



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

TUESDAY, JUNE 20, 2023

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

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

7:00 PM

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

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

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

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

<http://hmbcity.com/>

HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom for public participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. Please click to join the webinar: <https://us06web.zoom.us/j/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

ROLL CALL / PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PROCLAMATIONS AND PRESENTATIONS

MIDCOAST COMMUNITY COUNCIL UPDATE

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF MAY 2023

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

[STAFF REPORT](#)

[ATTACHMENT](#)

1.C SHORT-TERM VACATION RENTAL AND HOME OCCUPATION ORDINANCE - SECOND READING

Staff Recommendation: Waive second reading and adopt an ordinance amending portions of Chapter 18 (Zoning) and Chapter 3 (Revenue and Finance) of the Half Moon Bay Municipal Code to establish Short-Term Vacation Rental regulations and update the Home Occupation regulations to conform with the California Coastal Commission’s conditional certification.

[STAFF REPORT](#)

[ORDINANCE](#)

1.D AGREEMENT WITH ABUNDANT GRACE FOR THE FY 2023-24 COASTAL CLEANUP PROGRAM

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a new program services agreement with Abundant Grace for coastal cleanup services, expanding the program through June 30, 2024.

[STAFF REPORT](#)

[RESOLUTION](#)

1.E FINAL ACCEPTANCE OF THE PELICAN POINT GENERATOR REPLACEMENT PROJECT (CIP NO. 1284)

Staff Recommendation: By resolution, authorize the City Manager or his designee to file a Notice of Completion for the Pelican Point Generator Replacement Project (Project) and release the Project Retention Funds and Project Performance Bond and Labor and Materials Bond thirty (30) days after recordation of the Notice of Completion.

[STAFF REPORT](#)

[RESOLUTION](#)

1.F FIRST AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH SWCA ENVIRONMENTAL CONSULTANTS, INC. FOR ENVIRONMENTAL SERVICES FOR THE PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a First Amendment to the Consultant Services Agreement with SWCA Environmental Consultants, Inc. in the amount of \$13,267 for environmental and entitlement services associated with the Pilarcitos Creek Restoration and Remediation Project.

[STAFF REPORT](#)

[RESOLUTION](#)

1.G POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE I (CIP PROJECT NO. 0593) - CALTRANS PROGRAM SUPPLEMENT AGREEMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager, or his designee, to execute a Program Supplement Agreement with the State of California Department of Transportation (Caltrans) to accept funds in the amount of \$1,202,000 for the construction of the Poplar Street Traffic Calming and Safety Project – Phase I (CIP Project No. 0593).

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

1.H SMCTA FUNDING AGREEMENT EASTSIDE TRAIL - NORTH SEGMENT 4 (CIP NO. 619)

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute the construction funding agreement with the San Mateo County Transportation Authority (SMCTA) to accept Measure A funds in the amount of \$980,000 for the construction of Pacific Coast Bicycle Connectivity North Project (Eastside Trail Segment 4).

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

1.I ANNUAL RENEWAL OF COMMUNITY DEVELOPMENT CONTRACTS

Staff Recommendation: Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2024 with:

1. 4LEAF, Inc. (4Leaf) for building plan check and inspection services in an amount of \$318,997
2. Metropolitan Planning Group (M-Group) for contract planning services in an amount of \$137,500

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

1.J 555 KELLY AVENUE AFFORDABLE HOUSING DEVELOPMENT - EXTENSION OF THE TERM OF THE EXCLUSIVE NEGOTIATIONS AGREEMENT WITH MERCY HOUSING

Staff Recommendation: Adopt a Resolution authorizing the City Manager to execute an amendment to the Exclusive Negotiations Agreement (ENA) between the City and Mercy Housing (Developer) to extend the negotiation period of the ENA to May 3, 2024, and establish initial terms of a ground lease on City-owned land at 535 and 555 Kelly Avenue (the Site).

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

1.K SALARY SCHEDULE FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL 39, AFL-CIO; REPRESENTED MANAGEMENT TEAM MEMBERS, AND NON-REPRESENTED EMPLOYEES

Staff Recommendation: Adopt a resolution approving the FY 2023-24 salary schedule representing a 3.0-percent increase to the base salary for the International Union of Operating Engineers Stationary Local 39 AFL-CIO, Represented Management Team Members, Confidential, and Non-Represented Employees, effective as per the terms of Memoranda of Understanding.

[STAFF REPORT](#)

[RESOLUTION](#)

1.L PROPOSED CLASSIFICATION AND COMPENSATION CHANGES

Staff Recommendation: Adopt a resolution authorizing the changes to certain job classifications and salary schedules as follows:

- 1) Create a new position under Public Works titled Public Works Supervisor.
- 2) Reclassify the City Engineer to Public Works Supervisor.
- 3) Reclassify one Senior Maintenance Worker to Public Works Supervisor.

[STAFF REPORT](#)

[RESOLUTION](#)

1.M CASELLE, INC. PROFESSIONAL SERVICES AGREEMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a professional services agreement through June 30, 2024, with Caselle Inc. for Enterprise Resource Planning (ERP) software in the amount of \$47,580.

[STAFF REPORT](#)

[RESOLUTION](#)

1.N AUTHORIZE THE CITY MANAGER TO WAIVE SPECIAL EVENT PERMIT FEES FOR RESIDENTS WHO HOST BLOCK PARTIES ON NATIONAL NIGHT OUT

Staff Recommendation: Adopt a resolution authorizing the City Manager to waive Special Event Permit Fees for residents who host block parties on National Night Out, an annual event to be held on August 1, 2023.

[STAFF REPORT](#)

[RESOLUTION](#)

1.O ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH WOOD CONSULTING SERVICES

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute an on-call Professional Services Agreement with Wood Consulting Services for project support in the following areas including, but not limited to, economic and business development and Coastside Recovery Initiative project implementation, with a not-to-exceed amount of \$80,000.

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT](#)

1.P ANNUAL RENEWAL OF PUBLIC WORKS CONTRACTS

Staff Recommendation: Adopt resolutions authorizing the City Manager to execute professional service agreements with:

1. 4Leaf, Inc. for Public Works Construction Inspection services in the amount of \$191,000;
2. American Debris Box to provide portable toilet services Citywide in the amount of \$85,000;
3. Impec Group for janitorial services in the amount of \$217,020;
4. Loral Landscaping for median maintenance in the amount of \$49,920;
5. Mark Thomas to provide operational assistance for the Fats Oils and Grease (FOG) program and CCTV inspections in the amount of \$79,175;
6. Peninsula Municipal Engineering, Inc. (PME) for project management of grant funded projects Pacific Coast Bikeway North Project (aka: Eastside Parallel Trail Segment 4 (0619) and the Highway 1 Safety – North (0538) in the amount of \$245,000;
7. W. Housen & Associates for engineering services related to sewers in the amount of \$150,000; and
8. West Coast Arborists (WCA) to provide tree trimming and tree removal services in the amount of \$150,000.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

[ATTACHMENT 5](#)

[ATTACHMENT 6](#)

[ATTACHMENT 7](#)

[ATTACHMENT 8](#)

1.Q AGREEMENT WITH EL CENTRO DE LIBERTAD FOR COMMUNITY RESPONDER PROGRAM (CARES)

Staff Recommendation: Adopt a resolution authorizing the City Manager to finalize and execute an agreement with El Centro de Libertad for a Community Responder program, at a cost not-to-exceed \$549,944, for a term beginning July 1, 2023, and ending June 30, 2024, including options for up to four annual renewals, conditional upon available funding.

[STAFF REPORT](#)

[RESOLUTION](#)

2. ORDINANCES AND PUBLIC HEARINGS

2.A RESOLUTION ASSESSING THE LEVY FOR THE HALF MOON BAY BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2023-24

Staff Recommendation: Conduct a public hearing, consider any oral or written protests, and adopt a resolution assessing the levy for the Half Moon Bay Business Improvement District for Fiscal Year 2023-24

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT](#)

3. RESOLUTIONS AND STAFF REPORTS

3.A ACQUISITION OF ACCESS LICENSE AND EASEMENT LOCATED AT 20 STONE PINE ROAD FOR THE CARTER PARK IMPROVEMENT PROJECT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute the Agreement to Acquire Temporary Construction Access License and Permanent Pathway Easement over real property owned by Bahram Abolmoluki and Zohreh Abolmoluki, located at 20 Stone Pine Road in Half Moon Bay California (San Mateo County APN: 056-391-010), including 1) a *nonexclusive* 12-month Temporary Construction Access License, 2) an *exclusive* 12-month Temporary Construction Access License, and 3) a Permanent Pathway Easement (collectively, Access).

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

3.B AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH COUNTY OF SAN MATEO SHERIFF'S OFFICE - AMENDMENT FIFTEEN

Staff Recommendation: Authorize the City Manager to negotiate and execute Amendment Fifteen to the Agreement for Law Enforcement Services with the County of San Mateo Sheriff's Office, continuing services under the current Rates/Payments schedule, through September 30, 2023.

[STAFF REPORT](#)

[RESOLUTION](#)

3.C HALF MOON BAY SEWER COLLECTION SYSTEM MAINTENANCE - SEWER AUTHORITY MID-COASTSIDE

Staff Recommendation: Adopt a resolution approving the FY 2023-24 Sewer Authority Mid-Coastside (SAM) Collections Budget and authorizing the City Manager to execute Amendment No. 6 to the sewer collection system maintenance professional services agreement with the Sewer Authority Mid-Coastside (SAM) establishing the FY 2023-24 annual cost at \$263,824 and extending the Agreement for one (1) additional year (expiration of June 30, 2024).

[STAFF REPORT](#)

[RESOLUTION](#)

3.D SEWER AUTHORITY MID-COASTSIDE FISCAL YEAR 2023-24 OPERATIONS AND MAINTENANCE (GENERAL) BUDGET

Staff Recommendation: Adopt a resolution conditionally approving the General Budget of SAM for FY 2023-24 (included as Exhibit A to the resolution) as follows:

1. The City approves \$3,449,957, which is the full budgeted amount less 61.5% of the \$3.5 million FY 23-24 budgeted amount for the Montara Force Main infrastructure replacement project; and
2. The City approves the full \$9,109,686, of which the City's flow-based allocation for all costs is \$5,602,457 (61.5% of total) to be paid under protest but directs the Mayor and City Manager to refrain from delivering the resolution to SAM and paying, under protest, 61.5% of the Montara Force Main replacement project until all parties have executed the Stipulation Regarding Expenses and Assessments of Sewer Authority Mid-Coastside for 2023-24 Fiscal Year ("Stipulation") including

any non-substantive changes as the City Attorney may approve. If this approval becomes effective, and the resolution is signed and delivered, it will supersede the partial approval of SAM's budget specified in paragraph 1 above.

[STAFF REPORT](#)

[RESOLUTION](#)

3.E FISCAL YEAR 2023-2024 RECOMMENDED BUDGET

Staff Recommendation: Review the Recommended FY 2023-24 Budget document and adopt resolutions to: 1) establish the GANN Appropriation Limit for FY 2023-24; 2) approve the City's Review of the Investment Policy; and 3) adopt the FY 2023-24 Annual Operating and Capital Budget.

[STAFF REPORT](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

[ATTACHMENT 5](#)

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

CITY COUNCIL REPORTS

ADJOURNMENT