



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

TUESDAY, SEPTEMBER 20, 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

MIDCOAST COMMUNITY COUNCIL REPORT

MOSQUITO DISTRICT ANNUAL REPORT

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 AUGUST 2022

Staff Recommendation: Accept the warrants list for the month of August 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 DISPLAY OF THE LGBTQ PROGRESS FLAG FOR THE MONTH OF OCTOBER 2022 AT CITY HALL TO COMMEMORATE LGBTQ HISTORY MONTH

Staff Recommendation: Authorize the display of the LGBTQ Progress Flag at City Hall for the month of October 2022.

[STAFF REPORT](#)

[RESOLUTION](#)

1.E RECEIPT OF LEGISLATIVE POSITION LETTERS

Staff Recommendation: Receive and file letters requesting bill signature for Senate Bill Nos. 45, 907, 1158, and 1338.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

1.F FRENCHMAN’S CREEK PARK PHASE 2 (CIP PROJECT NO. 1013)

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with Freyer & Laureta, Inc. for civil engineering and bid/spec preparation for Phase 2 of Frenchman’s Creek Park (CIP No. 1013), in the amount of \$40,770.

[STAFF REPORT](#)

[RESOLUTION](#)

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A FIRST AMENDMENT TO AGREEMENT WITH EL CENTRO DE LIBERTAD FOR CARES COMMUNITY RESPONDER PROGRAM

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a First Amendment to the Agreement with El Centro de Libertad for the CARES Community Responder program, at a cost not-to-exceed \$500,087, for a term beginning March 1, 2022, and ending June 30, 2023.

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

3.B SMITH FIELD PARK - AMENDMENTS TO CIP PROGRAM AND FY 2022-23 CAPITAL BUDGET, AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS FOR PLANNING AND DESIGN

Staff Recommendation: Adopt a resolution:

1. Amending the Capital Improvement Program FY 2022-23 to FY 2026-2027 (CIP) by:
 - Adding a new project entitled Smith Field Improvement Project as a “funded” programmed project for FY 2022-23;
 - Adding the Wavecrest Water Main Project as a “funded” programmed project for FY 2022-23;
2. Amending the FY 2022-23 Capital Budget by:
 - Allocating \$190,000 from the Parkland Development Fees (Fund 125) to the Smith Field Improvement Project to complete 30-percent concept design (CD) level architectural work, 35-percent civil engineering design and environmental assessment in support of consideration of a Coastal Development Permit;
 - Allocating \$50,000 from the Parkland Development Fees (Fund 125) to the Wavecrest Water Main Project to complete 90-percent civil engineering design in support of issuance of a Coastal Development Permit;
3. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Gates + Associates in the amount of \$35,420 for architectural support (30-percent d-d) necessary to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project;
4. Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$68,590 for 35-percent civil engineering and cost estimating needed to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project;
5. Authorizing the City Manager to execute a Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$49,800 for 90-percent civil engineering

- design, bid documents and cost estimates for the Wavecrest Water Main Project; and
6. Authorizing the City Manager to execute a Professional Services Agreement with SWCA Environmental Consultants in the amount of \$81,900 to complete environmental studies, initial study and anticipated Mitigated Negative Declaration pursuant to the California Environmental Quality Act for a consolidated Coastal Development Permit which includes both the Smith Field Improvement project and Wavecrest Water Main project.

[STAFF REPORT](#)

[RESOLUTION](#)

3.C APPOINTMENT TO PARKS AND RECREATION COMMISSION - BROWNSTONE

Staff Recommendation: Councilmember Brownstone to make an appointment to the Parks and Recreation Commission to fill an unscheduled vacancy.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

COMMISSION / COMMITTEE UPDATES

CITY COUNCIL REPORTS

FUTURE ITEMS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

From: Lisa Lopez, Administrative Services Director

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

RECOMMENDATION:

Accept the warrants list for the month of August 2022.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, we processed 6 check runs. The first was on August 4, totaling \$228,116.04. The second was on August 5, totaling \$5,521.82. The third was on August 11, totaling \$1,506,347.35. The fourth was on August 15, totaling \$51,786.95. The fifth was on August 18, totaling \$586,994.89. The sixth was on August 25, totaling \$385,177.25. The total for the month was \$2,763,944.30.

The City processed payments related to 14 capital improvement projects, in a total amount of \$406,767.01. These projects include: Street Resurfacing, HWY1 Safety/Congestion, Citywide Sidewalk Assessment, Poplar Complete Street Project, Facility Management Asset, Parks Master Plan Implementation, Carter Park Improvement, Bicycle and Pedestrian Master Plan Implementation, Bikeway Connectivity Project- North, LCP Implementation Project, Kehoe/Pilarcitos Outfall Repair, Smith Field Site Assessment, Kelly Avenue Crosswalks, 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
51388	3305	MIRACLE PLAYSYSTEMS INC.	8/4/2022	107,607.40	JUN'22, OCEAN VIEW PARK PLAYGROUND
51409	4211	ABUNDANT GRACE COASTSIDE WORKER	8/11/2022	32,000.00	FY22/23 CSFA FUNDING
51414	3928	AYUDANDO LATINOS A SONAR	8/11/2022	50,000.00	FY22/23 CSFA FUNDING
51427	797	COASTSIDE OPPORTUNITY CENTER	8/11/2022	50,000.00	FY22/23 CSFA FUNDING
51430	3673	EL CENTRO DE LIBERTAD	8/11/2022	41,722.74	JUN'22, CARES PROGRAM
51446	216	SAN MATEO COUNTY SHERIFF'S OFFICE	8/11/2022	922,971.50	Q1, FY22/23 LAW ENFORCEMENT SERVICES
51447	186	SENIOR COASTSIDERS	8/11/2022	40,000.00	FY22/23 CSFA FUNDING
51449	3085	SHUTE MIHALY & WEINBERGER LLP	8/11/2022	86,543.67	LEGAL SERVICES
51459	1760	STEPFORD	8/15/2022	51,786.95	SEP'22, FY22/23 IT SERVICES
51478	159	SEWER AUTHORITY MID-COASTSIDE	8/18/2022	428,091.00	AUG'22, FY22/23 SEWER COLLECTIONS
51479	3085	SHUTE MIHALY & WEINBERGER LLP	8/18/2022	70,066.14	LEGAL SERVICES
51500	4381	H & R PLUMBING AND DRAIN CLEANING INC.	8/25/2022	55,373.00	AUG'22, MANHOLE REHABILITATION PROJECT
51502	5441	INNOVATE CONCRETE INC.	8/25/2022	183,640.54	KELLY AVENUE CROSSWALK PROJECT

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
51349	5453	ABBEY PARTY RENTS	08/04/2022	3,015.00	BLEACHERS RENTAL
51350	2022	ACC BUSINESS	08/04/2022	766.92	INTERNET SERVICE
51351	3926	ALTA LANGUAGE SERVICES INC.	08/04/2022	121.00	BILINGUAL TESTING-CITY CLERK
51352	18	ANDREINI BROTHERS INC.	08/04/2022	1,411.76	MAINT SERVICE
51353	5452	ANTIOCH UNIVERSITY	08/04/2022	250.00	DEBORAH PENROSE, STUDENT ID 00112356
51354	2407	ARAMARK	08/04/2022	521.38	MAINT SERVICE
51355	5451	ART BY JUL	08/04/2022	500.00	PUMPKIN FESTIVAL MURAL
51356	5449	ARTHUR KOCH STUDIO	08/04/2022	500.00	PUMPKIN FESTIVAL MURAL
51357	481	BIG CREEK LUMBER	08/04/2022	1,429.13	DISCOUNT MAINT SUPPLIES
51358	5168	BLEYLE ELEVATOR, INC	08/04/2022	190.00	MAINT SERVICE
51359	5209	BRUCE RUSSELL	08/04/2022	936.00	FY21/22 SEWER REFUND
51360	5405	CALPELRA	08/04/2022	842.00	MEMBERSHIP REGISTRATION
51361	5223	CAPITAL ONE TRADE CREDIT	08/04/2022	323.61	REC MAINT SUPPLIES
51362	5223	CAPITAL ONE TRADE CREDIT	08/04/2022	3,982.45	MAINT SUPPLIES
51363	4069	CHALLENGER SPORTS CORP	08/04/2022	4,476.50	INSTRUCTOR PAYMENT, SOCCER CAMP FULL DAY
51364	2362	CITY OF SOUTH SAN FRANCISCO	08/04/2022	150.00	COUNCIL OF CITIES DINNER MEETING/RUDDOCK,RABACK, NIS
51365	5264	COOKING ROUND THE WORLD	08/04/2022	3,192.00	INSTRUCTOR PAYMENT, CRTW 07/18/22-07/22/22
51366	2743	CORA	08/04/2022	2,393.00	CORA CONTRIBUTION FY21/22
51367	3643	CORODATA RECORDS MANAGEMENT INC	08/04/2022	559.08	RECORDS MANAGEMENT
51368	5457	CURLEY & REDS AUTO BODY AND TOWING	08/04/2022	2,532.26	VEHICLE SERVICE
51369	3176	GAIL P. STEVENS	08/04/2022	402.50	INSTRUCTOR PAYMENT BALLROOM POS
51370	2668	GAYTON ARRIGOTTI	08/04/2022	346.50	INSTRUCTOR PAYMENT-JEWELRY WORKSHOP
51371	1545	GOVERNMENT FINANCE OFFICERS ASSOCIATION	08/04/2022	190.00	MEMBERSHIP RENEWAL
51372	70	GRAINGER	08/04/2022	300.06	MAINT SUPPLIES
51373	4633	GRANICUS	08/04/2022	1,419.37	GRANICUS SERVICE
51374	76	HALF MOON BAY BUILDING & GARDEN	08/04/2022	96.80	MAINT SUPPLIES
51375	2564	HALF MOON BAY GRADING & PAVING INC.	08/04/2022	6,789.79	MAINT SERVICE
51376	1853	HDL SOFTWARE LLC	08/04/2022	3,710.76	TOT AND BUSINESS LICENSE MANAGEMENT
51377	2444	HOME DEPOT CREDIT SERVICES	08/04/2022	4,396.96	MAINT SUPPLIES
51378	3429	HUE & CRY	08/04/2022	343.75	SECURITY SERVICE
51379	4441	IGLESIA DEL MAR	08/04/2022	100.00	DEPOSIT REFUND 06/18/22 MANZANITA ROOM
51380	5444	JOYA CUNHA	08/04/2022	2,000.00	JUL'22 TEMPORARY CONSTRUCTION EASEMENT RENTAL
51381	5447	JUAN TORRES	08/04/2022	600.00	DEPOSIT REFUND 10/08/22 TACC KITCHEN
51382	291	LAURIE BECKER	08/04/2022	634.20	INSTRUCTOR PAYMENT ZUMBA POS
51383	5455	LEONORA KEETON	08/04/2022	150.00	CLASS REFUND, DOG TRAINING 07/20/22-08/10/22
51384	5456	LINDA FEIST	08/04/2022	150.00	CLASS REFUND, DOG TRAINING 07/20/22-08/10/22

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51385	3746	MALCOLM C SMITH	08/04/2022	1,210.00	JUL'22, COMMUNICATION CONSULTANT
51386	3069	MANAGED HEALTH NETWORK	08/04/2022	304.00	EAP
51387	5446	MARIA VIRGEN	08/04/2022	500.00	DEPOSIT REFUND 07/23/22 GRAND OAK
51388	3305	MIRACLE PLAYSYSTEMS INC.	08/04/2022	107,607.40	JUN'22, OCEAN VIEW PARK PLAYGROUND EQUIPMENT INSTAL
51389	3872	MUNICIPAL FINANCIAL SERVICES	08/04/2022	675.00	SEWER RATE STUDY
51390	3641	NEIGHBORHOOD RADIO	08/04/2022	85.00	ADVERTISING SERVICE
51391	5445	NEOGOV	08/04/2022	788.00	SUBSCRIPTION FEE, GOVERNMENTJOBS.COM
51392	457	ODP BUSINESS SOLUTIONS, LLC	08/04/2022	245.06	HR SUPPLIES
51393	5450	ORL UARTS LLC	08/04/2022	500.00	PUMPKIN FESTIVAL MURAL
51394	4566	PACIFIC COAST TRANE	08/04/2022	499.00	JUN'22, LIBRARY BUILDING MANAGEMENT SYSTEMS SUPPOR
51395	3479	PARKEON INC	08/04/2022	205.10	MAINT SERVICE
51396	4339	PLAN JPA	08/04/2022	4,519.10	GENERAL LIABILITY CLAIMS
51397	4513	PUBLIC AGENCY RISK MANAGEMENT ASSOC.	08/04/2022	150.00	PUBLIC ENTITY MEMBERSHIP
51398	3951	PUBLIC PARKING ASSOCIATES INC	08/04/2022	7,194.03	MAINT SERVICE
51399	5020	QUADIENT FINANCE USA, INC	08/04/2022	615.00	POSTAGE
51400	5020	QUADIENT LEASING USA, INC.	08/04/2022	198.17	LEASE PAYMENT
51401	5403	ROBERT HALF	08/04/2022	3,184.35	TEMP EMPLOYEE LABATE/WEEK ENDING 07/29/22
51402	5454	ROSSINI ZUMWALT	08/04/2022	300.00	DEPOSIT REFUND 07/26/22 OAK ROOM
51403	3757	SCHAAF & WHEELER	08/04/2022	27,183.88	JUN'22, PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFALL
51404	129	SERVICE PRESS INC.	08/04/2022	878.06	OFFICE SUPPLIES
51405	3519	SWCA INCORPORATED	08/04/2022	1,673.75	JUL'22, GOAT GRAZING/VEGETATION MANAGEMENT
51406	4459	VICTOR GAITAN	08/04/2022	620.17	FRAMES FOR EL CENTRO CERTIFICATES
51407	1283	KATHY OLER	08/05/2022	2,161.82	AUG'22, TEMPORARY CITY PARKING LOT RENTAL
51408	3922	LLOYD A MCVICKER	08/05/2022	3,360.00	AUG'22, ANNEX RENT
51409	4211	ABUNDANT GRACE COASTSIDE WORKER	08/11/2022	32,000.00	FY22/23 CSFA FUNDING
51410	5440	ALONDRA ALCANTAR	08/11/2022	500.00	DEPOSIT REFUND 07/16/22 GRAND OAK
51411	3332	AMERICAN PORTABLES	08/11/2022	17,029.26	AUG'22, FY22/23 PORTABLE RESTROOMS
51412	444	ASSOCIATION OF BAY AREA GOVERNMENTS	08/11/2022	420.00	LEVELIZED CHARGE NAT GAS
51413	4464	AVENU	08/11/2022	500.00	STARS Q1 2022
51414	3928	AYUDANDO LATINOS A SONAR	08/11/2022	50,000.00	FY22/23 CSFA FUNDING
51415	266	BAGG ENGINEERS	08/11/2022	1,070.00	JUN'22, GEOTECHNICAL INSPECTION SERVICES FOR CORP YA
51416	374	BARKERBLUE DIGITAL IMAGING	08/11/2022	65.80	PRINTING SERVICE
51417	2912	BARTEL ASSOCIATES LLC	08/11/2022	5,125.00	APR'22-JUN'22, OPEB VALUATION
51418	4292	BAY AREA NEWS GROUP	08/11/2022	385.86	ADVERTISING SERVICE
51419	866	BOYS & GIRLS CLUB OF THE COASTSIDE	08/11/2022	1,830.00	EVENT CENTER RENTAL
51420	866	BOYS & GIRLS CLUB OF THE COASTSIDE	08/11/2022	24,000.00	FY22/23 CSFA FUNDING
51421	5270	CABRILLO EDUCATION FOUNDATION	08/11/2022	10,000.00	FY22/23 CSFA FUNDING
51422	4193	CASELLE INC.	08/11/2022	3,744.00	ERP CONTRACT SUPPORT & MAINTENANCE
51423	5389	CHRISTINA JEWELS KRZASZCZAK	08/11/2022	850.00	MAKE IT MAIN ST SUPPLIES
51424	1925	CITY OF BURLINGAME	08/11/2022	4,982.24	MAY'22 SMCO BID

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51425	185	COASTSIDE ADULT DAY HEALTH CENTER	08/11/2022	25,000.00	FY22/23 CSFA FUNDING
51426	51	COASTSIDE COUNTY WATER DISTRICT	08/11/2022	11,723.76	LIFT STATION FAIRWAY
51427	797	COASTSIDE OPPORTUNITY CENTER	08/11/2022	50,000.00	FY22/23 CSFA FUNDING
51428	3975	COLANTUONO HIGHSMITH WHATLEY PC	08/11/2022	14,021.00	LEGAL SERVICES -SAM
51429	5458	DMV RENEWAL	08/11/2022	10.00	PERMANENT TRAILER IDENTIFICATION (PTI) NOTICE
51430	3673	EL CENTRO DE LIBERTAD	08/11/2022	41,722.74	JUN'22, CARES PROGRAM
51431	3673	EL CENTRO DE LIBERTAD	08/11/2022	25,000.00	FY22/23 CSFA FUNDING
51432	4398	ELS ARCHITECTURE & URBAN DESIGN	08/11/2022	9,144.16	JUN'22, CARTER PARK IMPROVEMENTS
51433	3446	FLYERS ENERGY, LLC	08/11/2022	1,711.68	VEHICLE FUEL
51434	3782	GRIFFIN STRUCTURES INC.	08/11/2022	10,901.52	JUN'22, CARTER PARK RENOVATION PROJECT
51435	89	HALF MOON BAY COASTSIDE CHAMBER OF COM	08/11/2022	14,511.04	MAY'22 OOC BID
51436	3429	HUE & CRY	08/11/2022	617.62	SECURITY SERVICE
51437	4267	IMPEC GROUP INC.	08/11/2022	17,356.00	JUL'22, FY22/23 JANITORIAL SERVICES
51438	5329	INTEGRAL CONSULTING INC.	08/11/2022	18,552.00	MAY'22, SOUTH HMB SLR VULNERABILITY
51439	5444	JOYA CUNHA	08/11/2022	2,000.00	AUG'22, TEMPORARY CONSTRUCTION EASEMENT
51440	2699	KONICA MINOLTA BUSINESS SOLUTIONS	08/11/2022	2,273.21	JUL'22, FY22/23 KONICA MINOLTA LEASE
51441	4028	LORAL LANDSCAPING INC.	08/11/2022	4,000.00	AUG'22, FY22/23 MEDIAN MAINTENANCE
51442	5293	LUCY MENDEZ	08/11/2022	1,100.00	DEPOSIT REFUND, GRAND OAK 11/27/21
51443	1206	MARK THOMAS & CO. INC.	08/11/2022	4,271.98	JUN'22, DEVELOP SEWER MAINTENANCE STRATEGIES TRAINI
51444	137	PACIFIC GAS & ELECTRIC	08/11/2022	2,500.00	NOTIFICATION# 123525791 STONE PINE ROAD
51445	3956	PENINSULA MUNICIPAL ENGINEERING INC.	08/11/2022	15,520.00	APR'22, PROJECT MANAGEMENT SERVICES FOR EASTSIDE P
51446	216	SAN MATEO COUNTY SHERIFF'S OFFICE	08/11/2022	922,971.50	Q1, FY22/23 UAAL CREDIT
51447	186	SENIOR COASTSIDERS	08/11/2022	40,000.00	FY22/23 CSFA FUNDING
51448	3101	SHRED-IT USA LLC	08/11/2022	203.51	RECORDS MANAGEMENT
51449	3085	SHUTE MIHALY & WEINBERGER LLP	08/11/2022	86,543.67	GENERAL MATTERS
51450	2066	SONRISAS COMMUNITY DENTAL CLINIC	08/11/2022	14,000.00	FY22/23 CSFA FUNDING
51451	1760	STEPFORD	08/11/2022	9,706.77	VMWARE RENEWAL DISCOUNT
51452	165	STRAWFLOWER ELECTRONICS	08/11/2022	85.20	MAINT SUPPLIES
51453	5301	SUBURBAN PROPANE LP	08/11/2022	259.55	PROPANE
51454	4487	THE HOME DEPOT PRO	08/11/2022	1,056.67	MAINT SUPPLIES
51455	4487	THE HOME DEPOT PRO	08/11/2022	364.22	MAINT SUPPLIES
51456	3955	TOWNSEND PUBLIC AFFAIRS	08/11/2022	5,000.00	TOWNSEND PUBLIC AFFAIRS
51457	1497	TURBO DATA SYSTEMS	08/11/2022	598.97	CITATION PROCESSING
51458	4429	WESTERN EXTERMINATOR COMPANY	08/11/2022	1,118.42	JUL'22, FY21/22 PEST MANAGEMENT PROGRAM
51459	1760	STEPFORD	08/15/2022	51,786.95	SEP'22, FY22/23 IT SERVICES
51460	3954	ALTA PLANNING & DESIGN	08/18/2022	4,548.00	JUL'22, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PROJ
51461	2407	ARAMARK	08/18/2022	521.38	MAINT SERVICE
51462	5283	ARIEL ACOSTA	08/18/2022	500.00	DEPOSIT REFUND 08/13/22 COMMUNITY ROOM
51463	29	ARROWHEAD MOUNTAIN SPRING WATER	08/18/2022	100.28	WATER FOR CORP YARD
51464	4300	AT&T	08/18/2022	1,991.28	PHONE SERVICE

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51465	3975	COLANTUONO HIGHSMITH WHATLEY PC	08/18/2022	25,949.00	LEGAL SERVICES -SAM
51466	5318	COLUMN SOFTWARE, PBC	08/18/2022	115.50	PDP-21-086
51467	2941	CSG CONSULTANTS INC.	08/18/2022	4,405.00	JUL'22, NPDES STORMWATER SERVICES
51468	3127	FREYER & LAURETA INC.	08/18/2022	6,200.00	JUL'22 FRENCHMANS CREEK PARK SURVEY
51469	76	HALF MOON BAY BUILDING & GARDEN	08/18/2022	76.01	MAINT SUPPLIES
51470	2564	HALF MOON BAY GRADING & PAVING INC.	08/18/2022	2,262.00	MAINT SUPPLIES
51471	5382	JENNIFER MINEER	08/18/2022	100.00	DEPOSIT REFUND 08/10/22 DAY ROOM (S)
51472	2573	MARIAN POTT	08/18/2022	1,680.00	INSTRUCTOR PAYMENT-BEYOND THE BASICS
51473	3934	MITEL	08/18/2022	2,914.28	SHERIFF SUBSTATION PHONE SERVICE
51474	457	OFFICE DEPOT INC.	08/18/2022	122.46	FINANCE OFFICE SUPPLIES
51475	5403	ROBERT HALF	08/18/2022	3,484.43	TEMP EMPLOYEE LABATE/WEEK ENDING 08/12/22
51476	1665	SAN MATEO CO. DEPT OF PUBLIC WORKS	08/18/2022	1,200.00	RECORD OF SURVEY MAP CHECKING FEE
51477	2797	SAN MATEO DAILY JOURNAL	08/18/2022	540.00	ADVERTISING SERVICE
51478	159	SEWER AUTHORITY MID-COASTSIDE	08/18/2022	428,091.00	AUG'22, FY22/23 SEWER COLLECTIONS
51479	3085	SHUTE MIHALY & WEINBERGER LLP	08/18/2022	70,066.14	CASA MIRA
51480	4455	STARCREEK LAND STEWARDS INC.	08/18/2022	25,608.60	AUG'22, VEGETATION MANAGEMENT
51481	3519	SWCA INCORPORATED	08/18/2022	5,993.75	JUL'22, HWY1 SAFETY - NORTH PROJECT
51482	1048	THE REGENTS OF UNIVERSITY OF CALIFORNIA	08/18/2022	525.78	LAW HANDBOOK
51483	4270	4LEAF INC.	08/25/2022	24,340.30	JUN'22, FY21/22 PUBLIC WORKS INSPECTION SERVICES
51484	5460	ALEX PRECIADO	08/25/2022	500.00	DEPOSIT REFUND 07/09/22 DEPOT ROOM
51485	4449	ANDREAS ZAMENES	08/25/2022	1,500.00	SUMMER ENDS
51486	5461	ANGELA HARO	08/25/2022	500.00	DEPOSIT REFUND 07/02/22 DEPOT ROOM
51487	2407	ARAMARK	08/25/2022	260.69	MAINT SERVICE
51488	4115	BIG BELLY SOLAR INC	08/25/2022	1,271.01	AUG'22, SMART TRASH RECEPTACLES
51489	866	BOYS & GIRLS CLUB OF THE COASTSIDE	08/25/2022	1,500.00	EVENT CENTER USAGE
51490	5276	C.L. CORTEZ	08/25/2022	1,500.00	SUMMER ENDS
51491	5400	CANDELARIA LOPEZ	08/25/2022	500.00	DEPOSIT REFUND 05/14/22 DEPOT ROOM
51492	197	COASTSIDE PRINTERS	08/25/2022	1,178.24	FINANCIAL REPORTS
51493	5462	DANA MESSING	08/25/2022	1,000.00	SUMMER ENDS
51494	3935	DENICE HUTTEN	08/25/2022	228.74	MILEAGE REIMBURSEMENT
51495	4439	EDDIE BEHLE	08/25/2022	158.13	MIMS REIMBURSEMENT
51496	5019	FM3 RESEARCH	08/25/2022	26,000.00	BALLOT MEASURE SURVEY
51497	3127	FREYER & LAURETA INC.	08/25/2022	2,665.00	JUL'22, KELLY AVENUE CROSSWALK PROJECT
51498	5349	GATES AND ASSOCIATES	08/25/2022	14,086.25	JUL'22, SMITH FIELD FACILITIES MASTER PLAN
51499	5470	GOURI BAJPAI	08/25/2022	1,005.00	SUMMER ENDS
51500	4381	H & R PLUMBING AND DRAIN CLEANING INC.	08/25/2022	55,373.00	AUG'22, MANHOLE REHABILITATION PROJECT
51501	76	HALF MOON BAY BUILDING & GARDEN	08/25/2022	20.76	MAINT SUPPLIES
51502	5441	INNOVATE CONCRETE INC.	08/25/2022	183,640.54	RETENTION, KELLY AVENUE CROSSWALK PROJECT
51503	5464	JANICE LEE	08/25/2022	500.00	DEPOSIT REFUND 08/20/22 DEPOT ROOM
51504	5463	JD HILL	08/25/2022	1,500.00	SUMMER ENDS

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
51505	3081	JETMULCH INC.	08/25/2022	4,909.44	PLAYGROUND	
51506	5444	JOYA CUNHA	08/25/2022	2,000.00	SEP'22, TEMPORARY CONSTRUCTION EASEMENT	
51507	1283	KATHY OLER	08/25/2022	2,161.82	SEP'22, TEMPORARY CITY PARKING LOT RENTAL	
51508	2699	KONICA MINOLTA BUSINESS SOLUTIONS	08/25/2022	4,546.42	AUG'22, FY22/23 KONICA MINOLTA LEASE	
51509	3922	LLOYD A MCVICKER	08/25/2022	3,360.00	SEP'22, ANNEX RENT	
51510	3069	MANAGED HEALTH NETWORK	08/25/2022	304.00	EAP	
51511	4480	MARCELA CORDOVA	08/25/2022	650.00	SUMMER ENDS	
51512	5466	MATTHEW JOLLIF	08/25/2022	1,500.00	SUMMER ENDS	
51513	5467	MEGGIE PRESTI	08/25/2022	500.00	DEPOSIT REFUND 08/27/21 DEPOT ROOM	
51514	5468	MIRZA BALAM	08/25/2022	600.00	DEPOSIT REFUND 08/20/22 KITCHEN	
51515	457	OFFICE DEPOT INC.	08/25/2022	117.11	OFFICE SUPPLIES	
51516	5469	OLIVIA DE LA FUENTE	08/25/2022	85.09	OVERPAYMENT B2022-00101 REV NO 1	
51517	3479	PARKEON INC	08/25/2022	120.75	MAINT SERVICE	
51518	137	PG&E	08/25/2022	9,416.45	HWY1 & FAIRWAY LIGHTING	
51519	5177	PRINT INNOVATIONS, INC.	08/25/2022	2,253.79	PRINT SERVICE	
51520	252	RICE TRUCKING-SOIL FARM INC.	08/25/2022	25.16	MAINT SUPPLIES	
51521	3930	RINCON CONSULTANTS INC.	08/25/2022	2,484.25	JUL'22, 6TH CYCLE HOUSING ELEMENT	
51522	5403	ROBERT HALF	08/25/2022	1,665.66	TEMP EMPLOYEE LABATE/WEEK ENDING 08/19/22	
51523	217	SAN MATEO COUNTY INFORMATION SVCS.	08/25/2022	82.25	MICROWAVE SERVICE	
51524	1760	STEPFORD	08/25/2022	27,711.88	VMWARE RENEWAL	
51525	3004	VERIZON WIRELESS	08/25/2022	305.52	MOBILE SERVICES	
51526	4481	ZACH TRENHOLM	08/25/2022	1,150.00	SUMMER ENDS	
51554	3923	WELLS FARGO	08/04/2022	19,258.19	08/04/22 RECONCILING CREDITS FROM NEXT STATEMENT	M
Grand Totals:						
179				2,763,944.30		

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: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

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

RECOMMENDATION:

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

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

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

BACKGROUND:

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

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

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

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

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

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

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

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

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

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

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

DISCUSSION:

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

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

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

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

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

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

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

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jessica Blair, Communications Director/City Clerk

TITLE: **DISPLAY OF THE LGBTQ PROGRESS FLAG FOR THE MONTH OF OCTOBER 2022
AT CITY HALL TO COMMEMORATE LGBTQ HISTORY MONTH**

RECOMMENDATION:

Authorize the display of the LGBTQ Progress Flag at City Hall for the month of October 2022.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENTS:

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

BACKGROUND:

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

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

DISCUSSION:

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

ATTACHMENT:

LGBTQ Progress Flag Resolution

RESOLUTION NO. C-2022-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE
DISPLAY OF THE LGBTQ FLAG FOR THE MONTH OF OCTOBER 2022 AT CITY HALL TO
COMMEMORATE LGBTQ HISTORY MONTH**

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

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

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

WHEREAS, the LGBTQ Progress Flag will be flown for the month of October 2022 at City Hall.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Half Moon Bay hereby authorizes the display of the Progress Flag on the City flagpole located in front of City Hall for the month of October 2022 to celebrate and honor LGBTQ History Month.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of September 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **RECEIPT OF LEGISLATIVE POSITION LETTERS**

RECOMMENDATION:

Receive and file letters requesting bill signature for Senate Bill Nos. 45, 907, 1158, and 1338.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

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

DISCUSSION:

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

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

ATTACHMENTS:

SB 45 Request for Signature Letter
SB 907 Request for Signature Letter
SB 1158 Request for Signature Letter
SB 1338 Request for Signature Letter



September 13, 2022

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

Re: SB 45 (Portantino) Short-lived climate pollutants: organic waste reduction goals: local jurisdiction assistance
Request for Signature – City of Half Moon Bay

Dear Governor Newsom:

On behalf of the City of Half Moon Bay, I write to respectfully request your signature on SB 45 (Portantino), which would assist local jurisdictions in complying with organic waste diversion programs.

As you know, SB 1383 (Lara, Chapter 395, Statutes of 2016) has implementing regulations with regard to organic waste (especially methane) reductions, that took effect January 1, 2022, which place various responsibilities on local jurisdictions.

SB 45 would allow local jurisdictions such as Half Moon Bay to receive assistance from CalRecycle, in consultation with the California Air Resources Board, to meet the stated goals of SB 1383. The bill is complementary to action taken in the 2021-2022 Budget Act which made funding available to Cal Recycle for these purposes but did not include express direction to the department to expend the funds for these express purposes. SB 45 would provide that direction.

Thank you for your consideration, and once again I respectfully request your signature on SB 45.

Sincerely,

A handwritten signature in black ink, appearing to read "Debbie Ruddock".

Debbie Ruddock
Mayor of Half Moon Bay

Cc: The Honorable Anthony Portantino, California State Senate



September 13, 2022

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

**Re: SB 907 (Pan) Electronic benefits transfer systems: farmers' markets
Request for Signature – City of Half Moon Bay**

Dear Governor Newsom:

On behalf of the City of Half Moon Bay, I write to respectfully request your signature on SB 907 (Pan), which would expand equitable access to quality food for Californians.

Specifically, this bill would establish a noncompetitive grant program called the Local, Equitable Access to Food (LEAF) Program, to scale and improve Electronic Benefits Transfer (EBT) processes at existing certified farmers' markets and tribal farmers' markets, establish EBT access at new certified markets in under-served low-income communities, and develop education and outreach efforts to local communities.

Currently, only a limited number of certified farmers' markets offer access to fresh fruits and vegetables to recipients of CalFresh. The system currently in place does a disservice to the many Californians who are recipients of CalFresh, and this bill will tangibly change that system for the better. The recipients of CalFresh should have access to the same quality of foods that those with more resources have, especially since they represent some of California's more vulnerable populations, including low-income families, senior, and students.

Senate Bill 907 provides a solution to the growing issue of food inequity. Thank you for your consideration, and once again I respectfully request your signature on this bill.

Sincerely,

A handwritten signature in black ink, appearing to read "Debbie Ruddock".

Debbie Ruddock
Mayor of Half Moon Bay

Cc: The Honorable Dr. Richard Pan, California State Senate



September 13, 2022

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

**Re: SB 1158 (Becker) Retail electricity suppliers: emissions of greenhouse gases
Request for Signature – City of Half Moon Bay**

Dear Governor Newsom:

On behalf of the City of Half Moon Bay, I write to respectfully request your signature on SB 1158 (Becker), which would require every retail supplier to annually report information concerning electricity supply used to serve load to the State Energy Resources Conservation and Development Commission (CEC), including the retail supplier's sources of electricity and the emissions of greenhouse gases (GHGs) associated with those sources of electricity.

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

Thank you for your consideration, and once again I respectfully request your signature on SB 1158.

Sincerely,

A handwritten signature in black ink, appearing to read "Debbie Ruddock".

Debbie Ruddock
Mayor of Half Moon Bay

Cc: The Honorable Josh Becker, California State Senate



September 13, 2022

The Honorable Gavin Newsom
Governor, State of California
1021 O Street, Suite 9000
Sacramento, CA 95814

**Re: SB 1338 (Umberg) Community Assistance, Recovery, and Empowerment (CARE) Court Program
Request for Signature – City of Half Moon Bay**

Dear Governor Newsom:

On behalf of the City of Half Moon Bay, I write to respectfully request your signature on SB 1338 (Umberg), which would implement your plan to deliver services to Californians with a serious mental illness or substance use disorder who too often languish – suffering in homelessness or incarceration – without the treatment they desperately need.

As you know, the rising demand for behavioral health services is triggered by a complex mix of systemic factors, including housing instability and shortages, the economy, along with systemic racism and disparities in services. All people should have the right to make their own decisions about medical treatment. However, we are aware that there are individuals with serious mental illnesses such as schizophrenia and bipolar disorder who, at times, due to their illness, lack insight or good judgment about their need for medical treatment. In cases like this, a higher level of care may be necessary, but must be the last resort. Families of those with serious mental illness have been asking for reform for their loved ones for years.

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

We are heartened to see that accountability is one of the pillars of the CARE Court framework. We must hold the system accountable at all delivery points. We cannot take anything for granted in the implementation of a framework, as its effectiveness lies in the words that end up in statute, how it is implemented through the regulatory process, and to how each of the state's 58 counties will interpret and implement the framework.



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

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

We appreciate the final rounds of amendments in SB 1338 which, amongst other positive changes:

- Adds language to phase the CARE Court program with an initial tranche of counties, followed by a second cohort.
- Includes additional funding for implementation.
- Expands the potential funding sources for housing programs for persons in a CARE plan.
- Increases rights and protections for those under a CARE treatment plan.
- Requires the California Health and Human Services Agency (CHHSA) to provide specified technical assistance for the CARE Act.

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

Thank you for your consideration and tireless work on this proposal, and once again I respectfully request your signature on SB 1338.



Sincerely,

Debbie Ruddock
Mayor of Half Moon Bay

Cc: The Honorable Thomas Umberg, California State Senate

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: John Doughty, Interim Assistant City Manager
Eddie Behle, Recreation Supervisor

TITLE: **FRENCHMAN’S CREEK PARK PHASE 2 (CIP PROJECT NO. 1013)**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with Freyer & Laureta, Inc. for civil engineering and bid/spec preparation for Phase 2 of Frenchman’s Creek Park (CIP No. 1013), in the amount of \$40,770.

FISCAL IMPACT:

The Fiscal Year 2022-23 Capital Budget includes funding for this proposed work.

STRATEGIC ELEMENT:

This recommendation supports the *Infrastructure and Environment* and *Public Safety* Elements of the Strategic Plan.

BACKGROUND:

Frenchman’s Creek Park is a small neighborhood park located on Ruisseau Francais Avenue in the Frenchman’s Creek neighborhood.

In FY 2018-19, under the Parks Master Plan Implementation Program of the CIP, Public works initiated a design process to address replacement of the aging play equipment as well as to identify opportunities to expand and enhance the park to better serve the needs of the neighborhood and City overall.

To assist with this process, the City engaged Callander and Associates, a landscape architecture firm with experience in park design. Building upon input received during the Parks Master Plan process, staff and the architect initiated a community engagement effort to obtain additional ideas and input from community members. A Citywide survey was posted. In addition, the City held a “pop-up” community meeting at the park. A workshop was conducted by the parks and recreation commission and finally, the Commission approved a Concept Plan.

The approved concept plan identified potentially three distinct phases. Phase 1 included replacement of the playground equipment; Phase 2 included a swing set, site improvements including improved ADA parking and general accessibility; and Phase 3 included minor improvements of the most easterly portion of the park and other undefined improvements (conceptually a possible small, enclosed dog park/run to the west of the play equipment). This park site is significantly constrained by Frenchman's Creek and adjacent riparian habitat. Based upon Local Coastal Plan (LCP) policies, park improvements are not intended to encroach beyond existing development boundaries. Phase 1 was a replacement in-kind of equipment which did not require approval of a Coastal Development Permit (CDP).

The Friends of Half Moon Bay parks and recreation partnered with the City on a fundraising campaign to support the installation of the new equipment having raised approximately \$15,000 towards the project. This funding assisted in making the project financially doable.

With the help of the community, new play equipment (Phase 1) was installed with accessible rubberized surface in spring 2021. The project completion was delayed by both Covid-19 pandemic related budget reductions and then by supply chain issues.

Annually, the City receives a population-based grant through the California Proposition 68 Park Bond Program. Frenchman's Creek Park Phase 2 was designated as the recipient of these grant funds for FY 2022-23. Proposition 68 funds account for \$168,000 (app. 51-percent) of the total budgeted funds for Phase 2.

SWCA Environmental Consultants recently updated riparian mapping. This mapping, along with LCP policies are helping define the limits of the project. A topographic survey was recently prepared by Freyer & Laureta, Inc. in anticipation of Phase 2 work.

DISCUSSION:

The City is currently working with Gates + Associates to refine site and landscaping design of Phase 2. Initial design work is based upon the riparian mapping, the survey and prior community input. Gates and Associates scope of work includes additional community engagement. A workshop is scheduled with the parks and recreation Commission for September 28, 2022. We also anticipate holding a pop-up community event at the park this fall. Staff is hoping to present the Phase 2 Concept Plan to the parks and recreation Commission and City Council in late fall.

Phase 2 design includes the easterly portion (non-contiguous area) of the park. This area has been envisioned for mainly passive uses like picnic table and benches. It is anticipated that this portion of the site will be bid as an additive/alternate due to the limited construction funding. That decision will be made based largely on construction estimates of the civil engineer.

The City requires the services of a civil engineer to prepare construction drawings based upon the Phase 2 Concept Plan. Phase 2 is anticipated to include re-designed parking, accessible

paths of travel and compliant stormwater conveyance and treatment. Freyer & Laureta, Inc. is the City's on-call civil engineering firm. As such, the City requested and received a proposal from the firm. The scope of work was reviewed and deemed acceptable. The City has been extremely happy with the services provided to date on other projects. The billing rates and overall fees are comparable to other civil engineering firms.

Staff is recommending that the City Council adopt a resolution authorizing the City Manager to execute a professional services agreement with Freyer & Laureta, Inc. for civil engineering services related to Frenchman's Creek Park Phase 2.

ATTACHMENTS:

Resolution

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH FREYER & LAURETA, INC IN THE AMOUNT OF \$40,770 FOR ASSOCIATED CIVIL ENGINEERING WORK FOR FRENCHMAN'S CREEK PARK PHASE 2

WHEREAS, Frenchman's Creek Park is a neighborhood park located on Ruisseau Francais Avenue in the Frenchman's Creek community;

WHEREAS, in FY 2018-19 the City initiated a planning and community engagement effort focused on replacement of the aging play equipment;

WHEREAS, the planning effort led to the preparation of a concept plan which included play equipment replacement (designated as Phase 1), placement of a swing set and other improvements (designated as Phase 2) and other non-specific future improvements (designated as Phase 3);

WHEREAS, the City, following delays from the Covid-19 pandemic, completed installation of new rubberized surface and play equipment in the Spring of 2021;

WHEREAS, the City designated Frenchman's Creek Park Phase 2 as the beneficiary of population-based grant funding under Proposition 68;

WHEREAS, the City received a commitment of \$180,000 in Proposition 68 grant funds to cover a portion of construction costs of Phase 2;

WHEREAS, the City Council allocated a \$170,000 in local funds as a match to the Proposition 68 Grant for Phase 2;

WHEREAS, the City initiated work on Phase 2 earlier this year with Gates + Associates;

WHEREAS, the City and consultant are initiating a follow-on community engagement program with the community and Parks and Recreation Commission;

WHEREAS, the project is anticipated to include revised parking, ADA compliant access and drainage improvements that will require civil engineering design assistance;

WHEREAS, the City solicited a proposal from our on-call civil engineering consultant, Freyer & Laureta, Inc.; and

WHEREAS, the City has reviewed the proposal from Freyer & Laureta, Inc. and determined that the scope of work is responsive to the City's needs.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Council to execute a professional services agreement with Freyer & Laureta, Inc. for civil engineering support of Frenchman’s Creek Park Phase 2 in the amount of \$40,770.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 20th day of September 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

FROM: Matthew Chidester, City Manager

TITLE: FIRST AMENDMENT TO AGREEMENT WITH EL CENTRO DE LIBERTAD FOR CARES COMMUNITY RESPONDER PROGRAM

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a First Amendment to the Agreement with El Centro de Libertad for the CARES Community Responder program, at a cost not-to-exceed \$500,087, for a term beginning March 1, 2022, and ending June 30, 2023.

FISCAL IMPACT:

The original \$150,000 pilot program was funded with \$75,000 included in the City's FY 2021-22 Adopted Budget and a \$75,000 contribution from the County of San Mateo. The FY 2022-23 Adopted Budget includes an additional \$350,087 to continue the program through the end of the fiscal year, including a grant of \$180,000 from the California Department of Health Care Services. A separate grant of \$25,000 from Kaiser Permanente was also received to procure an independent program evaluation, separate from the contract with El Centro de Libertad.

STRATEGIC ELEMENT:

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

BACKGROUND:

In Summer 2020, responding to the national movement around police reforms and the local killings of two individuals at the hands of law enforcement, the City Council prioritized community outreach and research related to public safety and law enforcement in Half Moon Bay. They also created a subcommittee to discuss the City's current contract with the Sheriff, law enforcement in general, and identify recommendations for reforms to be proposed in Half Moon Bay. The information gathered through these efforts would inform future subcommittee and Council discussions, public safety response alternatives, and negotiations with the Sheriff, including the potential renewal or renegotiation of the contract.

The outreach, feedback and research ultimately led to the launch of the Crisis Assistance, Response and Evaluation Services (CARES) program on March 16, 2022. The CARES program is operated through a contract with El Centro de Libertad, and provides a two-person mobile crisis response team, consisting of a certified EMT or other healthcare practitioner, and an experienced

mental health professional, who respond to certain types of 911 calls dispatched through the County's Public Safety Communications call center. The CARES team is dispatched in instances where there is no immediate threat of violence, with Sheriff Deputies on standby when a higher level of response is needed. Examples of the types of calls appropriate for the CARES team include suicidal ideations, persons under the influence of drugs or alcohol, persons experiencing a mental health crisis, parents calling with concern for an adolescent youth exhibiting unusual behavior, or community members reporting persons in some form of emotional distress. Although these calls do not include situations where medical emergencies, acts of violence, or other serious crimes are present, the CARES team can respond to these calls in a support role to first responders.

The CARES team is unarmed, bilingual in Spanish and English, and focuses on the use of culturally competent de-escalation, crisis-intervention, motivational interviewing, and suicide prevention tools to work with individuals in crisis. The CARES team response is an alternative to law-enforcement, fire, or other first responders, diverts individuals from costly visits to emergency rooms, unnecessary entry into the criminal justice system, and helps prevent the physical harm or loss of life that sometimes result from armed crisis response. Following initial de-escalation and stabilization, the CARES team helps individuals develop a plan of treatment, provides warm handoffs to service providers, and engages in appropriate follow-up help put people on a path to healing. Ongoing collaboration with local and regional non-profits, County Health, the Sheriff's Office, and the community are key to the success of the program and the long-term success of clients.

The initial pilot operated 40 hours per week and responded to calls within the City limits of Half Moon Bay, as well as the Moonridge affordable housing community in the unincorporated County just south of the City. Funding for the initial pilot consisted of \$75,000 from the City's FY 2021-22 Adopted Budget. A \$75,000 match from the County of San Mateo Measure K sales tax fund was provided by Supervisor Don Horsley. In early 2022, the City was awarded a grant of \$180,000 from the State of California Department of Health Care Services BHJIS program, to expand the program length and hours of operation. An additional General Fund contribution of just over \$170,000 was included in the City's FY 2022-23 Adopted Budget to further extend the program. Separately, a \$25,000 grant from Kaiser Permanente is funding third-party program evaluation services, and a grant of \$30,000 was provided by Supervisor Horsley directly to El Centro for the acquisition of a second vehicle to support expansion in summer 2022.

DISCUSSION:

With the additional City contribution and state grant, the total funding for the program, through June 30, 2022, is \$500,087. This represents an additional \$350,087 over the pilot funding, which allows for the extension and expansion of the program. The program will now run for a total of fifteen and a half months, operate seven days per week for 10 hours per day, and serve the entire mid-coast from Devil's Slide south to Moonridge.

The City and El Centro have negotiated an amendment to the original agreement, which expires on October 31, 2022, and did not contemplate the changes and expansion of the program that

have taken place over the last few months. The amendment memorializes these changes and authorizes the City to pay for the additional services through the end of the Fiscal Year.

Going forward beyond this Fiscal Year, staff are exploring additional funding options to continue the program. Federal and State grants, philanthropic agencies, foundations, and the County remain options to continue funding, including the AB118 state funding to begin in 2023 and a potential extension/expansion of the BHJS grant program. Staff will also explore long-term funding sources.

ATTACHMENT:

1. Resolution authorizing the City Manager to execute a First Amendment to the Agreement with El Centro de Libertad for the CARES Community Responder program, at a cost not-to-exceed \$500,087, for a term beginning March 1, 2022, and ending June 30, 2023.
2. Exhibit A (Amended Scope of Work)
3. Exhibit B (Amended Budget)

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO FINALIZE AND EXECUTE AN AGREEMENT WITH EL CENTRO DE LIBERTAD FOR A COMMUNITY RESPONDER PILOT PROGRAM, AT A COST NOT-TO-EXCEED \$150,000, FOR A TERM BEGINNING MARCH 1, 2022, AND ENDING SEPTEMBER 30, 2022

WHEREAS, beginning in Summer 2020, the City Council prioritized community outreach and research related to public safety and law enforcement in Half Moon Bay, including the creation of a Public Safety Subcommittee; and

WHEREAS, on January 9, 2022, the City Council authorized an agreement with El Centro de Libertad to operate the Crisis Assistance Response and Evaluation Services (CARES) program (the Agreement); and

WHEREAS, the original contributions of \$75,000 from the City and \$75,000 from the County of San Mateo funded an eight month pilot that operated 40 hours per week within the City limits and included the Moonridge farmworker housing community; and

WHEREAS, additional funding from the state and City allowed for extension of the program to June 30, 2023, operating seven days per week, ten hours per day across the entire mid-coast; and

WHEREAS, an amendment of the Agreement is necessary to memorialize the extension and expansion of the program; and

WHEREAS, the City and El Centro de Libertad desire to enter into an amendment to the Agreement.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to finalize and execute an amendment to the Agreement with El Centro de Libertad for the CARES Community Responder program, at a cost not-to-exceed \$500,087, for a term beginning March 1, 2022, and ending June 30, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20^h day of September 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

Exhibit A

Amended Scope of Work

- El Centro de Libertad (CARES) will facilitate the following functions:
 - Two 2-person CARES teams will receive calls from the Public Safety Communications (PSC) Center, via the primary San Mateo County Sheriff's Office (SMCSO) Coastside communications channel, and acknowledge receipt of the assignment using the same method. They may also receive calls for assistance from the 988 Call Center, and report their response to PSC over the primary communications channel. The CARES Teams could also receive calls for assistance directly from SMCSO or private parties.
 - The CARES Teams will respond to the dispatched location within 30 minutes or less of receiving the assignment. In the event of overlapping assignments, CARES will notify the PSC for a prioritization of assignments.
 - The jurisdictional boundaries are the entire Midcoast Region of San Mateo County; defined as all points between the Tom Lantos Tunnels and the Southern City limits of Half Moon Bay, including the Moonridge Community. Responding to areas outside of the boundaries may be done at the request of the SMCSO, practicing a co-responder model, on a case-by-case basis.
 - Within 5 minutes of arrival at the assignment location, CARES will notify the PSC if any additional response is needed from first responder agencies, based on any perceived danger/threats to the subject of the assignment, or other persons in the immediate vicinity.
 - If the assessment determines the situation is consistent with a CARES response, the team will immediately deploy de-escalation techniques, seeking incident stabilization.
 - Once deescalated, a plan of action is developed with full client participation.
 - These plans would include appropriate agency referrals, including warm hand offs when possible.
 - The use of Motivational Interviewing is essential in this process, ensuring complete buy-in from the client.

- In some cases, these plans would include referral to Psychiatric Emergency for immediate observation and treatment. If possible, in these cases, especially with fully cooperative clients, the CARES Team could facilitate this transport and hand-off. This would be done in the El Centro vehicle, without handcuffs, and with dignity for the client seeking help.
 - On dispatches involving the homeless population, the El Centro staff would immediately contact the LifeMoves HOT Team, to request a supplemental response to the location.
 - LifeMoves is the recognized leader in providing stabilization services to those experiencing homelessness.
 - Once the HOT Team arrives to the location, all efforts will be made to assist them in any way needed.
- Staffing
 - El Centro would staff our Half Moon Bay office with 4 FTE: all Crisis Intervention Specialists (CIS), two per CARES Team. On each Team, one or both are California State Certified EMTs, and one or both are Spanish speaking.
- Hours of operation / Schedule: The two CARES Teams will work a 4/10 schedule, Team 1 Sunday –Wednesday, Team 2 Wednesday – Saturday. CARES will operate from 8:00 AM to 6:30 PM, 7 days per week. Initially, all San Mateo County recognized holidays will be considered days off for the CARES Teams. Holidays, hours and days of operation are subject to change at the direction of the City of Half Moon Bay.
- Deliverables / Expected outcomes
 - Performance measures and data points collected are flexible and done in accordance with the needs of The City of Half Moon Bay and the State of California, as determined by the individual funding streams and directed by City personnel.

Exhibit B

Amended CARES Program Budget

Item	Description	Budget
Personnel		
1	CARES Team #1	\$172,996.51
2	CARES Team #2	\$115,630.34
3	Management Team	\$ 59,539.49
4	Payroll Taxes and Benefits	\$ 66,151.61
	Total Personnel	\$414,317.95
Non-Personnel		
5	Training CIT, Other	\$ 7,799.54
6	Van (Gas, Insurance & Maintenance)	\$ 15,774.02
7	Program & EMT Supplies	\$ 5,772.00
8	Rents & Occupancy	\$ 14,458.38
9	Communications, Cell & Other	\$ 6,232.50
10	Office Expense	\$ 5,389.21
11	Meeting Expense	\$ 425.00
12	Insurance (G/L, WC, EMT Prof Liab)	\$ 12,798.01
	Total Non-personnel	\$ 68,648.66
	Total Direct Expense	\$482,966.61
13	Indirect (approx 3.7%)	\$ 17,120.39
	Total Program Expense	\$500,087.00

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: John Doughty, Interim Assistant City Manager
Maz Bozorginia, Interim Public Works Director

TITLE: **SMITH FIELD PARK – AMENDMENTS TO CIP PROGRAM AND FY 2022-23
CAPITAL BUDGET, AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS
FOR PLANNING AND DESIGN**

RECOMMENDATION:

Adopt a resolution:

- 1) Amending the Capital Improvement Program FY 2022-23 to FY 2026-2027 (CIP) by:
 - a. Adding a new project entitled Smith Field Improvement Project as a “funded” programmed project for FY 2022-23;
 - b. Adding the Wavecrest Water Main Project as a “funded” programmed project for FY 2022-23;
- 2) Amending the FY 2022-23 Capital Budget by:
 - a. Allocating \$190,000 from the Parkland Development Fees (Fund 125) to the Smith Field Improvement Project to complete 30-percent concept design (CD) level architectural work, 35-percent civil engineering design and environmental assessment in support of consideration of a Coastal Development Permit;
 - b. Allocating \$50,000 from the Parkland Development Fees (Fund 125) to the Wavecrest Water Main Project to complete 90-percent civil engineering design in support of issuance of a Coastal Development Permit;
- 3) Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Gates + Associates in the amount of \$35,420 for architectural support (30-percent d-d) necessary to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project;
- 4) Authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$68,590 for 35-percent civil engineering and cost estimating needed to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project;
- 5) Authorizing the City Manager to execute a Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$49,800 for 90-percent civil engineering design, bid documents and cost estimates for the Wavecrest Water Main Project; and

- 6) Authorizing the City Manager to execute a Professional Services Agreement with SWCA Environmental Consultants in the amount of \$81,900 to complete environmental studies, initial study and anticipated Mitigated Negative Declaration pursuant to the California Environmental Quality Act for a consolidated Coastal Development Permit which includes both the Smith Field Improvement project and Wavecrest Water Main project.

FISCAL IMPACT:

Staff is requesting authorization to utilize \$240,000 from Parkland Development fees (Fund 125) to a new capital project designated as Smith Field Improvement Project and for the existing, but unfunded Wavecrest Water Main Project. On August 3, 2022, the City Council accepted the Smith Field Park Facilities Master Plan and authorized staff to return with budget and agreements necessary to submit and process a local Coastal Development Permit for the Smith Field and the Wavecrest Water Main Project. As noted in the August 3 City Council report, the City has received an informal commitment of 50-percent of costs of the “Initial Phase” identified in the Plan. The proposed funding is necessary to formalize any agreement with the donor.

STRATEGIC ELEMENT:

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

BACKGROUND:

In late June of 2020, following adoption of the FY 2021-22 Budget, the City was approached regarding a potential donor’s desire to fund significant improvements at Smith Field Park. Notably, the donor indicated a desire to construct paved access and parking to serve the Park, as well as potentially other improvements, depending on the cost and timing of construction. Wanting to be responsive to opportunities to collaborate and utilize outside funding sources as they become available, staff has been working with the donor, through Half Moon Bay Little League, on a plan to explore the mutually desired improvements, which would include the initial development of a master plan for Smith Field Park. Subsequently, the donor has indicated a willingness to fund up to 50-percent of parking lot, access and drainage improvements identified as the Initial Phase in the Plan.

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

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

The City received proposals from five landscape architectural and architectural firms. Those proposals were reviewed by the Public Works Director (Project Manager), the Deputy City Manager and City Engineer. The group unanimously recommended Gates + Associates. On October 19, 2021, the City Council authorized the City Manager to enter into a Professional Services Agreement with Gates + Associates at a not-to-exceed amount of \$79,750.

The City Engineer directly solicited and received informal proposals from three (3) civil engineering firms. The three firms, BKF Engineers, Nichols Consulting Engineers and Freyer & Laureta, Inc. provided letter proposals for topographic survey and conceptual design services for the project. After review, Freyer & Laureta, Inc. (F&L) was selected to provide the needed services. On October 19, 2021, the City Council authorized the City Manager to enter into a Professional Services Agreement with Freyer & Laureta, Inc. (F&L) at a not-to-exceed amount of \$66,300.

Staff and the consultant team worked with the Community from November 2021 to August 3, 2022 to complete the Smith Field Park Assessment and Facilities Master Plan consistent with the process envisioned in the City's adopted Parks Master Plan. The process included stakeholder meetings, a community survey and several community workshops through the Parks and Recreation Commission.

On August 3, 2022, the City Council accepted the Smith Field Park Facilities Master Plan. Given community and donor interest in improvements at Smith Field Park, the City Council authorized staff to pursue a Coastal Development Permit to entitle the existing park and provide a means to pursue phased improvements at Smith Field Park. The City Council authorized staff to solicit proposals from the existing engaged firms and to pursue a consolidated project (including both Smith Field Park and Wavecrest Water Main Projects).

DISCUSSION:

The City Council authorized staff to hire a consultant team to lead a visioning process for Smith Field Park—simply put, to look beyond what Smith Field Park has historically been and look to what the Park could/can be. Community members, stakeholders and the Parks and Recreation Commission have consistently identified a desire to create a “community” park that offers a multi-generational recreational and open space experience to its users. The Facilities Master Plan recommended by the Parks and Recreation Commission and accepted by City Council creates a vision as to “what could be” rather than “what will be”.

Recently some community members have raised concerns about whether Smith Field should expand and frankly whether Smith Field should even exist at this location. Smith Field exists and has existed in this location since 1966. The park serves many members of the community as well as serving as a critical access point for coastal resources including beaches, flora and fauna. 11.21 acres are developed at this moment; this equates to approximately 35-percent of the total area of park. The Plan, based upon wetland delineation and current certified LCP policies, identified a potential of approximately over two acres of land which could be further improved over the

course of time representing approximately 40-percent developed area. Stated in another way, under the Plan, approximately 19 acres (60-percent) of the Smith Field Park remains as undisturbed coastal prairie habitat. The Plan's potential buildout is less than the maximum unconstrained acreage identified (approximately 13.6 acres).

As was noted at the August 3 meeting, the Master Facilities Plan does not establish any specific timing or schedule for redevelopment of Smith Field. With the exception of potential donor contributions toward the "Initial Phase" (paved parking lots and access), there is no identified funding for Smith Field. The master planning and conceptual cost estimates were needed to formalize donor commitments and ensure that potential future amenities were not precluded by those initial improvements. This work also puts the City in a stronger position to solicit additional donations, grants, and other support based on a tangible and achievable vision. The Plan does not prescribe any particular material or method; it focuses primarily on identifying potential improvements identified by the community.

Understandably, some community members see the Master Plan and assume that the improvements and/or loss of existing facilities is going to occur and that work is eminent. Neither of those assumptions is true. Changes to Smith Field will only occur: 1) where funding exists or has been identified; 2) after additional and distinct community engagement is undertaken; and 3) following required subsequent entitlements and environmental review occur. No person (community or staff) has the ability to predict community needs and desires in the future. Fifteen years ago, very few people would have predicted the rise in popularity of pickleball and beach volleyball to 2022 levels. It is very probable that new and emerging recreation wants will change between now and "X" years from now. It is equally challenging to predict what the future interest will be in the dog park, youth baseball, horseshoe pitching or other uses—the plan leaves those decisions to a future date and community process. Much like future uses, it is difficult to predict sustainable materials and construction methods that may be available in the future. The Plan provides the opportunity to consider uses, materials and methods at the time proposed.

What we have heard from the community is that they want to see Smith Field Park remain an active park that includes additional multi-generational improvements and activities. Again, the Master Plan represents a long-term vision for Smith Field Park based on present day community consensus. The Plan envisions a continued partnership with Half Moon Bay Little League, dog park users, horseshoe users and other groups to maintain the current Smith Field with an eye on funding improvements, over time, to expand recreational offerings to a broader cross-section of the community. Many of the potential recreational opportunities, including a playground, multi-use field, walking paths and active sports courts, are intended to help support the parents, grandparents and siblings of Little League participants as well as encourage new community users.

Smith Field Park is an environmentally constrained site. As noted above, under the Master Plan, 11.21 acres are developed and approximately over two acres of improved area may ultimately make up Smith Field. The park site will retain approximately 60-percent undisturbed coastal prairie habitat. The City will abide by the Coastal Commission certified Local Coastal Land Use Plan policies which provide for protection of ESHA and other habitat while recognizing the need

to provide recreation and coastal access. These very issues will be the basis for approval or denial of the initial Coastal Development Permit. The LCP (as may be amended in the future) will continue to serve as the basis for decision-making in the future.

Staff is requesting that the City Council approve a series of actions which allow staff to prepare a Coastal Development Permit application and seek approval of a local CDP for the Smith Field Park Improvement Project and Wavecrest Water Main Project from the Planning Commission. The recommended actions are outlined in the "Recommendation" section of this report and included in the attached resolution.

ATTACHMENTS:

Resolution

RESOLUTION NO. C-2022-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING AN AMENDMENT TO THE FY 2022-23 CAPITAL IMPROVEMENT PLAN AND CAPITAL BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENT(S) WITH GATES +ASSOCIATES, FREYER & LAURETA, INC. AND SWCA ENVIRONMENTAL CONSULTANTS FOR THE PREPARATION PLANS, ENVIRONMENTAL STUDIES AND CEQA DOCUMENTS TO SUPPORT AN APPLICATION FOR A COASTAL DEVELOPMENT PERMIT FOR SMITH FIELD PARK

WHEREAS, Smith Field Park is a community park located at the terminus of Wavecrest Road in the City of Half Moon Bay and is comprised of approximately 31.71 total acres, 11.21 acres of which is currently improved;

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

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

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

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

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

WHEREAS, on October 19, 2021, the City Council authorized the City Manager to enter into a Professional Services Agreement with Gates + Associates at a not-to-exceed amount of \$79,750 for preparation of a facilities master plan.

WHEREAS, on October 19, 2021, the City Council authorized the City Manager to enter into a Professional Services Agreement with Freyer & Laureta, Inc. (F&L) at a not-to-exceed amount of \$66,300 for topographic survey and civil engineering support of facilities master plan;

WHEREAS, on August 3, 2022, following extensive community engagement efforts and upon the recommendation of the Parks and Recreation Commission, the City Council accepted the Smith Field Park Facilities Master Plan and authorized staff to proceed with steps to submit an application for a local Coastal Development Permit for Smith Field Park and the related Wavecrest Water Main Extension;

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

WHEREAS, the City Council is being asked to allocate \$240,000 from Parkland Development Fees (Fund 125) for the Project.

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

- 1) Amends the Capital Improvement Program FY 2022-23 to FY 2026-2027 (CIP) by:
 - a. Adding a new project entitled Smith Field Improvement Project as a “funded” programmed project for FY 2022-23;
 - b. Adding the Wavecrest Water Main Project as a “funded” programmed project for FY 2022-23;
- 2) Amends the FY 2022-23 Capital Budget by:
 - a. Allocating \$190,000 from the Parkland Development Fees (Fund 125) to the Smith Field Improvement Project to complete 30-percent concept design (CD) level architectural work, 35-percent civil engineering design and environmental assessment in support of consideration of a Coastal Development Permit;
 - b. Allocating \$50,000 from the Parkland Development Fees (Fund 125) to the Wavecrest Water Main Project to complete 90-percent civil engineering design in support of issuance of a Coastal Development Permit;
- 3) Authorizes the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Gates +Associates in the amount of \$35,420 for architectural support (30-percent d-d) necessary to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project;
- 4) Authorizes the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$68,590 for 35-percent civil engineering and cost estimating needed to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project;
- 5) Authorizes the City Manager to execute a Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$49,800 for 90-percent civil engineering design, bid documents and cost estimates for the Wavecrest Water Main Project; and
- 6) Authorizes the City Manager to execute a Professional Services Agreement with SWCA Environmental Consultants in the amount of \$81,900 to complete environmental studies, initial study and anticipated Mitigated Negative Declaration pursuant to the California Environmental Quality Act for a consolidated Coastal Development Permit which includes both the Smith Field Improvement project and Wavecrest Water Main project.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 20th day of September 2022 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 20, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **APPOINTMENT TO PARKS AND RECREATION COMMISSION - BROWNSTONE**

RECOMMENDATION:

Councilmember Brownstone to make an appointment to the Parks and Recreation Commission to fill an unscheduled vacancy.

FISCAL IMPACT:

None associated with this report.

STRATEGIC ELEMENT:

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

BACKGROUND:

Councilmember Brownstone's appointment to the Parks and Recreation Commission resigned, leaving an unscheduled vacancy. A notice and call for applications were published and ran for four weeks. Three total applications were received. Those applications are included as Attachment 1. The appointee will complete the term of the appointment, concluding at the end of 2022 with Councilmember Brownstone's term. Given that Councilmember Brownstone was appointed to District 1 for another four-year term, appointment may be confirmed in January 2023 for four years.

ATTACHMENT:

Willing to Serve forms received



Jessica Blair, MMC
Communications Director / City Clerk
501 Main Street, Half Moon Bay, CA 94019
(650) 726-8271
www.hmbcity.com

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Thursday, July 14, 2022 12:26 PM

To: Jessica Blair <JBlair@hmbcity.com>

Subject: Online Form Submittal: Willing to Serve

[CAUTION]: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Willing to Serve

Thank you for your willingness to participate in making Half Moon Bay a better place! This "Willing to Serve" form can be used to apply to serve on one of the City's Commissions or Committees. Please note that information provided on this form is considered public information and may be made available to other applicants, members of the media, or the general public.

Commission or Committee Parks and Recreation Commission
for which you are applying:

Name Anthony Sprotti

Address [REDACTED]

City Half Moon Bay

Zip code 94019

Phone 1 [REDACTED]

Phone 2 Field not completed.

Email	[REDACTED]
Occupation	Realtor
Current employer	Coldwell Banker
Employer address	[REDACTED]
City	Half Moon Bay
Zip code	94019
How long have you lived in Half Moon Bay?	9 years
Educational background	Accounting degree from CSUEB
Professional experience	8 years in retail, 8 years in banking, 6 months in realty
Civic activities and community involvement	Currently on the board for HMBLL, contemplating running for board of Hatch PTO or SIPA.
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	Feel I can provide the input of a parent of younger children (currently 6 & 4) that seems to be lacking. My kids are involved in Baseball, Soccer, Jiu Jitsu, Gymnastics, and swim. And I want to do everything I can to ensure that they and kids behind them have access to the facilities we currently have.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	Chamber of Commerce email
Today's date	[REDACTED]
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

Email not displaying correctly? [View it in your browser.](#)



Jessica Blair, MMC

Communications Director / City Clerk
501 Main Street, Half Moon Bay, CA 94019
(650) 726-8271
www.hmbcity.com

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Thursday, September 15, 2022 2:18 PM

To: Jessica Blair <JBlair@hmbcity.com>

Subject: Online Form Submittal: Willing to Serve

[CAUTION]: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Willing to Serve

Thank you for your willingness to participate in making Half Moon Bay a better place! This "Willing to Serve" form can be used to apply to serve on one of the City's Commissions or Committees. Please note that information provided on this form is considered public information and may be made available to other applicants, members of the media, or the general public.

Commission or Committee Parks and Recreation Commission
for which you are applying:

Name RJ Jennings

Address [REDACTED]

City Half Moon Bay

Zip code 94019

Phone 1 [REDACTED]

Phone 2	<i>Field not completed.</i>
Email	
Occupation	Executive Coach
Current employer	<i>Field not completed.</i>
Employer address	<i>Field not completed.</i>
City	<i>Field not completed.</i>
Zip code	<i>Field not completed.</i>
How long have you lived in Half Moon Bay?	3 years
Educational background	BA Communication Studies U-Mass
Professional experience	Executive Coach, Sales Management, HR Staffing
Civic activities and community involvement	CFTA, Fixin San Mateo, Social Justice issues
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	I consider myself an active member of the community. I believe that the decisions made by the Rec Commission helps shape our future leaders. As an Executive Coach I feel I bring a perspective that will be valuable for our children. I would also like to ensure everyone has access to the resources and what they need to attend. As a person of color I hope that I will offer a unique perspective to help grow and develop our children and community. I also feel I have a connection to a large part of the community and I'm always open and available to explore new ideas. As a father of a 3 year old I'd like to be a part of the commission that is laying the groundwork for part of his future...
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	I heard about the opening and reached out to inquire
Today's date	Sept. 15, 2022

Signature

Checking this box constitutes your signature and confirms that the information provided is accurate

Email not displaying correctly? [View it in your browser.](#)



Jessica Blair, MMC
Communications Director / City Clerk
501 Main Street, Half Moon Bay, CA 94019
(650) 726-8271
www.hmbcity.com

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Monday, July 11, 2022 4:54 PM

To: Jessica Blair <JBlair@hmbcity.com>

Subject: Online Form Submittal: Willing to Serve

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Willing to Serve

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Commission or Committee Parks and Recreation Commission
for which you are applying:

Name Russell Davis

Address [REDACTED]

City Half Moon Bay

Zip code 94019

Phone 1 [REDACTED]

Phone 2 *Field not completed.*

Email	[REDACTED]
Occupation	Technical program manager
Current employer	Momentive.ai
Employer address	[REDACTED]
City	San Mateo
Zip code	94403
How long have you lived in Half Moon Bay?	3 years
Educational background	BS in Business Information Technology
Professional experience	Software program manager for 20+ years
Civic activities and community involvement	This would be my first official engagement. I have volunteered with senior coastsiders and sea huggers.
Are you able to attend:	Night meetings
Why are you seeking to be appointed to a City commission or committee?	I love this community and would like to get more involved.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	Instagram post from @hmbcity
Today's date	july 11 2022
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

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