



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

TUESDAY, APRIL 18, 2023

**HYBRID MEETING (SEE NEXT PAGE)
ADCOCK COMMUNITY CENTER
535 KELLY AVENUE
HALF MOON BAY, CA 94019**

**Deborah Penrose, Mayor
Joaquin Jimenez, Vice Mayor
Robert Brownstone, Councilmember
Harvey Rarback, Councilmember
Debbie Ruddock, 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. Comments on Consent Calendar items should be made during the Public Forum section of the agenda. Those wishing to speak on a Business or Public Hearing matter will be called forward at the appropriate time during that item's 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 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/>

HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom for public participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. 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/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PROCLAMATIONS AND PRESENTATIONS

NATIONAL POETRY MONTH PROCLAMATION

MIDCOAST COMMUNITY COUNCIL UPDATE / DIGITAL INFRASTRUCTURE PRESENTATION

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

HOUSING ELEMENT UPDATE

AFFORDABLE HOUSING UPDATE

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF MARCH 2023

Staff Recommendation: Accept the warrants list for the month of March 2023.

[STAFF REPORT](#)

[ATTACHMENT](#)

1.C SMITH FIELD PARK IMPROVEMENT PROJECT - AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH FREYER AND LAURETA, INC. FOR ADDITIONAL DESIGN SUPPORT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Freyer and Laureta, Inc. (F&L) for additional design support for Smith Field Park Improvement Project (Project), increasing the contract amount by \$81,545, totaling a contract amount not to exceed \$216,435.

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

1.D SHUTE, MIHALY & WEINBERGER, LLP RATE SCHEDULE

Staff Recommendation: Adopt a resolution approving an updated rate schedule with Shute, Mihaly & Weinberger LLP for City Attorney Services, effective May 1, 2023.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

2. ORDINANCES AND PUBLIC HEARINGS

None.

3. RESOLUTIONS AND STAFF REPORTS

3.A COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

Staff Recommendation: Receive an update on the FY 2022-23 cycle of the Community Services Financial Assistance (CSFA) grant program and provide recommendations on the funding areas, amounts, and selection process for FY 2023-24.

[STAFF REPORT](#)

[ATTACHMENT](#)

3.B 2023 LISTENING SESSION SUMMARY, FY 2022-24 PRIORITY UPDATE, AND FY 2022-24 CIP UPDATE

Staff Recommendation: By motion, receive and accept reports on the 2023 Listening Sessions, FY 2022-24 Priorities Update and the FY 2022-24 CIP Update.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

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3.C DOWNTOWN STREETScape MASTER PLAN

Staff Recommendation: Adopt a resolution 1) authorizing the City Manager to execute a professional services agreement with TDG Design Group (dba Toole Design) to prepare a Downtown Streetscape Master Plan in the amount of \$232,730; and 2) authorizing the City Manager to negotiate and execute professional services agreements in an amount not to exceed \$100,000 for project management and other consultant services related to completion of the Downtown Streetscape Master Plan.

[STAFF REPORT](#)

[RESOLUTION](#)

3.D GENERAL PLAN - SAFETY ELEMENT PREPARATION

Staff Recommendation: Adopt a resolution 1) authorizing and accepting the Memorandum of Understanding (MOU) between the City of Half Moon Bay and San Mateo County for participation in a Multi-Jurisdictional Safety Element Project from May 1, 2023, to May 1, 2026; 2) authorizing the Mayor to sign and the City Manager to attest to the MOU; 3) authorizing the City Manager to issue payments per the MOU which includes \$79,399 in the current and subsequent fiscal year; and 4) committing to appropriating \$79,399 to the FY 2023-24 Capital Budget.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

3.E CONSTRUCTION CONTRACT AWARD FOR THE 2023 STREET MAINTENANCE PROJECT (CIP PROJECT NO. 0514)

Staff Recommendation: Adopt a resolution authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Dryco Construction, Inc. (Dryco), of Fremont, California in the amount of \$281,177 and approve a construction contingency amount not exceeding an amount of \$42,176.55 (15 percent) for potential change orders for the 2023 Street Maintenance Project (CIP Project No. 0514).

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

CITY COUNCIL REPORTS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Lisa Lopez Rossi, Interim Assistant City Manager

TITLE: **WARRANTS FOR THE MONTH OF MARCH 2023**

RECOMMENDATION:

Accept the warrants list for the month of March 2023.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, the City processed 6 check runs. The first was on March 1, totaling \$537,841. The second was on March 4, totaling \$32,749. The third was on March 9, totaling \$1,184,775. The fourth was on March 15, totaling \$141,236. The fifth was on March 22, totaling \$578,786. The sixth was on March 29, totaling 268,940. The total for the month was \$2,744,330.

The City processed payments related to 17 capital improvement projects, in a total amount of \$1,038,401. These projects include Pavement / Traffic Program, Highway 1 North, Carter Park, Main Street Safety Improvement, Bicycle And Pedestrian Master Plan, Eastside Parallel Trail, Emergency Response Program, Pilarcitos Creek Restoration, Corporate Yard Improvements, Climate Action And Adaptation, Downtown Street Can Replace, Smith Field Site Assessment, Frenchman's Creek, Wavecrest Water Main Project, Urban Forest Management Program, Kehoe/Pilarcitos Outfall Repair, Pump Station And Force Main.

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 #	Payee	Check Date	Payment Amount	Description
52377	BIG BELLY SOLAR INC	3/9/2023	\$ 101,731.55	TRASH RECEPTACLE PURCHASE
52395	HALF MOON BAY GRADING & PAVING INC.	3/9/2023	\$ 610,049.00	CORP YARD IMPROVEMENTS PROJECT
52407	MARK THOMAS & CO. INC.	3/9/2023	\$ 37,950.64	FEB'23, FY22/23 SEWER SYSTEM MAINTENANCE SERVICES
52412	PACIFIC GAS & ELECTRIC	3/9/2023	\$ 36,159.79	CITY WIDE ELCTRICITY
52417	SHUTE MIHALY & WEINBERGER LLP	3/9/2023	\$ 252,888.24	LEGAL COUNSEL
52432	EL CENTRO DE LIBERTAD	3/15/2023	\$ 30,178.13	CARES PROGRAM
52445	SMCU COASTSIDE VICTIMS FUND	3/15/2023	\$ 50,000.00	CZI PASS THROUGH - VICTIMS FUND DONATION
52451	SEWER AUTHORITY MID-COASTSIDE	3/20/2023	\$ 405,956.67	SEWER AUTHORITY MID-COASTSIDE OPERATIONS AND MAINTENANCE
52484	SEWER AUTHORITY MID-COASTSIDE	3/22/2023	\$ 427,146.00	SEWER AUTHORITY MID-COASTSIDE OPERATIONS AND MAINTENANCE
52485	SHUTE MIHALY & WEINBERGER LLP	3/22/2023	\$ 54,845.70	LEGAL COUNSEL
52487	4LEAF INC.	3/29/2023	\$ 50,949.34	BUILDING INSPECTION
52495	EL CENTRO DE LIBERTAD	3/29/2023	\$ 34,475.08	CARES PROGRAM
52501	HALF MOON BAY GRADING & PAVING INC.	3/29/2023	\$ 83,021.37	MAINT SERVICE & CIP PROJECTS

ATTACHMENTS:

Check Disbursement List by Check Date

Report Criteria:

Report type: Summary

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
52284	3519	SWCA INCORPORATED	03/15/2023	713.75	HWY1 SAFETY - NORTH PROJECT	V
52342	3928	ALAS	03/01/2023	1,900.00	TRANSPORTATION	
52343	5538	ALEJANDRA NAVA	03/01/2023	500.00	DEPOSIT REFUND	
52344	3332	AMERICAN PORTABLES	03/01/2023	4,385.75	FEB'23, FY22/23 PORTABLE RESTROOMS	
52345	2407	ARAMARK	03/01/2023	813.63	MAINT SERVICE	
52346	3355	ASUNCION GIJON	03/01/2023	4,500.00	MAINT SERVICE	
52347	5018	BFI OF CALIFORNIA INC	03/01/2023	131.75	MAINT SERVICE	
52348	481	BIG CREEK LUMBER	03/01/2023	369.13	MAINT SUPPLIES	
52349	3975	COLANTUONO HIGHSMITH WHATLEY PC	03/01/2023	12,670.00	LEGAL SERVICES -SAM	
52350	5292	FREDDY MAYA	03/01/2023	500.00	DEPSOT REFUND 2/25/23	
52351	4340	GREGORY SCOTT BAURMANN	03/01/2023	504.00	PAYMENT TO INSTRUTOR	
52352	76	HALF MOON BAY BUILDING & GARDEN	03/01/2023	426.86	MAINT SUPPLIES	
52353	2564	HALF MOON BAY GRADING & PAVING INC.	03/01/2023	25,722.43	MAINT SERVICE	
52354	5329	INTEGRAL CONSULTING INC.	03/01/2023	10,213.00	JUNE'22-JULY'22,CHANGER ORDER 1, SOUTH HMB SLR VULNE	
52355	4326	JOANNA SERRANO	03/01/2023	500.00	DEPOSIT REFUND	
52356	4110	LISA POPE	03/01/2023	1,418.75	TRANSCRIPTION SERVICE	
52357	4551	MARICELA GUTIERREZ	03/01/2023	500.00	DEPOSIT REFUND REQUEST	
52358	4489	MTA PARTS INC.	03/01/2023	46.76	VEHICLE PARTS	
52359	3479	PARKEON INC	03/01/2023	56.00	MAINT SERVICE	
52360	141	PHIL'S TIRE & AUTO CARE	03/01/2023	462.96	VEHICLE REPAIR	
52361	251	RELIABLE FIRE EXTINGUISHER CO.	03/01/2023	2,297.68	JAN '23, SEWER PLANT	
52362	1907	REPETTO'S GREENHOUSE FLORIST	03/01/2023	17,128.12	FEB'23 FLOWER BOUQUET	
52363	252	RICE TRUCKING-SOIL FARM INC.	03/01/2023	2,493.22	MAINT SUPPLIES	
52364	5403	ROBERT HALF	03/01/2023	4,903.19	TEMP EMPLOYEE W.Ngo\WEEK ENDING 02/17/2023	
52365	3757	SCHAAF & WHEELER	03/01/2023	13,837.25	JAN'23, PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFALL	
52366	159	SEWER AUTHORITY MID-COASTSIDE	03/01/2023	13,923.20	OCT 22 PAAS THROUGH INVOICES	
52367	159	SEWER AUTHORITY MID-COASTSIDE	03/16/2023	.00	SEWER AUTHORITY MID-COASTSIDE OPERATIONS AND MAINT	V
52368	5537	VICKY VASQUEZ	03/01/2023	500.00	DEPOSIT REFUND REQUEST FOR GRANK OAK 2/19/23	
52369	3871	WEST COAST ARBORISTS INC	03/01/2023	11,181.50	JAN'23, FY22/23 TREE MAINTENANCE	
52370	3923	WELLS FARGO	03/02/2023	.00	SAFEWAY/REFRESHMENTS FOR STORM EVACUEES	V
52372	4270	4LEAF INC.	03/09/2023	20,055.23	FEB'23, ON-CALL SERVICES	
52373	2022	ACC BUSINESS	03/09/2023	1,573.53	INTERNET SERVICE	
52374	2407	ARAMARK	03/09/2023	276.47	MAINT SUPPLIES	
52375	444	ASSOCIATION OF BAY AREA GOVERNMENTS	03/09/2023	696.54	LEVELIZED CHARGE NAT GAS	
52376	4292	BAY AREA NEWS GROUP	03/09/2023	392.40	ADVERTISING SERVICE	
52377	4115	BIG BELLY SOLAR INC	03/09/2023	101,731.55	FEB'23, TRASH RECEPTACLE PURCHASE	
52378	5168	BLEYLE ELEVATOR, INC	03/09/2023	190.00	MAINT SERVICE	

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
52379	5539	BLUE SKY DESIGNS INC.	03/09/2023	3,409.00	PRE-APP FOR BLDG PERMIT
52380	5223	CAPITAL ONE TRADE CREDIT	03/09/2023	2,302.36	MAINT SUPPLIES
52381	4193	CASELLE INC.	03/09/2023	4,045.00	FEB'23,HUMAN RESOURCES TRAINING
52382	464	CITY CLERKS ASSOC. OF CALIFORNIA	03/09/2023	275.00	MEMBERSHIP RENEWAL
52383	197	COASTSIDE PRINTERS	03/09/2023	2,050.78	NO PARKING SIGNS
52384	5540	ELAD BATITO	03/09/2023	739.00	PRE-APP FOR BLDG PERMIT
52385	4338	ELECTRIC MD	03/09/2023	1,980.00	MAINT SERVICE
52386	4398	ELS ARCHITECTURE & URBAN DESIGN	03/09/2023	4,533.65	FEB'23, CARTER PARK IMPROVEMENTS
52387	320	EWING IRRIGATION PRODUCTS INC.	03/09/2023	1,266.69	MAINT SUPPLIES
52388	3446	FLYERS ENERGY LLC	03/09/2023	1,321.77	VEHICLE FUEL
52389	3127	FREYER & LAURETA INC.	03/09/2023	5,465.00	FEB'23,WAVECREST WATER MAIN PROJECT
52390	5349	GATES AND ASSOCIATES	03/09/2023	917.00	JAN'23, SMITH FIELD FACILITIES MASTER PLAN
52391	2668	GAYTON ARRIGOTTI	03/09/2023	199.50	INSTRUCTOR PAYMENT
52392	4633	GRANICUS	03/09/2023	1,490.33	GRANICUS SERVICE
52393	3782	GRIFFIN STRUCTURES INC.	03/09/2023	1,043.28	JAB'23, CARTER PARK RENOVATION PROJECT
52394	76	HALF MOON BAY BUILDING & GARDEN	03/09/2023	168.95	MAINT SUPPLIES CORP YARD
52395	2564	HALF MOON BAY GRADING & PAVING INC.	03/09/2023	610,049.00	CORP YARD IMPROVEMENTS PROJECT
52396	2444	HOME DEPOT CREDIT SERVICES	03/09/2023	566.73	MAINT SUPPLIES
52397	4267	IMPEC GROUP INC.	03/09/2023	17,356.00	FEB'23,FY22/23 JANITORIAL SERVICES
52398	5541	INFINITY TECHNOLOGIES	03/09/2023	13,960.00	IT SERVICES
52399	5509	JESSICA CARLSON	03/09/2023	66.50	INSTRUCTOR PAYMENT
52400	4235	JUAN LOPEZ	03/09/2023	500.00	DEPOSIT REFUND
52401	2699	KONICA MINOLTA BUSINESS SOLUTIONS	03/09/2023	1,222.74	FEB'23,FY22/23 KONICA MINOLTA LEASE
52402	291	LAURIE BECKER	03/09/2023	403.20	INSTURCTOR PAYMENT
52403	4110	LISA POPE	03/09/2023	312.50	MEETING MINUTES
52404	4028	LORAL LANDSCAPING INC.	03/09/2023	4,000.00	MAR'23,FY22/23 MEDIAN MAINTENANCE
52405	2573	MARIAN POTT	03/09/2023	4,200.00	PAYMENT INSTRUCTOR
52406	4642	MARIK ENTERPRISES, LLC	03/09/2023	120.00	PRE-EMPLOYMENT REPORT
52407	1206	MARK THOMAS & CO. INC.	03/09/2023	37,950.64	FEB'23,CHANGE ORDER 1, HWY1 NORTH SAFETY & OPERATIO
52408	3934	MITEL	03/09/2023	3,038.89	ANNEX PHONE SERVICE
52409	3641	NEIGHBORHOOD RADIO	03/09/2023	220.00	ADVERTISING SERVICE
52410	3726	NICHOLAS TRANSLATIONS & INTERPRETATIONS	03/09/2023	808.00	TRANSLATION SERVICES
52411	4109	NINA J. HAMBURG	03/09/2023	100.00	CLASS REFUND
52412	137	PACIFIC GAS & ELECTRIC	03/09/2023	36,159.79	NW HWY 1 & MAIN ST
52413	3479	PARKEON INC	03/09/2023	99.40	MAINT SERVICE
52414	5312	PRITI DASOT	03/09/2023	280.00	PAYMENT INSTRUCTOR
52415	3951	PUBLIC PARKING ASSOCIATES INC	03/09/2023	330.00	MAINT SERVICE
52416	5403	ROBERT HALF	03/09/2023	3,271.92	TEMP EMPLOYEE S.Vivika /WEEK ENDING 02/24/23
52417	3085	SHUTE MIHALY & WEINBERGER LLP	03/09/2023	252,888.24	SAM
52418	3717	STERICYCLE SPECIALTY WASTE SOLUTIONS INC	03/09/2023	241.38	MAINT SERVICE

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
52419	5301	SUBURBAN PROPANE LP	03/09/2023	1,854.72	PROPANE
52420	3519	SWCA INCORPORATED	03/09/2023	14,270.18	FEB'23,HWY1 NORTH SAFETY & OP IMPROVEMENTS RIPARIAN
52421	3955	TOWNSEND PUBLIC AFFAIRS	03/09/2023	5,000.00	TOWNSEND PUBLIC AFFAIRS
52422	1497	TURBO DATA SYSTEMS	03/09/2023	553.95	CITATION PROCESSING
52423	81	U.S. POSTMASTER-HMB	03/09/2023	2,300.00	MAIN STREET POSTCARDS POSTAGE FEE
52424	5384	WAVELENGTH AUTOMATION, INC.	03/09/2023	2,844.00	CAPITOL TRACK UNLIMITED SUBSCRIPTION
52425	5190	Wood Consulting Services	03/09/2023	13,685.00	FEB'23,ECONOMIC RECOVERY
52426	3954	ALTA PLANNING & DESIGN	03/15/2023	1,118.50	MARCH'23, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH P
52427	2407	ARAMARK	03/15/2023	286.74	MAINT SUPPLIES
52428	4300	CALNET3	03/15/2023	942.92	PHONE SERVICE
52429	1925	CITY OF BURLINGAME	03/15/2023	4,897.89	JAN'23 SMC0 BID
52430	5164	COASTSIDE FARMERS' MARKETS	03/15/2023	4,850.00	COMMUNITY PROMOTIONS PARTNER
52431	3643	CORODATA RECORDS MANAGEMENT INC	03/15/2023	322.18	RECORDS MANAGEMENT
52432	3673	EL CENTRO DE LIBERTAD	03/15/2023	30,178.13	FEB'23, CARES PROGRAM
52433	321	FOLGER GRAPHICS INC.	03/15/2023	2,255.00	MAIN STREET POSTCARDS
52434	70	GRAINGER INC.	03/15/2023	940.11	MAINT SUPPLIES
52435	76	HALF MOON BAY BUILDING & GARDEN	03/15/2023	30.14	MAINT SUPPLIES
52436	89	HMB COASTSIDE CHAMBER OF COMMERCE	03/15/2023	8,304.00	JAN OOC BID
52437	3429	HUE & CRY	03/15/2023	478.48	SECURITY SERVICE
52438	4293	LOCKWORKS UNLIMITED INC	03/15/2023	3,197.55	MAINT SERVICE
52439	4472	ON POINT LANGUAGE SOLUTIONS LLC	03/15/2023	3,897.85	TRANSLATION SERVICES
52440	3956	PENINSULA MUNICIPAL ENGINEERING INC.	03/15/2023	4,753.00	FEB'23, CHANGE ORDER 2 PROJECT MANAGEMENT SERVICES
52441	141	PHIL'S TIRE & AUTO CARE	03/15/2023	65.00	VEHICLE REPAIR
52442	5403	ROBERT HALF	03/15/2023	4,004.43	TEMP EMPLOYEE S.Vivika /WEEK ENDING 02/24/23
52443	217	SAN MATEO COUNTY INFORMATION SVCS.	03/15/2023	82.25	MICROWAVE SERVICE
52444	3757	SCHAAF & WHEELER	03/15/2023	4,323.38	FEB'23, PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFALL
52445	5224	SMCU COASTSIDE VICTIMS FUND	03/15/2023	50,000.00	COASTSIDE VICTIMS FUND
52446	3519	SWCA INCORPORATED	03/15/2023	713.75	HWY1 SAFETY - NORTH PROJECT
52447	4487	THE HOME DEPOT PRO INSTITUTIONAL	03/15/2023	1,653.53	MAINT SUPPLIES
52448	3701	V. W. HOUSEN & ASSOCIATES INC.	03/15/2023	13,447.50	MARCH'23, FY22/23 WASTEWATER COLLECTION SYSTEM ENGI
52449	4429	WESTERN EXTERMINATOR COMPANY	03/15/2023	1,207.42	FEB'23,FY22/23 EXTERMINATOR SERVICES
52450	159	SEWER AUTHORITY MID-COASTSIDE	03/20/2023	.00	SEWER AUTHORITY MID-COASTSIDE OPERATIONS AND MAINT V
52451	159	SEWER AUTHORITY MID-COASTSIDE	03/20/2023	405,956.67	SEWER AUTHORITY MID-COASTSIDE OPERATIONS AND MAINT
52452	5544	ABDON J MOZO RODRIGUEZ	03/22/2023	500.00	DEPOSIT REFUND REQUEST
52453	3332	AMERICAN PORTABLES	03/22/2023	4,385.75	MARCH'23,FY22/23 PORTABLE RESTROOMS
52454	2407	ARAMARK	03/22/2023	286.74	MAINT SUPPLIES
52455	4300	AT&T MOBILITY	03/22/2023	1,699.88	PHONE SERVICE
52456	4115	BIG BELLY SOLAR INC	03/22/2023	283.92	MAR '23, SMART TRASH RECEPTACLES
52457	481	BIG CREEK LUMBER	03/22/2023	45.26	EARLY PAY DISCOUNT MISSED
52458	3626	BKF ENGINEERS	03/22/2023	247.00	MARCH'23, CHANGE ORDER 3, CORP YARD IMPROVEMENT PR

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
52459	5545	CHRISTINE SWITZER	03/22/2023	300.00	DEPOSIT REFUND REQUEST
52460	464	CITY CLERKS ASSOC. OF CALIFORNIA	03/22/2023	75.00	MEMBERSHIP RENEWAL
52461	51	COASTSIDE COUNTY WATER DISTRICT	03/22/2023	4,743.23	LIFT STATION FAIRWAY
52462	2941	CSG CONSULTANTS INC.	03/22/2023	3,692.50	MARCH'23,NPDES STORMWATER SERVICES
52463	4622	EAGLELIFT INC.	03/22/2023	14,000.00	MARCH'23, SIDEWALK REPAIRS AT COASTAL TRAIL
52464	4139	ELIZABETH CORONA	03/22/2023	2,382.00	RESERVATION REFUND
52465	4633	GRANICUS	03/22/2023	1,490.33	GRANICUS SERVICE
52466	3782	GRIFFIN STRUCTURES INC.	03/22/2023	1,254.96	FEB'23,CARTER PARK RENOVATION PROJECT
52467	1853	HDL SOFTWARE LLC	03/22/2023	2,380.39	JAN'23, FY21/22 HDL TOT & BUSINESS LICENSE MANAGEMENT
52468	2948	HIP HOUSING	03/22/2023	1,000.00	HIP HOUSING ANNUAL GRANT
52469	5444	JOYA CUNHA	03/22/2023	2,000.00	APRIL'23,TEMPORARY CONSTRUCTION EASEMENT
52470	1283	KATHY OLER	03/22/2023	2,226.67	APR' 23, TEMPORARY CITY PARKING LOT RENTAL
52471	2699	KONICA MINOLTA BUSINESS SOLUTIONS	03/22/2023	3,497.95	MAR'23,FY22/23 KONICA MINOLTA LEASE
52472	5548	KOUASSI & HAPPLA TANO	03/22/2023	650.00	MEASURE D REFUND
52473	4028	LORAL LANDSCAPING INC.	03/22/2023	2,000.00	FEB'23,FY22/23 MEDIAN MAINTENANCE
52474	4541	LUZ HARO	03/22/2023	500.00	DEPOSIT REFUND REQUEST 3/18/2023
52475	3934	MITEL	03/22/2023	2,944.29	SHERIFF SUBSTATION PHONE SERVICE
52476	5547	NELVIA SERRANO	03/22/2023	500.00	DEPOSIT REFUND REQUEST
52477	457	ODP BUSINESS SOLUTIONS, LLC	03/22/2023	3,404.14	OFFICE SUPPLIES
52478	5546	PATRICIA RUBALCABA	03/22/2023	180.00	DEPOSIT FORFEIT (30 DAYS CANCEL)
52479	3956	PENINSULA MUNICIPAL ENGINEERING INC.	03/22/2023	29,876.00	MAR'23, CHANGE ORDER 3, PROJECT MANAGEMENT SERVICE
52480	252	RICE TRUCKING-SOIL FARM INC.	03/22/2023	273.44	MAINT SUPPLIES
52481	5403	ROBERT HALF	03/22/2023	6,365.37	TEMP EMPLOYEE S.Vivika /WEEK ENDING 03/10/23
52482	3922	SCOTT MCVICKER	03/22/2023	3,360.00	APRIL'23,FY22/23 ANNEX RENT
52483	129	SERVICE PRESS INC.	03/22/2023	70.39	OFFICE SUPPLIES
52484	159	SEWER AUTHORITY MID-COASTSIDE	03/22/2023	427,146.00	MARCH'23,FY22/23 SEWER COLLECTIONS
52485	3085	SHUTE MIHALY & WEINBERGER LLP	03/22/2023	54,845.70	CREDIT MEMO FOR OVERPAYMENT
52486	2723	TOWN OF HILLSBOROUGH	03/22/2023	180.00	COUNCILMEMBERS MEETING
52487	4270	4LEAF INC.	03/29/2023	50,949.34	FEB'23,ON-CALL SERVICES
52488	3332	AMERICAN PORTABLES	03/29/2023	277.00	MARCH'23,FY22/23 PORTABLE RESTROOMS
52489	2407	ARAMARK	03/29/2023	573.48	MAINT SUPPLIES
52490	5223	CAPITAL ONE TRADE CREDIT	03/29/2023	90.28	MAINT SUPPLIES
52491	5483	CAROL KIM	03/29/2023	1,500.00	TUTION REIMBURSEMENT
52492	3976	CIRCLEPOINT	03/29/2023	25,777.50	FEB'23, CHANGE ORDER 1, COMPLETE HYATT HOTEL ENVIRO
52493	3975	COLANTUONO HIGHSMITH WHATLEY PC	03/29/2023	1,841.50	LEGAL SERVICES -SAM
52494	5130	DIANNE MARTIN VAUGHAN	03/29/2023	150.00	CLASS REFUND
52495	3673	EL CENTRO DE LIBERTAD	03/29/2023	34,475.08	MARCH'23, CHANGER ORDER 1, CARES PROGRAM
52496	321	FOLGER GRAPHICS INC.	03/29/2023	2,267.22	MAIN STREET POSTCARDS
52497	5349	GATES AND ASSOCIATES	03/29/2023	765.00	FEB'23,SMITH FIELD FACILITIES MASTER PLAN
52498	70	GRAINGER	03/29/2023	99.65	MAINT SUPPLIES

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
52499	455	HALF MOON BAY GLASS	03/29/2023	940.63	GLASS REPAIR
52500	924	HALF MOON BAY GOLF LINKS	03/29/2023	5,844.73	COUNCIL EVENT EXPENSE
52501	2564	HALF MOON BAY GRADING & PAVING INC.	03/29/2023	83,021.37	MAR'23, CORP YARD IMPROVEMENTS PROJECT
52502	4619	JULISSA ACOSTA	03/29/2023	3,000.00	STUDENT LOAN REIMBURSEMENT
52503	108	LEAGUE OF CALIFORNIA CITIES	03/29/2023	300.00	2023 LOCAL STREETS AND ROAD NEEDS ASSESSMENT
52504	5543	LIGHTBOX	03/29/2023	14,000.00	TECHNICAL ASSISTANCE
52505	4293	LOCKWORKS UNLIMITED INC	03/29/2023	175.00	MAINT SERVICE
52506	3069	MANAGED HEALTH NETWORK	03/29/2023	304.00	EAP
52507	3250	M-GROUP	03/29/2023	6,465.00	JAN'23, GIS/GRAPHIC SUPPORT
52508	3479	PARKEON INC	03/29/2023	151.55	MAINT SERVICE
52509	3956	PENINSULA MUNICIPAL ENGINEERING INC.	03/29/2023	17,848.00	MARCH'23, CHANGE ORDER 3, PROJECT MANAGEMENT SERVI
52510	5403	ROBERT HALF	03/29/2023	7,473.14	TEMP EMPLOYEE S.Vivika /WEEK ENDING 03/24/23
52511	3519	SWCA INCORPORATED	03/29/2023	1,825.00	MARCH'23, Pillaritos Creek Environmental
52512	5319	TETRA TECH. INC.	03/29/2023	7,500.00	AUG'22, EMERGENCY OPERATIONS PLAN
52513	4487	THE HOME DEPOT PRO INSTITUTIONAL	03/29/2023	725.76	MAINT SUPPLIES
52514	5550	VILLAGE OF THE COASTSIDE	03/29/2023	100.00	DEPOSOT REFUND
52515	5551	YULISA JUAREZ HERNANDEZ	03/29/2023	500.00	DEPOSIT REFUND REQUEST
52538	3923	WELLS FARGO	03/04/2023	32,749.24	RECONCILING CREDITS
Grand Totals:				2,744,330.04	

Report Criteria:

Report type: Summary

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

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

TITLE: **SMITH FIELD PARK IMPROVEMENT PROJECT – AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH FREYER AND LAURETA, INC. ADDITIONAL DESIGN SUPPORT**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Freyer and Laureta, Inc. (F&L) for additional design support for Smith Field Park Improvement Project (Project), increasing the contract amount by \$81,545, totaling a contract amount not to exceed \$216,435.

FISCAL IMPACT:

The Capital Improvement Program, Smith Field Site Assessment and Master Plan (CIP Project No. 1008), has adequate funding for this additional expense.

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 representative 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.

The Public Works Director/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 adopted Resolution No. C-2021-89 that 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).

On September 20, 2022, the City Council adopted Resolution No. C-2022-101 authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with F&L in the amount of \$68,590 for 35-percent civil engineering design, including utility plans (water, sanitary sewer, and storm drainage), conceptual grading plans and drainage plans stormwater treatment plans, stormwater control plans, ADA accessibility, and fire truck turning analysis. Additionally, cost estimation was included within the Scope of Work. Both of these elements are needed to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project.

DISCUSSION:

City Staff kicked off the Smith Field Park Improvement Project in November 2022, and are continuing to work through the environmental and design stages of the project. Currently, City Staff and their consultants have received draft versions of the Biological Resources Evaluation (BRE), the Preliminary Jurisdictional Delineation (Wetland Report), the Cultural Resources Evaluation Report (CRE), and the Arborist Assessment. City staff have provided input on all drafts that were received and are currently in the process of finalizing them.

Staff also received a very conceptual outline of the park and had multiple discussions and meetings with the consultants, other City Staff, and stakeholders. There have been multiple

iterations of the conceptual outline of the Improvement Plan, while staying consistent with the Master Plan as approved.

In order to proceed with 35-percent design of the project, additional services would be required to efficiently design utilities and fully assess the potential environmental impacts related to future planning of the park. Under Amendment No. 1 to the Professional Service Agreement with F&L, it was scoped to prepare composite utility plans. Water, sanitary sewer, and storm drain will be preliminary designed by F&L; however, electrical and communication layout would be provided by others. Staff reconvened, and ultimately decided that the design process would be more efficient and less problematic if F&L were managing the electrical and communication utility side of the project as well. Soon after kicking off the design for the project, staff requested F&L to provide a proposal with a cost estimate for Electrical Engineering Services (Attachment 2).

It was also determined that additional surveying services were also required, after discussions with City Staff and after discussions with Coastside County Water District regarding the Wavecrest Water Line Project, which the City has contracted with F&L for design as well. Due to designing a project with a large footprint under two large parcels (APNs: 065-011-040 and 065-011-050), it is best practices to obtain a boundary survey before fully designing the project to ensure that the City is getting the most out of the project, and to ensure that the City is construction within City property or Public Right of Way. Additionally, due to the design and future implementation of the project, the Water District is requiring the City to merge the two parcels at Smith Field. Additional scope services and cost estimate related to surveying are also included within Attachment 2.

Staff recommends for City Council to authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Freyer and Laureta, Inc. (F&L) for electrical engineering services and survey work for Smith Field Park Improvement Project (Project), increasing the contract amount by \$81,545.00, totaling a contract amount not to exceed \$216,435.00.

ATTACHMENTS:

Resolution

Attachment 2 – F&L Scope and Cost Proposal

RESOLUTION NO. C-2023-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH FREYER AND LAURETA, INC. (F&L) FOR ELECTRICAL ENGINEERING AND SURVEYING SERVICES FOR THE SMITH FIELD PARK IMPROVEMENT PROJECT, INCREASEING THE CONTRACT AMOUNT BY \$81,545, TOTALING A CONTRACT AMOUNT NOT TO EXCEED \$216,435

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 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 Improvement Park Project and the related Wavecrest Water Main Extension;

WHEREAS, on September 20, 2022, the City Council adopted Resolution No. C-2022.101 that authorized the City Manager to execute Amendment No. 1 to the Professional Services Agreement with F&L in the amount of \$68,590 for 35-percent civil engineering and cost estimate needed to file and pursue a Coastal Development Permit for the Smith Field Park Improvement Project; and

WHEREAS, additional services for electrical engineering design and surveying services are required in order to proceed with 35-percent design; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Freyer and Laureta, Inc. (F&L) for electrical engineering services and survey work for Smith Field Park Improvement Project (Project), increasing the contract amount by \$81,545, totaling a contract amount not to exceed \$216,435.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 18th day of April 2023 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 Penrose, Mayor

April 10, 2023

Mr. Jonathan Woo
Assistant Engineer
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019
(650) 726-8265

RE: City of Half Moon Bay – Smith Field Add Service Request

Dear Mr. Woo,

We are pleased to present this proposal to you for providing additional services for the Smith Field Project. Thank you for this opportunity. We propose the following Scope of Services and Fee for your consideration.

Understanding

Smith Field currently sits on two parcels (APN 065011050 and 065011040) and the boundary to the south and west are in question. While the project is in its early stages, the City desires to understand the project boundaries and eventually merge the two lots. The areas to merged is below:



Image 1. Smith Field

At this time the City wishes to enlist electrical engineering services for existing and proposed photometrics, and lighting design.

Headquarters

150 Executive Park Blvd, Ste 4200
San Francisco, CA 94134
(415) 534-7070

North Bay Office

505 San Marin Dr, Ste A220
Novato, CA 94945
(415) 534-7070

East Bay Office

825 Washington Street, Ste 237
Oakland, CA 94607
(510) 937-2310

South Bay Office

20863 Stevens Creek Blvd, Ste 400
Cupertino, CA 95014
(408) 516-1090

Description of Services

The proposed scope of work is detailed below in addition to providing an optional task for setting the corner points and filing a Record of Survey.

Task 1. Project Management

- F&L will attend a kick off meeting and subsequent meeting to start coordination for this project.
- F&L will provide QA/QC and monitor project schedule and budget.

Task 2. Boundary Mapping, Monument Staking and Record of Survey

- Compute site boundary based on record maps and preliminary title report provided by the City. Provide calculated plot boundary in AutoCAD file.
- Field survey for boundary control will include locating property corners and survey monuments for Smith Field and Wavecrest Road.
- Compute site boundary based on field location of boundary evidence, record maps and preliminary title report provided by the City. Provide updated calculated plot boundary.
- Establish durable monuments at the exterior property boundary corners as shown on the Record Documents. An iron pipe would be set in dirt for the centerline of Wavecrest Road on the west end.
- Based on Record Documents and the current title report provided by the City, prepare and submit a single Record of Survey showing the location of found monuments and the boundary resolution used for setting new monuments at the exterior property boundary during Monument Staking.
- File the Record of Survey with the County Supervisor.

Task 3. Lot Merger

- Prepare application for Lot Merger including six (6) sets of 11x17 site plans, legal description of the resultant parcel and survey-related items required as part of the County's application.

Task 4. Electrical Engineering Concept

F&L will enlist the services for Engineering 350 for the electrical engineering scope of the project. We will work with them to provide the following:

- Review As-builts to establish existing power POC.
- Perform a site investigation to verify the conditions.
- Attend a kick-off meeting with the complete team and one additional design meetings with the design team, Owner and/or contractor. Attend additional coordination meetings, as needed, with Architect.
- Refine electrical power requirements based on equipment requirements from other building systems.
- Define emergency power requirements and calculations.
- Size and select electrical equipment for normal power system and emergency power system.
- Provide preliminary design for undergrounding the communications from the existing overhead joint pole to the point of connection onsite.

- Concept Development drawings, including single line diagram and site plans.
- Provide Photometric calculations of the existing lighting design.
- Provide Photometric calculations of the proposed lighting design for the Preferred Plan.
- Provide cut sheets of lighting fixtures.
- Perform and document preliminary Title-24 calculations for electrical and lighting equipment.
- Design the lighting based on the State lighting allowance per square footage per different function.
- Coordinate services with other consultants.

Deliverables include:

Electrical Engineering Concept Design

Existing photometrics study

Proposed photometric study

Electrical Engineering 35% Concept Design

Exclusions

This proposal has the following exclusions:

- The scope of services does not include payment of any fees.
- Physical site notice for the lot merger.
- Title report to be provided by the City.
- The existing electrical service size is sufficient for the added fixtures and no PG&E coordination is required.
- No EV Chargers are being added to the site.
- The engineering design of any interior buildings are not included in this scope of work and would be under a separate fee.
- The engineering design of any non-code required standby power systems are not included in this scope of work and would be under a separate fee.
- Engineering designs for electrical systems will be issued to a single contractor, responsible for the delegation of work.
- No LEED certification is being sought for the project. Any LEED certification effort will be subject to an additional services request.

Proposed Fee Schedule

We propose to perform these services for you for a fee of \$81,525 on a time and materials basis. Please review the Fee Breakdown matrix for breakdown of design services/labor costs attached.

Thank you again for the opportunity of submitting this proposal to you. We look forward to working with you on another successful project. If you have any questions, please feel free to call us.

Very truly yours,



Richard J. Laureta, P.E., President
FREYER & LAURETA, INC.



Lorraine A. Htoo, P.E., Associate Principal

Enclosure: Fee Proposal

	Principal	Project	Project	Admin	Surveyor	EE	Total Cost
		Manager	Engineer	Staff		engineering 350	per Task
Tasks	250	235	145	100	350		
	(hours)	(hours)	(hours)	(hours)	(hours)		
Task 1 - Project Management							
Kick off meeting	1	1					\$ 485
Monitoring budget and project schedule		2					\$ 470
QA/QC	3						\$ 750
Monthly progress and cost summary report, invoices		2		2			\$ 670
Task 1 Fee	4	5	0	2	0		\$ 2,375
Task 2 - Boundary Mapping, Monument Staking and Record of Survey							
Research/Data Collection and mapping		1	4		12		\$ 5,015
Boundary Mapping		2			8		\$ 3,270
Record of Survey		2			20		
Task 2 Fee	0	5	4	0	40		\$ 15,755
Task 3 - Lot Merger							
Application Package		2	4		14		\$ 5,950
Task 3 Fee	0	2	4	0	14		\$ 5,950
Task 4 - Electrical Engineering							
Progress Design		4	18			\$ 23,184	\$ 26,734
35% Design		5	16			\$ 27,216	\$ 30,711
Task 4 Fee	0	9	34	0	0	\$ 50,400	\$ 57,445
Total Labor Hours	4	21	42	2	54		\$ 81,525

BUSINESS OF THE COUCNIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

FROM: Matthew Chidester, City Manager

TITLE: **SHUTE, MIHALY & WEINBERGER, LLP RATE SCHEDULE**

RECOMMENDATION:

Adopt a resolution approving an updated rate schedule with Shute, Mihaly & Weinberger LLP for City Attorney Services, effective May 1, 2023.

FISCAL IMPACT:

The impact of the updated rate schedule will vary depending on the types of services the City Attorney is required to provide in future years. The new rates reflect only modest increases in general legal services and general litigation/code enforcement services, and up to a 31% increase for complex/appellate litigation services. With the increase taking effect on May 1, 2023, there is sufficient funding in the FY 2022-23 Amended Budget. The FY 2023-24 Recommended Budget will be developed accounting for the increased rates.

STRATEGIC ELEMENT:

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

BACKGROUND:

On July 18, 2017, the City Council approved a Legal Retainer Agreement with Shute, Mihaly & Weinberger, LLP for the provision of City Attorney Services, with Catherine Engberg serving as the City's primary City Attorney. Catherine has served the City and City Council since that time. Catherine's colleague Winter King serves as primary backup and supports the Planning Commission.

The July 2017 City Attorney contract provides for "general" rates (for non-litigation matters), "litigation" rates (litigation and code enforcement), and "reimbursement" rates (for processing reimbursable development applications). Per the July 2017 contract, the rates have been subject to annual CPI increases, but are generally on the low end of market.

On April 4, 2023, the City Council conducted its regular performance evaluation of the City Attorney, which was favorable, and included a recommendation to adjust the rate schedule to better align with rates currently being charged by other attorneys in the Bay Area.

DISCUSSION:

Based on the City Attorney evaluation, the attached rate schedule proposes updated general and litigation rates, which are intended to better align with market rates. It proposes two tiers of litigation rates: litigation/code enforcement and complex/appellate litigation. General and litigation rates would remain subject to annual CPI adjustments. No change is proposed for reimbursement rates.

ATTACHMENT:

1. Resolution
2. Shute, Mihaly & Weinberger LLP Rate Adjustment Letter

**RESOLUTION OF THE CITY COUNCIL OF HALF MOON BAY APPROVING AN UPDATED RATE
SCHEDULE WITH SHUTE, MIHALY & WEINBERGER LLP FOR CITY ATTORNEY SERVICES,
EFFECTIVE MAY 1, 2023**

WHEREAS, on July 18, 2017, the City Council approved a Legal Retainer Agreement with Shute, Mihaly & Weinberger, LLP for the provision of City Attorney Services; and

WHEREAS, the City Attorney contract provides for “general” rates (for non-litigation matters), “litigation” rates (litigation and code enforcement), and “reimbursement” rates (for processing reimbursable development applications), which rates have been subject to annual CPI increases, but are generally on the low end of market; and

WHEREAS, on April 4, 2023, the City Council conducted its regular performance evaluation of the City Attorney, which was favorable, and included a recommendation to adjust the rate schedule to better align with rates currently being charged by other attorneys in the Bay Area; and

WHEREAS, the City Attorney has submitted a rate schedule that proposes updated general and litigation rates, which are intended to better align with market rates.

Now, Therefore, Be It Resolved That the City Council of the City of Half Moon Bay hereby approves the updated rate schedule with Shute, Mihaly & Weinberger LLP for City Attorney Services, effective May 1, 2023.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 18th day of April 2023 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 Penrose, Mayor

April 11, 2023

Matthew Chidester
City Manager
City of Half Moon Bay
510 Main Street
Half Moon Bay, CA

Re: 2023 SMW Rate Adjustments effective May 1, 2023

Dear Matthew:

It has been a great privilege and pleasure to provide City Attorney services to the City of Half Moon Bay since 2017. My firm is proposing modest rate increases to the firm's litigation rates to better align with market rates and to address our increased costs of doing business. If approved by Council, the new rate schedule would take effect May 1, 2023. The rates would remain subject to annual CPI adjustments, per the terms of the original July 2017 contract.

Timekeeper	General (Non-Litigation) Services	General Litigation / Code Enforcement	Complex / Appellate Litigation
<i>Partner</i>	\$260	\$325	\$400
<i>Associate III</i>	\$240	\$300	\$370
<i>Associate II</i>	\$230	\$285	\$355
<i>Associate I</i>	\$215	\$270	\$335
<i>Planner</i>	\$215	\$270	\$335
<i>Paralegal</i>	\$165	\$205	\$255
<i>Law Clerk</i>	\$100	\$125	\$155

The General Rate applies to all services that are not litigation. Unlike many contract city attorney firms, we do not charge more for specialty services such as real estate, CEQA/NEPA, Coastal Act, imposition of fees and taxes pursuant to Prop 218/26, or ballot measures and initiative/referenda. As a result, this General Rate is on the low side of market.

Matthew Chidester
April 11, 2023
Page 2

We are proposing two litigation rates. The General Litigation rate would apply to straightforward civil matters such as code enforcement, neighbor disputes, vicious dog cases, “trip and fall” tort cases. The Complex/Appellate rate would apply to complex land use cases and cases that have been appealed to the California or federal courts of appeal. In the event of uncertainty regarding the appropriate rate, we would seek direction from the City Manager.

I am very mindful of the City’s budget and will work to keep City Attorney billings well within the budgeted amounts. To do this, I will continue to work with City staff to encourage efficient and judicious use of City Attorney time.

Very truly yours,

SHUTE, MIHALY & WEINBERGER LLP



Catherine C. Engberg

CCE:CE

1635775.1

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Karen Decker, Economic and Community Vitality Manager
Julissa Acosta, Management Analyst

TITLE: **COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM**

RECOMMENDATION:

Receive an update on the FY 2022-23 cycle of the Community Services Financial Assistance (CSFA) grant program and provide direction on the funding areas, amounts and selection process for the FY 2023-24 cycle.

FISCAL IMPACT:

Any funding allocations will be included in the Fiscal Year 2023-24 Recommended Budget.

STRATEGIC ELEMENT:

This action supports all Elements of the Strategic Plan.

BACKGROUND:

Since FY 2018-19, the City has offered the Community Services Financial Assistance (CSFA) grant program to local non-profit organizations to support important services and programs in the community. The program has evolved over the last five years, with differing priority areas, funding allocations, and changes to the selection process.

For FY 2022-23, the City Council approved funding of \$300,000, with fewer but larger grant amounts of up to \$50,000. Due to the continued impacts of the COVID-19 pandemic, and associated economic and mental health effects, and based on the findings from the Coastsides Recovery Initiative (CRI), funding was made exclusively available to organizations and programs providing essential safety net services to the residents of Half Moon Bay.

CRI Team Thrive's analysis reflects the challenges faced by nonprofits emerging from the pandemic and the potential role they play in driving economic recovery. Given these realities, Team Thrive put forth the following recommendations:

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

The December-January storms and the tragic shooting emphasized the growing inequality and need, a lack of community connectedness, and challenges reaching certain segments of our community. Mental health issues and housing insecurity continue to be challenges that require immediate solutions and longer-range planning efforts.

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

The City Council's CSFA Subcommittee met on February 27, 2023, to discuss the priorities and process for FY 2023-24 programming. A second meeting of the Subcommittee on April 3, 2023 included a summary of the mid-year reports from the FY 2022-23 recipients and further discussion of the funding, process, and requirements for the upcoming FY 2023-24 program.

Based on the recommendations included in the CRI report, the continued impacts of the COVID-19 pandemic, and the recent events in the community, the Subcommittee continued to align the CSFA program with the Coastside Recovery Initiative (CRI) and directed staff to develop a plan that integrates the CSFA program with CRI, taking into account the recommendations and directing more impactful funding amounts to a smaller number of organizations that serve the most vulnerable populations.

DISCUSSION:

Mid-Year Update for FY 2022-23:

At mid-year, most funded organizations reported that they have either met their goals or are close to 75% of completion. With continued work and services all organizations are anticipated to meet 100% of their goals by the end of the fiscal year.

Mid-Year Highlights:

Funded organizations have been hard at work to provide the Half Moon Bay community with a wide variety of safety net services. The following are a few of the highlights gleaned from the mid-year reports:

- Abundant Grace's Workforce Development Center has remained steadily busy serving an average of 20-30 people each week. The WDC continues to be a welcoming place for

community gathering, food and clothing distribution, and safe space during the day, where clients have access to case management with staff and partners.

- ALAS has helped over 25 individuals with mental health and case management, and direct services ranging from financial assistance, grief counseling, and flood relief. These services have been impactful and necessary as they have helped to address and reduce depression, anxiety, and isolation among clients.
- The Boys and Girls Club of the Coastsides has been supporting middle school children through their After School Academic Program. Through partnership with the CUSD, a pilot program that offers after school care for 5th grade students was implemented in October 2022.
- Coastsides Hope has continued providing safety net services, which include food, shelter, rental assistance, utility assistance, infant needs, unemployment services, and more. By the end of the first two quarters of the current funding cycle, 2057 unduplicated Half Moon Bay households received some level of assistance.
- During the first half of FY 2022-23, Sonrisas Half Moon Bay clinic continued to provide dental services to low-income residents living on the Coast. With support from the City, 82% of dental clinic visits were for low-income individuals.
- Senior Coastsiders' meal program has helped address food insecurity, and improved participant's dietary intakes. The program offers opportunities to socialize, form new friendships and create informal support networks. The transportation program has ensured older adults can access needed services, participate in activities, and attend events to reduce isolation.

Key Learnings and Ongoing Challenges:

Most of the funded organizations noted that they have faced economic challenges that affect organizational operations. Hiring, competitive wages, retention, employee burnout, unemployment, underemployment, language capacity and service waitlist are among the most common ongoing challenges these organizations experience.

- BGCC has experienced staffing challenges since minimum wage increased on the Coast. The organization has also seen a decrease in the pool of applicants for open positions.
- Cabrillo Education Foundation noted that one of the challenges they currently face is working with an already overwhelmed CUSD staff to move projects forward.

- Language differences were a challenge for staff and participants of the Senior Coastsiders' programs. Having language competent staff can help advocate for specific needs allowing non-English speakers to gain access and navigate assistance programs.
- The shooting incident revealed a larger Chinese farmworker population living and working on the Coast. Providing culturally and language competent services to this community has been challenging for mental health providers.

A detailed chart summarizing the mid-year reports of all CSFA grant recipients for FY 2022-23 is attached at the end of this report.

The cohort approach offered to this year's grant recipients has demonstrated improved community-based organization collaboration. Based on the safety net services provided, Abundant Grace, ALAS, Coastside Hope, El Centro de Libertad, Coastside Adult Day Health Center, Sonrisas Dental, and Senior Coastsiders participated in the first cohort convening. These non-profits collectively decided to focus on organizational visibility as an area for collaborative work and collective action. Intentionally, BGCC and CEF were invited to a separate cohort convening that focused on youth and childcare services. At the second convening of the safety net provider cohort, Lightbox Collaborative led a workshop focused on strategic messaging and communication strategies. The workshop allowed participants to craft individual organizational messages based on target audiences. A follow up session is being planned with Lightbox to help these organizations with shared messaging to promote the essential services they provide and a social media campaign.

Recommendation for FY 2023-24:

For FY 2023-24, the Subcommittee recommends continuation of the CSFA grant program at a funding amount of \$300,000, with fewer but larger grant amounts of up to \$50,000. Due to the continued impacts of the COVID-19 pandemic, and associated economic and mental health effects, based on CRI recommendations, and recent events, staff recommends that funding be made exclusively available to organizations/programs providing essential safety net services to the residents of Half Moon Bay.

For the purposes of the CSFA program, safety net services include: basic needs (food, housing, clothing), job-related support, childcare, after school care, help accessing public benefits, and health / mental health support.

The Subcommittee also recommends continuation of the cohort model applied during the current funding cycle. The purpose of the cohort model is to encourage an integrated approach among safety net service providers, exchange best practices and discuss challenges in an open and supportive peer learning environment, encourage collaboration in ways of joint grant applications, client referrals and warm hand offs.

Eligibility Requirements:

- Applicants **must** provide essential safety net services as defined above.
- Applicants must be formally incorporated nonprofit entities based in Half Moon Bay, or provide services throughout San Mateo County and can demonstrate they are serving individuals who live or work in the City of Half Moon Bay
- Top consideration will be given to applicants who:
 - Demonstrate how program services will be coordinated, integrated, and leveraged among other relevant nonprofit safety net services.
 - Incorporate culturally competent services in language spoken by members of the community who may be hard to reach due to stigma, isolation, etc.
 - Incorporate innovative approaches and best practices in the delivery of services and programs.
 - If funded in FY 2022-23, demonstrate benefits gained by participating in the cohort and commitment to continued participation in the cohort.

Proposal Process:

- Applicants must complete and submit the required application online.
- The application period for FY 2023-24 will open April 19, 2023.
- The deadline to apply for funds for FY 2023-24 will be May 14, 2023.
- City staff will review all applications to ensure eligibility requirements are met and for completeness; any applications which are incomplete will not be considered.
- The City Council CSFA Subcommittee will review the content of all applications and make a recommendation to the full City Council.
- The City Council of Half Moon Bay will take the CSFA Subcommittee's recommendation into consideration and make the final decisions on all grant funding.
- Once grantees have been selected, staff will prepare funding agreements and distribute funding between July-August 2023.

Reporting Requirements / Cohorts:

- Grant recipients will be required to have leadership staff participate in two to three cohort convenings per grant cycle. The purpose of these convenings is to encourage an integrated and collaborative approach among safety net service providers, exchange best practices and discuss challenges in an open and supportive peer learning environment.
- Grant recipients will be required to submit a mid-year report.
- New grant recipients who have not received CSFA funding in the past will need to submit a copy of their latest IRS Form 990 and will be required to provide an end of year financial statement.

ATTACHMENTS:

Summary of Mid-Year Reports

Program Grantee	Funding Amount	Avg. % of Goal Achieved	Program Outcomes for first half of FY 22-23	Challenges / Obstacles
Abundant Grace	\$32,000	75%	The Workforce Development Center has remained steadily busy for the first half of FY 2022-23. Seeing an average of 20-30 people accessing the Center each week. The WDC continues to be a welcoming place for community gathering, food and clothing distribution, safe space during the day, access to case management with staff and partners, and the site where all job-readiness training programs begin and end. Partnership with the Coastsides Mountain Bikers to host a monthly bike repair and donation workshop. With the help of over a dozen community partnerships, Abundant Grace is able to provide regular hot meals and bagged lunches, personal care items, and supplies such as boots, work wear, and sleeping bags.	One challenge is maintaining the cleanliness of the WDC given how many people visit each day and access the kitchen, bathrooms, and shared spaces. Staff was struggling to keep up with washing dishes, wiping down bathrooms, and keeping the floors clean and dry on top of their regular duties, and even though we had instituted rules around individual use of the showers, laundry area, and kitchen, it was proving difficult to enforce them all the time. There are volunteers who visit weekly to clean and sanitize but daily cleaning is needed to maintain the welcoming and safe atmosphere of the WDC. As a solution, staff decided to make cleanliness more of a community effort and empower clients to take some ownership of the WDC. A raffle program to incentivize chores was also instituted. If someone would like to participate, all they have to do is take on an outdoor or indoor chore – things like washing dishes and wiping the kitchen counters, sweeping the back patio area, wiping down the washers and dryers, etc. Once they have completed a chore, they receive a raffle ticket to be entered in the monthly prize drawings at monthly movie nights. Prizes are typically clothing items we receive through our partnership with Patagonia in Palo Alto or gift cards to Ace Hardware, Safeway, or similar. Every completed chore is worth a raffle ticket, there are consistently 5-10 people per week who are completing chores and taking care of the Center on a daily basis. This has been a popular program for participants, empowering for the folks who access the Center, and a wonderful solution to the time and energy the staff was expending to keep the Center clean day to day.
ALAS	\$50,000	100%	ALAS has exceeded the program goals. Having helped over 25 individuals with mental health services and case management. This ranges from financial assistance to guiding them through the process of grieving and also helping with flood relief as some homes were flooded and not livable. In addition, ALAS has helped with funeral costs and other financial assistance where necessary.	ALAS is helping all farmworkers affected by the recent shooting and one of the obstacles is the translation and cultural differences with the Asian community. The Asian community is impacted by the event and ALAS has provided financial assistance along with mental health services. Some of the members only speak Cantonese. Trying to help them sometimes has been challenging as interpreters are needed and some members didn't feel comfortable at the onset.
Boys & Girls Club of the Coastsides	\$24,000	46.50%	In both programs supported by CSFA, the middle school After School Academic Program and the Cunha After School Sports program, fall of 2022 included record participation. On campus this school year felt "normal" for the first time since the pandemic. BGCC was approached by CUSD to expand the grades for which after school academic program is offered and, in partnership, the 5th grade pilot started in October 2022. The pilot has 15 students in enrolled who attend Hatch Elementary and come to the Club via a "walking bus" each afternoon. So far, parents have been really enthusiastic about the offering and CUSD has asked BGCC to expand to 4th grade in the fall. We are delighted to report that participants in the middle school After School Academic program cumulatively earned a 3.2 GPA in the first quarter and 3.0 GPA in the second quarter. In October 13 BGCC middle members were "reclassified" as English Language Proficient which is an important milestone for students that means they don't need to take an extra period of English Language Development classes and instead can add an elective to their schedule making the school day much more pleasant.	Staffing has been a challenge for us and many other youth organizations on the Coast. As minimum wages increased both by government mandate and because of increase demand for workers, service sector employers are paying close to \$20/hour for entry level jobs. While I don't think salary is what defines our staff opportunity at BGCC, we do not have multiple applicants for open positions the way we did in the past. We have addressed this challenge by aggressively working with local universities to craft work experience opportunities and increasing our use of volunteers.

Cabrillo Education Foundation	\$10,000	75%	We were able to launch a pilot program in November 2022 in partnership with CSM called Bright Futures. This initial program was delivered in Spanish to families and students focusing on how to navigate high school and all the options available to students after graduation. We established trust and the families were very vocal about other support they would like to receive. Our focus is on equity and resiliency.	Our challenge is working with an already overwhelmed CUSD staff to move the project forward, and now we have established a great working relationship and more solidified vision of what the space can provide. With the Ribbon Cutting and official launch, we received a wide range of interest from potential partners which is very exciting. We are currently building out the systems to run a smooth flow of classes and offerings. For instance, we will be launching a Community Hub facebook page in partnership with the CUSD Migrant Office which will allow us to promote all of the Community Hub events in one place.
Coastside Adult Day Health Center	\$25,000	94%	CADHC provides care to a diverse population. The coast is enriched with many ethnic backgrounds. We have people that communicate in different languages. Ex. Tagalog, Spanish, Portuguese, Chinese, French, English and other languages. We utilize our staff and translators to communicate with both the families and the participants. This makes it equitable for all cultures. We also provide scholarships for people that cannot afford our program. We have hired an Outreach Director to increase the access to health care and put plans in place to partner with our cohorts so that we are more visible, and people can easily access care.	Covid is still a threat to this aging population. Many families do not want their loved ones to return to congregate services. So therefore, many of our clients are not receiving the care they deserve to increase their quality of life and longevity. To mitigate this challenge, we make sure that the families are aware they cannot send their loved one with symptoms of a cold, fever, flu symptoms, or any illness. Temperatures are taken as they arrive and routine covid test are completed both by staff and by participants. Mask are required. We can proudly say we have not had a covid breakout at the Center. Another continued challenge is staffing and transportation. Currently there has been no remedies; it is an industry issue throughout San Mateo.
Coastside Hope	\$50,000	100%	From July 1st, 2022 to December 31st, 2022 we provided Critical Family Needs Safety Net services to 2,057 unduplicated Half Moon Bay residents making up 73% of clients served. The services provided included food, shelter, rental assistance, utility assistance, infant needs, unemployment services, job application completion help, Adopt-A-Family Christmas program, and COVID-19 relief. We provided 325 food service units per month to the 1,371 individuals residing in Half Moon Bay. Coastside Hope was able to provide direct financial assistance, rental assistance, and utility assistance to 80 households totaling 199 individuals.	At first glance, it would appear that the negative health effects of the pandemic were lessening during the funding period. However, the negative economic effects of the pandemic continued to be present in the daily lives of our clients. The safety net of the most vulnerable in our community was deeply impacted by the first year of the pandemic causing a longer and more complex recovery for anyone who is trying to live in our community with a minimum wage salary. In the last quarter of 2022, we saw outrageous gas prices, and cost increases for everyday foods such as staple items like eggs, milk, and poultry. While the cost of living in our community increased the wages of our clients remained stagnant. Our clients look forward to every year's increase in the minimum wage but by the time they receive a pay raise, it's not enough to cover the price increases in rent and food. Coastside Hope's multi-dimensional approach is what gives us the ability to ensure the financial sustainability of our community. Our goal is that everyone retains access to basic needs including housing and food security.
El Centro de Libertad	\$25,000	86%	Outcomes so far are aligning with our expectations with the Coastside region being a smaller community. We continue working on engaging clients that enroll in treatment as our goal will always be to get them to complete the program in its entirety.	Engagement can always be challenging in the Coastside. We are centrally located and now in a new office space that is providing more privacy for those participating in our services. We are exploring different reward options for some of our clients including incentives for those that participate on a weekly basis and also those that complete the program.
Senior Coastiders	\$40,000	50%	Our meal program has helped address food insecurity by improving participants' dietary intakes and offering opportunities to socialize, form new friendships, and create informal support networks. Our care management program has ensured coordinated service delivery for older Coastside seniors by facilitating access to services that address functional limitations, promote socialization, continued health and independence, and protect elder rights. Our transportation program has ensured older adults can access needed services, participate in activities, and attend events to reduce isolation and promote successful independent living. Our minor home repair program has improved safety, accessibility, and energy efficiency in the homes of older Coastside adults.	Language differences were a challenge for staff and participants. We hired Chinese and Spanish speaking staff in Feb/March of 2022, and it made a significant difference, especially for the Chinese speaking participants because there are no CBOs on the coast focusing specifically on the needs of our Chinese community. Having an advocate for this group made gaining access to and navigating assistance programs much easier. Both staff members provided live translation for presentations, allowing non-English speakers to understand and participate in some of our presentations. Transportation continued to be an obstacle: timeliness and reliability being the biggest issues. Increased materials and labor costs have continued to be a challenge for our home repair program. We continue to foster good relationships with reliable contractors who share in our mission to serve low income older adults. In this way, we are able to perform work through donation of time and materials or at deeply discounted rates

Sonrisas Dental	\$14,000	81%	During the first half of the funding period, from July 1, 2022 – December 31, 2022, Sonrisas Dental Health provided comprehensive oral health care to low-income residents of Half Moon Bay to serve San Mateo County’s Coastsides Region. With these funds, Sonrisas worked towards addressing the inequities and oral health care needs through preventative dental care, general dentistry, geriatric dentistry, pediatric dentistry, sedation dentistry, and accommodations for patients with a wide range of abilities. During this timeframe, Sonrisas provided 1,826 patient visits at our Half Moon Bay Dental Clinic which were low-income patients, Sonrisas has coordinated with local community partner organizations including Puente, Senior Coastsiders, Coastsides Hope, and public elementary schools and preschools on the Coast to ensure that vulnerable residents know of Sonrisas as a safe space to access essential oral health care and services. Currently, 82% of visits provided at our Half Moon Bay Dental Center serve low-income residents of the San Mateo Coast. Sonrisas is grateful to partner with the City of Half Moon Bay’s Community Services Nonprofit Grant CSFA Program to expand dental access to vulnerable residents on the Coast	During this funding period, Sonrisas has successfully weathered staffing challenges. In September 2022, our full-time dentist in Half Moon Bay decided to pursue a new opportunity, leading several of our dentists to generously cross-cover the clinics in both San Mateo and Half Moon Bay for a period of three months to ensure continuity of care for Sonrisas patients while a new dentist was recruited and hired. We are happy to announce that as of January 2023, we have hired a full-time dentist who will provide dental care as well as assume leadership of our Half Moon Bay Dental Center. Also during fall 2022, both the Office Manager and Care Coordinator at our Half Moon Bay Dental Center were out on maternity leave, leading to cross coverage for staffing both the Half Moon Bay and San Mateo Dental Centers. Winter 2022 has presented a unique set of challenges with the “tripledemic” leading to many staff being out sick with RSV, the Flu, and/or COVID, as well as leading to unprecedented rates of appointment no-shows and/or cancellations due to patients and/or their family members being sick this winter. Sonrisas is taking this in stride, reaching out rapidly to schedule other patients into any appointments that become available.
Cohort Support	\$30,000			
Total CSFA	\$300,000			

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Lopez Rossi, Interim Assistant City Manager
Maziar Bozorginia, Public Works Director

TITLE: **2023 LISTENING SESSION SUMMARY, FY 2022-24 PRIORITY UPDATE, AND FY 2022-24 CIP UPDATE**

RECOMMENDATION:

By motion, receive and accept reports on the 2023 Listening Sessions, FY 2022-24 Priorities Update and the FY 2022-24 CIP Update.

FISCAL IMPACT:

There is no fiscal impact associated with this item. If accepted, the CIP recommendation will be used in the upcoming budget planning for FY 2023-24.

STRATEGIC ELEMENT:

This update supports all Elements of the Strategic Plan.

BACKGROUND:

The City's Strategic Plan consists of the City Council Strategic Elements, the City Council Priorities, and the Capital Improvement Program. The Strategic Elements are high level objectives, including Fiscal Sustainability, Healthy Communities & Public Safety, Inclusive Governance, and Infrastructure & Environment. These elements provide a long-range vision for the City's future and a consistent focus for all the City's services and operations. The Council Priorities are a list of key priorities that may change from year to year, as major projects and initiatives are completed, or in response to changes in the economy, regulatory environment, or major emergencies. The Capital Improvement Program is a list of planned construction projects that covers a window of five years.

LISTENING SESSION SUMMARY

As in previous years and in preparation for the FY 2023-24 City Council Priority Setting session, the City Council hosted three listening sessions during March 2023, which allowed the Council to hear directly from members of the community in an open format. Each session was approximately two hours and there were an estimated 103 total participants. The purpose of the sessions was to gain

additional insight into the community's priorities, for consideration by the Council and staff as they identify how resources will be allocated over the next year and beyond. The City website also provided alternative sources of feedback submission for individuals that could not attend the listening sessions or chose not to comment at the sessions. Staff has compiled the results of the Listening Sessions into a summary which is included in this report.

FY 2022-24 PRIORITY UPDATE

In March 2022, the City Council held a priority setting workshop for the purpose of adopting priorities for the upcoming fiscal year. At the conclusion of that workshop, the Council identified five priority areas for FY 2022-24:

- Affordable Housing
- Public Health, Safety and Emergency Preparation
- Community Climate Resilience and Sustainability
- Economic Recovery and Development
- Transportation, Circulation and Mobility

The attached update includes a summary of the workplans for each of the five priority areas and includes progress updates on projects within priority areas. Staff has made significant headway in the five areas; however, work is still being done. In addition, due to unexpected events in the beginning of 2023, some of the workplan timelines have been adjusted and additional line items have been added, specifically in the area of affordable housing.

FY 2022-24 CIP UPDATE

The adopted CIP for FY 2022-23 was comprised of 17 programs and 26 projects, 22 of which are either in design, construction, or completed. Projects including Highway 1 Safety – North and Kehoe/Pilarcitos Outfall Repair are amongst those that are under design. The Corporation Yard and the Kelly Avenue Crosswalks Projects are amongst those that are under construction. The Climate Action Plan and Sidewalk Replacement Project are amongst those that have been completed this fiscal year.

The adopted CIP for FY 2022-23 estimated \$16,267,419 towards the program – with funding of \$3,785,419 from general funds and \$6,509,800 through federal, state and regional grants including Measure A, Prop 68, SB 1 among others. For the remaining \$5,972,200, staff was looking for future grant opportunities to fund those specific projects.

The draft Capital Improvement Program Update for FY 2022-24 (Attachment 3) provides draft budget numbers for proposed projects and programs either continuing or starting in FY 23-24. It also highlights (in green) projects that have been completed to-date or will be completed prior to the end of FY 2022-23. Please note that this document is still in draft form, including prior expenditures as well as future needs.

DISCUSSION:

If accepted, this report will inform the Council's scheduled Priority Setting session on April 19, 2023. Once the session is complete, staff will develop and organize the workplan into a simplified format,

bring to the Council for final approval. Staff will provide regular updates to the Council on the progress of the workplan and provide updates to the community on the City's Strategic Plan webpage.

ATTACHMENTS:

1. 2023 Listening Session Summary
2. FY 2022-24 Priority Workplan Update
3. FY 2022-24 Capital Improvement Program Update

City of Half Moon Bay

City Council Listening Sessions Summary

Spring 2023



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Appendices:

- 1. Listening Session Power Point Presentation**
- 2. Consolidated Transcribed Comments**
- 3. Additional Comments Received via Website Submission and Paper Survey**

Background

In preparation for the FY 2023-24 budget, the City Council hosted 3 Listening Sessions, one virtual, two in person, one of them being in spanish, which allowed the Council and Staff to hear directly from members of the community, in an open format. The City website also provided alternative sources of feedback submission for individuals that could not attend the listening sessions or chose not to comment at the sessions.

This Listening Sessions Summary document provides an overview of those sessions including community input received online and via paper surveys.

Listening Sessions Summary

The purpose of the listening sessions was to hear directly from the community about their priorities for the coming year and beyond. The sessions were broadly noticed through the following means:

- City of Half Moon Bay Website
- Half Moon Bay eNews
- Nextdoor, Facebook, Instagram, and Twitter
- Radio Advertisement on KHMB
- Half Moon Bay Review – online advertisement

The sessions were held on the following dates:

Listening Session 1 – Via Zoom; English (Spanish interpretation provided)

Wednesday, February 15

6:00 p.m. - 8:00 p.m.

Via Zoom

Listening Session 2 – in person; Spanish (with English interpretation)

Sunday, February 26

3:00 p.m. - 5:00 p.m.

HMB Library

Listening Session 3 – In Person; English (Spanish interpretation provided)

Thursday, March 2

6:00 p.m. – 8:00 p.m.

Ted Adcock Community Center

Listening Sessions Format:

At each session, a power point presentation displayed the City's five Council Priorities for FY 2022-24 which is attached as Appendix 1 (Listening power point slides).

The Council Listening Sessions were facilitated by City staff. After a brief welcome from a Council representative, the facilitators explained the meeting format. Community members were given the opportunity to comment, one at a time, on any topic or topics of their choosing. Speakers were not given a time limit, but all kept their comments to a reasonable length. Once all attendees had the opportunity to speak, individuals were encouraged to provide additional comments. In accordance with the Brown Act, City Council and staff limited responses to general information only. Community input was recorded on a google doc which was shared live to allow participants an opportunity to review and clarify their thoughts, if necessary.

Each session lasted approximately 2 hours.

Session Highlights:

Attendance: Total attendance for the two sessions was around 103 participants.

- Of the attendees, some were present at more than one session. Demographic information was not collected from the participants; but anecdotally, middle-aged adults were most heavily represented followed by Latinos and seniors. Youth were unrepresented, and young adult participation has historically been underrepresented.

Key Themes: Several topic areas were brought up frequently in the sessions, including the following:

- Affordable Housing (farmworker housing, low-income housing, aging population housing)
- Sustainability
- Emergency Preparedness
- Public Safety
- Economic Development
- Transportation Management (trail extensions)
- Community Services (seniors, youth, immigrants)
- Recreation/City Facilities (community pool)
- Land Use/Development/Growth
- Law and Code Enforcement

Of the main themes, Affordable Housing, Public Health, Safety, and Emergency

Preparation, Community Climate Resilience and Sustainability related to existing Council Priorities in FY 2022-24. Affordable housing, specifically farmworker housing, was an overarching theme for all three sessions. While Emergency Preparedness and Public safety related topics were brought forth in the second and third session; community support for a community pool during the third session was tremendous. Community Climate Resilience and Sustainability related comments were also shared at each session.

Appendix 2 (Consolidated Comments) contains transcribed notes taken during each of the listening sessions. These notes have been categorized by general topic, at staff's discretion, in order to help simplify review and summary of the information.

Survey Feedback:

In February, the City made an online survey available on the City Website at www.hmbcity.com/listeningsessions. As of March 13, 2023, there were 13 submissions received through the city website feedback form, and 122 visits to the feedback page. The online submissions varied in responses touching on each priority, including affordable housing for farmworkers, safe bicycle & pedestrian access and trail extensions, public safety, and additional recreation services and amenities including a community swimming pool.

Conclusion

Overall, the listening sessions were well received, as in past years. Community feedback indicated that Five of the Council's current priorities (Affordable Housing, Public Health, Safety, and Emergency Preparation, Economic Development, Community Climate Resilience and Sustainability, and Transportation, Circulation and Mobility) appear to remain relevant to the community but have evolved from their original contexts in response to real-time events. Additional issues that could be considered as potential priorities in the future include Community Services; Communication/Education; and Law/Code Enforcement. Some comments that did not emerge as a major topic may be addressed by the City without elevating to the level of an annual priority. Department staff will review the comments and develop plans to address issues that may be resolved within existing budgets and workloads.

As the Council considers its plans for the FY 2023-24 budget, this report serves as a summary of broad community input on where and how to prioritize the City's resources. City Council's next steps include consideration of this material, defining priorities for FY 2023-24, and establishing an associated budget consistent with supporting the priorities.

2022-2023 Priorities:

- Affordable Housing;
- Public Health, Safety, and Emergency Preparation;
- Community Climate Resilience and Sustainability;
- Economic Recovery and Development; and
- Transportation, Circulation, and Mobility

Attachments:

Appendix 1: Power Point Presentation

Appendix 2: Consolidated Comments

Appendix 3: Website and Paper Survey Feedback

2023 Listening Sessions

Sunday, February 26, 2023



THE CITY OF
HALF MOON BAY
CALIFORNIA

Instructions for accessing Spanish language interpretation (translation) features on Zoom

Instrucciones para acceder a las funciones de interpretación (traducción) del idioma español en Zoom

1. Log on to the zoom meeting by clicking on the link sent to you.

2. Once you are in the meeting, look at the bottom of the zoom window. You will see several buttons at the bottom, but toward the middle-right, you will see a button that says “Interpretation”

3. Click on the “Interpretation” button and select the language you would like the meeting translated into.

4. Whenever the interpreter is speaking, you will now hear the selected language at 80% volume, and the original language at 20% volume.

5. If you would like to make a public comment, you can raise your hand using the “raise hand” feature and make your comment in the language you would like. The interpreter will then translate your comment into English.

1. Inicie la sesión en la reunión de zoom oprimiendo en el enlace que se le envió.

2. Una vez que esté en la reunión, mire la parte de abajo de la ventana de zoom. Verá varios botones en la parte de abajo, pero hacia el centro a la derecha, verá un botón que dice "Interpretación"

3. Oprima en el botón que dice "Interpretación" y seleccione el idioma al que le gustaría escuchar la traducción de la reunión.

4. Siempre que el intérprete esté hablando, ahora escuchará el idioma seleccionado al 80% del volumen y el idioma original al 20% del volumen.

5. Si desea hacer un comentario público, puede levantar la mano utilizando la función "levantar la mano" y hacer su comentario en el idioma que desee. Luego, el intérprete traducirá su comentario al inglés.

Council Priority Setting Session 2023

Listening Session 3 – In Person; English (Spanish interpretation provided)

Thursday, March 2

6:00 p.m. – 8:00 p.m.

Ted Adcock Community Center

City Council Priority Setting Session – In person; English (Spanish interpretation provided)

Wednesday, March 8

9:00 a.m.

Ted Adcock Community Center



Other Feedback Opportunities

Priorities Survey

- Available through Friday, March 3, 2023
- Online at: www.hmbcity.com/listeningsessions (scroll towards the bottom of the page)
- Paper copies: City facilities, the Library



Half Moon Bay City Council

Deborah Penrose – Mayor

Joaquin Jimenez – Vice Mayor

Robert Brownstone – Councilmember

Harvey Rarback – Councilmember

Debbie Ruddock – Councilmember



Council Priorities FY 2022-2023

- Affordable Housing;
- Public Health, Safety, and Emergency Preparation;
- Community Climate Resilience and Sustainability;
- Economic Recovery and Development; and
- Transportation, Circulation, and Mobility





**We are currently
on a break! We will
be back shortly.**

Other Feedback Opportunities

Priorities Survey

- Available through Friday, March 3, 2023
- Online at: www.hmbcity.com/listeningsessions (scroll towards the bottom of the page)
- Paper copies: City facilities, the Library



Council Priority Setting Session 2023

Listening Session 2 – In person; Spanish (English interpretation provided)

Sunday, February 26

3:00 p.m. - 5:00 p.m.

HMB Library

Listening Session 3 – In Person; English (Spanish interpretation provided)

Thursday, March 2

6:00 p.m. – 8:00 p.m.

Ted Adcock Community Center

City Council Priority Setting Session – In person; English (Spanish interpretation provided)

Wednesday, March 8

9:00 a.m.

Ted Adcock Community Center



Thank you for participating!



City Council Listening Session #1 - February 15, 2023

Topic / Category	Notes
Affordable Housing	• Change zoning rules to allow more density and housing on farms. Rezone to allow cluster housing and have the city purchase water and sewer. •
Emergency Prep / Public Safety	• What can the City do to help Moonridge and their horrible living conditions? MIDPEN Housing is letting that entire community down. • Prioritize FEMA or CalOES funding for flood damage. • More progressive approach towards sustainable measures such as taking watersheds into consideration and perhaps developing a plan to better manage floodwaters by incorporating detention/recharge basins and redirecting flows away from properties • Flood Managed Aquifer Recharge program from the state - improved water storage using underutilized properties. •
Recreation / City Facilities	• City Hall Veterans Project, would like to support it. The exit onto main street is VERY dangerous. The park would be a community and business benefit. • Carter Park floods every year and the city needs to be aware of said flooding during current construction. •
Other	• Cypress Point Housing in Moss Beach. Proposed worker housing by the City of Half Moon Bay? • City should drop their lawsuit against Montara Water Sanitary District and support improved infrastructure in midcoast. • Shared: New community website launched last week, with lots of resources for finding local service providers,

	and small businesses. Coastside365.com • Keep communications from City to community flowing to unincorporated communities. • Can the City invite MidPen Housing to the next listening sessions?
Traffic / Transportation	• East Side Paralel Trail. Expand to Moonridge. Expanding the westside trail will also support residents living at Ocean Colony and Canada Cove, and serve families using Holy Families and CCP childcare/preschools. Providing bike access and safety. Would like the City to request funding at County level. • There is no bike path to connect Cypress Point to the rest of the Coastside. Connect the entire Coast.

City Council Listening Session #2 - February 26, 2023

Topic / Category	Notes
Affordable Housing	• The Latin community is in need of a lot of housing. Fair and accessible for us and our kids. • We are the people who clean houses, take care of kids in daycares, take care of gardens, hotels, and work for the cities. We are sharing our housing with many people. I share a room with another person; for bed, paying \$700. Have no possibility to watch TV, etc. and daughter/children have to accept such living conditions. • Willing to support any project and to help. Not asking for anything for free. • Need something small, humble, and would do all the things that are required. • We are asking for fair housing. Single mother with three children living in one room and have to work two jobs to pay the rent. It is very hard to share the room; and have to use the same kitchen as others; children cannot make any noise. • Children have needs; they need a bed but cannot have one. • Very hard for children to study in these living conditions. • Need fair housing; in a room with four kids. Have been searching for housing for a long time. Landlords prefer people with pets than people with children. • Can only stay one year in one place. Have to move from place to place. • We need this to be solved. Many families could not come today because they have to work on the weekends. • Asking for fair housing for everyone, for essential workers. We need a place to sleep. I know this because I live this. • Have whole families living in one room. Have to move one behind the other because there is no room. • We need a solution because we cannot wait four years. • The County and the State are together and they should provide the permits sooner and not wait so long for those permits. Together and united we can do things faster. • Children are suffering. They want to know when they are going to have a house. It is not safe and healthy for them. • The consequences are bringing us thoughts that we shouldn't be thinking. We are all affected mentally and emotionally because we do not have a quiet place. • Because of the scarcity of housing, it is very expensive. Need a solution for the rent to control it, sooner if Council can take care of that now. We cannot pay more for rent. • Farmworkers need affordable housing and to live with dignity and respect.

	● Housing is a right. ● Housing does not have to be luxurious, but it needs to be safe and warm and dry, and it has to be affordable for those who live in our community. ● Prioritize housing in actions for the next year - low income and very low income housing. ● This housing is needed throughout the entire coastside from Pacifica to Pescadero; Half Moon Bay needs to work with State and San Mateo County because housing is needed in the City and in the unincorporated areas. ● All housing types need to be considered; eg. HIP Housing, ADUs, etc. ● If individuals, by choice, can be housed outside Half Moon Bay it would open up more opportunities in the City limits. ● The City has influence over other jurisdictions (e.g. the unincorporated area) and does have control within its own boundaries. ● Can ensure that the rights of renters are protected. Displacement of renters increases the risk of more unhoused. ● We need to have the courage - even if it affects our own lifestyles - so that other people can be housed. ● Unless we provide housing for those that provide essential services, we risk losing them (e.g. teachers, farmworkers, service workers, etc.); which would impact all Coastside residents. ● Wants to lend support for whatever is needed to encourage affordable housing. Understands that there are many restrictions and long permit processes; thus implores City Council to do whatever they can within their control to prioritize this need and coordinate with other agencies (San Mateo County, Coastal Commission) for building new housing, protecting housing we already have and providing the controls necessary so people can remain housed. ● There are more people in Half Moon Bay that need better housing (e.g. family of 5 with one room and one bathroom for many years) but the rents are high and cannot find a bigger place. ● With the houses a lot of families would be happy and in much better condition. ● It is stressful to have to keep worrying about losing housing. The stress of looking for another place is very big. The children also get stressed. ● It is hard when a little kid asks, "why are we living like this?" It is hard because they are not in a home. ● There are more than 1,000 people/families that need houses. There is a way that the County or the City can use some of the empty parcels where they can build mobile houses. If the City or the County can use land that belongs to the City. Why not mobile homes instead of the money just going to one owner. We would
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	have a place to live. We don't need all the housing to be mobile, but need it to be stable. • There are 264 empty houses and there is an entire community that needs 1,000 living places. It is easier for the owners to rent for \$150/night and will receive more money than if rent as an apartment. • An apartment in a duplex (two bedrooms and bathroom is \$3800 per month). It would be so sad if somebody comes with money and the City is moved by money to build a hotel. • The children that are young will be teenagers by the time the housing is built. • My question is if the City has the power to give the permits. Does not understand why it will take four years. How long can we wait to start building houses? Why is there trouble with the permits? • This is a country, not a third world country, we can build a building in a snap, in weeks (e.g. South San Francisco). • We are not swimming in money. But we are a focus of the community for what happened and the Governor came here and said would help us. Let's find a way to knock at the doors to make it possible. We will help knock at the doors. We are here to fight for it. • On highway 280 there are many new homes that are finished. How did those places manage that? Many places, drive 580, there are many - plenty - why there they can and why here it is so hard? • The County wants this place to stay small without so many stores or malls? Why other places, yes, but not here? • Is there any limit yearly for the construction? How many can be done in one year and what type of buildings? What is being considered to provide a permit for a lot that does not harm nature and has all the basic services such as sewer and water? • Years ago proposed more apartments in Moss Beach and was only one exit. They were built elsewhere. • There is a concern that if build more housing that there will be more people; but the fact is that people are already here. •
Sustainability	• Limiting the choice of which energy sources is utterly un-American. Thinks they know what people want without even asking. • Council's focus on eliminating natural gas supply in the City should be canceled. • Can you imagine how much the rent will go up if the owners are forced to change the gas powered appliances to electricity. How many blackouts will be here? • Question about closing the gas supply, what is the timeframe? ○ (Council's: response is that renewable energy will come, and it will take 10-20 years.)

	• Our town for the moment is not advanced enough to make a drastic change because it will require a lot of money, labor, funds, etc. It is not a minor project. Will be sad to have an unsustainable city when we need places for the people to live while we are here. • Majority of Latinos rent. When have to change to electricity, the owner of the house will ask us to leave while they change the power.
Emergency Prep / Public Safety	• Very sad things have happened with storms, access, and shooting and has been a very sad time in the community. • Some days, parents do not see their own children because they have to work so much to pay the rent and buy food. • Concerned about personal safety of children and shooting violence. And the children are innocent. • Response from the authorities the day the shooting happened; the notice to the schools came too late. Those minutes late, a lot of damage could have happened during those minutes. Not the right communication with the Sheriff and the school district. It is very concerning. The response came too late and there is no security there. • There was a lot of false information on the day of the shooting (e.g. that there were two shooters); it was going from mouth to mouth and you don't know what to do or think. There were a lot of people walking on the streets, including children, who did not know what was happening. Who is going to prepare us and who is the person in charge for the social safety? Who put them in their position? They are employees of the City in a way and they are not doing enough. We are not ready for an earthquake or tsunami; we had two weeks of rain and didn't see any coordinated reaction for that. Imagine what would happen if we had a full month of rain. The stream overflowed; those in charge of cleaning the creeks, maybe they couldn't make it happen faster or didn't do the whole job. We are less ready for an earthquake or tsunami. • If go by Hatch, the kids are playing there and can see them. At 5:00 for the childcare, on the day of the shooting, we were working, and suddenly there was no alarm. Wanted to go to ALAS to dance, but had received a text about the shooting. And decided to pick up the child. But there was no alarm. And the kids were in the daycare. And worried that the shooter was going to go by where the children were at the bus stop. Very high stress and trauma for everyone. We don't want our community to go through the same thing that happened in Texas. Kids are in the open air at Hatch and can get into this school where the small kids attend. We need to take care of social safety. • If a person wants to do any damage, could get in easily because there is not even a fence and could get in very easily. • But there is concern if there is a tsunami and the traffic how will

	people get out of town? • Economy and technology are advancing. Now talking about AI. But the roads are terrible; eg. Highway 92.
Recreation / City Facilities	• • •
Other	• The City Council abusing the power invested in them, instead of taking care of constituents. • Did not come to America to submit to arbitrary dictatorship; with City Council wishing to take away liberty of choice. • Council does not tell the people what to do. It is not China, Russia, Venezuela. • People are suffering from psychological violence. It is a type of violence. It is worrisome that are living like they did in the 3rd world country. • When there is a dialogue like this, there is not a dictatorship. • We are a lot of mothers and fathers and just living. The point is to live well in our community. Half Moon Bay is so beautiful. • Concerned that other places think Half Moon Bay is not safe now. • Essential workers and farmworkers are to be respected. Wants to be part of the record so know that there are people are in support. • Have lived here many years and have tried to integrate with the laws and the rules. The IRS and the State take money, but they don't ask us. With a car, we pay registration, insurance. The bills, light, electricity, water, went up this year and they did not ask us. They see us in that way when they want to recover funds. Our values are not that high. We work, we collaborate, and we spend here. Does not see the need to have to work double to get a just living. It is hard. • Can the website be translated into Spanish? This would provide more accessibility. And if ask questions, can they translate into Spanish. If we have more knowledge and include our language, we can participate. • There are many parks for dogs, and a trail by the beach. Putting many resources there; but the main highway, Highway 1, is broken. • Some of us are afraid to talk because we are embarrassed or ashamed because we all have the same needs and we don't know how to say it. We are fighting for something good for our families. They represent many other families and appreciate Council and hope to continue to those concrete goals.
Community Services / Education	• People are not making enough money to survive in this town. • There are a lot of Latinos here. There are many friends from Mexico, Venezuela, Ecuador, (Central and South American

	countries..). • There are many people from other countries. • Places where one's whole salary is needed for basic needs (e.g. toilet paper). • People have rights. • City has been traumatized. City is doing a good job supporting mental health and want to keep prioritizing this. Knows that there are great projects going on such as CARES, and wants to thank the City for keeping the safety and welcoming being of the community as a top priority. • Works in all of San Mateo County and has not seen this much organization in other cities for the help that we have received. • Has seen the need that the service workers have in this community. • Offered fliers in Spanish to protect against COVID in Half Moon Bay, even if you don't have medical insurance. Paxlovid is available. COVID is still with us. The COVID tests are still good, even if expired per date on the box.
Economic Development / Downtown	• The housing will help support the economy such as the hotels; needs to be done in harmony. • •
Traffic / Transportation	• People who live here walk on the weekend, do not drive because of the visitor traffic. •

City Council Listening Session #3 - March 2, 2023

69 attendees

Topic / Category	Notes
Affordable Housing	Affordable Housing Support: +++++++ • Older adults need affordable housing. Older and/or disabled adults are affected by high housing costs; need housing for this growing population; consider aging and equity as a lens for housing needs. • Older adults are vulnerable to becoming homeless. • Housing is necessary for community resilience. We are compelled to act to assist the unhoused and help them acquire permanent housing. • Slow displacement for just cause. Preserve low income housing. Work with nonprofits to provide much needed housing. • Require building permit application before eviction. • STR regulations should protect housing stock. • 25% of RHNA can be addressed with conversions to affordable housing. • Protection, preservation, and production should be the priorities of our housing element. • Work with nonprofits to create affordable housing. • CA is in a death spiral because of housing costs. • Affordable housing is really complex and encourages the City Council to work with the State, etc. to build multi-family housing Downtown with good access to services. • Housing crisis is in America, not just here. But we are the reason; we created this housing shortage, here, and over the hill, and suburbs. It was done in the name of reptiles and traffic. But the people are already here. The reason there aren't enough houses is because we don't want them living next to us. • Housing not getting built has been going on for 40 years. • In the past, people could afford a house with a basic income without a college education. That cannot ever happen here. It cannot happen because we did it. • Farmworker housing living conditions are the priority; if there is money we can spend to make sure that never happens again would let go of other wants. • Great to have a homeless shelter in Half Moon Bay. • Wants to see affordable housing addressed. • Youth of the coastside, children of farmworkers, are traumatized and suffer due to poor housing conditions and lack of housing. • There is a huge need for affordable housing in Half Moon Bay and we are asking for "Just Living." Looking forward to the support of

	the community and not having pitfalls going forward and a way of living a life with dignity. Knows that with all of us united, we can do this. ● Moonridge road conditions over there are horrible. There is a lot of trash, dirt, some people walking slip and fall and have to avoid obstacles so they won't fall. Don't forget about us in the Latino community over there. ● Reiterates the low income housing is an urgent priority. ● Need to start on all the puzzle pieces to work on housing; need more than 1,000 units.
Sustainability	● Sustainability efforts are repressive and expensive. Revoke the electrification ordinance. ● Gas is too expensive. ● San Mateo County Office of Sustainability is an example of tyranny. City of HMB was first to succumb via the electrification ordinance while PG&E continues to have power outages. (takes away freedom of choice) ● Proud of climate initiatives.
Emergency Prep / Public Safety	● Older adults need to be protected from disasters and climate change caused conditions.
Recreation / City Facilities	● Pool support: ++++++ ● Supports the new swimming pool at the high school. We don't have funds for it now; but can start planning for it now. ● Commends various agencies regarding collaboration for the library and the gym. The swimming pool concept should be on the list. ● Need a swimming pool on the coast. ● Need pool for rehabilitation. ● There are a lot of stakeholders for a new pool; believes this needs to be more than one pool - high school; mavericks, seniors. Wants a roofed pool. ● The high school pool is in poor condition and is frequently not usable. Other schools have incredible facilities. There has to be a way that could have a larger facility with two pools to accommodate a lot more health activity. ● The imperative for a pool: swimming is a sport, but also a lifelong and life saving activity; it is important for elderly; cited CDC stats about unintentional drowning (10 deaths per day; 20 injured). ● 58% Hispanics and 70% blacks have little or no swimming ability

	which limits opportunities. • Wants city to commit people to work with County and CUSD to find creative ways to solve the problem of funding a pool. • Now the HMB hs kids have to go to another pool to practice. • Opportunity for older adults to do water therapy would be an excellent addition to the Coastside services. Encourages City to partner with SMC. • Small town really needs a swimming pool which brings opportunity. • Swimming is a lifelong sport. Many people don't have the opportunity to learn to swim; and swimming is sometimes the only thing people can do after injuries is swim. • HMB HS students want to do well and need to find other pools; they also cannot practice diving. The other sports are well served; e.g. baseball field, tennis, etc. • Have a need for two pools. It seems like there are not many swimmers, but this is because there is not much swimming time allowed. Build it and they will come. • Need more youth recreation. Boys and Girls Club wants to be part of the partnership to support this. • Believes that this community has the resources, creativity, coming together to build a pool (like the things we have now; e.g. library). • Keep pool in our vision. • When there is a will there is a way. • The current situation requires swimming at odd times and challenges ability to use the pool. • On the peninsula there are YMCA and Jewish Community Center swimming opportunities. • Students want the community pool. Pool access provides opportunities for students. The HMB HS times don't count because the facility does not conform to requirements. • Water polo players never get home court advantage. • There is passion in the swimming and water polo community. • The community has doers. • Reopening the pool after COVID shut down helped people. • There are not a lot of places for young people to hangout. Don't have mall, movie theater, and beach doesn't work when cold or after dark; a pool would provide a gathering place. • Water polo supports teamwork. • Concern about community children having an opportunity to have a good time and work together with a pool. • Pool is important for student athletes. • Aquatic complex, two pools, etc. can be done. • Learning how to swim in the ocean and pool; and teaching children and parents how to swim is very important here. • Appreciate Half Moon Bay pool, but wish it was a lot better and it could be a great resource for the community. • Swimming culture and importance for life safety on the Coastside
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	are significant. • For students and teammates, would be so nice to have own home game. • Have to dive off the block and take care to not hit heads, worry about how cold it is and don't have showers. Pool is not safe. • Make pool better for next generation of swimmers. • Freshman need pool for PE. It is dangerous. • In other communities, there are community pools which open up the world for people. An aquatic center with two pools would provide water safety, learn to swim, etc. • Can have a collaborative process around getting a new pool. • Need pool for adults to swim and indoor showers; it would encourage more participation in swimming • Consider a study around the pool to get tangible numbers ○ & Economic benefit that comes with the pool
Other	• Hold politicians accountable for their tyranny • Mushroom Farm was a labor camp. • Proud of HMB: library, Coast House etc. • No mall/movie theater/ options for youth entertainment/socialization • Collaborations are really important for this community.
Community Services / Education	• Senior Coastsiders- Thanks to the City for monetary support. In 2030 25% will be senior citizens. Please keep aging and equity in mind with all policies and plans moving forward. Ensure supporting older coastsiders in top of mind, continue/increase support of local nonprofits. Ensure seniors are considered with internet, technology, and services so no one is left behind. Support: + • More options for all ages to come together, not just the AARP Age-Friendly Task Force.. • Boys and Girls Club: Thanks to the city- specifically: Julissa and Karen's current work, Matthew and Eddie, Colleen and Jessica. Encourages the city to continue to partner with Boys and Girls Club for partnerships that align with their mission. CFSA Grants are so appreciated. ○ Co-President of Boys and Girls Club of the Coastside thanks staff and mentions "urgent needs". Children are the urgent need. Do not lose sight of that, do not forget the youth and don't forget the Boys and Girls Club is here to support them. ○ Boys and Girls Club Board Member thanks the community for working together and creating partnerships to get things done/ keep things moving forward.

Economic Development / Downtown	• The pool will benefit our local economy. Multi-day events bring people to stay, eat, shop and recreate while in HMB.
Traffic / Transportation	• Worried about e-bike speed on coastal trails, some sort of enforcement? • Continue trail from Sea Haven into the City; maybe have e-bikes use this trail vs coastal trail. • Road to Moonridge is in terrible condition and needs work from either the County or City. Prioritize this area.



City Council Listening Sessions - 2023

April 13, 2023, 9:58 AM

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ii.	Individual statements	3

City Council Listening Sessions - 2023

Your comments, concerns, and ideas about the City's priorities are important! Please use the space below to offer your input on City priorities for the upcoming fiscal year.

Summary Of Statements

As of April 13, 2023, 9:58 AM, this forum had:

Attendees:	143
Statements:	21
Hours of Public Comment:	1.1

Topic Start

January 19, 2023, 3:30 PM

Topic End

April 13, 2023, 9:58 AM

City Council Listening Sessions - 2023

Your comments, concerns, and ideas about the City's priorities are important! Please use the space below to offer your input on City priorities for the upcoming fiscal year.

Individual Statements

Name not available

January 21, 2023, 10:23 AM

I would like to see Trader Joe's or Whole Foods here. I'd like a See's Candy store; I wonder why stores open and close at odd times, so it's hard to know even with limited resources what is available. I'd like an improved highway 92 or alternate road besides this dangerous one and the other dangerous highway 1 north. We are trapped in HMB!. I'd like store owners to show friendliness to customers; often it feels like they are doing me a "favor." I've had rude encounters over the 11 years I've lived here; even when I donated my time to help a few store owners during the pumping festival, they can't seem to remember my name or say hello, even when I shop in their store time and again. HMB is beautiful because of nature. That said, I am unable to feel any real community here. Unless you live in a senior compound which is depressing, or you are a young family with neighborhood connections because of your children, it is an isolated town and experience for me. I've lived in beach towns in Southern California all my life and they have been welcoming, vital with services, with co-mingling of age groups and very happy people. I find HMB elitist or an enclave of minorities. I am glad I moved here for the natural beauty but am eager to find a more hospitable community. I definitely want to live where there are more than two less than mediocre drug stores and a toxic Safeway as the alternative to New Leaf, which is the only high end market in town and a rip off! Good business and restaurants have closed leaving only tourist goods and prices. I would never recommend anyone move to this isolated and limited experience. HMB needs more competition and it would not be so vacuous in what it provides its citizens.

Name not available

January 29, 2023, 7:10 AM

Half Moon Bay needs a pool to bring this community together and provide a safe and secure swimming opportunity to its residents. Children and families need a safe place to practice swimming that isn't expensive like La Letite Baleen. The prices have skyrocketed, and middle class families struggle with the year round costs, let alone

those families who struggle to make ends meet. We are dooming them to be unable to swim while they live right next to the ocean. So many low income students I teach cannot swim, yet they live next to an ocean with rip tides and sneaker waves. We are failing this population in preparing them for what's out there. It's our responsibility to bring a safe option for swimming and learning water safety in our area that's can be accessible and open to the whole public.

Indoor pool would be ideal, but obviously we'll take what we can get!

Name not available

January 30, 2023, 10:57 AM

I really think that Half Moon Bay needs better pool facilities and more accessible swimming lessons. For a coastal community with dangerous waves, we have a surprising lack of swimming facilities. There are very limited options for children to take swimming lessons, and La Petite Baleen is quite expensive for lower income families. I think a city-run facility would be a huge benefit to the community. A lot of people would love to see a larger, more accessible pool complex at the high school.

I would also love to see a traffic light installed at Hwy 1 and Roosevelt Blvd. I live on Roosevelt, and am always scared to turn left out of my neighborhood to go North. Rocket farms has increased car and truck traffic coming out of the opposing driveway and it has made the intersection even more dangerous and confusing. It needs a light before someone gets killed.

Thank you!

Name not available

January 30, 2023, 4:40 PM

Regarding HMB Swimming Pool
1/30/2023

To Whom it May Concern,

I was recently invited to a Listening Session to discuss (among other things) the need for better swimming facilities for the HMB community. For the record, I'm

City Council Listening Sessions - 2023

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wholeheartedly supportive of the aquatic center effort, however what concerns me is the choice of process.

The invitation requested that people attend the sessions and be prepared to articulate what type of pool "they want". I have also seen well-meaning equity advocates trying to drive guilt-based action with a message paraphrased as "low income students should have an inexpensive place where they can learn to swim because they live near the ocean".

As a lifelong management consultant, with a Doctorate in Business, I know from experience that asking individuals "what do you want" or "what do you feel the group is entitled to" is rarely a successful approach that drives progress, cohesion and alignment. This is because, unless you are an avid follower of swimming pool innovation, what you "want" is restricted by your frame of knowledge/experience. One's "wants" are generally influenced by memories of nice pools at other facilities, pictures seen in online forums, magazines etc.

The methodology that you may wish to consider is conducting a bi-lingual community survey that asks activity- and user-based questions such as:
"How do you currently use a swimming pool?"
"If not a pool user, do you aspire to be?"
"What pool-specific aquatic activities do you currently participate in?"
"What types of aquatic activities do you wish you/your household could undertake in the future?" etc.

Then - gather the data, analyze the findings, stack rank the responses and commission an expert pool and landscape architect to come up with a budgetary range of design concepts that addresses the majority of the documented activity needs and aspirations.

This data-driven approach removes divergent, squeaky wheel inter-community bickering, as you can point to the survey data and defend the choices. Responding on behalf of self/household is key, versus signaling on behalf of a group. Representing only the first person party/household ensures that resources are not expended on the hypothetical.

My \$0.02. Good luck with the meeting.

Dr. Mia Nease (resident at Frenchman's Creek, Swimmer, Ironman Finisher)

Name not available

February 1, 2023, 10:54 AM

The Half Moon Bay coastline is eroding. The beachhead where is regularly walk along Surfers, Roosevelt, and Dunes beaches is retreating. In time, our children's lifetimes, homes will be threatened. What is the City's plan to safeguard the community.

Linda Goldstein

February 8, 2023, 9:26 AM

Housing for low income people needed and needs to be fast tracked for the Farm Workers on the south coast and Half Moon Bay. Linda Goldstein, Coastside Faith in Action

Marin Holt

February 14, 2023, 10:55 AM

Now more than ever, providing a safe bike and pedestrian path from the south end of Half Moon Bay to Moonridge is critical to creating transportation equity and access for the many farmworkers and low-income residents who live South of the city. A trail extension past Cameron's would connect families and senior citizens who live in the communities of Ocean Colony and Cañada Cove, in addition to allowing families bike/pedestrian access to preschools such as Holy Family and CCDC. It would provide a safe alternative for approximately 20% of Half Moon Bay's school age population attending Sea Crest and Cabrillo Unified schools. In sum, this trail extension would provide a healthy, car-free alternative to thousands of Half Moon Bay residents which will lead to safer access, fewer vehicle miles traveled, and reduced traffic congestion and air pollution.

Our coalition believes that infrastructure projects such as the East Side Parallel South trail are the next necessary step in providing safe bike and pedestrian options for the most vulnerable members of our community. After being denied funding at the state level and regional levels, we now suggest that the city of Half Moon Bay seek funding for this project at the county level through the use of Measure K funds.

We join together in our support of this project with a

City Council Listening Sessions - 2023

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coalition of stakeholders; including Ayudando Latinos a Soñar, Coastside Families Taking Action, Abundant Grace Coastside Worker, Cabrillo Unified School District, Safe Routes to School and other school and community leaders who strongly believe that having a safe bike and pedestrian transportation route connecting the entirety of our community should be of the utmost priority for the city of Half Moon Bay. We hope we can rely on the city to prioritize its search for funding of this project in the upcoming year.

Thank you -

Marin Holt, Founder, Coastside on Bikes
Ric Barker, Executive Director, Coastside Mountain Bikers
Dr. Belinda Hernandez Arriaga, EdD, LCSW
Executive Director/Founder, Ayudando Latinos A Soñar
Eric DeBode, Executive Director, Abundant Grace Coastside Worker
Sean McPhetridge, Ed.D., Superintendent, Cabrillo Unified School District
Sophia Layne, Cabrillo Unified School District Board Vice President
Carlene Foldenauer, Safe Routes to School Coordinator, Cabrillo Unified School District
Michelle Dragony, Chief Buzz Officer, Coastside Buzz
Rick Hernandez, HMB Planning Commission Vice Chair
Sue Ross, Holy Family Children's Center Director
Lauren Miller, Head of School, Sea Crest School
Membership, Coastside Families Taking Action

Ann Mori

February 25, 2023, 2:04 PM

More attention needs to be given to "recreational opportunities /facilities " for citizens.

Community basketball courts, tennis courts, lawns and tables for picnics, children's' playground and a community SWIMMING POOL.

Carlene Foldenauer

February 28, 2023, 2:24 PM

As the Safe Routes to School Coordinator for Cabrillo Unified School District (CUSD), I request that the City prioritize continuous and safe routes to our schools. This includes ensuring that our most vulnerable communities, like the Moonridge community that is isolated and three miles from town and schools, have safe pedestrian and bicycle infrastructure to access schools, grocery stores, downtown shops, parks, and other neighborhood amenities.

Prioritize infrastructure that is safe for all users, including pedestrians and bicyclists. Continue to develop a strong working relationship with Caltrans to provide safety at key intersections and crossings along Hwy 1 and 92, specifically at Kelly Avenue and Highway 1 which is heavily used by CUSD students and continues to be a safety concern for the community. Plan infrastructure that minimizes interaction between vehicles and pedestrians/bicyclists. When making plans and applying for grant projects, include continuous routes directly to our schools (e.g., eastside Hwy 1 trail to include a pathway along North Main Street directly to the Half Moon Bay High School pathway).

Thanks in advance for prioritizing our vulnerable community members - children, elderly, farmworkers...

Name not available

March 1, 2023, 10:50 AM

My family and I will be attending the March 2 listening session to express our desire for a new pool in the HMB community. It is absolutely imperative that we offer a pool for our young children to learn to swim, for our athletes to be able to compete at a level comparative to their peers on the Peninsula, and for our adult population to have options for healthy low impact aerobic practice. Our community has a beautiful basketball facility, a baseball facility, a soccer facility, a football facility, tennis courts, why not a community pool??? It is time to make this a priority.

Name not available

March 4, 2023, 4:43 AM

City Council Listening Sessions - 2023

Your comments, concerns, and ideas about the City's priorities are important! Please use the space below to offer your input on City priorities for the upcoming fiscal year.

Can we place amber alert/ traffic conditions on 92 ???

Name not available

March 9, 2023, 10:49 PM

The events of the last few months have brought to life the deplorable living conditions of many of our farm and essential workers. Please make this the year that we create concrete action toward t affordable housing. We can't in good conscience continue to turn a blind eye to these living and working conditions..

Name not available

March 10, 2023, 11:17 PM

HMB has unaddressed safety issues. We need officers regularly patrolling neighborhoods and business sectors and a response time way under 15 minutes. Sheriffs arrive too late to catch anyone. Theft is rampant. Traffic is unmonitored.

Please install cameras in the Safeway and New Leaf parking lots. Install more traffic lights on highway 1 to increase safety by slowing traffic. Increase law enforcement.

Name not available

March 27, 2023, 8:58 PM

Please prioritize the Frenchmen's Creek to Spindrift Eastside Parallel Trail. This will greatly improve public safety for pedestrians and bicyclists. Allowing the families in Sea Haven access to a safe path to the ocean will improve quality of life. It also could reduce cars on the road. Completing this path will be life changing for our family and for the many others in Sea Haven who deserve access to a safe path for pedestrians and cyclists to access the coastal trail. Thank you.

Name not available

March 31, 2023, 11:53 AM

As you're setting priorities on April 19th, please don't

forget the listening session where 75+ community members came to Ted Adcock in person to speak in favor of building a new pool. Our local athletes need a pool, our elders need a pool, and it was clear during the meeting that the community is behind a build. Please make sure a pool makes it onto your schedule of priorities.

Name not available

April 9, 2023, 9:39 PM

I've heard about the Skyway and I love the idea! Can the City at least look into it? 92 has been such a mess this season, we need to look into solutions that other cities and countries have used successfully

Name not available

April 10, 2023, 11:23 AM

I've heard about the Skyway cable car proposal and I love the idea! It seems like a no brainer for tourists with suitable public transportation support on the coast. Can the City at least look into it?

Name not available

April 11, 2023, 5:28 PM

I have multiple requests.

1. Remove the winding curves on Highway 92 between HMB and 280. There was a proposed project to do this. Given the number of accidents on 92, the increased population on the coast, and the repeated falling trees and land slides this year, this project is needed more than ever. Can the curves be straightened out AND add a K-rail down the center?
2. Outlaw Short-Term rentals (STRs) of residential housing in our residential neighborhoods. We need to reduce STRs more than the city's current ordinance.

STRs in our neighborhoods is like installing hotels in our neighborhoods that are not zoned for businesses. The STRs bring disruptive guests who make noise and leave trash. Further, we have a shortage of housing, and short-term rentals reduce the number of rentals that are

City Council Listening Sessions - 2023

Your comments, concerns, and ideas about the City's priorities are important! Please use the space below to offer your input on City priorities for the upcoming fiscal year.

available. The state is requiring that all cities build more housing. Let's create more housing now by removing short-term rentals.

If we need STRs (for Coastal Commission rules), allow only room rentals when the owner/manager is also staying at the property. If we allow STR of an entire residential unit, create a new zoning area that allows STRs.

3. Enforce traffic rules: running red lights, blocking intersections, driving on shoulders to make right turns, and speeding.

4. Build more paths to the High School.

5. Get the homeless out of creek beds.

6. Fast track building housing for teachers, police, fire and farmers.

Name not available

April 13, 2023, 7:01 AM

The horrible traffic conditions due to tourism on the weekends and due to inclement weather really shine the light on how our coastal community needs another way out. I think it is very important to discuss another pathway to and from the coast. I really like the idea of the gondola and thinks this needs more discussion.
Sue Freeburg

Name not available

April 11, 2023, 8:41 PM

Really interested in the Gondola idea over 92, please consider as an alternative for this community. 92 needs a lot of help and our community deserves an alternative.

Name not available

April 11, 2023, 10:36 PM

I heard about Coast Skyway and love the idea!
It does appear that this would be a far less expensive alternative to any other way of eliminating congestion on 92 and Hwy 1.
This system, once completed, would not be an asset for the Coastside alone, but for all of Silicon Valley.
We have long needed to expand mass-transit options, which this would provide by connecting HMB to the 280 corridor and Caltrain, increasing use of corporate buses and park-and-ride carpooling to take cars off the road throughout the Bay Area.
In our climate crisis, an innovative zero-emission system would draw great attention to our region from all over the country, and spur similar projects elsewhere.

FY 2022-24 City Council Priorities Workplan Update

April 18, 2023

The City's Strategic Plan consists of the City Council Strategic Elements, the City Council Priorities, and the Capital Improvement Program. The Strategic Elements are high level objectives, including Fiscal Sustainability, Healthy Communities & Public Safety, Inclusive Governance, and Infrastructure & Environment. These elements provide a long-range vision for the City's future and a consistent focus for all the City's services and operations. The Council Priorities are key priorities that may change from year to year, as major projects and initiatives are completed, or in response to changes in the economy, regulatory environment, or major emergencies.

The City Council held a priority setting workshop on March 22nd, 2022, for the purpose of adopting priorities for the upcoming fiscal year. The workshop was attended by staff and the public, and the Council received updates on the prior year's priorities. At the conclusion of the workshop, the Council identified five priority areas for FY 2022-24 and beyond:

- Affordable Housing
- Public Health, Safety and Emergency Preparation
- Community Climate Resilience and Sustainability
- Economic Recovery and Development
- Transportation and Mobility

From the identified priorities a workplan was developed, which was approved by the Council on May 3, 2022. Below is a chart showing the progress of the identified activities in the workplan, as well as summaries of the current status and future plans under each priority.

City Council Strategic Priorities Status FY 2022-24				
Affordable Housing	Public Health, Safety and Emergency Preparation	Community and Climate Resilience and Sustainability ("Environmental Sustainability")	Economic Recovery and Development	Transportation, Circulation and Mobility
Housing Element Development	Age Friendly Initiative – collaboration with Senior Coastsiders	Climate Action and Adaptation Plan	Recovery Initiative Implementation	Bike/Ped Transport
LUP and Housing Element Implementation	Mental health for youth and families	Senate Bill 1383: Short-Lived Climate Pollutants	Downtown Improvements	Explore roundabout at Ruisseau Francais and Highway One
Potential Housing Sites - work to enable affordable housing development of publicly- and privately-owned properties (ongoing)	Emergency Preparedness	Explore recycled water options	Annexation Exploration - Miramar, 92 east of City limits, Moonridge	Weekend and Holiday traffic control
Short-term housing support (on-going)	Safety Element - General Plan Element required to be updated following Housing Element (Q3 2022-23)	Stormwater	Digital infrastructure	Transportation Demand Management
Affordable Housing Funding	Completed In progress/ on schedule Delayed Stopped / not pursuing			

Affordable Housing

1. Housing Element Development

The Housing Element was due January 31, 2023; with a grace period allowing for an additional 120 days before a certified element should be in place. Unfortunately, due to a number of unforeseen circumstances over the past year, including most recently the impacts of the winter storms and shooting incident, work has been delayed significantly. Staff have been very focused on completing the draft element, which will be available for public review in mid-April. A joint City Council/Planning Commission study session will be held on the evening of May 9, 2023, and the revised draft element will be provided to the California Department of Housing and Community Development (HCD) by the end of May. HCD will then have 90 days to provide comments to the City. Work on the Housing Element will continue through the remainder of this fiscal year and into the next, because the Housing Element requires environmental review (in progress) and will need to be revised according to HCD's guidance. Housing Element implementation will include zoning updates that will be coordinated with Local Coastal Land Use Plan implementation.

2. LUP and Housing Element Implementation

The City's Local Coastal Land-Use Plan (LUP) was adopted by the Council and certified by the California Coastal Commission in 2022, following an extensive multiyear process. With the housing element prepared and submitted to HCD in the next two months, the next step for each is implementation of the new and updated policies. This work is anticipated to begin in May, and will include a new zoning map, new zoning districts, updates to current zoning regulations, updates to current subdivision regulations, LUP and zoning clean-up, and CEQA coverage. Once this work is in its final form, the Planning Commission and City Council will hold public hearings, which are anticipated in mid-2024. This foundational work has already proven critical to moving affordable housing development in the City forward.

3. Potential Housing Sites

Work on this priority has been active throughout the year and continues to move forward. The 555 Kelly development plan is anticipated to result in 40+ units in the downtown for very low-income households of active and retired farmworkers within the next 4 years. Staff have been studying the feasibility of affordable housing on the City owned 880 Stone Pine site, as well as several other privately owned properties in Half Moon Bay. The school district is also actively developing plans for housing on one or more of its properties, to ensure its staff can remain living on the coast.

Following the tragic shooting in January and new revelations about farmworker housing conditions, the City Council formed an ad-hoc emergency housing committee, which is working closely with staff and the County to accelerate work on affordable housing development. Several types of housing are being considered at multiple sites, with a strategic shift toward mobile or manufactured homes. Work continues with State and federal representatives to help expedite housing development through legislative and funding support.

Staff is actively engaged in supporting several private property owners as they explore housing development opportunities on their properties and has recently participated in meetings with those proponents. These efforts span numerous sites throughout the City, including those identified in the forthcoming Housing Element.

This priority will continue to consume significant staff time and resources for the next several fiscal years. Our hope is that the effort will result in multiple projects that will provide a variety of housing types, at different income levels, that could ultimately improve the housing conditions of many of our essential service and farmworkers who make the Coastsides such a special place to live and visit.

4. Short-term Housing Support

Much of the work around short-term housing support has been focused on the displaced farmworker families following the January shootings. Collaboration with the County and local CBOs has led to exciting outcomes, and we hope successes will lead to more landlords engaging in providing housing opportunities for lower-income households on the coast.

Emergency housing funding provided by the City through multiple CBOs has been mostly exhausted, and staff will explore opportunities to extend additional affordable housing funds in the next fiscal year.

Plans for providing renter's rights and information sessions through collaboration with local CBOs and the County has been delayed due to the many challenges of the past year. Staff hopes to re-engage in these efforts in the first or second quarter of FY 2023-24.

5. Affordable Housing Funding

The City Council recently approved an agreement with NBS to perform necessary (nexus) studies that could ultimately lead to establishment of development impact fees on non-residential or market rate housing as a source of housing fund revenues, which, if implemented, is anticipated to be modest. Those studies are anticipated to be completed in the second quarter of FY 2023-24, and staff will then bring a recommendation to the Council. The "21 Elements" consortium, consisting of the 21 San Mateo County jurisdictions that work together on housing matters with housing consultants, is also including a "grand nexus study" in its two-year work plan. The nexus study could inform and/or expand the City's work with NBS or facilitate conversation regarding regional approaches to funding of affordable housing.

In early FY 2022-23, staff explored options and feasibility for a vacant house tax, which could encourage homeowners to rent vacant homes, adding them to our housing inventory, as well as generate additional revenues for the affordable housing fund. A question about support for such a tax was included in a community survey in the first quarter. This question derived little support from the community. The City's Short Term Rental (STR) Ordinance was recently conditionally certified by the Coastal Commission with City Council's strongly preferred primary residence requirements intact, potentially diminishing urgency for this type of tax in the future.

Public Health, Safety and Emergency Preparation

1. Age Friendly Initiative

The Age Friendly Community Coalition became the Age-Friendly HMB Coastsides (AFHMBC) team in 2022, with five (5) committees formed to tackle the work of the projects designated in the application to AARP. The group is actively working on projects including: improving how older adults receive communications and information about community support services and Coastsides events, including a reinstated senior page in the HMB Review; spearheading advocacy for more Coastsides healthcare resources and better transportation to medical appointments through the AFHMBC Healthcare Advocacy Committee; planning a Housing Seminar to provide education about local senior housing options; and working with

Coastside businesses to develop and implement an Age Friendly Business Training and Recognition Program.

AFHMBC is planning two events that will take place in the next few months - a competition in which local artists of all ages will be invited to submit work that represents what an age friendly community means to them, and a Senior Housing Resource.

In FY 2023-24, the above efforts will continue, as well as creation of an AFC Action Plan in accordance with the AARP Network of Age Friendly States and Communities.

2. Mental health for youth and families

The Crisis Assistance Response and Evaluation Services (CARES) program launched in March 2022, and recently celebrated one year of operation. The pilot will end with the fiscal year, and staff is preparing an RFQ for ongoing services in the future. The pilot has been successful and increased in size, hours and scope over the last year. Staff and El Centro have presented to numerous groups throughout the County, State and Country, and CARES is recognized as a model for small jurisdictions. Applied Survey Research was hired in Summer 2022 to provide program evaluation of the pilot, utilizing funding from Kaiser Foundation. They have collected data from the program as well as researched other programs, created quarterly visualizations of the data and will finalize their evaluation, report, recommendations, and toolkit in Summer 2023. Staff applied for a received notice of continued funding through the State's BHJIS program, which will provide \$150,000 in FY 2023-24. Staff is preparing a letter of intent for the AB118 CRISIS grant program, which could fully fund the program for the next 2.5 years, and staff continue to research additional funding options to continue the program.

Working with the Coastside Mental Health Workgroup, staff recruited 20 local participants who attended Mental Health First Aid (MHFA) training. Some expressed interest in participating in a "train the trainer" program if one was available, which would provide a pool of instructors to extend this important training throughout the community. The City will continue to work with the workgroup to develop a pilot program, with the ultimate goal of MHFA becoming a community led effort.

Through the CSFA grant program, the City has been able to support mental health services in partnership with ALAS, El Centro de Libertad, and the Boys and Girls Club of the Coastside, who serve adults and youth in multiple languages. The proposed CSFA program for FY 2023-24 will continue those efforts.

The City participated in the San Mateo County Mayors Mental Health Initiative in 2022 and plans to participate in 2023, including the May Mental Health Month (MHM) activities.

3. Emergency Preparedness

Due to staff changes and EOC activations, emergency-related planning work has faced some delays. In June, a former employee will be returning from active military service to serve as Management Analyst for Emergency Operations. Evacuation planning with the County is ongoing. The City is initiating work on the State mandated General Plan Safety Element. The State is set to issue new tsunami and wildfire maps which will have major implications on the Safety Element and evacuation planning. Staff anticipates completing final revisions, including "lessons learned" from recent activities, to the City Emergency Operations Plan and Emergency Communications Plan in early FY 2023-24.

Staff tabletop exercises were completed in the fall of 2022, and with actual activation of the Emergency Operations Center (EOC) on multiple occasions in the past year, staff were able to conduct real time

training. The lessons learned during these activations and follow-on actions are influencing future training exercises, ongoing improvements to emergency planning documents, and physical improvements to the EOC in FY 2023-24. The activations also gave City staff, first responder agencies, and community volunteers gave real-life experience working together responding emergencies, share successes, and identify gaps in communication and coordination that will be resolved through improved planning and policies.

The Coastsides Preparedness Day event is scheduled for June 10, 2023, and staff are actively planning in collaboration with the County Department of Emergency Management, and local first responder and emergency response agencies.

Several City staff have completed CERT training and we will continue to encourage and support local staff in participating in CERT training and events.

Due to staff changes, general staff CPR training has been delayed, although several staff have completed one-off training and certifications separately. We are working on scheduling the general training for staff in late FY 2022-23 or early 2023-24.

4. Safety Element

The City Council is scheduled to consider approving joining with eight other jurisdictions in San Mateo County, to prepare State mandated Safety Elements through a consolidated contract and collaborative approach. The Collaborative will address the legal requirements and share analysis and resources for greater efficiency in preparing individual Safety Elements. An MOU to officially join this Collaborative effort will be presented to the Council on April 18, and staff will participate in the process with a goal to complete the City's Safety Element by Q2 2026.

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

1. Climate Action and Adaptation Plan

The draft Climate Action Plan was published in Q4, delayed slightly due to staffing changes and staff capacity limitations. Outreach events have been occurring and are scheduled to continue during spring 2023, with a deadline for comments on May 12, 2023. Staff plans to make final revisions and bring the plan to council for adoption in summer 2023.

The RFP for the Climate Adaptation Plan consultant is expected to be released late-April, 2023, with drafting of the plan and community outreach planned for Q4 FY 2022-23 and Q1 FY 2023-24. Finalization of the plan is anticipated in by Q4 FY 2023-24.

2. Senate Bill 1383: Short-Lived Climate Pollutants

Work has been delayed due to staff changes and recent changes to procurement requirements (AB661). The draft Sustainable Purchasing and Practices Policy is expected to be brought before the Council in May 2023. The City executed an agreement with SMC Resource Conservation District for the Countywide Compost Broker Program earlier this year. Staff training on new procurement regulations took place in April 2023, with additional employee/contractor training to be scheduled for later this calendar year.

Staff is currently coordinating with the Chamber of Commerce on a mini-grants program to help businesses comply with new indoor container requirements, which will be launched early in Q2 of FY 2023-24. Republic Services is renewing their contract with their solid waste tracking system provider (Recyclist) and will provide city staff access and training in the summer of 2023. New solid waste legislation pamphlets for businesses and residential customers were created and distributed as part of the regular newsletter distribution in FY 2022-23 and will continue to be distributed multiple times per year. Staff is working with the San Mateo County Office of Sustainability on an agreement for a Countywide Compost Quality Education Campaign, which will be brought to the County Board of Supervisors in spring 2023 for approval. The Edible Food Recovery Program is also being led by the County.

3. Explore Recycled Water Options

The City Council agreed, in principle, to allow the Coastside County Water District (CCWD) to serve as the lead agency in studying recycled water in Half Moon Bay. Staff has continued to work with CCWD on this effort and anticipates the preparation of a formal MOU once plans have been developed. CCWD efforts have been slowed by critical water storage seismic projects and response to recent winter storm damage.

4. Stormwater

The City entered into an agreement with the County Office of Sustainability and the San Mateo Resource Conservation District for a pet waste education and outreach campaign, which is in progress. CCTV stormwater infrastructure testing has begun and will continue through 2027. An on-call geomorphology consultant has been hired and staff is preparing an RFP for a Storm Water Master Plan Update. Several projects related to specific waterways and watershed areas are in various stages of design and development. Some of these projects were delayed due to the recent winter storms while others are subject to grant/fund seeking efforts.

Economic Recovery and Development

1. Coastside Recovery Initiative Implementation

Many of the recommendations from the CRI report have begun, including discussions with the SMC Resource Conservation District (RCD) for Coastside lands network development, preliminary outreach with interested farm leaders in creating a working group to plan a regenerative agriculture forum, the selection of a design firm to begin work on Phase 1 of the Main Street Revitalization Project – the Downtown Streetscape Master Plan (launching in May 2023), updates and alignment of the CSFA grant program with CRI recommendations, the re-establishment of CSM services at a coast side location (anticipated in summer of 2023), and the creation of the Opportunity Center of the Coastside through the support of the County anticipated in summer 2023). Over \$6 million in public and private investment has been secured to implement these projects.

2. Downtown Improvements

Completed improvements in downtown Half Moon Bay include new lights and audio system at Mac Dutra Plaza in the summer 2022, the Pumpkin Festival 50th anniversary commemorative mural in fall 2022, the temporary installation of the Spirit of Life Bell in the City Hall parking lot in fall 2022, the

completion of the Seacrest School Mural at Mac Dutra Plaza in winter 2022, and the replacement of Main Street refuse cans with new, high-capacity multi-stream refuse containers in spring 2023.

The wayfinding signage CIP project has been shifted into the Main Street Revitalization Project which kicks off in May 2023. Additional projects and improvements in the downtown will be identified in the FY 2023-24 budget process, but currently include additional refuse container replacements on Main Street, the Carter Park improvement project, the Mac Dutra Restroom Remodel project, the Main Street Safety Improvement Project, and a potential new parklet in the City Hall parking lot.

3. Annexation Exploration - Miramar, 92 east of City limits, Moonridge

This project has been delayed due to other priorities and challenges finding a suitable consultant to help explore and educate the City the annexation process, including timelines, considerations, and potential impacts and challenges. In early 2023 staff met with a representative from the San Mateo County Local Agency Formation Commission (LAFCO) to gain their perspective and how the process will specifically work in San Mateo County. Staff continues to seek consultant support and anticipates providing Council with a report on information that has been gathered thus far in Q2 of FY 2023-24.

4. Digital infrastructure

Work on this project shifted with the announcement of the State's Middle Mile Initiative, which will bring open fiber infrastructure down highway 1 from Pacifica through the mid-Coast, into Half Moon Bay, and up 92, creating the redundant loop the seeking has been seeking, by 2025. City staff has supported the permitting efforts related to the project, which will be completed by Caltrans. Staff participates in State and regional convenings on the project and along with the County is advocating for an expedited timeline. Staff continues to evaluate funding, including grants, State and federal programs, and other opportunities and other partnerships to enhance and improve digital infrastructure on the Coast.

Staff is actively working with AT&T on development of a standard 5G agreement form, which can be replicated with other providers (Verizon, T-Mobile) to bring improved cell phone service to the Coast. AT&T has recently indicated that they have delayed implementation on the Coastside. Staff is continuing to advocate and work with AT&T and other providers to move forward with 5G implementation expeditiously.

Transportation, Circulation and Mobility

1. Bike/Ped Transport

Several important projects are moving forward including: the Highway 1 Safety North project, which will add a four way traffic signal and improvements at Terrace Ave and extend the multiple lanes and eastside parallel trail improvements to Spindrift Way (finalizing a PG&E easement for maintenance and waiting for final Caltrans approval); Eastside Parallel Trail - North Segment 4 project, which will connect the trail from the near completed County segment ending in Miramar to the existing trail that currently ends at Roosevelt Avenue (IS/MND in circulation, consultation with regulatory permitting agencies); Eastside Parallel Trail - North Segment 2 project, which will connect the existing trail segment that ends at Ruisseau Francais Avenue to the future segment that will end at Spindrift Way (\$2M earmark approved; waiting for next steps from Caltrans on funding availability to begin design work); Kelly avenue Crosswalks project (substantially complete, anticipate acceptance from Council in spring 2023); Poplar

Street Traffic Calming and Safety project (waiting for Caltrans approval of E-76; can go out to bid once that is obtained); and the Main Street Safety improvement project (construction contract awarded, work to commence in Q4 2022-23). The Council recently hosted a workshop on the use of eBikes and provided policy direction to staff which will be included in draft ordinance changes to be considered by the Council in summer 2023. Other work is ongoing and will continue into FY 2023-24 with the guidance of the Bicycle PAC, Parks and Recreation Commission, and other community stakeholders.

2. Explore roundabout at Ruisseau Francais and Highway One

Caltrans will require an analysis of intersection improvements and a roundabout option is generally one of the alternatives to be considered in conjunction with City design of bridging Frenchman's Creek for the Eastside Parallel Trail—North Segment 2.

3. Weekend and Holiday Traffic Control

This work was delayed due to assignment of a new Sheriff's captain to the City in fall 2022 and the election of a new Sheriff who took office in January 2023. Staff recently met with the Captain on planning for the 2023 summer beach impacts and traffic control and enforcement is part of that process.

4. Transportation Demand Management

The City hired a local CivicSpark Fellow focused on Transportation Demand Management (TDM) and transportation for eleven months starting in October 2022. The City received grant funding for Midcoastside TDM plan in conjunction with San Mateo County, with the kickoff meeting scheduled in May 2023. Staff is tracking the SamTrans Micromobility Pilot, the implementation date remains to be determined, although SamTrans will present on this project at a City Council meeting in summer 2023. Staff will make recommendations on adopting C/CAG policies into the City's Municipal Code by Q3 of FY 2023-24.

CAPITAL IMPROVEMENT PROGRAM UPDATE

FY 2022-24

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY23-24	TOTAL ALL FY	UNFUNDED
STORM WATER IMPROVEMENTS						
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ 150,000	\$ 150,000	\$ -
STORM WATER MASTER PLAN UPDATE	152	1011	\$ 12,000	\$ 300,000	\$ 312,000	\$ -
KEHOE/PILARCITOS OUTFALL REPAIR	152	1005	\$ 37,700	\$ 512,300	\$ 550,000	\$ 400,000
ROOSEVELT DITCH SPOT REPAIR	152	1006	\$ 8,000	\$ 500,000	\$ 508,000	\$ -
KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	1017	\$ -	\$ 100,000	\$ 100,000	\$ 8,400,000
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION	152	0608	\$ 200,000	\$ 200,000	\$ 400,000	\$ 1,790,000
TOTAL STORM WATER IMPROVEMENTS			\$ 57,700	\$ 1,562,300	\$ 1,620,000	\$ 8,800,000
ECONOMIC DEVELOPMENT IMPROVEMENTS						
CRI IMPLEMENTATION PROGRAM	151	1015	N/A	\$ 100,000	\$ 100,000	\$ 100,000
DOWNTOWN STREET CAN REPLACEMENT PROJECT	151	1010	\$ 12,000	\$ 108,000	\$ 120,000	\$ -
LCP AND HOUSING ELEMENT IMPLEMENTATION	151	1001	\$ 20,000	\$ 260,000	\$ 280,000	\$ -
555 KELLY AFFORDABLE HOUSING PROJECT	151	1012	\$ 15,500	\$ 114,500	\$ 130,000	\$ -
CLIMATE ACTION PLAN	151	1002	\$ 40,986	\$ -	\$ 40,986	\$ -
CLIMATE ADAPTATION PLAN	151	1002	\$ 58,619	\$ 218,000	\$ 276,619	\$ -
DOWNTOWN STREETScape MASTER PLAN	151	1024	\$ -	\$ 250,000	\$ 250,000	\$ 14,500,000
TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS			\$ 152,105	\$ 1,245,500	\$ 1,397,605	\$ 14,600,000

CAPITAL IMPROVEMENT PROGRAM UPDATE

FY 2022-24

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY23-24	TOTAL ALL FY	UNFUNDED
OPERATIONAL IMPROVEMENTS						
IT REPLACEMENT PROGRAM	151	1022	N/A	\$ 44,800	\$ 44,800	\$ -
FLEET REPLACEMENT PROGRAM	151	1016	N/A	\$ 50,000	\$ 50,000	\$ -
EQUIPMENT REPLACEMENT PROGRAM	151	1019	N/A	\$ 30,000	\$ 30,000	\$ -
PERMITTING SOFTWARE UPGRADE	151	TBD	\$ -	\$ 150,000	\$ 150,000	
TOTAL OPERATIONAL IMPROVEMENTS			\$ -	\$ 124,800	\$ 124,800	\$ -
PARKS IMPROVEMENTS						
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ 50,000	\$ 50,000	\$ -
CARTER PARK IMPROVEMENTS	125	0611	\$ 754,097	\$ 5,710,300	\$ 6,464,397	\$ 350,000
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	1023	\$ -	\$ 25,000	\$ 25,000	\$ -
MAC DUTRA RESTROOM REMODEL	125	1021	\$ -	\$ 50,000	\$ 50,000	\$ -
FRENCHMAN'S CREEK PARK IMPROVEMENTS	125	1013	\$ -	\$ 350,000	\$ 350,000	\$ -
MAGNOLIA PARK	125	1007	\$ 17,800	\$ 42,200	\$ 60,000	\$ 3,200,000
SMITH FIELD PARK IMPROVEMENT PROJECT	125	1008	\$ 84,100	\$ 115,900	\$ 200,000	\$ -
WAVECREST WATER MAIN PROJECT	125	9004	\$ -	\$ -	\$ -	
TOTAL PARKS			\$ 1,397,097	\$ 6,343,400	\$ 7,740,497	\$ 3,550,000

CAPITAL IMPROVEMENT PROGRAM UPDATE

FY 2022-24

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY23-24	TOTAL ALL FY	UNFUNDED
FACILITY IMPROVEMENTS						
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 50,000	\$ 50,000	\$ -
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 100,000	\$ 100,000	\$ -
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 150,000	\$ 150,000	\$ -
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ 100,000	\$ 100,000	\$ -
CORPORATE YARD IMPROVEMENTS	127	9023	\$ 465,000	\$ 2,964,619	\$ 3,429,619	\$ -
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 18,000	\$ 342,000	\$ 360,000	\$ -
HVAC AND ROOF REPAIRS	127	TBD	\$ -	\$ 100,000	\$ 100,000	\$ -
TOTAL FACILITY IMPROVEMENTS			\$ 465,000	\$ 3,706,619	\$ 3,829,619	\$ -
SEWER IMPROVEMENTS						
SEWER MAINTENANCE PROGRAM	202	0506	N/A	\$ 100,000	\$ 100,000	\$ -
INFLOW AND INFILTRATION PROGRAM	202	9028	N/A	\$ 75,000	\$ 75,000	\$ -
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	\$ 150,000	\$ 150,000	\$ -
PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507	N/A	\$ 50,000	\$ 50,000	\$ -
SANITARY SEWER MASTER PLAN	202	9024	\$ 37,500	\$ 199,500	\$ 237,000	\$ -
SAFEGWAY SEWER MAIN REPAIR	202	TBD	\$ -	\$ 275,000		\$ -
TOTAL SEWER IMPROVEMENTS			\$ 37,500	\$ 574,500	\$ 612,000	\$ -

CAPITAL IMPROVEMENT PROGRAM UPDATE

FY 2022-24

PROJECT TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)	FY23-24	TOTAL ALL FY	UNFUNDED
STREET IMPROVEMENTS						
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ 40,000	\$ 40,000	\$ -
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	\$ 500,000	\$ 500,000	\$ -
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 1,238,030	\$ 443,800	\$ 1,681,830	\$ -
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT	123	0593	\$ 113,531	\$ 114,400	\$ 227,931	\$ 2,798,000
MAIN STREET SAFETY IMPROVEMENT PROJECT	125	1009	\$ 55,000	\$ 1,148,500	\$ 1,203,500	\$ -
KELLY AVENUE CROSSWALKS	123	1018	\$ -	\$ 265,000	\$ 265,000	\$ -
TOTAL STREET IMPROVEMENTS			\$ 1,406,561	\$ 2,511,700	\$ 3,918,261	\$ 2,798,000
TRAIL IMPROVEMENTS						
BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615	N/A	\$ 50,000	\$ 50,000	\$ -
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	\$ 96,000	\$ 186,000	\$ 282,000	\$ 728,000
TOTAL TRAIL IMPROVEMENTS			\$ 96,000	\$ 362,000	\$ 458,000	\$ 728,000
TOTAL FY ALLOCATIONS			\$ 3,611,963	\$ 16,430,819	\$ 19,700,782	\$ 30,476,000

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Karen Decker, Economic and Community Vitality Manager
John Doughty, Assistant City Manager

TITLE: **DOWNTOWN STREETScape MASTER PLAN**

RECOMMENDATION:

That the City Council adopt a resolution:

- 1) Authorizing the City Manager to execute a professional services agreement with TDG Design Group (dba Toole Design) to prepare a Downtown Streetscape Master Plan in the amount of \$232,730; and
- 2) Authorizing the City Manager to negotiate and execute professional services agreements in an amount not to exceed \$100,000 for project management and other consultant services related to completion of the Downtown Streetscape Master Plan.

FISCAL IMPACT:

The Downtown Streetscape Master Plan is included as a funded project in the FY 2022-23 Capital Budget. All aspects of the current request are included in the Capital Budget, as amended on April 4, 2023, by the City Council.

STRATEGIC ELEMENT:

This recommendation supports all elements of the Strategic Plan.

BACKGROUND:

The Coastside Recovery Initiative (CRI) is a comprehensive economic recovery effort sponsored by the City of Half Moon Bay in partnership and collaboration with the Half Moon Bay Coastside Chamber of Commerce and San Mateo County. It launched in 2021 with the purpose of providing immediate relief to individuals and businesses impacted by COVID and positioning the Coastside economy for long-term resiliency.

Led by a diverse, multi-sector Recovery Task Force, CRI produced a set of strategic recommendations detailed in a public report, *Building a More Equitable, Vibrant and Resilient*

Coastside Economy. Since the release of the report in March 2022, more than \$6.5 million in public and private funding has been received to support implementation projects aligned with CRI recommendations. One of these projects includes a \$2.5 million investment from the San Mateo County Board of Supervisors to create the Opportunity Center of the Coastside that is modeled after a similar center in South San Francisco.

Additional successes include the return of higher education to the Coast and the new College of San Mateo facility that will offer classes and academic support services. The Chan Zuckerberg Initiative also made one of its largest grants to the Coastside to support farmworkers and regenerative agricultural practices and digital resilience for all Coastside residents.

Another important recommendation emanating from the CRI is to ensure we have vibrant commercial and community spaces. CRI task force members participating on Team Vibrant identified several business districts on the Coastside as not meeting their full potential of being vibrant places, including Main Street in downtown Half Moon Bay.

During walking tours, Team Vibrant members observed that aspects of Main Street's physical design could be improved to increase access and mobility and stimulate more economic activity. The City's downtown parks were also seen as needing design and access enhancements to realize more community and economic benefits. In response, the City Council included the Main Street Revitalization Project (project No. 1024) in the FY 2022-2023 to FY 2026-2027 Capital Improvement Program (CIP). The following is the project description contained in the CIP project page:

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

DISCUSSION:

As noted in the project description, the Main Street Revitalization Project is intended to result in transformation of the streetscape of Main Street from Higgins Canyon Road (on the south) to Highway 1 (on the north). Any project will require significant visioning, community engagement and ultimately significant capital funding. The City Council is being asked to authorize funding and professional services agreements addressing Phase 1 work. Phase 1 includes community visioning, engagement and concept design focused on the four central blocks of Main Street with consideration of streetscape design for the entire length of Main Street. This project will inevitably result in an expanded conversation regarding the historic downtown core as well.

The CIP initially included \$250,000 for the Master Plan (Phase 1). Upon further refinement of scope of work and formal solicitation, this amount was determined to be insufficient. The initial budget did not include funding for project management services or additional translation

services for outreach materials and meetings. On April 4, the City Council amended the CIP and Capital Budget to reallocate \$100,000 for those additional services.

Consultant Selection

The Request for Proposal (RFP) to identify qualified individuals and firms that could provide professional architectural design and community engagement services to support downtown revitalization and the development of a Downtown Streetscape Master Plan was released on December 12, 2022, and by January 16, 2023, the closing date, ten proposals had been received. The City utilized the expertise of staff, our economic development consultant, and community members to review the proposals and narrow the list to the top three. Those three proposals/firms were invited to participate in interviews with the President of the Downtown Association, a member of the City's Architectural Advisory Committee and the City's Economic and Community Vitality Manager.

There were several aspects of the RFP solicitation and review process that proved extremely beneficial, and that City staff hopes to replicate with similar projects in the future. The first was the RFP itself and the alignment of the downtown revitalization project with the City's broader economic development and strategic goals. The RFP also asked prospective firms to articulate their commitment to values of diversity, equity and inclusion. This question helped differentiate firms and stronger responses in this area resulted in firms with higher ratings. Finally, an interview team that was comprised of internal City staff along with members of the community (e.g., representatives from the Architectural Advisory Committee and downtown association) was extremely valuable to garner a multi-dimensional view of each firm's fit for this project and to ensure early buy in from key stakeholder groups.

Ultimately Toole Design, a woman-owned, Oakland-based firm that is a national expert in multimodal streetscape design was selected unanimously by the interview panel. The firm's passion is "creating and implementing thoughtfully designed streetscape environments and multimodal networks that are inviting for people of all ages and abilities." A highlight of Toole Design's proposal was around community engagement and their proposed visioning workshops (charettes) combined with interactive multimedia, live polling, and roundtable discussions to provide the opportunity for everyone, including Spanish speakers and other stakeholder groups to fully engage in planning for the future of Half Moon Bay. Toole Design is capable of providing hybrid opportunities for community outreach to assist those who may not be able to participate in-person.

Project Management

The Economic and Community Vitality Manager has served as the City's project manager with support of consultant, Erica Wood. The Assistant City Manager will be assuming lead project manager role for preparation of the Master Plan. While many City staff will be engaged in the project, the City lacks staff capacity to fully manage day-to-day work and coordinate outreach/engagement efforts in the community. Staff sought and received additional budget authority from the City Council to seek outside project management services. In addition, while Toole Design will be providing materials and some elements of outreach in Spanish, we

anticipate the need for additional translation assistance during the project. The City is currently soliciting assistance for contract project management. At this point, we are anticipating separation of those services with one individual/firm focused on community outreach and engagement coordination while the other is to focus on engineering and conceptual design aspects of the project. Staff seeks to expedite initiation of the project by obtaining City Council authorization to solicit and hire individuals/firms to meet these objectives.

Conclusion

By approving this recommendation, the City will be authorized to execute a professional service agreement to commence work on the Downtown Streetscape Master Plan through Toole Design. Project initiation is planned for May 1, 2023 with a goal of holding the first community charette in late September following summer vacation season. City staff believes Toole Design is well positioned to produce a Master Plan that will be foundational for a healthy, vibrant community and dynamic economy.

ATTACHMENT:

Resolution

Resolution No. C-2023-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENT WITH TDG DESIGN GROUP (DBA TOOLE DESIGN) AND AUTHORIZING THE CITY MANAGER TO SOLICIT AND EXECUTE AGREEMENTS TO SUPPORT PREPARATION AND DELIVERY OF THE DOWNTOWN STREETScape MASTER PLAN UNDER CAPITAL IMPROVEMENT PROJECT NO. 1024 (MAIN STREET REVITALIZATION PROJECT)

WHEREAS, The Coastside Recovery Initiative (CRI) is a comprehensive economic recovery effort sponsored by the City of Half Moon Bay in partnership and collaboration with the Half Moon Bay Coastside Chamber of Commerce and San Mateo County. It launched in 2021 with the purpose of providing immediate relief to individuals and businesses impacted by COVID and positioning the coastside economy for long-term resiliency; and

WHEREAS, CRI task force members participating on Team Vibrant identified several business districts on the Coastside as not meeting their full potential of being vibrant places, including Main Street in downtown Half Moon Bay; and

WHEREAS, in response to the recommendation, the City Council adopted a new project in the FY 2022-23 Capital Improvement Program entitled Main Street Revitalization Project; and

WHEREAS, the FY 2022-23 Capital Budget includes funding to initiate Phase 1 work on the Main Street Revitalization Project—The Downtown Streetscape Master Plan; and

WHEREAS, on December 12, 2022, a Request for Proposals (RFP) was issued seeking consultant services to prepare the Downtown Streetscape Master Plan; and

WHEREAS, the City received ten proposals by the closing date of the RFP; and

WHEREAS, the City conducted an extensive and inclusive review process of the ten proposals which included interested community stakeholders, consultants, and City staff; and

WHEREAS, following interviews with the top three proposals, the interview panel unanimously supported selection of Toole Design.

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

- 1) Authorizes the City Manager to execute a professional services agreement with TDG Design Group (dba Toole Design) to prepare a Downtown Streetscape Master Plan in the amount of \$232,730; and

- 2) Authorizes the City Manager to negotiate and execute professional services agreements in an amount not to exceed \$100,000 for project management and other consultant services related to completion of the Downtown Streetscape Master Plan.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 18th day of April 2023 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 Penrose, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: John Doughty, Assistant City Manager

TITLE: **GENERAL PLAN - SAFETY ELEMENT PREPARATION**

RECOMMENDATION:

That the City Council adopt a Resolution:

- 1) Authorizing and accepting the Memorandum of Understanding (MOU) between the City of Half Moon Bay and San Mateo County for participation in a Multi-Jurisdictional Safety Element Project from May 1, 2023, to May 1, 2026; and
- 2) Authorizing the Mayor to sign and the City Manager to attest to the MOU; and
- 3) Authorizing the City Manager to issue payments per the MOU which includes \$79,399 in the current and subsequent fiscal year; and
- 4) Committing to appropriating \$79,399 to the FY 2023-24 Capital Budget.

FISCAL IMPACT:

The Capital Improvement Program and FY 2022-23 Capital Budget were amended on April 4, 2023, to create a new Capital Project entitled "Safety Element". Under the proposed action, the City is obligated to fund one-half of its share of costs in FY 2022-23 and the remaining fifty percent by August 2023 (FY 2023-24). Total cost to the City under the collaborative process is \$158,798.

STRATEGIC ELEMENT:

This recommendation supports all Elements of the Strategic Plan.

BACKGROUND:

A safety element is a required component of a county or city's general plan, and recent changes to State law require local jurisdictions to update their safety elements. Specifically, the main components of a safety element update include:

1. Updated background information and mapping on hazardous conditions and evacuation concerns;

2. A vulnerability assessment that considers how climate change may affect natural hazards in the community, and the effects on populations and assets;
3. Amendments to goals, policies, objectives, and implementation measures, especially as they relate to climate change resiliency; and
4. Alignment of programs from other County planning documents and State resources.

In recent years, the complexity of safety elements has increased along with additional State requirements, more sophisticated mapping, and expanded community outreach based on higher levels of public interest in climate change and hazard planning. Assembly Bill (AB) 162 (2007) required updates to flood hazard information and policies and Senate Bill (SB) 1241 (2012) required updates to fire hazard information and policies. The largest change for safety elements was SB 379 (2015, amending Government Code Section 65302(g)) which requires cities and counties to include climate adaptation and resiliency information, policies, and implementation strategies in their safety elements. SB 379 passed in 2015, but provided cities and counties time to incorporate its requirements. Specifically, SB 379 required cities and counties to comply upon the next revision of a local hazard mitigation plan (LHMP) on or after January 1, 2017, or, if the local jurisdiction had not adopted a LHMP, beginning on or before January 1, 2022. Detailed guidance from the Governor's Office of Planning & Research and Office of Emergency Services to local governments on how to prepare vulnerability assessments was not available until July 2020. Most recently, SB 99 (2019) was passed, imposing requirements related to evacuations and wildfires, including a requirement to identify areas that do not have at least two emergency evacuation routes. While some organizations have recently completed a safety element, additional work may be necessary for full compliance with the subjects of climate change adaptation and evacuation planning.

In late 2021, a number of agencies in San Mateo County expressed interest in collaborating on an update of their respective safety elements. The cities, towns and County of San Mateo have a strong history of collaboration and resource sharing on housing related initiatives through the 21 Elements Project. In addition, all 21 jurisdictions in the county collaborated on a Multijurisdictional Local Hazard Mitigation Plan (MJLHMP) which was completed in December 2021 providing baseline information for the safety element updates.

The purpose of this project is to address these safety element legal requirements and to share analysis and resources for greater efficiency for the jurisdictions participating in this collaborative effort. This project will update the safety elements of the County of San Mateo and six participating San Mateo County municipalities (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, and San Bruno) to comply with latest requirements for safety elements, as described above and codified at Government Code 65302. The cities of Brisbane and Pacifica are also participating in a few tasks, like the vulnerability analysis, but are not requesting a complete safety element update.

DISCUSSION:

On September 6, 2022, the County Planning and Building Department released a Request for Proposals (RFP) for the Multijurisdictional Safety Element Project. The County received two proposals in response to the RFP. The evaluation and selection committee determined the proposal submitted by PlaceWorks to be the most suitable based on the overall criteria of project understanding, qualifications of the consulting team, relative project experience, project approach and methodology, and proposed cost. PlaceWorks has extensive experience with creating General Plans, Safety Elements, and local hazard mitigation plans throughout California. Recently, PlaceWorks completed safety elements, vulnerability assessments, and/or climate adaptation plans for Santa Barbara County (2022) and the following other Bay Area communities: City of San Mateo, Contra Costa County, Solano County, Orinda, Lafayette, Benicia, Dixon, Rio Vista, Suisun City, Vacaville, Vallejo, Santa Rosa, and Windsor. PlaceWorks also has experience supporting a multijurisdictional safety element process in Solano County.

The scope of work for this project includes thoughtful approaches to community engagement and equity. PlaceWorks has partnered with Climate Resilient Communities, a local nonprofit, to help lead engagement and outreach to community groups and hard to reach community members, and to provide equity reviews of work products. Climate Resilient Communities is a community-based organization dedicated to serving the underrepresented through empowering community voices to implement climate solutions that bring about unity and resilience.

Community Planning Collaborative (formerly Baird + Driskell Community Planning) has acted as the project manager for the Safety Element Collaborative Project through the Collaborative's initial formation and the RFP process, ensuring that the voice of each participating agency is heard, and their needs addressed. To date, Community Planning Collaborative acted as project manager through their role as lead consultant for the 21 Elements Project. 21 Elements was originally created to assist San Mateo County jurisdictions (20 cities and the county) with required Housing Element updates and has now expanded to assist with other General Plan element updates. Pursuant to Administrative Memorandum B-1, the Community Development Director executed an agreement with Community Planning Collaborative to continue to serve as Project Manager for the length of the Safety Element Collaborative Project, for a term of May 1, 2023 through May 1, 2026 and in an amount not to exceed \$92,400. Each participating agency is responsible for funding their portion of the agreement with Community Planning Collaborative. The City's portion of Community Planning Collaborative agreement is \$158,798.

Each participating agency will enter into a Memorandum of Understanding (MOU) with San Mateo County to participate in the Safety Element Collaborative (included as Exhibit A to the Resolution). The MOUs outline the services to be performed by the consultants and set forth the participating agency's contribution toward the costs of the consultant services. All participating jurisdictions will have a staff member representing their agency on a Collaborative Steering Committee. This committee will oversee the progress of the project and will provide input on the project direction/issues.

San Mateo County will serve as the fiscal agent for the Safety Element Collaborative. As fiscal agent, the County will enter into agreements with the designated consultants and will pay consultant invoices using deposits from all participating agencies.

Additional partners in the Safety Element Collaborative Project include the County Office of Sustainability and County Department of Emergency Management. A key stakeholder for this collaborative is OneShoreline, the San Mateo County Flood and Sea Level Rise Resiliency District. OneShoreline will be a valuable resource for collaboration/clarification/input on several aspects of this project.

HALF MOON BAY – TOTAL COST	
SAFETY ELEMENT CONSULTANT	
Placeworks Team	
Base Contract	\$121,857
Additional scope items (public meetings/technical support)	\$0
CEQA Contingency	\$12,821
General Contingency	\$12,186
<i>Subtotal</i>	\$146,863
PROJECT MANAGER	
Community Planning Collaborative – 21 Elements	
<i>Subtotal</i>	\$11,935
TOTAL COST	\$158,798

Conclusion

The Safety Element is a required General Plan element. Like the partner jurisdictions, the City's current Safety Element does not meet all current statutory requirements outlined in the Background section. The purpose of this effort is to modernize the element, consider emerging issues and comply with statutory requirements. The collaborative provides the City with a cost-effective means to produce a Safety Element taking advantage of economies of scale.

ATTACHMENTS:

1. Resolution
2. MOU with the County of San Mateo

RESOLUTION OF THE CITY COUNCIL OF HALF MOON BAY AUTHORIZING AND ACCEPTING A MEMORANDUM OF UNDERSTANDING FOR A MULTIJURISDICTIONAL SAFETY ELEMENT PROJECT WITH THE COUNTY OF SAN MATEO TO JOIN WITH THE MUNICIPALITIES OF ATHERTON, BELMONT, BURLINGAME, EAST PALO ALTO, HALF MOON BAY, SAN BRUNO, BRISBANE, AND PACIFICA, AUTHORIZING THE CITY MANAGER TO SIGN THE MOU AND ISSUE TWO PAYMENTS OF \$79,399 IN THE CURRENT AND FOLLOWING FISCAL YEAR AND COMMITTING TO APPROPRIATE \$79,399 IN THE FY 2023-24 CAPITAL BUDGET

WHEREAS, the cities, towns and County of San Mateo have a strong history of collaboration and resource sharing on various planning studies and initiatives, including a new initiative to participate in the Multijurisdictional Safety Element Project (“Project”); and

WHEREAS, recent changes to State law require local jurisdictions to review and update their safety elements of the general plans to address climate adaptation and resiliency strategies, fire hazards, flood hazards, and evacuation routes; and

WHEREAS, nine (9) jurisdictions in San Mateo County have formed a Safety Element Collaborative to address the legal requirements to update safety elements and to share analysis and resources for greater efficiency for the jurisdictions participating in this collaborative effort; and

WHEREAS, seven (7) of the jurisdictions will participate in the Project’s full scope of work (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, San Mateo County), and two (2) of the jurisdictions will participate in certain tasks (Brisbane, Pacifica); and

WHEREAS, for the seven jurisdictions participating in the Project’s full scope of work, a legally compliant safety element will be produced; and

WHEREAS, through a competitive RFP process facilitated by San Mateo County, PlaceWorks, Inc (“Contractor”) was identified as the preferred firm to provide consulting services for the development and outreach associated with the Project; and

WHEREAS, Community Planning Collaborative, the consulting firm for the 21 Elements Project, has served as the project manager (“Project Manager”) for the Safety Element Collaborative through the Collaboratives’ initial formation and the RFP process to ensure the voice of each participating agency is heard and their needs addressed; and

WHEREAS, Community Planning Collaborative will continue to serve as Project Manager for the Safety Element Collaborative for the duration of the Project; and

WHEREAS, the County will serve as fiscal agent for the Project and will enter into contracts with PlaceWorks, Inc and Community Planning Collaborative and oversee the payment of invoices on behalf of the participating agencies; and

WHEREAS, each participating agency will enter into a Memorandum of Understanding with the County outlining the roles of each participating agency, the County, the consultants, and the funding obligations for the Project.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Half Moon Bay hereby authorizes the Mayor to sign and the City Manager to attest to a Memorandum of Understanding with San Mateo County to join the Multijurisdictional Safety Element Project with consultant support from PlaceWorks, Inc. and Community Planning Collaborative for the term of May 1, 2023, through May 1, 2026, with a total obligation of \$158,798 (Two payments of \$79,399 in the current and subsequent fiscal year).

BE IT FURTHER RESOLVED THAT the City Manager, in consultation and with agreement between the County and other participants, is authorized to make minor changes to the MOU that may be necessary to ensure consistency, accuracy and clarification across all of the participating jurisdictions.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 18th day of April 2023 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 Penrose, Mayor

MEMORANDUM OF UNDERSTANDING
Between
SAN MATEO COUNTY PLANNING AND BUILDING DEPARTMENT
and
CITY OF HALF MOON BAY
for the
MULTIJURISDICTIONAL SAFETY ELEMENT PROJECT

This Memorandum of Understanding (“MOU”), effective the 1st day of May, 2023 is entered into by and between the County of San Mateo (“County”) and the City of Half Moon Bay (“Agency”), together referred to herein as the “Parties.”

WHEREAS, the County and cities and towns in San Mateo County have a strong history of collaboration and resource sharing on various planning studies and initiatives, including a new initiative to participate in the Multijurisdictional Safety Element Project (“Project”); and

WHEREAS, recent changes to State law require local jurisdictions to review and update the safety elements of their general plans to address climate adaptation and resiliency strategies, fire hazards, flood hazards, and evacuation routes; and

WHEREAS, nine (9) jurisdictions in San Mateo County have formed a Safety Element Collaborative (“Collaborative” and “Collaborative Partners”) to address the legal requirement to update safety elements and to share analysis and resources for greater efficiency for the jurisdictions participating in this collaborative effort; and

WHEREAS, seven (7) jurisdictions will participate in the full project scope of work (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, San Mateo County), and two (2) jurisdictions will only participate in certain tasks (Brisbane, Pacifica); and

WHEREAS, for those agencies participating in the Collaborative’s full scope of work, a legally compliant safety element will be produced; and

WHEREAS, through a competitive RFP process facilitated by San Mateo County, PlaceWorks (“Contractor”) was identified as the preferred firm to provide consulting services

for the Project for tasks such as community engagement, the vulnerability assessment, and drafting updated safety elements; and

WHEREAS, Community Planning Collaborative, the consulting firm for the 21 Elements Project, has served as the project manager (“Project Manager”) for the Safety Element Collaborative through the Collaboratives’ initial formation and the RFP process to ensure the voice of each participating agency is heard and their needs addressed; and

WHEREAS, Community Planning Collaborative will continue to serve as the Project Manager for the Safety Element Collaborative for the duration of the Project; and

WHEREAS, the County will serve as the fiscal agent for the Project; and

WHEREAS, the total cost of the Project is \$1,316,416 and the Agency’s contribution is \$158,798; and

WHEREAS, the County and Agency desire to enter into this MOU to memorialize the understanding that the Parties will work cooperatively to implement and fund the Project in accordance with the Parties will work cooperatively to implement and fund the Project in accordance with Exhibits A, B & C.

NOW, THEREFORE, BE IT RESOLVED that the County and Agency agree as follows:

I. PURPOSE

The purpose of this MOU is to memorialize the understanding between the County and Agency that (1) the Agency wishes to participate in the Multi-Jurisdictional Safety Element Project, (2) the Agency wishes to utilize the Contractor and the Project Manager as the consulting team, and (3) the County will serve as the fiscal agent to facilitate the Project.

II. EXHIBITS

The following exhibits are attached to this MOU and incorporated into this MOU by this reference:

Exhibit A – Project Contributions by Agency

Exhibit B – PlaceWorks - Scope of Work and Fee Proposals

Exhibit C – Community Planning Collaborative – Scope of Work and Fee Proposal

III. ROLES AND RESPONSIBILITIES

- a. The County will serve as the Fiscal Agent for the Project and will enter into separate agreements with Contractor and Project Manager. The County will review and process payments and invoices on behalf of the Collaborative Partners to the consultants pursuant to the terms of the relevant consulting agreements.
- b. The Agency will provide funding as set forth in Exhibit A for the Project and will participate in obligations identified in the Scope of Work in Exhibit B, including participating in the overall plan development and implementation.
- c. Community Planning Collaborative will serve as Project Manager and will manage and implement all aspects of the Project, in accordance with the Scope of Work set forth in Exhibit C.
- d. PlaceWorks will serve as Contractor and will carry out the tasks described in the Scope of Work set forth in Exhibit B.

IV. FUNDING AND METHOD OF PAYMENT

- a. Agency agrees to pay the County for the Agency contribution identified in Exhibit A of this MOU. The Agency agrees to pay the County either (1) 100% of its contribution by June 1, 2023, (2) 50% of its contribution by June 1, 2023 and the remaining 50% by August 1, 2023, or (3) 20% of its contribution by June 1, 2023, 60% by August 1, 2023, and the remaining 20% by August 1, 2024. The Agency will notify the County of its payment selection upon execution of this MOU.
 1. The Contractor will submit invoices to the Project Manager on a monthly basis for Project activities. A brief narrative progress report shall be included with each invoice. The Project Manager will review the Contractor's invoices and submit the invoices to the County for payment.
 2. The Project Manager will submit the Project Manager's invoices and brief narrative progress reports to the County on a monthly basis for review and payment.
 3. The Contractor and Project Manager will provide a quarterly accounting of invoices, charged and remaining funds for each Collaborative Partner to the County and Agency.
- b. The County and Agency each agree they are not entitled to reimbursement of costs incurred while performing obligations as set forth in Section III, Scope of Work Responsibilities.
- c. In the event that the actual costs of completing the scopes of work, as set forth in Exhibits B and C, exceed the budgets set forth in Exhibits B or C, respectively, the Collaborative Partners, including the County and Agency, will confer and agree either to reduce the relevant scope of work and/or to provide additional funding subject to further written mutual agreement of the Parties. The Collaborative Partners agree to use best efforts in such case to reach resolution without causing a Project delay.
- d. At the conclusion of the Project, the Project Manager will submit a final accounting to each Collaborative Partner with any remaining funds returned to each Collaborative Partner or a final invoice if required.

V. TERM

This MOU shall be effective from May 1, 2023 to May 1, 2026, unless terminated sooner pursuant to Section XIV.

VI. AMENDMENTS

The Agency contact, or designee, is authorized to make minor modifications to the scopes of work in Exhibits B and C, in consultation with the Project Manager and County, to respond to necessary changes as the Project evolves as long as the Project cost does not exceed the total approved cost estimate in Exhibit A. Such minor modifications to the scopes of work shall be documented in writing, but shall not require an amendment to this MOU.

This MOU can be amended, modified, or supplemented only in writing(s) signed by both Parties. No oral understanding or agreement not incorporated herein will be binding on either of the Parties.

VII. INDEMNIFICATION

- a. It is agreed that Agency shall defend, hold harmless, and indemnify County and its officers, employees, agents, and servants from any and all claims, suits, or actions of every name, kind, and description brought by a third party which arise out of the terms and conditions of this MOU and which result from the acts or omissions of Agency and/or its officers, employees, agents, and servants.
- b. Agency shall defend, hold harmless, and indemnify County from and against any and all claims for wages, salaries, benefits, taxes, and all other withholdings and charges payable to, or in respect to, Agency's representatives for services provided under this MOU.
- c. It is agreed that County shall defend, save harmless, and indemnify Agency and its officers, employees, agents, and servants from any and all claims, suits, or actions of every name, kind, and description brought by a third party which arise out of the terms and conditions of this MOU and which result from the acts or omissions of County and/or its officers and employees.
- d. The duty of each party to defend, hold harmless, and indemnify the other as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
- e. In the event of concurrent negligence (or intentional/reckless acts) of County and/or its officers and employees, on the one hand, and Agency and/or its officers, employees, agents, and servants, on the other hand, then the liability for any and all claims for injuries or damage to persons and/or property which arise out of terms and conditions of this MOU shall be apportioned according to the California theory of comparative fault.
- f. This indemnification will survive termination or expiration of this MOU.

VIII. NOTICES

- a. All notices and communications deemed by either party to be necessary or desirable must be in writing and may be given by personal delivery to a representative of the other party or by mailing the same, postage prepaid, addressed as follows:

If to the County:

San Mateo County Planning & Building Department
455 County Center
2nd Floor
Redwood City, CA 94063
Steve Monowitz, Director of Community Development
650/363-1861; smonowitz@smcgov.org

If to the Agency:

City of Half Moon Bay City Manager's Office
501 Main Street, Half Moon Bay, CA 94019
John Doughty
650-726-8252
jdoughty@hmbcity.com

- b. The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail will be deemed given on the day after that on which it is deposited in the United States Mail as provided above.

IX. INDEPENDENT CONTRACTOR

The Parties agree and understand that the work/services performed by either of the Parties or any consultant retained by either of the Parties under this MOU are performed as independent contractors and not as employees or agents of the other party. Nothing herein will be deemed to create any joint venture between the County and Agency.

X. SUCCESSORS AND ASSIGNS

Neither party will assign, transfer, or otherwise substitute its interest in this MOU, nor its obligations, without the prior written consent of the other party. All obligations created under this MOU will be binding on, and the rights established herein will inure to the benefit of, any successors or assigns of the Parties.

XI. COMPLIANCE

The Parties must comply with any and all laws, statutes, ordinances, rules, regulations, or requirements of the federal, state, and local governments, and any agency thereof, which relate to or in any manner affect the performance of this MOU.

XII. DISPUTE RESOLUTION

The Parties agree to work together in good faith to resolve any dispute arising from this MOU and agree to refer any dispute not resolved within 30 days to the County's

Community Development Director and Agency's Planning Director for resolution. In the event resolution cannot be reached, the Parties may submit the dispute to mediation by a neutral party mutually agreed to by the Parties prior to initiating any formal action in court.

XIII. TERMINATION

Either Party may terminate this MOU with or without cause upon 30 days' prior written notice. If either Party terminates this MOU with or without cause, the Agency will be responsible for its pro rata share of costs incurred by the County or the County's Project consultants up through the effective date of termination.

XIV. SEVERABILITY

If any provision of this MOU is be deemed invalid or unenforceable by a court of competent jurisdiction, that provision will be reformed and/or construed consistently with applicable law as nearly as possible to reflect the original intentions of this MOU; and in any event, the remaining provisions of this MOU will remain in full force and effect.

XV. GOVERNING LAW

This MOU will be governed by the laws of the State of California as applied to contracts that are made and performed entirely in California.

XVI. NO WAIVER

No waiver of any default or breach of any covenant of this MOU by either party will be implied from any omission by either party to take action on account of such default if such default persists or is repeated. No express waiver will affect any default not specified in the waiver, and the waiver will be operative only for the time or extent stated. The consent or approval by either party to or of any act by either party requiring further consent or approval will not be deemed to waive or render necessary consent or approval to any subsequent, similar acts.

IN WITNESS WHEREOF, the Parties have executed this MOU as follows:

CITY OF HALF MOON BAY

By: _____
Deborah Penrose, Mayor

SAN MATEO COUNTY

By: _____
David Pine, President, Board of
Supervisors, County of San Mateo

ATTEST:

By: _____
Matthew Chidester, City Manager

ATTEST:

By: _____
Michael Callagy, Clerk of Said Board

APPROVED AS TO FORM:

By: _____
Catherine Engberg, Half Moon Bay City
Attorney

APPROVED AS TO FORM:

By: _____
Melissa Andrikopoulos, County Attorney

EXHIBIT A
PROJECT CONTRIBUTIONS BY AGENCY

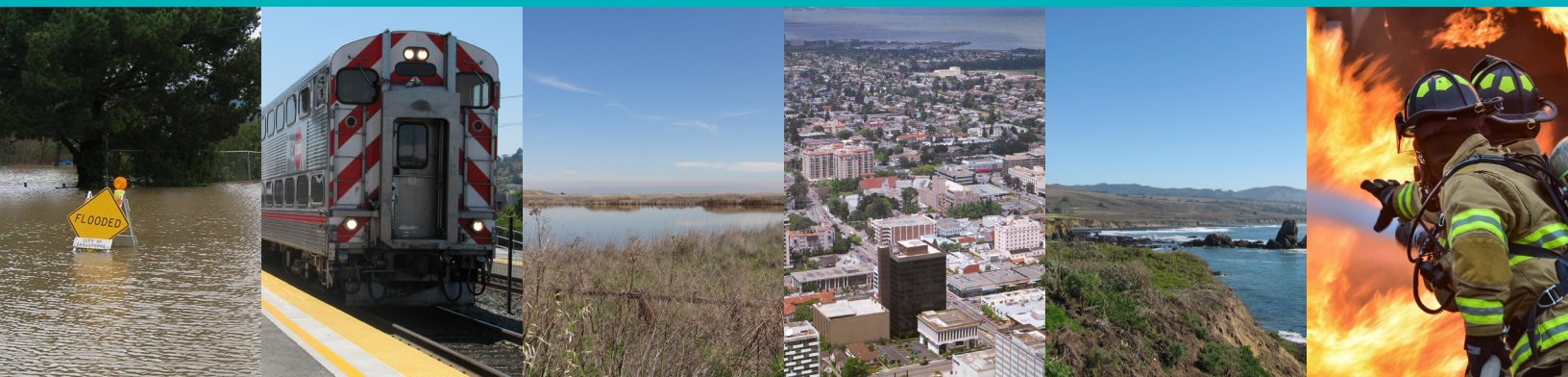
HALF MOON BAY – TOTAL COST	
SAFETY ELEMENT CONSULTANT	
Placeworks Team	
Base Contract	\$121,857
Additional scope items (public meetings/technical support)	\$0
CEQA Contingency	\$12,821
General Contingency	\$12,186
<i>Subtotal</i>	\$146,863
PROJECT MANAGER	
Community Planning Collaborative – 21 Elements	
<i>Subtotal</i>	\$11,935
TOTAL COST	\$158,798

EXHIBIT B

PLACEWORKS SCOPE OF WORK & FEE PROPOSALS

EXHIBIT C

COMMUNITY PLANNING COLLABORATIVE SCOPE OF WORK AND FEE PROPOSAL



Multi-Jurisdictional Safety Element Update

for the County of San Mateo



February 9, 2023 | **Revised Proposal for Services**

Multi-Jurisdictional Safety Element Update

for the County of San Mateo

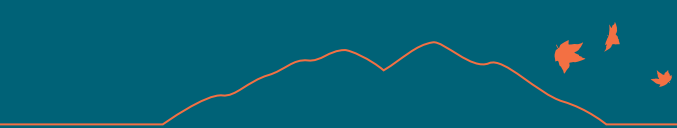
Prepared By: PlaceWorks

2040 Bancroft Way, Suite 400
Berkeley, California 94704
t 510.848.3815

In Association with:

**Atlas Planning Solutions
Nexus Planning & Research
Climate Resilient Communities**

Technical Proposal





TECHNICAL PROPOSAL

Understanding and Approach

California residents understand that natural hazards are an inescapable and inherent character of our state, and San Mateo County is no exception. Lakes and streams regularly shrink and swell in cycles of drought and downpours, hills and forests turn dry and burn, and the ground occasionally shakes and rumbles. As a background of all of this, the consequences of global climate change alter our expectations of normality, changing the frequency and intensity of many of our natural hazards, often with increasingly severe effects.

We cannot ignore these hazardous conditions, nor can we completely eliminate the risk they pose. The continued success of San Mateo County, as with the rest of our region and state, depends on finding ways to adapt to these conditions and increase our resilience to their harmful effects. We can reduce the chance of these hazards occurring, design our physical and social systems to resist their effects, and plan for rapid, effective responses and recovery when they do inevitably happen. The Safety Element of each jurisdiction's General Plan serves as a comprehensive framework and foundation for community resilience with goals, policies, and programs that address safety issues in the community, providing opportunities to build community resilience throughout all phases of the emergency management cycle.



The emergency management cycle

The PlaceWorks team understands that nine jurisdictions in San Mateo County have formed a Safety Element Collaborative (Collaborative) for a coordinated update of their Safety Elements (or in the case of Brisbane and Pacifica, selected aspects of the Safety Element). The Collaborative includes the County of San Mateo and the Cities of Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, and San Bruno (also referred to as Participating Agencies or Participating Jurisdictions). The updated Safety Elements should be responsive to all applicable State laws and pertinent public safety issues, including climate change, the intersection between risks and equity, and evacuation access. For many of these communities, there is a significant amount of overlap in the types of hazard conditions they must address (refer to Table 1). In addition, they should integrate with other safety-related planning efforts, including the recently updated Multijurisdictional Local Hazard Mitigation Plan, local emergency operation plans, and climate adaptation plans, and comprehensively address both short-term and long-term safety and resilience issues.

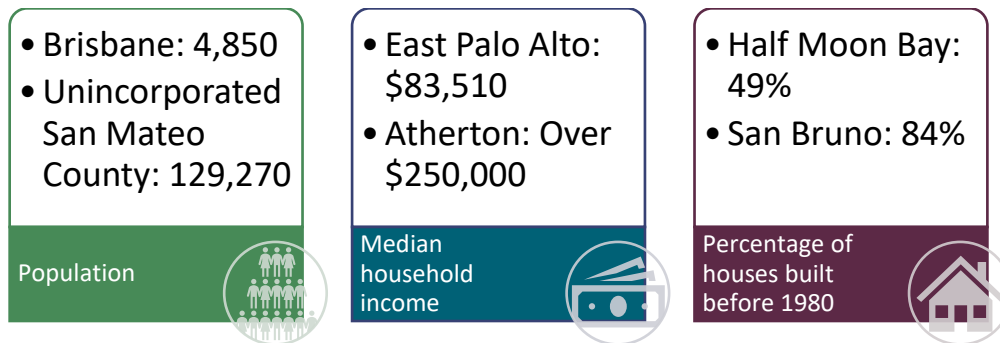
Table 1. Participating Jurisdictions and Hazards of Concern

Jurisdiction	Scope Participation	Hazards of Concern							
		Dam Inundation	Evacuation Concerns	Flooding	Geologic-Landslides	Geologic-Liquefaction	Sea Level Rise	Tsunami	Wildfire CAL FIRE review
San Mateo County	Full	✓	✓	✓	✓	✓	✓	✓	✓
Atherton	Full	✓	✓		✓	✓			
Belmont	Full ex. SB 99	✓	✓	✓	✓	✓	✓	✓	✓
Brisbane	VA & Maps		✓	✓	✓	✓	✓	✓	
Burlingame	Full	✓	✓	✓		✓	✓	✓	
East Palo Alto	Full	✓	✓	✓		✓	✓	✓	
Half Moon Bay	Full	✓	✓	✓	✓	✓	✓	✓	✓
Pacifica	VA & Maps		✓	✓	✓	✓	✓	✓	
San Bruno	Full	✓	✓	✓	✓	✓	✓		

Tailored Holistic Planning

While recognizing the importance of having safety elements that are tailored to each community, the PlaceWorks team understands that these elements must mesh and sync up with each other to create a unified framework to public safety and resilience as much as possible. The successful efforts of OneShoreline illustrate how effective a county-wide approach can be when it comes to policy frameworks, capital projects, educational efforts, and data sharing, among others. Although not all jurisdictions in San Mateo County are participating in this project, we still intend to pursue cross-boundary analyses and solutions that can help inform surrounding communities and which other communities may be able to join later. For example, unincorporated San Mateo County, Half Moon Bay, and Belmont include very high fire hazard severity zones. As feasible, a unified approach to reduce the risks to new and existing development in these zones can help ensure increased protection across community limits and make sure these Participating Jurisdictions are prepared for any future fires.

The PlaceWorks team understands that despite the relatively close proximity of the nine Participating Jurisdictions, there are substantial differences between these communities. These differences include physical distinctions, such as terrain and distribution of land uses; socioeconomic differences among community residents, such as income; a range of community characteristics, including quality and age of housing stock; exposure to different hazards and safety issues; and numerous other factors.



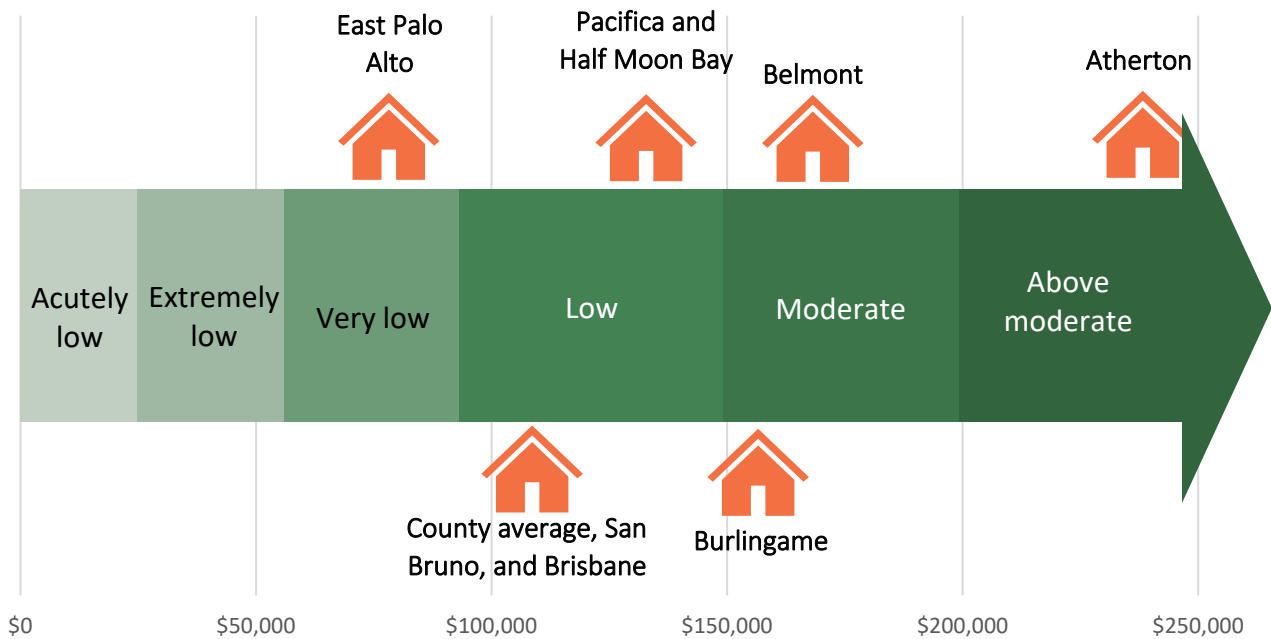
We know that this project cannot be approached as a single Safety Element distributed to each community. Each community must receive analyses, policies, community engagement strategies, and other resources as part of their Safety Element that is uniquely prepared for that community’s needs. Pacifica’s vulnerabilities are different from Belmont’s, and many policy solutions that work for East Palo Alto are not likely to be applicable to Atherton. We pride ourselves on working with municipal agency staff, community-based organizations (CBOs), and other local experts to better understand the unique challenges and opportunities facing each community, allowing us to prepare plans that are specifically suited to each jurisdiction and not cookie-cutter “one-size-fits-all” documents.

Assessing Vulnerability Through an Equity Lens

The PlaceWorks team is aware that acknowledging and helping to correct inequities is a key principle of this planning effort, and this is a topic we are eager to address. Our team understands the nexus between equity and resilience, recognizing that lack of access to secure housing, financial resources, healthcare and education, decision-making, and numerous other consequences of systemic injustices and marginalization make an individual or a group more likely to be harmed by natural hazards and their consequences, both directly and indirectly. Many populations in the Participating Jurisdictions have experienced such discrimination and vulnerability, and we see a key part of our role as learning from their experiences and using our understanding of equity issues to elevate their needs and priorities.

Part of our understanding of equity, disproportionate impacts, and vulnerability is knowing the different forms that these issues take. There are numerous factors that contribute to vulnerability, and we want to make sure that the updated Safety Elements comprehensively address these issues. For example, it is well known that income and other financial resources are one of the biggest determinants of resilience. Higher-income persons can more easily afford to rehabilitate and harden their homes, pay for protective resources, absorb temporary loss of income from hazard-related impacts, relocate to less vulnerable areas, and take many other steps to reduce their vulnerability. However, this does not mean that wealthy individuals may not also be vulnerable to the effects of natural hazards. In a county where the median income for a family of four is \$166,000, factors such as overpaying for housing, overcoming obstacles to home ownership (e.g., lack of affordable homes, saving for down payment), and overcrowding can contribute substantially to vulnerability. Social isolation, access and functional needs, chronic health conditions, and many other factors also make an individual more sensitive to natural hazards regardless of their financial resources. A key goal of these Safety Element updates will focus on working with community members, CBOs, and jurisdiction staff to ensure that these plans include a comprehensive understanding of vulnerability that accurately reflects

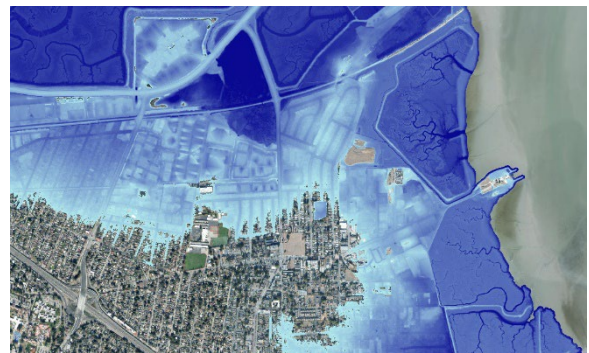
the very real needs and priorities of the most at-risk groups, while also not excluding those who may not be considered “traditionally” vulnerable but who may still suffer disproportionate impacts.



County-wide income limits for a household of four and median household income.

Taking the Long View

Under recent changes to State law, safety elements must be reviewed and updated (as needed) at least every eight years. Despite this, safety elements must continue to provide a framework for long-term safety and resilience. While they can (and should) include relevant short-term actions, as a part of the General Plan, a safety element should traditionally support community action for 15 to 30 years. However, the PlaceWorks team understands that this historic horizon is no longer sufficient in the era of climate change, and that our communities should be planning for conditions decades in the future. We know that a building or piece of critical infrastructure constructed during the eight-year active period of these safety elements may still be operational by 2100. For example, Census data shows that approximately 11 percent of the houses in San Mateo County were constructed before 1940, long before the advent of modern building codes, safety standards, or many of the other land use planning tools that inform today’s development. Meanwhile, consider that State guidance recommends planning for at least 84 inches of sea level rise by 2100, a level that would cause significant inundation in parts of Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and the unincorporated county, and would likely create impacts in



2100 sea level rise projections in East Palo Alto, according to *Adapting to Rising Tides* modeling.



all other communities. We understand the importance of planning our communities now to account for long-term future conditions, helping to ensure that future generations, including the infrastructure and critical facilities that they rely on, are out of harm's way as much as possible and are prepared for hazard events.

Inclusive Community Engagement

Any plan must have support from the community, or its success is in jeopardy. The PlaceWorks team understands the importance of building community backing for the Safety Element updates. Our approach to community engagement for comprehensive planning and resilience projects ensures that community member concerns, goals, priorities, and values are elevated in the Safety Element updates and made central to their intent. Our approach to public engagement emphasizes the importance of conducting outreach to as broad a segment of the community as possible, including to people who historically have not participated in community planning efforts. This includes using a range of in-person and virtual engagement approaches and tools, using interactive and compelling ways to gather community feedback, and making information available to community members in plain, easy-to-understand ways to help support informed participation. Critically, we intend to collaborate very closely with CBOs and jurisdictions' staff to understand how best to reach out to community members, to learn what strategies have been successful in the past, as well as what's working well now in similar projects in Participating Jurisdictions, and to improve the engagement process. We also intend to collaborate with CBOs and jurisdiction staff to conduct outreach in other languages, as necessary.

Feasible Implementation

We cannot overstate the importance of implementation, and as many of our staff are former public jurisdiction staff themselves, the PlaceWorks team understands that a plan that only sits on the shelf is of no value to anyone regardless of how nicely it reads or how well it was put together. It is critical that the strategies in the Safety Elements be appropriate and feasible for the communities, including that they can be implemented with available staff time, funding levels, and other resources. Right now, there are numerous opportunities to fund safety, resilience, and adaptation work coming from regional, state, and federal sources, as well as private organizations. We plan to prepare Safety Elements that help to best position the Participating Jurisdictions to secure these funds and take advantage of other emerging resources that can support these efforts.

Scope of Work

PlaceWorks supports the work program presented in the Request for Proposals (RFP) with minor modifications. The work program described in this section includes all tasks identified in the RFP plus an additional sub task for project management and coordination with the Community Planning Collaborative (CPC) Project Manager in Task 1 and small modifications to combine sub tasks. Task 1, project coordination and communication, is an ongoing task. Task 2, community engagement and equity approach, will occur throughout the process with targeted outreach or touchpoints at key points in the process. Tasks 3 through 10 will occur sequentially as each task builds up to the final review and approval of the Safety Element.

Our Scope of Work presents our proposed approach to the project; however, we look forward to discussing the approach with the Collaborative and adjusting it as needed to support achievement of the project goals. We recognize that not all Participating Agencies will participate in all tasks. Our understanding of agency participation by task is shown in Table 2.

Table 2. Participating Agency Participation by Task

Participating Agency	Participation by Task									
	1	2	3	4	5	6	7	8	9	10
Atherton	✓	✓	✓	✓	✓	✓	✓	✓		✓
Belmont	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Brisbane	✓		✓	✓						✓
Burlingame	✓	✓	✓	✓	✓	✓	✓	✓		✓
East Palo Alto	✓	✓	✓	✓	✓	✓	✓	✓		✓
Half Moon Bay	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pacifica	✓		✓							✓
San Bruno	✓	✓	✓	✓	✓	✓	✓	✓		✓
Unincorporated San Mateo County	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



Task 1. Project Coordination and Communication

1.1 Collaborative Steering Committee

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Collaborative Steering Committee Members
Project Manager:
Community Planning Collaborative (CPC)/21 Elements
Representatives from 8 Participating Cities and County of San Mateo Dept. of Planning & Building and Office of Sustainability Consultant Team

The PlaceWorks team will participate in meetings with the Collaborative Steering Committee throughout the project. As noted in the RFP, we anticipate this Collaborative will include participation by at least one representative from each Participating City and San Mateo County, in addition to the CPC Project Manager and staff the PlaceWorks team. Meetings of the Collaborative Steering Committee will be opportunities to share information, provide feedback at key points in the process, discuss options and opportunities for community engagement, and review approaches to addressing key hazards of concern.

As part of the project kick-off meeting, we propose to review the project schedule and identify topics, key project milestones, and opportunities to engage the Collaborative Steering Committee. Some topics, like community engagement, will likely occur on each meeting agenda, though the time needed will vary by phase of the project. For scoping purposes, we anticipate up to nine (9) meetings by video conference with the Steering Committee.

PlaceWorks will develop the meeting approach and draft agenda in collaboration with the CPC Project Manager and prepare deliverables and presentation materials for each meeting. PlaceWorks and the CPC Project Manager will identify key decisions and discussion items for each agenda. PlaceWorks will review meeting materials with the CPC Project Manager before distribution to the Committee members. After each meeting, the CPC Project Manager will prepare and distribute a high-level summary of key points, action items, decisions, and next steps. PlaceWorks understands the CPC Project Manager will facilitate each meeting and that the PlaceWorks team will lead presentation and discussion of our work products during the meeting. All meetings will be held online through Zoom.

Our scope for this task assumes the CPC Project Manager will lead the formation and overall coordination of this Committee and serve as the Committee's primary point of contact. At the time of project initiation, the Committee and PlaceWorks will confirm the preferred option(s) for sharing files, either through email or through a file-sharing site that is accessible by all Committee members.

1.2 Participating Agency Technical Advisory Committees and 1x1 Support

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Each Participating Agency has the option to create a Technical Advisory Committee (TAC) to provide topic-specific feedback and guidance on the development of their jurisdiction's Safety Element. TACs may include staff representatives from planning, building, public works, emergency management, parks, police/sheriff,

fire, city manager/county executive's office, and other departments as identified by the Participating Agency. Each TAC will be coordinated by the key staff from the Participating Agency who will use materials prepared by PlaceWorks to support their discussions and decisions.

The role of the TAC is to support preparation of the Safety Element Update and to provide community-specific expertise and background to the project team. We recommend TACs review interim and draft project deliverables and provide important feedback to the PlaceWorks team. An example of an interim deliverable is the review of draft lists of populations, hazards, and assets and confirmation of mapped data that will be used to inform the key task of vulnerability scoring. This interim deliverable leads to the main task of conducting a Vulnerability Assessment. It will be important to the success of the Safety Element for Participating Agency staff with direct knowledge and local expertise to contribute to the project. Most meetings will be to ensure key tasks are moving forward and producing locally appropriate results, although some meetings might need to be reserved for focused issue-specific discussions, like wildfire or flooding. Some of the work of the TAC can be done through email and may not require an in-person or virtual meeting of all members. We recommend a brief kick-off for each TAC that includes a review of the project schedule and roles and responsibilities to set expectations. The formation and role of TAC will vary by Participating Agency. For budgeting purposes, we will provide the following support for each Participating Agency per their request:

- » Cities of Atherton, Brisbane, and Pacifica: No formal TAC meetings; all coordination will occur by email. PlaceWorks will support informal communication and coordination appropriate to key deliverables.
- » Cities of Belmont, Burlingame, East Palo Alto, Half Moon Bay, and San Bruno: Support for up to six (6) virtual TAC meetings and up to eight (8) hours reserved for PlaceWorks staff to participate in TAC meetings (virtual attendance).
- » County of San Mateo: Meeting support and attendance in up to eight (8) TAC meetings. Our budget assumes 6 hours of PlaceWorks team time to prepare for, attend, and summarize each meeting, assuming average TAC meeting duration is 90 minutes.

For each meeting, the PlaceWorks team will provide a briefing packet that includes draft project deliverables and project updates that each agency can share with their own internal jurisdiction-specific TAC. The timing of the meetings will align with key product deliverables and milestones. In our experience, we have found it helpful to agency staff and the project when the consultant team is available to meet with interdepartmental teams, like TACs, to review materials, questions, and comments in a timely manner and ensuring an efficient and consistent process. Our participation is at the discretion of the project team and the budget.

In addition to TACs, one-on-one meetings with the key staff from the Participating Agencies will be helpful throughout the project, in addition to the Collaborative Steering Committee and TAC meetings. These one-on-one meetings will allow time for more detailed review and discussion of key issues or deliverables for one community. Between scheduled meetings, PlaceWorks will be available to coordinate and communicate with Participating Agencies by email or by phone if that is easier.

Our budget assumes time for at least three one-on-one meetings (up to 1-hour meeting time per meeting) by video conference for each Participating Agency. As part of this task, we will also offer all Participating Jurisdictions up to four (4), shared drop-in sessions or "office hours" as an additional opportunity for Participating Agency staff to sign-up or drop-in with a question. Office hours will be hosted through Zoom with the option for small breakout rooms based on a topic or deliverable.



1.4 Ongoing Project Management

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Consistent and regular communication between the CPC Project Manager and the PlaceWorks team throughout the project will provide the opportunity for the project team to coordinate and keep the project moving forward on time and within budget. This task includes a project kick-off meeting and regular project check-ins of the project management team. At the project kick-off meeting, we will establish a schedule for project check-ins with the CPC Project Manager.

Our budget assumes one monthly 1-hour meeting during most of the project or one 30-minute check-in meeting twice a month, throughout the 24-month project. During these progress meetings, the PlaceWorks project management team and CPC Project Manager will discuss deliverables and active tasks for the Safety Element Update, identify any issues of concern and potential solutions, and generally review the progress of the project. Other staff may join occasional meetings as needed. Prior to each meeting, we will work with staff to draft an agenda and identify the necessary participants to best meet the needs of each meeting. The status meetings will be in addition to regular email and phone communication between project team members.

This task includes project management activities, such as monitoring and tracking the budget, preparing and reviewing monthly invoices, maintaining the schedule, and managing the overall team throughout the process. The monthly invoice will detail PlaceWorks' labor and expenses by task.

Deliverables:

- » Monthly invoices and progress memos (electronic).
- » Regular check-in meetings with the CPC Project Manager, including agenda preparation and action item summaries (by email).
- » Regular email communication and coordination with the CPC Project Manager and leads for each Participating Agency.
- » Preparation for and participation of the project management team in up to nine (9) meetings of the Collaborative Steering Committee (online/virtual).
- » Preparation for and participation in Technical Advisory Committee meetings as follows:
 - » Town of Atherton: No TAC meetings; email coordination/communication only.
 - » City of Belmont: Support for up to six (6) virtual TAC meetings and up to eight (8) hours reserved for PlaceWorks staff to participate in one or more TAC meetings (virtual attendance).
 - » City of Brisbane: No TAC meetings; email coordination/communication only.
 - » City of Burlingame: Support for up to six (6) virtual TAC meetings and up to eight (8) hours reserved for PlaceWorks staff to participate in one or more TAC meetings (virtual attendance).
 - » City of East Palo Alto: Support for up to six (6) virtual TAC meetings and up to eight (8) hours reserved for PlaceWorks staff to participate in one or more TAC meetings (virtual attendance).
 - » City of Half Moon Bay: Support for up to six (6) virtual TAC meetings and up to eight (8) hours reserved for PlaceWorks staff to participate in one or more TAC meetings (virtual attendance).
 - » City of Pacifica: No TAC meetings; email coordination/communication only.
 - » City of San Bruno: Support for up to six (6) virtual TAC meetings and up to eight (8) hours reserved for PlaceWorks staff to participate in one or more TAC meeting (virtual attendance).

- » County of San Mateo: Full support, including attendance, for up to eight (8) TAC meetings.
- » Participation in up to three (3) one-on-one meetings with Participating Agencies (online/virtual). Participating Jurisdictions can use their contingency budget if additional meeting time is needed.
- » Up to four (4) virtual, shared office hour sessions (1 hour per session).

Task 2. Community Engagement and Equity Approach

Project success depends on successful community engagement. PlaceWorks ensures this by working with clients to create a solid yet flexible community engagement plan that will guide engagement efforts throughout the project. We strive for a community engagement process that invites participation, provides a safe and inclusive collaborative space, builds capacity, and strengthens community relationships and ensures the end product reflects the community's experience and goals.

Our team offers the San Mateo County Collaborative expertise in community engagement and how community engagement can inform and improve the technical tasks, like the Vulnerability Assessment and policy development. Our team has recently worked in communities, like Butte County, Santa Rosa, and Santa Barbara County that experienced devastating hazard events and has developed engagement plans that are sensitive to and create space for the emotional, social, and physical disruption and loss, and trauma, caused by these events and supportive techniques to reflect and improve the community's public safety and hazard mitigation framework to support recovery and resiliency in the face of likely future events. We also have worked in Bay Area and Peninsula communities to integrate equity and environmental justice into comprehensive plans. We look forward to the opportunity to partner with the Participating Agencies and CBOs to engage with stakeholders in the Participating Jurisdictions. We recognize that many communities have started conversations around climate change, adaptation, and resilience, and our team will work diligently to get up-to-speed with recent and ongoing work to ensure it is incorporated into the project and the outreach approach.

We support the Community Engagement tasks presented in the RFP and offer the following approach to these tasks. In some instances, we found the RFP approach to be similar to our recommendation. We recognize these are minimum levels of outreach; however, we have followed many of the same tasks in similar projects and find them to be successful for a Safety Element Update as scoped in Tasks 3-10. As noted in the RFP, we recognize the following assumptions for this task:

- PlaceWorks will lead the development and implementation of certain tasks and defer to CBO partners and/or Participating Agency staff to lead other tasks, with support from the PlaceWorks team, as noted in the sub-task descriptions.
- PlaceWorks commits to designing outreach materials to be easily accessible to non-technical audiences and include the use of graphics and illustrations.
- PlaceWorks and CRC will provide language translation as identified in this Scope of Work. Language translation will be limited to public outreach and communication items identified in Task 2. The contingency budget is available to support additional translation and/or interpretation if requested by the Participating Jurisdictions. PlaceWorks will ensure that there is sufficient time to review and translate materials and ensure they meet equity and inclusion goals.



- PlaceWorks will attend only online outreach events, while most in-person events will be attended by agency staff or contracted CBOs. In our task descriptions, we have noted opportunities for PlaceWorks to support in-person events if needed.
- Each Participating Agency will use their communication channels (social media, web) to publicize the outreach initiatives. PlaceWorks will provide marketing content to support these tools.

2.1 Community Engagement Plan

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

We begin our community engagement planning process for every project with preparation of an outreach and engagement approach or Community Engagement Plan (CEP). The engagement plan is the foundation for the engagement process and provides transparency to all participants throughout the process. We follow the International Association for Public Participation (IAP2)'s core values and code of ethics in our approach and design our strategies with IAP2's [Spectrum of Public Participation](#) in mind, with flexibility to support community-driven processes. PlaceWorks is a member of IAP2 and supports ongoing training of our staff to ensure we are responsive to best practices and techniques.

For each phase of the planning process, we collaborate with staff to identify the desired level of engagement on the spectrum (inform, consult, involve, collaborate, and empower), who should be involved, why they should be involved, what their involvement will mean to the process and project, how they should be involved, and how we will use their input in the process and project. We work with our clients to develop goals and their commitment to the public for the outreach and planning process, and to ensure those goals and objectives are shared with all stakeholders throughout the process.

Developing and implementing a strong community engagement process is a cornerstone of our work. As a result, PlaceWorks' projects reflect the interests and concerns of community members and decision makers. We employ a variety of in-person and online outreach tools—including workshops, open houses, stakeholder discussion groups, listening sessions, pop-up events, intercept surveys, phone calls, online surveys, and special events—to elicit creative input and participation from all stakeholders. By successfully opening dialogue and building support, we help move projects from vision to final approval. We are also able to support translation and interpretation in a variety of languages.

At the kick-off meeting with the Collaborative Steering Committee, we will facilitate an outreach assessment and discussion with Participating Agency staff to learn about previous, ongoing, and planned community engagement approaches and strategies for similar projects, begin to identify key stakeholders and opportunities for engagement, and discuss goals and objectives for the engagement process. Following the kick-off meeting, PlaceWorks will prepare a draft Community Engagement Plan (CEP) integrating the feedback and guidance from Participating Agencies. We anticipate the draft CEP that will be shared with the Collaborative Steering Committee and the prospective CBO(s) for review and input. Following their review, PlaceWorks will revise the CEP, discuss revisions with staff, and prepare a working draft CEP. This version will guide the outreach and engagement activities, with the option to modify as needed to respond to unexpected information or changes in conditions.

For scoping purposes, we anticipate that the CEP will include the following:

- The purpose and desired outcomes for community engagement throughout the planning process and for the project overall.
- Identify target audiences and include a list of community stakeholders with identification of their networks and areas of expertise, preferred outreach and engagement opportunities for stakeholder types, and key questions and information for stakeholders.
- Public information items, including the project timeline, a process chart showing the relationship of community engagement activities to the plan preparation process, deliverables, and similar materials.
- Protocol for documenting engagement activities and sharing the results with the project team and members of the public.
- Indicators of assessing effectiveness of community engagement and a process to collect information.
- A protocol for communication, including how the project will be branded and messaged.
- Protocol for marketing in-person and online engagement events. Promotion of the project and related community engagement opportunities will be through a mix of techniques to reach residents and stakeholders, including articles in agency newsletters, inclusion in newsletters or e-blasts from Council or Board members, social media postings, newspaper advertisements, postings on online community calendars, email blasts, word of mouth, and other techniques found successful by agency and CBO staff for similar projects.
- Protocol for interpretation and translation of English to Spanish for events and materials.
- A description of community engagement activities, including targeted stakeholders, purposes, costs, timing, and approach for each activity based on the activities included in Task 2. This will include general community engagement and strategies for inclusive and equity-focused engagement to engage communities that are traditionally under-represented in planning processes.
- A schedule of outreach activities, including the responsible team members, location, format, and needs for each event.
- Roles and responsibilities of the PlaceWorks team, Participating Agencies, the CPC project manager, CBOs, community members and stakeholders, and supporting agencies.

2.2 Equity Approach

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

As noted in the RFP, we've retained the Equity Approach as a stand-alone task; however, we anticipate preparation of this approach as part of the Community Engagement Plan though it will be identified separately. The intention of this task is to clearly identify how equity will be incorporated into public engagement and all aspects of project development and execution. As part of our approach to integrating equity into project development, we will review best practices and case studies used in the region to assess goals, policies, and actions with equity considerations. In addition, we will ensure the community and



stakeholder engagement approach is sensitive to community characteristics. We support the Collaborative's acknowledgement that communities of color, low-income communities, persons with disabilities, and other historically underrepresented groups bear a disproportionately high-risk burden in relation to natural hazards and face higher exposure to hazards with fewer resources to withstand and recover from them. We fully support and commit to meaningful engagement of these groups throughout this project to ensure that their lived experiences with hazard risk and priorities for policies and implementation strategies are reflected in the updated Safety Elements.

2.3 Community-Based Organizations Partnerships

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

In most of our recent comprehensive planning and community-scale design projects, PlaceWorks has partnered with one or more CBOs to support general and focused community outreach and engagement. We highlighted two examples of these partnerships in our discussion of our firm's cultural competence. In addition to PlaceWorks' experience with CBOs in the county and the Bay Area, our teaming partners Atlas Planning Solutions and Nexus Planning are currently contracting with CBO partners to support outreach for the Santa Clara County Safety Element Update. We anticipate some CBOs supporting the Santa Clara County project that are based in San Mateo County will also have an interest in the San Mateo County Collaborative Safety Element Update project.

Our goal is to continue successful partnerships in previous efforts to conduct targeted outreach with small group meetings, pop-up events, and other engagement efforts. We agree that CBOs are trusted voices within their communities and can provide targeted outreach to groups based on hazard issues, geography, special needs, or equitable engagement.

This task will be led by Climate Resilient Communities (CRC), a local CBO that is well established in the county with trusted partnerships and a successful track record with engagement and community-driven planning for climate resilience. CRC is part of the PlaceWorks outreach and engagement team and will have a leading role in the identification and engagement of San Mateo County-based CBOs in this process and the targeted outreach and engagement for hard-to-reach community members. Their work to identify, include, and engage local CBOs is integrated into multiple outreach and engagement sub-tasks. CRC will also provide equity-focused reviews of select project deliverables to ensure goals, policies, and implementation programs reflect the input and expertise received during community and stakeholder engagement.

This task is primarily dedicated to coordination with and compensation for the local CBO participation. CRC will be a collaborator in the preparation of the overall Community Engagement Plan, during which time their role in supporting multiple outreach tasks will be defined. CRC will lead identification of and outreach to key CBO partners as well as representatives of hard-to-reach and vulnerable populations that might not be represented by a formal CBO. CRC's work on this project will build from lessons learned and successes in similar outreach and engagement supporting the LHMP and adaptation planning work in the county.

The budget for this task assumes compensation of targeted stakeholders up to \$25 per hour, assuming an average of 2 hours per meeting, activity, or event. During preparation of the engagement plan, the project team will detail the terms of eligibility for compensation. Priority use of the compensation will be to support engagement of hard-to-reach community groups, vulnerability populations, and others as outline in Task 2.5

with funds also being available for participation in community workshops and review of draft materials if supported by the Collaborative. The approach to compensation will be transparent, accountable, and equitable.

2.4 Community Workshops

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

As part of a community engagement plan, we anticipate community workshops serving as one key opportunity for broad community engagement. The purpose of the community workshops will be to provide agency-wide and county-wide opportunities for the public to provide input and engage with the Safety Element process. We support the use of virtual community workshops to provide opportunities for broad access. As we have worked with our clients to provide meaningful engagement opportunities throughout the COVID-19 pandemic and changing conditions, PlaceWorks developed guiding principles and best practices for virtual engagement and developed expertise in using various online meeting and collaboration tools. The agenda and activities used for each workshop will reflect the desired outcomes and expected participants for the workshop. During virtual meetings, we use a mix of presentations, polls, small group discussions with dedicated facilitators and notetakers, transparent and live notetaking using Google Docs (or similar online tool), and a variety of online activities using Mentimeter, Jamboard, or similar tools to receive input and feedback.

We ensure our virtual meetings are accessible during and after the event. During the meeting, we enable the chat feature, provide closed captioning and an option for interpretation to other languages as appropriate to our projects and clients. Before the meeting, we provide workshop registrants and participants with pre-meeting materials and emails. We supplement our virtual meetings with online content, usually through a project website, online surveys, and social media posts. These materials will be provided in English and translated to Spanish as noted in the list of deliverables for this task. After the meeting, we will send a post-event survey and provide a recording that can be posted on the project website for viewing at the convenience of stakeholders. We prefer to use the Zoom platform to host virtual workshops or events, but we are comfortable and able to use other software if preferred by Participating Agencies.

For each workshop series, PlaceWorks will provide the workshop approach, agenda, marketing materials (e.g. flyer, e-blast/newsletter content, social media content), a PowerPoint presentation with speaking notes, facilitator training, appropriate digital engagement tools, a meeting summary, meeting recording, and a summary for each phase. We will coordinate and collaborate with partner CBOs on workshop design and materials to ensure that the workshops are accessible to a wide range of community members. For each workshop, the PlaceWorks team will provide a facilitator/moderator and a key staff member to present technical or project details. We can provide additional staff on a time-and-materials basis. As noted in the RFP, workshop approaches that use breakout rooms will be supported by Participating Agency staff and/or partner CBOs following facilitator training provided by PlaceWorks. PlaceWorks will manage logistics.

For scoping purposes, we assume two series of workshops with two workshops in each round for a total of four virtual community workshops for the project. During development of the Community Engagement Plan, we will further develop the timing and content of the workshop; though as noted in the RFP, we anticipate



one round of workshops during Task 3, preparation of the vulnerability assessment, and one round during Tasks 5 and 6, during development of goals, policies, and implementation actions.

All community workshops will be facilitated in English. Simultaneous interpretation from English to Spanish or other languages can be provided on a time-and-materials basis upon request. The contingency budget can be used to accommodate these costs at the request of a Participating Agency.

2.5 Hard-to-Reach / Community Group Meetings

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The Community Engagement Plan will provide options and recommendations for smaller community group meetings or activities to complement the larger community workshops and allow outreach to specific groups that are often hard-to-reach, historically underrepresented in community engagement, identified as vulnerable to the impacts of climate change, and/or offer focused expertise on a certain hazard, population, hazard, or other component of the project. We've found in-person, small group meetings to be excellent opportunities to have meaningful discussions and receive helpful input for climate adaptation and resilience projects. Through preparation of the Community Engagement Plan, we will determine the locations and target participants for these meetings. They could address specific geographic areas, topics, vulnerable populations and communities, and/or historically underrepresented groups.

PlaceWorks, in partnership with our CBO partner Climate Resilient Communities (CRC), will create a Toolkit for these small group meetings. The Toolkit could include a PowerPoint presentation with discussion questions and/or live polling exercises and promotional flyer and text for promotion through various networks. As noted in the RFP, Agency Staff and/or CRC will use the Toolkits to present Safety Element information and lead discussions with community groups. The groups will be identified during preparation of the Engagement Plan (Task 2.1).

CRC staff will organize, promote, and attend a minimum of seven in-person Hard-to-reach/Community Group Meetings to provide technical expertise, answer questions, and take notes on community input.

Simultaneous interpretation from English to Spanish or other languages can be provided on a time-and-materials basis upon request. CRC will identify language needs during preparation of the meeting approaches and invitation lists for these meetings.

2.6 Stakeholder Meetings

In addition to engagement of community organizations, the Safety Element updates will benefit from engagement of other key stakeholders, such as service providers and partners in emergency preparedness, risk reduction, response, and management. This task targets private and public sector service providers like utilities (PG&E, water/wastewater providers, Caltrans, OneShoreline, etc.). Engaging service providers (including public, non-profit, and for-profit providers of energy, water, transportation, and communication services), agency partners, business owners, employers, public land managers, and other community partners early in the process supports preparation of the vulnerability assessment and safety elements. This focused engagement supports preparation of goals, policies, and strategies that build upon the successes and lessons learned, leverage existing and potential programs that share resilience goals and/or co-benefits,

reflects shared values, and ensures a collaborative and equitable approach to implementation. The PlaceWorks team will coordinate with the Collaborative to prepare a stakeholder list during preparation of the engagement plans, recognizing the Participating Agencies have several stakeholder groups with which to coordinate and leverage for guidance, input, and feedback.

The approach to engagement will be small, facilitated group meetings or conversations hosted through Zoom. Each group can be organized by location, stakeholder type, hazard, asset, or population group. PlaceWorks will lead preparation of meeting logistics, agenda, discussion questions, facilitation, and a summary for each meeting. The full series will include up to six meetings of 8-12 participants (no more than 15 per group) and will occur during Task 3, preparation of mapping and the vulnerability assessment. The PlaceWorks team will provide a facilitator and notetaker for each meeting. At the completion of all stakeholder meetings, PlaceWorks will prepare a memo summarizing what we heard during the discussions.

2.7 Develop Project Website

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

PlaceWorks will create and maintain an accessible and engaging website for the Safety Element Update. The website will contain information about the project, including an explanation of the project, its key steps and products, and what it means to stakeholders; a description of the Safety Element preparation process; project schedule and updates as major milestones are achieved; links to each Participating Jurisdiction's website for review of existing safety elements and related materials; a document library; links to other relevant resources; frequently asked questions (and answers); contact information; and an opportunity to submit comments and questions, if desired. The website can be organized to allow viewing by geographic area as well as by key topics and hazards.

The website will also provide information about upcoming events and activities, including community events, online engagement opportunities, and Planning Commission and City Council/Board of Supervisors meetings on the Safety Element Updates. Activities may include online surveys and interactive exercises. Public review draft documents will be posted on the website when available, and links to other online engagement or interactive products developed for the project, such as Esri-based maps, will also be provided if desired.

PlaceWorks staff will be responsible for creating, managing, and updating the website for the duration of the project. PlaceWorks will prepare a mock-up of the website for the Collaborative's review and approval prior to building it. PlaceWorks will share a draft build of the website for the Collaborative's review and incorporate staff comments prior to launching the website. This scope does not assume significant redesign or restructuring of the website once it is launched. Upon completion of the project, PlaceWorks can transfer management of the website to the County if desired.

2.8 Mapped Survey Tool

Participating Jurisdictions: Belmont, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Leveraging Survey123 for ArcGIS, PlaceWorks will create an interactive, map-based online survey that stakeholders can access with any device with an internet connection (i.e., computer, tablet, smartphone, or similar devices). Survey123 allows for web-based survey forms and for the creation of interactive activities that incorporate the online surveys with interactive activities that allow the user to place location-based comments, attach images, and incorporate other geographic information in their responses. (This feature is optimized when using a smart phone with location services enabled.)

This tool will connect residents with information, decision makers, and other residents in a professionally facilitated community discussion that builds public awareness of and trust in the project process, without constraints on the time, place, or method of public input. We propose to use this mapped survey tool to support community outreach and engagement related to identification of hazards, impacts, and adaptive capacity as part of the Vulnerability Assessment. Based on recent storm events, we anticipate receiving valuable information related to experiences with wildfire and flooding in particular.

PlaceWorks will prepare one survey activity during Task 3 related to hazard mapping and vulnerability assessment. The survey will be available in English and Spanish.

2.9 Story Map

Interested agencies: Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

PlaceWorks will design and format the results of the mapping, vulnerability assessment, and safety element goals and policies using Esri's Story Map application. A Story Map will complement the traditional hard-copy materials and provide a way for the public to interact with the maps and data more closely. This interactive platform could be used to help promote the project as well as provide a dynamic and accessible platform where users can explore the data and gain deeper insights into the key hazard and climate issues affecting their community. This Story Map will be available beginning with the public review of the vulnerability assessment results. We will add more information about the draft goals, policies, and objectives to the Story Map in advance of the public review of draft safety elements.

Story Maps provide a platform that is highly suited for Safety Element engagement and allows for the combination of dynamic and interactive maps with narrative text, diagrams, images, and a full range of multimedia content. While most planning processes strive to create a "living, breathing, document," the Story Map application empowers agencies to truly achieve this goal. The digital platform allows for regular and seamless updates to the content prior to adoption and into implementation.

2.10 Community Input Report

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

In addition to providing summaries of outreach and engagement events and activities for each touchpoint, PlaceWorks will lead preparation of a consolidated report that summarizes all outreach efforts for this project, the input received, and how input was included or not included in the Vulnerability Assessment, mapping, or Safety Elements. The Community Input Report will include feedback from all public outreach led by PlaceWorks, CBO partners, or Participating Agency staff, including engagement with hard-to-reach and underrepresented communities. In support of this report, PlaceWorks will provide a data collection and summary template to all project teammates leading outreach to ensure consistency in assessment and presentation of information. The report will include graphics, images, tables, and charts as appropriate to share results and summaries of key takeaways. In the presentation of outreach and engagement results in this report, PlaceWorks will not attribute comments to specific stakeholders or organizations to protect privacy and ensure open engagement in the process, unless specifically requested by a stakeholder or organization; however, we will provide a list of types of stakeholders and organizations engaged in each touchpoint.

Deliverables:

- » Public Engagement Plan (draft and final, electronic)
- » Equity Approach (draft and final, electronic)
- » Community Based Organization Partnership, including compensation for up to 400 participants at \$50 per 2-hour meeting.
- » Two series Virtual Community Workshops (two workshops per series) with the following materials for each series:
 - » Agenda, meeting approach, agenda, facilitation, and small group facilitator training..
 - » Workshop promotional flyer and text for Collaborative member announcements/e-blasts in English and Spanish
 - » Content for posting by Participating Agencies to their social media accounts, including suggested text for posts and supporting graphics. Text will be provided in English and Spanish.
 - » PowerPoint presentation and use of break-out rooms, surveys, and/or live polling exercises available in English and Spanish.
 - » Summary notes from all workshops, including easy segmentation for each Participating Jurisdiction.
 - » Two members of PlaceWorks team for each workshop. Additional staff can be provided with authorization of the contingency budget.
- » Community Group Meetings Support and Toolkits and in-person facilitation and notetaking with up to 7 meetings lead by CRC.
- » Six stakeholder meetings (virtual), including an agenda, discussion questions, facilitation, and note taking for each meeting.
- » Project Website design, hosting, and content updates (English) during project.
- » Community Input Report (draft and final, electronic, English only)
- » Mapped Survey Tool (draft and final, English and Spanish)
- » Story Map includes draft outline, template, and content and final Story Map (English with option to provide Spanish with contingency funds).



TASK 3. Vulnerability Assessment and Hazard Maps

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

The vulnerability assessment and hazard mapping are core parts of the technical work needed to update the Safety Element. The vulnerability assessment helps community members, agency staff, and decision makers understand how community hazards may alter conditions due to climate change and what parts of the community (people and places) are most at risk. Not only is the vulnerability assessment required by State law, but it helps each community clearly understand the potential and far-reaching effects of climate change.

The vulnerability assessment incorporates hazard mapping that translates technical reports and data into an easy-to-understand visual that drives home the threats posed by natural hazards. Understanding the extent of wildfire hazard zones, projected flood inundation areas for sea level rise, how hazard areas overlap with critical infrastructure, and other key facts illustrated by hazard mapping helps the community clearly grasp the potential effects on their well-being.

The PlaceWorks team has unrivaled experience preparing vulnerability assessments and has worked closely with State agencies to write this guidance. Our GIS experts have prepared both static and dynamic mapping for hundreds of communities and are well versed in using the latest interactive visualization tools to communicate hazard issues to members of the public and agency decision makers.

3.1 GIS Database for Hazards

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Spatial data is at the heart of understanding current hazard conditions and potential future risks caused by the effects of climate change. The PlaceWorks team understands that precise, accurate, and up-to-date data play a critical role in the planning process and are necessary to garner support and incorporate ideas from community members. PlaceWorks' team of GIS experts have an intimate knowledge of the available datasets, including a deep understanding of the key components and underlying data that define each layer. Building on work done on past studies in the region, the PlaceWorks GIS team will start by gathering GIS datasets that speak to existing hazards and future climate conditions, including the potential effects of climate change. These datasets include, but are not limited to the following natural hazards:

- Seismic hazards
 - » Faults (on and offshore)
 - » Shaking potential
 - » Liquefaction potential
 - » Level of earthquake hazard
- Water hazards
 - » Federal Emergency Management Agency (FEMA) Special Flood Hazard Area
 - » Department of Water Resources (DWR) Awareness zones
 - » Dam inundation areas
 - » Sea level rise and coastal flooding
 - » Coastal erosion due to sea level rise

- » Tsunami inundation zones (including any State mapping updates)
- » Levees
- Fire Hazards
 - » Fire hazard severity zones
 - » Future fire risk projections
 - » Historic wildfire perimeters
 - » Wildland-urban interface
 - » Tree mortality
- Other Hazards
 - » Landsides and debris flows
 - » Smoke and air quality
 - » Heat islands tree equity score
- Future Climate Projections
 - » Extreme precipitation events and drought
 - » Extreme heat and cold

PlaceWorks will ask Participating Jurisdictions that include human-made/caused hazards in their existing safety elements to confirm if those hazards should be retained and updated. These hazards could include hazardous materials, airport operation-related hazards, or others requested by the community or decisionmakers. This scope of work does not include updates to noise modeling and contours or noise-related goals, policies, and implementation programs.

Deliverables:

- » Geodatabase of hazard data (electronic, draft and final)
- » Memo summarizing GIS database and any associated methods (electronic, draft and final)

3.2 GIS Database for Asset Layers

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Along with the comprehensive set of hazards data, the PlaceWorks team will prepare a GIS database of community assets that may be affected by climate change and so should be analyzed in the vulnerability assessment. These assets will include aspects of the built environment, including public and private buildings, infrastructure, habitats, and natural resources. Community assets will include assets that span jurisdictions, such as freeways, the Caltrain line, and natural ecosystems, as well as assets that are fully within each community. Preparation of this database will be done in consultation and collaboration with Participating Jurisdictions through Steering Committee and TAC meetings and with community members and stakeholders through Task 2.

These datasets include, but are not limited to:

- Bicycles and pedestrian trails
- Communication towers
- Commercial centers
- Electricity transmission lines and substations
- Forest and woodland habitat



- Government administrative buildings
- Grassland and chaparral habitat
- Historic buildings
- Highways and major roadways
- Medical facilities
- Natural gas pipelines
- Parks and other recreation facilities
- Public transit infrastructure, including bus stops, Caltrain stations, and BART stations.
- Police and fire stations
- Railway lines
- Residential structures
- Road and rail bridges
- Schools
- Water and wastewater infrastructure
- Wetland and riparian habitat

Deliverables:

- » List of assets for each community (electronic, draft and final)
- » Memo summarizing GIS database and any associated methods (electronic, draft and final)

3.3 Identify Sensitive Populations

Participating Jurisdictions: Atherton, Belmont, Brisbane, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Although everyone is likely to be affected by climate change, not everyone is likely to be affected to the same degree. We know that certain populations are likely to be disproportionately affected, including many groups that already face systemic inequities, marginalization, and environmental racism. Climate change is already exacerbating many of the challenges faced by these populations, and in the absence of robust action to correct these issues, such inequities are likely to only get worse. The vulnerability assessment will help identify these sensitive populations and describe the threats they face, forming a foundation for necessary action to reduce these challenges and move to a more equitable future.

The PlaceWorks team will collaborate with Participating Jurisdiction staff, key stakeholders, and the broader community through the engagement and equity approach discussed in Task 2, to identify sensitive populations in the Participating Jurisdictions. We anticipate using as refined and detailed data as possible from the US Census Bureau, the California Office of Environmental Health Hazard Assessment, the California Healthy Places Index, and other sources. After developing an initial list, we will consult and collaborate with Participating Jurisdictions through Steering Committee and TAC meetings and with community members and stakeholders through Task 2 to ensure this list is accurate and comprehensive before beginning the vulnerability assessment. We expect that this effort will occur in parallel with conversations about the connection between climate change and inequity, which may be part of community engagement efforts or stand-alone small group discussions. Our past experiences in the county and working in other jurisdictions throughout the state informs our methodical, yet flexible approach to collaboration. We believe the engagement process is iterative, whereby information is revealed, analyzed, and validated through continuous, transparent engagement with the public. Our team anticipates developing strong, trusting

connections from the start of the project, ensuring that as we begin analytical tasks, we don't rely solely on external data sources to tell the community's story.

We want to ensure that the list of sensitive populations reflects the full range of groups who may be disproportionately affected by climate change hazards. This includes people who are socially and physically isolated, have limited financial resources, face elevated exposure to hazards, have underlying behavioral or physical health issues, and other groups. We understand that the harm posed by natural hazards, especially those driven or influenced by climate change, can lead to physical injuries, impacts to mental health, economic damages, and reduced well-being and quality of life.

We will identify sensitive populations unique to each Participating Jurisdiction. While there are likely to be similarities across the communities in San Mateo County, the different histories and socioeconomic characteristics of each community necessitates tailored responses driven by individual community needs. This will let us create vulnerability assessments with a continuous framework and format, but that reflect the unique conditions in each Participating Jurisdiction.

Deliverables:

- » List of sensitive populations for each community (electronic, draft and final)

3.4 Prepare Asset Lists

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

Along with the list of sensitive populations, the PlaceWorks team will also work with Participating Jurisdiction staff, stakeholders, and community members to prepare a list of for inclusion in the vulnerability assessment. This list will be based on the assets included in the GIS database discussed in Task 3.2, along with some additional assets, such as key community services and economic drivers, which may not be able to be easily mapped but are still a critical component of their communities. This approach allows for a vulnerability assessment that more accurately reflects the breadth of climate change effects and can identify potential vulnerabilities that might not show up in a more limited analysis.

After preparing an initial list of assets for each Participating Jurisdiction, the PlaceWorks team will vet this list with Participating Jurisdiction staff, key stakeholders, and community members through engagement activities presented in Task 2. Through CBO engagement described in Task 2, CRC will ensure CBOs are involved in this review, even if the assets are not directly related to their missions, since many such organizations could rely on these assets for their daily operations and have a detailed understanding of how such assets may be affected. After this review, we will prepare a final list of assets for inclusion in the vulnerability assessment.

***WHY ANALYZE SERVICES
SEPARATE FROM
INFRASTRUCTURE?***

Often, climate change can affect an important service without damaging the underlying infrastructure that the service depends on. For example, droughts can threaten a community's reliable water supply without damaging water pipelines, pumps, or treatment plants. Analyzing services and infrastructure separately lets the vulnerability assessment more accurately consider a fuller range of effects that climate change may have.



Deliverables:

- » List of assets for each Participating Jurisdiction (electronic, draft and final)

3.5 Identify Flood and Fire Hazard Data

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

State law requires that safety elements address flood and fire hazards in the jurisdiction, as well as develop specific policy language to help protect communities against these hazards. The PlaceWorks team has already secured many of the necessary pieces of data as part of our work on safety elements and related documents across the state, but we will work with jurisdiction staff to secure the remaining data and to confirm the relevance of the files we have already obtained.

We expect that we will collect or confirm the following datasets, consistent with the list in the RFP and our understanding of Sections 65302(g)(2) and 65302(g)(3) of the California Government Code:

- Flood hazard maps as prepared by FEMA. This will cover all areas identified as 100-year (including all Zone A designations) and 500-year floodplains. At the time of writing, these maps appear to have been updated between 2012 and 2019, but we will incorporate any new mapping as it becomes available.
- DWR 100-year Flood Awareness zones.
- Levees and the areas they protect, along with identification of areas that have a reduced flood risk as a result and areas that may be subjected to flooding in the event of levee failure and overtopping. We expect this will include areas at risk of overtopping as a result of sea level rise, as identified in the Adapting to Rising Tides modeling or other relevant datasets.
- Dam failure inundation maps that are available from DWR, as well as any other inundation mapping that may be available from the California Office of Emergency Services or other resources.
- Sea level rise datasets available from the San Mateo County Sea Level Rise Mapping Tool, the Sea Level Rise Risk Assessment for County-owned and operated assets and leased facilities, and the shallow/emergent groundwater data from the San Francisco Estuary Institute. Additional datasets may include the San Mateo County Sea Level Rise Project Database of major existing and planned sea level rise adaptation projects. Finally, detailed information can be extracted and analyzed from the United States Geological Survey's Coastal Storm Modeling System (CoSMoS) of storm-induced coastal flooding and erosion for both current and future sea-level rise scenarios for San Mateo County (CoSMoS V3.1).
- Fire Hazard Severity Zones, as prepared by CAL FIRE. We will identify the areas in the unincorporated county designated as Moderate, High, or Very High, as well as the areas in incorporated communities designated as Very High. Our team is aware that these maps currently date to 2007, and that CAL FIRE is in the process of updating them, with the expectation that updated mapping will be available over the timeframe of this project. We will use the most up-to-date mapping in all circumstances.
- Wildland-urban interface zone mapping, based on regional, state, and federal studies.
- Public and other critical facilities in mapped flood and wildfire hazard zones. Such facilities may include roads and highways, power lines, public safety buildings, community centers, schools, hospitals, and others to be determined in coordination with jurisdiction staff and CBOs.
- Current and future land uses in mapped flood and wildfire hazard zones.
- Records of past flood and wildfire events in Participating Jurisdictions and the region, including information on any injuries or death, extent and cost of damage, and other disruptions as available.

- The local, regional, state, and federal agencies responsible for flood and wildfire protection in the Participating Jurisdictions.

We will collect this data for all Participating Jurisdictions, which will inform the hazard mapping, vulnerability assessment, and background information sections. They will also be integrated into the online map viewer. As part of these tasks, the data will help identify areas of greatest exposure to flood and wildfire hazards, as well as the people, buildings, infrastructure, and other key assets in these areas who are most at risk. Based on these findings, we expect that these data will inform policies in the Safety Elements intended to help increase resilience to these hazards, prioritizing the areas, people, and assets who face the greatest potential for harm.

Based on our initial survey of available data, we are not aware of any flood hazard mapping from the US Army Corps of Engineers, or of any 200-year floodplains, in San Mateo County. However, we will conduct a more thorough review of the available data and will include any new information as it becomes available.

Deliverables:

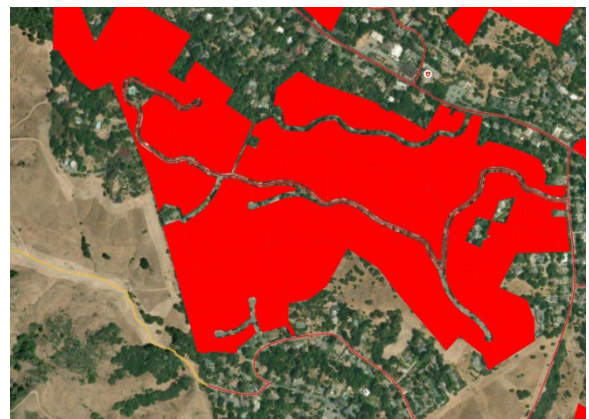
- » Geodatabase of hazard mapping (electronic, draft and final)
- » List of other relevant data sources (electronic, draft and final)

3.6 Evacuation Constraints Analysis

Participating Jurisdictions: Atherton, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

In 2019, the State adopted Senate Bill (SB) 99, requiring that Safety Elements identify residential areas in any hazard area that lack at least two emergency evacuation routes. This law is intended to help identify evacuation-constrained areas and to indicate where any additional resources may be necessary to facilitate a smooth and effective evacuation if there is ever such a need for it. The PlaceWorks team has developed an approach to identifying these areas that we have vetted with CAL FIRE and used in numerous communities across the state.

Given the widespread potential of some hazard issues across San Mateo County (such as seismic hazards), and the fact that hazards may occur outside of mapped hazard zones (such as recent wildfires, which have burned in areas not officially identified as fire hazard zones), we recommend that the SB 99 analysis apply to all residential properties in the Participating Jurisdictions. We will identify the roads that can function as likely evacuation routes, including highways, arterials, and relevant neighborhood roads, in coordination with jurisdiction staff. We then assess the distance between residential parcels and likely evacuation routes, as measured along the road network. Parcels that lack convenient access to multiple evacuation routes, or to a single evacuation route that would allow them to evacuate in multiple directions, are flagged as potentially evacuation constrained. We



Screenshot from an evacuation constraints analysis, identifying residential parcels that lack convenient access to multiple evacuation routes or options. Properties on roadways with a single access point are particularly at risk of evacuation constraints.



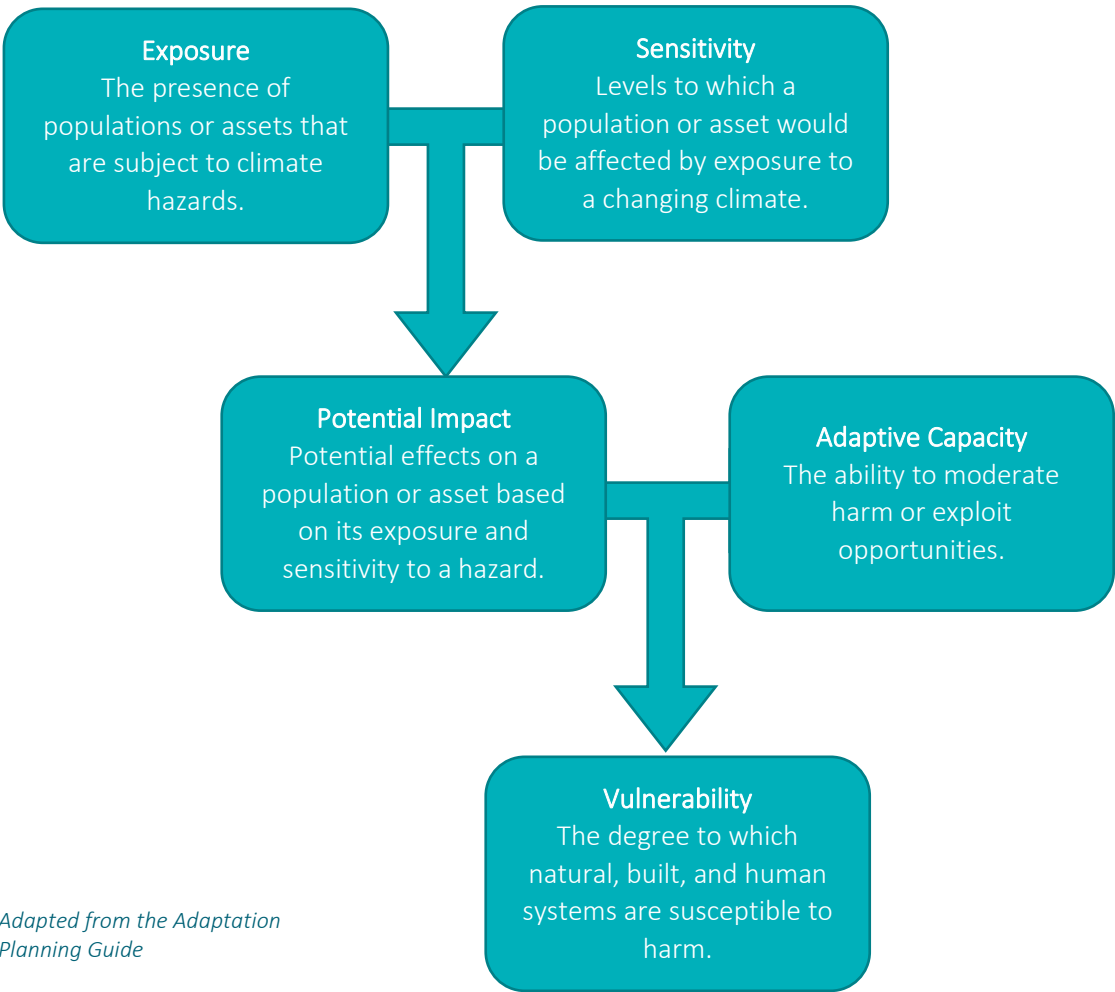
then vet these parcels with Participating Jurisdiction staff, community members, and local emergency responders to confirm their accuracy.

We understand that the California Governor’s Office of Planning and Research is developing guidance to support evacuation analysis. We are prepared to modify our approach as necessary to comply with any guidance from the State that may be released prior to the completion of this project, or to better meet the needs of Participating Jurisdictions. We can review our method with staff before beginning work to make sure it is suitable and appropriate for all communities. We also understand that an Assembly Bill (AB) 747 analysis will be conducted separately and is not part of this project. To the extent possible, we will sync our efforts with that analysis to use the same datasets and other fundamental assumptions.

Deliverables:

- » GIS layers of evacuation constraints analysis results (electronic, draft and final)
- » Memo summarizing method for evacuation constraints analysis (electronic, draft and final)

3.7 Vulnerability Assessment



Adapted from the Adaptation Planning Guide

After we confirm the lists of sensitive populations and assets, identify the hazard zones and supporting data, and prepare hazard mapping, the PlaceWorks team will prepare vulnerability assessments for all Participating Jurisdictions. We will prepare this in accordance with the recommendations in the Adaptation Planning Guide.

San Mateo County has already performed a substantial vulnerability assessment of sea level rise on community, built, and natural assets. Through the Sea Change program, the County has a strong understanding as to how rising seas pose risks to its people and places. The PlaceWorks team does not intend to redo the sea level rise vulnerability assessment, but rather extract information to (1) Inform policies and actions in the Safety Element related to flooding and coastal hazards; and (2) Inform the development of policies and actions for hazards or vulnerabilities that may be exacerbated or influenced by sea level rise impacts.

We will begin by identifying the current risk posed by these hazards and how these hazards are likely to change in the future given climate change projections and other considerations. We will assess which of the populations and assets are likely to be harmed, given their locations, degree of connection, and other factors, collectively known as the **exposure**. We will next determine how susceptible each population and asset is to each relevant hazard (the **sensitivity**). This will allow us to identify the **impact**, or the anticipated effects that a population or asset may experience as a result of climate change-related hazards on future conditions. We will then assess the **adaptive capacity** of all populations and assets for each relevant hazard, determining their ability to resist or respond to these impacts. Based on the combined impact and adaptive capacity score, we can assign a draft vulnerability score.

	Low Impact	Medium Impact	High Impact
Low Adaptive Capacity	V3 (medium vulnerability)	V4 (high vulnerability)	V5 (severe vulnerability)
Medium Adaptive Capacity	V2 (low vulnerability)	V3 (medium vulnerability)	V4 (high vulnerability)
High Adaptive Capacity	V1 (minimal vulnerability)	V2 (low vulnerability)	V3 (medium vulnerability)

An illustration of how impact and adaptive capacity scores can translate to vulnerability, on a five-point scale from Minimal to Severe.



The impact and adaptive capacity analyses and the resulting vulnerability score will draw on data from numerous sources. We will look at published reports and studies that describe the impacts and adaptive capacities of relevant populations and hazards, tailoring these findings to ensure they are applicable to the Participating Jurisdictions. These sources include academic papers, State and regional reports, and publications from nonprofits, CBOs, and other groups. We will use the GIS data layers identified in earlier tasks to inform the findings of the vulnerability assessment. For example, we will look at where sensitive populations are concentrated to see if they may be more exposed to a hazard than other groups or if they are farther away from facilities that can provide resources during emergencies. Where relevant, we will split populations or assets by jurisdiction or region, recognizing that the vulnerability of the same population or asset may vary depending on location.

We will make sure that the vulnerability assessment also considers cascading and indirect impacts. This involves identifying instances in which one hazard situation may lead to another (such as a severe wind event that contributes to a significant wildfire), or in instances where a population or asset is not directly harmed by a hazard but is ultimately susceptible to the effects of other direct damage (such as a flood that damages an important business and forces it to close, creating economic harm for employees, even if they were not physically harmed). Consideration of these factors allows us to conduct a more holistic vulnerability assessment, taking a much wider range of potential effects of climate change into account. By extension, this supports greater opportunities for resilience in the updated Safety Elements.

We will prepare an individual vulnerability assessment for each Participating Jurisdiction, but we will prepare these sets of scores in coordination with each other, drawing on common datasets and studies to the extent they are relevant. This approach will allow us to make sure that the findings of the vulnerability assessment are tailored to the unique conditions present in each Participating Jurisdiction, but also that they have a common background and foundation. This balance will help identify appropriate responses to the issues facing each Participating Jurisdiction, as well as common vulnerabilities across San Mateo County that support regional collaboration and resilience efforts.

It is critical that we vet the findings of the vulnerability assessment with the community and Participating Jurisdiction staff. While the PlaceWorks team is proud of our expertise on this subject, we recognize that we do not have the on-the-ground experience of people and organizations who have been living and working in these communities for years. We plan to submit all potential data sources for staff and the community to confirm through the activities identified in the Community Engagement Plan (see Task 2). All draft vulnerability assessment scores will be released for public review following review by Participating Jurisdiction. This approach allows us to incorporate the lived experience of the community and staff thoroughly into the assessment process, creating a vulnerability assessment that is more accurate and better representative of local understanding. Based on our experience with other communities, we expect this to be a conversation between all involved to refine the scores and get to a set of results that satisfy both the legal requirements and the needs of the participants.

CASCADING EFFECTS

Instances where one climate change-related hazard results in another.

INDIRECT EFFECTS

When a population or asset is not directly harmed by hazardous conditions, but experiences impacts as a result of other damage.

Deliverables:

- » Summary of vulnerability assessment methods and relevant hazards (electronic, draft and final)
- » Vulnerability assessment scoring results for review (electronic, for each Participating Jurisdiction)

3.8 Summarize Results of Vulnerability Assessment

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

An important part of the Safety Element Update will be helping members of the community and other involved stakeholders understand the risks present in their community and what can be done to improve resilience. The PlaceWorks team will prepare vulnerability assessment summaries to support this goal and to help build a foundation of key findings that can be used to inform the development of resilience policies. We will prepare these written summaries after Participating Jurisdiction staff review the findings of the vulnerability assessment and we revise the scores accordingly to respond to these comments. We will draft one summary for each Participating Jurisdiction. These summaries can function as stand-alone reports but can also act as appendices to the Safety Elements or other resilience documents as appropriate. We will submit a proposed outline of the written reports to Participating Jurisdiction staff to ensure that the approach meets expectations before drafting the summaries.

These summaries will highlight the primary hazards of concern, along with the populations and assets who are most vulnerable and why. The summaries will include a brief methodological description, explaining the process that the team used to prepare the vulnerability assessment. We will write these summaries to be easily accessible to community members without over-simplifying the content or omitting important details. We will also make use of mapping and GIS files, including any already-prepared mapping, to help explain key issues.

As with the vulnerability assessment scores themselves, we will submit the drafts of the vulnerability assessment summaries to members of the public, jurisdiction staff, key CBOs and other stakeholders, the Technical Advisory Committees and Collaborative Steering Committee, and other groups, consistent with the approach laid out in the Public Engagement Plan. We expect that these reviewers will provide feedback on the written summaries to make sure that they are highlighting important issues, presenting findings in a way that is consistent with community experiences, and meeting all other expectations. We will revise the written reports to incorporate these comments and ensure that the reports serve community needs.

Deliverables:

- » Outline of vulnerability assessment summaries (electronic, draft and final)
- » Vulnerability assessment summaries for each Participating Agency (electronic, draft and final, for each Participating Jurisdiction)

3.9 Online Map Viewer

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

The goal of the online data viewer is to provide the project team, Technical Advisory Committee members, stakeholder groups, and community members with a comprehensive repository of the GIS data layers used for the vulnerability assessment along with the results of our analysis. Metadata will be included for each



layer presented through the online map viewer, which will provide details on the source data and analysis methodology where applicable. PlaceWorks will use the latest web mapping technology available through ArcGIS Online to create a user-friendly streamlined application that will provide users with deep understanding of each of the included datasets and how they work together to answer key questions and shed light on current and future conditions.

PlaceWorks team will use this task to supplement and enhance the County's existing map viewer that was created for the 2021 Multi-Jurisdictional Hazard Mitigation Plan. If this is desired, we can modify our process above to ensure our efforts expand on this existing resource and further enhances the outcomes. This allows the Collaborative to capitalize on efficiencies from past work and enhancements that expand both the knowledge base and usability of this information for all agencies participating in the process.

Deliverables:

- » Online map viewer (electronic, draft and final)

3.10 Hazard Maps for Inclusion in Safety Element

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, Pacifica, San Bruno, and San Mateo County.

PlaceWorks understands the importance of communicating technical information to a broad audience using well-designed maps. PlaceWorks staff has the unique ability to understand complex planning issues and distill them in an accessible, graphically-rich way. The California Government Code requires that the Safety Element includes up-to-date maps. The PlaceWorks GIS team will prepare a comprehensive set of maps for the Safety Element that will include data gathered in Tasks 3.1, GIS Database for Hazards, and 3.2, GIS Database for Asset Layers. We will prepare a base map with community facilities and infrastructure and once reviewed and approved by City staff, we will use the base map to create the hazard maps for the Background Report.

Deliverables:

- » A set of PDF maps (electronic, draft and final)

Task 4. Background Information on Hazards

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The background reports of the updated Safety Elements provide important context and other information that helps describe the issues present in the community. This information serves as a foundation for the updated policies, along with the results of the vulnerability assessment, hazard mapping, and other analyses. When written well, these documents help explain relevant issues to members of the public, jurisdiction staff and officials, and other engaged stakeholders.

We know the importance of preparing these background reports to be thorough and complete, while still ensuring that they are engaging and interesting. Despite their often-technical nature, we pride ourselves in writing background reports that can be easily understood, allowing them to serve as valuable educational materials in the Safety Element process. We will prepare a stand-alone background report for each Participating Jurisdiction.

4.1 Update Hazard Background Information

Participating Jurisdictions: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The PlaceWorks team will prepare a background report for each participating jurisdiction, complying with all State laws and guidance regarding what must be included in this document. We expect that these background reports will discuss the regulatory context that informs the Safety Element, the purpose of the Safety Element and the reason for updating them, and each of the key issue areas. For issues that relate to a specific hazard, such as wildfire or floods, we will introduce the hazard and why it is a community concern; discuss past events in the Participating Jurisdiction or region; review the agency or agencies responsible for protecting against it; and the future risk posed by it, including changes as a result of climate change. For issues not related to a specific hazard, such as evacuations or emergency preparation, we will discuss other relevant topics as needed to give the reader a good understanding of the issue and include mapping and graphics, where relevant.

We plan to draft the background reports as stand-alone documents that can function as appendices to the main Safety Element, along with the vulnerability assessment summaries discussed in Task 3.8. We recommend this approach, as it allows us to incorporate sections of the background report into the main Safety Element document, providing context to the policies while keeping much of the detailed information in the appendix. However, if desired by Participating Jurisdictions, we can draft the background reports to be part of the main document.

For all the background reports, we intend to follow the same basic format, although we recognize that the issues discussed will vary from community to community, and some communities may wish to organize topics differently. We will prepare an outline of the background report for review by jurisdiction staff and other interested stakeholders before drafting the reports themselves. We will provide the final background reports in the same formatted template for the draft Safety Elements themselves discussed in Task 7.

Deliverables:

- » Outline of background reports (electronic, draft and final, for each Participating Jurisdiction)
- » Background reports for each Participating Agency (electronic, draft and final, for each Participating Jurisdiction)

Task 5. Goals, Objectives, and Policies

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Developing goals, objectives, and policies into a framework is a major step in element development for a jurisdiction. The previous tasks help set a strong foundation that this framework builds upon to ensure future development and activities within a community are safer and more resilient. For many jurisdictions, policies can take many forms depending on the issues that need to be addressed. For that reason, this task will work with each jurisdiction to understand their needs and the types of policies that work best.



Programmatic: Strategies to expand or create new programs, activities, and initiatives.



Plans, regulations, and policy development: Strategies to revise policies, plans, regulations, and guidelines.



Capital improvement projects: Strategies to address physical and functional needs in the built and natural environment, or to secure funding for these projects.



Education, outreach, and coordination: Strategies to begin or expand partnerships and relationships, communication, and expanding awareness.



Evaluation: Strategies to improve feedback, input, and data and information to conduct further or new analyses.

Examples of the types of policies that can be included in the updated Safety Elements.

5.1 Regional Best Practices Summary

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The diversity of jurisdictions involved in this project requires a thorough review of best practice examples from across the region, including a review of plans, policies, and programs prepared and implemented by cities and partner agencies in San Mateo County that are not participating in this collaborative. Based on the results of the Vulnerability Assessment (Task 3) and the review of the existing plans discussed in Task 5.2 the PlaceWorks team will work to identify the policy needs for each jurisdiction. While we know there are cross-cutting issues that all Participating Jurisdictions may face, there are a number of ways to address these issues to better accommodate individual community needs. This summary will focus on key factors such as:

- Methods for monitoring and evaluating progress towards risk-reduction goals.
- Applicable guidance pertaining to resilience.
- Equity-focused climate change policies.
- Cross-cutting issues that may affect many jurisdictions.
- Regional initiatives and collaboration that promote and enhance resilience at the local level.

We will identify potential solutions that take advantage of best practices and successful efforts in the county and nearby communities, informed by jurisdiction staff and key stakeholders, input from members of the community, and emerging opportunities in San Mateo County and the region. Following our review of best practices appropriate to the project, PlaceWorks will prepare a Best Practices Summary Memo tailored to the specific conditions in the Participating. We will build from and complement existing and planned efforts whenever possible, allowing for a more efficient use of time and resources that avoid unnecessary

duplication. At the same time, we plan to recommend entirely new programs where appropriate. This will include actions that San Mateo County and Participating Jurisdictions can launch in partnership with other agencies and CBOs.

Deliverables:

- » Regional Best Practices Summary Memorandum (electronic, draft and final)

5.2 Review of Existing Plans, Requirements, and Gaps

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The PlaceWorks team will prepare a review of each participating jurisdiction's existing Safety Element (or comparable document), along with other relevant sections of the General Plan and other supporting documents, such as the Multijurisdictional Local Hazard Mitigation Plan, climate action/adaptation or sustainability plans, and emergency operations plans. We will check each existing Safety Element for consistency with current State requirements and identify any content that can be incorporated from supporting documents or other technical documents to help meet these requirements.

While consistency with State laws is an important objective for Safety Elements, it is not the only standard that they have to meet. We expect that the vulnerability assessments will identify key gaps in each community's adaptation and resilience approach that are critical to community well-being, but which may not be explicitly required by the State. Similarly, we expect that community members, CBOs, and other stakeholders who participate in the public engagement process will raise other issues that the updated Safety Elements should address but are not mandated to do so. There may also be other best practices or emerging opportunities that will be helpful to the updated Safety Elements. We will prepare a gap analysis memo identifying these additional issues that we recommend the updated Safety Elements address.

As part of this review, we will also consider the policies in the existing Safety Elements and provide recommendations for whether to keep policies as-is, modify them, or remove them. We will use current State requirements and the results of the gap analysis to inform these recommendations. As a part of this work, we will coordinate with local jurisdiction staff to understand which policies have already been implemented, what policies have been effective, and where policies can be revised or improved to better meet the needs of the community.

We understand that the adoption dates of the existing Safety Elements vary widely across the Participating Jurisdictions. Some were adopted within the past few years, while others are a few decades old. We expect that compliance with current State laws and other community needs will be at least partly a function of age and are prepared to make more substantial recommendations as needed.

RECENT STATE REQUIREMENTS

- Include detailed information about flood and wildfire risks.
- Include specific policies related to reducing the threat from floods and wildfires.
- Prepare a climate change vulnerability assessment.
- Include policies to improve adaptation and resilience to climate-related hazards.
- Assess evacuation constraints of residential areas.



Deliverables:

- » Review matrix for consistency with State laws (electronic, draft and final, for each Participating Jurisdiction)
- » Review matrix of existing policies and recommendations (electronic, draft and final, for each Participating Jurisdiction)
- » Gap analysis memo (electronic, draft and final, for each Participating Jurisdiction)

5.3 Draft Goals, Policies, and Objectives

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The PlaceWorks team will work with local jurisdiction staff, CRC, and other key stakeholders to prepare a set of draft goals, policies, and objectives for each of the updated Safety Elements. These goals, policies, and objectives will respond to State requirements, findings in the vulnerability assessment, results from the gap assessment, and input from the public engagement process. The overarching goal will be to provide increased protection for all populations, buildings and infrastructure, and other assets in the community, with a specific focus on populations and assets that are uniquely susceptible.

The PlaceWorks team, in partnership with CRC, will ensure the draft goals, policies, and objectives incorporate the equity approach prepared as part of Task 2. As part of this commitment, when drafting and reviewing the goals, policies, and objectives, the PlaceWorks team will use the County's equity assessment tool, or other tool as directed by the Participating Jurisdiction or recommended through best practice. As part of the equity review, CRC will ensure the draft goals, policies, and objectives fairly incorporate comments, suggestions, and requests received through the engagement and outreach activities conducted as part of Task 2.

We will draft the goals, policies, and objectives to take advantage of the full range of strategies available for local communities to improve public safety, adapt to changing conditions, and grow their community resilience. These may include new regulatory standards or development review processes, educational efforts, community partnerships, specific capital improvement projects, and more involved planning processes. We will also recommend goals, policies, and objectives that support monitoring and reporting of Safety Element strategies to determine their effectiveness and to allow them to be revised in future updates.

We will incorporate recommendations from the Adaptation Planning Guide, California Climate Adaptation Strategy, and other reports and guidance documents where appropriate. We will include strategies from existing local plans, such as policies in the Multijurisdictional Hazard Mitigation Plan and OneShoreline's priority projects, where it makes sense to have a clear linkage between the documents. State law also requires including certain strategies in the draft elements, such as policies around siting new critical facilities outside of hazard-prone areas and using natural infrastructure systems to support resilience efforts.

Deliverables:

- » Draft Goals, Policies, and Objectives Memorandum (electronic, for each Participating Jurisdiction)
- » Equity Assessment of draft goals, policies, and objectives.

5.4 Revise Goals, Policies, and Objectives

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Upon completion of Task 5.3, the Goals, Policies, and Objectives will be shared with the Technical Advisory Committees, stakeholder groups, and members of the public for review and feedback. Based on this feedback, which will be integrated with engagement and outreach opportunities in Task 2, the PlaceWorks team will gather input received and identify the changes and recommendations necessary and what content was removed or not included in the final draft. In our experience, many goals, policies, and objectives that do not make it into a Safety Element are usually out of scope from what a Safety Element is intended to accomplish or may be infeasible because of political or financial constraints. However, as part of this task, any goals, policies, and objectives that aren't taken forward will be documented to ensure decision makers understand how the process informed the final element development.

Deliverables:

- » Final Goals, Policies, and Objectives Memorandum (electronic, for each Participating Jurisdiction)

Task 6. Implementation Measures

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The implementation measures will build upon the data collection efforts, vulnerability assessment, and community and stakeholder feedback to detail the specific steps required to implement the Safety Element policies. Collectively, the measures will also serve as a guidance and reference document for the jurisdictional staff from each city. The PlaceWorks team will develop a framework with the full list of the implementation measures to include which agencies, partners, or departments are responsible for implementation; agency, department, or partner implementation costs based on a scale of low to medium to high (i.e., \$, \$\$, \$\$\$); timeframe for implementation on a scale of near-term or long-term; and potential funding opportunities. These metrics will be used to prioritize implementation of the Safety Element policies and actions. Our team's standard planning and analytical process already includes collecting a variety of these variables. Therefore, our team will provide efficiencies for the cities and County in development of the measures.

6.1 Develop Draft Implementation Measures

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

We will develop draft implementation measures designed to carry out the updated goals, policies, and objectives of each jurisdiction. As part of the implementation measure development, the team will review state and federal guidance, including guidance for equitable climate planning from sources such as the California Adaptation Planning Guide, the Urban Sustainability Directors Network (USDN), and the Governor's Office of Planning and Research (OPR). We will also review examples of best practices from other relevant local jurisdictions throughout the state to identify resilience and adaptation projects and programs that may be advantageous for the Participating Jurisdictions to consider and incorporate. We will identify needed updates to zoning regulations, subdivision regulations, Local Coastal Programs, building regulations, and



similar to inform the creation or revision of goals, policies, and objectives. Implementation measures from SB 379 (Government Code Section 65302(g)(4)(I)) and SB 1241 (Government Code Section 65302(g)(3)(C)) will be incorporated as appropriate to comply with state law. In keeping with our team’s holistic integration of equity in our planning processes, we will objectively evaluate the placement of projects, benefits and burdens, and cumulative risks to historically underserved communities from the implementation measures.

The PlaceWorks team, in partnership with CRC, will ensure the draft implementation measures incorporate the equity approach prepared as part of Task 2. As part of this commitment, when drafting and reviewing the implementation measures the PlaceWorks team will use an equity assessment tool, either prepared by the Participating Jurisdiction or recommended through best practice. As part of the equity review, CRC will ensure the draft implementation measures fairly incorporate comments, suggestions, and requests received through the engagement and outreach activities conducted as part of Task 2.

6.2 Revise Implementation Measures

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The project team will share draft implementation measures, and any prioritization as determined by Participating Jurisdictions, with the Technical Advisory Committees, stakeholder groups, and members of the public, as determined by the Public Engagement Plan to gather feedback and input. We will revise draft implementation measures based on that feedback and input, and then will use the Community Input Report to communicate what implementation measures were or were not incorporated. This subtask should incorporate with Task 2.

6.3 Implementation Recommendations

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The team will offer recommendations for critical next steps to implement the mitigation measures, including strategies for the: (1) monitoring and evaluation of implementation of measures; (2) bundling of measures to optimize efficiencies in funding, planning, and implementation; and (3) incorporation of new, best available science and best management practices. This document will also include any recommendations on prioritization as made by Participating Jurisdictions.

Deliverables

- » Implementation Measures Document (electronic, draft and final, for each Participating Jurisdiction)
- » Recommended Next Steps: Implementation Memorandum (electronic, draft and final, for each Participating Jurisdiction)

Task 7. Safety Elements Drafted for Jurisdictions

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

After all the individual segments of the Safety Element updates are ready, we will assemble the results into a complete Safety Element. These documents will incorporate all the content and analyses prepared to date. As a part of this stage of the work, we anticipate preparing two drafts of each Safety Element: an administrative draft for jurisdiction staff, and a public review draft for widespread review that includes staff revisions.

The PlaceWorks team, in partnership with CRC, will ensure the draft safety elements incorporate the equity approach prepared as part of Task 2. As part of this commitment, when drafting and reviewing the safety elements the PlaceWorks team will use an equity assessment tool, either prepared by the Participating Jurisdiction or recommended through best practice. As part of the equity review, CRC will ensure the draft safety elements fairly incorporate comments, suggestions, and requests received through the engagement and outreach activities conducted as part of Task 2.

7.1 Administrative Draft Safety Elements for Jurisdictions

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

The PlaceWorks team will prepare a stand-alone administrative draft Safety Element for each of the Participating Jurisdictions. These Safety Elements will compile all the previously prepared content. We expect that the Safety Elements will include the goals, objectives, and policies from Task 5, the implementation measures from Task 6, and all relevant mapping. We recommend incorporating short sections of text from the background reports and vulnerability assessment summaries to help provide important context while keeping the elements short and streamlined. However, if desired, we can fully include the content from these documents to create a much larger element. We will confirm preferences with jurisdiction staff before preparing the combined element.

We will include the final Community Input Report prepared as part of Task 2.8 along with the administrative draft Safety Element. This will illustrate how we incorporated feedback and comments from the public engagement process into the element. If requested, we can also include a section in the main body of the element to discuss how public comments have informed the preparation of the document.

Prior to preparing the administrative draft Safety Elements, we will prepare a template for the document. These templates may be the same across all jurisdictions or may be unique to each Participating Jurisdiction, depending on staff preferences. We can also use an existing General Plan template or prepare the new template to match existing styles.

Deliverables:

- » Safety Element template (electronic, draft and final, for each Participating Jurisdiction)
- » Administrative draft Safety Element (electronic, for each Participating Jurisdiction)
- » Community Input Report (electronic, for each Participating Jurisdiction)



7.2 Public Review Draft Safety Elements

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

After each jurisdiction's staff provide us with a compiled set of comments on the administrative draft Safety Element, we will make revisions in response to the feedback. This will include a discussion with jurisdiction staff to review potential changes and confirm the revisions. We will return the revised draft Safety Elements to jurisdiction staff for review by members of the public.

Deliverables:

- » Public review draft Safety Element (electronic, for each Participating Jurisdiction)

TASK 8. CEQA Analysis

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

PlaceWorks will prepare the required environmental review for each of the seven proposed Safety Elements pursuant to the California Environmental Quality Act (CEQA). Over the years, PlaceWorks has prepared a variety of CEQA documents for Safety Elements, including making use of CEQA streamlining mechanisms such as the Common Sense Exemptions (CEQA Guidelines Section 15061(b)(3)) and General Plan Environmental Impact Report (EIR) Addenda (CEQA Guidelines Section 15164). In some cases, PlaceWorks has also prepared Negative Declarations or Mitigated Negative Declarations (CEQA Guidelines Section 15071) and Focused EIRs (CEQA Guidelines Section 15168).

PlaceWorks understands that each of the six proposed Safety Elements will come with their own unique circumstances and proposed changes. However, the proposed action for each jurisdiction, the adoption of an updated Safety Element, in general would have no effect on the environment because they do not commit the County or City to any particular development project. In addition, the updated Safety Elements, as we understand them to date, would consist of County/City conditions of approval, existing regulatory requirements, and other best practices that are adopted for the purpose of reducing the effects of land use development and infrastructure projects on the environment. For these reasons and based on our previous work preparing Safety Element updates, we believe that the preparation of either a CEQA Exemption pursuant to CEQA Guidelines Section 15061(b)(3) or a General Plan EIR Addendum pursuant to CEQA Guidelines Section 15164 will be appropriate for the proposed Safety Elements.

However, if the proposed Safety Elements require changes to the project or mitigation measures to reduce impacts to a less-than-significant level, this scope of work also includes the preparation of Negative Declaration (ND) as a contingency. If impacts cannot be mitigated to a less-than-significant level and an EIR is required, then PlaceWorks will collaborate with staff to discuss next steps and modify scope of work, budget, and schedule as appropriate.

Additionally, because each Safety Element update constitutes an amendment to the General Plan for each jurisdiction, our scope of work under this task also includes assisting the County and each City with Native American tribal consultation pursuant to Senate Bill (SB) 18.

The following Tasks 8.1 through 8.4 describe the scope of work for the preparation of the CEQA streamlining documents and Native American tribal consultation that PlaceWorks will complete for each Safety Element Update. Task 8.5 is an optional, add-on task for Participating Jurisdictions that determine, after preparation of the Environmental Checklist Memo in Task 8.2, to prepare an Initial Study and Negative Declaration, which will also include tribal consultation as directed by AB 52.

8.1 CEQA Project Management and Initiation

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Terri McCracken will serve as the Principal-in-Charge. Vivian Kha and Miles Barker will serve as the Project Managers for each participating jurisdiction. Terri will be responsible for overseeing the preparation and final review of the CEQA document, as well as overseeing the budget and schedule. Vivian and Miles will serve as the day-to-day contact and will oversee the coordination of data needs and conference calls. Vivian and Miles will also be responsible for overall team coordination throughout the preparation of the CEQA document.

For the initiation of each CEQA process, the CEQA management team will begin by reviewing all relevant documents pertaining to proposed Safety Elements for baseline information and any certified/approved CEQA documents to be used for tiering. PlaceWorks will then schedule and participate in a kick-off meeting with staff to discuss expectations and concerns, and to review key issues, information needs, work products, and delivery schedule. The data to be used for environmental impact analysis will also be reviewed at this meeting to ensure it is fully aligned with that used on other CEQA documents in the jurisdiction.

8.2 Environmental Checklist Memo

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Making use of the CEQA Guidelines Appendix G, Environmental Checklist Form, PlaceWorks will prepare a qualitative memo (i.e., no technical modeling will be conducted) following the environmental checklist topics to support the preparation of a notice of exemption (NOE) or General Plan EIR Addendum for the proposed Safety Elements depending on the appropriateness and the preference of the jurisdiction as discussed at the kick-off meeting in Task 8.1. Given the Safety Element is a required part of the General Plan, the memo will address each environmental topic at a programmatic level. PlaceWorks will make maximum use of existing information from each jurisdiction and other governmental agencies.

Deliverable(s):

- » Administrative and Final Draft Environmental Checklist Memo (Word and PDF formats)



8.3 Prepare CEQA Document – Notice of Exemption or Addendum

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Based on the outcome of the environmental checklist memo and preferences of the jurisdiction as described in Task 8.2, PlaceWorks will prepare either a NOE pursuant to CEQA Guidelines Section 15062, an Addendum to the General Plan EIR, pursuant to CEQA Guidelines Section 15164, or a Negative Declaration (refer to Task 8.5). This task presents the approach to preparation of an Exemption or Addendum. If a Participating Jurisdiction selects a Negative Declaration, that work is described in Optional Task 8.5. The CEQA document will include a brief project description and through the preparation of the environmental checklist memo in Task 8.2 and will provide the substantial evidence to demonstrate how the proposed projects would not result in any significant effects. The CEQA document will be submitted to the jurisdiction for review, as follows:

- » One electronic copy of an Administrative Draft to the jurisdiction for review. Staff will provide PlaceWorks with a single set of consolidated comments on the Administrative Draft.
- » One electronic copy of a revised, second draft as an electronic “Screencheck.” PlaceWorks assumes that a minimal level of effort, not exceeding four hours, would be required to respond to a single set of consolidated comments from the jurisdiction on the Screencheck Draft.

Following approval of the Screencheck, PlaceWorks will provide the jurisdiction with one electronic copy of the Final document for inclusion in the staff reports and approval by the decision-making body.

If it is determined that potential impacts from the proposed Safety Elements require changes to the project or mitigation measures to reduce impacts to a less-than-significant level, then Task 8.5 would be implemented based on collaboration with staff.

Following the approval of the Safety Elements, PlaceWorks will prepare the Notice of Determination (NOD). Our scope of work assumes that staff will be responsible for overseeing the filing of the NOE (if the selected document) and NOD with the County Clerk following the approval of the proposed projects and PlaceWorks will post the NOE/NOD with the State Clearinghouse.

Deliverable(s):

- » Administrative, Screencheck, and Final Draft NOD/NOE (Word and PDF formats)
- » Administrative and Final Draft NOE/NOD (Word and PDF formats)

Our proposed schedule for the environmental review includes two-week review periods for the jurisdiction at each submittal phase. Applying these assumptions and depending on the receipt of all the project materials, we anticipate that each CEQA document can be completed within 60 days.

8.4 Native American Tribal Consultation (SB 18)

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

PlaceWorks will complete the Native American Heritage Commission (NAHC) form requesting a tribal contact list for each jurisdiction. Using the addresses on the list from NAHC, PlaceWorks will draft letters (on the letterhead of each jurisdiction) to each of the tribes on the NAHC list inquiring whether they want consultation. As consultation is a government-to-government process, it must be initiated by the local government agency, and counties are usually represented at the consultation(s). PlaceWorks can facilitate and attend the consultation(s); however, each jurisdiction must be represented. Following the consultation meetings (or conference calls), PlaceWorks will provide a record for the environmental documentation showing that consultation has been completed. Completion of the SB 18 process is needed prior to acting on the project.

Deliverable(s):

- » Draft letter to the NAHC
- » Draft letters to the identified tribes
- » Facilitation, attendance, and documentation of requested consultations

8.5 Optional Add-on: Prepare Initial Study/Mitigated Negative Declaration and Conduct AB 52 Tribal Consultation

Potential Participating Jurisdictions: Belmont, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Based on the outcome of the environmental checklist memo and preferences of the Participating Jurisdiction as described in Task 8.2, PlaceWorks will complete a Negative Declaration form in accordance with CEQA Guidelines Section 15071. PlaceWorks will prepare a Screencheck of the environmental checklist memo as an Initial Study, responding to staff comments on the Administrative Draft document described in Task 8.2. If mitigation measures are required, PlaceWorks will prepare a Mitigation Monitoring or Reporting Program (MMRP) for the mitigation measures pursuant to the jurisdiction's policies and procedures. The MMRP, shown in tabular form, will identify responsibility for implementing and monitoring each mitigation measure, along with monitoring triggers and reporting frequencies.

PlaceWorks will draft a Notice of Intent (NOI) of a Negative Declaration pursuant to CEQA Guidelines Section 15072. PlaceWorks will work together with agency staff to prepare a master distribution list. PlaceWorks will be responsible for circulation to the State Clearinghouse, and mailings to local, regional, and state agencies. Agency staff will be responsible for local noticing.

A maximum 30-day public review period will be required under CEQA if the notification of a State Agency(s) is determined to be necessary, pursuant to CEQA Guidelines Section 15073. This scope does not include participation in any public hearings conducted during the 30-day review period.

While not required under CEQA, following the close of the public review period, PlaceWorks will respond to substantive comments received on the Initial Study/Negative Declaration in a memorandum form. This scope of work includes 8 hours of PlaceWorks time to respond to comments in an Administrative Draft Response to Comments Memorandum. If public comments exceed assumptions and more than 8 hours is required to



address comments received on the Initial Study/Negative Declaration, we will request use of contingency funds or a contract amendment to complete Response to Comments. We will prepare an Administrative Draft Response to Comments Memorandum for review by staff. Based on staff comments, we will complete revisions and deliver a Final Response to Comments Memorandum.

If it is determined that the preparation of a CEQA document requires public circulation (Negative Declaration, Mitigated Negative Declaration, or an EIR), consultation with any Native American tribes that have requested consultation pursuant to AB 52 would be required, which can be combined with outreach efforts described in Task 8.4.

Deliverables:

- » Screencheck and Public Review Drafts of the IS/ND (Word and PDF formats)
- » Administrative and Public Review Draft of the MMRP (Word and PDF formats)
- » Administrative and Final Draft of the NOI (Word and PDF formats)
- » Administrative and Final Draft of the Response to Comments Memorandum (Word and PDF formats)
- » Draft letters to the identified tribes
- » Facilitation, attendance, and documentation of requested consultations

Task 9: Board of Forestry Review

Participating Jurisdictions: Belmont, Half Moon Bay, and San Mateo County.

Any Participating Jurisdiction that includes State Responsibility Areas or Very High Fire Hazard Severity Zones must submit its updated Safety Element to the California Board of Forestry and Fire Protection (Board of Forestry) at least 90 days prior to adoption, per State law. The PlaceWorks team has collaborated extensively with staff from CAL FIRE's Land Use Planning Program, who review the Safety Elements and present them to the Board of Forestry and has established very good working relationships with them. We work closely with CAL FIRE staff to address any recommended revisions to the Safety Element informally, before submitting them to the Board of Forestry. Many of our Safety Elements require no revisions before going to the Board of Forestry, and all others need only minor changes. We have never had the Board of Forestry recommend changes for any Safety Element that we have submitted.

Per California Government Code 51178, the State Fire Marshal is required to provide local agencies with the areas within their jurisdiction that meet Fire Hazard Severity Zone criteria for their local adoption and implementation, including inclusion in the Safety Element of the General Plan. Cal FIRE has been working to review, update, identify, and map Fire Hazard Severity Zones in Local Responsibility Areas. We anticipate CAL FIRE - Office of the State Fire Marshal will begin providing local governments updated draft Fire Hazard Severity Zone maps for Local Responsibility Areas in mid to late 2023 or possibly early 2024. These updated maps could change High Fire Severity Areas within the incorporated cities, which could result in the requirement for CAL FIRE/Board of Forestry review for additional cities than currently identified in this task. The PlaceWorks team can provide Task 9 services to additional Participating Jurisdictions upon Participating Jurisdiction approval through the use of the contingency budget.

9.1 CAL FIRE/Board of Forestry Safety Element Review

Participating Jurisdictions: Belmont, Half Moon Bay, and San Mateo County.

As required by State law, PlaceWorks will submit draft Safety Elements to CAL FIRE's Land Use Planning Program for all applicable jurisdictions. CAL FIRE staff will review the draft Safety Elements and make recommendations. We will discuss any recommendations with jurisdiction staff and will either revise the Safety Element in response or will provide a written explanation for why the revision has not been made. We will make all appropriate revisions to the Safety Element before CAL FIRE staff pass the element on to the Board of Forestry. We recommend that we submit the Safety Elements to CAL FIRE staff at the beginning of the public review process.

State law requires that any jurisdiction containing State Responsibility Areas or Very High Fire Hazard Severity Zones must submit their Safety Element to CAL FIRE/Board of Forestry. Currently, this applies to Belmont, Half Moon Bay, and unincorporated San Mateo County. However, we are aware that CAL FIRE is currently revising their hazard severity zone mapping, and it is possible that additional communities may include Very High Fire Hazard Severity Zones in this updated mapping. The updated mapping is expected to be released sometime in 2023.

Deliverables:

- » CAL FIRE Safety Element review checklist (electronic, for each relevant Participating Jurisdiction) and submittal to CAL FIRE.
- » Coordination, and meetings if needed, with CAL FIRE staff during review of Safety Element.
- » Participation in Board of Forestry Resource Protection Committee meeting during review of Safety Element (1 virtual meeting per participating jurisdiction).

Task 10: Public Agency Boards – Review and Approval

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Each Participating Agency's Planning Commission and City Council/Board of Supervisors must formally review the draft Safety Element and its associated environmental review document. To support a successful review and adoption of each Safety Element, we will support staff to provide regular updates to their Planning Commission and City Council/Board of Supervisors as informational items or as Commission/Council/Board workshops or study sessions at key points during the process. At the end of the process, after all public and external agency comments are incorporated into the draft Safety Elements, they will be ready for final review and adoption by each jurisdiction through public hearings. These hearings will be the culmination of the Safety Element Update process and will allow members of the public to provide additional input prior to adoption. The PlaceWorks team will work with Participating Jurisdiction staff materials in support of these hearings.



10.1 Prepare Planning Commission and City Council/Board of Supervisor Materials

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

During the planning process, the PlaceWorks team will prepare a Planning Commission/City Council/Board of Supervisors Briefing Packet for Participating Jurisdiction staff at three points in the process: (1) project initiation/vulnerability assessment, (2) draft goals, policies, and action preparation, and (3) draft element review. These Briefing Packets will provide an overview of the project status in a brief memo and set of slides that will highlight work completed to-date, opportunities for public engagement, and next steps. Participating Jurisdiction staff will be responsible for putting this content into agency specific templates or formats, modifying it if needed to include jurisdiction specific details, and for presenting it to their Planning Commission/City Council/Board of Supervisors.

Following completion of Tasks 2-9, the PlaceWorks team will prepare drafts of the Safety Elements incorporating all relevant comments from members of the public, CAL FIRE/Board of Forestry and other public agencies, and other stakeholders as relevant. These drafts will serve as the “public hearing drafts” that will be brought forward to the Planning Commission and City Council/Board of Supervisors for review and adoption. Additionally, we will work with jurisdiction staff to support preparation of materials for the Planning Commission and City Council/Board of Supervisors public hearings. This support may include preparing drafts of materials and reviewing content prepared by Participating Jurisdiction staff. We anticipate that such materials may be staff reports, presentations, resolutions, or other items that may be helpful for hearings. We will prepare all materials using consistent graphics, branding, and other design features as requested.

Deliverables:

- » Public hearing draft Safety Element (electronic, for each Participating Jurisdiction)
- » Briefing packets (three, electronic, draft and final)
- » Staff report content and PowerPoint slides to support on study session during the final public review phase and two public hearings (electronic, for each Participating Jurisdiction, draft and final)

10.2 Attend Planning Commission and City Council/Board of Supervisor Meetings

Participating Jurisdictions: Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County.

Staff from the PlaceWorks team will attend one study session of the Planning Commission or City Council (or a joint meeting) at the initial release of the draft Safety Element, and one Planning Commission, and one City Council/Board of Supervisor meeting for each participating jurisdiction at the adoption stage. We expect that these meetings will be in-person, although we are able to participate virtually if preferred. PlaceWorks will be prepared to support staff with presentations, respond to questions from officials, and fill other roles as needed.

If any Planning Commissions or City Councils/Board of Supervisors direct changes to the draft Safety Elements prior to recommendation/adoption, we will incorporate these changes into a separate final draft

following adoption. Otherwise, the public hearing drafts will serve as final drafts, with any necessary changes to reflect their adopted state.

Deliverables:

- » Final draft Safety Element (electronic, for each Participating Jurisdiction)
- » Attendance at one study session and two public hearings (one Planning Commission meeting and one City Council/Board of Supervisors meeting) for Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, San Bruno, and San Mateo County. Meeting attendance is assumed to be in person and includes travel time from the office location of the lead staff person assigned to the agency plus travel costs. Participating Jurisdictions can elect for virtual participation of the PlaceWorks team to reduce costs.

10.3 Add-on: Attend Additional Public Meetings

Participating Jurisdictions: East Palo Alto, San Bruno, and San Mateo County.

We recognize that the preferences and processes for review of General Plan Amendments can vary by jurisdiction and that some Participating Jurisdictions may need additional meeting support beyond the three public meetings scoped in Task 10.2. Members of the PlaceWorks team can participate in additional meetings of the Planning Commission and/or City Council/Board of Supervisors if requested by Participating Jurisdiction staff. Participation in additional meetings may be virtual or in-person as desired. We can support Participating Jurisdiction staff to prepare or review any additional meeting materials as may be needed. This task assumes additional meeting support as noted below by jurisdiction; however, if additional meeting is requested, it can be available on a time-and-materials basis through the contingency budget. Meeting attendance is assumed to be in person and includes travel time from the office location of the lead staff person assigned to the agency plus travel costs. Jurisdictions can elect for virtual participation of the PlaceWorks team to reduce costs.

- » East Palo Alto: One additional public meeting, hearing, or study session with Planning Commission and/or City Council.
- » San Bruno: One additional public meeting, hearing, or study session with Planning Commission and/or City Council.
- » San Mateo County: Three additional public meetings, hearings, or study sessions with the Planning Commission and/or Board of Supervisors.

Deliverables:

- » Attendance at additional public hearings as noted.
- » Support with meeting materials for additional meetings. (electronic, draft and final)



Project Schedule

PlaceWorks' proposed schedule for completion of the Safety Element Multi-Agency Collaborative is shown in Figure 1. In our experience, Safety Element preparation with the tasks included in the proposed scope of work can average 18 to 24 months to allow for robust stakeholder engagement, potential delays with receipt of data from external agencies, and environmental review. We have prepared a 24-month schedule.

PlaceWorks has a strong track record in meeting project schedules and coordinating closely with its clients as part of our approach to quality project management. Our project management process allows for potential project delays to be revealed early and to identify options to keep the project on-track or to adjust the schedule if needed. We recommend reviewing and confirming a detailed schedule during contract negotiations or as part of project initiation. Over years of managing projects, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times.

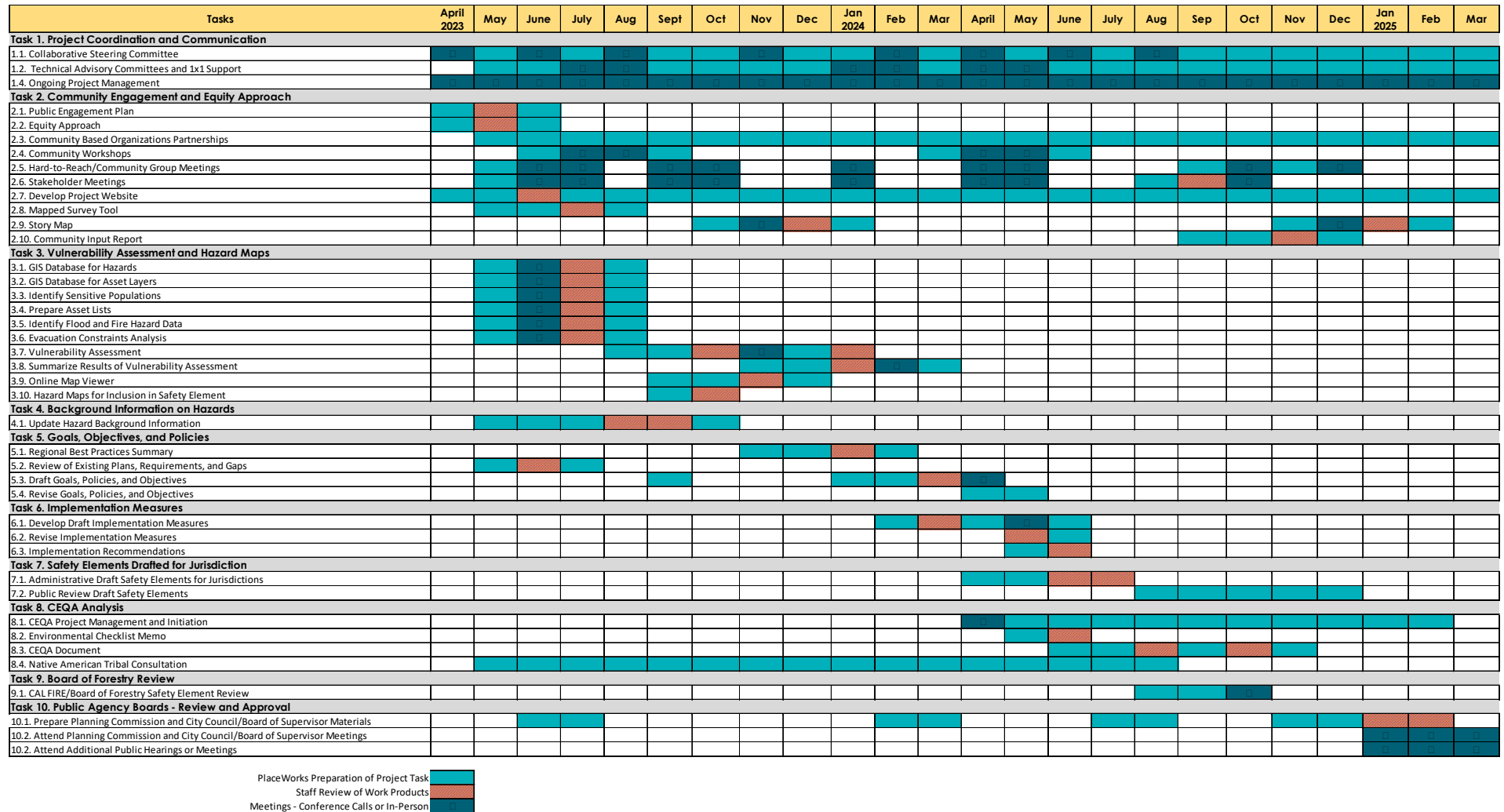
- We maintain an up-to-date schedule throughout the project, to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in close, regular contact with staff and our community partners and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff with adequate time for editing and formatting into finished reports.

Our team takes a project management approach that focuses on providing a quality process and product in sync with the budget and schedule while enjoying our work and collaborating as a team to ensure that everyone's strength and input are well-integrated. We approach project management as a dynamic process and one that is critical to the process. This starts during the preparation of the proposal and continues through the project initiation, execution, and completion. Our project manager maintains regular coordination and check-ins with the project team, including our teaming partners and clients. We use tools such as Deltek, Asana, MS Project, and others as needed to support our projects.

In addition to our overall project kick-off meeting, we begin each task by reviewing objectives, budget, schedule, roles, and workflows with all members of our team so that everyone knows both their individual roles and the big picture. We also review each task at completion to assess the work, identify any issues of concern for the project team, identify any lessons learned that should be applied to later tasks, and consider any potential scope or budget considerations. Our project managers assess financial project performance monthly as part of invoice preparation.

Our team uses ongoing quality assurance and quality control (QA/QC) processes throughout the project development process as an integral component of our project management approach. We deliver work that is scientifically accurate, consistent with all legal requirements, and meets all needs of our clients. This not only includes plan documents and memos, but technical analyses, data workbooks, outreach materials, and all other work products prepared for our projects. All work is reviewed by the project manager and other senior PlaceWorks staff to ensure that it meets this rigorous set of criteria. A technical editor reviews all work to ensure accurate spelling and grammar, consistent tone, and proper sourcing. Our Word processing staff and graphic designers also review work products for consistent formatting and readability.

Figure 1 Project Schedule





PRICE PROPOSAL

As shown in Table 3, the estimated cost to complete the scope of work described in this proposal is \$1,224,016 for the baseline scope of work plus add-on tasks, expenses, and a contingency budget.

Table 4 shows the fee proposal broken down by agency. Tables 3 and 4 are included as separate files.

PlaceWorks bills its work on a time-and-materials basis with monthly invoices.

Assumptions

In addition to the assumptions for the scope of work, this cost estimate assumes that:

- PlaceWorks bills its work on a time-and-materials basis with monthly invoices.
- Our cost estimate includes the meetings as scoped. Additional meetings will be billed on a time-and-materials basis at the direction of the CPC Project Manager. At least one member of the project management team will attend project meetings, public workshops, and other public meetings identified in the scope.
- All products will be submitted to the City in electronic format, which includes Microsoft Word, Microsoft Excel, and Adobe Acrobat.
- Participating Jurisdiction staff will be responsible for TAC, planning commission, City Council/Board of Supervisors, and advisory body meeting logistics, including coordination, document production, applicable public noticing, mailing costs, room reservations, room set-up and take-down, refreshments, and final preparation and posting of staff reports.

Price Proposal

Table 3 – PlaceWorks Fee Proposal - Detailed by Task

	PLACEWORKS														SUBCONSULTANTS							Total Labor Budget			
	Seale	Krispi	Rohr	Jansen	McCracken	Mazur	Guy/Giffin	Barker/Kha	Lau	DiPierro	Robbins/ Miller	GRAPHICS	TECH. EDITOR	WP/ CLERICAL	PlaceWorks Hours	PlaceWorks 2% Office Expenses	PlaceWorks Total	Atlas Planning Solutions	Nexus Planning	CRC	10% Subconsultant Markup		Subconsultant Total		
	Principal-in-Charge	Project Manager	Asst. Project Manager	Principal Advisor	CEQA Lead	GIS Principal	GIS Associate	Associate	Website & Outreach	GIS Analyst	Project Planner							Safety Element Planning	SLR/VA	Community Outreach					
Hourly Rate:	\$250	\$210	\$175	\$260	\$245	\$225	\$155	\$155	\$165	\$125	\$140	\$135	\$135	\$125											
TASK 1. TASK 1. PROJECT COORDINATION AND COMMUNICATION (9 agencies)																									
1	Collaborative Steering Committee	27	36	45	4						36				148	\$565	\$28,830	\$3,150	\$0	\$0	\$315	\$3,465	\$32,295		
2	Participating Agency Support: Technical Advisory Committees and 1x1 Support	18	56	56							24		12	6	172	\$636	\$32,426	\$9,440	\$0	\$0	\$944	\$10,384	\$42,810		
3	Ongoing project management	44	56	48							60				148	\$623	\$31,783	\$0	\$0	\$0	\$0	\$31,783			
	Task 1. Subtotal	89	148	149	4	0	0	0	0	0	60	0	12	6	468	\$1,824	\$93,039	\$12,590	\$0	\$0	\$1,259	\$13,849	\$106,888		
TASK 2. COMMUNITY ENGAGEMENT AND EQUITY APPROACH (8 agencies)																									
1	Public Engagement Plan (PEP)	8	8	8	8						16	2			50	\$193	\$9,863	\$700	\$0	\$2,275	\$298	\$3,273	\$13,136		
2	Equity Approach	6	8	8	8	4				4					40	\$154	\$7,834	\$350	\$0	\$2,020	\$237	\$2,607	\$10,441		
3	Community Based Organizations (CBOs) Partnerships	8	4	4											16	\$71	\$3,611	\$0	\$0	\$21,275	\$2,128	\$23,403	\$27,014		
4	Community Workshops (4)	20	20	32							40	4		4	156	\$540	\$27,560	\$700	\$0	\$3,650	\$435	\$4,785	\$32,345		
5	Hard-to-Reach / Community Group Meetings	2	4	4							12	6	2	2	32	\$101	\$5,151	\$0	\$0	\$14,250	\$1,425	\$15,675	\$20,826		
6	Stakeholder Meetings	6	18	24						18					84	\$296	\$15,086	\$2,100	\$0	\$0	\$2,310	\$2,310	\$17,396		
7	Develop Project Website	8	8	24						40		32	40	8	160	\$509	\$25,949	\$1,180	\$0	\$0	\$118	\$1,298	\$27,247		
8	Mapped Survey Tool	4	4	8			2	4	16		50	12			100	\$294	\$15,014	\$2,360	\$0	\$0	\$236	\$2,596	\$17,610		
9	Story Map	4	4	8			4	8			50	16			100	\$294	\$14,974	\$1,180	\$0	\$0	\$118	\$1,298	\$16,272		
10	Community Input Report	6	8	16							40	2	4	4	80	\$258	\$13,148	\$1,660	\$0	\$3,550	\$221	\$5,731	\$18,879		
	Task 2. Subtotal	72	86	136	12	0	6	12	70	44	100	196	60	14	818	\$2,710	\$138,190	\$10,230	\$0	\$47,020	\$5,726	\$62,976	\$201,166		
TASK 3. VULNERABILITY ASSESSMENT AND HAZARD MAPS (9 agencies)																									
1	GIS Database for Hazards	1	2	2			1	1			27				34	\$96	\$4,871	\$700	\$0	\$840	\$154	\$1,694	\$6,565		
2	GIS Database for Asset Layers	1	2	9			1	1			27				41	\$120	\$6,120	\$700	\$0	\$840	\$154	\$1,694	\$7,814		
3	Identify Sensitive Populations	2	9	18	4				1	16	18	16	4		88	\$285	\$14,530	\$700	\$0	\$840	\$154	\$1,694	\$16,224		
4	Prepare Asset Lists	2	9	9					32	32	18	40			111	\$339	\$17,269	\$700	\$0	\$840	\$154	\$1,694	\$18,963		
5	Identify Flood and Fire Hazard Data	2	9	9			2	2		32					56	\$175	\$8,900	\$1,400	\$0	\$0	\$140	\$1,540	\$10,440		
6	Evacuation Constraints Analysis	8	8	16			2	16							146	\$428	\$21,838	\$2,800	\$0	\$420	\$322	\$3,542	\$25,380		
7	Vulnerability Assessment	8	18	54					70		70				220	\$718	\$36,598	\$2,800	\$4,680	\$1,180	\$866	\$9,526	\$46,124		
8	Summarize Results of Vulnerability Assessment	10	18	54					40		40			24	210	\$675	\$34,445	\$2,800	\$3,120	\$1,180	\$710	\$7,810	\$42,255		
9	Online Map Viewer	2	8	16			2	9			60	50			97	\$187	\$14,612	\$3,060	\$0	\$840	\$390	\$4,250	\$18,902		
10	Hazard Maps for Inclusion in Safety Element	2	9	18			2	9			72				112	\$328	\$16,713	\$0	\$0	\$0	\$0	\$0	\$16,713		
	Task 3. Subtotal	38	92	205	4	0	10	40	158	0	350	166	4	24	1115	\$3,451	\$175,896	\$15,660	\$7,800	\$6,980	\$3,044	\$33,484	\$209,380		
TASK 4. BACKGROUND INFORMATION ON HAZARDS (8 agencies)																									
1	Update Hazard Background Information	8	24	32						60		68		30	24	246	\$770	\$39,280	\$8,560	\$1,560	\$0	\$1,012	\$11,132	\$50,412	
	Task 4. Subtotal	8	24	32	0	0	0	0	0	60	0	68	0	30	24	246	\$770	\$39,280	\$8,560	\$1,560	\$0	\$1,012	\$11,132	\$50,412	
TASK 5. GOALS, OBJECTIVES, AND POLICIES (7 agencies)																									
1	Regional Best Practices Summary	4	6	12						12			2		48	\$163	\$8,333	\$1,330	\$0	\$0	\$153	\$9,108	\$10,016		
2	Review of Existing Plans, Requirements, and Gaps	7	12	14						40			8	8	137	\$434	\$22,154	\$5,940	\$2,340	\$0	\$428	\$31,262	\$31,262		
3	Draft Goals, Policies, and Objectives	14	16	16						40				32	16	182	\$578	\$29,478	\$11,800	\$4,680	\$4,650	\$2,113	\$23,243	\$52,721	
4	Revise Goals, Policies, and Objectives	7	12	12						20		24	16	8	99	\$320	\$16,310	\$5,200	\$3,120	\$0	\$832	\$9,152	\$25,462		
	Task 5. Subtotal	32	46	54	0	0	0	0	0	112	0	0	132	0	58	466	\$1,495	\$76,275	\$24,470	\$10,140	\$4,650	\$3,926	\$43,186	\$119,461	
TASK 6. IMPLEMENTATION MEASURES (7 agencies)																									
1	Develop Draft Implementation Measures	8	14	24	4					24		24		14	8	120	\$403	\$20,553	\$9,440	\$3,120	\$4,650	\$1,721	\$18,931	\$39,484	
2	Revise Implementation Measures	4	4	24						16		16		4		68	\$225	\$11,485	\$4,720	\$1,560	\$0	\$428	\$6,908	\$18,393	
3	Implementation Recommendations	8	14	24						16		16		4		82	\$287	\$14,647	\$4,720	\$1,560	\$0	\$628	\$6,908	\$21,555	
	Task 6. Subtotal	20	32	72	4	0	0	0	0	56	0	0	56	0	14	16	270	\$915	\$46,685	\$18,880	\$6,240	\$4,650	\$2,977	\$32,747	\$79,432
TASK 7. SAFETY ELEMENTS DRAFTED FOR JURISDICTION (7 agencies)																									
1	Administrative Draft Safety Elements for Jurisdictions	14	32	32						32		60		60	60	290	\$896	\$45,676	\$9,960	\$3,120	\$4,225	\$1,731	\$19,036	\$64,712	
2	Public Review Draft Safety Elements	8	24	24						24		32		28	32	172	\$544	\$27,764	\$7,820	\$1,170	\$0	\$899	\$9,889	\$37,653	
	Task 7. Subtotal	22	56	56	0	0	0	0	0	56	0	0	92	0	88	92	462	\$1,440	\$73,440	\$17,780	\$4,290	\$4,225	\$2,630	\$28,925	\$102,365
TASK 8. CEQA ANALYSIS (7 agencies)																									
1	CEQA Project Management and Initiation					36				24					60	\$251	\$12,791	\$0	\$0	\$0	\$0	\$0	\$0	\$12,791	
2	Environmental Checklist Memo		2	2		24				36				12	12	136	\$441	\$22,511	\$0	\$0	\$0	\$0	\$0	\$22,511	
3	CEQA Document (MCE or Addendum)	2	2	4		12				24				12	12	104	\$329	\$16,769	\$0	\$0	\$0	\$0	\$0	\$16,769	
4	Native American Tribal Consultation (SB 18)					24				36					112	\$378	\$19,258	\$0	\$0	\$0	\$0	\$0	\$0	\$19,258	
	Task 8. Subtotal	2	4	10	0	96	0	0	0	120	0	0	132	0	24	412	\$1,399	\$71,329	\$0	\$0	\$0	\$0	\$0	\$0	\$71,329
TASK 9. BOARD OF FORESTRY REVIEW (3 agencies)																									
1	CAL FIRE/Board of Forestry Safety Element Review		6	6											12	\$46	\$2,356	\$7,080	\$0	\$0	\$708	\$7,788	\$10,144		
	Task 9. Subtotal	0	6	6	0	0	0	0	0	0	0	0	0	0	12	\$46	\$2,356	\$7,080	\$0	\$0	\$708	\$7,788	\$10,144		
TASK 10. PUBLIC AGENCY BOARDS – REVIEW AND APPROVAL (7 agencies)																									
1	Prepare Planning Commission and City Council/Board of Supervisor Materials	14	58	30						40			8	21	211	\$733	\$37,378	\$7,600	\$0	\$0	\$760	\$8,360	\$45,738		
2	Attend Planning Commission and City Council/Board of Supervisor Meetings (21)		120												120	\$504	\$25,704	\$8,400	\$0	\$0	\$840	\$9,240	\$34,944		
	Task 10. Subtotal	14	178	30	0	0	0	0	0	40	0	0	40	8	331	\$1,237	\$63,082	\$16,000	\$0	\$0	\$1,600	\$17,600	\$80,682		
TOTALS																									
Labor Hours Total		297	672	750	24	96	16	52	672	44	450	942	72	285	228	4600			956	170	529				
Labor Dollars Total		\$74,250	\$141,120	\$131,250	\$6,240	\$23,520	\$3,600	\$8,060	\$104,160	\$7,260	\$56,250	\$131,880	\$9,720	\$38,475	\$28,500		\$15,287	\$779,572	\$131,250	\$30,030	\$67,525	\$22,882	\$251,687	\$1,031,259	
EXPENSES																									
PlaceWorks Reimbursable Expenses																								\$8,487	
Subconsultants' Reimbursable Expenses																								\$2,500	
Expenses Total																								\$10,987	
Subtotal: Baseline Tasks + Expenses																								\$1,042,246	
CONTINGENCY																									
Varies by agency																								\$100,135	
ADD ON TASKS - Varies by Agency																									
8.5	CEQA Contingency Add-on Initial Study/Negative Declaration/AB 52 (per agency)	2	4		8				22			36		4	4	80	\$251	\$12,821	0	0	0	\$0	\$0	\$64,105	
10.3	Optional Add On: Attend Additional Public Meetings/Cost per meeting		8													8	\$34	\$1,714				\$0	\$0	\$8,570	
1.2	Additional TAC Meeting Support & Attendance (County only)															8	\$0	\$0		0	0	\$0	\$0	\$8,960	
Add-On Task Total																								\$81,635	
ALL TASKS																								\$1,224,016	
PlaceWorks Grand Total																								\$1,224,016	

Table 4 – PlaceWorks Fee Proposal - By Agency

Baseline Scope of Work	COUNTY	CITIES								ALL
	San Mateo	Atherton	Belmont	Brisbane	Burlingame	East Palo Alto	Half Moon Bay	Pacifica	San Bruno	Total
Task 1. Project Coordination and Communication	\$ 14,095	\$ 10,525	\$ 14,095	\$ 6,223	\$ 14,095	\$ 14,095	\$ 14,095	\$ 5,570	\$ 14,095	\$ 106,888
Task 2. Community Engagement and Equity Approach	\$ 102,394	\$ -	\$ 19,754		\$ 19,754	\$ 19,754	\$ 19,754		\$ 19,754	\$ 201,166
Task 3. Develop Vulnerability Assessment and Hazard Maps	\$ 67,839	\$ 15,180	\$ 15,180	\$ 18,530	\$ 18,530	\$ 18,530	\$ 18,530	\$ 18,530	\$ 18,530	\$ 209,380
Task 4. Background Information on Hazards	\$ 10,082	\$ 5,761	\$ 5,761	\$ 5,761	\$ 5,761	\$ 5,761	\$ 5,761		\$ 5,761	\$ 50,412
Task 5. Goals, Objectives, and Policies	\$ 29,865	\$ 14,933	\$ 14,933		\$ 14,933	\$ 14,933	\$ 14,933		\$ 14,933	\$ 119,461
Task 6. Implementation Measures	\$ 19,858	\$ 9,929	\$ 9,929		\$ 9,929	\$ 9,929	\$ 9,929		\$ 9,929	\$ 79,432
Task 7. Safety Elements Drafted for Jurisdictions	\$ 25,591	\$ 12,796	\$ 12,796		\$ 12,796	\$ 12,796	\$ 12,796		\$ 12,796	\$ 102,365
Task 8. CEQA Analysis (Exemption or Addendum)	\$ 10,190	\$ 10,190	\$ 10,190		\$ 10,190	\$ 10,190	\$ 10,190		\$ 10,190	\$ 71,329
Task 9. Board of Forestry Review	\$ 3,381		\$ 3,381				\$ 3,381			\$ 10,144
Task 10. Public Agency Board – Review & Approval	\$ 11,526	\$ 11,526	\$ 11,526		\$ 11,526	\$ 11,526	\$ 11,526		\$ 11,526	\$ 80,682
PW Reimbursable Expenses (Website Hosting, GIS fee, limited travel)	\$ 3,296	\$ 961	\$ 961	\$ 961	\$ 961	\$ 961	\$ 961	\$ 961	\$ 961	\$ 10,987
PlaceWorks Total	\$ 298,118	\$ 91,801	\$ 118,507	\$ 31,476	\$ 118,475	\$ 118,475	\$ 121,857	\$ 25,061	\$ 118,475	\$ 1,042,246

Add-On Tasks	San Mateo	Atherton	Belmont	Brisbane	Burlingame	East Palo Alto	Half Moon Bay	Pacifica	San Bruno	Total
Additional TAC Meeting Support & Attendance	\$ 8,960									\$ 8,960
Additional Public Agency Meetings	\$ 5,142					\$ 1,714			\$ 1,714	\$ 8,570
Contingency - CEQA (Initial Study/Negative Declaration/AB 52 consultation)	\$ 12,821		\$ 12,821			\$ 12,821	\$ 12,821	\$ -	\$ 12,821	\$ 64,105
Contingency - General (5% or 10%)	\$ 31,222	\$ 4,590	\$ 11,851	\$ 3,148	\$ 11,848	\$ 12,019	\$ 12,186	\$ 1,253	\$ 12,019	\$ 100,135
PlaceWorks Total	\$ 356,263	\$ 96,391	\$ 143,178	\$ 34,623	\$ 130,323	\$ 145,029	\$ 146,863	\$ 26,314	\$ 145,029	\$ 1,224,016

February 11, 2023

Katie Faulkner, Planner III
County of San Mateo
455 County Center
Redwood City, CA 94063

**Subject: Project Management -- San Mateo County Safety Element Collaborative
Multi-Jurisdictional Safety Element**

We are pleased to provide this proposal for continued project management services for the Multi-Jurisdictional Safety Element Collaborative.

For the past year, Community Planning Collaborative (formerly Baird + Driskell Community Planning) has been serving as the convenor, facilitator and project manager of a collaborative of nine agencies working together on efforts related to their Safety Elements. Specifically, Community Planning Collaborative (CPC) has acted the project manager for the Safety Element Collaborative project through the Collaborative's initial formation and the RFP process, ensuring that the voice of each participating agency was heard, and their needs addressed. To date, Community Planning Collaborative acted project manager through their role as lead consultant for the 21 Elements Project. 21 Elements was originally created to assist San Mateo County jurisdictions (20 cities and the county) with required Housing Element updates and has now expanded to assist with other General Plan element updates.

With the selection of PlaceWorks, Inc. to serve as the professional Safety Element consultant, there is still the need to provide oversight and orchestration of this multi-agency effort over the next two years. To support staff from the nine agencies, CPC will convene and facilitate the Steering Committee meetings, meet with PlaceWorks to provide preliminary review and direction of process and product components; review public outreach and engagement materials and other deliverables; monitor and provide updates on budget and deliverable requirements to each agency; coordinate with PlaceWorks for efficient and effective work with all agencies; and prepare documents for staff for their communications to Planning Commissions and elected bodies.

As a Principal, Josh Abrams is authorized to bind CPC to the contents of this submittal and to negotiate contracts on behalf of CPC. We propose to have Cathy Capriola continue to serve as the Project Manager of the Safety Element Collaborative. Please contact me if you have any questions.

Sincerely,

Josh Abrams
Principal

SCOPE OF WORK

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Multi-Jurisdictional Safety Element

Overall, serve as PROJECT MANAGER for the Multi-Jurisdictional Safety Element project with nine public agencies in San Mateo County.

- Full Scope Participating Agencies: San Mateo County and six San Mateo County cities (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, and San Bruno)
 - Partial Scope Participating Agencies: Cities of Brisbane and Pacifica; and
1. **Steering Committee** – Coordinate, facilitate and communicate with the agencies individually and together as a Collaborative Steering Committee throughout the project. Lead the Steering Committee and serve as the Committee’s primary point of contact. Ensure meetings of the Collaborative Steering Committee provide opportunities to share information, provide feedback at key points in the process, discuss options and opportunities for community engagement, and review approaches to addressing key hazards of concern. Review meeting materials prepared by PlaceWorks Team before distribution to the Committee members. After each meeting, prepare and distribute a high-level summary of key points, action items, decisions, and next steps.
 2. **Project Management** – Monitor and oversee the overall project per the executed contract with PlaceWorks. Ensure timeline and project deliverables are met in a timely manner and at the quality expectation of the project.
 3. **Reporting & Agency Communication** – Conduct quarterly check-in meetings with each participating agency and ensure concerns, ideas or issues are reviewed and resolved with the PlaceWorks Team. Prepare quarterly project progress reports regarding status of the project, overall progress on budget, and update on individual agency costs to date.
 4. **Invoice Review & Budget Monitoring** – Review submitted invoices by PlaceWorks; monitor and track invoices and submitted charges against the overall approved budget for the project as a whole and for each individual agency. Communicate with County as fiscal agent on monthly invoices and provide updates to the Steering Committee as a whole and individual agencies as needed.
 5. **Coordination with Lead Safety Element Consultant (PlaceWorks)** – Coordinate on a regular basis with PlaceWorks on project process, deliverables, and community outreach. Provide guidance and conduct necessary outreach to individual agencies or the Steering Committee as a whole.
 6. **Work Product Review** – Review all public engagement tools and products in a comprehensive manner. Review technical work products (such as vulnerability analysis and individual safety elements) at a higher level focused on clarity and broad objectives with the detailed review to be completed by the individual agencies based on their specific knowledge and expertise).
 7. **Adoption Staff Reports** – Prepare staff reports and enacting resolutions at the completion of the project for adoption of the completed Safety Elements by each jurisdiction.

8. **Participate in Key Community Outreach Activities** – Participate in occasional community outreach activities, such as the community workshops, to monitor outcomes and to understand the key community issues within the Safety Element processes.
9. **Respond to Requests from Participating Agencies** -- Provide easy and direct access for Jurisdictions to ask questions, distribute information, query other jurisdictions, obtain updated information on State laws and particular items of importance, etc.

FEE PROPOSAL

Contractor shall submit monthly invoices for services rendered during the prior month to planning_fiscal@smcgov.org, identifying the Agreement Number, specific work completed, the contract do-not-exceed amount, and the amount remaining unspent under this Agreement. The invoice shall be based on the following fee schedule and terms as set forth in the table below which identify the overall budget, distribution of total hours by task, and the amount to be billed to the County by fiscal year. Modifications to the estimated annual billing amounts may be made separately, without amendment to this Agreement, through consultation between the Director of Community Development or designee, and Contractor followed by written authorization from the Director of Community Development or designee. County shall pay Contractor within thirty (30) business days of receipt of a satisfactory invoice.

In no event shall total payment for services under this Agreement exceed ninety two thousand four hundred dollars (\$92,400) without a written amendment signed by both parties.

The hourly rate for this project is \$200 per hour.

Estimated Annual Billing Amounts: The project spans three fiscal years and is roughly expected to be executed within these parameters:

FY 22/23 – 20% equal to \$18,480

FY 23/24 – 60% equal to \$55,440

FY 24/25 – 20% equal to \$18,480

	Hours	Costs
Steering Committee Coordination	54	\$10,800
Coordination Meetings with Fiscal Agent	36	\$7,200
Coordination Meetings with Safety Element Consultant Team	78	\$15,600
Quarterly 1x1 Outreach to Participating Agencies & Quarterly Reports on Progress, Timeline and Budget Updates by Project and via Individual Agencies	136	\$27,200
Monthly Invoice Review	48	\$9,600
Review of Work Products & Community Engagement	60	\$12,000
Preparation of Final Staff Report and Resolutions	10	\$2,000
Sub-Total	422	\$84,400
Contingency	40	\$8,000
TOTAL	462	\$92,400

COST SHARING

Below is a chart outlining the cost sharing based on scope of each agency (full scope with full public engagement; full scope with limited engagement; and partial scope with no public engagement and technical aspects only.)

AGENCY	ESTIMATED COSTS
San Mateo County	\$11,935
Atherton	\$8,778
Belmont	\$11,935
Brisbane	\$6,006
Burlingame	\$11,935
East Palo Alto	\$11,935
Half Moon Bay	\$11,935
Pacifica	\$6,006
San Bruno	\$11,935
TOTAL	\$92,400

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **April 18, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

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

TITLE: **CONSTRUCTION CONTRACT AWARD FOR THE 2023 STREET MAINTENANCE PROJECT (CIP PROJECT NO. 0514)**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Dryco Construction, Inc. (Dryco), of Fremont, California in the amount of \$281,177 and approve a construction contingency amount not exceeding an amount of \$42,176.55 (15 percent) for potential change orders for the 2023 Street Maintenance Project (CIP Project No. 0514).

FISCAL IMPACT:

This project is funded by the Pavement Management and Traffic Safety Program (CIP Project No. 0514). There are sufficient funds to award this contract.

STRATEGIC ELEMENT:

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

BACKGROUND:

The 2023 Street Maintenance Project scope consists of performing “dig-out” base repairs, surface milling, asphalt concrete overlay, slurry sealing, traffic markings, traffic striping, and other related work on the following streets:

- Jenna Lane between Pine Avenue and Kelly Avenue
- Arleta Way between Grove Street and Magnolia Street
- Alsace Lorraine Avenue/First Avenue between Granelli Avenue to Filbert Street
- Second Avenue between Metzgar Street and Grove Street

On Wednesday, March 8, 2023, the City advertised a request for public bids for the 2023 Street Maintenance Project.

Construction work will be performed during the day, Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m. The contractor will be posting public notices in advance of construction. Traffic control and intermittent closures will be required and communicated in advance with affected properties.

BID SUMMARY:

The City received five (5) bids before the scheduled bid opening time and date of 2:00 PM on Wednesday, March 29, 2023. The bids and engineer's estimate are summarized as follows:

Bidder	Base Bid
Engineer's Estimate	\$398,185.10
Dryco Construction, Inc.	\$281,177.00
G. Bortolotto & Company, Inc.	\$286,915.20
Andreini Brothers, Inc.	\$299,946.00
Half Moon Bay Grading & Paving, Inc.	\$300,935.83
QA Contractors, Inc.	\$355,924.35

DISCUSSION:

The lowest responsive and responsible bidder, Dryco Construction, Inc.'s base bid of \$281,177 is approximately 29 percent below the Engineer's Estimate. City Staff have reviewed the bid from Dryco and determined that it is acceptable and free from significant material discrepancies. Construction contingencies will also be needed for the project.

On April 3, 2023, the City received a "Bid Advisory" via email from the Foundation for Fair Contracting regarding Dryco Construction, Inc., in relation to the 2023 Street Maintenance Project bid, asserting that Dryco has numerous infractions/violations resulting in wage theft and non-compliance with apprenticeship laws. This was not a bid protest by another contractor, but rather an "advisory" by a third-party organization. Dryco has been responsive to staff inquiries into the Bid Advisory and denies the allegations. Dryco explained how prior claims were resolved, either dismissed or settled, and that they abide by state wage and hour laws as well as apprenticeship requirements via timely filing of the of the State's DAS 140 and 142 forms. Dryco further explained that any inadvertent mistake Dryco may have made in the past was corrected and its internal processes modified to prevent any future mistake.

The City Attorney's Office has confirmed that prior wage claims against Dryco have been resolved and/or dismissed and found no evidence of any active state investigations. This explanation and evidence of resolution supports Dryco's commitment to comply with the state and local law as required by the contract with the City. Staff completed the review of Dryco's bid and found it to be responsive and meets all bid requirements.

Staff continues to recommend awarding the contract to the lowest responsive and responsible bidder, Dryco Construction, in the amount of \$281,177 and approve a construction contingency

amount not exceeding an amount of \$42,176.55 (15 percent) for potential change orders for the 2023 Street Maintenance Project (CIP Project No. 0514).

ATTACHMENTS:

1. Resolution
2. Attachment 2 – Foundation for Fair Contracting Email
3. Attachment 3 – Dryco Response Email

Resolution No. C-2023-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY TO AUTHORIZE THE CITY MANAGER TO AWARD AND EXECUTE A CONSTRUCTION CONTRACT WITH DRYCO CONSTRUCTION, INC. OF FREMONT, CALIFORNIA, IN THE AMOUNT OF \$281,177, APPROVE A CONSTRUCTION CONTINGENCY IN AN AMOUNT NOT EXCEEDING 15 PERCENT, OR \$42,176.55, OF THE CONTRACT AWARD AMOUNT FOR POTENTIAL CHANGE ORDERS FOR THE 2023 STREET MAINTENANCE PROEJCT (CIP PROJECT NO. 0514)

WHEREAS, the 2023 Street Maintenance Project (under Fiscal Year 2022-23) scope consists of performing “dig-out” base repairs, surface milling, asphalt concrete overlay, slurry sealing, traffic markings, traffic striping, and other related work, along the project limits; and

WHEREAS, the City advertised the project on Wednesday, March 8, 2023, and opened five (5) bids that were received at the scheduled time, date, and place, as set forth in the Public Contract Code for the 2023 Street Maintenance Project; and

WHEREAS, the lowest responsive and responsible bid for the base bid schedule was submitted by Dryco Construction, Inc., out of Fremont, California, in the amount of \$281,177.00.

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

- 1) Accepts the submitted five (5) responsive bids; and
- 2) Authorizes the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Dryco Construction, Inc., out of Fremont, California, in the total amount of \$281,177; and
- 3) Approves the construction contingency in an amount not exceeding 15 percent, or \$42,176.55, of the contract award amount for potential change orders for the 2023 Street Maintenance Project (CIP Project No. 0514).

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18th day of April 2023 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

Jessica Blair, City Clerk

APPROVED:

Deborah Penrose, Mayor

Maziar Bozorginia

From: Justin Bochmann <Bochmann@ffccalifornia.com>
Sent: Monday, April 3, 2023 4:44 PM
To: Maziar Bozorginia
Cc: Deborah Penrose; Joaquin Jimenez; Debbie Ruddock; Robert Brownstone; Harvey Rarback; Arturo Sainz; Jesse Jimenez; Eva Cruz-Huerta
Subject: Bid Advisory on Dryco Construction, Inc. - 2023 Street Maintenance Project - FFC Case No. 1105SJ
Attachments: Bid Advisory - Dryco Construction Inc - FFC Case No. 1105SJ.pdf

[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.

RE: BID ADVISORY
Low Bidder: Dryco Construction, Inc.
Awarding Agency: City of Half Moon Bay
Project: 2023 Street Maintenance Project
FFC Case No.: 1105SJ

Dear Mr. Bozorginia:

The Foundation for Fair Contracting (FFC) is a nonprofit organization which has been serving the public interest since 1985. The objective of the FFC is to monitor compliance with prevailing wage laws pertaining to the construction industry, including informing and educating industry stakeholders. Unbalanced bids raise questions in regard to performance and compliance with the rules and regulations for the payment of prevailing wages, and the safety and well-being of the workforce. It further opens the question of excessive future change orders, the fairness to and rights of other bidders in the bidding process, and the intent of the competitive bidding process in general.

In deference to all bidders and in order for the public interest to best be served, please enter this formal bid advisory against the above-noted contractor as a matter of public record. We respectfully request that Dryco Construction, Inc. (Dryco) bid be rejected for the following reasons:

- **ONGOING VIOLATIONS OF PREVAILING WAGE LAWS RESULTING IN WAGE THEFT**

Dryco has numerous infractions/violations which have resulted in willful circumvention of the Laws and Regulations governing the payment of prevailing wages, including, but not limited to, violations resulting in wage theft and non-compliance with apprenticeship laws. Dryco has engaged in this pattern of unlawful activity on various public works prevailing wage projects. Civil Wage and Penalty Assessments have been issued to Dryco by the State of California, Division of Labor Standards Enforcement (DLSE), Labor Commissioner's office. Supporting documentation is attached for your review.

Furthermore, Dryco is currently under investigation by our offices and the State of California, Division of Labor Standards Enforcement (DLSE) in connection with issues provided below. Supporting documentation is attached for your review.

- Misclassifications resulting in underpayments.
- Failure to comply with overtime requirements.
- Failure to comply with apprenticeship requirements.
- Failing to report all workers on certified payrolls.

- **FAILURE TO COMPLY WITH WORKFORCE DEVELOPMENT AND FORMAL APPRENTICESHIP PROGRAMS**

Dryco has not made a good faith effort to participate and invest in Local Workforce Development, nor have they participated in local hiring of workers in the community through formal and recognized pre-apprenticeship programs and formal apprenticeship programs for specific apprenticeable crafts. They have failed to request, employ, train, and pay the proper prevailing wages to apprentices.

- **HISTORY OF PRIVATE ATTORNEY GENERAL ACT (PAGA) LAWSUITS**

Dryco has a history of PAGA related lawsuits filed with the State of California, brought forth from workers who have been victims of wage theft. Supporting documentation is attached for your review.

Please contact our office with questions, comments, or clarifications.

Sincerely,

Jesse Jimenez
Executive Director

Case: 1105SJ

cc: City of Half Moon Bay – Mayor and Councilmembers
Deborah Penrose – Email: DPenrose@hmbcity.com
Joaquin Jimenez – Email: jjimenez@hmbcity.com
Debbie Ruddock – Email: DRuddock@hmbcity.com
Robert Brownstone – Email: RBrownstone@hmbcity.com
Harvey Rarback – Email: HRarback@hmbcity.com

Justin Bochmann

Field Representative
Foundation for Fair Contracting
3807 Pasadena Avenue, Suite 150
Sacramento, California 95821
Office (916) 487-7871; Fax (916) 487-0306; **Direct (916) 541-2848**

One Stop Solutions @ www.ffccalifornia.com



Jonathan Woo

From: David Schaefer <davids@dryco.com>
Sent: Monday, April 10, 2023 11:50 AM
To: Jonathan Woo
Cc: Willie Hillyard; Maziar Bozorginia; Kevin Frink
Subject: RE: Bid Advisory on Dryco Construction, Inc. - 2023 Street Maintenance Project - FFC Case No. 1105SJ

[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.

Good Morning Jonathan,

I hope you had a good weekend. Thank you again for forwarding the supporting documents from the FFC's allegations and thank you and your team for your support. We do not have any additional information to add, but did want to again note that any inadvertent mistake DRYCO may have made in the past was corrected and our internal processes modified to mitigate any future mistake.

We look forward to working with the City of Half Moon Bay to make this a successful project for all parties. Please let me know if you need anything else from us and please keep us updated as we approach the City Council Meeting.

Thank you,

David Schaefer
ESTIMATOR & PROJECT MANAGER
davids@DRYCO.com | 650-296-6767
42745 Boscell Road | Fremont, CA 94538
office 510-438-6500 | fax 510-438-6510

ASPHALT • STRIPING • SEALCOAT • SLURRY SEAL • CONCRETE • FENCE & IRON

-----Original Message-----

From: David Schaefer <davids@dryco.com>

Sent: Wednesday, April 5, 2023 6:36 PM

To: Jonathan Woo <jwoo@hmbcity.com>

Cc: Willie Hillyard <WillieH@dryco.com>; Maziar Bozorginia <MBozorginia@hmbcity.com>; Kevin Frink <KFrink@hmbcity.com>

Subject: RE: Bid Advisory on Dryco Construction, Inc. - 2023 Street Maintenance Project - FFC Case No. 1105SJ

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Good Evening Jonathan,

I spoke at length with our Executive team and HR Department and confirmed that the protest is based on false tenses. As you know, we have a personal interest in ensuring the City's projects get completed with the best quality possible. We complete numerous projects for Cities throughout the greater bay area and most, if not all, are completed without any issue. It's unfortunate that someone would try and protest our bid based on these false grounds but we understand that you must take the necessary steps to ensure it is dealt with properly.

That being said, please see formal response below from the DRYCO Executive & Legal Team:

We appreciate you reaching out to ask for a response. DRYCO is committed to complying with all wage and hour laws. In fact, DRYCO works with labor counsel, has a dedicated HR Team and strives to stay abreast of all industry standards for wage and hour laws.

We respectfully disagree with the allegations asserted. Mr. Bochmann's assertion is without merit, as the claim is generic in nature. This assertion is likely generated because we are a non-union contractor, and the fact of the matter is that we pay our employees at or above the prevailing wage guidelines. We also keep track of the apprentice requirements, via timely filing of the DAS 140 and 142.

In 2019, there was a PAGA claim filed that asserted that employees were not paid all wages due (aka wage theft), and the premise was that they were denied payment for overtime. In this Country, one is innocent until proven guilty – or in this case until a court finds a violation – which never occurred. In regard to the 2019 case, DRYCO produced evidence of detailed wage statements. DRYCO was faced with the difficult decision of litigating during the peak of the pandemic to prove it was correct or paying a small amount per employee to resolve the dispute. It made the difficult business decision to settle. This decision meant money went into the employees' pockets during a tough economic time rather than on lawyers and seemed a better use of funds rather than spend time, money and energy proving it was right and taking money away from the company. As proof that this was a frivolous claim, the court initially didn't approve the settlement because the Plaintiff's motion was "not supported by a declaration of counsel that includes the information required by CCP 382.4 regarding the absence or presence of a relationship between counsel and the residual beneficiary." While this was eventually resolved, it further demonstrates it was a contested matter.

On January 5, 2023, another employee made similar claims, that are equally without merit. However, the mere fact they made a claim does not mean a violation occurred. More importantly a review of the State DIR website for this PAGA

claim demonstrates that there is NO state investigation. The fact that some third-party for-profit organization is for its own personal reasons "investigating" and lobbying for another contractor to get the bid is not only an improper interference with contract in violation of law, but also amounts to defamation. There is absolutely no action by the State or any other lawful and legitimate regulatory body that has made any finding against the Company. These are for profit claims meant to steer work away from non-union shops.

Please feel free reach out to me once you've had a chance to read the above repsonse and let us know what the next steps are moving forward.

Thank you,

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