



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

TUESDAY, SEPTEMBER 3, 2019

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

**Harvey Rarback, Mayor
Adam Eisen, Vice Mayor
Robert Brownstone, Councilmember
Deborah Penrose, 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

PUBLIC FORUM

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

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B FINAL ACCEPTANCE OF THE 2018-19 STREET RECONSTRUCTION PROJECT

Staff Recommendation: By resolution, authorize the City Manager or their designee to file a Notice of Completion for the 2018-19 Street Reconstruction Project (Project) with the San Mateo County Recorder's Office, release the Project Performance and the Labor and Materials Bonds, and release the Project retention funds thirty (30) days after recordation of the Notice of Completion.

[STAFF REPORT](#)

[RESOLUTION](#)

1.C FINAL ACCEPTANCE OF LIBRARY CONSTRUCTION (CIP NO. 545)

Staff Recommendation: Adopt a resolution accepting the Half Moon Bay Library Replacement Project – Phase 2 Construction (CIP Project No. 545), authorize the City Manager to 1) file a Notice of Completion for the project with the San Mateo County Recorder's Office; 2) release the Project Performance and Labor & Materials bonds; and 3) release retention funds thirty (30) days after recordation of the Notice of Completion.

[STAFF REPORT](#)

[RESOLUTION](#)

1.D AMENDMENT TO MAYOR'S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2019

Staff Recommendation: By motion, amend Mayor Rarback's List of City Council Representatives and Designated Assignments for 2019 to form the Education Subcommittee, consisting of Mayor Rarback and Vice Mayor Eisen, to allow for joint subcommittee meetings with the Cabrillo Unified School District.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A 2019 WORKING DRAFT DOWNTOWN PARKING ASSESSMENT

Staff Recommendation: Receive a report summarizing a working draft Downtown Parking Assessment prepared this summer by the Public Works and City Manager's Office interns.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

3.B 2019 MEASURE D STATUS UPDATE

Staff Recommendation: Receive an update regarding the current year's allocation of measure D certificates.

[STAFF REPORT](#)

3.C STRATEGIC PLAN UPDATE

Staff Recommendation: Receive an update on the City's Strategic Plan for Fiscal Year 2019-2020, including City Council Priorities and the Capital Improvement Program.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

CITY COMMISSION / COMMITTEE UPDATES

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

CITY COUNCIL REPORTS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 3, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maziar Bozorginia, City Engineer
Denice Hutten, Associate Civil Engineer

TITLE: FINAL ACCEPTANCE OF THE 2018-19 STREET RECONSTRUCTION PROJECT

RECOMMENDATION:

By resolution, authorize the City Manager to file a Notice of Completion for the 2018-19 Street Reconstruction Project with the San Mateo County Recorder's Office, release the Project Performance Bond, the Labor and Materials Bond, and release Project retention funds thirty (30) days after recordation of the Notice of Completion.

FISCAL IMPACT:

The approved contract award is \$898,226.64. Authorized contingency funds provide a total amount of \$1,127,960.64 for the Project. The total cost of the Project, including all contract change orders, was \$1,109,629.45. There are sufficient funds in the Capital Budget under CIP Project No. 514 to cover the cost of the project.

STRATEGIC ELEMENT:

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

BACKGROUND:

On June 19, 2018, the City Council adopted Resolution C-2018-59, awarding a construction contract to Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California, in the amount of \$898,226.64 for pavement reconstruction at Church Street, Magnolia Street, Naples Avenue, Railroad Avenue, Miramontes Point Road, Kelly Avenue and San Benito Street. A project contingency was authorized in the amount of \$134,734 (15%) of the contract award.

On January 15, 2019, the City Council approved resolution C-2019-04 to augment the project contingency funds by an additional \$95,000. The additional funding resulted in a total approved project budget of \$1,127,960.64. The additional contingency funds allowed for construction of sidewalk and drainage improvements not included in the original contract.

The Contractor has completed the work to the satisfaction of the City Engineer and has provided a one-year warranty bond for the work.

DISCUSSION:

This project is complete. The one-year warranty bond is adequate to ensure the work products perform as expected.

Staff recommends City Council authorize the City Manager or their designee to file a Notice of Completion with the San Mateo County Recorder's Office, release the Performance and Labor and Materials Bonds, and release the Project retention funds thirty (30) days after recordation of the Notice of Completion.

ATTACHMENT:

Resolution

Resolution No. C-2019-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO FILE A NOTICE OF COMPLETION FOR THE 2018-19 STREET RECONSTRUCTION PROJECT, RELEASE THE PROJECT PERFORMANCE AND LABOR AND MATERIALS BONDS, AND RELEASE THE PROJECT RETENTION FUNDS THIRTY (30) DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION

WHEREAS, on June 19, 2018 the City Council adopted Resolution C-2018-59 to award a construction contract for CIP No. 514, the "2018 Street Reconstruction Project" (Project) to Half Moon Bay Grading and Paving Inc., in the amount of \$898,226.64; and

WHEREAS, Resolution C-2018-59 also authorized contingency funding in the amount of 15% (\$134,734.00) of the contract award for the Project; and

WHEREAS, on January 15, 2019 by Resolution C-2019-04, the City Council approved an additional \$95,000 in contingency funding for the Project resulting in a total amount of \$1,127,960.64 authorized for the Project; and

WHEREAS, the Contractor has completed all improvements in compliance with the contract documents for a total amount of \$1,109,629.45; and

WHEREAS, the Contractor has provided a one-year maintenance bond for the work executed under the construction contract;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager or their designee to accept the 2018-19 Street Reconstruction Project as complete and file a Notice of Completion, authorizing release of the Project Performance and Labor and Material Bonds and authorizing release of the Project retention funds thirty (30) days after recordation of the Notice of Completion.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of September 2019 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

Harvey Rarback, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 3, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Maz Bozorginia, City Engineer
Brian Lee, Senior Project Manager

TITLE: FINAL ACCEPTANCE OF LIBRARY CONSTRUCTION (CIP NO. 545)

RECOMMENDATION:

Adopt a resolution accepting the Half Moon Bay Library Replacement Project – Phase 2 Construction (CIP Project No. 545), authorize the City Manager to 1) file a Notice of Completion for the project with the San Mateo County Recorder’s Office; 2) release the Project Performance and Labor & Materials bonds; and 3) release retention funds thirty (30) days after recordation of the Notice of Completion.

FISCAL IMPACT:

On December 6, 2016, the City Council awarded a construction contract to BHM Construction, Inc. in the total amount of \$18,228,527 with an approved contingency amount of \$1,174,017 (6.4 percent) for a total construction budget of \$19,402,544. The final construction contract amount was \$19,000,889 which is under the total contract budget authorized for the project.

STRATEGIC ELEMENT:

This action supports the Infrastructure and Environment and Fiscal Sustainability Elements of the Strategic Plan.

BACKGROUND:

In the Summer of 2016, the City’s designer, Noll and Tam Architects, completed the design for the new Half Moon Bay Library and the City pre-qualified ten (10) general contractors and released plans and specifications for formal bidding. Five (5) bids were received and opened on November 29, 2016, and BHM Construction, Inc. of Napa, California, was the lowest bidder. On December 6, 2016, City Council established the final budget of \$24,953,710 and authorized the award of the construction contract for the Half Moon Bay Library Project-Phase 2 Construction to BHM Construction, Inc.

On February 7, 2017, Amendment No. 1 was approved to add Scheduled D, Additive Alternatives in the amount of \$131,900 from funds donated from the Friends of the Library. On January 8, 2019, the Friends of the Library donated an additional \$380,000 towards the construction of the new Library.

On January 16, 2018, City Council approved grant funds from City/County Association of Governments (C/CAG) for Safe Routes to School and Infrastructure in the amount of \$153,000 of which \$66,622 was used under the Library’s contract to widen the entry area, improve the curb return and add green infrastructure at the southwest corner of Purissima and Correas Streets.

Funding for the library is shared equally between the City and the County of San Mateo with furnishings and equipment funded by the San Mateo County Library Joint Powers Authority and the Friends of the Library). The table below shows the breakdown of the budget and sources of funding:

Sources of Funding	Amount Funded	Purpose
Joint Powers Authority	\$ 1,100,000	Furniture, Fixture & Equipment
San Mateo County	\$11,926,855	Construction, Construction Management, Design support, Contingency
San Mateo County Loan to City	\$5,963,427.50	Interest free Loan to City of Half Moon Bay
Friends of the Library	\$511,900	Added Alternative bid items & Other
City of Half Moon Bay	\$5,963,427.50	Construction, Construction Management, Design Support, Contingency
Safe Routes to School & Green Infrastructure	\$66,622	Construct concrete bulb-out and bio-swale
Total	\$25,532,232	

DISCUSSION:

Construction started on February 14, 2017 and was substantially completed on August 18, 2018. There were several outstanding contract and punchlist items that were not completed but did not interfere with the grand opening of the new library to the public. The majority of the punchlist items were completed by January 21, 2019, and final items completed in June 2019. These items include repairing the surface of the paved parking lot, completing the as-built record drawings and supplying the Operation & Maintenance (O&M) manuals for the various Library operating systems.

There were seventy-five (75) change orders issued totaling \$772,362 or 4.24% over the original contract amount. The final construction cost is \$19,000,889. The change orders included a credit for deleting the expansion of the Cunha Middle School Parking lot due to the temporary portable classrooms needed by the school during required repairs to Building C (CCO #2-credit of \$336,630.00). Other change orders included but not limited to adding additional controls and sensors for the energy monitoring and lighting control system (CCO#20-\$209,669); upgrade of structural blocking for the storefront windows (CCO#24-\$25,941); enlarging the front of the

library by adding additional pavers and adding a bulb-out bio-swale planter at the corner of Correas and Purissima (CCO#31 & CCO#53-\$149,617); and various San Mateo County (JPA) requested changes (\$311,848). Overall, the change order rate of 4.24% is historically below that of new construction of this size and scope and ultimately was less than the 6.4 percent included.

There is a balance of \$596,190 that remains from the overall budget of \$25,539,783. A large portion of this amount (estimated at \$400,000) is for the expansion of the Cunha Middle School Parking Lot which was deleted from the Library project due to the School District's temporary portable classrooms occupying the expansion area for necessary repairs to Cunha Building C. Over the last year of Library operations, staff has noticed parking levels in the lots and surrounding areas have been adequate. Staff will be completing additional survey of the area in order to determine if a parking exception application should be considered to eliminate the additional parking lot expansion scope from the project. Neither the District or AYSO felt the lot was necessary to serve their uses. This portion of the project was part of the 50-50 cost share with San Mateo County. Any funds saved by the City could be used to reduce debt of the project.

The City is obligated to release retention and applicable bonds upon the completion of the project and filing of the Notice of Completion with San Mateo County. This completes the obligatory requirements of the City for the capital project. The City will retain a warranty bond for one year from acceptance per the contract to address any unforeseen construction related issues to the construction and improvements. There are also extended warranties for various items such as the solar panels, solar inverters, metal roof and other items that staff will monitor and maintain.

ATTACHMENT:

Resolution

Resolution No. C-2019-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
TO ACCEPT THE HALF MOON BAY LIBRARY REPLACEMENT PROJECT – PHASE 2
CONSTRUCTION (CIP PROJECT NO. 545), AUTHORIZE THE CITY MANAGER TO FILE A NOTICE OF
COMPLETION FOR THE PROJECT WITH THE SAN MATEO COUNTY RECORDER’S OFFICE,
RELEASE THE PROJECT PERFORMANCE AND LABOR & MATERIALS BONDS, AND RELEASE THE
RETENTION FUNDS THIRTY DAYS AFTER RECORDATION OF THE NOTICE OF COMPLETION**

WHEREAS, on December 6, 2016, the City Council awarded a construction contract for the Half Moon Bay Library Phase 2 project to the lowest bidder, BHM Construction, Inc. of Napa, California in the total bid amount of \$18,228,526 and a contingency of \$1,174,017; and

WHEREAS, the project costs were shared equally from San Mateo County (\$11,926,855) and the City of Half Moon Bay (\$11,926,855); donations from the Friends of the Library (\$511,900); San Mateo County Library Joint Powers Authority (\$1,100,000) and grant funds (\$66,622) from C/CAG’s Safe Routes to School and Green Infrastructure Program; and; and

WHEREAS, the Contractor has successfully completed all improvements in compliance with the contract documents for a total amount of \$19,00,889; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby accepts the Half Moon Bay Library Replacement Project – Phase 2 Construction, authorizing the City Manager or their designee to file a Notice of Completion with the San Mateo County Recorder’s Office, release the Project Performance and Labor & Materials binds, and release the retention funds thirty (30) days after recordation of the Notice of Completion.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of September 2019 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

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ATTEST:

APPROVED:

Jessica Blair, City Clerk

Harvey Rarback, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 3, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: AMENDMENT TO MAYOR'S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2019

RECOMMENDATION:

By motion, amend Mayor Rarback's List of City Council Representatives and Designated Assignments for 2019 to form the Education Subcommittee, consisting of Mayor Rarback and Vice Mayor Eisen, to allow for joint subcommittee meetings with the Cabrillo Unified School District.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC ELEMENT:

This recommendation supports the Inclusive Governance Element of the Strategic Plan.

DISCUSSION:

The City Council adopted the 2019 Mayor's Assignments on January 15, 2019, and amended that list on March 5, 2019. Since that meeting, staff has determined the need to have an Education Subcommittee appointed to allow for joint meetings with the Cabrillo Unified School District.

ATTACHMENTS:

Amended Mayor's List of City Council Representatives and Designated Assignments for 2019

**CITY COUNCIL ASSIGNMENTS
2019**

A. Council Subcommittees

Subcommittee	Designated Representative	Meeting Schedule
CSFA Grant Selection	Ruddock / Rarback	As designated
Education	Eisen / Rarback	As designated
Emergency Preparedness	Penrose / Rarback	As designated
Finance	Ruddock / Rarback	As designated
Human Resources	Ruddock / Rarback	As designated
Legislative Affairs	Ruddock / Rarback	As designated
Mobility	Brownstone / Rarback	As designated

B. City and Interagency

Organization	Designated Representative	Meeting Schedule
ABAG (Association of Bay Area Governments)	Ruddock / Rarback	Annual, 1 day
C/CAG (County/City Assoc. of Governments)	Ruddock / Rarback	2 nd Thursday evenings
Chamber Government Affairs Committee	Rarback / Eisen	3 rd Thursdays 4:00 p.m.
Council of Cities Selection Committee	Rarback / Eisen	4 th Friday evenings
League of CA Cities – Coastal Cities Issue Group	Rarback / Ruddock	Quarterly, as designated
League of CA Cities – Coastal Cities Group – Leadership Committee	Rarback (appointment by LOCC)	As designated
League of CA Cities – Peninsula Division	Brownstone / Ruddock	Quarterly, as designated
Peninsula Clean Energy Authority	Rarback / Eisen	4 th Thursday
Peninsula Congestion Relief Alliance	Brownstone / Rarback	Quarterly, as designated

SAM (Sewer Authority Mid-Coastside)	Penrose / Ruddock Alt: Rarback / Eisen	4 th Monday 7pm
SMCo Airport Community Roundtable	Eisen / Rarback	1 st alt Wednesday 7 p.m.
SMCo Airport Land Use Committee	Eisen / Brownstone	Quarterly, 4 th Wednesday 4:00 pm
SMCo Council of Cities	All	4 th Friday evenings
SMCo Library JPA	Eisen / Ruddock	Quarterly, Monday evening
SMCo Office of Emergency Services	Penrose / Brownstone	Quarterly, 4 th Thursday evening

C. Council Liaisons

Organization / Ad Hoc Committee	Designated Representative	Meeting Schedule
Arts, Culture, and Events	Penrose / Ruddock	As designated
Beaches, Trails, and Parks	Ruddock / Eisen	As designated
Board of Supervisors	Rarback	2 nd /4 th Tuesdays, 9:00 am
Cannabis	Ruddock / Rarback	As designated
Chamber of Commerce / BID	Eisen	As designated
Homeless	Rarback / Penrose	As designated
Housing and Human Services	Penrose / Ruddock	As designated
Mid-Coast Community Council	Rarback / Brownstone	As designated
Permit Streamline Process	Penrose / Ruddock	As designated
Schools, Boys & Girls Club	Brownstone / Eisen	As designated
Technology and Economic Develop.	Eisen / Rarback	As designated

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 3, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jill Ekas, Community Development Director

TITLE: **2019 WORKING DRAFT DOWNTOWN PARKING ASSESSMENT**

RECOMMENDATION:

Receive a report summarizing a working draft Downtown Parking Assessment prepared this summer by the Public Works and City Manager's office interns.

FISCAL IMPACT:

There is no fiscal impact associated with this update.

STRATEGIC ELEMENT:

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

BACKGROUND:

The City has not prepared a Downtown parking assessment for several years. The most recent parking survey prepared in the Downtown area was focused around the Half Moon Bay Library as part of the review for that project.

Currently, two City lead efforts are underway that require a better understanding of existing parking occupancy patterns in the Downtown area. The Carter Park Renovation Project includes expanding the park's performance space capacity. The availability of public and private parking facilities to support increased use of the park is an important consideration for that project. The Planning Commission is also studying options for zoning amendments to encourage multi-family and mixed-use development in the Downtown. Parking requirements are an important component of their consideration.

DISCUSSION:

Community Development staff defined a project scope for a Downtown parking assessment. Two summer interns conducted occupancy surveys at peak weekday and weekend times throughout Downtown to ascertain existing parking occupancy patterns.

The survey results are presented in draft form (Downtown Parking Assessment) in Attachment 1.

Highlights of the study include the following:

- **Distinct Patterns of Use:** For the most part, parking occupancy patterns and rates during peak periods were not surprising. That said, some other areas showed similarly high occupancy rates, most notably the Purissima and Mill Street area just west of Downtown Main Street during weekday peak times. Other areas offer plenty of parking near popular destinations such as around the Library.
- **Parking is Available:** Even during top peak periods, typically 10 percent of the parking spaces along any of the surveyed street frontages and within Downtown public and private parking lots are available. This includes the areas in heaviest use.

When complete, the report will include survey data for two additional peak period. Raw data and graphics will also be added, as well as a narrative analysis of the findings. This working draft is being presented to City Council at this time before it is complete to give the Public Works intern a chance to present his work. It will also be presented to the Planning Commission. Staff will oversee completion of the study and it will be used as a reference for the Carter Park project and zoning amendments currently in development.

ATTACHMENT:

Draft Downtown Parking Assessment

City of Half Moon Bay Downtown Parking Assessment



2019

Half Moon Bay City Hall

501 Main St, Half Moon Bay, CA 94019

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1 Introduction

1.1 Goals and Objectives

Parking is a resource needed by locals, visitors, and business owners alike in Half Moon Bay's Downtown. In order to understand the city's needs, it is important to analyze the amount of parking available in the city currently along with how and when it is being used. This assessment of Downtown Half Moon Bay's parking availability is necessary to determine future goals for the city regarding its parking restrictions and supply.

This study illustrates the percentage of parking spaces in these areas that are occupied at the given times to provide an accurate assessment of available parking in Half Moon Bay's Downtown at peak hours. The counts of occupied spaces and total available parking was used to find the percent occupancy of each street down to the block level for each given "peak" time. This data was compiled to find the overall occupancy of these streets at the various times throughout the week, providing a snapshot of how much parking is available at the analyzed times. The downtowns supply of electric vehicle, carpool, and accessible parking was also assessed in this study.

1.2 Method

The availability of parking in the downtown area varies greatly depending on both the time and day and is influenced by other factors such as the weather, season, and special events. Data was collected during a range of times and days in the summer to analyze how accessible parking was throughout the week at various peak times. Parking counts were taken Monday at 12:00 pm, Friday at 12:00 pm, Friday at 7:00 pm, and Saturday at 12:00 pm during August of 2019. Parking data was collected at each block along the downtown area in addition to nearby accessible parking lots. The study area was bordered by Church Street to the West, San Benito Street to the East, Correias Street to the South, and was cut off at the Main Street Bridge to the North. This encapsulates the core of the city's downtown area. The Stone Pine Office Park parking lot, the Post Office

parking Lot, the Shoreline Shopping Center Parking Lot, the Cunha High School Parking Lot, Ted Adcock Parking Lot, and the Half Moon Bay Library Parking Lot. It should be noted that all street parking in addition to the Library Parking Lot, Ted Adcock Parking Lot is public while Shoreline Shopping Center, Cunha High School, Stone Pine Office Park, and the Post Office are private parking lots which may be open to public use at certain hours and on weekends.

1.3 Parking Background Map

Downtown Parking by Time Limit

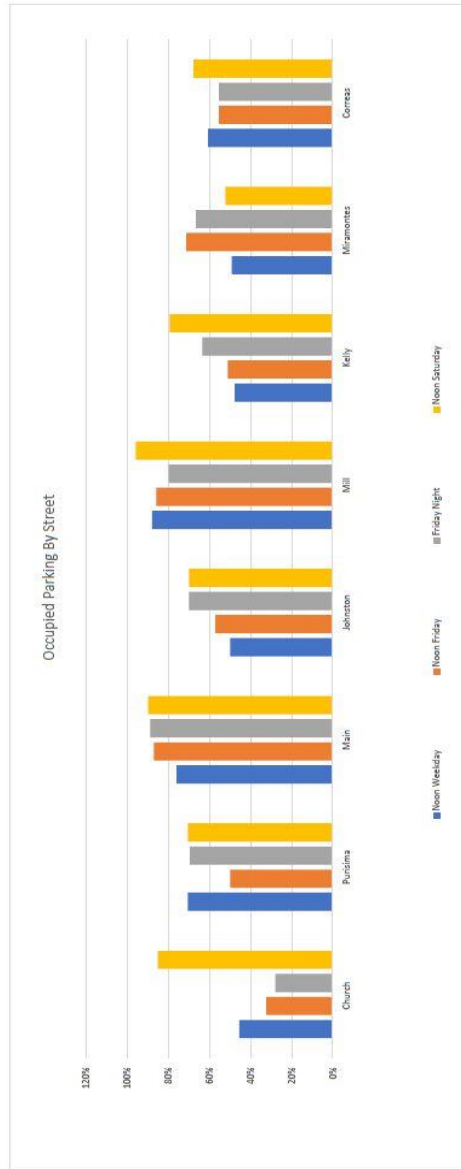


2 Summary of Peak Times

2.1 Street Occupancy Chart

Total Street Parking Available		Parking Spaces	Spaces Occupied	Percentage of Parking Occupied
Weekday Lunch		636	385	65%
Friday Lunch		636	390	61%
Friday Dinner		636	426	67%
Saturday Afternoon/Evening		636	487	77%

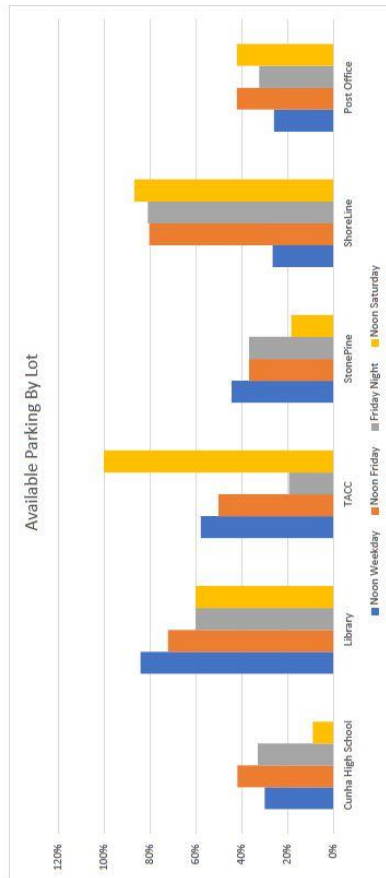
Street	Percentage of Parking Occupied				Types of Spaces
	Noon Weekday	Noon Friday	Friday Night	Noon Saturday	
Church	46%	32%	28%	85%	2 ADA Spaces
Purissima	71%	50%	70%	71%	
Main	76%	87%	89%	90%	3 ADA Spaces
Johnston	50%	57%	70%	70%	2 ADA Spaces
Mill	88%	86%	80%	96%	1 ADA Space, 1 EV Space
Kelly	48%	51%	64%	80%	1 ADA Space, 2 EV Spaces
Miramontes	49%	71%	67%	52%	2 ADA Spaces, 2 EV Spaces
Correas	61%	55%	55%	68%	



2.2 Parking Lot Occupancy Chart

Total Lot Parking Available	Parking Spaces	Spaces Occupied	Percentage of Parking Occupied
Weekday Lunch	447	166	37%
Friday Lunch	447	267	60%
Friday Dinner	447	235	53%
Saturday Afternoon/Evening	447	229	51%

Parking Lot	Percentage of Parking Available			Types of Spaces
	Noon Weekday	Noon Friday	Noon Saturday	
Cunha High School	30%	42%	9%	5 ADA Spaces
Library	84%	72%	60%	2 ADA Spaces, 2 EV Spaces, 1 CP Space
TACC	58%	50%	100%	3 ADA Spaces
StonePine	44%	37%	18%	8 ADA Spaces
ShoreLine	26%	80%	87%	12 ADA Spaces
Post Office	26%	42%	42%	2 ADA Spaces



2.3 Weekday Noon

Data was collected on a Monday at noon to represent the typical occupancy of a weekday during the lunch rush in Downtown Half Moon Bay. Total street parking was 65% occupied at this time while all the available parking lots were only 37% occupied. Parking availability was evenly dispersed throughout downtown, meaning that any location downtown has street parking that is less than 70% occupied within one block. The highest occupancy rates were concentrated near the intersection of Mill and Main Street, which offers the first available parking as cars enter Half Moon Bay's downtown from Highway 92. Mill Street was 88% occupied at this time, while Main Street was 76% occupied. All the parking lots were below 50% occupancy with the exception of Ted Adcock, which is 58% occupied and the Half Moon Bay Library, which is 84% occupied. Overall, there seems to be no shortage of available parking downtown during the weekday lunch rush despite certain areas of concentration.

2.4 Friday Noon

Data was collected Friday at noon to provide data of another weekday later in the week that may receive a different amount of traffic in the downtown area during the lunch rush. Total street parking was 61% occupied while the parking lots in total were 60% occupied. Main and Mill Street were the most highly concentrated as Main Street was 87% occupied and Mill was 86% occupied. However, all other streets were less than 70% occupied with the exception of Miramontes. Shoreline Shopping Center was the most populated parking lot at 80% occupancy. Parking was still readily available, however, as no location downtown was more than a block away from a street that was below 70% occupancy.

2.5 Friday Night

Data was collected on Friday night at 7:00 pm to account for the dinner rush as people return to Half Moon Bay and get off work. During this time, 67% of on street parking was occupied while 53% of the parking lot spaces were

occupied. Parking was concentrated around Main Street, with Main being 89% occupied, Johnston 70% and Purisima 71% while Mill Street was 80% occupied. This overall high occupancy rate may be due to restaurants located along Main Street at their service peak hours at the beginning of the weekend. Shoreline Shopping Center was similarly busy, with 81% occupancy, likely due to its concentration of retail and restaurants. Despite this notable increase in occupancy along the streets directly adjacent to Main Street as well as Shoreline, parking was still readily available within two blocks along Church Street, which was had 72% of its parking spaces available along with many other blocks throughout the downtown area.

2.6 Saturday Noon

Data was collected on a Saturday at noon to account for weekend traffic, where the influx of people entering Half Moon Bay is at its peak. It should be noted that during this count, the farmers' market was occurring in the Shoreline Shopping Center Parking Lot as well as a special event occurring in the field north of "Our Lady of the Pillar". These events each have significant effect on the parking occupancy in the Shoreline Parking Lot, the Ted Adcock Parking Lot, Church Street's parking availability as well as the surrounding streets. The downtown's street parking was 77% occupied and the parking lots were 51% occupied at this time. The Ted Adcock Parking Lot and the Shoreline Shopping Center Parking Lot were both above 85% occupancy. All the streets located downtown were over 50% occupancy at this time, with Church, Kelly, Main and Mill at or above 80% occupancy. Despite this, parking was still readily available at the Stone Pine Office Park Parking Lot as well as Cunha High School, the Post Office, and several blocks throughout the downtown which were still less than 50% occupied. During this peak time, with multiple events occurring downtown, there was still plentiful parking within a five minute walk ($\frac{1}{4}$ mile) of any location downtown. Even during this peak period for Half Moon Bay's downtown, there was still adequate parking resources available.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 3, 2019**

TO: Honorable Mayor and City Council
VIA: Bob Nisbet, City Manager
FROM: Jill Ekas, Community Development Director
TITLE: **2019 MEASURE D STATUS UPDATE**

RECOMMENDATION:

Receive an update regarding the current year's allocation of measure D certificates.

FISCAL IMPACT:

There is no fiscal impact associated with this update.

STRATEGIC ELEMENT:

This action supports the Inclusive Governance Element of the Strategic Plan.

BACKGROUND:

Half Moon Bay's residential growth management system is referred to as "Measure D." Measure D caps the maximum annual percentage increase in residential population at 1 percent, with an additional 0.5 percent allowed on development sites located within a defined "Downtown Area." Measure D is administered through an allocation system whereby "Measure D Certificates" are issued to eligible applicants. One certificate represents one allocation, which is required for each new residential unit. The total number of certificates made available each year is determined according to Chapter 17.06 of the Municipal Code (Residential Dwelling Unit Allocation System). The calculations are reviewed and authorized annually by City Council every December for the next calendar year.

At their meeting on December 4, 2018, City Council authorized a total of 71 allocations for 2019. This includes 47 allocations inside Downtown (23 base allocations, and 24 additional allocations for the 0.5 percent increase allowed in this area) and 24 allocations outside Downtown. As of June 12, 2019, all 24 certificates for outside Downtown had been issued, while all of the Downtown area certificates remained available. Since July, four additional applications for Measure D certificates for sites outside the Downtown area were submitted; however, no more certificates for sites outside Downtown were available, and thus these could not be issued.

Municipal Code section 17.06.120.F (Distribution of residential dwelling unit allocations) provides for reallocation of Downtown allocations in September as follows:

*If the maximum number of residential dwelling unit allocations has not been applied for by September 1st, any unused **base allocations** granted for the downtown area as provided in Section 17.06.020 may be transferred to projects located outside of the downtown area. Additional allocations granted for the downtown area as provided in Section 17.06.020 shall not be transferred to projects located outside the boundaries of the downtown area. (Emphasis added.)*

Thus, as of September 1, 2019, the 23 Downtown base allocations are now available for sites outside Downtown.

DISCUSSION:

The purpose of this staff report is to inform City Council about the current status of allocations, and to highlight the unique circumstance of the composition of this year's allocations.

Current Status of Allocations: The first week of September, staff will issue certificates for sites outside Downtown from the 23 Downtown base allocations as established by Municipal Code section 17.06.120.F. At this time there are four applications eligible for these allocations. This will result in a total of 28 allocations issued since January 2019.

Adequacy of Allocations for 2019: Using four of the Downtown base allocations for sites outside Downtown will leave 19 Downtown base allocations that can be used either within or outside Downtown, and an additional 24 allocations available only for Downtown. Staff is not aware of a significant number of pending applications for residential development, and we are confident that there are enough allocations available for the rest of the year.

Timing of Applications for Development: One circumstance of note is that of the 28 requested allocations so far in 2019 (24 issued with four additional pending), the City has not received planning or building permit applications for seven of the associated residential units. Municipal Code section 17.06.010 (Applicability) requires that certificates be in hand before the City can accept an application for a Coastal Development Permit or Building Permit for residential development. If instead, a n application for a Measure D allocation could be made only concurrently with an application for a development permit, seven more certificates would likely be available at this time for sites outside the Downtown. In such a case, there would not yet be a need to transfer Downtown base allocations. It is possible to keep a Measure D allocation certificate in effect by maintaining active status of permit applications. Thus, a certificate may be issued several years before the development proceeds. Although not an issue over the past several years, the sequencing requirement has the potential to

block applicants who are in a better position to obtain development permits and complete construction.

Accessory Dwelling Units: City Council adopted a new accessory dwelling unit ordinance in 2018, which was certified by the Coastal Commission in December. The ordinance eased certain zoning requirements consistent with State law to encourage this type of more affordable housing development. The ordinance also conformed the zoning and subdivision language to be consistent with the ballot measure that established Measure D. The code now specifically requires Measure D allocations for accessory dwelling units. Of the 28 allocations requested through September of this year, 18 were for accessory dwelling units. The remaining ten are for single-family homes. This represents a significant increase in this type of housing development compared to recent years where the City was issuing about three permits annually. Staff anticipates that interest in accessory dwelling units will remain higher than it had in the past, but will likely not match the initial activity of 2019, wherein the City received 12 applications in the first quarter.

Downtown Development Incentives: City Council has clearly stated their interest in concentrating new development, especially multi-family, mixed-use, and other types of diverse and affordable housing within the Downtown core area. It is evident through this year's Measure D allocations that the current development climate, which is affected by many factors, continues to favor development of single-family infill sites within established neighborhoods, as well as accessory living units on sites already developed with single-family home. At an affordable housing City Council study session on July 17, staff reviewed a number of ways to incentivize development within the Downtown over sites outside of town. These were presented in detail and included near, mid and long term approaches. Highlights include:

- Draft Local Coastal Land Use Plan Policy:
 - Town Center density allowances
 - Priority water connections for affordable housing
 - Shopping Center retrofits for mixed-use
- Zoning Amendments:
 - Mixed-Use district allowances for single-use residential
 - Reduced parking requirements for mixed-use and single-use multi-family

A public comment period on the current draft of the Land Use Plan concludes September 13, 2019. The Planning Commission will oversee revisions to the draft Land Use Plan and move from study sessions into public hearings over the next few months. The zoning amendments are also moving forward. A Planning Commission study session was held July 24, 2019 and staff will begin to bring draft ordinance amendments to the

Commission this fall. Following Planning Commission hearings, the next step for both the draft Land Use Plan and zoning amendments will be with the City Council.

This status update sheds light on the current residential development market condition in Half Moon Bay and validates City Council's support for new codes, policies and programs intended to facilitate development of more affordable housing types within Downtown. Council may also wish to consider options for revisions to the residential dwelling unit allocation system at a future time.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **September 3, 2019**

TO: Honorable Mayor and City Council
VIA: Bob Nisbet, City Manager
FROM: Matthew Chidester, Deputy City Manager
TITLE: **STRATEGIC PLAN UPDATE**

RECOMMENDATION:

Receive an update on the City's Strategic Plan for Fiscal Year 2019-2020, including City Council Priorities and the Capital Improvement Program.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

This update supports all Elements of the Strategic Plan.

BACKGROUND:

The City's Strategic Plan consists of the City Council Strategic Elements, the City Council Priorities, and the Capital Improvement Program. The Strategic Elements are high level objectives, including Fiscal Sustainability, Healthy Communities & Public Safety, Inclusive Governance, and Infrastructure & Environment. These elements provide a long-range vision for the City's future and a consistent focus for all of the City's services and operations. The Council Priorities are a short list of key priorities that may change from year to year, as major projects and initiatives are completed, or in response to changes in the economy, regulatory environment, or major emergencies. The Capital Improvement Program is a list of planned construction projects that covers a window of five years. The Strategic Plan and supporting documents can be found online at <https://www.half-moon-bay.ca.us/241/City-Council-Strategic-Plan>.

In preparation for the FY 2019-20 budget, the City Council hosted four listening sessions during March 2019, which allowed the Council to hear directly from members of the community, in an open format. The purpose of the sessions was to gain additional insight into the community's priorities, for consideration by the Council and staff as they identify how resources will be allocated over the next year and beyond.

After the completion of the listening sessions, the City Council held a priority setting workshop on March 26th, for the purpose of strengthening the Council/staff collaborative relationship and adopting priorities for the upcoming fiscal year. The workshop was well attended by staff and the public, and the Council received updates on the prior year's priorities, which were Affordable Housing, Homelessness, Cannabis, Short Term Rentals, and Parks Master Plan. At the conclusion of the workshop, the Council identified five priority areas for FY 2019-20 and beyond, and staff has developed a workplan for each, shown below:

Affordable Housing

- Develop a plan to best utilize and replenish the City's affordable housing funds
- Research community land trust options and feasibility
- Consider possible tenant protection measures

Emergency Preparedness

- Update the City Emergency Operations Plan (EOP)
- Develop disaster specific preparedness plans and City emergency communications plan
- Conduct Emergency Operations Center activation exercises in collaboration with community partners
- Conduct Second Annual Coastside Preparedness Day
- Conduct CPR training for all City staff

Traffic and Transportation Demand Management

- Develop a Transportation Demand Management (TDM) strategic plan
- Develop TDM regulations
- Implement CIP and Pedestrian and Bicycle Master Plan projects related to TDM
- Enhance TDM collaboration with regional and local agencies

Sustainability

- Develop a Climate Action and Adaptation Plan (CAAP)
- Develop a Green Infrastructure Plan
- Develop a Sustainability Strategic Plan with timelines and goals for the City, businesses and residents
- Implement projects to improve the sustainability of City operations and infrastructure

Minimum Wage Ordinance

- Conduct public outreach including a business survey and a community workshop
- Develop draft regulations for City Council consideration
- If implemented, develop education and outreach plan and materials

DISCUSSION:**COUNCIL PRIORITIES UPDATE:**

Along with ongoing projects and day-to-day operations, staff continues to focus its efforts on the City Council Priorities and is making progress in each of the identified areas. The Strategic Plan Matrix, which is available on the City's website at <http://www.half-moon-bay.ca.us/241/City-Councils-Strategic-Elements-Strateg>, shows the status and timing of the Council's priorities, and provides a brief update of current activities related to each priority.

The City Manager's Office is exploring better ways to track and display this information, so that the Council and the community can obtain ongoing updates on the status of high priority projects.

CIP UPDATE:

The Department of Public Works continues to make progress on the projects identified in the Capital Improvement Program. The list of approved projects and their associated budgets are available on the City's website at: <http://www.half-moon-bay.ca.us/DocumentCenter/View/1758/Capital-Improvement-Program-FY-2018-2019-to-FY-2019-2023>.

For details on many of the projects, visit the Capital Projects website at: <https://www.half-moon-bay.ca.us/363/City-Projects>

ATTACHMENT:

FY 2019-20 Strategic Plan Matrix

City Council Strategic Priorities FY 2019-20

Affordable Housing	Emergency Preparedness	Traffic and Transportation Demand Management	Sustainability	Minimum Wage
Develop a plan to best utilize and replenish the City's affordable housing funds	Update the City Emergency Operations Plan (EOP)	Develop Transportation Demand Management (TDM) strategic plan	Develop a Climate Action and Adaptation Plan (CAAP)	Conduct public outreach including a business survey and a community workshop
Research community land trust options and feasibility	Develop disaster specific preparedness plans and City emergency communications plan	Develop TDM regulations	Develop a Green Infrastructure Plan	Develop draft regulations for City Council consideration
Consider possible tenant protection measures	Conduct Emergency Operations Center activation exercises in collaboration with community partners	Implement CIP and Pedestrian and Bicycle Master Plan projects related to TDM	Develop a Sustainability Strategic Plan with timelines and goals for the City, businesses and residents	If implemented, develop education and outreach plan and materials
	Conduct Second Annual Coastside Preparedness Day	Enhance TDM collaboration with regional and local agencies		
	Conduct CPR training for all City staff			



City Council Strategic Priorities

FY 2019-20

Item	Council Priority	Status	Progress	Anticipated Completion	Updates as of September 3, 2019
A	Affordable Housing				
	Develop a plan to best utilize and replenish the City's affordable housing funds			Q3 FY 2019-20	An Affordable Housing Study Session was held on July 17, 2019. Topics included options for use, methods for disbursement, and sources for replenishing the Affordable Housing Fund. Council directed staff to prepare a draft plan using an "over-the-counter" approach as one of three methods and to pursue commercial linkage fees as a funding source. Staff and the City's housing consultant are working on the draft plan and anticipate bringing a draft to Council in the second quarter of Fiscal Year 2019-20. Staff is working with the 21 Elements collaborative on a nexus study to explore the potential commercial linkage fee.
	Research community land trust options and feasibility			Completed	At the Affordable Housing Study Session, the City's housing consultant presented an overview of community land trusts. Council recognized that the City's role in such an endeavor would likely be limited and that land trusts do not typically provide for rental housing, which is a priority housing type. The research is complete, and work on community land trusts will be revived if it becomes pertinent and as directed by Council.
	Consider possible tenant protection measures			Q3 FY 2019-20	At the Affordable Housing Study Session, Council confirmed the scope for tenant protection measures to include minimum lease terms, enhanced notification, and mediation. Staff is currently researching real estate community concerns about enhanced notification, meeting with real estate professionals, and completing a review of housing stock characteristics relevant to the potential for future relocation assistance. A draft ordinance will come before Council in the second quarter of Fiscal Year 2019-20. In addition to the tenant protection measures, 25-percent of the Fiscal Year 2019-20 Community Services Financial Assistance grant recipients offer programs that support housing stability. Examples include workforce rental assistance, aging in place, home repair, and critical family needs/safety net services.



City Council Strategic Priorities

FY 2019-20

Item	Council Priority	Status	Progress	Anticipated Completion	Updates as of September 3, 2019
B	Emergency Preparedness				
	Update the City Emergency Operations Plan (EOP)			Q2 FY 2019-20	Staff and the Office of Emergency Services (OES) are reviewing best practices, monitoring changes to rules and regulations, and comparing the EOP against plans from comparable jurisdictions. Adjustments are being made to make the document specific and relevant to the City. Changes made by jurisdictions as a result of having experienced recent natural disasters (e.g., wildfires) are helping staff refine the EOP.
	Develop disaster specific preparedness plans and City emergency communications plan			Q4 FY 2019-20	<p>A Tsunami Playbook created in collaboration with the National Weather Association was recently completed for San Mateo County. Content includes evacuation codes, self-saving tips, and realistic scenarios that were general best practice and locally relevant.</p> <p>Staff is working toward adding earthquakes and fires as an appendix to the existing EOP. Staff is gathering data from other cities, compiling best practices, and is taking into account geographical considerations and other nuances specific to the City. Staff and the District Coordinator are examining scenarios that trigger destructive fires in addition to wildfires.</p> <p>The City recently hired a Communications Specialist who is working in conjunction with emergency preparedness staff on internal communications, external communications including the City website, web-based resources such as WebEOC, and a reporting structure to follow when the Emergency Operation Center is activated.</p>
	Conduct Emergency Operations Center activation exercises in collaboration with community partners			Q3 FY 2019-20	Staff and OES are conducting a series of planning meetings that will result in two exercises. The first will be in the fall with ARES HAM Radio and 1-2 CERT volunteers. There will be table-top exercises in line with the County Initiative (Yellow Command). In March, 2020, there will be a staff training and activation drill. Representatives from ARES HAM Radio and additional volunteers will participate.
	Conduct Second Annual Coastside Preparedness Day			Q4 FY 2019-20	Staff and OES have conducted an extensive debrief of the Spring 2019 Emergency Preparedness Day event. Areas of focus for the next event include cost-effectiveness, duration, timing, and resources to share with the community. There is an intention to increase representation from non-profits and local vendors in addition to collaborating with the Chamber of Commerce.
	Conduct CPR training for all City staff			Q3 FY 2019-20	A comprehensive, all-staff CPR training will be offered in the third quarter of Fiscal Year 2019-20.



City Council Strategic Priorities

FY 2019-20

Item	Council Priority	Status	Progress	Anticipated Completion	Updates as of September 3, 2019
Traffic and Transportation Demand Management					
C	Develop Transportation Demand Management (TDM) strategic plan			Q4 FY 2019-20	Staff has been working on the Local Coastal Land Use Plan Public Works chapter that includes traffic and transportation issues as well as other public infrastructure needs. As part of this effort, staff has been exploring ways to reduce congestion on the roadways and promote alternative means of transportation. These planning efforts will be informing second-year regulations toward adoption.
	Develop TDM regulations			Q2 FY 2020-21	Planning efforts must preclude the development of TDM regulations.
	Implement CIP and Pedestrian and Bicycle Master Plan projects related to TDM			Ongoing	City staff has been working on a number of Bicycle and Pedestrian Master Plan projects including but not limited to the Pacific Coast Bike Path North Project, Highway 1 North and South Safety and Operations Projects, the Poplar Complete Streets Project, and the Main Street Bridge Project, among others. As a TDM Strategic Plan is developed, additional projects will likely be included in the CIP.
	Enhance TDM collaboration with regional and local agencies			Q4 FY 2019-20	City staff has been working with local and regional agencies such as CCAG and the TA on developing policies regarding SB743 (Vehicle Miles Traveled). This state requirement will change the way traffic impacts are measured, moving away from time delays and into distance impacts. As these policies are defined, the City will work to implement goals and policies specific to Half Moon Bay.



City Council Strategic Priorities

FY 2019-20

Item	Council Priority	Status	Progress	Anticipated Completion	Updates as of September 3, 2019
Sustainability					
D	Develop a Climate Action and Adaptation Plan (CAAP)			Q2 FY 2020-21	The City was selected as one of two pilot programs identified by the County of San Mateo to receive a \$60k grant to assist with CAAP planning efforts. These funds will be utilized by the City and the City's partners (ALAS, YLI, and Senior Coastsiders) to engage the community on items they feel should be included in the City's future CAAP. Partnered outreach events will occur throughout the fall, with an RFP for a CAAP consultant to follow shortly thereafter. The City is also in the process of hiring a Sustainability Analyst who's will focus on the CAAP, along with other sustainability efforts.
	Develop a Green Infrastructure Plan			Q2 FY 2019-20	Staff presented the draft Green Infrastructure Plan to Council on Aug. 20, 2019. Comments were received and are being incorporated into the final draft which will be brought back to Council on 9/17 for final approval and submittal to the State Water Resources Quality Control Board.
	Develop a Sustainability Strategic Plan with timelines and goals for the City, businesses and residents			Q4 FY 2019-20	Staff has been coordinating with San Mateo County on a single-use plastic ban and the County's ordinance will be implemented later this calendar year. Staff has reviewed the ordinance and presented changes affecting local businesses to Council members. Pending adoption by the Board of Supervisors, the City will explore adoption of a local ordinance in line with the County's precedent.



City Council Strategic Priorities

FY 2019-20

Item	Council Priority	Status	Progress	Anticipated Completion	Updates as of September 3, 2019
E	Minimum Wage				
	Conduct public outreach including a business survey and a community workshop			Q2 FY 2019-20	Staff has conducted research on the public outreach, business survey and community workshop methods of other local jurisdictions. Staff are working with the Half Moon Bay Coastside Chamber of Commerce to analyze the results of a business survey they recently conducted, as well as to host business and community workshops. The City anticipates that workshops and other outreach will be completed in Fall, 2019. In addition to the survey and workshops, staff will also develop public outreach materials which will be mailed to businesses and posted publicly to ensure information is disseminated appropriately.
	Develop draft regulations for City Council consideration			Q2 FY 2019-20	Staff is in the process of researching and compiling potential regulations to develop a draft policy for City Council consideration. Staff hopes to have a first draft of regulations prepared by late Fall, 2019.
	If implemented, develop education and outreach plan and materials			Q4 FY 2019-20	Staff has collected sample materials from other jurisdictions, as well as information on outreach and enforcement, to be further developed if regulations are adopted.

