



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

TUESDAY, OCTOBER 15, 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

APPROVAL OF AGENDA

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 WARRANTS FOR THE MONTH OF SEPTEMBER 2019

Staff Recommendation: Accept the warrants list for the month of September 2019.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

1.C APPROVE CITY'S RESPONSE TO THE AUGUST 12, 2019 GRAND JURY REPORT ENTITLED "SOARING CITY PENSION COSTS – FOLLOW-UP ON GRAND JURY REPORT OF 2017-2018"

Staff Recommendation: By motion, authorize the Mayor to sign and submit a letter of response to the July 29, 2019 Grand Jury Report titled "Soaring City Pension Costs—Follow-up on Grand Jury Report of 2017-2018."

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

1.D APPROVE CITY'S RESPONSE TO THE AUGUST 12, 2019 GRAND JURY REPORT ENTITLED "ELECTRIC VEHICLE ADOPTION IN THE CITIES AND COUNTY OF SAN MATEO"

Staff Recommendation: By motion, authorize the Mayor to sign and submit a letter of response to the August 12, 2019 Grand Jury Report titled "Electric Vehicle Adoption in the Cities and County of San Mateo."

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A DRAFT AFFORDABLE HOUSING FUND ALLOCATION GUIDELINES

Staff Recommendation: Receive the presentation and provide guidance for completion and adoption of Affordable Housing Fund Guidelines.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

3.B LEGISLATION / GRANTS UPDATE

Staff Recommendation: Receive an update on legislation and grants.

[STAFF REPORT](#)

3.C FUNDING ASSISTANCE FOR PROPOSED ABUNDANT GRACE WORKFORCE DEVELOPMENT CENTER AT 515 KELLY AVENUE

Staff Recommendation: Consider \$300,000 funding request from Abundant Grace for development of a Workforce Development Center at 515 Kelly Avenue and authorize the City Manager to initiate negotiations on a funding or loan agreement for half (\$150,000) of the requested amount contingent on Abundant Grace receiving all necessary permits.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

3.D ANNUAL REPORT FROM MARK THOMAS & COMPANY ON SEWER COLLECTION SYSTEM MAINTENANCE

Staff Recommendation: By motion, accept the annual report from Mark Thomas & Company, Inc. on sewer collections systems cleaning oversight, the Fats, Oils and Greases (FOG) inspection program and related work.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

3.E SUSTAINABILITY PROGRAM UPDATE

Staff Recommendation: Receive and accept report on sustainability program.

[STAFF REPORT](#)

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: **October 15, 2019**

TO: Honorable Mayor and City Council

FROM: Robert Nisbet, City Manager

TITLE: **WARRANTS FOR THE MONTH OF SEPTEMBER 2019**

RECOMMENDATION:

Accept the attached warrants list for the month of September 2019.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, we processed 4 check runs. The first was on September 3, totaling \$5,417.50, the second was on September 10, 2019, totaling \$939,469.51, the third was on September 25, 2019, totaling \$356,671.58 and the fourth was on September 28, 2019 totaling \$41,980.36. The grand total for all warrants for the month was \$1,343,538.95.

The City processed payments related to 16 capital improvement projects, in a total amount of \$322,524.44. These projects include: Infiltration & Inflow Reduction, Sewer Lift Upgrades, Street Resurfacing, Ocean Colony Pump Station, HWY 1 Safety / Congestion, Wayfinding Signage, Citywide Sidewalk Assessment, Drainage Master Plan, Signal Kelly/HWY 1 Intersection Improvement, Bike and Pedestrian Master Plan, Seymour Ditch Erosion, Poplar Pedbike Trail Rehabilitation, Coastal Bluff Preservation, Ted Adcock Remodeling, Street Light Upgrades, and Main Street Bridge Rehabilitation. Staff is also including a list of all payments above \$30,000 processed during this reporting period, as listed in the table below.

Over \$30,000					
Check#	Vendor Number	Payee	Check Date	Check Amount	Description
46486	2564	HALF MOON BAY GRADING & PAVING, INC.	9/10/2019	95,493.61	AUG'19 KELLY AVE SR1 STORM DRAIN IMPROVE
46488	3956	PENINSULA MUNICIPAL ENGINEERING, INC.	9/10/2019	42,097.00	JUL'19 MAIN STREET BRIDGE MANAGEMENT SUP
46489	159	SEWER AUTHORITY MID-COASTSIDE (ON BEV C	9/10/2019	644,230.01	NOV'18 FY18/19 SAM O&M / JUN'19 SAMS COLLI
46551	18	ANDREINI BROTHERS, INC.	9/25/2019	113,492.70	AUG'19 SEWER POINT REPAIR PROJECT
46558	3085	SHUTE, MIHALY & WEINBERGER LLP	9/25/2019	35,507.44	JUL'19 LEGAL SERVICES

ATTACHMENTS:

Check Disbursement List by Check Date

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
046422	3746	MALCOLM C SMITH	09/03/19	5,417.50	JUL'19 COMMUNICATION CONSULTANT
		Total		5,417.50	

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
046423	1622	ABSOLUTE FLOORING	09/10/19	6,139.52	AUG'19 TED ADCOCK FLOOR REPLACEMENT
046424	2022	ACC BUSINESS	09/10/19	776.44	JUL'19 INTERNET SERVICE
046425	1394	ACOUNTEMP'S FILE 73484	09/10/19	2,562.29	AUG'19 TEMP SERVICES
046426	4253	JUAN ACEVEDO	09/10/19	100.00	DEPOSIT REFUND TRAIN DEPOT 08/30/19
046427	4561	BEVERLY AMBROSE	09/10/19	900.00	PDP 19-050 REIMBURSEMENT
046428	3332	AMERICAN PORTABLES	09/10/19	6,151.13	SEP'19 FY19-20 PORTABLE RESTROOM FACILIT
046429	3577	AMERIGAS	09/10/19	634.99	AUG'19 PROPANE AND PROPANE ACCESSORIES
046430	18	ANDREINI BROTHERS, INC.	09/10/19	591.40	AUG'19 SHERIFF STATION GENERATOR FUEL
046431	2407	ARAMARK	09/10/19	169.79	AUG'19 MAINTENANCE SUPPLIES
046432	266	BAGG ENGINEERS	09/10/19	3,410.00	JUL'19 FY19-20 ON CALL GEOTECHNICAL SERV
046433	291	LAURA LEE BECKER	09/10/19	396.90	INSTRUCTOR PAYMENT ZUMBA 07/11-08/29/19
046434	4115	BIG BELLY SOLAR INC	09/10/19	1,265.03	AUG'19 FY19-20 SMART TRASH RECEPTACLES
046435	481	BIG CREEK	09/10/19	2,364.38	AUG'19 MAINTENANCE SUPPLIES
046436	3626	BKF ENGINEERS	09/10/19	1,984.00	AUG'19 CIVIL ENGINEERING SVCS KELLY/SR1
046437	3248	BLX GROUP LLC	09/10/19	4,500.00	FINAL ARBITRAGE REBATE REPORT JUDGMENT 0
046438	4406	BSI EHS SERVICES AND SOLUTIONS	09/10/19	2,200.00	JUN'19 ERGONOMIC EVALUATIONS
046439	4039	PAUL J. CARMODY	09/10/19	1,225.00	INSTRUCTOR PAYMENT MARTIAL ARTS 08/05-28
046440	3133	CHESTNUT ID	09/10/19	208.57	AUG'19 UNIFORMS
046441	4568	DOMINICK CHIRICHILLO	09/10/19	400.00	SEP'19 PERMIT ISSUANCE REFUND
046442	404	CITY OF SAN CARLOS CITY CLERK'S DEPT.	09/10/19	65.00	JUN'19 COUNCIL OF CITIES DINNER
046443	197	COASTSIDE PRINTERS	09/10/19	25.00	AUG'19 PRINTING SERVICE
046444	2861	CODE PUBLISHING COMPANY	09/10/19	1,915.00	AUG'19 MUNICODE WEB UPDATE
046445	194	CALIFORNIA PARKS & REC SOCIETY	09/10/19	170.00	ID 126994 MEMBERSHIP RENEWAL
046446	4562	DAVID DANIELSON	09/10/19	1,829.00	PDP-19-048 REIMBURSEMENT
046447	4064	DOMONIQUE DEL CHIARO	09/10/19	1,113.00	INSTRUCTOR PAYMENT HULA 07/01-08/26/19
046448	3086	DIRECTV	09/10/19	88.88	SEP'19 DIRECTV SERVICE
046449	202	FEDEX	09/10/19	71.79	AUG'19 SHIPPING SERVICE
046450	3040	JULIE FLORES	09/10/19	100.00	DEPOSIT REFUND SUN ROOM 08/31/19
046451	3387	C & D HAUPT, INC DBA: GSD CONSULTING	09/10/19	4,945.00	JUL'19 FY19-20 FINANCE AND IT SUPPORT
046452	3528	HASSETT HARDWARE BLUETARP CREDIT SERVICE	09/10/19	9,864.13	AUG'19 MAINTENANCE SUPPLIES
046453	1853	HDL SOFTWARE, LLC	09/10/19	1,048.03	JUL'19 FY19-20 TOT AND BUSINESS LICENSE
046454	76	HALF MOON BAY BUILDING & GARDEN	09/10/19	311.01	AUG'19 MAINTENANCE SUPPLIES
046455	4487	THE HOME DEPOT PRO	09/10/19	1,128.50	AUG'19 MAINTENANCE SUPPLIES
046456	4267	IMPEC GROUP, INC.	09/10/19	360.00	AUG'19 MAINTENANCE SERVICE
046457	2257	INTERSTATE TRAFFIC CONTROL PRODUCTS	09/10/19	495.56	AUG'19 MAINTENANCE SERVICE
046458	4565	CAMDEN JUNGLE	09/10/19	110.00	REGISTRATION REFUND TINY TYKES 09/06-10/
046459	2699	KONICA MINOLTA BUSINESS SOL	09/10/19	281.75	AUG'19 NEW KONICA PRINTER & SCANNER
046460	4563	LIFEPLAYS	09/10/19	1,000.00	JUL'19 COMMUNICATION WORKSHOP
046461	4496	WILLIAM J. LOWELL	09/10/19	3,250.00	JUL'19 AFFORDABLE HOUSING WORK PLAN
046462	3069	MANAGED HEALTH NETWORK BANK OF AMERICA	09/10/19	168.00	SEP'19 EAP
046463	4528	MORGAN MURAL STUDIOS	09/10/19	5,500.00	AUG'19 CONFERENCE ROOM MURALS
046464	4489	MTA PARTS, INC.	09/10/19	121.16	AUG'19 VEHICLE PARTS
046465	2997	NICHOLS CONSULTING ENGINEERS CHTD	09/10/19	9,204.76	AUG'19 REPLACE CMP WITH HDPE PIPE TO MIT
046466	457	OFFICE DEPOT ACCT NO 89037853	09/10/19	603.45	AUG'19 OFFICE SUPPLIES
046467	4543	ORION SECURITY	09/10/19	3,925.60	AUG'19 SEASONAL SECURITY SERVICE
046468	137	PG&E PAYMENT PROCESSING CENTER	09/10/19	120.41	AUG'19 ELECTRICITY CHARGES
046469	4339	PLAN JPA POOLED LIABILITY ASSURANCE NETW	09/10/19	588.47	JUL'19 LIABILITY CLAIM PAYMENTS
046470	4303	RAIN MASTER IRRIGATION SYSTEMS ICENTRAL	09/10/19	194.30	AUG'19 MAINTENANCE SERVICE
046471	903	SIMMS PLUMBING & WATER EQUIPMENT, INC.	09/10/19	829.15	MAY'19 LEAKING BACKFLOW VALVES

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

By KEVIN ESPINOZA (KEVINE)

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
046472	217	COUNTY OF SAN MATEO INFORMATION SVCS DEP	09/10/19	76.00	JUL'19 MICROWAVE SERVICE
046473	216	SAN MATEO COUNTY SHERIFF'S OFFICE ACCOUN	09/10/19	70.00	AUG'19 SHERIFF OFFICE REVENUE
046474	3746	MALCOLM C SMITH	09/10/19	2,612.50	AUG'19 COMMUNICATION CONSULTANT
046475	3519	SWCA, INCORPORATED	09/10/19	7,259.19	AUG'19 VEGETATION MANAGEMENT AND FIRE AB
046476	4560	JOSEPH TAMEZ	09/10/19	185.00	REGISTRATION REFUND DOG TRAINING 09/19-1
046477	3900	TRUELOOK	09/10/19	299.00	SEP'19 PHOTOGRAPHY SERVICE
046478	1497	TURBO DATA SYSTEMS	09/10/19	593.37	AUG'19 CITATION PROCESSING
046479	4564	TYLER'S MYSTERY TOURS	09/10/19	430.00	PAYPAL BEACH EVENT REFUND
046480	2440	ULINE SHIPPING SUPPLIES	09/10/19	991.88	AUG'19 MAINTENANCE SUPPLIES
046481	3004	VERIZON WIRELESS ACCT# 642053248-00001	09/10/19	476.52	JUL-AUG'19 MOBILE SERVICE
046482	4523	NINA WOOLSEY	09/10/19	165.00	REGISTRATION REFUND CULTIVATING KINDNESS
046483	4373	ZEIGER ENGINEERS, INC.	09/10/19	2,288.00	JUN-JUL'19 REPAIRING AND REPLACING MAIN
046484	51	COASTSIDE COUNTY WATER DISTRICT	09/10/19	12,037.89	AUG'19 WATER CHARGES
046485	1891	DIGITAL MAP PRODUCTS, INC.	09/10/19	14,045.40	GOV CLARITY FY19-20 SUBSCRIPTION
046486	2564	HALF MOON BAY GRADING & PAVING INC.	09/10/19	95,493.61	AUG'19 KELLY AVE SR1 STORM DRAIN IMPROVE
046487	1206	MARK THOMAS & CO. INC.	09/10/19	13,382.75	JUL-AUG'19 SANITARY SEWER SYSTEM MAINTEN
046488	3956	PENINSULA MUNICIPAL ENGINEERING	09/10/19	42,097.00	JUL'19 MAIN STREET BRIDGE MANAGEMENT SUP
046489	159	SEWER AUTHORITY MID-COASTSIDE	09/10/19	644,230.01	NOV'18 FY18/19 SAM O&M
046490	1760	STEPFORD	09/10/19	17,330.00	OCT'19 OFF SITE BACKUP AND DR PLAN OCT'1
Total				939,469.51	

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
046491	4211	ABUNDANT GRACE COASTSIDE WORKER	09/25/19	9,475.77	APR-MAY'19 COASTAL CLEAN-UP PROGRAM
046492	4534	AFLAC AMERICAN FAMILY LIFE ASSURANCE COM	09/25/19	823.38	ACCOUNT NUMBER L3Y13
046493	3954	ALTA PLANNING & DESIGN ATTN: ACCOUNTING	09/25/19	799.50	AUG'19 BICYCLE/PEDESTRIAN MASTERPLAN
046494	3793	AMS SYSTEMS, INC	09/25/19	3,104.04	SEP'19 PRINTING SERVICE
046495	4574	EMMANUEL ARREOLA	09/25/19	100.00	DEPOSIT REFUND TRAIN DEPOT 09/07/19
046496	3285	BAY AREA BARRICADE SERVICE INC.	09/25/19	3,314.70	JUL'19 MAINTENANCE SUPPLIES
046497	4406	BSI EHS SERVICES AND SOLUTIONS	09/25/19	680.00	JUN'19 ERGONOMIC ASSESSMENTS
046498	4569	LAURA BURTNES	09/25/19	85.00	REGISTRATION REFUND THERAPEUTIC YOGA 09/
046499	4300	AT&T BAN 9391065430	09/25/19	41.53	AUG'19 PHONE SERVICE
046500	4577	CALIFORNIA ASSOCIATION OF PUBLIC INFORMA	09/25/19	225.00	AUG'19 ANNUAL MEMBERSHIP RENEWAL LETTIRE
046501	4106	JENNIFER CHONG	09/25/19	219.03	AUG'19 CRRA CONFERENCE REIMBURSEMENT
046502	50	THE CITIES GROUP	09/25/19	6,500.93	JUL-DEC'19 FY19-20 JPA CITY OF HMB WC LI
046503	1925	CITY OF BURLINGAME	09/25/19	4,972.96	JUL'19 SM CO BID JUN'19 SM CO BID
046504	4086	COASTSIDE BUZZ, LLC	09/25/19	1,900.00	AUG'19 COMMUNITY OUTREACH
046505	957	COASTSIDE.NET	09/25/19	135.18	SEP'19 DOMAIN HOSTING & INTERNET SERVICE
046506	2861	CODE PUBLISHING COMPANY	09/25/19	598.00	AUG'19 MUNICODE PRINT SUPPLEMENT
046507	3975	COLANTUONO HIGHSMITH WHATLEY, PC	09/25/19	8,046.28	LEGAL SERVICES - SAM
046508	2028	COPOWER-GROUP ID 123518 DEPARTMENT 34604	09/25/19	5,675.40	OCT'19 INSURANCE PAYMENT
046509	3643	CORODATA RECORDS MANAGEMENT, INC	09/25/19	281.63	AUG'19 RECORDS MANAGEMENT
046510	3859	BENJAMIN CORRALES	09/25/19	267.77	WEIGANDT RETIREMENT PARTY REIMBURSEMENT
046511	2797	SAN MATEO DAILY JOURNAL	09/25/19	752.00	SEP'19 ADVERTISING SERVICE
046512	55	DEWEY PEST CONTROL	09/25/19	1,096.50	JUL'19 MAINTENANCE SERVICE
046513	3446	FLYERS ENERGY LLC DEPT #34516	09/25/19	1,790.65	AUG'19 VEHICLE FUEL
046514	4570	THANIA GARCIA	09/25/19	468.75	DEPOSIT REFUND GRAND OAK 08/31/19 LESS T
046515	3835	GRANICUS, INC.	09/25/19	1,226.10	SEP'19 GRANICUS PLATFORM
046516	3387	C & D HAUPT, INC DBA: GSD CONSULTING	09/25/19	4,002.00	AUG'19 iWorQ SOFTWARE IMPLEMENTATION
046517	3528	HASSETT HARDWARE BLUETARP CREDIT SERVICE	09/25/19	170.88	AUG'19 RECREATION SUPPLIES
046518	76	HALF MOON BAY BUILDING & GARDEN	09/25/19	897.20	AUG'19 MAINTENANCE SUPPLIES
046519	82	HALF MOON BAY REVIEW	09/25/19	579.75	AUG'19 ADVERTISING SERVICE
046520	2444	HOME DEPOT CREDIT SERVICES	09/25/19	4,428.51	AUG'19 MAINTENANCE SUPPLIES
046521	4487	THE HOME DEPOT PRO	09/25/19	2,829.41	AUG'19 MAINTENANCE SUPPLIES
046522	2699	KONICA MINOLTA BUSINESS SOLUTIONS	09/25/19	828.97	AUG'19 NEW KONICA PRINTER & SCANNER
046523	4542	COLLEEN LETTIRE	09/25/19	936.42	EMPLOYEE EVENT SUPPLY REIMBURSEMENT
046524	4293	LOCKWORKS UNLIMITED INC	09/25/19	158.47	AUG'19 MAINTENANCE SERVICE
046525	740	MAILFINANCE	09/25/19	881.25	JUL-OCT'19 POSTAGE
046526	4571	LISA MATEJA	09/25/19	150.00	RESERVATION REFUND COMMUNITY ROOM 09/04/
046527	3922	LLOYD A MCVICKER	09/25/19	3,062.50	OCT'19 FY19-20 ANNEX RENT
046528	3934	SHORETEL INC.	09/25/19	2,723.79	OCT'19 PHONE SERVICE
046529	3641	JAMES J HENDERSON NEIGHBORHOOD RADIO	09/25/19	300.00	SEP'19 CONCERTS IN THE PARK ADVERTISING
046530	4575	ELISA NOCEDAL	09/25/19	85.00	REGISTRATION REFUND RESTORATIVE YOGA 10/
046531	129	SERVICE PRESS, INC. (OCEAN SHORE PRINTIN	09/25/19	100.62	SEP'19 OFFICE SUPPLIES
046532	1283	KATHY OLER	09/25/19	1,900.00	OCT'19 2019 TEMPORARY PARKING LOT RENTAL
046533	3479	PARKEON INC	09/25/19	52.50	AUG'19 MAINTENANCE SERVICE
046534	3790	PIXEL-GYM	09/25/19	2,000.00	AUG'19 COASTSIDE WAVE NEWSLETTER
046535	4110	LISA POPE	09/25/19	625.00	JUL'19 TRANSCRIPTION SERVICE
046536	3372	PENINSULA OPEN SPACE TRUST	09/25/19	2,750.00	OCT'19 FY19-20 CORP YARD LEASE
046537	3951	PUBLIC PARKING ASSOCIATES	09/25/19	443.04	AUG'19 MAINTENANCE SERVICE
046538	1907	REPETTO'S GREENHOUSE FLORIST	09/25/19	205.39	AUG'19 60TH ANNIVERSARY FLORAL ARRANGEME
046539	252	RICE TRUCKING-SOIL FARM, INC.	09/25/19	185.73	AUG'19 MAINTENANCE SUPPLIES

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

By KEVIN ESPINOZA (KEVINE)

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
046540	3538	ATLANTIC RADIO TELEPHONE INC	09/25/19	432.60	JUN'19 IRIDIUM ANNUAL SUBSCRIPTION
046541	3101	SHRED-IT USA	09/25/19	532.04	AUG'19 RECORDS MANAGEMENT
046542	1526	SAN MATEO COUNTY CONTROLLERS OFFICE ATTN	09/25/19	2,560.20	AUG'19 CITATION ALLOCATION
046543	217	COUNTY OF SAN MATEO INFORMATION SVCS DEP	09/25/19	76.00	AUG'19 MICROWAVE SERVICE
046544	1760	STEEFORD	09/25/19	7,026.51	SEP'19 HP ZBOOK 15 H5
046545	3519	SWCA, INCORPORATED	09/25/19	1,844.00	AUG'19 BIOLOGICAL SERVICE
046546	3058	TOWN OF PORTOLA VALLEY	09/25/19	60.00	AUG'19 COUNCIL OF CITIES
046547	4576	DONNA J. VAILLANCOURT	09/25/19	1,250.15	SEP'19 MBTI CURRICULUM
046548	3004	VERIZON WIRELESS ACCT# 642053248-00001	09/25/19	476.52	AUG'19 MOBILE SERVICE
046549	4538	WILEY PRICE & RADULOVICH, LLP	09/25/19	2,926.07	AUG'19 LABOR ADVICE
046550	4245	WOODRICH EVENTS AND CATERING	09/25/19	6,014.16	SEP'19 VOTER REGISTRATION DINNER
046551	18	ANDREINI BROTHERS, INC.	09/25/19	113,492.70	AUG'19 SEWER POINT REPAIR PROJECT
046552	3526	BIGGS CARDOSA ASSOCIATES, INC	09/25/19	28,719.30	JUL'19 MAIN ST. BRIDGE REHAB
046553	89	HALF MOON BAY COASTSIDE CHAMBER OF COMME	09/25/19	15,763.00	JUL'19 HMB BID JUN'19 HMB BID
046554	4267	IMPEC GROUP, INC.	09/25/19	17,357.25	AUG'19 JANITORIAL SERVICES
046555	1206	MARK THOMAS & CO. INC.	09/25/19	10,435.97	JUL'19 HWY1 SAFETY AND OPERATIONAL IMPRO
046556	137	PG&E PAYMENT PROCESSING CENTER	09/25/19	14,198.64	AUG'19 ELECTRICITY CHARGES
046557	3757	SCHAFF & WHEELER, CONSULTING CIVIL ENGIN	09/25/19	15,122.50	AUG'19 OCEAN COLONY PUMP STATION
046558	3085	SHUTE, MIHALY & WEINBERGER LLP	09/25/19	35,507.44	JUL'19 LEGAL SERVICES
Total				356,671.58	

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	-1,219.24	3 MONTH CASH BACK AWARD ANNUAL MEMBERSHI
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	3,060.56	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	430.31	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	2,366.31	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	1,653.16	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	1,075.95	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	12,884.02	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	22.00	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	1,775.14	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	3,390.01	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	3,034.55	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	249.63	SEP' 19 VISA PAYMENT
092819	3923	WELLS FARGO PAYMENT REMITTANCE CENTER	09/28/19	13,257.96	SEP' 19 VISA PAYMENT
Total				41,980.36	

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council

FROM: Bob Nisbet, City Manager

TITLE: **APPROVE CITY'S RESPONSE TO THE AUGUST 12, 2019 GRAND JURY REPORT ENTITLED "SOARING CITY PENSION COSTS – FOLLOW-UP ON GRAND JURY REPORT OF 2017-2018"**

RECOMMENDATION:

By motion, authorize the Mayor to sign and submit a letter of response to the July 29, 2019 Grand Jury Report titled "Soaring City Pension Costs—Follow-up on Grand Jury Report of 2017-2018" no later than October 28, 2019.

FISCAL IMPACT:

There is no fiscal impact associated with responding to the Grand Jury Report.

STRATEGIC ELEMENT:

This action supports the Infrastructure and Environment and Inclusive Governance Elements of the Strategic Plan.

BACKGROUND:

The Grand Jury issued a report on July 29, 2019 which followed up a 2017/2018 Grand Jury Report regarding pension costs for the 20 cities located within San Mateo County. Excerpts pertaining to the City of Half Moon Bay are included as Attachment 1.

DISCUSSION:

As required by the San Mateo County Civil Grand Jury, each City including Half Moon Bay is obligated to respond to the Findings and Recommendations contained in the report by October 28, 2019. Attachment 2 includes the draft letter of response.

The 2018/2019 Report focuses on the recommendations that were implemented since the 2017/2018 Report. The current Report notes that "projected pension cost information can be found on the websites of almost all of the 20 cities, only a few include the information in their annual budgets." The Report indicates the Grand Jury concern over the lack of ease of access by residents to the information. Additionally, the Grand Jury, while commending cities for developing five-year financial forecasts, they recommend that all cities should be developing

ten-year forecasts in the interest of greater transparency. It is also recommended that the pension information be readily accessible to the public via the annual budgets.

The City generally concurs that we should always be looking at ways to improve our financial transparency. The FY 2020-21 City Operating Budget and related documents will include a discussion of pension obligations. The City does not intend to expand its financial forecasts beyond five-years as the sheer number of variables and assumptions regarding revenues, expenditures and the economy overall would lessen the value of the forecast and potentially lead to poor financial decisions and false expectations by the community and employees.

ATTACHMENT:

1. Excerpts related to Half Moon Bay for San Mateo County Grand Jury Report “Soaring Pension Costs—Follow-up on Grand Jury Report of 2017-2018”
2. Response Letter to San Mateo Grand Jury



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

NEAL TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
FAX (650) 261-5147
www.sanmateocourt.org

July 29, 2019

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

Re: Grand Jury Report: "Soaring City Pension Costs – Follow-up on Grand Jury Report of 2017-2018"

Dear Councilmembers:

The 2018-2019 Grand Jury filed a report on July 29, 2019 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Donald J. Ayoob. Your agency's response is due no later than October 28, 2019. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.

- Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Ayoob.

Hon. Donald J. Ayoob
Judge of the Superior Court
c/o Charlene Kreseovich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.

- Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)

3. Responses to be placed with the clerk of your agency.

- File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



Neal Taniguchi
Court Executive Officer

NT:ck
Enclosure

cc: Hon. Donald J. Ayoob
Paul Okada

✓ Information Copy: City Manager



**SOARING CITY PENSION COSTS –
FOLLOW-UP ON GRAND JURY REPORT
OF 2017-2018**

ISSUE

One year after the Grand Jury's 2017-2018 report on soaring pension costs, what are San Mateo County's cities doing to manage them and to make better information available to the public about the impact of pension costs on long-term financial plans?

SUMMARY

The 2017-18 San Mateo County Civil Grand Jury issued a report in June 2018 entitled "*Soaring City Pension Costs – Time for Hard Choices.*" It can be viewed at: www.sanmateocourt.org/documents/grand_jury/2017/city_pension.pdf.

In the current report, the 2018-19 Grand Jury updates financial data on pensions for each city in San Mateo County, including the data in Appendix A relating to their pension costs during the four-year period from FY 2014-15 through FY 2017-18. The Grand Jury also reports on the steps, if any, currently being taken by each city to reduce, otherwise better manage, and/or plan for their long-term pension costs. It identifies whether the cities have implemented the Grand Jury's recommendation in the prior report that they develop long-term financial plans to address their pension liabilities and publish readily-accessible information on their websites about future pension costs and their long-term financial plans.

The 2018-19 Grand Jury finds that while projected pension cost information can now be found on the websites of almost all of the 20 cities, only a few include that information in their annual budgets. As a result, members of the public who may be interested in these data are forced to hunt for them through manual searches of those cities' numerous online city council meeting agenda packages looking for references to pensions. While the Grand Jury finds it commendable that almost half of the 20 cities now publish ten-year instead of five-year financial forecasts (and some of these cities only started generating ten-year forecasts this year), a minority of these cities still choose not to include these forecasts in their annual budgets. As a result, persons wishing to understand those cities' long-term pension situations must search through online city council agenda packages to find forecasts. Some cities with five-year forecasts also do not include them in their annual budgets. (For specifics on city financial forecasts, see Appendix B.)

The Grand Jury is persuaded that, in the interests of transparency, all of the cities should make it easy for their residents to see what their city's projected pension costs are over at least a ten year period, together with a ten-year general fund financial forecast so that the public can compare these rising pension costs against their city's overall financial situation. In order to make that information readily-accessible to the public, the Grand Jury recommends that this information be set forth in the cities' annual budgets, making it unnecessary for the public to search through council meeting agendas looking for it.

BACKGROUND

The 2017-18 San Mateo County Civil Grand Jury issued a report in June 2018 entitled “*Soaring City Pension Costs – Time for Hard Choices.*” The report received substantial press coverage,¹ and the 2018-19 Grand Jury decided to update the financial data in the report and conduct a follow-up investigation to identify what progress has been made to address the issues raised in the prior report.

The 2017-18 report provided a detailed analysis of the local government employee pension system and the factors affecting its financial health. It provided key statistics on the recent (FY 2014-15 through FY 2016-17) and projected future pension costs of each city in San Mateo County (each referred to here as a “City” and collectively as the “Cities”). The report found that most Cities’ pension costs would likely double within the next seven to ten years, posing a serious threat to their ability to continue to deliver public services at current levels. The report outlined the alternatives available to meet these costs and recommended that the Cities develop long-term financial plans for how to address the coming crisis of pension payments. Analyses in the 2017-18 report are not repeated in this new report and the reader is encouraged to read the prior report first, in order to fully understand this update. A brief summary of the report’s key findings follows.

Each City provides its employees with a defined-benefit pension plan² administered by the California Public Employees Retirement System (“CalPERS”). These plans are funded by Normal Cost³ contributions⁴ to CalPERS from both the Cities and the employees themselves. CalPERS, in turn, invests these contributions in a portfolio of assets. CalPERS relies on a Return on Investment⁵ (ROI) from this portfolio for about 61 percent of the funds needed to pay the pension benefits promised to retired City employees. CalPERS’ current ROI expectation over the long-term is an annual return of seven percent.⁶

In the event that the projected cost of benefits increases unexpectedly, or CalPERS’ ROI falls short of projections, the pension plans will have Unfunded Liabilities.⁷ The Cities, rather than CalPERS, are responsible for paying off Unfunded Liabilities through payments to CalPERS of their Amortization Cost⁸ of principal and interest on the Unfunded Liabilities. Both Normal Cost and Amortization Cost contributions are legal obligations that the Cities have to CalPERS and are not discretionary spending.

¹ Bradshaw, Kate, “Grand jury urges county cities to prepare for crushing pension costs,” *The Almanac*, July 31, 2018. Walsh, Austin, “Study: Cost of pensions dangerous,” *San Mateo Daily Journal*, July 18, 2018. *Climate Magazine*, “Wiping Out on the California Pension Wave” March 2019.

² Defined pension benefit plans are described on page 4 of the prior report.

³ “Normal Cost” is defined on page 3 of the prior report.

⁴ The terms “contributions” and “pension contribution costs” as used in this report and in the prior report refer to payments to CalPERS of pension costs, including both Normal Costs and Amortization Costs.

⁵ All capitalized terms used in this report that are not defined have the definitions given to them in the prior report.

⁶ SFGate, “CalPERS lowers projected return on investment,” December 22, 2016.

⁷ “Unfunded Liability” is defined on page 4 of the prior report.

⁸ “Amortization Cost” is defined on page 2 of the prior report.

Due in large part to unduly optimistic assumptions CalPERS made in the past about long-term rates of return it could achieve, almost all of the Cities have large Unfunded Liabilities, with an average Funded Percentage⁹ of just 70.5 percent in FY 2016-17, well below the 80 percent “at risk” threshold.¹⁰ Further, average annual pension payments by the Cities were projected to increase by 92.6 percent between FY 2017-18 and FY 2024-25. According to some financial experts, CalPERS’ assumptions about ROI appear to remain optimistic, implying that future pension liabilities may be even larger than currently projected.¹¹

The 2017-18 Grand Jury recommended that Cities develop long-term financial plans to address their pension liabilities and publish readily-accessible information on their websites about future pension costs and their long-term financial plans. The Grand Jury did not recommend what specific actions the Cities should take to plan for meeting their pension obligations but did outline a number of alternatives. Broadly, these fall into three categories: (1) *reducing* future pension payments to CalPERS by paying down the Unfunded Liabilities early, thereby saving interest costs; (2) *managing* future pension payments to CalPERS by methods such as contributions to a reserve, negotiating cost-sharing arrangements with employees, and keeping employee salary increases within the rate assumed by CalPERS; and (3) *adapting* to future pension payment increases by reducing municipal operating costs and/or seeking revenue enhancements.

DISCUSSION

Updated Pension Data from Cities’ FY 2017-18 Financial Reports

Appendix A to this report is an updated version of the Appendix A attached to the prior report. The updated Appendix A incorporates pension cost data from each City for FY 2017-18, the most recent year for which annual financial reports (usually referred to in this report as “CAFRs” for “Comprehensive Annual Financial Report”)¹² from the Cities are available. This updated Appendix A provides data from each of the 20 Cities for the four-year period from FY 2014-15 through FY 2017-18.

Data for FY 2017-18 in Appendix A show continued increases in (i) the Cities’ pension contribution costs, averaging an increase of 15.2 percent over FY 2016-17, and (ii) the amount of the Cities’ Unfunded Liabilities, averaging an increase of 14.2 percent over FY 2016-17. These increases are generally consistent with projections described in the prior report.

⁹ “Funded Percentage” is defined on page 3 of the prior report.

¹⁰ See discussion in prior report of “at risk” threshold (page 16).

¹¹ See discussion of expert concerns that CalPERS’ return on investment projections may be too optimistic at pages 8-9 of the prior report.

¹² The term “CAFR” is used in this report to refer, not only to “Comprehensive Annual Financial Reports,” but also to “Basic Financial Statements” and “Annual Financial Reports.” The audited annual financial reports for the Towns of Atherton, Colma, Portola Valley, and Woodside are referred to by them as either “Basic Financial Statements” or “Annual Financial Reports.”

The 2018-19 Grand Jury hopes that the data in this updated Appendix A can serve as a reference for members of the public who wish to understand the pension costs being paid by their City, without having to sift through financial reports, operating budgets and city council agenda packages online to find and assemble the data themselves. It also serves as a helpful basis for comparing each City's pension cost situation against other Cities.

Reports on Steps Taken by Each City to Address Pension Costs and Enhance the Availability of Public Information About Pension Costs

Set forth below as to each City is (1) additional information summarizing its projected, future pension costs (see, "Pension Contribution Costs"), (2) a brief overview of its financial condition (see, "Financial Overview"), (3) a summary of its available general fund reserves that might in the future help to absorb fiscal strains from rising costs or slowing revenue growth (see, "General Fund Reserves"), (4) specific actions that it might consider in order to better meet its future pension obligations (see, "Additional Payments to CalPERS," "Pension Reserve Fund," "Employee Contribution to City's Normal Cost," "Revenue Enhancement," and "Pension Obligation Bonds"), and (5) the extent to which the City has and makes accessible to the public information about its projected pension costs ("Pension Contribution Costs") and projected financial forecasts ("Long-Term Financial Forecast"). Some of this information is also summarized in Appendix B to this report in order to facilitate a side-by-side comparison of the Cities.

The reports on individual Cities show that seven Cities¹³ are making, or plan to make, additional payments to CalPERS beyond their Annual Required Contribution¹⁴ in order to reduce their total pension payments. Cities taking steps to better manage rising pension costs include (1) fourteen Cities that have established, or are currently planning to establish and fund, special funds/reserves to help buffer the impact of future increases in pension obligations and/or shortfalls in projected revenues, whether as a result of a recession, natural disaster, or otherwise,¹⁵ (2) eleven Cities have reduced, or are planning to reduce, the pension costs they would otherwise owe through cost-sharing agreements with their employees under which those employees pay a portion of the Cities' pension costs,¹⁶ nine Cities have since 2016 have sought and obtained voter approval for ballot

¹³ The Cities are Belmont, Colma, Foster City, Menlo Park, Redwood City, San Carlos, and San Mateo. (See, discussions of those specific Cities in sections for each of them below entitled "Additional Payments to CalPERS" and also Appendix B.)

¹⁴ Annual Required Contribution (ARC) means the sum of a municipality's share of Normal Cost and, if any, the Amortization Cost. ARC is the amount an agency is legally required to pay to the plan administrator in order to fund a pension plan. See, Brainard, Keith and Brown, Alex, *The Annual Required Contribution Experience of State Retirement Plans, FY01 to FY13*, National Association of State Retirement Administrators, March 2015, p. 2, <https://www.nasra.org/files/JointPublications/NASRA_ARC_Spotlight.pdf>.

¹⁵ The Cities are Brisbane, Burlingame, Colma, Daly City, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Pacifica, Portola Valley, Redwood City, San Carlos, South San Francisco and Woodside. (See, discussions of those specific Cities in sections for each of them below entitled "Pension Reserve Fund" and also Appendix B.)

¹⁶ The Cities are Atherton, Belmont, Burlingame, Foster City, Hillsborough, Menlo Park, Millbrae, Pacifica, Redwood City, San Mateo and South San Francisco. (See, discussions of those specific Cities in sections for each of them below entitled "Employee Contribution to City's Normal Cost" and also Appendix B.)

measures intended to increase revenues,¹⁷ and four Cities are concurrently considering seeking approval of their voters for revenue enhancement measures in the near term.¹⁸

Two Cities have not yet put in place either (a) a plan to make additional payments to CalPERS beyond their Annual Required Contribution in the near term in order to reduce their long-term pension costs, (b) a plan to set aside money in a separate fund/reserve to help pay future pension costs, or (c) long-term general fund financial forecasts to help in budget planning.¹⁹ One additional City also does not currently make long-term general fund financial forecasts.²⁰

Of the seventeen²¹ Cities that prepare long-term general fund financial forecasts of at least five years, six²² do not publish those forecasts in their readily-accessible annual budgets or annual financial statements, requiring members of the public who are looking for long-term forecasts to manually search through City Council meeting agendas online looking for reports that contain such data, and eight²³ only prepare five-year forecasts rather than the ten-year forecasts recommended by the Grand Jury.

While all but three²⁴ of the Cities have either generated, or retained consultants to generate for them, long-term projections of their future pension costs, only five of them²⁵ publish those forecasted pension costs in their readily-accessible annual budget or financial reports, requiring members of the public who are looking for such projections to manually search through City Council meeting agendas online looking for reports that contain such data.

¹⁷ The Cities are Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Redwood City, and South San Francisco. (See, discussions of those specific Cities in sections for each of them below entitled “Revenue Enhancement” and also Appendix B.)

¹⁸ The Cities are Half Moon Bay, Pacifica, Redwood City and San Bruno. (See, discussions of those specific Cities in sections for each of them below entitled “Revenue Enhancement” and also Appendix B.)

¹⁹ The Cities are East Palo Alto and Millbrae. (See, discussions of those specific Cities in sections for each of them below entitled “Additional Payments to CalPERS,” “Pension Reserve Fund,” “Long-Term Financial Forecast” and also Appendix B.) However, East Palo Alto’s City Council has instructed staff to prepare a long-term, general fund operating plan going out to the end of FY 2025-26 and staff is in the process of preparing such a plan. Staff’s objective is to complete such a plan by October 2019. (See, section on East Palo Alto’s “Long-Term Financial Forecast” below.) Millbrae also reports that it is in the process of developing a ten-year general fund financial forecast and expects to have one sometime in FY 2019-20. (See, section on Millbrae’s “Long-Term Financial Forecast” below.)

²⁰ This City is Portola Valley. (See, section on Portola Valley’s “Long-Term Financial Forecast” below.)

²¹ The Cities are Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco and Woodside. (See, sections on these Cities’ “Long-Term Financial Forecast” below.)

²² The Cities are Atherton, Brisbane, Burlingame, Daly City, Pacifica, and South San Francisco. (See, sections on these Cities’ “Long-Term Financial Forecast” below.)

²³ These Cities are Atherton, Belmont, Brisbane, Burlingame, Foster City, Half Moon Bay, San Bruno and San Carlos. (See, sections on these Cities’ “Long-Term Financial Forecast” below.)

²⁴ These Cities are Atherton, Brisbane, and Portola Valley. (See, sections on these Cities’ “Pension Contribution Costs” below.)

²⁵ These Cities are Colma, Daly City, Foster City, Hillsborough, and Redwood City. (See, sections on these Cities’ “Pension Contribution Costs” below.)

Finally, the Grand Jury commends the following Cities for the actions to increase transparency and/or reduce long-term pension contribution costs described below:

- Colma, Daly City, Foster City, Hillsborough for their decisions to incorporate pension contribution cost projections in their most recent annual budgets. They had not included such projections in their prior budgets.²⁶
- Redwood City and Woodside for their decisions to extend their general fund forecast periods from five years to ten years.²⁷
- Redwood City for recently adding a “Fiscal Update” page to its public website (www.redwoodcity.org/fiscalupdate) that the Grand Jury finds to quite helpful to access key information about Redwood City’s most recent budget.²⁸
- Foster City for the unusual depth of information and analysis provided in the five-year general fund operating forecast contained in its most recent FY 2019-20 budget.²⁹
- Belmont, Colma, Foster City, Menlo Park, Portola Valley, Redwood City, San Carlos, and San Mateo, for having made, or currently having specific plans to make, additional pension contribution payments to CalPERS beyond their Annual Required Contribution, thus actually reducing their long-term pension contribution costs.³⁰

~~Atherton~~

~~Pension Contribution Costs - Atherton~~

~~Atherton’s pension contribution costs in FY 2017-18 were \$1.29 million (up from \$1.16 million in FY 2016-17).³¹ The Town’s FY 2017-18 pension contribution costs represented 27.7 percent of that year’s covered payroll³² (up from 26.7 percent the preceding year) and 10.7 percent of its total general fund spending (up from 10.1 percent the preceding year).³³~~

~~The Town projects its pension contribution costs will increase above FY 2017-18 by \$1.86 million (144.1 percent) to \$3.15 million by FY 2023-24.³⁴ The Town does not have any projections beyond FY 2023-24.³⁵~~

²⁶ See, sections on these Cities’ “Pension Contribution Costs” and Appendix B below.

²⁷ See, sections on these Cities’ “Long-Term Financial Forecast” and Appendix B below.

²⁸ See, sections on Redwood City’s “Long-Term Financial Forecast” and Appendix B below.

²⁹ Foster City, Preliminary Budget for Fiscal Year 2019-2020, pp. 55-94.

³⁰ See, sections on these Cities’ “Additional Payments to CalPERS” and Appendix B below.

³¹ Appendix A.

³² “Covered payroll” refers to pay received by those employees who participate in a City’s CalPERS pension plan.

³³ Appendix A.

³⁴ Email from Atherton, dated June 20, 2019.

³⁵ Grand Jury interview.

Revenue Enhancement – Foster City

Foster City residents approved Measure TT in November 2018.²⁸³ This was an increase in the City's transient occupancy tax ("TOT" or "hotel tax") from 9.5 percent to 12 percent. The City forecasts that this tax increase will yield revenue of \$0.272 million, \$0.924 million, \$0.943 million, \$0.962 million and \$0.981 million in the 5 years from FY 2018-19 through FY 2022-23.²⁸⁴ Foster City is not currently planning on bringing any new revenue enhancement ballot measures before its voters.²⁸⁵

Pension Obligation Bonds – Foster City

Foster City does not have any outstanding pension obligation bonds.²⁸⁶

General Fund Reserves – Foster City

Foster City's general fund reserve balance is projected to be \$40.77 million at the end of FY 2018-19, representing a very healthy 91.1 percent of the general fund budget for the year.²⁸⁷ The City's five-year forecast projects that this reserve balance percentage will drop down to 82.5 percent by the end of FY 2022-23. This remains well above the City's Reserve Policy percentage of 33.3 percent to 50 percent of the general fund budget.²⁸⁸

Long-Term Financial Forecast – Foster City

Foster City's long-term general fund financial forecast is based on a five-year projection. The most current five-year financial forecast published by the City is for the period ending on June 30, 2024 and can be found in the City's FY 2019-20 preliminary budget.²⁸⁹

Half Moon Bay

Pension Contribution Costs – Half Moon Bay

Half Moon Bay's pension contribution costs in FY 2017-18 were \$0.881 million, up \$0.287 million (48.3 percent) from \$0.594 million in FY 2016-17.²⁹⁰ The City's FY 2017-18 pension contribution costs represented 28.2 percent of that year's covered payroll (up from 24.5 percent the preceding year) and 7.2 percent of total general fund spending (up from 5.7 percent the preceding year).²⁹¹

²⁸³ Ballotpedia, Local Ballot Measures, Foster City, California, Measure TT, Hotel Tax Increase (November 2018).

²⁸⁴ Foster City Final Budget for Fiscal Year 2018-19, pp. 47-48.

²⁸⁵ Email from Foster City, dated June 18, 2019.

²⁸⁶ Ibid.

²⁸⁷ Ibid., p. 54.

²⁸⁸ Ibid., p. 54.

²⁸⁹ Foster City, Preliminary Budget for Fiscal Year 2019-2020, pp. 55-94. The city also published a five-year financial forecast in its Final Budget for Fiscal Year 2018-19, pp. 52-90.

²⁹⁰ Appendix A.

²⁹¹ Ibid.

The City's actuarial consultant projects that the City's pension contribution costs will increase by \$0.665 million (75.6 percent) to \$1.55 million by FY 2023-24 and by an additional \$0.345 million (22.3 percent) to \$1.89 million by FY 2028-29.²⁹²

The City's projected pension contribution costs are not included in its FY 2017-18 CAFR, its FY 2018-19 budget, or its FY 2018-19 budget²⁹³ nor was the Grand Jury able to find them in any City Council meeting agenda packages for the period from January 1, 2018 through June 1, 2019. The only pension cost projections for Half Moon Bay that the Grand Jury obtained came from a written document request made to the City. That request yielded a detailed study of the City's current and projected annual pension costs through FY 2028-29 prepared by Bartel Associates, LLC and dated October 8, 2018.²⁹⁴ As of the Grand Jury's March 21, 2019 interview, staff reported that neither the Bartel report, nor any other data showing the City's rising pension costs in the future, had been presented by staff to the City Council and that staff saw no reason to provide such information to the City Council because pensions are not an area of financial concern for Half Moon Bay.²⁹⁵

Financial Overview – Half Moon Bay

Half Moon Bay states that it is in a “strong position” financially “following 10 years of economic growth”²⁹⁶ Nevertheless, the City states in its FY 2019-20 recommended budget that “rising pension costs will pose significant budgetary and service-level challenges in coming fiscal years.”²⁹⁷ Notwithstanding the concern, staff reports that it is confident that the City will be able to meet this challenge.²⁹⁸ The City projects that its general fund balance (or surplus) will decrease from \$10.1 million at the end of FY 2017-18 (representing 56.8 percent of \$17.77 million in general fund expenses) down to \$4.14 million at the end of FY 2023-24 (representing 20.9 percent of \$19.79 million in general fund expenses). This is due, in part, to the City's projections that it will make approximately \$12 million of investments into capital improvement projects from FY 2017-18 through FY 2023-24 (spending an average of \$1.73 million per year on improvements during that period).²⁹⁹

Additional Payments to CalPERS – Half Moon Bay

Half Moon Bay has no current plans to make any additional payments to CalPERS beyond its Annual Required Contribution.³⁰⁰ In its FY 2018-19 budget, the City stated that “Staff is currently working on an independent actuarial valuation of the City's pension plans and

²⁹² Bartel Associates, LLC report to City of Half Moon Bay, October 8, 2018, pp. 20 & 30. This report includes pension cost projections through FY 2028-29.

²⁹³ Half Moon Bay FY 2017-18 Comprehensive Annual Financial Report. Half Moon Bay Adopted Operating Budget FY 2018-19. Half Moon Bay, Fiscal Year 2019-20 Recommended Operating Budget.

²⁹⁴ Bartel Associates, LLC report to City of Half Moon Bay, October 8, 2018, pp. 20 & 30.

²⁹⁵ Grand Jury interview.

²⁹⁶ Half Moon Bay, Fiscal Year 2019-20 Recommended Operating Budget, p. 19.

²⁹⁷ Ibid., p. 16.

²⁹⁸ Grand Jury interview.

²⁹⁹ Half Moon Bay, Fiscal Year 2019-20 Recommended Operating Budget, p. 82.

³⁰⁰ Grand Jury interview.

will be bringing a pension funding policy recommendation to Council at the beginning of the new fiscal year.”³⁰¹ As noted above, the City’s actuarial valuation firm (Bartel Associates, LLC) delivered that valuation report to the City on October 8, 2018.³⁰² However, as of March 21, 2019, staff had not presented the Bartel report to the City Council and reported that there were no plans to develop a pension funding policy recommendation for council’s consideration.³⁰³

Pension Reserve Fund – Half Moon Bay

Half Moon Bay has \$1.15 million in a “Retirement Stabilization Fund”³⁰⁴ and plans to add another \$0.1 million to that fund by June 30, 2019.³⁰⁵ This amount would represent approximately 17 months of pension contribution cost (based on FY 2017-18 payments). The City has made no decision yet as to whether to add further to this fund in FY 2019-20 or thereafter.³⁰⁶

Employee Contribution to City’s Normal Cost – Half Moon Bay

Half Moon Bay has no cost-sharing agreements in place with employees under which the employees pay a portion of the City’s pension contribution costs.³⁰⁷

Revenue Enhancement – Half Moon Bay

At present, Half Moon Bay is not engaged in a process of actively preparing to bring any revenue enhancement ballot measures before its voters.³⁰⁸ However, staff notes that it regularly considers whether a ballot measure seeking revenue enhancement is appropriate for the City and it is certainly possible that the City could decide to begin such a process in the future with an eye to submitting such a ballot measure to its voters in November 2020.³⁰⁹

Pension Obligation Bonds – Half Moon Bay

Half Moon Bay does not have any outstanding pension obligation bonds.³¹⁰

General Fund Reserves – Half Moon Bay

Half Moon Bay projects that its general fund balance (or surplus) will decrease from \$10.1 million at the end of FY 2017-18 (representing 56.8 percent of its \$17.77 million in general fund expenses) down to \$4.14 million at the end of FY 2023-24 (representing 20.9 percent of its \$19.79 million in general fund expenses).³¹¹ As noted above in the section entitled

³⁰¹ Half Moon Bay Adopted Operating Budget FY 2018-19, p. 57.

³⁰² Bartel Associates, LLC report to City of Half Moon Bay, October 8, 2018.

³⁰³ Grand Jury interview.

³⁰⁴ Half Moon Bay Adopted Operating Budget FY 2018-19, p. 208.

³⁰⁵ Grand Jury interview. Half Moon Bay Adopted Operating Budget FY 2018-19, p. 57.

³⁰⁶ Grand Jury interview.

³⁰⁷ Ibid.

³⁰⁸ Ibid.

³⁰⁹ Ibid.

³¹⁰ Ibid.

³¹¹ Half Moon Bay, Fiscal Year 2019-20 Recommended Operating Budget, p. 82.

“Financial Overview – Half Moon Bay,” this projected draw down of the general fund balance would be due, in part, to the City’s decision to make approximately \$12 million of investments into capital improvement projects from FY 2017-18 through FY 2023-24 (spending an average of \$1.73 million per year on improvements during that period).³¹²

Notwithstanding the draw-down of the general fund balance, Half Moon Bay expects to continue to maintain an operating contingency reserve of at least 30 percent of operating general fund expenses each year³¹³ and the City has also established an economic uncertainty reserve with the goal of holding an amount in that reserve equal to at least 20 percent of general fund operating expenses. The City projects that at the end of FY 2019-20, the contingency reserve will equal \$5.04 million (30 percent of general fund operating expenses of \$16.79 million) and the new economic uncertainty reserve will equal \$2.61 million (15.6 percent of general fund operating expenses).³¹⁴

The City also notes that in FY 2019-20, it plans to make a one-time payment of \$11 million to pay off (ahead of schedule) its outstanding judgement obligation bonds, which will leave the City largely debt free, except for repayment over the next ten years, on an interest-free basis, of \$6 million that San Mateo County advanced to the City to help build the City’s new library.³¹⁵

Long-Term Financial Forecast – Half Moon Bay

Half Moon Bay included a five-year general fund financial forecast in its readily-accessible FY 2018-19 budget³¹⁶ and in its FY 2019-20 recommended budget.³¹⁷

Hillsborough

Pension Contribution Costs - Hillsborough

Hillsborough’s pension contribution costs in FY 2017-18 were \$2.41 million, up \$0.254 million (11.8 percent) from \$2.16 million in FY 2016-17.³¹⁸ The Town’s FY 2017-18 pension contribution costs represented 23.6 percent of that year’s covered payroll (down from 24.9 percent the preceding year) and 10.8 percent of its total general fund spending (up from 10.2 percent the preceding year).³¹⁹

³¹² Ibid., p. 82.

³¹³ Staff note that this 30 percent compares favorably with the recommendation of the Government Finance Officers Association (GFAO) that municipalities maintain unrestricted reserves (which would include contingency reserves) equal to at least two months (17 percent) of general fund revenues or expenses. GFAO website (<https://www.gfoa.org/fund-balance-guidelines-general-fund>). Grand Jury interview.

³¹⁴ Half Moon Bay, Fiscal Year 2019-20 Recommended Operating Budget, p. 73. Grand Jury interview.

³¹⁵ Grand Jury interview.

³¹⁶ Half Moon Bay Adopted Operating Budget FY 2018-19, p. 94.

³¹⁷ Half Moon Bay, Fiscal Year 2019-20 Recommended Operating Budget, p. 82.

³¹⁸ Appendix A.

³¹⁹ Ibid.



CITY OF HALF MOON BAY

City Hall • 501 Main Street • Half Moon Bay • CA • 94019

October 15, 2019

Honorable Donald J. Ayooob
Judge of the Superior Court
c/o Charlene Kreseovich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655

Subject: July 29, 2019 Grand Jury Report: Soaring City Pension Costs—Follow-up on Grand Jury Report of 2017-2018”

Dear Honorable Judge Ayooob:

The City Council of the City of Half Moon Bay, at its October 15, 2019 meeting, reviewed and approved the following responses to the San Mateo County Civil Grand Jury 2018-2019 Report entitled “Soaring City Pension Costs—Follow-up on Grand Jury Report of 2017-2018.”

FINDINGS

The report includes twenty-seven (27) findings covering a wide range of issues. The City of Half Moon Bay (City) agrees with each of the eleven (11) Findings (F1 through F27).

RECOMMENDATIONS

R1. Each City include in its annual or bi-annual budgets a general fund operating budget forecast for the next ten fiscal years.

Response: This recommendation will not be implemented because it is unwarranted or reasonable. The City does not intend to expand its financial forecasts beyond five-years as the sheer number of variables and assumptions regarding revenues, expenditures and the economy overall would lessen the value of the forecast and potentially lead to poor financial decisions and false expectations by the community and employees.

R2. Each City include a report in its published annual or bi-annual budgets specifically setting forth the dollar amounts of its annual pension costs paid to CalPERS. The report should include the following:

- a) The City's total pension contribution costs under all plans, for each of the three preceding fiscal years as well as estimates for such costs in each of the following ten fiscal years (whether developed by City staff internally, or by outside consultants to the City), assuming CalPERS' actuarial assumptions are met.
- b) The City's total Unfunded Liabilities under all plans, for each of the three preceding fiscal years as well as estimates for such Unfunded Liabilities in each of the next ten fiscal years, (whether developed by City staff internally, or by outside consultants to the City), assuming CalPERS' actuarial assumptions are met.
- c) The City's Funded Percentage across all plans, for each of the three preceding fiscal years as well as estimates for such Funded Percentages in each of the next ten fiscal years, assuming CalPERS' actuarial assumptions are met.
- d) The percentage of the City's general fund expenditures, and the percentage of the City's covered payroll, represented by the pension costs described in (a) above (using estimates of general fund expenditures in future fiscal years).

Response: The recommendation has not yet been implemented but will be implemented with the adoption of the Fiscal Year (FY) 2020-21 City Annual Budget in June 2020.

Thank you for the consideration of the foregoing.

Sincerely,

Harvey Rarback
Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Jennifer Chong, Public Works Program Manager

TITLE: **APPROVE CITY'S RESPONSE TO THE AUGUST 12, 2019 GRAND JURY REPORT ENTITLED "ELECTRIC VEHICLE ADOPTION IN THE CITIES AND COUNTY OF SAN MATEO"**

RECOMMENDATION:

By motion, authorize the Mayor to sign and submit a letter of response to the August 12, 2019 Grand Jury Report titled "Electric Vehicle Adoption in the Cities and County of San Mateo" no later than November 12, 2019.

FISCAL IMPACT:

There is no fiscal impact associated with responding to the Grand Jury Report.

STRATEGIC ELEMENT:

This action supports the Infrastructure and Environment and Inclusive Governance Elements of the Strategic Plan.

BACKGROUND:

The Grand Jury issued a report on August 12, 2019 summarizing steps taken by San Mateo County (County) and its cities to electrify their fleets. The report also sought to ascertain the resources available to help the County and its cities convert to zero emission vehicles. This report is included as Attachment 1.

DISCUSSION:

As required by the San Mateo County Civil Grand Jury, each City including Half Moon Bay is obligated to respond to the Findings and Recommendations contained in the report by November 12, 2019. Attachment 2 includes the draft letter of response.

As detailed in the response, the City operates a small fleet of assigned and pooled vehicles (currently 11 vehicles total). All but two of these vehicles are heavy-duty trucks required to

serve as both day-to-day maintenance vehicles as well as emergency response vehicles in the event of a major catastrophic event.

The market has yet to produce a Zero-Energy Vehicle (ZEV) that can address the daily operational needs of the City's maintenance crew. More importantly, there are no ZEV units that have the operational time sufficient to address the extended emergency response. While the jury report argues that there has been an increase in battery life of ZEVs and that there has been a significant increase in the availability of Electric Vehicle (EV) charging stations, Half Moon Bay's relative isolation from the rest of San Mateo County requires a fleet that can operate independently for extended periods of time in the case of a catastrophic event. Electrical disruptions also remain a common event on the coastside further limiting the effectiveness of maintenance fleet electrification.

All the above taken into consideration, staff has reached out to the County of San Mateo Office of Sustainability to see what resources they can offer to support Half Moon Bay's unique circumstances. Furthermore, staff is in the process of developing sustainable purchasing policies, in which the issue of ZEVs can be addressed. These policies will be subject to City Council review and approval. Finally, the City has started the process of preparing its Climate Action and Adaptation Plan (CAAP) that will also include a discussion of ZEV and the evolving mix of vehicles in the City. At present, the City does not envision significant expansion of its non-maintenance fleet.

ATTACHMENT:

1. San Mateo County Grand Jury Report "Electric Vehicle Adoption in the Cities and County of San Mateo"
2. Response Letter to San Mateo Grand Jury



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

NEAL TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
FAX (650) 261-5147
www.sanmateocourt.org

CITY MANAGER'S OFFICE

AUG 16 2019

August 12, 2019

CITY OF HALF MOON BAY

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

Re: Grand Jury Report: "Electric Vehicle Adoption in the Cities and County of San Mateo"

Dear Councilmembers:

The 2018-2019 Grand Jury filed a report on August 12, 2019 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Donald J. Ayoub. Your agency's response is due no later than November 12, 2019. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
 - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Ayooob.

Hon. Donald J. Ayooob
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
 - Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
 - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



Neal Taniguchi
Court Executive Officer

NT:ck
Enclosure

cc: Hon. Donald J. Ayooob
Paul Okada

✓ Information Copy: City Manager



ELECTRIC VEHICLE ADOPTION IN THE CITIES AND COUNTY OF SAN MATEO

ISSUE

What steps have San Mateo County and its cities taken to reduce their greenhouse gas emissions by replacing 100 percent fossil-fueled government fleet vehicles with electric vehicles? What resources are available to the County and the cities to assist in converting their fleets to zero emission vehicles (ZEVs)?

SUMMARY

Global warming and climate change are an everyday reality. California is a leader in trying to reduce greenhouse gas emissions. Sixty percent of greenhouse gas emissions in San Mateo County come from the transportation sector. Local government vehicle fleets are a relatively small part of that sector; however, the Grand Jury believes they are important in terms of setting an example for private industry and individuals to follow.

The Grand Jury surveyed the County and each of the 20 cities within the county to determine the extent to which they are converting their fleets to electric vehicles. The results of this survey show that approximately 31 percent of the County of San Mateo government fleet vehicles are electric vehicles. By comparison, the average of 20 cities in the County is about three percent. Eleven of the 20 cities have no electric vehicles in their fleets.

Purchase of electric vehicles has been cost prohibitive in the past, making it difficult for governments to justify the expense. Since 2009 when San Mateo County first discussed converting its fleet to electric vehicles, zero emissions vehicle technology has advanced, and costs of electric vehicles have dropped. As of 2019, the total life cycle cost, based on five years ownership, of a zero emissions vehicle is less than that for a comparable 100 percent fossil-fueled car. The cost savings may be as great as \$5,000 if the electric vehicle is eligible for certain rebates.

The Grand Jury recommends that the County and each of the cities in San Mateo County conduct a review of their government fleet procurement policies relating to electric vehicles, including an analysis of the obstacles to fleet conversion. The Grand Jury also recommends that the city governments and the County Department of Public Works review existing programs that could facilitate this analysis and the procurement of electric vehicles, including the Office of Sustainability's Roadmap for Municipal Green Fleets, which is a toolkit to assist local governments in replacing traditional gas powered fleets with electric fleet vehicles, and the Climate Mayors EV Purchasing Collaborative, which allows the coordination of a highly competitive contract aimed at saving time and money by combining the buying power of more than 50,000 government, education, and non-profit organizations.

GLOSSARY¹

- Greenhouse Gases (GHG): Any of various gaseous compounds, such as carbon dioxide and methane, that absorb infrared radiation and trap heat in the atmosphere contributing to the greenhouse effect and global warming.
- Government fleet: All vehicles owned or leased by a government entity for use by government employees including administrative, maintenance, police and emergency personnel.
- Fossil –Fueled Vehicles
 - PZEVs: 100 percent fossil-fueled, internal combustion engine (ICE), Partial Zero Emission Vehicles which are Super Ultra Low Emissions Vehicles that also have additional technology, such that their emissions are similar to a non-plug-in hybrid, such as the Honda Civic, the Ford Fiesta, and the Subaru Crosstrek.
 - AT PZEVs: Advanced Technology Partial Zero Emission Vehicles, which include non-plug-in hybrids, such as the Honda Accord Hybrid, the Toyota Camry Hybrid, and the Ford Fusion.
- Electric Vehicles
 - Enhanced AT PZEVs: Enhanced Advanced Technology Partial Zero Emissions Vehicles which include plug-in hybrid electric vehicles such as the Toyota Prius Prime, the Chevrolet Volt, and the Ford Fusion Energi.
 - ZEVs: Zero Emission Vehicles which include plug-in electric vehicles such as the Tesla Model 3, the Chevrolet Bolt, the Hyundai Ioniq, and electric carts.

BACKGROUND

California is a leader in trying to reduce greenhouse gas emissions (GHG) associated with global heating. Forty percent of California's greenhouse gas emissions come from the transportation sector. In San Mateo County, the contribution from transportation is even higher at 60 percent, the largest contributor being solo driving.² Local government vehicle fleets are a relatively small part of that sector; however, the Grand Jury believes they are important in terms of setting an example for private industry and individuals to follow.

¹ Definitions based on California Environmental Protection Agency, Air Resources Board, Frequently Asked Questions: The California Zero Emission Vehicle Regulation, July 2011.
https://www.arb.ca.gov/msprog/zevprog/factsheets/zev_fs.pdf

² Time to Act on Climate Change, Twenty-second Annual Report. www.SustainableSanMateo.org

State Actions

With nearly half of the state's greenhouse gas emissions coming from the transportation sector, California has made significant investments to encourage adoption of zero emission vehicles, including expanding the network of charging stations and providing rebates that lower the price of new cars by thousands of dollars.³

In 2018, the Governor set a goal of reaching five million ZEVs on California's roadways by 2030, and 250,000 public chargers by 2025.⁴ As of mid-2018, Californians were driving over 400,000 ZEVs out of 25 million registered passenger vehicles in California (1.6 percent). San Mateo County has 26,894 electric vehicles (Enhanced AT PZEVs and ZEVs) registered⁵, which is 4.2 percent of all registered vehicles; 8,229 were ZEVs.⁶

The state has passed the California Renewables Portfolio Standards Program SB 100 (2018) that mandates that all electricity be 100 percent renewable by 2045, ensuring that electric vehicles will be powered by clean energy sources.

In October 2016, the Governor of California released the 2016 ZEV Action Plan, which in part established new goals for state government fleet ZEV purchases, so that 50 percent of annual light-duty fleet purchases will be ZEV by 2025.⁷ While the state is addressing greenhouse gases and electrification of state vehicle fleets, there have been few measures directed to electrification of county or municipal fleets.

County Actions

In 2011, the Grand Jury investigated the County's 2008 Vehicle Purchase Program in which the San Mateo County Board of Supervisors resolved that "...all future [compact and midsize county] vehicle purchases will be hybrid models or other fuel-efficient models that are estimated by the manufacturer to achieve a minimum of thirty miles to the gallon."^{8,9} This program includes a policy of replacing fleet vehicles after seven years or 100,000 miles.¹⁰ According to the San Mateo County Department of Public Works, which oversees the County's fleet, the Board of Supervisors' resolution calls for an annual review of the 30 mpg standard. The policy

³ Koseff, Alexei, "Brown deems Trump 'liar, criminal, fool' on environment, signs electric vehicle bills", The Sacramento Bee, September 13, 2018. <https://www.sacbee.com/news/politics-government/capitol-alert/article218362510.html>

⁴ Lazo, Alejandro, "California Gov. Jerry Brown Calls for Five Million Zero-Emission Cars by 2030", Wall Street Journal, January 26, 2018. <https://www.wsj.com/articles/california-gov-jerry-brown-to-call-for-five-million-zero-emission-cars-by-2030-1516996404>

⁵ <https://smcenergywatch.org/electric-vehicle-adoption-in-san-mateo-county/>

⁶ Sustainable San Mateo County "Time to Act on Climate Change", Indicators Report 2018.

⁷ www.sustainableinmateo.org May 4, 2018

⁸ State Administrative Manual Memorandum MM 16-07.

⁹ https://www.documents.dgs.ca.gov/osp/sam/memos/MM16_07.pdf

¹⁰ San Mateo County Board of Supervisors, "Resolution No. 069650", September 9, 2008.

⁹ San Mateo County Civil Grand Jury 2010-2011, "San Mateo County's Vehicle Purchase Program", 2011.

¹⁰ https://www.sanmateocourt.org/documents/grand_jury/2010/hybrid_vehicles.pdf

¹⁰ Ibid.

itself has not been updated and the fuel efficiency requirement has not been increased above 30 mpg.¹¹

Climate Action Plans

Since enactment of the California Global Warming Solutions Act of 2006 (AB 32), many local jurisdictions in California have adopted “Climate Action Plans” (CAPs). CAPs are documents that identify methods that local jurisdictions such as the cities and County can implement to significantly reduce GHG emissions as a first step toward meeting the requirements mandated by AB 32, which required a GHG reduction of 15 percent below 2005 levels by 2020. While such plans are not mandated, the County of San Mateo and 16 cities in the county have adopted them. Due to greenhouse gas emissions from transportation, CAPs include a section that discusses the status of greenhouse gas contribution from this sector and policies meant to reduce them. For purposes of this report, the Grand Jury reviewed the CAPs for the County and the cities that have them to determine whether the electrification of government fleets was addressed.¹²

DISCUSSION

The Grand Jury investigated what San Mateo County and the 20 cities within the county are doing to reduce their GHG emissions by converting their fleets to electric vehicles.

Grand Jury Survey

In December 2018, the Grand Jury surveyed each of the cities and the County (see Appendix A for form of the survey). The responses are summarized in Table 1. The survey results show that, as of the date of the survey, 11 of the 20 cities have no electric vehicles (as defined in the glossary) in their fleets. These are: Atherton, Belmont, Colma, Daly City, East Palo Alto, Half Moon Bay, Hillsborough, San Bruno, San Carlos, South San Francisco, and Woodside. In contrast, two of the cities (Burlingame and Foster City) have converted one percent of their fleet to electric vehicles, three of the cities (Pacifica, Redwood City, and San Mateo) have reached three percent, the City of Millbrae has reached seven percent, and two cities (Brisbane and Menlo Park) have reached ten percent. Of interest is that although not having a Climate Action Plan, the Town of Portola Valley has moved forward with converting a third (two out of six) of its fleet to electric vehicles.

¹¹ Email from SMC Department of Public Works

¹² Links to each of the CAPs are given in the bibliography.

Table 1: Cities and County of San Mateo Electric Fleet Vehicles (December 2018)

Cities/ County of San Mateo	# of Fleet Vehicles			Have Climate Action Plan? (Year*)	Climate Action Plan Discusses Government Fleet Electric Vehicles
	Total	Electric	% Elec		
Atherton	20	0	0%	Yes (2016)	Yes
Belmont	106	0	0%	Yes (2017)	Yes
Brisbane	23	2	9%	Yes (2015)	Yes
Burlingame	115	1	1%	Yes (2009)	Yes
Colma	27	0	0%	Yes (2013)	No
Daly City	26	0	0%	Yes (2010)	No
East Palo Alto	73	0	0%	Yes (2011)	Yes
Foster City	86	1	1%	Yes (2015)	Yes
Half Moon Bay	8	0	0%	No	No
Hillsborough	67	0	0%	Yes (2010)	No
Menlo Park	110	11	10%	Yes (2009)	Yes
Millbrae	58	4	7%	No	No
Pacifica	96	2	2%	Yes (2014)	Yes
Portola Valley	6	2	33%	No	No
Redwood City	240	6	3%	Yes (2013)	Yes
San Bruno	129	0	0%	No	No
San Carlos	49	0	0%	Yes (2009)	Yes
San Mateo	243	8	3%	Yes (2015)	Yes
South San Francisco	200	0	0%	Yes (2014)	No
Woodside	3	0	0%	Yes (2015)	No
Cities Total	1,685	37	2%	16 Yes	11 Yes
County of San Mateo	709	220	31%	Yes (2012)	Yes

* Year shown is date of document that references electric vehicles, if any

Combined, about two percent of the 20 municipalities' fleet vehicles are electric vehicles. By contrast, electric vehicles comprise approximately 31 percent of the total County of San Mateo government fleet.

As noted in Table 1, eleven of the cities and the County have as part of their CAP a section pertaining to converting their government fleets to fuel efficient vehicles (hybrid, electric, alternative fuel). These cities are: Atherton, Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Menlo Park, Pacifica, Redwood City, San Carlos, and San Mateo. Five cities

(Colma, Daly City, Hillsborough, South San Francisco, and Woodside) have CAPs that do not discuss conversion of fleet vehicles, to fuel-efficient vehicles and four cities (Half Moon Bay, Millbrae, Portola Valley, and San Bruno) have no Climate Action Plan.

In reviewing the cities' and County's CAPs as related to the conversion of fleet vehicles to electric vehicles, the Grand Jury finds that those cities, and the County, that include this discussion in their CAP vary in the strength of their approach. As noted above, the County already had a Fuel Efficient County Vehicle Purchasing Policy prior to developing their CAP, and this is emphasized in their document. Four of the cities (Atherton, Belmont, Burlingame, and Pacifica) describe policies to prioritize purchase of electric and alternative fuel vehicles, sometimes referred to as a Sustainable Purchasing Policy, which are proposed for adoption by the city governments.

For the remaining seven cities, the wording in the CAPs propose specific actions rather than an overall policy. The CAPs of the cities of Brisbane and East Palo Alto suggest that their cities participate in a car-sharing program that has electric vehicles. The CAP from Menlo Park says that "one or several neighborhood electric vehicles could be purchased or leased."¹³ The CAPs from Foster City and San Mateo call for the cities to replace gasoline powered vehicles or conventional hybrids with low emissions vehicles, "as available and cost effective".¹⁴ The 2009 CAP from San Carlos is specific about the number of vehicles to be replaced by 2020 stating that, "The City has approximately 18 vehicles between the Public Works, Parks and Recreation, and Building Departments that have the possibility of being replaced in the future with alternative fuel or hybrid technology."¹⁵ And the CAP from Redwood City mentions that by 2013, 83 percent of all City sedans in Redwood City were hybrids and the Parks and Police Departments had three fully electric vehicles. Of particular note, the action recommended in Redwood City is headed, "Lead by Example – promote fuel-efficient and alternative fuel vehicles in the community by using the City's fleet as an example."¹⁶

As described above, there is a wide variation among local jurisdictions in San Mateo County in terms of their government fleet electric vehicle procurement policies. In this report, the Grand Jury has not investigated the reasons why local jurisdictions have adopted their specific policies, or no policy.

It should be noted that some CAPs were drafted and adopted prior to 2010, when electric vehicles were not widely available, some have been reviewed and revised since 2015, one city is currently working on an updated CAP, and one city has a draft 2030 plan.

¹³ City of Menlo Park, Climate Action Plan Update and Status Report, 2009 <http://worldcat.org/arcviewer/7/CBGG/2013/04/17/H1366238244214/viewer/file1.pdf>

¹⁴ City of San Mateo, Climate Action Plan, April 2015. <https://www.cityofsanmateo.org/DocumentCenter/View/65426/San-Mateo-CAP---Adopted?bidId1>

¹⁵ City of San Carlos, Climate Action Plan, October 12, 2009 <https://www.cityofsanccarlos.org/government/departments/city-manager-s-office-communications/responsible-environment/climate-action-plan>

¹⁶ City of Redwood City Community Climate Action Plan https://www.ca-ilg.org/sites/main/files/file-attachments/redwood_city-community_climate_action_plan.pdf

Sources of Financial and Technical Assistance

In October 2018, the San Mateo County Office of Sustainability received a grant for one year from Peninsula Clean Energy to develop a *Roadmap for Municipal Green Fleets*.¹⁷ This is a clean fuel toolkit to assist local governments in replacing traditional gas powered fleets with electric fleet vehicles. This toolkit includes sources of technical assistance for local governments interested in strategic planning of their fleet electrification efforts.¹⁸ The grant includes funding to support up to four cities initially in utilizing the toolkit through December 2019.

The Office of Sustainability is currently soliciting feedback from cities on whether there is interest to adopt an EV First Policy.¹⁹ If there is interest from the city and County leadership, the Office of Sustainability will draft a policy based on the one adopted by the City and County of San Francisco in 2017. San Francisco's EV First policy "requires that any new passenger vehicle procured for the City fleet be a Zero Emission Vehicle, absent a waiver, and that all passenger vehicles in the City fleet be Zero Emission Vehicles by December 31, 2022; and to encourage selection of Zero Emission Vehicles in other vehicle classes as technology improves."²⁰

On September 11, 2018, the *Climate Mayors EV Purchasing Collaborative* was launched. Cities from around the U.S. announced a large-scale commitment to electrify their municipal fleets. One founder stated, "This process allows the coordination of a highly competitive contract aimed at saving your fleet time and money by combining the buying power of more than 50,000 government, education, and non-profit organizations. The vehicles in your fleet need to meet the use needs of your company and staff, and the Cooperative EV Purchasing Collaborative is designed with products and services to fit your needs."²¹

"The Collaborative represents unprecedented cooperation among Climate Mayors cities across the country to leverage their collective buying power and accelerate the conversion of public fleets to [electric vehicles]...It is a turnkey, one-stop, online procurement portal providing U.S. cities, counties, [and] state governments...equal access to competitively bid [electric vehicles] and charging infrastructure, innovative financing options, and best practices and other forms of expertise."²²

The California Air Resources Board (CARB) has the Clean Vehicle Rebate Project (CVRP) which is designed to promote the purchase of battery electric, plug-in hybrid electric, and other electric vehicles. Rebates of up to \$7,000 per light-duty vehicle are available for individuals, nonprofits, government entities, and business owners who purchase or lease an eligible vehicle. Public agencies are eligible for up to 30 vehicle rebates annually. Some fleets may qualify for

¹⁷ Peninsula Clean Energy Pilot Program, [https://www.pennisulacleanenergy.com/community-pilots/Peninsula-Clean-Energy-\(PCE\)-is-San-Mateo-County's-official-electricity-provider-It-awarded-grants-through-its-Community-Pilot-Program-of-up-to-\\$75,000-each-for-six-innovative-local-pilot-projects-to-reduce-greenhouse-gas-emissions](https://www.pennisulacleanenergy.com/community-pilots/Peninsula-Clean-Energy-(PCE)-is-San-Mateo-County's-official-electricity-provider-It-awarded-grants-through-its-Community-Pilot-Program-of-up-to-$75,000-each-for-six-innovative-local-pilot-projects-to-reduce-greenhouse-gas-emissions).

¹⁸ Office of Sustainability, Roadmap for Municipal Green Fleets", <https://www.smcsustainability.org>

¹⁹ Grand Jury Correspondence with San Mateo County Office of Sustainability.

²⁰ City and County of San Francisco Ordinance #115-17. (<https://sfgov.legistar.com/View.aspx?M=F&ID=5205705&GUID=5B001FFA-9629-43BC-B1EC-B348B76F8B29>)

²¹ "Commitment to Electrification", <https://driveevfleets.org/#>

²² Ibid.

increased incentives if located within a California disadvantaged community census tract.²³ Current rebate statistics are available on the website of the Center for Sustainable Energy (CSE).²⁴

Why Now is the Time to Convert Government Fleets to ZEVs

Even those cities whose Climate Action Plans include proposed electric vehicle fleet procurement policies have not fully implemented them (see Table 1, last column vs. # of Fleet Vehicles). San Carlos, for example, has a strong and specific policy but has purchased no electric vehicles. In this report, the Grand Jury has not investigated the specific reasons each city may have for not implementing electric vehicle procurement policies. The following section reviews the general obstacles that local governments have encountered in the past and their current status in 2019.

“The California Air Resources Board first adopted the ZEV mandate in 1990 as part of the Low-Emission Vehicle regulation...whose goals were to accelerate industry investment in ZEV technology, discourage industry procrastination, establish initial supply chains, and signal to the many related companies and governments that they should be engaging sooner and more deeply with the transition to ZEVs.”²⁵ This was 18 years before the first commercially successful ZEV was sold to the public.^{26,27}

In 2013, the National Research Council identified the main obstacles to public adoption of ZEVs as:

- Lack of Customer Knowledge about ZEVs,
- High Purchase Price,
- Limited Driving Range,
- Limited Model Choice,
- Lack of Dealer/Mechanic Knowledge about ZEVs,
- Lack of Charging Infrastructure,
- Lack of Standardization of Charging Infrastructure, and
- Lack of Access to 100 percent Renewable Electricity.²⁸

Since 2013, many of these obstacles have been greatly reduced. Several more ZEV models have been introduced to the market and costs have come down to a large extent due to a significant

²³ According to Get Healthy San Mateo County, November 2017 Newsletter, “Implications of the Planning for Healthy Communities Act for San Mateo County”, portions of East Palo Alto, Redwood City, South San Francisco, Milbrae, San Bruno and unincorporated North Fair Oaks are “disadvantaged community census tracts.” <https://www.gethealthysmc.org/newsletter/november-2017-newsletter>

²⁴ CVRP Rebate Statistics Webpage

²⁵ Scott Hardman, et al., “Driving the Market for Plug-in Vehicles: Understanding ZEV Mandates”, <https://rhev.ucdavis.edu/wp-content/uploads/zev-mandates-policy-guide.pdf>

²⁶ U.S. Department of Energy, “The History of the Electric Car”, September 2014.

²⁷ <https://www.energy.gov/articles/history-electric-car>

²⁷ Tesla website, “About Tesla”, <https://www.tesla.com/about>

²⁸ National Research Council, “Overcoming Barriers to Electric-Vehicle Deployment”, 2013.

<http://gabriele.physics.harvard.edu/gabriele/papers/2013/OvercomingBarriersToElectricVehicleDeployment.pdf>

drop in battery prices.²⁹ In San Mateo County, both Pacific Gas & Electric and Peninsula Clean Energy both offer 100 percent renewable electricity plans.^{30,31}

“Most modern chargers and vehicles have a standard connector and receptacle, called the SAE J1772. Any vehicle with this plug receptacle can use any Level 1 [120 volt AC] or Level 2 [240 volt AC] EVSE. All major vehicle and charging system manufacturers support this standard.”³² And recently, “SAE International, an engineering standards-setting organization, has passed a standard for fast charging that adds high-voltage DC power contact pins to the SAE J1772 connector,”³³ so standardization of charging infrastructure should soon no longer be a concern.

As with individuals who purchase ZEVs, city and county governments will need to install charging infrastructure for their fleets. The cost of installing a charging facility ranges widely depending on the number of charging ports, the level of the charger, whether the units are networked for monitoring and/or billing purposes, and the proximity to existing electrical infrastructure.³⁴ However, in considering the useful range of their ZEVs, cities in San Mateo County should also take into account that there are currently 1,645 public charging stations in San Mateo County that could be used by government vehicles if they are in danger of running out of power before being able to return to their base charging location.³⁵

Even with all of these advances, in January 2019 Forbes Magazine listed the four lingering obstacles that purchasers of ZEVs, both public and private, contend with as perceived cost, range anxiety, driver understanding, and dealer understanding.³⁶ Driver and dealer understanding of ZEVs will come with greater education of the public, and the Grand Jury hopes that this report will contribute to that education. Retraining of mechanics to work on ZEVs is also a consideration, especially for government employees. However, according to the San Mateo County Department of Public Works, “This doesn’t present a problem and...mechanics are being trained on servicing of the EVs.”³⁷

“By a margin, the largest reason that consumers have avoided purchasing an electric car is range anxiety. That is, 58 percent of drivers are afraid that they will run out of power before being able

²⁹ Supra, Note 26

³⁰ Pacific Gas & Electric website, “Solar Choice program costs”. https://www.pge.com/en_US/residential/solar-and-vehicles/options/solar/solar-choice/rate-calculator.page

³¹ Peninsula Clean Energy website, “Where PCE’s Power Comes From”.

<https://www.peninsulacleanenergy.com/energy-sources/>

³² U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “Vehicle Charging”. <https://www.energy.gov/eere/electricvehicles/vehicle-charging>

³³ Ibid.

³⁴ New York State Energy Research and Development Authority, “Charging Station Installation Analysis: Tompkins County Plug-in Electric Vehicle Infrastructure Plan”, February 2017.

<http://tompkinscountyny.gov/files2/iteic/projects/EV/Tompkins%20EVSE%20Installation%20Analysis%20FINAL.pdf>

³⁵ San Mateo County Databub, “Electrical Vehicle Charging Stations”.

<https://databub.smcgov.org/Transportation/Electric-Vehicle-Charging-Stations/K4h3-vhwc>

³⁶ Jeff McMahon, “The 4 Lingering Obstacles To Electric Vehicle Adoption (And What Might Overcome Them)”, Forbes, January 27, 2019. <https://www.forbes.com/sites/jefmcmanon/2019/01/27/the-4-lingering-obstacles-to-electric-vehicle-adoption-and-what-might-overcome-them/#2224ba695c54>

³⁷ Grand Jury communication.

to charge their vehicle, while another 49 percent fear the low availability of charging stations.”³⁸ In considering whether and when to convert government fleets in San Mateo County, the Grand Jury directs attention to the large number of public charging stations in the County mentioned above.

For all of the advances in technology, education, and infrastructure availability, a consistent theme in the CAPs and literature reviewed by the Grand Jury is the perceived cost of ZEVs versus 100 percent fossil-fueled cars and the importance of feasibility and cost effectiveness.

Choosing a ZEV over a conventional, internal combustion engine (ICE) vehicle can result in significant long term savings. ZEVs “cost less than half as much to operate as gas powered cars.”³⁹ “The average cost to operate a ZEV in the US is \$485 a year while the average for a gasoline powered vehicle is \$1,117.”⁴⁰

The average price for a gallon of gasoline in California is \$3.95 (May 2019). The average cost for electricity per gallon equivalent during the daytime is \$1.80.⁴¹ Fueling electric vehicles at night (off peak) would cost even less.^{42,43}

Maintenance cost for ZEVs is also lower because they have “fewer moving parts, no exhaust system, less need for cooling, less abrasive braking options and no need to change engine oil, coolant, transmission fluids, air filters, timing belts, head gaskets, cylinder heads and spark plugs.”⁴⁴ The largest maintenance expense of a ZEV is the battery pack.⁴⁵ ZEV batteries are drained and recharged constantly but some manufacturers will cover replacement with a battery warranty (such as for the Nissan Leaf, Chevrolet Bolt, and Tesla Model S).⁴⁶

In order to show how all of these factors result in a one-to-one cost comparison, an example lifecycle cost analysis of a ZEV as compared to a comparable internal combustion engine vehicle of the size used by the County of San Mateo is provided in Table 2. This analysis is based on a calculation available on the website of PG&E, but the values have been modified to reflect the rates and conditions that would be experienced by governments in San Mateo County.⁴⁷ For

³⁸ Rob Stumpf, “Americans Cite Range Anxiety, Cost as Largest Barriers for New EV Purchases: Study”, The Drive, February 26, 2019, <https://www.thedrive.com/news/26637/americans-cite-range-anxiety-cost-as-largest-barriers-for-new-ev-purchases-study>

³⁹ University of Michigan’s Transportation Research Institute 2018 Study Report No. SWT-2018-1.

⁴⁰ Ibid.

⁴¹ “egallon: What it is and Why it is Important” Department of Energy’s egallon. www.energy.gov

⁴² Ibid.

⁴³ Note egallon and miles per gallon (MPGe) is a measurement of the cost to drive a comparable vehicle the same distance you could go on a gallon of gasoline. MPGe is a measurement of how efficiently a vehicle uses energy based on the number of British Thermal Units (BTUs) in the fuel.

⁴⁴ Jeff McMahon, “Electric Vehicle Cost Less Than Half as Much to Drive”, Forbes, January 14, 2018, <https://www.forbes.com/sites/jeffmcmahon/2018/01/14/electric-vehicles-cost-less-than-half-as-much-to-drive/#45d1708e3f97>

⁴⁵ Ibid.

⁴⁶ “Costs and Benefits of Electric Cars vs. Conventional Vehicles”, November 15, 2018 <https://www.energy.sage.com/electric-vehicles/buyers-guide/battery-life-for-top-evs/>

⁴⁷ Pacific Gas & Electric Company, “Welcome to the EV Savings Calculator”. <https://ev.pge.com/>

purposes of this calculation, it is assumed that the vehicles would be driven 20,000 miles per year and resold after 100,000 miles (five years).

This analysis shows that with rebates currently in place, the total life cycle cost over five years for a ZEV is up to \$5,000 less than that of a comparable ICE driven car, and that even if the electricity cost were to double or the rebate was not available the total cost would still be less than that of the ICE car. Cities are encouraged to perform their own analyses. Therefore, the Grand Jury believes that now is the time to convert government fleets to ZEVs.

Table 2
5-Year (100,000 Mile) Life Cycle Cost Comparison of
Chevrolet Bolt ZEV to Toyota Camry ICE XLE/XSE

Description	2019		Comments
	Chevrolet Bolt EV	2019 Toyota Camry XLE	
Summary of Results			
Vehicle Purchase/Resale	\$22,676	\$20,058	Vehicle MSRP * (1 + Sales Tax) - Rebate - (Resale Value Percent * MSRP)
Total Electricity Cost	\$5,040	NA	Electricity Cost * Electricity Use * Mi/Yr * Number of Years
Total Gasoline Cost	NA	\$11,618	Gasoline Cost * Mi/Yr * Number of Years MPG
Total Maintenance Cost	\$3,174	\$5,749	Maint. Cost per Mile * (1 - EV Cost Reduction) * Mi/Yr * Number of Years
Total Insurance Cost	\$8,639	\$8,288	Insurance Cost per Year * Number of Years

Description	2019		Comments
	Chevrolet Bolt EV	2019 Toyota Camry XLE	
	Input Parameters		
Seats	5	5	Manufacturer Specification
Passenger Volume (cu.ft.)	94	100	Manufacturer Specification
Interior Cargo Volume (cu.ft.)	16.9	14.1	Manufacturer Specification
Type	Mid-Size	Mid-Size	Passenger+Cargo Volume 110 to 119 cu.ft. ⁴⁸
MSRP	\$36,620	\$29,175	Manufacturer's Suggested Retail Price
CARB EV Rebate	\$2,500	NA	California Air Resource Board ⁴⁹

⁴⁸ U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, "How are Vehicle Size Classes Defined". <https://www.fueleconomy.gov/feg/info.shtml#size-class>

⁴⁹ California Environmental Protection Agency, Air Resources Board, Clean Vehicle Rebate Project, "For Public Fleets". <https://cleanvehiclerebate.org/eng/fleet>

Table 2 (continued)

Description	2019		Comments
	Chevrolet Bolt EV	2019 Toyota Camry XLE	
Input Parameters (cont.)			
Electricity Cost (\$/kWh)	\$0.18	NA	E-19 SV Rate from PCE, 100% ECO ⁵⁰
Electricity Use (kWh/mile)	0.28	NA	EPA Efficiency Rating ⁵¹
Gasoline Cost (\$/gal)	NA	\$3.95	AAA, CA avg. for May 2019 ⁵²
Miles per Gallon (MPG)	NA	34	EPA Rating ⁵³
Maint. Cost per Mile	\$0.0599	\$0.0575	Exponential cost curve based on MSRP of \$37,000 and a base rate of \$0.06/mi ⁵⁴
Insurance Cost per Year	\$1,728	\$1,658	Exponential cost curve based on MSRP of \$37,000 and a base rate of \$1.731/yr ⁵⁵
EV Maint. Cost Reduction	47%	NA	2 ^o Institute Report ⁵⁶
Number of Years	5	5	Assumed for analysis
Miles Driven per Year	20,000	20,000	Assumed for analysis
Sales Tax (%)	8.75%	8.75%	San Mateo County ⁵⁷
Resale Value @ 100,000 mi.	40%	40%	CarFax ^{58,59}

⁵⁰ Pacific Gas & Electric Company, "PG&E – Peninsula Clean Energy Joint Rate Comparisons". https://www.pge.com/global/common/pdfs/customer-service/other-services/alternative-energy-providers/community-choice-aggregation/pce_rateclasscomparison.pdf

⁵¹ U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, "Find and Compare Cars". <https://www.fueleconomy.gov/feg/iframe/40520.shtml>

⁵² AAA, "Gas Prices". <https://gasprices.aaa.com/state-gas-price-averages/>

⁵³ U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, "Compare Side-by-Side". <https://www.fueleconomy.gov/feg/Find.do?action=sbs&id=40609>

⁵⁴ Supra, Note 46 – Equation is Cost per mile = 0.06 * (MSRP/37000)^{0.1799}.

⁵⁵ Supra, Note 46 – Equation is Cost per year = 1731 * (MSRP/37000)^{0.1825}.

⁵⁶ Ryan Logtenberg, et al., 2^o Institute, "Comparing Fuel and Maintenance Costs of Electric and Gas Powered Vehicles in Canada", September 2018.

https://www.2degreesinstitute.org/reports/comparing_fuel_and_maintenance_costs_of_electric_and_gas_powered_vehicles_in_canada.pdf

⁵⁷ California Department of Tax and Fee Administration, "California Sales and Use Tax Rates by County and City", April 1, 2019. <https://www.cdfa.ca.gov/formspubs/cdfa95.pdf>

⁵⁸ Charles Krome, "Car Depreciation: How Much Value Will a New Car Lose?", Carfax, November 9, 2018. <https://www.carfax.com/blog/car-depreciation>

⁵⁹ Depreciation is an important factor in this analysis as is it difficult to predict the demand for used cars in the future. See Edmunds, "Edmunds Report Reveals a Car With 100,000 Miles Is More Valuable Than Shoppers Think", November 13, 2017. <https://www.edmunds.com/about/press/edmunds-report-reveals-a-car-with-100000-miles-is-more-valuable-than-shoppers-think.html>

FINDINGS

- F1. As of December 2018, eleven of the twenty cities in San Mateo County have no electric vehicles in their government fleets. These are:
- Atherton
 - Belmont
 - Colma
 - Daly City
 - East Palo Alto
 - Half Moon Bay
 - Hillsborough
 - San Bruno
 - San Carlos
 - South San Francisco
 - Woodside
- F2. As of December 2018, in two of the twenty cities in San Mateo County approximately one percent of the city fleet are electric vehicles. These are:
- Burlingame
 - Foster City
- F3. As of December 2018, in three of the twenty cities in San Mateo County approximately three percent of the city fleet are electric vehicles. These are:
- Pacifica
 - Redwood City
 - San Mateo
- F4. As of December 2018, in the City of Millbrae approximately seven percent of the city fleet is electric vehicles.
- F5. As of December 2018, in two of the twenty cities in San Mateo County approximately ten percent of the city fleet are electric vehicles. These are:
- Brisbane
 - Menlo Park
- F6. As of December 2018, the Town of Portola Valley has converted two of its six city vehicles to electric vehicles, or approximately 33 percent.
- F7. San Mateo County has 709 fleet vehicles. Of those, 218 are Enhanced AT PZEVs and two are ZEVs (approximately 31 percent).

- F8. The County and eleven of the cities in the county have Climate Action Plans that discuss adoption of sustainable purchasing policies for converting their fleets to fuel efficient vehicles (hybrid, electric, alternative fuel). The cities are:
- Atherton
 - Belmont
 - Brisbane
 - Burlingame
 - East Palo Alto
 - Foster City
 - Menlo Park
 - Pacifica
 - Redwood City
 - San Carlos
 - San Mateo
- F9. San Mateo Office of Sustainability released a “Green Municipal Fleet Toolkit” in March of 2019. The purpose of this Toolkit is to assist jurisdictions on how to reduce greenhouse gas emissions from their municipal fleets.
- F10. The San Mateo County Office of Sustainability technical support pilot program for municipal fleets, which is funded to assist up to four cities in converting their fleets to ZEVs, runs through December 2019.
- F11. The Climate Mayors EV Purchasing Collaborative is available to assist the cities and the County in conversion of fleet vehicles to ZEVs through aggregate purchasing.

RECOMMENDATIONS

- R1. By March 31, 2020, the County of San Mateo and each city within the county should conduct a review of its government fleet procurement policy relating to electric vehicles and present a report at a public meeting. At a minimum, the review should be based on an analysis that includes up-to-date life-cycle costs of commercially available electric vehicles and an up-to-date assessment of whether electric vehicles can meet the performance needs of local jurisdictions for power, range, battery life, and other relevant factors. If an agency has completed such a review within the last three years, then such review should be presented to its governing body at a public meeting on or before December 31, 2019.
- R2. By March 31, 2020, the County of San Mateo and each city within the county should conduct an analysis of the obstacles, if any, to the implementation of an EV government fleet procurement policy and present a report at a public meeting. This could include, for example, the availability of electric vehicle charging stations to serve the vehicle fleet and training of vehicle maintenance staff. If an agency has completed such an analysis within the last three years, then such analysis should be presented to its governing body at a public meeting on or before December 31, 2019.

R3. By September 30, 2019, the County of San Mateo Department of Public Works and each city within the county should review the “Roadmap for Municipal Green Fleets” toolkit from the San Mateo County Office of Sustainability, including the information on the possibility of adopting an EV First Policy.

R4. By September 30, 2019, the County of San Mateo and each city within the county, if they have not already initiated such a process, should investigate joining the Climate Mayors EV Purchasing Collaborative to take advantage of aggregate purchasing.

REQUEST FOR RESPONSES

Pursuant to penal Code section 933.05, the Grand Jury requests responses from the City Councils of the following cities in San Mateo County:

- Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, Woodside.
- The San Mateo County Board of Supervisors

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

METHODOLOGY

- The Grand Jury sent a survey/questionnaire to all the cities in San Mateo County. The same survey was sent to the County.
- The Grand Jury interviewed representatives from The Office of Sustainability, C/CAG, The County Department of Public Works and non- profit electric vehicles organizations.
- The Grand Jury attended city sponsored Electric Vehicle Workshops, the Sustainable San Mateo County Indicators forum, a seminar on The Future of Transportation: Clean Energy & Transformation presented by Peninsula Family Service Thought Leader Series, and the San Francisco Global Climate Change Summit.
- The Grand Jury conducted research using over forty-five internet sites and newspaper articles pertaining to electric vehicles, government agencies dealing with electric vehicles and greenhouse gas reduction in the transportation sector.

BIBLIOGRAPHY

General References

- AAA, “Gas Prices”, Accessed June 8, 2019, <https://gasprices.aaa.com/state-gas-price-averages/>
- Acterra, “GoEV! Love the Planet AND Your Car”, Accessed May 19, 2019 <https://www.acterra.org/goev/>
- Calcars.org, “All About Plug-In Hybrids”, Accessed May 22, 2019 <http://www.calcars.org/vehicles.html>
- California Air Resources Board, “Assembly Bill 32 Overview”, Accessed May 19, 2019 <https://www.arb.ca.gov/cc/ab32/ab32.htm>
- California Department of Tax and Fee Administration, “California Sales and Use Tax Rates by County and City”, April 1, 2019, Accessed June 8, 2019 <https://www.cdfta.ca.gov/formspubs/cdfta95.pdf>
- California Environmental Protection Agency, Air Resources Board, “Frequently Asked Questions: The California Zero Emission Vehicle Regulation, July 2011”, Accessed June 8, 2019 https://www.arb.ca.gov/msprog/zevprog/factsheets/zev_fs.pdf
- California Environmental Protection Agency, Air Resources Board, Clean Vehicle Rebate Project, “For Public Fleets”, Accessed June 8, 2019 <https://cleanvehiclerebate.org/enq/fleet>
- C/CAG, Henderson, Ashley; Unnasch, Stefan; Boland, Susan; Pont, Jennifer; and Kaminski, Sandra. (Life Cycle Associates). 2016. Alternative Fuel Readiness Plan for San Mateo County. California Energy Commission. Accessed May 19, 2019 http://ccag.ca.gov/wp-content/uploads/2016/05/San-Mateo-AFRP_Summary_Report-FINAL_1.pdf
- C/CAG, “San Mateo County Transportation Programs Climate Impact Report”, November 2018, Accessed May 19, 2019 http://ccag.ca.gov/wp-content/uploads/2018/11/C-CAG-Climate-Action-Report-11-20-18_DRAFT1-1.pdf
- City and County of San Francisco, “Text of Ordinance 115-17 [EV First Policy]”, May 23, 2017 Accessed May 19, 2019 <https://sfgov.legistar.com/View.aspx?M=F&ID=5205705&GUID=5B001FFA-9629-43BC-B1EC-B348B76F8B29>
- City of San Mateo, “Electric Vehicle Charger Guide”, November 2015, Accessed May 19, 2019 <https://www.citvoofsanmateo.org/DocumentCenter/View/47766/ELECTRIC-VEHICLE-CHARGER-Guide-v-10>

- Climate Mayors Electric Vehicle Purchasing Collaborative, “About the Collaborative”, 2018, Accessed May 19, 2019 <https://driveevfleets.org/>
- COLTURA, “Let’s get off gasoline and move to clean alternatives”, Accessed May 19, 2019 <https://www.coltura.org/>
- County of Santa Clara Office of Sustainability, “Plug-in Electric Vehicle Best Practices Compendium”, March 2018, Accessed May 19, 2019 <https://www.sccgov.org/sites/dnz/Documents/Task-1A-EV-Best-Practices-Compendium.pdf>
- County of Santa Clara Office of Sustainability, “Cash rebates for home energy improvements”, March 2018, Accessed May 19, 2019 <https://www.sccgov.org/sites/osp/pages/rebates.aspx>
- County of Santa Clara, “County of Santa Clara Approves Electric Car Charging Ordinance”, County News Press Release, December 18, 2013 Accessed May 19, 2019 <https://www.sccgov.org/sites/opa/hr/Pages/County-of-Santa-Clara-Approves-Electric-Car-Charging-Ordinance.aspx>
- County of Santa Clara, “Driving to Net Zero”, Accessed May 19, 2019 <https://www.sccgov.org/sites/dnz/Pages/home.aspx>
- Edmunds, “Edmunds Report Reveals a Car With 100,000 Miles Is More Valuable Than Shoppers Think”, November 13, 2017, Accessed June 8, 2019 <https://www.edmunds.com/about/press/edmunds-report-reveals-a-car-with-100000-miles-is-more-valuable-than-shoppers-think.html>
- Energy Upgrade California, “What is Climate Change”, California Public Utilities Commission & California Energy Commission, Accessed May 19, 2019 <https://www.energyupgradeca.org/climate-change/>
- Get Healthy San Mateo County, November 2017 Newsletter, Accessed June 7, 2019 <https://www.gethealthy-smc.org/newsletter/november-2017-newsletter>
- Governor’s Interagency Working Group on Zero-Emission Vehicles, “ZEV Action Plan Priorities Update”, September 2018, Accessed May 19, 2019 <http://business.ca.gov/Portals/0/ZEV/2018-ZEV-Action-Plan-Priorities-Update.pdf>
- Halper, Evan, Barboza, Tony and Lauter, David, “California vows to fight Trump EPA’s move to freeze fuel economy rules”, Los Angeles Times, August 2, 2018, Accessed May 19, 2019 https://www.latimes.com/politics/la-na-pol-trump-fuel-economy-20180802-story.html?utm_source=Center+for+Climate+Protection&utm_campaign=c064c62d82-EMAIL_CAMPAIGN_2018_08_07_02_22&utm_medium=email&utm_term=0_ft35bae2f-c064c62d82-381767537

- Hardman, Scott et al., “Driving the Market for Plug-in Vehicles: Understanding ZEV Mandates”, UC Davis International EV Policy Council, August 2018, Accessed May 22, 2019 <https://phev.ucdavis.edu/wp-content/uploads/zev-mandates-policy-guide.pdf>
- Kaufman, Alexander C., “California Lawmakers Pass Historic Bill Mandating Only Carbon-Free Power By 2045”, Huffington Post, August 29, 2018, Accessed May 19, 2019 https://www.huffpost.com/entry/california-100-percent-clean-energy_n_5b219200e4b09d7a3d79fbba
- Koseff, Alexei, “California approves goal for 100% carbon-free electricity by 2045”, The Sacramento Bee, September 10, 2018, Accessed May 19, 2019 <https://www.sacbee.com/news/politics-government/capitol-alert/article218128485.html>
- Koseff, Alexei, “Brown deems Trump ‘liar, criminal, fool’ on environment, signs electric vehicle bills”, The Sacramento Bee, September 13, 2018, Accessed May 19, 2019 <https://www.sacbee.com/news/politics-government/capitol-alert/article218362510.html>
- Krome, Charles, “Car Depreciation: How Much Value Will a New Car Lose?”, Carfax, November 9, 2018, Accessed June 8, 2019 <https://www.carfax.com/blog/car-depreciation>
- Lazo, Alejandro, “California Gov. Jerry Brown Calls for Five Million Zero-Emission Cars by 2030”, Wall Street Journal, January 26, 2018, Accessed May 19, 2019 <https://www.wsj.com/articles/california-gov-jerry-brown-to-call-for-five-million-zero-emission-cars-by-2030-1516996404>
- Logtenberg, Ryan, et al., 2o Institute, “Comparing Fuel and Maintenance Costs of Electric and Gas Powered Vehicles in Canada”, September 2018, Accessed June 8, 2019 https://www.2degreesinstitute.org/reports/comparing_fuel_and_maintenance_costs_of_electric_and_gas_powered_vehicles_in_canada.pdf
- McMahon, Jeff, “Electric Vehicle Cost Less Than Half as Much to Drive”, Forbes, January 14, 2018, Accessed June 7, 2019 <https://www.forbes.com/sites/jeffmcmahon/2018/01/14/electric-vehicles-cost-less-than-half-as-much-to-drive/#45d1708e3f97>
- McMahon, Jeff, “The 4 Lingerin Obstacles To Electric Vehicle Adoption (And What Might Overcome Them)”, Forbes, January 27, 2019, Accessed June 7, 2019 <https://www.forbes.com/sites/jeffmcmahon/2019/01/27/the-4-lingerin-obstacles-to-electric-vehicle-adoption-and-what-might-overcome-them/#2224ba695c54>
- National Research Council, “Overcoming Barriers to Electric-Vehicle Deployment”, 2013, Accessed June 7, 2019 <http://gabriel.se.physics.harvard.edu/gabriel.se/papers/2013/OvercomingBarriersToElectricVehicleDeployment.pdf>

- New York State Energy Research and Development Authority, “Charging Station Installation Analysis: Tompkins County Plug-in Electric Vehicle Infrastructure Plan”, February 2017, Accessed June 21, 2019
<http://tompkinscountyny.gov/files2/itctc/projects/EV/Tompkins%20EVSE%20Installation%20Analysis%20FINAL.pdf>
- Norcalcars.com, “EV Charging Stations in San Mateo County”, Accessed May 19, 2019
<https://www.norcalcars.com/ev-electricvehiclecharging/sanmateocounty.aspx>
- Open San Mateo County, “RICAPS Transportation Contribution to Greenhouse Gas Emissions (Data by City)”, Accessed May 19, 2019
<https://data.smcgov.org/Environment/RICAPS-Transportation-Contribution-to-Greenhouse-G/hnf7-xha6>
- Open San Mateo County, “Vehicle Registrations By Fuel Type and Vehicle Type by Zip Code”, Accessed May 19, 2019 <https://data.smcgov.org/Transportation/Vehicle-Registrations-By-Fuel-Type-and-Vehicle-Type/2bsv-n4ih>
- Pacific Gas & Electric Company, “Electric Vehicle Recharging Station Doubles As A Relaxation Forest”, Accessed May 19, 2019 http://www.energyhousecalls.com/electric-vehicle-recharging-station-doubles-as-a-relaxation-forest/?WT.mc_id=20181008_REE_RES_NL_email_2018109_article4
- Pacific Gas & Electric Company, “PG&E – Peninsula Clean Energy Joint Rate Comparisons”, Accessed June 8, 2019
https://www.pge.com/pge_global/common/pdfs/customer-service/other-services/alternative-energy-providers/community-choice-aggregation/pce_rateclasscomparison.pdf
- Pacific Gas & Electric Company, “Solar Choice program costs”, Accessed June 7, 2019
https://www.pge.com/en_US/residential/solar-and-vehicles/options/solar/solar-choice/rate-calculator.page
- Pacific Gas & Electric Company, “Welcome to the EV Savings Calculator”, Accessed June 7, 2019 <https://ev.pge.com/>
- Pacific Gas & Electric Company, “Will California Save The US Auto Industry From Itself?”, Accessed May 19, 2019 http://www.energyhousecalls.com/will-california-save-the-us-auto-industry-from-itself?WT.mc_id=20181008_REE_RES_Trigger_email_20181010_Auto-CTA
- Peninsula Advanced Energy Community (PAEC), “About Us”, Accessed May 19, 2019
<https://clean-coalition.org/peninsula-advanced-energy-community/>
- Peninsula Clean Energy website, “Where PCE’s Power Comes From”,
<https://www.peninsulacleanenergy.com/energy-sources/>

- Plug In America, “Making Plug-In Car Shopping Easy”, Accessed May 19, 2019 <https://pluginamerica.org/>
- San Mateo County Civil Grand Jury 2010-11, “San Mateo County’s Vehicle Purchase Program”, Accessed May 19, 2019 https://www.sanmateocourt.org/documents/grand_jury/2010/hybrid_vehicles.pdf
- San Mateo County Energy Watch, “Electric Vehicle Adoption in San Mateo County”, Accessed May 19, 2019 <https://smcenergywatch.org/>
- San Mateo County Office of Sustainability, “EV Charge Up! The County’s Electric Vehicle Charging Program” Accessed May 16, 2019 <https://www.smcustainability.org/energy-water/ev-charge-up/>
- Strauss, Ben and Wiles, Richard, “San Mateo Is Most At-Risk County In California From Sea Level Rise”, Climate Central, June 11, 2018 Accessed May 19, 2019 <https://www.climatecentral.org/pdfs/SLR-CA-SM-PressRelease.pdf>
- Stumpf, Rob, “Americans Cite Range Anxiety, Cost as Largest Barriers for New EV Purchases: Study”, The Drive, February 26, 2019, Accessed June 8, 2019 <https://www.thedrive.com/news/26637/americans-cite-range-anxiety-cost-as-largest-barriers-for-new-ev-purchases-study>
- Sustainable San Mateo County, “Transportation”, Accessed May 19, 2019 <http://www.sustainablesanmateo.org/home/indicators/transportation/>
- Tesla website, “About Tesla”, Accessed June 7, 2019 <https://www.tesla.com/about>
- U.S. Department of Energy, “Plug-In Electric Vehicle Handbook for Consumers”, February 2015 Accessed May 19, 2019 https://afdc.energy.gov/files/u/publication/pev_consumer_handbook.pdf
- U.S. Department of Energy, “The History of the Electric Car”, September 2014, Accessed June 7, 2019 <https://www.energy.gov/articles/history-electric-car>
- U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “How are Vehicle Size Classes Defined”, Accessed June 8, 2019 <https://www.fueleconomy.gov/feg/info.shtml#size-class>
- U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “Compare Side-by-Side”, Accessed June 8, 2019 <https://www.fueleconomy.gov/feg/Find.do?action=sbs&id=40609>

- U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy , “Find and Compare Cars”, Accessed June 8, 2019
<https://www.fueleconomy.gov/feg/noframes/40520.shtml>
- U.S. Department of Energy, Office of Energy Efficiency and Renewable Energy, “Vehicle Charging”, Accessed June 7, 2019
<https://www.energy.gov/eere/electricvehicles/vehicle-charging>

Climate Action Plans

- Town of Atherton, Final Climate Action Plan, October 19, 2019.
<https://www.ci.atherton.ca.us/DocumentCenter/View/3535/CAP-Admin-Draft-ATT-2-10-19-16-FINAL-ADMIN-DRAFT-002?bidId=> (last reviewed February 23, 2019)
- City of Belmont, 2017 Climate Action Plan
<https://www.belmont.gov/home/showdocument?id=15622> (las viewed February 28, 2019)
- City of Brisbane, Climate Action Plan, adopted September 17, 2015
<http://brisbane.qa.org/sites/default/files/Adopted%20CAP%209-17-15.pdf> (last viewed September 16, 2018)
- City of Burlingame, Climate Action Plan, June 2009 http://www.ceeburlingame.com/wp-content/uploads/2015/02/climate_action_plan.pdf (last viewed September 16, 2018)
- City of Colma, Climate Action Plan, adopted May 8, 2013
https://storage.googleapis.com/proudcity/colmaca/uploads/2017/02/5_08_13_Adopted-CAP.pdf (last viewed September 16, 2018)
- City of East Palo Alto, Final Climate Action Plan, December 2011 <https://www.ci.east-palo-alto.ca.us/documentcenter/view/748> (last viewed on February 23, 2019)
- City of Foster City, Climate Action Plan, September 2015
https://www.fostercity.org/sites/default/files/fileattachments/city_manager/page/2861/final-foster-city-cap_9-16-15.pdf (last viewed on February 23, 2019)
- Town of Hillsborough, Climate Action Plan, February 2010.
<https://www.hillsborough.net/DocumentCenter/View/606/2010-Climate-Action-Plan?bidId=> (last viewed February 23, 2019)
- City of Menlo Park, Climate Action Plan Update and Status Report, 2009
<http://worldcat.org/arcviewer/7/CBG/2013/04/17/H1366238244214/viewer/file1.pdf> (last viewed May 30, 2019)

- City of Pacifica, Climate Action Plan, July 14, 2014
<http://www.cityofpacifica.org/civicax/filebank/blobdload.aspx?blobid=7490> (last viewed September 16, 2018)
- City of San Carlos, Climate Action Plan, October 12, 2009
<https://www.cityofsanarlos.org/government/departments/city-manager-s-office-communications/responsible-environment/climate-action-plan> (last viewed September 16, 2018)
- City of San Mateo, Climate Action Plan, April 2015.
<https://www.cityofsanmateo.org/DocumentCenter/View/65426/San-Mateo-CAP---Adopted?bidId> (last viewed February 24, 2019).
- City of Redwood City Community Climate Action Plan (no date). https://www.ca-ilg.org/sites/main/files/file-attachments/redwood_city-community_climate_action_plan.pdf (last viewed June 2, 2019)
- City of South San Francisco, Climate Action Plan, prepared by PMC, adopted February 13, 2014 <http://www.ssf.net/home/showdocument?id=5640> (last viewed September 16, 2018)
- Town of Woodside, Climate Action Plan, September 22, 2015
https://www.woodsidetown.org/sites/default/files/fileattachments/planning/page/4631/town_of_woodside_-_final_climate_action_plan.pdf (last viewed February 24, 2019)
- County of San Mateo, Energy Efficiency Climate Action Plan, June 2013.
<https://www.smcsustainability.org/download/climate-change/Energy-Efficiency-Climate-Action-Plan.pdf> (last viewed February 24, 2019)

APPENDIX A

Civil Grand Jury Survey

The following is the text of the survey that was sent to the County and each of the cities.

[Name of addressee]
[Address]

Re: Request for documents from San Mateo County 2018-19 Civil Grand Jury

Dear _____:

In connection with an investigation being conducted by the San Mateo County 2018-19 Civil Grand Jury, we are interested in responses to the following questions:

The number of Electric Vehicle charging stations your municipality has installed for government use
The number of EV charging stations your city has installed for public use
The number of vehicles in your cities fleet
How many of those vehicles are electric?
Does your city have a Climate Action Plan?
If so does that plan include the reduction of Green House Gas emissions through eliminating fossil fuel driven vehicles and adopting the use of Electric vehicles for government employees?

We would appreciate it if you could provide your answers to us within the next seven days. If any of the requests are unclear, or unduly burdensome to respond to, or if you need additional time to gather responsive documents, please let me know and we will be happy to clarify and/or work with you to make the request more manageable.

As you may be aware, under California law, all matters relating to the Grand Jury's work including the nature or subject of any inquiries it makes and its requests for documents, are to be treated as confidential by you and not disclosed except as directed by a court of law. You are, of course, free to engage the assistance of other personnel in your office to gather information responsive to our requests, but we ask that, except to the extent absolutely necessary, you not disclose this letter or the fact that the documents are being gathered in response to a Grand Jury request. Any violation of your statutory confidentiality obligation is punishable as contempt of court.

Thank you so much for your help.

Very Truly Yours,

Issued: August 12, 2019



CITY OF HALF MOON BAY

City Hall • 501 Main Street • Half Moon Bay • CA • 94019

October 15, 2019

Honorable Donald J. Ayooob
Judge of the Superior Court
c/o Charlene Kreseovich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655

Subject: August 12, 2019 Grand Jury Report: "Electric Vehicle Adoption in the
Cities and County of San Mateo"

Dear Honorable Judge Ayooob:

The City Council of the City of Half Moon Bay, at its October 15, 2019 meeting, reviewed and approved the following responses to the San Mateo County Civil Grand Jury 2018-2019 Report "Electric Vehicle Adoption in the Cities and County of San Mateo."

FINDINGS

The report includes eleven (11) findings covering a wide range of issues. The City of Half Moon Bay (City) does not have first-hand information to refute the findings, which were generated by the Grand Jury through questionnaires and interviews. As such, the City agrees with each of the eleven (11) Findings (F1 through F11).

RECOMMENDATIONS

- R1. By March 31, 2020, the County of San Mateo (County) and each city within the county (cities) should conduct a review of its government fleet procurement policy relating to electric vehicles and present a report at a public meeting.

Response: The recommendation has not yet been implemented, but will be implemented in the future. The City is in the process of developing its first Climate Action and Adaptation Plan (CAAP) and sustainable purchasing policies. While the

CAAP will not be complete prior to the deadline, the sustainable purchasing policies will address electric vehicle and will be presented to the City Council by March 2020.

- R2. By March 31, 2020, the County and cities should conduct an analysis of the obstacles, if any, to the implementation of an Electric Vehicle government fleet procurement policy and present a report at a public meeting.

Response: The recommendation has been implemented as the City continues to actively evaluate the vehicle market for viable electric vehicle options to electrify its car fleet. That said, the City's fleet is comprised of eleven (11) vehicles total – nine (9) maintenance trucks and two (2) pool vehicles. There are no viable Zero-Energy Vehicle (ZEV) options currently available to replace the City's current maintenance vehicles that comprise a large majority of the City's fleet. The pool vehicles are comprised of a 2004 Ford Ranger and a 2010 Ford Fusion that, upon reaching the end of their useful lifespan, will likely be replaced with an electric vehicle. This analysis was presented to the public at the October 15, 2019 City Council meeting.

- R3. By September 30, 2019, the County's Department of Public Works and cities should review the "Roadmap for Municipal Green Fleets" toolkit from the County's Office of Sustainability, including the information on the possibility of adopting an EV First Policy.

Response: This recommendation has been implemented. City of Half Moon Bay staff have reviewed the toolkit and submitted an "Interest Form" to the County's Office of Sustainability, expressing interest in further technical assistance.

- R4. By September 30, 2019, the County and cities, if they have not already initiated such a process, should investigate joining the Climate Mayors EV Purchasing Collaborative to take advantage of aggregate purchasing.

Response: This recommendation has been implemented. The City of Half Moon Bay is already a partner in the Climate Mayors Electric Vehicle Purchasing Collaborative. Unfortunately, the program does not offer ZEV maintenance trucks.

Thank you for the consideration of the foregoing.

Sincerely,

Harvey Rarback
Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jill Ekas, Community Development Director
Bill Lowell, Housing Consultant to the City

TITLE: **DRAFT AFFORDABLE HOUSING FUND ALLOCATION GUIDELINES**

RECOMMENDATION:

Receive the presentation and provide guidance for completion and adoption of Affordable Housing Fund Guidelines.

FISCAL IMPACT:

There is not an immediate fiscal impact associated with item; however, the intent of this action is to establish a process for effectively allocating the City's \$2.5M Affordable Housing Fund to help address the City's affordable housing needs. Staff will likely need to be supported by consultants to implement the program. At this time, the anticipated amount of support is expected to be covered by the Community Development Department's contract services budget.

STRATEGIC ELEMENT:

This action supports all of the Strategic Plan elements: Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.

BACKGROUND:

The City of Half Moon Bay's Affordable Housing Fund (AHF) contains approximately \$2.5M. The fund was first established with affordable housing in lieu fees contributed from the first three phases of the Carnoustie subdivision pursuant to a development agreement. That initial contribution amounted to over \$2M at the end of FY 18-19. In the FY 19-20 budget, City Council approved \$400K of general fund monies to increase the AHF, in line with their continued focus on affordable housing. Council confirmed that a priority for FY 19-20 is to establish means for allocating and replenishing the AHF over time.

Management and use of the AHF will support implementation of City Council's multi-year priority to address the City's affordable housing needs. It is also aligned with multiple broad-reaching community engagement efforts including the City Council priority setting listening

sessions and the two “Community Conversations about Housing” sponsored by Home for All in 2018. Commonly expressed themes heard from the community included the need for increased housing security, interest in additional housing options, preservation of economic and social diversity, small business engagement, use of public lands, and encouragement for innovative solutions.

DISCUSSION:

At its July 16, 2019 Housing Study Session, the City Council considered a report on potential ways to guide the allocation of the City’s AHF. Staff recommended that Council consider establishing guidelines that provide sufficient clarity of the Council’s intentions for AHF utilization while preserving maximum flexibility for the City to respond to emerging opportunities.

The Council expressed the desire to “serve notice” to land owners and potential developers that the City is open and welcoming to the earliest possible development of additional housing in designated areas, especially affordable housing for moderate and low income families such as service workers, educators, first responders and other households necessary to a thriving community. The Council also agreed with the recommendation that any City funds be maximally leveraged; that is, used in situations that also produce the maximum amount of funding from other sources such as the county, state or federal governments.

Affordable Housing Fund Distribution Process:

With regard to the distribution process, the Council agreed that the City should be able to choose the best process amongst over-the-counter (OTC) applications, Requests for Proposals/Request for Qualifications (RFP/RFQ), and Notices of Funding Availability (NOFA) processes. In all cases, the selected use of any part of the AHF would require final approval by the Council.

Affordable Housing Fund Replenishment:

Finally, the Council expressed positive interest in adding to the AHF through implementation of an Affordable Housing Impact Fee on new commercial development. The City is currently participating in an effort coordinated by the San Mateo County 21 Elements group to prepare a nexus study which will assess the demand for new housing created by new commercial development. The nexus study will then establish a commercial linkage fee rate for future City Council consideration. It is also important to make clear that funding allocations for development of new housing, or purchase of existing housing that will be converted to affordable deed restricted units, will typically be structured as long-term loans to be repaid to the AHF. This practice provides additional security for the City in the ongoing intended operation of the affordable housing development and, over time, loan payments may slowly replenish the AHF. Upon completion of the agreed upon term, these loans are often extended, and thus, cannot be relied upon as a primary mode for replenishing the AHF, even in the long term.

Draft Affordable Housing Fund Allocation Guidelines:

The City's housing consultant and staff have prepared draft Affordable Housing Fund Guidelines for Council's consideration. The draft document further develops the guiding principles and eligible uses presented to Council in July. It further defines the funding processes and their applicability to eligible uses. Two components of the draft document – Fund Distribution and Funding Amount Guidelines – indicate how Council will be able to specify funding amounts scaled relative to the need for subsidy. The draft policy document concludes with a summary of the approval process which would always be with City Council. The City's housing consultant will provide examples of how different funding levels support housing production.

Other Affordable Housing Topics:

At the study session, the City's housing consultant and staff will also provide updates on the following:

- Renter Security Measures: Update regarding anticipated enactment of legislation and how this may affect the measures that City Council has directed staff to bring forward (e.g. minimum lease terms, mediation, and enhanced notice).
- Real Examples: Attachments 2 and 3 include San Mateo County typical regional salaries by career and maximum rents for associated affordability levels in Half Moon Bay. This information is provided in response to requests for case studies and examples. The City's housing consultant will present more context for this at the study session.

ATTACHMENTS:

1. Draft Affordable Housing Fund Allocation Policy and Guidelines
2. Typical Regional Salaries by Career (Pacifica)
3. 2019 Half Moon Bay Maximum Rents

Draft: Affordable Housing Fund Allocation Guidelines

The Affordable Housing Fund is grounded in guiding principles and its use is to be limited to specified eligible uses. Exceptions to the guidelines may be considered on a case by case basis to ensure the City has flexibility to invest funds in affordable housing when exceptional opportunities arise. In all cases, final approving authority is the City Council.

Guiding Principles

Increased Availability: Create and preserve the greatest number of affordable housing units in appropriate places, especially the City's Town Center.

Deepen Affordability: Increase the percentage of affordable units at the most deeply affordable levels.

Local Critical Work Force: Increase the ability to provide housing at affordable levels for service and agricultural workers; as well as for teachers and other school personnel, emergency and law enforcement personnel.

High Leverage: Give preference to uses that have the ability to supplement project funding with other local, state and federal sources.

Supportive: Increase the ability to serve high-risk populations such as senior or disabled or homeless households.

Homelessness Prevention: Increase housing security for renters and homeowners at risk of homelessness through the use of emergency aid.

Successful Implementation: Support eligible uses with demonstrated high probability of successful implementation.

Eligible Uses

New Affordable Housing: These uses of funds support development of new affordable housing, typically by a non-profit affordable housing developer. In no case may these funds be used to subsidize or otherwise supplement the requirements of market rate residential development to contribute affordable housing (housing units and/or in-lieu fees) pursuant to the City's Below Market Rate ordinance or other agreement associated with the project and/or its entitlements.

- Purchase Land for Affordable Housing: Purchase land directly (land banking) or provide funding to affordable housing developers or community land trusts to purchase suitable sites.
- Support Construction of Affordable Housing: Provide funding for pre-development and construction expenses necessary to create new affordable housing.

Existing Housing: These uses of funds would improve the quality of existing housing stock and would require deed restrictions to secure affordability of the units in perpetuity.

- Rehabilitation: Provide funding for purchase and/or rehabilitation of existing multifamily housing for conversion to deed restricted affordable housing.

Additional Opportunities Consistent with the Guiding Principles: Funds may potentially be used for other uses related to homelessness, special needs populations, or other opportunities if consistent with the guiding principles.

- Support Homelessness Prevention: Provide funding to local service providers for homelessness prevention efforts.
- Other: Other opportunities as they may arise that are fully consistent with the Guiding Principles.

Funding Methods

Various funding methods are available. They are defined below and the eligible uses most consistent with the method are listed:

Notice of Funding Availability (NOFA)

- A formal NOFA is useful when a significant amount of funding is available for a well-defined purpose that is expected to be of interest to several providers who wish to compete for funds. The NOFA will indicate how loaned funds may be recovered over time or forgiven appropriately upon successful realization of the project and its intended use.
- Eligible Uses: Can be restricted to any particular category; e.g. only to be used for projects that will create new affordable housing.

Request for Proposals (RFP) and Request for Qualifications (RFQ)

- Less formal than a NOFA, the RFP is typically used to select a provider of services, conceptual design work or rehabilitation work. An RFQ is typically used to select a project developer.
- Eligible Uses: Potentially helpful for rehabilitation. Also applicable if the City has purchased property suitable for affordable housing as a means to select an appropriate affordable housing developer.

Over-the-Counter (OTC)

- This is a simple process that allows projects to seek funding when they are ready for it without responding to a NOFA, RFP or RFQ. City Council defined funding guidance allows City staff to work with potential applicants to ensure their use is eligible in advance of City Council approval of the funding allocation.
- Eligible Uses: Most applicable eligible uses are smaller projects including construction of new units or rehabilitation of existing units.

Direct Land Purchase for Banking

- Land banking is a strategy that local agencies use to assist affordable housing developers in future development. Local agencies with banked land may eventually use an RFQ process to select the most qualified affordable housing developer for the site. The site may then be donated, sold or leased to the developer, typically for a very below market amount.
- Eligible Uses: In the case that the City identifies an opportunity to acquire property suitable for future development of affordable housing or other eligible uses, the AHF may be used to fund the purchase.

Fund Distribution

Distribution of the funds to various types of projects can be predetermined by City Council year to year, and/or stand as a guideline. Approaches to funding distribution consistent with the Guiding Principles include:

By type of eligible use:

- Will result in new units: XX% minimum
- Will improve existing units, or support another eligible use: XX% maximum

By affordability level:

- Extremely low and very low income: XX% minimum
- Low income: XX% maximum

By project scale:

- Contribution to a large project (e.g. land-banking or large projects to be funded through RFP and/or NOFA): XX% reserved as a guideline
- Available to fund smaller eligible projects (e.g. OTC projects): XX% reserved as a guideline

Funding Amount Guidelines

The AHF needs to be used prudently to most effectively leverage eligible uses. The City Council may choose to spend the entire fund on one large project; or may wish to reserve some of the fund for a large project while allowing more frequent distribution of the remainder of the fund to smaller eligible projects. Guidance with respect to amount per use or unit will be needed for consistent allocation through any of the funding methods. Such guidance will be especially important for City staff to working with with applicants on smaller projects through an OTC process.

The following example is illustrative of scaling of funds per unit depending on the type of project and affordability levels involved:

Construction of New Affordable Housing Units in Small Projects

Unit Affordability Level	Funding per unit*
Extremely Low	\$XXX
Very Low	\$XX
Low	\$X

** Staff needs to complete additional research before we can recommend levels for City Council's consideration. As recommended, funding per unit will be suggested as guidance and would not reflect a specific maximum, minimum, or a commitment to fund.*

Funding Approval Process

Annual Funding Distribution and Funding Amount Guidelines:

Annually, City Council will confirm AHF funding priorities and amounts. Staff will determine the most appropriate award process(es) consistent with these Guidelines, analyze applications, and make recommendations to Council for its consideration.

- NOFA: Council will determine their interest in pursuing a large project through a NOFA. This will depend upon prior knowledge by staff of large project funding needs. Non-profit developers will typically approach the City early in their pre-development stage.
- RFP/RFQ: If the City has land suitable for affordable housing development, Council may also direct an RFP/RFQ. It may also direct an RFP for needed rehabilitation projects.
- OTC: If Council approves OTC funding, it will also respond to future funding amount guidelines.

Application:

For all cases, an application for funding shall be submitted to the City, reviewed by City staff, and prepared for City Council consideration:

- Applications through the OTC, RFP/RFQ, or NOFA funding methods
- Evaluation by staff
- Report to City Council
 - Status of the Affordable Housing Fund
 - Consistency with the Guiding Principles
 - Analysis of eligibility
 - Documentation, pro forma, etc. demonstrating readiness and capability

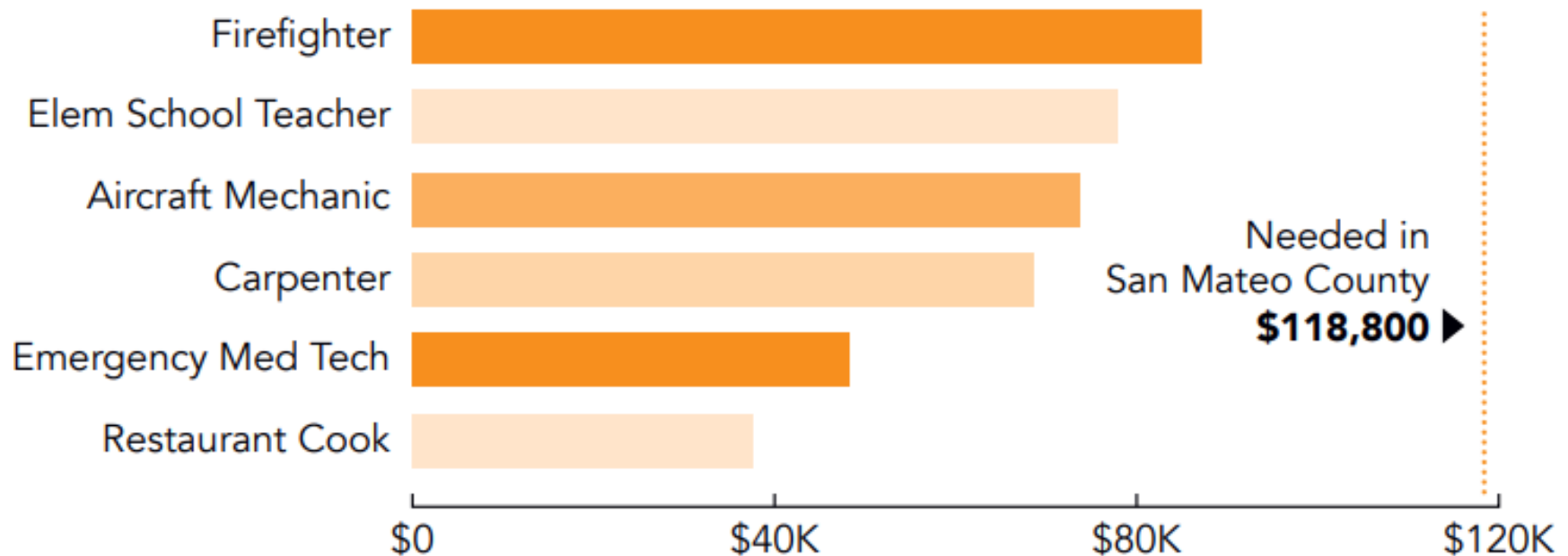
City Council Consideration for Approval:

Following staff review, eligible uses with conforming and complete applications shall be brought forward to City Council. Approvals will be made by resolution in which Council shall:

- Acknowledgement of the Affordable Housing Fund status and the impact that the allocation will have on the fund
- Consistency with Guiding Principles
- Confirmation of eligibility
- Confidence that the funded use will be realized

Typical Regional Salaries by career vs. salary need to afford an apartment in San Mateo County

Source: CA Employment Development Department Occupational Employment Survey, Survey of 2 bedrooms apartment (San Mateo, San Francisco, Marin Census area, March 2018 via Moving San Mateo County Forward, Stampe, June 2018)



Half Moon Bay Maximum Rents- 2019

Based on CA Department of Housing and Community Development "State Income Limits for 2019" - (Tax Credit Rents Use A Different Calculation)

	Income Category	Number of Persons in Household							
		1	2	3	4	5	6	7	8
San Mateo County Area Median Income: \$136,800	Extremely Low Income - 30% AMI	33,850	38,700	43,550	48,350	52,250	56,100	60,000	63,850
	Very Low Income - 50% AMI	56,450	64,500	72,550	80,600	87,050	93,500	99,950	106,400
	Low Income - 80% AMI	90,450	103,350	116,250	129,150	139,500	149,850	160,150	170,500
	Median Income	95,750	109,450	123,100	136,800	147,750	158,700	169,650	180,600
	Moderate Income - 120% AMI	114,900	131,300	147,750	164,150	177,300	190,400	203,550	216,700

Maximum Monthly Rents	Number of Bedrooms (Note #1)	Studio	1	2	3	4			
	Extremely Low Income	846	968	1,089	1,209	1,306			
	Very Low Income	1,411	1,613	1,814	2,015	2,176			
	Low Income	2,261	2,584	2,906	3,229	3,488			
	Moderate Income (Note #2)	2,633	3,010	3,385	3,762	4,063			
	Less: Utility Allowance	TBD	TBD	TBD	TBD	TBD			

Note #1 - Household Size - For projects with no federal assistance, household size is set at number of bedrooms in unit plus one (CA Health and Safety Code 50052.5h)

Note #2 - Moderate Income rent set at 110% of area median income (CA Health and Safety Code 50053 b.4)

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council
VIA: Bob Nisbet, City Manager
FROM: Jessica Blair, Communications Director / City Clerk
TITLE: **LEGISLATION / GRANTS UPDATE**

RECOMMENDATION:

Receive an update on legislation and grants.

FISCAL IMPACT:

There is no fiscal impact associated with this discussion.

STRATEGIC ELEMENT:

This action supports all elements of the Strategic Plan.

DISCUSSION:

Townsend Public Affairs will provide the City Council with an update on legislation, including housing legislation, as well as grants at the end of session mark for the Legislature.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council

FROM: Bob Nisbet, City Manager

**TITLE: FUNDING ASSISTANCE FOR PROPOSED ABUNDANT GRACE WORKFORCE
DEVELOPMENT CENTER AT 515 KELLY AVENUE**

RECOMMENDATION:

Consider \$300,000 funding request from Abundant Grace for development of a Workforce Development Center at 515 Kelly Avenue and authorize the City Manager to initiate negotiations on a funding or loan agreement for half (\$150,000) of the requested amount contingent on Abundant Grace receiving all necessary permits.

FISCAL IMPACT:

This action has no fiscal impact. The City Council will approve the final agreement and a fiscal impact assessment will be part of that action.

STRATEGIC ELEMENT:

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

BACKGROUND/DISCUSSION:

Abundant Grace has entered into escrow for the vacant building (former Senior Coastsider Thrift Shop) at 515 Kelly Avenue. Abundant Grace is currently in the process of filing an application for a Coastal Development Permit for approval of a multi-faceted workforce development center. Abundant Grace has requested financial assistance from the City and San Mateo County (County) for purchase, renovation and Furniture, Fixtures and Equipment (FF&E). City staff believes that this facility could provide assistance to many residents who are in need of training for basic life and work skills.

The cost of property purchase is \$925,000. Preliminary estimates place the cost of renovations and FF&E at approximately \$200,000 for a total project initiation cost of \$1,125,000. Abundant Grace indicates it has \$425,000 in donations toward the project. City staff have been in preliminary discussions with Abundant Grace as well as the County. Abundant Grace is requesting \$300,000 from the City and a \$300,000 loan from the County.

It is staff's understanding that the County Board of Supervisors will consider Abundant Grace's \$300,000 loan request at its October 22, 2019 regular meeting. The loan would be non-interest bearing, long-term, and potentially forgivable assuming certain criteria are met and the property is not sold. Staff recommends that any loan from the City incorporate similar terms as the County's loan, and contingent on Abundant Grace receiving all necessary permits. This City loan would also be contingent upon the matching of funds by the County or another agency/NGO.

Tonight, we are requesting City Council direction on whether to proceed with drafting a funding/loan agreement and whether a forgivable loan under specific performance terms is acceptable. Staff will bring back options for funding sources, including potential use of affordable housing funds. Any agreement with Abundant Grace will be subject to City Council approval.

ATTACHMENT:

Abundant Grace proposal



Abundant Grace
COASTSIDE WORKER

Practicing **hospitality** Growing and **sharing** food

October 7, 2019

Dear Matthew and Bob,

Thank you so much for the interest in supporting a Workforce Development Center in Half Moon Bay. As you know, our offer on 515 Kelly has been accepted, and we have begun reaching out to neighbors. We have also been working with Ed Love on the Coastal Development Permit and other designs and planning for renovations. We should be submitting drawings to Planning today. I can email you a copy so you have a visual of what we are planning to do at the site. Everyone at the City has been wonderful to work with, and I really want to thank you all.

Primarily, this building will be office space for Abundant Grace Coastsides Worker (AGCW) and a staging area for our employment programming. For the past four years, AGCW has been meeting with our workers at More for Less gas station in the morning, and leaving for work from there. We look forward to moving 10 feet to the West, managing our own space and providing a more welcoming and private environment to wait for work.

AGCW crossed a milestone this past year and are now employing people five days each week. Our next programming goal is to add more hours during the five day week schedule. I've been interviewing the homeless community for years, trying to get a best sense of needs. The most recurrent and consistent needs are housing, work, showers, laundry, and food.

While housing is out of our reach, the other needs are certainly achievable. Here is how we are going to operate the center:

We will open around 7am, five days per week, likely M/W/TH/F/Sun, and we will close around 3pm., an hour after we return from the farm. We are landscaping the front cement patio and putting in an attractive picket fence so that it is not a waiting area. We recognize a potential concern of our school children walking nearby to the gas station and Cunha Intermediate School, therefore, we will manage our property with the children's safety as a top priority. Workers will enter via the west driveway and walk into a welcoming patio area in the backyard for coffee and breakfast. The garage will house our large, restaurant style refrigerator for produce storage, and also clothing and toiletries storage.

Individuals will enter the house through the back door where two stackable washer/dryer units will be located. The kitchen will provide simple food prep supplies for our workers to enjoy a light breakfast and/or lunch meal. The back bedroom will serve as office space for LifeMoves and Coastsides Hope case managers to hold private meetings with clients. The current bathroom layout will be renovated into two full bathrooms with showers, one of which will be ADA compliant. The dining room and living room will be appointed with tables, chairs and couches where workers will wait for work, showers and laundry facilities. We anticipate many will use this area to rest, research job opportunities on a computer, read a book and establish greater relationships with AGCW staff and volunteers, as well as with the other social service providers.

The front east room which opens onto the living room, will be utilized as the AGCW office. The front door will be ADA accessible, and entered only for wheelchair access and emergency exit use. Staff will manage the indoor and outdoor spaces at the center. In addition to myself, we employ a part-time Program Manager for the Coastsides Clean Team, along with a part-time Grant Writer/Farm Program Manager. With this new office, we will increase our volunteer opportunities for more HMB community members to support our workers onsite and in the field.

We are already meeting with our current workforce, instilling our vision for the center, including expectations for those reporting for work and coming to our workforce development center. Through my inclusive approach, soliciting their “buy-in” about our use of the space and acceptable behavior, I have gained their positive feedback and agreement to the general rules.

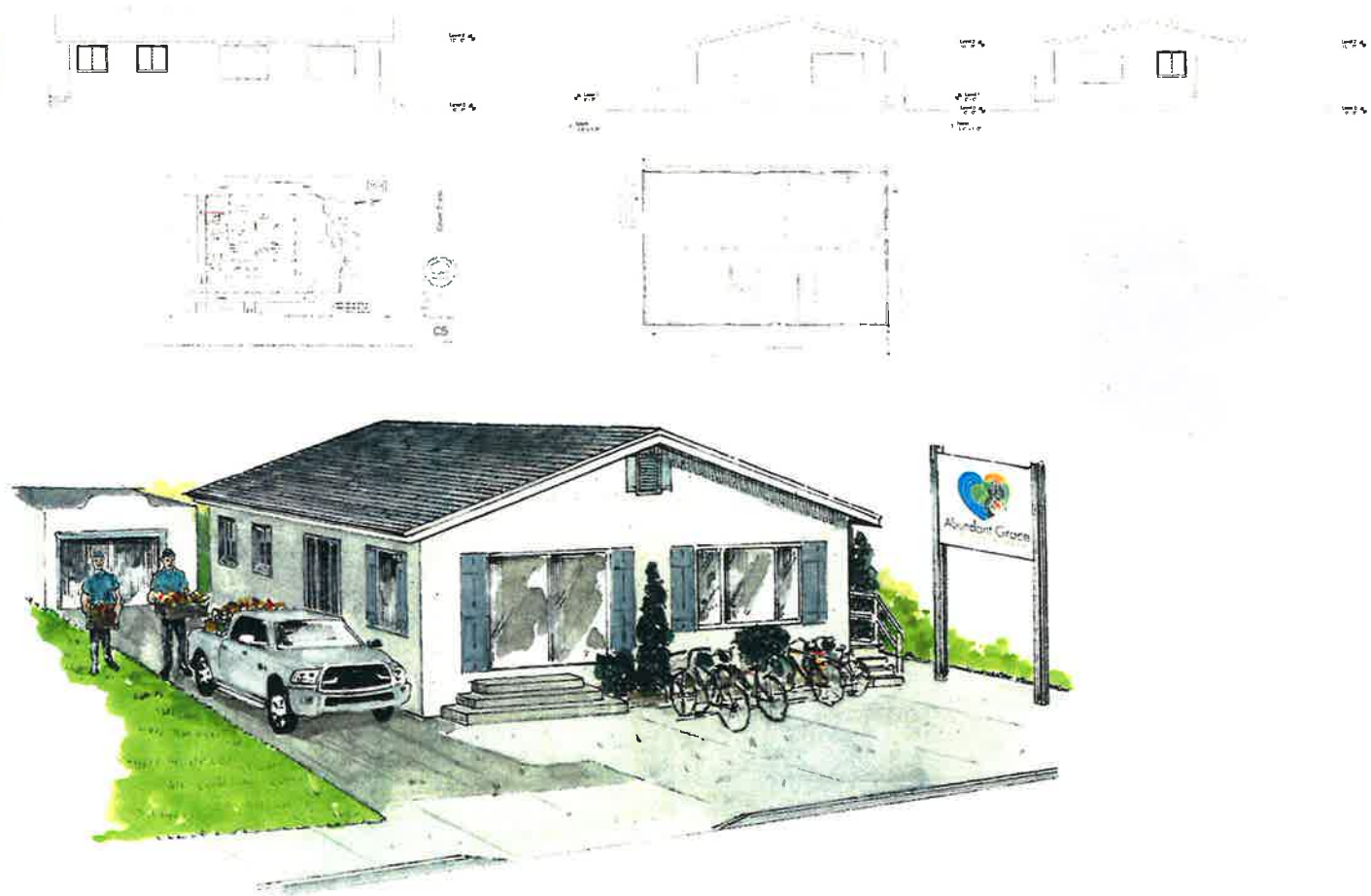
Again, I want to thank City Council and staff for their support of this project, and the larger vision to fund employment programming that provides individuals experiencing homelessness the opportunity to regain their self-confidence and dignity, as they personally contribute to our community. I believe AGCW's approach addresses the human need for a person to feel productive and valuable, and is critical step in supporting each person's journey back into housing and full time employment.

Best regards,

Eric DeBode
Abundant Grace Coastsides Worker
650-458-7907
www.abundantgracecw.org



Abundant Grace
COASTSIDE WORKER



**We have imagined and dreamed, researched
and planned, now let's make it happen!**

Workforce Development Center - 515 Kelly Ave.



Abundant Grace
COASTSIDE WORKER

A Workforce Development Center to accompany unhoused individuals with employment, life-skills development, storage, simple meals, showers and laundry.

THE OPPORTUNITY – 515 Kelly Street

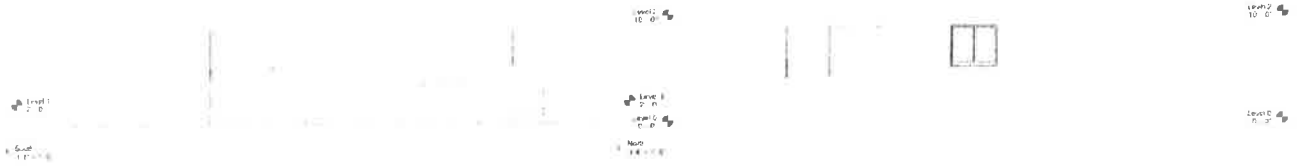


- Centrally located commercial building
- Expansion of services
- Gathering place for workers
- Greater collaboration with LifeMoves and Coastsider Hope
- Adjacent to Medical Clinic and Mental Health Facility

Abundant Grace Coastsider Worker Employment Programs

Employing homeless individuals through consistent, life-affirming work which not only provides some much-needed income, but also builds a sense of community and continuity in their lives.

- **Full Circle Food Justice:** We are changing lives and supporting people in a creative and a dignified approach by hiring individuals experiencing homelessness to grow over 20,000 pounds of organic produce at Potrero Nuevo Farm annually. The produce is distributed for free to low-income families at four sites in Half Moon Bay. We also coordinate a free, twice weekly breakfast at the Lutheran Church.
- **Coastsider Clean Team:** We contract with the City of Half Moon Bay to employ homeless individuals and other low-income folks to pick up trash from our beautiful coast-side beaches and several side streets which are impacted by litter left by tourists. This past year we removed almost 22,000 pounds of litter.



THE POTENTIAL: 515 Kelly Building & Site Usage Plan

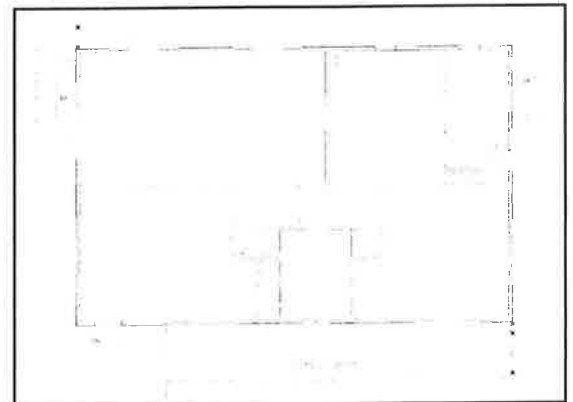
The facility will offer a staging area for our employment program, as well as include:

- **Daily Breakfast**
- **Laundry and showers**
- **Case Management**
- **Clothing Closet**
- **Mail Delivery and Phone**
- **Internet and Computer Lab**

What we are asking:

Abundant Grace needs \$400,000 in financial support to purchase and renovate this site.

Major Contributions: The property is for sale at \$925,000. San Mateo County, thanks to Don Horsley, has designated \$300,000 toward the initial down payment. The City of Half Moon Bay is currently considering an additional \$300,000 toward the purchase; however, our request has not yet been voted upon.



We are preapproved for a \$645K loan, which we hope not to need.

Thank you to our Amazing Partners and Community Support!

What makes our innovative programming work so well, stems from the amazing groups Abundant Grace has been fortunate enough to partner with: Potrero Nuevo Farm, Coastside Lutheran Church, Life Moves, Coastside Hope, United Methodist Community Church, Episcopal Church, the City of Half Moon Bay, and San Mateo County.

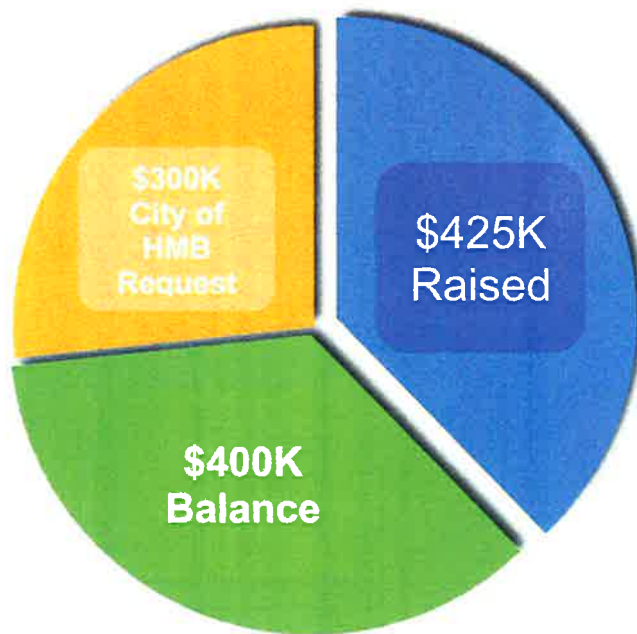
Financial support from the City of Half Moon Bay and San Mateo County have enabled us to extend our services greatly, particularly reaching our goal of providing 5-day a week employment.



Abundant Grace
COASTSIDE WORKER

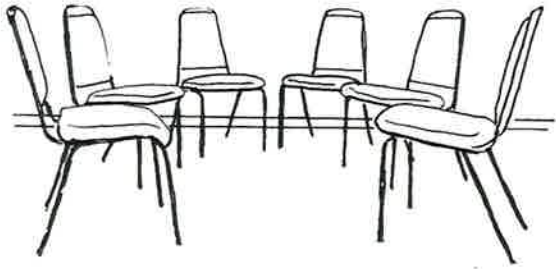
WORKFORCE DEVELOPMENT CENTER CAPITAL CAMPAIGN

■ Raised ■ Need to Raise ■ In Process



\$1,125,000 CAPITAL CAMPAIGN

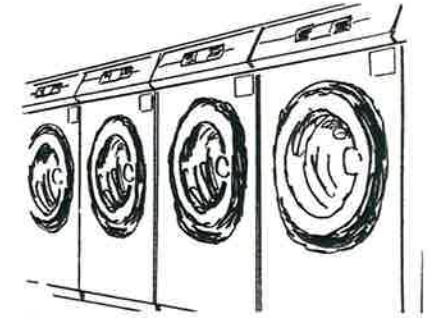
Home Purchase	\$925,000
Renovation	\$170,000
Supplies/startup costs/furniture/equipment	\$30,000
Total	\$1,125,000



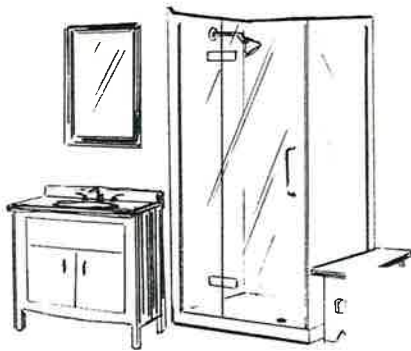
Meeting space



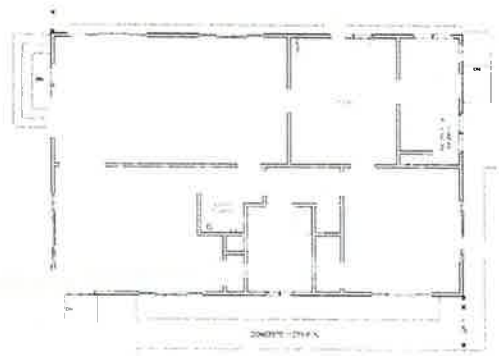
Kitchen



Laundry



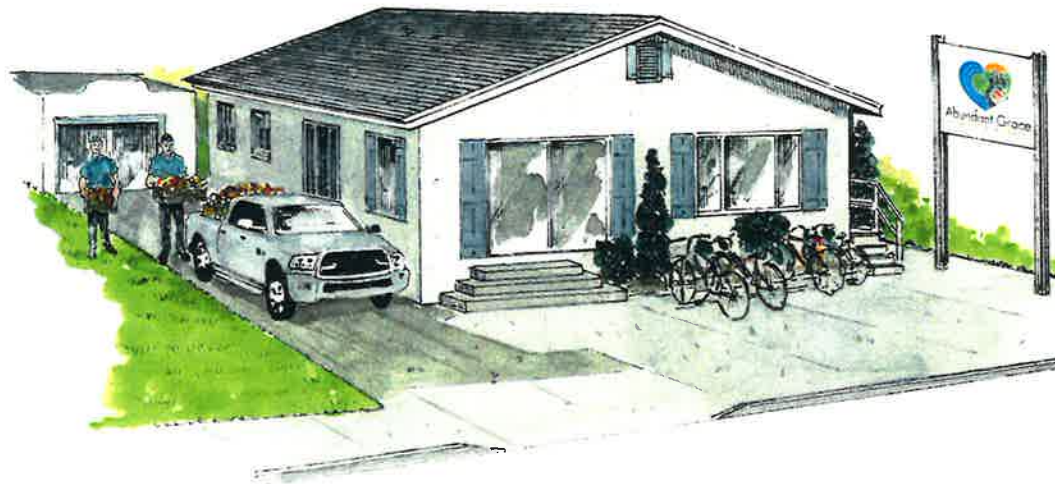
Showers



Office space



Abundant Grace
COASTSIDE WORKER

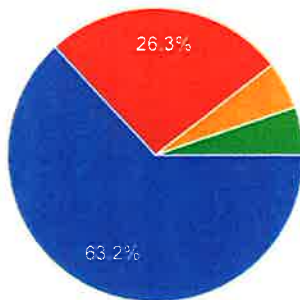
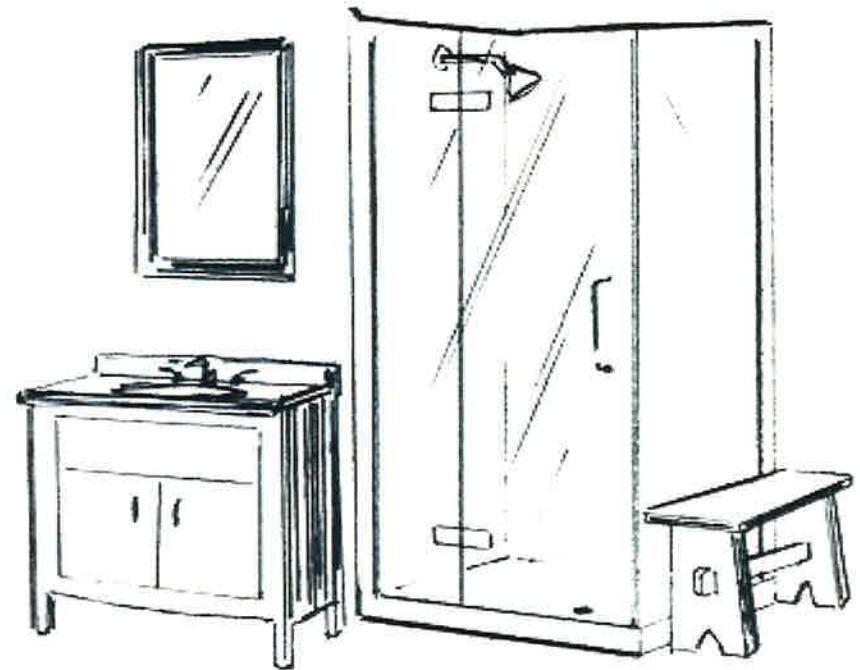




Abundant Grace
COASTSIDE WORKER

Showers

- **Feel Clean**
- **Daily versus once per week**
- **Look for employment with confidence**
- **Warm water instead of cold ocean water**



63% said lack of showers limited their job opportunities

“There is no one you can continue to ask to take a shower. It would be a big gift to have some place to shower. It can be very challenging, and it is problematic for every aspect of your life. If you feel like you don’t look good, then you don’t. If you feel like you are dirty, you don’t have the confidence to go out and find a job. If you can’t take a shower every day, it’s a turn off for people, no matter what you are doing.”

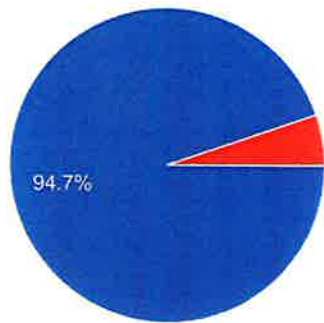
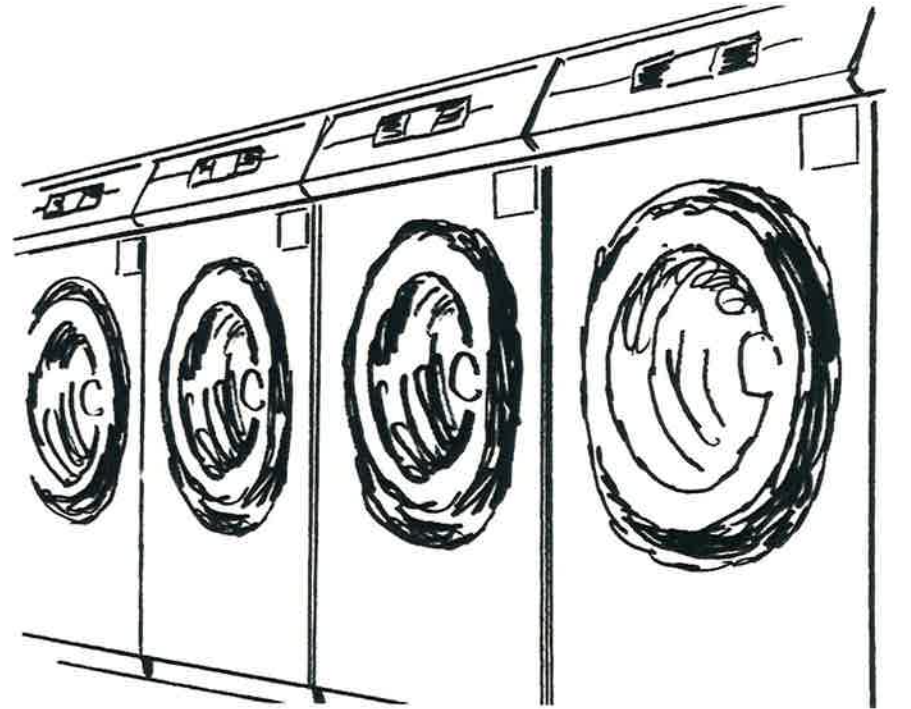
“I like to take a shower once a day. This was once part of my routine, but now I can’t find anywhere to take a shower. It’s almost impossible. I have to bed with wipes. I try to keep my clothes clean and be the best I can to not look homeless. Perception is everything. It really is.”



Abundant Grace
COASTSIDE WORKER

Laundry Facilities

- Clean clothes
- Feeling fresh
- Self-confidence for work



94% said they
would use the
laundry machines

“Clothes are your first impression. It’s so hard and expensive to stay clean. When people see you with dirty clothes, there is a stigma.”

“Not having clean clothes has prevented me from doing so much. It has really hindered me and been an obstacle. Just getting your clothes to the laundry mat is a challenge. The laundry is super expensive. Laundry would be a very helpful thing.”

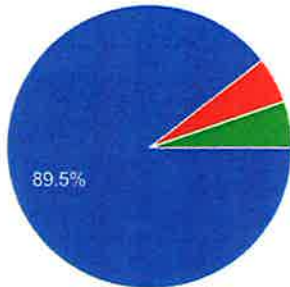
“It is inconvenient and costly. I wait the longest I can. People judge you if your clothes are not clean. You don’t know what people are thinking, in terms of employers.”



Abundant Grace
COASTSIDE WORKER

Kitchen Facilities

- Enjoy a hot meal
- Learn to cook
- Prepare food to go
- Learn a life skill



89% of those surveyed would find it helpful to have access to a kitchen.

"I had to buy a butane stove. We could only eat simple stuff. It's windy and you can't cook everywhere. It's challenging to cook when you have no place to stay."

"Living on the streets makes it hard to get hot meals."

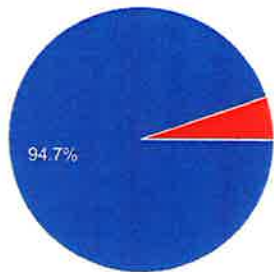
"I love to cook. Cooking with other people would be fun. I don't have anywhere to cook right now."



Abundant Grace
COASTSIDE WORKER

Office Space and Computers

- Staff have an office
- Computer lab
- Mail and phone



94% would use a computer station for email and job searches.



"It has been challenging to build a resume and print them out."

"I missed a job interview because I couldn't print out the directions and my phone died. Software for applications sometimes don't work on phones, and it doesn't print in the right format."

"I have had computers stolen. Not have a device or the proper equipment to search for a job is a problem. Everything is digital these days."

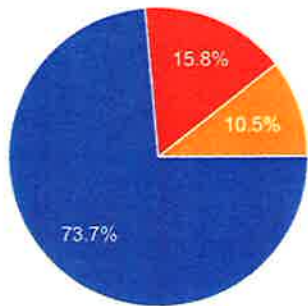
"I don't have a place to think and concentrate. It's amazingly difficult."



Abundant Grace
COASTSIDE WORKER Y

Meeting Space

- Gather to go to work
- Case Management
- Self-development presentations



73% said they would meet with counselors and case managers if there was a space.

“When I was trying to talk to homeless out reach, we met in the parking lot by the dumpster, and that was not a great meeting space.”

“In the city I end up meeting in a public space. I need to be quieter with less distractions. Otherwise I forget to ask questions and stay on track.”

“When it is not private it limits the ability to be 100% open with your situation. Confidentiality could be compromised.”

“I wanted to meet with the field team but it is so hard to get with them and get anything done. Having a definite meeting place would make it so much easier.”



Abundant Grace
COASTSIDE WORKER

Practicing hospitality
Growing and sharing food

YES! I want to invest in Abundant Grace Coastsider Worker's Dream to create opportunities of meaningful employment for those experiencing homelessness.

Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Phone: _____

Enclosed is my gift of \$ _____

Please designate my gift to: Capital Campaign or wherever it's needed most

- ☐ I have enclosed a check to: Abundant Grace Coastsider Worker
- ☐ Paid online at <https://abundantgracecw.org>
- ☐ Provided my credit card information as:
Card # _____
Exp. Date _____ CVV _____
- ☐ Follow up with me about my donation or to volunteer
- ☐ I'd like to pledge an additional donation for tax year 2020
- ☐ My employer will match my donation _____
- ☐ My gift is made in honor of _____

Abundant Grace Coastsider Worker is a 501 (c) 3. Tax ID # 47-5557537
www.abundantgracecw.org (650) 726-6621

Thank you for your generosity supporting our community neighbors!

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director

TITLE: ANNUAL REPORT FROM MARK THOMAS & COMPANY ON SEWER COLLECTION SYSTEM MAINTENANCE

RECOMMENDATION:

By motion, accept the annual report from Mark Thomas & Company, Inc. on sewer collections systems cleaning oversight, the Fats, Oils and Greases (FOG) inspection program and related work.

FISCAL IMPACT:

The FY 2019-20 Operations Budget includes funding for maintenance of the City's sewer collection system. Maintenance involves a collaborative of City staff and contract services including the Sewer Authority Mid-Coastside (SAM) and Mark Thomas Company.

STRATEGIC ELEMENT:

This recommendation supports the following Elements of the Strategic Plan: Infrastructure and Environment, Healthy Communities and Public Safety, and Inclusive Governance.

BACKGROUND:

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

In January 2018, the City Council authorized staff to release a Request for Proposals (RFP) for contract collection system maintenance. This RFP was released on January 22, 2018 with a due date of 4:00 PM February 20, 2018. The purpose of this RFP was to ultimately assure the greatest protection of the fragile coastal environment through use of best management practices in the cleaning and maintenance of the City's collection system, which in turn reduces the potential for spills, associated fines and costs associated with violations of the Statewide Waste Discharge Requirements for sewer collection systems. In addition to the immeasurable

cost of environmental impacts and the cost of litigation, fines and violations can quickly exceed savings achieved through insufficient or poorly executed and documented services.

On March 20, 2018, staff recommended that the City Council consider a “hybrid” approach to the contracting of collections system cleaning and management services. As recommended, SAM would continue to provide collection system cleaning including “Hot Spots” and sanitary sewer overflow (SSO) response. Mark Thomas Company would be contracted to provide oversight of cleaning services, SSO response oversight, and maintenance of the pump stations. MTCO would also handle FOG Inspections and manage data collected by SAM within the Lucity and ICOM software packages.

On March 20, 2018, the City Council authorized staff to proceed with negotiations of two separate 3-year contracts; one with SAM and the other with MTCO. On May 15, 2018, the City Council authorized the City Manager to execute 3-year contracts with both SAM and MTCO. Subsequently, following several SAM Board discussions and continuances, the City modified its request to a one-year contract with SAM which the Board ratified.

The hybrid model of collection system maintenance has been fully operational under the new contracts and scopes of work since July 23, 2018. Since initiating the new model, there has only been one small SSO event (reported 6 gallons). Our efforts continue to be focused on proactive and systematic review of the collections system by staff and our consultant/contractor team. Having SAM as our 24-hour, 7 day a week emergency call-out provider continues to be a major factor in our success to-date.

MTCO initiated inspections and documentation related to the FOG Program. As part of this process, MTCO identified almost two times the number of establishments requiring FOG inspection. The majority of these establishments involved the preparation and sale of food.

On May 7, 2019, the City Council executed Amendment No. 1 to the agreement with SAM for collections system cleaning, extending the contract by one year and reducing mainline cleaning to 50-percent per year.

At the same meeting, the City Council approved Amendment No. 1 to the Mark Thomas Company contract to address approximately \$4,500 in additional costs for the City’s FOG program. The three (3) year contract anticipated the City’s transition to 50-percent mainline cleaning so no revision was necessary.

DISCUSSION:

Under the contract with Mark Thomas Company, MTCO is to provide monthly reports of activities as well as an annual report. MTCO has provided the City with its annual report for fiscal year 2018-19. The project manager from MTCO, Benjamin Porter will be presenting an overview of this report to the City Council and community.

ATTACHMENTS:

1. Annual Report for FY 2018-19

ANNUAL SUMMARY REPORT

**SEWER COLLECTION SYSTEM MAINTENANCE
SERVICES**

FY 2018-19

PREPARED FOR:

CITY OF HALF MOON BAY

PREPARED BY:

MARK THOMAS & COMPANY, Inc.

20863 STEVENS CREEK BOULEVARD, ST. 100
CUPERTINO, CA 95014

September 2019



BENJAMIN T. PORTER, PE
Project Manager

TABLE OF CONTENTS

BACKGROUND	3
MAINLINE AND HOTSPOT CLEANING	3
PUMP STATION MAINTENANCE	7
FATS, OIL, AND GREASE (FOG) INSPECTIONS.....	11
SANITARY SEWER OVERFLOW (SSO) RESPONSE AND TRAINING	13
CMMS – LUCITY IMPLEMENTATION.....	15
ATTACHMENTS.....	15

LIST OF TABLES

Table 1 – Mainline Cleaning Summary	4
Table 2 - Pipes Requiring Multiple Cleaning Passes (August through November 2018)	5
Table 3 - Pipes Requiring Multiple Cleaning Passes (December 2018 through March 2019)	6
Table 4 - Pipes Requiring Multiple Cleaning Passes (April 2019 through June 2019)	7
Table 5 - Pump Station Maintenance Summary	8
Table 6 - FOG Facility Inspection Summary (December 2018 through June 2019)	12
Table 7 - Emergency Call Out/SSO Summary	14

BACKGROUND

The City of Half Moon Bay (“City”) provides wastewater collection services to approximately 11,000 residents in the City Sewer Service Area which extends from Miramontes Point Road from the south to Frenchman’s Creek to the north . Sewage is conveyed to the Sewer Authority Mid-Coastside (SAM) wastewater treatment plant, located near Kehoe Avenue in Half Moon Bay.

The City's wastewater collection system includes approximately 35 miles of gravity sewer mainlines and 1.5 miles of forcemain pipeline that are served by three lift stations. Most of the gravity sewer pipe consists of 6-inch and 8-inch diameter vitrified clay pipe (VCP). Additionally, a portion of the system, primarily in the southern portion of the service area near the Ocean Colony Golf Course, consists of polyvinylchloride (PVC) pipe. The City's system conveys approximately 0.7 million gallons per day (MGD) of average dry weather flow to the SAM wastewater treatment plant. In July 2019, the City contracted with Mark Thomas and Company (Mark Thomas) to inspect, supervise, and/or perform the various activities required to maintain the sewer system. These activities included the following:

- Regular maintenance of the sewer mainlines and hotspots
- Weekly and annual maintenance and inspection of the system’s lift stations
- Regular and thorough inspection of the fats, oil, and grease (FOG) producing connections
- Assistance with integration of Lucity for asset management
- Preparation for response to and documentation of potential sanitary sewer overflow (SSO) incidents

The following annual report summarizes the results of the first year of sewer collection system maintenance services provided by Mark Thomas in conjunction with the City and SAM during the 2018-2019 Fiscal Year from July 1, 2018 through June 30, 2019. Vivian W. Housen and Associates (VWHA) assisted in the performance of these services and the production of this annual report.

MAINLINE AND HOTSPOT CLEANING

The planned mainline and hotspot cleaning was to be performed on an annual basis, with all the sewers of the system cleaned during the first year of the maintenance program. The results of the initial cleaning and inspection of the system allowed Mark Thomas to create a maintenance frequency schedule for the subsequent years. Mark Thomas began inspecting mainline cleaning in August 2018. A summary of cleaning performed is provided in Table 1 below. In addition to annual cleaning of the sewer mainlines, prior experience of the system has caused SAM to increase the cleaning frequency of various pipe segments. These pipe segments are termed “hotspots.” The frequency of the cleaning of these pipe segments was determined by SAM. The frequency of the cleaning varies for all hotspots; some are cleaned every six months, while others are cleaned every four months.

Table 1 – Mainline Cleaning Summary

Year	Month	Mainline Cleaned, LF	Hotspot Cleaned, LF
2018	July	20,144	0
2018	August	20,701	0
2018	September	15,220	5,510
2018	October	22,540	3,535
2018	November	19,739	0
2018	December	27,762	0
2019	January	17,205	0
2019	February	10,379	2,138
2019	March	11,537	4,002
2019	April	12,634	0
2019	May	11,337	753
2019	June	13,810	565
2018/2019 Total		203,008	16,503

The total lineal footage of pipe cleaned by SAM in 2018/2019 was 203,008 lineal feet, or approximately 38.5 miles. This includes the hotspot segments that were cleaned more than once.

Mark Thomas inspected the pipe cleaning activity performed by SAM starting in August 2018. For July 2018, SAM cleaned 20,144 lineal feet of pipe but these activities were not inspected by Mark Thomas. During the beginning of the fiscal year in August and September, there were instances when SAM cleaned mainlines prior to Mark Thomas arrival; after Mark Thomas adjusted the schedule of its staff to work overtime, Mark Thomas observed, inspected, and documented all cleaning by SAM. Based on the procedure followed and the debris retrieved from the pipe segments, some pipes required re-cleaning until an acceptable result was achieved. Tables 2, 3, and 4 below detail the pipe segments that required multiple cleaning passes to achieve satisfactory cleaning. Those pipe segments in **blue bold italic** font are hotspots. Re-cleaning pipes was typically required when the following conditions were observed in the material brought back: light to heavy grit, light to heavy grease, light rags, debris, roots, and rags. There is an inverted siphon in the system (pipe ID H0738 to H07009) which is a hotspot and typically requires several passes.

Table 2 - Pipes Requiring Multiple Cleaning Passes (August through November 2018)

Year	Month	Date	Pipe Segment ID Start	Pipe Segment ID End	Passes Required
2018	August	8/21/2018	H13047	H13048	2
		8/21/2018	H13046	H13047	2
		8/22/2018	H12005	H12006	2
		8/22/2018	H12016	H12017	2
		8/23/2018	H12004	H12005	2
		8/24/2018	H12004	H12003	2
		8/24/2018	H12003	H12002	2
		8/27/2018	H12001	H09010	2
		8/27/2018	H12002	H12001	2
		8/29/2018	H03047	H07001C	2
		8/29/2018	H07001C	H07001B	2
2018	September	9/25/2018	H11061	H08028	2
		9/26/2018	H07039	H07036	4
		9/26/2018	H07036	H07009	3
		9/27/2018	H11037	H11036	2
		9/27/2018	H11035	H08003	2
2018	October	10/1/2018	H07028	H07027	2
		10/2/2018	H14015	H14014	2
		10/4/2018	H11023	H11022	3
		10/10/2018	H13006	H13005	2
		10/10/2018	H13005	H13004	2
		10/10/2018	H13004	H13003	2
		10/10/2018	H13003	H10014	2
		10/12/2018	H11001	H10011	2
2018	November	11/5/2018	H10004	H10003	2
		11/7/2018	H07024	H07023	2
		11/7/2018	H07023	H07022	2
		11/7/2018	H07022	H07021	2
		11/7/2018	H07021	H07020	2
		11/7/2018	H07020	H07014	2
		11/7/2018	H07027	H07026	2
		11/8/2018	H07026	H07010	3
		11/9/2018	H07010	H07009	2
		11/9/2018	H07039	H07038	3
		11/9/2018	H07038	H07009	3 (siphon)
		11/15/2018	H07006	H07005	2
		11/15/2018	H07005	H07002	3
		11/26/2018	H25045	H25044	3
		11/26/2018	H25056	H25042	2
		11/27/2018	H25025	H25024	2

Table 3 - Pipes Requiring Multiple Cleaning Passes (December 2018 through March 2019)

Year	Month	Date	Pipe Segment ID Start	Pipe Segment ID End	Passes Required
2018	December	12/6/2018	H16027	H16026	2
		12/7/2018	H04027	H04026	2
		12/7/2018	H04026	H04025	2
		12/7/2018	H04025	H04024	2
		12/7/2018	H04024	H04023	2
		12/14/2018	H01007	H01006	2
		12/14/2018	H01006	H01005	2
		12/14/2018	H01005	H01004	2
		12/17/2018	H03020	H03018	2
		12/18/2018	H03023	H03017	2
		12/18/2018	H03018	H03017	2
		12/18/2018	H03015	H03010	2
		12/19/2018	H03010	H03009	2
		12/20/2018	H04005	H04004	3
		12/21/2018	H03046	H03045	2
		12/21/2018	H03043	H03042	2
2019	January	1/14/2019	H11025	H11023	4
		1/14/2019	H17006	H17005	2
		1/14/2019	H16011	H16010	2
		1/17/2019	H30024	H30023	2
		1/17/2019	H30023	H30022	2
		1/17/2019	H30022	H30021	2
		1/18/2019	H30021	H30020	2
		1/18/2019	H30011	H30010	2
		1/18/2019	H30010	H30009	2
		1/23/2019	H07038	H07009	13 (siphon)
2019	February	2/4/2019	H12001	H09010	2
2019	March	3/7/2019	H25096	H25095	2
		3/7/2019	H25095	H2594	2
		3/8/2019	H07038	H07009	4 (siphon)
		3/8/2019	H07009	H07008	2
		3/8/2019	H07008	H07007	2

Table 4 - Pipes Requiring Multiple Cleaning Passes (April 2019 through June 2019)

Year	Month	Date	Pipe Segment ID Start	Pipe Segment ID End	Passes Required
2019	April	4/2/2019	H11008	H11007	2
		4/2/2019	H11007	H11006	2
		4/2/2019	H11006	H11005	2
		4/2/2019	H10011	H10010	2
		4/3/2019	H10009	H10008	2
		4/3/2019	H10010	H10009	2
		4/4/2019	H11025	H11023	2
		4/4/2019	H25083	H25082	2
		4/4/2019	H25082	H25081	2
		4/4/2019	H25081	H25079	2
2019	May	5/7/2019	H07038	H07009	6 (siphon)
		5/7/2019	H07008	H07007	3
		5/8/2019	H22007	H25054	2
		5/9/2019	H10010	H10009	3
		5/9/2019	H10009	H10008	3
		5/10/2019	H25042	H25041	2
2019	June	6/25/2019	H16019	H16018	2

In FY 18/19, VWHA, in coordination with Mark Thomas, started analyzing the current cleaning frequencies of the hotspots. The intent was to optimize sewer cleaning procedures and implement a system to manage sewer pipe cleaning frequency with the use of a Sewer Cleaning Matrix as described in the Sewer System Management Plan. This Matrix takes into account the number of cleaning passes made and debris retrieved during the pipe cleaning process.

VWHA utilized sewer cleaning records developed by Mark Thomas to run the pipe through the Sewer Cleaning Matrix and determine which of the Hot Spot pipes need to be cleaned at a reduced frequency (e.g. 3-month cleaning to 6-month cleaning). Once the new cleaning schedule was determined, VWHA notified SAM of the cleaning frequency adjustment so it could be implemented in their cleaning schedule

PUMP STATION MAINTENANCE

The City owns three pump stations within its sewer jurisdiction: Ocean Colony Pump Station (OCPS), Pelican Point Pump Station (PPPS), and Bell Moon Pump Station (BMPS). In previous years, SAM performed regular pump station maintenance inspections, quarterly cleaning of the pump station wetwells, and a more comprehensive annual inspection and maintenance. This practice was continued in 2018-2019. Initially, Mark Thomas shadowed SAM as they performed the inspections. Once Mark Thomas inspectors were comfortable with weekly inspections and maintenance, Mark Thomas staff performed the maintenance and SAM shadowed Mark Thomas. Table 5 below summarizes the Pump Station Maintenance occurring during Fiscal Year 2018 – 2019.

Table 5. Pump Station Maintenance Summary

Date of Event	Location	Comment
07/05/2018	All three PS (OCPS, PPPS, BMPS)	Preliminary investigation of facilities
08/23/2018	All three PS (OCPS, PPPS, BMPS)	Generator inspection and testing at all three PS, recording generator meter reading, staff learned alarm sequence and power switchover.
08/30/2018	All three PS (OCPS, PPPS, BMPS)	Check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
09/06/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, check high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
09/13/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
09/20/2018	All three PS (OCPS, PPPS, BMPS)	Monthly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
09/27/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
10/04/2018	All three PS (OCPS, PPPS, BMPS)	Monthly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
10/10/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
10/18/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
10/24/2018	All three PS (OCPS, PPPS, BMPS)	Annual inspection - check by SHAPE Inc. Check condition of power cable, guide rails lifting chain/cable, pump impeller wearing, volute face, lifting handle, check condition of oil/coolant, Amp reading, Voltage load,

10/25/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
10/26/2018	Pelican Point PS	From Annual inspection report recommended by SHAPE: Pump 1 needed to be replaced due sewage in an oil drain plug and an inner seal had failed. Mark Thomas met with SHAPE, and SAM crew to install a new pump for pump #1 at the station.
11/01/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
11/08/2018	All three PS (OCPS, PPPS, BMPS)	Monthly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
11/16/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
11/21/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
11/28/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
12/05/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
12/14/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
12/19/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
12/26/2018	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
01/02/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
01/09/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
01/16/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading

05/02/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
05/09/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
05/16/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
05/23/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
05/30/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
06/06/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
06/13/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
06/20/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
06/27/2019	All three PS (OCPS, PPPS, BMPS)	Weekly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading
06/27/2019	All three PS (OCPS, PPPS, BMPS)	Quarterly inspection - check control cabinet, high float tripping the alarm, check wet well condition for debris and grease, check transducer, check pumps and recording pump metering reading

FATS, OIL, AND GREASE (FOG) INSPECTIONS

Fats, Oil, and Grease (FOG) inspections are an important component in the maintenance of sanitary sewer collection systems because FOG from restaurants or other food service establishments (FSEs) is a major cause of sewer line blockages and spills. FOG is a byproduct of cooking fatty foods or from the use of cooking oils. It can also be discharged into the sewer system after kitchen utensils and cookware are cleaned. FOG is a problem because it will accumulate inside sewer pipes and cause blockages which can lead to spills. The sewer spills often enter the stormwater drain system and waterways, becoming a significant cause of pollution in the waterways and ocean. Untreated wastewater will pose serious health risks to the environment and public. The primary objectives the FOG control program are to:

- Prevent the introduction of FOG into the City's sanitary sewer systems

- Prevent sanitary sewer overflows and blockages caused by FOG
- Protect the City's sanitary sewer system, City's personnel, and the public from sanitary sewer overflows and blockages caused by FOG.

Mark Thomas performed fats, oils, and grease (FOG) inspections at FOG producing facilities throughout the City. An initial schedule was set up by Mark Thomas based on historical records that were provided to Mark Thomas by SAM. After an initial round of inspections was complete, Mark Thomas developed an updated schedule based on findings from those inspections.

City facilities were informed by the City that FOG inspections would be carried out by Mark Thomas and those facilities were educated on Best Management Practices and procedures through a public outreach program that was developed by Mark Thomas. Mark Thomas developed detailed facility and equipment inspection forms that educated the facility management of areas of improvement or violations and were provided after FOG inspections were completed.

Mark Thomas's FOG activities began in August 2018 based on FOG information that was provided by the City and SAM. These documents were archived into Mark Thomas computers and ranged from old facility FOG invoices and fees to grease interceptor inspection forms. Mark Thomas began FOG inspections in December 2018. Mark Thomas inspectors were met with slight resistance by facility employees during this first wave of inspections, but facility staff began to be more tolerant as they were educated on our purpose and intent for the inspections. The City originally requested Mark Thomas perform FOG inspections on 54 facilities (a number provided by SAM). However, in December 2018, Mark Thomas analyzed the existing City's business licenses and discovered 52 additional FOG producing facilities. FOG inspections were put on hold for the first quarter of 2019 while the City determined how to proceed with the additional 52 facilities that were found by Mark Thomas and City staff. Initial inspections for the new 52 facilities commenced in April 2019 with follow-up inspections for the first wave of facilities starting during the last week of April 2019.

Below is a summary of total facilities inspected as well as the total number of necessary follow-up inspections for Fiscal Year 2018-2019.

Table 6 - FOG Facility Inspection Summary (December 2018 through June 2019)

Total Facilities	Total Inspections	Passed Inspections	Follow Up Needed, or Special Cases
106	145	86	59

The above Table 6 shows that there was a total of 145 FOG inspections performed by Mark Thomas during the Fiscal Year 2018-2019. The Passed Inspections column includes any passed inspection, whether it be an initial or follow-up inspection. The "Follow up, or Special Cases" column includes inspections on facilities that were out of business or were not located within the City sewer service area. One of these special cases was Gherkin's Sandwich Shop. The records had this shop and Fish & Frites as separate facilities, but they were determined to

be the same facility by Mark Thomas field staff. Out of the 106 total FOG facilities, Mark Thomas determined that 5 were out of business at the time of their inspection.

Since only 86 inspections have been passed, there are some facilities that did not have passing inspections during this Fiscal Year. The follow-up inspections for these facilities will be carried out during Fiscal Year 2019-2020.

Approximately 56% of all the City facilities required a follow-up inspection. Our goal is to reduce this number each year as the facilities become more familiar with FOG best management practices and reduce their FOG contribution to the sanitary sewer system. Mark Thomas will also work closely with City staff to identify means of conveying information to non-point source FOG generators and to develop policies and procedures for tracking permits and inspections on the City permit system.

SANITARY SEWER OVERFLOW (SSO) RESPONSE AND TRAINING

Throughout Fiscal Year 2018-2019, Mark Thomas aided in SSO documentation reporting and emergency call outs.

Mark Thomas provided SAM's staff with Standard Operating Procedures for its activities when a callout occurs. SAM typically flushes the line during any back up calls; Mark Thomas recommended that SAM continue this action. While this may not be necessary during all backups, flushing the sewer main provides an increased level of confidence that the issue is not the result of improper maintenance within the sanitary sewer mainline.

In June 2019, Mark Thomas prepared SSO response training materials and presented the materials to SAM staff at their facility. The materials included procedures to follow during SSOs and materials to use for documentation for SSOs and Private Lateral Sewer Discharges (PLSDs).

Mark Thomas recorded the list of emergencies including call outs from smart manhole covers, Hue Cry SCADA System, and property and business owners occurring in the City's jurisdiction. Table 7 below summarizes the incidents occurring from July 2018 through June 2019. There were no SSOs within the City's jurisdiction during 2018-2019.

Table 7. Emergency Call Out/SSO Summary

Date	Location	Spill Info	Comment
09/16/2018	Bell Building Kelly St	No Spill	Smart cover alarm – high level alarm
09/23/2018	HMB State Park	No Spill	Private lateral backup
10/04/2018	328 Miramontes Avenue	No Spill	Private lateral backup, slow drain with flushable wipes,
10/04/2018	Mill St and Purissima St	No Spill	Smart cover alarm – High level alarm
10/29/2018	Next to Railroad	No Spill	Antenna of smart cover MH broken.
11/21/2018	Bell Building on Kelly Avenue and Purissima St	No Spill	Smart cover alarm – Rag caused high level alarm
11/30/2018	525 Alsace Lorraine Ave	No Spill	Toilet and shower backup, no blockage found on City side
01/04/2019	1430 N Cabrillo Highway	PLSD	Private lateral backup w/ toilet paper; assisted the owner with flushing the lateral and cleaning up the spill.
01/08/2019	Bell Moon Pump Station	No Spill	Pump Station False Alarm
01/16/2019	Several Smart Covers	No Spill	Heavy rain causing infiltration/inflow in the sewer
02/08/2019	745 Kelly Street	No Spill	Private Lateral backup, help the owner flush the lateral and its clear
02/18/2019	439 Willow Avenue	No Spill	Private lateral backup
02/19/2019	20 Stone Pine Road	No Spill	Private lateral backup
02/27/2019	Smart cover MH @ Railroad Avenue and Grove St	No Spill	Blockage in the main with flushable wipes – Manhole surcharge
02/28/2019	401 Main Street	No Spill	Private lateral backup, advise restaurant owner to call plumber to snake their lateral
03/12/2019	525 Alsace Lorraine Ave	PLSD	Backup into the shower and garage
03/31/2019	Pelican Point Pump Station.	No Spill	Hue & Cry SCADA System – High level alarm, airlock in the pump
04/25/2019	State Parks (Francis State Beach)	No Spill	Manhole was not holding; private issue
05/06/2019	Corner of Main Street and Kelly Street	No Spill	SSMH holding (Mark Thomas did not get notification nor call from SAM)
05/11/2019	799 Main Street	No Spill	Resident reported to SAM that a cleanout lid was missing
06/04/2019	Pipe Segment along Magnolia @ 2 nd and 3 rd	No Spill	Sag in the pipe segment prevented smoke passing through the pipe
06/07/2019	Pipe Segment along Magnolia @ 2 nd and 3 rd	No Spill	Same issue as on 06/04/2019
06/18/2019	SAM OFFICE		Mark Thomas presented SSO training to SAM and City's staff

CMMS – LUCITY IMPLEMENTATION

SAM procured the Lucity software, which is a Computerized Maintenance Management System (CMMS). Prior to obtaining Lucity, SAM was documenting all their operations and maintenance on hard copies. This transition will allow the City to see all mainline cleaning, lift station maintenance and inspections, and sewer system repairs that are completed by SAM.

Lucity representatives visited SAM to determine the layout of SAM's Lucity web portal to customize it to their needs. On May 15, the initial kickoff meeting for Lucity was held. Representatives of Lucity, Mark Thomas, VWHA, SAM, and Montara Water and Sanitary District attended this meeting. The features of Lucity were discussed, as well as how to create work orders. A second follow up meeting was held on June 26 and had the same attendees. The second meeting discussed work requests and how to integrate GIS maps with Lucity.

SAM will implement Lucity District-wide on July 1, 2019 and will give read-only accessibility to Mark Thomas, VWHA, and the City of Half Moon Bay for Fiscal Year 2019-2020 Beginning July 1, 2019, Mark Thomas will review and retrieve maintenance records and task orders that are performed by SAM on Lucity.

ATTACHMENTS

Attachment A – Monthly Status Reports

Attachment B – Pump Station Annual Inspection Report

Attachment A

Monthly Status Reports

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Telephone conference call with HMB/VWHA/MT on 7/12/2018

Review Existing Data

- Data Request Coordination through Kishen Prathivadi
 - Received Lift Station Operation Guidelines

Mainline Cleaning

- Observed SAM cleaning crew operating in HMB, by coincidence, during site visit on 7/5/18
 - Noted that baskets were not being used

FOG Inspection

- No FOG inspections

Lift Station Inspection

- Site visit on 7/5/2018 for preliminary investigation of facilities
 - Met with Kevin from HMB who provided access to all three LS
 - Noted that none of the LS have SCADA systems
 - Daily attached

Sanitary Sewer Overflow Field Activities, Documentation, Training

- No SSO Activities

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Kickoff Meeting on 8/16/2018 (draft minutes attached)

Review Existing Data

- Data Request Coordination
- Review of Data received
 - FOG information (hard copies)
 - Mainline cleaning maps (hard copies)
 - Pump Station Checklist

Mainline Cleaning

- MTCO staff met up with SAM crew (Keith and Tony) to observe SAM cleaning crews operating the Vactor machine to clean the sewer main in HMB, during site visits on the following dates: 8/17, 8/20, 8/21, 8/22, 8/24, 8/27, 8/28 and 8/29 of 2018.
 - Recommend providing better access to water hydrants to fill up Vactor Truck
 - Recommend use of appropriately sized baskets for all line sizes
 - Noted that warthog with skids was used to clean these pipe segments.
 - Heavy silts, light silts, medium grit, light grit, and grease were retrieved from baskets.
 - Some pipe segments required multiple runs with the warthog if heavy silt was observed
 - Daily logs attached

FOG Inspection

- No FOG inspections

Lift Station Inspection

On Thursday 8/23 MTCO staff (Dale Bennett & Tony Soares) met with SAM to observe SAM demonstrate:

- Generator inspection and power switch over Ocean Colony Pump Station (OCPS)
- Pump and generator testing at Pelican Point at OCPS.
- Pump and generator testing at Pelican Point Pump Station (PPPS)

City of Half Moon Bay
Sewer Collection System Maintenance Services

- Learned alarm sequence at PPPS

On Thursday 8/30 MTCO staff (Dale Bennett & Tony Soares) met with SAM to observe SAM perform inspections at the following pump stations:

1. Bell Moon Pump Station (BMPS)
2. OCPS
3. PPPS

Daily logs for these inspections are attached.

Sanitary Sewer Overflow Field Activities, Documentation, Training

- No SSO Activities

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Participated in meeting with HMB/VWHA/MT on 9/21/2018
- Participated in meeting with HMB/VWHA/MT/SAM on 9/21/2018 (Meeting Minutes attached)
- Prepared August Status Report
- Researched and Investigated Lucy needs and status
- Created Spreadsheets for inspectors to document their work orders in a format that facilitates importing into Lucy

Review Existing Data

- FOG Data Request Coordination with John Szabo and Tim Costello
 - At the meeting on 9/21 SAM provided partial Fats, Oil, and Grease (FOG) inspection and permits documents, and USB flash drive to MT
 - Met with John Szabo to pick up all of Fats, Oil, and Grease (FOG) inspection and permit documents.

Mainline Cleaning Schedule

- Developed understanding of SAM cleaning schedule

FOG Schedule

- Developed understanding of SAM FOG inspection history

Mainline Cleaning

- MTCO staff inspected SAM performing sewer main cleaning in HMB using the Vactor truck, during site visits on the following dates: 9/21, 9/24, 9/25, 9/26, 9/27, and 9/28 of 2018.
 - Noted that the warthog with skids was used to clean these pipe segments.
 - Two siphon pipe segments cleaned on 9/26 required multiple passes (3-4 times) because of liquid grease present in the line and removed from basket.
 - On multiple occasions, SAM started earlier than MT was onsite to observe sewer maintenance. MT recorded information provided by SAM and noted that information was provided by SAM and not inspected by MT.
 - Daily logs attached

FOG Inspection

- No FOG inspections for the month of September
- City of Half Moon Bay to issue letter to business owners indicating that MT and not SAM will be performing FOG inspections. (Sample letter was provided to City on September 25, 2018).

Lift Station Inspection

City of Half Moon Bay
Sewer Collection System Maintenance Services

- MT staff (Dale Bennett & Tony Soares) met SAM (Kevin 3 days, Carlos 1 day) to observe SAM perform weekly inspections for pumps, generators, control panels, and alarm system facilities on 9/6, 9/13, 9/20, and 9/27.
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- Developed Pump Station Inspection Procedure
- Pump Station daily logs for these inspections are attached

Annual Lift Station Maintenance

- Prepared contract documents for work to be performed by subcontractor

Sanitary Sewer Overflow Field Activities, Documentation, Training

- There were no SSOs, by strict definition of SSO
- Developed SSO response procedure
- Received phone call from SAM (Keith) on Sunday morning (9/23/2018, 7:57 a.m.) regarding a call from HMB State Park for a blockage issue. HMB State Park's lateral sewer is a private line (per SAM staff). MT advised SAM staff to inform the State Park to get a licensed plumber to clear the blockage for them.

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Participated in meeting with HMB/VWHA/MT/SAM on 10/29/2018 (Meeting Minutes attached)
- Prepared September Status Report

Review Existing Data

- FOG Data: MT is scanning historical permit documents and FOG inspections and will complete by the end of November 2018. Hard copies of the documents will be returned to SAM after completion of scanning.

Mainline Cleaning Schedule

- SAM continuing cleaning schedule for the year, and planning to complete mainline cleaning including hotspots by the end of December 2018.

FOG Schedule

- Created spreadsheet containing list of FOG dischargers with permit number, business name, address, telephone number, and days and hours of operation and emailed to City and VWHA for review.
- City of Half Moon Bay to send out notification of transition to the business owners to inform them MT will be the agency responsible for the FOG inspections. City to provide plumbing as-builts plans to Mark Thomas for review and inclusion in records.

Mainline Cleaning

- MTCO staff inspected SAM performing sewer main cleaning in HMB using the Vactor truck, during site visits on these following dates: 10/1 to 10/5, & 10/9 to 10/12 of 2018.
 - Noted that the bulldog with proofer and flounder nozzle was used to clean these mainline pipe segments.
 - Several pipe segments cleaned required multiple passes (2-3 times) because crews noticed liquid grease and medium grit present in the pipeline on the pull back and debris collected and removed from the basket used.
 - Daily logs and monthly summary attached

Smart Cover Notification and Website access

- On October 4, Maziar (HMB) emailed MT inform us user accounts for Rick and Frank were set up to log in Smart cover. The user's accounts did receive notifications from Smart cover to their cell phones, but they were unable to login.
- On October 10, Rick (MT) emailed Maziar (HMB) to inform him that we tried to log in to the accounts, but that we were unsuccessful.

City of Half Moon Bay
Sewer Collection System Maintenance Services

- On October 29, MT received an email from Tim (SAM) regarding one of the Smart covers next to the railroad. On the same day Rick (MT) went to the site and noticed the antenna of the Smart cover MH next to the railroad was broken, and informed the City and SAM.
- On October 30, John (HMB) emailed MT and SAM indicating that City will be ordering the repair kit to replace the antenna after the paving work on the road is completely done.

FOG Inspection

- No FOG inspections for the month of October

Lift Station Inspection

- MT staff (Dale Bennett & Tony Soares) met with SAM (Kevin, Carlos, Tony, Keith and Tim), and SHAPE (Joe Vieira, and Tyler) to observe SAM & SHAPE perform weekly and annual inspections for pumps, generators, control panels, and alarm system facilities on 10/4, 10/10, 10/18, 10/25

Annual Lift Station Maintenance

- On November 24, 2018 MT staff (Alan Cardona) met SAM (Carlos) and MT's subcontractor SHAPE's technician (Joe Vieira) to observe SHAPE perform annual inspections for the pump stations. During inspection, SHAPE's technician noticed both existing pumps at Pelican Point Lift Station had sewage in an oil drain plug, and an inner seal had failed. He recommended repair or replacement of the two pumps immediately to prevent further damage and a potential spill from the station. MT informed the City a recommended replacing one of the pumps with a new pump since the cost comparison of the new pump and the cost to rehab an existing pump was almost the same.
- On November 26, 2018 MT staff (Alan Cardona & Tony Soares) met with SAM (Carlos) and SHAPE (Joe Vieira and Tyler) to observe and help to remove an old existing pump that leaked oil noticed by SHAPE's technician during an annual inspection on 10/24 and replace it with a new pump. The new pump was purchased from SHAPE and was available off the shelf.
- MT observed SAM perform wet well cleaning on 10/29 thru 10/31 for the three pump stations list below.
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- Pump Station daily logs and weekly summary of the inspections are attached

Sanitary Sewer Overflow Field Activities, Documentation, Training

- There were no SSOs, by strict definition of SSO

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Participated in meeting with HMB/VWHA/MT/SAM on 11/29/2018 (Meeting Minutes attached)
- Prepared October Status Report

Review Existing Data

- FOG Data: Scanning of historical permit documents was completed and returned to SAM on 11/20/2018.
- November 29, 2018 copies of the following documents in PDF format were emailed to HMB and VWHA staff as examples
 - HMB FOG Producing Facilities Schedule
 - FOG Inspection Report
 - Grease Control Device (GCD) Maintenance Record Keeping
 - GCD Record Keeping Logs, Grease Interceptor Maintenance
 - Grease Trap Maintenance
 - How to Clean Grease Traps
 - Prohibitions- Grease Trap Cleaners
 - Cupertino Ordinance # 120 Fats, Oils, Grease
 - CuSD Permit and Inspection Procedure

Mainline Cleaning Schedule

- November 2, 2018 John Szabo (SAM) provided MT and City of HMB a PDF cleaning schedule for November 2018. SAM is continuing the cleaning schedule for the year and is planning to complete mainline cleaning including hotspots by the end of December 2018.

FOG Schedule

- MT developed a FOG inspection schedule for month of December and will begin FOG inspections on December 3, 2018. MT's staff is planning to try to complete as many FOG facilities as possible with initial inspection by the end of December 2018.

Mainline Cleaning

- MTCO staff inspected SAM performing sewer main cleaning in HMB using the Vactor truck, during site visits on the following dates: 11/5 to 11/9, 11/13 to 11/15, 11/26 and 11/27 of 2018.
 - Noted that the bulldog and grenade with proofer was used to clean these mainline pipe segments.
 - Several pipe segments required multiple passes (2-3 times) because crews noticed light liquid grease and light grit present in the pipeline on the pull back and debris collected and removed from the basket used.
 - Daily logs and monthly summary attached

City of Half Moon Bay
Sewer Collection System Maintenance Services

Smart Cover Notification and Website access

- MT is able to gain access to website and had received an alarm call out to email.

SCADA Software system for Ocean Colony Pump Station.

- At the November 29, 2018 Team meeting, Denise Hutten (HMB) had an open discussion of the two alternatives: Antenna-based SCADA system, and Cellular Dialer Cloud Base SCADA system to implement at this station.

FOG Inspection

- No FOG inspections for the month of November
- MT will begin to perform FOG inspection on December 3, 2018.

Lift Station Inspection

- MT staff (Dale Bennett & Tony Soares & Sonny Quach) met with SAM (Kevin & Carlos) to observe SAM perform weekly inspections for pumps, generators, control panels, and alarm system facilities on 11/1, 11/8, 11/16, 11/21, and 11/28.
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- Pump Station daily logs and weekly summary of the inspections are attached

Annual Lift Station Maintenance

- Inspection completed by SHAPE on October 24, 2018
- Pump Maintenance reports are attached

Sanitary Sewer Overflow Field Activities, Documentation, Training

- There were no SSOs, by strict definition of SSO
- Wednesday afternoon (11/21/2018) MT received 2 calls from Tony Young (SAM); first call @ 1:22 p.m. and second call @ 2:37 p.m. Both calls were regarding a Smart Cover Alarm call out. The first call was related to a smart cover at Bell Building on Kelly Avenue, and the second call was for a smart cover at Purissima St. SAM told MT that they are responding to the call out and will follow their protocol and standard procedure to flush the main to make sure that no debris is stuck in the main pipe.
- Friday afternoon (11/30/2018) MT received a call from Tony Young (SAM) @ 2:34 PM regarding the sewer lateral at 525 Alsace Loraine. Property owner, Mr. Carlson called and said that both his toilets and shower were backed up. MT advised SAM staff to check if this property is within HMB jurisdiction then proceed to clear the blockage, and if not then advise the homeowner to call a licensed plumber to clear it for them.

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- No Meeting held for the month of December
- Prepared November Status Report

Mainline Cleaning Schedule

- On Thursday November 29, 2018 Tim Costello (SAM) provided MT and City of HMB PDF maps and a cleaning schedule for December 2018. SAM staff are performing the December cleaning beginning on Thursday, December 6, 2018. plan to complete mainline cleaning including hotspots by the end of December 2018.

FOG Schedule

- On November 29, 2019 MT provided City of HMB a copy of the FOG Inspection Report for review and approval. In the first week of December, HMB contacted Julie Rodriguez (MT) and requested that MT include City of HMB on the Inspection Report to indicate to the restaurant owners that MT is working for HMB. Throughout the month of December 2018 MT staff plan to complete 54 FOG facilities. There were couple of restaurants that did not provide information to MT because the restaurant's manager was unavailable at the time and requested MT to come back another time.

Mainline Cleaning

- MTCo staff inspected SAM performing sewer main cleaning in HMB using the Vactor truck, on the following dates: 12/6, 12/7, 12/10, 12/11, 12/13, 12/14, and 12/17-21.
 - Noted that the bulldog and grenade with proofer was used to clean these mainline pipe segments.
 - Several pipe segments required multiple passes (2-3 times) because the crew noticed medium grease and heavy grit present in the pipeline on the pull back and debris collected and removed from the basket used. Medium grease was present in pipe segment H03023 - H03017 due to a sag in the channel.
 - Daily logs and monthly summary attached

Smart Cover Notification and Website access

- No alarm calls out for month of December 2018.

FOG Inspection

- Inspections were completed for 54 FOG facilities for the month of December 2018.
- Inspection reports were emailed to City of HMB for records (see table below).

City of Half Moon Bay
Sewer Collection System Maintenance Services

FOG Inspection Week	Date Emailed to City
12-03-201812-06-2018	12-10-2018
12-07-201812-14-2018	12-18-2018
12-17-2018 to 12-20-2018 12-26-2018 to 12-27-2018	12-31-2018

Lift Station Inspection

- MT staff (Dale Bennett, Tony Soares, Brian Chu, and Alvin Cacdac) met with SAM (Kevin, George, and Carlos) to observe SAM perform weekly inspections for pumps, generators, control panels, and alarm system facilities on 12/5, 12/12, 12/14, 12/19, and 12/26.
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- Pump Station daily logs and weekly summary of the inspections are attached

Annual Lift Station Maintenance

- Inspection completed by SHAPE on October 24, 2018
- Pump Maintenance reports with photos will be provided to HMB

Sanitary Sewer Overflow Field Activities, Documentation, Training

- There were no SSOs, by definition of SSO

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Participated in meeting with HMB/VWHA/MT/SAM on 01/31/2019 (Meeting Minutes attached)
- Prepared January Status Report

Mainline Cleaning Schedule

- On Tuesday December 18, 2018 Kishen Prathivadi (SAM) provided MT, VWHA, and City of HMB PDF maps and a cleaning schedule for January 2019. The schedule reflected that SAM staff are performing the January cleaning beginning on Monday, January 14, 2019 and plan cleaning as many pipe segments of the mainline as they can including hotspots.

FOG Schedule

- No FOG Inspection schedule for month of January 2019. HMB staff want to put this on hold so that staff can review MT spending budgets for month of December 2018. After that staff will provide direction. MT provided HMB with an additional list of FOG producing facilities and is waiting for HMD to provide direction.

Mainline Cleaning

- MTCO staff inspected SAM performing sewer main cleaning in HMB using the Vacor truck, on the following dates: 1/14, 1/15, 1/16, 1/17, 1/18, 1/22, and 1/23.
 - Noted that the bulldog and warhog with proofer was used to clean these mainline pipe segments.
 - Several pipe segments required multiple passes (2-4 times) because the crew noticed light grease and light grit present in the pipeline on the pull back and debris collected in the basket. Heavy grease was present in pipe segment H07038 - H07009 (Siphon). Because pipe segment is a siphon, the line was cleaned with 13 passes to be able to remove the majority of the heavy grease.
 - Daily logs and monthly summary attached

Smart Cover Notification and Website access

- One station fail alarm at Bell Moon on Tuesday 1/08/19, around 3:25 PM
- One call from HMB Smart Covers on Wednesday 1/16/19 around 7:45 PM due to heavy rain (Infiltration/Inflow) in the pipe.

FOG Inspection

- No FOG inspection for the month of January

Lift Station Inspection

City of Half Moon Bay
Sewer Collection System Maintenance Services

- MT staff (Dale Bennett, Tony Soares) met with SAM (Keith and Carlos) to observe SAM perform weekly inspections for pumps, generators, control panels, and alarm system facilities on 1/2, 1/9, 1/16, 1/24 and 1/31.
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- On Tuesday (1/8/19) MT staff (Dale Bennett) met up with Carlos at Bell Moon PS to help remove and replace valves. The valves were removed and replaced at Bell Moon PS, followed by Pelican Point. In the afternoon MT observed SAM wash down wet wells using the Vactor Truck.
- Pump Station daily logs and weekly summary of the inspections are attached
- MT had an open discussion with HMB staff regarding conduit repair at Pelican Point PS. HMB want will include the conduit repair in their future CIP project in the summer.

Annual Lift Station Maintenance

- Pump Maintenance reports with photos will be provided to HMB

Sanitary Sewer Overflow Field Activities, Documentation, Training

- There were no SSOs
- Created KMZ Overlay map for inspectors to use during SSO Events to identify manholes

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- No Meeting for month of February 2019; meeting held on 3/7/2019 (minutes attached)
- Prepared January Status Report

Mainline Cleaning Schedule

- On Tuesday January 28, 2019 Kishen Prathivadi (SAM) provided MT, VWHA, and City of HMB PDF maps and a cleaning schedule of HMB pipe segments for February 2019. The schedule reflected that SAM staff will perform the February cleaning beginning on Monday, February 04, 2019. They plan to clean all pipe segments of the mainline on the list, including hotspots.

FOG Schedule

- No FOG Inspections scheduled for the month of February 2019. FOG inspections were still on hold until further notice from City's staff.

Mainline Cleaning

- MT staff observed SAM performing sewer mainline cleaning in HMB using the Vactor truck, on the following dates: 2/4, 2/5, 2/7, 2/8, and 2/12.
 - Noted that the bulldog with proofer was used to clean these mainline pipe segments.
 - Only one pipe segment required two (2) passes because the crew noticed medium grease and light grit present in the pipeline on the pull back and debris collected in the basket. Because grease was found in this pipe segment, the line was cleaned with a second pass to remove the grease.
 - Monthly summary and daily logs attached

Smart Cover Notification and Website Access

- On Wednesday, February 27, 2019. MT received a phone call from Tony Young (SAM). The call was regarding a Smart Cover alarm at Railroad Avenue and Grove Street due to a blockage in the mainline caused by "flushable" wipes. MT advised (SAM) staff to respond to the call and follow their protocol and standard procedures of flushing the main to clear the blockage.

FOG Inspection

- No FOG inspection for the month of February 2019.

Lift Station Inspection

- MT staff (Dale Bennett, Alan Cardona) met with SAM (Carlos) to observe SAM perform weekly inspections of pumps, generators, control panels, and alarm system facilities on 2/7, 2/21, and 3/1.
 - Ocean Colony Pump Station (OCPS)

City of Half Moon Bay
Sewer Collection System Maintenance Services

- Pelican Point Pump Station (PPPS)
- Bell Moon Pump Station (BMPS)
- On Thursday (2/7/19) MT staff (Rick Almondia and Jon Saunders) met with Mark Jaudalso (VWHA) at Pelican Point PS to take photos of pump stations to create a SSMP, pump station OERP (Overflow Emergency Response Plan) for future use.
- On Friday (2/15/19) HMB held a meeting at City Hall and had a round table discussion with design team Ben Shick (Schaaf & Wheeler), Vivian Housen (VWHA), Tony Soares (MT) and City's staff to discuss the design alternative for Ocean Colony PS. Topics discussed at the meeting included: bypass installation for PS, installation of a permanent crane for crew to pull pumps, and installation of a Multi Smart unit to send call outs to staff.
- Pump Station daily logs and weekly summary of the inspections are attached

Sanitary Sewer Overflow Field Activities, Documentation, and Training

- There were seven (7) call outs for the month of February. One call from Smart Cover alarm mentioned above, and six calls from businesses and property owners, but no SSOs for these seven (7) call outs.
- Friday morning (02/08/2019) MT received a phone call from Tony Young (SAM) around 10:35 AM; regarding a call from owner @ 745 Kelly Street. Tony told MT that he will respond to the call out and follow SAM protocol and standard procedures to flush the main and make sure that no debris is stuck in the main pipe.
- Monday afternoon (02/18/2019) MT received a phone call from Tony Young (SAM) around 7:30 PM, regarding a call from the owner at 439 Willow Avenue. Tony indicated that they would follow the same protocol and same standard procedures, flushing the main to be sure there is no debris in the main pipe causing blockage. The following day (02/19/2019), Tim Costello (SAM) sent an email with 4 photos to HMB, VWHA and MT to follow up the telephone conversation he had with HMB regarding a private lateral issue at the address mentioned above.
- Tuesday afternoon (02/19/2019) MT received a phone call from SAM at 2:55 PM, regarding a call from the owner at 20 Stone Pine Road. MT advised SAM to respond to the call out and follow their protocol and standard procedure if it is within HMB boundary Map. If not, then SAM needs to advise the owner to call their own plumbing to take care it for them.
- Thursday afternoon (02/28/2019) MT received a phone call from Tony Young (SAM) at 1:56 PM regarding a call from the owner @ 401 Main Street. MT

City of Half Moon Bay
Sewer Collection System Maintenance Services

advised SAM to check if any sewage spilled from lateral, check upstream and downstream MHs to see if there is a surcharge in the mainline; if none then follow same protocol and standard procedures.

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Meeting for month of February/March 2019 held on 3/7/19. Meeting minutes were submitted to City of HMB along with the February Status Report.
- Prepared February Status Report

Data Review

- Investigated mainline between MH11065 and 11067 that cannot be accessed and is not cleaned.
- Reviewed December and January SAM invoices.

Mainline Cleaning Schedule

- On Wednesday February 27, 2019 Kishen Prathivadi (SAM) provided MT, VWHA, and City of HMB PDF maps and a cleaning schedule of HMB pipe segments for March 2019. The schedule reflected that SAM staff will perform the March cleaning beginning on Monday, March 04, 2019. They plan to clean all pipe segments of the mainline on the list, including hotspots in a week.

FOG Schedule

- No FOG Inspections scheduled for the month of March 2019. FOG inspections were on hold until HMB's staff sent out notification letters to the business owners, which occurred on 3/20. FOG inspections are scheduled to resume in April.

Mainline Cleaning

- MT staff observed SAM performing sewer mainline cleaning in HMB using the Vactor truck, on the following dates: 3/4, 3/5, 3/6, 3/7, and 3/8.
 - Noted that the bulldog with proofer was used to clean these mainline pipe segments.
 - Only one pipe segment required two (2) passes because the crew noticed medium grease and light grit present in the pipeline on the pull back and debris collected in the basket. Because grease was found in this pipe segment, the line was cleaned with a second pass to remove the grease.
 - Daily logs and monthly summary attached

FOG Inspection

- Coordinated letters to FOG producers added to the list of inspections.
- No FOG inspections for the month of March 2019.

Lift Station Inspection

- MT staff (Dale Bennett, Alan Cardona) met with SAM (Carlos) to observe SAM perform weekly inspections of pumps, generators, control panels, and alarm system facilities on 3/7, 3/12, 3/21, and 3/28.
 - Ocean Colony Pump Station (OCPS)

City of Half Moon Bay
Sewer Collection System Maintenance Services

- Pelican Point Pump Station (PPPS)
- Bell Moon Pump Station (BMPS)
- On Sunday, March 31, 2019, MT received a phone call from Kevin Antonelli (SAM). The call was regarding Hue Cry Scada System for Pelican Point pump station. When Kevin arrived at the station, he performed tests by resetting the SCADA system and running the pumps for a couple cycles to see if it was back to normal. The system continued to show high level. Kevin then called Rick with (MT) and requested assistance to help pull pump #2 for inspection to determine if there was a rag or debris caught inside the impeller. Nothing was found in the impeller. The pump was reinstalled and functioning properly. An airlock was suspected.
- Pump Station daily logs and summary of the inspections are attached

Annual Lift Station Inspection

- Coordinated with SHAPE regarding invoices

Sanitary Sewer Overflow Field Activities, Documentation, and Training

- There were two (2) call outs for the month of March. One call regarding the SCADA alarm mentioned above, and one call from a homeowner (detailed below), but no SSOs for these two (2) call outs.
- On Tuesday morning (03/12/2019) MT received a phone call from Tony Young (SAM) around 11:54 AM; regarding a call from home owner @ 525 Alsace Loriane. Tony told MT that homeowner said his toilet in the house was gurgling and sewage backed up into the shower and his garage. Tony told us that he will respond to the call out and follow (SAM) protocol and standard procedures to flush the main and make sure that no debris is stuck in the mainline. MT advised (SAM) to respond to the call out and follow their protocol and standard procedure if the home is within HMB's boundary Map. If not, then SAM needs to advise the owner to call their own plumber. MT also advised SAM to check if there was any sewage spilling from lateral, and to check the upstream and downstream manholes to see if there is a surcharge in the mainline. If none then follow the same protocol and standard procedures.

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Meeting for month of April 2019 held on 4/18/19 (minutes attached).
- Prepared April Status Report

Data Review

- Investigated mainline between MH11065 and 11067 that cannot be accessed and is not cleaned.
- Reviewed December and January SAM invoices.

Mainline Cleaning Schedule

- On Wednesday March 27, 2019 John Szabo (SAM) provided MT, VWHA, and City of HMB PDF maps and a cleaning schedule of HMB pipe segments for April 2019. The schedule reflected that SAM staff will perform the April cleaning beginning on Tuesday, April 02, 2019. They plan to clean all pipe segments of the mainline on the list, including hotspots, in one week.

FOG Schedule

- MT resumed and developed a FOG inspection schedule for the month of April 2019. FOG inspections were started on Thursday, April 11, 2019 and planned for completion an additional 52 facilities by the end of May or first week of June 2019.

Mainline Cleaning

- MT staff observed SAM performing sewer mainline cleaning in HMB using the Vactor truck, on the following dates: 4/2, 4/3, 4/4, 4/5, and 4/8.
 - Noted that the bulldog with proofer was used to clean these mainline pipe segments.
 - There were ten pipe segments that required two (2) passes because the crew noticed roots, rags, medium grit and heavy debris present in the pipelines on the pull back and debris collected in the basket. Because grit and roots were found in these pipe segments, the line was cleaned with a second pass to remove grit and roots.
 - Daily logs and monthly summary attached

FOG Inspection

- Approximately 40 FOG facilities were inspected and completed for the month of April 2019. Seven (7) facilities out of the 40 need a follow-up. There are twelve (12) remaining FOG facilities that need to be inspected.
- FOG inspection reports were emailed to City of HMB for records.

Lift Station Inspection

- MT staff (Dale Bennett) met with SAM (Kevin Antonelli) to observe SAM perform

City of Half Moon Bay
Sewer Collection System Maintenance Services

weekly inspections of pumps, generators, control panels, and alarm system facilities on 4/4, 4/11, 4/18 and 4/25

- Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- On April 8 and 9, 2019, MT (Dale Bennett) met with Kevin, Tony and Eugene (SAM) at Pelican Point pump station to perform quarterly cleaning of the wet well at three pump stations. The crew setup the vactor truck, and sprayed down grease and debris deposited on the walls of the wet well, guide rails, and pump cables. Once done with the cleaning, the crew then used the vactor truck to remove debris and grease that sat at the bottom of the wet well, then tested the pumps to make sure they worked.
- Pump Station daily logs and summary of the inspections are attached

Sanitary Sewer Overflow Field Activities, Documentation, and Training

- There was one call out for the month of April. One call from State Parks, but no SSO for this call out.
- Thursday morning (04-25-2019) MT received a phone call from Tony Young (SAM) around 9:45 AM, regarding a call from State Parks (Francis State Beach) where there was a sewer backup in the manhole. Tony let us know that his team will respond to the call out and follow (SAM) protocol and standard procedures to flush the main and make sure that no debris is stuck in the main pipe. MT advised SAM to respond to the call out and follow their protocol and standard procedure if it is within HMB boundary map. If not, then SAM needs to advise the owner to call their own plumber to service the line for them. The crew arrived on site and checked the manhole, which was not holding. They determined it was a private issue and advised the State Parks personnel to call a plumber.

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- No Meeting for month of May 2019
- Meeting for month of June 2019 held on 06/06/19 (minutes attached).
- Prepared April Status Report

Data Review

- Investigated mainline between MH11065 and 11067 that cannot be accessed and is not cleaned.
- Reviewed December and January SAM invoices.

Mainline Cleaning Schedule

- On Thursday May 02, 2019 John Szabo (SAM) provided MT, VWHA, and City of HMB PDF maps plus pipe segments left over for month of March, and a cleaning schedule of HMB pipe segments for May 2019. The schedule reflected that SAM staff will perform the May cleaning beginning on Monday, May 06, 2019. They plan to clean all pipe segments of the mainline on the list, including hotspots, and some pipe segments that were too muddy to clean in the month of March. John and his team are planning to clean all pipe segments in six days.

Mainline Cleaning

- Mainline pipe between H11067 to H11005: May 02, 2019 ABLE Septic Tank Service cleaning crew arrived at 501 Main Street, they ran 6" cutter through 6" clean out approximately 100' out. The crew had to run multiple passes through this pipe segment to be able to clear and remove the heavy grease in the line. The crew was able to retrieve a large chunk of grease with the basket.
- MT staff observed SAM performing sewer mainline cleaning in HMB using the Vactor truck, on the following dates: 5/6, 5/7, 5/8, 5/9, 5/10 and 5/13.
 - Noted that the bulldog with proofer was used to clean these mainline pipe segments.
 - There were six pipe segments that required two to six (2 to 6) passes because the crew noticed rags, light grease, eggshell-grit and heavy debris/grease present in the pipelines on the pull back and debris collected in the basket. Because liquid grease, grit, and rags were found in these pipe segments, the line was cleaned with multiple passes to remove light grit, heavy grease, and rags.
 - Daily logs and monthly summary attached

City of Half Moon Bay
Sewer Collection System Maintenance Services

FOG Inspection

- No FOG inspections for the month of May. At the monthly check-in meeting, John Doughty (HMB) authorized MT to proceed with follow up inspections of the twenty (20) FOG producing facilities from the lists provided to the City.
- Variance inquiry FOG Control Program for Senior Coastsiders facility, Granola Coffee and Straw Hat Pizza. City of HMB would like MT to research and come up with several compliant criteria requirements instead of the City issuing a variance letter. Examples may include: GI cleaning events semi-annually, GI must not exceed the 25% rule of FOG and solid waste, Documents of inspection and cleaning must always be available . If restaurant owners are able to comply with these requirements, then the City will consider or grant less frequent FOG inspection to the owner.

CCTV & Manhole Survey

- MT developed a CCTV inspection schedule for City of HMB and will begin CCTV inspections on May 01, 2019. MT's CCTV crew is planning to complete all Hotspots pipe segments from the lists provided with initial CCTV inspection by the third week of May 2019.
- Thursday May 23, 2019. MT provided Housen Associates with the list of hotspot pipe segments that were completed, and pipe segments where CCTV was not possible.

Lift Station Inspection

- MT staff (Dale Bennett and Alan Cardona) met with SAM (Kevin Antonelli and Carlos) to observe SAM perform weekly inspections of pumps, generators, control panels, and alarm system facilities on 5/2, 5/09, 5/16, 5/23 and 5/30
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- On May 02, 2019, MT (Dale Bennett) met with Kevin and Carlos (SAM) at Pelican Point pump station early than their normal inspection schedule because they needed time to replace the floats at the station. After replacing both high and low floats, they then performed a routine weekly inspection to make sure the control panel, generator, and pump were working.
- Pump Station daily logs and summary of the inspections are attached

Sanitary Sewer Overflow Field Activities, Documentation, and Training

- MT will set up SSO training with City and SAM staff during the second week in June 2019.
- There were two call outs for the month of May. One call from Farris (HMB) on Monday morning May 6, and another call from Marilyn Hauptert on Tuesday May 21. These call outs were not SSOs.

City of Half Moon Bay
Sewer Collection System Maintenance Services

- Monday morning (05-06-2019) Farris (HMB inspector) called SAM and said that it looks like the SSMH at corner of Main Street and Kelly Street was backed up. SAM crew responded to the call and had MT CCTV crew perform a CCTV of the sewer main at which point they noticed the outlet of the mainline was blocked because the line has a sag. The SAM cleaning crew went ahead and flushed the mainline to clear the blockage so that MT CCTV crew could continue to film the line.
- Tuesday (05-21-2019) John Szabo received a phone call from Marilyn Hauptert, at 799 Main Street said clean out sewer lid is missing in parking lot. Mr. Szabo responded to the call. When he arrived at the site he noticed the clean out lid was missing. He then went to HMB building and garden buy a lid to replace it.

MT staff did not get a notification or a phone call for these 2 call outs from SAM.

City of Half Moon Bay
Sewer Collection System Maintenance Services

Project Management/Meetings

- Meeting for month of July 2019 held on 07/11/19 (minutes attached).
- Prepared June Status Report

Mainline Cleaning Schedule

- On Wednesday, June 19, 2019 John Szabo (SAM) provided MT, VWHA, and City of HMB PDF maps, and a cleaning schedule of HMB pipe segments for June 2019. The schedule reflected that SAM staff will perform the June cleaning beginning on Thursday, June 20, 2019. They plan to clean all pipe segments of the mainline on the list, including hotspots. John and his team are planning to clean all pipe segments in 6 days.

FOG Schedule

- Twenty facilities required follow up FOG inspections from the list. Sixteen facilities were completed by MT during the week of June 14, 2019. Three facilities were non-compliant during the visits and need to be rescheduled for another follow up. MT is not be able to gain access to facility belonging to CalTrans Maintenance Station because it is State-owned.
- On Thursday, June 27, 2019, three facilities requiring another follow up were completed by MT.

Mainline Cleaning

- MT staff observed SAM performing sewer mainline cleaning in HMB using the Vactor truck on the following dates: 6/20, 6/21, 6/24, 6/25, and 6/27.
 - The bulldog/bomber/switcher with proofer was used to clean these mainline pipe segments.
 - One pipe segment required two (2) passes because the crew noticed light grit present in the pipelines on the pull back and debris collected in the basket.
 - Five existing SSMHs need a concrete collar to stabilize the rim, and several FI and one existing SSMH need to be exposed in order to gain access for cleaning and maintenance.
 - Daily logs and monthly summary attached.

FOG Inspection

- MT proceeded with follow up inspection of the twenty (20) FOG producing facilities from the list provided to City. Nineteen facilities were completed between the week of June 14, 2019, and June 28, 2019. One Caltrans Maintenance Station could not be completed, because MT does not have access to the Station.

City of Half Moon Bay
Sewer Collection System Maintenance Services

CCTV & Manhole Inspections

- CCTV investigation and manhole inspections were performed in the month of May 2019. MT had provided Housen Associates and City the list of pipe segments that could not be completed due to high flow and pipe intrusion that restricted cross sections. MT recommends CCTV investigation of these pipe segments during low flow; this will occur as night work. Because there were several pipe segments that had this issue and these pipe segments were scattered throughout the City, it may require multiple nights to get the CCTV investigation completed.

Lift Station Inspection

- MT staff (Dale Bennett and Alan Cardona) met with SAM (Kevin Antonelli, Carlos, Eugene and John) to observe SAM perform weekly inspections of pumps, generators, control panels, and alarm system facilities on 6/6, 6/13, 6/20, and 6/27
 - Ocean Colony Pump Station (OCPS)
 - Pelican Point Pump Station (PPPS)
 - Bell Moon Pump Station (BMPS)
- On June 27, 2019, MT (Alan Cardona) met with SAM (Tony, Eugene and John) at Bell Moon pump station earlier than their normal inspection schedule because they needed time to setup cleaning of the wetwell wall, rails, pumps, and replace the transducer at all three stations; plus perform a routine weekly inspection to make sure control panel, generator, and pump are working.
- Pump Station daily logs and summary of the inspections are attached.

Sanitary Sewer Overflow Field Activities, Documentation, and Training

- Tuesday, June 18, 2019 Frank Quach presented an SSO training to SAM and City staff at SAM's office.
- There were two call outs for the month of June. One call from Evelyn Moran on Tuesday afternoon, 06-04-2019 and another call from Jeff on Friday afternoon, 06-07-2019. These two calls were not SSOs.
- Tuesday afternoon (06-04-2019) during the smoke test operation, staff noticed there was no smoke passing through the pipe along Magnolia at 2nd and 3rd Street. The SAM crew responded to the call and flushed the main from 2nd Avenue to 3rd Avenue between Magnolia and Grove. The crew brought the hose back slowly and tried to suck the smoke through the pipe, but it failed due to a sag in the pipe that prevented the smoke from getting through the pipe.
- Friday afternoon (06-07-2019) during the smoke test operation, Jeff noticed there was a manhole cover lifted. The SAM crew responded to the call and flushed the three pipe segments that go into the manhole, also cleaned the manhole and bench to make sure there was no debris build up within this pipe segment. There

City of Half Moon Bay
Sewer Collection System Maintenance Services

was sag within the pipe segment that prevented the smoke from getting through the pipe.

Attachment B
Pump Station Annual Inspection Report



119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115-A Johnson Drive
Pleasanton Ca 94588
P: 925-485-9720
F: 925-201-1107

Pump Inspection Report

Date: 10-24-18

Owner: HALFMOON BAY

Installed Location: PELICAN POINT LS #1

Pump Model: 3127.090

S/N: NA

HP:10 Impeller#:488 Voltage: 240

Ph: 3 FLA: 25

Discharge Size: 4 inch Pump Run Hours:NA hours

Power cable hung correctly: Yes ☒ No ☐

Condition of Power cable: Good ☐ Bad ☒

Condition Guide Rails: Good ☒ Bad ☐

Condition of Lifting Chain/Cable: Good ☒ Bad ☐

Condition of Impeller: Good ☐ Bad ☐

Condition of Volute Face: Good ☒ Bad ☐

Condition of Lifting Handle: Good ☐ Bad ☒

Condition of Oil / Coolant: Clean ☐ Dirty ☒ was it Changed: Yes ☐ No ☒

Chain hung correctly: Yes ☒ No ☐

Resistance through Power Cable: Red to Black 0.6 Red to White 0.6 Black to White 0.6

Megger Readings: Red to Ground 00 Black to Ground 00 White to ground 00

Amp Reading: Red 13.6 Black 15.9 White: 16.2

Voltage Load: A-B 245.3 B-C 249.1 A-C 246.1

Voltage No Load: A-B 245.3 B-C 243.4 A-C 243.0

Pump Equipped for Mini CAS ☒ -or- MAS Unit ☐ (if MAS unit see MAS unit page for readings)

If pump has Mini Cass and FLS only Ohm Reading is: 1.525

If the pump has Thermals only Ohm reading is: NA

N Impeller – impeller clearance (between .010ths to .032ths okay) “feeler gauge” reading is: NA

Check C Impeller Wear ring or Wear ring area: Good ☐ Bad ☐

(If bad must replace both Impeller and Volute wear rings.)

Notes: Oil was flooded with sewage stopped where i was and was mentioned to just put back in hole and leave be till goes out or we pull it to repair so i did not pull off volute

119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115- A Johnson Drive
Pleasanton, CA 94588
P: 925-485-9720
F: 925-485-6085

Picture 1:



Picture 2:



Picture 3:





119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115-A Johnson Drive Pleasonton
Ca 94588
P: 925-485-9720
F: 925-201-1107

Pump Inspection Report

Date: 10-24-18

Owner: HALFMOON BAY

Installed Location: PELICAN POINT LS #2

Pump Model: 3127.090

S/N: NA

HP:10 Impeller#:488 Voltage: 240

Ph: 3 FLA: 25

Discharge Size: 4 inch Pump Run Hours:NA hours

Power cable hung correctly: Yes ☒ No ☐

Condition of Power cable: Good ☐ Bad ☒

Condition Guide Rails: Good ☒ Bad ☐

Condition of Lifting Chain/Cable: Good ☒ Bad ☐

Condition of Impeller: Good ☐ Bad ☐

Condition of Volute Face: Good ☒ Bad ☐

Condition of Lifting Handle: Good ☐ Bad ☒

Condition of Oil / Coolant: Clean ☐ Dirty ☒ was it Changed: Yes ☐ No ☒

Chain hung correctly: Yes ☒ No ☐

Resistance through Power Cable: Red to Black 0.6 Red to White 0.6 Black to White 0.6

Megger Readings: Red to Ground 00 Black to Ground 00 White to ground 00

Amp Reading: Red 13.6 Black 16.8 White: 16.8

Voltage Load: A-B 240.0 B-C 250.1 A-C 244.6

Voltage No Load: A-B 242.1 B-C 246.1 A-C 242.1

Pump Equipped for Mini CAS ☒ -or- MAS Unit ☐ (if MAS unit see MAS unit page for readings)

If pump has Mini Cass and FLS only Ohm Reading is: 1.525

If the pump has Thermals only Ohm reading is: NA

N Impeller – impeller clearance (between .010ths to .032ths okay) “feeler gauge” reading is: NA

Check C Impeller Wear ring or Wear ring area: Good ☐ Bad ☐

(If bad must replace both Impeller and Volute wear rings.)

Notes: Oil was flooded with sewage stopped where i was and was mentioned to just put back in hole and leave be
till goes out or we pull it to repair so i did not pull off volute



119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115-A Johnson Drive Pleasonton
Ca 94588
P: 925-485-9720
F: 925-201-1107

Pump Inspection Report

Date: 10-24-18

Owner: HALFMOON BAY

Installed Location: OCEAN COLONY LS #1

Pump Model: 3201.091

S/N: NA

HP:NA

Impeller#:NA

Voltage: 480

Ph: 3 FLA: 57

Discharge Size: 5 inch

Pump Run Hours:938.3 hours

Power cable hung correctly: Yes ☒ No ☐

Condition of Power cable: Good ☐ Bad ☒

Condition Guide Rails: Good ☒ Bad ☐

Condition of Lifting Chain/Cable: Good ☒ Bad ☐

Condition of Impeller: Good ☒ Bad ☐

Condition of Volute Face: Good ☒ Bad ☐

Condition of Lifting Handle: Good ☒ Bad ☐

Condition of Oil / Coolant: Clean ☒ Dirty ☐ was it Changed: Yes ☐ No ☒

Chain hung correctly: Yes ☒ No ☐

Resistance through Power Cable: Red to Black 0.2 Red to White 0.3 Black to White 0.2

Megger Readings: Red to Ground 00 Black to Ground 00 White to ground 00

Amp Reading: Red 49.3 Black 49.3 White: 48.9

Voltage Load: A-B 470.2 B-C 466.1 A-C 464.7

Voltage No Load: A-B 507.1 B-C 509.1 A-C 509.3

Pump Equipped for Mini CAS ☐ -or- MAS Unit ☐ (if MAS unit see MAS unit page for readings)

If pump has Mini Cass and FLS only Ohm Reading is: NA

If the pump has Thermals only Ohm reading is: .6

N Impeller – impeller clearance (between .010ths to .032ths okay) “feeler gauge” reading is: .08

Check C Impeller Wear ring or Wear ring area: Good ☐ Bad ☐

(If bad must replace both Impeller and Volute wear rings.)

119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115- A Johnson Drive
Pleasanton, CA 94588
P: 925-485-9720
F: 925-485-6085

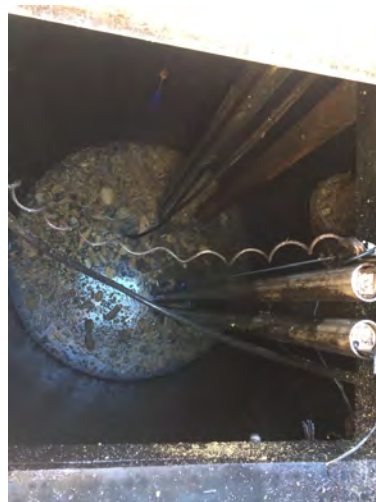
Picture 1:



Picture 2:



Picture 3:





119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115-A Johnson Drive Pleasonton
Ca 94588
P: 925-485-9720
F: 925-201-1107

Pump Inspection Report

Date: 10-24-18

Owner: HALFMOON BAY

Installed Location: OCEAN COLONY LS #2

Pump Model: 3201.091-6055

S/N: 4521013

HP:47 Impeller#:452

Voltage: 480

Ph: 3 FLA: 57

Discharge Size: 5 inch

Pump Run Hours:949.8 hours

Power cable hung correctly: Yes ☒ No ☐

Condition of Power cable: Good ☒ Bad ☐

Condition Guide Rails: Good ☒ Bad ☐

Condition of Lifting Chain/Cable: Good ☒ Bad ☐

Condition of Impeller: Good ☒ Bad ☐

Condition of Volute Face: Good ☒ Bad ☐

Condition of Lifting Handle: Good ☒ Bad ☐

Condition of Oil / Coolant: Clean ☒ Dirty ☐ was it Changed: Yes ☐ No ☒

Chain hung correctly: Yes ☒ No ☐

Resistance through Power Cable: Red to Black 0.2 Red to White 0.2 Black to White 0.2

Megger Readings: Red to Ground 00 Black to Ground 00 White to ground 00

Amp Reading: Red 49.6 Black 49.6 White: 49.6

Voltage Load: A-B 463.1 B-C 471.4 A-C 463.1

Voltage No Load: A-B 514.7 B-C 514.7 A-C 514.3

Pump Equipped for Mini CAS ☐ -or- MAS Unit ☐ (if MAS unit see MAS unit page for readings)

If pump has Mini Cass and FLS only Ohm Reading is: NA

If the pump has Thermals only Ohm reading is: .6

N Impeller – impeller clearance (between .010ths to .032ths okay) “feeler gauge” reading is: .08

Check C Impeller Wear ring or Wear ring area: Good ☐ Bad ☐

(If bad must replace both Impeller and Volute wear rings.)

Notes: voltage reads high but in range all else has normal wear station is really dirty lots of grease

Shape, Inc. Technician: JOE VIEIRA



119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115- A Johnson Drive
Pleasanton, CA 94588
P: 925-485-9720
F: 925-485-6085

Pump Inspection Report

Date: 10/24/2018

Owner: Half Moon Bay

Installed Location: Bell Moon LS #1

Pump Model: 3085.092-0669

S/N: 0640130

HP:3 Impeller#:463

Voltage: 240 Ph: 1 FLA: 8.7

Discharge Size: 4 inch Pump Run Hours:NA hours

Power cable hung correctly: Yes ☒ No ☐

Condition of Power cable: Good ☐ Bad ☒

Condition Guide Rails: Good ☒ Bad ☐

Condition of Lifting Chain/Cable: Good ☐ Bad ☐

Condition of Impeller: Good ☒ Bad ☐

Condition of Volute Face: Good ☒ Bad ☐

Condition of Lifting Handle: Good ☐ Bad ☒

Condition of Oil / Coolant: Clean ☒ Dirty ☐ was it Changed: Yes ☐ No ☒

Chain hung correctly: Yes ☒ No ☐

Resistance through Power Cable: Red to Black 1.9 Red to White 1.9 Black to White 1.9

Megger Readings: Red to Ground 00 Black to Ground 00 White to ground 00

Amp Reading: Red 5.4 Black 5.4 White: 5.4

Voltage Load: A-B 244.5 B-C 122.1 A-C 122.1

Voltage No Load: A-B 245.3 B-C 122.6 A-C 123.

Pump Equipped for Mini CAS ☐ -or- MAS Unit ☐ (if MAS unit see MAS unit page for readings)

If pump has Mini Cass and FLS only Ohm Reading is: NA

If the pump has Thermals only Ohm reading is: NA

N Impeller – impeller clearance (between .010ths to .032ths okay) “feeler gauge” reading is: .08

Check C Impeller Wear ring or Wear ring area: Good ☐ Bad ☐

(If bad must replace both Impeller and Volute wear rings.)

Notes: Lots of rags, dirty station, power cord swollen. Lifting handle worn

Shape, Inc. Technician: JOE VIEIRA



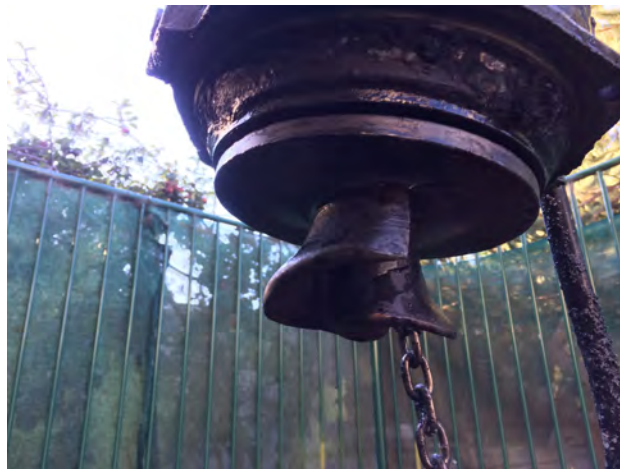
119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115- A Johnson Drive
Pleasanton, CA 94588
P: 925-485-9720
F: 925-485-6085

Picture 1:



Picture 2:



Picture 3:





119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115- A Johnson Drive
Pleasanton, CA 94588
P: 925-485-9720
F: 925-485-6085

Pump Inspection Report

Date: 10/24/2018

Owner: Half Moon Bay

Installed Location: Bell Moon LS #2

Pump Model: 3085.092-0669

S/N: 0640129

HP:3 Impeller#:463

Voltage: 240 Ph: 1 FLA: 8.7

Discharge Size: 4 inch Pump Run Hours:NA hours

Power cable hung correctly: Yes ☒ No ☐

Condition of Power cable: Good ☐ Bad ☒

Condition Guide Rails: Good ☒ Bad ☐

Condition of Lifting Chain/Cable: Good ☒ Bad ☐

Condition of Impeller: Good ☒ Bad ☐

Condition of Volute Face: Good ☒ Bad ☐

Condition of Lifting Handle: Good ☐ Bad ☒

Condition of Oil / Coolant: Clean ☒ Dirty ☐ was it Changed: Yes ☐ No ☒

Chain hung correctly: Yes ☒ No ☐

Resistance through Power Cable: Red to Black 1.9 Red to White 1.9 Black to White 2.0

Megger Readings: Red to Ground 00 Black to Ground 00 White to ground 00

Amp Reading: Red 5.4 Black 5.4 White: 5.4

Voltage Load: A-B 244.5 B-C 122.1 A-C 122.1

Voltage No Load: A-B 244.5 B-C 122.6 A-C 123.

Pump Equipped for Mini CAS ☐ -or- MAS Unit ☐ (if MAS unit see MAS unit page for readings)

If pump has Mini Cass and FLS only Ohm Reading is: NA

If the pump has Thermals only Ohm reading is: NA

N Impeller – impeller clearance (between .010ths to .032ths okay) “feeler gauge” reading is: .08

Check C Impeller Wear ring or Wear ring area: Good ☐ Bad ☐

(If bad must replace both Impeller and Volute wear rings.)

Notes: lots olots of lots of rags normal wear dirty station swollen power cord lifting handle worn recommend attention to this station for repairs

Shape, Inc. Technician: JOE VIEIRA



119 Val Dervin Parkway Ste 2
Stockton, CA 95206
P: 209-234-5909
F: 209-234-5913

5115- A Johnson Drive
Pleasanton, CA 94588
P: 925-485-9720
F: 925-485-6085

Picture 1:



Picture 2:



Picture 3:

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 15, 2019**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: John Doughty, Public Works Director
Jennifer Chong, Public Works Program Manager

TITLE: **SUSTAINABILITY PROGRAM UPDATE**

RECOMMENDATION:

Receive and accept report on sustainability program.

FISCAL IMPACT:

There is no fiscal impact associated with receiving this report.

STRATEGIC ELEMENT:

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

BACKGROUND:

During the priority setting workshop in March 2019, the City Council identified Sustainability and Transportation Demand Management (TDM) as two of their top five priorities for FY 2019-20. The following staff report summarizes past, current, and future efforts in sustainability. A similar update on the TDM program is scheduled for the November 5, 2019 City Council meeting.

As part of the budget approval for FY 2019-20, the City Council approved the creation of a new Senior Management Analyst position in the Public Works Department to oversee the sustainability program, as well as other programs. To date, the Senior Management Analyst position has been filled and the now-vacant Public Works Management Analyst (Sustainability Analyst) position is under recruitment.

The City of Half Moon Bay is one of four cities in San Mateo County to not have an adopted Climate Action Plan (CAP). Development of a CAP, or more importantly a Climate Action and Adaptation Plan CAAP), has always been planned as a follow-on to the Local Coastal Plan and General Plan Update processes. The work completed to date by the Community Development

Department and the Planning Commission provides a framework and technical information that enables work on the CAAP to begin.

In anticipation of work on the CAAP, the City submitted a grant application with San Mateo County. In July, we learned that Half Moon Bay was one of two applicants to be awarded a \$60k grant to support the City's Climate Action and Adaptation Plan (CAAP) Outreach Pilot Project. Recognizing the City Council's commitment to working with the most vulnerable populations (senior, youth, and Latino population), staff collaborated and partnered with three local non-government organizations (NGO) for the pilot project: Senior Coastsiders, Youth Leadership Institute (YLI), and Ayudando Latinos A Soñar (ALAS) (collectively referred to as the Partners). Each partner will be providing a series of outreach programs and have either hosted or scheduled their kick-off events. One of staff's priorities will be providing technical and administrative support to the partners over the coming months, culminating in a final presentation by the Partners to the City Council in January 2020.

In September, the City learned that the Half Moon Bay Library was certified Leadership in Energy and Environmental Design (LEED) Platinum. The City Council also adopted the City's first Green Infrastructure (GI) Plan and the Bicycle/Pedestrian Master Plan. The GI Plan prioritizes use of green (primarily above ground) improvements to address storm water management. The GI Plan has been submitted to the Water Board for review and approval.

In addition to the work on the CAAP and the GI Plan, staff has continued to manage the 10-year Solid Waste Franchise Agreement that was implemented on April 1, 2018. Republic Services (Republic), the City's solid waste service provider, has continued to meet contract obligations and work with staff to increase diversion throughout the city. Republic supported Coastal Clean-Up Day on September 21, 2019 by providing volunteers and donating trash collection services. Republic also partnered with the City to host the Summer Clean Out Recycling Event on Saturday, October 5, 2019. The event offered free paper shredding, electronic waste recycling, and compost for Half Moon Bay residents and approximately 80 households participated. The next recycling event will be held in the spring as part of the City's annual Earth Day celebration.

Staff continues to pursue partnership opportunities with the County of San Mateo (County) and neighboring organizations on various initiatives. Staff partnered with San Mateo County Environmental Health Services to host the first county-sponsored Household Hazardous Waste (HHW) event in Half Moon Bay in over 5 years. The event was held on June 29, 2019 in the parking lot of Half Moon Bay High School and serviced 173 households, 93 of which were from Half Moon Bay. The City is already in the process of arranging another HHW event with the County in June 2020. Other initiatives staff continue to support include the Regionally Integrated Climate Action Planning Suite (RICAPS), Climate Ready San Mateo County (and the future subsequent task forces), and the Countywide Recycling Committee Meetings.

Another organization staff is actively working with is Peninsula Clean Energy (PCE). PCE is spearheading "REACH" code adoption efforts throughout the County, in addition to providing

incentives for the purchase of electric vehicles (EV). Staff had two separate calls with PCE representatives on October 4, 2019 to discuss both initiatives and plan to continue to engage with the PCE on both fronts. See the Discussion section for more details on REACH Codes.

Additional sustainability efforts include the City's participation in National Rideshare Month, a campaign by Commute.org to reduce single-user trips. Staff have been encouraged to participate in Commute.org's Carpool 2.0 program (<https://commute.org/get-rewarded/apply-for-carpool-incentives>) and the Mid-Week Carpool Challenge (<https://commute.org/mwc-challenge>).

DISCUSSION:

Staff continues to dedicate significant time and resources to expanding the City's sustainability footprint. Unlike some other Council priorities, sustainability is a new priority, which may include many deliverables over the coming years; many of which will build on the efforts of the prior year.

As discussed previously, the first quarter of the fiscal year has been focused on prioritizing efforts, recruiting staff for the sustainability program and seizing a one-time opportunity for pilot grant funds to assist in the development of the City's CAAP. We have filled the Senior Management Analyst position, are recruiting for a Sustainability Analyst and are in the process of finalizing an offer to a local college student for a part time sustainability internship.

The priorities in sustainability and climate action for the next quarter include hiring of the Sustainability Analyst, completing the CAAP outreach pilot project, issuing the Request for Proposals (RFP) for a consultant to assist in the preparation of the City's CAAP, and bringing City-specific sustainability policies to the City Council for consideration. All of these efforts will be in addition to typical programs and capital projects undertaken by the Public Works Department.

Developing a CAAP is one of staff's top sustainability priorities. In order for the CAAP to truly reflect the needs of the whole community, extensive and targeted outreach efforts are needed. While the Pilot Project Partners are responsible for conceptualizing and delivering the CAAP outreach events, City staff are heavily involved in the planning process and provide overall project coordination. As the Partners finalize their CAAP outreach plans over the next couple weeks, the need for administrative support from City staff should decrease allowing staff to shift resources to other projects, such as writing and issuing the RFP for the CAAP consultant. We anticipate issuing the RFP in December 2019. This timeline is dependent on a number of things including the successful hire of a Sustainability Analyst.

Staff believes that leading by example will be critical to success of the City's overall sustainability efforts. The City has an opportunity to establish itself as a community leader in sustainability with sustainable policy directions and initiatives. Policies that staff is exploring include: a sustainable purchasing policy that includes opportunities to electrify the City's car fleet; a chemical purchase/use policy, plastic foodware or single-use plastic regulations, and

REACH building codes. Staff is targeting fiscal year Q3 and Q4 to present the City Council with the first drafts of the sustainable purchasing policy and chemical purchase/use policy, respectively. Staff is also closely monitoring San Mateo County's efforts to adopt a Disposable Food Service Ware Ordinance, which is scheduled to go before the County's Board of Supervisors in January 2020 at the earliest. Staff plans to assess the feasibility of a similar ordinance for Half Moon Bay once the County has successfully implemented their ordinance and developed a structure to enforce it.

REACH building codes are intended to expand energy efficiency requirements beyond those now written into the 2019 California Building Code (CBC), which is scheduled to go before the City Council in November. The new CBC includes substantially higher standards than the current (2016) version. Thus, staff is recommending the City Council defer on REACH codes at present. This temporary deferral will allow the adoption of statutorily required codes while providing staff the opportunity to better evaluate the options that will best serve the Half Moon Bay community. This will also provide adequate time for outreach to those most affected.

While the projects above represent a significant workload, staff remains eager and willing to explore additional opportunities to expand the City's sustainability impact. Future opportunities include greater participation in Clean Air Day and Bike to Work Day; workshops with Peninsula Clean Energy to promote the purchase of electric vehicles via their "Drive Forward" and test drive events; progress towards platinum level Beacon Awards from the Institute for Local Government; partnership with the County's Green Business Program; and a further expanded Earth Day celebration. Sustainability continues to be an exciting and growing field in government and staff welcomes direction and feedback to help prioritize future efforts. Any input received will be incorporated in the Sustainability Implementation Plan, as applicable, that staff is finalizing. The draft Sustainability Implementation Plan is scheduled for City Council consideration on November 19, 2019.