for golf cart usage in shared path areas. Walking use is valued at $20 per trip. This is close to the lower bound of the value of trips to the Virginia Creeper Trail, which provides a reasonable analog for the Coastal Trail (Bowker et al. 2007).

Applying these figures results in estimated non-market values within the study area of:

- $2.24 million for beach users
- $3.08 million per year for users of the Coastal Trail.

5.4 Fiscal Benefits

Fiscal impacts estimate the streams of revenue that flow directly to the City of Half Moon Bay, meaning that they appear as revenue items in the budget. The largest sources of general revenue for the city are the TOT, sales tax, and property tax. The Ritz-Carlton and golf course properties are substantial direct contributors to TOT and property tax receipts and a driver of sales tax receipts at the city and county levels.

5.4.1 Property Tax

Analysis of property tax revenue indicates that the hotel and golf courses are likely responsible for approximately 70 percent of annual property tax receipts for the city.

Table 5-4. Property Tax Revenue by Property and Year

Year	Old Course Property Tax ($)	Ritz Hotel Property Tax ($)	Ocean Course Property Tax ($)	Total
2018–19	56,652	2,261,448	161,619	**2,479,719**
2019–20	60,415	2,415,390	173,084	**2,648,888**
2020–21	48,275	2,355,871	136,802	**2,540,949**
2021–22	35,037	2,312,656	134,467	**2,482,160**
Four-yr average	50,095	2,336,341	151,493	2,537,929

These figures do not include property taxes paid by the Ocean Colony residents, which derive part of their economic value from the presence and popularity of the golf courses, particularly the Old Course.

5.4.2 Business Improvement District

Analysis of revenue from the BID annual reports shows that in pre-COVID years the Ritz-Carlton Hotel accounted for approximately 37 percent of visitor room nights.[12]

Table 5-5. Business Improvement District Revenue (2018–2020)

Year	Ritz Carlton BID Payments ($)	Total HMB BID Receipts ($)	Ritz-Carlton as Proportion of HMB BID Receipts
2018	69,287	182,870	37.9%
2019	69,923	189,361	36.9%
2020	33,504	107,806	31.1%

Given the impact of the COVID-19 pandemic on tourism during 2020, it is assumed that average BID payments by the Ritz-Carlton are approximately $70,000 per year.

5.4.3 Transient Occupancy Tax

The amount of TOT paid by the Ritz-Carlton is confidential. Some estimates can be drawn from the estimated revenue from room charges, although it is difficult to estimate the average prices paid per room night, due to the prevalence of group rates.

Using the estimated room revenue of $33.3 million from Section 5.2.1, and the new higher TOT rate of 15 percent as of July 2022, estimated TOT receipts from the Ritz-Carlton would be approximately $5.0 million per year. This represents approximately 57.1 percent of forecast TOT revenue of $8.752 million for 2022–23. This value is likely a lower bound.

Golf course fees are paid to the City and represent a substantial additional revenue stream (Table 5-6).

Table 5-6. Golf Course Fees

Budget Year	Golf Fees ($) per Fiscal Year, Actual
2017–18	440,459
2018–19	441,494
2019–20	328,864

[12] Visit Half Moon Bay Coastside California, Business Improvement District 2020 Annual Report, p 2; Visit Half Moon Bay Coastside California, Business Improvement District 2019 Annual Report, p 2.

2020–21	546,415
Four-year average	439,308

5.4.4 Total Tax and Fee Revenue

The total estimated value of fees and taxes paid by the combined hotel and golf course properties is estimated to be in the order of $8 million per year.

5.4.5 Economic Multiplier Effect

The 2019 BID Annual Report provides an estimate of the number of additional rooms booked, room revenue, and economic impact associated with the activities of Visit Half Moon Bay Coastside California.[13] From these figures, it is possible to estimate a multiplier for the room revenues generated by the Ritz-Carlton. From that report, booked revenue was $1,382,300, and the estimated economic impact was $3,338,550. This suggests a multiplier of 2.42 for expenditures on accommodation. It is not possible to estimate the broader economic impact of expenditures from golf course fees from day visitors, although the multiplier is likely to be similar in magnitude.[14]

Using the room revenue figure of $33.3 million, the estimated broader economic impact of this expenditure is $80.6 million. Adding estimated event spending at the Ritz-Carlton, and golf course fees, the included expenditure estimate is $52.3 million, with an estimated broader economic impact of $126.6 million. This estimate is relatively limited in scope and excludes event expenditure associated with events held at the golf courses, purchases in the golf pro shop, and sundry items.

5.5 Impacts of Cliff Erosion

The estimates in this section are based on the assumption that it is possible to mitigate or adapt to cliff erosion through the realignment of the Coastal Trail and golf course parcels. It does not attempt to estimate the costs of realignment of the Ritz-Carlton Hotel structure, so the estimates included for building damage should not be interpreted as a full range of potential economic impacts.

5.5.1 Impact of Cliff Erosion on Parcel Values

For this analysis, it is assumed that the unit value of the parcels is distributed evenly. This may not accurately reflect the use of the parcels, for example, the tee box and greens have higher

[13] Visit Half Moon Bay Coastside California, Business Improvement District 2019 Annual Report, p 2.
[14] It is not appropriate to apply the multiplier to the tax and fee income streams identified in this section.

importance than sections of rough. It is assumed that the course could be reconfigured to accommodate the lost area, which would thereby relocate the most valuable areas.

If 10 percent of a parcel is eroded, it is assumed that 10 percent of the assessed value is lost. With course reconfiguration, it may be possible to retain all of the existing value of the affected parcels, so the figures presented in this section should be considered upper-bound estimates of the potential economic damage.

Table 5-7 summarizes the estimated economic impact of erosion on the value of land parcels in the study area by time horizon. Note that for the Ritz-Carlton parcel, the area eroded is multiplied by the value of the land only, as erosion damage to the built structure is treated separately in the next section. Recall that the damage estimated in each time horizon is calculated as a proportion of the landward section of each parcel, and does not include any area seaward of the bluff. The City Beach parcel has been excluded from these calculations as there is no tax assessed value for the parcel, and more than 96% of this parcel is located seaward of the cliff.

Table 5-7. Estimated Economic Impact of Erosion

Year	Old Course ($)	Ritz-Carlton Hotel (Land Value only) ($)	Ocean Course Value Loss ($)	Total Parcel Value Loss ($)
2030	7,330	100,696	32,415	**140,441**
2040	8,669	120,346	33,428	**162,443**
2050	10,790	130,805	34,186	**175,781**
2060	12,709	140,755	34,735	**188,199**
2070	14,583	148,483	43,093	**206,159**
2080	16,909	211,415	73,700	**302,024**
2090	21,403	359,167	101,141	**481,712**
2100	24,742	391,290	128,195	**544,226**

5.5.2 Impact of Cliff Erosion on Hotel Structure

For the Ritz-Carlton Hotel, it is difficult to determine the extent to which erosion will impact the operations of the building, or the economic and fiscal value streams they generate. Based on the layout of the hotel, the majority of the lobby floor space in the west/east wing, which is the wing that will be affected by erosion in 2090–2100, is used for meeting rooms (Figure 5-1). The Miramontes Room is also used for smaller wedding receptions.

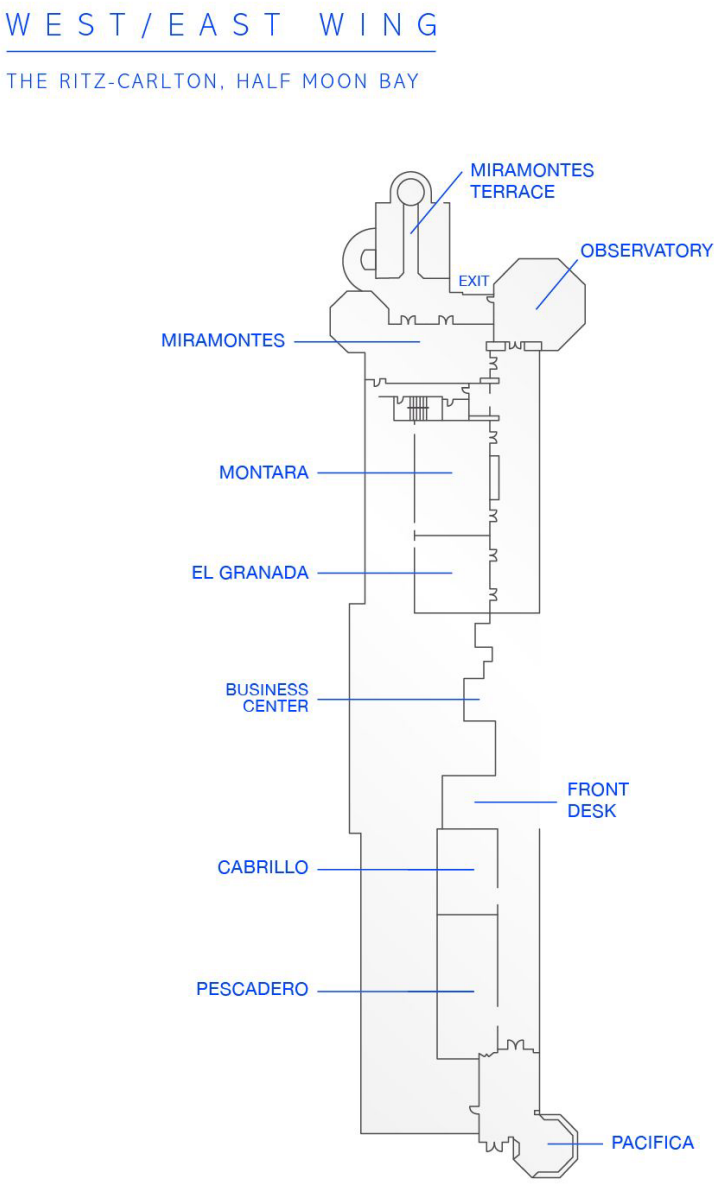


Figure 5-1. The layout of the Ritz-Carlton Hotel West / East Wing
Source: https://www.ritzcarlton.com/en/hotels/california/half-moon-bay/meetings/meeting-room-details ; https://s7d2.scene7.com/is/content/ritzcarlton/HMB%20Lobby%20Level%20Floor%20Plan_v3-2pdf

For this assessment, the damage to hotel values is estimated as a proportion of the building footprint. Meeting and function rooms have a lower value per square foot than guest rooms, but are also responsible for the generation of substantial income for the property. There are also

guest rooms located in this wing, so it is assumed that the per-area value of the property is relatively consistent. Damage to the building itself is not projected to occur until 2090. Table 5-8 shows the estimated value of direct damage to the Ritz-Carlton hotel structure.

Table 5-8. Estimated Value of Potential Direct Damage to Ritz-Carlton Hotel

Year	Percentage of Building Footprint Directly Impacted	Estimated Value ($)
2090	0.05%	69,284
2100	0.15%	213,236

The values in Table 5-8 should be considered the absolute lower bound of potential damage. It would not be prudent, or legal, to continue to use part of the hotel that was located at the edge of the blufftop.

Use of this wing of the hotel would likely need to be curtailed prior to 2090. The entire western portion of the west/east wing will likely need to be relocated at some point within the study period to avoid serious risk or actual physical impacts. For insurance and safety reasons, and to avoid damage to the public coastal amenities, it is also likely that structural modifications would be required earlier than the occurrence of direct impacts identified in this assessment. It is not possible to estimate the costs associated with this reconfiguration, but these costs would likely be in the tens of millions of dollars.

5.5.3 Impact of Cliff Erosion on Recreational Use

The Coastal Trail is used by golfers on the final holes of both golf courses, which are considered to be the showpiece holes of each course. Thus, there is an economic incentive to ensure that access is maintained, through the relocation of the combined trail/cart path. There is also a regulatory requirement for the combined hotel and golf course property to maintain safe public access to the coast and along the Coastal Trail.

As a result, this analysis takes the assumption that the recreational values supported by the trail and beach access will be retained, through the relocation of the trail to a more landward location, subsuming parts of the 18th hole of the Ocean Course. This may require reconfiguration of the 1st and 18th holes of this course. Due to the extensive design and engineering work involved in the siting and construction of a relocated Coastal Trail, it is not possible to estimate the costs associated with this adaptation action without a specifically chosen alignment.

On the northern side of the hotel, on the 18th hole of the Old Course, there is a pinch point between the bluff and the hotel, specifically in the area of Miramontes Point where the Ocean Lawn and Miramontes Terrace extend shoreward from the hotel structure. At some point, path access from the northern side of the hotel property will be restricted on the seaward side, either

due to safety considerations or because the trail is no longer present. Currently, this path is part of the Coastal Trail. This section of trail will likely need to be relocated to the landward side of the hotel structure and parking garage, and rejoin a relocated section of trail on the southern side of the hotel.

No attempt has been made to estimate the costs of the relocated trail on the north side of the hotel, as this would likely be able to follow the existing roads from Ocean Colony (Fairway Drive, Ashdown Place, and Miramontes Point Road), rejoining the existing coastal trail access path on the southern side of the hotel.

5.5.4 Impact of Erosion on Trail Infrastructure

Having assumed that the trail can be reconfigured to preserve recreational use, the primary cost associated with erosion damage to the trail is the replacement of the trail sections affected by erosion in each time horizon. Due to safety requirements, the trail will likely need to be relocated before physical damage is experienced.

Table 5-9 shows the number of linear feet of trail affected by cliff erosion by time period. The cart path is approximately 10 ft wide, and it is assumed that the entire width would be replaced, even if only a smaller section is damaged. Promatcher[15] provides an estimate for concrete paths in California of $8.29 per square foot. Given the site location, golf course operations and recreational use, and the need to remove the existing materials, a figure of $15 per square foot is considered conservative.

Table 5-9. Length of Trail Affected by Cliff Erosion by Time Period and Estimated Cost

Year	Erosion Damage (linear feet)	Cumulative Damage (linear feet)	Estimated Cost of Replacement, Cumulative ($)
2060	46.0	46.0	6,907
2070	68.2	114.3	17,144
2080	409.5	523.8	78,568
2090	615.7	1139.5	170,920
2100	304.5	1444.0	216,598
Grand Total	1444.0	1444.0	216,598

[15] California Concrete Costs & Prices - ProMatcher Cost Report, accessed 19 July 2022. https://concrete.promatcher.com/cost/california.aspx

The relocation of the trail would also require the resumption of part of the golf course. It is assumed that this does not reduce the value of the remaining golf course parcel, so there is no economic loss. This section also does not include an estimate of the costs to relocate or replace the Manhattan Beach access stairs at Cañada Verde Creek.

6 ADAPTATION PLANNING

Adaptation planning occurs over multiple time scales and requires a comprehensive approach to implement. Adaptation can be implemented through projects, changes to policy, and in most cases, simply moving back away from the ocean. Various adaptation approaches include protecting, accommodating, and relocating; each with its own set of secondary consequences that need to be considered. From the City and public perspective, the Coastal Trail, beach access, and golf courses are of primary focus. The Ritz-Carlton Hotel, golf facilities, and tax revenues are of secondary focus and will need additional consultation between the City and private entities, including the golf courses and the hotel. This section describes some of the most common adaptation strategies considered for bluff-backed shorelines, summarizing the tradeoffs and identifying the most feasible (economic and regulatory) strategies through time to maintain the upland development, infrastructure and coastal resources.

Adaptation strategies fall into three main categories—protection approaches that attempt to stop erosion, accommodation approaches that allow for erosion and flooding while minimizing damages, and managed retreat or hazard avoidance, which would relocate golf or resort features and/or realign the Coastal Trail.

No one category or specific adaptation strategy is considered the "best" option forever. The effectiveness of different adaptation strategies varies across space and time, with different strategies able to accommodate various coastal hazards and elevations of sea level rise. Some adaptation measures may present secondary consequences, such as negative impacts on beaches, wetlands, habitats, and access which are protected by law for future generations under the California Coastal Act. The City's Local Coastal Program implements the Coastal Act at the local level and grants the City much of the permitting authority to protect the coastal resources.

Over time, the City and private interests are likely to use several of the approaches discussed in this section as long-term hybrid strategies evolve based on observed environmental or economic changes. Changes, or "triggers," such as cliff erosion within a certain distance of the Coastal Trail, tee boxes, greens, or the Ritz-Carlton Hotel should catalyze a change from one type of approach to another to maintain function, connectivity, and revenues. These triggers can be easily monitored to identify when it makes sense to shift from one adaptation approach to another.

One key trigger to monitor will be the distance from the Coastal Trail to the cliff edge. When the distance between the cliff edge and the Coastal Trail is near say 10 ft, then preparation for a realignment of the Coastal Trail, including discussions and planning with the golf course and the Ritz-Carlton Hotel should occur.

6.1 Protect

Protection strategies attempt to "hold the shoreline in place" by employing some sort of engineered structure or another measure to defend development or infrastructure in its current location without changes to the development itself. Protection strategies can be divided into "gray" and "green" defensive measures. A "gray," or "hard," approach is usually an engineered structure that can be positioned either alongshore (such as a seawall, revetment, or offshore breakwater) or cross-shore (such as a groin or harbor jetty). Green defensive strategies include beach nourishment or cobble berms that widen beaches or absorb wave energy to buffer storm erosion. Some protection structures are cross-shore structures intended to trap sand and widen the beach upcoast of the structure, starving downcoast beaches of sand and accelerating erosion.

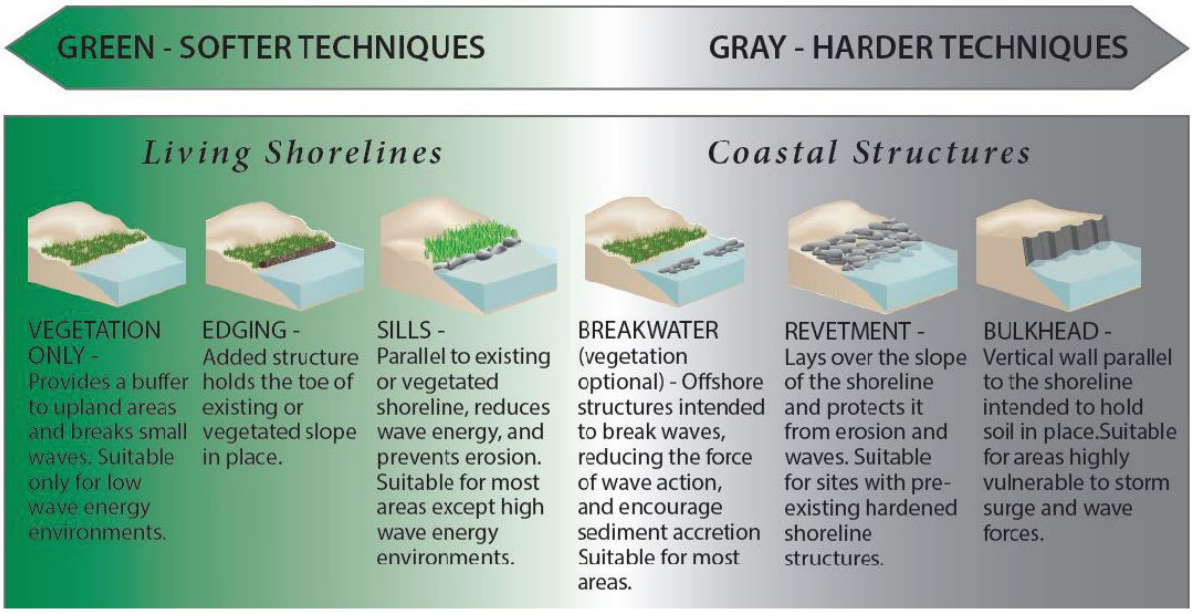


Figure 6-1. A range of green to gray adaptation strategies intended to mitigate erosion, flooding, or both
Source: www.habitatblueprint.noaa.gov/living-shorelines.

Protection strategies usually attempt to stop erosion by holding the shoreline in place using revetments, seawalls, or soil nail walls. The presence of coastal armoring structures can have negative environmental and social consequences when a structural footprint buries beaches or impedes beach access and recreation. As sea levels rise, passive erosion or coastal squeeze occurs as this "holding the shoreline in place" strategy results in a slow drowning of beaches and nearshore habitats. These impacts raise serious concerns about consistency with the public access, habitat, and recreation preservation policies of the California Coastal Act.

Offshore breakwaters and artificial reefs are constructed to reduce erosion by reflecting, breaking, and dissipating wave energy before waves impact the shoreline. These are similar to some of the offshore rocks and rock reefs that currently exist offshore of the project site. The difference between these two types of structures is the elevation relative to the water level; breakwaters are visible through all tides and stop wave energy whereas artificial reefs tend to be submerged during most of the tidal cycle and cause waves to break offshore and dissipate the wave energy before it reaches shore. These types of structures are unlikely to be viable in the current regulatory environment given that the nearshore and offshore environment is part of the Monterey Bay National Marine Sanctuary.

Nature-based protection approaches attempt to decrease erosion using natural physical processes and native materials rather than trying to stop them. The types of projects that fall into this category include sand and cobble nourishment programs, where sand is added to the beach system, widening the beach and providing additional natural protection. In cliff-backed systems like this area, larger sediments such as cobbles could be placed at the toe of the cliffs to improve resistance to erosion. However, cobbles placed along the back of the narrow beaches in the study area are more likely to cause abrasion at the toe of the cliffs and accelerate erosion. Again, the Monterey Bay National Marine Sanctuary's current regulations forbid beach nourishment from occurring. In addition to regulatory concerns, both of these nourishment approaches to enhance natural beach protection in front of the study area would likely need to be done every few years at great cost.

Sand retention structures such as groins are oriented perpendicular to the coast in a cross-shore direction and are designed to trap and retain sediment to widen the beach and allow the beach to naturally reduce wave energy and reduce erosion. However, obstructing the naturally occurring transport of sediment along the shore can deplete downcoast beaches of their sediment supply and shift erosion to those areas. In some reaches of Sections 1, 2, and 6, offshore rocks currently serve as natural sediment retention; however, as erosion of the offshore rocks continues and sea levels rise, this area may reduce its retention capacity, narrowing the beach with erosion escalating in the future.

Previous gray protection strategies included revetments built by The Ritz-Carlton Hotel that were required to be removed by the CCC. Most of the protection options described above are unlikely to be approved by the CCC or the Monterey Bay National Marine Sanctuary in the future.

6.2 Accommodate

Accommodation strategies refer to the range of adaptation strategies that employ methods to modify existing development or infrastructure or place development in areas that decrease hazard risks and increase resiliency. Some of these strategies include policy approaches such as setbacks or project approaches such as elevating structures. The Ritz-Carlton Hotel opened in 2001 and incorporated development setbacks, but as erosion continues, the setback distance

narrows. The other accommodation strategy is to elevate structures using piles. This elevation approach also has been applied previously at the hotel with the remnant piles now eroded onto the bluff face illustrating that this is not a feasible long-term adaptation strategy (Figure 2-18).

6.3 Managed Retreat/Realignment/Relocation

Managed relocation and realignments are adaptation approaches that acknowledge natural cliff erosion hazards and avoid the projected long-term changes and future impacts by incrementally relocating, realigning, or removing at-risk infrastructure and development. Managed relocation is not done quickly; rather, it is a comprehensively planned approach, phased over time and implemented by the gradual realignment, relocation, and eventual removal of structures and infrastructure from risk-prone areas. Two important steps in implementing a policy approach to managed retreat include requiring real estate disclosures for coastal hazards and sea level rise during property transactions and indemnifying the City by limiting the liability over time for land-use decisions.

Over longer periods and higher sea levels, this "stepping back" strategy becomes the most cost-effective measure in comparison to adaptation approaches that require construction, maintenance, and potential removal of erosion control structures, and are also associated with lost revenues associated with secondary impacts to coastal resources such as the loss of beach recreation revenue. Taking a long-term view, all assets subject to erosion will be subject to some form of retreat in the future. The primary issue is whether it is a controlled process that is optimized to maximize public and private benefits in the interim or whether it is a rapid response to extreme weather events. This is particularly true for properties in this area exposed to cliff erosion hazards, as cliff collapses occur in an episodic and often unpredictable fashion.

The goal of managed relocation approaches is to preserve the public interest and access to the coast while providing an equitable solution for private property owners. When and where to move tends to be highly dependent on local economics and legal and property rights, and must balance public and private interests.

The realignment of the Coastal Trail will require early planning, as well as continuous engagement with the community and private sector to maintain beach access as well as coastal views. If planned in advance and identified in various planning documents such as the City's Local Hazard Mitigation Plan (LHMP) as the long-term plan for the Coastal Trail, it is possible that the cost of realigning and reconstructing the Coastal Trail could be funded by public entities such as the California Coastal Conservancy (SCC).

The relocation of the golf courses and Ritz-Carlton Hotel will require reimagining and reconfiguring existing holes and structures; but because both properties have plenty of space, these should be possible without losing complete use of the facilities and properties. This would likely fall on the private property owners. Most resort facilities complete remodels on an

approximate 10-year cycle. This timing should be considered in the phasing of any relocation strategy.

6.4 Most Feasible Adaptation Approaches

The City's primary adaptation goals are to:

- Minimize impacts on the public
- Maintain public access to the beach and along the Coastal Trail
- Minimize changes to the visual character of the site

Based on the team's knowledge of the current regulatory environment, as well as the history of site development, Table 6-1 summarizes the feasibility of some of the most common adaptation strategies.

Table 6-1. Feasibility of Adaptation Solutions

Strategy	Feasibility	Rationale
Riprap Revetments	Unlikely	Previously removed
Seawalls	No	Regulatory constraints
Soil Nail Tie-back Walls	Unlikely	High cost and regulatory constraints
Artificial Reefs	No	High cost and regulatory constraints
Groins	No	High cost and regulatory constraints
Offshore Breakwaters	No	High cost and regulatory constraints
Sand Nourishment	Unlikely	Effectiveness and regulatory constraints
Cobble Berms	Perhaps	Effectiveness and high cost
Relocation of Vulnerable Section of the Hotel	Yes	Plenty of space
Realignment of Coastal Trail	Yes	Plenty of space
Realignment of Golf Course	Yes	Plenty of space

6.5 Adaptation Pathway

An adaptation pathway helps visualize some of the sequences of possible adaptation responses through time in a stepwise manner. Every alternative is designed to meet a certain performance level over a period of time, and once it reaches a tipping point where potential damages are no longer acceptable, a transition to another strategy is required. Each strategy requires lead times associated with the planning, outreach, permitting, design, and construction before it can be effective. Thus, before a tipping point of damages is realized, planners should identify possible triggers and anticipate the lead times necessary to implement a new strategy before potential damages occur. Due to the uncertainty over future physical conditions, natural variability, regulatory changes, and changing societal values, these pathways should remain flexible.

Through this adaptation pathway approach, the team identified several short-term (0–10 year) approaches to reduce erosion and buy some time; mid-term (10–30 year) planning such as redevelopment standards and improvements, realignment of pedestrian path, viewing platforms; and long-term (30+ year) relocation and realignment, particularly along the southwestern, ocean-facing wing of hotel and reconfiguration of the golf courses. Long-term adaptation approaches will require careful thought and planning to maximize effectiveness and minimize cost. This longer-term approach may also include envisioning alternative uses and locations in the adaptive reconfigurations of assets in vulnerable areas (Figure 6-2).

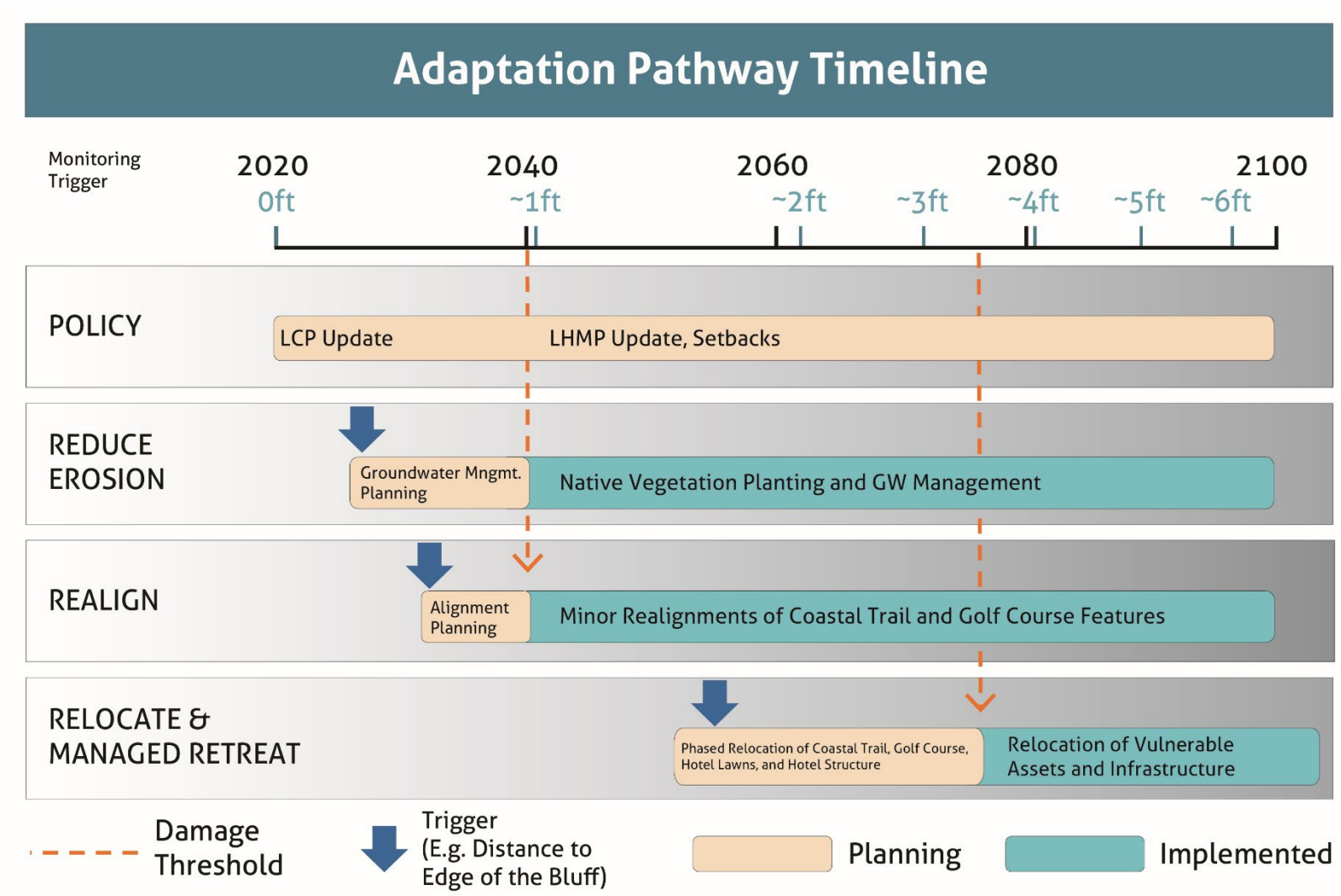


Figure 6-2. Potential adaptation pathway timeline.

Part of this adaptation pathway will require routine monitoring. It is suggested that a simple survey of the distance between the Coastal Trail and the bluff edge be completed at least once a year, and following major storm events. Another aspect of this monitoring would be site investigations of the sea caves that may pose a risk from below.

6.5.1 Short Term (0 to 10 years)

Over the short term, the priority should be reducing the erosion rates of the cliffs. As noted in Section 2.5, the high groundwater seepage tends to weaken the bedrock geology and increase pore pressure, which can result in accelerated erosion rates. This can be done best by carefully managing the groundwater and vegetation on site. Some recommendations include minimizing irrigation at the golf courses and hotel landscaping and planting native vegetation along the bluffs and golf course to the maximum extent feasible. Signage and fencing to reduce pedestrian-caused erosion and vegetation trampling near the bluff edge is also encouraged.

6.5.2 Medium Term (10 to 30 years)

Over the medium term out to about 2050, most of the erosion can be addressed through small to moderate realignment of the Coastal Trail and golf course features. This will be a crucial time to continue monitoring and begin planning for more major relocations and realignments.

6.5.3 Long Term (30 + years)

Long-term adaptation will require major realignment of the Coastal Trail, the coastal wing of the Ritz-Carlton Hotel, and the lawns and patios around the hotel. Priorities should be stated in updated planning documents such as the Local Coastal Program about the preferred location and alignment of the Coastal Trail considering setback distances and alignment on the ocean side of the resort if desired and feasible.

The golf courses will require some redesign and reconfiguration to move both the Old Course's 18th hole tee boxes and greens and Ocean Course's 17th hole further inland, while maintaining public access and safety along the Coastal Trail. This may require additional fencing for pedestrian safety.

7 KEY FINDINGS AND RECOMMENDATIONS

- The City should engage with the Ritz-Carlton Hotel and Half Moon Bay Golf Links to annually monitor the distance between the Coastal Trail and the bluff edge as well as the condition of the sea caves.

- The City should identify triggers and further refine the City's vision for the Coastal Trail.

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Appendix A.

Modern Timeline of Coastal Development and Major Erosion Events

Year	
1971	Development of the Ocean Colony Neighborhood and Golf Course, known as the Half Moon Bay Country Club at the time, begins.
1972	A drilled pier-and-grade-beam foundation structure is constructed in anticipation of future hotel development at Miramontes Point.
1972–73	A major El Niño winter causes significant erosion, with evidence of bluff loss around Miramontes Point and Manhattan Beach.
1973	The Half Moon Bay Golf Links (formerly known as the Half Moon Bay Country Club / Ocean Colony Golf Course), opens the Old Course (formerly known as the Links Course).
1973	A retaining wall and 12 by a 24 ft slab of concrete are constructed to support the inland edge of the 18th green at the Old Course.
Late 1970s	The original developer abandons hotel construction plans at Miramontes Point.
1982–83	A major El Niño winter causes significant erosion around Miramontes Point.
1991	Half Moon Bay City Council and the California Coastal Commission (CCC) approve the development of a new hotel.
1995–96	The retaining wall and concrete slab at the 18th green of the Old Course is undermined by erosion and breaks apart.
1996	A CDP (08-96) is issued for repairs along the 18th green of the Old Course. Authorizing repair of the concrete slab as originally constructed.
1997–98	A major El Niño winter causes significant erosion around Miramontes Point.
1997	Half Moon Bay Golf Links' Ocean Course opens.
1998	CDP granted and construction of the Ritz-Carlton Hotel begins.
1998	Riprap is added to the 18th green of the Old Course without a permit.
2000	Half Moon Bay Golf Links is redesigned with some changes to the layout of the 18th green including the removal of a sand trap.
2001	Ritz-Carlton Hotel opens.
2002	CCC issues cease and desist order for the riprap revetment at the 18th green.

2003–04 Riprap revetment is removed.

2016–17 An historically wet winter causes erosion that severely undermines the pier-and-grade-beam foundation structure at Miramontes Point and leads to partial collapse.

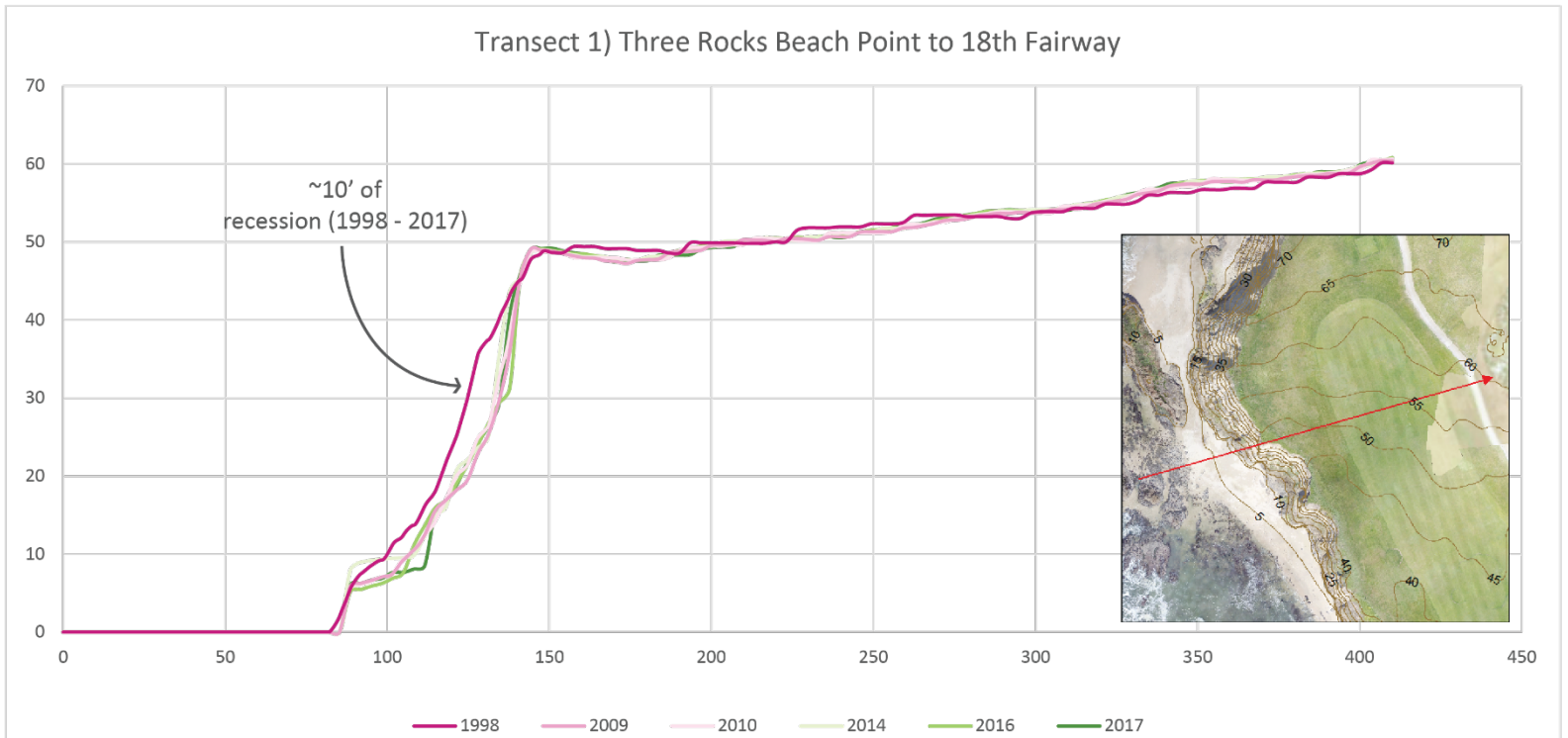
2018 Partially collapsed foundation piers are removed from Miramontes Point.

Note: Bluff-top or cliff-toe recession is not an inevitable consequence of every El Niño year or high precipitation anomaly winter. Cliff failure dynamics are far more complex and a section of cliff needs to be in a state where it is susceptible to erosion.

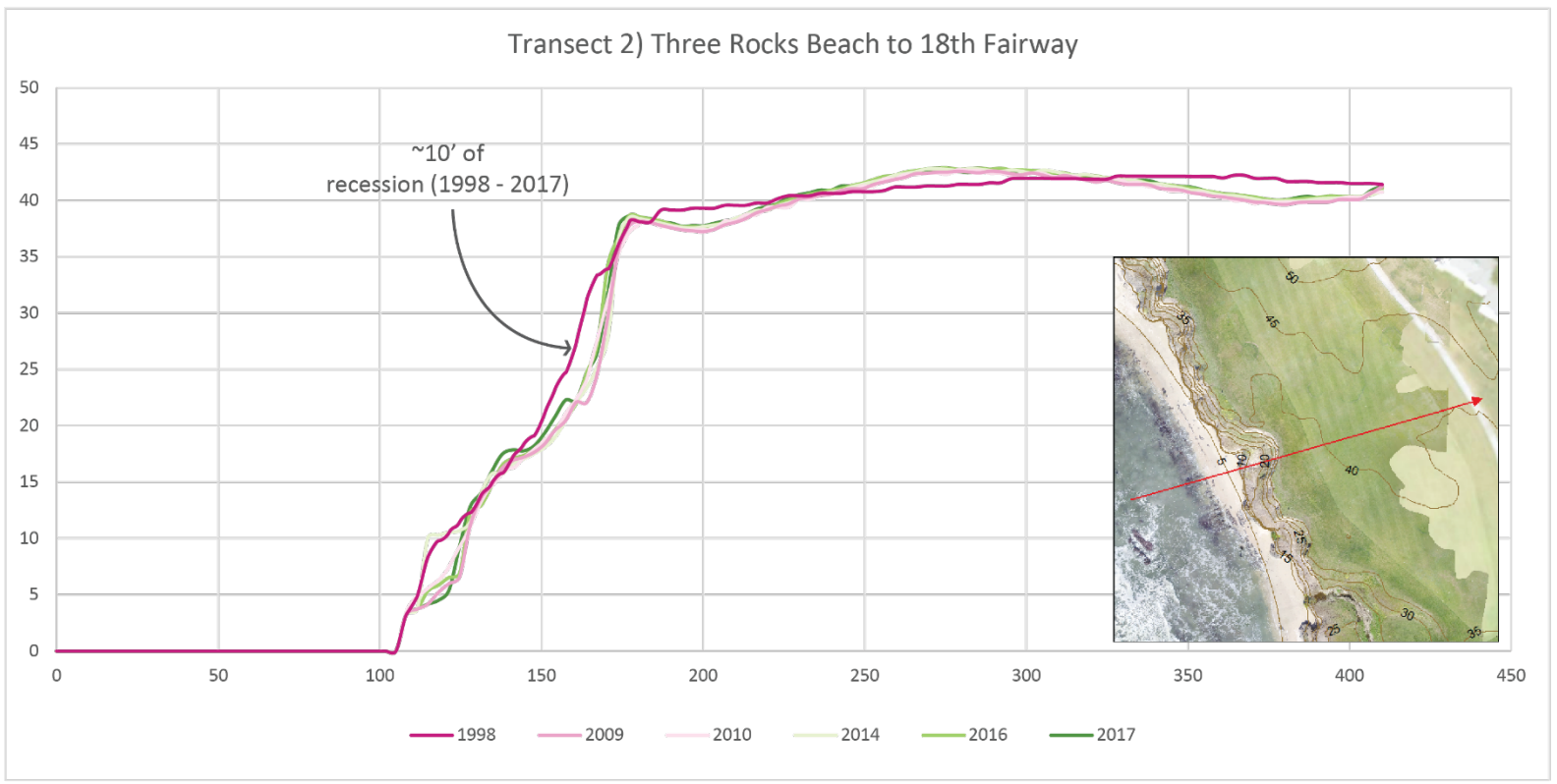
Appendix B.

Digital Elevation Transect Model Comparison

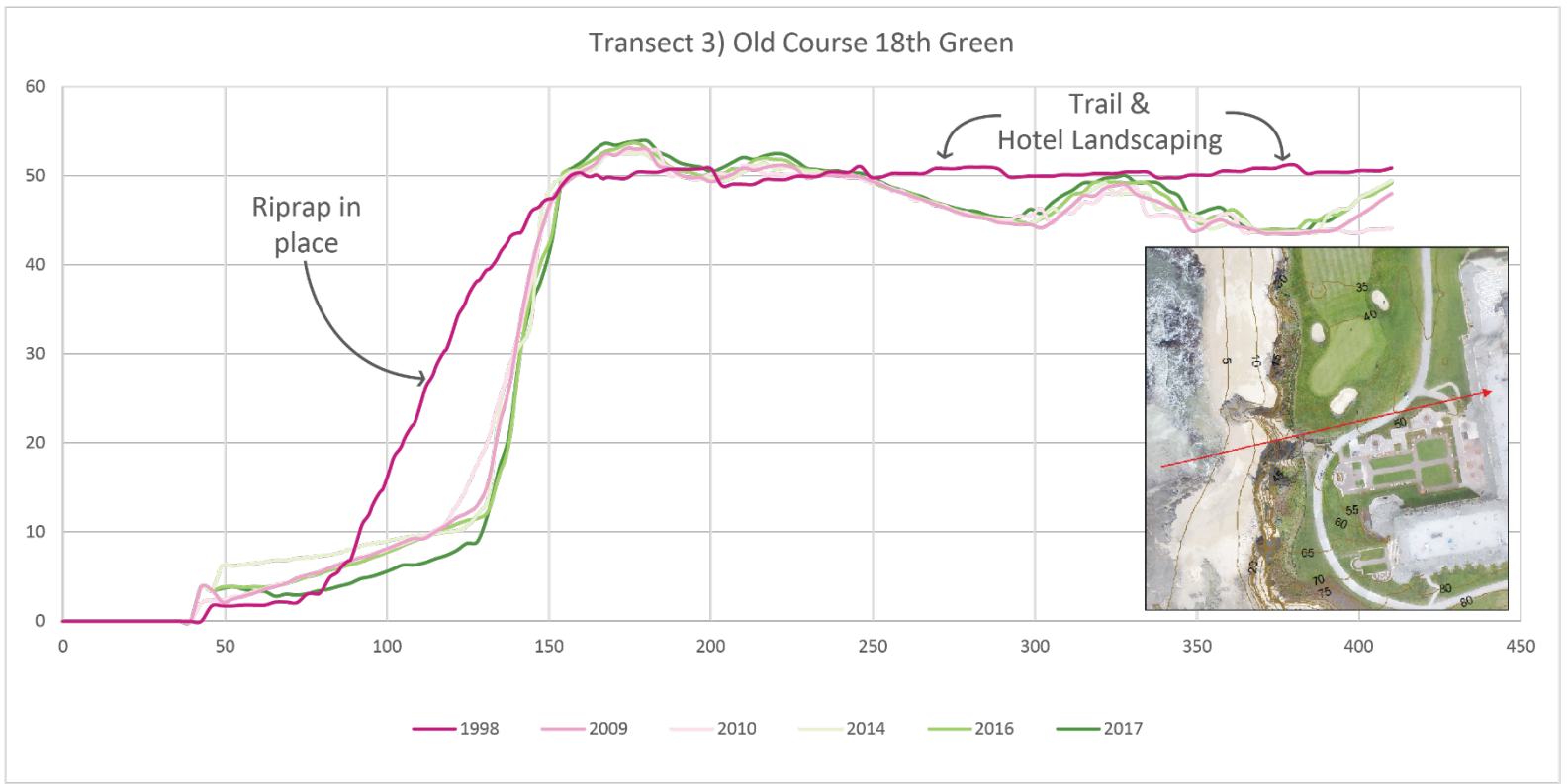


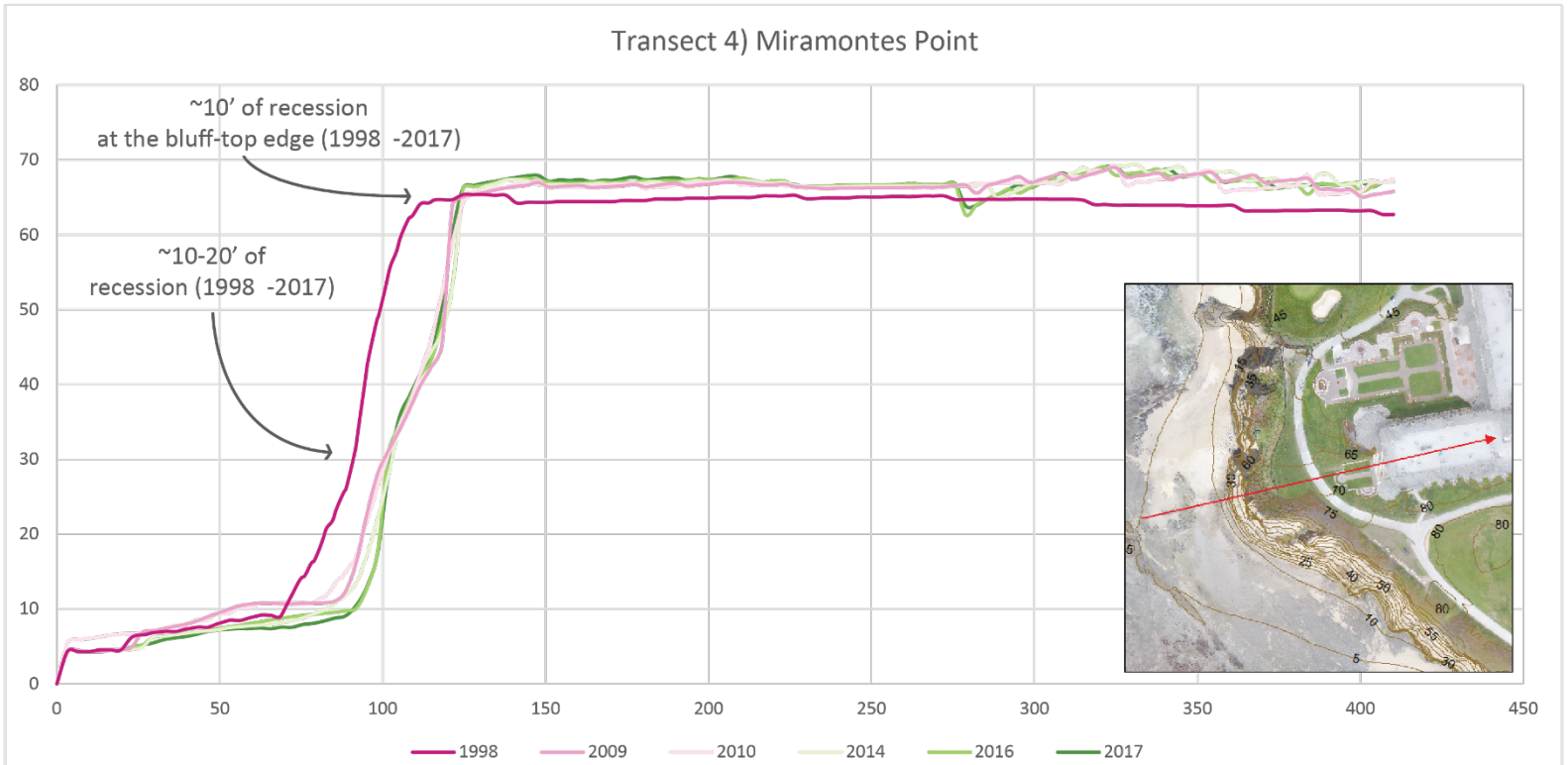


Units in ft (NAVD 88). Horizontal and vertical distances vary.

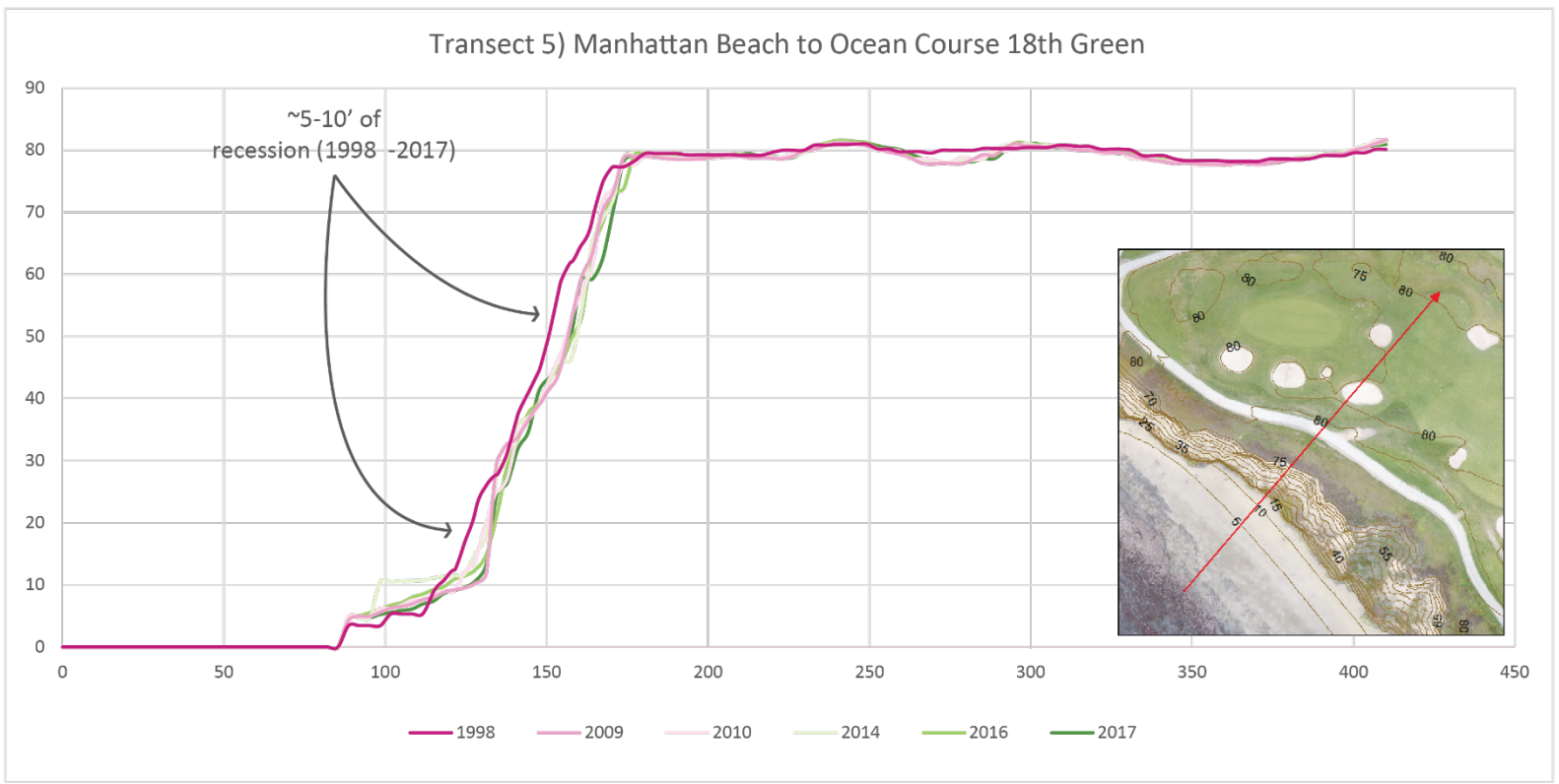


1998 dataset predates construction of the Ritz-Carlton Hotel and a redesign of portions of the HMB Golf Links

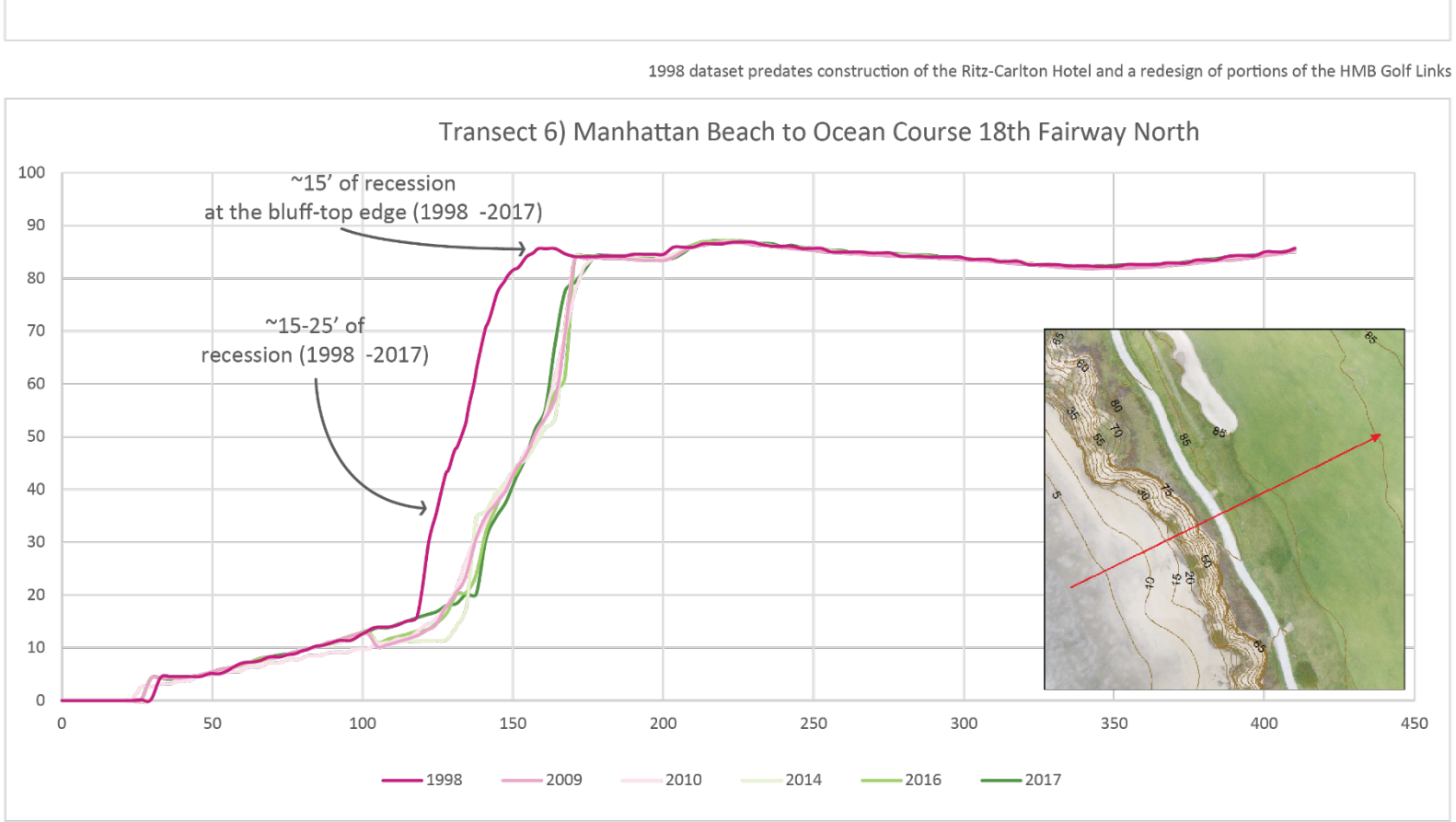


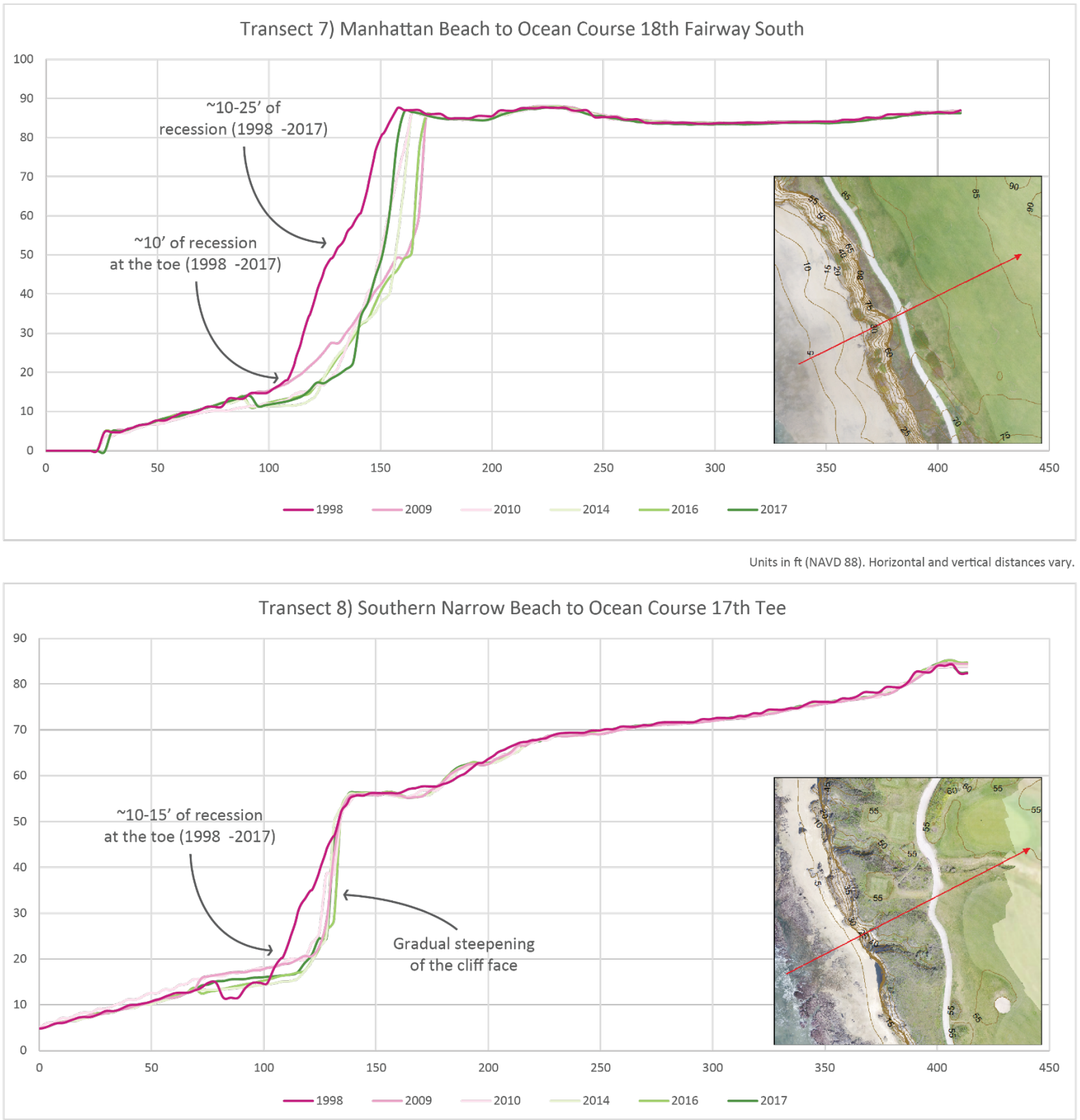


Units in ft (NAVD 88). Horizontal and vertical distances vary.



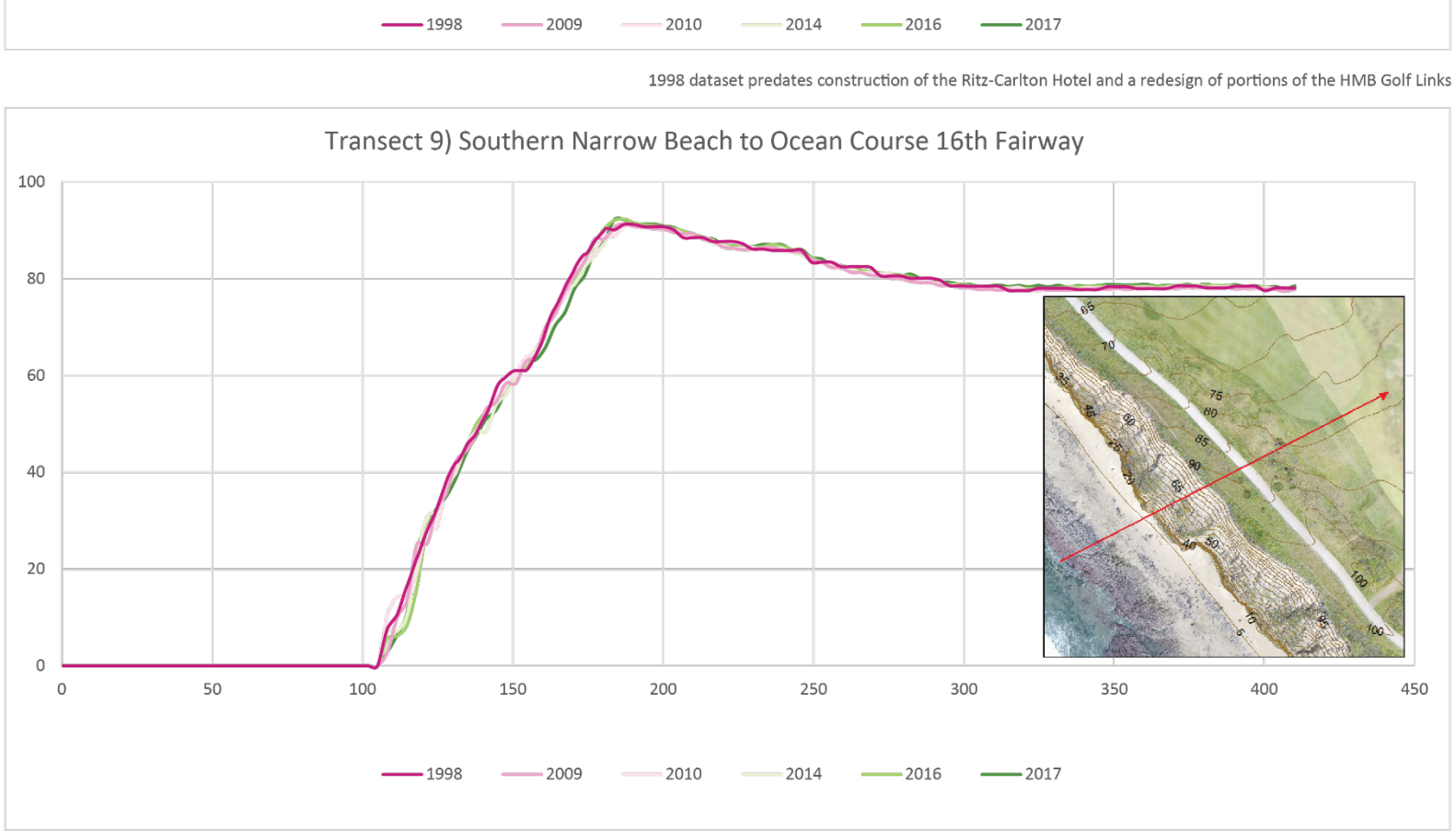
1998 dataset predates construction of the Ritz-Carlton Hotel and a redesign of portions of the HMB Golf Links





Units in ft (NAVD 88). Horizontal and vertical distances vary.

1998 dataset predates construction of the Ritz-Carlton Hotel and a redesign of portions of the HMB Golf Links



BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **CONSIDERATION OF WHETHER TO APPOINT SOLE DISTRICT CANDIDATES ROBERT BROWNSTONE (DISTRICT 1) AND DEBORAH PENROSE (DISTRICT 5) OR PROCEED WITH AN ELECTION FOR THOSE DISTRICTS**

RECOMMENDATION:
Receive report on Notice of Insufficient Nominees and consider whether to call a Special City Council Meeting to adopt a resolution appointing Robert Brownstone to City Council District 1 for a full-term of four years and Deborah Penrose to City Council District 5 for a full-term of four years in lieu of an election, or whether to proceed with an election for those two districts.

FISCAL IMPACT:
If the election was cancelled for Districts 1 and 5, the City would save approximately $12,000 in election costs incurred from services rendered by the San Mateo County Elections Division.

DISCUSSION:
On June 7, 2022, the City Council adopted Resolution No. C-2022-35, calling for the holding of a General Municipal Election for the purpose of electing one person each from District Nos. 1, 4, and 5 to the City Council of the City of Half Moon Bay for full four-year terms.

The nomination period for the General Municipal Election commenced on July 18, 2022 and closed on August 12, 2022. At the close of the nomination period, the following nominees qualified for the ballot:

Electoral District No. 1

Robert Brownstone

Electoral District No. 4

Bill Balson
David Eblovi
Debbie Ruddock

Electoral District No. 5

Deborah Penrose

Elections Code Section 10229 provides that if by the statutory nomination filing deadline (August 12, 2022), no one or only one person is nominated to be elected by a legislative district, and if there are also no city-wide offices or measures on the ballot, then the Elections Official (City Clerk) shall certify these facts to the City Council, publish a notice of the same, and, after the fifth day of the publication, the City Council may take one of three courses of action:

1. The City Council may appoint to the office the person who has been nominated by 75 days before the election (August 25); or

2. The City Council may appoint to the office an eligible voter if no one has been nominated (not applicable here); or

3. The City Council may determine to hold the election if either no one or only one person has been nominated.

Pursuant to Elections Code Section 10229, the City Clerk is providing the required certification to the City Council that only one person has been nominated to be elected in Electoral District Nos. 1 and 5. The City Clerk also published the same notice in the August 13, 2022 edition of the San Mateo Daily Journal and posted the same on the City Hall Bulletin / Posting Board, in accordance with Government Code Section 6061.

The required five-day notice period will be completed on August 17, 2022. Therefore, the City Council may call a Special City council Meeting to either appoint the sole nominees (Robert Brownstone and Deborah Penrose) to those offices and to cancel the City's election in Electoral District Nos. 1 and 5, or alternatively to hold the election in both districts. Pursuant to Elections Code Section 10229, adoption of this resolution would need to occur by August 25, 2022. If appointed, both Robert Brownstone and Deborah Penrose would take office and serve exactly as if elected at the General Municipal Election starting their new term in December 2022 representing District No. 1 (Robert Brownstone) and District No. 5 (Deborah Penrose). If this option was chosen, a special meeting is likely to be scheduled for the morning of Friday, August 19 for this item alone.

Should the City Council hold the election instead of making the appointment immediately, there would be a limited opportunity for one or more write-in candidates to qualify for the election. Only write-in candidates who have properly qualified may be considered in the vote tally. To qualify as a write-in candidate, a person generally must follow the same process as becoming a traditional candidate: they must file certain basic information with the Elections Official and must submit the proper number of signatures nominating that person as a write-in candidate. Write-in candidates must file their completed forms between 57 days and 14 days prior to the election (September 12 to October 25). If no official write-in candidates are qualified, both Robert Brownstone and Deborah Penrose would only need a single vote to be declared the victor in the election.

ATTACHMENT: City Clerk's Certificate of Insufficient Nominees

CITY CLERK'S CERTIFICATION THAT ONLY ONE PERSON HAS BEEN NOMINATED TO BE ELECTED IN ELECTORAL DISTRICT NOS. 1 AND 5

I, Jessica Blair, City Clerk of the City of Half Moon Bay, do hereby certify pursuant to Section 10229, Elections Code of the State of California, to the following facts relating to the General Municipal Election to be held on Tuesday, November 8, 2022:

As of the close of the nomination period on August 12, 2022, only one person filed nomination papers to fill the City Council seat for Electoral District Nos. 1 and 5 that are up for election at the November 8, 2022, General Municipal Election. Therefore, there are not more candidates than offices to be elected for City of Half Moon Bay Electoral District Nos. 1 and 5.

The person so nominated for Electoral District No. 1 is:

Robert Brownstone

The person so nominated for Electoral District No. 5 is:

Deborah Penrose

That Section 10229 of the California Elections Code allows one of the following courses of action to be taken by the City Council at a regular or special meeting held before the General Municipal Election in the event that only one person is nominated to an office:

1. Appoint to the office the person who has been nominated, or
2. Hold the election if either no one or only one person has been nominated.

A notice of these facts will be published on August 13, 2022, in a newspaper of general circulation in the City pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, the City Council will meet to either make the appointment and cancel the election for that office or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office.

If the City Council makes an appointment pursuant to Section 10229, California Elections Code, the City Clerk shall not accept for filing any statement of write-in candidacy for City Council from Electoral District Nos. 1 and 5, which are submitted after the appointment is made.

If, by the 75th day before the General Municipal Election, no person has been appointed to the office pursuant to (1) or (2) above, the election for Electoral District Nos. 1 and 5 shall be held along with all other elective offices on the ballot. If an appointment is made to this office, the General Municipal Election for Electoral District Nos. 1 and 5 will be canceled but will be held for all other elective offices on the ballot.

_____

Jessica Blair, City Clerk

Dated: August 12, 2022; Published August 13, 2022

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **August 16, 2022**

TO: Honorable Mayor and City Council

FROM: Catherine Engberg, City Attorney

TITLE: **APPOINTMENT OF MATTHEW CHIDESTER AS CITY MANAGER AND APPROVAL OF EMPLOYMENT AGREEMENT**

RECOMMENDATION:
Adopt a resolution appointing Matthew Chidester as City Manager and approving the employment agreement.

FISCAL IMPACT:
Mr. Chidester would be paid a base salary of $265,000 per year and would also receive a one-time $10,000 relocation allowance, an auto allowance of $500 per month, a $10,000 annual contribution to a 457-retirement plan, and regular City health and CalPERS retirement benefits. The proposed contract also includes a down payment home loan of up to $320,000 payable with interest after a three-year grace period.

STRATEGIC ELEMENT:
This recommendation supports all elements of the City Council's strategic plan.

BACKGROUND:
On July 20, 2022, City Manager Bob Nisbet announced that he would be resigning and relocating to the Santa Barbara area to serve as City Manager for the City of Goleta. Mr. Nisbet's last day of service to the City of Half Moon Bay will be Friday, August, 19. The City requires the appointment of a new City Manager as specified by the Municipal Code to oversee and manage the effective operations of the organization under the policy direction of the City Council.

DISCUSSION:
The City Council met in closed session on August 3 and August 12, 2022 to consider appointment of the City's next City Manager. The Council has identified Assistant City Manager Matthew Chidester as being the best qualified candidate to serve as City Manager. Mr. Chidester has served the City since 2017 as Deputy and Assistant City Manager. Prior to his employment with the City, Mr. Chidester served the County of San Mateo for 13 years in a number of roles including Principal Management Analyst and Real Property Agent. He has deep ties to the community, having grown up on the coastside and attended Half Moon Bay High

School. Over the past five years with the City, Mr. Chidester has overseen numerous successful City programs including CARES – El Centro de Libertad, CSFA Grant Program, Coastside Recovery Initiative, 880 Stone Pine acquisition, CSFA Grants, Emergency Housing Assistance Grants, and COVID testing and response.

The Council directed the City Attorney to negotiate terms with Mr. Chidester.

The proposed agreement includes the following key provisions, which closely track Bob Nisbet's City Manager contract:

- Start date: August 20, 2022
- End date: August 19, 2025 (three-year term)
- Base salary of $265,000 per year, with no automatic compensation increase
- One-time $10,000 relocation allowance
- Auto allowance of $500 per month
- $10,000 annual contribution to a 457-retirement plan
- Same medical, dental and vision insurance benefits available to other City employees
- Same CalPERS retirement benefits as is paid for other management employees
- Vacation/sick/administrative leave consistent with management employees
- No severance benefits in the event of termination for "cause"
- In the event of involuntary termination, up to six months of base salary severance pay
- City Manager may resign with 30 days' notice

The proposed contract includes two additional provisions. First, the City would provide a one-time loan of up to $320,000 to be used solely for a down payment for the purchase of a primary residence for City Manager within San Mateo County. To be eligible for the City Loan, the City Manager must close on the residence within two years. The loan would require a promissory note made by the City Manager payable to the City and secured by a deed of trust on the residence. The down payment loan terms are similar to terms negotiated in city manager contracts with Foster City, Los Altos, and Palo Alto, with the exception that these cities provide loans in a much larger amount (ranging from $1 million to $2.5 million). The proposed down payment loan would be interest free for the first three years,[1] and includes provisions for payment in full in the event of termination, separation or nonrenewal of the contract. Repayment with interest would commence at year three, assuming contract renewal.

Second, the proposed contract provides rights to return to the position of Assistant City Manager within 12 months of the Effective Date so long as (1) the City has not appointed a new Assistant City Manager or begun its recruitment for one and (2) the City Manager was not terminated for cause.

[1] Staff estimates that the City would otherwise earn between $2,000 and $21,000 on the maximum loan amount of $320,000 during this proposed 3-year grace period. The exact amount depends on future interest rates in the state's Local Agency Investment Fund.

Government Code section 54953 provides, in relevant part that "Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken." To comply with this paragraph, the Mayor may direct the City Attorney or other staff to review the items listed above as part of the oral staff report for this item.

If the Council approves the proposed agreement, Mr. Chidester will be serving as the full-time City Manager of Half Moon Bay available 24/7 as needed to manage the City organization under the direction of the City Council.

ATTACHMENTS:

1. Resolution appointing Matthew Chidester as City Manager
2. Agreement with Matthew Chidester for City Manager

1546421.1

RESOLUTION NO. C-2022-_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPOINTING MATTHEW CHIDESTER AS CITY MANAGER AND APPROVING THE EMPLOYMENT AGREEMENT

WHEREAS, on July 20, 2022, Bob Nisbet announced that he would be resigning as City Manager and relocating to serve as City Manager for the City of Goleta, and Mr. Nisbet's last day of service to the City of Half Moon Bay will be Friday, August 19, 2022; and

WHEREAS, the City requires an administrative head of government who is responsible for the efficient administration of all of the City's affairs and whose duties include but are not limited to enforcing all laws and ordinances of the City, giving directions and orders to all heads of departments, preparing and submitting a budget and managing employees in compliance with the applicable personnel ordinances, rules, and regulations and that this appointment is necessary to fill the critically needed position; and

WHEREAS, Matthew Chidester has nearly 20 years of professional management and local government experience, including five years as Assistant and Deputy City Manager of the City of Half Moon Bay, and 13 years for the County of San Mateo in various roles including Principal Management Analyst; and

WHEREAS, the City Council has reviewed a proposed employment agreement by and between Matthew Chidester and the City.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby finds, determines and resolves as follows:

1. All facts set forth in the background section of this resolution are true and correct.

2. Matthew Chidester has the specialized skills required to fulfill the duties and responsibilities of the vacant position of City Manager.

3. The City Council hereby appoints Matthew Chidester as City Manager effective August 20, 2022 to provide highly specialized and critical skills necessary to maintain and manage the City.

4. The employment agreement with Matthew Chidester, a copy of which is on file with the City Clerk, is approved by the City Council effective August 20, 2022.

5. The Mayor is authorized to execute said agreement on behalf of the City, with such technical amendments as may be deemed appropriate by the Mayor and City Attorney.

****

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 16th day of August, 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:

Deborah Ruddock, Mayor

1546531.2

CITY MANAGER EMPLOYMENT
AGREEMENT
between the
City of Half Moon Bay
and
Matthew Chidester

I. Parties and Date

This Agreement is entered into as of August __, 2022 (the "Effective Date") by and between the City of Half Moon Bay, California, a municipal corporation (the "City"), and Matthew B. Chidester, an individual (the "City Manager"). The City and the City Manager are sometimes individually referred to as a "Party" and collectively as "Parties."

A. The City requires the services of a City Manager; and

B. Matthew B. Chidester has the necessary education, experience, skills and expertise to serve as the City's City Manager; and

C. The City Council of the City (the "City Council") desires to employ the Matthew B. Chidester to serve as the City Manager of City; and

D. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of the Half Moon Bay Municipal Code; and

E. In consideration of these Recitals and the performance by the Parties of the promises, covenants, and conditions herein contained, the Parties agree as provided in this Agreement.

II. Employment and Term

The City hereby employs Matthew B. Chidester as its City Manager, and Matthew B. Chidester hereby accepts such employment. The initial term of this Agreement shall be for a period of thirty-six (36) months commencing on August __, 2022, and continuing until August __, 2025 unless terminated earlier in accordance with Section VI. The Parties may agree to extend this Agreement by amending this Agreement in writing. Nothing in this Agreement shall prevent, limit or otherwise interfere with (a) City Manager's at-will status; (b) the right of City to terminate the services of City Manager as provided herein; and (c) the right of City Manager to resign from his position as provided herein.

III. Commitments and Understandings

A. <u>The City Manager's Commitments</u>

1) <u>Duties & Authority</u>

(a) The City Manager shall be the chief executive officer of the City

and be responsible to the City Council for the proper administration of all affairs of the City.

(b) The City Manager shall perform all of the duties of the City Manager as set forth in Chapter 2.16 of the Half Moon Bay Municipal Code (the "Municipal Code"), the California Government Code, City policies and procedures approved by the City Council, and such other duties as may be directed by the City Council from time to time.

(c) The City Council may also designate the City Manager as the chief executive of other City-related legal entities. Such other legal entities could include a redevelopment agency, financing authorities, and joint powers authorities.

(d) To accomplish this, and to the extent consistent with the Half Moon Bay Municipal Code and applicable state law, the City Manager shall have the power and shall be required to:

(i) Attend all meetings of the City Council, unless excused by the Mayor, and take part in the discussion of all matters before the City Council.

(ii) Review all agenda documents before preparing the agenda for any regular or special meetings of the City Council.

(iii) Direct the work of all City departments, except those that are directly appointed by or report directly to the City Council.

(iv) Recommend to the City Council from time to time, adoption of such measures as the City Manager may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services, including recommending to the City Council long-range plans to improve City operations and prepare for future City growth and development.

(vii) Provide management training and develop leadership qualities among department heads and staff as necessary to build a City management team that can plan for and meet future challenges.

(viii) Prepare and submit the annual budget.

(ix) Represent the City to press and other information media as required.

(x) Meet with individual citizens and groups to discuss complaints and explain City policy and actions.

(viii) Exercise control of City government in emergencies as

authorized by the Municipal Code and California law, including, but not limited to, being designated as the City's Director of Emergency Services for the purposes of disaster management pursuant to the California Emergency Services Act, Government Code section 8630.

2) Hours of Work

(a) The City Manager is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Manager's position. The City Manager does not have set hours of work as the City Manager is expected to be available at all times. This position is exempt from FSLA overtime pay requirements; therefore, City Manager shall not be entitled to additional compensation for any work performed in excess of the City's regular workweek.

(b) It is recognized that the City Manager must devote a great deal of time to the business of the City outside of the City's customary office hours, and to that end the City Manager's schedule of work each day and week shall vary in accordance with the work required to be performed. The City Manager shall spend sufficient hours on site to perform the City Manager's duties; however, the City Council has discretion over the City Manager's work schedule and work location.

(c) During the Term of this Agreement, the City Manager shall not engage in any outside employment without the express prior consent of the City Council.

3) Disability or inability to perform

In the event the City Manager becomes permanently mentally or physically disabled to the extent that he cannot perform the full range of the essential functions of his position as determined by his treating physician or is otherwise unable to perform the full range of the essential functions of his position because of sickness, accident, injury, mental incapacity or other health reasons with reasonable accommodation and it reasonably appears such incapacity will last for more than six months, the City Council may terminate the City Manager.

B. City Commitments

1) The City shall pay for or provide the City Manager reimbursement for all reasonable, actual and necessary business expenses. The City shall provide the City Manager a City credit card to charge appropriate and lawful business expenses, subject to all City-adopted expense reimbursement policies and requirements.

2) Subject to the limitations contained in the City's annual general fund operating budget for such expenditures, the City agrees to pay the following:

(a) Professional dues and subscriptions on behalf of the City Manager which are necessary for the City Manager's continuation and full participation in national, regional, state, or local associations and organizations necessary and desirable for the good of the City, and for the City Manager's continued professional participation and advancement. This includes the International City Management Association ("ICMA") and the California City Management Foundation ("CCMF");

(b) Travel and subsistence expenses of the City Manager to pursue official and other functions for the City, and meetings and occasions to continue the professional development of the City Manager, including, but not limited to, national, regional, state, and local conferences, and governmental groups and committees upon which the City Manager serves as a member; and

(c) Travel and subsistence expenses of the City Manager for short courses, institutes and seminars that are necessary for the good of the City or for the professional development of the City Manager.

3) The City recognizes the desirability of representation in and before local civic and other organizations, and the City Manager is authorized to become a member of civic clubs or organizations, for which the City shall pay membership dues to the extent that such expenditures are included in the annual operating budget.

C. Mutual Commitments

1) Performance Evaluation

(a) Annual performance evaluations are an important way for the City Council and City Manager to ensure effective communications about expectations and performance.

(b) The City Council recognizes that for the City Manager to respond to its needs and to grow in the performance of the City Manager's job, the City Manager needs to know how the City Council Members evaluate the City Manager's performance.

(c) To assure that the City Manager gets this feedback, the City Council shall conduct an evaluation of the City Manager's performance at least once each year. During the first year of this Agreement’s term, the City Council and the City Manager shall endeavor to discuss the City Manager’s performance at least once per quarter, with the first performance evaluation

occurring not later than three (3) months following the Effective Date at the initiation of the City Manager. In subsequent years, the City Council and the City Manager agree that performance evaluations, for the purpose of mid-course corrections, may occur quarterly or several times during each calendar year at the request of the City Council. The Parties may use an outside facilitator paid by City funds to assist them in conducting this evaluation, at the option of the City Council.

(d) No later than March of each year the City Manager and the City Council will create goals or other outcome measures that will provide the basis for determining the next year's performance objectives.

(e) The annual review and evaluation shall be in accordance with specific criteria established by the City Council with the assistance of the City Manager. Such criteria may be added to or deleted as the City Council may from time to time determine. The City Manager shall timely cause to be placed on the Council's agenda each year a "closed session" for the purpose of the annual review and evaluation.

(f) The City Council shall define such goals and performance objectives as it determines are necessary for the proper operation of the City for the attainment of the City Council's policy objectives, and the City Council shall further establish a relative priority among those goals and performance objectives.

IV. Compensation

The City agrees to provide the following compensation to the City Manager:

A. Compensation & Required Employer Costs

1) Base Salary

(a) The annual base salary for the position of City Manager shall initially be $265,000.00. The City Council shall annually consider an increase in base salary to be effective at the beginning of the upcoming fiscal year as part of the annual performance evaluation process described under Section III(D)(1).

(b) The City Manager shall be paid at the same intervals and in the same manner as regular City employees.

(c) The City shall not at any time during the term of this Agreement reduce the base salary, compensation or other financial benefits of the City Manager, unless as part of a general City management salary reduction, and then in no greater percentage than the average reduction of all City department heads. The City Manager shall participate in the same manner as other City department heads in

any general salary reductions including in the ones in effect at the date of the execution of this Agreement.

2) Required Employer Costs

(a) Federal Insurance Contributions Act (FICA) (if applicable).

i. Old Age Survivor and Disability Income (OASDI).

ii. Medicare.

(b) Unemployment Compensation.

(c) Public Employees Retirement System (PERS).

The City contracts with the California Public Employees' Retirement System for retirement benefits. The City will pay the same percentage of the City's share and the City Manager's (Member's) share for participation in the Public Employees' Retirement System as is paid for other management employees. As of the date hereof, the City pays the full City share and other management employees pay the corresponding employee share. The terms of the contract between City and CalPERS in accordance with applicable law shall govern the eligibility for and level of benefits to which City Manager is entitled.

(d) The cost of any fidelity or other bonds required by law for the City Manager.

(e) The cost to defend and indemnify the City Manager as provided in Section VII(C), below.

(f) Workers' Compensation to the same extent provided for other City employees.

B. Basic Benefits

1) Leaves

(a) The City Manager shall accrue leaves as follows:

i. Holiday Leave: The City Manager shall be entitled to the following holidays with pay:

New Year's Day
One day prior to, or following New Year's Day*
Martin Luther King, Jr. Day
President's Day

Cesar Chavez Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
One day prior to, or following Christmas Day*
One Floating Holiday

*These exact dates shall be determined on an annual basis consistent with Citywide policy.

In addition to the above enumerated holidays, the City Manager will also be subject to the "City Hall Closure" as detailed in the Unrepresented Executive Employees Compensation and Benefits Plan effective through June 30, 2026.

ii. Vacation Leave: The City Manager shall accrue vacation leave at the rate of 14 hours per month through the term of this contract. The City Manager may accumulate up to, but not more than, two (2) years of vacation credit at his current accrual level. Should the City Manager reach the maximum accrual level he will not accrue vacation until he utilizes his already accrued vacation leave.

iii. Administrative Leave: In addition to vacation leave, the City Manager shall accrue eight (8) hours of administrative leave per month. The City Manager may accumulate up to, but not more than, two (2) years of administrative leave credit at his current accrual level. Should the City Manager reach the maximum accrual level he will not accrue administrative leave until he utilizes his already accrued administrative leave.

iv. Sick Leave:

i. Accruals: The City Manager shall accrue eight (8) hours of sick leave with pay for each month of service. Sick leave may be applied to:

1. Absence necessitated by an employee's personal illness.
2. Medical and dental appointments.

All conditions and restrictions that govern employee use of sick leave shall also apply to the use by an employee

to attend to an illness of his/her child, mother, father, mother-in-law, father-in-law, spouse, domestic partner; domestic partner's mother, father, or child; and any dependent living in the same household as the employee.

ii. Sick Leave incentive: Two (2) days' vacation leave will be awarded contingent upon non-usage of accumulated sick leave (i.e. employee authorized one additional vacation day per six (6) months provided sick leave usage does not exceed two (2) days for that same period).

v. Additional Leaves

The City Manager shall be eligible for the same bereavement, jury duty, court leave, military leave and industrial disability leave benefits provided to non-public safety City Department Directors.

vi. Leave Payoffs:

i. Vacation/Administrative Leave Payoff: The City Manager may receive an annual payment in exchange for earned vacation or administrative leave up to one hundred four (104) hours in any given calendar year payable during the month of November. At the time of the request for the exchange, the City Manager must retain a minimum of sixty (60) total hours of vacation and/or administrative leave on their leave banks.

ii. Sick Leave Payoff: Upon separation from the City:

1. Should the City Manager have a minimum of five (5) years of total service with the City, but less than ten (10) years of service, shall receive reimbursement for twenty-five percent (25%) of their accrued sick leave with a cap of Twenty Five Hundred Dollars ($2,500.00);

2. Should the City Manager have a minimum of ten (10) years of total service with the City, but less than twenty (20) years of service with the City, he shall receive reimbursement equal to twenty-five percent (25%) of accrued sick leave with no cap;

3. Should the City Manager have a minimum of twenty (20) years of total service with the City shall receive reimbursement equal to forty

percent (40%) of accrued sick leave with no cap.

2) Automobile

The City Manager shall be provided a monthly automobile allowance of $500 in exchange for making a vehicle available for the City Manager's own use and for City-related business and/or functions during, before and after normal work hours. By the City Manager making the City Manager's personal automobile available for use, the City Manager is not precluded from using City vehicles for City business during, before, and after the normal workday on occasion, when appropriate.

3) Relocation Expenses

The City Manager shall be provided a one-time allowance of ten thousand dollars ($10,000.00) to assist with relocation of his primary residence to a primary residence located in the corporate limits of the County of San Mateo. The City Manager shall complete this relocation not later than twenty four (24) calendar months following the Effective Date. This relocation timeframe may be extended by mutual agreement of the parties. This allowance shall be paid in a lump sum to the City Manager within thirty (30) calendar days of the Effective Date. Should the City Manager fail to relocate consistent with the terms of this Section, the City may request that the City Manager refund the relocation allowance provided hereunder. The City Manager shall be responsible for all tax liabilities associated with this allowance.

4) Reimbursement for Use of Technology

Should the City Manager use his or her personal cell phone, tablet, computer or other technology in the course of City business, the City will provide a technology stipend of One Hundred Dollars ($100) per month.

5) Benefits that Accrue to Other Employees

The City Manager shall be entitled to all non-economic benefits, rights, and privileges accorded to non-public safety City Department Directors except as otherwise provided in this Agreement. If there is any conflict between this Agreement and any resolution fixing compensation and benefits for non-public safety City Department Directors or other unclassified employees, this Agreement shall control.

6) Housing Assistance Loan

The City agrees to make available to the City Manager a one-time loan of up to three hundred and twenty thousand dollars ($320,000) (“City Loan”). The City Loan may be used solely for a down payment for the purchase of

a primary residence for City Manager within San Mateo County ("Residence"). To be eligible for the City Loan, the City Manager must close on the purchase of a Residence no later than August 31, 2024 and must have hired an Assistant City Manager or otherwise relinquished in writing his rights under Section VI(F) to the Assistant City Manager position. The City Loan shall be evidenced by a Promissory Note made by the City Manager payable to the City and secured by a Deed of Trust on the Residence recorded in the Official Records of San Mateo County. Any such City Loan will include the following terms:

(i) Fifteen (15) year term commencing three (3) years after the date of the Promissory Note, with an interest rate that is the lesser of (a) 2.5%, or (b) the five (5) year average rate of return on the state's Local Agency Investment Fund ("LAIF") plus 1%; the interest rate shall be set at the time the Promissory Note is made and fixed over the term.

(ii) Unless otherwise provided under (v) below, loan payments will begin three years from the date of the Promissory Note. Interest will not accrue during this three-year "grace period" so long as City Manager continues employment with the City under this contract, as may be amended from time to time. Following the expiration of the three-year grace period, assuming contract renewal, City Manager shall be required to pay all principal and interest for the loan amount which shall be amortized and payable in equal semi-monthly installments over the fifteen year term through an automatic payroll deduction.

(iii) The City Loan may be prepaid earlier without penalty.

(iv) City Manager shall be responsible to pay all applicable taxes, insurance and homeowners fees associated with the Residence, and be responsible at his expense to maintain the Residence in good and habitable conditions at all times.

(v) Notwithstanding (ii) above, the Promissory Note shall be due and payable in full within eighteen (18) months of the City Manager's separation if the City Manager is terminated without cause, or within twelve (12) months if the City Manager voluntarily resigns, retires, or is terminated for cause, or following expiration and nonrenewal of this Agreement. If the City determines in its reasonable discretion that the Residence is no longer City Manager's

primary residence, the Promissory Note shall be due and payable in full within one hundred twenty (120) days.

(vi) The lien of City's Deed of Trust may be junior, subordinate, and subject only to (a) a mortgage, deed of trust, or other instrument primarily given to secure a loan or other obligation and constituting a lien on all or any portion of the Residence; (b) liens for general ad valorem taxes and assessments; and (c) encumbrances, such as easements, rights of way, and covenants, conditions, and restrictions, all of a non-monetary nature, which exist of record as of the closing on the purchase of the Residence. City Manager shall give the City written notice within ten (10) days after a mortgage secured by the Residence is recorded in the Official Records of San Mateo County.

The Parties agree to cooperate in the preparation and execution of all notes, deeds of trust, agreements, and other documents reasonably necessary to conform the terms of the City Loan to the provisions of this subsection in a form mutually agreed to by the Parties.

V. Security

A. Pensions

1) Federal Insurance Contributions Act (FICA)

If applicable.

2) Deferred Compensation

(a) Section 457 Plan or Section 401 (a) Plan

The City shall contribute ten thousand dollars ($10,000) annually to the City Manager's Section 457 deferred compensation plan. That contribution shall be made in equal installments each pay period. The City Manager may elect to contribute additional funds to any qualified Section 457 Plan or Section 401 (a) Plan that the City has approved.

3) Medical, Vision and Dental Insurance

The City Manager shall be eligible for the same medical, dental and vision insurance benefits available to other City employees.

The City will pay the minimum employer contribution required under the

Public Employees Medical and Hospital Care Act (PEMHCA) for each eligible active employee towards the purchase of medical insurance.

In addition, the City will maintain a Cafeteria Plan, pursuant to Section 125 of the Internal Revenue Code, for the purpose of providing employees with access to various health and welfare benefits and shall contribute up to a maximum of one thousand nine hundred dollars ($1,900) per month (the "Cafeteria Plan Allowance").

The City shall provide dental and vision insurance up to the family level coverage for the City Manager.

Any and all additional sums, over and above the amounts stated above that are required to purchase the employee selected Health and Welfare benefit, shall be paid by the City Manager through payroll deduction. Cafeteria Plan Allowance in excess of actual premiums is to be paid to the City Manager.

In the event the City makes a pre-tax flexible spending account program available to City employees, the City Manager will have the ability to participate in such program (without contribution by the City).

4) Other Insurance

The City shall provide Life Insurance and Accidental Death and Dismemberment coverage for the City Manager in the amount equal to one (1) times his then-applicable annual base salary.

The City shall provide long-term disability coverage of sixty seven percent (67%) of monthly earnings to a maximum monthly benefit of Six Thousand Dollars ($6,000) after a sixty (60) day elimination period.

VI. Separation

A. Resignation/Retirement

The City Manager may resign at any time and agrees to give the City at least 30 days' advance written notice of the effective date of the City Manager's resignation, unless the Parties otherwise agree in writing. If the City Manager retires from full time public service with the City, the City Manager may provide six months' advance notice. The City Manager's actual retirement date will be mutually established. In the event City Manager terminates his employment under this Agreement, the provisions of this Agreement and all compensation and benefits owed City Manager under it, shall cease upon the effective date of such termination as determined by City, unless otherwise expressly provided in this Agreement.

B. Termination & Removal

1) The City Manager is an at-will employee serving at the pleasure of the City

Council as provided in Government Code Section 36506.

2) The City Council may remove the City Manager at any time, with or without cause, by a majority vote of its members. Notice of termination shall be provided to the City Manager in writing. "Involuntary termination" as used in this Section shall also include a request that the City Manager resign by the City Council as approved by a majority vote of the City Council or a reduction in salary or other financial benefits of the City Manager by more than ten percent (10%), except as occasioned by a reduction in the salary of other City management staff pursuant to section IV(A)(1)(c). Involuntary termination does not include City Manager's death, incapacity due to injury or illness (physical or mental), dismissal for just cause as defined in Section E below, nor City Manager's resignation for any reason other than stated in this Section.

3) The City Manager shall not be removed during the 60-day period preceding or following any City election for membership on the City Council, or during the 90-day period following any change in membership of the City Council, except upon unanimous vote of the City Council.

C. Severance Pay

1) In the event the City Manager is involuntarily terminated by the City Council during such time that the City Manager is willing and able to perform the City Manager's duties under this Agreement, then in that event the City agrees to pay the City Manager a lump sum cash payment equal to six months' base salary then in effect as provided in Section IV(A)(1) above or the number of months left on the unexpired term of the Agreement (whichever is less). Any severance payment shall exclude all other benefits, such as retirement, health, vision, and dental benefits. In addition, vacation and sick leave accrual shall immediately cease upon the date of City's notification to City Manager that his employment will be terminated. The severance pay shall be computed from the effective date of City Manager's termination. The intent of these provisions is to comply with Government Code section 53260. Should the Parties agree to renew this contract for a Subsequent Term, the Parties specifically agree that they may renegotiate the terms of this subsection, as they may with other contract terms.

2) In addition, the City shall extend to the City Manager the right to continue health insurance as may be required by and pursuant to the terms and conditions of the Consolidated Omnibus Budget Reconciliation Act Of 1986 (COBRA). The City agrees to pay the City Manager's COBRA coverage for six months or until the City Manager either secures full-time employment or obtains other health insurance, or the number of months left on the unexpired term of the Agreement, whichever of these three events first occurs. The City Manager shall notify the City within five (5) days of securing new full-time employment or insurance.

3) In exchange for the consideration provided in paragraphs C (1) & (2), the City Manager shall execute release of all claims in a form mutually acceptable to the Parties.

4) All payments required under Sections VI(C)(1) and (2) are subject to and shall be interpreted to comply with the limitations set forth in Government Code Section 53260 regarding maximum severance pay.

5) Notwithstanding any other provision of this Agreement to the contrary, pursuant to California Government Code Section 53243.2, if this Agreement is terminated, any cash settlement related to the involuntary termination that the City Manager may receive from the City shall be fully reimbursed to the City if the City Manager is convicted of a crime involving an abuse of his office or position. The City Council may withhold payment of severance pay pending final disposition of any criminal charges. "Abuse of office or position" has the same definition as contained in Government Code Section 53243.4.

D. Separation for Cause

1) Notwithstanding the provisions of Section VI(C), the City Manager may be terminated for cause. As used in this section, "cause" shall mean one or more the following:

(a) Conviction of a felony or a misdemeanor involving moral turpitude or dishonest acts for personal gain;

(b) Fraudulent or dishonest acts within the scope of his employment;

(c) Willful misconduct or malfeasance;

(d) Willful breach or habitual neglect of duties.

(e) Gross negligence in the exercise of his duties.

2) In the event of termination for cause, the City may terminate this agreement immediately and City Manager shall be given written notice setting forth the reasons for such termination. Said termination shall take effect immediately or as specified by City in the Notice of Termination. In such event, City Manager shall be entitled to only the compensation accrued up to the date of termination, payments required by Section VI(E), below, and such other termination benefits and payments as may be required by law. The City Manager shall not be entitled to any severance benefits provided by Section VI(C).

Notwithstanding the use of the term "cause" herein, nothing herein contained shall be deemed to create or establish a property right or a right to continuing employment in the position of

employment of City Manager or affect City's right to terminate the employment of City Manager with or without cause in accordance with this Agreement.

E. Payment for Unused Leave Balance

1) On separation from City employment, the City Manager shall be paid for all unused accrued vacation and administrative leave allowances provided in Section IV(B)(1)(a)(ii) and (iii) above, and/or the City Manager may apply the leave time to service credit for retirement purposes if permitted by PERS. Accumulated vacation and administrative leave balances shall be paid at the City Manager's monthly salary rate at the effective date of separation

2) In the event the City Manager dies while employed by the City under this Agreement, the City Manager's beneficiaries or those entitled to the City Manager's estate, shall be entitled to the City Manager's earned salary, and any in-lieu payments for accrued benefits, including compensation for the value of all accrued leave balances.

F. Return to Prior Job Classification

The City Manager may elect to return to the position of Assistant City Manager within twelve (12) months of the Effective Date so long as (1) the City has not appointed a new Assistant City Manager or begun its recruitment for one and (2) the City Manager was not terminated for cause. If the City Manager elects to return to the position of Assistant City Manager, he shall be entitled to all of the compensation and benefits afforded to the Assistant City Manager, except as may otherwise be limited by this Agreement or which may be duplicative through operation of this Agreement. If the City Manager elects to return to the position of Assistant City Manager, he shall not be entitled to any severance pay as otherwise would be provided under Section VI(C) or the compensation and benefits as City Manager under this Agreement other than that due and owing to him as of his final day of work as City Manager. Nothing in this Agreement is intended to alter the at-will employment nature of the Assistant City Manager position, should the City Manager elect to return to the position of Assistant City Manager.

VII. Miscellaneous Provisions

A. Amendments

This Agreement may be amended at any time by mutual agreement of the City and the City Manager. Any amendments are to be negotiated, put in writing, and adopted by the City Council.

B. Conflict of Interest

1) The City Manager shall not engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active City employment, providing such acts do not constitute a conflict of interest as defined herein.

2) The City Manager shall also be subject to the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the City Manager's City employment

3) The City Manager is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements at the time of appointment, annually thereafter, and at the time of separation from the position.

C. Indemnification

Except as otherwise provided by law, and provided that City Manager complies with the provisions of Sections 825 and 825.6 of the California Government Code, as now existing or hereafter amended, City shall defend, hold harmless, and indemnify City Manager against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of City Manager's duties in accordance with the provisions of Sections 825 and 825.6, as now existing or hereafter amended. City may conduct such defense reserving the rights of City not to pay the judgment, compromise, or settlement until it is established that the injury arose out of an act or omission occurring within the scope of City Manager's employment as an employee of City. City is required to pay the judgment, compromise, or settlement only if it is established that the injury arose out of an act or omission occurring in the scope of City Manager's employment as an employee of City. Nothing in this Agreement authorizes or obligates City to pay that part of any claim or judgment that is for punitive or exemplary damages. City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom only to the extent authorized in Sections 825 through 825.6, as now existing or hereafter amended. City may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered therefrom only to the extent authorized in Sections 825 through 825.6, as now existing or hereafter amended. City is not required to indemnify City Manager for any illegal acts committed by City Manager but may agree to do so, in its discretion.

If the City Manager is convicted of a crime involving an abuse of his office or position, as defined in Government Code Section 53234.4, then the City Manager shall fully reimburse the City for any paid leave salary paid by the City to the City

Manager pending any investigation, funds provided to the City Manager for his legal criminal defense, and/or any severance pay or cash settlement paid to the City Manager related to his termination by the City. Said reimbursements are required if such payments are made, even if the payments were made by the City in the absence for any contractual requirement to do so

D. Severability

If any clause, sentence, part, section, or portion of this Agreement is found by a court of competent jurisdiction to be illegal or unenforceable, such clause, sentence, part, section, or portion so found shall be regarded as though it were not part of this Agreement and the remaining parts of this Agreement shall be fully binding and enforceable by the Parties hereto.

E. Laws Affecting Title

In addition to those laws affecting a City Manager, the City Manager shall have the same powers, rights and responsibilities as a Chief Executive Officer, City Administrative Officer, Administrator, and/or City Administrator as those terms are used in local, state or federal laws.

F. Jurisdiction and Venue

This Contract shall be construed in accordance with the laws of the State of California, and the Parties agree that venue shall be in San Mateo County, California.

G. Entire Agreement

This Contract represents the entire agreement of the Parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by a written, fully executed agreement of the Parties.

H. Waiver

Waiver by either Party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent or any other right hereunder.

I. Ambiguity

The Parties acknowledge that this is a negotiated Agreement, that they have had the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any Party on the basis of such Party's draftsmanship thereof.

J. Headings

The section headings contained in this Agreement are inserted for convenience only and shall not affect in any way the meaning or interpretation of this Agreement.

K. Notice

Any notice, amendments, or additions to this Agreement, including change of address of either party during the term of this Agreement, which the City Manager or the City shall be required, or may desire, to make shall be in writing and shall be sent by prepaid first class mail or hand-delivered to the respective Parties as follows:

1) If to the City:

Mayor
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

With a copy to:

Catherine Engberg, City Attorney
City of Half Moon Bay
Shute Mihaly & Weinberger LLP
396 Hayes Street
San Francisco, CA 94102
(Or such other address as the City Attorney may have on file at the time of the notice.)

2) If to the City Manager:

Matthew B. Chidester
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Or to City Manager's home address on file with the City's Human Resources Department.

VIII. Execution

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day and year first above written. This Agreement may be executed in counterparts, and each counterpart shall be deemed a duplicate original. A copy of a signature shall be deemed equivalent to an original signature. Electronic, fax and email signatures are equally binding as originals.

"City" "City Manager"

City of Half Moon Bay
A Municipal Corporation

By:_____ _____
Mayor Matthew B. Chidester

ATTEST:

By:_____
City Clerk

APPROVED AS TO FORM

By:_____
City Attorney

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