



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

**TUESDAY, FEBRUARY 17, 2026
7:00 PM**

**ADCOCK COMMUNITY CENTER
535 KELLY AVENUE
HALF MOON BAY, CA 94019**

**Debbie Ruddock , Mayor
Deborah Penrose, Vice Mayor
Robert Brownstone, Councilmember
Patric Jonsson, Councilmember
Paul Nagengast, Councilmember**

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

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

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

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

<http://halfmoonbay.gov>

HYBRID MEETING PARTICIPATION PROTOCOLS

This meeting will be held in-person and via Zoom for public participation. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation. Public comments may be

*made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on the City website at <https://www.halfmoonbay.gov/315/City-Council-Agendas>. Please click to join the webinar: <https://us06web.zoom.us/j/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

1. ROLL CALL / PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA
3. PROCLAMATIONS AND PRESENTATIONS
4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE
5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS
6. CITY MANAGER UPDATES TO COUNCIL
 - 6.A FRENCHMAN'S CREEK PARK UPDATE
7. PUBLIC FORUM
8. CONSENT CALENDAR
 - 8.A WAIVE READING OF RESOLUTIONS AND ORDINANCES
 - 8.B APPROVE MINUTES OF THE FEBRUARY 1, 2026 SPECIAL MEETING
[ATTACHMENT](#)
 - 8.C APPROVE MINUTES OF THE FEBRUARY 3, 2026 SPECIAL MEETING
[ATTACHMENT](#)
 - 8.D APPROVE MINUTES OF THE FEBRUARY 3, 2026 REGULAR MEETING
[ATTACHMENT](#)
 - 8.E ADOPTION OF UPDATED RECORDS RETENTION SCHEDULE TO ADD A RETENTION SCHEDULE FOR THE CITY ATTORNEY DEPARTMENT

Staff Recommendation: Adopt a resolution adopting the Records Retention Schedule for the City of Half Moon Bay, adding a retention schedule for the City Attorney Department; and rescinding Resolution No. C-2025-64.

[STAFF REPORT](#)

[ATTACHMENT](#)

8.F RECEIPT OF LEGISLATIVE POSITION LETTER

Staff Recommendation: Receive and file Letter in Support to Assembly Bill 1708

[STAFF REPORT](#)

[ATTACHMENT](#)

8.G RESOLUTION IDENTIFYING NEGATIVE NOMINATIONS FOR ALL OFFSHORE TRACTS WITHIN THE CENTRAL AND SOUTHERN CALIFORNIA OUTER CONTINENTAL SHELF PLANNING AREAS

Staff Recommendation: Adopt a resolution identifying negative nominations for all offshore tracts within the Central and Southern California Outer Continental Shelf Planning Areas.

[STAFF REPORT](#)

[ATTACHMENT](#)

8.H ACCEPT WARRANTS FOR THE MONTH OF JANUARY 2026

Staff Recommendation: Accept the warrants list for the month of January 2026.

[STAFF REPORT](#)

[ATTACHMENT](#)

8.I APPROVE WAVECREST ROAD WATER MAIN PROJECT - PROFESSIONAL SERVICES AGREEMENT, AMENDMENT 01

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute Amendment No. 1 to the professional services agreement with Freyer & Laureta, Inc. for final design and construction support services for the Wavecrest Road Water Main Project (CIP Project No. 9004) in the amount of \$60,000.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

9. ORDINANCES AND PUBLIC HEARINGS - None

10. RESOLUTIONS AND STAFF REPORTS

10.A DOWNTOWN POLE BANNER PROGRAM

Staff Recommendation: Receive a staff update and by motion, provide guidance on whether to create a banner program.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

10.B COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM MIDYEAR UPDATE

Staff Recommendation: Receive an update on the FY 2025-26 cycle of the Community Services Financial Assistance (CSFA) grant program and provide direction on the future of the program.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

10.C SISTER CITY COMMEMORATIVE GARDEN PROJECT

Staff Recommendation: Adopt a resolution authorizing the City Manager to develop and execute a Memorandum of Understanding with the Half Moon Bay - Kariwa Sister City Association to implement the Sister City Commemorative Garden at the Half Moon Bay Library; and finding the project exempt pursuant to Title 14 CA Code Regs section 15304 (“CEQA Guidelines”) as a Class 4 categorical exemption- Minor Alteration to Land.

[STAFF REPORT](#)

[ATTACHMENT](#)

10.D FOLLOW UP UPDATE ON RESIDENTIAL RENTAL PROGRAMS AND PROGRAM ALTERNATIVES

Staff Recommendation: Receive a continuation of the update on the City’s Residential Rental Programs and provide policy direction on potential program alternatives.

[STAFF REPORT](#)

[ATTACHMENT](#)

11. COMMISSION / COMMITTEE UPDATES
12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS
13. CITY COUNCIL REPORTS
14. ADJOURNMENT



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

SUNDAY, FEBRUARY 1, 2026

SPECIAL MEETING

ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at 2:06 p.m.

PRESENT: Councilmembers Brownstone, Jonsson, Nagengast, Vice Mayor Penrose and Mayor Ruddock

2. CITY COUNCIL LISTENING SESSION

The following individuals addressed the City Council:

- Maria Lourdes Durante
- David Eblovi
- Marlen
- Matthew Dupree
- Patty Ramirez
- Nancy Fontana
- Maria Lourdes Durante
- Chad Hooker
- Belinda Vargas
- Carolina Carbajal
- Maria Lourdes Durante

3. ADJOURN SPECIAL MEETING

Mayor Ruddock adjourned the Special Meeting at 2:53 p.m.

February 1, 2026
City Council Special Meeting Minutes
Page 2 of 2

Respectfully Submitted:

Maggie Rodriguez, Interim City Clerk

*Approved by the City Council at the _____ Regular Meeting.



MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, FEBRUARY 3, 2026
SPECIAL MEETING
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at 6:00 p.m.

2. OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

4. CLOSED SESSION

4.A CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and (e)(5):
(One potential case)

4.B PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957)

Performance evaluation of City Manager Matthew Chidester; Criteria for Performance Evaluation and Consideration of Process for Performance Evaluation

5. ADJOURN SPECIAL MEETING

Mayor Ruddock adjourned the Special Meeting at approximately 6:46 p.m.

Respectfully Submitted:

Maggie Rodriguez, Interim City Clerk

Approved by the City Council at the _____ Regular meeting.



MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, FEBRUARY 3, 2026
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Ruddock called the Regular Meeting to order at 7:02 p.m. and led the pledge of allegiance. Planning Analyst Jett called the Roll Call.

PRESENT: Councilmembers Brownstone, Jonsson, Nagengast, Vice Mayor Penrose and Mayor Ruddock

2. APPROVAL OF AGENDA

MOTION

Vice Mayor Penrose moved and Councilmember Nagengast seconded a motion to approve the agenda. The motion carried by unanimous vote.

3. PROCLAMATIONS AND PRESENTATIONS

3.A SAN FRANCISCO PENINSULA TOURISM MARKETING DISTRICT PRESENTATION

John Hutar, CEO, San Francisco Peninsula Tourism Marketing District, introduced board members, presented its tourism marketing plan and announced upcoming events.

4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE – None.

5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

Interim City Attorney Bazzano reported the Council met in Closed Session. No reportable action was taken.

6. CITY MANAGER UPDATES TO COUNCIL

City Manager Chidester provided several updates to the City Council:

6.A DOORDASH PILOT PROGRAM “DASHLOOP”

Interim Public Works Director Seeley discussed the DoorDash DashLoop pilot program, available in select Coastside restaurants.

Community Development Director Lacko provided an update on the City’s Housing Element certification, noting that it has been conditionally approved by the State Housing Community Development, pending certain zoning updates.

City Manager Chidester updated the Council on automated license plate readers, upcoming filming of a motion picture on the Coastside and that comments are still be held following two Council Listening Sessions.

The following individuals addressed the City Council:

- Harvey Rarback

7. PUBLIC FORUM

The following individuals addressed the Council:

- Carolina Carbajal
- Rocio Avila Garcia
- Joaquin Jimenez
- Lizzette Solis
- Barry Hathaway

8. CONSENT CALENDAR

Councilmembers Nagengast requested removal of Consent Calendar items 8.E and 8.F for separate discussion.

MOTION

Vice Mayor Penrose moved and Councilmember Brownstone seconded a motion to approve Consent Calendar items 8.A, through 8.G with the exception of items 8.E. and 8.F. The motion carried by unanimous vote.

8.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

8.B APPROVE MINUTES OF THE JANUARY 20, 2026 SPECIAL MEETING

8.C APPROVE MINUTES OF THE JANUARY 20, 2026 REGULAR MEETING

8.D APPROVE MINUTES OF THE JANUARY 29, 2026 SPECIAL MEETING

8.G APPROVE RESOLUTION 2026-06, AMENDMENT TO RETAINER FOR LEGAL SERVICES WITH SHUTE, MIHALY, & WEINBERGER, LLP, EFFECTIVE, JANUARY 1, 2026, FOR CONTINUATION OF LITIGATION SERVICES AND TRANSITION SERVICES

8.E APPROVE CERTAIN PAST CITY COUNCIL REGULAR AND SPECIAL MEETING MINUTES

MOTION

Vice Mayor Penrose moved and Councilmember Brownstone seconded a motion to approve Certain Past City Council Regular and Special Meeting Minutes as follows:

November 5, 2019 Special and Regular Meetings, August 18, 2020 Regular Meeting, September 1, 2020 Special Meeting, September 15, 2020 Regular Meeting, September 29, 2020 Special Meeting, October 6, 2020 Special Meeting, November 17, 2020 Regular and Special Meetings, November 19, 2020 Special Meeting, December 1, 2020 Regular and Special Meetings, and December 15, 2020 Special Meeting.

The motion passed 3-0-2, with Councilmembers Nagengast and Jonsson abstaining.

8.F APPROVE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR 911 DISPATCH SERVICES

Councilmembers discussed the item. Mayor Ruddock invited public comment. None was received.

MOTION

Councilmember Nagengast moved and Councilmember Brownstone seconded a motion to approve Resolution 2026-07, Approving an Agreement with the County of San Mateo For 911 Dispatch Services. The motion carried unanimously.

9. ORDINANCES AND PUBLIC HEARINGS – None.

10. RESOLUTIONS AND STAFF REPORTS

10.A ARCHITECTURAL ADVISORY COMMITTEE APPOINTMENTS

City Manager Chidester and Interim City Attorney Bazzano presented the item.

MOTION

Mayor Ruddock moved and Councilmember Brownstone seconded a motion to fill three seats on the Architectural Advisory Committee, as follows:

- Reappoint Linda Poncini, Architect position, to a four-year term ending 12/31/2030;

- Reappoint Chad Hooker, At-Large position, to a four-year term ending 12/31/2030; and
- Reappoint Steve Kikuchi, Landscape Architect position, to a two-year term ending 12/31/2028.

The motion carried by unanimous vote.

10.B DISCUSSION ON EXTENDING HEALTH BENEFITS ELIGIBILITY TO ELECTED OFFICIALS

Interim Administrative Services Director Stiles presented the staff report. Councilmembers discussed the issue and asked questions. Mayor Ruddock recommended postponing the matter until labor negotiations conclude and the City can review stipend practices in other municipalities.

10.C APPROVE AGREEMENT WITH MATRIX CONSULTING GROUP, TO CONDUCT AN ORGANIZATIONAL AND STAFFING ASSESSMENT

City Manager Chidester presented the staff report and introduced the Matrix Consultant. Richard Brady. City Council members asked questions.

MOTION

Mayor Ruddock moved and Councilmember Brownstone seconded a motion to adopt Resolution 2026-08, Authorizing the City Manager to execute a professional services agreement with Matrix Consulting Group, to conduct an organizational and staffing assessment, for a term ending no later than June 30, 2026, at a cost not-to-exceed \$66,500. The motion carried by unanimous vote.

11. COMMISSION / COMMITTEE UPDATES

City Manager Chidester updated the Council on Planning and Parks & Recreation commission issues.

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Vice Mayor Penrose suggested keeping e-bikes on the list of possible future agenda items.

Mayor Ruddock recommended a discussion on a policy on how staff might respond in the event of U.S. Immigration and Customs Enforcement at City Hall.

13. CITY COUNCIL REPORTS

Councilmember Nagengast reported on several League of California Cities meetings he attended recently.

Councilmember Jonsson announced an upcoming Peninsula Clean Energy discussion on battery back-ups.

Mayor Ruddock reported on the Sewer Authority Mid-Coastside (SAM) meetings, e-bike discussions, discussed OneShoreline activities and added that Congressman Liccardo may fund battery-backup and signal-timing projects.

14. ADJOURNMENT

Mayor Ruddock adjourned the meeting at 9:16 p.m.

Respectfully Submitted:

Maggie Rodriguez, Interim City Clerk

Approved by the City Council at the ____ Regular meeting.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, Interim City Clerk

TITLE: **ADOPTION OF UPDATED RECORDS RETENTION SCHEDULE TO ADD A RETENTION SCHEDULE FOR THE CITY ATTORNEY DEPARTMENT**

RECOMMENDATION:

Adopt a resolution adopting the Records Retention Schedule for the City of Half Moon Bay, adding a retention schedule for the City Attorney Department; and rescinding Resolution No. C-2025-64.

FISCAL IMPACT:

There is no cost to the City associated with this action.

STRATEGIC ELEMENT:

This update supports the *Inclusive Governance* Element of the Strategic Plan.

BACKGROUND:

Following adoption of a comprehensive Records Retention Schedule in 2016, the City has followed a variety of legal updates to records retention laws in the state of California. Various updates will be necessary over time to ensure the City's own policies are up to standard with the Government Code.

DISCUSSION:

The proposed updated retention periods are in compliance with all laws and are standard business practice for California cities.

The retention schedule provides clear, specific records descriptions and retention periods, and apply current law and technology to the management of Half Moon Bay's records. By identifying which department is responsible for maintaining the original record, and by establishing clear retention periods for different categories of records, Half Moon Bay will realize significant savings in labor costs, storage costs, free filing cabinet and office space, and operational efficiencies.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, which is provided for in Section 2 of the proposed resolution.

It is also standard business practice for California cities to authorize updates to the schedule without further action of the City Council. However, staff presented a more conservative approach when the original schedules were adopted, authorizing only minor updates. Section 3 allows for: “Minor updates including change in department or division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Changes in the total retention and/or adding new records series must be presented to the City Council prior to taking effect.”

It was recently discovered that there was no retention policy for the City Attorney Department. As such, a new schedule is being proposed, as follows:

New Items:

City Attorney:

CA – 1 – Retention Schedule for City Attorney’s Office

Adopting this schedule will allow the City Attorney Department to manage records for that Department in a manner that is consistent with the City’s retention policy.

ATTACHMENT:

Resolution adopting the updated Records Retention Schedule (Exhibit A) for the City of Half Moon Bay

RESOLUTION NO. 2026-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA,
ADOPTING A RECORDS RETENTION SCHEDULE, ADDING A RETENTION SCHEDULE FOR THE
CITY ATTORNEY DEPARTMENT AND RESCINDING RESOLUTION NO. C-2025-64**

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period for the effective and efficient operation of the government of the City of Half Moon Bay; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, the City Council of the City of Half Moon Bay adopted Resolution 2016-51 adopting an updated records retention schedule on June 21, 2016; and

WHEREAS, the City Council of the City of Half Moon Bay adopted Resolution 2022-84 adopting an updated records retention schedule on August 16, 2022; and

WHEREAS, the City Council of the City of Half Moon Bay adopted Resolution 2025-64, adopting an updated records retention schedule on September 16, 2025.

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

Section 1. Resolution No. 2025-64 is hereby rescinded.

Section 2. The records of the City of Half Moon Bay, as set forth in the Records Retention Schedule (Exhibit A), including a new retention schedule for the City Attorney Department (CA-1-Retention Schedule for City Attorney Department), attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk and City Attorney, without further action by the City Council of the City of Half Moon Bay.

Section 3. With the consent of the City Clerk, City Manager, and City Attorney, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council. Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer

applicable, and/or what is scanned. Changes in the Total Retention and/or adding new records series must be presented to the City Council of the City of Half Moon Bay prior to taking affect.

Section 4. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers as defined by the California Public Records Act.

Section 5. The City Clerk shall certify the passage and adoption of this resolution and enter it into the record of original resolutions.

Section 6. This resolution shall become effective immediately upon its passage and adoption.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 17th day of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term “records” shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention (“**Minimum 2 years**”), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed “When No Longer Required.”

- If there is **NOT** a minimum retention (“When No Longer Required”), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. “**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**”

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) terms used in State law: Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

Scan / Import (guideline): “S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ADMINISTRATIVE SERVICES								
Admin. Services	AS-001	Community Events / Leadership Events (National Night Out, Youth Summit, etc.)	Minimum 2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services	AS-002	Disaster Preparedness Drill and Exercises	When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference (preliminary drafts not retained in the ordinary course of business); GC §34090
Admin. Services	AS-003	Disaster Preparedness Plans / Emergency Response Plans	When Superseded, Minimum 2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services	AS-004	EOC Activations (Real)	10 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING AND SAFETY								
Building & Safety	BLDG-001	Address Assignments	P		Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Department preference; GC §34090
Building & Safety	BLDG-002	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Statewide guidelines propose permanent; GC §34090, CBC §104.7 , H&S §19850
Building & Safety	BLDG-003	Building Permit Database	P	Yes (all)	Mag, <u>Mfr, OD, Ppr</u>	S//I	<u>Yes: After QC & OD</u>	Department Preference - (<u>required for Life of the Building</u>) - Data is interrelated; CBC §§ 1.8.4.3.1, 104.7, and 107.5 GC §34090, H&S §19850
Building & Safety	BLDG-004	Building Plans - Cancelled or Withdrawn	When No Longer Required		Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §§ 1.8.4.3.1, 104.7 and 107.5 ; H&S§19850, GC §34090
Building & Safety	BLDG-005	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES - OTHER THAN SITE PLANS	180 days	Yes	Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC §§ 1.8.4.3.1, 104.7 & 107.5, H&S§19850, GC §34090
Building & Safety	BLDG-006	Building Plans and Construction Documents - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES - SITE PLANS ONLY	P	Yes	Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Law does not require plans to be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC §§ 1.8.4.3.1, 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: BUILDING AND SAFETY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Building & Safety	BLDG-007	Building Plans and Construction Documents - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS (includes commercial structural plans, Hazardous Materials Questionnaire, etc.)	P	Yes (all)	Mag, Mfr, OD, Ppr	S // I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications ; CBC §§ 1.8.4.3.1 , 104.7 & 107.5, H&S§19850, GC §34090
Building & Safety	BLDG-008	Certificates of Occupancy	P	Yes (all)	Mag, Mfr, OD, Ppr	S // I	Yes: After QC & OD	Department Preference; GC §34090
Building & Safety	BLDG-009	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	<u>Until Cleared or Project Completion</u> When No-Longer-Required		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S // I	<u>Yes: After QC & OD</u>	Preliminary Drafts; GC §34090
Building & Safety	BLDG-010	Reports: Building Activity	Minimum 5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S // I	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Building & Safety	BLDG-011	Requests and Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S // I	<u>Yes: After QC & OD</u>	GC §34090 et seq.
Building & Safety	BLDG-012	Uniform Building Codes / California Building Codes	When Superseded		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S // I	<u>Yes: After QC & OD</u>	GC §50022.6

RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY ATTORNEY								
City Attorney	CA-001	Case Management Database / Legal Advice Database	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Attorney	CA-002	Advice Files / Legal Advice provided to the City	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (confidential); GC §34090
City Attorney	CA-003	City Attorney Opinions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (confidential); GC §34090
City Attorney	CA-004	City Council Executive Session / Closed Session Items	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (confidential); GC §34090
City Attorney	CA-005	City Prosecutor Case Files (Complaints, Correspondence, Booking Sheets, Restitution, Letters, Subpoenas, Warrants, etc.)	Close + 60 days	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records (the Court is the Office of Record); GC §34090
City Attorney	CA-006	Lawsuits / Litigation / Civil Litigation - Historical Cases Settlement Agreements, Historically Significant Records	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for historical purposes; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-007	Lawsuits / Litigation / Civil Litigation - Routine Cases	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
City Attorney	CA-008	Lawsuits / Litigation / Civil Litigation - Routine Cases Settlement Agreements	P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
Lead Dept.	CC-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4 ; GC §§34090, 54960.1(c)(1)
City Clerk	CC-002	Agenda Packets: City Council	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2- years	Department preference; GC §34090
City Clerk	CC-003	<p>Agreements / Contracts - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications / Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property and property restrictions, redevelopment, reservoirs, sewers, sidewalks, street and alley improvements, settlement, subdivisions, utilities, water, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Upon-Completion	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-004	Agreements / Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications / Successful Proposal / Scope of Work)</i> Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion + 10 years	Yes: Before Completion	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-005	Annexations	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department Preference; GC §34090
City Clerk	CC-006	Assessment District Formation	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department Preference; GC §34090
City Clerk	CC-007	Board and Commission / Committee Rosters (Maddy Act)	2 years		<u>Mag.</u> , <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
City Clerk	CC-008	Board and Commission Recruitments: Applications, correspondence, notices, etc.	2 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
City Clerk	CC-009	Deeds	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	GC §34090
City Clerk	CC-010	Campaign Filings (FPPC 400 Series Forms and Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC -2-years</u>	Paper must be retained for at least 2 years; GC §81009(b) and (g)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-011	Campaign Filings (FPPC 400 Series Forms and Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2-years</u>	Candidates without committees are not required to file their statements, reports or copies online or electronically ; Paper must be retained for at least 2 years; GC §81009(b) and (g)
City Clerk	CC-012	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC</u>	Paper must be retained for at least 2 years; GC §81009(b) and (g)
City Clerk	CC-013	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC</u>	Paper must be retained for at least 2 years; GC §81009(c) and (g)
City Clerk	CC-014	Certificates of Election	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2-years</u>	Department preference; GC §34090
City Clerk	CC-015	City Clerk's Filing System	Minimum 2 years		Mag, <u>Mfr, OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
City Clerk & Public Works / Engineering	CC-016	Deeds, Easements, Liens, Rights of Way	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department preference, forms are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-017	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2-years</u>	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-018	Elections - CANDIDATE FILE - SUCCESSFUL CANDIDATES (Nomination Papers, Candidate Statement, Form 700, etc.)	8 years		Mag, Mfr, OD, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2-years for unsuccessful ; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-019	Elections - CANDIDATE FILE - UNSUCCESSFUL CANDIDATES (Nomination Papers, Candidate Statement, Form 700, etc.)	5 years		Mag, Mfr, OD, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful ; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-020	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, etc.)	2 years		Mag, Ppr			GC §34090
City Clerk	CC-021	Elections - HISTORY Files (Sample Ballot, Results)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Department preference; GC §34090
City Clerk	CC-022.1	Elections - Petitions (Initiative, Recall / Referendum) - IF INSUFFICIENT	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-022.2	Elections - Petitions (Initiative, Recall / Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-022	Elections – Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient 8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-023	Ethics Training Certificates / Sexual Harassment Prevention Training Certificates	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §53235.2(b); GC §53237.2(b)
City Clerk	CC-024	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	Must post on website; FPPC Opinion; 2 CCR 18944(c)(3)(G)
City Manager	CC-025	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-026	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	GC §81009e
City Clerk	CC-027	FPPC Form 804 (Agency Report of New Positions)	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-028	FPPC Form 805 (Agency Report of Consultants)	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-029	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3) ; 18705.5 ; GC §34090; GC §81009(e)
City Clerk	CC-043	Grand Jury Responses	5 years		Mag. Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-030	Historical Records, Photographs, and Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-031	Index to Records	Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
City Clerk	CC-032	COIs / Certificate of Insurance / Insurance Certificates - that can't be matched to an agreement or contract but vendor may be doing business with the City	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference (most certificates are filed with the Agreement or Contract); GC §34090
City Clerk	CC-033	Minutes: City Council	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Transfer minutes to Placer County Archives once they are 50 yrs old (for safe controlled environmental keeping); GC §34090
City Clerk	CC-034	Municipal Code Administration , Distribution, etc.	When No Longer Required		Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-035	Oath of Office / City Council Responsible Practices Affirmation : City Council, Planning Commission, Employees	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-036	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-037	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum)	2 years		Mag, Mfr , OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-038	Recordings - AUDIO RECORDINGS of City Council Meetings / Audio Tapes	2 years		Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-039	Recordings VIDEO RECORDINGS of City Council Meetings / Video Tapes	Minimum 10 years		Mag, OD			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-040	Records Destruction Authorization Forms	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-041	Records Retention Schedules / Amendments to Records Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	GC §34090 et. seq.
City Clerk	CC-044	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21160(i) GC §34090
City Clerk	CC-042	Resolutions: City Council	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	GC §34090
City Clerk	CC-045	Secretary of State Statement of Facts / Registry of Public Agencies (Required of all Public Agencies whenever the Chair changes)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER								
City Manager	CM-001	City Council Correspondence	Minimum 2 years		Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-002	City Manager Correspondence (Interoffice, Citizens, Legislative Positions, Organizations, etc.)	Minimum 2 years		Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-003	Department Files	Minimum 2 years		Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-004	Lease Agreements: City-owned property leased to others	Completion + 5 years		Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; (meets municipal government auditing standards & Statute of Limitations); GC §34090; CCP §337
City Manager	CM-005	Projects, Programs, Subject and Issues / Economic Development (Issues and/or projects will vary over time - e.g. Hotels, Cable TV, Developments, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-006	Speech Notes / PowerPoint Presentations	When No Longer Required		Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Notes, drafts, or preliminary documents; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by ALL Departments)								
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq., 349.4 ; GC §§34090, 54960.1(c)(1)
Lead Dept. (Managing the Agreement / Contract)		Agreements / Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon-Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published-Audit-Standards=4-7-years ; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide-guidelines-propose-termination+5-years ; CCP §337 et. seq., GC §34090
Lead Dept. (Managing the Agreement / Contract)		Agreements / Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon-Completion	Some Grant Funding Agencies require audits; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide-guidelines-propose-4-years ; 2 CFR 200.334 ; 7 CFR 3016.42 ; 21 CFR 1403.36 & 1403.42(b) ; 24 CFR 85.42, 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42 ; 29 CFR 97.42; 40 CFR 31.42 ; 44 CFR 13.42 ; 45 CFR 92.42 ; OMB Circular A-133; GC §34090, GC §8546.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Managing the Agreement / Contract)	CW-008	Agreements / Contracts: UNSUCCESSFUL BIDS, PROPOSALS or RESPONSES to RFPs (Request for Proposals) / RFQs (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Lead Dept.	CW-064	Assessment District Ballots, Protest Letters, and Envelopes - Prop. 218 proceedings	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §53753(e)(2), 53755(d)
Staffing Dept.	CW-011	Boards and Committees: Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		Tape (Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-012	Boards, Commissions, and Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	All recommendations are presented to the City Council; GC §34090 et seq.
	CW-013	Boards, Commissions, and Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-014	Boards, Commissions, and Committees: Residents Advisory Bodies Formed by CITY COUNCIL AGENDAS, AGENDA PACKETS.	Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-051	City Attorney Opinions	Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	City preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-021	Committees Internal - Attended by employees: All Records (e.g. Evaluation Committee, Records Management Committee, In-House Task Forces, etc.)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead (Responding) Dept.	CW-023	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342 , GC §§945-6 , GC §34090
Lead Dept.	CW-025	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - ROUTINE (IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. Administrative Files , Chronological, e-mail, email with SUBSTANTIVE content General Files, Letters, Memorandums, Reading File, Working Files , etc.) SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential IF the Content relates in a substantive way to the conduct of the public's business	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608 ; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda not retained in the ordinary course of business <u>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</u> (e.g. calendars, checklists, e-mail / <u>email</u> , flyers that does not have a material impact on the conduct of business, invitations, instant messaging, logs, mailing lists, meeting room registrations, <u>staff videoconference chats, notes and recordings</u> , supply inventories, <u>telephone messages, text messages</u> , transmittal letters, thank yous, requests from other cities, <u>social media</u> , undeliverable envelopes / <u>retuned mail</u> , visitors logs, voice mails, etc.)	When No Longer Required		Mag, Ppr			Refer to the City's Administrative Policies. <u>Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record.</u> Records where either the <u>CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are SAVED by placing them in an electronic or paper (project) file folder and retained for the applicable retention period.</u> E-mails that have a material impact on business are saved outside the e-mail system by printing them out and placing them in a file folder, or saving them electronically; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §§ <u>7927.500, 7920-530 6252; 64 Ops. Cal. Atty. Gen. 317 (1981); City of San Jose v. Superior Court (2017) 2 Cal.5th 608</u>
Lead Dept.	CW-029	Drafts and Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, <u>7927.500, 7928.705, 7920.530 6252, 6254(a)</u>
Lead Dept.	CW-030	Facility Use Applications / Facility Use Permits	2 years		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-031	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept. (Managing the Grant)	CW-032	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Managing the Grant)	CW-033	Grants / CDBG / Reimbursable Claims / FEMA Claims / OES CLAIMS (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations and procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.334; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(a), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133; GC §34090, GC §8546.7
Lead Dept.	CW-036	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where and when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years ; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-039	Newspaper Clippings	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-040	Notices: Public Hearing Notices and Proofs of Publications	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090
Human Resources	CW-043	Personnel Files (Department-level Files) Send all Originals to Human Resources	Send to Human Resources Upon Separation or Transfer	Before Separation	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-044	Personnel Files (Supervisor's Notes)	After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts: Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-045	Photographs	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; destroy unnecessary photographs. GC §§34090
City Clerk	CC-053	Public Records Requests / Request for Records / Subpoenas (Civil / Duces Tecum)	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-046	Public Relations / Press Releases	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Not accessible to the public; Statewide-Guidelines show 2 years; GC §§34090, 7928.705_6254(h)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept. (Who Ordered the Appraisal)	CW-048	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> inactive	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, <u>Handbooks</u> , Manuals, <u>Plans (if not provided in the schedule)</u> , <u>Standard Operating Procedures (SOPs)</u> , <u>Studies</u> , <u>Reports (if not provided in the schedule.)</u> Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Non-Records
Lead Dept.	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, <u>Handbooks</u> , Manuals, <u>Plans (if not provided in the schedule)</u> , <u>Standard Operating Procedures (SOPs)</u> , <u>Studies</u> , <u>Reports (if not provided in the schedule.)</u> Newsletters, etc.: Produced by YOUR Department	Minimum 2 years		Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Statewide guidelines propose superseded + 2- or 5-years; Department preference; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, <u>Handbooks</u> , Manuals, <u>Plans (if not provided in the schedule)</u> , <u>Standard Operating Procedures (SOPs)</u> , <u>Studies</u> , <u>Reports (if not provided in the schedule.)</u> Newsletters, etc.: Produced by OTHER Departments	When Superseded		Mag, <u>Mfr. OD</u> , Ppr	S / I	Yes: After <u>QC & OD</u>	Copies; GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-054	Reports, Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After <u>QC & OD</u> 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-055	Reports, Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u>	Information is outdated after 10 years; statewide guidelines propose 2 years ; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u>	Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, <u>Mfr. OD</u> , Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u>	GC §34090
Lead Dept.	CW-061	Training <u>Presented by City Staff</u> - ALL COURSE RECORDS (Attendance Rosters, <u>Sign-in Sheets</u> , Outlines and Materials; includes Ethics, <u>Harassment, Workplace Violence Prevention</u> , Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> When Inactive	Department preference; Ethics, <u>Harassment & Workplace Violence</u> Training is 5 years; Statewide guidelines propose 7 years ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4-2-3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(4 ii), LC §6429(c); GC §§12946, <u>12960</u> , 34090, 53235.2(b); <u>53237.2(b)</u> ; LC §6401.9(f)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS
(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-062	Volunteer / Unpaid Intern Applications and Agreements - Successful	Inactive / Separation + 3 years		Mag. Mfr. OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§ 12960, 34090
Lead Dept.	CW-063	Volunteer / Unpaid Intern Applications and Agreements - Unsuccessful or Pending Applicants	3 years		Mag. Mfr. OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§ 12960, 34090

RECORDS RETENTION SCHEDULE: CODE ENFORCEMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CODE ENFORCEMENT								
Code Enforce.	CE-001	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) Excludes Liens	Minimum 2 years	Yes: Until Resolution	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4 , GC §34090
Code Enforce.	CE-002	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) Liens, Release of Liens	P	Yes: Until Resolution	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090(a)

RECORDS RETENTION SCHEDULE: ENGINEERING
(Recycling, Sewer Collections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ENGINEERING								
Engineering	ENG-001	Aerial Maps	P		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department Preference; GC §34090
Engineering	ENG-002	Benchmarks	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Engineering	ENG-003	Bonds: Labor and Materials, Performance Bonds	Release of Bond / Letter of Credit		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Engineering	ENG-004	Bonds: Subdivision Bonds, Letters of Credit	Release of Bond / Letter of Credit		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Engineering	ENG-005	Capital Improvement Projects (CIP): <u>Administration File</u> Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs and Responses, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: ENGINEERING (Recycling, Sewer Collections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering	ENG-006	Capital Improvement Projects (CIP): Permanent File Specifications and Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies and Reports, Operations and Maintenance Manuals (O and M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Complete + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans ; GC §34090
Lead Dept.	ENG-007	Correspondence - Regulatory Agencies Not Related to a CIP (State and Federal Agencies - California Coastal Commission, EPA, Health Department, etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
City Clerk	ENG-008	Deeds, Easements, Liens, Rights of Way Send all originals to the City Clerk	Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Engineering	ENG-009	Design and Construction Standards - Adopted by City / Authored by the City	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Engineering	ENG-010	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Bid" and "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD No	Draws should be destroyed, some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Land Develop.	ENG-011	Encroachment Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts, Parking Permits , etc.)	Final / Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD , Ppr	S/I	Yes: After QC & OD	GC § 34090
Engineering	ENG-012	Encroachments - Permanent (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: ENGINEERING
(Recycling, Sewer Collections)

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Engineering	ENG-013	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Engineering	ENG-014	Engineering Studies / Surveys (City Built Projects in the Public Right of Way / on City owned Property)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Engineering	ENG-015	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		Mag, Mfr, OD, Ppr	<u>S/I</u>	Yes: After QC & OD	Department Preference; GC §34090
Building	ENG-016	Plan Checks for Building Permits	When No Longer Required		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts; GC §34090 et seq.
Engineering	ENG-017	Private Land Development Projects / Job Files: Administration File Construction Inspections, Correspondence, Photos, etc. <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts,. TPMs, TSMs</i>	Completion + 10 years	Yes: Until Completed	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: ENGINEERING (Recycling, Sewer Collections)

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Engineering	ENG-018	Private Land Development Projects / Job Files: Permanent Files Drainage, Driveway, Grading Plans, Rights of Way, Soil Reports, Stormwater, Private Lab Verifications, Testing Lab Final Reports, etc. Dedications, Easements, Abandonments (City Clerk is OFR) <i>Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split Lots, Subdivisions, Tracts, TPMs, TSMs</i>	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Engineering	ENG-019	Site Clearance / Soil Remediation / Mitigation	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Engineering	ENG-020	NPDES / Stormwater Monitoring and Inspection	3 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Engineering	ENG-021	NPDES / Stormwater Permits	Superseded + 3 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Engineering	ENG-022	Prop 218 Proceedings (fee increases): Proceedings, Protest Letters, etc.	2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	GC §53753(e)(2); GC 53755(d)
State of California	ENG-023	SWTRS - Statewide Integrated Traffic Records System	When No Longer Required		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Non-Records (Sheriff)
Engineering	ENG-024	Traffic Committee - ALL Records (Internal Employees)	2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	GC §34090
Engineering	ENG-025	Traffic Counts	15 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S/I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: ENGINEERING
(Recycling, Sewer Collections)

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Engineering	ENG-026	Traffic Signal Locations	P	Yes	Mag, Mfr, OD, Ppr	S//	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Engineering	ENG-027	Traffic Signal Timing	Replaced + 5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S//	<u>Yes: After QC & OD</u>	Department preference; Drafts should be destroyed; GC §34090
Engineering	ENG-028	Traffic Speed Surveys	15 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S//	<u>Yes: After QC & OD</u>	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Engineering	ENG-029	Transportation Master Plans / Traffic Master Plans	P		Mag, Mfr, OD, Ppr	S//	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Engineering	ENG-030	Underground Service Alerts (USA's) / Dig Alerts	3 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S//	<u>Yes: After QC & OD</u>	Department Preference; entered into DigAlert Software the Excavator, Operator and the Regional Notification Center has the obligation to retain the notice for 3 years (required for 3 years) ; GC §§4216.2(f) & 4216.3(ed) ; 34090
Engineering	ENG-031	Underground Storage Tanks (City-owned) Location, Removal	P		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	S//	<u>Yes: After QC & OD</u>	Department Preference (required for the Life of the Tank); 23 CCR 2712(b); H&S §25284.24(l); GC §34090

RECORDS RETENTION SCHEDULE: ENGINEERING (Recycling, Sewer Collections)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
ENGINEERING / RECYCLING								
Engineering / Recycling	ENG-032	Recycling / Solid Waste Management: AB 939 Reports / SB 1383 Compliance (Organic Waste Collection and Recycling) , etc.	10 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2 ; GC §34090
Engineering / Recycling	ENG-033	Tonnage Reports	10 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
ENGINEERING / SEWER COLLECTIONS								
Engineering / Sewer	ENG-034	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings	5 years		Mag			Department Preference; GC §34090 et seq.
Engineering / Sewer	ENG-035	Complaints	2 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Engineering / Sewer	ENG-036	Confined Space Entries	3 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)
Lead Dept.	ENG-037	Emergency Call Out Logs / Storm Call Out Logs /	5 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department preference (used for FEMA / OES reimbursements); GC §34090
Engineering / Sewer	ENG-037.1	FOG (Fats, Oil and Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		Mag, Mfr. OD, Ppr	S/I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Engineering / Sewer	ENG-038	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	Minimum 2 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department Preference WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Engineering / Sewer	ENG-039	Maintenance, Cleaning, Repairs, Stoppage Calls, Spills, Line Replacement	Minimum 3 years		Mag, Mfr. OD , Ppr	S/I	Yes: After QC & OD	Department Policy; WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Engineering / Sewer	ENG-040	Sanitary Spills and Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ; 2002-0103-DWQ & 2006-03 ; 40 CFR 122.41(j)(2); GC §34090

RECORDS RETENTION SCHEDULE: ENGINEERING
(Recycling, Sewer Collections)

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Sewer & Water	ENG-041	SCADA Database / Historian	Indefinite - <u>Minimum 5 years</u>	Yes	Mag, <u>Mfr.</u> <u>OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Data Fields / Records are interrelated; <u>Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090, 12168.7</u>
<u>Engineering</u> <u>/ Sewer</u>	ENG-042	Sewer System Management Plans (SSMP) and Audits, <u>Sanitary Sewer Overflows (SSOs) / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan</u>	<u>Superseded + 6 years P</u>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; <u>SSMPs are required to be retained 5 years and updated every 6 years</u> ; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); <u>SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090</u>
Lead Dept.	ENG-043	Underground Service Alerts (USA's) / <u>Dig Alerts</u>	3 years		Mag, <u>Mfr.</u> <u>OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (required for 3 years); GC §§4216.2(f) & 4216.3(<u>ed</u>), 34090

RECORDS RETENTION SCHEDULE: FINANCE (Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / ADMINISTRATION AND BUDGET								
Finance / Admin. & Budget	FN-001	Audit Reports / Annual Comprehensive Financial Report (ACFR) GAFR—Comprehensive Annual Financial Reports and related Audit Opinions	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90 days</u>	Department Preference (copies); GC §34090.7
Finance / Admin. & Budget	FN-002	Audit Work Papers	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3–7 years ; GC §34090
Finance / Admin. & Budget	FN-003	Budgets - Adjustments (Mid-Year)	5 years	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90 days</u>	Department preference; GC §34090 et seq.
Finance / Admin. & Budget	FN-004	Budgets - Adopted / Final	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90 days</u>	Department preference; GC §34090 et seq.
Finance / Admin. & Budget	FN-005	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts; GC §34090
Finance / Admin. & Budget	FN-006	Letters of Credit	Upon Release		<u>Mag, Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. These are financial instruments, and therefore are exempt from the 2 year requirement for municipal records; GC §34090
Finance / Admin. & Budget	FN-007	Single Audits / Transportation Audits / PERS Audit, etc.	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Admin. & Budget	FN-008	Vehicle Titles ("Pink Slips")	Sale or Disposal		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>		Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE
(Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
FINANCE / BUSINESS LICENSE AND REVENUE								
Finance / Business Licenses & Revenue	FN-009	Accounts Receivable - Miscellaneous - Citations , Transient Occupancy Tax (TOT) Applications and Returns, Damage to Public Property, Invoices to Outside Entities, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90</u> days	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	FN-010	Sewer Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	FN-011	Business License Applications and Renewals (Regulatory and Revenue Licenses) Includes Massage, Taxi and all other Business Licenses	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90</u> days	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business Licenses & Revenue	FN-012	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90</u> days	Department preference; Meets auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

(Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

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FINANCE / GENERAL ACCOUNTING								
Finance / General Accounting	FN-013	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / General Accounting	FN-014	Accounts Payable / Invoices and Backup W-9s (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 90 days	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3-7 years ; GC §34090
Finance / General Accounting	FN-015	Actuarial Valuation Reports	10 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / General Accounting	FN-016	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Accounting	FN-017	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years ; Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds ; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e) ; 26 CFR § 1.148-5(d)(6)(iii)(E) ; GC §43900 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

(Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

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Finance / General Accounting	FN-018	Checks / Warrants (Cashed)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD 90-days</u>	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / General Accounting	FN-019	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), <u>1355</u> . 1519; GC §34090
Finance / General Accounting	FN-020	Financial Services Database	Indefinite - <u>Minimum 5 years</u>	Yes	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Data Fields / Records are interrelated; GC §34090
Finance / General Accounting	FN-021	Investment Reports / Treasurer's Reports	5 years	Yes: Until Paid	Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Meets auditing standards; GC§ 34090
Finance / General Accounting	FN-022	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years	Yes: Until Paid	Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent ; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / General Accounting	FN-023	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u> No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years ; GC §34090, CCP § 337
Finance / General Accounting	FN-024	Private Land Developer Trust Accounts / Deposit Balances	Close + 5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; (meets municipal government auditing standards); GC §34090
Finance / General Accounting	FN-025	Purchase Orders and Attachments /W-9s	5 years		Mag, <u>Mfr, OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Meets auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Accounting	FN-026	Reports - Finance Reports created from Database : Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue and Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / General Accounting	FN-027	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Fixed Charge Special Assessment Report, Public Self Insurer Report (SIP Report), Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 90 days	Department Preference; Meets auditing standards; GC §34090
Finance / General Accounting	FN-027.1	W-9s	Vendor Inactive + 3 years		Mag, Mfr. OD, Ppr	S / I	Yes: After 90 days	Meets IRS auditing standards; GC §34090
FINANCE / PAYROLL								
Finance / Payroll	FN-028	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Retained to match other auditing periods; GC §34090
Finance / Payroll	FN-029	DE-6, DE-7, DE-9, DE-43, W-3, and DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA and Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FN-030	Deferred Compensation (457, 401A) Reports, Registers	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FN-031	Payroll Benefit Files / Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FN-031.1	Payroll Direct Deposit Authorizations	5 years		Mag, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

(Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FN-032	Payroll Journals	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FN-033	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Payroll	FN-034	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FN-035	W-2's	5 years ^P		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference for PERs Buy-back purposes ; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FN-036	W-4's	No Longer in Effect + 4 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1
FINANCE / RISK MANAGEMENT								
Finance / Risk Manage.	FN-037	Lawsuits / Litigation	Resolution + 5 years	Yes: Until Settlement	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 , 34090, 34090.6; PC §832.5(b)
Finance / Risk Manage.	FN-038	Claims	Resolution + 5 years	Yes: Until Settlement	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 945.6 , 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: FINANCE

(Admin. / Budget, Bus. License / Revenue, Acct., Payroll, Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Risk Manage.	FN-039	Insurance Policies (City-owned policies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 90 days	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + <u>26</u> years	Yes: For Duration of Contract	Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6-years after filing date for retirement ; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, <u>12960</u> , 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, <u>12960</u> , 34090
Human Resources	HR-003	Compensation Surveys and Studies	Minimum 3 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, <u>12960</u> , 34090
Human Resources	HR-003.1	COVID-19 Notifications to Employees	3 years		Mag, Mfr. OD, Ppr	S / I	Yes: After QC & OD	LC §6409.6(k), GC §34090
Human Resources	HR-004	<u>California Civil Rights Department (CRD) / Department of Fair Employment and Housing (DFEH or EEOC) Claims / <u>Harassment Claims</u></u>	Final Disposition + <u>43</u> years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	All State and Federal laws require retention until final disposition of formal complaint; State requires <u>4-2</u> years after "fully and finally disposed"; 2 CCR <u>11013 7287-0</u> ; GC §§12946, <u>12960</u> , 34090
Human Resources	HR-005	DMV Pull Notices	When Superseded or Separated		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-006	Drug and Alcohol Test Results (All - Positives and Negatives)	5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, <u>12960</u> , 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-007	Employment Verifications	When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the "Regular Course of Business" GC §§34090
Human Resources	HR-008	I-9s	Separation + 3 years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Non-citizens must re-certify periodically; RICA recommends <u>Required for</u> 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; <u>INA 274A(b)(3); INS Rule 274a.1(b)(2);</u> 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, <u>12960</u> , 34090
Human Resources	HR-009	Job Descriptions / Classification Specifications	Minimum <u>4</u> <u>3</u> years		Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> <u>4</u> <u>year</u>	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <u>4 2-3</u> -years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8-CCR §3204(d)(1) et seq. ; GC §§12946, <u>12960</u> , 34090
Human Resources	HR-010	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	10 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-011	OSHA Inspections and Citations, Log 200 and Log 300, 301, 301A	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33 , 8 CCR §3203(b)(1), GC §34090; LC §6429c
Human Resources	HR-012	Personnel Files - Employee File Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oath of Disaster Workers / Oaths of Office, PAFs, 1095-C , 1094-C , etc.	Separation + 30 years, or Termination of Benefits + <u>5 years</u> , whichever is longer		Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> Separation + 1-year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; 29 USC 1113, LC §1198.5 ;
Human Resources	HR-013	Personnel Files - Medical / Background File (all employees) Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 30 years, or Termination of Benefits + <u>5 years</u> , whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u> Separation + 1-year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i) , GC §§12946, 12960 , 34090, 29 CFR 1627.3 , 29 CFR 1602.14 ; LC §1198.5 ; 29 USC 1113
Human Resources	HR-014	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis and statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile and Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 <u>3</u> years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; State Law requires 4 <u>2-3</u> years EEOC / FLSA / ADEA (Age) requires 1-3 years; ; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq. 2-CCR 7287.0(e)(2) ; 2 CCR 11013(c) ; GC §§12946, 12960 , 34090
Human Resources	HR-015	Studies and Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-015.5	Verifications of Employment, Child Support, etc.	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not a City record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-016	Workers Compensation Claim Runs / Monthly Reports	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; GC §34090
Human Resources	HR-017	Workers Compensation Claims / Long Term Disability Claims	Separation + 30 years, or Termination of Benefits + <u>5 years</u> , whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i) , GC §§12946, 12960 , 34090 , 29 CFR 1627.3 , 29 CFR 1602.14 ; LC §1198.5 ; 29 USC 1113 .
<u>Human Resources</u>	<u>HR-018</u>	<u>Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, Training, etc.</u>	<u>5 years</u>		<u>Mag, Ppr</u>			<u>LC §6401.9(f), GC §34090</u>

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Information Technology	IT-001	Backups - Computer Backups (ALL Disaster Recovery Computer Backups) DAILY (Monday -Thursday)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten ; GC §34090 et seq.
Information Technology	IT-002	Backups - WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps and Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	Recordings - Video Recordings (Doors, Hallways, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)
Information Technology	IT-005	UNALTERABLE MEDIA / IMMUTABLE MEDIA (CLOUD IMMUTABLE BACKUP) / WORM / DVD-r / CD-r / Blue Ray-R or other unalterable media that does not permit additions, deletions, or changes	P Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location" ; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Planning	PL-001	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	(Non-Records)
Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-003	Census, Demographics	When No Longer Required		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
Planning	PL-004	Director's Hearings AGENDA PACKETS and AGENDAS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Planning	PL-005	Director's Hearings Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-006	Director's Hearings RESOLUTIONS	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Ne	GC §34090
Planning	PL-006.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020), 53 Cal.App.5th 733;GC §34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
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HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-007	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-008	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-009	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Planning	PL-010	Historical Preservation	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-011	Home Occupation Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-012	Master Plans, Specific Plans, Bikeway Plans, Landscaping Plans, Street Master Plans, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-013	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-014	Planning Commission AGENDA PACKETS and AGENDAS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Original Staff Reports are filed in the project file; Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Planning	PL-015	Planning Commission Recordings - AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		Tape (Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-016	Planning Commission Recordings - VIDEO RECORDINGS of Meetings / Video Tapes	Minimum 10 years		Tape -(Mag)			Department preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-017	Planning Commission MINUTES / RESOLUTIONS / BYLAWS	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
Planning	PL-018	Planning Project Files / Coastal Permit Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans and Maps) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-019	Project Log Index / Spreadsheet / Binders of Historic Actions	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference; GC §34090
Planning	PL-020	Special Studies	Minimum 2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-021	Temporary Entitlements / Temporary Permits (Approved and Unapproved): Christmas Tree Lots , Banner Permits, Pumpkin Lots, Temporary Signs, etc.	2 years	Yes: During Event	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	Yes: After QC & OD	Temporary uses; Department maintains complete files for administrative purposes; GC§§34090

RECORDS RETENTION SCHEDULE: PLANNING

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Planning	PL-022	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
Planning	PL-023	Zoning Ordinance Amendments, Reclassifications / Zone Change	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference (copies); GC §34090.7

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / MAINTENANCE								
Public Works / Maint.	PW-001	AQMD Permits (Air Quality Management District Permits)	5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	40 CFR 70.6; GC §34090
Public Works / Maint.	PW-002	Generator Operation Logs (for fixed / stationary generators) / Inspections	<u>5</u> 2-years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	<u>AQMD Rule 1470; Form 400-E-13a instructions, Department Preference (2-years is required by AQMD);</u> GC §34090
Public Works / Maint.	PW-003	Operations and Maintenance Manuals (O and M Manuals)	Life of Facility or Equipment		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090 et. seq.
Public Works / Maint.	PW-004	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit - Minimum 2 years		Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC & OD</u> 4- year	Department preference; GC §34090 et. seq.
Public Works / Maint.	PW-005	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		<u>Mag</u> , <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	13 CCR 1234(e); <u>VC 34505.5(c); 49 CFR 396.11;</u> GC §34090
Public Works / Maint.	PW-006	Smog Certificates	Superseded		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Public Works / Maint.	PW-007	Used Oil Disposal	3 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Maint.	PW-008	Vehicle and Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 3 CCR 1234(f); GC §34090
Public Works / Maint.	PW-009	Work Logs / Work Sheets/ Grid Inspections	2 years		<u>Mag</u> , <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S</u> / <u>I</u>	<u>Yes: After QC & OD</u>	GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged and QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: <i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Works / Maint.	PW-010	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342 , GC §34090
Public Works / Maint.	PW-011	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Public Works / Maint.	PW-012	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	City Preference; May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342 , GC §§945-6 , GC §34090

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council
VIA: Matthew Chidester, City Manager
FROM: Maggie Rodriguez, Interim City Clerk
TITLE: **RECEIPT OF LEGISLATIVE POSITION LETTER**

RECOMMENDATION:

Receive and file Letter in Support to Assembly Bill 1708.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

This action supports the *Inclusive Governance* element of the Strategic Plan.

DISCUSSION:

The City adopts a Legislative Platform allowing staff to send position letters regarding various bills / issues of interest to the City. The Platform provides City staff, on the Council's behalf, to respond in support of or opposition to bills and other legislative and administrative actions. The City Council has delegated its authority to the Mayor and / or City Manager to sign position letters consistent with the Legislative Platform. Townsend Public Affairs, the City's legislative advocate, monitors legislation for the City and communicates frequently with staff on pending legislation. Occasionally, the League of California Cities sends action alerts for bills affecting municipalities. Staff reviews those alerts as well and takes action on any that align with the City's Legislative Platform.

When position letters are sent, staff includes a copy of the letter in a subsequent City Council agenda packet for viewing by the Council and the community.

ATTACHMENTS:

Letter in Support to Assembly Bill 1708



The Honorable José Luis Solache
California State Assembly
1020 N St. Rm. 5110
Sacramento, CA 95814

RE: AB 1708 (Solache) HHAP Pathways for Cities Act.
Notice of SUPPORT *(As Introduced 2/4/2026)*

Dear Assembly Member Solache,

The City of Half Moon Bay is pleased to support **AB 1708** (Solache), which would create a new pathway for cities with populations under 300,000 to access state homelessness funding.

Since 2019, the state's flagship homelessness grant program, the Homeless Housing, Assistance, and Prevention (HHAP) Grant program, has provided direct funding to cities with populations over 300,000, all 58 counties, and the 44 Continuums of Care (CoC) across California.

This structure has left most cities without a consistent pathway to access HHAP funding, despite investing significant General Fund resources to prevent and reduce homelessness in their communities. AB 1708 would address this by creating a new opportunity for the 469 California cities with populations under 300,000 to apply for HHAP funding through their CoC.

Specifically, AB 1708 would require CoCs, before allocating funding to other subrecipients in their region, to accept applications for 30 days only from cities with populations under 300,000. This measure would strike a reasonable balance between access and accountability, requiring interested cities to commit to regionally coordinated action plans and adhere to state housing and encampment policies.

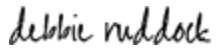
AB 1708 would also require CoCs to prioritize applications from cities that have existing partnerships with non-profits, other cities, or have already leveraged state and local funding for existing projects in their communities. This would ensure that limited state resources are deployed efficiently and deliver measurable results in reducing homelessness.

As the Governor and the Legislature consider future investments in the HHAP program, it is important to ensure the program is structured to maximize its reach and impact. Providing all cities with a pathway to participate in HHAP would strengthen regional collaboration and ensure state resources are deployed where they can most effectively serve unhoused Californians.

Local governments are best positioned to identify the programs and partnerships that will have the greatest impact in our communities. AB 1708 recognizes this, creating a clearly defined opportunity for all cities to compete for state resources, so that communities of all sizes can have a meaningful role in the state's homelessness response efforts.

For these reasons, the City of Half Moon Bay is pleased to support **AB 1708 (Solache)**.

Sincerely,



Debbie Ruddock
Mayor
City of Half Moon Bay

CC:

Montana Cruz, Regional Public Affairs Manager, mcruz@calcities.org
League of California Cities, cityletters@cacities.org

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, Interim City Clerk

TITLE: RESOLUTION IDENTIFYING NEGATIVE NOMINATIONS FOR ALL OFFSHORE TRACTS WITHIN THE CENTRAL AND SOUTHERN CALIFORNIA OUTER CONTINENTAL SHELF PLANNING AREAS

RECOMMENDATION: Adopt a resolution identifying negative nominations for all offshore tracts within the Central and Southern California Outer Continental Shelf Planning Areas.

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

STRATEGIC ELEMENT:

This action supports the *Infrastructure and Environment* Element of the Strategic Plan.

BACKGROUND:

Offshore drilling carries countless devastating negative effects of oil and gas development on frontline communities. This drilling pollutes our air with toxic emissions that are known to cause asthma, lung cancer, and other diseases.

In 2010, the Deepwater Horizon oil spill disaster killed 11 people and resulted in more than 200 million gallons of oil spewing into the Gulf of Mexico. Oil from the spill tarred hundreds of miles of Gulf Coast shoreline stretching from Texas to Florida and devastated coastal economies. Losses to the seafood industry alone were estimated at nearly \$1 billion. The disaster had deadly impacts for dolphins, whales, sea turtles, and more.

DISCUSSION:

An [analysis by Oceana](#) found that protecting all unleased federal waters from offshore drilling in the United States could prevent over 19 billion tons of greenhouse gas emissions. That is the equivalent of taking every car in the nation off the road for 15 years and ending new leasing could prevent more than \$720 billion in damages to people, property, and the environment.

Oil companies have stockpiled more than 8 million acres of the ocean for future drilling - more than 75% of the total leased acreage of public waters. Preventing new offshore drilling will

protect coastal communities from devastating pollution, support healthy marine ecosystems, safeguard ocean wildlife, and encourage a clean energy future.

At the federal level, no new offshore leasing has been permitted in federal waters since 1984. However, the Trump administration released a five-year offshore leasing plan in 2018 that proposed opening up the entire West Coast to new drilling despite widespread opposition in Pacific Coast states. That proposal was blocked by courts, but the threat of drilling remains as no permanent ban is enacted at the federal level.

On January 27, 2026, the U.S. Department of Interior’s Bureau of Ocean Energy Management (BOEM) issued two simultaneous “Call for Nominations” announcements for both the Southern and Central California Outer Continental Shelf (OCS) Planning Areas. Neither the Southern nor the Central California Outer Continental Shelf OCS Planning Areas have yet been formally determined to be included in any Proposed Five-Year OCS Leasing Program, nor has any such Five-Year OCS Leasing Program been subjected to the requisite 60-day congressional review period as stipulated by long-established federal law.

President Biden finalized the current Five-Year Plan that outlines where the federal government will offer leases in 2024-2029. He also used his authority under the Outer Continental Shelf Lands Act to permanently withdraw 625 million acres of federal waters, spanning the East and West coasts, Eastern Gulf of Mexico, and parts of the Arctic. The Trump Administration immediately attempted to revoke those withdrawals, and this new RFI is the first step toward replacing the current Five-Year Plan to expand offshore oil and gas drilling in U.S. waters.

Comments from all interested parties be submitted no later than 11:59 PM EST on February 26, 2026. Adding support from Half Moon Bay will help make a statement and join in the opposition of this and any future efforts toward offshore drilling in the Pacific Ocean and elsewhere.

ATTACHMENTS:

Resolution

RESOLUTION NO. 2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY IDENTIFYING
NEGATIVE NOMINATIONS FOR ALL OFFSHORE TRACTS WITHIN THE CENTRAL AND SOUTHERN
CALIFORNIA OUTER CONTINENTAL SHELF PLANNING AREAS**

WHEREAS, on January 27, 2026, the U.S. Department of Interior’s Bureau of Ocean Energy Management (BOEM) issued two simultaneous “Call for Nominations” announcements for both the Southern and Central California Outer Continental Shelf (OCS) Planning Areas, requesting that comments from all interested parties be submitted no later than 11:59 PM EST on February 26, 2026; and

WHEREAS, neither the Southern nor the Central California Outer Continental Shelf OCS Planning Areas have yet been formally determined to be included in any Proposed Five-Year OCS Leasing Program, nor has any such Five-Year OCS Leasing Program been subjected to the requisite 60-day congressional review period as stipulated by long-established federal law; and

WHEREAS, the premature issuance by BOEM of a “Call for Nominations” ignores the need for an orderly and transparent public process and is a violation of multiple federal laws and state and local policies, inclusive of but not limited to, onshore planning priorities in affected shoreline jurisdictions, State of California laws affecting its coast and coastal zone, the OCS Lands Act as Amended (OCSLAA), the Administrative Procedures Act (APA), the National Environmental Policy Act (NEPA), the Coastal Zone Management Act (CZMA), the National Marine Sanctuary Act (NMSA), and/or any applicable National Marine Sanctuary designation documents, management plans, or site regulations; and

WHEREAS, the untimely issuance by BOEM of a “Call for Nominations” for OCS leasing actions not yet incorporated within any identified OCS leasing plan ignores the tens-of-thousands of comments objecting to the proposed inclusion of these OCS Planning Areas in a draft proposed leasing plan duly submitted by elected officials at all levels of government, including Governors of all Pacific Coast states, as well as comments by numerous business associations, fishing stakeholders, and the informed public and their user-groups; and

WHEREAS, using his authority under section 12(a) of the Outer Continental Shelf Lands Act (OCSLA), President Biden on January 6, 2025, issued executive memoranda that permanently withdrew portions of the Outer Continental Shelf from future oil and natural gas leasing, including all OCS tracts now proposed by BOEM for inclusion in the two “Call for Information” proceedings.

NOW, THEREFORE, BE IT RESOLVED THAT that in response to both aforementioned “Call for Nominations” requests, the City of Half Moon Bay, California hereby submits “Negative Nominations” for each and every tract on all protraction diagrams within the Southern and Central California Outer Continental Shelf (OCS) Planning Areas and requests that no tracts within these OCS Planning Areas be offered for lease in any Five-Year OCS Plan; and

BE IT FURTHER RESOLVED THAT the City of Half Moon Bay, California hereby directs this resolution to be duly transmitted in timely fashion to BOEM via the identified channels to arrive prior to the identified close of the comment deadline at 11:59 PM EST on February 26, 2026, as well as to all relevant state and federal elected officials.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17th day of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Kenneth Stiles, Interim Administrative Services Director

TITLE: **ACCEPT WARRANTS FOR THE MONTH OF JANUARY 2026**

RECOMMENDATION:

Accept the warrants list for the month of January 2026.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* and *Inclusive Governance* Elements of the Strategic Plan.

DISCUSSION:

During this month, the City processed 5 check runs. The table below outlines each check run and their individual totals:

Check Run Date	Amount
January 04	15,759
January 08	176,286
January 15	1,024,388
January 22	152,028
January 29	77,194
Total	1,445,655

The City processed payments related to 5 capital improvement projects, in total amount of \$363,321, including: Eastside Parallel Trail Expansion, Pilarcitos Creek Restoration, LCP Implementation Project, Climate Action and Adaptation, and 2025 Pavement Management Program.

Staff has included a list of all vendors who received \$30,000 or more during this reporting period, as shown in the table below:

**City of Half Moon Bay
Vendor Payments Exceeding \$30,000
By Vendor and Funding Source
January 2026**

Payee	General Fund	Other Funds	Description
G. BORTOLOTTO & COMPANY, INC.	-	324,608	2025 PAVEMENT MANAGEMENT PROGRAM
HDL SOFTWARE LLC	31,121	-	FY 25/26 HDL TOT AND BL ADMINISTRATION
PLAN JPA	-	96,562	PLAN JPA WORKERS COMPENSATION CONTRIBUTION
SEWER AUTHORITY MID-COASTSIDE	-	520,621	FY 25/26 MAINTENANCE AND OPERATIONS
SHUTE MIHALY & WEINBERGER LLP	47,749	642	GENERAL MATTERS AND OTHER CITY-WIDE LEGAL COUNSEL
WEST COAST ARBORISTS INC	32,002	-	FY 25/26 TREE MAINTENANCE AND URBAN FOREST MANAGEMENT

ATTACHMENTS:

Attachment 1 - Check Disbursement List by Check Date

Report Criteria:

Report type: GL detail

4LEAF INC.

57474	4LEAF INC.	01/22/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	7,244.54
57474	4LEAF INC.	01/22/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	6,600.00
57474	4LEAF INC.	01/22/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	14,796.88

Total 4LEAF INC.:

28,641.42

ABAG PLAN CORP.

57438	ASSOCIATION OF BAY AREA GOVERNMENTS	01/15/2026	FY 25/26 ABAG MEMBERSHIP DUES	4,876.00
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Total ABAG PLAN CORP.:

4,876.00

ABAG POWER PURCHASING POOL

57405	ASSOCIATION OF BAY AREA GOVERNMENTS	01/08/2026	FY 26 LEVELIZED CHARGE-NAT GAS	630.00
57405	ASSOCIATION OF BAY AREA GOVERNMENTS	01/08/2026	WORKING CAPITAL DEPOSIT	22.78
57405	ASSOCIATION OF BAY AREA GOVERNMENTS	01/08/2026	FY23-24 ADJUSTMENT ALLOCATION	24.49-
57405	ASSOCIATION OF BAY AREA GOVERNMENTS	01/08/2026	FY'24-25 TRUE-UP ALLOCATION	155.83-

Total ABAG POWER PURCHASING POOL:

472.46

ABUNDANT GRACE COASTSIDE WORKER

57402	ABUNDANT GRACE COASTSIDE WORKER	01/08/2026	PROVIDE HOMELESS ENCAMPMENT CLEAN-UP SERVICES	2,100.00
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Total ABUNDANT GRACE COASTSIDE WORKER:

2,100.00

ALTA PLANNING & DESIGN INC.

57475	ALTA PLANNING & DESIGN	01/22/2026	CO 5, PROFESSIONAL SERVICES AGREEMENT FOR ADDITIONAL COSTS TO COMPLETE THE DESIGN & PE	15,712.50
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Total ALTA PLANNING & DESIGN INC.:

15,712.50

AMAZON CAPITAL SERVICES INC.

57437	AMAZON CAPITAL SERVICES	01/15/2026	SUPPLIES	824.06
57437	AMAZON CAPITAL SERVICES	01/15/2026	ENVELOPES	37.78
57437	AMAZON CAPITAL SERVICES	01/15/2026	SUPPLIES	29.66
57476	AMAZON CAPITAL SERVICES	01/22/2026	COMPUTER SUPPLIES	2,653.22
57499	AMAZON CAPITAL SERVICES	01/29/2026	ENVELOPES	58.82

Total AMAZON CAPITAL SERVICES INC.:

3,603.54

AMERICAN DEBRIS BOX SERVICE INC.

57403	AMERICAN PORTABLES	01/08/2026	SMITH FIELD- PORTABLE TOILIETS	2,245.99
57478	AMERICAN PORTABLES	01/22/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES POPLAR BEACH	958.00
57478	AMERICAN PORTABLES	01/22/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES SMITH FIELD	958.00
57478	AMERICAN PORTABLES	01/22/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES OCEAN COLONY	695.00
Total AMERICAN DEBRIS BOX SERVICE INC.:				4,856.99

AMERICAN MEDICAL RESPONSE WEST

57477	AMERICAN MEDICAL RESPONSE WEST	01/22/2026	BLS DEDICATED STANDB FOR HMB MUSIC FESTIVAL	863.50
Total AMERICAN MEDICAL RESPONSE WEST:				863.50

ANA CACHO

57404	ANA CACHO	01/08/2026	DEPOSIT REFUND TRAIN DEPOT 01/03/26	500.00
Total ANA CACHO:				500.00

BIG CREEK LUMBER

57406	BIG CREEK LUMBER	01/08/2026	CEDAR CLEAR FJ PRIMED	32.85
Total BIG CREEK LUMBER:				32.85

CA DEPT OF CONSERVATION

57443	CA DEPARTMENT OF CONSERVATION	01/15/2026	SMIP Q2 FY25/26 REPORT FEE	831.49
57443	CA DEPARTMENT OF CONSERVATION	01/15/2026	SMIP FEES WITHHELD FY25/26 Q,TR2	41,57-
Total CA DEPT OF CONSERVATION:				789.92

CALIFORNIA BUILDING STANDARDS COMM.

57444	CALIFORNIA BUILDING STANDARDS COMM.	01/15/2026	BSASRF Q2 FY25/26 REPORT FEE	285.00
57444	CALIFORNIA BUILDING STANDARDS COMM.	01/15/2026	BSASRF Q2 FY25/26 RETAINER	28.50-
Total CALIFORNIA BUILDING STANDARDS COMM.:				256.50

CALNET3

57439	AT&T	01/15/2026	DEC'25 PHONE SERVICE	65.81
57440	AT&T	01/15/2026	DEC'25 PHONE SERVICE	1,053.90
57441	AT&T MOBILITY	01/15/2026	JAN '26 PHONE SERVICE	431.04
Total CALNET3:				1,550.75

CAPITAL ONE TRADE CREDIT

57445	CAPITAL ONE TRADE CREDIT	01/15/2026	MAINT SUPPLIES DEC'25	1,274.03
Total CAPITAL ONE TRADE CREDIT:				1,274.03

CASELLE INC.

57446	CASELLE INC.	01/15/2026	FY 25/26 CASELLE ERP SOFTWARE	4,238.00
Total CASELLE INC.:				4,238.00

CHRISTINE D. BOLAND

57479	CHRISTINE D. BOLAND	01/22/2026	NOV 25-CO1 TO PERFORM DUTIES AND SERVICES RELATED TO THE OFFICE OF CITY CLERK	15,262.50
57479	CHRISTINE D. BOLAND	01/22/2026	DEC 25-CO1 TO PERFORM DUTIES AND SERVICES RELATED TO THE OFFICE OF CITY CLERK	13,875.00
Total CHRISTINE D. BOLAND:				29,137.50

CIVIC PLUS

57480	CIVICPLUS	01/22/2026	SOCIAL MEDIA ARCHIVING	4,044.72
Total CIVIC PLUS:				4,044.72

COASTSIDE COUNTY WATER DISTRICT

57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	723 MILL ST # IRRIGATION	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	501 MAIN ST	91.16
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	501 MAIN ST_DC	44.86
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	CITY OF HMB/COAST. COMM. SENIOR CNTR	44.86
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	503 JOHNSTON ST	73.56
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	MEDIAN STRIP/HWY ONE # IRRIGATION	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	1310 LORYN LN # IRRIGATION	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	461 OAK AVE	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	FERNANDES PARK/MAIN ST # IRRIGATION	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	555 KELLY AVE	50.67
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	535 KELLY AVE	153.66
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	537 KELLY AVE	845.32
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	201 WAVECREST RD	283.09
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	HIGGINS CYN RD	108.76
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	529 RUISSEAU FRANCAIS AVE # IRRIGATION	158.09
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	627 ALSACE LORAINNE AVE	214.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	502 MAIN ST	161.56
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	MAIN & HWY 1 # IRRIGATION	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	HWY 92 MEDIAN # WEST IRRIG	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	HWY 92 MEDIAN # EAST IRRIG	38.36
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	620 CORREAS/LIBRARY	422.09

57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	620 CORREAS/LIBRARY #DC	114.26
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	620 CORREAS/LIBRARY # IRRIGATION	83.26
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	10 STONE PINE RD #IRRIGATION	246.09
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	880 STONE PINE RD #COMM	1,761.49
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	HYDRANT METER	129.96
57447	COASTSIDE COUNTY WATER DISTRICT	01/15/2026	LIFT STATI FAIRWAY DR	38.36
Total COASTSIDE COUNTY WATER DISTRICT:				5,332.34
COASTSIDE PRINTERS				
57448	COASTSIDE PRINTERS	01/15/2026	NO PARKING SIGNS	862.56
Total COASTSIDE PRINTERS:				862.56
COLANTUONO HIGHSMITH WHATLEY PC				
57500	COLANTUONO HIGHSMITH WHATLEY PC	01/29/2026	DEC'25 LEGAL SERVICES-SAM	3,283.50
57500	COLANTUONO HIGHSMITH WHATLEY PC	01/29/2026	DEC'25 LEGAL SERVICES-SAM	6,947.50
Total COLANTUONO HIGHSMITH WHATLEY PC:				10,231.00
CORODATA RECORDS MANAGEMENT INC				
57481	CORODATA RECORDS MANAGEMENT INC	01/22/2026	DEC'25 RECORDS MANAGEMENT	662.45
Total CORODATA RECORDS MANAGEMENT INC:				662.45
COUNTY OF SAN MATEO				
57450	COUNTY OF SAN MATEO	01/15/2026	DEC '25 MICROWAVE MUX DSO	82.25
Total COUNTY OF SAN MATEO:				82.25
COZZOLINO INDUSTRIES, INC				
57482	COZZOLINO INDUSTRIES, INC	01/22/2026	LANDSCAPE SERVICE NAOMI PATRIDGE TRAIL	6,200.00
Total COZZOLINO INDUSTRIES, INC:				6,200.00
CRUZIO INTERNET				
57451	CRUZIO INTERNET	01/15/2026	INTERNET SERVICE	24.95
Total CRUZIO INTERNET:				24.95
CSG CONSULTANTS INC.				
57483	CSG CONSULTANTS INC.	01/22/2026	PSA FOR TEMPORARY ENGINEERING SUPPORT	1,350.00

Total CSG CONSULTANTS INC.:

1,350.00

DAILY JOURNAL

57494	SAN MATEO DAILY JOURNAL	01/22/2026	ADVERTISING PUBLIC NOTICE PDP-21-070	1,008.00
57494	SAN MATEO DAILY JOURNAL	01/22/2026	ADVERTISING PUBLIC NOTICE PDP-21-070	1,008.00
57494	SAN MATEO DAILY JOURNAL	01/22/2026	ADVERTISING PUBLIC NOTICE PDP-21-70	1,008.00-
57511	SAN MATEO DAILY JOURNAL	01/29/2026	CITY ORDINANCE PUBLICATION 12/19/25	494.12
57512	SAN MATEO DAILY JOURNAL	01/29/2026	CITY ORDINANCE PUBLICATION 11/21/25	790.59

Total DAILY JOURNAL:

2,292.71

EAGLE GRAPHICS INC

57484	EAGLE PRINT DYNAMICS	01/22/2026	BLANK CHECK STOCK	674.95
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Total EAGLE GRAPHICS INC:

674.95

ERMA

57485	ERMA	01/22/2026	FY 25/26 EMPLOYMENT INSURANCE JAN - JUNE	21,120.00
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Total ERMA:

21,120.00

EWING IRRIGATION PRODUCTS

57452	EWING IRRIGATION PRODUCTS INC.	01/15/2026	NOV '25 MAINTANCE SUPPLIES	156.34
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Total EWING IRRIGATION PRODUCTS:

156.34

FLOWBIRD AMERICA INC.

57407	FLOWBIRD AMERICA INC.	01/08/2026	APP TRANSACTION FEE DEC '25	80.85
57407	FLOWBIRD AMERICA INC.	01/08/2026	DEC'25 MAINT SERVICE	124.00
57453	FLOWBIRD AMERICA INC.	01/15/2026	APP TRANSACTION FEE '25	65.10
57453	FLOWBIRD AMERICA INC.	01/15/2026	NOV '25 MAINT SERVICE	124.00

Total FLOWBIRD AMERICA INC.:

393.95

FLYERS ENERGY LLC

57454	FLYERS ENERGY, LLC	01/15/2026	NOV '25 FUEL	1,616.97
57454	FLYERS ENERGY, LLC	01/15/2026	DEC '25 FUEL	1,798.79

Total FLYERS ENERGY LLC:

3,415.76

G. BORTOLOTTO & COMPANY, INC.

57455	G. BORTOLOTTO & COMPANY, INC.	01/15/2026	COLD-PLANING, ASPHALT CONCRETE OVERLAY, MINOR CONCRETE PAVING, THERMOPLASTIC STRIPING	341,693.13
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57455 G. BORTOLOTTO & COMPANY, INC. 01/15/2026 RETAINION FOR INV# 5282 17,084.66-

Total G. BORTOLOTTO & COMPANY, INC.:

324,608.47

GLENDA MAHONEY

57456 GLENDA MAHONEY

01/15/2026 IN-LIEU OF REIMBURSEMENT

4,350.00

Total GLENDA MAHONEY:

4,350.00

GOOD CITY COMPANY

57457 GOOD CITY COMPANY
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01/15/2026 FY 25/26 ASSISTANT PLANNER SERVICES AS NEEDED
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-24-054
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-24-054
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-24-054
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-059
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-059
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-060
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-059
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-058
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-058
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-24-058
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-060
 01/15/2026 ASSISTANT PLANNER SERVICES PDP-25-060

776.25
 168.75
 168.75
 168.75-
 641.25
 641.25
 843.75-
 641.25-
 641.25
 641.25
 641.25-
 843.75
 843.75

Total GOOD CITY COMPANY:

3,071.25

GOVERNMENT FINANCE OFFICERS ASSOCIATIO

57408 GOVERNMENT FINANCE OFFICERS ASSOCIATIO

01/08/2026 CERTIFICATE OF ACHIEVEMENT REVIEW FEE FY2025

590.00

Total GOVERNMENT FINANCE OFFICERS ASSOCIATIO:

590.00

HALF MOON BAY BUILDING & GARDEN

57409 HALF MOON BAY BUILDING & GARDEN
 57501 HALF MOON BAY BUILDING & GARDEN

01/08/2026 TOP SAND
 01/29/2026 WEED BARRIER & SOD STAPLES

417.94
 33.34

Total HALF MOON BAY BUILDING & GARDEN:

451.28

HALF MOON BAY GRADING & PAVING INC.

57502 HALF MOON BAY GRADING & PAVING INC.

01/29/2026 CLASS 2 BASE ROCK - CITY CORP YARD

1,259.83

Total HALF MOON BAY GRADING & PAVING INC.:

1,259.83

HDL SOFTWARE LLC

57410	HDL SOFTWARE LLC	01/08/2026	FY 25/26 HDL TOT AND BL ADMINISTRATION	27,678.68
57503	HDL SOFTWARE LLC	01/29/2026	FY 25/26 HDL TOT AND BL ADMINISTRATION	712.82
57503	HDL SOFTWARE LLC	01/29/2026	FY 25/26 HDL TOT AND BL ADMINISTRATION	2,729.38
Total HDL SOFTWARE LLC:				31,120.88

HMB COASTSIDE CHAMBER OF COMMERCE

57486	HMB COASTSIDE CHAMBER	01/22/2026	NOV'25-OCC UTILITIES	713.67
Total HMB COASTSIDE CHAMBER OF COMMERCE:				713.67

HOLIDAYGOO INC

57411	HOLIDAYGOO INC	01/08/2026	SUPPLIES	1,115.63
Total HOLIDAYGOO INC:				1,115.63

HUE & CRY SECURITY SYSTEMS INC.

57412	HUE & CRY SECURITY SYSTEMS INC.	01/08/2026	FEB'26 SECURITY SERVICE	197.77
57412	HUE & CRY SECURITY SYSTEMS INC.	01/08/2026	FEB'26 SECURITY SERVICE	80.00
57412	HUE & CRY SECURITY SYSTEMS INC.	01/08/2026	FEB'26 SECURITY SERVICE	24.00
Total HUE & CRY SECURITY SYSTEMS INC.:				301.77

INFINITY TECHNOLOGIES

57459	INFINITY TECHNOLOGIES	01/15/2026	FY 25/26 IT HELPDESK	13,960.00
57459	INFINITY TECHNOLOGIES	01/15/2026	FY 25/26 IT HELPDESK	171.00
Total INFINITY TECHNOLOGIES:				14,131.00

INTEGRAL CONSULTING INC.

57460	INTEGRAL CONSULTING INC.	01/15/2026	CO 1, AMENDMENT 2, CLIMATE ADAPTION PLAN, 2025 CALFIRE HAZARD SEVERITY ZONE MAPS INTO	1,286.46
Total INTEGRAL CONSULTING INC.:				1,286.46

JULISSA ACOSTA

57487	JULISSA ACOSTA	01/22/2026	STUDENT LOAN REIMBURSEMENT	3,000.00
Total JULISSA ACOSTA:				3,000.00

KARLAS JANITORIAL & SUPPLIERS, LLC

57413	KARLAS JANITORIAL & SUPPLIERS, LLC	01/08/2026	DEC-FY 25/26 JANITORIAL SERVICES	785.00
57413	KARLAS JANITORIAL & SUPPLIERS, LLC	01/08/2026	FY 25/26 JANITORIAL SERVICES	16,533.50

57504	KARLAS JANITORIAL & SUPPLIERS, LLC	01/29/2026	CO1 ADDITIONAL CUSTODIAL SERVICES FOR THE OCC	785.00
Total KARLAS JANITORIAL & SUPPLIERS, LLC:				18,103.50
KONICA MINOLTA BUSINESS SOLUTIONS				
57505	KONICA MINOLTA BUSINESS SOLUTIONS	01/29/2026	10/27/25-12/31/25 MAINTENANCE - PRINTER AT YARD	96.16
Total KONICA MINOLTA BUSINESS SOLUTIONS:				96.16
LAURA CAMODECA				
57414	LAURA CAMODECA	01/08/2026	INSTRUCTOR-NOSE WORK PRIVATE LESSON MIKA BRENNAN	140.00
57506	LAURA CAMODECA	01/29/2026	INSTRUCTOR-NOSE WORK PRIVATE LESSON MIKA BRENNAN	70.00
Total LAURA CAMODECA:				210.00
LAURA L. BECKER				
57415	LAURA L. BECKER	01/08/2026	INSTRUCTOR PAYMENT- ZUMBA DEC '25	507.00
Total LAURA L. BECKER:				507.00
LEAGUE OF CALIFORNIA CITIES				
57488	LEAGUE OF CALIFORNIA CITIES	01/22/2026	2026 MEMBERSHIP DUES	7,153.00
Total LEAGUE OF CALIFORNIA CITIES:				7,153.00
LORAL LANDSCAPING INC.				
57416	LORAL LANDSCAPING INC.	01/08/2026	FY 25/26 MEDIAN MAINTENANCE	4,297.00
57489	LORAL LANDSCAPING INC.	01/22/2026	FY 25-26 DITCH MAINTENANCE CONTRACT	13,386.39
Total LORAL LANDSCAPING INC.:				17,683.39
MALCOLM C SMITH				
57417	MALCOLM C SMITH	01/08/2026	COMMUNICATIONS CONSULTANT SERVICE	330.00
Total MALCOLM C SMITH:				330.00
MARK HOFMANN				
57418	MARK HOFMANN	01/08/2026	INSTRUCTOR-PICKLEBALL - BEGINNER BOOTCAMP 01/03/26	273.00
57507	MARK HOFMANN	01/29/2026	INSTRUCTOR-PICKLEBALL - EMERGING INT MINI BOOTCAMP 01/19	91.00
Total MARK HOFMANN:				364.00

MATTHEW CHIDESTER

57419	MATTHEW CHIDESTER	01/08/2026	OCT'25 MMANC CONFERENCE	201.92
57419	MATTHEW CHIDESTER	01/08/2026	OCT'25 ICMA CONFERENCE	1,675.28

Total MATTHEW CHIDESTER:

1,877.20

METROPOLITAN PLANNING GROUP

57461 M-GROUP

01/15/2026	FY 25/26 STAFFING PLANNING, AND GIS MAPPING SERVICES	3,225.00
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Total METROPOLITAN PLANNING GROUP:

3,225.00

NAPA AUTO PARTS

57490	NAPA AUTO PARTS	01/22/2026	VEHICLE PARTS	28.95
57490	NAPA AUTO PARTS	01/22/2026	VEHICLE PARTS	.55
57490	NAPA AUTO PARTS	01/22/2026	VEHICLE PARTS	93.66

Total NAPA AUTO PARTS:

123.16

NICOLAS LASZKIEWICZ

57420 NICHOLAS TRANSLATIONS & INTERPRETATIONS

01/08/2026	DEC'25 TRANSLATION SERVICES	618.00
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Total NICOLAS LASZKIEWICZ:

618.00

PACIFIC GAS & ELECTRIC

57508	PACIFIC GAS & ELECTRIC	01/29/2026	SMITHFIELD	31.88
57508	PACIFIC GAS & ELECTRIC	01/29/2026	SMITHFIELD SNACK BAR	205.72
57508	PACIFIC GAS & ELECTRIC	01/29/2026	DUTRA PARK	64.30
57508	PACIFIC GAS & ELECTRIC	01/29/2026	CITY OF HMB 501 MAIN ST A	8.65
57508	PACIFIC GAS & ELECTRIC	01/29/2026	CORREAS EV CHARGES	1,495.77
57508	PACIFIC GAS & ELECTRIC	01/29/2026	OCEAN VIEW PARK	22.00
57508	PACIFIC GAS & ELECTRIC	01/29/2026	OCEAN COLONY PARTNERS/OCF LIFT STATION	1,174.32
57508	PACIFIC GAS & ELECTRIC	01/29/2026	DOWNTOWN ST TREE LIGHTS N. HOOK-UP@ MILL ST	1,100.75
57508	PACIFIC GAS & ELECTRIC	01/29/2026	401 SEYMOUR ST	51.92
57508	PACIFIC GAS & ELECTRIC	01/29/2026	401 SEYMOUR ST	121.15
57508	PACIFIC GAS & ELECTRIC	01/29/2026	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	89.48
57508	PACIFIC GAS & ELECTRIC	01/29/2026	PELICAN POINT LIFT STATION	250.40
57508	PACIFIC GAS & ELECTRIC	01/29/2026	555 KELLY ST	27.55
57508	PACIFIC GAS & ELECTRIC	01/29/2026	STREETLIGHT PROJECT	522.32
57508	PACIFIC GAS & ELECTRIC	01/29/2026	BELL MOON LIFT STATION	35.30
57508	PACIFIC GAS & ELECTRIC	01/29/2026	MAINTENANCE YARD OFFICE-ELECTRIC	260.45
57508	PACIFIC GAS & ELECTRIC	01/29/2026	CITY OF HMB / STREET LIGHTS	6,893.04
57508	PACIFIC GAS & ELECTRIC	01/29/2026	NW HWY 1 & MAIN ST	160.90
57508	PACIFIC GAS & ELECTRIC	01/29/2026	SHERIFF SUB-STATION	3,965.55

57508	PACIFIC GAS & ELECTRIC	01/29/2026	COMMUNITY CENTER	2,399.90
57508	PACIFIC GAS & ELECTRIC	01/29/2026	PILARCITOS CREEK UNDERPASS	38.50
57508	PACIFIC GAS & ELECTRIC	01/29/2026	TRAIN DEPOT RSTMS	200.50
57508	PACIFIC GAS & ELECTRIC	01/29/2026	CITY HALL BUILDING	2,575.97
57508	PACIFIC GAS & ELECTRIC	01/29/2026	PACIFIC RIDGE LIGHT POLES	43.42
57508	PACIFIC GAS & ELECTRIC	01/29/2026	DOWN TOWN ST TREE LIGHTS S. HOOK-UP@ 650 MIRAMONTES	920.74
57508	PACIFIC GAS & ELECTRIC	01/29/2026	FERNANDEZ PARK	11.35
57508	PACIFIC GAS & ELECTRIC	01/29/2026	10 STONE PINE RD - CARTER PARK	226.39
57508	PACIFIC GAS & ELECTRIC	01/29/2026	PILARCITOS CREEK BRIDGE	133.85
57508	PACIFIC GAS & ELECTRIC	01/29/2026	MOON SCULPTURE SPOTLIGHTS	21.77
57508	PACIFIC GAS & ELECTRIC	01/29/2026	MOON SCULPTURE SPOTLIGHTS	50.81
57508	PACIFIC GAS & ELECTRIC	01/29/2026	LIBRARY ELECTRICITY ONLY	26.28
57508	PACIFIC GAS & ELECTRIC	01/29/2026	HWY 1 & MIRAMONTES LIGHTING	35.04
57508	PACIFIC GAS & ELECTRIC	01/29/2026	HWY 1 & MIRAMONTES LIGHTING	81.77
57508	PACIFIC GAS & ELECTRIC	01/29/2026	HWY 1 & FAIRWAY LIGHTING	50.97
57508	PACIFIC GAS & ELECTRIC	01/29/2026	HWY 1 & FAIRWAY LIGHTING	118.94

Total PACIFIC GAS & ELECTRIC:

23,417.65

PLAN JPA

57462 PLAN JPA

01/15/2026 CITY OF HALF MOON BAY AUTH CITY MANAGER TO EXECUTE DOCUMENT TO JOIN THE WORKERS' CO

96,562.00

Total PLAN JPA:

96,562.00

PRECISION CONCRETE CUTTING INC.

57422 PRECISION CONCRETE CUTTING

01/08/2026 CONCRETE CUTTING FY'26 SIDEWALK REPAIRS

10,000.00

Total PRECISION CONCRETE CUTTING INC.:

10,000.00

PREMIER TERMITE INC.

57509 PREMIER TERMITE INC.

01/29/2026 REPAIR DAMAGED FLOORING

1,300.00

Total PREMIER TERMITE INC.:

1,300.00

PRESIDIO SYSTEMS INC.

57423 PRESIDIO SYSTEMS INC.

01/08/2026 3 DAYS HYDRO VAC

9,600.00

57463 PRESIDIO SYSTEMS INC.

01/15/2026 2 DAYS HYDRO VAC

6,400.00

Total PRESIDIO SYSTEMS INC.:

16,000.00

QUADIENT FINANCE USA, INC

57424 QUADIENT LEASING USA, INC.

01/08/2026 FY 25/26 QUADIENT LEASE & POSTAGE

495.23

57464 QUADIENT FINANCE USA, INC

01/15/2026 FY 25/26 QUADIENT LEASE & POSTAGE

.27

Total QUADIENT FINANCE USA, INC:			495.50
RENTOKIL NORTH AMERICA INC			
57473	WESTERN EXTERMINATOR COMPANY	01/15/2026	FY 25/26 EXTERMINATOR SERVICES
			1,908.54
Total RENTOKIL NORTH AMERICA INC:			1,908.54
REPUBLIC SERVICES INC			
57442	BFIOF CALIFORNIA	01/15/2026	MSW SERVICES
57442	BFIOF CALIFORNIA	01/15/2026	GREEN WASTE-YARDWASTE
			1,497.70
			913.38
Total REPUBLIC SERVICES INC:			2,411.08
RH BORDEN AND COMPANY LLC			
57491	RH BORDEN AND COMPANY LLC	01/22/2026	MAJOR BASIN I&I ASSESSMENT
			5,527.00
Total RH BORDEN AND COMPANY LLC:			5,527.00
RICE TRUCKING-SOIL FARM LLC			
57425	RICE TRUCKING-SOIL FARM INC.	01/08/2026	FILL SAND
			250.52
Total RICE TRUCKING-SOIL FARM LLC:			250.52
RINCON CONSULTANTS INC.			
57492	RINCON CONSULTANTS INC.	01/22/2026	6TH CYCLE HOUSING ELEMENT UPDATE
			1,207.70
Total RINCON CONSULTANTS INC.:			1,207.70
RINGCENTRAL INC			
57426	RINGCENTRAL INC.	01/08/2026	PHONE SERVICES JAN '26
			2,367.31
Total RINGCENTRAL INC:			2,367.31
ROBERT HALF			
57427	ROBERT HALF	01/08/2026	GIJON, LYNN 12/26/25
			856.00
57427	ROBERT HALF	01/08/2026	GIJON, LYNN 12/19/25
			1,712.00
57427	ROBERT HALF	01/08/2026	COLLETT,DIANNA 12/19/25
			622.84
57427	ROBERT HALF	01/08/2026	COLLETT,DIANNA 12/19/25
			622.84
57427	ROBERT HALF	01/08/2026	COLLETT,DIANNA 12/26/25
			162.48
57427	ROBERT HALF	01/08/2026	COLLETT,DIANNA 12/26/25
			162.48
57427	ROBERT HALF	01/08/2026	VANCE, AMANDA 12/26/25
			720.00
57465	ROBERT HALF	01/15/2026	COLLETT,DIANNA 01/09/26
			659.64

57465	ROBERT HALF	01/15/2026	COLLETT,DIANNA 01/09/26	659.64
57465	ROBERT HALF	01/15/2026	GIJON, LYNN 01/09/26	1,737.60
57493	ROBERT HALF	01/22/2026	VANCE, AMANDA 01/02/2026	360.00
57493	ROBERT HALF	01/22/2026	VANCE, AMANDA 01/09/2026	1,800.00
57510	ROBERT HALF	01/29/2026	GIJON, LYNN 01/16/26	1,737.60
57510	ROBERT HALF	01/29/2026	COLLETT,DIANNA 01/16/26	494.73
57510	ROBERT HALF	01/29/2026	COLLETT,DIANNA 01/16/26	494.73

Total ROBERT HALF:

12,802.58

RUDOLF A. HAAS

57428 RUDOLF A. HAAS

01/08/2026 INSTRUCTOR PAYMENT-TAI CHI DEC 25'

126.00

Total RUDOLF A. HAAS:

126.00

SAN MATEO COUNTY

57449 COUNTY EXECUTIVE'S OFFICE

01/15/2026 FY 25/26 ANIMAL CONTROL CONSTRUCTION

15,437.00

Total SAN MATEO COUNTY:

15,437.00

SERVICE PRESS INC

57513 SERVICE PRESS INC

01/29/2026 BUSINESS CARDS

70.39

Total SERVICE PRESS INC:

70.39

SEWER AUTHORITY MID-COASTSIDE

57466 SEWER AUTHORITY MID-COASTSIDE

01/15/2026 GENERAL OPERATIONS AND MAINTENANCE BUDGET FOR FY 25/26 (\$5,989,200), PLUS AN ADDITIONA

499,100.00

57466 SEWER AUTHORITY MID-COASTSIDE

01/15/2026 SEWER COLLECTION SYSTEM CLEANING, MAINTENANCE, AND RELATED SERVICES FY 25/26

19,472.08

57495 SEWER AUTHORITY MID-COASTSIDE

01/22/2026 DEC 2025 PASS THROUGH INVOICE

2,049.00

Total SEWER AUTHORITY MID-COASTSIDE:

520,621.08

SHARP ELECTRONICS CORPORATION

57467 SHARP ELECTRONICS CORPORATION

01/15/2026 PRINTER LEASE- 48 MONTHS

791.73

Total SHARP ELECTRONICS CORPORATION:

791.73

SHUTE MIHALY & WEINBERGER LLP

57429 SHUTE MIHALY & WEINBERGER LLP

01/08/2026 LEGAL EXPENSES

4,633.97

57429 SHUTE MIHALY & WEINBERGER LLP

01/08/2026 LEGAL EXPENSES

248.55

57429 SHUTE MIHALY & WEINBERGER LLP

01/08/2026 LEGAL EXPENSES

3,842.80

57429 SHUTE MIHALY & WEINBERGER LLP

01/08/2026 LEGAL EXPENSES

8,681.85

57429 SHUTE MIHALY & WEINBERGER LLP

01/08/2026 LEGAL EXPENSES

169.40

57429	SHUTE MIHALY & WEINBERGER LLP	01/08/2026	LEGAL EXPENSES	15,369.75
57429	SHUTE MIHALY & WEINBERGER LLP	01/08/2026	LEGAL EXPENSES	393.15
57429	SHUTE MIHALY & WEINBERGER LLP	01/08/2026	LEGAL EXPENSES	15,051.00
Total SHUTE MIHALY & WEINBERGER LLP:				48,390.47
STAR ELEVATOR INC				
57430	STAR ELEVATOR INC	01/08/2026	ELEVATOR MAINTENANCE-2 SITES JAN 2026	520.00
57430	STAR ELEVATOR INC	01/08/2026	ELEVATOR REPAIR	6,079.02
Total STAR ELEVATOR INC:				6,599.02
STERICYCLE SPECIALTY WASTE SOLUTIONS INC				
57496	STERICYCLE, INC.	01/22/2026	PAPER SHREDDING DEC 2025	243.39
Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC:				243.39
SUBURBAN PROPANE LP				
57468	SUBURBAN PROPANE LP	01/15/2026	PROPANE ACCT 1601-064098	1,118.37
57497	SUBURBAN PROPANE LP	01/22/2026	PROPANE ACCT 1601-064098	1,458.64
Total SUBURBAN PROPANE LP:				2,577.01
SUSAN BOYER				
57469	SUSAN BOYER	01/15/2026	FY '25/'26 SEWER REFUND	1,344.00
Total SUSAN BOYER:				1,344.00
SWCA INCORPORATED				
57514	SWCA INCORPORATED	01/29/2026	Piilarcitos Creek Environmental	402.25
57514	SWCA INCORPORATED	01/29/2026	2025 DITCH MAINTENANCE PROJECT BIOLOGICAL MONITORING	508.75
Total SWCA INCORPORATED:				911.00
THE HOME DEPOT PRO				
57458	HOME DEPOT CREDIT SERVICES	01/15/2026	MAINT SUPPLIES	826.79
Total THE HOME DEPOT PRO:				826.79
TIMOTHY CONLON				
57515	TIMOTHY CONLON	01/29/2026	GATE REPAIR AT SUBSTATION	4,950.00

Total TIMOTHY CONLON:

4,950.00

T-MOBILE USA INC.

57431 T-MOBILE

01/08/2026 ACCT 997385192 DEC '25

394.83

Total T-MOBILE USA INC.:

394.83

TOWNSEND PUBLIC AFFAIRS INC.

57516 TOWNSEND PUBLIC AFFAIRS, INC

01/29/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026

3,000.00

57516 TOWNSEND PUBLIC AFFAIRS, INC

01/29/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026

3,000.00

Total TOWNSEND PUBLIC AFFAIRS INC.:

6,000.00

TRICOR EMPLOYMENT SCREENING

57470 TRICOR EMPLOYMENT SCREENING

01/15/2026 SURVEY, ONSITE

80.00

Total TRICOR EMPLOYMENT SCREENING:

80.00

TURBO DATA SYSTEMS INC

57471 TURBO DATA SYSTEMS

01/15/2026 DEC '25 CITATION PROCESSING

940.54

Total TURBO DATA SYSTEMS INC:

940.54

UNDERGROUND SERVICE ALERT OF NORTHERN CA

57517 UNDERGROUND SERVICE ALERT OF

01/29/2026 2026 MEMBERSHIP FEE

1,007.24

Total UNDERGROUND SERVICE ALERT OF NORTHERN CA:

1,007.24

VESTIS GROUP INC

57432 VESTIS

01/08/2026 MATS - CITY HALL

198.99

57432 VESTIS

01/08/2026 MATS - PUBLIC LIBRARY

127.53

57432 VESTIS

01/08/2026 MATS - CITY HALL

198.99

57432 VESTIS

01/08/2026 MATS - PUBLIC LIBRARY

127.53

57432 VESTIS

01/08/2026 MATS - CITY HALL

198.99

57432 VESTIS

01/08/2026 MATS - PUBLIC LIBRARY

127.53

57472 VESTIS

01/15/2026 MATS - CITY HALL

198.99

57472 VESTIS

01/15/2026 MATS - PUBLIC LIBRARY

127.53

57498 VESTIS

01/22/2026 MATS - CITY HALL

198.99

57498 VESTIS

01/22/2026 MATS - PUBLIC LIBRARY

127.53

57518 VESTIS

01/29/2026 MATS - CITY HALL

198.99

57518 VESTIS

01/29/2026 MATS - PUBLIC LIBRARY

127.53

Total VESTIS GROUP INC:

1,959.12

VICTOR HERNANDEZ

57421 ON POINT LANGUAGE SOLUTIONS LLC

01/08/2026 DEC 25 TRANSLATION SERVICES

1,268.75

Total VICTOR HERNANDEZ:

1,268.75

WELLS FARGO

57547	WELLS FARGO	01/04/2026	TRAINING	160.00
57547	WELLS FARGO	01/04/2026	TRAINING	70.00
57547	WELLS FARGO	01/04/2026	PARKING	1.00
57547	WELLS FARGO	01/04/2026	NOTARY OATH BOND FILING	42.00
57547	WELLS FARGO	01/04/2026	POSTAGE	.78
57547	WELLS FARGO	01/04/2026	PPE FOR 555 KELLY	30.75
57547	WELLS FARGO	01/04/2026	CMC CENT. FEE	75.00
57547	WELLS FARGO	01/04/2026	MEMBERSHIP (CMCA)	500.00
57547	WELLS FARGO	01/04/2026	MTG EXPENSE	309.85
57547	WELLS FARGO	01/04/2026	AGENDA BOARD	877.89
57547	WELLS FARGO	01/04/2026	MTG EXPENSE	219.00
57547	WELLS FARGO	01/04/2026	CLOSED SESSION	84.87
57547	WELLS FARGO	01/04/2026	STAFF APPRECIATION	228.89
57547	WELLS FARGO	01/04/2026	STAFF APPRECIATION	240.00
57547	WELLS FARGO	01/04/2026	COUNCIL OF CITIES	457.10
57547	WELLS FARGO	01/04/2026	STATE OF CITY MTG EXP.	79.80
57547	WELLS FARGO	01/04/2026	NIGHT OF LIGHTS EXPENSE	174.89
57547	WELLS FARGO	01/04/2026	NIGHT OF LIGHTS EXPENSE	20.76
57547	WELLS FARGO	01/04/2026	STAFF APPRECIATION	149.00
57547	WELLS FARGO	01/04/2026	NIGHT OF LIGHTS EXPENSE	51.38
57547	WELLS FARGO	01/04/2026	COUNCIL SNACKS	93.61
57547	WELLS FARGO	01/04/2026	SHIPPING FEE	21.96
57547	WELLS FARGO	01/04/2026	TRAINING EXPENSE	12.15
57547	WELLS FARGO	01/04/2026	SUBSCRIPTION	343.92
57547	WELLS FARGO	01/04/2026	COUNCIL OF CITIES	147.35
57547	WELLS FARGO	01/04/2026	COUNCIL OF CITIES	36.66
57547	WELLS FARGO	01/04/2026	RECONCILING ITEMS CASHBACK	1,176.48-
57547	WELLS FARGO	01/04/2026	CITY HALL INTERNET	356.82
57547	WELLS FARGO	01/04/2026	COUNCIL OF CITIES DINNER	17.50
57547	WELLS FARGO	01/04/2026	EOC INTERNET	65.00
57547	WELLS FARGO	01/04/2026	TAC INTERNET	226.23
57547	WELLS FARGO	01/04/2026	STONE PINE INTERNET	293.27
57547	WELLS FARGO	01/04/2026	GOOGLE SUITE	24.00
57547	WELLS FARGO	01/04/2026	OFFICE SUPPLY	43.99

57547	WELLS FARGO	01/04/2026	CLOSED SESSION MEETING	67.95
57547	WELLS FARGO	01/04/2026	CLOSED SESSION MEETING	30.95
57547	WELLS FARGO	01/04/2026	WELCOME BREAKFAST-STAFF	269.15
57547	WELLS FARGO	01/04/2026	REFUND FROM MIMANC	95.00-
57547	WELLS FARGO	01/04/2026	SUPPLIES	8.77
57547	WELLS FARGO	01/04/2026	MEMBERSHIP	16.47
57547	WELLS FARGO	01/04/2026	SUPPLIES	16.50
57547	WELLS FARGO	01/04/2026	SUPPLIES	340.39
57547	WELLS FARGO	01/04/2026	SUPPLIES	19.41
57547	WELLS FARGO	01/04/2026	SUPPLIES	82.40
57547	WELLS FARGO	01/04/2026	SUPPLIES	118.64
57547	WELLS FARGO	01/04/2026	SUPPLIES	15.86
57547	WELLS FARGO	01/04/2026	SUPPLIES	15.37
57547	WELLS FARGO	01/04/2026	SUPPLIES	24.16
57547	WELLS FARGO	01/04/2026	ADVERTISING	56.97
57547	WELLS FARGO	01/04/2026	SUPPLIES	56.84
57547	WELLS FARGO	01/04/2026	SUPPLIES REFUND	56.84-
57547	WELLS FARGO	01/04/2026	SUPPLIES	21.93
57547	WELLS FARGO	01/04/2026	MEMBERSHIP	513.00
57547	WELLS FARGO	01/04/2026	MEMBERSHIP	11.99
57547	WELLS FARGO	01/04/2026	SUPPLIES	10.99
57547	WELLS FARGO	01/04/2026	SUPPLIES	3.06
57547	WELLS FARGO	01/04/2026	SUPPLIES	429.08
57547	WELLS FARGO	01/04/2026	SUPPLIES	6.14
57547	WELLS FARGO	01/04/2026	UNIFORM	208.71
57547	WELLS FARGO	01/04/2026	SUPPLIES	117.16
57547	WELLS FARGO	01/04/2026	SUBSCRIPTION- ZOOM	95.97
57547	WELLS FARGO	01/04/2026	PLANNER RECRUITMENT	250.00
57547	WELLS FARGO	01/04/2026	PLANNER RECRUITMENT	100.00
57547	WELLS FARGO	01/04/2026	PLANNER RECRUITMENT	224.95
57547	WELLS FARGO	01/04/2026	HOUSING ELEMENT	3,018.75
57547	WELLS FARGO	01/04/2026	NIGHT OF LIGHTS SUPPLIES	24.27
57547	WELLS FARGO	01/04/2026	OFFICE SUPPLIES	46.88
57547	WELLS FARGO	01/04/2026	OCC SUPPLY	245.75
57547	WELLS FARGO	01/04/2026	RAYMOND GOING AWAY	10.03
57547	WELLS FARGO	01/04/2026	OFFICE SUPPLIES	76.90
57547	WELLS FARGO	01/04/2026	OFFICE SUPPLIES	235.27
57547	WELLS FARGO	01/04/2026	RAYMOND/LISA CUTTING BOARDS	65.90
57547	WELLS FARGO	01/04/2026	STAFFSGIVING	41.71
57547	WELLS FARGO	01/04/2026	BABY SHOWER CELEBRATION	123.17
57547	WELLS FARGO	01/04/2026	NIGHT OF LIGHTS EXPENSE	92.16
57547	WELLS FARGO	01/04/2026	RECOGNITION CERTIFICATES	200.00
57547	WELLS FARGO	01/04/2026	OFFICE SUPPLY (CARDS)	18.68

57547	WELLS FARGO	01/04/2026	ROB GOING AWAY	42.39
57547	WELLS FARGO	01/04/2026	COMMS MEETING EXPENSE	62.90
57547	WELLS FARGO	01/04/2026	CATHERINE CUTTING BOARD	32.95
57547	WELLS FARGO	01/04/2026	ARMANDO, ALEX BABY SHOWER	155.54
57547	WELLS FARGO	01/04/2026	CLOSED SESSION	134.60
57547	WELLS FARGO	01/04/2026	STAFFGIVING	110.16
57547	WELLS FARGO	01/04/2026	CLOSE SESSION DINNER	122.37
57547	WELLS FARGO	01/04/2026	CLOSE SESSION DINNER	17.03
57547	WELLS FARGO	01/04/2026	COUNCIL OF CITIES	33.80
57547	WELLS FARGO	01/04/2026	MEMBERSHIP-CONSTANT CONTACT	175.00
57547	WELLS FARGO	01/04/2026	ROB MILLS CUTTING BOARD	32.95
57547	WELLS FARGO	01/04/2026	VETERANS EVE EVENT	61.90
57547	WELLS FARGO	01/04/2026	VETERANS EVE EVENT	10.98
57547	WELLS FARGO	01/04/2026	WELCOME BREAKFAST- STAFF	40.00
57547	WELLS FARGO	01/04/2026	SUPPLIES FOR LAMINATED CALENDAR	34.02
57547	WELLS FARGO	01/04/2026	2026 WALL CALENDAR	42.98
57547	WELLS FARGO	01/04/2026	ASPHALT PATCH	1,599.78
57547	WELLS FARGO	01/04/2026	TRACTOR BELTS	145.97
57547	WELLS FARGO	01/04/2026	INTERVIEW PANEL LUNCH	63.44
57547	WELLS FARGO	01/04/2026	IRRIGATION SERVICE	218.25
57547	WELLS FARGO	01/04/2026	BABY SHOWER CAKE	112.15
57547	WELLS FARGO	01/04/2026	GATE REMOTE CONTROLLERS	32.95
57547	WELLS FARGO	01/04/2026	MICROPHONE CLAMP	45.22
57547	WELLS FARGO	01/04/2026	CHEST WADERS	96.68
57547	WELLS FARGO	01/04/2026	NIGHT OF LIGHTS CAR WASH	14.00
57547	WELLS FARGO	01/04/2026	QAC TESTING- JORGE	115.00
57547	WELLS FARGO	01/04/2026	ICC TRAINING COURSE	528.25
57547	WELLS FARGO	01/04/2026	CITY HALL WREATH	218.65

Total WELLS FARGO:

15,759.29

WEST COAST ARBORISTS INC

57434	WEST COAST ARBORISTS INC	01/08/2026	FY 25/26 TREE MAINTENANCE AND URBAN FOREST MANAGEMENT	9,448.00
57434	WEST COAST ARBORISTS INC	01/08/2026	FY 25/26 TREE MAINTENANCE AND URBAN FOREST MANAGEMENT	3,422.00
57519	WEST COAST ARBORISTS INC	01/29/2026	FY 25/26 TREE MAINTENANCE AND URBAN FOREST MANAGEMENT	19,132.20

Total WEST COAST ARBORISTS INC:

32,002.20

ZONES IT SOLUTIONS INC.

57005	ZONES, LLC	01/08/2026	FY 25/26 ZONES MICROSOFT 365 LICENSING	1,592.28-
57433	ZONES, LLC	01/08/2026	FY 25/26 ZONES MICROSOFT 365 LICENSING	1,592.28
57435	ZONES, LLC	01/08/2026	MICROSOFT LICENSING	17,065.17

Total ZONES IT SOLUTIONS INC.:

17,065.17

Grand Totals:

1,445,655.49

Report Criteria:

Report type: GL detail

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim City Engineer

TITLE: APPROVE WAVECREST ROAD WATER MAIN PROJECT - PROFESSIONAL SERVICES AGREEMENT, AMENDMENT 01

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute Amendment No. 1 to the professional services agreement with Freyer & Laureta, Inc. for final design and construction support services for the Wavecrest Road Water Main Project (CIP Project No. 9004) in the amount of \$60,000.

FISCAL IMPACT:

The Wavecrest Road Water Main Project is included in the adopted FY 2025-26 Capital Improvement Program. There is no financial impact from this request. The project is fully funded through allocations from the General Fund with a total project budget of \$1,410,000. A summary of the current funding sources and expenses to date is provided below.

Table 1: Project Funds and Expenses Summary

Project Funds		Project Expenses	
Funding Source	Fund Amount	Consultants	Expenses to Date
City Funds	1,410,000	Freyer & Laureta	49,800
Total Funding:	\$ 1,410,000	Total Expenses:	\$ 49,800

The current anticipated cost of construction is \$1.35 million, which is based on an updated engineer’s estimate recently prepared by staff. Although our current estimates indicate that we have sufficient budget to complete construction, if bids come in higher than expected, additional funding may need to be sought to complete the full scope of work.

STRATEGIC ELEMENT:

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

BACKGROUND:

The Wavecrest Road Water Main Project was initiated to provide adequate water service for fire protection and irrigation at the Smith Field/Wavecrest area. The project includes the design, permitting and construction of roughly 2,500 linear feet of water main and lateral piping down Wavecrest Road between Highway 1 and Smith Field. The project will also include new valves, lateral connections and (5) fire hydrants along Wavecrest Road. The project will replace existing private service lines that currently exist which are undersized and beyond their serviceable life expectancy. Staff regularly responds to leaks or sudden breaks in the existing lines due to their degradation. The existing lines are also undersized, creating a pressure and flow deficiency along Wavecrest Road and at Smith. The new improvements will improve both flow and pressure significantly and, along with new hydrants proposed, will result in substantial improvements to existing public safety and operational concerns.

Although this project has been identified as a community need dating back more than two decades, it was only formally introduced to the City's Capital Improvement Program as a new, stand-alone project during the 2019-2020 fiscal year. Initial funding for the project was allocated as part of the FY 2022-2023 CIP. Most of the project funding was allocated with adoption of the FY 2024-2025 CIP.

On September 20, 2022, the City Council authorized the City Manager to execute a professional services agreement with Freyer & Laureta, Inc, for \$49,800 to prepare 90-percent project design drawings and estimates. Those plans were prepared in conjunction with conceptual design drawings for the Smith Field Master Plan, Phase 1 and Phase 2 improvement projects, which together were used as the basis for preparation of environmental and entitlement documents on both projects. The Planning Commission adopted the Initial Study / Mitigated Negative Declaration on September 23, 2025. At the same public hearing, the Commission also approved a Coastal Development Permit for Phase 1 of the Smith Field Master Plan, including the Wavecrest Road water main extension.

Plans for the Wavecrest Road Water Main Project have also received other necessary approvals from Coastside County Water District (CCWD) and Coastside Fire Protection District (CFPD).

DISCUSSION:

The additional services covered under the proposed Amendment 1 for Freyer & Laureta, Inc. are needed to resolve final minor comments on improvement plans from the City and CCWD. Amendment 1 also includes final packaging of plans, specifications, and engineers estimate, for a bid advertisement package, as well as construction support once a contractor is awarded the project and work commences.

Staff have been working with CCWD on final deliverables and anticipate that a Service Agreement between CCWD and the City will be completed in early June of this year. We have also coordinated the target construction schedule with the various organizations that utilized

Smith Field for organized baseball (Half Moon Bay Little League, Half Moon Bay Pirates, and SMCO Sheriff's Activities League Junior Giants) to minimize impacts.

Once the 100% bid package is finalized, we anticipate advertising to contractors in March or April of this year and will bring back a contract award for Council's approval thereafter. We are targeting a July 6th construction start date and are estimating approximately fifty (50) working days to complete the project.

ATTACHMENTS:

1. Resolution
2. Freyer & Laureta Amendment 1 Proposal

RESOLUTION NO. C-2026-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH FREYER & LAURETA, INC. FOR FINAL DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR THE WAVECREST ROAD WATER MAIN PROJECT (CIP NO. 9004) IN THE AMOUNT OF \$60,000.

WHEREAS, the City of Half Moon Bay initiated the Wavecrest Road Water Main Project (CIP Project No. 9004) to replace deficient infrastructure and improve water service for fire protection and irrigation at the Smith Field and Wavecrest area; and

WHEREAS, on September 20, 2022, the City Council authorized the City Manager to execute a Professional Services Agreement with Freyer & Laureta, Inc. in the amount of \$49,800 to prepare 90-percent design drawings and cost estimates for the project; and

WHEREAS, on September 23, 2025, the Planning Commission adopted an Initial Study/Mitigated Negative Declaration for the Smith Field Master Plan improvements and approved a Coastal Development Permit for Phase 1, including the Wavecrest Road Water Main Project; and

WHEREAS, the project has received necessary permit approvals from the Coastside County Water District and the Coastside Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 1 to the professional services agreement with Freyer & Laureta, Inc. for final design and construction support services for the Wavecrest Road Water Main Project (CIP Project No. 9004) in the amount of \$60,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17th of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor

February 6, 2026

Mr. Dale Leda
Interim City Engineer
City of Half Moon Bay
Public Works Department
501 Main Street
Half Moon Bay, CA 94019

RE: Wavecrest Water Project (CIP 9004) - Add Service for Additional Engineering Services during Design, Bidding and Construction.

Dear Mr. Leda,

Freyer & Laureta, Inc. (F&L) is pleased to provide this scope and fee proposal for engineering services to reissue the final design package through construction of the Wavecrest Water Project (CIP 9004). We propose the following Scope of Services and schedule of fees:

Description of Services

Task 1: Project Management and Coordination

Attend project team coordination meetings. This is for general coordination topics, not specifically tied to design or construction. We anticipate the kick off meeting and monthly meetings for the duration of the project.

- Quality Audit/Quality Control (QA/QC)
- Monitor F&L's schedule and budget.
- F&L will initiate monthly check in meetings.

Task 2: Finalize Construction Documents

F&L will update the design package based on comments from Coastside County Water District (CCWD) and the City. This task will include the following:

- Provide a revised 100% Submittal Level Improvement PS&E will be provided to the City that responds to comments.
- Attend a virtual review meeting and provide meeting notes after the meeting.
- Prepare the Final Bid Package, incorporating City review comments on the 100% Package. The Final Bid Package will include plans, project-specific specification sections, and the engineer's estimate.

Headquarters

150 Executive Park Blvd, Ste 4200
San Francisco, CA 94134
(415) 534-7070

North Bay Office

505 San Marin Dr, Ste A220
Novato, CA 94945
(415) 534-7070

East Bay Office

1101 Marina Village Parkway, Ste 104
Alameda, CA 94501
(510) 937-2310

South Bay Office

20863 Stevens Creek Blvd, Ste 275
Cupertino, CA 95014
(408) 516-1090

Task 3: Engineering Services During Bid and Construction Phases

Construction support services will be provided to assist the City in obtaining construction work that is in substantial conformance with the contract documents. Our construction services will consist of the following:

- Bid support, including attendance at bid conference, responding to bidder questions, and preparation of conformed set for construction. Interpretation of contract documents, review of extra work requests, review of shop drawings and other contractor submittals, review and respond to requests for information/clarifications.
- When requested, site visits will be made to resolve field issues (up to 2).
- Construction meetings (4 total).
- Provide project close-out support including a site visit for punch list.
- Transfer Contractor As-Builts into AutoCAD drawings to Record Drawings for City of Half Moon Bay archiving.

Schedule

Construction is anticipated to commence Q3 2026 and be completed prior to Q4 2026. The following table outlines the anticipated project schedule based start construction in early July 2026 to coincide with baseball seasons at Smith Field Park.

Milestone	Anticipated Date
Notice to Proceed	Early February 2026
Reissue 100% Submittal	Mid February 2026
Final City Review (two weeks)	Early March 2026
Finalize Construction Documents and Issue for Bid	Mid March 2026
Advertise Bid	April 2026
Bid Phase	April 2026 – May 2026
Bid Opening	May 2026
Construction Phase	July 2026-August 2026

Proposed Fee Schedule



Please refer to Table 1 (attached) for the detailed fee breakdown for these design services. A summary follows below. All work will be on a time and materials (T&M) basis, not to be exceeded without authorization

Tasks	Fee
Task 1. Project Management and Coordination	\$8,690
Task 2. Finalize Construction Documents	\$16,950
Task 3. Engineering Services During Bid and Construction Phases	\$34,360
Total	\$60,000

Thank you again for the opportunity of submitting this proposal to you. We look forward to working with you on another successful project. If you have any questions, please feel free to call us.

Very truly yours,

Lorraine Htoo, P.E., Vice President
FREYER & LAURETA, INC.

Enclosure: Fee Proposal

TABLE 1

FEE ESTIMATE:

Wavecrest Water Project – Engineering Services including Bid and Construction Phases

HMB CIP 9004

PREPARED BY:

FREYER & LAURETA, INC.

Task Hours	Principal	Project Manager	Staff Engineer IV	Staff Engineer I	Admin Staff	Total Cost per Task
Task 1: Project Management and Coordination						
Monitoring Budget and Project Schedule		8			8	\$3,144
QA/QC	8					\$2,400
Monthly Progress and Cost Summary Report, Invoices		8			8	\$3,144
Task Subtotal:	8	16			16	\$8,690
Task 2: Finalize Construction Documents						
Field Visit		1	1			\$480
100% Submittal Package	2	2	10	30	8	\$9,394
Review Meeting		2	2		2	\$1,196
Issue for Bid Submittal Package	1	2	4	20	6	\$5,878
Task Subtotal:	3	7	17	50	16	\$16,950
Task 3: Engineering Services During Bid and Construction Phases						
Bid Support		2	6	40	2	\$9,016
Construction Meetings (4)		4	4			\$1,920
Shop Drawings and Construction Submittal Review			2	32		\$6,010
Review and Respond to RFIs		2	2	16		\$3,760
Instructional Bulletins	2	2	2	20	2	\$5,296
Site Visits (2)		2	2			\$960
Project Closeout/Record Drawings Preparation		1	4	36		\$7,395
Task Subtotal:	2	13	22	104	4	\$34,360
FEE ESTIMATE TOTAL:						\$60,000
F&L Hourly Rates	\$300	\$275	\$205	\$175	\$118	

Notes:

1. Not all staff positions are listed. Other staff positions may be utilized and will be billed at hourly rates according to F&L's 2026 Rate Schedule. The Not to Exceed Budget will remain the same.
2. Breakdown by task is for estimating purposes only. Level of effort between tasks may vary.
3. Total and Subtotals are rounded to nearest \$10.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Karen Decker, Interim Deputy City Manager
Dale Leda, Interim City Engineer
Julissa Acosta, Management Analyst

TITLE: DOWNTOWN POLE BANNER PROGRAM

RECOMMENDATION:

Receive a staff update and by motion, provide guidance on whether to create a banner program.

FISCAL IMPACT:

Estimated costs to design and produce banners and update hardware for 42 poles are up to \$23,000, which could be funded with Capital Improvement Program funds originally slated for a gateway arch. As the policy develops, staff expect to apply a fee toward eligible banner participants to offset administration and maintenance costs.

STRATEGIC ELEMENT:

This update supports the *Fiscal Sustainability, Inclusive Governance, and Infrastructure and Environment* Elements of the Strategic Plan.

BACKGROUND:

Half Moon Bay’s historic downtown sets it apart from any other Bay Area city and continues to draw residents and visitors from around the world. In the 1970s, when downtown was showing signs of neglect, lifelong residents Dolores Mullin and Patsy Dutra launched the Great Half Moon Bay Paint-In. Volunteers picked up paint brushes while local businesses donated food and supplies (Attachment 1: Coastside Chronicles). That can-do spirit of volunteerism and community pride spurred the formation of the Beautification Committee, which subsidized itself by holding a small art festival capitalizing on local pumpkin patches, and the first Spanishtown Art & Pumpkin Festival was held in 1971. To this day, the Beautification Committee continues to spruce up Main Street, donate to local causes, and fundraise by holding the now world-famous Half Moon Bay Art & Pumpkin Festival and Pumpkin Weigh-Off.

Two enhancements to Downtown’s Main Street that remain popular are hanging flower baskets and pole banners that give a sense of welcome, decoration, and an arrival experience. This sentiment surfaced most recently through community engagement for a recent project, the

Downtown Streetscape Master Plan (Attachment 2), that was unanimously approved by Council in July 2024. The plan is a blueprint for improving the design, functionality, and appeal of Downtown Half Moon Bay and emphasizes mobility, vibrancy, and long-term economic health while preserving downtown's historic character.

The plan development involved extensive public outreach, including:

- 25 focus group sessions
- 240 community participants in engagement activities
- 164 community survey responses
- Presentations to Architectural Advisory Committee (AAC), Planning Commission, Parks & Recreation Commission, Bicycle & Pedestrian Advisory Committee, and City Council

Following adoption of the plan, the City began exploring short-term wins that could be accomplished in a relatively short amount of time (6-9 months), have high impact at minimal cost, and be additive to / consistent with the Streetscape Master Plan design guidelines and concepts. Hanging flower baskets, seasonal and event-themed street pole banners (45 along Main Street), and reactivation of the two flagpoles north of the historic Main Street Bridge resonated strongly with the community (Attachment 2, pages 2 and 6).

In recent months, banners have remained a high priority at monthly meetings held by the Downtown Association. Additionally, members of a downtown revitalization committee (which includes representation from the Beautification Committee and Chamber of Commerce) have met with staff to share information and resources and discuss the current and desired infrastructure (hardware, finials), standardization of a banner design, specifications for a flower basket and banner on each pole, and exploration of an application process to accommodate banners for seasons, events, and themes in exchange for a fee that would be used to subsidize maintenance costs.

In an effort to leverage resources while continuing research and policy development, staff are receiving technical assistance from a Community Acceleration Project (CAP) team assembled by Leadership Council San Mateo at no cost to the City. Staff will meet with the CAP team periodically until they present their findings in May. A member from the Downtown Revitalization Committee has attended this meeting as a volunteer.

DISCUSSION:

Council direction is requested on whether to proceed with development of a formal banner program, including hardware upgrades, a standard year-round design, and an application process for seasonal and event-based banners.

Poles/Specifications

There are 45 existing decorative light poles on Main Street, extending from Highway 1 North to Filbert Street. Of these, 38 poles between Highway 92 and Filbert Street currently have banner and/or basket mounting hardware installed. Staff field-verified pole measurements to ensure

adequate clearances, including a minimum of 84 inches above the sidewalk to meet accessibility requirements and appropriate setbacks from adjacent buildings to comply with anticipated Fire Code Zone Zero requirements.

Three poles were found to be within anticipated Zone Zero and would be excluded from the program, resulting in an estimated total of 42 eligible poles. Because pole heights vary, staff used the shortest poles as the baseline to determine a consistent banner size. A standard banner dimension of 24 inches wide by 30 inches tall was identified.

In addition, approximately seven poles currently support other equipment, such as informational, regulatory signage or automated license plate reader (ALPR) devices. These locations would need to be evaluated on a case-by-case basis before any additional attachments are installed. This inventory provides a basis for developing cost estimates and ensuring that any upgrades comply with applicable codes and standards.

Hardware

Staff identified a vendor that produces hardware capable of supporting both a banner and a hanging flower basket. A sample is expected in late March. The product is recommended by a local printing company familiar with the current Main Street banners. However, it is not a pre-manufactured item and requires approximately six to eight weeks from payment to delivery. The estimated cost for a hardware set designed to accommodate a 24-inch-wide banner, hanging basket, bracket, and round post is approximately \$500 per pole including taxes and shipping.

Alternatively, staff could explore obtaining custom-fabricated hardware through a local welding and fabrication shop, which may offer greater flexibility in design, lead time, and cost. Staff would evaluate durability, aesthetics, and long-term maintenance considerations when comparing these options.

Banner Design

Should Council direct staff to establish a banner program, staff would work with a local vendor to develop a year-round “mainstay” banner to display between seasonal, event, and theme-based installations. Design options could be presented to the Architectural Advisory Committee. Staff estimate that each design option would cost about \$100. Once a design is confirmed, production costs are estimated at approximately \$35 per banner, for a total of \$1,470 for 42 poles.

NEXT STEPS

If Council decides to prioritize a banner program and directs staff to move forward, next steps will include:

- Procure one to two mainstay banner design options and develop a policy framework for the program.

- Apply for a sign permit and appear before the Architectural Advisory Committee within the next two months and the Planning Commission within the next two to three months.
- Conduct community outreach to nonprofits and additional businesses.
- Research other jurisdictions and leverage the efforts of the CAP team to identify best practices for access, an application, fees, maintenance, and storage.
- Evaluate the two flagpoles north of the Main Street Bridge and the South Main Gateway seal to ensure brand consistency and cohesive signage and wayfinding.

ATTACHMENTS:

1. Coastside Chronicles, Spring 2005
(available at https://www.halfmoonbayhistory.org/wp-content/uploads/2025/05/CoastsideChronicles_Spring2025.pdf)
2. [Downtown Streetscape Master Plan](#)
(available at [https://www.half-moon-bay.ca.us/DocumentCenter/View/6763/HMB-Streetscape-Plan?bidId=Half Moon Bay](https://www.half-moon-bay.ca.us/DocumentCenter/View/6763/HMB-Streetscape-Plan?bidId=Half%20Moon%20Bay))
3. Community Survey Findings

Streetscape Master Plan Survey – Summary of Findings

In April 2023, the Half Moon Bay City Council unanimously approved the Main Street Revitalization Project and an allocation of funds from the Capital Improvement Program to support this important effort. Downtown revitalization has been a topic of interest for the Council and community alike and was identified as one of 15 strategic recommendations resulting from the Coastside Recovery Initiative.

The goals of the project are to create a more attractive, accessible, and economically vibrant downtown through a Streetscape Master Plan. Toole Design was selected to create the Streetscape Master Plan based on existing conditions review and extensive community engagement through charettes, open studios, focus groups, popups, and public meetings. The Streetscape Master Plan survey was identified as an important tool to gather additional community feedback, particularly from community members who were not able to participate in the previous Toole-led engagement opportunities.

Methodology

The survey was designed to follow similar areas of inquiry as those explored through the charettes, open studios, focus groups, popups, and public meetings. It included questions related to downtown identity and experience, getting to and around downtown as well as ideas for improving key locations such as Kitty Fernandez Park. Another important objective of the survey was to gather input on ideas for improvements that could be accomplished in the short-term, recognizing that implementation of the Streetscape Master Plan is a multi-phase, multi-year effort.

Wood Consulting Services developed the survey with input from City staff and the Toole Design team. A draft of the survey was first developed as a word document for ease of review and then finalized as a google form. The google form was pre- tested with two city staff to fine-tune questions and response options, check skip pattern logic and assess the overall ease of completing the survey.

The survey was launched on January 8, 2024, and closed on February 2, 2024. Five additional surveys were received after the February 2 deadline and included in the analysis. The survey was accessible online via social media, QR code, and the City's website in English and Spanish. Hard copies were also provided during a visit from the Mexican Consulate and at a newly formed Youth Advisory Committee. A total of 164 respondents completed the survey. Demographics collected as part of the survey are summarized on pages 3-5 of this report.

Additional Notes

The consultant exported all the raw data captured from the google form into an Excel spreadsheet for analysis. Response rates were verified for each survey question by determining the number of blank and non-blank cells. Frequencies and percentages were calculated for all close-ended survey questions. Charts and graphs were then created to illustrate the distribution of responses across the different response options for each survey question.

For open-ended questions, the consultant used thematic analysis to identify common themes for responses. Tables were created to show counts of responses for each theme category.

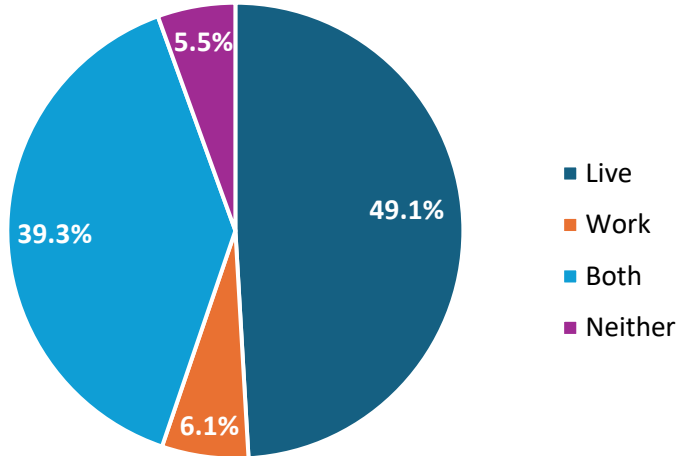
Key Takeaways

- Respondents greatly appreciate the City’s charm, quaintness, and small-town feel. They also value the shops and restaurants downtown, and that many are locally owned small businesses. The downtown aesthetic, including tree lighting, murals and historic buildings were also important to respondents.
- Parking was most frequently cited as something respondents disliked about downtown and wanted to see changed with several respondents mentioning angled parking specifically. Traffic congestion, lack of signage and the need for better cross walks along Main Street were other dislikes that respondents noted. The business mix and need for more retail versus professional service-oriented businesses along Main Street was a concern as well as the condition / underutilization of buildings and the bridge.
- Recognizing that the Streetscape Master Plan is a multi-phase, multi-year effort, City leadership was interested in the community’s feedback for improvements that could be made in the shorter-term and with minimal investment. “Hanging flower baskets that are replenished and maintained”, “street pole banners with seasonal themes or events”, and a “banner north of the bridge next to Stone Pine Road that identifies the entrance to downtown”, were the top three improvements based on total responses falling into a “first” or “second choice” option.
- An overwhelming majority of respondents supported the ideas for more furnishing and landscaping along Main Street, 79.8 percent, and 86.2 percent respectively. They also supported a textured and natural landscaping and furniture palette in keeping with Half Moon Bay’s coastal aesthetic.
- When asked about ways that Main Street could be made safer for drivers, “improve key intersections to increase visibility”, “street improvements to reduce traffic”, “a gateway sign north of the Main Street bridge to provide a sense of arrival into downtown”, and “improve wayfinding from highway 92 to downtown”, were the improvements with the highest responses.
- When asked about ways that Main Street could be made safer for pedestrians, “make sidewalks easier to walk by removing obstructions”, “make existing crosswalks safer”, “make sidewalks wider”, and “add more lighting”, were the improvements with the highest responses.
- A nearly equal percentage of respondents either “strongly supported” (27.8 percent) or “strongly opposed” (30.2 percent) parallel parking to increase sidewalk space along Main Street.
- When asked about ways to improve Kitty Fernandez Park, “create more green space”, “create spaces for children and youth”, “create flex areas for pop-ups and food trucks”, were the design features rated as most important based on total responses falling into the “first”, “second” or “third choice” options.

About You

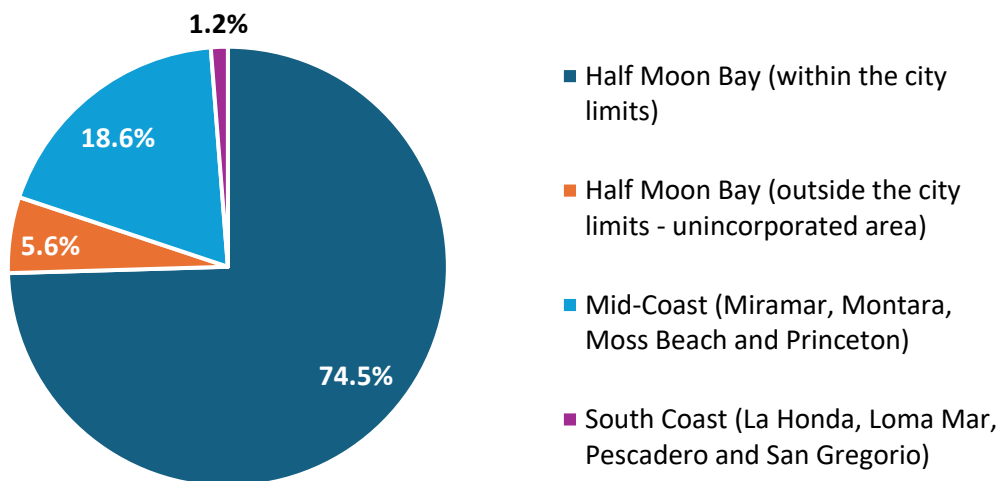
1. Do you live or work in Half Moon Bay or both? (Please choose one option)

Values shown as a percentage of respondents, n=163.



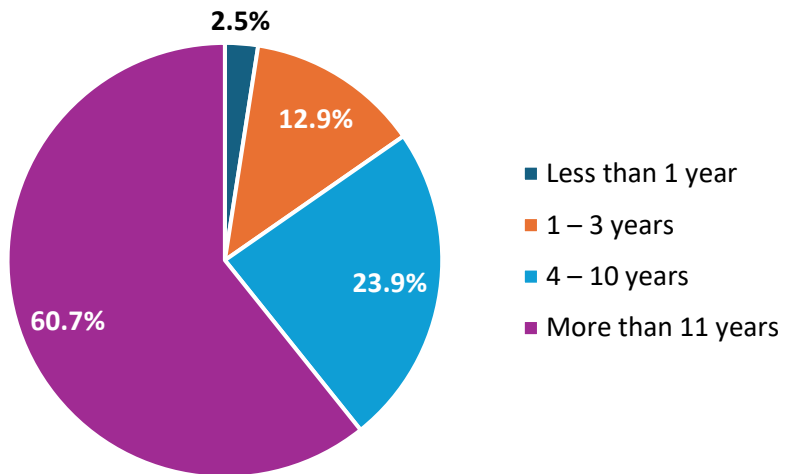
2. Where do you currently reside? (Please choose one option)

Values shown as a percentage of respondents, n=161



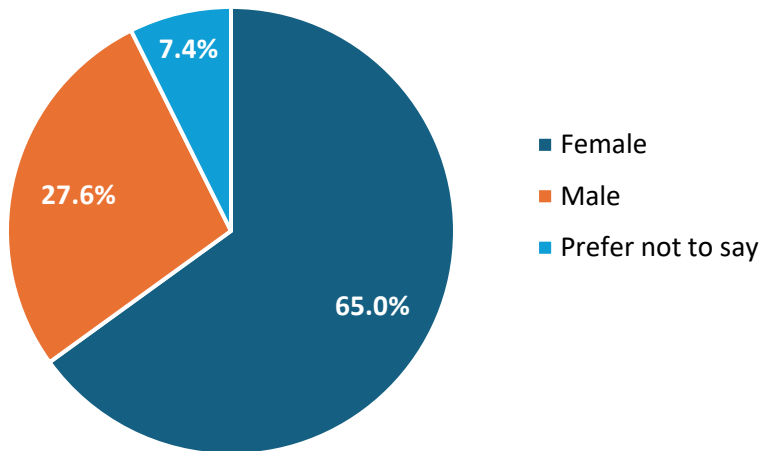
3. How long have you been a resident here? (Please choose one option)

Values shown as a percentage of respondents, n=163



4. What gender do you identify as? (Please choose one option)

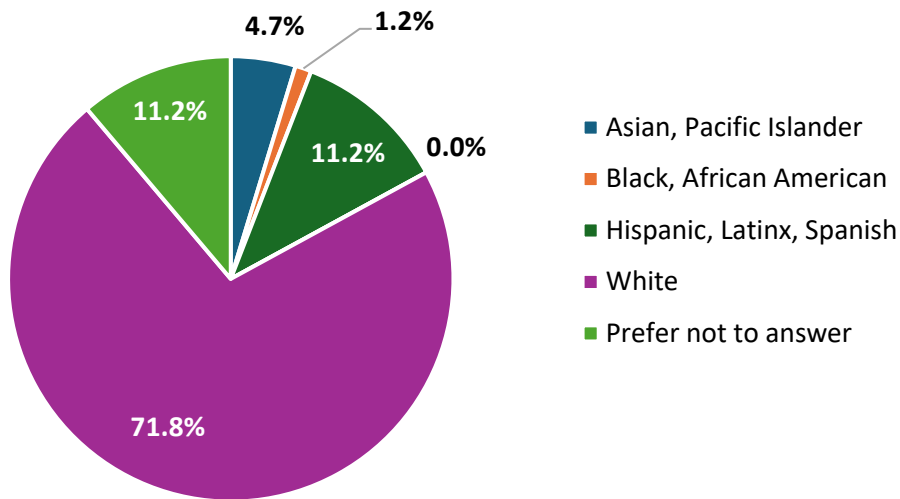
Values shown as a percentage of respondents, n=163



8.

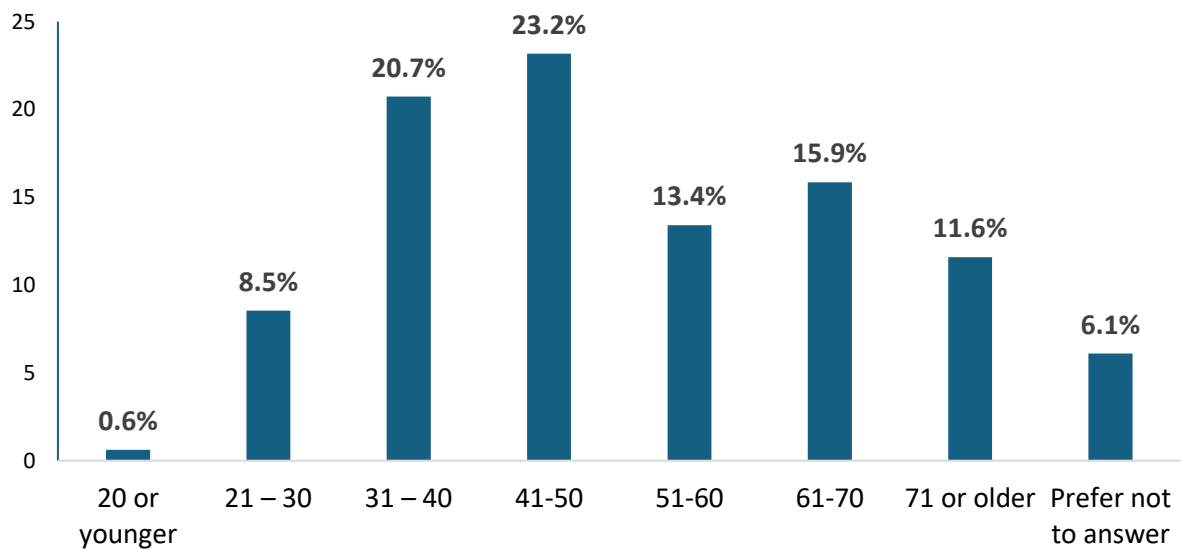
5. Which of the following best describes your race or ethnicity? (Please choose all that apply)

Values shown as a percentage of responses, n=170



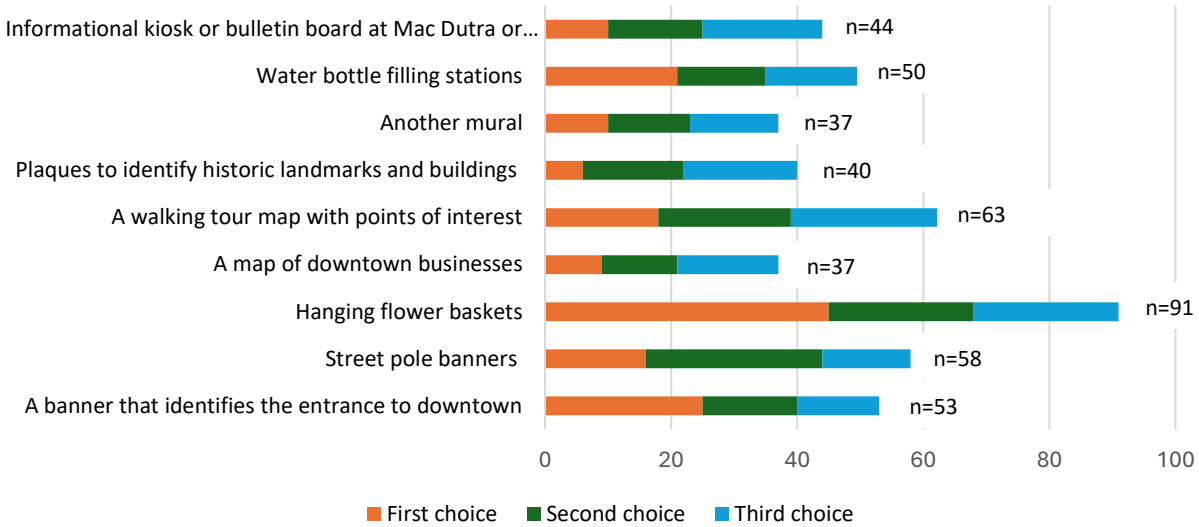
6. Which of the following best describes your age? (Please choose one option)

Values shown as a percentage of respondents, n=164



Short-Term Opportunities

7. Which of the following short-term improvements would you most like to see on Main Street / downtown? (Please select your top three options). Values shown as a frequency (count) of responses.



Downtown Identity and Experience

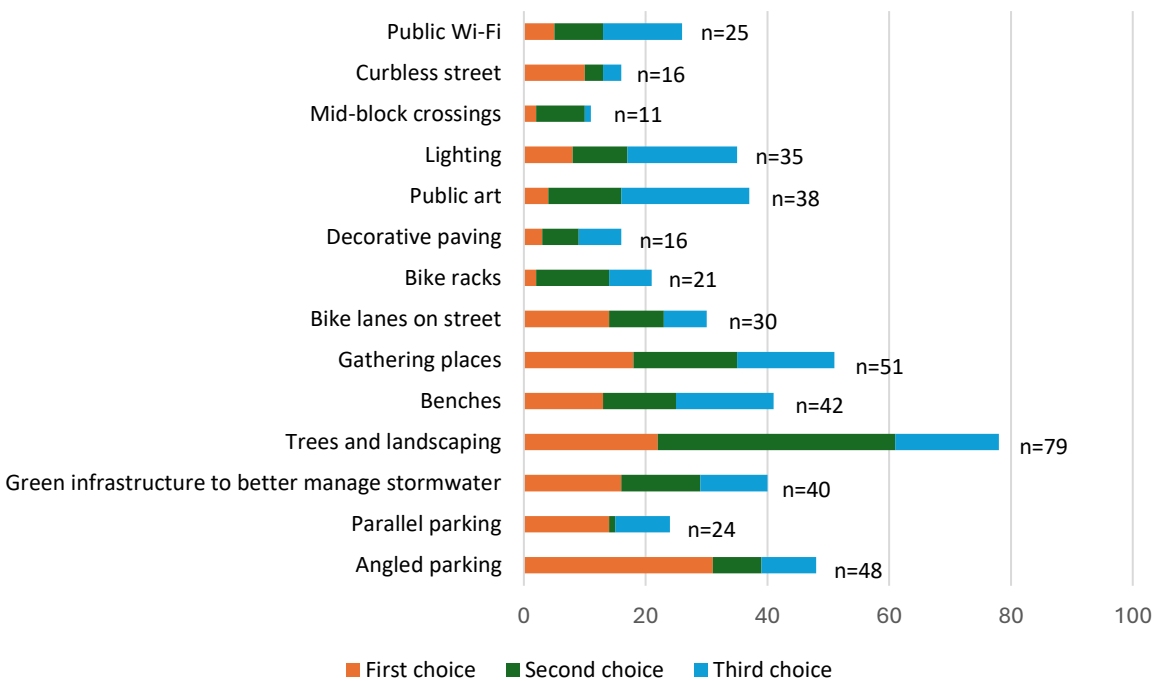
8. What do you like about downtown Half Moon Bay and want to see maintained? Values shown as a frequency (count) of responses.

Response Option	Frequency
Charm, quaintness, small town feel	36
Shops	28
Décor, tree lights	24
Restaurants, dining	21
Small, local businesses	20
Historic buildings, bridge, plaza	17
Arts, entertainment, and events	16
Free parking	12
Accessibility (walking, biking)	10
Clean, safe, and quiet	10
Plants	9
Furnishings	7
Other	15
Total	225

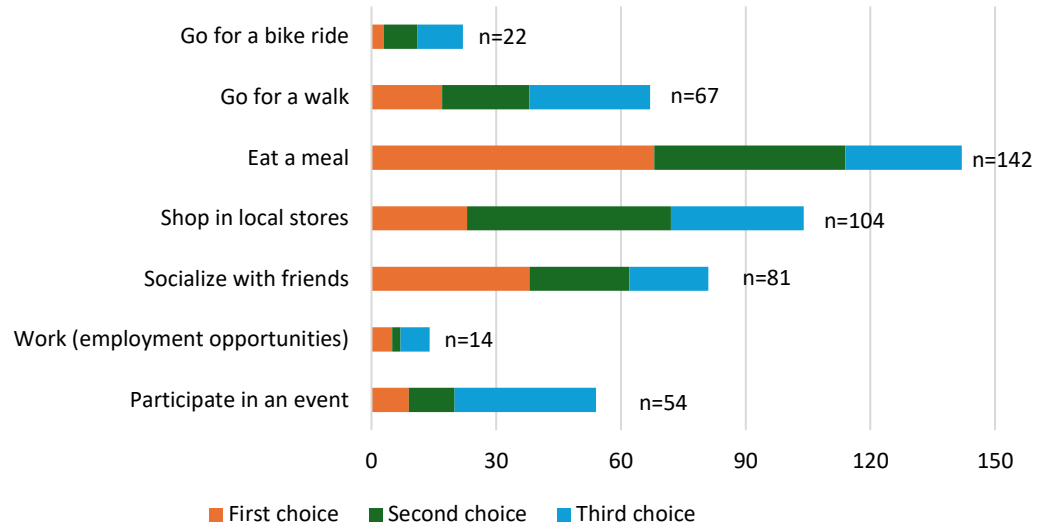
9. What do you dislike and want to see changed? Values shown as a frequency (count) of responses.

Response Option	Frequency
Parking	31
Traffic flow, signage, cross walks	20
Business mix	17
Buildings, new construction, bridge	17
Pedestrian, bike access	15
Sidewalks, street	14
Dining	12
Limited business activity and hours	10
Garbage, cleanliness	10
Areas to gather	6
Other	21
Total	173

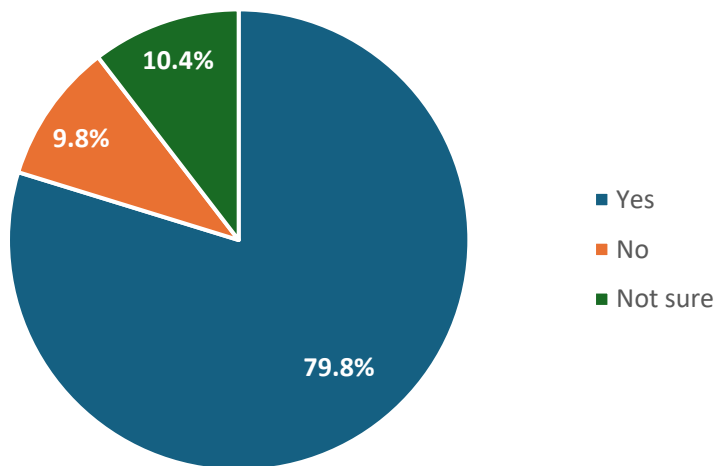
10. Which of the following features would you most like to see on Main Street? (Please select your top three options). Values shown as a frequency (count) of responses.



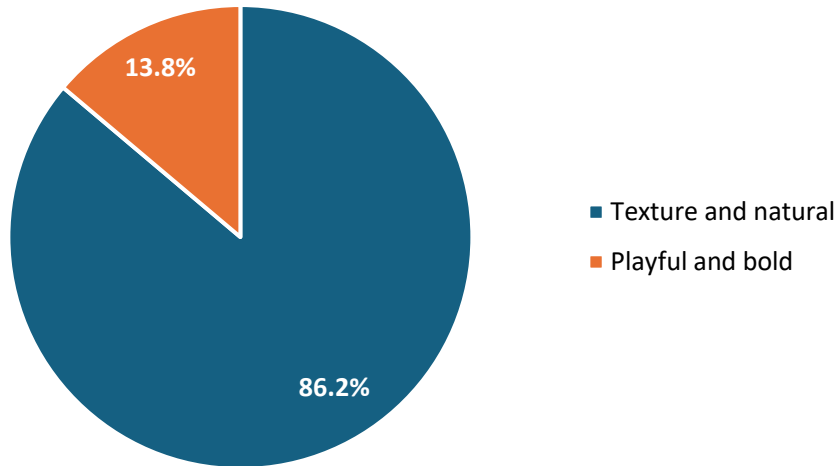
11. Which of the following activities would you most like to do when you are downtown? (Please select your top three options). Values shown as a frequency (count) of responses.



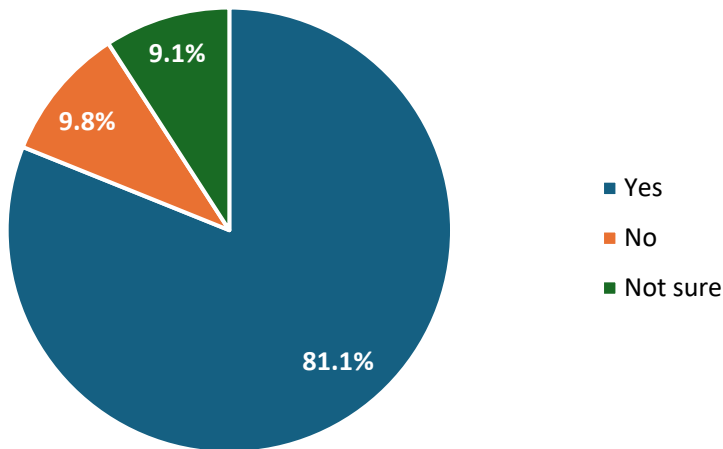
12. Do you support more furnishings along Main Street? Examples of street furniture include banners, public art, benches and seating, bicycle racks, restrooms, trash bins, community kiosks and signage. Values shown as a percentage of respondents, n=163.



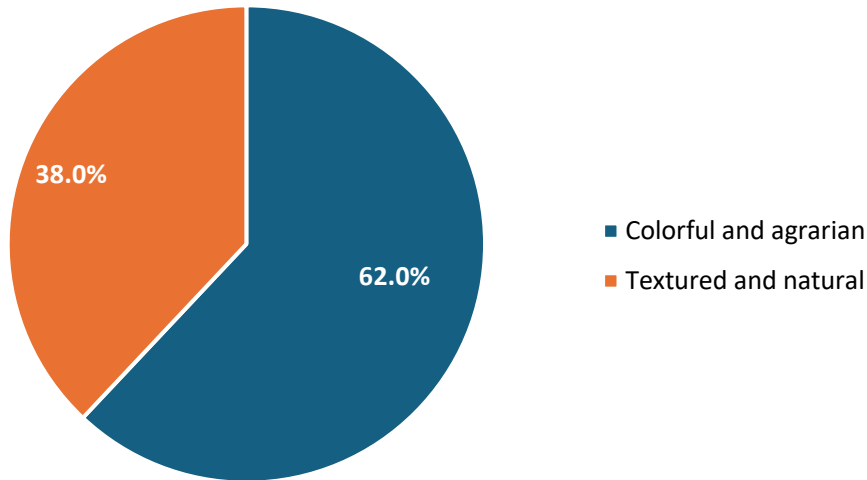
13. If yes, please review the following examples of furniture style and tell us what you like best (Please choose one option) Values shown as a percentage of respondents, n=130.



14. Do you support more landscaping along Main Street? Values shown as a percentage of respondents, n=164.



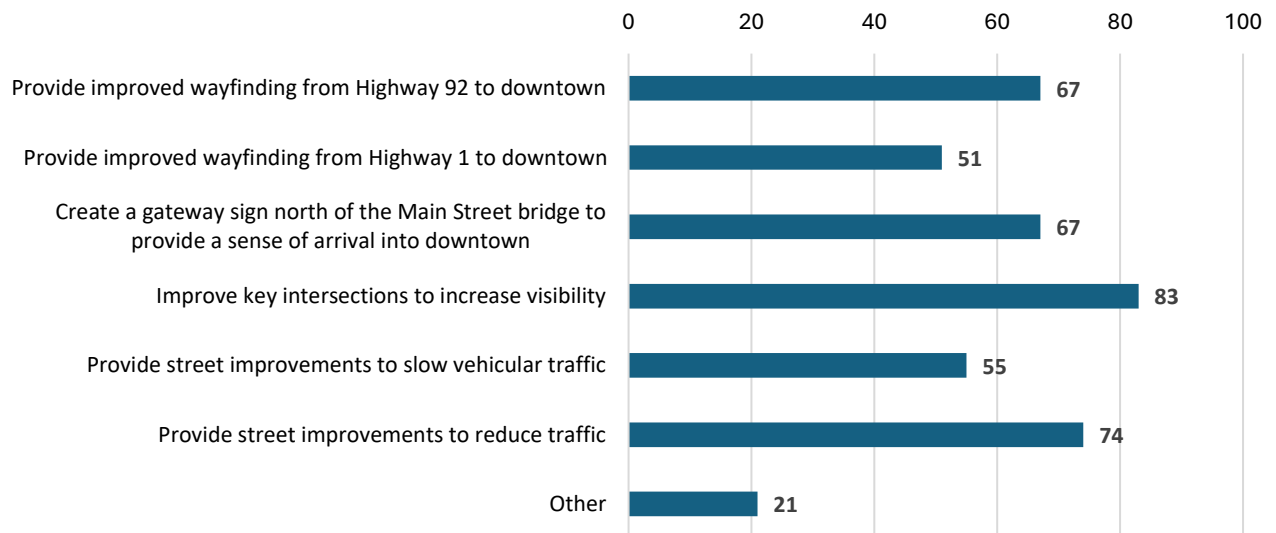
15. If yes, please review the following examples of landscaping and tell us what you like best (Please choose one option). Values shown as a percentage of respondents, n=129.



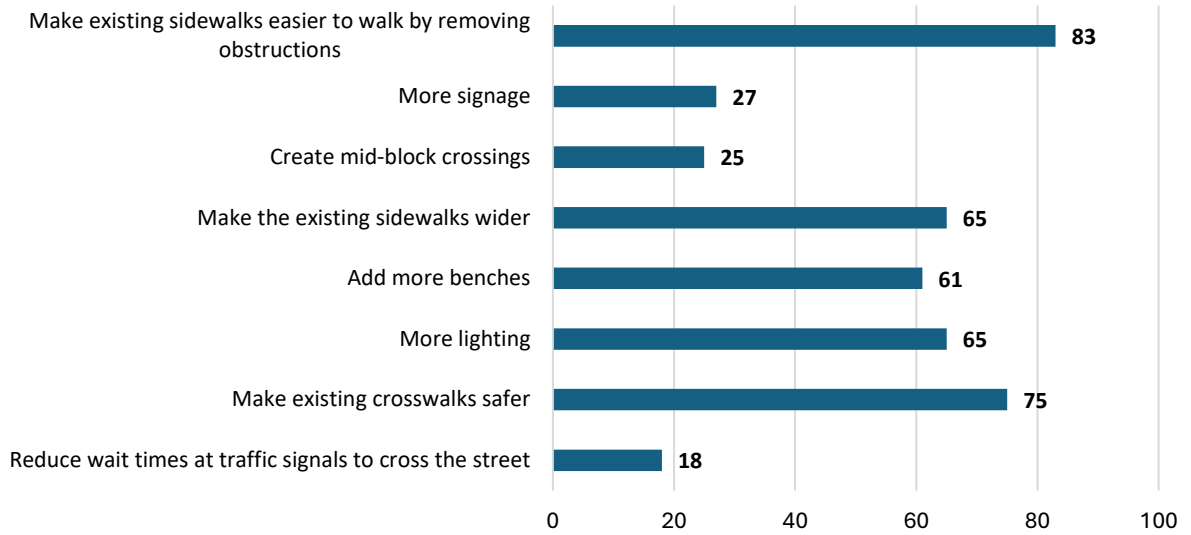
Getting To and Around Downtown

16. There could be ways to make Main Street safer for people driving and improve access to downtown locations. Which of the following are most important to you? (Please check all that apply).

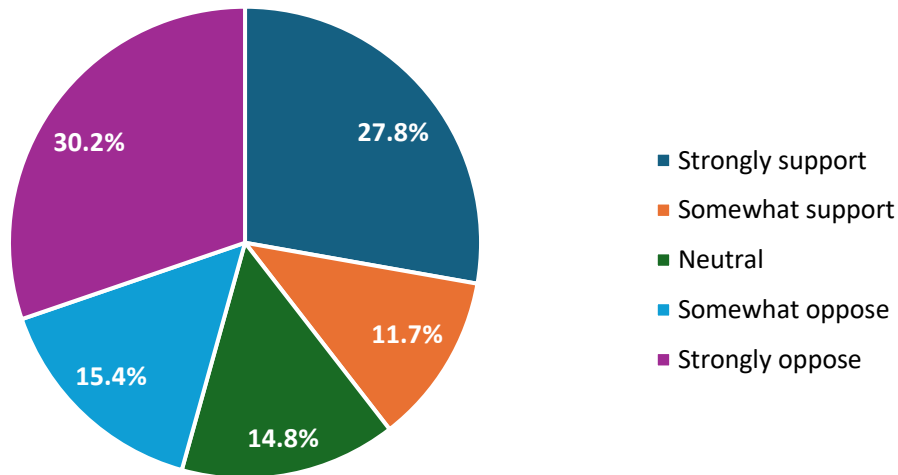
Values shown as a frequency (count) of responses



17. There could be ways to make Main Street safer, easier, and more enjoyable for people walking. Which of the following are most important to you? (Please check all that apply) Values shown as a frequency (count) of responses.

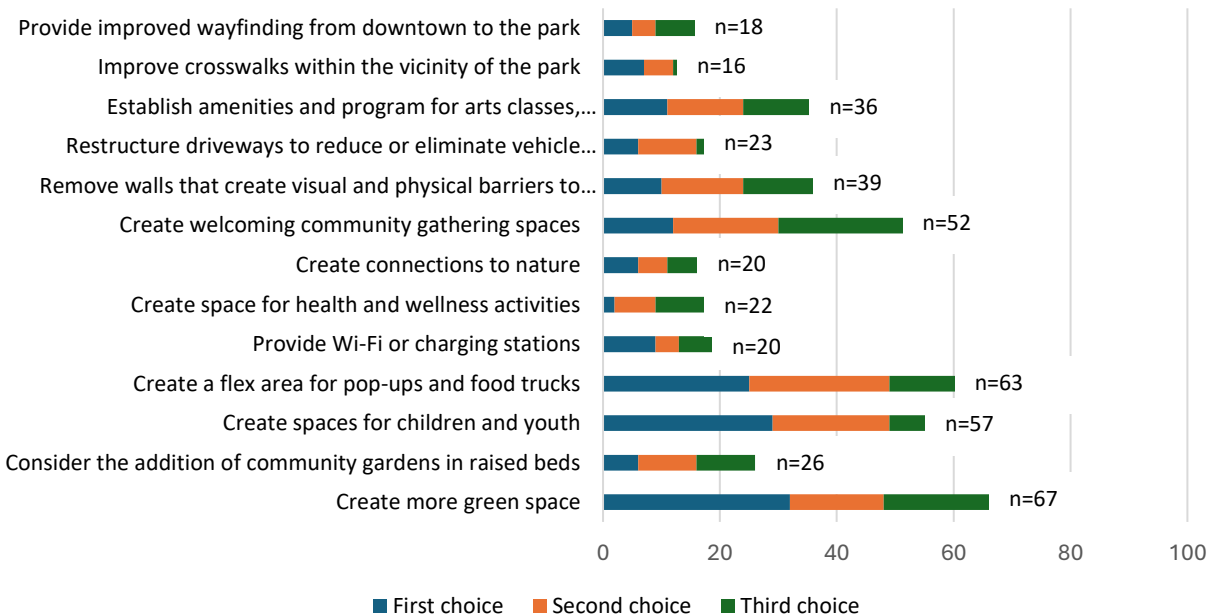


18. Parallel parking could increase sidewalk space on Main Street. Please tell us your level of support to change the current angled parking along the four blocks of Heritage Main Street to parallel parking. Values shown as a percentage of respondents, n=162.



Important Locations – Kitty Fernandez Park

19. Given its large size and key location on Main Street, we would like your ideas about ways to improve Kitty Fernandez Park. Which of the following design features are more important to you? (Please select your top three choices) Values shown as a frequency (count) of responses.



Conclusion

20. Are there any other ideas you would like to share as the City moves forward with the Streetscape Master Planning project? Values shown as a frequency (count) of responses.

Response Option	Frequency
Access, including for bikes and pedestrians	15
Maintaining angled parking, parking garage	13
Street closures, sidewalk and cross walk improvements, traffic calming	13
Trees, landscaping, park improvements	13
Focus on sustainable, environmentally friendly improvements	12
Trash cans, cleanliness, public safety	11
Business mix (more shops) and longer hours	8
Restaurants, more outdoor dining	7
Overall plan and design, balance visitor and resident needs	7
Bridge, building improvements	6
More murals, entertainment, and activities	6
Family, kid, and pet-friendly places	6
More gathering places	4
Other	13
Total	134

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Julissa Acosta, Management Analyst

TITLE: COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM MIDYEAR UPDATE

RECOMMENDATION:

Receive a mid-year update on the FY 2025-26 Community Services Financial Assistance (CSFA) grant program and provide direction on the future of the program.

FISCAL IMPACT:

Funding for Fiscal Year 2025-26 is included in the Recommended Budget, with no additional requests at this time. Staff will return to Council following the Midyear Budget Review to seek direction on any additional funding allocations.

STRATEGIC ELEMENT:

This action supports all elements of the Strategic Plan.

BACKGROUND:

The Community Services Financial Assistance (CSFA) grant program launched during FY 2018-19. The program was created to fund community programs across 15 local nonprofit organizations in service areas such as education, culture, animal services, homelessness and housing support, aging, food security, and dental care. Grants were capped at up to \$15,000 per organization.

City Council approved increases to the total grant amount, allocating \$200,000 in FY 2021-22 and \$300,000 in FY 2022-23, with individual grants of up to \$50,000. Due to the ongoing economic and health impacts resulting from the COVID-19 pandemic, CSFA funding was exclusively provided to organizations whose programs delivered essential safety net services to Half Moon Bay residents. Examples of basic services included housing assistance, food and shelter, mental and dental care, substance use support, and childcare and senior services. The increase in financial support was informed by growing need, such as a 41% increase in CalFresh enrollment and more frequent food distribution.

In alignment with recommendations from the Coastside Recovery Initiative (CRI), City Council approved implementing a cohort model, where grantees' executive leadership team members

participate in quarterly convenings during the grant period and receive additional support via technical assistance. The quarterly cohort convenings yielded positive results, deepened connections among decision makers, and established direct lines of communication that did not previously exist. This partnership has enabled organizations to proactively lead responses to emergencies and crises like severe weather events, housing displacement and immigration threats.

Additionally, technical assistance and ongoing engagement have extended beyond the benefits of individual grants, generating broader community impact and return on investment. A unified messaging platform led to a successful grant application for the allcove youth mental health program and a joint Measure K application to help expand healthcare access on the Coast. While the Measure K application was not successful, CSFA grantees collectively continue to support outreach efforts for programs like the Urgent Care Clinic pilot, College of San Mateo Coastsides Campus, allcove and the Mobile Crises Response Team (MCRT). Technical assistance provided by Lightbox Collaborative allowed cohort participants to enhance their communication strategies and improve donor engagement to drive additional resources.

To support ongoing collaboration efforts among safety net service providers, City Council directed staff to continue the cohort model, funding the same group of organizations for FY 2024–25 and extending the structure to a two-year grant cycle for FY 2025–26. This approach was designed to reduce administrative burdens, provide greater funding stability, and minimize disruptions to multi-year strategies being developed through the cohort. The funded organizations deliver a broad range of essential safety net services, including childcare, mental and dental health care, substance use prevention and treatment, senior services, food assistance, housing stabilization, and homelessness response. Maintaining a consistent cohort allows providers to coordinate services, strengthen referral pathways, and address complex, interrelated needs across the lifespan. For FY 2025–26, seven of the nine organizations received partial funding adjustments to align with available resources and program priorities, while the remaining organizations continued at their prior funding levels (Attachment 1), ensuring continuity of critical services for vulnerable populations.

DISCUSSION:

Mid-Year Update for FY 2025-26:

Mid-Year Highlights:

Abundant Grace - \$30,000

Abundant Grace reported housing 10 individuals and supporting 11 residents entering Coast House Shelter. Services included over 2,000 showers, 1,500 loads of laundry, and distribution of thousands of pounds of food sourced from local farms, Safeway, and Second Harvest. One participant successfully rebuilt her life after years of mental health crisis and homelessness, securing stable housing, regaining custody of her son, and now serving in a leadership role at a 70-bed shelter.

Coastside Adult Day Health Center - \$13,333

Over 90% of participants have remained stable, with 79% staying in their own homes. While enrollments were slightly below expectations, workflow adjustments are planned for efficiency in the second half of FY 2025-26. Overall participant health has improved, with fewer hospitalizations and increased reported wellbeing. A young stroke survivor has made notable mobility gains through occupational and physical therapy and is motivated to continue improving so he can volunteer and give back to the center during the Pumpkin Festival.

El Centro de Libertad - \$13,333

All clients receiving substance use services participated in treatment plans approved by Licensed Marriage and Family Therapists. Services reached 28 Half Moon Bay residents, totaling over 550 hours, with additional education in anger management and domestic violence. One long-time resident entered treatment after jail and daily meth use. Through motivational interviewing, cognitive behavioral therapy, and gradual goal setting, they reduced and ultimately stopped substance use, reconnected with family, secured stable housing, completed probation, gained full-time employment as a chef, and engaged in aftercare in order to stay on track with goals and with support from the recovery community.

Senior Coastsiders - \$33,333

During this period, Senior Coastsiders enhanced seniors' health and wellbeing through 34,699 meals, nutrition education, and holiday events that reduced isolation. Transportation services provided nearly 400 rides to 11 seniors with disabilities, supporting mobility, independence, and access to essential programs, filling a critical gap left by ReadCoast. Personalized care management offered advocacy, crisis intervention, and coordination with families and service providers, helping seniors remain safe, connected, and supported.

Key Learnings and Ongoing Challenges:

ALAS - \$19,444

A key challenge has been connecting clients to treatment quickly, largely due to matching clients with the right therapist. To improve timelines, all mental health referrals now undergo a phone screening to assess client needs, and case management supports the process, ensuring better therapist-client fit and faster engagement in services.

Coastside Hope - \$50,000

The program faced two major crises: a local immigration enforcement threat and the temporary suspension of SNAP benefits during the federal government shutdown. While the immigration threat eased, the SNAP suspension created significant food insecurity and increased staff workload. During the shutdown period, over 1,500 Half Moon Bay residents were served, with more than 1,100 food units distributed, a 24% increase from the same period in 2024. Community support and volunteer efforts were crucial in meeting the heightened demand, demonstrating strong local solidarity during the crisis.

Sonrisas Dental -\$16,667

Sonrisas continues to address sustainability challenges, particularly the need for stable, long-term funding. The end of a subcontract with San Mateo Medical Center and Federal funding cuts underscored the instability of reimbursement and the growing gap between care costs and payments. Multiple families have been receiving letters noting their dental coverage was ending, causing additional stress. In response to recent challenges, Sonrisas is investing in staff and leadership development, strengthening referral networks, improving communication through expanded outreach and SMS reminders, and increasing access via partnerships such as the ALAS Health Equity Bus. Despite these challenges, Sonrisas remains committed to ensuring equitable dental care for all.

A detailed chart summarizing the mid-year reports of all CSFA grant recipients for FY 2025-26 is included at the end of this report.

On May 20, 2025, City Council also instructed staff to return in early 2026 to provide a mid-year update and determine if additional funding is available for organizations that received partial allocations. Following the Midyear Budget Review, staff will return to Council to seek direction on whether additional funding may be allocated to organizations that received partial awards.

ATTACHMENTS:

1. CSFA FY 2025-26 Original Funding
2. Mid-year Report Summary

Attachment 1 - CSFA Funding FY 2025-26

Grantee	Program	Amount
Abundant Grace	Workforce Development Center - Community Programs & Services	\$30,000
ALAS	Mental Health Services	\$23,333
Boys & Girls Club of the Coastside	After school support & Out of school time - Cohort Development	\$20,000
CoastPride	Health & Wellness	\$6,667
Coastside Adult Day Health Center	Aging in Place	\$13,333
Coastside Hope	Critical Family Needs Safety Net Program	\$50,000
El Centro de Libertad	El Centro Coastside Essential Services Initiative (MH & Substance Use)	\$13,333
Senior Coastsiders	Promoting successful aging for Coastside Seniors	\$33,333
Sonrisas Dental	Access to Care:Equitable Access to Oral Health	\$16,667
Cohort Support	Technical Assistance	\$20,000
Total CSFA		\$226,667

Program Grantee	Funding Amount	YTD Expended	Avg. % of Goal Achieved	Program Outcomes for first half of FY 25-26	Challenges / Obstacles	Example
Abundant Grace	\$30,000	\$30,000	100%	In the past six months, Abundant Grace has supported the homeless community in Half Moon Bay with substantial outcomes and high service volume. Ten people were housed, 11 entered Coast House Shelter, several found jobs, and 15 maintained sobriety. The site provided over 2,000 showers and 1,500 loads of laundry, serving about 30 individuals daily. Food distribution included 15,823 pounds of farm-grown produce, 5,000 pounds of rescued produce from Safeway, and biweekly pallets from Second Harvest Food Bank.	The greatest challenge is providing support that effectively guides individuals toward better choices and outcomes, recognizing that each person experiencing homelessness has unique traumas, addictions, and circumstances. With a full range of services, staff have the time and platform to engage in personalized, creative work that helps people make meaningful progress.	One participant in Half Moon Bay experienced a profound recovery after years of mental health crisis. After losing her business, home, and custody of her son, she accessed services while living in her truck and eventually received care at Napa Mental Hospital and Hope House. She rebuilt her life, secured stable housing at Coast House Shelter, and was hired there as a case worker. Today, she has custody of her son, purchased a car, and leads a 70-bed shelter in San Jose, exemplifying resilience, recovery, and a commitment to helping others.
ALAS - *Adjusted	\$19,444	\$14,301	74%	The grant supported mental health services and case management for 32 individuals, 9 receiving therapy and 23 receiving case management. Services have helped them connect with and stay engaged in mental health services and case management through ALAS.	A key challenge has been connecting clients to treatment quickly, largely due to matching clients with the right therapist. To improve timelines, all mental health referrals now undergo a phone screening to assess client needs, and case management supports the process, ensuring better therapist-client fit and faster engagement in services.	A client with a history of trauma and immigration-related distress, who had never received mental health treatment before, has been in care for two months. During this time, they have developed coping strategies to manage ongoing stressors, demonstrating early progress in therapy.
Boys & Girls Club of the Coastside	\$20,000	\$16,550	83%	For the 2025–26 school year, 110 scholarships (\$200 each) were offered to low-income families to support participation in BGCC after-school academic and athletics programs. In the first two quarters, 27 seventh-grade and 26 eighth-grade families received academic program scholarships. Additionally, 68 scholarships supported youth participation in fall and winter sports, including cross country, flag football, volleyball, and basketball, reducing fees for families. The program provided daily after-school support including structured academic support, mentoring, nutrition, fitness, enrichment (STEAM, arts, gardening, cooking, gaming), and community activities such as library workshops and beach field trips. Services were also offered during school breaks, including three days over Thanksgiving.	Political changes have caused anxiety in the community, though scholarship families have remained engaged. BGCC is collaborating with Coastside Hope and ALAS to provide a “know your rights” workshop for staff, ensuring they can offer trauma-informed support. The goal is to maintain a safe, welcoming environment for youth, modeling stability and reassurance through trained mentors and staff.	At the November gala, three BGCC scholarship students shared how the program positively impacted their lives. One, a 16-year-old barber, credited the club with helping him overcome shyness and feel a sense of belonging. A 15-year-old student emphasized the club as a safe, supervised space after school, while another student highlighted academic support, noting that slow, thorough homework help contributed to maintaining all A's.
CoastPride	\$6,667	\$3,442	52%	Approximately fifteen middle school students regularly participate in the coastside middle school support group, where they build friendships and support one another with guidance from peer facilitators. Survey results show that 100% of respondents feel more connected to the LGBTQ+ community, and all trans, nonbinary, and gender-expansive participants report the group has helped them access resources that support their gender identity.	Due to ongoing challenges retaining clinical facilitators, the middle school group is transitioning to a more stable facilitation model. A trained local facilitator from Outlet at Adolescent Counseling Services will now co-facilitate alongside a long-standing community volunteer. To promote equity and reduce transportation barriers, stipends are being provided to community facilitators. This approach aims to improve facilitator retention, ensure consistency for youth, strengthen community capacity, and enhance overall LGBTQIA+ wellbeing through skills-building and facilitation training.	Strong youth participation over the summer helped maintain connection, friendships, and support when school was out. Youth returning after the break shared positive updates about personal growth and identity, and many report feeling safer and more secure through peer relationships. Participants are also inviting new members, and the after-school pantry (supported by New Leaf) provides valued snacks, particularly for youth who may not regularly eat during the school day.
Coastside Adult Day Health Center	\$13,333	\$6,833	51%	Over 90% of participants have been able to remain stable, 79% were able to remain in their own homes and our outreach goals have been met. Enrollments were slightly fewer than anticipated, re-evaluating the enrollment workflow will ensure efficiency in the second half of FY 25-26. The health and well being of participants has remains a key priority noticing a decrease in hospitalizations, and increase in reported wellbeing and 90%.	Nearly 70% of participants rely on Medi-Cal, and ongoing threats to coverage remain a major concern. Staff are closely monitoring updates, especially related to Community Based Adult Services, through collaboration with the California Association for Adult Day Services. While no participants have been directly affected, ongoing communication and reassurance are necessary. Transportation continues to be a challenge due to the program's geographic reach. Partnerships with Senior Coastiders (two days per week) and MV Transit have improved access, and these collaborations are expected to support participants effectively through the rest of the fiscal year.	A young man who recently began attending the center is recovering from a stroke and working toward walking independently. With support from Occupational and Physical Therapy, he has made significant progress in mobility. Inspired by the Pumpkin Festival, he has set a new goal to continue improving so he can volunteer at the center and give back to the community that supported his recovery.
Coastside Hope	\$50,000	\$21,250	43%	In the first six months, the program exceeded its annual performance targets, serving 3,135 Half Moon Bay residents across 1,263 households and surpassing the goal of 2,000 residents. During this period, 8,020 food service units were provided, averaging 1,336 units per month, well above the target of 120 units per month. The increased demand for food access was the result of a lapse in SNAP benefits. Additionally, rental assistance issued allowed Coastside Hope to provide relief to clients facing eviction threats and economic impacts.	The program faced two major crises: a local immigration enforcement threat and the suspension of SNAP benefits due to the government shutdown. While the immigration threat eased, the SNAP suspension created significant food insecurity and increased staff workload. During the shutdown period, over 1,500 Half Moon Bay residents were served, with more than 1,100 food units distributed, a 24% increase from the same period in 2024. Community support through donations and volunteer efforts was crucial in meeting the heightened demand, allowing Coastside Hope to efficiently process and distribute food, demonstrating strong local solidarity during the crisis.	The first half of the grant period highlighted the power of community, exemplified by the outpouring of support during the government shutdown and SNAP crisis. Daily food donations from neighbors allowed the organization to meet rapidly growing needs, serving as a critical lifeline not only for food but also for resources like rental assistance. The crisis affected many local residents, including federal employees, underscoring the importance of collaboration and community-driven solutions in sustaining essential services.
El Centro de Libertad	\$13,333	\$13,333	100%	All clients diagnosed with Substance Use Disorder received LMFT-reviewed and approved treatment plans with clear goals and diagnoses. Services were provided to 28 Half Moon Bay residents (4 youth and 24 adults), with additional adults receiving anger management and domestic violence education. In total, residents received over 550 hours of treatment services.	Clinical supervision is now provided by a Licensed Marriage and Family Therapist (LMFT) rather than an LCSW. Staff retention has historically been a major challenge, but CSFA funding and a new contract with ALAS beginning in May 2025 have significantly improved retention. Current staff have remained in their roles, with additional staff supporting expanded hours, including Saturday services.	A long-time Half Moon Bay resident entered substance use treatment in July 2025 after release from jail, experiencing daily meth use, unstable housing, unemployment, and low motivation for change. Using motivational interviewing, cognitive behavioral therapy, and gradual goal setting, the client made steady progress, first reducing meth use, then engaging in job searches and NA meetings. Over seven weeks, the client achieved full abstinence from meth, recognized diminishing desire to use, and eventually chose complete sobriety to secure full-time employment as a chef. Since then, the client has increased NA participation, reconnected with family, obtained stable housing, completed probation requirements, and maintained full-time employment. The client remains engaged in treatment, reports no cravings, and expresses pride, stability, and satisfaction with life.

Senior Coastsiders	\$33,333	\$16,500	50%	<p>Nutrition: Seniors' health and social engagement improved through 34,699 healthy meals, nutrition education, and holiday events that reduced isolation.</p> <p>Transportation: Nearly 400 rides were provided to 11 seniors with disabilities, enhancing mobility, independence, and access to services, filling a critical gap left by ReadCoast.</p> <p>Care Management: Personalized support and advocacy helped seniors remain safe, connected, and supported, including crisis intervention and coordination with families and service providers.</p> <p>Collaboration: CSFA funding strengthened community partnerships, staff capacity, and service delivery, exemplified by a joint grant proposal to support health and wellness for older adults experiencing homelessness.</p>	<p>During this funding period, Senior Coastsiders faced several challenges in delivering meals, transportation, and care management services. Rising costs for food, fuel, insurance, utilities and labor required ongoing and relentless efforts to secure additional funding to sustain core programs. At the same time, increased demand from a growing older adult population placed added pressure on staff capacity. Care management staff managed increasingly complex client needs. To address these challenges, we strengthened partnerships with local vendors and agencies, adjusted scheduling and routing to improve efficiency, cross-trained staff, and prioritized the most vulnerable clients for intensive support. These solutions allowed us to maintain service continuity while continuing to meet the essential needs of older adults in our community.</p>	<p>Meal Program: Home-delivered meals support older adults with cognitive, physical, and financial challenges, while providing respite for family caregivers. Participants report improved health and gratitude for thoughtful, reliable service.</p> <p>Transportation: Reliable rides enable seniors to stay active, socially connected, and engaged in community activities, including volunteering, even during major life transitions.</p> <p>Care Management: Staff provide personalized support for complex needs, including mental health, sobriety, medication adherence, social anxiety, and basic life tasks. Care managers step in for participants with no family support, helping them maintain safety, independence, and quality of life.</p>
Sonrisas Dental	\$16,667	\$7,091	43%	<p>In the first half of FY25–26, Sonrisas provided comprehensive, equity-focused dental care that integrates restorative treatment, prevention, and education, serving a predominantly low-income population, 88% at the Half Moon Bay clinic. In response to additional funding threats, Sonrisas is implementing a Continuity of Care Transition Strategy that includes early patient communication, seamless enrollment into a sliding fee scale program, and expanded administrative capacity. Rising care costs and stagnant public reimbursements have created significant financial strain, making strategic grant funding essential to sustain services, protect access to care, and advance long-term community health outcomes informed by patient feedback.</p>	<p>While celebrating progress, Sonrisas continues to address sustainability challenges, particularly the need for stable, long-term funding. The end of a subcontract with San Mateo Medical Center underscored the instability of reimbursement and the growing gap between care costs and payments. In response, Sonrisas is investing in staff and leadership development, strengthening referral networks, improving communication through expanded outreach and SMS reminders, and increasing access via partnerships such as the ALAS Health Equity Bus. Despite these challenges, Sonrisas remains committed to ensuring equitable dental care for all San Mateo County residents.</p>	<p>Sonrisas has significantly expanded school engagement. Multilingual care coordinators help families navigate insurance and connect with providers, ensuring students receive necessary dental care. Outreach combines in-clinic care, education, and oral health coaching to reduce disparities and prevent future pain. Key initiatives include the ALAS Health Equity Bus, quickly helps addressing an urgent dental infection. In Half Moon Bay, collaboration with the Migrant Education Program provides assessments, bilingual resources, and hygiene kits during school events. These efforts collectively advance access and lay the groundwork for healthier futures for children.</p>
Cohort Support	\$10,000					Reduced from \$20,000
Total CSFA	\$212,777	\$129,300	61%			

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council
VIA: Matthew Chidester, City Manager
FROM: Julissa Acosta, Management Analyst
TITLE: **SISTER CITY COMMEMORATIVE GARDEN PROJECT**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to develop and execute a Memorandum of Understanding with the Half Moon Bay - Kariwa Sister City Association to implement the Sister City Commemorative Garden at the Half Moon Bay Library; and finding the project exempt pursuant to Title 14 CA Code Regs section 15304 (“CEQA Guidelines”) as a Class 4 categorical exemption- Minor Alteration to Land.

FISCAL IMPACT:

There is no direct cost to the City for the installation of the Garden. The project would be funded through a combination of private donations and in-kind contributions such as materials, volunteer labor, and professional design services. Volunteers would help to maintain the Garden on an ongoing basis, and regular ongoing maintenance for the area is already budgeted within the scope of the Public Works Maintenance duties.

STRATEGIC ELEMENT:

This action supports *Healthy Communities and Public Safety* and *Inclusive Governance* of the Strategic Plan.

BACKGROUND:

The Half Moon Bay-Kariwa Sister City Program was established in 1992 between two coastal communities similar in size, population, and demographics. The program is designed to foster cultural understanding between the United States and Japan by facilitating high school student exchanges in which participants live with host families abroad for approximately three weeks, gaining firsthand exposure to the daily life, traditions, and values of both countries.

In October of 1995, a large delegation of official visitors from Kariwa-Village led by their Mayor Minoru Kato spent a week in Half Moon Bay. During this visit to Half Moon Bay then Mayor Naomi Patridge and Mayor Kato signed the Certificate of Friendship formalizing this partnership.

Over the past three decades, the Sister City Program has had a profound impact on students, host families, and the broader community. Alumni have pursued international careers, advanced language studies, and lifelong global engagement. Families on both sides of the Pacific maintain long-term relationships, reinforcing the enduring value of the partnership.

The Half Moon Bay - Kariwa Sister City Association is currently a 501c3 organization that relies on donations, sponsorships, and community support to continue offering equitable access to the program where participants are considered ambassadors representing their community and country and are exposed to an immersive cultural experience.

DISCUSSION

In late 2025 the Sister City Association approached City staff to explore an opportunity to celebrate the 30-year friendship between Half Moon Bay and Kariwa-Village through a permanent garden installation that embodies the values of cultural exchange, peace, and mutual respect.

The Sister City Commemorative Garden is designed to honor the historic relationship and long-standing student exchange program between Half Moon Bay and Kariwa Village by providing a permanent and visible symbol of international friendship while educating the public about Japanese and American cultural traditions. The garden will serve as a welcoming space for reflection, community gatherings, and cultural events, offering residents and visitors meaningful exposure to Japanese culture and foster engagement in a shared space of learning and reflection.

The Sister City Commemorative Garden represents a meaningful opportunity to celebrate three decades of cultural exchange, honor the students and families who have participated, and ensure the legacy of the Half Moon Bay – Kariwa Sister City Program continues to inspire future generations.

If authorized by the Council, a Memorandum of Understanding will be drafted to document the agreement between the City and the Kariwa Sister City Association for the project. The Memorandum of Understanding would specify how the project will be funded by Kariwa Sister City Association through a combination of private donations and in-kind contributions such as materials, volunteer labor, and professional design services, and that the Sister City will be responsible for coordinating donations and volunteers to provide additional garden restoration needed during subsequent years.

CEQA Determination:

The proposed project is exempt from review under the California Environmental Quality Act pursuant to CEQA Guidelines section 15304 as a Class 4-Minor Alterations to Land as this project involves new gardening or landscaping and does not involve the removal of healthy, mature, scenic trees.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO DEVELOP AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE HALF MOON BAY–KARIWA SISTER CITY ASSOCIATION FOR THE INSTALLATION OF THE SISTER CITY COMMEMORATIVE GARDEN AT THE HALF MOON BAY LIBRARY; AND FIND THE PROJECT EXEMPT PURSUANT TO TITLE 14 CA CODE REGS SECTION 15304 (“CEQA GUIDELINES”) AS A CLASS 4 CATEGORICAL EXEMPTION-MINOR ALTERATION TO LAND

WHEREAS, the City of Half Moon Bay and Kariwa Village, Japan, established a Sister City relationship in 1992 to foster cultural understanding, international friendship, and educational exchange between the two coastal communities; and

WHEREAS, in October 1995, a delegation visiting from Kariwa Village led by Mayor Minoru Kato signed a Certificate of Friendship formally with former Mayor Naomi Patridge recognizing and strengthening the Sister City partnership; and

WHEREAS, for over thirty years, the Half Moon Bay–Kariwa Sister City Program has facilitated high school student exchanges that provide participants with immersive cultural experiences, strengthen international relationships, and promote global citizenship; and

WHEREAS, the Sister City Program has had a lasting and positive impact on participating students, host families, and the broader community, with alumni pursuing international careers, advanced language studies, and lifelong cross-cultural engagement; and

WHEREAS, the Sister City Association seeks to celebrate the 30-year friendship between Half Moon Bay and Kariwa Village through a permanent installation of the Sister City Commemorative Garden at the Half Moon Bay Library; and

WHEREAS, the Sister City Commemorative Garden will enhance the community by strengthening civic identity, reinforcing pride in Half Moon Bay’s global connections, fostering intergenerational engagement, and providing an aesthetically and culturally meaningful public amenity; and

WHEREAS, the project is funded through a combination of private donations and in-kind contributions including materials, volunteer labor, and professional design services, including additional garden restoration in subsequent years.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Half Moon Bay finds that the proposed project is exempt from review under the California Environmental Quality Act pursuant to CEQA Guidelines section 15304 as a Class 4-Minor Alterations to Land as this project involves new gardening or landscaping and does not involve the removal of healthy, mature, scenic trees.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to develop and execute a Memorandum of Understanding with the Half Moon Bay–Kariwa Sister City Association for the installation of the Sister City Commemorative Garden at the Half Moon Bay Library, in a form approved by the Interim City Attorney.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17th day of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 17, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Irma Acosta, Administrative Analyst

TITLE: **FOLLOW UP UPDATE ON RESIDENTIAL RENTAL PROGRAMS AND PROGRAM ALTERNATIVES**

RECOMMENDATION:

Receive a continuation of the update on the City’s Residential Rental Programs and provide policy direction on potential program alternatives.

FISCAL IMPACT:

There is no fiscal impact with receiving this informational update. If the Council directs changes to the programs, staff will return with additional details and estimated fiscal impacts.

STRATEGIC ELEMENTS:

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

BACKGROUND:

The Residential Rental Registry and Residential Rent Stabilization programs were launched in Summer 2024 and are now in their second year. Both programs stem from City Council policy direction provided during the November 7, 2023, Study Session on tenant protections, which resulted in the adoption of Ordinance Nos. 2024-02 (Residential Rental Registry) and 2024-04 (Residential Rent Stabilization), codified in Title 6 (Housing) of the Half Moon Bay Municipal Code.

During the first year of implementation, staff focused on program rollout, community outreach, compliance assistance, and the establishment of administrative systems to support both ordinances. City Council received multiple updates during this initial period, including an implementation update on April 1, 2025, which focused on early compliance trends, outreach efforts, and program setup, followed by a more detailed update on May 6, 2025, addressing program costs, staffing impacts, enforcement activities, and early fiscal performance. That update also identified policy considerations related to the long-term sustainability of the

programs. Council directed staff to continue the programs for a second year, and to return at mid-year with updates and additional information on the programs.

On January 20, 2026, City Council received an additional update on the Residential Rent Stabilization and Residential Rental Registry programs, including program performance, costs, and policy considerations. At that meeting, Council requested further information on alternative approaches to maintaining tenant protections, addressing subleasing-related concerns, and understanding the role of rental assistance and legal aid services. This report builds on those prior discussions and is intended to provide additional context, comparative approaches, and implementation considerations to support Council's ongoing evaluation of the City's rental housing programs.

The City's Rent Stabilization Ordinance was adopted as part of a broader framework of tenant protections intended to promote housing stability and reduce displacement. In addition to regulating rent increases for covered units, the City has adopted local tenant protection provisions that govern termination of tenancy, notice requirements, relocation assistance, and protections against retaliation. These local protections are codified in [Chapter 6.08 of the Half Moon Bay Municipal Code](#).

Under the City's tenant protections, landlords are generally required to have just cause to terminate a tenancy once a tenant has lived in the unit continuously and lawfully for 30 days. Just cause includes both at-fault reasons, such as non-payment of rent or material lease violations, and no-fault reasons, such as owner move in, withdrawal of the unit from the rental market, or substantial remodel. For certain no-fault terminations, landlords are required to provide relocation assistance, either through direct payment or rent waiver, which assistance should equal three months of the tenant's rent that was in effect when the landlord issued the notice to terminate the tenancy. Any relocation assistance must be provided within fifteen calendar days of service of the notice. Local tenant protections also establish procedural requirements intended to promote compliance, notice content, language access requirements, and filing of termination notices with the City. In addition, the Municipal Code prohibits retaliatory evictions and landlord harassment.

At the state level, the [Tenant Protection Act of 2019 \(AB 1482\)](#) establishes statewide limitations on rent increases for qualifying units and requires just cause for termination of tenancy after 12 months of lawful occupancy. AB 1482 applies uniformly across California and provides baseline tenant protection regardless of local policy. Under state law, landlords are required to provide tenants with written notice of a termination of tenancy and state the applicable just cause reason. However, the statute does not require landlords to register rental units, report rent increases, or submit termination if tenancy notices to any state agency. As a result, there is no statewide reporting or tracking of system for monitoring compliance with AB 1482.

The State generally enforces the rent-related prohibitions of AB 1482 through both private civil actions brought by tenants and public enforcement by the Attorney General. However, in 2023, [Senate Bill 567](#) was signed into law and expanded public enforcement authority by expressly

authorizing (but not requiring) city attorneys to enforce AB 1482 for rental units within their jurisdictions by investigating complaints and initiating actions for injunctive relief for violations.

	State Law – AB 1482	City of Half Moon Bay Tenant Protections
Applicability / Coverage	Applies statewide to qualifying residential rental units, with statutory exemptions	Applies to covered residential rental units within the City, subject to local definitions and exemptions
Rent Increase Limits	Limits annual rent increases to 5% + CPI (not to exceed 10%) over any 12-month period	Limits annual increases to 80% of the change in CPI or 3% whichever is less
When Just Cause Applies	After 12 months of lawful occupancy	After 30 days of lawful occupancy
Just Cause for Termination	Requires just cause; includes at-fault and no-fault reasons	Requires just cause; includes at-fault and no-fault reasons, with locally defined standards
Relocation Assistance	Required for certain no-fault terminations, subject to state rules	Required for certain no-fault terminations, with locally established payment or rent-waiver requirements
Notice Requirements	Written notice to tenant stating just cause; must comply with state law	Written notice to tenants with additional local requirements, including content, timing, and language access
Notice Filing / Reporting	No requirement to submit termination notices or rent increases to the State; no statewide registry	Termination notices are required to be filed with the City under local ordinance
Registration / Data Collection	No rental registry or rent reporting requirement	Rental registry and local data collection to support program administration

Enforcement Mechanism	Primarily tenant-initiated and court-based; enforcement through private legal action	Local administrative processes, education, referrals, and enforcement mechanisms
Anti-Harassment / Retaliation Protections	General protection under state law	Explicit local prohibitions on retaliation and landlord harassment

DISCUSSION:

Local service providers serving Half Moon Bay residents report that housing instability is primarily driven by rising rents, income volatility, and limited access to sustainable housing options. Providers emphasized that rental assistance programs are intentionally designed as short-term tools rather than long-term affordability solutions. Typical assistance is capped at approximately \$5,000 per household and is generally provided on a one-time basis or limited basis to prevent immediate displacement. When housing solutions are deemed unsustainable, such as when ongoing rent levels cannot reasonably be supported, providers may redirect assistance toward security deposits or relocation costs to help households transition to more affordable units.

Providers identified common triggers for housing instability, including job loss or reduced work hours, wage theft, and complication related to tax credits, particularly for mixed status households. Eviction-related requests often arise mid process or as last resort interventions, and households frequently experience multiple destabilizing factors simultaneously, compounding eviction risk. Subleasing and overcrowding were consistently identified as a major, often hidden, contributors to housing instability, with providers reporting large households in small units, informal subleasing arrangements, and exploitation by master tenants or informal landlords. These conditions complicate eligibility for assistance and limit providers ability to stabilize tenancies, particularly when landlords or master tenants refuse to accept assistance payments.

Providers also noted that landlord participation is a limiting factor, as some property owners are unwilling to accept rental assistance payments and providers are obligated to manage public and philanthropic funds responsibly. Rental assistance is funded through limited public and philanthropic sources, such as Measure K, and funding levels are not guaranteed year to year. These programs are intended as short-term tools rather than ongoing or guaranteed benefits, and assistance is subject to available funds. Both Coastside Hope and Saint Vincent de Paul reported increasing demand for assistance in recent years, with rent increases outpacing wage growth cited as a frequent contributor to housing instability, particularly for farmworkers, families with children, seniors, and fixed-income households.

Service providers further emphasized that housing instability often involves costs beyond rent, including utilities and transportation, and that rental assistance alone cannot resolve housing

instability without greater landlord participation, sustainable rent levels, and complementary tools such as tenant education, legal assistance, preservation of existing affordable housing, and coordination between nonprofits, legal services, and the City.

Program Alternatives:

Alternative 1: Amend Rent Stabilization Ordinance to Align with AB 1482 and Continue Local Enforcement

Under this alternative, the City would retain its existing Rent Stabilization Ordinance but amend it to more closely mirror the State Tenant Protection Act of 2019 (AB 1482). This would include aligning the allowable rent increase formula with the state standard of five percent plus the Consumer Price Index, not to exceed ten percent, and modify the City's fee structure accordingly. The City would continue to administer and enforce rent stabilization locally, either through City led enforcement or in coordination with the enhanced state enforcement framework under SB 567. This approach would maintain local oversight and enforcement capacity while aligning the City's policy framework with existing state law. Service providers noted that local enforcement mechanisms improve tenant awareness, accessibility, and compliance compared to reliance on tenant initiated private legal action alone. Under this option the Rent Registry should remain in-place as-is or on a modified basis, as an important tool for tracking and enforcing the stabilization rules and requirements.

Alternative 2: Retain the Rent Registry and Expand Rental Assistance and Legal Resources

Under this alternative, the City would retain the Rent Registry as a foundational data and compliance tool, while expanding access to rental assistance and legal resources for tenants. The rent registry would continue to support transparency, outreach, and monitoring of rental units, while rental assistance and legal services would function as short term tools to prevent displacement. This approach reflects service provider feedback that rental assistance is most effective when used as a targeted, time limited intervention and paired with legal education or representation. While this alternative would not include local rent stabilization or enforcement beyond state protections, it would provide tenants with enhanced support to navigate rent increases, eviction risk, and disputes under existing state law.

Alternative 3: Eliminate the Rent Stabilization and Rent Registry Programs and Focus on Legal and Supportive Resources

Under this alternative, the City would eliminate both the Rent Stabilization Ordinance and the Rent Registry and instead focus resources on tenant and landlord education, legal assistance, and referral services. This could include partnerships with organizations such as Legal Aid, Project Sentinel, or Community Legal Services in East Palo Alto (CLESPA) to provide legal advice, counseling, and representation related to state tenant protections. Enforcement of AB 1482 would remain primarily complaint based and dependent on private legal action. Service providers cautioned that while legal services are critical, the absence of local registry data and enforcement mechanisms may limit the City's ability to proactively identify housing instability trends, conduct targeted outreach, or intervene early to prevent displacement.

Rental Safety Inspection Program as a Complementary Tool

In addition to the program alternatives outlined above, the City could consider the role of a rental safety inspection program as a complementary approach to addressing issues associated with subleasing, overcrowding, and substandard living conditions. Service providers consistently reported that informal subleasing arrangements and overcrowding contribute to housing instability and exploitation, often occurring outside of formal lease structures. A rental safety program focused on habitability and life-safety standards could help identify unsafe or overcrowded conditions, improve housing quality, and provide an enforcement mechanism to address health and safety concerns. While such a program would not directly regulate rent levels or prevent rent increases, it could support housing stability by improving living conditions and increasing oversight in situations where informal housing arrangements place tenants at heightened risk. Then structure and costs of such a program would need to be studied further if this is something the Council would like to consider.

CONCLUSION:

As the City continues to administer its Residential Rent Stabilization and Residential Rental Registry programs, staff have gained additional insight into program performance, implementation challenges, and the broader housing conditions affecting renters in Half Moon Bay. The information presented in this report reflects both operational experience to date and feedback from local service providers regarding the drivers of housing instability, the role of rental assistance and legal services, and the limitations of existing state enforcement frameworks.

Looking ahead, the alternatives outlined in this report are intended to support City Council's ongoing evaluation of how best to maintain tenant protections while balancing administrative capacity, data needs, and available resources. Continued assessment of program effectiveness, fiscal considerations, and community input will be important as the City considers potential adjustments. Any significant changes would require public outreach, legal review, and amendments to the Municipal Code, consistent with the legislative process used for adoption. Clear policy direction from the City Council will help guide a thoughtful and measured path forward.

ATTACHMENT:

Additional Data

As of January 31, 2026, there's a total of 208 households under Housing Authority programs in Half Moon Bay:

- *Tenant-based vouchers = 15*
- *Project-based vouchers = 193*

Property Label	Number of Units
Property A	9
Property B	7
Property C	6
Property D	5
Property E	5
Property F	4
Property G	4
Property H	4
Property I	4
Property J	4
Property K	4
Property L	4
Property M	4
Property N	4
Property O	4
Property P	4
Property Q	4
Property R	3
Property S	3
Property T	3
Property U	3
Property V	3
Property W	3
Property X	3
Property Y	3
Property Z	3
Property AA	3
Property AB	3
Property AC	3
Property AD	2
Property AE	2
Property AF	2
Property AG	2
Property AH	2
Property AI	2
Property AJ	2
Property AK	2
Property AL	2
Property AM	2
Property AN	2
Property AO	2
Property AP	2
Property AQ	2

Property AR	2
Property AS	2
Property AT	2
Property AU	2
Property AV	2
Property AW	2
Property AX	2
Property AY	2
Property AZ	2
Property BA	2
Property BB	2
Property BC	2
Property BD	2
Property BE	2
Property BF	2
Property BG	2
Property BH	2
Property BI	2
Property BJ	2
Property BK	2
Property BL	2
Property BM	2
Property BN	2
Property BO	2
Property BP	2
Property BQ	2
Property BR	2
Property BS	2
Property BT	2
Property BU	2
Property BV	2
Property BW	2
Property BX	2
Property BY	2
Property BZ	2
Property CA	2
Property CB	2
Property CC	2
Property CD	2
Property CE	2
Property CF	2
Property CG	2
Property CH	2
Property CI	2

Property CJ	2
Property CK	2
Property CL	2
Property CM	2
Property CN	2
Property CO	2
Property CP	2
Property CQ	2
Property CR	2
Property CS	2
Property CT	2
Property CU	2
Property CV	2
Property CW	2
Property CX	2
Property CY	2
Property CZ	2
Property DA	2
Property DB	2
Property DC	2
Property DD	2
Property DE	2
Property DF	2
Property DG	2
Property DH	2
Property DI	2
Property DJ	2
Property DK	1
Property DL	1
Property DM	1
Property DN	1
	290