CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY

TUESDAY, JANUARY 16, 2018

Adcock Community/Senior Center
535 Kelly Avenue
Half Moon Bay, California 94019

Deborah Penrose, Mayor
Harvey Rarback, Vice Mayor
Adam Eisen, Councilmember
Rick Kowalczyk, 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. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing consideration.

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

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

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

http://hmbcity.com/

MEETING WILL CONCLUDE BY 11:00 PM UNLESS OTHERWISE EXTENDED BY COUNCIL VOTE
ROLL CALL / PLEDGE OF ALLEGIANCE

PROCLAMATIONS AND PRESENTATIONS
GET US MOVING SAN MATEO COUNTY PRESENTATION

MAYOR’S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WARRANTS FOR THE MONTH OF NOVEMBER 2017

Staff Recommendation: Accept the attached warrants list for the month of November 2017.

STAFF REPORT
ATTACHMENT 1

1.B WARRANTS FOR THE MONTH OF DECEMBER 2017

Staff Recommendation: Accept the attached warrants list for the month of December 2017.

STAFF REPORT
ATTACHMENT 1

1.C ORDINANCE AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH THE CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM – SECOND READING

Staff Recommendation: Adopt an ordinance authorizing an amendment to the contract with the California Public Employees Retirement System.

STAFF REPORT
ORDINANCE

1.D DENY CLAIM OF NOELLE AND TESSA LANE

Staff Recommendation: Deny the liability claim as recommended by the Pooled Liability Assurance Network Joint Powers Authority and York Risk Services representatives

STAFF REPORT
ATTACHMENT 1

1.E POOLED LIABILITY ASSURANCE NETWORK JOINT POWERS AUTHORITY (PLAN JPA)

Staff Recommendation: Staff recommends that the City Council adopt a Resolution

STAFF REPORT
ATTACHMENT 1
authorizing the City Manager to sign The Agreement to participate in the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA).

STAFF REPORT

RESOLUTION

1.F  FUNDING AGREEMENT BETWEEN CITY/COUNTY ASSOCIATION OF GOVERNMENTS AND THE CITY OF HALF MOON BAY FOR SAFE ROUTES TO CUNHA PROJECT

Staff Recommendation: By resolution, authorize the City Manager to execute a funding agreement with the City/County Association of Governments (C/CAG) for the Safe Routes to Cunha School Project.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

1.G  APPLICATIONS FOR SMCTA MEASURE A PEDESTRIAN AND BICYCLE PROGRAM

Staff Recommendation: Approve resolution of support for three (3) applications for the San Mateo County Transportation Authority (SMCTA) Measure A Bicycle and Pedestrian Program Funding.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

2.  ORDINANCES AND PUBLIC HEARINGS

3.  RESOLUTIONS AND STAFF REPORTS

3.A  880 STONE PINE ROAD (POST PROPERTY)

Staff Recommendation: By motion, acknowledge receipt of letter from Peninsula Open Space Trust (POST), dated, November 9, 2017 regarding the property located at 880 Stone Pine Road, Half Moon Bay, and provide staff direction as to next steps.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

ATTACHMENT 3

3.B  SAM OPERATIONS AND MAINTENANCE BUDGET – BUS DUCT REPAIR PROJECT

Staff Recommendation: Adopt a resolution authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $234,605 for the City’s share of emergency replacement of the bus duct at the SAM treatment plant.
3.C SAM OPERATIONS AND MAINTENANCE BUDGET – ADMINISTRATIVE CIVIL LIABILITY FOR INTERTIE PIPELINE SYSTEM SANITARY SEWER OVERFLOW (SSO)

Staff Recommendation: Adopt a resolution authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $156,600, to cover costs of Administrative Civil Liability Complaint R2-2017-1024 (ACL) relating to sewer spills on the Intertie Pipeline System outside the City sewer service area.

3.D SAM OPERATIONS AND MAINTENANCE BUDGET AUGMENTATION—MISCELLANEOUS ITEMS

Staff Recommendation: Adopt a resolution: 1) Authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $76,140 for the City’s share of costs associated with additional legal counsel fees and additional staffing included in Sewer Plant National Pollution Discharge Elimination System (NPDES) permit renewal package; or 2) Authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $23,490 for additional staffing included in Sewer Plant NPDES permit renewal package (excludes additional legal counsel fees at this time).

3.E RELEASE OF A REQUEST FOR PROPOSALS FOR HALFMOON BAY SEWER COLLECTION SYSTEM MAINTENANCE

Staff Recommendation: By motion, direct staff to release a Request for Proposals (RFP) seeking a public agency or private firm to provide contract sewer collection systems maintenance for the City of Half Moon Bay.

3.F RECLASSIFICATION OF SENIOR ACCOUNTANT AND ADMINISTRATIVE SERVICES MANAGER CLASSIFICATIONS
**Staff Recommendation:** Adopt a resolution authorizing reclassification of the Senior Accountant to a Finance Manager and the Administrative Services Manager to an Administrative Services Director, establishing the proposed salary range for each position and approving new job classifications.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

ATTACHMENT 3

ATTACHMENT 4

ATTACHMENT 5

3.G **APPOINTMENT OF DAVID BOESCH AS INTERIM CITY MANAGER PURSUANT TO GOVERNMENT CODE SECTIONS 7522.56 AND 21221(H) AND APPROVING EMPLOYMENT AGREEMENT**

**Staff Recommendation:** Adopt a resolution appointing David Boesch as interim City Manager pursuant to Government Code sections 7522.56 and 21221(h) and approving employment agreement.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

ATTACHMENT 3

3.H **UNITY MURAL UPDATE**

**Staff Recommendation:** Receive an overview regarding recent installation of a Community Event Sign, the “Unity Mural,” in Mac Dutra Plaza.

STAFF REPORT

3.I **2018 CALENDAR OF CITY COUNCIL MEETINGS**

**Staff Recommendation:** Adopt the City Council calendar for 2018.

STAFF REPORT

ATTACHMENT 1

3.J **MAYOR'S ASSIGNMENTS**

**Staff Recommendation:** By motion, accept Mayor Penrose’s List of City Council Representatives and Designated Assignments for 2018.

STAFF REPORT

ATTACHMENT 1
FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

CITY COUNCIL REPORTS

ADJOURNMENT
For meeting of: December 19, 2017

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Yulia Carter, Finance Director

TITLE: WARRANTS FOR THE MONTH OF NOVEMBER 2017

RECOMMENDATION:
Accept the attached warrants list for the month of November 2017.

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

DISCUSSION:
During this month, we processed two check runs. The first was on November 15, 2017, totaling $2,631,223.75 and the second was on November 28, 2017, totaling $100,950.54. The grand total for all warrants for the month was $2,732,174.29.

The City processed payments related to 10 capital improvement projects, in a total amount of $1,827,345.16. These projects include the Ocean Colony Pump Station, Seymour Ditch Erosion, Library Replacement, Pilarcitos Trail Bridge, Bike and Pedestrian Master Plan, Parks Master Plan, Correas Street Underground, Ted Adcock Rehabilitation, 555 Kelly Avenue Purchase, and the New Accounting System. Staff is also including a list of all payments above $30,000 processed during this reporting period, as listed in the table below.
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By KELCIE MCCLAIN (KELCIE)
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CCS.AP Accounts Payable Release 8.3.1 R*AP2CKREG*FDL

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Total 100,950.54
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Yulia Carter, Finance Director

TITLE: WARRANTS FOR THE MONTH OF DECEMBER 2017

RECOMMENDATION:
Accept the attached warrants list for the month of December 2017.

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

DISCUSSION:
During this month, we processed five check runs. The first was on December 4, 2017, totaling $7,644.23, the second was on December 5, 2017, totaling $2,266.25, the third was on December 6, 2017, totaling $50,000, the fourth was on December 11, 2017, totaling $3,192,587.55, and the fifth was on December 22, 2017, totaling 771,833.44. The grand total for all warrants for the month was $4,024,331.47.

The City processed payments related to 16 capital improvement projects, in a total amount of $2,312,930. These projects include the Audio Equipment, Bike and Pedestrian Master Plan, Correas Street Underground, General Plan Update, Highway 1 Safety/Congestion Improvement, Highway 1 Safety/Traffic Reduction Improvements, Infrastructure Standards, Library Replacement, Ocean Colony Pump Station, Parks Master Plan, Pilarcitos Trail Bridge, Sewer Master Plan, Seymour Ditch Erosion, Signal Kelly/Highway 1 Intersection Improvements, Street Tree Assessment, and Ted Adcock Rehabilitation. 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

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**ATTACHMENTS:**

Check Disbursement List by Check Date
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CCS.AP Accounts Payable Release 8.3.1 R*APZCREG*FDL

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**CCS AP Accounts Payable Release 8.3.1 R*APZCKREG*FDL**

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By KELCIE MCCLAIN (KELCII)
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Total 756,653.63
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Total 15,179.81
ORDINANCE NO. C-2018-__
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY
OF HALF MOON BAY AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC
EMPLOYEES’ RETIREMENT SYSTEM

THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES ORDAIN AS FOLLOWS:

Section 1. That an amendment to the contract between the City Council of the City of Half Moon
Bay and the Board of Administration, California Public Employees’ Retirement System, is hereby
authorized, a copy of said amendment being attached hereto, marked Exhibit A, and by such
reference made a part hereof as though herein set out in full.

Section 2. The Mayor of the City Council is hereby authorized, empowered, and directed to
execute said amendment for and on behalf of the City of Half Moon Bay.

Section 3. Publication. The City Clerk of the City of Half Moon Bay is hereby directed to publish
this Ordinance, or the title hereof as a summary, pursuant to Government Code Section 36933,
once within fifteen (15) days after its passage in the Half Moon Bay Review, a newspaper of
general circulation published in the City of Half Moon Bay.

Section 4. This Ordinance shall take effect 30 days after the date of its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Half Moon Bay, California,
held on the 5th day of December, 2017.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Half Moon Bay,
California, held on the 16th day of January, 2018, 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: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Jessica Blair, City Clerk

TITLE: ORDINANCE AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH THE CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM – SECOND READING

RECOMMENDATION:
Adopt an ordinance authorizing an amendment to the contract with the California Public Employees Retirement System.

FISCAL IMPACT:
There is no fiscal impact that results from amending the City’s contract with CalPERS. Retirement funds for the Recreation Leader position were approved upon adoption of the Fiscal Year 2017-2018 operating budget.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Environment Element of the Strategic Plan.

DISCUSSION:
On December 5, 2017, the City Council introduced the ordinance following the conduct of a duly-noticed public hearing. As required by law, the ordinance appears for second reading and adoption at a regular meeting at least 20 days past introduction.

ATTACHMENT:
Ordinance authorizing an amendment to the contract with the California Public Employees Retirement System
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Yulia Carter, Finance Director

TITLE: DENY CLAIM OF NOELLE AND TESSA LANE

RECOMMENDATION:
Deny the attached liability claim presented to the City of Half Moon Bay, as recommended by the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) and York Risk Services (York) representatives.

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

STRATEGIC ELEMENT:
This action supports the Fiscal Sustainability Element of the Strategic Plan.

BACKGROUND:
The City of Half Moon Bay is a member of Pooled Liability Network Joint Powers Authority (PLAN JPA) originally created by ABAG PLAN Corporation, comprised of 28 greater bay area municipalities. The PLAN provides each participating city with a stable, cost-effective self-insurance, risk sharing and risk management program. PLAN is responsible for processing the City’s claims under its risk management and insurance services program. Effective August 1, 2014, PLAN hired York Risk Services to provide claims administration services.

Noelle and Tessa Lane filed a claim against the City of Half Moon Bay for vehicle damage of an alleged roadway pothole. The Lanes are making claim for damage to a tire and wheel alignment following their encountering of an alleged pothole on southbound Frontage Road July 27, 2017, shortly before midnight.

The claim was received by the City on August 7, 2017 and submitted to York Risk Services for review and investigation. York issued a status report on December 21, 2017 recommending formal rejection of Lanes claim based on Government Code Section 835(b). This Section provides that a party must be able to establish that “the public entity had actual or constructive notice of the dangerous condition...a sufficient time prior to the injury to have taken measures
to protect against the dangerous condition.” The City was not on prior notice but, in fact, no pothole could be found upon inspection of the incident location.

Council’s rejection of this claim does not prohibit City staff or the staff of York from continuing to work with the claimant to resolve the dispute.

**ATTACHMENT:**

Claim Form
CITY OF HALF MOON BAY

CITY OF HALF MOON BAY
501 Main Street
Half Moon Bay, CA 94019
(650) 750-2034

RECEIVED

Liability Claim Form

NAME: Noelle Lane / Tessa Lane

ADDRESS: PO Box 2214 El Granada 94018
(mailing address) (city) (zip)

PHONE: (650) 726-9885 TODAY'S DATE: 8/1/17
(best daytime phone)

EMAIL ADDRESS: notim@comcast.net

1. Date and Time of Accident or Occurrence

7/27/17 @ 11:30 PM

2. Location/ Address of Occurrence

Frontage Rd. between Kehoe & Casa Del Mar.

3. Description of Accident or occurrence

My daughter was travelling south bound on Frontage Rd & due to oncoming traffic could not avoid a pothole that damaged her tire.


Front left tire was gashed (see pictures) and alignment was effected. See attached repair/new tires bill from Paulo's.

5. Names of City employee involved. Type, make and number of equipment involved, if known.

Return form address Finance Department 5078 Purissima St. Half Moon Bay CA 94019
**Description of Labor / Service Provided**

- Mounted and Computer Balanced 2 tires.
- Torqued wheel lug to specs.
- Mf and PS.
- Tired pressures: LF [32], RF [32], LR [32], RR [32] psi.
- New Valve Stems: **YES**
- Used tire disposal fee $3.90 per tire.
- $1.75 per tire state of CA recycling tax.
- Wheel alignment. Adjusted rear toe.
- [ROAD TESTED VEHICLE FIRST THEN INSPECT SUSPENSION BEFORE THE ALIGNMENT]

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- Original Estimate: $345.00
- Revision #1: Increase 0.00
- Revision #2: Increase 0.00
- Revision #3: Increase 0.00

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*By signing below I acknowledge notice and oral approval of an increase in the original estimated price.*

**Payment 1:** $0.00  
**Payment 2:** $0.00

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**Thank You From: PAULO'S AUTO CARE**

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**Total Sale:** $342.62  
**Total Due:** $342.62
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BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16th, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Yulia Carter, Finance Director

TITLE: AGREEMENT TO PARTICIPATE IN THE POOLED LIABILITY ASSURANCE NETWORK JOINT POWERS AUTHORITY (PLAN JPA).

RECOMMENDATION:
Adopt a Resolution authorizing the City Manager to sign the Agreement to participate in the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA).

FISCAL IMPACT:
There is no direct fiscal impact related to participation in the PLAN JPA. The City would derive savings from the reduction in ABAG PLAN administrative costs over time.

STRATEGIC ELEMENT:
This recommendation supports the Fiscal Sustainability and Infrastructure and Environment elements of the Strategic Plan.

BACKGROUND:
The Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN) was established in 1986 as a non-profit corporation to establish a stable, cost-effective self-insurance, risk sharing and risk management program option for ABAG members. The City of Half Moon Bay has participated in the ABAG PLAN to obtain coverage and risk management services related to liability, property, automobile physical damage and other ancillary lines of coverage. PLAN is fully solvent with healthy reserves for expected exposure to the pooled layers of coverage for its members.

As a result of the merger of ABAG and MTC, ABAG PLAN is now administered by the Metropolitan Transportation Commission (MTC). Over the course of last year, the Board of Directors of ABAG PLAN has been exploring various options to disengage from MTC. The Board of Directors of ABAG PLAN conducted an RFP during the past fiscal year which indicates significant savings to the pool members as a result of contracting pool administration services through another source. An independent consultant study revealed a savings in pool administrative costs of approximately $3 million over the next five years for participating member agencies.
ABAG PLAN Board of Directors voted unanimously at their annual board meeting in June to contract with Bickmore Risk Services. A transition plan has been developed by ABAG PLAN and Bickmore to transfer pool administrative services to the new pool administrator.

DISCUSSION:
To complete the transition of pool administrative services from ABAG/MTC and achieve the significant savings in administrative cost to the existing program, both ABAG General Counsel and PLAN Counsel have recommended a separate Joint Powers Authority (JPA) be formed to exclusively manage the existing and future risk management and coverage needs of the members. The new JPA is required to act as fiscal agent and manage the transfer of all of the current assets and liabilities from the ABAG PLAN non-profit corporation to the new PLAN JPA. The new PLAN JPA will no longer be directly affiliated with MTC but will continue to provide a stable, cost-effective self-insurance, risk sharing and risk management program for the member participants.

The separate JPA model would align the City of Half Moon Bay and other PLAN JPA members with pooling industry best practices, allow for program continuity and provide for a seamless transition to the new JPA post ABAG merger with MTC. The City’s Finance Director and Deputy City Manager will continue serving as primary and alternate Board members for the new JPA, as previously approved by City Council.

Adoption of the attached Resolution will give the City Manager the authority to sign the agreement to participate in the newly established PLAN JPA. Once all current ABAG PLAN members have approved and signed their respective resolutions, the PLAN JPA will officially become a going concern, and all assets and liabilities will be transferred from the prior ABAG PLAN to the new PLAN JPA.

Any delay in joining the JPA could jeopardize the City’s participation in the PLAN program and would have an adverse impact on the PLAN members as it pertains to program costs. It would also be problematic for the City in terms of finding an alternative solution for insurance and risk management services. However, joining the JPA does not limit our prior freedom in program options nor does it change the coverage we receive, since the terms of the memorandum of coverage are being carried over to the new JPA.

ATTACHMENTS:
1. Resolution

WHEREAS, the City of Half Moon Bay is a member of PLAN corporation, a California non-profit corporation (“PLAN Corporation”) comprised of twenty-eight member agencies pooling their property and liability risk in conjunction with the Association of Bay Area Governments (“ABAG”) Joint Exercise of Powers Authority (“JPA”), established pursuant to California Government Code §6500 et seq., and

WHEREAS, in 1986 ABAG and PLAN Corporation entered into an Agency Agreement which irrevocably assigned the risk management duties and obligations of ABAG to PLAN Corporation, and

WHEREAS, the Member Agencies of PLAN Corporation have entered into a Risk Coverage Agreement with each other and ABAG to provide for pooled liability services through PLAN Corporation, and

WHEREAS, a JPA is required to act as fiscal agent and manage the transfer and assignment of all of the current assets and liabilities from PLAN Corporation to the new PLAN JPA, and

WHEREAS, the Members of PLAN Corporation seek to separate from the current model of service involving the necessity of the Agency Agreement and use of the ABAG JPA to the new risk management focused PLAN JPA that would provide pooled risk coverage for its member agencies, with preference for the existing members of PLAN, under a new risk coverage agreement within the PLAN JPA, and

WHEREAS, as part of the transition the Bickmore Contract with PLAN Corporation will be assigned to the PLAN JPA, so that these services can continue in a seamless manner, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby authorize the City Manager/Mayor to execute the Pooled Liability Assurance Network (PLAN) Joint Exercise of Powers Agreement, pursuant to California Government Code §6500 et seq., including the powers delegated therein, conditioned on the transfer of the assets of PLAN to the PLAN JPA, and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the CITY’s PLAN Corporation representative is authorized to approve of the assignment of assets from PLAN Corporation to the JPA, and to approve the assignment of risk management services from PLAN Corporation to PLAN JPA.
I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: John Doughty, Public Works Director
       Ray Razavi, Contract Traffic/Transportation Engineer

TITLE: FUNDING AGREEMENT BETWEEN CITY/COUNTY ASSOCIATION OF GOVERNMENTS AND THE CITY OF HALF MOON BAY FOR SAFE ROUTES TO CUNHA PROJECT

RECOMMENDATION:
By resolution, authorize the City Manager to execute a funding agreement with the City/County Association of Governments (C/CAG) for the Safe Routes to Cunha School Project.

FISCAL IMPACT:
The agreement provides grant funding of $153,000 towards the improvements at the Purissima Street/Correas Street intersection as part of the new library construction included in the FY 17-18 Capital Budget. There are sufficient funds allocated in the Capital Budget for the required 15% local match. The agreement will partially offset the cost of the Library CIP, as these revenues will be recorded in the library project at the mid-year budget review.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Environment, Healthy Communities and Public Safety, Element of the adopted City Strategic Plan.

BACKGROUND:
In 2017, the C/CAG Board approved resolution 17-31 authorizing the Safe Routes to School and Green Street Infrastructure Pilot Program, including a “Call for Projects” for awarding competitive grant funding to member agencies.

The purpose of the grant program is for C/CAG member agencies to construct demonstration projects that: integrate Safe Routes to School (SRTS) improvements with green infrastructure for storm water management; to show cost effective means of making it safer for children to walk and bike to school; improve water quality; and enhance communities throughout San Mateo County.
In 2017, the City applied for a C/CAG grant for Safe Routes to School/Green Streets Infrastructure in the vicinity of the new library and Cunha Intermediate School located at the intersection of Purrissima Street and Correas Street. The City’s grant application was approved by the C/CAG Board, which authorized its Chairperson to execute a funding agreement with the City.

**DISCUSSION:**
The proposed site is located adjacent to the new Half Moon Bay Library and one block from Cunha Intermediate School. The City proposes four new high visibility crossings at the intersection of Purissima St. and Correas St. with three new concrete bulb-outs on the southwest, south-east and north-east corners (the north-west corner has been recently reconstructed). The proposal includes four stormwater curb extensions associated with the pedestrian bulb-outs (two on the southwest bulb-out, one on the south-east bulb-out on the east side of Purissima St and one on the north-east bulb-out on the north side of Correas St).

The proposed design promotes the goals of the Safe Routes to School (SRTS) program by facilitating a safe walking atmosphere for students trying to reach Cunha Intermediate School. The bulb-outs make for better visibility of pedestrians and shorter walking distance across the road, which is an identified problem at this location.

The design also promotes the stormwater goals of this pilot program by including four stormwater curb extensions that feature bioretention/bioswales to capture and treat storm water as it travels downhill towards sports fields and Highway 1, where it is known to collect and cause flooding. The proposed project will also include educational signage for school children and adults to better understand the fragile ecosystem and the importance of stormwater treatment and its applications.

The agreement would provide a maximum of $153,000 towards the construction of the proposed improvements estimated at $180,000. Reimbursement requests must recognize the required 15% local match component to ensure that C/CAG does not pay more than 85% of the total project construction cost. The long-term operations and maintenance for the completed facilities will be the responsibility of the City.

The City proposes to implement these improvements as part of the Correas Street reconstruction which will coincide with completion of the new Library. This grant will reimburse the City for part of the improvements at this intersection (previously planned as part of the new library construction) including street paving, curb/gutter, landscaping, and educational components.

The City is required to operate and maintain the project for the useful life of the facilities. This includes ensuring the green infrastructure portions of the project are kept free of trash, sediment, and debris, that vegetation is maintained in a healthy and weed-free condition, and that pedestrian and bike infrastructure is kept in safe and functional condition.
The agreement will be effective until June 30, 2020 and stipulates that the C/CAG Chairperson may terminate the agreement for any reason within a 30-day notice. However, the City may request reimbursement for the construction costs incurred prior to termination. It is the City’s intention to build this project prior to the opening of the new library by the summer of 2018. This agreement has been reviewed by and coordinated with the City Attorney.

**ATTACHMENTS:**

1. Resolution
2. Conceptual Design – Safe Routes to School/Green Infrastructure
RESOLUTION NO. C-2018-__

A RESOLUTION OF THE CITY COUNCIL OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A FUNDING AGREEMENT WITH CITY/COUNTY ASSOCIATION OF GOVERNMENTS FOR THE SAFE ROUTES TO CUNHA SCHOOL PROJECT

WHEREAS, the City submitted a grant proposal to the City/County Association of Governments (C/CAG) for a project to integrate Safe Routes to School improvements with green infrastructure for stormwater management entitled “Half Moon Bay Safe Routes to Cunha School”; and

WHEREAS, C/CAG grant proposal requested funding in the amount of $153,000 towards the improvements at the Purissima Street/Correas Street intersection; and

WHEREAS, the grant proposal shows the cost-effective means of making it safer for children to walk and bike to school while improving water quality; and

WHEREAS, the City proposed four new high visibility crossings, three new concrete bulb-outs and four storm water curb extensions; and

WHEREAS, the proposed project promotes the goals of the C/CAG program by facilitating a safe walking atmosphere as well promoting capture and treatment of stormwater; and

WHEREAS, C/CAG has approved the award of the grant to the City and authorized its chairperson to execute the funding agreement with the City,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the funding agreement with C/CAG for Half Moon Bay Safe Routes to Cunha School project.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
Safe Routes to School/Green Infrastructure

Correas St

Purissima St

High Visibility Crosswalks

Sharrows (shared lane markings)

Cunha Intermediate School

New Library

Correas St

Project Cost: $180,000
Grant Request: $153,000
Local Match: $27,000
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: John Doughty, Public Works Director
      Ray Razavi, Contract Traffic/Transportation Engineer

TITLE: APPLICATIONS FOR SMCTA MEASURE A PEDESTRIAN AND BICYCLE PROGRAM

RECOMMENDATION:
Approve resolution of support for three (3) applications for the San Mateo County Transportation Authority (SMCTA) Measure A Bicycle and Pedestrian Program Funding.

FISCAL IMPACT:
There are sufficient funds allocated in the Capital Improvements Budget/Street Improvements for the required local match.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Environment, Healthy Communities and Public Safety Elements of the adopted City Strategic Plan.

BACKGROUND:
On June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (SMCTA) of a half-cent Transactions and Use Tax in San Mateo County for 25 years. The tax revenues were slated to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A).

On November 2, 2014, the voters of San Mateo County approved the continuation of the collection and distribution by SMCTA of the half-cent Transaction and Use Tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A). SMCTA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on November 6, 2017.
DISCUSSION:
The City is proposing three (3) projects for the Measure A Bicycle and Pedestrian Program. These projects include 1) Main Street Pedestrian and Bicycle Improvements, 2) Pacific Coast Bikeway Connectivity Project North, and 3) Pacific Coast Bikeway Connectivity Project South. SMCTA requires a governing board (City Council) resolution in support of the City’s applications by January 18, 2018.

These projects have been coordinated with the draft Bicycle and Pedestrian Master Plan prepared by the Bicycle and Pedestrian Advisory Committee and are ranked as high priority for implementation. The following are brief descriptions of the three projects:

Main Street Pedestrian and Bicycle Improvements:
This project includes construction of 0.36-mile segment of Class IV (or buffered Class II) bike lanes along Main Street from Main Street Bridge north to Highway 1. The project also includes pedestrian and bicycle crossing and protected intersection modifications at Highway 92 and Main Street. In addition, the project includes planning and preliminary engineering for evaluation of a connecting Class I path to Pilarcitos Creek Trail and crossing of the Pilarcitos Creek to connect with Purissima Street. The intent of the project is to provide a safe path for both bicyclists and pedestrians between the north side of the Pilarcitos Creek including HMB High School, shopping centers and residential neighborhoods with Downtown, Cunha Intermediate School as well as various destinations south of the Pilarcitos Creek. The total cost of the project is estimated at $320,000 with a Measure A funding request of $288,000 and City contribution of 10% or $32,000.

Pacific Coast Bikeway Connectivity Project South:
Currently, the Highway 1 Safety and Operational Improvements project includes the construction of the east of Highway 1 Class I path from Main Street to Spindrift Way. This proposed project would extend this Class I path from Spindrift Way to Frenchman’s Creek. The total cost of the project is estimated at $330,000 with a Measure A funding request of $297,000 and City contribution of 10% or $33,000.

Pacific Coast Bikeway Connectivity Project North:
This project includes a Class I path to extend the existing path on the east of Highway 1 from its northern terminus at Roosevelt Boulevard to the northern City limits at Mirada Road. The County of San Mateo is currently proposing a project to connect to this path coming from the north. The total cost of the project is estimated at $350,000 with a Measure A funding request of $315,000 and City contribution of 10% or $35,000.

ATTACHMENTS:
Resolution
Attachment - Measure A Pedestrian and Bicycle Projects
RESOLUTION NO. C-2018-_____

A RESOLUTION OF SUPPORT OF THE CITY COUNCIL OF HALF MOON BAY FOR THE SUBMITTAL OF THREE APPLICATIONS FOR MEASURE A PEDESTRIAN AND BICYCLE PROGRAM FUNDING

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (SMCTA) of a half-cent Transactions and Use Tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 20014, the voters of San Mateo County approved the continuation of the collection and distribution by SMCTA the half-cent Transaction and Use Tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009 (New Measure A); and

WHEREAS, SMCTA issued a Call for Projects for the Measure A Pedestrian and Bicycle Program on November 6, 2017; and

WHEREAS, the City’s applications for funding include 1) Main Street Pedestrian and Bicycle Improvements, 2) Pacific Coast Bikeway Connectivity Project South, and 3) Pacific Coast Bikeway Connectivity Project North; and

WHEREAS, SMCTA requires a resolution from the City Council in support of the City’s applications; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby offers its support for the submittal of three (3) applications for SMCTA Measure A Pedestrian and Bicycle Program.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
City of Half Moon Bay
Grant Applications

Measure A Pedestrian and Bicycle Program
Application No. 1: Main Street pedestrian and Bicycle Improvements project

Project Cost: $320,000
Measure A Request: $288,000
Local Match: $32,000

FUTURE CONNECTION FUNDED BY MEASURE A (HIGHWAY 1)

PART A: PROPOSED CLASS IV BIKE LANES AND INTERSECTION PEDESTRIAN IMPROVEMENTS

PART B: PLANNING PHASE ONLY FOR A CLASS I MULTI-USE TRAIL
Application No. 2: Pacific Coast Bikeway Connectivity Project SOUTH

Project Cost: $330,000
Measure A Request: $297,000
Local Match: $33,000

El Granada Neighborhood (HMB High School Students Origination)
Proposed County Class I Bike/Ped Project
Proposed HMB Class I Bike/Ped Project North
Existing Class I Bike/Ped Path
Proposed HMB Class I Bike/Ped Project South
Currently in Design as part of Highway 1 Safety Project
High Moon Bay High School
Application No. 3: Pacific Coast Bikeway Connectivity Project NORTH

- **Project Cost:** $350,000
- **Measure A Request:** $315,000
- **Local Match:** $35,000
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of:  January 16, 2018

TO:  Honorable Mayor and City Council

VIA:  Magda Gonzalez, City Manager

FROM:  John Doughty, Public Works Director

TITLE:  880 STONE PINE ROAD (POST PROPERTY)

RECOMMENDATION:
By motion, acknowledge receipt of letter from Peninsula Open Space Trust (POST), dated, November 9, 2017 regarding the property located at 880 Stone Pine Road, Half Moon Bay, and provide staff direction as to next steps.

FISCAL IMPACT:
There is no fiscal impact directly associated with the request for direction. The fiscal impact related to any future actions would vary based upon the direction given.

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

BACKGROUND:
The City recently received a letter dated November 9, 2017 from Walter T. Moore, President of Peninsula Open Space Trust (see Attachment 1). The letter requests discussions with the City regarding potential purchase of the 21+-acre parcel at 880 Stone Pine Road (APN 056-260-180) as well as the possible interim lease of property currently used for the City Corporation Maintenance Yard.

The property (880 Stone Pine Road) was acquired by the City in 2004 from Nurserymen’s Exchange for $3.1 million. The City Council purchased the property for construction of a community park.

The purchase was made possible by a loan from POST. The initial Promissory Note and Deed of Trust (recorded October 18, 2004) provided for a no interest loan until October 15, 2007. The loan was due and payable on October 15, 2007.
POST and the City mutually agreed to an Extension of the Note on October 15, 2007; extending the term to October 15, 2009. The extension was granted to allow the City additional time to reach consensus on design and address environmental/habitat questions. The extension resulted in a conversion of the Note from interest free to a 10-percent annual interest rate.

On July 23, 2009, the City Council adopted Resolution C-64-09 which: 1) ordered the abandonment of plans for a park; 2) transfer of title to the property to POST; and 3) approval of a license and maintenance (License) agreement with POST. The License agreement permits the City to operate and maintain its current City Corporation Maintenance Yard. The City does not pay a fee, but is responsible for maintaining the entire property.

Attachment 2 to this report includes additional chronological history of the more pertinent actions related to the Property.

DISCUSSION:
As per POST’s letter dated November 9, 2017, POST has indicated a desire to sell 880 Stone Pine Road and are offering the property to the City. POST is also requesting to initiate negotiations on a lease for the portion of property used by the City for the Corporation Maintenance Yard. The City is currently occupying the property under a License and Management Agreement (License Agreement) dated June 2013. This agreement remains in effect until terminated by either party. A copy of the License Agreement is included as Attachment 3.

The following information may help the City Council frame discussion and direction as it relates to the subject property and the letter from POST:

1) The City is currently operating its Corporation Maintenance Yard on the site. It is imperative that the City maintain a yard for Public Works Maintenance functions. The City does not currently own or lease a site capable of handling the day-to-day needs of the Public Works Maintenance Division. We are not aware of any opportunities to co-locate with other agencies, but can investigate the possibilities. Under section, 16.1 of the License Agreement, POST only needs to provide a 60-day notice of termination.

2) In 2009 the City Council formally abandoned plans for a park on the site. Plans were abandoned for many reasons including: financial impacts of the Beachwood/Glencree lawsuit; a lack of community consensus on park plans; project costs; neighbor concerns and identification of endangered California red-legged frogs and habitat on and adjacent to the property. Many, if not all the prior concerns and issues remain.

3) Currently the City is in the process of circulating a Draft Parks Master Plan. This Plan is intended to provide City Council, the Parks and Recreation Commission, and staff with insight on community wants and desires around parks and other recreation facilities. The Draft plan has identified a clear desire for a “community park” in the City. Several potential locations were considered including 880 Stone Pine Road.
Two sites were recommended in the Draft Plan; one of which is 880 Stone Pine Road. At this time the Draft Parks Master Plan is in circulation and scheduled for what is anticipated to be a final review by the Parks and Recreation Commission on January 24, 2018. The Plan will be submitted to the City Council in February or March for consideration and adoption.

Staff is seeking direction from the City Council as to next steps related to the correspondence received from POST.

ATTACHMENT

1) Letter from POST
2) Chronological History
3) License Agreement with POST
November 9, 2017

Magda Gonzalez  
City Manager, City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019

Dear Ms. Gonzalez:

I am reaching out to propose a discussion with you, your staff, and City Council members at an upcoming Council meeting regarding the City’s current uses and potential future opportunities on POST’s 21-acre property at the end of Stone Pine Road in Half Moon Bay. As you know, POST received the property from the City in October 2009 in exchange for POST forgiving its $3.1 million loan that the City used to originally acquire the property, and POST now licenses use of the property by the City for a corporation yard and office space.

POST has never intended to own this property long-term – our primary conservation goals are to protect the riparian corridor along Pilarcitos Creek and trail connections through the property – and we are beginning to actively seek buyers of the property whose vision is compatible with POST’s goals. It is our preference to work with the City to achieve our goals as well the City’s goals of developing new public park facilities, and thus we want to give the City the first opportunity to purchase the property from POST.

In the interim, we would like to further formalize the City’s current uses of the property in a lease agreement, including payment of rent, that would provide the City with greater certainty in continuing its uses while the City investigates the possibility of purchasing the property from POST.

Please reach out to Daniel Olstein, Director of Land Programs & Stewardship, dolstein@openspacetrust.org and (650) 854-7696 x321, to discuss next steps.

Regards,

Walter T. Moore  
President
ATTACHMENT 2

Chronology
880 Stone Pine Road

June 17, 2004
POST entered into an option agreement to purchase the 22-acre property at 880 Stone Pine Road from Nurserymen’s Exchange for $3.1 million.

September 21, 2004
Half Moon Bay City Council approved acquisition of the property from POST.

October 12, 2004
Assignment Agreement between POST and City of Half Moon Bay for POST to assign its rights and obligations under the Option Agreement to the City and for POST to provide the City with an option to obtain funding from POST was approved.

October 15, 2004
Deed of Trust was signed between City of Half Moon Bay and POST. Promissory Note was for $3.1 million due October 15, 2007. In the event of a failure to pay the entire principal within three years from date, the note shall be deemed in default, and shall, bear interest as the rate of 10% until paid.

October 10, 2006
POST Board of Directors authorized to offer City a one-year extension of the note evidencing the $3.1 million interest free loan on condition that if the land is sold or used for any other purpose than a community park, 10% interest will run from the original date of the loan (October 15, 2004).

October 15, 2007
POST Board of Directors authorized amending the original one-year extension of payment of principal and interest to two years, terminating on October 15, 2009.

July 23, 2009
The City officially transferred title of the property to POST in satisfaction of the promissory note.
July 23, 2009
The City Council officially abandoned plans to build park and entered into a License and Maintenance Agreement with POST which among other things allows the City to maintain its City Corporation Maintenance Yard on the site.

June 21, 2013
Revised License and Maintenance Agreement executed.

November 9, 2017
POST sent a letter indicating its desire to sell the property and to offer the City the first opportunity to purchase.
LICENSE AND MANAGEMENT AGREEMENT

THIS LICENSE AND MANAGEMENT AGREEMENT ("License"), dated as of January 1, 2013, is by and between PENINSULA OPEN SPACE TRUST, a California non-profit public benefit corporation ("POST"), and the City of Half Moon Bay ("Licensee").

RECATALS

A. POST is the owner of a certain parcel of real property ("Property"), located at 880 Stone Pine Road, Half Moon Bay, in the County of San Mateo, State of California, and more particularly described in Exhibit "A" attached hereto and incorporated herein by this reference.

B. POST and Licensee previously entered into that certain License and Management Agreement, dated as of July 21, 2009 (the "Prior License Agreement"), pursuant to which Licensee managed the Property.

C. The Prior License Agreement expired in accordance with its terms, but the parties continued to treat the Prior License Agreement as if it were in full force and effect with respect to the Property.

D. The parties desire to enter into this new Agreement, on substantially the same terms as the Prior License Agreement, to continue to formally evidence the continued license arrangements between them with respect to the Property.

E. POST desires that Licensee manage the Property for the benefit of POST. In return for such services, Licensee will receive the benefit of the ability to use the Property for purposes consistent with its mission.

F. POST is willing to allow Licensee access to the Property for the intended use, and Licensee desires to license the Property from POST, upon the terms and conditions set forth below.

AGREEMENT

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, POST and Licensee hereby agree as follows:

1. License. For and in consideration of the mutual covenants and agreements by the Parties contained in this License, POST does hereby grant a revocable, temporary and non-exclusive license to Licensee, and Licensee does hereby license from POST,
all of the Property, to enter upon and use the Property for the intended use.

2. **License Term.** This term of the License granted herein shall continue until revoked by POST in accordance with Section 16.

3. **Consideration.** POST and Licensee agree that the Licensee's performance of its covenants and agreements contained herein (including, without limitation, those regarding indemnification, maintenance, insurance, taxes and operation of the Property as protected open space) is fair and reasonable consideration for this License.

4. **Representations, Warranties and Covenants.**

   4.1. **By POST.** POST represents, warrants and covenants as follows to Licensee:

      4.1.1. **Organization.** POST is duly organized and validly existing under the laws of the State of California.

      4.1.2. **Requisite Action.** All requisite corporate action has been taken by POST in connection with POST's execution of this License, and has been taken or will be taken in connection with the agreements, instruments or other documents to be executed by POST pursuant to this License in order to lawfully consummate the transactions contemplated here.

      4.1.3. **Title.** To POST's knowledge, POST owns fee simple title to the Property.

   4.2. **Property Accessed and Used in its "As-Is" Condition.** Licensee acknowledges and agrees that it has reviewed the Property, finds it in suitable condition for its intended use, and assumes any and all liabilities of any nature whatsoever regarding the Property which is in anyway related to its use, including the actual or permitted use of its guests, authorized users or invitees. Licensee acknowledges and accepts use of the Property in its "AS IS" condition, and with any and all faults to the maximum extent allowable by law and understands that POST makes no representation or warranty of any kind, express or implied, with respect to the Property nor is POST responsible for providing any services of any kind to or for Licensee. POST shall be allowed to conduct any desired activities, repairs and operations on the Property at all times and shall not be responsible for any interruptions or interference as it relates to Licensee's use herein.

5. **Use.** During the term of this License, Licensee agrees to use the Property for the purpose of open space preservation, and for any other related legal use that is consistent with the purposes for which Licensee was formed, including storage of
City-owned vehicles, equipment and materials, as well as the storage of county and nonprofit owned emergency equipment, within the existing buildings and the portion of the Property identified on Exhibit “A” as the Maintenance Yard. Notwithstanding anything herein to the contrary, Licensee shall not, without POST’s prior written consent (which consent may be granted or withheld in POST’s discretion), make or permit to be made any physical alterations or changes to the Property other than as may be reasonably necessary for the purpose of preventing unauthorized access to the Property, performing routine maintenance and repairs, and to comply with the terms of this License.

6. Management. During the term of this License, Licensee agrees to manage the Property for open space preservation, and for any other related legal use that is consistent with the purposes for which Licensee was formed. Licensee shall be solely responsible for management of the Property during the term. Licensee may install gates and appropriate signage and fencing as Licensee determines is necessary and appropriate, and may undertake such other steps as Licensee deems necessary or appropriate for the proper and safe management of the Property. Licensee will diligently use the Property in a proper manner and in accordance with good and approved Best Management Practices, including maintaining standards set forth below and in Exhibit “B” Stewardship Plan attached hereto and incorporated herein by this reference. Licensee will make all reasonable effort to prevent unauthorized individuals from entering the Property.

7. Patrol. Licensee will patrol and manage the Property in a manner consistent with other Licensee holdings to ensure that the Property is kept in a safe and sanitary condition and that deleterious or incompatible uses of the Property are discouraged. Should any trespass or other unauthorized use or activity occur upon the Property, Licensee may exercise its authority to correct these matters including, where necessary, enforcing Licensee regulations and ordinances on the Property. The Property shall be deemed to be property under the control and management of Licensee.

8. Legal Responsibility and Indemnification. During the term of this License, Licensee shall assume full legal responsibility for the management, control and operation of the Property, the conditions thereof and for all activities conducted by Licensee thereon. Except as otherwise agreed herein, Licensee shall indemnify and hold POST harmless from, and defend POST and its officers, directors, employees and agents against, any and all claims or liabilities for injury or damage to any persons or property whatsoever occurring during the life of this License in, on, or about the Property arising out of any condition of the Property or of any neglect, fault or omission by the Licensee with respect to Licensee’s responsibilities as set out in this License. POST likewise agrees to indemnify, defend and hold harmless Licensee and its agents, officers, officials, and employees against any and all claims or
liabilities for injury or damage to persons or property arising out of or resulting from the negligent acts or fault of POST, or its agents, employees, officers, or servants, in connection with the Property. In the event of concurrent negligence, each party will bear responsibility for its acts in proportion to its fault under the doctrine of comparative negligence.

9. **Insurance.** During the term of this License, the Licensee shall maintain in full force and effect a comprehensive general liability insurance policy applicable to the Property and the Licensee’s activities under this License with limits of liability of at least Two Million Dollars ($2,000,000) aggregate combined single limit for bodily injury and property damage liability; and One Million Dollars ($1,000,000) combined single limit per occurrence. The insurance policies or certificates evidencing the same shall include POST, and any other parties requested by POST, as an additional named insured thereunder and shall require that POST be given no less than thirty (30) days’ prior written notice prior to any cancellation, material amendment or reduction of coverage. Copies of said insurance policies or certificates thereof shall be presented to POST upon request.

10. **Real Property Taxes and Assessments.** Licensee hereby promises to pay, prior to delinquency, all Impositions. For the purpose of this License, “Impositions” means all taxes, assessments, rates, charges, license fees, municipal liens, levies, excises or imposts, whether general or special, or ordinary or extraordinary, of every name, nature and kind whatsoever, if any, lawfully imposed by any governmental authority or entity, that may be levied, assessed, charged or imposed or may be or become a lien or charge upon the Property or any part thereof, or upon the income of Licensee. Impositions also include, but are not limited to, the payment of installments on any bonds or periodic charges imposed or required by any governmental authority or entity.

11. **Compliance with Laws and Regulations.** Licensee shall comply with any and all federal, state, and local laws, statutes, codes, ordinances, regulations, rules, orders, permits, licenses, approvals and requirements applicable to the use and occupancy of the Property by Licensee, and Licensee shall not commit and shall not knowingly permit others to commit waste upon the Property. Licensee will obtain all necessary permits required of its use or of any activity of Licensee on the Property.

12. **No landlord / tenant relationship is intended.** Without limitation, Licensee acknowledges that no landlord/tenant relationship shall be created by virtue of this License and Licensee represents and warrants that at no point will its use constitute any such relationship.

13. **Surrender of Property.** Except as otherwise provided in this License, and subject to acts of God, upon the expiration or earlier termination of the License Term, to the
maximum extent the same is reasonably within the control of Licensee, Licensee shall surrender the Property in substantially the same condition as it was in upon the Effective Date, except for any changes to such condition made or caused to be made by POST or any of POST's agents, lenders, contractors, engineers, consultants, employees, subcontractors, licenses, invitees and representatives.

14. Maintenance and Utilities. During the term of this License, Licensee shall not use the Property for any use except as expressly provided in this License. Licensee shall be solely responsible for the cost of providing any utilities or other services necessary for Licensee's use and occupancy of the Property and Licensee shall promptly pay and/or discharge any liens that may be recorded against the Property or Licensee's license interest therein resulting from any work performed or materials ordered by or on behalf of Licensee. During the term of this License, Licensee shall maintain and repair the Property in such manner as reasonably necessary to preserve its existing character; provided, however, that Licensee shall not be obligated to make any material capital improvements to the Property.

15. Assignment. Licensee may not assign this License to any other party without the prior written consent of POST, which consent shall not be unreasonably withheld or delayed with respect to an assignment to a party that expressly assumes in writing all of Licensee's obligations and liabilities hereunder; provided, however, that under no circumstances will POST withhold its consent to an assignment to another governmental entity so long as such entity expressly assumes in writing all of Licensee's obligations and liabilities hereunder. In the event of an assignment, Licensee shall remain liable for the payment of all fees and the performance of all of Licensee's obligations under this License, except if and to the extent such obligations are released in writing by POST.

16. Termination of License.

16.1 POST hereby reserves the right to revoke this License at any time on at least sixty (60) days' prior written notice to Licensee. Upon any such revocation, Licensee will immediately remove all items from the Property and vacate the property in a good and clean condition, and this License shall terminate and be of no further force and effect.

16.2 Upon default of this License by Licensee, or at some later date if a default has occurred and is continuing and POST has not theretofore elected to terminate Licensee's license right, POST may elect to terminate this License, effective upon written notice to Licensee, thus terminating Licensee's right to possession as provided under this License; POST may remove all persons and property from the Property; and POST may store the property removed in a public warehouse or elsewhere at Licensee's expense and for its account. POST, at its sole election, will
become the owner of all property of which it has so taken possession, without being obligated to compensate Licensee for it. If POST so elects to terminate Licensee's license right for default of this License by Licensee, this License will thereupon terminate and Licensee will pay to POST any amount to compensate POST fully for all detriment proximately caused by Licensee's failure to perform its obligations hereunder or which in the ordinary course of things would likely result therefrom. Efforts by POST to mitigate the damage caused by Licensee's default of this License will not waive POST's right to recover damages hereunder.

16.3 The City hereby reserves the right to terminate this license at any time on at least (180) days prior written notice to POST. Upon any such termination the City will be responsible to remove all City, County, and non-profit owned items from the property and vacate the property in a good and clean condition, and the license shall terminate and be of no further force and effect.


17.1 Invalidity. If any term or provision of this License or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this License, or the application of such term or provision to persons whose circumstances other than those as to which it is held invalid or unenforceable, shall not be affected.

17.2 Successors and Assigns. Subject to the limitations set forth above, the terms, conditions and covenants of this License shall be binding upon and shall inure to the benefit of each of the Parties, their heirs, personal representatives, successors and assigns.

17.3 Writing. No waivers, amendments, alterations or modifications of this License, or any agreements in connection with this License, shall be valid unless in writing and duly executed by both POST and Licensee or their respective successors-in-interest.

17.4 Construction. The captions appearing in this License are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such paragraphs of this License or in any way affect this License. Any gender used shall be deemed to refer to any other gender more grammatically applicable to the party to whom such use of gender relates. The use of singular shall be deemed to include the plural and, conversely, the plural shall be deemed to include the singular.

17.5 Notices. Any notice, demand, or request required hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) personal service; (b) telephonic facsimile transmission; (c) nationally recognized overnight
commercial mail service; or (d) registered or certified, first class U.S. mail, return receipt requested.

If intended for Licensee, addressed as follows:

City of Half Moon Bay
501 Main Street
Half Moon Bay, CA
Attn: Laura Snideman, City Manager
TEL: (650) 726-8270
FAX: (650) 726-8261

If intended for POST, addressed as follows:

Peninsula Open Space Trust
222 High Street
Palo Alto, CA 94301
Attn: Catherine Waterston
TEL: (650) 854-7696
FAX: (650) 854-7703

Such addresses may be changed by notice to the other party given in the same manner as above provided. Any notice, demand or request sent pursuant to either clause (a) or (b), above, shall be deemed received upon such personal service or upon dispatch by electronic means (provided, however, that a dispatch by facsimile transmission that occurs on any day other than a business day or after 5:00 p.m. Pacific time shall not be deemed received until 9:00 a.m. Pacific time on the next business day). Any notice, demand, or request sent pursuant to clause (c), above, shall be deemed received on the business day immediately following deposit with the commercial mail service and, if sent pursuant to clause (d), above, shall be deemed received forty-eight (48) hours following deposit in the U.S. mail.

17.6 Authority to Sign. The parties executing this License on behalf of POST and Licensee represent that they have authority and power to sign this License on behalf of POST and Licensee, respectively.

17.7 Conflict of Laws. This License shall be governed by and construed pursuant to the laws of the State of California.

17.8 Attorneys' Fees. If either party should bring suit or seek arbitration under this License, because of the breach of any provision of this License, then all costs and expenses, including reasonable attorneys’ fees, incurred by the prevailing party therein shall be paid by the other party, which obligation on the part of the other
party shall be deemed to have accrued on the date of the commencement of such action or arbitration and shall be enforceable whether or not the action is prosecuted to judgment.

17.9 Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained nor shall any custom or practice that may arise between the Parties in the administration of the terms hereof be deemed a waiver of, or in any way affect, the right of POST or Licensee to insist upon the performance by Licensee or POST in accordance with said terms.

17.10 Time. Time is of the essence with respect to the performance of every provision of this License in which time of performance is a factor.

17.11 Prior Agreements. This License contains all of the agreements of the Parties with respect to any matter covered or mentioned in this License, and no prior agreement or understanding (including the Prior License Agreement) pertaining to any such matter shall remain effective for any purpose.

17.12 Applicable Law; Severability. As used herein the term "all Applicable Laws" shall mean and refer to all state, federal and local ordinances, statutes and laws. Any provision of this License that shall prove to be invalid, void or illegal in no way affects, impairs or invalidates any other provisions hereof, and all other provisions shall remain in full force and effect.
POST AND LICENSEE, by their execution below, indicate their consent to the terms of this License and Management Agreement.

For POST:  

PENINSULA OPEN SPACE TRUST,  
a California non-profit public benefit corporation

By: [Signature]  
Walter T. Moore, President

Date: 6/11/13

For LICENSEE:  

CITY OF HALF MOON BAY

By: [Signature]  
Laura Snideman, City Manager

Date: 6-21-13

APPROVED AS TO FORM:  

[Signature]  
Tony Condotti, City Attorney
Exhibit A: Map of Property
Peninsula Open Space Trust
Half Moon Bay Park: Exhibit A, Map of Property

- Half Moon Bay Park Property Boundary
- Stored Materials to be moved within maintenance yard within 30 days of execution of agreement
- Maintenance Yard
- Drainages
EXHIBIT B: STEWARDSHIP PLAN

City will perform the following maintenance requirements:

1. Maintain perimeter fence at all times and lock the entry gate on Stone Pine Road at the end of each workday to maintain security.

2. Protect the Property from noxious grasses, weeds and plants, and from animal and insect pests, and free from fire hazards by maintaining the existing ground tarp. Wood chips may be used in lieu of or over the existing tarp. Weeds shall be controlled using only hand tools and belt-driven weed whackers, and shall be cut no lower than 4"-6" above ground. Motorized equipment or chemicals may only be allowed subject to prior approval by POST.

3. Protect adjacent area of natural habitat and creek corridors from disturbance. Do not clear trees or vegetation from within one hundred (100) feet of the top of the pond embankment and within fifty (50) feet of the top of the bank of Pilarcitos Creek to minimize interference with potential aquatic habitat. Keep vehicles and machinery at least fifty (50) feet back from the top of the creek bank.

4. Control soil erosion as completely as practicable by filling in or otherwise controlling small washes or ditches that may form in or alongside roads and fields. Maintain all ditched, roadways, and other improvements on the Property in good condition. Keep all roads safe and drivable.

5. Vehicles shall stay on rock-covered roadways at all times and shall not exceed the 5-mile per hour speed limit, which shall be posted at the entrance to the Property. Drivers shall use caution and watch for and avoid frogs and snakes on roadways, particularly during and after rain events.

6. Maintain in good condition all existing buildings within the City’s Maintenance Yard, as delineated in Exhibit A. This shall include the repair of damaged roofing of all buildings.

7. No equipment, vehicles, or materials shall be kept or utilized outside of the Maintenance Yard, with the exception of equipment use for the purposes of carrying out the Management Obligations of the License, for the time that the maintenance work is being carried out.

City will, upon written request and direction from POST, perform the following maintenance requirements:

1. Remove tarps from Property and seed areas with native grasses. The areas will be maintained per a written maintenance schedule to be determined by POST and a qualified biological consultant.

Notwithstanding the foregoing, City’s maintenance/repair obligation under this plan shall not exceed twenty thousand dollars ($20,000) per year, adjusted annually by the percentage change in the San Francisco Bay Area Consumer Price Index for Urban Wage earners and Clerical Workers. City staff time, equipment and other overhead costs are not included in this cap.

This stewardship plan incorporates the recommendations of the City’s Biological Evaluation consultant, TRA Environmental Sciences, ad informal input from the staff of the U.S. Fish and Wildlife Service and the California Department of Fish and Game.
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: John Doughty, Public Works Director

TITLE: SAM OPERATIONS AND MAINTENANCE BUDGET – BUS DUCT REPAIR PROJECT

RECOMMENDATION:
Adopt a resolution authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $234,605 for the City’s share of emergency replacement of the bus duct at the SAM treatment plant.

FISCAL IMPACT:
The fiscal impact to the City’s sewer operating fund associated with this action is $234,605. This amount represents 52-percent of the cost of the replacement.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Inclusive Governance Elements of the adopted City Strategic Plan.

BACKGROUND:
On November 29, 2017, the SAM treatment plant experienced a complete power loss. This power loss was the result of moisture in the bus bar/duct (the main power supply) of the plant. The plant switched to a rented back-up generator system and continued to operate until temporary PG&E power was restored.

The Bus Bar/Duct has been identified as an issue of concern by the SAM Board and SAM consultants dating back several years. The repair/replacement was not identified or included in the Capital repair/replacement budget in FY 2017/18. It is unknown if the issue was discussed or identified in the most recent annual inspection report for the treatment plant.

On December 7, 2017, the SAM Board of Directors held a special meeting to discuss the issue. At this meeting the Board of Directors deemed the bus bar/duct failure an emergency per Public Contract Code Section 22050. This action allowed SAM to solicit for services and equipment absent a competitive solicitation of bids.
DISCUSSION:
SAM is estimating the cost of replacement of the bus bar/duct at $451,163. The cost estimate includes emergency fabrication and installation of equipment, expedited shipping as well as generator rental, fuel for generators and staff overtime. As noted earlier, this project was not included in the 2017/18 SAM Capital Repair/Replacement Program or budget. The lack of planning and identification of this critical repair/replacement has resulted in a self-created emergency, significant added cost to the project and impacts to local air quality due to the extended use of temporary generators.

Given the treatment plant requires electrical power to operate, Staff recommends that the City Council approve the budget augmentation adding an additional $234,605 for the bus bar/duct replacement project. Per the adopted Joint Powers Authority, the City is responsible for a share of Treatment Plant capital replacement costs. The additional funds represent 52-percent share of costs based upon the City percentage of effluent flows to the treatment plant.

ATTACHMENTS:
1) Resolution
2) SAM Staff Report Requesting Emergency Declaration for Bus Bar/Duct Replacement
Resolution No. C-2018-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUGMENTING THE SEWER AUTHORITY MID-COASTSIDE GENERAL (OPERATIONS AND
MANAGEMENT) BUDGET FOR FISCAL YEAR 2017-2018

WHEREAS, City of Half Moon Bay representatives reviewed and provided input on the
General Budget of the Sewer Authority Mid-Coast (SAM) Budget for Fiscal Year (FY) 2017/18; and

WHEREAS, on July 18, 2017 the City Council of the City of Half Moon Bay approved the
General (O&M) Budget of SAM for FY 17-18 of $3,645,570 excluding the $1,505,000 in IPS
related capital replacement projects (IPS and Portola Pump Station) from the General (O&M)
Budget while affirming the City’s intent to opt out of the Intertie Pipeline System Capital
Replacement Project (AKA IPS or Intertie) and the Portola Pump Station Project; and

WHEREAS, on October 17, 2017, the City Council of the City of Half Moon Bay approved
a budget augmentation, increasing the infrastructure line item (characterized by Infrastructure
Division) by $392,100, under protest, pursuant to the September 13, 2017 Stipulation and
Order; and

WHEREAS, on November 29, 2017, the SAM treatment plant experienced a complete
failure of its main power source, the bus bar/duct requiring the plant to commence operating
by back-up generator; and

WHEREAS, the bus bar/duct was not identified by SAM as a capital replacement project
in the FY 2017-2018 SAM budget; and

WHEREAS, on December 7, 2017, the SAM Board of Directors deemed the failure an
emergency and waived competitive bidding processes per State law; and

WHEREAS, the SAM Board of Directors authorized SAM staff to commence with the
contracting for equipment replacement; and

WHEREAS, SAM is requesting funding from each of the member agencies.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay
approves the budget augmentation to appropriate $234,605 from the unappropriated fund
balance of the City’s Sewer Operating Fund (F05) for the replacement of the bus bar/duct at the
SAM treatment plant.
I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors
FROM: Beverli A. Marshall, General Manager
DATE: April 4, 2017
SUBJECT: Declare the Main Bus Bar/Duct Power Supply Failure at the Treatment Plant an Emergency and Find that the Emergency Will Not Permit a Delay Resulting from a Competitive Solicitation for Bids for Repair Work in Response to the Emergency

Executive Summary
The purpose of this report is to discuss the main bus bar/duct power supply failure at the Treatment Plant the requirements of Public Contract Code Section 22050.

Fiscal Impact
The estimated cost of emergency repairs and related costs for this event is $490,000.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fabrication and shipping replacement equipment</td>
<td>$194,000</td>
</tr>
<tr>
<td>Installation of replacement equipment</td>
<td>$126,000</td>
</tr>
<tr>
<td>Generator rental</td>
<td>$90,000</td>
</tr>
<tr>
<td>Fuel for generators</td>
<td>$50,000</td>
</tr>
<tr>
<td>Overtime for 24/7 operation staffing</td>
<td>$30,000</td>
</tr>
<tr>
<td>Total</td>
<td>$490,000</td>
</tr>
</tbody>
</table>

Background and Discussion/Report
On November 29, 2017, a portion of the electrical system between the PG&E transformer and the Treatment Plant started to smoke. Staff switched off the power and...
transferred to the generator and called Coastside Fire and PG&E. PG&E was able to
determine that the damaged bus bar/duct was SAM’s responsibility to repair.

After examining the bus bar and duct, the Calcon representative was able to determine
that cause of the failure was due to water entering the duct and shorting out the bus bar.
Staff and contractors spoke with PG&E and were told that the only options for
temporary electricity between PG&E and the plant would be to install overhead or
underground lines. Staff and the contractors estimated that the temporary fix would take
nearly the same amount of time as the permanent solution.
Staff estimates that the repairs and related services will cost approximately $320,000, including 10% contingency for unforeseen needs. This exceeds the $15,000 allowed under Public Contract Code § 20803, and would require a competitive solicitation for bids.

During the fabrication and installing lead time, which is estimated to be 20 working days, the only power supply will be from the on-site generator and back-up rental generator. Staff has determined that waiting for a competitive solicitation for bid could result in a significant delay and threat to public health based on the potential for a rain event and generator overload. This could result in a significant sanitary sewer overflow into the plant and ocean. The current use of generator power to operate the plant requires a certified operator on-site 24/7 to manually switch from the on-site generator to the back-up generator and reset necessary treatment processes.

In compliance with Public Contract Code § 22050, the Board of Directors must find that this emergency will not permit a delay resulting from a competitive solicitation for bids, and that immediate action is necessary to respond to the emergency.

**Staff Recommendation**

Staff recommends that the Board of Directors declare the main bus bar/duct power supply failure at the Treatment Plant an emergency and find that the emergency will not permit a delay resulting from a competitive solicitation for bids for repair work in response to the emergency.

**Attachments**

None
RECOMMENDATION:
Adopt a resolution authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $156,600, to cover costs of Administrative Civil Liability Complaint R2-2017-1024 (ACL) relating to sewer spills on the Intertie Pipeline System outside the City sewer service area.

FISCAL IMPACT:
The potential fiscal impact to the City’s sewer operating fund associated with this action is $156,600 (52% of $300,000). Per the Stipulation and Order, the City has agreed to fund the IPS project and related costs, under protest, pending the outcome of the City’s request for declaratory relief.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Inclusive Governance Elements of the adopted City Strategic Plan.

BACKGROUND:
The Intertie Pipeline System (IPS), a force main system that conveys effluent from sewer customers within the Montara and Granada special districts to the SAM operated treatment plant.

In 2016 and 2017, the IPS line experienced a series of failures which resulted in the release of sewer effluent into the environment including Arroyo Leon.

The SAM Board of Directors considered award of the construction contract on October 9, 2017. At that meeting, the Board recommended award of the base bid (Segments 1 and 3) as well as the bid alternative (Segment 3). The total cost of the construction is $1,311,500.
On October 17, 2017 the City Council approved increasing the SAM Operations and Maintenance Budget by $392,100 to fund a portion of the replacement of three (3) segments of the Granada Force Main, which is part of the Intertie Pipeline System (IPS). The Granada Force Main system conveys effluent from sewer customers within the Montara and Granada special districts to the SAM operated treatment plant. The City agreed to participate under protest. SAM has indicated that the actual amount of funding required from the City will be $357,857. Given unknowns on the IPS, staff is not recommending the City reduce the augmentation amount.

SAM is proposing to allocate the funds for penalties imposed under ACL over two fiscal years: FY 2016/17 and FY 2018/19. The City can anticipate a request for an additional $116,250 (52% of $222,700) of in the FY 2018/19 SAM Operations Budget.

**DISCUSSION:**
The California Regional Water Quality Control Board (Water Board) is responsible for enforcement of the federal Clean Water Act and related State of California water quality provisions. Their responsibilities include protection of creeks, rivers, streams and the Pacific Ocean from the discharge of untreated or partially treated sewer effluent. Their regulatory role includes issuance of permits, oversight of the permits and ultimately enforcement of permit compliance.

Each agency is subject to specific processes and procedures for reporting and cleaning up after a sewer spill contained within their Sewer System Management Plan (SSMP). As required, SAM, once identified, reported several spills along the Granada Force main in the IPS. Sanitary Sewer Overflow (SSO) events are classified by severity ranging from a Class 1 to Class 3 with Class 1 being the most severe. Several spills reported were classified as Class 1 SSO events. Class 1 events include discharges of untreated or partially treated wastewater of any volume that reaches surface water, a tributary to a surface water or that reaches a municipal storm water system (and are not fully captured and disposed of).

The number and severity of the spills resulted in investigation and site inspections by both San Francisco District staff and State Board staff from Sacramento. The investigations included SAM as well as each of the member agencies. Staff is not aware of the results of the investigations involving Granada Community Service District or Montara Water and Sanitation District. The City has been working with the Water Board to respond to SSO events within the City sewer service area including a 2014 SSO event which lacks documentation. Response to Water Board inquiries by all agencies has been made more difficult by insufficient record-keeping by SAM. The Water Board has issued fines to SAM equaling $522,700, of which SAM is requesting that the member agencies contribute $300,000 of this amount in FY 2017/18. The City’s payment is under protest given the pending request for declaratory relief on the IPS project.

City staff is requesting City Council authorization to release a Request for Proposals for a portion of City sewer collection system maintenance. SAM currently provides these services to all member agencies under a separate agreement.
The RFP is suggested to address two primary issues: 1) reliability of services including documentation required by the Water Board; and 2) management of costs on behalf of the sewer ratepayers. The Water Board identified significant concerns with SAM including a lack of written Operating Procedures and documentation of activities related to sewer maintenance and SSO response. Under the current agreement, the City is responsible for 100-percent of environmental liabilities (including administrative fines and litigation) within its sewer service area and 52-percent of those costs for areas located elsewhere within the JPA.

Staff recommends that the City Council approve the budget augmentation increasing the SAM Operations and Maintenance Budget by $156,600. Per the Stipulation and Order, the City has agreed to participate in funding Administrative Civil Liability Complaint R2-2017-1024, under protest, pending the outcome of the City’s request for declaratory relief.

**ATTACHMENTS:**
1) Resolution
2) SAM letter of January 9, 2018 requesting Budget Augmentation
3) City Council Staff Report authorizing augmentation for IPS repair
Resolution No. C-2018-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUGMENTING THE SEWER AUTHORITY MID-COASTSIDE GENERAL (OPERATIONS AND
MANAGEMENT) BUDGET FOR FISCAL YEAR 2017-2018

WHEREAS, City of Half Moon Bay representatives reviewed and provided input on the
General Budget of the Sewer Authority Mid-Coast (SAM) Budget for Fiscal Year (FY) 2017/18;
and

WHEREAS, on July 18, 2017 the City Council of the City of Half Moon Bay approved the
General (O&M) Budget of SAM for FY 17-18 of $3,645,570 excluding the $1,505,000 in IPS
related capital replacement projects (IPS and Portola Pump Station) from the General (O&M)
Budget while affirming the City’s intent to opt out of the Intertie Pipeline System Capital
Replacement Project (AKA IPS or Intertie) and the Portola Pump Station Project; and

WHEREAS, on October 17, 2017, the City Council of the City of Half Moon Bay approved
a budget augmentation, increasing the infrastructure line item (characterized by Infrastructure
Division) by $392,100, under protest, pursuant to the September 13, 2017 Stipulation and
Order; and

WHEREAS, on January 8, 2018, the SAM Board of Directors requested each member
agency to consider five (5) budget amendments/augmentations; and

WHEREAS, the City Council approved a budget augmentation on October 17, 2017 for
the Intertie Pipeline System replacement project; and

WHEREAS, the City Council is being asked to consider budget augmentation for
penalties associated with Administrative Civil Liabilities Complaint R2-2017-1024; and

WHEREAS, the City’s representative to the SAM Board of Directors has requested the
City Council consider the request for budget augmentation for penalties associated with
Administrative Civil Liabilities Complaint R2-2017-1024; and

WHEREAS, SAM is requesting funding from each of the member agencies.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay
approves the budget augmentation to appropriate $156,600 from the unappropriated fund
balance of the City’s Sewer Operating Fund (F05) to fund the payment of penalties associated
with Administrative Civil Liabilities Complaint R2-2017-1024.
I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
January 9, 2018

Magda González
City Manager
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Re: Proposed Budget Amendment for Fiscal Year 2017/18

Dear Ms. González,

At the SAM Board of Directors meeting on January 8, 2018, the Board approved two versions of the proposed budget amendment to be sent to the member agencies to consider and approve. Enclosed please find the proposed budget amendment revised staff report detailing the amendments as well as Version 1 and Version 2 of the amendment request.

In order for the SAM Board to adopt the budget amendment in a timely manner, I need to receive a written notice of the Council’s action no later than Wednesday, February 10, 2018.

If you have any questions regarding the budget amendment, please call or send me an e-mail.

Respectfully,

[Signature]
Beverli A. Marshall, SDA
General Manager
SEWER AUTHORITY MID-COASTSIDE

Staff Report - Revised

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval

Executive Summary
The purpose of this report is for the Board of Directors to discuss the proposed budget amendment for Fiscal Year 2017/18.

Fiscal Impact
The fiscal impact of the budget amendment for FY 2017/18 is $1.58 million. The impact to the member agency assessments is (rounded to nearest $):

<table>
<thead>
<tr>
<th>JPA Assessments for Each Member Agency</th>
<th>FY 2017/18</th>
<th>Amended</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Moon Bay</td>
<td>$2,688,598</td>
<td>$3,513,645</td>
<td>$825,047</td>
<td>31%</td>
</tr>
<tr>
<td>GCSD</td>
<td>$1,349,449</td>
<td>$1,763,553</td>
<td>$414,104</td>
<td>31%</td>
</tr>
<tr>
<td>MWSD</td>
<td>$1,112,523</td>
<td>$1,453,922</td>
<td>$341,399</td>
<td>31%</td>
</tr>
<tr>
<td>Total</td>
<td>$5,150,570</td>
<td>$6,731,120</td>
<td>$1,580,550</td>
<td>31%</td>
</tr>
</tbody>
</table>

Strategic Plan Compliance
The recommendation complies with the SAM Strategic Plan’s Goal 3: “Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”

Background and Discussion/Report
The JPA General Budget for FY 2017/18 was presented based on the issues known as of June 2017. Since that time, several events (listed below) occurred that required the
SAM Board to authorize funding above the amount approved as part of the stipulation and order.

8/21/17 Administrative Civil Liability Complaint R2-2017-1024 $522,700
9/25/17 Additional legal counsel costs $100,000
10/9/17 Intertie Pipeline System repairs, funding all 3 segments $685,550
11/13/17 Demolition and replacement of Plant burner unit $52,000
8/28/17 Additional staffing to comply with NPDES permit renewal $45,000
12/7/17 Plant main bus duct power supply failure and replacement $450,000
$1,905,250

- Staff informed the Board at the September 25, 2017, meeting that the ACL penalty would be included in the mid-year budget amendment, most likely in January or February, once the official penalty amount was known. At this time, staff anticipates that only $300,000 of the ACL complaint will be paid in FY 2017/18 and the remainder will be included in the General Budget for FY 2018/19.

- Staff requested authority to increase the contract with Bold, Polisner, Madow, Nelson & Judson at the September 25, 2017, regular Board meeting. I informed the Board that the additional funds to cover the contract increase would be presented as part of a mid-year budget amendment, "What I anticipate is that I will also have to do an amendment to what we anticipated the budget being this year because of the action by the state. I would like to bring that back at once when I know what that number is rather than piecing and parting it to the member agencies. I anticipate that somewhere in the vicinity of January or February a mid-year budget amendment is what I will prepare." Boyd moved, "that the Board authorize the General Manager to amend the contract with Bold, Polisner, Madow, Nelson & Judson to increase the amount by $100,000, for a total contract amount of $190,000, and to limit the use of the additional funds for general legal advice and work related to Administrative Civil Liabilities complaints. None of the additional funds will be used for the HMB vs. GCSD and MWSD." Director Penrose seconded the motion and it was unanimously approved.

- Staff discussed the IPS project construction contract award at the October 9, 2017, regular meeting. Director Woren moved, "that we award the base bid and the alternate bid to Bay Pacific Pipelines Inc., the bidder who submitted the apparent
lowest total bidder in the amount of $1,997,050 for construction of segments 1, 2, and 3, and that we cover the additional amount from SAM’s emergency reserves and request that all member agencies backfill that money within three months.” The motion was seconded by Director Boyd and it was unanimously approved. After the vote, Director Ruddock requested that staff submit the required action to City staff. An e-mail was sent to all three agency managers at 8:41 a.m. on Tuesday, October 10, 2017. SAM invoiced the additional funds for the IPS repair project as directed by the Board.

- The burner system for the boilers was included in the adopted SAM 5-Year Infrastructure Plan and was planned for FY 2017/18. The SAM Board directed staff to work with the member managers to lean down the projects to approximately $1.5 million. The member managers directed staff to propose only the IPS project that could be accomplished with the $1.5 million and to defer all other projects that have not resulted in an SSO or permit violation. The burner system had not failed as of that discussion, so it was deferred to FY 2018/19. Staff stated that funds from other planned activities could be diverted to pay for this project to reduce the impact on member agencies. Director Ruddock moved “per staff recommendation Item 7A.” The motion was seconded by Director Woren and it was unanimously approved. The funds have been shifted in the budget: $22,000 from equipment purchases (6123) and $28,000 from Misc. Professional Services (5330) to Machinery & Equipment (6121).

- Staff informed the Board of the requirement to establish minimum staffing by position as part of the NPDES permit renewal. The item was on the August 7, August 14, August 21, and August 28 Board agendas. Director Ruddock stated that she was “perfectly happy to support staff’s recommendation insofar as it is personnel associated to delivering on the JPA.” Staff presented that the request for minimum staffing would include making the part-time Accounting Technician full-time and hiring an O-I-T in January, for a total increase of $100,000 for FY 2017/18. Boyd moved, “to set the minimum staffing levels at the 2017/18 recommendation of current staffing plus one O-I-T and .50 Accounting Technician.” Director Ruddock seconded the motion and it was unanimously approved.

- At the December 7, 2017, special board meeting, staff informed the Board of the anticipated cost to temporarily maintain operations using the rental generator as well as the cost of the replacement options (full or partial). Clemens Heldmaier requested that staff be required to submit a budget amendment to the member agencies for the
funds. Staff and a representative from Calcon explained the urgency of submitting the fabrication request to the vendor before the holiday break. The Board agreed and unanimously supported immediate action. Director Penrose moved and Director Woren seconded the motion to contract with Calcon for the repairs. It was approved by a unanimous vote. Director Ruddock moved to authorize the purchase of the replacement bus bar/duct from Eaton Corporation in an amount not to exceed $194,000. Director Woren seconded and it was unanimously approved. Staff was directed to inform the member agency managers of the cost of the project with a request for additional funds. Staff sent an e-mail to the member agency managers at 6:58 p.m., immediately following the special meeting, providing the required information along with notice that a budget amendment would be prepared for presentation to the SAM Board at the January 8, 2018, regular meeting.

Staff believes that some of the additional expenses can be funded by reprioritizing and deferring other tasks to reduce the burden on member agencies. **Therefore, the total budget amendment request is $1,580,550** (Attachment A).

Cash flow is an issue since the IPS project is under way, the temporary power supply expenses have been invoiced by the vendors, and the bus duct repair parts have been ordered and received. The additional assessments (less the $685,550 in supplemental assessments invoiced for IPS repair project) will be billed in a single invoice to each agency once the budget amendment is approved by the member agencies and the SAM Board.

Staff anticipates that the member agencies will approve the amendment no later than January 18, 2018, and that the SAM Board will approve the amendment at the February 5, 2018, regular Board meeting. If so, the invoices will be sent out on February 6, 2018, in the following amounts.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Moon Bay</td>
<td>$480,901</td>
</tr>
<tr>
<td>GCSD</td>
<td>$234,490</td>
</tr>
<tr>
<td>MWSD</td>
<td>$179,609</td>
</tr>
<tr>
<td></td>
<td>$895,000</td>
</tr>
</tbody>
</table>

**Staff Recommendation**  
Staff recommends that the Board of Directors authorize the General Manager to submit the budget amendment for FY 2017/18 to the member agencies and to request that this item be placed on the next regular meeting for each agency to consider and approve.
Supporting Documents

Attachment A: FY 2017/18 Mid-Year Budget Amendment Request
## FY 2017/18 Mid-Year Budget Amendment Request - Version 1

<table>
<thead>
<tr>
<th>Item #</th>
<th>Amount</th>
<th>Description</th>
<th>Justification</th>
<th>SAM Board Date</th>
<th>JPA Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 685,550</td>
<td>Intertie Pipeline System Repairs Project</td>
<td>Additional funding over budgeted amount to repair all 3 failing segments.</td>
<td>10/9/17</td>
<td>$ 357,857</td>
</tr>
<tr>
<td>2</td>
<td>$ 300,000</td>
<td>Administrative Civil Liability Complaint R2-2017-1024</td>
<td>ECA project costs to be included in FY 2018/19 budget request</td>
<td>8/21/17</td>
<td>$ 156,600</td>
</tr>
<tr>
<td>3</td>
<td>$ 450,000</td>
<td>Plant Main Bus Duct Power Supply Project</td>
<td>Emergency power supply and replacement costs</td>
<td>12/7/17</td>
<td>$ 234,900</td>
</tr>
<tr>
<td>4</td>
<td>$ 100,000</td>
<td>General Counsel legal fees</td>
<td>Unanticipated legal expenses above general counsel budget.</td>
<td>9/25/17</td>
<td>$ 52,200</td>
</tr>
<tr>
<td>5</td>
<td>$ 45,000</td>
<td>New Operator-in-Training position to start 1/22/18</td>
<td>Increase to meet minimum staffing levels established for NPDES permit renewal.</td>
<td>8/28/17</td>
<td>$ 23,490</td>
</tr>
<tr>
<td></td>
<td><strong>$ 1,580,550</strong></td>
<td></td>
<td></td>
<td></td>
<td>825,047</td>
</tr>
</tbody>
</table>

Previously invoiced supplemental assessments for IPS project. $ 480,901 | $ 234,490 | $ 179,609

## FY 2017/18 Mid-Year Budget Amendment Request - Version 2

<table>
<thead>
<tr>
<th>Item #</th>
<th>Amount</th>
<th>Description</th>
<th>Justification</th>
<th>SAM Board Date</th>
<th>JPA Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 685,550</td>
<td>Intertie Pipeline System Repairs Project</td>
<td>Additional funding over budgeted amount to repair all 3 failing segments.</td>
<td>10/9/17</td>
<td>$ 357,857</td>
</tr>
<tr>
<td>2</td>
<td>$ 300,000</td>
<td>Administrative Civil Liability Complaint R2-2017-1024</td>
<td>ECA project costs to be included in FY 2018/19 budget request</td>
<td>8/21/17</td>
<td>$ 156,600</td>
</tr>
<tr>
<td>3</td>
<td>$ 450,000</td>
<td>Plant Main Bus Duct Power Supply Project</td>
<td>Emergency power supply and replacement costs</td>
<td>12/7/17</td>
<td>$ 234,900</td>
</tr>
<tr>
<td></td>
<td><strong>$ 1,435,550</strong></td>
<td></td>
<td></td>
<td></td>
<td>749,357</td>
</tr>
</tbody>
</table>

Previously invoiced supplemental assessments for IPS project. $ 405,211 | $ 196,500 | $ 148,289

## Additional Assessments

Additional assessments to be invoiced once budget amendment approved. $ 480,901 | $ 234,490 | $ 179,609

## Additional Assessments

Additional assessments to be invoiced once budget amendment approved. $ 405,211 | $ 196,500 | $ 148,289
RECOMMENDATION:
Adopt a resolution authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $392,100, specifically the Infrastructure line item, allowing award, by SAM, for construction of Segments 1, 2, and 3 of its Force Main Replacement Project.

FISCAL IMPACT:
The potential fiscal impact to the City’s sewer fund associated with this action is $392,100. Per the Stipulation and Order, the City has agreed to fund the IPS project, under protest, pending the outcome of the City’s request for declaratory relief.

BACKGROUND:
SAM is preparing to repair a portion of the Granada Force Main, which is part of the Intertie Pipeline System (IPS), a force main system that conveys effluent from sewer customers within the Montara and Granada special districts to the SAM operated treatment plant.

The purpose of the replacement/repair project is to replace and repair these segments of pipeline and reduce the potential for breaks and spills. The bid was advertised for opening on September 6, 2017. The project was bid in three segments, with Segments 1 and 3 designated as mandatory, and Segment 2, located between Segments 1 and 3, designated as a bid option.

Three bids were received on September 29, 2017. K.J. Woods provided the lowest bid of $2,065,540 for Segments 1, 2, and 3.

The SAM Board of Directors considered award of the construction contract on October 9, 2017. At that meeting, the Board recommended award of the base bid (Segments 1 and 3) as well as the bid alternative (Segment 3).
DISCUSSION:
SAM’s operating budget includes an infrastructure line item for the three segments (1, 2 and 3) of the IPS at an engineer’s estimated cost of $1,311,500. At the time of issuance of the bid, SAM staff recognized that the funding would not likely be sufficient to cover the entire project; Segment 2 was deemed less critical and included as a bid alternate. Bids came in higher than the engineer’s estimate.

An additional $754,040 is required from the three SAM member agencies, with approximately 52 percent or $392,100 of this amount allocated to the City. The SAM staff initially recommended award of Segments 1 and 3. However, following discussion, the SAM Board authorized construction of Segments 1, 2, and 3. The SAM Board acknowledged that Segment 2 was a critical component of stabilizing the IPS line and that completing Segment 2 in conjunction with Segments 1 and 3 was more cost effective for SAM and its member agencies.

SAM has indicated to the member agencies that it will not proceed with the project until all agencies have approved the necessary budget increases.

Staff recommends that the City Council approve the budget augmentation increasing the infrastructure line item by $392,100. Per the Stipulation and Order, the City has agreed to fund the IPS project, under protest, pending the outcome of the City’s request for declaratory relief.

ATTACHMENTS:
1) Resolution
2) SAM Staff Report Requesting Award of the Force Main Replacement Project.
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: John Doughty, Public Works Director

TITLE: SAM OPERATIONS AND MAINTENANCE BUDGET AUGMENTATION—MISCELLANEOUS ITEMS

RECOMMENDATION:
Adopt a resolution:

1) Authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $76,140 for the City’s share of costs associated with additional legal counsel fees and additional staffing included in Sewer Plant National Pollution Discharge Elimination System (NPDES) permit renewal package; or

2) Authorizing augmentation of the Sewer Authority Mid-Coastside (SAM) Operations and Maintenance Budget by $23,490 for additional staffing included in Sewer Plant NPDES permit renewal package (excludes additional legal counsel fees at this time).

FISCAL IMPACT:
The fiscal impact to the City’s sewer FY 2017/18 operating fund associated with this action is up to $76,140. This amount represents 52-percent of the total cost of both items.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Inclusive Governance Elements of the adopted City Strategic Plan.

BACKGROUND:
On July 18, 2017, the City Council adopted the FY 2017/18 SAM Operations and Maintenance (General) Budget (see Attachment 2). The budget request from SAM totaled $5,150,570. The City Council removed the IPS Project and approved a budget of $3,645,570.

Under a subsequent Stipulation and Order, the City agreed to fund the Intertie Pipeline System (IPS) project, under protest, pending the outcome of the City’s request for declaratory relief.
On October 17, 2017, the City Council approved budget augmentation to increase the City’s share of the IPS replacement again, under protest.

On January 8, 2018, the SAM Board considered a request by the General Manager to submit six (6) budget amendment/augmentation items to member agencies for their approval (see Attachment 3). The list of items included the intertie pipeline repair costs which were approved and augmented by City Council on October 17, 2017. The list includes two other items (Administrative Civil Liability Complaint R2-2017-1024 and Bus/Duct Power Supply) which are discussed in separate staff reports.

**DISCUSSION:**
The SAM board has requested each member agency approve a budget augmentation to cover the cost of several items which were either not included in the FY 2017/18 Operations and Maintenance Budget or were not sufficiently funded in the budget. In either case, the City is required to formally approve the budget amendment. The City’s SAM Board representatives (Mayor Penrose and Council Member Ruddock) have asked staff to bring these items to the City Council for consideration.

**Additional Staffing**
The SAM General Manager presented a report to the SAM Board in 2017 identifying staffing needs for the treatment plant. In August of 2017, the General Manager requested and the Board approved the creation of a new Operator-in-Training position for the treatment plant operations. The position was identified in the application submitted to the Regional Water Quality Control Board in conjunction with the plants NPDES Permit renewal. The cost of this additional staffing to Half Moon Bay (52% of cost) is $23,490.

**Legal Fees**
The SAM General Manager is requesting an additional $100,000 in funds for “unanticipated legal expenses above general counsel budget.” While the original staff report provided no background, the revised staff report included as Attachment 4 indicates that the additional funds will be used for general legal advice and work related to Administrative Civil Liabilities Complaints. It is not known whether the funds are to cover incurred expenses or anticipated expenses. It is also not known whether any of the original $90,000 budgeted was used in HMB vs. GCSD and MWSD. As the City Council is aware, the City has filed for declaratory relief stemming from the IPS project. City staff, legal counsel and the City representatives to the SAM Board have been clear that the City will not be placed in the position of paying for both sides of litigation. Additionally, the City has stated that that all costs related to the IPS project including legal work related to the Administrative Civil Liability Complaint are being paid under protest depending outcome of the Request for Declaratory Relief.
This remains a policy decision of the City Council. At present, there is insufficient detail as to the intended use of the proposed $190,000 legal budget in the FY 2017/18 Operations and Maintenance Budget. Should the City Council choose to approve the item, Staff recommends that conditions be attached which clearly state that:

1) No portion of the legal fees, except as allowed under the Stipulation and Order, be used toward the HMB vs. GCSD and MWSD litigation; and

2) Any approval of payments for legal costs related to the Administrative Civil Liability Complaint will be made under protest, pending a decision on declaratory relief.

ATTACHMENTS:
1) Resolution
2) July 17, 2017 City Council Staff Report on SAM Budget
3) January 8, 2018 SAM Staff Report Requesting Budget Amendment (Original)
4) January 9, 2018 Letter from SAM General Manager with Summary Notes from SAM Meeting, entitled “Revised Staff Report”
Resolution No. C-2018--

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUGMENTING THE SEWER AUTHORITY MID-COASTSIDE GENERAL (OPERATIONS AND
MANAGEMENT) BUDGET FOR FISCAL YEAR 2017-2018

WHEREAS, City of Half Moon Bay representatives reviewed and provided input on the
General Budget of the Sewer Authority Mid-Coast (SAM) Budget for Fiscal Year (FY) 2017/18; and

WHEREAS, on July 18, 2017 the City Council of the City of Half Moon Bay approved the
General (O&M) Budget of SAM for FY 17-18 of $3,645,570 excluding the $1,505,000 in IPS
related capital replacement projects (IPS and Portola Pump Station) from the General (O&M)
Budget while affirming the City's intent to opt out of the Intertie Pipeline System Capital
Replacement Project (AKA IPS or Intertie) and the Portola Pump Station Project; and

WHEREAS, on October 17, 2017, the City Council of the City of Half Moon Bay approved
a budget augmentation, increasing the infrastructure line item (characterized by Infrastructure
Division) by $392,100, under protest, pursuant to the September 13, 2017 Stipulation and
Order; and

WHEREAS, on January 8, 2018, the SAM Board of Directors requested each member
agency to consider five (5) budget amendments/augmentations; and

WHEREAS, the City Council approved a budget augmentation on October 17, 2017 for
the Intertie Pipeline System replacement project; and

WHEREAS, the City Council is being asked to consider budget augmentations for the
Administrative Civil Liabilities Complaint R2-2017-1024 and the Bus Bar Duct power supply
project under separate staff reports and resolutions; and

WHEREAS, the City’s representative to the SAM Board of Directors has requested the
City Council consider the request for budget augmentation for additional General Legal Counsel
fees and a new Operator-in-Training position; and

WHEREAS, SAM is requesting funding from each of the member agencies.

Alternative 1

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay
approves the budget augmentation to appropriate $76,140 from the unappropriated fund
balance of the City’s Sewer Operating Fund (F05) for additional General Legal Counsel Fees and
a new Operator-in-Training position at the SAM Treatment Plant.
**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay approves the budget augmentation to appropriate $23,490 from the unappropriated fund balance of the City’s Sewer Operating Fund (F05) for a new Operator-in-Training position at the SAM Treatment Plant.

************************************************

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: July 18, 2017

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: John Doughty, Community Development Director
       Vivian Housen, Contract Sewer Engineer

TITLE: SEWER AUTHORITY MID-COASTSIDE FISCAL YEAR 2017-2018 OPERATIONS AND MAINTENANCE (GENERAL) BUDGET

RECOMMENDATION:
Adopt a resolution: 1) approving the Fiscal Year 2017-18 Sewer Authority Mid-Coastside (SAM) Operations and Maintenance (O&M) Budget excluding the “Infrastructure Division” costs (including the Intertie Pipeline System Replacement Project and Portola Pump Station Project) currently included in the draft O&M Budget; and 2) affirming that the City Council is opting out of participation in the FY 2017-2018 Projects (Capital) Budget which includes the Intertie Pipeline System Replacement Project and Portola Pump Station Project as the City’s sewer collection system does not drain to the Intertie, and the Intertie has no capacity to accommodate wastewater generated in the City’s sewer service area.

FISCAL IMPACT:
The SAM’s proposed combined operation and maintenance (General) budget for Fiscal Year (FY) 2017-18 totals $5,150,570. Staff is recommending approval of the General budget in the amount of $3,645,570.

BACKGROUND:
The Sewer Authority Mid-Coastside a Joint Powers Authority (JPA) is made up of three member agencies: the City of Half Moon Bay (City), the Granada Community Services District (Granada), and the Montara Water and Sanitary District (Montara). Each year, the three member agencies must adopt the SAM budgets, which include, General Operation and Maintenance, and Projects.

SAM submitted draft budgets to the City, Montara and Granada managers in early 2017. Initial drafts proposed a significant increase in collection service costs to the City, which is presented separately for Council consideration. Additionally, several draft O&M (General) Budgets included $4.4 million dollars for the Intertie Capital Replacement Project. All three agencies
raised concerns with the General Manager regarding the costs and the impact of those costs on sewer rates.

City staff and the City’s SAM Board representatives have asserted that the Intertie Capital Replacement Project does not serve or directly benefit City sewer rate payers and should not be included as part of the City’s cost burden. The City also raised its concerns that the Intertie Capital Replacement Project was being included in the O&M (General) Budget and not in the Capital (Projects) Budget. This effectively bypassed provisions of the JPA Agreement which allows any one of the three member agencies to decline to participate in a capital project which does not directly serve or benefit the agency.

Over the course of the last several months, agency representatives have met with the SAM General Manager to discuss the budget and the related concerns. Agency representatives requested SAM prioritize segment replacement and reduce the scope and costs of the capital replacement in FY 2017-18 and in subsequent years as well.

On May 8, 2017, the SAM Board met to discuss the draft budget. Board members suggested that SAM staff meet with agency engineers to “smooth out” item. Notably, member agency staff and Board members raised concerns that the $4.4 million Intertie Capital Replacement Project represented too much rate adjustment in a single year and that SAM staff needed to evaluate and prioritize work and lower capital expenditure to around $1.5 million in FY 2017-18.

On May 11 and 12, 2017, SAM staff met with agency representatives. City staff has continued to advocate for preparation of a Projects (Capital) Budget for the IPS and related work.

On May 22, 2017, the SAM Board met to discuss the draft budget. A supplemental report was issued by the General Manager reflecting comments received from one or more of the agency managers/engineers. This recommendation included reducing the IPS costs in FY 2017/18 to $1.5 million. While City staff was encouraged by the prioritization and cost reductions in FY 2017/18, the General Manager did not recommend the re-establishment of a FY 2017/18 Projects (Capital) budget for the IPS and related capital improvements. The Board took no formal action.

The JPA states that the Board is to accept the proposed budget and forward to member agencies. Upon approval by the member agencies, the SAM Board can then approve the budget. On June 12, 2017, the SAM Board of Directors was asked to reviewed and approve the updated recommended budget. The City representatives continued to request that the capital projects be removed from the general O&M budget, resulting in a deadlock, and thus the recommended budget was not approved. Instead, upon motion by a City representative, the Board of Directors accepted the draft budgets and directed the General Manager to submit the draft General Budget and Collection Budget to the member agencies for review and possible ratification.
DISCUSSION:
The City of Half Moon Bay has actively participated in the governance and oversight of the Sewer Authority Mid-Coast (SAM) as a member of the Joint Powers Authority (JPA). The City’s interest is to ensure that City ratepayers receive the best possible sewer (collection and treatment) services at the lowest reasonable cost. The City Council has adopted a rate structure that provides for the accrual of capital and operating reserves to ensure that needed sewer improvements within the City are replaced in accordance with their life cycle. Projects like the Ocean Colony Pump Station and Force Main Replacement Project can be designed, bid and constructed prior to failure and without resulting special assessment or drastic rate adjustment.

Over the last several months, the Intertie Pipeline System (AKA Intertie or IPS) that serves Montara and Granada ratepayers has failed in several locations. The IPS is approximately 40-years old and under even the best circumstances has reached its useful life. SAM, in consultation with SRT Consultants, has identified a need to replace the IPS and to complete other capital replacements and improvements related to the IPS. This year’s budget discussion is not about the worthiness or need to replace the IPS—universally, member agencies agree with SAM that the IPS needs to be replaced. Ultimately, this year’s SAM budget is about accountability to City ratepayers and answering the question, what constitutes a “Capital” project.

The draft FY 2017/18 SAM General Budget (and subsequent budgets for the foreseeable future) suggests that City ratepayers should bear more than one-half the cost of capital projects that: 1) are not part of the City sewer system; 2) do not directly benefit City ratepayers; 3) is not directly related to the sewer treatment; and 4) wholly benefit ratepayers of Montara and Granada districts. Compounding this dilemma, SAM staff has chosen, unlike other fiscal years, to not place the IPS Capital Replacement Project in the Projects (Capital Improvements) Budget. Instead, the draft budget adds a new Infrastructure Division to the O&M (General) Budget. First and foremost, this mischaracterizes the IPS projects as operations and maintenance when it is clearly a major capital replacement project. Secondly, the budget structure circumvents the City’s ability under the JPA Agreement to “opt out” of a capital project that does not serve or directly benefit City ratepayers.

SAM allocates each Member Agency a cost share for each of the three SAM budgets based on three different formulas. A summary of the formulas for each budget, and percentage allocated to HMB is as follows:
Budget | Member Allocation Based On | 2016-17 for HMB | 2017-18 for HMB
---|---|---|---
General Operation and Maintenance | Percentage of flow | 50.7% | 52.2%
Collections (1) | Percentage of collection hours | 37.6% | 34.9%
Projects | Capacity ownership (2) | 50.5% | 50.5%

(1) Collections Budget is under separate resolution
(2) Assumes City and its ratepayers directly benefit from Project

SAM’s Proposed General Operation and Maintenance (O&M) Budget

The O&M budget, as proposed for Fiscal Year 2017-18, is made up of four Divisions; Administration Services, Treatment and Environmental Compliance and Infrastructure. The Infrastructure Division is a new addition to this year’s budget. The Infrastructure Division should be designated as the “Capital Projects Budget” considering the work proposed in FY 2017-18 (IPS Replacement and Portola Pump Station Surge Tank Project).

Staff recommends that the City Council approve the O&M (General) Budget excluding the “Infrastructure Division” costs. Given that the JPA contemplated capital projects in its allocation formula, it is only appropriate that capital projects be included and ultimately funded through the capital project assessment formula. As noted earlier, including a Projects (Capital) Budget also provides for healthy discourse about “capital” projects, the representative benefits to each member and ultimately whether funding by all member agencies is consistent with the JPA Agreement and/or appropriate for the affected ratepayers.

SAM’s proposed Infrastructure Division (Projects) Budget

According to the JPA Agreement, Projects (capital projects) are funded based on ownership. Ownership has been defined as 50.5% City of Half Moon Bay, 29.5% Granada Sanitary District, and 20% Montara Water and Sanitary District. There is no change to the ownership allocation from previous years. As noted previously, unlike other years, SAM did not prepare nor did the SAM Board of Directors forward a Projects (Capital) Budget to member agencies. In the General Manager staff report to the SAM Board dated June 12, 2017 (Attachment 2), notes in the Fiscal Impact Section that the budget includes “an overall increase of $1.00 million. The increase is primarily due to the significant increase in proposed infrastructure projects.” The infrastructure projects (along with related delivery costs) represent significant capital replacements as contemplated by the JPA. Again, Staff is recommending that the City Council approve the O&M (General) Budget excluding the portion that is currently labeled as “Infrastructure Division” as capital projects should be included in a Projects (Capital) Budget.

CONCLUSION
The Intertie Pipeline System Replacement Project (IPS) is critical to maintain sewer collection services for the ratepayers in Montara and Granada. Continued failure of the IPS will result in environmental degradation and the threat of fines and litigation. However, the cost of the IPS replacement is not be the responsibility of City ratepayers who derive no direct service or benefit from the IPS. As such, staff is recommending the City Council:

1) Approve the Fiscal Year 2017-18 Sewer Authority Mid-Coastside (SAM) Operation & Maintenance (O&M) Budget excluding the “Infrastructure Division” costs (including the Intertie Pipeline System Replacement Project and Portola Pump Station Project) currently included in the draft O&M Budget; and

2) Affirm that City Council is opting out of participation in the FY 2017/18 Projects (Capital) Budget which includes Intertie Pipeline System Replacement Project and Portola Pump Station Project as the City’s sewer collection system does not drain to the Intertie, and the Intertie has no capacity to accommodate wastewater generated in the City’s sewer service area.

Alternatively, the Council could elect to approve the Fiscal Year 2017-18 Sewer Authority Mid-Coastside (SAM) Operation & Maintenance (O&M) Budget subject to establishment of a Projects (Capital) Budget by SAM, which incorporates the “Infrastructure Division” costs (including the Intertie Pipeline System Replacement Project and Portola Pump Station Project) currently included in the draft O&M Budget; and affirm that the City Council is opting out of participation in the Capital Budget.

ATTACHMENTS:

1. Resolution approving the Sewer Authority Mid-Coastside Operation and Maintenance Budget for FY 17-18
2. SAM Staff Report dated June 12, 2017 with Attachment A: Revised SAM O&M Budget
SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval

Executive Summary
The purpose of this report is for the Board of Directors to discuss the proposed budget amendment for Fiscal Year 2017/18.

Fiscal Impact
The fiscal impact of the budget amendment for FY 2017/18 is $1.58 million. The impact to the member agency assessments is (rounded to nearest $):

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<tr>
<td>MWSD</td>
</tr>
<tr>
<td>Total</td>
</tr>
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</table>

Strategic Plan Compliance
The recommendation complies with the SAM Strategic Plan’s Goal 3: “Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”

Background and Discussion/Report
The JPA General Budget for FY 2017/18 was presented based on the issues known as of June 2017. Since that time, several events have occurred that required the SAM
Board to authorize funding above the amount approved as part of the stipulation and order.

8/21/17 Administrative Civil Liability Complaint R2-2017-1024 $522,700
9/25/17 Additional legal counsel costs $100,000
10/9/17 Intertie Pipeline System repairs, funding all 3 segments $685,550
11/13/17 Demolition and replacement of Plant burner unit $52,000
8/28/17 Additional staffing to comply with NPDES permit renewal $45,000
12/7/17 Plant main bus duct power supply failure and replacement $450,000

$1,905,250

At this time, staff anticipates that only $300,000 of the ACL complaint will be paid in FY 2017/18 and the remainder will be included in the General Budget for FY 2018/19. Staff also believes that some of the additional expenses can be shifted from other less urgent tasks. *The total budget amendment request is $1,580,550 (Attachment A).*

Cash flow is an issue since the IPS project is under way, the temporary power supply expenses have been invoiced by the vendors, and the bus duct repair parts have been ordered and received. SAM assessed the additional funds for the IPS repair project as directed by the Board in October. The additional assessments (less the $685,550 in supplemental assessments invoiced for IPS repair project) will be billed in a single invoice to each agency once the budget amendment is approved by the member agencies and the SAM Board.

Staff anticipates that the member agencies will approve the amendment no later than January 18, 2018, and that the SAM Board will approve the amendment at the February 5, 2018, regular Board meeting. If so, the invoices will be sent out on February 6, 2018, in the following amounts.

| Half Moon Bay | $480,901 |
| GCSD | $234,490 |
| MWSD | $179,609 |
| Total | $895,000 |

---

**BOARD MEMBERS:**

- J. Blanchard
- D. Ruddock
- S. Boyd
- K. Slater-Carter
- D. Penrose
- L. Woren
- B. Huber

**ALTERNATE MEMBERS:**

- M. Clark
- R. Kowalczyk
- J. Harvey
- H. Rarback
- T. Butler

---

99
Staff Recommendation

Staff recommends that the Board of Directors authorize the General Manager to submit the budget amendment for FY 2017/18 to the member agencies and to request that this item be placed on the next regular meeting for each agency to consider and approve.

Supporting Documents

Attachment A: FY 2017/18 Mid-Year Budget Amendment Request
### Attachment A: FY 2017/18 Mid-Year Budget Amendment Request

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**Additional assessments to be invoiced once budget amendment approved.** $ 480,901 $ 234,490 $ 179,609
January 9, 2018

Magda González
City Manager
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Re: Proposed Budget Amendment for Fiscal Year 2017/18

Dear Ms. González,

At the SAM Board of Directors meeting on January 8, 2018, the Board approved two versions of the proposed budget amendment to be sent to the member agencies to consider and approve. Enclosed please find the proposed budget amendment revised staff report detailing the amendments as well as Version 1 and Version 2 of the amendment request.

In order for the SAM Board to adopt the budget amendment in a timely manner, I need to receive a written notice of the Council’s action no later than Wednesday, February 10, 2018.

If you have any questions regarding the budget amendment, please call or send me an e-mail.

Respectfully,

Beverli A. Marshall, SDA
General Manager
SEWER AUTHORITY MID-COASTSIDE

Staff Report - Revised

TO: Honorable Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Authorize the General Manager to Submit a Budget Amendment for Fiscal Year 2017/18 to Member Agencies for Approval

Executive Summary
The purpose of this report is for the Board of Directors to discuss the proposed budget amendment for Fiscal Year 2017/18.

Fiscal Impact
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Strategic Plan Compliance
The recommendation complies with the SAM Strategic Plan’s Goal 3: “Consider long-term costs, and ensure that finances are stable and understandable by the board, member agencies, and the public.”

Background and Discussion/Report
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8/21/17  Administrative Civil Liability Complaint R2-2017-1024 $522,700
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10/9/17  Intertie Pipeline System repairs, funding all 3 segments $685,550
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8/28/17  Additional staffing to comply with NPDES permit renewal $45,000
12/7/17  Plant main bus duct power supply failure and replacement $450,000

$1,905,250

- Staff informed the Board at the September 25, 2017, meeting that the ACL penalty would be included in the mid-year budget amendment, most likely in January or February, once the official penalty amount was known. At this time, staff anticipates that only $300,000 of the ACL complaint will be paid in FY 2017/18 and the remainder will be included in the General Budget for FY 2018/19.

- Staff requested authority to increase the contract with Bold, Polisner, Madow, Nelson & Judson at the September 25, 2017, regular Board meeting. I informed the Board that the additional funds to cover the contract increase would be presented as part of a mid-year budget amendment, "What I anticipate is that I will also have to do an amendment to what we anticipated the budget being this year because of the action by the state. I would like to bring that back all at once when I know what that number is rather than piecing and parting it to the member agencies. I anticipate that somewhere in the vicinity of January or February a mid-year budget amendment is what I will prepare." Boyd moved, "that the Board authorize the General Manager to amend the contract with Bold, Polisner, Madow, Nelson & Judson to increase the amount by $100,000, for a total contract amount of $190,000, and to limit the use of the additional funds for general legal advice and work related to Administrative Civil Liabilities complaints. None of the additional funds will be used for the HMB vs. GCSD and MWSD." Director Penrose seconded the motion and it was unanimously approved.

- Staff discussed the IPS project construction contract award at the October 9, 2017, regular meeting. Director Woren moved, "that we award the base bid and the alternate bid to Bay Pacific Pipelines Inc., the bidder who submitted the apparent
lowest total bidder in the amount of $1,997,050 for construction of segments 1, 2, and 3, and that we cover the additional amount from SAM’s emergency reserves and request that all member agencies backfill that money within three months." The motion was seconded by Director Boyd and it was unanimously approved. After the vote, Director Ruddock requested that staff submit the required action to City staff. An e-mail was sent to all three agency managers at 8:41 a.m. on Tuesday, October 10, 2017. SAM invoiced the additional funds for the IPS repair project as directed by the Board.

- The burner system for the boilers was included in the adopted SAM 5-Year Infrastructure Plan and was planned for FY 2017/18. The SAM Board directed staff to work with the member managers to lean down the projects to approximately $1.5 million. The member managers directed staff to propose only the IPS project that could be accomplished with the $1.5 million and to defer all other projects that have not resulted in an SSO or permit violation. The burner system had not failed as of that discussion, so it was deferred to FY 2018/19. Staff stated that funds from other planned activities could be diverted to pay for this project to reduce the impact on member agencies. Director Ruddock moved “per staff recommendation Item 7A.” The motion was seconded by Director Woren and it was unanimously approved. The funds have been shifted in the budget: $22,000 from equipment purchases (6123) and $28,000 from Misc. Professional Services (5330) to Machinery & Equipment (6121).

- Staff informed the Board of the requirement to establish minimum staffing by position as part of the NPDES permit renewal. The item was on the August 7, August 14, August 21, and August 28 Board agendas. Director Ruddock stated that she was “perfectly happy to support staff’s recommendation insofar as it is personnel associated to delivering on the JPA.” Staff presented that the request for minimum staffing would include making the part-time Accounting Technician full-time and hiring an O-I-T in January, for a total increase of $100,000 for FY 2017/18. Boyd moved, “to set the minimum staffing levels at the 2017/18 recommendation of current staffing plus one O-I-T and .50 Accounting Technician.” Director Ruddock seconded the motion and it was unanimously approved.

- At the December 7, 2017, special board meeting, staff informed the Board of the anticipated cost to temporarily maintain operations using the rental generator as well as the cost of the replacement options (full or partial). Clemens Heldmaier requested that staff be required to submit a budget amendment to the member agencies for the

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funds. Staff and a representative from Calcon explained the urgency of submitting the fabrication request to the vendor before the holiday break. The Board agreed and unanimously supported immediate action. Director Penrose moved and Director Woren seconded the motion to contract with Calcon for the repairs. It was approved by a unanimous vote. Director Ruddock moved to authorize the purchase of the replacement bus bar/duct from Eaton Corporation in an amount not to exceed $194,000. Director Woren seconded and it was unanimously approved. Staff was directed to inform the member agency managers of the cost of the project with a request for additional funds. Staff sent an e-mail to the member agency managers at 6:58 p.m., immediately following the special meeting, providing the required information along with notice that a budget amendment would be prepared for presentation to the SAM Board at the January 8, 2018, regular meeting.

Staff believes that some of the additional expenses can be funded by reprioritizing and deferring other tasks to reduce the burden on member agencies. Therefore, the total budget amendment request is $1,580,550 (Attachment A).

Cash flow is an issue since the IPS project is under way, the temporary power supply expenses have been invoiced by the vendors, and the bus duct repair parts have been ordered and received. The additional assessments (less the $685,550 in supplemental assessments invoiced for IPS repair project) will be billed in a single invoice to each agency once the budget amendment is approved by the member agencies and the SAM Board.

Staff anticipates that the member agencies will approve the amendment no later than January 18, 2018, and that the SAM Board will approve the amendment at the February 5, 2018, regular Board meeting. If so, the invoices will be sent out on February 6, 2018, in the following amounts.

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**Staff Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to submit the budget amendment for FY 2017/18 to the member agencies and to request that this item be placed on the next regular meeting for each agency to consider and approve.
Supporting Documents
Attachment A: FY 2017/18 Mid-Year Budget Amendment Request
## FY 2017/18 Mid-Year Budget Amendment Request - Version 1

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</table>

Previously invoiced supplemental assessments for IPS project. **(344,146) (179,614) (161,790)**

Additional assessments to be invoiced once budget amendment approved. **$ 480,901 $ 234,490 $ 179,609**

## FY 2017/18 Mid-Year Budget Amendment Request - Version 2

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Additional assessments to be invoiced once budget amendment approved. **$ 405,211 $ 196,500 $ 148,289**
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: John Doughty, Public Works Director
       Vivian Housen, Contract Sewer Engineer

TITLE: RELEASE OF A REQUEST FOR PROPOSALS FOR HALF MOON BAY SEWER COLLECTION SYSTEM MAINTENANCE

RECOMMENDATION:
By motion, direct staff to release a Request for Proposals (RFP) seeking a public agency or private firm to provide contract sewer collection systems maintenance for the City of Half Moon Bay.

FISCAL IMPACT:
The fiscal impact or benefit will not be known until opening of the proposals and negotiation of contract terms.

STRATEGIC ELEMENT:
This recommendation supports the Infrastructure and Inclusive Governance Elements of the adopted City Strategic Plan.

BACKGROUND:
The City owns and operates approximately 35 miles of sewer main lines. The system also includes three pump (lift) stations. These together comprise the sewer collection system. The City is financially responsible for all environmental liability associated with maintenance and response to Sanitary Sewer Overflow (SSO). Maintenance includes regular cleaning, monitoring and repair of sewer main lines, pump stations, manholes and related facilities.

The City has chosen to contract for a portion of the regular maintenance activities with the Sewer Authority Mid-Coastside (SAM), a Joint Powers Authority (JPA) made up of three (3) member agencies: the City of Half Moon Bay (City), the Granada Community Services District (Granada), and the Montara Water and Sanitary District (Montara). Currently, SAM provides similar maintenance to Granada and Montara. The City is currently operating under a contract with SAM for these services which was established in 1988.
The current contract requires that SAM provide several services, including: pipe and manhole cleaning; pump station inspections, cleaning, and minor repairs; residential service call response; SSO response, record-keeping and reporting; commercial property fats, oils, and grease (FOG) inspections; and computerized maintenance management system and mapping. Contract services currently provided by SAM are supplemental to the City’s pipeline inspection, testing and capital repair activities which are handled by a combination of in-house and contract staff.

The City’s Fiscal Year (FY) 2017/18 budget for contract collection services maintenance is $274,596. Due to pump maintenance issues at Ocean Colony, the City Council will be asked to augment this amount by at least $25,000 in February. In June 2017, the SAM General Manager reported that SAM’s actual assessments to the City in Fiscal Year (FY) 2016/17 for contract collection system maintenance were over $331,000. Therefore, under the current provider, the actual budget for FY 2017/18 will be approximately $300,000, absent any additional budget amendments requested.

Recent SSO events on non-City collection system lines have heightened community awareness of the critical role maintenance plays in system operations and environmental protection. The investigation of SSO events by the California Regional Water Quality Control Board have identified shortcomings with the current provider in management, operations and documentation of SSO events in Half Moon Bay.

DISCUSSION:
Regular maintenance and repair of the City’s sewer collection system are critical to attaining and sometimes extending the useful life of the sewer system. This regular and ongoing maintenance and repair are also critical to preventing major sewer spills and damage to the environment which subsequently reduce exposure to potential public agency enforcement actions and/or private lawsuits. The intent of this RFP is to ensure: 1) the collection system is cleaned properly; 2) there is timely response to SSO events; and 3) all activities are fully documented. The overarching objective is to protect public health and safety, protect the environment, limit environmental liabilities and to provide cost effective services to City sewer system ratepayers.

Over the last year, the City has evaluated several aspects of the sewer collection system operations and maintenance. Collection systems maintenance is one of the areas evaluated, in large part, because of ongoing work with the Regional Water Quality Control Board. Additionally, as this service has never been bid, it is unclear if the City/rate payers are receiving the highest quality service at the lowest possible price. It is staff’s hope that the RFP process can result in improved services at potentially an equal or lesser cost. The Draft RFP and proposed process provides SAM and other public agencies the opportunity to submit a competitive proposal. The City is seeking an initial three (3) year contract period with the selected agency/firm.
As was discussed earlier, the City currently performs a majority of the maintenance and operations of its sewer collection system. City work includes preparing and updating the Collection System Master Plan, conducting closed circuit television inspection (CCTV), conducting smoke tests (as appropriate), planning, designing and constructing capacity improvements, planning, designing and constructing capital repairs and replacements, and managing and addressing inflows and infiltration (I&I). The work currently performed by SAM to clean pipes and manholes and to maintain the City’s three pump stations represent a small but critical portion of the overall program - and is used to help inform actions that are completed under the program. The City has previously evaluated potentially handling the cleaning and emergency response in-house. Staff believe that this option is potentially viable, but the City is several years out from being able to fully and adequately assume those duties.

It is extremely important that the City contract with an experienced entity that has appropriate vehicles, tools, software, knowledge, and training to complete the work. It is also important that the contract be based upon actual services provided rather than be based upon fixed employment and equipment costs regardless of actual scope of services (the current arrangement). It has also become clear that the firm/agency hired must be able to clearly, concisely and fully document all activities including regular cleaning, “hot spot” cleaning and SSO response.

SAM also provides similar services to Granada and Montara. City staff has been in contact with the General Managers of Granada and Montara to discuss collection system cleaning. The City Manager informed each manager of the City’s intent to request City Council authorization to circulate the RFP. The City has discussed the financial benefit of including Granada and Montara in the RFP. The district managers acknowledge that including the entire collection system would likely result in a greater cost savings to all agencies due to the improved economy of scale. Neither Board has formally requested to be included. Nevertheless, City staff is recommending City Council authorize staff to include an additive alternate proposal with the RFP. The additive alternative would include a collections systems maintenance proposal for the entire coastside collection system (inclusive of the City of Half Moon Bay, Granada and Montara). Including this option would provide tangible and objective costs for retaining a consolidated approach to sewer collection system maintenance on the coastside, and would allow usage of the large equipment purchased by the three agencies in mid-2015.

The current contract allows either party to terminate the agreement with a 90-day notice. This provision also applies to the other agencies. It is premature for the City Council to terminate the contract at present time as the RFP process itself (Preparation, Release, Review and Recommendation) will take a minimum of 90-days to complete.

During the procurement phase, staff and the City’s sewer engineer will continue to work with the SAM General Manager to maximize their success in ensuring that City collection system maintenance, SSO response and record keeping are being performed in accordance with the contract, the City’s adopted Sewer System Management Plan (SSMP) and best practices. City staff will also continue to coordinate with the General Managers of Granada and Montara.

**ATTACHMENTS:**

1) Draft Request for Proposals
CITY OF HALF MOON BAY

Request for Proposals for Sewer Collection System Maintenance Services

RFP Issue Date: January 18, 2018

Proposal Due Date: February 16, 4:00 PM PST
I. INTRODUCTION

Incorporated in 1959, the City of Half Moon Bay ("City") is located on the Pacific Coast, approximately 28 miles south of San Francisco, at the western terminus of Highway 92 in San Mateo County. The City is home to a historic downtown, numerous nurseries and farms, the Ritz Carlton Hotel, and two golf courses.

The City provides wastewater collection services to approximately 12,000 residents residing in the City Sewer Service Area which extends from Miramontes Point Road on the south to Frenchman’s Creek on the north (see Figure 1). Sewage is conveyed to the Sewer Authority Mid-Coastside (SAM) wastewater treatment plant, located near Kehoe Avenue in Half Moon Bay. The portion of the City that is located north of Frenchman’s Creek is served by Granada Community Services District (GCSD).
The City’s wastewater collection system includes approximately 35 miles of gravity sewer pipe and 1.5 miles of force main pipeline, as well as three lift stations. Most of the gravity sewer pipe is comprised of 6-inch and 8-inch diameter vitrified clay pipe. However, a portion of the system, primarily in the southern portion of the service area near the Ocean Colony Golf Course, is comprised of polyvinylchloride pipe. The City’s system conveys approximately 0.7 million gallons per day of average dry weather flow to the SAM wastewater treatment plant.

Additional information on the City’s sewer collection system is contained in the City’s Sewer System Management Plan, which is available through the Public Works tab of the City’s website (url: http://www.half-moon-bay.ca.us/DocumentCenter/View/199). The City currently receives a portion of its sewer maintenance services through an annual contract with Sewer Authority Mid-Coastside (SAM). The City conducts its own CCTV inspection and sewer pipeline repairs. The City recently installed five (5) SmartCover manholes and is currently evaluating additional potential locations.

The City is interested in finding the most cost effective and environmentally protective option for sewer collection system maintenance. Under the current agreement with SAM, the City pays the cost of SAM staff, overhead, and its proportional share of equipment in lieu of paying for actual services performed. The City wishes to move to a unit-price, not-to-exceed cost structure for this agreement. In addition, the City has discussed the benefits of receiving training from the service provider, and eventually bringing many of the services in-house.

It is anticipated that the City and the other SAM member agencies, Granada Community Services District (34 miles of additional gravity sewers and one pump station) and Montara Water and Sanitary District (24 miles of additional gravity sewers and 13 pump stations) would benefit from the economy of scale afforded by the inclusion of all SAM member agencies. The City is requesting submittal of an additive alternate proposal which includes the City of Half Moon Bay Granada Community Services District and Montara Water and Sanitary District.

II. THE PRINCIPAL PROJECT

The City of Half Moon Bay invites the submittal of proposals to provide sewer collection system maintenance services to the City. Services are described further under “Scope of Services”.

Objective

The objective of this RFP is to select a sewer collection system maintenance provider that will provide the City with sewer and lift station maintenance services, FOG inspections, and will support the City’s Legally Responsible Official (LRO) in sanitary sewer overflow (SSO) response. Sewer maintenance services include sewer and manhole cleaning, lift station cleaning and maintenance, and sewer collection system CCTV inspection. SSO response includes all SSO response activities following the initial response (which will be provided by the City), including water quality reporting, initial reporting to the City’s LRO, and SSO response documentation. The City’s LRO will submit and certify all SSO reports.

Project Description

The anticipated scope of work is summarized below. You are invited to recommend any changes to the described work provided those recommendations and brief rationale are clearly identified in the proposal.
Sewer Cleaning: Starting 7/1/2018, the selected firm/agency will provide mainline and hotspot cleaning on a 1-year cycle 35 miles per year), renewable for up to three years. After the first year, following CCTV verification, the City may transition to a two (2) year cleaning cycle for a portion of the lines.

The selected firm/agency will recommend a vactor/flusher, associated tools, and a push camera for purchase by the City. Alternatively, this equipment can be provided by the proposing firm and the associated cost included in the proposal as an optional service.

CCTV Inspection: The selected firm/agency shall provide hotspot CCTV inspection (up to 68 sections, 15,337 lf) and CCTV inspection for approximately 20 percent of the system on an annual basis. The program will be defined by the City and is intended to complete system-wide CCTV inspection over a five-year period.

Fats, Oils, and Grease Control: The selected firm/agency shall provide quarterly FOG inspection services to approximately 20 food service establishments within City limits. The City will provide enforcement as needed, if violations are identified by the selected firm. There are approximately 10 establishments in Granada CSD and an additional 6 in Montara WSD.

Lift Station Inspection: The selected firm/agency shall provide regular inspections of the City’s three (3) lift stations, and shall advise the City on necessary repairs. The City will contract separately for these repairs. Alternatively, the proposing firm is invited to provide repair services as an optional task. A matrix of repair frequencies is presented in the Scope of Services, Table 1.

SSO Response: The selected firm/agency shall provide emergency SSO response, including water quality testing, notifications to the City’s LRO, and SSO response documentation. First Responder and service call response will be provided by the City. Contractor SSO response time shall be a maximum 60 minutes, consistent with the City’s Sewer System Management Plan.

Training: The selected firm /agency shall provide training on sewer maintenance best practices via shadowing by City staff and via production of written procedures manual. City staff will shadow the contractor no more than two days per month.

Services Provided by the City: City staff will provide the following services, to supplement services provided by the selected firm.

- First response and SSO reporting/certification
- Developer inspections
- Sewer repairs
- Service Call response
- City will pay for water based on CCWD meter readings
- The City is a member of the Sewer Authority Mid-Coastside JPA. SAM will accept debris at the SAM WWTP

III. SCOPE OF SERVICES

The selected firm/agency shall provide all labor, equipment, and materials, other than the vactor/flusher and tools described above, to perform the work. The proposal shall include a
scope of work that includes, as a minimum, the following:

Task 1. Project Management

The selected firm/agency shall manage internal resources, attend a kickoff meeting, attend quarterly review meetings, and provide monthly and annual status reports. The monthly status reports shall clearly describe progress as compared to goals, and shall reflect achievement of the quantity and quality of scheduled maintenance. The City may, at its own discretion, hire an outside firm to provide quality assurance of the work. In addition to documenting progress, the report shall identify plans for the subsequent period, and shall describe any issues encountered and how they were resolved.

On an annual basis, the selected firm/agency shall provide a full report of system maintenance activities using the monthly summaries as a guideline. The annual report shall review monthly progress and results and include a discussion on trends in system performance. The annual report will provide information that is required to fulfill Monitoring, Measurement, and Modifications section of the SSMP.

The selected firm/agency shall maintain all maintenance data, work orders, reports, and results in Lucity computerized maintenance management software, and shall provide the City with online access to this database. In addition, the selected firm shall provide copies of all operational plans and manuals for the collection system maintenance.

Task 2. Review Existing Data

The selected firm/agency shall review existing information, including the current hot spot list, system maps and Master Plan, computerized maintenance management system (CMMS) data, ordinances, historical SSOs, and other maintenance records and relevant information as provided by the City.

Task 3. Develop Maintenance Strategy

Based on the information gathered in Task 2, the selected firm/agency shall work with City staff to develop an integrated cleaning, CCTV inspection, and lift station maintenance program. For the purposes of budgeting, the firm should assume that, with the exception of hot spot cleaning, the system will be cleaned on an annual basis during Year 1, and on rotating biennial basis in Years 2 and 3.

Sewer main line and trunk line cleaning will be completed using a combination jetter/vacuum truck. Cleaning success shall be measured based on the quality of the cleaning performed, in addition to the length of pipe cleaned. Therefore, cleaning will be conducted with the objective of having a “clear” result. For budgeting purposes, the proposing firm should assume that ten percent of the City’s pipes will require two passes to obtain this result, and that the remaining pipes other than hot spot locations will be cleaned in one slow scouring pass.

The City anticipates CCTV inspection of approximately 20 percent of the system mainlines on an annual basis. The City does not own or inspect sewer laterals. Any manhole-to-manhole CCTV inspections shall utilize National Association of Sewer Service Companies
(NASSCO) Pipeline Assessment and Certification Program (PACP) standards. The proposing firm’s CCTV inspection crews shall have the necessary NASSCO PACP certifications. The selected firm/agency shall provide, on a quarterly basis, a CCTV database download that is compatible with Lucity software.

The selected firm/agency shall also inspect the sewer mains following a maintenance-related sanitary sewer overflow (SSO) to help determine the cause of SSO, or following a pipeline repair to confirm a successful installation. This scope assumes five CCTV inspection mobilizations will be required over each 12-month period for this purpose.

The selected firm/agency shall conduct lift station inspections as shown in Table 1 below.

Table 1. Lift Station Maintenance Summary

<table>
<thead>
<tr>
<th>Task</th>
<th>Weekly</th>
<th>Quarterly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visually inspect and check the wet well levels to ensure proper automatic start/stop levels for the pumps</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum and clean wetwell. Utilize lift station degreaser as needed to control Fats, Oils, and Grease (FOG). Requires pre-approval of MSDS.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Check pumps for unusual noise or vibrations</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clean and maintain pumping plant area</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspect the motor control center to ensure proper operations</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record pump and generator hour meter readings</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check generator batteries, fuel, oil, and coolant levels</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise generator, simulating power failure to assure automatic startup</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct amperage test on each pump bank</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Perform meg test on each pump motor to detect moisture in windings</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Perform yearly maintenance and inspection of the sewer pumps per current pump manufacturer recommendations</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

The City’s lift stations each have an automated telephone alarm system to indicate when the wet well is nearing capacity due to wet weather flows or pump(s) breakdown or power outage. The selected firm will be required to accept a phone system automatic dial from the pump station and provide emergency response in a manner similar to the sewer mainline SSO response.

Note: The City is currently anticipating reconstruction of the Ocean Colony Pump Station and Force Main Line in CY 2018.

The selected firm/agency shall provide USA marking on behalf of the City for sewer infrastructure.
**Task 4. Sanitary Sewer Overflow Response and Reporting Support**

The selected firm/agency shall provide SSO field response activities in accordance with the City’s Sewer System Management Plan. In addition, the firm shall assist with initial (i.e., 2-hour) regulatory reporting by providing information in a timely manner to the City’s data submitters and Legally Responsible Official (LRO). The proposal does not require regulatory reporting or serving as the City’s LRO.

Field response activities shall follow the City’s SSMP, and shall include containment if possible, identification and removal of the immediate SSO cause, clean up and restoration, traffic control and other public protection, water quality monitoring, posting and removal of necessary signs, and documentation. SSO response shall begin as soon as possible but no later than within a 60-minute period from notification by the City LRO/First Responder. Follow-up CCTV inspection shall be used to help determine the cause and also confirm that the SSO cause has been addressed. The firm shall make recommendations whenever possible on a permanent fix so as to avoid repeat SSOs.

The selected firm will be required to provide proof of insurance, including proof of environmental liability coverage, as described in the sample agreement.

**IV. ADDITIVE ALTERNATIVE TO CONTRACT**

The City is requesting that each proposal include an optional additive alternative which includes the City of Half Moon Bay along with the Granada Community Services District (Granada) and Montara Water and Sanitation District (Montara).

Granada Community Services District is located north of Frenchman’s Creek and includes customers within the City limits of Half Moon Bay and unincorporated San Mateo County. The Granada collection system includes approximately 34 miles of gravity sewers and one pump station. Granada effluent is conveyed by the Granada Force Main line which is a combination force main and gravity system which is part of what is referred to as the Intertie Pipeline System (IPS). The IPS is not part of the RFP.

**Insert Map of Granada Here**

Montara Water and Sanitary District is located north of Granada and includes unincorporated communities of Montara and Moss Beach. The Montara collection system includes 24 miles of gravity sewers and 13 pump stations. Montara effluent is conveyed via the Montara Force Main line to a junction point with the Granada Force Main line which is part of what is referred to as the Intertie Pipeline System (IPS). The IPS is not part of the RFP.

**Insert Map of Montara Here**

The Additive Alternative proposal is to be based upon the parameters contained in Section II. And III. above for Granada and Montara. The cost proposal shall include total cost of services as well as a breakdown of costs and tasks by agency (City, Granada and Montara). Discuss any cost savings or cost/implementation challenges that may result from expanding the service area from the City’s 35 miles of pipe to the combined 93-mile system.
V. **SUBMITTAL OF PROPOSALS**

**Proposal Content**

The proposals shall be no more than 25 pages (exclusive of Resumes), and should include the following information. One side of one 8-1/2” X 11” sheet comprises one page. One side of one 11” X 17” sheet comprises 2 pages.

1) **Firm/Agency Information.** Provide the firm’s profile and qualifications, including specific experience providing sewer collection system maintenance and SSO response. Include, as a minimum, the following information:

   - Type of ownership and number of years in business providing the services requested in RFP.
   - Discussion of ongoing contracts/projects with their current status and projected termination dates.
   - Discussion of any pending litigation against the firm or individual.
   - Identification and description of any SSO responses your firm or agency was responsible for over the last five (5) years.

2) **Project Team.** Identify the project manager and key staff members who will be assigned to the project. Include qualifications and relevant experience for the identified team members.

3) **Project Approach.** Recommend a project approach and specific project steps, including the use of any subcontractors and/or partners. Include a discussion of the schedule of work to be performed that demonstrates an understanding of the requested scope. Describe expectations of the type and amount of work to be requested of City staff to assist in the process of annual sewer maintenance.

4) **Project Budget.** Describe the project budget for a 3-year initial program. Itemize the proposed cost by task, and include a fee schedule for additional services.

   4a) Optional Add Alternate Budget for Extended Services. Describe the project budget for a 3-year program to provide similar services to Granada Community Services District and Montara Water and Sanitary District. Discuss any cost savings or cost/implementation challenges that may result from expanding the service area from the City’s 35 miles of pipe to the combined 93-mile system.

5) **References** Provide complete contact information for a minimum of two recent clients for whom similar services have been performed. Include the following information:

   - The client
   - The description of the project
   - The duration of the project including start date
   - The contact name, title, phone, and email for reference
   - The results/deliverables of the project
Submittal Location and Deadlines

Interested firms/agencies shall deliver five (5) hard copies to the City, and one electronic copy of their proposals to City Hall, 501 Main Street, Half Moon Bay 94019 no later than 4:00 PM PST on February 16, 2018 (email of electronic submittals will not be accepted in-lieu of delivery of hard copies). Proposals shall be addressed to John Doughty, Director of Public Works. Additional contact information is available on the cover page of this RFP. Please also provide one additional electronic submittal directly to the City’s sewer consultant, Vivian Housen, at vhousen@housenassociates.com.

Questions and requests for clarification and/or additional information shall be directed in writing via email to John Doughty at publicworks@hmbcity.com, by February 2, 2018. Please reference “RFP for Collection Systems Maintenance” in the subject line. All responses to questions and/or clarifications will be provided by addenda via the City’s public bidding webpage by February 9, 2018.

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. All costs incurred during proposal preparation or in any way associated with the consultant’s preparations, submission, presentation, or oral interview shall be the sole responsibility of the consultant. If awarded a contract, the consultant shall maintain insurance coverage, including worker’s compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

SELECTION PROCESS

Proposals will be evaluated based upon, but not limited to, the following criteria in priority order. If necessary, the City will hold interviews as a component of the selection process.

- Firm expertise and competence including experience with similar projects.
- Professional qualifications, experience, and certifications of the key personnel assigned to the project.
- Demonstrated project understanding and creative approaches to the project.
- Ability to work effectively with City staff and representatives.
- References.
- Proposed budget.
- Oral interview, if held.

VI. OTHER INFORMATION

- Proposers’ attention is drawn to the fact that all proposal documents submitted are subject to California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been
officially placed on the agenda for City council consideration, and/or following award of contract, if any, by the City Council.

- The City reserves the right to make such background checks as it deems necessary to determine the ability of the proposer to perform the work. The City reserves the right to reject any proposal if the background check fails to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

- The City is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The City will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal, interviews/presentations, travel, or accommodations. The City reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this RFP will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City. The City reserves the right to reject any and all proposals and to waive minor irregularities. The City also reserves the right to seek new proposals.

- Proposers should carefully review this RFP and all attachments including but not limited to the City of Half Moon Bay’s standard Consulting Services Agreement (Attachment A). The selected vendor will be required to sign the City’s agreement. Comments or objections to any terms in the City’s agreement must be made in writing and received with the proposal submission. Vendor should note any objections, or if none note that as well in the proposal submission.

- The City retains sole discretion to evaluate proposals and may make an award to the firm the City deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the City in any way to engage any firm and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a single firm, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreements entered.
RECOMMENDATION:
Adopt a resolution authorizing reclassification of the Senior Accountant to a Finance Manager and the Administrative Services Manager to an Administrative Services Director, establishing the proposed salary range for each position and approving new job classifications.

FISCAL IMPACT:
The FY 2017-2018 impact of these reclassifications is $13,270. The FY 2017-2018 Adopted budget approved the new classifications and provided sufficient funding based on a preliminary conservative estimate of the full year cost of the reclassification, which will now result in some salary savings.

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

BACKGROUND:
Per City Council direction, in preparation for the 2017-2018 fiscal year budget, the City hired Management Partners, a firm that helps government agencies improve their operations, to conduct a staffing study to determine if the City’s existing staffing levels were sufficient to meet its current and future obligations established by the City Council’s Strategic Plan. On May 16, 2017, as part of a Fiscal Year 2017-2018 budget study session, Management Partners provided the City Council findings from the staffing study conducted. Included in that report was the recommended reclassification of Senior Accountant to Finance Manager and the Administrative Services Manager to Administrative Services Director based on the work required by the organization and work being performed by the incumbents. On June 20, 2017, the City Council adopted the recommended budget including the reclassification of these two positions. Staff is now presenting recommendations based on additional analysis of the classifications and a request to reclassify the two positions.

DISCUSSION:
The level and type of work a staff member performs is determined by their classification title and description. The Personnel Officer may conduct a classification review to determine if a current classification description is representative of the position’s complexity and scope of responsibility.
A classification review is also warranted if an employees’ duties and responsibilities have undergone significant changes over time that cause them to perform work outside of their existing classification. If a classification analysis determines that the classification title and or description does not reflect the work being performed by the person in the position, the position should be reclassified. As a result, the individual in the reclassified position is moved into a position with a title and description that reflects the duties the individual is being asked to perform and actually performs, or if no appropriate classification exists, the City may create a classification that contains their performed duties.

In April 2017, Management Partners conducted extensive interviews with staff and analyzed City Council priorities, and existing and future obligations to determine if the City had appropriate staffing levels to effectively complete its obligations under the City Council Strategic Plan. As part of its analysis, Management Partners and the City Manager recommended that the Senior Accountant and Administrative Services Manager positions be reclassified because the individuals in the positions were being asked to, and were performing work above their respective classifications. City Council requested a more in-depth analysis of the classifications be conducted and recommendations be brought forth at a future meeting. City Council also approved the FY 2017-18 budget, which included funding for the reclassification of the two positions pending results from the future classification analysis.

In October 2017, the City retained CPS HR, an agency that provides human resources services to government and non-profit agencies, to conduct a detailed classification and compensation study for the Senior Accountant and Administrative Services Manager positions. The objective of this study was to evaluate the current duties and responsibilities of the classifications, update the classification specifications as appropriate, determine whether reclassification was warranted, and recommend salaries for the positions, if reclassified, based on the City’s established policy of recommending salaries based on a review of 19 agencies.

CPS HR reviewed the City’s classifications, organizational structure, salary schedule, and interviewed and surveyed responses from the employees currently in the positions (incumbents) to understand the organization’s structure and each individual’s duties and responsibilities. CPS HR also reviewed the same with each employee’s direct supervisor.

Upon review, CPS HR determined that the incumbent in the Senior Accountant position has assumed the management of Accounts Receivable, Accounts Payable, Payroll functions, and their associated staff members, as well as primary responsibilities for the annual audit process and will be expected to continue to manage those functions and staff in the future. The title of Senior generally indicates an advanced journey level position that requires complex and professional duties that may involve carrying out assigned research, evaluation and analysis, and making high-level recommendations. Senior level positions are often responsible for lead level duties that may involve training and evaluating the work of others. Managers, on the other hand, are responsible for planning, organizing, budgeting, and implementing programs and activities of an assigned unit or functional area within a department. The title of Manager aligns with the incumbent’s ownership of assigned accounting and finance functions and supervisory duties of direct reports. Based on the core job duties and responsibilities of this position identified through their analysis, CPS HR determined that the position should be reclassified to the Finance Manager position.
In analyzing the Administrative Services position, CPS HR determined that the title of Director is most often reserved for positions that are accountable for all resources and activities within a department. The position is responsible for long and short-term service results, internal policy development and implementation, and the overall efficiency and effectiveness of the department, on the other hand, managers are typically tasked with implementation of the strategies and vision they are provided. Based on the core job duties and responsibilities of the Administrative Services Manager position, which have been to define the direction, set departmental goals, develop and implement all activities and be legally and ethically accountable for the Human Resources, Information Technology and Emergency Preparedness divisions, CPS HR determined that the position should be reclassified as Administrative Services Director position. This change will also create consistency among the Director level classifications within the City, as the Administrative Services Manager is currently the only executive lead position that does not hold a director title.

Reclassification of both positions allows the City to accurately represent the duties and responsibilities at a level that is consistent with the work currently required and performed by each incumbent. The proposed reclassifications are also required for recruitment in the event that the positions become vacant and the City needs to hire employees with the requisite experience and skills necessary to effectively meet the requirements of the job to serve staff and the community, and to accurately represent what is required of the position. The recommendation and revised classification specifications enable current and future employees to have realistic expectations, understanding of essential duties and responsibilities, ensure that future candidates have the experience and skills necessary to perform the job effectively, be appropriately and fairly compensated for those duties, and allow the City to stay competitive with the Silicon Valley labor market.

The proposed Finance Manager classification will continue to perform professional accounting and auditing work; provide budgetary control for assigned funds and City departments; analyze and prepare various budgetary documents and financial reports; assist in the maintenance of the City’s general accounting system; assist in preparing City financial policies; act as primary staff liaison to external and governmental auditors; and prepare mandated state and federal reports and financial statements. This classification also supervises Payroll, Accounts Payable, and Accounts Receivable functional areas. The Finance Manager is an exempt classification placed within the Represented Management labor group.

The proposed Administrative Services Director classification will continue to be responsible for the planning and execution of all Human Resources, Information Technology (IT) and Emergency Services programs and activities including labor relations and negotiations; workers’ compensation; training and development; processing of grievances and administrative investigations; contract management; management of the City’s network, hardware and software applications; development and implementation of IT, emergency preparedness and emergency response policies and procedures; and training staff in emergency preparedness and emergency response. This classification provides direct supervision to the City Administrative support team and management of the City’s IT consultant technicians. The Administrative Services Director is an exempt classification in the City’s executive team. It should also be noted that the Administrative Services Manager current salary range is below that of non-executive
level staff within the organization, which creates a city-wide salary alignment imbalance and potential legal liability.

Salary ranges for all City positions are established by City policy, which is set at an average salary of 19 previously negotiated and agreed upon comparison agencies (Attachment 2). Therefore, the recommended salary ranges for these two positions are consistent with the current City policy. The Finance Manager monthly salary range would be set at $9,418 - $11,447, and the Administrative Services Director monthly salary range would be set at $11,820 - $14,368. The table below demonstrates a salary schedule of each step for proposed classifications as they compare to the current Senior Accountant and Administrative Services Manager job classes.

<table>
<thead>
<tr>
<th>Steps</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tbody>
<tr>
<td>Monthly Salary Ranges</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Position</td>
<td></td>
<td></td>
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<tr>
<td>Finance Manager</td>
<td>9,418</td>
<td>9,889</td>
<td>10,383</td>
<td>10,902</td>
<td>11,447</td>
</tr>
<tr>
<td>Senior Accountant</td>
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<td>8,221</td>
<td>8,631</td>
<td>9,063</td>
<td>9,516</td>
</tr>
<tr>
<td>Administrative Services Director</td>
<td>11,820</td>
<td>12,411</td>
<td>13,032</td>
<td>13,684</td>
<td>14,368</td>
</tr>
<tr>
<td>Administrative Services Manager</td>
<td>9,334</td>
<td>9,800</td>
<td>10,290</td>
<td>10,804</td>
<td>11,343</td>
</tr>
</tbody>
</table>

The adopted FY 2017-2018 budget approved the new classifications and provided sufficient funds for the reclassifications for the entire fiscal year based on the preliminary conservative salary analysis. If these reclassifications go into effect on January 16, 2018, the actual FY 2017-2018 impact of $13,270 in total compensation adjustment, will result in salary savings over the adopted budget, and will include salary adjustment of $4,760 from the Senior Accountant to the Finance Manager position, and $7,280 from the Administrative Services Manager to the Administrative Services Director. This is based on current MOU promotional step placement covenants for the incumbent Senior Account and Administrative Services Manager, who would be placed at Step C and Step A of new classifications, respectively.

If City Council chooses to not approve the reclassifications, the incumbents will remain in their existing classifications and can no longer perform tasks that are outside of the respective classification descriptions. This work will likely be contracted out to consultants at a higher cost than the salary change based on the reclassification, and will require additional oversight from the City Manager and Finance Director, who are direct supervisors for these two positions. Additionally, the City may risk potential challenges related to employee morale and retention, loss of expertise, that may result in costly errors and increased liability, high cost of training, and overall recruitment challenges in the Bay Area’s tight job market, as Half Moon Bay is not in the most adventurous position to compete for talent in San Mateo County and Silicon Valley.

ATTACHMENTS:
1. Resolution
2. Finance Manager classification
3. Administrative Services Director classification
4. List of 19 comparison agencies
5. CPS HR Report
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING RECLASSIFICATION OF SENIOR ACCOUNTANT TO FINANCE MANAGER AND
ADMINISTRATIVE SERVICES MANAGER TO ADMINISTRATIVE SERVICES DIRECTOR AND
ESTABLISHING THE SALARY SCHEDULE FOR THE POSITIONS

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

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

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

WHEREAS, on May 16, 2017, the City Manager and Finance Director presented an informational report to the City Council that suggested reclassifications of the Senior Accountant and the Administrative Services Manager positions; and

WHEREAS, consultant CPS HR has studied the proposed reclassification of Senior Accountant to Finance Manager and the Administrative Services Manager to Administrative Services Director and finds the positions should be reclassified to address the higher level of responsibilities being performed by the incumbents and potential recruitment and alignment issues;

WHEREAS, CPS HR conducted a salary survey to develop a proposed salary range for the Finance Manager and Administrative Services Director.

NOW, THEREFORE, BE IT RESOLVED THAT the Classification Plan is hereby amended by reclassifying the Senior Accountant to Finance Manager and Administrative Services Manager to Administrative Services Director; the City Council of Half Moon Bay approves the classification specifications set forth in Exhibits 2-3 attached hereto and incorporated herein by this reference; and the salary schedule shall be established as follows:

Finance Manager - $9,418 - $11,447 per month
Administrative Services Director - $11,820 - $14,368 per month
I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16th day of January, 2018 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
Class Title: Finance Manager
Status: Exempt
Department: Finance
Reports To: Finance Director
Employee Group: Represented Management
Adopted by City Council/Resolution Number:
Modified:

DEFINITION
Under general direction, the Finance Manager performs professional accounting and auditing work, records and reports financial transactions and provides budgetary control for assigned funds and City departments; analyzes and prepares various budgetary documents and financial reports; reviews fiscal records; assists in the maintenance of the City’s general accounting system; maintains the fixed asset program; assists in preparing City financial policies; acts as primary liaison to the external and governmental auditors, and prepares state and federal reports and financial statements and analyses.

SUPERVISION RECEIVED/EXERCISED
The Finance Manager reports to the Finance Director. This class is responsible for supervising accounting staff and managing areas such as, accounts payable, payroll, and revenue collection.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)
The Finance Manager is responsible for, but not limited to, the following duties:

- Participates in the posting, balancing and reconciliation of the General Ledger and subsidiary accounts and City bank accounts.
- Controls budget for various City departments and projects determining if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds.
- Supervises the City’s payroll, accounts payable, and account receivable function.
- Prepares work papers, financial statements and various reports for internal accounting, external auditors, and for Federal, State and other outside agencies.
• Prepares fund balance projections and review with operating departments.
• Makes journal entries and keeps balance sheets on all transactions to ensure maintenance of accurate accounting records.
• Prepares bank reconciliation and assists with year-close of City books. Provides support documentation, schedules, and reports, and provides other assistance during annual audits.
• Audits and processes payments for various contracts and miscellaneous expenses.
• Monitors and reports on the status of State and Federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance.
• Performs fixed assets accounting, monitors and maintains accurate and up-to-date records on City's fixed assets.
• Prepares various financial reports including but not limited to Comprehensive Annual Financial Report, Popular Annual Financial Report, components of the adopted budget, and quarterly financial reports.
• Maintains capital improvement project records, reflecting the accurate year-to-date project costs.
• Assists departmental personnel with proper expenditure coding, document preparation and other accounting related activities.
• Participates in fiscal and accounting work in connection with budget preparation, purchasing activities, payroll analysis as assigned.
• Keeps current on new regulations, develops effective procedures for financial operations and record keeping, and recommends or implements changes in accounting systems.
• May delegate, plan, direct and assign accounting work to lower level staff. May be required to train, coach, monitor and evaluate staff performance.
• Maintains effective working relationships with all levels of staff and with the public.
• Assist Finance Director with preparing presentations; may attend Council meetings and/or present in the Finance Director’s absence.
• Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
• Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB).
• Principles, practices, methods, procedures and techniques used in governmental accounting, financial administration and budgeting.
• Budget preparation and administration.
• Grant and fund accounting.
• Account analyses.
• Financial statement preparation.
• Auditing.
• Basic billing, and collection procedures.
• Applicable federal, state, and local laws, codes, and regulations.
• Modern office practices, methods, and equipment, including a computer and applicable software.
• Methods and techniques for record keeping and report preparation and writing.
• Principles of supervision, training, and performance evaluation.
Skill to:
- Operate standard office equipment, including a computer and a variety of spreadsheet, word processing and software applications, including financial and accounting programs.
- Examine and verify financial documents, reports and transactions.
- Prepare a variety of financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

Ability to:
- Direct, coordinate and review the work of assigned staff.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze complex issues and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE
Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:
Possess a Bachelor’s Degree from an accredited college or university, with major course work in accounting, finance, business administration, or a related field; and

Experience:
Four (4) years of governmental accounting and auditing experience which includes analysis or problem solving. Experience in government finance and Certified Public Accountancy License (CPA) is preferred.

PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.
WORKING CONDITIONS
Working in a standard office environment is required in this position. The incumbent must travel to and from work site.

LICENSES, CERTIFICATES AND REGISTRATIONS
Possession a valid California Class “C” Driver’s License.
Class Title: Administrative Service Director  
Status: Exempt  
Department: Administrative Services  
Reports To: City Manager  
Employee Group: Unrepresented Management  
Adopted by City Council/Resolution Number:  
Modified:

DEFINITION
Under general direction of the City Manager, plans, organizes, and provides administrative direction and oversight in the Human Resources, Information Technology, and Emergency Services functional areas.

Human Resources: Provides administrative direction and oversight to the human resources department. Responsible for planning and execution of all human resources programs and activities including: labor relations and negotiations, workers’ compensation, safety programs, classification and compensation studies, salary and benefits administration, training and development, processing of grievances and administrative investigations, policy development and implementation, maintenance of personnel records, and advising management on human resources matters.

Information Technology: Provides administrative direction and oversight to the Information Technology department. Responsible for planning and execution of all Information Technology programs and activities including: acquisition of new or upgraded hardware and software applications, implementation and maintenance of City’s data and voice communication infrastructure, overseeing customer support for all IT applications, and the development and implementation of IT policies and procedures.

Emergency Services: Responsible for the City’s emergency response programs including the development, execution, and maintenance of emergency operation plans, training staff in emergency preparedness and emergency response, coordinating with internal and external contacts and the community on disaster response efforts, and supervision of emergency preparedness staff.

SUPERVISION RECEIVED/EXERCISED
The Administrative Services Director receives general direction from the City Manager. Responsibilities include
functional supervision of full-time and part-time support staff. Supervises the City Administrative support team and performs related work as required.

**IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)**

**Human Resources:**
- Works closely with the City’s third-party administrator in the administration of workers’ compensation claims and the safety program.
- Provides for the effective administration of the City’s benefit plans.
- Coordinates employee development, training, and job performance evaluation.
- Monitors changes in laws, regulations and technology that relate to the human resource function and develop and implement policy and procedural changes, as necessary.
- Assures that employee personnel files are maintained as required.
- Manage the labor relations activities including the collective bargaining process, implementation of new contract provisions, and administering contract grievance procedures.
- Provide human resources support to the City Manager and City personnel ensuring compliance with rules, regulations, laws, MOU’s and city.
- Assist the City Manager in organizational development, including training, staffing positions, and career development.
- Provide direction in classification and compensation studies; prepare and deliver reports based on findings and recommendations.
- Advise City Manager and Department Directors in handling employee grievances and conduct administrative investigations.
- Provides assistance to management, supervisors and staff in MOU and policy interpretation.

**Information Technology:**
- Research, acquire, and implement new or upgraded hardware and software systems; maintains current knowledge of hardware, software, and network technology and recommends modifications as appropriate.
- Develop and implement comprehensive citywide information technology program and telecommunication system in collaboration with the City Manager and Department Directors.
- Directs the development and implementation of departmental policies, goals, and objectives.
- Negotiate and administer contracts related to telecommunications and information technology systems.
- Manage the training of City personnel in the use of hardware and software applications; develop user procedures, instructions, and policies for IT applications.
- Manage customer support function for IT applications and computer hardware; provide assistance to management, supervisors and staff in efficient technology implementation.
- Oversee the administration of the City’s website and web based applications and programs.
- Ensures the effective administration of the City’s technology and communications resources.
Administration/Emergency Services/Contract Management:

- Oversee emergency preparedness programs and respond to City emergency situations during regular work hours and outside of regular work hours as required.
- Contract management, including continuously monitor and evaluate the efficiency and effectiveness of contract service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation.
- Manage the Special Events permit process.
- Research, analyze, and prepare recommendations regarding a wide variety of new or existing programs, dealing with financial, organizational, and personnel issues.
- Develop and maintain a strong customer service orientation in all programs and activities.
- Plan, organize, direct, supervise, review, motivate and evaluate assigned support staff. Recommend employee actions, including performance improvement, discipline and safety adjustments; manage and approve time sheets, including overtime.
- Oversee city emergency preparedness programs and safety programs for staff and the community.
- Provide staff support to Council subcommittees or members of the Council, as appropriate.
- Serve as liaison between the City Manager’s office and community groups and business organizations within the city.
- Lead operational processes that support the efficient coordination and communication between all contracting activities.
- Attend public meetings to explain and promote city programs and policies. Make presentations before the City Council, and represent the City Manager at various boards and commissions, both within the city and outside.
- Assist in the preparation of the City’s annual budget.
- Assist in the preparation of the City Council agenda and the agendas for other boards and commissions.
- Investigate complaints and recommend correct action; develop notification letters and other public information material.
- Develop and maintain effective and positive working relationships with City staff, and the public.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of: public administration and local government operations; organization, administration, budget, financial and personnel management; effective supervision and management; project management systems; and purchasing methods and principles.
- Research and analytical techniques.
- Laws, ordinances, and procedures related to municipal operations.
- Computerized management systems.
- Functions, operations and technology related to City financial, business and administrative applications and related hardware and software.
- Current technology related to City applications, networks and telecommunications and the equipment and software required to maximize system support.
• Principles and procedures of standard business applications, such as word processing, spreadsheets and data base management.
• Contract management.
• Website design and maintenance.
• Cable franchise management.

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

Ability to:
• Analyze complex problems and make sound recommendations.
• Generate and implement ideas.
• Motivate others to excel.
• Anticipate problems and bring them to the City Manager's attention.
• Be politically astute and capable of making recommendations in a political environment.
• Plan, organize, prioritize, direct, schedule and supervise City operation support programs and activities.
• Communicate clearly and concisely both orally and in writing.
• Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.
• Prepare, maintain, and interpret records and reports.
• Evaluate operations and problems, recommend and implement efficiency and productivity improvements.
• Prepare and administer a departmental budget.
• Prepare projects and manage them to completion.
• Learn, retain, interpret and apply pertinent provisions of the City’s Rules and Regulations, and City policies.
• Adapt effectively to change.
• Coordinate program activities and projects with City staff, other agencies, contractors and the public.
• Manage highly sensitive and confidential information.
EDUCATION AND EXPERIENCE
Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:
Equivalent to graduation from a four year college or university with major course work in accounting, economics, human resources, business or public administration or a field related to the work; and

Experience:
Four years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting and previous administrative or professional experience related to the human resources, labor negotiations, emergency preparedness, contract management, and information systems function in a public agency setting.

PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS
Working in an office environment is required in this position. The incumbent must travel to and from work site. Will be required to interact with customers with varying dispositions.

LICENSES, CERTIFICATES AND REGISTRATIONS
Possession a valid California Class “C” Driver's License.
# LIST OF AGENCIES
## FOR CITYWIDE COMPENSATION ANALYSIS
(previously negotiated by labor and approved by Council)

<table>
<thead>
<tr>
<th>AGENCIES</th>
<th>POPULATION</th>
<th>FTE COUNT*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 City of Belmont</td>
<td>25,835</td>
<td>133</td>
</tr>
<tr>
<td>2 City of Brisbane</td>
<td>4,282</td>
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</tr>
<tr>
<td>3 City of Burlingame</td>
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<tr>
<td>4 City of Daly City</td>
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<td>229</td>
</tr>
<tr>
<td>5 City of East Palo Alto</td>
<td>28,155</td>
<td>64</td>
</tr>
<tr>
<td>6 City of Foster City</td>
<td>30,567</td>
<td>109</td>
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<td>7 City of Menlo Park</td>
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<td>8 City of Millbrae</td>
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<td>9 City of Pacifica</td>
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<td>10 City of Redwood City</td>
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<td>15 Menlo Park Fire Protection District</td>
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<td>16 Town of Atherton</td>
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<td>17 Town of Colma</td>
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<td>18 Town of Hillsborough</td>
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</tr>
<tr>
<td>19 Town of Woodside</td>
<td>5,287</td>
<td>20</td>
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* The FTE counts are based on each city's FY 2017-18 Adopted Budget and excludes public
City of Half Moon Bay
Classification Review and Base Compensation Report

1/11/2018

SUBMITTED BY:
Justin Tucker
CPS HR Consulting
t: 916-263-3600  f: 916-263-3614
Tax ID: 68-0067209
www.cpshr.us
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Introduction

CPS HR Consulting (CPS HR) was retained by the City of Half Moon Bay (City) to conduct a base compensation study for two (2) of its classifications, Senior Accountant and Administrative Services Manager. The objective of this study was to i) evaluate the current duties and responsibilities of the classifications and update the classification specifications as appropriate and ii) determine the how competitive the City is within its established labor market by collecting and analyzing maximum monthly base salary data.

This Draft Report outlines the project scope and work plan, the methodologies utilized in data collection and analysis, and labor market base salary results.

This study will provide the City with updated classification specifications and an accurate view of where it stands in comparison to their established labor market with regards to the Senior Accountant and Administrative Services Manager classifications.
Project Scope and Work Plan

In order to complete the study, the following tasks were completed:

- The CPS HR Project Manager held a conference call with the City’s Administrative Services Manager to discuss the project and clarify the scope. The study classifications and survey agencies to be included in the study was provided by the City.

- Reviewed background materials provided by the City. Materials reviewed included organization charts, classification specifications, salary schedules, and compensation related documents.

- Developed a Position Description Questionnaire (PDQ) designed to capture specific information with reference to current jobs duties and scope of responsibilities.

- Reviewed completed PDQs. The completed PDQs for Senior Accountant and Administrative Services Manager were received on October 14 and October 31, 2017, respectively. The CPS HR consultant thoroughly reviewed each completed PDQ to obtain an understanding of the duties and responsibilities assigned to each position.

- Conducted interviews with employees and supervisors/managers. The CPS HR consultant conducted interviews with both employees who completed the PDQ. Phone interviews with the Senior Accountant and Administrative Services Manager were held on October 20 and November 3, 2017, respectively. An additional phone interview was held with the Finance Director on October 20 to provide additional detail on the Senior Accountant job duties.

- Developed draft classification specifications for the City to review. A draft of the updated classification specifications were provided to the City on November 15, 2017. The City reviewed and approved the classification specifications with no additional revisions on November 21, 2017.

- Collected base salary data from nineteen (19) agencies within the City’s established labor market. In addition to collecting base salary data, CPR HR consultants reviewed organization charts, classification specifications, and related documentation to ensure the data collected and the proposed job matches were accurate.

- Preparation of a draft report for client review and comments.
Classification Review

Accurate and up-to-date classification specifications provide an organization with the necessary tools to make administrative, fiscal control, and human resources decisions. For the purposes of this study, accurate and current classification specifications provide the foundation on which comparable job matches are made within the City’s established labor market.

Position Description Questionnaire (PDQ) Administration

Prior to collecting base compensation data from the City’s established labor market, a position description questionnaire (PDQ) was developed and administered to the incumbents currently occupying the Senior Accountant and Administrative Services Manager classifications. The Senior Accountant and Administrative Services Manager are both single incumbent classifications. PDQs are used in studies for multiple analytical goals such as position allocation, classification specification development/revisions, and the identification of compensable factors. The PDQs were pre-populated with existing job description information (e.g., essential duties and knowledge, skill, and ability statements) to make the completion process easier and faster for employees. The incumbent’s edits to the pre-populated sections of the PDQs helped to identify any significant changes in duties and/or additional responsibilities.

The PDQs were administered to incumbents on October 2, 2017. To maintain the integrity of the classification process, the participating employees’ supervisors/managers reviewed and signed the PDQs to affirm that all pertinent information was correctly captured. Supervisors/managers were allowed to provide comments in addition to any information provided by the employee within the PDQ. The completed PDQs for the Senior Accountant and Administrative Services Manager were received on October 14 and October 31, 2017, respectively. The CPS HR consultant reviewed each PDQ and conducted follow-up interviews with the incumbents and applicable supervisors/managers. The interviews were used to gather additional information about the incumbent’s job duties and responsibilities, the sequencing of job tasks, job requirements, and the circumstances in which the incumbent interacts with coworkers, external customers, and the public. The interviews were also used to clarify information the incumbent provided on the PDQ. Phone interviews with the Senior Accountant and Administrative Services Manager were held on October 20 and November 3, 2017, respectively. An additional phone interview was held with the Finance Director on October 20 to provide additional detail on the Senior Accountant job duties. Classification specifications were then updated/revised based on the data obtained through the PDQ review and subsequent interviews. A draft copy of the updated classification specifications were provided to the City on November 15, 2017.
Classification Observations and Recommendations

As part of the classification review, CPS HR reviewed each classification to determine if the current title is representative of the positions complexity and assigned scope of responsibility. CPS HR’s recommendations are based on the classification’s essential duties and responsibilities, consistency with the City's classification titles, and industry best practices. Additionally, recommendations intend to modernize titles so they are meaningful and recognizable with comparable classes within the labor market.

Administrative Services Manager – The title of Director is most often reserved for positions that are accountable for all resources and activities within a department. They are responsible for long and short-term service results, policy development and implementation, and the overall efficiency and effectiveness of the work unit. Based on the core job duties and responsibilities of this position identified through the PDQ process, CPS HR recommends allocating the incumbent to the Administrative Services Director position. This change will also create consistency among the Director level classifications within the City (e.g., Community Development Director, Public Works Director, and Finance Director).

Senior Accountant – The title of Senior indicates an advanced journey level position that requires complex and professional duties that may involve carrying out assigned research, evaluation and analysis, and making high-level recommendations. Senior level positions are often responsible for lead level duties that may involve training and evaluating the work of others. Managers, on the other hand, are responsible for planning, organizing, budgeting, and implementing programs and activities of an assigned unit or functional area. The title of Manager aligns with the incumbent’s ownership of assigned accounting and finance functions and supervisory duties of direct reports. Based on the core job duties and responsibilities of this position identified through the PDQ process, CPS HR recommends allocating the incumbent to the Finance Manager position.

Compensation Study Parameters

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of the City’s compensation policy
- Labor market agencies
- Survey classifications
- Scope of the survey

City of Half Moon Bay’s Compensation Policy

The City’s compensation policy is a reflection of its goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct the City’s business. The selection of labor market agencies and the labor market position (the point in the labor market at
which the Agency wishes to set its salaries, e.g., market median, mean, or another percentile) are two important policy decisions when developing a compensation plan. As determined through discussions with the City’s Administrative Services Manager, the City typically uses the mean of the labor market for assessing its labor market position. The tables presented within this report provide a summary analysis relative to the mean and median of the market. The median, or 50th percentile, is a common market position, particularly in smaller data sets, because the data is less likely to be skewed by high and low payers in the market. All calculations for any market positions exclude the City’s data since the City’s salary is being compared relative to the salaries of other agencies. The four labor market positions presented in the data sheets are:

- The labor market median, which is the “middle” of the market, is the data point at which half of the complete range of data is higher, and half of the complete range of data is lower.
- The labor market mean, which is the average of the market.

**Labor Market Agencies**

The labor market agencies included in this total compensation study were selected by the City. The determination of an appropriate labor market involves the application of the selection criteria outlined below.

- **Agency size** – In general, agencies that employ relatively similar numbers of employees may have similar economic demographics. Since it is not possible to find agencies that are exactly the same in terms of this particular selection criteria, the goal is to provide a balanced mix of larger and smaller agencies, thereby minimizing the “skewing” effect when either of these are used exclusively.

- **Geographic proximity** – When considering a labor market, it is important to consider the geographic proximity of potential agencies, since they may be competitors in the recruitment market for most of the Agency’s employees. If there are not enough agencies within the local market with which to conduct a study, then the geographic area may be expanded to include agencies in other closer counties. Since some agencies provide specialized services, or may be surveying higher-level management classes, the recruitment area may be further expanded to include more regional, or even statewide agencies.

- **Industry** – In general, agencies that provide the same types of services are more likely to have similar types of job classes, and are more likely to be recruiting from the same applicant pool as the Agency.

- **Competing agencies** – Information regarding the agencies that the Agency frequently competes with for talent (i.e., has lost employees to or recruited employees from) is also useful in selecting the labor market agencies.

Table 1 represents the labor market agencies utilized in the salary survey.
TABLE 1
CITY OF HALF MOON BAY
BASE COMPENSATION STUDY
LABOR MARKET AGENCIES SURVEYED

<table>
<thead>
<tr>
<th>City of Belmont</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Brisbane</td>
</tr>
<tr>
<td>City of Burlingame</td>
</tr>
<tr>
<td>City of Daly City</td>
</tr>
<tr>
<td>City of East Palo Alto</td>
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<tr>
<td>City of Foster City</td>
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<tr>
<td>City of Menlo Park</td>
</tr>
<tr>
<td>City of Millbrae</td>
</tr>
<tr>
<td>City of Pacifica*</td>
</tr>
<tr>
<td>City of Redwood City</td>
</tr>
<tr>
<td>City of San Bruno</td>
</tr>
<tr>
<td>City of San Carlos</td>
</tr>
<tr>
<td>City of San Mateo</td>
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<tr>
<td>City of South San Francisco</td>
</tr>
<tr>
<td>Menlo Park Fire Protection District</td>
</tr>
<tr>
<td>Town of Atherton</td>
</tr>
<tr>
<td>Town of Colma</td>
</tr>
<tr>
<td>Town of Hillsborough</td>
</tr>
<tr>
<td>Town of Woodside</td>
</tr>
</tbody>
</table>

*The City of Pacifica did not provide the information needed to make an appropriate job match and therefore a designation of “No Comparable Class” is indicated for this agency.

Scope of the Survey

The data collected for each survey classification included:

- Title of each comparable classification.
- Minimum and maximum base salary.

Survey Classifications

A brief summary of each survey classification is presented below:

- **Administrative Services Manager** – Department level manager which receives general direction from the City Manager and is responsible for planning, organizing, and providing administrative direction and oversight in the Human Resources, Information Technology, and Emergency Services functional areas. This classification provides direct supervision to the City Administrative support team.
Senior Accountant – First level supervisory classification. Under general direction from the Finance Director, responsible for performing professional accounting and auditing work, records and reports financial transactions and provides budgetary control for assigned funds and City departments; analyzes and prepares various budgetary documents and financial reports; reviews fiscal records; assists in the maintenance of the City’s general accounting system; maintains the fixed asset program; assists in preparing City financial policies; acts as primary liaison to external and governmental auditors, and prepares state and federal reports and financial statements and analyses. This classification also supervises the payroll, accounts payable, and accounts receivable functional areas.

Base Salary Survey Results

As indicated in the previous section, base salary data was collected for the Senior Accountant and Administrative Services Manager classifications from each of the selected labor market agencies. If a review of the duties and responsibilities assigned to the reported class indicated that it was not comparable, the designation of “No Comparable Class” was placed on the data sheet.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control; duties and responsibilities; and knowledge, skill, and ability requirements to determine whether these are comparable enough to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matched will be balanced. The use of the labor market median further minimizes the possibility of data being skewed by higher or lower paying agencies.

When reviewing additional duties and responsibilities, it is important to make a distinction between those duties that are described as additional tasks, and those which increase the level of complexity of the duties and responsibilities assigned to the particular class. Salary studies are not intended to address volume of work issues; however, they are intended to address complexity of duties. For that reason, while a particular class may have been assigned more duties, it does not necessarily follow that the tasks assumed increase the compensable value of the class.

Any classification with fewer than three matches is not generally considered for analysis, since a minimum of three classes is required to conduct such an analysis. Since a typical labor market may comprise eight (8) to twelve (12) agencies, it is customary and desirable to have survey classes with six (6) or more comparables, thereby providing a wider range of data with which to assess market trends.
Table 2 provides summaries depicting the results of the base salary survey. These results are based on using the range maximum for the survey classification. The following information is displayed in Table 2:

- The title of the City’s survey classification.
- The current City maximum monthly base salary for the survey classification.
- The number of comparable classes identified within the analysis.
- The labor market mean monthly maximum base salary.
- The percentage the City’s maximum monthly base salary for the survey classification is above or below the mean of the labor market.
- The labor market median monthly maximum base salary.
- The percentage the City’s maximum monthly base salary for the survey classification is above or below the median of the labor market.

**TABLE 2**

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>COMPENSATION STUDY</th>
<th>SUMMARY OF BASE SALARY SURVEY RESULTS (ALL SURVEY CLASSIFICATIONS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Moon Bay Classification</td>
<td>Half Moon Bay Monthly Max.</td>
<td>Number of Matches</td>
</tr>
<tr>
<td>Administrative Services Manager</td>
<td>$11,344</td>
<td>10</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>$9,516</td>
<td>15</td>
</tr>
</tbody>
</table>

Analysis of the base salary data indicates that the City is 26.64% below the labor market mean and 32.44% below the labor market median for the Administrative Services Manager classification. With respect to the Senior Accountant classification, the analysis of the base salary data indicates that the City is 20.28% below the labor market mean and 22.75% below the labor market median. The following is a brief explanation of areas the City should be aware of with respect to the data.

- **Administrative Services Manager** – This classification has oversight for Human Resources, Emergency Services, and Information Technology. The combination of HR and IT is not commonly found within the labor market. In fact, only three (3) of the City’s labor market agencies had classifications which combined these functional areas. The first two, City of San Carlos’ and City of Menlo Park’s Administrative Services Director, included oversight over HR, IT, Risk, and Finance. This was considered “No Comparable Class” for this study due to the inclusion of Finance. Finance responsibilities represented a major portion of duties and
therefore it was not an appropriate match for the City. The second, Town of Colma’s Administrative Services Director, included oversight over HR, IT, Risk, and Recreation Services. Recreation Services represented a minority portion of the classification’s duties and responsibilities and therefore was considered an appropriate match for this study. The remaining matches consist of classifications where the primary responsibilities lie within HR but do not include IT oversight. Although these matches do not have the exact responsibilities of the City’s classification, the data provide a conservative representation on which to base the classification’s salary.

- **Senior Accountant** – Fifteen (15) out of the nineteen (19) agencies surveyed had comparable classifications to Half Moon Bay’s Senior Accountant. One important note to take into account is that most of the job titles the Senior Accountant was matched to were management classifications. Out of the fifteen (15) job matches, eight (8) have the title of Manager, while four (4) have the title of Assistant of Deputy Director.

While labor market data is a good indicator of market trends in pay, the concept of internal equity is an equally important factor when establishing a pay plan. A comprehensive compensation plan is typically developed from an analysis of labor market data, and an evaluation of internal equity (e.g. how classes within an organization are paid relative each other). For that reason, it is important to take into consideration the results of the labor market data, as well as any important internal relationships that may exist.

Further, in most studies, it is common to have some classes for which limited market data exists. Because a compensation plan is developed through the analysis of external market data and internal relationships, the absence of sufficient labor market data for a particular class does not mean that no salary recommendation can be developed, since many salary recommendations are ultimately based upon internal equity with other classes. Since this current study includes only two (2) classifications, internal equity is difficult to assess. A formal job evaluation study would need to be conducted in order to determine the relative value of each classification within the City. This process, along with a compensation study that includes all benchmark classifications, would provide the City which a more complete assessment of its overall market position.

**Summary**

The previous sections of this report provide detailed information concerning the scope of the project, the methodology used to complete the compensation study, as well as the results of the study, which show where the City stands in comparison to the labor market. Should the City require any further information on the content of this report, please do not hesitate to contact Justin Tucker at (916) 471-3385 or email at jtucker@cpshr.us.
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Catherine Engberg, City Attorney

FROM: Greg Larson, Consultant
Management Partners

TITLE: CONSIDER ADOPTION OF RESOLUTION APPOINTING DAVID BOESCH AS INTERIM CITY MANAGER PURSUANT TO GOVERNMENT CODE SECTIONS 7522.56 AND 21221(H) AND APPROVING EMPLOYMENT AGREEMENT

RECOMMENDATION:
Adopt a resolution appointing David Boesch as interim City Manager pursuant to Government Code sections 7522.56 and 21221(h) and approving employment agreement.

FISCAL IMPACT:
There is no additional fiscal impact associated with the adoption of this resolution. Mr. Boesch would be paid a base salary of $19,500 per month, or $112.50 as an hourly rate, which is less than the maximum salary for the City Manager position. He will not be entitled to any benefits, incentives, compensation in lieu of benefits, automobile allowances, deferred compensation payments, vacation, holidays, or any other forms of compensation in addition to his base salary.

STRATEGIC ELEMENT:
This recommendation supports all elements of the City Council’s strategic direction.

BACKGROUND:
The current City Manager for the City of Half Moon Bay concludes her service as city manager effective January 26, 2018. The City requires the appointment of an interim city manager as specified by the Municipal Code to oversee and manage the effective operations of the city organization under the policy direction of the City Council.

DISCUSSION:
During the month of December 2017 the City of Half Moon Bay received over a dozen applicants for interim city manager who had substantive local government management experience, including applicants with local and regional experience. The applicants were solicited through both email and direct telephone outreach to hundreds of local government professionals, as is the standard practice for
interim local government recruitments. In addition, targeted outreach was made to local government professionals residing or working in Half Moon Bay.

The City Council met in duly noticed closed session meetings on December 21, December 28, and December 30, 2017 to consider prospective candidates, interview candidates, and provide direction to staff. The Council invited three applicants for interviews and evaluation and conditionally identified David Boesch as the preferred candidate given his extensive local government managerial experience as well as his familiarity with Half Moon Bay through his prior work with and in San Mateo County. Mr. Boesch’s resume is attached. The Council directed Greg Larson (a consultant with Management Partners), its designated representative, to obtain background information and references and to negotiate terms with the preferred candidate. Staff conducted those negotiations, resulting in the attached proposed Agreement for the Council’s consideration.

If the Council approves the proposed agreement, Mr. Boesch will be serving as the full-time city manager of Half Moon Bay available 24/7 as needed to manage the City organization under the direction of the City Council. He will have direct supervisory authority over all City employees except for the City Attorney, who also reports directly to the City Council. In addition, if it takes the proposed action, the City Council will engage and request Mr. Boesch to undertake specific additional projects and priorities during his tenure as interim city manager, including:

* Support and development of the City’s excellent executive staff team;
* Assessing organizational staffing needs and structures; and
* Further developing the City’s performance management and project tracking systems.

State law specifies strict standards for the appointment of interim city managers who are CalPERS retired annuitants. Specifically, they can be paid no more and no less than the specified range for the existing position. Further, they may not receive additional housing, transportation or other cash or equivalent benefits beyond those standard for municipal employees (e.g., holidays). As a result, Mr. Boesch will not be receiving the vehicle or deferred compensation benefits typically provided to regular ongoing city manager appointments. In addition, Mr. Boesch has agreed to a monthly rate less than the current city manager (base salary of $19,500 per month, or $112.50 as an hourly rate) and will not be receiving pension or medical health benefits from the City. Consequently, the total cost of compensation for Mr. Boesch will be less than currently budgeted for the city manager position.

Government Code Sections 21221(h) and 7522.56(d) address the temporary employment of retirees in accordance with CalPERS. These sections permit the City Council to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year.

Mr. Boesch’s appointment will continue until Dec. 15, 2018 unless terminated earlier by the City Council or Mr. Boesch with 30 days advance notice. There are no severance payments or accommodations provided with this interim appointment. The City has already initiated efforts to identify and select the next ongoing regular city manager for the City of Half Moon Bay.
ATTACHMENTS:
1. Resolution regarding the appointment of David Boesch as Interim City Manager
2. Resume for David Boesch
3. Agreement with David Boesch for Interim City Manager
Resolution No. C-2018-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPOINTING DAVID BOESCH AS INTERIM CITY MANAGER PURSUANT TO GOVERNMENT CODE SECTIONS 7522.56 AND 21221(h) AND APPROVING EMPLOYMENT AGREEMENT

WHEREAS, Government Code Sections 21221(h) and 7522.56(d) authorizes the City Council to approve an interim appointment of a California Employee Retirement System (CalPERS) retired annuitant to a vacant position during the recruitment to permanently fill the vacancy; and

WHEREAS, the position of City Manager in the City of Half Moon Bay will be vacant on January 26, 2018 and the City is recruiting for this vacancy and needs to fill the position on an interim basis to continue to conduct the City’s business until an ongoing City Manager is hired; and

WHEREAS, during the recruitment process, the City Council wishes to appoint David Boesch, a retired annuitant, as the Interim City Manager pursuant to Government Code section 21221(h), effective January 22, 2018 to provide the leadership, managerial and organization skills necessary to manage the City effectively and efficiently; and

WHEREAS, the City requires an administrative head of government who is responsible for the efficient administration of all of the City’s affairs and whose duties include but are not limited to enforcing all laws and ordinances of the City, giving directions and orders to all heads of departments, preparing and submitting a budget and managing employees in compliance with the applicable personnel ordinances, rules and regulation and that this appointment is necessary to fill the critically needed position before 180 days has passed between David Boesch’s retirement date of January 6, 2018 and January 22, 2018, the first day of David Boesch’s interim appointment; and

WHEREAS, David Boesch has over 35 years of management and executive experience with an extensive history of leading and managing public agencies including previously serving as the county executive for Placer and San Mateo counties and as the city manager for Menlo Park; and

WHEREAS, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for an ongoing replacement; and

WHEREAS, the current status of this recruitment is as follows: a Request for Proposals process has been initiated with two proposals already submitted to engage a professional recruiter to assist in the selection of the next city manager by the end of 2018; and
WHEREAS, it is understood by the City and David Boesch that the total hours to be served by David Boesch, for all appointments and for all CalPERS employers combined, will not exceed the 960 hours limitation set forth in Government Code sections 21221(h) and 7522.56(d); and

WHEREAS, this appointment shall only be made once under Government Code section 21221(h) and shall end on December 15, 2018 or, if earlier, the date immediately preceding the date on which the appointment to the vacant position of City Manager for the City commences employment or the date that this appointment is terminated by the City or David Boesch; and

WHEREAS, the compensation paid to retired annuitants cannot be less than the minimum nor exceed the maximum monthly base salary paid in the current salary range for the City Manager’s position divided by 173.333 to equal the hourly rate; and

WHEREAS, the hourly rate paid to David Boesch for the performance of the City Manager position is $112.50, subject to any recommended change by CalPERS, which is not less than the minimum or in excess of the maximum hourly rate in the current salary range for the City Manager’s position; and

WHEREAS, David Boesch has not and will not receive any other benefit, incentive, compensation in lieu of benefit or any other form of compensation from the City in addition to this hourly pay rate; and

WHEREAS, the City Council has reviewed a proposed employment agreement by and between David Boesch and the City.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby finds, determines and resolves as follows:

1. All facts set forth in the background section of this Resolution are true and correct.

2. David Boesch has the specialized skills required to fulfill the duties and responsibilities of the vacant position of City Manager until an ongoing City Manager is appointed.

3. The City Council certifies the critical duties and responsibilities of the City Manager position requires that the appointment is necessary now and before 180 days have passed between David Boesch’s retirement and the first day of his interim appointment.

4. The City Council hereby appoints David Boesch as Interim City Manager effective January 22, 2018 pursuant to the authority provided under Government Code sections 21221(h) and 7522.56, during the active recruitment for an ongoing City Manager to provide highly specialized and critical skills necessary to maintain and manage the City.

5. The employment agreement with David Boesch, a copy of which is on file with the City Clerk, is approved by the City Council effective January 22, 2018.
6. The Mayor is authorized to execute said agreement on behalf of the City, with such
technical amendments as may be deemed appropriate by the Mayor and City Attorney.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on
the 16th day of January, 2018, 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
DAVID S. BOESCH JR.

EXPERIENCE

County of Placer, Auburn, CA 2012-2018
COUNTY EXECUTIVE OFFICER
Chief Executive Officer for award-winning county government, with a population of 370,000 residents, a total budget of $866 Million and 2900 employees.

- Realized significant return on investment through key initiatives of Priority-Based Budgeting, Economic Development and Employee Engagement within a performance management framework
- Consolidated operations, implemented cost-saving alternative service delivery models, and updated and integrated backbone administration systems
- Bolstered reserves while simultaneously funding OPEB accrued liabilities and implementing CalPERS rate stabilization
- Achieved substantial progress on homelessness, open space and agricultural conservation, recidivism and fire services

County of San Mateo, Redwood City, CA 2009-2012
COUNTY MANAGER
Chief appointed officer for internationally-acclaimed county, with a population of 725,000 residents, a total budget of $1.75 Billion and 5,500 employees.

- Earned AAA credit ratings, $200 million reserve fund, outcome-based financial management system, numerous cross-sector and local government partnership and service agreements
- Adopted progressive budgeting principles and balancing strategies, approved multi-year capital projects plan
- Maintained County investments in cost-effective early intervention and prevention strategies and nonprofits
- Instilled a learning culture of shared vision and leadership, multi-disciplinary teams, effective labor relations, employee and resident engagement in creative problem-solving
- Implemented collaborative performance management system to align individual contributions to departmental mission and organizational vision
- Represented County on numerous boards involved in the health and human services and criminal justice arenas, advocated interests in Sacramento and Washington, D.C.

County of San Mateo, Redwood City, CA 2007-2009
ASSISTANT COUNTY MANAGER
Chief operating officer responsible for interdepartmental collaborations, adult and juvenile criminal justice policy, led multi-disciplinary teams and partnered with private, public and community-based organizations.

- Researched and adapted proven best practices, consolidated departments to enhance service delivery
- Taught students and trained employees on leadership practices, continuous quality improvement and performance management, policy analysis and strategy
- Implemented multi-year budget balancing plan

City of Menlo Park, Menlo Park, CA 2000-2007
CITY MANAGER
Appointed by the City Council to serve this surprisingly socio-economically and ethnically diverse community of 33,000 residents, with a combined budget of $100+ million.

- Implemented comprehensive program-driven budget and performance management system, attained AAA credit rating, built-up reserves and reduced operating costs
- Initiated alternative service delivery models, partnered with local nonprofits, private industry and other governments

City of Sunnyvale, Sunnyvale, CA 1996-2000
COMMUNITY DEVELOPMENT DIRECTOR
Directed the operations of this highly visible major city department.

- Led citywide conversion to outcome-oriented priority-funding and continuous quality improvement initiative
- Streamlined operations and improved services

City of Nashua, Nashua, NH 1988-1996
COMMUNITY DEVELOPMENT DIRECTOR
Appointed by the Mayor, implemented a program-based budget and performance management system for all city departments.

- Founded a regional economic development consortium
- Formed nonprofit community-based affordable housing corporations
Park City Municipal Corp., Park City, UT 1981-1986
CURRENT PLANNING ADMINISTRATOR

- Advanced rapidly to position directing development review services
- Prepared innovative award-winning policies and regulations and the master plan for Deer Valley Resort

City of Orem, Orem, UT 1980-1981
ASSOCIATE PLANNER

University of Utah, Salt Lake City, UT 1979
RANGE-RIDER PLANNING CONSULTANT

EDUCATION

Master of Public Administration, John F. Kennedy School of Government, Harvard University, Cambridge, MA 1987
Bachelor of Science in Urban Planning, University of Utah, Salt Lake City, UT 1979
EMPLOYMENT AGREEMENT BETWEEN CITY OF HALF MOON BAY AND INTERIM CITY MANAGER, DAVID BOESCH

THIS AGREEMENT is entered into between the City of Half Moon Bay (“City”) and David Boesch (“Mr. Boesch”). Under this Agreement, the City offers, and the Mr. Boesch accepts, at-will employment as Interim City Manager of the City. The current City Manager’s last day is January 26, 2018. Without a successor secured, the City is in critical need of an interim to perform the duties of City Manager while actively recruiting for an ongoing City Manager. Mr. Boesch acknowledges that he serves at the pleasure of the City Council for a limited term and may be dismissed at any time without cause, subject to the provisions of Section 6 of this agreement.

1. Duties: Mr. Boesch shall fully perform the duties and have those responsibilities consistent with the office of the City Manager as provided for in the City’s Municipal Code including but not limited to Title 2, Administration and Personnel, chapter 2.16. These duties will also include but are not limited to:
   A. Coaching and developing the Executive staff;
   B. Assessing the organization, staffing, and structure; and
   C. Improving the performance measurement and project tracking systems.

2. Term: Mr. Boesch’s employment shall commence by January 22, 2018. He will be Acting Assistant City Manager until January 26, 2018 when he shall become the Interim City Manager. This appointment shall continue until December 15, 2018. Mr. Boesch will initially serve as an Acting Assistant City Manager pending the departure of the current City Manager and immediately take on the full duties of Interim City Manager upon her departure or while on vacation. Nothing in this Section shall prevent, limit or otherwise interfere with the right of the City to terminate this Agreement for any reason, or no reason at all. Subject to the notification provision of Section 6, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Mr. Boesch to resign at any time from this position with the City.

3. Compensation: While performing the duties of Interim City Manager, Mr. Boesch will receive a base salary of $19,500 per month, or $112.50 as an hourly rate, beginning January 22, 2018. This amount is subject to authorized or required deductions and withholdings, prorated and paid on City’s regular paydays. Employee is an exempt full-time employee under applicable wage and hour law and his base salary shall be compensation for all hours worked.

4. Other Benefits: Except as provided for in this Agreement, and as required by state and federal law, City shall not provide Mr. Boesch any other benefits, incentives, compensation in lieu of benefits, automobile allowances, deferred compensation payments or any other forms of compensation in addition to his base salary. Mileage to and from Half Moon Bay or lodging and housing assistance will also not be provided, although other work-necessitated travel expenses may be reimbursed as typical for other Half Moon Bay city managers and management employees. Mr. Boesch is subject to the retiree annuitant employment limitations under the Public Employee’s Pension Reform Act (PEPRA) and the Public Employees’ Retirement Law (PERL). Mr. Boesch is a temporary employee employed to perform specialized services in accordance with Government Code section 21221(h). The parties shall comply with applicable PEPRA and PERL laws and regulations.
EMPLOYMENT AGREEMENT BETWEEN CITY OF HALF MOON BAY AND INTERIM CITY MANAGER, DAVID BOESCH

5. **Hours of Work**: During the term of this Agreement, Mr. Boesch shall devote such time, interest and effort as is required to fulfill the duties of Interim City Manager on a full-time basis, including availability and response on a 24/7 basis and attendance at all council meetings. In no event shall Mr. Boesch work more than 960 hours in any fiscal year. Mr. Boesch is required to keep accurate records of his hours worked to ensure that he does not exceed 960 hours within the fiscal year.

6. **Termination, Removal, and Resignation**

The City Council may remove Mr. Boesch at any time, with or without cause, by majority vote of its members. Mr. Boesch understands and agrees that he has no constitutionally protected property or other interest in his employment as Interim City Manager.

Mr. Boesch may resign from his employment at any time, upon giving thirty (30) days written notice to City Council.

7. **Notices**:

Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery, mail, or email. Mailed notices shall be addressed to the parties as set forth below, but each party may change his/her/its address by written notice given in accordance with this Section. Notices delivered personally or by email will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of three (3) calendar days following the date of mailing.

CITY:

Attention: Mayor
City Hall
501 Main St.
Half Moon Bay, CA 94019

EMPLOYEE: David Boesch, Interim City Manager
City Hall
501 Main St.
Half Moon Bay, CA 94019

8. **Conflict City Policies and Practices**:

The City’s personnel and other ordinances, resolutions, rules and policies shall apply to Mr. Boesch in the same manner as applied to other Half Moon Bay city managers or management employees, provided, however, in the event of a conflict between the provisions of this Agreement and the City policies and procedures, this Agreement shall prevail.
EMPLOYMENT AGREEMENT BETWEEN CITY OF HALF MOON BAY AND INTERIM CITY MANAGER, DAVID BOESCH

9. **Entire Agreement:**

   This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to the employment of Mr. Boesch by City, and contains all of the covenants and agreements between the parties with respect to that employment. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by either party, or by anyone acting on behalf of either party, which are not embodied herein, and that no other employment agreement, statement, or promise not contained in this Agreement shall be valid or binding upon either party.

10. **Modifications:**

    Any modifications to this Agreement shall be effective only if in writing and signed by both of the parties hereto.

11. **Effect of Waiver:**

    The failure of either party to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

12. **Scope and Severability:**

    If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13. **Governing Law:**

    This Agreement shall be governed by and construed in accordance with the laws of the State of California.
EMPLOYMENT AGREEMENT BETWEEN CITY OF HALF MOON BAY AND INTERIM CITY MANAGER, DAVID BOESCH

This Agreement is entered into this ___ day of ______________, 2018.

City of Half Moon Bay          Employee

By: __________________________  __________________________
    Deborah Penrose, Mayor      David Boesch

Attest:

______________________________
Jessica Blair, City Clerk

Approved as to Form:

______________________________
Catherine Engberg, City Attorney

961672.1
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Catherine Engberg, City Attorney
      Jill Ekas, Community Development Director

TITLE: UNITY MURAL UPDATE

______________________________________________________________

RECOMMENDATION:
Receive an overview regarding recent installation of a Community Event Sign, the “Unity Mural,” in Mac Dutra Plaza.

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

STRATEGIC ELEMENT:
This action supports the Healthy Communities and Public Safety as well as the Inclusive Governance Elements of the Strategic Plan.

BACKGROUND:
Recently, community members created and proposed installation of a portable art piece at Mac Dutra Plaza. The artwork is known as the Unity Mural. The display was approved administratively for temporary installation by the Community Development Director as a Community Event Sign on December 11, 2017. The installation timing was associated with the winter holidays of Posadas through New Year’s Day. City Public Works staff prepared a framework to safely and attractively accommodate the mural which is comprised of two 4-foot x 8-foot panels. Staff installed the art piece on December 13th in advance of Posadas on December 15th, and removed the mural the first week of January pursuant to the requirements of the permit issued and the City’s Sign Ordinance upon which the permit was based.

DISCUSSION:
Staff has reviewed the process and procedures involved in this installation and is providing an update as required by the City’s sign ordinance, Municipal Code Title 15, Signs and Advertising Structures, Section 15.40.030.A.4, Approval Authority. This section specifies that the Community Development Director inform the Planning Commission and City Council about signs that have been approved through the administrative process. The Planning Commission
was informed at their meeting on December 12, 2017. In the case of the Unity Mural, the applicant did not have a licensed contractor, nor could the applicant efficiently obtain liability insurance for the amount the City normally requires for Special Event Permits ($2,000,000). The applicant signed a release/indemnification holding the City harmless in the event that the mural was damaged while on display.

The temporary sign permit process was used for the Unity Mural, which was approved as a Community Event Sign. This type of signage must be associated with community events, and thereby reinforces the City’s community event programming. The art pieces or signage may be installed up to 21 days before the event, and are to be removed within three days of the conclusion of the event. Sign area is limited to 100 square feet, which is a manageable size for temporary signage. Staff suggests that for any future similar displays, that the applicant be required to bear the responsibility for the installation and removal; that the work be performed by a licensed contractor; and that the applicant designate the City as additional insured for the duration of the installation.

At this time, art displays are visible from the public right-of-way throughout the Downtown area. These include murals, which are long-term installations requiring Planning Commission approval under the City’s sign ordinance. Several murals are located along Main Street, including one on the south facade of City Hall. The murals in Downtown Half Moon Bay have been applied directly to the surfaces of buildings and are not portable or temporary in nature. Statuary and other three-dimension pieces such as fountains and planter features are also located in the City’s Downtown area parks. The permanence and higher-level review process distinguish these art displays from those that can be allowed as Community Event Signs.
BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Jessica Blair, City Clerk

TITLE: 2018 CALENDAR OF CITY COUNCIL MEETINGS

RECOMMENDATION:
By motion, adopt the City Council Calendar for 2018.

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

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

DISCUSSION:
The following parameters should be considered when determining meeting dates:
- Hold at least one meeting every month (i.e. do not cancel two meetings in a row)
- Continue to hold two meetings in June due to the budget adoption process
- Continue to hold two meetings in December due to the customarily high volume of agenda items in December, including the Council reorganization

Additional considerations for 2018 include November 6, 2018 meeting date which will be the City’s General Municipal Election (three councilmember seats). Staff suggests this meeting be cancelled.

Staff suggests holding the meetings on the first and third Tuesdays of each month with the following exceptions:
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 20, 2017</td>
<td>Local schools closed from 2/19-2/23 and holiday schedule the week prior will impact agenda material preparation.</td>
</tr>
<tr>
<td>July 3, 2017</td>
<td>The first meeting of July has been cancelled each of the past six years due to the 4th of July holiday.</td>
</tr>
<tr>
<td>August 7, 2017</td>
<td>Traditional time many city and civic groups go “dark” and a frequent time for family travel; however, this schedule allows for one meeting to be held in August.</td>
</tr>
<tr>
<td>November 6, 2018</td>
<td>City’s General Municipal Election date. Three Councilmember seats will be on the ballot.</td>
</tr>
</tbody>
</table>

In addition, please note that Special City Council meetings may be called, and often are during budget preparation.

**ATTACHMENT:**
2018 Calendar of City Council Meetings
# CITY OF HALF MOON BAY

## 2018 CALENDAR OF CITY COUNCIL MEETINGS

<table>
<thead>
<tr>
<th>January 2018</th>
<th>July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2018</td>
<td>January 2, 2018</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Cancelled</td>
</tr>
<tr>
<td>January 16, 2018</td>
<td>July 3, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February 2018</th>
<th>August 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 6, 2018</td>
<td>February 20, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Cancelled</td>
</tr>
<tr>
<td>February 20, 2018</td>
<td>August 7, 2018</td>
</tr>
<tr>
<td>Cancelled</td>
<td>August 21, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 2018</th>
<th>September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 6, 2018</td>
<td>March 20, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>March 20, 2018</td>
<td>September 4, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April 2018</th>
<th>October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3, 2018</td>
<td>April 17, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>April 17, 2018</td>
<td>October 2, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May 2018</th>
<th>November 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2018</td>
<td>May 15, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>May 15, 2018</td>
<td>November 6, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 2018</th>
<th>December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5, 2018</td>
<td>June 19, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
<tr>
<td>June 19, 2018</td>
<td>December 4, 2018</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>Regular Meeting</td>
</tr>
</tbody>
</table>
AGENDA REPORT

For meeting of: January 16, 2018

TO: Honorable Mayor and City Council

VIA: Magda Gonzalez, City Manager

FROM: Jessica Blair, City Clerk

TITLE: MAYOR’S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2018

RECOMMENDATION:
By motion, accept Mayor Penrose’s List of City Council Representatives and Designated Assignments for 2018.

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

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

ATTACHMENTS:
Mayor’s List of City Council Representatives and Designated Assignments for 2018
## I. MAYORAL ASSIGNMENTS

### A. Council Subcommittees

<table>
<thead>
<tr>
<th>Subcommittee</th>
<th>Designated Representative</th>
<th>Meeting Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Preparedness</td>
<td>Penrose / Rarback</td>
<td>As designated</td>
</tr>
<tr>
<td>Finance</td>
<td>Ruddock / Kowalczyk</td>
<td>As designated</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Ruddock / Rarback</td>
<td>As designated</td>
</tr>
<tr>
<td>Library Project</td>
<td>Kowalczyk / Penrose</td>
<td>As designated</td>
</tr>
<tr>
<td>Mobility</td>
<td>Eisen / Rarback</td>
<td>As designated</td>
</tr>
</tbody>
</table>

### B. City and Interagency

<table>
<thead>
<tr>
<th>Organization</th>
<th>Designated Representative</th>
<th>Meeting Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABAG (Association of Bay Area Governments)</td>
<td>Ruddock / Kowalczyk</td>
<td>Annual, 1 day</td>
</tr>
<tr>
<td>C/CAG (County/City Assoc. of Governments)</td>
<td>Ruddock / Kowalczyk</td>
<td>2(^{nd}) Thursday evenings</td>
</tr>
<tr>
<td>Chamber Government Affairs Committee</td>
<td>Rarback / Penrose</td>
<td>2(^{nd}) Thursdays 4:00 p.m.</td>
</tr>
<tr>
<td>Council of Cities Selection Committee</td>
<td>Penrose / Ruddock</td>
<td>4(^{th}) Friday evenings</td>
</tr>
<tr>
<td>League of CA Cities – Coastal Cities Issue Group</td>
<td>Rarback / Penrose</td>
<td>Quarterly, as designated</td>
</tr>
<tr>
<td>League of CA Cities – Peninsula Division</td>
<td>Penrose / Ruddock</td>
<td>Quarterly, as designated</td>
</tr>
<tr>
<td>Peninsula Clean Energy Authority</td>
<td>Rarback / Kowalczyk</td>
<td>4(^{th}) Thursday</td>
</tr>
<tr>
<td>Peninsula Congestion Relief Alliance</td>
<td>Rarback / Ruddock</td>
<td>Quarterly, as designated</td>
</tr>
<tr>
<td>SAM (Sewer Authority Mid-Coastside)</td>
<td>Penrose / Ruddock Alt: Kowalczyk / Rarback</td>
<td>4(^{th}) Monday evenings</td>
</tr>
<tr>
<td>SMCo Airport Community Roundtable</td>
<td>Rarback / Eisen</td>
<td>1(^{st}) Wednesday 7:30 p.m.</td>
</tr>
<tr>
<td>SMCo Airport Land Use Committee</td>
<td>Rarback / Eisen</td>
<td>Quarterly, 4(^{th}) Wednesday 4:00 pm</td>
</tr>
<tr>
<td>Organization / Ad Hoc Committee</td>
<td>Designated Representative</td>
<td>Meeting Schedule</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Arts, Culture, and Events</td>
<td>Penrose / Ruddock</td>
<td>As designated</td>
</tr>
<tr>
<td>Beaches, Trails, and Parks</td>
<td>Ruddock / Penrose</td>
<td>As designated</td>
</tr>
<tr>
<td>Board of Supervisors</td>
<td>Penrose / Rarback</td>
<td>2(^{nd})/4(^{th}) Tuesdays, 9:00 am</td>
</tr>
<tr>
<td>Cannabis</td>
<td>Ruddock / Penrose</td>
<td>As designated</td>
</tr>
<tr>
<td>Chamber of Commerce / BID</td>
<td>Kowalczyk</td>
<td>As designated</td>
</tr>
<tr>
<td>Homeless</td>
<td>Kowalczyk / Penrose</td>
<td>As designated</td>
</tr>
<tr>
<td>Housing and Human Services</td>
<td>Penrose / Ruddock</td>
<td>As designated</td>
</tr>
<tr>
<td>Mid-Coast Community Council</td>
<td>Rarback</td>
<td>As designated</td>
</tr>
<tr>
<td>Schools, Boys &amp; Girls Club</td>
<td>Kowalczyk / Rarback</td>
<td>As designated</td>
</tr>
<tr>
<td>Technology and Economic Develop.</td>
<td>Kowalczyk / Penrose</td>
<td>As designated</td>
</tr>
</tbody>
</table>