



**CITY COUNCIL AGENDA  
REGULAR MEETING**

**CITY OF HALF MOON BAY**

**TUESDAY, NOVEMBER 01, 2016**

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

**Rick Kowalczyk, Mayor  
Deborah Ruddock, Vice Mayor  
Marina Fraser, Councilmember  
John Muller, Councilmember  
Deborah Penrose, 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: Please Provide a Copy of Prepared Presentations 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**

**CONVENE REGULAR MEETING**

**PROCLAMATIONS AND PRESENTATIONS**

SAN MATEO COUNTY LIBRARY ANNUAL REPORT

**ROLL CALL / PLEDGE OF ALLEGIANCE**

PLEDGE OF ALLEGIANCE LED BY CUB SCOUT PACK 255

**MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**

**REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

**CITY COUNCIL REPORTS**

**CITY MANAGER UPDATES TO COUNCIL**

**PUBLIC FORUM**

**1. CONSENT CALENDAR**

**1.A WAIVE SECOND READING OF RESOLUTIONS AND ORDINANCES**

**1.B APPROVAL OF MINUTES**

[OCTOBER 18, 2016 SPECIAL MEETING](#)

[OCTOBER 18, 2016 REGULAR MEETING](#)

**1.C 2017 CALENDAR OF CITY COUNCIL MEETINGS**

[STAFF REPORT](#)

[ATTACHMENT 1](#)

**1.D ZONING ORDINANCE / COASTAL IMPLEMENTATION PLAN AMENDMENTS TO COMPLY WITH THE STATE CHILD CARE ACT FOR LARGE FAMILY DAY CARE OPERATIONS AND STATE HOUSING LAWS—SECOND READING**

[STAFF REPORT](#)

[ORDINANCE](#)

**1.E AMENDMENT NO. 1 TO PROJECT/CONSTRUCTION MANAGEMENT CONTRACT WITH GRIFFIN STRUCTURES, INC. FOR THE HALF MOON BAY LIBRARY PROJECT**

[STAFF REPORT](#)

[RESOLUTION](#)

[ATTACHMENT 2](#)

- 1.F     **AMENDMENT NO. 2 TO CONTRACT WITH CSG CONSULTANTS, INC. FOR BUILDING AND OTHER RELATED SERVICES**

[STAFF REPORT](#)

[RESOLUTION](#)

- 1.G     **CONSTRUCTION CONTRACT CHANGE ORDER AND FINAL ACCEPTANCE FOR THE 2015 STREET RECONSTRUCTION PROJECT**

[STAFF REPORT](#)

[RESOLUTION](#)

## **2. ORDINANCES AND PUBLIC HEARINGS**

## **3. RESOLUTIONS AND STAFF REPORTS**

- 3.A     **STUDY SESSION ON POTENTIAL SCOPE OF SERVICES FOR NEXT SOLID WASTE FRANCHISE AGREEMENT**

[STAFF REPORT](#)

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

**ADJOURNMENT**



## **MINUTES**

### **CITY OF HALF MOON BAY CITY COUNCIL**

**TUESDAY OCTOBER 18, 2016**

**ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

#### **CONVENE SPECIAL MEETING**

#### **PUBLIC FORUM**

#### **CLOSED SESSION – 5:30 PM**

#### **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: City Manager

#### **ADJOURNMENT**

Mayor Kowalczyk adjourned the meeting at 6:00 p.m.

Respectfully Submitted:

Approved:

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Maria Buell, Deputy City Clerk

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Rick Kowalczyk, Mayor



## **MINUTES**

### **CITY OF HALF MOON BAY CITY COUNCIL**

**TUESDAY OCTOBER 18, 2016**

**ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

#### **CONVENE REGULAR MEETING/ROLL CALL/PLEDGE OF ALLEGIANCE**

Mayor Kowalczyk called the meeting to order at 7:05 p.m.

PRESENT: Councilmembers Fraser, Muller, and Penrose, Vice Mayor Ruddock, and Mayor Kowalczyk

Mayor Kowalczyk led the Pledge of Allegiance.

#### **PROCLAMATIONS AND PRESENTATIONS**

GRADUATION OF HALF MOON BAY NET ACADEMY PARTICIPANTS

PROCLAMATION, CITY MANAGER GONZALEZ

#### **MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**

None.

#### **CLOSED SESSION REPORT**

Deputy City Attorney Gallogly stated the City Council met in Closed Session and took no reportable action.

#### **CITY COUNCIL REPORTS**

Councilmember Fraser stated she volunteered at the Pumpkin Festival.

Councilmember Penrose stated she volunteered at the Pumpkin Festival, participated in the NET Academy, attended the Coastside Emergency Action Program, participated in the 2020/20,000 build homes project, and participated at the La Nebbia booth at Pumpkin Festival.

Councilmember Muller stated he attended the annual Pumpkin Festival.

Vice Mayor Ruddock stated she attended the 2020/20,000 build homes project, attended a recycled water project meeting, attended the La Nebbia “Meet your Legislators” event, attended a Climate Forward conference, took a tour of City infrastructure with the City Manager, and participated in the NET Academy final session.

Mayor Kowalczyk stated he participated in the NET Academy final session, took a tour of City infrastructure with the City Manager and Vice Mayor, attended a meeting of Silicon Valley mayors, and participated in a video conference with Henry Kissinger entitled, “America and China Relations.”

#### **CITY MANAGER UPDATES TO COUNCIL**

City Manager Gonzalez reported the move to the Emergency Operations Center and Annex was completed and the anticipated return date to City Hall was late November. She announced a Solid Waste Committee meeting to be held Thursday, October 20, and asked Captain Munsey to provide a brief summary report on police activity at the Pumpkin Festival.

Captain Munsey provided a report on police activity during the Pumpkin Festival of October 15-16.

#### **PUBLIC FORUM**

The following individuals addressed the City Council during Public Forum:

- Dan Chelemedos
- Greg Jamison
- Elizabeth Honneyman

#### **CONSENT CALENDAR**

- 1.A. WAIVE SECOND READING OF RESOLUTIONS AND ORDINANCES**
- 1.B. APPROVAL OF MINUTES**
- 1.C. WARRANTS FOR THE MONTH OF SEPTEMBER 2016**
- 1.D. APPROVAL OF THE PUBLIC AGENCIES RETIREMENT SYSTEM (PARS) PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST**
- 1.E. QUARTERLY FINANCIAL REPORT FOR THE FOURTH QUARTER OF FY 2015-16**
- 1.F. LICENSE AGREEMENT BETWEEN THE CITY OF HALF MOON BAY AND THE MAVERICK’S EXPERIENCE SURF SCHOOL**

#### **MOTION**

Councilmember Muller moved and Councilmember Fraser seconded a motion to approve the Consent Calendar. The motion carried unanimously.

Mayor Kowalczyk noted after the motion and vote that a request for pulling Item 1.F. was made.

The following individual addressed the Council on Item 1.F.:

- Timothy West Jr.

## **2. ORDINANCES AND PUBLIC HEARINGS**

### **2.A. PDP 16-016, INTRODUCTION OF ZONING ORDINANCE / COASTAL IMPLEMENTAL PLAN AMENDMENTS TO COMPLY WITH THE STATE CHILD CARE ACT FOR LARGE FAMILY DAY CARE OPERATIONS AND STATE HOUSING LAWS**

Community Development Director Doughty presented the staff report.

Councilmembers made comments and asked questions of staff.

There were no public speakers on the item.

#### **MOTION**

Councilmember Fraser moved and Councilmember Penrose seconded a motion to conduct a public hearing and introduce an ordinance amending Title 18 of the Half Moon Bay Municipal Code. The motion carried unanimously.

### **2.B. HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT'S ASSESSMENTS / ANNUAL REPORT FOR FISCAL YEAR 2015-16**

Finance Director Carter presented the staff report.

Councilmembers made comments and asked questions of staff.

The following individuals addressed the Council on the item:

- Michael Donaghan

#### **MOTION**

Vice Mayor Ruddock moved and Councilmember Penrose seconded a motion to approve the Half Moon Bay Hotel Business Improvement District (BID) annual report for January 1-December 31, 2015; to adopt a resolution of intent to continue to levy the BID's assessment and expand the BID boundaries as described; set a Public Hearing for introduction of the ordinance for December 6, 2016; and, directed staff to develop a best management practices to include an administrative charge not to exceed 5% and require an annual audit report from BID. The motion carried unanimously.

## **3. STAFF REPORTS AND RESOLUTIONS**

### **3.A. PDP-16-016, STUDY SESSION ON POTENTIAL ZONING ORDINANCE / COASTAL IMPLEMENTATION PLAN AMENDMENTS TO REDUCE AFFORDABLE HOUSING CONSTRAINTS IN THE R-2, DUPLEX RESIDENTIAL ZONE**

Community Development Director Doughty presented the staff report.

Councilmembers made comments and asked questions of staff.

There were no public speakers on the item.

Councilmember Muller left the meeting.

**3.B. COUNCIL COMPENSATION**

Deputy City Attorney Gallogly presented the staff report.

Councilmembers made comments and asked questions of staff.

There were no public speakers on the item.

**MOTION**

Councilmember Fraser moved and Councilmember Penrose seconded a motion instructing the City Attorney to amend an ordinance increasing councilmembers' compensation to \$735/month to become effective on January 17, 2017. The motion carried 4-0-1, Councilmember Muller absent.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

None.

**ADJOURNMENT**

Mayor Kowalczyk adjourned the meeting at 9:20 p.m.

Respectfully Submitted:

Approved:

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Maria Buell, Deputy City Clerk

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Rick Kowalczyk, Mayor



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

### AGENDA REPORT

For meeting of: **November 1, 2016**

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**TO:** Honorable Mayor and City Council

**VIA:** Magda Gonzalez, City Manager

**FROM:** Maria Buell, Deputy City Clerk

**TITLE:** **2017 CALENDAR OF CITY COUNCIL MEETINGS**

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#### RECOMMENDATION:

By motion, determine City Council meeting dates for 2017.

#### FISCAL IMPACT:

There is no fiscal impact association with this action.

#### STRATEGIC ELEMENT:

This recommendation supports the Inclusive Governance Element.

#### BACKGROUND:

The following parameters are to 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 City Council reorganization

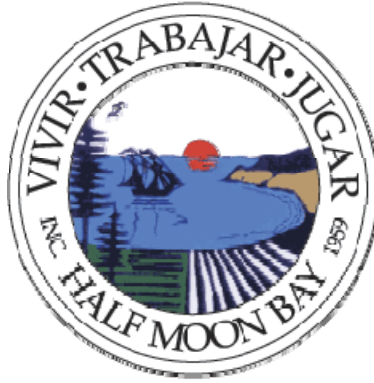
Staff recommends holding meetings on the **first** and **third** Tuesdays of each month with the following exceptions, as is consistent with previously adopted Council meeting calendars:

Meeting Date	Consideration
January 3, 2017	(This meeting was already cancelled as part of last year's schedule review)
February 21, 2017	Schools closed from 2/20-2/24; and holiday schedule the week prior will impact agenda material preparation.
July 4, 2017	The first meeting of July has been cancelled each of the past five years due to the 4 <sup>th</sup> of July holiday. The 4 <sup>th</sup> of July is on a Council date in 2017.
August 1, 2017	Traditional time many city and civic groups go "dark" and a frequent time for family travel; however, this schedule allows one meeting to be held in August.
January 2, 2018	City Hall is closed in December during the time that meeting agenda and materials are typically prepared.

In addition, please note that Special City Council meetings are often held during budget preparation season.

**ATTACHMENT:**

2017 Calendar



## CITY OF HALF MOON BAY

### CITY COUNCIL 2017 CALENDAR OF MEETINGS

<b>January 2017</b>		<b>July 2017</b>	
January 3, 2017	<i>Cancelled</i>	July 4, 2017	<i>Cancelled</i>
January 17, 2017	Regular Meeting	July 18, 2017	Regular Meeting
<b>February 2017</b>		<b>August 2017</b>	
February 7, 2017	Regular Meeting	August 1, 2017	<i>Cancelled</i>
February 21, 2017	<i>Cancelled</i>	August 15, 2017	Regular Meeting
<b>March 2017</b>		<b>September 2017</b>	
March 7, 2017	Regular Meeting	September 5, 2017	Regular Meeting
March 21, 2017	Regular Meeting	September 19, 2017	Regular Meeting
<b>April 2017</b>		<b>October 2017</b>	
April 4, 2017	Regular Meeting	October 3, 2017	Regular Meeting
April 18, 2017	Regular Meeting	October 17, 2017	Regular Meeting
<b>May 2017</b>		<b>November 2017</b>	
May 2, 2017	Regular Meeting	November 7, 2017	Regular Meeting
May 16, 2017	Regular Meeting	November 21, 2017	Regular Meeting
<b>June 2017</b>		<b>December 2017</b>	
June 6, 2017	Regular Meeting	December 5, 2017	Regular Meeting
June 20, 2017	Regular Meeting	December 19, 2017	Regular Meeting

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

### AGENDA REPORT

For meeting of: **November 1, 2016**

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**TO:** Honorable Mayor and City Council

**VIA:** Magda Gonzalez, City Manager

**FROM:** John T. Doughty, Community Development Director

**TITLE:** **ZONING ORDINANCE / COASTAL IMPLEMENTATION PLAN AMENDMENTS TO COMPLY WITH THE STATE CHILD CARE ACT FOR LARGE FAMILY DAY CARE OPERATIONS AND STATE HOUSING LAWS—SECOND READING**

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#### **RECOMMENDATION:**

Adopt the ordinance amending Title 18 of the Half Moon Bay Municipal Code to:

1. Delete “Limited Day Care” and add “Small Family Day Care” and “Large Family Day Care” uses in all Residential, Commercial and Mobile Home Park Zones;
2. Establish Use Regulations for Large Family Day Care in Residential, Commercial and Mobile Home Zones; and
3. Provide for Supportive Housing and Transitional Housing where residential uses are allowed in Commercial Zones.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with adoption of these ordinance amendments. Implementation of the ordinance amendments is consistent with normal Planning Division operations covered by Fiscal Year 2016-2017 operating budget.

#### **STRATEGIC ELEMENT:**

This recommendation supports the Healthy Communities and Public Safety Elements of the Strategic Plan.

#### **BACKGROUND:**

The Planning Commission reviewed these amendments at public hearings on March 22, 2016 and April 26, 2016. All code amendments for Large Family Day Care, Supportive Housing, and Transitional Housing were recommended for approval by the Planning Commission to the City Council.

On October 18, 2016, the City Council introduced the ordinance following the conduct of a duly-noticed public hearing.

**DISCUSSION:**

These amendments are intended to bring the City Zoning Ordinance into conformance with the State Child Care Act and state housing laws. Each City is required to maintain consistency with state laws. The text sections within this report that are formatted in *italicized text* represent areas of the Zoning Ordinance (Chapter 18 of the Municipal Code) that are recommended to be changed.

**ATTACHMENT:**

Ordinance amending Title 18 of the Half Moon Bay Municipal Code

**ORDINANCE NO. C-2016-\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING SECTION 18.020.040 ADDING DEFINITIONS FOR LARGE FAMILY DAY CARE, SMALL FAMILY DAY CARE AND GENERAL DAY CARE, AMENDING SECTION 18.03.030 USE CLASSIFICATIONS B., C., D., J., AND K. AND REPLACING WITH NEW USE CLASSIFICATIONS B. LARGE FAMILY DAY CARE, C. SMALL FAMILY DAY CARE, D. GENERAL DAY CARE, J. SUPPORTIVE HOUSING, AND K. TRANSITIONAL HOUSING, ADD SMALL FAMILY DAY CARE AND LARGE FAMILY DAY CARE TO PERMITTED USES IN TABLE A-1 OF SECTION 18.06.020, ADD SUBSECTION L. (LARGE FAMILY DAY CARE USE REGULATIONS) TO SECTION 18.06.025, ADD LARGE FAMILY DAY CARE AND SMALL FAMILY DAY CARE AS PERMITTED USES IN THE C-D AND C-R ZONING DISTRICTS (TABLE 18.07.020A), ADD LARGE FAMILY DAY CARE AND SMALL FAMILY DAY CARE AS PERMITTED USES IN THE C-VS AND C-G ZONING DISTRICTS (TABLE 18.08.020A) AND MODIFY SECTION 18.17.020 D. 3 ADDING REFERENCES TO SMALL FAMILY DAY CARE AND LARGE FAMILY DAY CARE.**

**WHEREAS**, the City of Half Moon Bay is committed to the maximum public participation and involvement in matters pertaining to the General Plan/Local Coastal Plan and its Elements, and the Municipal Code; and

**WHEREAS**, the City of Half Moon Bay Planning Commission, as the Advisory Body to the City Council, conducted a duly noticed public hearings on March 22, 2016 and April 26, 2016 at which time all those in attendance desiring to be heard were given an opportunity to speak; and

**WHEREAS**, following the close of the public hearing on April 26, 2016, the Planning Commission voted unanimously to recommend that the City Council amend Title 18 of the Municipal Code as set forth in this ordinance; and

**WHEREAS**, State Law requires Large Family Day Care to be considered a residential use subject to only those restrictions that apply to other residential dwellings of the same type in the same zone; and

**WHEREAS**, the City Council recognizes the importance of bringing zoning regulations into compliance with State law; and

**WHEREAS**, the City Council finds that the proposed amendments are exempt from the California Environmental Quality Act as the amendments are being proposed in response to changes in State law; and

**WHEREAS**, the City Council considered all written and oral testimony presented in its consideration of the amendments; and

**WHEREAS**, the procedures for processing the application have been followed as required by law; and

**WHEREAS**, the proposed Zoning Ordinance text amendments are consistent with the City's General Plan/Local Coastal Plan and Coastal Implementation Program, and 2015-2023 Housing Element; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES HEREBY ORDAIN AS FOLLOWS:**

**Section 1.** Add the following "Definitions" in Section 18.02.040 as follows:

*Large Family Day Care means a home that regularly provides care, protection, and supervision for 9 to 14 children under 18 years of age in the provider's own home (including children under the age of 10 years who reside at the home) for periods of less than 24 hours per day while the parents or guardians are away.*

*Small Family Day Care means a home that regularly provides care, protection, and supervision for 8 or fewer children under 18 years of age in the provider's own home (including children under the age of 10 years who reside at the home) for periods of less than 24 hours per day while the parents or guardians are away.*

*General Day Care means non-medical care and supervision, other than family day care, for children or adults for periods of less than 24 hours per day, including nursery schools, preschools, and day care centers for children or adults licensed by the state of California.*

**Section 2.** Delete and Replace use classifications in Section 18.03.030 as follows:

~~*B. Day Care, Large Family. Nonmedical care and supervision of seven to twelve persons, inclusive, on a less than twenty four hour basis. This classification includes nursery schools, preschools, and day care centers for children and adults licensed by the state of California.*~~

~~*B. Large Family Day Care means a home that regularly provides care, protection, and supervision for 9 to 14 children under 18 years of age in the provider's own home (including children under the age of 10 years who reside at the home) for periods of less than 24 hours per day while the parents or guardians are away.*~~

~~*C. Day Care, Limited. Nonmedical care and supervision of six or fewer persons on a less than twenty four hour basis. This classification includes nursery schools, preschools, and day care centers for children and adults licensed by the state of California.*~~

~~*C. Small Family Day Care means a home that regularly provides care, protection, and supervision for 8 or fewer children under 18 years of age in the provider's own home (including*~~

children under the age of 10 years who reside at the home) for periods of less than 24 hours per day while the parents or guardians are away.

~~D. Day Care, General. Provision of nonmedical care for seven or more persons on a less than twenty four hour basis. This classification includes nursery schools, preschools and day care centers for children or adults.~~

D. General Day Care means non-medical care and supervision, other than family day care, for children or adults for periods of less than 24 hours per day, including nursery schools, preschools, and day care centers for children or adults licensed by the state of California.

~~F. Residential Care, Limited. Twenty-four hour nonmedical care for six or fewer persons in need of personal services, supervision, protection, or assistance essential for sustaining the activities of daily living. This classification includes only those services and facilities licensed by the state of California.~~

(J) - Supportive Housing means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

~~K. Residential Care, General. Twenty-four hour nonmedical care for seven or more persons, including wards of the juvenile court, in need of personal services, supervision, protection, or assistance essential for sustaining the activities of daily living. This classification includes only those services and facilities licensed by the state of California.~~

(K) - Transitional Housing means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six (6) months from the beginning of the assistance."

**Section 3.** Modify the Residential Use Regulations, Section 18.06.020 as follows:

Table A-1	
SCHEDULE OF RESIDENTIAL USES	
Residential Uses	Allowed by Zoning
Single-family	All R Districts
Two-family	R-2, R-3
Multifamily	R-3
<u>Small Family Day Care</u>	<u>All R</u>
<del>Day Care, Limited</del> <u>Large Family Day Care</u>	<u>All R</u>

**Section 4.** Add subsection "L." (Large Family Day Care Use Regulations) to Chapter 18.06.025 as follows:



L. Large family day care is allowed incidental to a residential use in all residential zoning districts subject to a determination by the Community Development Director that the large family day care conforms to all of the following:

1. Concentration of Uses. No more than one large family day care shall be permitted within 300 linear feet of the property line of any existing large family day care.
2. Parking. On-site parking beyond that required for the residential use shall not be required.
3. Passenger Loading. In addition to available on-street loading, a minimum of one passenger loading space shall be provided on the site during pick-up and drop-off periods.
4. Noise. Operation of a large family day care shall conform to the noise limitations of Municipal Code Chapter 9.23.
5. Screening of Outdoor Play Areas. A solid fence in conformance with the requirements of this Chapter shall be provided to screen outdoor play areas located in the rear yard.
6. Residency. The operator of a large family day care must be a full-time resident of the dwelling unit in which the day care is located.
7. Garage. No portion of a garage providing "required" parking shall be utilized for the day care.
8. Fire and Building Code Requirements. Large family day care shall conform to the requirements of the State Fire Marshall.
9. State and Other Licensing. Large family day care shall be State licensed and operated according to all applicable State and local regulations.

**Section 5.** Modify Table 18.07.020A for Commercial-Downtown and Commercial-Residential districts and and 18.08.020A for Commercial-Visitor Serving and Commercial-General districts to include Small and Large Family Day Care as permitted residential uses as follows:

<b>Key</b>	<b>Residential Uses</b>	<b>C-D Zoning</b>	<b>C-R Zoning</b>
D-1	Group Residential	UP	UP
D-2	Large Family Day Care	<del>UP</del> OK	<del>UP</del> OK
D-3	<del>Limited Day Care</del> Small Family Day Care	<del>UP</del> OK	<del>UP</del> OK
D-4	Limited Residential Care	UP	UP
D-5	Multi-Family Residential	UP	UPCC
D-6	Single-Family Residential	UP	OK

<i>Key</i>	<i>Residential Uses</i>	<i>C-VS Zoning</i>	<i>C-G Zoning</i>
D-1	Group Residential	NO	OK
D-2	Large Family Day Care	<del>NO</del> OK	OK
D-3	<del>Limited Day Care</del> <u>Small Family Day Care</u>	<del>NO</del> OK	OK
D-4	Limited Residential Care	OK	OK
D-5	Multi-Family Residential	NO	UP
D-6	Single-Family Residential	UP	UP

**Section 6.** Modify the Mobile Home Park Zoning District Standards, Section 18.17.020 D. 3. as follows:

3. ~~Day care, limited residential,~~ Small Family Day Care and Large Family Day Care subject to the regulations set forth at Section 18.06.025(EL).

**Section 7. Effective Date.** This ordinance shall be in full force and effect from and after the thirtieth (30<sup>th</sup>) day following its final passage.

**INTRODUCED** at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the 18<sup>th</sup> day of October, 2016.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the \_\_\_\_ day of November, 2016, by the following vote:

AYES,  
NOES,  
ABSENT,  
ABSTAIN,  
ATTEST:

APPROVED:

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Jessica Blair, City Clerk

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Rick Kowalczyk, Mayor

APPROVED AS TO FORM:

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Reed Gallogly, Deputy City Attorney

## **BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY**

### **AGENDA REPORT**

For meeting of: **November 1, 2016**

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**TO:** Honorable Mayor and City Council

**VIA:** Magda Gonzalez, City Manager

**FROM:** John T. Doughty, Community Development Director

**TITLE: AMENDMENT NO. 1 TO PROJECT / CONSTRUCTION MANAGEMENT CONTRACT  
WITH GRIFFIN STRUCTURES, INC. FOR THE HALF MOON BAY LIBRARY PROJECT**

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#### **RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to execute Amendment No. 1 to the professional services agreement with Griffin Structures, Inc. in the amount of \$66,600 for project and construction management services for the Half Moon Bay Library Project.

#### **FISCAL IMPACT:**

The proposed amendment would increase the contract with the Griffin Structures by \$66,000, which represents less than 9% increase, and is within a normal contingency limit for these type of projects. Funding for construction and project management services is included in the Library Project budget. There is no budget amendment requested at this time. The cost of the service is shared jointly under the funding arrangement with the County of San Mateo.

#### **BACKGROUND:**

The Half Moon Bay / Coastsides Library Project will serve a 270-square mile area providing services for residents of Devil's Slide, Highway 35 (Skyline Boulevard), and the southern San Mateo County border. Phase 1 (Demolition) was recently completed by Central Valley Environmental. Phase 2 (Building Construction) is currently out to bid with nine pre-qualified general contractors. Award of the construction contract is set for December 6, 2016, with construction set to begin in January 2017.

Following a solicitation and interview process by the City, County and the Library JPA, Griffin Structures, Inc. was selected as the preferred firm for project management and construction management services for the Library Project. Griffin Structures, Inc. was also the lowest cost proposal. No contingency was built into this contract. On April 21, 2015, the City Council authorized the City Manager to execute a contract in the amount of \$745,880 inclusive of software, travel, and other expenses. Griffin has retained a team of seasoned individuals with extensive experience in architecture and overall project / construction management.

Griffin Structures, Inc., and Mark Schatz in particular, has been invaluable in the architect selection and project design process. As we are transitioning to the construction phase of the project, Griffin has brought on a seasoned professional (George Sanen) to serve as the on-site project manager.

**DISCUSSION:**

Griffin Structures, Inc. has requested additional funds in the amount of \$66,600 to maintain construction management at the level necessary to ensure delivery of the project. The funding will provide the equivalent of four days per week on-site management by George Sanen as well as additional assistance in architectural and other design related issues by Mark Schatz. The amendment is necessitated because of unexpected time allocated by Griffin to the architect selection process, community outreach process and contractor pre-qualification processes. Further, the addition of a Project Labor Agreement, the complexity of the design of the project (including negotiation of an agreement for parking with Cabrillo Unified School District), and the need to monitor construction budget closely has required additional project management work. This amendment represents a less than a nine (9%) percent adjustment to the contract. This cost is shared 50/50 share with San Mateo County as it is part of the construction related expenses.

**ATTACHMENTS:**

1. Resolution authorizing the City Manager to execute Amendment No. 1
2. Letter from Griffin Structures, Inc.

Resolution No. C-2016-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING  
THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL  
SERVICES CONTRACT WITH GRIFFIN STRUCTURES, INC. FOR PROJECT MANAGEMENT  
AND CONSTRUCTION MANAGEMENT SERVICES FOR THE HALF MOON BAY /  
COASTSIDE LIBRARY PROJECT**

**WHEREAS**, Griffin Structures, Inc. has provided project management and construction management services on the Library Project; and

**WHEREAS**, Griffin Structures, Inc. has identified a need to amend the contract to ensure adequate services are provided during the entire construction and move-in process; and

**WHEREAS**, the project budget is sufficient to cover the additional costs of the contract; and

**WHEREAS**, San Mateo County has been consulted with and is in concurrence with the amendment; and

**WHEREAS**, the City and County are sharing the cost of project and construction management, with the total split in half between the two agencies.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 1 with Griffin Structures, Inc. for an additional \$66,600 for project and construction management services.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 1st day of November, 2016 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

\_\_\_\_\_  
Rik Kowalczyk, Mayor



October 25, 2016

**John Doughty**

City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019

Subject: ADD SERVICE 3: Extension of schedule and services

Dear Mr. Doughty,

As requested, please see attached and below Griffin Structures' Add Services Request 03 for anticipated extended services based on the updated construction schedule of 492 calendar days, as provided by Noll and Tam via email dated 10/06/16, and included in the project specifications. As discussed, is based on continuing the current level of services per the following:

- a. 140 hours per month (roughly 4 days per week) for Construction Management services (George Sanen) for the duration of the project.
- b. 11 hours per month for Design Management support services (Mark Schatz) for the duration of the project.

For the above described level of services, Griffin Structures respectfully requests additional compensation in the amount of: **\$66,600**

In an attempt to illustrate how we calculated the options listed above, please see the Half Moon Bay Cash Flow Analysis attached. In it you will see 2 exhibits:

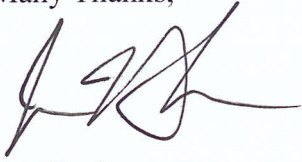
1. Baseline Proposal, as presented in our proposal and contract.
2. Add Service 3: Extended Project Schedule

You will also see I have highlighted the remaining construction management hours in red, and provided a calculation at the far right of each scenario that represents the associated additional fee required due to the extended schedule as it compares to the original contract.

*Griffin Structures, Inc. - Program and Construction Managers  
2 Technology Drive  
Irvine, Ca. 92618  
P: 949-497-9000 F: 949-497-8883  
www.griffinholdings.net*

Should you have any questions or require additional information, please do not hesitate to call me at: (949) 444-1615

Many Thanks,

A handwritten signature in black ink, appearing to be 'JH' followed by a stylized flourish.

Jon Hughes  
Vice President of Operations

Cc

Roger Torriero, CEO  
Mark Hoglund, COO



ADD SERVICE 3  
Half Moon Bay Cash Flow Analysis

PROJECT PHASE		2015								2016												2017												2018									
		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN				
1	Design Solicitation																																										
2	Schematic Design																																										
3	Entitlement																																										
4	Design Development																																										
5	Construction Documents																																										
6	Permitting																																										
7	GC Prequalification																																										
8	Contractor Bidding																																										
9	Move Out Library																																										
10	Demolition																																										
11	Construction																																										
12	Move In Library																																										
13	Project Closeout																																										
MONTHLY STAFFING HOURS																																						TOTALS					
Project Manager		18	18	18	18	18	18	18	18	18	24	24	24	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18							540					
Design Manager		70	70	70	70	70	70	70	70	70	97	96	97	70	70	70																							1130				
Construction Manager									40		40			70	70	70	140	140	140	140	140	140	140	140	140	140	140	140	140	70	70							2110					
																																						ADD SERVICES					
		\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 5,040	\$ 5,040	\$ 5,040	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ 3,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113,400					
		\$ 13,650	\$ 13,650	\$ 13,650	\$ 13,650	\$ 13,650	\$ 13,650	\$ 13,650	\$ 13,650	\$ 18,915	\$ 18,720	\$ 18,915	\$ 13,650	\$ 13,650	\$ 13,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 233,350					
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,400	\$ -	\$ -	\$ -	\$ 12,950	\$ 12,950	\$ 12,950	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 12,950	\$ 12,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,350					
		\$ 17,430	\$ 17,430	\$ 17,430	\$ 17,430	\$ 17,430	\$ 17,430	\$ 17,430	\$ 24,830	\$ 17,430	\$ 31,355	\$ 23,760	\$ 23,955	\$ 30,380	\$ 30,380	\$ 30,380	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 29,680	\$ 16,730	\$ 16,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 749,100	Total Contract Value				

Add Service 3: Extended Project Schedule

PROJECT PHASE		2015								2016												2017												2018								
		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN			
1	Solicitations & Conceptual Design																																									
2	Schematic Design																																									
3	CEQA & Coastal Dev. Permit																																									
4	Design Development																																									
5	Construction Documents																																									
6	Permitting																																									
7	GC Prequalification																																									
8	Contractor Bidding																																									
11	Construction																																									
12	Move In Library																																									
13	Project Closeout																																									
MONTHLY STAFFING HOURS																																						TOTALS				
Project Manager		41	19	11	30	21	16	16	12	11	7	12	16	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	216				
Design Manager		58.5	63	79	52	47	48.5	49	40	55.5	39	53.5	80.5	45	75	72	53.5	0	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	0	1120				
Construction Manager																15	54	76	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140	140	100	2480					
		\$ 8,610	\$ 3,990	\$ 2,310	\$ 6,300	\$ 4,410	\$ 3,360	\$ 3,360	\$ 2,520	\$ 2,310	\$ 1,470	\$ 2,520	\$ 3,360	\$ -	\$ 840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,360					
		\$ 11,408	\$ 12,285	\$ 15,405	\$ 4,327	\$ 9,165	\$ 8,453	\$ 9,555	\$ 7,020	\$ 8,565	\$ 7,020	\$ 10,433	\$ 14,528	\$ 9,675	\$ 14,625	\$ 16,965	\$ 10,433	\$ -	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ 2,145	\$ -	\$ -	\$ 210,616				
		\$ -	\$ -	\$ -	\$ 5,813	\$ -	\$ 1,005	\$ -	\$ 780	\$ 2,258	\$ 585	\$ -	\$ 1,170	\$ 1,463	\$ -	\$ 12,000	\$ 9,990	\$ 14,060	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 25,900	\$ 18,500	\$ -	\$ 559,724				
		\$ 20,018	\$ 16,275	\$ 17,715	\$ 16,440	\$ 13,575	\$ 12,818	\$ 12,915	\$ 10,320	\$ 13,133	\$ 9,075	\$ 12,953	\$ 19,058	\$ 11,138	\$ 15,465	\$ 28,965	\$ 20,423	\$ 14,060	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 28,045	\$ 18,500	\$ -	\$ 815,700					
																																						Contract	\$749,100	(over)	\$66,600	Under

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

### AGENDA REPORT

For meeting of: **November 1, 2016**

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**TO:** Honorable Mayor and City Council

**VIA:** Magda Gonzalez, City Manager

**FROM:** John T. Doughty, Community Development Director

**TITLE:** **AMENDMENT NO. 2 TO CONTRACT WITH CSG CONSULTANTS, INC. FOR BUILDING AND OTHER RELATED SERVICES**

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#### **RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to execute Amendment No. 2 to the contract between CSG Consultants, Inc. and the City for Building Official, building plan check, building inspection, and code enforcement services in the amount of \$325,000.

#### **FISCAL IMPACT:**

The FY 16-17 operating budget anticipated continuation of contract services for Building Official, building plan check, building inspection, and code enforcement services. There are sufficient funds budgeted to continue services with CSG. A significant portion of the expenditures for building inspection and plan check are ultimately off-set by fees paid by applicants.

#### **STRATEGIC ELEMENT:**

This recommendation supports the Infrastructure and Environment Element.

#### **BACKGROUND:**

CSG Consultants, Inc. are a Foster City-based company that has provided contract staffing, engineering, and plan check services to the City for almost nine years. CSG is under contract to the City until November 25, 2016. The City Council approved a one-year extension to the contract on November 3, 2015.

With adoption of the 2015-2016 Annual Budget, the City Council initiated a transition from a contract City Engineer to an in-house (staff) City Engineer. This transition has been completed and the CSG contract includes no engineering services. Any engineering design and inspection services from CSG are subject to project-specific contract(s).

**DISCUSSION:**

CSG has continued to provide excellent building and code enforcement related services to the City and its residents. The contract includes a full-time Building Inspector and a part-time Code Enforcement Officer (16 hours per week), as well as contract Building Official and Building Plan Check services.

**ATTACHMENT:**

Resolution approving Amendment No. 2 to the Contract between the City of Half Moon Bay and CSG Consultants, Inc.

Resolution No. C-2016-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING  
THE CITY MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE PROFESSIONAL  
SERVICES CONTRACT WITH CSG CONSULTANTS, INC. FOR BUILDING AND CODE  
ENFORCEMENT SERVICES**

**WHEREAS**, CSG Consultants, Inc. have provided services to the City of Half Moon Bay for almost nine years; and

**WHEREAS**, the current contract with CSG Consultants, Inc. is set to expire on November 25, 2016; and

**WHEREAS**, the City has determined that extending the contract for an additional year will provide the City and its residents quality building and code enforcement services; and

**WHEREAS**, the 2016-2017 Annual Budget anticipated the continuation of contract services for building, code enforcement, solid waste, and NPDES support; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby authorizes the City Manager or her designee to execute Amendment No. 2 to the contract with CSG Consultants, Inc. for building, code enforcement, solid waste, and NPDES support for an amount not to exceed \$325,000.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 1st day of November, 2016 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

\_\_\_\_\_  
Rik Kowalczyk, Mayor

**BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY  
AGENDA REPORT**

For meeting of: **November 1, 2016**

---

**TO:** Honorable Mayor and City Council

**VIA:** Magda Gonzalez, City Manager

**FROM:** John Doughty, Community Development Director  
Brian Lee, Project Manager  
Peykan Abbassi, City Engineer

**TITLE: CONSTRUCTION CONTRACT CHANGE ORDER AND FINAL ACCEPTANCE FOR THE  
2015 STREET RECONSTRUCTION PROJECT**

---

**RECOMMENDATION:**

Adopt a resolution authorizing additional project funds in the amount of \$101,000 and authorize the City Manager to accept the completion of the 2015 Street Reconstruction Project at a final construction cost to not exceed \$850,000.

**FISCAL IMPACT:**

There are sufficient funds budgeted. The adopted Fiscal Year 2015-2016 Capital Improvement Program allocates \$2.25 million for street reconstruction.

**BACKGROUND:**

The 2015 Street Reconstruction Project was awarded on September 1, 2016 in the amount of \$553,716. The project included reconstruction of two streets: 1) Ventura Street and Washington Boulevard. Due to the impacts of inclement weather during the winter of last year, it was agreed to delay the work until the summer of 2016. On March 16, 2016, City Council approved additional funds in the amount of \$127,284 to address redesign of the street section to meet the Geotechnical Engineer recommendations and other related changes for a revised contract amount of \$681,000 with a contingency of \$68,000 (total of \$749,000).

**DISCUSSION:**

The work on both streets has been successfully completed with the exception of a few punch list items and one pending proposed change order. The total cost of the project is estimated to not exceed \$850,000 which represents approximately 55 percent over the original contract amount (\$553,716).

This summer, during construction, it was discovered estimates for the amount of asphalt and decomposed granite to bring the driveways and parking strips to the same level as the valley gutter was grossly underestimated by the design engineer. The designer had estimated 3,400

square feet of conforms; however, after reviewing and measuring the actual field conditions, there were 12,022.98 square feet of conforms which represents an additional \$64,672 (labor and material) in cost for this item. Additionally, the concrete conforms for driveways was also underestimated and represent an additional \$15,325.

On Washington Blvd. we have additional costs of \$50,888 as the result of conflicts with the elevation of new water mains and valves that were installed last summer by Coastside County Water District in advance of the project. Instead of being able to utilize 12 inches of cement-treated soil as a base, we were required to use nine (9) inches of asphalt to retain equivalent structural integrity which added cost.

To date, we have paid \$824,266. We anticipate the final cost at approximately \$840,000. There are a few remaining bid items such as signage and relocation of signs that need to be completed which are within the existing scope of work and bid. The known change orders, including those resulting in reduction in costs, bring the total cost of construction to approximately \$840,000. Staff is also requesting an additional \$10,000 in further contingency.

The City has received a request for additional grading and paving of a portion of the right-of-way at the southeast end of Ventura Street to improve the drainage. The estimated cost for this extra work is \$18,000 which is not included in the project cost. As there is a recorded deferred street improvement on one of the affected properties, the issue will be addressed separately.

Staff recommends that the City Council authorize additional project funds in the amount of \$101,000 (which provides for known change orders and a contingency of \$10,000) and to authorize the City Manager to accept the project, file a Notice of Completion, return the bonds and insurance, and ensure a maintenance bond is filed with the City for the completed work.

**ATTACHMENT:**

Resolution authorizing additional project funds in the amount of \$101,000 and authorize the City Manager or her designee to accept the completion of the 2015 Street Reconstruction Project at a final construction cost to not exceed \$850,000

Resolution No. C-2016-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING  
ADDITIONAL PROJECT FUNDS, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO  
ACCEPT THE COMPLETION OF THE 2015 STREET RECONSTRUCTION PROJECT, AND  
AUTHORIZING THE RELEASE OF BONDS AND RETENTION AND THE FILING OF A NOTICE  
OF COMPLETION**

**WHEREAS**, the City Council awarded a construction contract for the 2105 Street Reconstruction Project to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, on September 1, 2015, in the total bid amount of \$553,716; and

**WHEREAS**, on March 16, 2016, the City Council approved additional funds in the amount of \$127,284, for a total construction cost of \$681,000, and with a contingency of \$68,000 for change orders; and

**WHEREAS**, additional funds in the amount of \$101,000 are required to pay for adjustments to various bid items and a small contingency; and

**WHEREAS**, the contractor has completed 97 percent of all improvements in compliance with the contract documents for a total amount not exceeding \$850,000; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby approves additional funds in the amount of \$101,000, and upon completion of the final bid items, authorizes the City Manager or her designee to accept the 2015 Street Reconstruction Project at a cost not to exceed \$850,000, and authorizes staff to release the retention and bonds and to file a Notice of Completion.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 1st day of November 2016 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

\_\_\_\_\_  
Rick Kowalczyk, Mayor

## **BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY**

### **AGENDA REPORT**

For meeting of: **November 1, 2016**

---

**TO:** Honorable Mayor and City Council

**VIA:** Magda Gonzalez, City Manager

**FROM:** John T. Doughty, Community Development Director

**TITLE: STUDY SESSION ON POTENTIAL SCOPE OF SERVICES FOR NEXT SOLID WASTE  
FRANCHISE AGREEMENT**

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#### **RECOMMENDATION:**

No formal action is requested. This is an opportunity for the City Council and community to provide input on the potential scope of services.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with this presentation.

#### **STRATEGIC ELEMENT:**

This recommendation supports the Infrastructure and Environment, Healthy Communities and Public Safety, and Inclusive Governance Elements.

#### **BACKGROUND:**

Allied Waste Services (Allied / Republic) currently has an exclusive franchise to provide solid waste, recyclables, green waste, and street sweeping services in Half Moon Bay. At the direction of the City Council (December 1, 2015), staff initiated negotiations of up to a one-year extension of the franchise agreement. A one-year extension to the existing franchise agreement was approved by Council on July 19, 2016. The current franchise agreement expires December 31, 2017.

On July 19, 2016, the City Council awarded a professional services agreement to R3 Consulting Group, Inc. to assist with solid waste franchise solicitation, evaluation, and contract negotiation assistance.

On October 20, 2016, R3 Consulting Group, Inc. conducted a community meeting to help inform community members of the solicitation process and to solicit feedback on future needs and services in the new franchise agreement. The meeting was publicized via press release, postings on the website, and via, Community News, the City's ENews newsletter. Staff also notified the



community via announcement at City Council and Planning Commission meetings. Three community members were present along with representatives of Allied.

**DISCUSSION:**

The Solid Waste Franchise Agreement is the single largest contract awarded by the City. As the City mandates pick-up for residences and businesses, the scope of services, and ultimately the costs for those services, are shared by each resident and business. In acknowledgement of this, the City Council included community outreach within the scope of services for R3 Consulting Group. The purpose of this study session is to expand the community outreach effort in advance of development of the draft Request for Proposals (RFP). The draft RFP will be vetted initially through the City Council Finance Committee prior to coming to the City Council for authorization to release (tentatively scheduled for January 17, 2017).

R3 Consulting Group, Inc. will be present at the study session and will provide more detail in their presentation.

A bilingual survey was prepared to supplement the community outreach effort. Surveys are available online and in hard copy format. Surveys will be accepted until December 1, 2016 and can be found online at the following locations:

Single family households:

[https://www.surveymonkey.com/r/HMBsolidwaste\\_singlefam](https://www.surveymonkey.com/r/HMBsolidwaste_singlefam)

Multifamily/commercial units:

[https://www.surveymonkey.com/r/HMBsolidwaste\\_multifam\\_commercial](https://www.surveymonkey.com/r/HMBsolidwaste_multifam_commercial)

Hard copies of the surveys can be obtained at the temporary City Hall at 507B Purissima St.