



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

TUESDAY, NOVEMBER 15, 2022

REMOTE PARTICIPATION (SEE NEXT PAGE)

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

7:00 PM

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

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

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

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

<http://hmbcity.com/>

SPECIAL REMOTE PARTICIPATION PROTOCOLS

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

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

CALL TO ORDER / ROLL CALL

APPROVAL OF AGENDA

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS

NATIVE AMERICAN HERITAGE MONTH PROCLAMATION

MIDCOAST COMMUNITY COUNCIL UPDATE

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

HERITAGE DOWNTOWN UPDATE

PULLMAN DITCH UPDATE

STORM PREPAREDNESS UPDATE

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF OCTOBER 2022

Staff Recommendation: Accept the warrants list for the month of October 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 AMENDMENT NO. 6 TO PROFESSIONAL SERVICES AGREEMENT WITH CIRCLEPOINT FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute Amendment 6 to the professional services agreement with Circlepoint (www.circlepoint.com) for the preparation of an environmental impact report for the proposed Hyatt Place Hotel at a cost of \$385,904.

[STAFF REPORT](#)

[RESOLUTION](#)

1.E RECLASSIFICATION OF ASSOCIATE PLANNER TO SENIOR PLANNER CLASSIFICATION

Staff Recommendation: Adopt a resolution authorizing the reclassification of Associate Planner to Senior Planner in the Community Development Department.

[STAFF REPORT](#)

[RESOLUTION](#)

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - UPDATE

Staff Recommendation: It is recommended that the City Council: 1) receive an update on the progress of the Poplar Street Traffic Calming and Safety Project; and 2) adopt a resolution approving the amended Capital Improvement Project page phasing the Poplar Street Traffic Calming and Safety Project.

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

3.B AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a three-year contract agreement with Infinity Technologies to provide Information Technology services at a cost of \$167,520 per year with a 10% contingency for unforeseen additional needs at \$16,752 per year.

[STAFF REPORT](#)

[RESOLUTION](#)

3.C INPUT ON LEAGUE OF CALIFORNIA CITIES LEGISLATIVE PLATFORM FOR 2023 / INFORMATIONAL UPDATE ON CITY LEGISLATIVE ADVOCACY EFFORTS

Staff Recommendation: Discuss the list of priorities being considered by the League of California Cities for its 2023 Legislative Platform and identify the City Council's top priorities as well as any that the Council would not support; and receive an update on the City's legislative advocacy efforts.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

COMMISSION / COMMITTEE UPDATES

CITY COUNCIL REPORTS

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **November 15, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Lisa Lopez, Administrative Services Director

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

RECOMMENDATION:

Accept the warrants list for the month of October 2022.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, we processed 5 check runs. The first was on October 4, totaling \$33,317.54. The second was on October 6, totaling \$1,048,773.98. The third was on October 13, totaling \$83,219.85. The fourth was on October 19, totaling \$602,461.45. The fifth was on October 27, totaling \$132,732.37. The total for the month was \$1,900,505.19.

The City processed payments related to 11 capital improvement projects, in a total amount of \$828,943.92. These projects include: HWY1 Safety/Traffic Reduction Improvements, HWY1 Safety/Congestion, Citywide Sidewalk Assessment, Drainage Master Plan, Urban Forest Management Program, Parks Master Plan Implementation, Carter Park Improvement, Bikeway Connectivity Project-North, Kehoe/Pilarcitos Outfall Repair, Frenchman's Creek Park Improvements, 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.

ATTACHMENTS:

Check Disbursement List by Check Date

Over \$30,000					
Check#	Vendor Number	Payee	Check Date	Check Amount	Description
51867	3923	WELLS FARGO	10/4/2022	33,317.54	CREDIT CARD PAYMENT
51712	216	SAN MATEO COUNTY SHERIFF'S OFFICE	10/6/2022	922,971.50	Q2, FY 22/23 UAAL CREDIT
51793	159	SEWER AUTHORITY MID-COASTSIDE	10/19/2022	427,146.00	OCT'22, FY22/23 SEWER COLLECTIONS
51817	3519	SWCA INCORPORATED	10/27/2022	48,299.50	SEP'22, CORP YARD IMPROVEMENTS

Report Criteria:

Report type: Summary

Check Type = "Calculated","manual"

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51684	2022	ACC BUSINESS	10/06/2022	780.91	INTERNET SERVICE
51685	5479	ALBERTO AMAYA	10/06/2022	500.00	DEPOSIT REFUND 09/18/22 DEPOT ROOM
51686	3332	AMERICAN PORTABLES	10/06/2022	6,632.46	SEP'22, FY22/23 PORTABLE RESTROOMS
51687	2407	ARAMARK	10/06/2022	260.69	MAINT SERVICE
51688	866	BOYS & GIRLS CLUB OF THE COASTSIDE	10/06/2022	420.00	EVENT CENTER RENTAL
51689	5223	CAPITAL ONE TRADE CREDIT	10/06/2022	3,001.73	MAINT SUPPLIES
51690	5483	CAROL KIM	10/06/2022	1,500.00	TUITION REIMBURSEMENT
51691	3643	CORODATA RECORDS MANAGEMENT INC	10/06/2022	347.33	RECORDS MANAGEMENT
51692	3446	FLYERS ENERGY, LLC	10/06/2022	2,110.48	VEHICLE FUEL
51693	4633	GRANICUS	10/06/2022	1,419.30	GRANICUS SERVICE
51694	76	HALF MOON BAY BUILDING & GARDEN	10/06/2022	10.38	MAINT SUPPLIES
51695	82	HALF MOON BAY REVIEW	10/06/2022	1,176.00	SUMMER ENDS MUSIC FESTIVAL
51696	2444	HOME DEPOT CREDIT SERVICES	10/06/2022	858.28	MAINT SUPPLIES
51697	4267	IMPEC GROUP INC.	10/06/2022	17,356.00	SEP'22, FY22/23 JANITORIAL SERVICES
51698	5478	LORENA VELASQUEZ	10/06/2022	500.00	DEPOSIT REFUND 09/24/22 DEPOT ROOM
51699	3746	MALCOLM C SMITH	10/06/2022	1,650.00	SEP'22, COMMUNICATION CONSULTANT
51700	4642	MARIK ENTERPRISES, LLC	10/06/2022	130.00	PRE-EMPLOYMENT REPORT
51701	5143	Mouser Law Firm	10/06/2022	145.00	HR LEGAL SERVICES
51702	4489	MTA PARTS INC.	10/06/2022	33.88	VEHICLE PARTS
51703	3901	NETFILE	10/06/2022	5,000.00	FY22/23 SUBSCRIPTION CHARGES
51704	4472	ON POINT LANGUAGE SOLUTIONS LLC	10/06/2022	975.00	TRANSLATION SERVICES
51705	3359	PACIFICA COMMUNITY TELEVISION	10/06/2022	13,400.00	Q1, FY22/23 RECORDING SERVICE
51706	3479	PARKEON INC	10/06/2022	56.00	MAINT SERVICE
51707	141	PHIL'S TIRE & AUTO CARE	10/06/2022	88.32	VEHICLE REPAIR
51708	3951	PUBLIC PARKING ASSOCIATES INC	10/06/2022	175.00	MAINT SERVICE
51709	5020	QUADIENT FINANCE USA, INC	10/06/2022	100.00	POSTAGE
51710	252	RICE TRUCKING-SOIL FARM INC.	10/06/2022	92.97	MAINT SUPPLIES
51711	5481	SAN MATEO COUNTY DEM	10/06/2022	22,775.00	HAZARDOUS MATERIALS
51712	216	SAN MATEO COUNTY SHERIFF'S OFFICE	10/06/2022	922,971.50	Q2, FY 22/23 UAAL CREDIT
51713	129	SERVICE PRESS INC.	10/06/2022	123.44	BUSINESS CARDS
51714	5480	SPECIAL MEDICAL AID	10/06/2022	540.00	SUMMER ENDS MEDICAL STAFF
51715	2710	STAR VISTA	10/06/2022	5,639.25	STAR VISTA-FIRST CHANCE PROGRAM
51716	5319	TETRA TECH, INC.	10/06/2022	4,500.00	MAR'22, EMERGENCY OPERATIONS PLAN
51717	3955	TOWNSEND PUBLIC AFFAIRS	10/06/2022	10,000.00	TOWNSEND PUBLIC AFFAIRS
51718	5393	TRAFFIC PATTERNS LLC	10/06/2022	1,237.50	V. RODRIGUEZ, 09/05/22-09/28/22
51719	1497	TURBO DATA SYSTEMS	10/06/2022	672.56	CITATION PROCESSING

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51720	3701	V. W. HOUSEN & ASSOCIATES INC.	10/06/2022	21,095.00	AUG'22, FY22/23 WASTEWATER COLLECTION SYSTEM ENGINE
51721	5482	VIDYA MANDYAM	10/06/2022	500.00	DEPOSIT REFUND 09/28/22 DEPOT ROOM
51723	4270	4 LEAF INC.	10/13/2022	7,012.54	JUN'22, ON-CALL SERVICES
51724	2407	ARAMARK	10/13/2022	260.69	MAINT SERVICE
51725	444	ASSOCIATION OF BAY AREA GOVERNMENTS	10/13/2022	420.00	LEVELIZED CHARGE NAT GAS
51726	5168	BLEYLE ELEVATOR, INC	10/13/2022	822.00	MAINT SERVICE
51727	3165	C.C.O.I. GATE & FENCE	10/13/2022	648.50	MAINT SERVICE
51728	32	CA DEPT OF TRANSPORTION	10/13/2022	1,894.37	SIGNALS & LIGHTING
51729	5405	CALPELRA	10/13/2022	380.00	MEMBERSHIP REGISTRATION, E. AZEVEDO
51730	5223	CAPITAL ONE TRADE CREDIT	10/13/2022	73.20	REC MAINT SUPPLIES
51731	4193	CASELLE INC.	10/13/2022	3,620.00	ERP CONTRACT SUPPORT & MAINTENANCE
51732	5389	CHRISTINA JEWELS KRZASZCZAK	10/13/2022	350.00	MAKE IT MAIN ST SUPPLIES
51733	1925	CITY OF BURLINGAME	10/13/2022	4,872.61	JUL'22 SMCO BID
51734	2859	CLAUDIA MARSHALL	10/13/2022	1,050.00	INSTRUCTOR PAYMENT, DRAWING III
51735	3446	FLYERS ENERGY, LLC	10/13/2022	2,385.25	VEHICLE FUEL
51736	76	HALF MOON BAY BUILDING & GARDEN	10/13/2022	41.52	MAINT SUPPLIES
51737	89	HALF MOON BAY COASTSIDE CHAMBER OF COM	10/13/2022	15,698.99	JUL'22 OOC BID
51738	2694	HOUSING ENDOWMENT AND REGIONAL TRUST	10/13/2022	3,561.00	MEMBERSHIP FEES
51739	5484	IVAN ACOSTA	10/13/2022	1,300.00	DJ SERVICE
51740	291	LAURIE BECKER	10/13/2022	1,260.00	INSTRUCTOR PAYMENT ZUMBA 5 PUNCH PASS
51741	4110	LISA POPE	10/13/2022	1,125.00	TRANSCRIPTION SERVICE
51742	4028	LORAL LANDSCAPING INC.	10/13/2022	2,000.00	OCT'22, FY22/23 MEDIAN MAINTENANCE
51743	1206	MARK THOMAS & CO. INC.	10/13/2022	14,369.40	AUG'22, FY22/23 SEWER SYSTEM MAINTENANCE SERVICES
51744	4104	MATTHEW CHIDESTER	10/13/2022	991.20	FLIGHT FOR CONFERENCE
51745	137	PG&E	10/13/2022	794.56	DOWNTOWN ST TREE LIGHTS NORTH
51746	4654	PROJECT RESOURCES GROUP INC	10/13/2022	3,247.73	DAMAGE INVESTIGATION
51747	5219	RED CAR ANALYTICS	10/13/2022	1,480.00	SEP'22, HMB LIBRARY ZERO NET ENERGY SUPPORT SERVICE
51748	252	RICE TRUCKING-SOIL FARM INC.	10/13/2022	71.09	MAINT SUPPLIES
51749	3101	SHRED-IT USA LLC	10/13/2022	196.18	RECORDS MANAGEMENT
51750	1760	STEPFORD	10/13/2022	1,988.68	CAMERA INSTALLATION
51751	5301	SUBURBAN PROPANE LP	10/13/2022	610.57	PROPANE
51752	3519	SWCA INCORPORATED	10/13/2022	648.00	JUL'22, ON-CALL ENVIRONMENTAL SERVICES
51753	4487	THE HOME DEPOT PRO	10/13/2022	1,089.35	MAINT SUPPLIES
51754	3871	WEST COAST ARBORISTS INC	10/13/2022	7,750.00	SEP'22, FY22/23 TREE MAINTENANCE
51755	4429	WESTERN EXTERMINATOR COMPANY	10/13/2022	1,207.42	SEP'22, FY22/23 EXTERMINATOR SERVICES
51756	4270	4 LEAF INC.	10/19/2022	17,868.82	SEP'22, ON-CALL SERVICES
51757	3954	ALTA PLANNING & DESIGN	10/19/2022	590.25	SEP'22, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PRO
51758	5391	ANA BECERRA	10/19/2022	500.00	DEPOSIT REFUND TRAIN DEPOT 04/16/22
51759	5486	ANGELA GUZMAN	10/19/2022	500.00	DEPOSIT REFUND 10/01/22 DEPOT ROOM
51760	2407	ARAMARK	10/19/2022	260.69	MAINT SERVICE

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
51761	4628	ARCHIVESOCIAL INC.	10/19/2022	2,988.00	ANNUAL SUBSCRIPTION SOCIAL MEDIA ARCHIVING
51762	4300	AT&T	10/19/2022	2,218.07	PHONE SERVICE
51763	266	BAGG ENGINEERS	10/19/2022	7,390.00	SEP'22, GEOTECHNICAL INSPECTION SERVICES FOR CORP YA
51764	4115	BIG BELLY SOLAR INC	10/19/2022	1,271.01	OCT'22, SMART TRASH RECEPTACLES
51765	5485	BRENDA PALOMINO	10/19/2022	500.00	DEPOSIT REFUND 10/08/22 DEPOT ROOM
51766	3976	CIRCLEPOINT	10/19/2022	4,151.00	SEP'22, COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT R
51767	1925	CITY OF BURLINGAME	10/19/2022	4,857.98	JUN'22 SMCO BID
51768	51	COASTSIDE COUNTY WATER DISTRICT	10/19/2022	10,754.02	LIFT STATION FAIRWAY
51769	2861	CODE PUBLISHING COMPANY	10/19/2022	629.25	MUNICIPAL CODE WEB UPDATE
51770	3673	EL CENTRO DE LIBERTAD	10/19/2022	29,136.30	AUG'22, CARES PROGRAM
51771	3782	GRIFFIN STRUCTURES INC.	10/19/2022	1,693.44	AUG'22, CARTER PARK RENOVATION PROJECT
51772	89	HALF MOON BAY COASTSIDE CHAMBER OF COM	10/19/2022	15,879.00	JUN'22 OOC BID
51773	1853	HDL SOFTWARE LLC	10/19/2022	695.00	CAFR STATISTICAL PACKAGE
51774	3429	HUE & CRY	10/19/2022	221.77	SECURITY SERVICE
51775	5390	INTERWEST CONSULTING GROUP, INC.	10/19/2022	30.00	SEP'22, CONTRACT PLANNING SERVICES
51776	4235	JUAN LOPEZ	10/19/2022	500.00	10/09/22 DEPOSIT REFUND FOR FACILITY RENTAL (DEPOT RO
51777	4098	KIM GAINZA	10/19/2022	100.00	DEPOSIT REFUND 04/27/22 OAK ROOM
51778	4028	LORAL LANDSCAPING INC.	10/19/2022	12,177.50	2022 ANNUAL DITCH MAINTENANCE
51779	2573	MARIAN POTT	10/19/2022	2,457.00	INSTRUCTOR PAYMENT-K9 SKILLS
51780	4642	MARIK ENTERPRISES, LLC	10/19/2022	130.00	PRE-EMPLOYMENT REPORT
51781	3250	M-GROUP	10/19/2022	9,660.00	SEP'22, FY21/22 GIS/GRAPHIC SUPPORT
51782	3934	MITEL	10/19/2022	2,914.15	SHERIFF SUBSTATION PHONE SERVICE
51783	5411	PATRICIA VEGA	10/19/2022	500.00	DEPOSIT REFUND 10/15/22 DEPOT ROOM
51784	3956	PENINSULA MUNICIPAL ENGINEERING INC.	10/19/2022	17,848.00	JUN'22, PROJECT MANAGEMENT SERVICES FOR EASTSIDE PA
51785	137	PG&E	10/19/2022	11,889.48	NWY HWY1 & MAIN ST
51786	5177	PRINT INNOVATIONS, INC.	10/19/2022	181.33	PRINT SERVICE
51787	29	READYREFRESH	10/19/2022	127.56	WATER FOR CORP YARD
51788	252	RICE TRUCKING-SOIL FARM INC.	10/19/2022	283.61	MAINT SUPPLIES
51789	5403	ROBERT HALF	10/19/2022	1,800.00	TEMP EMPLOYEE J. RAMIREZ/WEEK ENDING 10/07/22
51790	3131	ROBERT W. SMITH	10/19/2022	378.00	INSTRUCTOR PAYMENT - CCO
51791	217	SAN MATEO COUNTY INFORMATION SVCS.	10/19/2022	82.25	MICROWAVE SERVICE
51792	3757	SCHAAF & WHEELER	10/19/2022	12,151.97	SEP'22, PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFAL
51793	159	SEWER AUTHORITY MID-COASTSIDE	10/19/2022	427,146.00	OCT'22, FY22/23 SEWER COLLECTIONS
51794	1063	A FESTIVE AFFAIR	10/27/2022	889.75	ELECTIONS NIGHT OUT
51795	2022	ACC BUSINESS	10/27/2022	780.91	INTERNET SERVICE
51796	37	CABRILLO UNIFIED SCHOOL DISTRICT	10/27/2022	300.00	DEPOSIT REFUND 10/22/22 GRAND OAK ROOM
51797	5489	COASTSIDE CERT	10/27/2022	5,000.00	CSFA GRANT
51798	4597	COLLEEN GRANAHAH	10/27/2022	200.00	MIMS REIMBURSEMENT-LUZLUNA IMPORTS
51799	2941	CSG CONSULTANTS INC.	10/27/2022	11,862.50	SEP'22, NPDES STORMWATER SERVICES
51800	3127	FREYER & LAURETA INC.	10/27/2022	2,730.00	SEP'22, PURISSIMA STREET SIDEWALKS

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
51801	5349	GATES AND ASSOCIATES	10/27/2022	4,880.00	SEP'22, FRENCHMANS CREEK PARK PHASE 2	
51802	3782	GRIFFIN STRUCTURES INC.	10/27/2022	1,481.76	SEP'22, CARTER PARK RENOVATION PROJECT	
51803	76	HALF MOON BAY BUILDING & GARDEN	10/27/2022	365.55	MAINT SUPPLIES	
51804	5490	HDL COREN & CONE	10/27/2022	695.00	FY21/22 ACFR STATISTICAL PACKAGE	
51805	5488	JEANNETTE RAMOS-CAILONI	10/27/2022	500.00	DEPOSIT REFUND 10/22/22 TRAIN DEPOT	
51806	5444	JOYA CUNHA	10/27/2022	2,000.00	NOV'22, TEMPORARY CONSTRUCTION EASEMENT	
51807	1283	KATHY OLER	10/27/2022	2,161.82	NOV'22, TEMPORARY CITY PARKING LOT RENTAL	
51808	2699	KONICA MINOLTA BUSINESS SOLUTIONS	10/27/2022	2,275.21	OCT'22, FY22/23 KONICA MINOLTA LEASE	
51809	3069	MANAGED HEALTH NETWORK	10/27/2022	304.00	EAP	
51810	5487	PABLO OROPEZA	10/27/2022	3,406.55	ELECTIONS NIGHT OUT CATERING	
51811	137	PACIFIC GAS & ELECTRIC	10/27/2022	3,323.80	NOTIFICATION# 123018320 STONE PINE ROAD, HALF MOON BA	
51812	3956	PENINSULA MUNICIPAL ENGINEERING INC.	10/27/2022	3,880.00	JUL'22, ENGINEERING SERVICES, HWY 1 SOUTH SAFETY AND	
51813	141	PHIL'S TIRE & AUTO CARE	10/27/2022	978.06	VEHICLE REPAIR	
51814	5177	PRINT INNOVATIONS, INC.	10/27/2022	461.78	PRINT SERVICE	
51815	5020	QUADIENT LEASING USA, INC.	10/27/2022	493.65	LEASE PAYMENT	
51816	3922	SCOTT MCVICKER	10/27/2022	3,360.00	NOV'22 ANNEX RENT	
51817	3519	SWCA INCORPORATED	10/27/2022	48,299.50	SEP'22, CORP YARD IMPROVEMENTS	
51818	3701	V. W. HOUSEN & ASSOCIATES INC.	10/27/2022	3,804.00	SEP'22, FY22/23 WASTEWATER COLLECTION SYSTEM ENGINE	
51819	3004	VERIZON WIRELESS	10/27/2022	304.88	MOBILE SERVICES	
51820	5406	WICKMAN DEVELOPMENT AND CONSTRUCTION	10/27/2022	27,993.65	CARTER PARK IMPROVEMENTS PROJECT	
51867	3923	WELLS FARGO	10/04/2022	33,317.54	10/04/22 RECONCILING CREDITS FROM NEXT STATEMENT	M
Grand Totals:						
137				1,900,505.19		

Report Criteria:

Report type: Summary

Check Type = "Calculated","manual"

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **November 15, 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.

It has been announced by the Governor's Office that the State of Emergency will expire on February 28, 2023. Therefore, the City Council will be required to return to in-person meetings starting on March 1, 2023.

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: **November 15, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jill Ekas, Community Development Director

**TITLE: AMENDMENT NO. 6 TO PROFESSIONAL SERVICES AGREEMENT WITH
CIRCLEPOINT FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute Amendment 6 to the professional services agreement with Circlepoint (www.circlepoint.com) for the preparation of an environmental impact report for the proposed Hyatt Place Hotel at a cost of \$385,904.

FISCAL IMPACT:

No impact to General Fund. The project applicant is required to deposit funds to cover the cost of the environmental impact report (EIR) consultant contract and City project management costs.

BACKGROUND:

On April 18, 2017, the City Council approved a professional services agreement with Circlepoint for preparation of an EIR in conformance with the California Environmental Quality Act (CEQA) for the proposed Hyatt Place hotel project. Circlepoint was selected following an open solicitation with a Request for Proposals (RFP). Ten proposals responding to the RFP were submitted by well qualified consulting firms. The estimated cost of services ranged from approximately \$100,000 to \$225,000. A staff committee found that the lower cost proposals were under-scoped as a whole and that others were not as sensitive to the specific planning needs of the City and its Coastal Zone context.

Circlepoint was selected having demonstrated the best understanding of the requested work and possessing the most relevant experience. Circlepoint and its sub-consultants work throughout the Bay Area, have familiarity with Caltrans District 4 and other regional agencies and their processes, and have worked on a variety of projects in and around Half Moon Bay.

The original consultant contract was for \$186,854. Amendment 1 was approved by City Council in June 2019 for an additional \$46,240 and a total budget of \$233,094. Amendment 2 was approved by the City Manager in May 2020 for an additional amount of \$15,545 under his authority to approve use of ten percent contingency. The second amendment increased the contract amount to \$248,639. Amendment 3 would have exceeded the contingency and was

approved by City Council on May 4, 2021 brought the contract total to \$299,244. Two subsequent amendments were approved by the City Manager, again, under his authority to approve use of the ten percent contingency. These were in the amounts of \$7,625 for Amendment 4 and \$11,150 for Amendment 5. The total budget with Amendment 5 is \$318,019. Additional funds are now needed to complete the Final EIR.

DISCUSSION:

The project has undergone a series of significant revisions since environmental review was initiated. The project changes were associated with several pauses in processing and changes in the project design team, including the introduction of a third architect. City Council approved Amendment 3, and the two modest subsequent amendments that were covered by the contingency (Amendments 4 and 5), were needed to update the Draft EIR to incorporate these changes in project scope, including the introduction of Alternative 2, a reduced sized hotel project (102 rooms instead of 129) that incorporates additional land area including an expansion of the existing auto dealership to the south to eventually free up a site on the north side of Seymour Street that is currently used for dealership parking for housing development. That new approach expanded the project footprint of the project area and introduced additional land, requiring additional study. The CEQA consultant updated numerous studies to fairly assess these alternatives.

The combination of project delays and changes resulted in a process that is not wholly cost-effective. In fact, due to the delays, certain CEQA requirements have also changed, which required additional technical scope, such as for analysis of vehicle miles traveled (VMT). VMT was not a CEQA standard when the project was initiated. At the time that Amendment 3 was approved by City Council, staff was hopeful that the EIR could be completed within the revised scope and budget, including allowing for use of 10 percent contingency.

The Draft EIR was completed and circulated for 60 days from July 15 – September 13, 2022. The Planning Commission held a hearing during the circulation period on August 9, 2022. Comments on the Draft EIR were extensive. Addressing them requires more effort than initially anticipated or than is typical for a Draft EIR. One hundred and five comment letters, including over 500 comments, in addition to public hearing comments and public engagement input and an outreach meeting with Main Street Park during the circulation period must be responded to in the Final EIR. Circlepoint has prepared a scope to cover this extra effort that includes two public hearings and support from the transportation subconsultant, W-Trans. Circlepoint's schedule allows for ongoing coordination with City staff and would bring the Final EIR forward into public review in early 2023. Amendment 6 is for \$67,885 and would bring the total to \$385,904. The applicant is prepared to cover these additional project review costs.

ATTACHMENT:

Resolution authorizing the City Manager to execute Amendment 6 to the professional services agreement with Circlepoint.

Resolution No. C-2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT 6 TO PROFESSIONAL SERVICES AGREEMENT WITH CIRCLEPOINT FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR THE HYATT PLACE PROPOSAL AT SOUTH MAIN STREET AND HIGHWAY 1 (PDP-13-072)

WHEREAS, in 2017, the City issued a request for proposals (RFP) for preparation of an environmental impact report for the Hyatt House Proposal; and

WHEREAS, the City received proposals from ten consulting firms in response to the RFP; and

WHEREAS, the proposed scope of work submitted by Circlepoint, a Bay Area firm providing of environmental consulting services, was determined to be the most responsive to the RFP; and

WHEREAS, City Council approved a professional services agreement for preparation of an environmental impact report for the proposed Hyatt Place project on April 18, 2017 in the amount of \$186,854; and

WHEREAS, the proposed project description, design and programming have been revised several times since the environmental review work was initiated; and

WHEREAS, the California Environmental Quality Act (CEQA) guidelines were updated effective January 1, 2019 and include revised and new impact thresholds which require additional environmental analysis; and

WHEREAS, the City Engineer and Community Development Director have determined that the traffic study as originally scoped requires additional analysis; and

WHEREAS, Amendment 1 to the contract was approved by City Council and Amendment 2 was approved by the City Manager as part of the contingency, Amendment 3 was approved by City Council, and Amendments 4 and 5 were approved by the City Manager as part of the contingency; and

WHEREAS, subsequently the applicant has brought forward a new project alternative with a new mix of land uses and project site area requiring additional CEQA analysis; and

WHEREAS, a high volume of comments, including over 100 letters and over 500 individual comments, were submitted on the Draft EIR that need to be addressed in the Final EIR for which there is not adequate scope or budget in the EIR contract; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay authorizes the City Manager to execute Amendment 6 to the professional services agreement with Circlepoint for additional scope with an additional budget of \$67,885 for professional consulting services to prepare an environmental impact report for the proposed Hyatt Place hotel project for a total not to exceed \$385,904 with an expiration of December 31, 2023.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of November 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

Deborah Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **November 15, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director

TITLE: **RECLASSIFICATION OF THE ASSOCIATE PLANNER TO SENIOR PLANNER CLASSIFICATION**

RECOMMENDATION:

Adopt a resolution authorizing the reclassification of the Associate Planner to Senior Planner in the Community Development Department.

FISCAL IMPACT:

The difference between the two classifications totals approximately \$613 monthly. The FY 2022-23 adopted budget for the Community Development Department has adequate funds to cover this increase.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* and *Inclusive Government* Elements of the Strategic Plan.

BACKGROUND/DISCUSSION:

Within the Community Development Department, the Senior Planner position provides significant support to Department operations. Reporting to the Director, the Senior Planner has supervisory responsibilities and can thereby oversee the Department's core services such as the permitting function, including current planning and building permits. This reclassification also provides opportunity for professional growth and encourages employee retention. The Department currently has one Senior Planner, one Associate Planner and one Assistant Planner budgeted for this fiscal year. Staff is proposing changing this to two Senior Planners and an Assistant Planner.

To facilitate training and supervisory needs for new staff members, the incumbent in the Associate Planner position has been working out of class and has assumed the duties of Senior Planner since July 2022. As stated in the Personnel Rules, Section 3., Reclassification, "...when the assigned duties of a position have been materially changed

by the City so as to necessitate reclassification, whether new or already created, (the position) shall be allocated by the Personnel Officer to a more appropriate class.” During the temporary assignment, the Community Development Director found that the arrangement was both beneficial and helped the department’s organizational needs and efficiency. After much consideration, it was decided to reclassify this position to a Senior Planner and the incumbent would maintain the responsibilities taken on in the last six months, as well as additional duties if the reclassification is made permanent.

The reclassification will also allow the Community Development Director, who currently directly supervises all department staff, to refocus energy on high level policy development and work more closely with the planning commission. The existing Senior Planner position will remain in the department and will continue to fulfill the duties as needed in addition to assisting with journey level special projects.

ATTACHMENTS:

Resolution authorizing the reclassification of the Associate Planner to Senior Planner in the Community Development Department.

Resolution No. C-2022-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY RECLASSIFYING THE
ASSOCIATE PLANNER TO SENIOR PLANNER CLASSIFICATION**

Resolved by the City Council of the City of Half Moon Bay, San Mateo County, California that:

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that one Associate Planner classification be reclassified to the Senior Planner Classification within the Community Development Department, effective November 16, 2022.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of November 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: **November 15, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maz Bozorginia, Interim Public Works Director/City Engineer
Jonathan Woo, Assistant Engineer

TITLE: **POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT (CIP NO. 0593) - UPDATE**

RECOMMENDATION:

It is recommended that the City Council :

1. Receive an update on the progress of the Poplar Street Traffic Calming and Safety Project; and
2. Adopt a resolution approving the amended Capital Improvement Project page phasing the Poplar Street Traffic Calming and Safety Project.

FISCAL IMPACT:

There is no fiscal impact associated with the amendment authorizing phasing of the Poplar Street Traffic Calming and Safety Project. The phasing of the Project will allow for a portion of the project to be completed utilizing the \$1.2 million from the One Bay Area Grant (OBAG) program (which is expiring) while seeking additional funding opportunities for the second phase of construction. Prior to award of any contract for construction, staff will return to City Council with a detailed funding plan and a formal request to award a construction contract for the new Phase 1.

STRATEGIC ELEMENT:

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

BACKGROUND:

In 2017, the City received a grant in the amount of \$1.2 million from the One Bay Area Grant (OBAG) program. The grant funds were directed to improving connectivity along Poplar Street from Main Street to Railroad Avenue; notably, constructing an accessible path of travel for pedestrians, including seniors, to and from Poplar Beach and for school children heading east and west to local public/private schools. Following award and acceptance of the grant funds,

the City created the Poplar Street Traffic Calming and Safety Project in the Capital Improvement Program (CIP). Poplar Street is a designated Primary Coastal Access Route in the Certified Local Coastal Plan which acknowledges the regional coastal serving access role the Poplar Street plays.

Staff has been working with the community since that time to design a context sensitive streetscape for the Poplar Street corridor. Design costs have been borne by the City's General Fund. Unfortunately, Covid-19 budget reductions required the Project to be placed on hiatus for almost 18-months. The \$1.2 million OBAG 2 Grant is aging, and time is of the essence to bid and construct or lose the funding. The loss of grant funding would necessitate the allocation of local funds or elimination of the project altogether.

On February 8, 2022, the Planning Commission unanimously (3-0) approved a Coastal Development Permit (CDP) for the Poplar Project. The Planning Commission approval included design changes which will improve the aesthetic and function of the project. CDP issuance represented a significant milestone in the process as it allows Public Works to proceed with design plans and bid documents. The CDP acknowledged the possibility of phasing now being recommended.

On February 15, 2022, the City Council authorized staff to proceed with sending letters to the owners of the parcels with existing deferred street improvement agreements with the City's intent to seek payment for a portion of the deferred frontage improvements in conjunction with the Project. Staff sent letters and has been communicating with individual owners over the last eight months.

The Project is currently at 65-percent design and moving towards completion of the plans and specifications which includes the significant changes made during the Coastal Development Approval at the Planning Commission.

DISCUSSION:

The Engineer's (65-percent design) cost estimate for the entire project (including Phase I and II) is estimated to be \$5.25 million. The cost estimates reflect the CDP revisions including the replacement of proposed concrete sidewalk (east of Highway 1) with a decomposed granite (DG) multi-purpose path along the entire south side of the project (east and west of Highway 1). The estimates also reflect the current bidding environment and supply chain issues, which may or may not improve in the coming 8-12 months.

After receiving the revised cost estimate, Staff commenced an accounting of available City resources. In addition, staff spoke to the funding agency regarding the remaining availability of the \$1.2 million in OBAG funding. Following this, it was determined to be in the community's best interest to evaluate phasing of this project in order to make critical infrastructure and accessibility improvements utilizing the current \$1.2 million in grant funds. Phasing will also allow for staff to continue its search for additional funding to complete Phase II. Based on the geography, overall size and grant availability; it was determined that splitting the project west

and east of Highway 1 was the most appropriate means. Phase I is considered to be the east side of Poplar Street (from Highway 1 to Main Street) and Phase II is considered to be the west side of Poplar Street (from Railroad Avenue to Highway 1).

The estimate for Phase I as a standalone project comes to \$1,950,000. With the \$1,202,000 OBAG 2 Grant, the project has a shortfall of \$748,000 for construction. There are currently 7 properties in Phase I that are subject to deferred improvement agreements. Staff will return to the City Council for final decision on deferred improvement agreements for Phase I. There appears to be approximately \$30,000 to \$60,000 in potential funds available via deferred improvement agreements for Phase I, however that methodology has yet to be finalized. There are also twice as many deferred improvement agreements in Phase II (14) compared to Phase I (7). Staff will review other funding sources, such as SB 1, Gas Tax, Measure M, and/or deferred street improvement reanalysis, among others to fund the remaining balance. A breakdown of funding sources will be brought back to council for consideration as part of the midyear budget updates.

The Bay Area is experiencing high volatility in the construction/bidding environment in great part because of high demand, supply chain issues and increases in energy related costs. The costs estimates provided are conservative and reflective of the current escalated construction cost environment. There are some indicators pointing to a slowing economy which could result in improvements to the public bidding environment in the next 8-12 months, which aligns with the anticipated timing this project. The final construction cost will not be known until required public bids are received.

Staff recommends that the City Council approve the updated CIP project page for the Poplar Street Traffic Calming and Safety Project, which creates two distinct phases (Phase I and Phase II).

ATTACHMENTS:

1. Resolution
2. Amended CIP Project Pages – Poplar Street Traffic Calming and Safety Project Phase I & Phase II
3. City Council Report – February 15, 2022 (available [online](#))

Resolution No. C-2022-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY TO APPROVING THE
AMENDED CAPITAL IMPROVEMENT PROJECT PAGE PHASING THE POPLAR STREET TRAFFIC
CALMING AND SAFETY PROJECT**

WHEREAS, in April 2022, City Staff obtained a 65% design cost estimate for the Poplar Street Traffic Calming and Safety Project (Project), CIP Project No. 0593, totaling \$5,250,000; and

WHEREAS, the project has \$1,202,000 in OBAG 2 grant funding that is set to expire in the next year; and

WHEREAS, after reviewing the funding challenges, staff considering phasing the project utilizing Highway 1 as the divide between the project phases as east (Phase I) being between Highway 1 and Main Street, and west (Phase II) being between Railroad Avenue to Highway 1; and

WHEREAS, the estimate for Phase I as a standalone project comes to \$1,950,000 and considering the OBAG 2 grant there is a shortfall of \$748,000 for construction which staff will return at midyear to address with the council.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby approves the updated Capital Improvement Project pages for the Poplar Street Traffic Calming and Safety Project, which creates two distinct phases (Phase I and Phase II).

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of November 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

PROJECT TITLE: POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE 1

Category: Streets	Project Number: 0593
Project Location: Poplar Street Between Main and Hwy 1	Lead Department: Public Works
Type: Community Enhancement/Public Safety	Status: Previously Approved
Duration: FY 17-18 Estimated Completion: FY 23-24	Fund Number: 123 Fund Name: Streets and Roads

DESCRIPTION:

This project includes the design and improvement of a 850 foot strip of Poplar Street from Main Street to Highway 1 as a "Complete Street" project. Anticipated enhancements include pedestrian and bicycle facilities, storm water improvements, traffic calming elements and green infrastructure.

JUSTIFICATION:

The project is phased in two parts, with both projects collectively providing a safe and inviting access to and from Poplar Beach and the Coastal Trail for residents and visitors.

STRATEGIC PLAN GOAL (please check all that apply)

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



ADDITIONAL DETAILS:

This project received grant funding obligation in FY 17-18 from the Metropolitan Transportation Commission. The unfunded portion of the project will likely be funded through the Deferred Street Improvement Agreements (Property Owner Contributions), additional grant or general funds. Due to rising costs, the original scope for this project has been split into two phases.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design	\$ 113,531	\$ 114,400						\$ 227,931
Prof.Serv/Env.			\$ 100,000					\$ 100,000
Construction			\$ 1,750,000					\$ 1,750,000
PM-CM			\$ 100,000					\$ 100,000
Maintenance								\$ -
TOTAL	\$ 113,531	\$ 114,400	\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ 2,177,931
SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund								\$ -
Street and Road - Fund 123	\$ 113,531	\$ 114,400						\$ 227,931
Grant - Federal			\$ 1,202,000					\$ 1,202,000
Gas Tax - Fund 122								\$ -
Property Owner Contribution								\$ -
UNFUNDED			\$ 748,000					\$ 748,000
TOTAL	\$ 113,531	\$ 114,400	\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ 2,177,931

PROJECT TITLE: POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE 2

Category: Streets	Project Number: TBD
Project Location: Poplar Street Between Highway 1 and Railroad	Lead Department: Public Works
Type: Community Enhancement/Public Safety	Status: Previously Approved
Duration: FY 17-18	Estimated Completion: FY 25-26
	Fund Number: 123
	Fund Name: Streets and Roads

DESCRIPTION:

This is Phase 2 of the Poplar Street Traffic Calming and Safety Project. This project includes the design and improvement of a 2,050 foot strip of Poplar Street from Highway 1 to Railroad Avenue as a "Complete Street" project. Anticipated enhancements include pedestrian and bicycle facilities, storm water improvements, traffic calming elements and green infrastructure.

JUSTIFICATION:

The project is phased in two parts, with both projects collectively providing a safe and inviting access to and from Poplar Beach and the Coastal Trail for residents and visitors.

STRATEGIC PLAN GOAL (please check all that apply)

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



ADDITIONAL DETAILS:

The unfunded portion of the project will likely be funded through the Deferred Street Improvement Agreements (Property Owner Contributions), additional grant or general funds.

EXPENDITURES	PRIOR YEARS BUDGET EXPENDITURES	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
Engineering & Design								\$ -
Prof.Serv/Env.					\$ 150,000			\$ 150,000
Construction					\$ 3,000,000			\$ 3,000,000
PM-CM					\$ 150,000			\$ 150,000
Maintenance								\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 3,300,000	\$ -	\$ -	\$ 3,300,000
SOURCE(S) OF FUNDS	PRIOR YEARS BUDGET ALLOCATIONS	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FUTURE YEARS	TOTAL ALL FY
General Fund								\$ -
Street and Road - Fund 123								\$ -
Grant - Federal								\$ -
Property Owner Contribution								\$ -
UNFUNDED					\$ 3,300,000			\$ 3,300,000
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 3,300,000	\$ -	\$ -	\$ 3,300,000

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **November 15, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director
Bryan Lopez, Senior Management Analyst

TITLE: AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a three-year contract agreement with Infinity Technologies to provide Information Technology services at a cost of \$167,520 per year with a 10% contingency for unforeseen additional needs at \$16,752 per year.

FISCAL IMPACT:

The City's current annual cost of technology services is \$184,272 per year, which has been included in the adopted FY 2022-23 budget.

STRATEGIC ELEMENT:

This recommendation supports the *Infrastructure and Environment* Element of the Strategic Plan.

BACKGROUND:

The City of Half Moon Bay has partnered with Stepford Inc. since 2000 to provide Information Technology management services. In 2003, the city assigned a portion of a Management Analyst to facilitate Information Technology support services and projects. In 2019 the city renewed with Stepford for a 3-year term and renegotiated the contract the following year for the remaining 2 years of the contract. Currently, the Senior Management Analyst in Administrative Services has provided additional oversight in the Information Technology Division and has worked to update technology, security, processes, and infrastructure, that was previously ill equipped to support the ongoing needs of the city.

Given the evolving needs of the city and by direction of the City Council, staff initiated an RFP for Information Technology Management services in Summer 2022. The process yielded 7 qualified proposals which were reviewed by a selection committee made up of a highly diverse group of city staff. Of the 7 qualified proposals, 3 were deemed highly qualified and were selected to move

forward to interviews. Following the interviews, staff recommends selecting Infinity Technologies as the new Information Technology Management services provider due to their exceptional qualifications as well as the feedback received from similar jurisdictions.

DISCUSSION:

Infinity Technologies has current experience serving as full-service IT and GIS staff focused primarily on California public agencies, with a strong local staff presence in Northern California.

Infinity Technologies currently employs 24 IT professionals and 11 GIS professionals, encompassing a broad range of experience and skill sets and serve over 80 clients, 40 of which are municipal and public agency clients in California.

Infinity Technologies comes with positive references. When agencies were asked if they would be willing to select an alternative IT Management company, the response was overwhelmingly “no”.

Infinity Technologies will be tasked with the following condensed scope of services:

- Protect and secure physical and virtual technologies
- Ensure efficient operation of internal networks and computer systems
- Provide high quality and knowledgeable technical support to submitted employee tickets
- Minimize spending while maximizing ROI of technology purchases
- Manage Cloud services and integrations with on-prem services
- Provide 24/7/365 emergency support
- Provide a dedicated phone number for emergency support providing <= 1 hour response time
- Ensure technician(s) can arrive within 1 hr. for onsite support in catastrophic emergencies
- Ensure <= 4 hr. response to non-emergency tickets
- Maintain quality communication and follow-up on all tickets.

Additionally, Infinity Technologies will manage or assist with the management of the following areas of Information Technology:

- Technology Support
- Data Center Management
- Communications
- Networking
- Software
- Security
- Purchasing
- Management
- Other projects as assigned

Staff recommends that Council authorize the City Manager to execute a three-year contract agreement with Infinity Technologies as the new Information Technology Management company for a contract term of 3-years with the option to extend or renew the agreement at the end of the term. The proposed term of the contract will begin January 1, 2023, and end December 31, 2026.

ATTACHMENT:

Resolution authorizing the City Manager to execute an agreement with Infinity Technologies.

Resolution No. C-2022-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A THREE-YEAR AGREEMENT WITH INFINITY
TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES**

WHEREAS, the City of Half Moon Bay initiated a Request For Proposals and after receiving several qualified proposals selected Infinity Technologies as the top candidate to provide Technology Management services to the City; and

WHEREAS, the City has reviewed the scope of work and fee proposed by Infinity Technologies and determined both reasonable and necessary to provide quality Information Technology support services to the City; and

WHEREAS, the City would like to execute a three-year agreement.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby approves and authorizes the City Manager to execute the agreement between the City of Half Moon Bay and Infinity Technologies for a term of three years, expiring on December 31, 2026, at an amount of \$167,520 per year with a contingency of 10% for unforeseen additional needs at \$16,752 per year.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of November, 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: **November 15, 2022**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

**TITLE: INPUT ON LEAGUE OF CALIFORNIA CITIES LEGISLATIVE PLATFORM FOR 2023 /
INFORMATIONAL UPDATE ON CITY LEGISLATIVE ADVOCACY EFFORTS**

RECOMMENDATION:

Discuss the list of priorities being considered by the League of California Cities for its 2023 Legislative Platform and identify the City Council's top priorities as well as any that the Council would not support; and receive an update on the City's legislative advocacy efforts.

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:

Each year in December, the League of California Cities sets its Legislative Platform for the following year. The platform is set following a series of outreach efforts including a survey sent to the entire membership, trends in the political landscape of the State Legislature, and input by the League Leaders.

League Leaders consists of the Cal Cities Board of Directors and leadership from the divisions, departments, policy committees, and diversity caucuses. At the end of November, the League Leaders meet in person to review progress on the current year's strategic advocacy priorities, discuss challenges and opportunities for cities, and inform recommendations for the following year's advocacy priorities to be considered by the Cal Cities Board during its December meeting.

As the 1st Vice President of the City Clerk's Department of the League, the Communications Director / City Clerk has been invited to the League Leaders Workshop and corresponding Cal Cities Board of Director meeting at the end of this month at which time the 2023 Action Agenda will be formulated and adopted.

Given that the Action Agenda is based on policy priorities of the member cities, staff wanted to give the City Council the opportunity to provide its input to be advocated for on behalf of the City at the League Leaders Workshop.

Attached is the list of Issues and Priorities for the Legislature and Administration in 2023 document provided for this workshop as well as a history of the Action Agenda for the League since 2012. Staff asks that the Council review this list and identify its top few priorities and any listed priorities that the Council does not support.

ATTACHMENTS:

1. Issues and Priorities for the Legislature and Administration in 2023
2. Cal Cities Action Agenda 2012-2022

Issues and Priorities for the Legislature and Administration in 2023

Housing and Land Use

- 6th cycle RHNA implementation, reforms, and appeals
- 6th cycle RHNA noncertified cities
- Redevelopment 2.0: affordable housing and infrastructure
- Mandatory state densities/height located near transit
- Regulations in fire-prone, drought, and coastal areas
- General Plan and Sustainable Communities Strategies (SCS) conformity
- Reductions of local development fees
- Penalties for lack of housing production
- Promoting regional solutions
- SB 9 lawsuit
- Possible RHNA lawsuit

Homelessness

- Implementing the Community Assistance, Recovery, and Empowerment (CARE) Court Program
- Improving California's behavioral health system to address the needs of unhoused residents
- City/county/state responsibilities for addressing homelessness
- Housing affordability and homelessness specifically among California's older adults

Economic Development and Post-Redevelopment Tools

- Restoring robust tax increment tool (SB 5 redo)
- Fixing Community Revitalization and Investment Authorities (CRIA) and Enhanced Infrastructure Financing Districts (EIFD)
- Improving hiring tax credit

- Opportunity Zones: conform with federal tax law

Revenue and Taxation

- Unfunded mandates
- Reforming Gann Limit
- Zolly v. Oakland (franchise fees)
- Prop. 218 fees (Plata v. San Jose)
- Allocating online/remote sales tax revenues
- Reforming tax rebate agreements
- Insufficient VLF/ERAF
- Card rooms oversight and revenues
- Property tax abatement proposals
- Annexation and incorporation reform
- Short-term rentals (STR) tax preemption

Environment

- Emergency and disaster preparedness
- Addressing climate change
- Organic waste diversion regulation implementation and costs
- Implementing single-use plastics laws (SB 54)
- Bottle bill reform (CRV cans)
- Energy availability, reliability, and resiliency
- Building decarbonization
- Funding for local climate initiatives
- Addressing sea level rise
- Intersection between housing, land use, and reducing greenhouse gas emissions (SB 375 2.0)

Water

- Drought impacts, mandates, conservation, and adaptation
- Strengthening water grid capacity
- Colorado River and Central Valley river flows (urban, agricultural, environmental uses)

- Continued ground water statutory and regulatory implementation

Community Services

- Community disaster resiliency and preparedness
- Increased access to senior resources
- Increased access and funding for parks and open spaces
- Childcare availability
- Increased resources for libraries

Public Safety

- Law enforcement recruitment and retention
- Public safety officials suicide prevention resources
- Bail/pre-trial reform
- Improved illegal firework regulation
- Organized retail theft
- Prop. 47 reform

Cannabis

- State oversight and regulations
- Addressing illicit cannabis operations and impacts on environment and public safety
- Exploring incentives for local participation in the regulated market
- Continued transition from provisional to annual licensing
- Medicinal cannabis delivery compliance

Labor and Human Resources

- Pension and other post-employment benefits (OPEB) sustainability and reform
- City workforce development and employee retention
- CalPERS regulations for retired annuitants
- CalPERS Risk Mitigation Policy changes
- Workers' compensation and presumptions expansion
- Unemployment Insurance implications

- Public sector collective bargaining
- COVID-19 employer/employee impacts

Governance, Transparency, and Elections

- Brown Act modernization
- Election and voting reforms
- California Public Records Act reform
- Expansion of mandated local elected training
- Cybersecurity
- California Voters Rights Act litigation

Transportation and Public Works

- Protecting, enhancing and leveraging transportation and infrastructure funding
- Developing more sustainable revenues for local transportation projects
- Shift from gas tax to road charge
- Advanced Clean Fleet rulemaking impacts
- Proliferation of electric vehicle and related infrastructure and funding needs
- Autonomous vehicles deployment
- Regulating rideshare services
- Expanded drone use
- New technology impacts (i.e., air taxis)
- Expanded micromobility services
- Increasing broadband deployment
- Seismic retrofitting

CAL CITIES ACTION AGENDA 2012 - 2022**2022**

1. Secure funding to increase the supply and affordability of housing and reform state housing laws to retain local authority.
2. Attain investments to strengthen and sustain critical infrastructure.
3. Secure increased funding and resources to prevent homelessness and assist individuals experiencing homelessness.
4. Strengthen disaster preparedness, resiliency, and recovery from climate change impacts through improved collaboration and resources.

2021

1. Secure state and federal funding for local COVID-19 public health response and economic recovery for all.
2. Secure funding to increase the supply and affordability of housing and resources to assist individuals at risk of – or already experiencing – homelessness while preserving local decision making.
3. Improve state-local coordination and planning to strengthen community disaster preparedness, resiliency, and recovery.
4. Protect and modernize critical infrastructure.

2020

1. Improve the supply and affordability of housing.
2. Advocate for increased funding and resources to prevent homelessness and assist individuals experiencing homelessness.
3. Address cities' fiscal sustainability to deliver essential services and meet pension obligations.
4. Strengthen community and disaster preparedness, public safety, and resiliency. Address public safety concerns of California Cities.

2019

1. Provide Cities Additional Funding and Tools and Preserve Local Authority to Address Housing Production, Affordability and Homelessness Challenges.
2. Improve Disaster Preparedness, Recovery and Climate Resiliency.
3. Promote Sustainability of Public Pension and Retirement Health Benefits.
4. Address Public Safety Concerns of California Cities.

2018

1. Address Public Safety Concerns of California Cities.
2. Ensure Sustainability of Public Pension and Retirement Health Benefits.
3. Protect Existing Transportation Funding for Local Priorities.
4. Improve Housing Affordability and Support Additional Resources to Address the Homelessness Crisis.

2017

1. Increase Funding for Critical Transportation and Water Infrastructure.
2. Develop Realistic Responses to the Homeless Crisis.
3. Improve the Affordability of Workforce Housing and Secure Additional Funds for Affordable Housing.
4. Address Public Safety Impacts of Reduced Sentencing Laws, Protect Local Priorities in the Implementation of AUMA, and Preserve City Rights to Deliver Emergency Medical Services.

2016

1. Increase Funding for Critical Transportation and Water infrastructure.
2. Improve Housing Affordability.
3. Update the Local Government Tax Structure to Respond to the New Economy and Stimulate Economic Growth.

2015

1. Expand Economic Development Tools and Reduce Regulation.
2. Implement Additional Pension, Other Post-Employment Benefits (OPEB) and Related Reforms to Help Reduce Unfunded Liabilities and Insolvency Risks
3. Modernize the Financing of Critical Infrastructure Maintenance and Construction Programs.
4. Update the Local Government Tax Structure to Respond to the "New Economy.

2014

1. Provide new options for infrastructure investment and economic development
2. Expand reform of pension and other post-employment benefits (OPEB) policies to better contain long-term costs.
3. Build effective partnerships to help respond to growing community needs.

2013

1. Build lasting partnerships with new and returning state policy-makers to support all Californians.
2. Expand community and economic development tools and funding options for city services.
3. Continue pension and other post-employment benefits (OPEB) reforms.
4. Implement an effective League branding strategy.

2012

1. Support reforms to achieve a more sustainable and secure public pension system
2. Promote local control of city revenues, land use, redevelopment, etc.
3. Reform the structure, governance, transparency, and fiscal integrity of state government