



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

**TUESDAY, JUNE 16, 2026
7:00 PM**

**TED ADCOCK COMMUNITY CENTER,
535 KELLY AVENUE,
HALF MOON BAY, CALIFORNIA 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. Those wishing to speak on a Business or Public Hearing matter will be called forward at the appropriate time during that item's consideration.

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 provide reasonable accommodation 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**
 - 3.A MIDCOAST COMMUNITY COUNCIL UPDATE**
 - 3.B HONORING YOUTH PARKS AND RECREATION COMMISSIONERS**
- 4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**
- 5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**
- 6. COMMISSION / COMMITTEE UPDATES**
- 7. CITY MANAGER UPDATES TO COUNCIL**
- 8. PUBLIC FORUM**
- 9. CONSENT CALENDAR**
 - 9.A WAIVE READING OF ORDINANCES AND RESOLUTIONS**
 - 9.B ACCEPT THE WARRANTS FOR THE MONTH OF MAY 2026**

Staff Recommendation: Accept the warrants for the month of May 2026.

[STAFF REPORT](#)

[ATTACHMENT - Warrant May 2026](#)

9.C ANNUAL RENEWAL OF PUBLIC WORKS CONTRACTS

Staff Recommendation: Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2027, with: 1) American Debris Box to provide portable toilet services Citywide in the amount of \$90,000; and 2) West Coast Arborists (WCA) for tree trimming and tree removal services in the amount of \$150,000.

[STAFF REPORT](#)

[ATTACHMENT 1 - American Debris Box Resolution](#)

[ATTACHMENT 2 - West Coast Arborist Resolution](#)

9.D ANNUAL RENEWAL OF COMMUNITY DEVELOPMENT AGREEMENTS

Staff Recommendation: Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2027, with: 1) 4LEAF, Inc. (4Leaf) for building plan check and inspection services in an amount not to exceed \$60,000; and 2) Metropolitan Planning Group (M-Group) for contract planning services in an amount not to exceed \$145,000.

[STAFF REPORT](#)

[ATTACHMENT 1 - 4LEAF Resolution](#)

[ATTACHMENT 2 - M Group Resolution](#)

9.E CASELLE, INC. PROFESSIONAL SERVICES AGREEMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a professional services agreement through June 30, 2027, with Caselle Inc., for Enterprise Resource Planning (ERP) software in the amount of \$55,942.

[STAFF REPORT](#)

[ATTACHMENT - Caselle Agreement Resolution](#)

9.F AGREEMENT WITH ABUNDANT GRACE FOR THE FY 2026-27 COASTAL CLEANUP PROGRAM

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a professional services agreement with Abundant Grace for coastal cleanup services for FY 26-27.

[STAFF REPORT](#)

[ATTACHMENT 1 - Resolution](#)

[ATTACHMENT 2 - Scope of Work & Fee Schedule](#)

9.G CITIZEN'S OPTION FOR PUBLIC SAFETY (COPS) GRANT PROGRAM FY 2026-27

Staff Recommendation: Adopt a resolution authorizing the Administrative Services Director to accept the State of California Citizen's Option for Public Safety Grant Funds for Fiscal Year 2026-27, in the amount of \$100,000, and approve using those funds on projects, support, and equipment that meet the conditions of the grant.

[STAFF REPORT](#)

[ATTACHMENT - COPS Grant Resolution](#)

9.H APPROVE MINUTES OF THE JUNE 2, 2026 SPECIAL MEETING

[ATTACHMENT - June 2, 2026 Special Meeting Minutes](#)

9.I APPROVE MINUTES OF THE JUNE 2, 2026 REGULAR MEETING

[ATTACHMENT - June 2, 2026 Regular Meeting Minutes](#)

9.J AUTHORIZE FIRST AMENDMENT TO LEGAL SERVICES AGREEMENT FOR PERMANENT CONTRACT CITY ATTORNEY POSITION

Staff Recommendation: Adopt a resolution authorizing the Mayor to execute a First Amendment to the Legal Services Agreement with Burke, Williams & Sorensen LLP ("BWS") to convert the Agreement to a permanent contract City Attorney appointment.

[STAFF REPORT](#)

[ATTACHMENT 1 - Amendment No 1 Resolution](#)

[ATTACHMENT 2 - Proposed First Amendment to Legal Services Agreement](#)

[ATTACHMENT 3 - City Attorney Legal Services Agreement Burke](#)

10. ORDINANCES AND PUBLIC HEARINGS

10.A FISCAL YEAR 2026-27 RECOMMENDED OPERATING AND CAPITAL BUDGET

Staff Recommendation: Review the Recommended FY 2026-27 Budget document and adopt resolutions to: 1) Establish the GANN Appropriation Limit for FY 2026-27; and 2)

Approve the City's Investment Policy; and 3) Adopt the FY 2026-27 Annual Operating and Capital Budget.

[STAFF REPORT](#)

[ATTACHMENT 1 - Budget](#)

[ATTACHMENT 2 - Budget Resolution](#)

[ATTACHMENT 3 - GANN Resolution](#)

[ATTACHMENT 4 - Investment Policy Resolution](#)

10.B MULTI-FAMILY HOUSING PROPOSAL ON MAIN AT METZGAR

Staff Recommendation: Receive a presentation and conduct a public hearing on a 52-unit multi-family very-low to low income housing development proposal by MidPen Housing, located on Main Street at Metzgar.

[STAFF REPORT](#)

11. RESOLUTIONS AND STAFF REPORTS

11.A SISTER CITY EXPLORATION WITH NAZARÉ, PORTUGAL

Staff Recommendation: Receive an update on a potential sister city arrangement between the City of Half Moon Bay and the Town of Nazaré, Portugal, and provide direction to staff regarding whether to return with a draft Memorandum of Understanding (MOU).

[STAFF REPORT](#)

11.B CONSIDER AND ADOPT A RESOLUTION ESTABLISHING A POLICY ON HOW TO ADDRESS DISRUPTION OF REMOTE ACCESS DURING PUBLIC OPEN MEETINGS OF CITY COUNCIL IN COMPLIANCE WITH SB 707

Staff Recommendation: Staff recommends the City Council adopt a resolution establishing a policy that will provide steps on how to address disruption of telephonic or internet service connection during public open meetings of City Council in compliance with Senate Bill 707 ("SB 707").

[STAFF REPORT](#)

[ATTACHMENT 1 - SB 707 Disruption Policy Resolution](#)

[ATTACHMENT 2 - Policy SB 707 Disruption Policy](#)

11.C CONSIDERATION OF EASEMENT AGREEMENT GRANTING CITY A DRAINAGE AND UTILITY EASEMENT OVER LAND OWNED BY SEWER AUTHORITY MID-COASTSIDE (SAM) KNOWN AS THE LANDSTRA PARCEL (APN 048-240-040)

Staff Recommendation: Adopt a Resolution Approving the Easement Agreement ("Easement Agreement") between Sewer Authority Mid-Coastside and the City of Half Moon Bay to grant the City a Drainage and Utility Easement over land owned by SAM known as the Landstra Parcel (APN 048-240-040); authorizing the City Manager to execute the Easement Agreement; and Finding the approval of the Easement Agreement exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 1301 (Class 1-Existing Facilities).

[STAFF REPORT](#)

[ATTACHMENT 1 - Easement Agreement Resolution](#)

[ATTACHMENT 2 - Proposed Easement Agreement](#)

11.D CONSIDERATION OF SECOND AMENDMENT TO AGREEMENT AND GRANT OF EASEMENT BETWEEN SEWER AUTHORITY MID-COASTSIDE (SAM) AND THE CITY TO EXTEND THE GRANT OF EASEMENT FOR CONTINUED USE OF THE SAM PLANT PARCEL (APN 048-240-030)

Staff Recommendation: Adopt the attached Resolution Approving the Second Amendment to Agreement and Grant of Easement ("Second Amendment") between Sewer Authority Mid-Coastside, a Joint Powers Authority and the City of Half Moon Bay to extend the grant of easement for continued use of the SAM Plant Parcel (APN 048-240-030); authorizing the City Manager to execute the Second Amendment; and Finding the approval of the Second Amendment and Easement Agreement exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 1301 (Class 1-Existing Facilities).

[STAFF REPORT](#)

[ATTACHMENT 1 - Second Amendment to Easement Agreement Resolution](#)

[ATTACHMENT 2 - Proposed Second Amendment](#)

11.E CITY COUNCIL PRIORITIES FOR FISCAL YEARS 2026-28

Staff Recommendation: Receive a report and provide feedback on the potential City Council Priorities for Fiscal Years 2026-28.

[STAFF REPORT](#)

[ATTACHMENT - Priorities and Standing Projects](#)

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

13. CITY COUNCIL REPORTS

14. ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council
VIA: Matthew Chidester, City Manager
From: Kenneth Stiles, Interim Administrative Services Director
TITLE: **ACCEPT THE WARRANTS FOR THE MONTH OF MAY 2026**

RECOMMENDATION:

Accept the warrants list for the month of May 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
May 04	25,500
May 07	161,386
May 14	170,793
May 21	194,151
May 28	69,629
Total	621,460

The City processed payments related to 5 capital improvement projects, in total amount of \$99,299. Highway 1 Safety - North, Carter Park, Eastside Parallel Trail Expansion, Pilarcitos Creek Restoration, Wavecrest Water Main Project.

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
May 2026**

Payee	General Fund	Other Funds	Description
BURKE WILLIAMS & SORENSEN LLP	63,260	-	FEB'26 LEGAL SERVICES
COASTSIDE COUNTY WATER DISTRICT	5,632	40,199	NEW CONNECTION AT SMITH FIELD; APR'26 WATER USAGE
INFINITY TECHNOLOGIES	11,923	30,599	JAN, MAR, APR'26 IT SERVICES

ATTACHMENTS:

Attachment 1 - Check Disbursement List by Check Date

4LEAF INC.				
57999	4LEAF INC.	05/28/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	8,580.00
57999	4LEAF INC.	05/28/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	2,619.47
Total 4LEAF INC.:				11,199.47
AAAA GENERATOR SERVICES INC				
57962	AAAA GENERATOR SERVICES INC	05/21/2026	CONTRACT FOR GENERATOR MAINTENANCE	6,600.00
Total AAAA GENERATOR SERVICES INC:				6,600.00
ABAG POWER PURCHASING POOL				
58001	ASSOCIATION OF BAY AREA GOVERNMENTS	05/28/2026	FY'26 LEVELIZED CHARGE-NAT GAS	630.00
58001	ASSOCIATION OF BAY AREA GOVERNMENTS	05/28/2026	WORKING CAPITAL DEPOSIT	22.78
58001	ASSOCIATION OF BAY AREA GOVERNMENTS	05/28/2026	FY23-24 ADJUSTMENT ALLOCATION	24.49-
58001	ASSOCIATION OF BAY AREA GOVERNMENTS	05/28/2026	FY'24-25 TRUE-UP ALLOCATION	155.83-
Total ABAG POWER PURCHASING POOL:				472.46
ABUNDANT GRACE COASTSIDE WORKER				
57963	ABUNDANT GRACE COASTSIDE WORKER	05/21/2026	PROVIDE HOMELESS COASTAL CLEAN-UP SERVICES	5,620.00
57963	ABUNDANT GRACE COASTSIDE WORKER	05/21/2026	PROVIDE HOMELESS COASTAL CLEAN-UP SERVICES	5,860.00
Total ABUNDANT GRACE COASTSIDE WORKER:				11,480.00
ADOLFO PINEDA				
58000	ADOLFO PINEDA	05/28/2026	DEPOSIT REFUND 05/09/2026 OAK ROOM	300.00
Total ADOLFO PINEDA:				300.00
ALPHA ANALYTICAL LABORATORIES, INC.				
57964	ALPHA ANALYTICAL LABORATORIES, INC.	05/21/2026	WATER QUALITY MONITORING	4,220.00
Total ALPHA ANALYTICAL LABORATORIES, INC.:				4,220.00
ALTA PLANNING & DESIGN INC.				
57965	ALTA PLANNING & DESIGN	05/21/2026	AMENDMENT 4 BIKEWAY NORTH ADDITIONAL COSTS	6,367.56
57965	ALTA PLANNING & DESIGN	05/21/2026	CO 5, PROFESSIONAL SERVICES AGREEMENT FOR ADDITIONAL COSTS TO COMPLETE THE DESIGN & PE	3,071.25
57965	ALTA PLANNING & DESIGN	05/21/2026	CO 6 INDEPENDANT CHECK OF THE STRUCTURAL CALCULATIONS FOR THE BIKE/PED BRIDGE FOR THE	13,771.19
Total ALTA PLANNING & DESIGN INC.:				23,210.00

AMAZON CAPITAL SERVICES INC.

57895	AMAZON CAPITAL SERVICES	05/07/2026	EQUIPMENT SUPPLIES	118.63
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Total AMAZON CAPITAL SERVICES INC.:				118.63
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AMERICAN DEBRIS BOX SERVICE INC.

57929	AMERICAN PORTABLES	05/14/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES	4,362.00
57929	AMERICAN PORTABLES	05/14/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES SMITH FIELD	2,800.00
57929	AMERICAN PORTABLES	05/14/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES OCEAN COLONY	695.00
57929	AMERICAN PORTABLES	05/14/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES POPLAR BEACH	4,362.00
57929	AMERICAN PORTABLES	05/14/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES SMITH FIELD	2,800.00
57929	AMERICAN PORTABLES	05/14/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES OCEAN COLONY	1,305.00

Total AMERICAN DEBRIS BOX SERVICE INC.:				16,324.00
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ANN HYNCEK

57930	ANN HYNCEK	05/14/2026	FORM FOR FACILITY RENTAL SPACE	1,125.00
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Total ANN HYNCEK:				1,125.00
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AYUDANDO LATINOS A SONAR

57896	AYUDANDO LATINOS A SONAR	05/07/2026	CO 1 CSFA FUNDING AGREEMENTFOR ALAS FOR FY 2025-26	5,834.00
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Total AYUDANDO LATINOS A SONAR:				5,834.00
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BARBARA DYE

57968	BARBARA DYE	05/21/2026	DEPOSIT REFUND MANZANTIA ROOM 05/17	200.00
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Total BARBARA DYE:				200.00
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BAY AREA GEOTECHNICAL GROUP INC

58002	BAY AREA GEOTECHNICAL GROUP INC	05/28/2026	GEOTECHNICAL REVIEW	1,110.00
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Total BAY AREA GEOTECHNICAL GROUP INC:				1,110.00
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BIG CREEK LUMBER

57931	BIG CREEK LUMBER	05/14/2026	DOUGLAS FIR PT GROUND CONTACT BROWN TONE	354.27
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Total BIG CREEK LUMBER:				354.27
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BOUCHER LAW PC

57970	BOUCHER LAW, PC	05/21/2026	MAR '26-LABOR & EMPLOYMENT LAW MATTERS	2,199.50
57970	BOUCHER LAW, PC	05/21/2026	MAR '26-LABOR & EMPLOYMENT LAW MATTERS	18,855.50

Total BOUCHER LAW PC:			<u>21,055.00</u>
BOYS & GIRLS CLUB OF THE COASTSIDE			
57897	BOYS & GIRLS CLUB OF THE COASTSIDE	05/07/2026 CO1 CSFA FUNDING AGREEMENT FOR BOYS AND GIRLS CLUB OF THE COASTSIDE FY 2025-26	10,000.00
Total BOYS & GIRLS CLUB OF THE COASTSIDE:			<u>10,000.00</u>
BRYAN LOPEZ			
58003	BRYAN LOPEZ	05/28/2026 CLAUDE CODE-SOFTWARE SUBSCRIPTION APR 30-JUNE 1 2026	100.74
Total BRYAN LOPEZ:			<u>100.74</u>
BURKE WILLIAMS & SORENSEN LLP			
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0001	21,630.40
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0001.001	3,420.00
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0008	3,460.00
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0011	805.00
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0002	2,707.50
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0003	741.00
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0008.001	2,606.48
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0010.001	20,175.00
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0005	6,314.95
57898	BURKE WILLIAMS & SORENSEN LLP	05/07/2026 FEB '26-PROFESSIONAL SERVICES FILE# 09446-0007	1,400.00
Total BURKE WILLIAMS & SORENSEN LLP:			<u>63,260.33</u>
CA DEPT OF TRANSPORTION			
57932	CA DEPT OF TRANSPORTION	05/14/2026 JAN-MAR '26 SIGNALS & LIGHTING	6,010.79
Total CA DEPT OF TRANSPORTION:			<u>6,010.79</u>
CALNET3			
57933	CALNET3	05/14/2026 APR '26 PHONE SERVICE	889.05
57933	CALNET3	05/14/2026 APR '26 PHONE SERVICE	62.78
57966	AT&T MOBILITY	05/21/2026 MAY '26 PHONE SERVICE	431.00
Total CALNET3:			<u>1,382.83</u>
CASELLE INC.			
57899	CASELLE INC.	05/07/2026 FY 25/26 CASELLE ERP SOFTWARE	4,238.00

Total CASELLE INC.:			4,238.00	
CHRISTINA KEAS				
57900	CHRISTINA KEAS	05/07/2026	INSTRUCTOR-KIDS IN THE KITCHEN CLASS	364.00
Total CHRISTINA KEAS:			364.00	
CIVIC PLUS				
57901	CIVICPLUS	05/07/2026	AUDIOEYE MANAGED	5,591.91
Total CIVIC PLUS:			5,591.91	
COAST RIDGE ECOLOGY				
58004	COAST RIDGE ECOLOGY	05/28/2026	REPORTING 145 & 165 APR 1-30, 2026 PDP2025-049	2,693.75
58004	COAST RIDGE ECOLOGY	05/28/2026	REPORTING 145 & 165 APR 1-30, 2026 PDP2025-049	2,693.75
58004	COAST RIDGE ECOLOGY	05/28/2026	REPORTING 145 & 165 APR 1-30, 2026 PDP2025-049	2,693.75-
Total COAST RIDGE ECOLOGY:			2,693.75	
COASTSIDE COUNTRY LP				
57971	COASTSIDE COUNTRY LP	05/21/2026	PAYMENT TO INSTRUCTOR-SPRING '26 LINE DANCE SERIES	1,977.50
57971	COASTSIDE COUNTRY LP	05/21/2026	PAYMENT TO INSTRUCTOR-LINE DANCING DROP-IN	1,708.00
Total COASTSIDE COUNTRY LP:			3,685.50	
COASTSIDE COUNTY WATER DISTRICT				
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	555 KELLY AVE	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	CITY OF HMB/COAST.COMM.SENIOR.CNTR	48.45
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	201 WAVECREST RD	1,959.62
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	10 STONE PINE RD #IRRIGATION	265.79
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	723 MILL ST #IRRIGATION	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	LIFT STATI FAIRWAY DR	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	1310 LORYN LN #IRRIGATION	193.51
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	HIGGINS CYN RD	212.52
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	529 RUISSEAU FRANCAIS AVE #IRRIGATION	436.88
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	502 MAIN ST	231.53
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	FERNANDES PARK/MAIN ST #IRRIGATION	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	620 CORREAS/LIBRARY #DC	123.41
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	620 CORREAS/LIBRARY #IRRIGATION	89.93
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	620 CORREAS/LIBRARY	455.89
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	HYDRANT METER	131.37
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	501 MAIN ST_DC	48.45

57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	800 STONE PINE RD #COMM	305.75
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	MAIN & HWY 1 # IRRIGATION	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	MEDIAN STRIP/HWY ONE #IRRIGATION	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	537 KELLY AVE	361.75
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	535 KELLY AVE	184.98
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	461 OAK AVE	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	503 JOHNSTON ST	79.45
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	HWY 92 MEDIAN # WEST IRRIG.	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	HWY 92 MEDIAN # EAST IRRIG.	41.43
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	627 ALSACE LORAIN AVE	155.49
57934	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	501 MAIN ST	98.46
57935	COASTSIDE COUNTY WATER DISTRICT	05/14/2026	NEW 1-INCH PRORITY WATER CONNECTION SERVICE	40,075.00
Total COASTSIDE COUNTY WATER DISTRICT:				45,831.10
COASTSIDE PRINTERS				
57972	COASTSIDE PRINTERS	05/21/2026	NO PARKING SIGNS	1,867.96
57972	COASTSIDE PRINTERS	05/21/2026	T-SHIRT- CITY LOGO	1,120.78
Total COASTSIDE PRINTERS:				2,988.74
CORODATA RECORDS MANAGEMENT INC				
57936	CORODATA RECORDS MANAGEMENT INC	05/14/2026	APR '26 RECORDS MANAGEMENT	443.78
Total CORODATA RECORDS MANAGEMENT INC:				443.78
COUNTY OF SAN MATEO				
57973	COUNTY OF SAN MATEO	05/21/2026	APR '26 MICROWAVE MUX DSO	82.25
Total COUNTY OF SAN MATEO:				82.25
COZZOLINO INDUSTRIES, INC				
58005	COZZOLINO INDUSTRIES, INC	05/28/2026	CARTER TRAIL TRACTOR DEMO	250.00
Total COZZOLINO INDUSTRIES, INC:				250.00
CRUZIO INTERNET				
57937	CRUZIO INTERNET	05/14/2026	INTERNET SERVICE	24.95
Total CRUZIO INTERNET:				24.95
DAILY JOURNAL				
57914	SAN MATEO DAILY JOURNAL	05/07/2026	CITY ORDINANCE PUBLICATION AD 04/30/26	1,044.00

57914	SAN MATEO DAILY JOURNAL	05/07/2026	CITY ORDINANCE PUBLICATION AD 04/30/26	864.00
57953	SAN MATEO DAILY JOURNAL	05/14/2026	ADVERTISING PUBLIC NOTICE PDP-25-038	576.00
57953	SAN MATEO DAILY JOURNAL	05/14/2026	ADVERTISING PUBLIC NOTICE PDP-25-038	576.00
57953	SAN MATEO DAILY JOURNAL	05/14/2026	ADVERTISING PUBLIC NOTICE PDP-25-038	576.00-
58013	SAN MATEO DAILY JOURNAL	05/28/2026	ADVERTISING PUBLIC NOTICE PDP2025-053	576.00
58013	SAN MATEO DAILY JOURNAL	05/28/2026	ADVERTISING PUBLIC NOTICE PDP2025-053	576.00
58013	SAN MATEO DAILY JOURNAL	05/28/2026	ADVERTISING PUBLIC NOTICE PDP2025-053	576.00-
Total DAILY JOURNAL:				<u>3,060.00</u>
DIANA LOPEZ				
57902	DIANA LOPEZ	05/07/2026	REFUND ON DEPOSIT FOR GRAND OAK 05/01-05/02/26	500.00
Total DIANA LOPEZ:				<u>500.00</u>
ELECTRIC MD				
57974	ELECTRIC MD	05/21/2026	ELECTRICAL WORK AT CARTER PARK	12,029.00
57974	ELECTRIC MD	05/21/2026	ELECTRICALWORK AT CITY MAINTENANCE YARD	5,270.00
Total ELECTRIC MD:				<u>17,299.00</u>
ESRI				
58006	ESRI	05/28/2026	PURCHASE OF SMALL LOCAL GOV. CLOUD-BASED ENTERPRISE AGREEMEN ANNUAL SUBSCRIPTION GIS	16,000.00
Total ESRI:				<u>16,000.00</u>
EVANGELINA DOLORES				
57975	EVANGELINA DOLORES	05/21/2026	DEPOSIT REFUND- TRAIN DEPOT	500.00
Total EVANGELINA DOLORES:				<u>500.00</u>
FLOWBIRD AMERICA INC.				
57938	FLOWBIRD AMERICA INC.	05/14/2026	APP TRANSACTION FEE MAR '26	81.55
57976	FLOWBIRD AMERICA INC.	05/21/2026	APP TRANSACTION FEE MAR '26	243.95
57976	FLOWBIRD AMERICA INC.	05/21/2026	APR '26 MAINT SERVICE	124.00
Total FLOWBIRD AMERICA INC.:				<u>449.50</u>
FLYERS ENERGY LLC				
57939	FLYERS ENERGY, LLC	05/14/2026	APR '26 FUEL	2,464.00
Total FLYERS ENERGY LLC:				<u>2,464.00</u>

FREYER & LAURETA INC.

57940	FREYER & LAURETA INC.	05/14/2026	CO 1, FINAL DESIGN & CONSTRUCTION SUPPORT SERVICES FOR THE WAVECREST ROAD WATER MAIN	12,778.75
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Total FREYER & LAURETA INC.:				12,778.75
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GOOD CITY COMPANY

57977	GOOD CITY COMPANY	05/21/2026	FY 25/26 ASSISTANT PLANNER SERVICES AS NEEDED	2,137.50
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-019	210.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-019	210.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-019	210.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-027	385.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-027	385.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-027	385.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-24-054	70.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-24-054	70.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-24-054	70.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-059	140.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-059	140.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-059	140.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-024	70.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-024	70.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-024	70.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-060	385.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-060	385.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-25-060	385.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-019	630.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-019	630.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-019	630.00-
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-016	245.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-016	245.00
57977	GOOD CITY COMPANY	05/21/2026	ASSISTANT PLANNER SERVICES PDP-26-016	245.00-

Total GOOD CITY COMPANY:				4,272.50
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GOVERNMENT REVENUE SOLUTIONS HOLDINGS i

57967	AVENU INSIGHTS & ANALYTICS LLC	05/21/2026	STARS CA-Q4, 20255	669.97
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Total GOVERNMENT REVENUE SOLUTIONS HOLDINGS i:				669.97
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GRANADA COMMUNITY SERVICES DISTRICT

57903	GRANADA COMMUNITY SERVICES DISTRICT	05/07/2026	Settlement	4,175.20
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Total GRANADA COMMUNITY SERVICES DISTRICT:			4,175.20	
GRANICUS LLC				
57904	GRANICUS LLC	05/07/2026	MAY '26 PEAK AGENDA MANAGEMENT	651.56
Total GRANICUS LLC:			651.56	
HALF MOON BAY BUILDING & GARDEN				
57941	HALF MOON BAY BUILDING & GARDEN	05/14/2026	DRAIN ROCKS, BUCKET, DIGGING SHOVEL	57.91
Total HALF MOON BAY BUILDING & GARDEN:			57.91	
HALF MOON BAY GRADING & PAVING INC.				
57942	HALF MOON BAY GRADING & PAVING INC.	05/14/2026	CORP YARD SAW CUT & TRENCING FOR CONDUIT	13,500.00
58007	HALF MOON BAY GRADING & PAVING INC.	05/28/2026	POLARIS XP 1000	806.33
Total HALF MOON BAY GRADING & PAVING INC.:			14,306.33	
HDL SOFTWARE LLC				
57905	HDL SOFTWARE LLC	05/07/2026	FY 25/26 HDL TOT AND BL ADMINISTRATION	2,341.49
Total HDL SOFTWARE LLC:			2,341.49	
HECTOR CARRANCO				
58008	HECTOR CARRANCO	05/28/2026	DEPOSIT REFUND 05/09/26 TRAIN DEPOT	500.00
58008	HECTOR CARRANCO	05/28/2026	1 HOUR RENTAL REFUND 05/09/2026 TRAIN DEPOT	35.00
Total HECTOR CARRANCO:			535.00	
HUE & CRY SECURITY SYSTEMS INC.				
57943	HUE & CRY SECURITY SYSTEMS INC.	05/14/2026	JUNE '26 SECURITY SERVICE	197.77
57943	HUE & CRY SECURITY SYSTEMS INC.	05/14/2026	JUNE '26 SECURITY SERVICE	499.85
57943	HUE & CRY SECURITY SYSTEMS INC.	05/14/2026	JUNE '26 SECURITY SERVICE	24.00
Total HUE & CRY SECURITY SYSTEMS INC.:			721.62	
INFINITY TECHNOLOGIES				
57944	INFINITY TECHNOLOGIES	05/14/2026	AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES	240.75
57944	INFINITY TECHNOLOGIES	05/14/2026	AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES	16,229.00
57978	INFINITY TECHNOLOGIES	05/21/2026	AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES	168.75
57978	INFINITY TECHNOLOGIES	05/21/2026	AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES	13,960.00
58009	INFINITY TECHNOLOGIES	05/28/2026	PROVIDE AS-NEEDED GIS SUPPORT	7,747.50

58009	INFINITY TECHNOLOGIES	05/28/2026	PROVIDE AS-NEEDED HELP AUTOMATE PROCESSES	787.50
58009	INFINITY TECHNOLOGIES	05/28/2026	PROVIDE AS-NEEDED HELP AUTOMATE PROCESSES	3,387.50
Total INFINITY TECHNOLOGIES:				42,521.00
INTELLI-TECH				
57979	INTELLI-TECH	05/21/2026	TRIMBLE SKETCHUP PRO SUB 1YR	1,302.00
Total INTELLI-TECH:				1,302.00
INTERSTATE TRAFFIC CNTL PROD (BURL)				
58010	INTERSTATE TRAFFIC CNTL PROD (BURL)	05/28/2026	BARRICADE TYPE 1 WOOD	1,159.38
Total INTERSTATE TRAFFIC CNTL PROD (BURL):				1,159.38
IRMA VEGA				
57906	IRMA VEGA	05/07/2026	DEPOSIT REFUND TRAIN DEPOT 05/02/2026	500.00
Total IRMA VEGA:				500.00
JACOB REMS				
57980	JACOB REMS	05/21/2026	PC EDUCATIONAL CONFERENCE-MEALS	37.05
Total JACOB REMS:				37.05
KITTELSON & ASSOCIATES INC				
57945	KITTELSON & ASSOCIATES INC	05/14/2026	PSA FOR THE PREPARATION OF A SAFE STREETS FOR ALL ROAD SAFETY ACTION PLAN	1,194.30
57945	KITTELSON & ASSOCIATES INC	05/14/2026	PSA FOR THE PREPARATION OF A SAFE STREETS FOR ALL ROAD SAFETY ACTION PLAN	3,341.96
Total KITTELSON & ASSOCIATES INC:				4,536.26
KRISCH & COMPANY				
57981	KRISCH & COMPANY	05/21/2026	AD-HOC ACCOUNTING & ADVISORY SERVICES	2,950.00
58011	KRISCH & COMPANY	05/28/2026	AD-HOC ACCOUNTING & ADVISORY SERVICES	6,600.00
Total KRISCH & COMPANY:				9,550.00
LACO ASSOCIATES				
57982	LACO ASSOCIATES	05/21/2026	ON-CALL GRANT WRITING TO SUPPORT FUNDING DEVELOPMENT FOR THE CITY'S 2026 PROJECT Prio	5,867.50
Total LACO ASSOCIATES:				5,867.50

LAURA CAMODECA

57983	LAURA CAMODECA	05/21/2026	INSTRUCTOR - INTRO TO ODOR	252.00
57983	LAURA CAMODECA	05/21/2026	INSTRUCTOR - CONTINUING ODOR ADVANCED	756.00
57983	LAURA CAMODECA	05/21/2026	INSTRUCTOR - CONTINUING ODOR	462.00

Total LAURA CAMODECA: 1,470.00

LAURA L. BECKER

57907	LAURA L. BECKER	05/07/2026	INSTRUCTOR PAYMENT- ZUMBA 5 PUNCH PASS 04/01-05/02/26	70.00
57907	LAURA L. BECKER	05/07/2026	INSTRUCTOR PAYMENT- ZUMBA 10 PUNCH PASS 04/01-05/02/26	525.00

Total LAURA L. BECKER: 595.00

LEGAL AID SOCIETY OF SAN MATEO CO

57984	LEGAL AID SOCIETY OF SAN MATEO CO	05/21/2026	Provide legal services to low-income, disabled, and senior Half Moon Bay residents on rent stabilizatio	5,000.00
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Total LEGAL AID SOCIETY OF SAN MATEO CO: 5,000.00

LORAL LANDSCAPING INC.

57946	LORAL LANDSCAPING INC.	05/14/2026	FY 25/26 MEDIAN MAINTENANCE	4,297.00
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Total LORAL LANDSCAPING INC.: 4,297.00

MARIA CHAVEZ

57985	MARIA CHAVEZ	05/21/2026	REFUND ON DEPOSIT TRAIN DEPOT 05/16	500.00
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Total MARIA CHAVEZ: 500.00

MONTARA WATER AND SANITARY DISTRICT

57908	MONTARA WATER AND SANITARY DISTRICT	05/07/2026	SETTLEMENT	15,053.33
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Total MONTARA WATER AND SANITARY DISTRICT: 15,053.33

NICOLAS LASZKIEWICZ

57947	NICHOLAS TRANSLATIONS & INTERPRETATIONS	05/14/2026	APR '26 TRANSLATION SERVICES	618.00
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Total NICOLAS LASZKIEWICZ: 618.00

OPPORTUNITY SPACE INC

57909	OPPORTUNITY SPACE INC	05/07/2026	CO2 FINAL INVOICE FROM TOLEMI FOR MAINTENANCE OF RENT REGISTRY THROUGH 02/28/26	16,666.67
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Total OPPORTUNITY SPACE INC: 16,666.67

PACIFIC GAS & ELECTRIC

57986	PACIFIC GAS & ELECTRIC	05/21/2026	CITY OF HMB 501 MAIN ST A	8.38
57986	PACIFIC GAS & ELECTRIC	05/21/2026	OCEAN COLONY PARTNERS/OCF LIFT STATION	1,010.56
57986	PACIFIC GAS & ELECTRIC	05/21/2026	COMMUNITY CENTER	1,588.47
57986	PACIFIC GAS & ELECTRIC	05/21/2026	MAINTENANCE YARD OFFICE-ELECTRIC	143.46
57986	PACIFIC GAS & ELECTRIC	05/21/2026	555 KELLY ST	24.11
57986	PACIFIC GAS & ELECTRIC	05/21/2026	BELL MOON LIFT STATION	19.73
57986	PACIFIC GAS & ELECTRIC	05/21/2026	TRAIN DEPOT RSTMS	154.11
57986	PACIFIC GAS & ELECTRIC	05/21/2026	HWY 1 & FIARWAY LIGHTING	37.08
57986	PACIFIC GAS & ELECTRIC	05/21/2026	HWY 1 & FIARWAY LIGHTING	86.52
57986	PACIFIC GAS & ELECTRIC	05/21/2026	SMITHFIELD	98.24
57986	PACIFIC GAS & ELECTRIC	05/21/2026	SHERIFF SUB-STATION	2,857.74
57986	PACIFIC GAS & ELECTRIC	05/21/2026	SMITHFIELDSNACK BAR	250.38
57986	PACIFIC GAS & ELECTRIC	05/21/2026	CITY OF HMB/STREET LIGHTS	2,136.10
57986	PACIFIC GAS & ELECTRIC	05/21/2026	NW HWY 1 & MAIN ST	123.30
57986	PACIFIC GAS & ELECTRIC	05/21/2026	DUTRA PARK	97.97
57986	PACIFIC GAS & ELECTRIC	05/21/2026	DWONTOWN ST TREE LIGHTS NORTH HOOK-UP @ 700 MILL STREET	1,273.66
57986	PACIFIC GAS & ELECTRIC	05/21/2026	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	69.30
57986	PACIFIC GAS & ELECTRIC	05/21/2026	DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES	1,054.31
57986	PACIFIC GAS & ELECTRIC	05/21/2026	PELICAN POINT LIFT STATION	229.90
57986	PACIFIC GAS & ELECTRIC	05/21/2026	PACIFIC RIDGE LIGHT POLES	44.22
57986	PACIFIC GAS & ELECTRIC	05/21/2026	LIBRARY ELECTRICITY ONLY	284.10
57986	PACIFIC GAS & ELECTRIC	05/21/2026	HWY 1 & MIRAMONTES LIGHTING	33.33
57986	PACIFIC GAS & ELECTRIC	05/21/2026	HWY 1 & MIRAMONTES LIGHTING	77.77
57986	PACIFIC GAS & ELECTRIC	05/21/2026	CITY HALL BUILDING	1,873.12
57986	PACIFIC GAS & ELECTRIC	05/21/2026	PILARCITOS CREEK BRIDGE	97.17
57986	PACIFIC GAS & ELECTRIC	05/21/2026	PILARCITOS CREEK UNDERPASS	24.10
57986	PACIFIC GAS & ELECTRIC	05/21/2026	MOON SCULPTURE SPOTLIGHTS	11.60
57986	PACIFIC GAS & ELECTRIC	05/21/2026	MOON SCULPTURE SPORTLIGHTS	27.08
57986	PACIFIC GAS & ELECTRIC	05/21/2026	OCEAN VIEW PARK	5.63
57986	PACIFIC GAS & ELECTRIC	05/21/2026	401 SEYMOUR ST	47.98
57986	PACIFIC GAS & ELECTRIC	05/21/2026	401 SEYMOUR ST	111.94
57986	PACIFIC GAS & ELECTRIC	05/21/2026	CORREAS EV CHARGERS	1,223.27
57986	PACIFIC GAS & ELECTRIC	05/21/2026	10 STONE PINE RD-CARTER PARK	143.23
57986	PACIFIC GAS & ELECTRIC	05/21/2026	STRRELIGHT PROJECT	482.59

Total PACIFIC GAS & ELECTRIC: 15,750.45

PACIFICA COMMUNITY TELEVISION

57949	PACIFICA COMMUNITY TELEVISION	05/14/2026	INSTRUCTOR PAYMENT 05/06/26 POSCASTING 101	84.00
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Total PACIFICA COMMUNITY TELEVISION: 84.00

PHILS TIRE & AUTO CARE INC

57950 PHILS TIRE & AUTO CARE INC	05/14/2026	FORD F-150 VEH SERVICE	172.79
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Total PHILS TIRE & AUTO CARE INC:			172.79
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PLAN JPA

57910 PLAN JPA	05/07/2026	WORKERS COMPENSATION CLAIMS MARCH '26	534.15
57910 PLAN JPA	05/07/2026	WORKERS COMPENSATION TPA FEES-MARCH '26	75.00
57910 PLAN JPA	05/07/2026	APR '26 GENERAL LIABILITY CLAIMS	9,592.62
57987 PLAN JPA	05/21/2026	WORKERS COMPENSATION CLAIMS APRIL '26	1,064.62

Total PLAN JPA:			11,266.39
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PUBLIC PARKING ASSOCIATES INC

57951 PUBLIC PARKING ASSOCIATES INC	05/14/2026	APR '26 MAINTENANCE SERVICE	740.00
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Total PUBLIC PARKING ASSOCIATES INC:			740.00
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REGIONAL GOVERNMENT SERVICES AUTHORITY

57988 REGIONAL GOVERNMENT SERVICES AUTHORITY	05/21/2026	02/2026-PROFESSIONAL SERVICES-CLASS & COP SERVICES	1,161.90
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Total REGIONAL GOVERNMENT SERVICES AUTHORITY:			1,161.90
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RENTOKIL NORTH AMERICA INC

57960 WESTERN EXTERMINATOR COMPANY	05/14/2026	FY 25/26 EXTERMINATOR SERVICES	1,929.49
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Total RENTOKIL NORTH AMERICA INC:			1,929.49
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REPUBLIC SERVICES INC

57969 BFI OF CALIFORNIA	05/21/2026	GREEN WASTE-YARDWASTE	641.75
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Total REPUBLIC SERVICES INC:			641.75
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RICE TRUCKING-SOIL FARM LLC

57989 RICE TRUCKING-SOIL FARM INC.	05/21/2026	1 YRD SOIL MIX	57.14
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Total RICE TRUCKING-SOIL FARM LLC:			57.14
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RINGCENTRAL INC

57911 RINGCENTRAL INC.	05/07/2026	PHONE SERVICES APR '26	2,337.97
58012 RINGCENTRAL INC.	05/28/2026	PHONE SERVICES MAY '26	2,337.97

Total RINGCENTRAL INC:			4,675.94
ROBERT HALF			
57912	ROBERT HALF	05/07/2026 MURRY, JOANNE 04/24/26	1,911.68
57912	ROBERT HALF	05/07/2026 GIJON, LYNN 04/24/26	1,737.60
57912	ROBERT HALF	05/07/2026 VANCE, AMANDA 05/01/2026	2,053.13
57952	ROBERT HALF	05/14/2026 COLLETT,DIANNA 05/01/26	659.64
57952	ROBERT HALF	05/14/2026 COLLETT,DIANNA 05/01/26	659.64
57952	ROBERT HALF	05/14/2026 MURRY, JOANNE 05/01/26	1,911.68
57952	ROBERT HALF	05/14/2026 GIJON, LYNN 05/01/26	1,737.60
57990	ROBERT HALF	05/21/2026 COLLETT,DIANNA 05/08/26	494.73
57990	ROBERT HALF	05/21/2026 COLLETT,DIANNA 05/08/26	494.73
57990	ROBERT HALF	05/21/2026 MURRY, JOANNE 05/08/26	1,934.08
57990	ROBERT HALF	05/21/2026 GIJON, LYNN 05/08/26	1,661.08
57990	ROBERT HALF	05/21/2026 VANCE, AMANDA 05/08/2026	1,918.13
57990	ROBERT HALF	05/21/2026 VANCE, AMANDA 05/15/2026	2,070.00
57990	ROBERT HALF	05/21/2026 VANCE, AMANDA 05/14/2026- UNT CONV	5,182.80
57990	ROBERT HALF	05/21/2026 COLLETT,DIANNA 05/15/26	1,956.49
Total ROBERT HALF:			26,383.01
ROSY ANTONIO			
57991	ROSY ANTONIO	05/21/2026 DEPOSIT REFUND-GRAND OAK	500.00
Total ROSY ANTONIO:			500.00
RUDOLF A. HAAS			
57913	RUDOLF A. HAAS	05/07/2026 INSTRUCTOR PAYMENT-TAI CHI APR 26'	378.00
Total RUDOLF A. HAAS:			378.00
SERVICE PRESS INC			
57915	SERVICE PRESS INC	05/07/2026 BUSINESS CARDS ROBERT EASTMAN	64.38
Total SERVICE PRESS INC:			64.38
SEWER AUTHORITY MID-COASTSIDE			
57992	SEWER AUTHORITY MID-COASTSIDE	05/21/2026 GENERAL OPERATIONS AND MAINTENANCE BUDGET FOR FY 25/26 (\$5,989,200), PLUS AN ADDITIONA	499,100.00
57992	SEWER AUTHORITY MID-COASTSIDE	05/21/2026 SEWER COLLECTION SYSTEM CLEANING, MAINTENANCE, AND RELATED SERVICES FY 25/26	19,472.08
Total SEWER AUTHORITY MID-COASTSIDE:			518,572.08

SHARP ELECTRONICS CORPORATION

57993	SHARP ELECTRONICS CORPORATION	05/21/2026	PRINTER LEASE- 48 MONTHS	791.73
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Total SHARP ELECTRONICS CORPORATION:				791.73
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SHUTE MIHALY & WEINBERGER LLP

57916	SHUTE MIHALY & WEINBERGER, LLP	05/07/2026	LEGAL EXPENSES MARCH '26	140.00
57916	SHUTE MIHALY & WEINBERGER, LLP	05/07/2026	LEGAL EXPENSES MARCH '26	235.85
57916	SHUTE MIHALY & WEINBERGER, LLP	05/07/2026	LEGAL EXPENSES MARCH '26	4,922.94

Total SHUTE MIHALY & WEINBERGER LLP:				5,298.79
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STAR ELEVATOR INC

57954	STAR ELEVATOR INC	05/14/2026	MAY '26-ELEVATOR MAINTENANCE-2 SITES	520.00
57994	STAR ELEVATOR INC	05/21/2026	ELEVATOR MAINTENANCE-2 SITES SEPT 2025	520.00
57994	STAR ELEVATOR INC	05/21/2026	ELEVATOR MAINTENANCE-2 SITES NOV 2025	520.00
57994	STAR ELEVATOR INC	05/21/2026	ELEVATOR MAINTENANCE-2 SITES DEC 2025	520.00

Total STAR ELEVATOR INC:				2,080.00
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STERICYCLE SPECIALTY WASTE SOLUTIONS INC

57955	STERICYCLE, INC.	05/14/2026	APR '26-PAPER SHREDDING	246.62
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Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC:				246.62
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SUBURBAN PROPANE LP

57995	SUBURBAN PROPANE LP	05/21/2026	PROPANE ACCT 1601-064098	202.25
57995	SUBURBAN PROPANE LP	05/21/2026	PROPANE ACCT 1601-064098	547.60
57995	SUBURBAN PROPANE LP	05/21/2026	PROPANE ACCT 1601-064098	1,331.43

Total SUBURBAN PROPANE LP:				2,081.28
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SWCA INCORPORATED

57956	SWCA INCORPORATED	05/14/2026	Piilarcitos Creek Environmental	4,655.75
58014	SWCA INCORPORATED	05/28/2026	Piilarcitos Creek Environmental	596.25
58014	SWCA INCORPORATED	05/28/2026	BIOLOGICAL SERVICES FOR WAVECREST WATER LINE (CIP 9004)	2,688.85

Total SWCA INCORPORATED:				7,940.85
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THE GRAPHIC WORKS

57996	THE GRAPHIC WORKS	05/21/2026	STAFF SHIRTS	1,028.95
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Total THE GRAPHIC WORKS:			1,028.95
T-MOBILE USA INC.			
57917	T-MOBILE	05/07/2026 ACCT 997385192 APR '26	400.24
Total T-MOBILE USA INC.:			400.24
TOWNSEND PUBLIC AFFAIRS INC.			
57918	TOWNSEND PUBLIC AFFAIRS, INC	05/07/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026	2,499.00
57957	TOWNSEND PUBLIC AFFAIRS, INC	05/14/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026	2,499.00
Total TOWNSEND PUBLIC AFFAIRS INC.:			4,998.00
TRISTAN KELLER			
57919	TRISTAN KELLER	05/07/2026 SKATEBOARD PRIVATE LESSONS-7 INDIVIDUAL MEMBERS	437.50
Total TRISTAN KELLER:			437.50
TURBO DATA SYSTEMS INC			
57958	TURBO DATA SYSTEMS	05/14/2026 APR '26 CITATION PROCESSING	2,087.28
Total TURBO DATA SYSTEMS INC:			2,087.28
TURF STAR INC			
57997	TURF STAR INC.	05/21/2026 VEH MAINTENANCE	5,677.74
Total TURF STAR INC:			5,677.74
VESTIS GROUP INC			
57998	VESTIS	05/21/2026 MATS - CITY HALL	204.02
57998	VESTIS	05/21/2026 MATS - PUBLIC LIBRARY	130.33
58015	VESTIS	05/28/2026 MATS - CITY HALL	204.02
58015	VESTIS	05/28/2026 MATS - PUBLIC LIBRARY	130.33
Total VESTIS GROUP INC:			668.70
VICTOR HERNANDEZ			
57948	ON POINT LANGUAGE SOLUTIONS LLC	05/14/2026 APR '26 TRANSLATION SERVICES	4,887.50
Total VICTOR HERNANDEZ:			4,887.50

WAVELENGTH AUTOMATION, INC.

57920 WAVELENGTH AUTOMATION, INC.	05/07/2026	CAPITOLTRACK UNLIMITED SUBSCRIPTION 04/26-03/27	2,268.00
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Total WAVELENGTH AUTOMATION, INC.:			2,268.00
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WAXIE'S ENTERPRISES, LLC, A BRADYPLUS CO

58016 WAXIE SANITARY SUPPLY	05/28/2026	SUPPLIES	1,508.74
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Total WAXIE'S ENTERPRISES, LLC, A BRADYPLUS CO:			1,508.74
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WELLS FARGO

58060 WELLS FARGO	05/04/2026	J PEREZ BABY SHOWER	9.43
58060 WELLS FARGO	05/04/2026	J PEREZ BABY SHOWER	1.65
58060 WELLS FARGO	05/04/2026	CHAIRS FOR MAC DUTRA	644.45
58060 WELLS FARGO	05/04/2026	SIGN BRACKETS	566.63
58060 WELLS FARGO	05/04/2026	DOG WASTE BAGS	1,427.83
58060 WELLS FARGO	05/04/2026	BABY SHOWER DECORATIONS	25.15
58060 WELLS FARGO	05/04/2026	STREET/ NO PARKING SIGNS	5,896.81
58060 WELLS FARGO	05/04/2026	GROUNDS MAINTENANCE TRAINING	225.00
58060 WELLS FARGO	05/04/2026	BARRIER FOR CITY HALL	30.22
58060 WELLS FARGO	05/04/2026	WINDOW TREATMENT	56.03
58060 WELLS FARGO	05/04/2026	IRRIGATION SERVICE	218.25
58060 WELLS FARGO	05/04/2026	TACC LOCKS	14.49
58060 WELLS FARGO	05/04/2026	PARKING CHARGES	4.00
58060 WELLS FARGO	05/04/2026	BIKE RACKS	1,985.95
58060 WELLS FARGO	05/04/2026	BABY SHOWER CARD	10.98
58060 WELLS FARGO	05/04/2026	WINDOW TREATMENT	35.15
58060 WELLS FARGO	05/04/2026	BABY SHOWER CAKE	64.75
58060 WELLS FARGO	05/04/2026	FLIGHT FOR SEMINAR	206.80
58060 WELLS FARGO	05/04/2026	EV STENCIL	54.93
58060 WELLS FARGO	05/04/2026	BABY SHOWER BEVERAGES	15.36
58060 WELLS FARGO	05/04/2026	GLASS PUMPKINS	65.92
58060 WELLS FARGO	05/04/2026	FARM DAY LUNCHEON	990.00
58060 WELLS FARGO	05/04/2026	ZOOM SUBSCRIPTION	343.92
58060 WELLS FARGO	05/04/2026	SMC LEADERSHIP TRAINING	104.10
58060 WELLS FARGO	05/04/2026	CITY COUNCIL SNACKS	103.47
58060 WELLS FARGO	05/04/2026	HIGH SCHOOL SNACKS FLCA RECRUITMENT	21.49
58060 WELLS FARGO	05/04/2026	ERGONOMIC DESKS	1,189.81
58060 WELLS FARGO	05/04/2026	COMCAST CITY HALL INTERNET	356.82
58060 WELLS FARGO	05/04/2026	OFFICE SUPPLIES	24.14
58060 WELLS FARGO	05/04/2026	STARLINK EOC INTERNET	65.00
58060 WELLS FARGO	05/04/2026	GOOGLE WORKSPACE SUBSCRIPTION	16.25
58060 WELLS FARGO	05/04/2026	COMCAST CORP YARD INTERNET	298.01

58060	WELLS FARGO	05/04/2026	COMCAST SHERIFF INTERNET	249.43
58060	WELLS FARGO	05/04/2026	PRYOR LEARNING TRAINING1012106201	498.00
58060	WELLS FARGO	05/04/2026	FINANCE SUPPLIES	6.99
58060	WELLS FARGO	05/04/2026	EMPLOYEE ENGAGEMENT	6.58
58060	WELLS FARGO	05/04/2026	P.C. TRAINING LODGING	233.28
58060	WELLS FARGO	05/04/2026	EMPLOYEE ENGAGEMENT	6.58
58060	WELLS FARGO	05/04/2026	P.C. TRAINING LODGING	708.05
58060	WELLS FARGO	05/04/2026	ZOOM SUBSCRIPTION	95.97
58060	WELLS FARGO	05/04/2026	EMPLOYEE EMGAGEMENT	36.25
58060	WELLS FARGO	05/04/2026	EMPLOYEE ENGAGEMENT	45.79
58060	WELLS FARGO	05/04/2026	FARM DAY STAFF TICKETS	55.00
58060	WELLS FARGO	05/04/2026	EMPLOYEE ENGAGEMENT	37.19
58060	WELLS FARGO	05/04/2026	SF CHRONICLE SUBSCRIPTION	19.96
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	48.95
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	124.37
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	10.98
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	21.96
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	21.96
58060	WELLS FARGO	05/04/2026	WELCOME BREAKFAST	44.00
58060	WELLS FARGO	05/04/2026	LIGHT BULBS	9.87
58060	WELLS FARGO	05/04/2026	POWER RELAY DEVICE	120.84
58060	WELLS FARGO	05/04/2026	EXIT SIGN/SANITARY BOXES	131.61
58060	WELLS FARGO	05/04/2026	EXIT SIGNS	52.48
58060	WELLS FARGO	05/04/2026	NAPKINS	19.77
58060	WELLS FARGO	05/04/2026	PLATES	20.87
58060	WELLS FARGO	05/04/2026	FORKS	31.04
58060	WELLS FARGO	05/04/2026	COFFEE CREAMER	14.99
58060	WELLS FARGO	05/04/2026	RETURN SANITARY BOXES	95.55-
58060	WELLS FARGO	05/04/2026	RETURN EXIT SIGNS	52.48-
58060	WELLS FARGO	05/04/2026	MEETING EXPENSE	207.40
58060	WELLS FARGO	05/04/2026	ICMA MEMBERSHIP	1,200.00
58060	WELLS FARGO	05/04/2026	SMC PUBLIC PARKING MEETING	1.00
58060	WELLS FARGO	05/04/2026	EMPLOYEE FAREWELL GIFTS BULK	413.44
58060	WELLS FARGO	05/04/2026	IT SUPPLIES	153.80
58060	WELLS FARGO	05/04/2026	PRIORITY SETTING	76.74
58060	WELLS FARGO	05/04/2026	PRIORITY SETTING	48.21
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	190.22
58060	WELLS FARGO	05/04/2026	OFFICE SUPPLIES	54.97
58060	WELLS FARGO	05/04/2026	HR SUPPLIES	71.94
58060	WELLS FARGO	05/04/2026	HIRING COSTS	22.50
58060	WELLS FARGO	05/04/2026	WELCOME BREAKFAST	267.22
58060	WELLS FARGO	05/04/2026	CLOSED SESSION DINNER	167.01
58060	WELLS FARGO	05/04/2026	WELCOME BREAKFAST	19.22

58060	WELLS FARGO	05/04/2026	WELCOME BREAKFAST	47.24
58060	WELLS FARGO	05/04/2026	PRIORITY SETTING	61.90
58060	WELLS FARGO	05/04/2026	CONSTANT CONTACT EMAIL MARKETING TOOL	175.00
58060	WELLS FARGO	05/04/2026	FACEBOOK-PRIORITY SETTING/FLCA/STUDENT AWARD ADS	213.91
58060	WELLS FARGO	05/04/2026	AMAZON MEMBERSHIP	16.47
58060	WELLS FARGO	05/04/2026	SUPPLIES	13.69
58060	WELLS FARGO	05/04/2026	SUPPLIES	228.55
58060	WELLS FARGO	05/04/2026	CHARGEPOINT-VEHICLE	4.76
58060	WELLS FARGO	05/04/2026	SUPPLIES	135.14
58060	WELLS FARGO	05/04/2026	SUPPLIES	36.99
58060	WELLS FARGO	05/04/2026	SUPPLIES	491.86
58060	WELLS FARGO	05/04/2026	SUPPLIES	63.71
58060	WELLS FARGO	05/04/2026	ORBIX MEMBERSHIP	9.99
58060	WELLS FARGO	05/04/2026	FACEBOOK ADVERTISING	19.00
58060	WELLS FARGO	05/04/2026	SUPPLIES	21.96
58060	WELLS FARGO	05/04/2026	SUPPLIES	43.94
58060	WELLS FARGO	05/04/2026	FACEBOOD ADVERTISING	19.00
58060	WELLS FARGO	05/04/2026	EZ FACILITY MEMBERSIP	549.00
58060	WELLS FARGO	05/04/2026	FACEBOOK ADVERTISING	7.35
58060	WELLS FARGO	05/04/2026	SPOTIFY MEMBERSHIP	12.99
58060	WELLS FARGO	05/04/2026	FACEBOOK ADVERTISING	19.00
58060	WELLS FARGO	05/04/2026	FACEBOOK ADVERTISING	19.00
58060	WELLS FARGO	05/04/2026	FACEBOOK ADVERTISING	1.75
58060	WELLS FARGO	05/04/2026	SUPPLIES	2,760.38
58060	WELLS FARGO	05/04/2026	SUPPLIES	109.86
58060	WELLS FARGO	05/04/2026	RECONCILING CREDITS FROM NEXT STATEMENT	73.38-
Total WELLS FARGO:				<u>25,500.25</u>
WEST COAST ARBORISTS INC				
57959	WEST COAST ARBORISTS INC	05/14/2026	FY 25/26 TREE MAINTENANCE AND URBAN FOREST MANAGEMENT	<u>14,880.60</u>
Total WEST COAST ARBORISTS INC:				<u>14,880.60</u>
WESTWIND COMPUTER PRODUCTS, INC.				
58017	WESTWIND COMPUTER PRODUCTS, INC	05/28/2026	APPLE MACBOOKS	<u>8,437.48</u>
Total WESTWIND COMPUTER PRODUCTS, INC.:				<u>8,437.48</u>
ZOON ENGINEERING INC.				
57961	ZOON ENGINEERING INC.	05/14/2026	PROFESSIONAL AGREEMENT FOR PRE-CONSTRUCTION SERVICES FOR THE HIGHWAY 1 SAFETY & OPER	5,954.62

Total ZOOM ENGINEERING INC.:

5,954.62

Grand Totals:

1,120,559.71

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Todd Seeley, Interim Public Works Director

TITLE: ANNUAL RENEWAL OF PUBLIC WORKS CONTRACTS

RECOMMENDATION:

Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2027, with:

1. American Debris Box to provide portable toilet services Citywide in the amount of \$90,000; and
2. West Coast Arborists (WCA) for tree trimming and tree removal services in the amount of \$150,000.

FISCAL IMPACT:

These contracts and amounts are included in the Recommended Budget for FY 2026-27.

STRATEGIC ELEMENT:

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

BACKGROUND:

The Public Works Department was established in FY 2017-18 through reorganization of the former Community Development Department and merger of the Public Works-Facilities Maintenance Division from the City Manager’s Office. While the City Council has provided resources to hire in-house staff, the workload exceeds what can be handled by current staffing levels. Some Department duties require specialized skills and/or equipment, and completion of these duties is reliant upon a combination of qualified in-house staff and consultant/contractor support.

Both of the vendors below were originally selected following competitive bidding processes. The proximity of these companies to the Coast and their ability to provide the highest levels of customer service and response times continue to meet the City’s needs. Staff monitors pricing and services from other vendors and may consider re-bidding these services in the future. Using

this approach, staff have identified a contract that was typically included in this report but was determined that a closer look was needed at the median maintenance contract. Staff are finalizing an RFP and will be releasing it soon, and plan to bring that contract back to Council in July.

DISCUSSION:

The mission of the Public Works Department is to promote safety, livability, and sustainability through effective management of streets, parks, facilities, and utilities. The department is responsible for the maintenance, replacement, and enhancement of City infrastructure as well as the development and implementation of the City's Three-Year Capital Improvement Program (CIP). To accomplish these goals, the Department relies heavily on outside consultants and contractors with special skills or services. Below are additional details of the two contracts staff is seeking authorization for execution.

American Debris Box

The City provides several portable toilets throughout the City at Kelly Avenue, the Ocean Colony Trailhead, Poplar Beach, and Smith Field to supplement existing permanent facilities and to address locations which do not have permanent facilities. These units are necessary for residents and visitors alike. American Debris Box was chosen to provide portable toilet services following an RFP process in 2017.

The current requested budget for the contract is \$90,000 to be funded through the Public Works Maintenance budget. This reflects the costs of maintaining the City's current level of service and accounts for the increase in service needed to respond to increased beach traffic throughout the City, increased fuel costs, and respond to emergencies as needed. Over the last few years, there has been a marked increase in vandalism to portable toilets – especially at Poplar Beach though the use of fireworks, and American Debris Box has responded quickly to address the issues. Having a committed local vendor helps the City to protect our assets while keeping our most valuable natural resources clean. Executing the recommended contract will keep the current services in place while increasing both the number of units during the busy summer months as well as frequency of cleaning of the portable toilets.

West Coast Arborists

One of Public Works' operational responsibilities includes monitoring and maintaining the trees throughout the City. The City circulated an RFP for tree services in 2017, and West Coast Arborists (WCA) was selected as the contractor for these services. WCA has provided an in-depth tree inventory database for City staff as part of their initial contract which is still in use, and WCA has provided excellent service and response time to the community. WCA regularly updates the City tree inventory in conjunction with trimming or tree removal. In addition to the inventory management database, WCA has proven to be an essential partner when responding to emergency situations. The most recent response was Christmas Eve of last year, and WCA responded to a major limb failure in a matter of hours during a holiday period. They have

shown to be responsive to our needs and their proprietary management database is an enormous asset for the City.

Staff is recommending executing an annual contract with West Coast Arborists to provide on-call services include tree trimming, tree removal, and tree assessments. This is considered an essential service and must be provided every year.

The requested budget for the contract is \$150,000 and will be funded through the Public Works Maintenance budget.

ATTACHMENTS:

- 1) Resolution for American Debris Box
- 2) Resolution for West Coast Arborists (WCA)

RESOLUTION NO. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH AMERICAN DEBRIS BOX TO PROVIDE PORTABLE TOILET SERVICES THROUGH JUNE 30,
2027, IN THE AMOUNT OF \$90,000**

WHEREAS, the City provides several portable toilets in areas throughout the City at Kelly Avenue, Trailhead, Poplar Beach, and Smith Field; and

WHEREAS, the City circulated a request for proposals for portable toilets in 2017 and American Debris Box was selected as the contractor for these services; and

WHEREAS, as a tourist destination, portable toilets are an essential part of the City's operations; and

WHEREAS, American Debris Box is a local company that allows quick response to emergencies such as vandalized units near beach locations; and

WHEREAS, adequate funds are available in the City's proposed FY 2026-27 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with American Debris Box for sanitation services for portable toilets through June 30, 2027, in the amount of \$90,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH WEST COAST ARBORISTS FOR TREE TRIMMING AND TREE REMOVAL SERVICES
THROUGH JUNE 30, 2027, IN THE AMOUNT OF \$150,000**

WHEREAS, the City of Half Moon Bay Public Works department provides tree monitoring and maintenance as an essential service that must be performed annually; and

WHEREAS, the City circulated a request for proposals for tree maintenance in 2017, and West Coast Arborists (WCA) was selected as the contractor for these services; and

WHEREAS, WCA has provided an excellent level of service and response time to requests for service; and

WHEREAS, as part of their contract with the City, WCA maintains a proprietary tree management database for Half Moon Bay that has proven to be an invaluable tool; and

WHEREAS, adequate funds are available in the City’s proposed FY 2026-27 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute the Professional Services Agreement with West Coast Arborists for tree trimming and tree removal services through June 30, 2027, in the amount of \$150,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Mathew Chidester, City Manager

FROM: Leslie Lacko, Community Development Director
Rob Eastman, Interim Chief Building Official

TITLE: ANNUAL RENEWAL OF COMMUNITY DEVELOPMENT AGREEMENTS

RECOMMENDATION:

Adopt resolutions authorizing the City Manager to execute professional service agreements through June 30, 2027, with:

1. 4LEAF, Inc. (4Leaf) for building plan check and inspection services in an amount not to exceed \$60,000; and
2. Metropolitan Planning Group (M-Group) for contract planning services in an amount not to exceed \$145,000.

FISCAL IMPACT:

These contracts have been included in the Recommended Budget. The Building and Code Enforcement budget will cover the cost of the (4Leaf) contract, with revenues from building permit plan checks offsetting most of the cost. The M-Group contract funding includes some offsets from application-related fees.

STRATEGIC ELEMENT:

This recommendation supports the *Healthy Communities and Public Safety, Infrastructure and Environment, and Fiscal Sustainability* Elements of the Strategic Plan.

BACKGROUND:

The City has utilized varying levels of contract services to support Community Development functions for many years. In alignment with the annual budget approval, agreements for these services are updated annually to ensure alignment with workload and economic conditions. The City's building permits are routed and issued by City staff and plan check services are provided through a contractor. Most planning services are provided directly by City staff; however, supplemental support is needed for both routine and special projects, based on the ebb and flow of project applications and associated staff bandwidth limitations.

DISCUSSION:

4Leaf: The City Council first approved contract services from 4Leaf in 2019 for building plan check, inspection services, and over-the-counter permit oversight. These services had been provided previously by contract as well.

The contract between the City and 4Leaf for FY 2025-2026 was \$365,250. The services included plan check for structural safety, a part-time building inspector, a part-time chief building official, and permit technician services for coverage of this linchpin position during vacations or sick leave. Since then, City Council approved a new full-time position for Chief Building Official (CBO), which was filled on an interim basis in spring of 2026.

The current requested contract of \$60,000 will use funds included in the FY 2026-27 Community Development Building and Code Enforcement budget. The contract covers structural plan check services and holds some funds in reserve in the event that a substitute building inspector is needed and the City is unable to temporarily fill the position with a familiar retired annuitant. A smaller contract with Urban37 was executed by staff for temporary permit technician services should they be required.

M-Group: The City Council has approved professional services agreements with M-Group to provide planning staff and services since 2013. M-Group's services have varied significantly since that time, adjusting to the needs of the Department and community. In 2018, the City Council authorized funding and positions to hire in-house planning staff as part of M-Group's scope of services. Their support remains vital to meeting the needs and demands of the Planning Division, especially for long-range projects (e.g. in past years, the Land Use Plan; currently, the Housing Element and implementation zoning), GIS.

Long-range planning workload remains heavy, and M-Group is well suited to continue to supplement some staff functions. As proposed, M-Group will continue to provide a part-time planning analyst to support Community Development Department staff primarily with the Planning Commission, Architectural Advisory Committee, and Community Development Director hearings and meetings. Presently, M-Group planners are supporting City staff's work on the Housing Element. Going forward into the next fiscal year, M-Group is well suited to assist staff with any long-range planning projects that go beyond the Implementation Plan update. Since 2013, M-Group has provided the City with excellent staff who have been committed to customer service and professionalism. They have institutional knowledge of the City, and their continued support helps serve the Department's needs. Their \$145,000 budget for FY 2026-2027 is the same as the FY 2025-2026 budget.

These professional service providers continue to serve the City well. 4Leaf and M-Group work with staff to support enhanced service levels, remain highly responsive to requests for support on a wide range of projects, and otherwise maintain excellent coordination with City staff and through interdepartmental collaboration.

ATTACHMENTS:

1. Resolution for Professional Services Agreement with 4LEAF Inc.
2. Resolution for Professional Services Agreement with Metropolitan Planning Group

RESOLUTION NO. C-2026-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT
WITH 4LEAF, INC. FOR BUILDING CONTRACT SERVICES THROUGH JUNE 30, 2027, IN AN
AMOUNT NOT TO EXCEED \$60,000**

WHEREAS, 4LEAF, Inc. (4 Leaf) has provided building plan check services for five years, during which its contract staff have gained extensive knowledge about the City and provided all of the City’s building plan check and inspection services; and

WHEREAS, the current agreement with 4Leaf will expire June 30, 2026; and

WHEREAS, the Community Development Director has determined that continuation of plan check services is necessary, and that almost all building inspections and permit technicians' services through 4Leaf can be eliminated through FY 2026-27; and

WHEREAS, 4Leaf provided a scope of work, budget, and an hourly rate schedule for a new one-year agreement totaling \$60,000, for the needed services; and

WHEREAS, adequate funds are available in the City’s proposed FY 2026-27 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Professional Services Agreement with 4LEAF, Inc. for Building contract services through June 30, 2027, in the amount of \$60,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddick, Mayor

RESOLUTION NO. C-2026-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH METROPOLITAN PLANNING GROUP FOR CONTRACT PLANNING SERVICES THROUGH
JUNE 30, 2027, IN AN AMOUNT NOT TO EXCEED \$145,000.**

WHEREAS, the Metropolitan Planning Group (M-Group) has provided contract planning services to the City of Half Moon Bay for over ten years during which their contract staff have gained extensive knowledge about the City and have assisted in many projects; and

WHEREAS, the current agreement with M-Group will expire on June 30, 2026, and

WHEREAS, the Community Development Director has determined that supplemental planning services provided by M-Group are necessary to maintain service levels for public meetings and hearings, long-range projects, Housing Element implementation, and additional support functions; and

WHEREAS, M-Group provided a scope of work, budget, and an hourly rate schedule for a new one-year agreement totaling \$145,000 for the needed services; and

WHEREAS, adequate funds are available in the City’s proposed FY 2026-27 budget for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Professional Services Agreement with Metropolitan Planning Group (M-Group) for limited contract planning services to support the Community Development Department through June 30, 2027, at a cost of \$145,000.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council
VIA: Matthew Chidester, City Manager
FROM: Kenneth Stiles, Interim Administrative Services Director
TITLE: **CASELLE, INC. PROFESSIONAL SERVICES AGREEMENT**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Caselle Inc. for Enterprise Resource Planning (ERP) software through June 30, 2027, in the amount of \$55,942.

FISCAL IMPACT:

The agreement has been included in the Fiscal Year 2026-27 Adopted Budget as part of the Equipment Fund, which is an Internal Service Fund.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* Element of the Strategic Plan.

BACKGROUND:

The City has utilized contract services to support Administrative Services Department functions for many years. In alignment with the annual budget approval, agreements for these services are updated annually to ensure alignment with workload and economic conditions.

Enterprise Resource Planning (ERP) refers to tools used to integrate an organization's multiple functions to manage their resources more effectively to collect and organize data from multiple sources (e.g., purchasing, payroll, permits, etc.) into a centralized system that can be used to share information cross-departmentally and create standardized reports for the evaluation of operations and future service needs.

The City previously utilized Harris Computer Systems as its ERP system beginning in 1995 for core financial functions and payroll. While the City successfully used Harris for many years, the software was no longer meeting the City's operational and reporting needs.

In November 2017, the City entered into an agreement with Caselle Inc. to implement a new ERP system with more modern capabilities. The agreement included implementation and on-

going hosted maintenance and support. In February 2020, the new ERP system went live and operational. Since then, the department has been much more efficient in financial record keeping and reporting. The on-going maintenance costs of this software total \$55,942 per year.

DISCUSSION:

This software continues to serve the City well. The ERP System assists the department in recording and delivering timely financial information to other departments and Council, which is necessary for the City's operations. By entering into this agreement, City staff will continue to have the tools necessary to carry out many of the important functions of the organization.

ATTACHMENT:

Resolution

RESOLUTION NO. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH CASELLE INC. FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE THROUGH
JUNE 30, 2027, IN THE AMOUNT OF \$55,942**

WHEREAS, the City is committed to using technology for maximum efficiency and productivity, and enhancing transparency and accountability; and

WHEREAS, Caselle, Inc. has provided Enterprise Resource Planning (ERP) software-as-a-service, on-going maintenance, and support services to the City of Half Moon Bay since February 2020; and

WHEREAS, these services are necessary to maintain timely financial recordkeeping, reporting and operational efficiency across citywide functions; and

WHEREAS, Caselle Inc. can continue providing such software at \$4,661 per month, totaling \$55,942 a year; and

WHEREAS, adequate funds are available in the City's Adopted Budget for FY 2026-27 for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Professional Services Agreement with Caselle Inc. for ERP software-as-a-service, on-going maintenance, and support, at a cost of \$55,942 through June 30, 2027.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Julissa Acosta, Interim Economic & Community Vitality Manager

TITLE: **AGREEMENT WITH ABUNDANT GRACE FOR THE FY 2026-27 COASTAL CLEANUP PROGRAM**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Abundant Grace for coastal cleanup services for FY 26-27.

FISCAL IMPACT:

The Fiscal Year 2026-27 Recommended Budget includes sufficient funding for the Coastal Cleanup Program, with a projected contract amount of up to \$82,670

STRATEGIC ELEMENT:

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

BACKGROUND:

In November 2017, City Council and community identified litter management at Poplar Beach and along the Coastal Trail as a significant community priority.

On December 5, 2017, City Council reviewed a staff proposal to enter into an agreement with Abundant Grace Coastside Worker on a one-year pilot program focused on coastal clean-up efforts. On February 6, 2018, the City Council approved an agreement with Abundant Grace Coastside Worker in the amount of \$59,562. The agreement was later amended on June 4, 2019, increasing the scope of work and total contract value to \$80,000.

The program's scope of work included emptying trash receptacles, cleaning surrounding areas, removing graffiti, and collecting litter along the beach and Coastal Trail three times per week on Fridays, Sundays, and Mondays.

Abundant Grace has proven to be a valuable community partner, strengthening the City's maintenance efforts while also providing an important social service. Over time, the program

has created employment opportunities and provided stability for dozens of individuals, many of whom are unhoused or low-income.

In recognition of the program's success and positive community impact, City Council progressively increased funding to \$110,000 in FY 2020–21 and FY 2021–22, \$115,000 in FY 2022–23, and \$125,000 in FY 2023–24. These increases enabled the program to expand operations to four service days per week and support a larger workforce, with seven participants per day during the off-peak season and up to eight participants per day during the peak season. In FY 2024–25, seasonal scheduling was adjusted to align with workload demands and budget constraints, reducing the total contract amount to \$76,250.

The continued success of the program and strong community support have reinforced the City's commitment to maintaining the partnership. Expanding services and providing work opportunities to a broader group of participants have generated both environmental and social benefits for the community.

DISCUSSION:

Abundant Grace continues to be a beneficial collaborator with the City. The work provided by the Coastal Clean Team complements, without duplication, the City's Public Works Maintenance team efforts. It focuses on areas heavily used by visitors or those that fall outside routine City maintenance due to staffing or other priorities.

The Clean Team program is one of several programs run by Abundant Grace focused on workforce development activities. Since the program's inception, its impact has steadily grown. In the current fiscal year alone, the Clean Team programs have removed a total of 37,133 lbs of trash (CCT = 17,463 lbs, ECT = 19,670 lbs). During the current fiscal year, the Clean Team program has engaged 59 unique unhoused individuals to do this meaningful work and help clean up their community.

Staff recommends continuing the programs and authorizing the City Manager to execute an agreement for FY 2026-27 in the amount of \$82,670.

ATTACHMENTS:

1. Resolution
2. Scope of Work & Fee Schedule

Resolution No. C-2026-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
WITH ABUNDANT GRACE IN THE AMOUNT OF \$82,670 FOR THE COASTAL CLEAN-UP
PROGRAM**

WHEREAS, on February 6, 2018, the City Council authorized staff to execute a professional services agreement with Abundant Grace to provide a Coastal Clean-Up Pilot Program for Poplar Beach and the Coastal Trail; and

WHEREAS, due to the success of the pilot program, City Council progressively increased funding resulting in subsequent years to expand services to include cleanups along the Coastal Trail, Poplar Beach, and Seymour Bridge; and

WHEREAS, the work of the Coastal Clean Team complements the City’s Public Works Maintenance team by focusing on heavily visited areas and locations outside routine City maintenance; and

WHEREAS, Abundant Grace has proven to be a valuable community partner, providing employment opportunities and stability to dozens of individuals, many of whom are unhoused or low income while delivering vital environmental and social services to the community; and

WHEREAS, during Fiscal Year 2025-26, the Clean Teams removed approximately 37,133 pounds of debris and employed over 283 unique individuals.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a professional services agreement with Abundant Grace for FY 2026-27 in the amount of \$82,670 for the Coastal Cleanup programs.



I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th of June 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

Maggie Rodriguez, City Clerk

APPROVED:

Debbie Ruddock, Mayor

ATTACHMENT 2

Scope of Work

Consultant will provide clean-up support in the following areas:

- 1) **Poplar Beach from Kelly Avenue to Seymour Watercourse**
- 2) **California Coastal Trail from Kelly Avenue to Seymour Bridge**
- 3) Filbert Street from Railroad Avenue to Highway 1
- 4) Myrtle Street from Railroad Avenue to First Street
- 5) Spruce Street from Railroad Avenue to First Street
- 6) First, Second, Third and Railroad Avenues between Filbert and Poplar Street
- 7) Pilarcitos Avenue from Kelly Avenue to Oak Avenue
- 8) Miramontes Beach
- 9) Surfer's Beach
- 10) Limited Special On-Call Projects

Notes: **Bolded** areas are priority clean-up sites.

Clean-up support includes, but is not limited to:

- Cleaning and clearing the areas around the trash cans and dumpsters
- Picking up litter and trash
- Recycling cigarette butts through Terracycle

Clean-ups will take place a maximum of three times per week (3x/week). During the "peak season" (June 1 – October 31) there shall be a maximum of 6 workers per session and during the "off-peak season" (November 1- May 31), there be a maximum of 4 workers per session. Clean-up days must be scheduled in coordination with the City at least 15 working days in advance. Weekly clean-ups shall not exceed the maximum number of days per week as defined above, unless express written consent is provided by the City. Special on-call clean-ups will be scheduled in advance with the City.

Clean-ups may take place on Mondays, Fridays, and Sundays during "peak season" and Mondays, Wednesdays, and Fridays during "off-peak season" with an emphasis on Monday mornings. Clean-ups will not exceed the time it takes to complete the scope of work under the adopted budget of \$82,760 for all services and supplies. Abundant Grace shall not be compensated for work conducted outside the designated days and times unless express written consent is provided by the City (administrative work excluded).

Table 1 below provides a sample clean-up schedule for peak season and for off-peak season.

TABLE 1

Dates	Clean-Up Days	Hours
Peak Season (June-Oct) Up to six workers per session	Mondays Fridays Sundays	11:00am – 2:00pm (3) 9:00am –12:00 noon (3)
Off-Peak Season (Nov-May) Up to four workers per session	Monday Wednesday Friday	10:00am – 1:00pm (3)

Abundant Grace will recruit, train, transport, and pay their team members.

Abundant Grace will provide monthly reports and invoices to the City detailing the number of bags filled each workday, the number of individuals that worked each day, and the total number of hours accrued.

Abundant Grace will also provide comprehensive Quarterly Reports to the City. The Quarterly Report will include, at minimum, the following information:

1. Work Performance
 - a. Total hours worked broken down by job title
 - b. Summary of days worked
 - c. Total amount of garbage removed
 - d. Obstacles faced and recommended solutions

2. Social Services
 - a. Number of individuals participating in the work program
 - b. Number of participants that have transitioned to full-time/part-time employment
 - c. Number of participants that have moved into temporary housing
 - d. Number of participants that have moved into permanent housing
 - e. Number of participants receiving medical care through street medical team
 - f. Number of participants entering sobriety/recovery programs

3. Any other relevant information

Abundant Grace may be requested to present information from the Quarterly report to the City Council.

The scope of services may be amended with written consent of City and Abundant Grace provided total fiscal year costs do not exceed \$82,670

Fee Schedule

Consultant will provide the community clean-up services for an amount not to exceed \$82,670 in accordance to the fee schedule below:

Personnel Classification	Billing Rate
Worker*	\$65.00/day*
Administration	
Transportation	\$0.725 / mile (up to \$800)
Supplies and Laundry	\$160 / month
Admin & Overhead	\$2,600/month

*Workers are required to work a minimum of 3-hours to receive daily stipend.

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

For meeting of: **June 16, 2026**

TO: The Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Captain Eammon Allen, Chief of Police Services

TITLE: CITIZEN’S OPTION FOR PUBLIC SAFETY (COPS) GRANT PROGRAM FY 2026-27

RECOMMENDATION:

Adopt a resolution authorizing the Administrative Services Director to accept the State of California Citizen’s Option for Public Safety Grant Funds for Fiscal Year 2026-27, in the amount of \$100,000, and approve using those funds on projects, support, and equipment that meet the conditions of the grant.

FISCAL IMPACT:

There is no fiscal impact associated with the action. The Citizen’s Option for Public Safety Grant program provides \$100,000 in supplemental law enforcement funding annually. The grant cannot be used to supplant the adopted budget and does not have a matching fund requirement. Therefore, there is no budget impact associated with this action.

STRATEGIC ELEMENT:

This action supports the *Healthy Communities and Public Safety* and *Fiscal Sustainability* elements of the Strategic Plan.

BACKGROUND:

In 1996, the California State Legislature enacted Chapter 134 (AB3229 Brulte) creating the Citizen’s Option for Public Safety (COPS) Program. Under this program, cities and counties receive state funds to augment public safety expenditures. The City has participated in this program for over a decade. The provisions of the COPS grant require that the funding be placed into a Supplemental Law Enforcement Services Fund (SLESF).

The funds must be used to supplement, not supplant, the delivery of front-line law enforcement services through projects, programs, and/or equipment that meet the conditions of the grant. The funds are initially disbursed to the County, and upon receipt of a signed City Council Resolution authorizing the disbursement of the funds, the County will release the funds, which will then be deposited in the City’s SLESF account. COPS funds may accrue, and this

year’s allocation will be combined with remaining funds from prior year grants for qualifying projects, programs and/or equipment.

DISCUSSION:

As noted above, the COPS grant funds are to be used for projects, programs, and/or equipment intended to enhance the delivery of front-line public safety services benefiting residents, businesses, and visitors. Over the years, the funds have been used for enhanced traffic enforcement during busy summer days and special events, enhanced coverage at Poplar Beach during holidays and the summer months, additional law enforcement and security support at special events, the previously held annual youth summit, and community outreach programs. Key expenditures and changes may include:

- Since 2024, COPS funding has been used for the two-year ALPR pilot program, which expires later this year. If the Council decides to continue this program, it is recommended that COPS funding be used to continue to cover any costs.
- In 2019, the Sheriff’s Office purchased a Polaris off-road vehicle to allow off-road and beach patrol activities, especially on Poplar Beach during busy summer seasons. Over the years the vehicle has become less reliable for beach access, and it may be necessary to acquire a replacement vehicle if maintenance costs and availability continue to be prohibitive. The Sheriff’s Office would be responsible for the acquisition using COPS funding, and we would explore repurposing the existing vehicle for less demanding uses.

Staff is recommending these funds be authorized by the City Council to enhance the level of law enforcement and public safety services currently provided under contract by the San Mateo County Sheriff. Projects/programs funded by the COPS Grant could include the following in FY 2026-27:

Project/Program	Description
ALPR (Automated License Plate Reader) Pilot Program	Funding for the continued operation of ALPR in the City under the two-year pilot program.
Augment Patrol / Special Events	Supplement patrol and/or CSO staffing levels with the intent of enhancing downtown presence, coordination of special events, parking enforcement, and traffic enforcement.
Augment Patrol / Summer Beach Season	Supplement patrol and/or CSO staffing levels with the intent of managing heavy weekend and late-night activities at Poplar and other City beaches.
Off-road/beach patrol vehicle	When necessary, purchase new off-road vehicle for off-road and beach patrol services.

Project/Program	Description
Emergency Response Special Equipment and Tools	Acquisition of specialized equipment to be utilized by the City and Sheriff's Department during emergency and catastrophe response.
Parking Enforcement	Personnel will also assist with other special assignments as needed throughout the year.
Small Business Support	Evaluate ways to augment business safety, security, and monitoring.
Traffic Enforcement (Motorcycle)	Supplement patrol with the intent of addressing traffic control and enforcement during peak hours on weekends, holidays, and special events/details.
Community engagement and outreach	Host several events throughout the City for the residents of Half Moon Bay: Meet and Greet with Deputies, Community events, Training, Diversion Workshop Programs, etc. Evaluate ways to augment business safety, security, and monitoring.
Youth Summit	Conduct a Youth Summit in the Spring of 2027 to promote positive choices by 8th graders entering high school.

ATTACHMENT
Resolution

Resolution No. C-2026-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING EXPENDITURES IN SUPPLEMENTAL LAW ENFORCEMENT SPECIAL FUND (SLESF) FOR CITIZEN’S OPTION FOR PUBLIC SAFETY GRANT PROGRAM IN FY 2026-27

WHEREAS, in 1996 the California State Legislature enacted Chapter 134 (AB3229 Brulte) creating a City’s Option for Public Safety (COPS) Program; and

WHEREAS, under the COPS Program the City annually receives State funding to augment public safety expenditures; and

WHEREAS, the City is eligible to receive \$100,000 in COPS Program funding in Fiscal Year 2024-25; and

WHEREAS, the City of Half Moon Bay is choosing to participate in this grant program and is proposing to identify general areas of focus for the grant funds including the potential purchase and operation of automated license plate readers (ALPR), business support, patrol augmentation, traffic and parking enforcement, and assistance with special events.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the Administrative Services Director to accept the State of California Citizen’s Option for Public Safety Grant Funds for Fiscal Year 2026-27 in the amount of \$100,000.

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor



CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, JUNE 2, 2026
SPECIAL MEETING MINUTES
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at approximately 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 REAL PROPERTY NEGOTIATORS-PURSUANT TO GOVERNMENT CODE SECTION 54956.8

Property: Real property located at 1000 N. Cabrillo Hwy., Half Moon Bay CA 94019 (APN 048-24-0030)-Wastewater Treatment Facility

Agency negotiator: Matthew Chidester, City Manager

Negotiating parties: Sewer Authority Mid-Coastside (SAM JPA) and City of Half Moon Bay

Under negotiation: Price and Terms of Payment.

Councilmember Jonsson recused from the item.

4.B CONFERENCE WITH LABOR NEGOTIATORS - PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Agency designated representatives: Christopher Ko Boucher, Esq., Alex Avakiantz, Esq., Matthew Chidester, and Kenneth Stiles

Employee organization and Unrepresented employees: International Union of Operating Engineers, Local 39; Non-Represented Confidential Employees; Unrepresented Executive Employees; Represented Management

4.C PUBLIC EMPLOYEE PERFORMANCE EVALUATION-PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: Interim City Attorney

5. ADJOURN SPECIAL MEETING

Mayor Ruddock adjourned the Special Meeting at approximately 6:50 p.m.

Respectfully Submitted:

Maggie Rodriguez, City Clerk

*Approved by the City Council at the _____, 2026 Regular meeting.



**CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, JUNE 2, 2026
REGULAR MEETING MINUTES
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE**

1. ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Ruddock called the Regular Meeting to order at 7:08 p.m. and led the pledge of allegiance. Interim City Clerk Rodriguez called the Roll Call.

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

2. APPROVAL OF AGENDA

MOTION

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

3. PROCLAMATIONS AND PRESENTATIONS

3.A FUTURE LEADER'S CIVICS ACADEMY GRADUATION

Interim City Clerk Rodriguez and Communications Program Manager Alvarado announced the graduates of the Future Leaders Civics Program.

3.B STUDENT AWARDS

Economic and Community Vitality Manager Acosta and Senior Management Analyst Nichols presented scholarships to awarded students.

3.C COUNTY HOUSING STONE PINE COVE PRESENTATION

Ray Hodges and Helen Thon-Ishikawa of County of San Mateo Department of Housing presented updates on the Stone Pine Cove Housing Project.

4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

Mayor Ruddock congratulated the HMBHS Baseball team on their CCS Title and first round NorCal CIF State win. They reminded the community about the upcoming 4th of July Celebration.

5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

Interim City Attorney Bazzano reported the Council met in Closed Session on June 2, 2026 on two items. Item 4A was not convened but items 4B and 4C were. There was no reportable action.

6. COMMISSION / COMMITTEE UPDATES

6.A PARKS AND RECREATION COMMISSION REPORT OUT

Interim Deputy City Manager Decker reported that the Parks and Recreation Commission had opened new volleyball courts, discussed potential fire pits to be installed, a community pool discussion took place, and said goodbye to the two Youth Members and will begin recruitment of new members.

6.B PLANNING COMMISSION REPORT OUT

Community Development Lack reported out on two meetings. May 12, 2026, the Commission approved a community banner program and heard a presentation on a potential Measure D ballot measure. On May 24, 2026 a mural was approved at 507 Purissima and approved a CPD for a temporary fix to the Mirada Road trail.

7. CITY MANAGER UPDATES TO COUNCIL

7.A LOCAL HAZARD MITIGATION PLAN UPDATE

Interim Public Works Director Seeley updated council on the Local Hazard Mitigation Plan.

7.B MAIN STREET BRIDGE UPDATE

Interim Public Works Director Seeley updated council on Main Street Bridge renovations. Phase 1 is now scheduled to begin July 7, 2026.

Interim Management Analyst Acosta provide FIFA World Cup updates.

8. PUBLIC FORUM

The following individuals addressed the Council:

- Lisa Kramer
- Kevin Dixon
- Tom Roman
- Joaquin Jimenez
- Harvey Rarback

9. CONSENT CALENDAR

MOTION

Vice Mayor Penrose moved and Councilmember Brownstone seconded a motion to approve Consent Calendar. The motion carried by 5-0 unanimous vote.

9.A WAIVE READING OF ORDINANCES AND RESOLUTIONS

9.B TREASURER'S REPORT FOR THE QUARTER ENDING MARCH 31, 2026

9.C APPROVE MINUTES OF THE MAY 19, 2026 SPECIAL MEETING

9.D APPROVE MINUTES OF THE MAY 19, 2026 REGULAR MEETING

9.E RESOLUTION NO. 2026-34 DISPLAY OF THE LGBTQ FLAG FOR THE MONTH OF JUNE 2026 AT CITY HALL TO COMMEMORATE PRIDE MONTH

9.F RESOLUTIONS NO 2026-35 AND 2026-36 CALLING FOR THE HOLDING OF THE NOVEMBER 3, 2026 GENERAL MUNICIPAL ELECTION

9.G ACCEPTANCE OF AUDITOR'S REPORTS FROM THE FISCAL YEAR 2023-24 AUDIT

9.H ACCEPTANCE OF AUDITOR'S REPORTS FROM THE FISCAL YEAR 2024-25 AUDIT

9.I RESOLUTION 2026-37 FINAL ACCEPTANCE OF THE JOHN L. CARTER PARK IMPROVEMENTS PROJECT (CIP NO. 0611)

9.J RESOLUTION 2026-38 AMENDMENT TO AGREEMENT WITH MAZE & ASSOCIATES FOR INDEPENDENT AUDITING SERVICES

10. ORDINANCES AND PUBLIC HEARINGS

10.A COMPLIANCE WITH ASSEMBLY BILL 2561/GOVERNMENT CODE SECTION 3502.3 REGARDING VACANCIES, RECRUITMENT, AND RETENTION EFFORTS

Interim Administrative Services Director Stiles presented their staff report.

Mayor Ruddock opened the hearing, there were no public speakers, the hearing was closed.

10.B FISCAL YEAR 2026-27 MASTER FEE SCHEDULE

Interim Administrative Services Director Stiles presented their staff report.

Mayor Ruddock opened the hearing, there were no public speakers, the hearing was closed.

MOTION

Councilmember Brownstone moved and Vice Mayor Penrose seconded a motion to conduct a public hearing and adopt Resolution 2026-39 adopting an updated Master Fee Schedule for Fiscal Year 2026-2027 and approving a 1.7% Consumer Price Index (CPI) adjustment to certain applicable fees. Motion carries unanimously.

11. RESOLUTIONS AND STAFF REPORTS

11.A BALLOT MEASURE AMENDING MEASURE D, THE CITY'S VOTER-APPROVED RESIDENTIAL GROWTH LIMITATIONS PROGRAM

Councilmember Nagengast recused from the item due to their spouse being a former Planning Commissioner. Assistant Planner and Community Development Director presented their staff report. Council discussed the item.

MOTION

Vice Mayor Penrose moved and Councilmember Brownstone seconded the motion to 1) Adopt Resolution 2026-39 approving a proposed Ordinance to amend the City's Local Coastal Land Use Plan, Policy 2-16, and Half Moon Bay Municipal Code, Title 17 (Subdivisions), sections 17.06.020(E) and 17.06.065 and Title 18 (Zoning), section 18.04.010(E) and other conforming edits to amend the Measure D "Downtown Area" to be the area designated as the Town Center in Figure 2-2 of the Local Coastal Land Use Plan; and placing a measure on the November 3, 2026 general election ballot, seeking voter approval of the proposed Ordinance to amend the Measure D Downtown Area; and 2) Find the amendments exempt from the California Environmental Quality Act (Public Resources Code Sections 21000 et seq., "CEQA," and 14 Cal. Code Regs. Sections 15000 et seq., "CEQA Guidelines"), under CEQA Guidelines section 15265 (adoption of coastal plans and programs). The motion carried 4-0 with Councilmember Nagengast recusing.

RECESS

Mayor Ruddock called for a recess at 8:45. The meeting was reconvened at 8:56 with all members present.

11.B FISCAL YEAR 2026-27 RECOMMENDED BUDGET

Interim City Administrative Services Director Stiles and Senior Management Analyst Lopex resented the staff report. Council discussed the item, asked clarifying questions and provided direction to staff.

MOTION

Councilmember Brownstone moved and Vice Mayor Penrose seconded the motion to 1) Receive a presentation on the FY 2026-27 Recommended Budget, and after accepting public comments and providing any additional recommended changes, direct staff to return with the final proposed budget for adoption on June 16, 2026 and 2) Adopt Resolution 2026-40 the Fiscal Sustainability Plan to provide a long-term framework for addressing the City's ongoing structural fiscal challenges and guiding future financial decision-making. The motion carried unanimously.

11.C COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

Interim Economic and Community Vitality Manager Acosta presented the staff report. Council discussed the item and asked clarifying questions.

The following individuals addressed the council:

- Spandem Chakpabarti
- Judith Guerrero
- Sandi Winter
- Rocio Avila

MOTION

Councilmember Brownstone moved and Councilmember Jonsson seconded a motion to 1) Receive a subcommittee update on the Community Services Financial Assistance (CSFA) grant program and provide guidance to staff on grant awards and amounts for FY 2026-27, Option A decreasing the cohort funds by \$5,000 and increasing Adult Day Health Center funds by \$5,000 and 2) Adopt Resolution 2026-41 authorizing City Manager to execute grant agreements with recipients of the Community Services Financial Assistance (CSFA) grant based on guidance provided. The motion carried unanimously.

11.D DEVELOPMENT OF A RENTAL ASSISTANCE PROGRAM

Interim Management Analyst Acosta presented the staff report. Council discussed the item and asked clarifying questions.

MOTION

Councilmember Nagengast moved and Councilmember Brownstone seconded the motion to adopt Resolution 2026-42 establishing a Rental Assistance Program and authorizing the City Manager to execute an agreement with Coastside Hope for program administration services, at a cost not to exceed \$120,000, for a term of one year. The motion carried unanimously.

11.E TENANT LEGAL SERVICES AGREEMENT WITH COMMUNITY LEGAL SERVICES IN EAST PALO ALTO

Interim Management Analyst Acosta presented the item. Council asked clarifying questions of staff and discussed the item.

The following individual addressed the council:

- Hyun-Mi Kim

MOTION

Councilmember Nagengast moved and Mayor Ruddock seconded a motion to adopt Resolution 2026-43 authorizing the City Manager to execute an agreement with Community Legal Services in East Palo Alto (CLSEPA) for the provision of tenant legal services, tenant rights education, and housing-related legal support services for Half Moon Bay residents in an amount not to exceed \$40,000 for a term of one year. The motion carried unanimously.

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Councilmember Jonsson moved a future discussion regarding Wave Street, Kelly Avenue and Miramontes Point Road traffic concerns, Mayor Ruddock seconded the motion.

13. CITY COUNCIL REPORTS

None.

14. ADJOURNMENT

Mayor Ruddock adjourned the meeting at approximately 10:49 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: **June 16, 2026**

TO: Honorable Mayor and City Council

FROM: Matthew Chidester, City Manager

TITLE: AUTHORIZE FIRST AMENDMENT TO LEGAL SERVICES AGREEMENT FOR PERMANENT CONTRACT CITY ATTORNEY POSITION

RECOMMENDATION:

Adopt a resolution authorizing the Mayor to execute a First Amendment to the Legal Services Agreement with Burke, Williams & Sorensen LLP (“BWS”) to convert the Agreement to a permanent contract City Attorney appointment.

FISCAL IMPACT:

The City Attorney Department Revised Budget for Fiscal Year 2025-26 is \$1,164,000. There are sufficient funds to cover the cost of legal services for the remainder of the fiscal year. The Recommended Budget for Fiscal Year 2026-2027 is \$564,000.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* Element of the Strategic Plan.

BACKGROUND:

On October 24, 2025, the City issued a Request for Proposals for Interim Legal Services. Following a thorough review and interview process, the City Council selected the firm of Burke, Williams & Sorensen, LLP (BWS) to represent the City of Half Moon Bay for contract legal services going forward.

Per the Legal Services Agreement with BWS dated December 8, 2025 (“Agreement”), the term will expire on June 30, 2026. The Agreement also provides that the parties may convert the Agreement to a permanent (i.e., not Interim) contract City Attorney position, upon similar terms and conditions.

The Agreement specifies the legal services that BWS will provide to the City and the rates that could be charged for those services. The General Legal Service rates (routine, customary legal services for normal operations of the City) range from \$250 for Associates to \$285 for Partners. The Special Legal Services (complex, specialized non-routine legal services) range from \$325 for Associates to \$495 for Partners. Under the terms of the Agreement, the rates are to be increased based on the average Consumer Price Index on June 30, 2026.

DISCUSSION:

Since December 2025, Denise S. Bazzano, a Partner at BWS, and the BWS legal team have provided legal services as the Interim City Attorney. The City Council conducted a Performance Evaluation of the Interim City Attorney on June 2, 2026. Based on that Performance Evaluation, a First Amendment to the Agreement has been prepared for Council consideration.

The proposed First Amendment would convert the Agreement to a permanent contract City Attorney position and would remove the specific end date and provide that the legal services will be provided until the Agreement is terminated by either party. Finally, consistent with the terms of the Agreement, the First Amendment would increase the legal service rates based on the average Consumer Price Index effective July 1, 2026.

ATTACHMENT:

1. Resolution
2. Proposed First Amendment to Legal Services Agreement
3. Legal Services Agreement dated December 8, 2025

Resolution No. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE MAYOR TO EXECUTE A FIRST AMENDMENT TO THE LEGAL SERVICES
AGREEMENT WITH BURKE, WILLIAMS & SORENSEN LLP TO CONVERT THE AGREEMENT TO A
PERMANENT CONTRACT CITY ATTORNEY APPOINTMENT**

WHEREAS, on October 24, 2025, the City issued a Request for Proposals for Interim Legal Services; and

WHEREAS, following a thorough review and interview process, the City Council selected the firm of Burke, Williams & Sorensen, LLP (BWS) to represent the City of Half Moon Bay for contract legal services; and

WHEREAS, on December 8, 2025, BWS and the City entered into a Legal Services Agreement for City Attorney services for a specified term of six months (Agreement); and

WHEREAS, the Agreement provided that the parties may convert the Agreement to a permanent (i.e., not Interim) contract City Attorney position, upon similar terms and conditions, agreed to in writing by both parties; and

WHEREAS, both parties desire to amend the Agreement to convert the Agreement to a permanent contract City Attorney appointment.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the Mayor to execute a First Amendment to the Legal Services Agreement with Burke, Williams & Sorensen LLP, attached hereto as Exhibit A.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

This FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES (“Amendment”) is entered into as of June 16, 2026, by and between the CITY OF HALF MOON BAY (the "City") and BURKE, WILLIAMS & SORENSEN, LLP, ("Burke"). City and Burke shall be referred to individually as “City” or “Burke” or collectively as “Parties.”

Recitals

- A. The City and Burke entered into an Agreement for Legal Services on December 8, 2025, to hire Burke to provide contract City Attorney services to City (“Agreement”); and
- B. The Agreement was to remain in effect until June 30, 2026, unless terminated by either party; and
- C. The Agreement also provided that at any time during the Term of the Agreement the parties could convert the Agreement to a permanent (i.e., not Interim) contract City Attorney position, upon similar terms and conditions, agreed to in writing by both parties; and
- D. Both parties desire to convert the Agreement to a permanent contract City Attorney position.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

- A. Amendment. The Parties agree that the Agreement shall be amended as specified below.
 - 1. Denise S. Bazzano shall be designated as the City Attorney (rather than Interim) as of the effective date of this First Amendment to the Agreement.
 - 2. Section 1 Effective Date and Term shall be amended to read in its entirety as follows:

“The effective date of this Agreement shall be December 8, 2025, and shall remain in effect until either party terminates the Agreement. This Agreement may be terminated by either party, for any reason, upon providing sixty (60) days written notice.”
 - 3. The rates for legal services identified in Attachment “A” of the Agreement for General Legal Services, Special Legal Services, Reimbursable Legal Services and Reimbursements shall be adjusted for CPI beginning on July 1, 2026, by 1.9%. Annually thereafter rates for legal services will be automatically increased by the greater of the increase in the average Consumer Price Index for legal services all urban consumers for the San Francisco-Oakland-Hayward, CA for the previous four quarters within the applicable metropolitan statistical area for the month of June or \$5, unless otherwise negotiated as part of the City’s adopted budget adoption process. Further such adjustments will be rounded up to the nearest \$5.
- B. Except as otherwise provided herein, all other provisions of the Agreement shall remain in full force and effect.

[Signatures on Next Page]

IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by themselves or their duly authorized representatives as of the date first above written.

CITY OF HALF MOON BAY

BURKE, WILLIAMS & SORENSEN, LLP

By: _____
Debbie Ruddock, Mayor

By: _____
John J. Welsh, Managing Partner

ATTEST:

By: _____
Maggie Rodriguez, City Clerk

December 8, 2025

City of Half Moon Bay
Robert Brownstone, Mayor
Debbie Ruddock, Vice Mayor
501 Main Street
Half Moon Bay, CA 94019

Re: Legal Services Agreement for Interim City Attorney & Related Legal Services

Dear Mayor and Councilmembers:

Thank you for your recent appointment of our firm as the Interim contracted Office of the City Attorney and Denise Bazzano as the Interim contract City Attorney. We are pleased to represent the City of Half Moon Bay with respect to the matters described in this Legal Services Agreement (“Agreement”).

The following sets forth the terms pursuant to which **BURKE, WILLIAMS & SORENSEN, LLP** (“Burke”) and the **CITY OF HALF MOON BAY** (“Client”) agree that Burke will provide legal services to Client. The hallmark of any productive professional relationship is effective communication, and we would invite you to contact us at any time during our representation with regard to any questions you may have associated with our representation or the matters described herein.

1. **EFFECTIVE DATE AND TERM.** The effective date of this Agreement shall be December 8, 2025, provided that the authorized representatives of Burke and Client have executed the Agreement. The Agreement shall remain in effect through June 30, 2026, unless terminated by either party as provided herein. At any time during the Term the parties may convert this agreement to a permanent (i.e., not Interim) contract City Attorney position, upon similar terms and conditions, agreed to in writing by both parties.

2. **SCOPE OF SERVICES.** Client hires Burke to provide contracted City Attorney and related legal services in the matters set forth in Attachment “A” to this Agreement, attached hereto and hereinafter incorporated by reference. No representation outside of the matters set forth in Attachment “A” to this Agreement shall be provided by Burke to Client. No representation of any councilmembers, directors, officers, employees or any other persons or entities affiliated with Client shall be

provided unless such representation is expressly included in Attachment “A” to this Agreement. Burke will provide those legal services reasonably required to represent Client. Burke will take reasonable steps to keep Client informed of progress and to respond to Client’s inquiries. Services in any matter not described in Attachment “A” will require a separate written agreement or a written modification to this Agreement.

No employment relationship is created by this Agreement. Burke shall be an independent contractor of the City. No employee of the City shall be an employee of Burke, and no employee of Burke shall be an employee of the City. Consistent with Burke’s status as an independent contractor, Burke shall:

- a. Retain the status of an independent law firm in private practice, including the representation of clients other than the City and the management of Burke’s own expenses and revenues.
- b. Exercise independent professional judgment in performing legal services, in accordance with Burke’s own methods and ethical responsibilities.
- c. Select, hire, pay and supervise any future employees and comply with all State and Federal laws pertaining to such employees, including the provision of Workers’ Compensation coverage.
- d. Comply with all applicable laws pertaining to the payment of federal and state income taxes, as well as Social Security and Medicare for all Burke employees.
- e. Except for attendance at City Council meetings or when working at City Hall for the City’s convenience, perform legal services at Burke’s independent law offices, or such other location as Burke may determine is necessary or appropriate.
- f. Provide, at Burke’s expense, all the furniture, equipment and materials required to support the provision of legal services under this Agreement.
- g. Undertake, at Burke’s expense, professional training and education, including compliance with Mandatory Continuing Legal Education requirements established by the State Bar of California.
- h. Maintain, at Burke’s expense, active membership in the State Bar of California.

3. **CLIENT'S DUTIES.** Client agrees to be truthful with Burke, to cooperate, to keep Burke informed of any information or developments which may come to Client's attention, to abide by this Agreement and to pay Burke's bills on time. Client will assist Burke in providing necessary information and documents and will appear when necessary at legal proceedings.

4. **CONFLICTS OF INTEREST.** Before accepting representation of Client, Burke has undertaken reasonable and customary efforts to determine whether there are any potential conflicts of interest or adversity of positions between Client and any other person or entity that would bar Burke from representing Client in general or in any of the specific matters listed in Attachment "A". Burke has reviewed this issue in accordance with the Rules of Professional Conduct adopted in California. Burke believes that those rules, rather than the rules of any other jurisdiction, are applicable to Client's representation. Client's execution and return of the enclosed copy of this letter represents an express agreement to the applicability of the Rules of Professional Conduct adopted in California to any and all representation arising under this Agreement.

5. **INSURANCE.**

a. Required Coverage: During the term of this Agreement, Burke shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with performance of this Agreement by Burke and/or its agents, representatives, employees, or subcontractors. Such insurance shall be at least as broad as set forth below.

- (i) Commercial General Liability Insurance covering commercial general liability on an "occurrence" basis, including products, and completed operations, property damage, bodily injury, personal injury, and advertising injury with coverage limits of not less than Two Million Dollars (\$2,000,000).

If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.

- (ii) Automobile Liability Insurance covering any auto, or if Burke has no owned autos, both hired and non-owned autos, with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million

dollars (\$1,000,000) per incident for bodily injury and property damage.

- (iii) Workers' Compensation Insurance as required by the laws of the State of California, with statutory limits, and Employer's Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease. Burke shall submit to Client a Waiver of Subrogation endorsement in favor of Client, its officers, agents, employees, and volunteers for Consultant's workers compensation policy.
- (iv) Professional Liability (Errors and Omissions) Insurance appropriate to Burke's profession, with coverage limits of not less than Two Million Dollars (\$2,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate.

The insurance obligations under this agreement shall be (1) the minimum coverage and limits specified above; or (2) all the Insurance coverage and/or limits carried by or available to Burke, whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to Client. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of the Burke under this Agreement.

b. Acceptability of Insurer. The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

c. Additional Insureds. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement or policy language naming Client and its officers, officials, employees, agents, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Burke, including materials, parts, or equipment furnished in connection with such work or operations.

d. Primary Coverage. The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement or policy language providing that, for any claims related to this Agreement, those policies shall be primary to any coverage available to Client. Any insurance or self-insurance maintained by Client and/or its officers, employees, agents or

volunteers, shall be in excess of Burke's insurance and shall not contribute with it.

e. Notice of Cancellation. Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the Client.

f. Enforcement. Burke agrees that if it does not keep the aforesaid insurance in full force and effect, Client may either (i) require Burke to obtain the insurance, (ii) immediately terminate this Agreement; or (iii) take out the necessary insurance and pay, at Burke's expense, the premium thereon.

g. Evidence of Insurance. At all times during the term of this Agreement, Burke shall maintain on file with the Client a certificate or certificates of insurance and amendatory endorsements or copies of the applicable policy language evidencing current coverage meeting the requirements of this Agreement. Such evidence of insurance shall be attached hereto as Exhibit C and is to be approved by the Client before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Burke's obligation to provide them. The Client reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

h. Policy Renewals. Burke shall provide proof that policies of insurance required herein expiring, or cancelled, during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages, or immediately for any policy being cancelled.

i. Subcontractors. Burke shall require all subcontractors to provide a valid certificate of insurance and the required endorsements or policy language demonstrating compliance with the insurance requirements herein prior to commencement of any work by the subcontractor and shall provide proof of compliance to the Client.

j. Maintaining Insurance/Notice. Burke shall not cancel, assign, or change any policy of insurance required by this Agreement or engage in any act or omission that will cause its insurer to cancel any insurance policy required by this Agreement except after providing 30 days prior written notice to the Client. If an insurance policy required by this agreement is unilaterally cancelled or changed by the insurer, Burke shall immediately provide written notice to the Client and obtain substitute insurance meeting the requirements of this

Agreement. Nothing in this subsection relieves Burke of its obligation to at all times maintain all insurance required by this Agreement.

k. **Waiver of Subrogation.** Except for the Professional Liability Coverage or coverage provided by any other insurer that refuses to permit a waiver or will not sell an endorsement to waive subrogation, all insurance coverage provided pursuant to this Agreement shall not prohibit Burke, and Burke's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Subject to the foregoing exception in this paragraph, Burke hereby grants to Client a waiver of any right to subrogation which an insurer of Burke may acquire against the Client by virtue of the payment of any loss under such insurance. Except for the Professional Liability Coverage, Burke agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Client has received a waiver of subrogation endorsement from the insurer (unless the waiver would void the coverage).

l. **Deductibles.** Any deductibles or self-insured retentions must be declared to and approved by the Client. At the option of Client, Burke shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Burke shall procure a bond guaranteeing payment of losses and expenses.

m. **Liability.** Procurement of insurance by Burke shall not be construed as a limitation of Burke's liability or as full performance of Burke's duties to indemnify, hold harmless, and defend under this Agreement.

n. **Claims Made Policies.** No insurance policy required herein shall be written as claims-made coverage. Insurance must be written on an occurrence basis. Nonetheless, if it is not possible for a required professional liability policy to be written on an occurrence basis, the professional liability coverage shall be maintained, and Burke shall provide evidence of coverage to Client for the period of five years after expiration or termination of this Agreement. Burke may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail "extended reporting" coverage applicable to said five-year period.

o. **Survival.** The provisions of this Section 5 survive expiration or termination of this Agreement

6. **DISCLOSURE AND INDEMNIFICATION.** Pursuant to the requirements of California Business & Professions Code Section 6148, Burke hereby discloses that it maintains professional errors and omissions insurance.

To the fullest extent permitted by law, Burke shall hold harmless, defend (with counsel agreed to by Client), and indemnify Client and its officers, officials, agents, employees, and volunteers (collectively and/or individually "Client") from and against any and all liability, claim, loss, damage, expense, costs (including, without limitation, costs, attorneys' fees, and expert fees of litigation) of every nature arising out of, related to, or in connection with the Burke's willful misconduct or negligent action or inaction in performance of work hereunder by Burke or any of its officers, employees, servants, agents, or subcontractors, or the willful or negligent failure of the same to comply with any of the obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or sole willful misconduct of the Client.

Burke's duty to defend applies immediately, whether or not liability is established. An allegation or determination that persons other than Burke are responsible for the claim does not relieve Burke from its separate and distinct obligation to defend as stated herein.

7. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour at Burke's rates for legal personnel as set forth in Attachment "A" for all time spent on Client's matter by Burke's legal personnel. Burke's rates are subject to change as set forth in Attachment "A".

The time charged will include the time Burke spends on telephone calls relating to Client's matter, including calls with Client, witnesses, opposing counsel or court personnel. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting, court hearing or other proceeding, each will charge for the time spent. Burke will charge for waiting time in court and elsewhere and for travel time, both local and out-of-town.

8. COSTS AND OTHER CHARGES

a. Burke will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include: service of process charges, filing fees, court and deposition reporters' fees, jury fees, notary fees, deposition costs, long distance telephone charges, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses, consultants' fees, expert witness, professional, mediator, arbitrator and/or

special master fees, unavoidable administrative staff and secretarial overtime, and other similar items. Reimbursement amounts shall be those rates set forth in Attachment "A".

9. **BILLING STATEMENTS.** Burke will send Client periodic statements for fees and costs incurred. Each statement will be payable within 30 days of its mailing date. Client may request a statement at intervals of less than 30 days. If Client so requests, Burke will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

10. **INTEREST CHARGES.** If a billing statement is not paid by its due date, interest will be charged on the principal balance (fees, costs, and disbursements) shown on the statement. Interest will be calculated by multiplying the unpaid balance by the periodic rate of .833% per month (TEN PERCENT [10%] ANNUAL PERCENTAGE RATE). The unpaid balance will bear interest from the date of the invoice until paid.

11. **DISCHARGE AND WITHDRAWAL.** Client may discharge Burke at any time. Burke may withdraw with Client's consent or for good cause. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Burke's advice on a material matter or any fact or circumstance that would render Burke's continuing representation unlawful or unethical. When Burke's services conclude, all unpaid charges will immediately become due and payable. After services conclude, Burke will, upon Client's request, deliver Client's file, and property in Burke's possession, whether or not Client has paid for all services.

12. **DOCUMENT RETENTION POLICY.** Client is entitled upon written request to any files in Burke's possession relating to the legal services performed by Burke for Client, excluding Burke's internal accounting records and other documents not reasonably necessary to Client's representation, subject to Burke's right to make copies of any files withdrawn by Client. Once a matter is concluded, Burke will close the file, and Client will receive notice thereof. Client's physical files may be sent to storage offsite, and thereafter there may be an administrative cost for retrieving them from storage. Thus, it is recommended that Client request the return of a file at the conclusion of a matter. Under Burke's document retention policy, Burke normally destroys files five (5) years after a matter is closed, unless other arrangements are made with Client.

All client-supplied materials and all attorney end product (referred to generally as "client material") are the property of Client. Attorney end product includes, for example, finalized contracts, pleadings, and trust documents. Attorney work product is the property of Burke. Attorney work product includes, for example, drafts, notes, internal

memoranda and electronic files, and attorney representation and administration materials, including attorney-client correspondence and conflicts materials.

After the close of a matter, Burke will notify Client of any client materials that remain in Burke's possession. Client will be invited to retrieve these client materials within 45 days of notice, or Client may direct Burke to forward the client materials to Client, at Client's expense. If within 45 days of this notice Client fails to retrieve the client materials or request Burke to forward them, Client authorizes Burke to destroy the client materials.

After the 45-day period, Burke will, consistent with all applicable rules of professional conduct, use its discretion as to the retention or destruction of all attorney work product and any client materials that remain with Burke.

13. **TECHNOLOGY.** At its discretion, unless otherwise stated, Burke will employ technology to facilitate electronic discovery and the provision of legal services. This may include, but is not limited to, scanning of paper documents, converting electronically stored information into a format suitable for review, use of electronic review software, use of cloud storage for documents, transmission of communications via electronic mail and/or text, and use of mobile computing devices. Burke, utilizes firewalls, virus protection software and encryption to guard against any breach of the confidentiality of such information, but such systems are not foolproof and Burke cannot guarantee that such information will not be accessed by persons not entitled to access such information. In the event that Burke becomes aware of any such breach, Burke will advise Client and undertake those steps required by applicable State or Federal and/or the rules of the California State Bar.

14. **DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this Agreement and nothing in Burke's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Burke makes no such promises or guarantees. Burke's comments about the outcome of the matter are expressions of opinion only. Any estimate of fees given by Burke shall not be a guarantee. Actual fees may vary from estimates given.

15. **MEDIATION/ARBITRATION; WAIVER OF JURY TRIAL.** If a dispute arises out of or relating to any aspect of this Agreement between Client and Burke, or the breach thereof, and if the dispute cannot be settled through negotiation, Burke and Client agree to discuss in good faith the use of mediation before resorting to arbitration, litigation, or any other dispute resolution procedure. Nothing herein shall limit or otherwise affect your right under Sections 6200-6206 of the California Business and Professions Code to request arbitration of any fee dispute by an independent, impartial

arbitrator or panel of arbitrators through a bar association program created solely to resolve fee disputes between lawyers and clients. However, should discussions, mediation or the non-binding arbitration provided through a local bar association program not resolve the dispute, the dispute shall be determined by binding arbitration before the American Arbitration Association under its then prevailing commercial arbitration rules, except that discovery may be taken in that arbitration pursuant to the California Code of Civil Procedure. The claims or controversies subject to this provision shall include, without limitation, any claim of professional negligence or malpractice. The arbitration shall be held in Los Angeles, California, unless we mutually select another venue, and judgment may be entered upon the arbitrator's award by any court having jurisdiction. Should you refuse or neglect to appear or participate in the arbitration proceedings, the arbitrator is empowered to decide the claim or controversy in accordance with the evidence presented. You should realize that by accepting the arbitration provision, YOU WILL WAIVE YOUR RIGHT TO A JURY TRIAL AND THE RIGHT, EXCEPT UNDER LIMITED CIRCUMSTANCES, TO APPEAL THE ARBITRATOR'S DECISION.

_____ (Client Initial Here) _____ (Burke Initial Here)

16. **ATTORNEYS' FEES CLAUSE.** The prevailing party in any action or proceeding arising out of or to enforce any provision of this Agreement, with the exception of a fee arbitration or mediation under Business and Professions Code Sections 6200-6206, will be awarded reasonable attorneys' fees and costs incurred in that action or proceeding, or in the enforcement of any judgment or award rendered.

17. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties with respect to the scope of services described herein.

18. **SEVERABILITY IN EVENT OF PARTIAL INVALIDITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

19. **MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them, or an oral agreement only to the extent that the parties carry it out.

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20. **EFFECTIVE DATE.** This Agreement will govern all legal services performed by Burke on behalf of Client commencing with the date Burke first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Burke the reasonable value of any services Burke may have performed for Client.

[SIGNATURES ON FOLLOWING PAGE]

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THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE BURKE FIRST PROVIDED SERVICES. IF MORE THAN ONE CLIENT SIGNS BELOW, EACH AGREES TO BE LIABLE, JOINTLY AND SEVERALLY, FOR ALL OBLIGATIONS UNDER THIS AGREEMENT. CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

DATED: _____

CITY OF HALF MOON BAY

By: _____
Robert Brownstone, Mayor

By: _____
Debbie Ruddock, Vice Mayor

DATED: _____

BURKE, WILLIAMS & SORENSEN, LLP

By: _____
John J. Welsh
Managing Partner

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ATTACHMENT A



Fee Proposal to Provide
Interim City Attorney Services
to the

CITY OF HALF MOON BAY

Proposed Interim City Attorney
Denise S. Bazzano

Burke, Williams & Sorensen, LLP
1999 Harrison Street, Suite 1650
Oakland, California 94612

p: 510.903.8815
e: dbazzano@bwslaw.com

Submitted November 10, 2025



November 10, 2025

FEE PROPOSAL TO THE CITY OF HALF MOON BAY

General Legal Services

We propose the following rate for general City Legal Services:

Staffing	Hourly Rate
Partners	\$285
Associate Attorneys	\$250
Paralegals	\$155

General Services are routine, customary legal services for normal operations of the City and include the following:

- Public Meetings, attendance and preparation for City Council and Planning Commission meetings. Other public meetings as requested;
- Office hours and attendance at executive team meetings and other staff meetings as requested;
- Contracts
 - Preparation and review of standard form service contracts and purchase documents
 - Review of standard public works contracts
 - Provide advice re insurance coverage matters
 - Provide other standard forms and templates;
- Document Review. Review, approve, prepare ordinances, resolutions, staff reports and other general legal documents required by the City;
- General City Support items
 - Routine real property acquisitions, easements, and dedications
 - Tort and contract claims and liability exposure
 - Legal opinions (except as related to bond or public financing)
 - Communication with press
 - Brown Act compliance

- Public Records Act compliance and assistance responding to requests
- Subpoena response
- Political Reform Act / Conflict of Interest Laws compliance
- Procedural issues and due process
- Intergovernmental relations
- Joint powers authority issues and relations
- Maintenance of Municipal Code;
- Routine Land Use and Zoning Issues
 - Legal research, review and recommendation
 - Interpretation of General Plan/Zoning Code language
 - Assistance with Specific Plans
 - Preparation and Review of Subdivision Improvement Agreements
 - Assistance with interpretation of Telecommunications laws;
- Legislation. Monitor and provide updates on pending and current legislation and court decisions;
- Other. Perform such other legal duties as may be required by the City Council or City Manager (except for Special Legal Services matters described below);
- Research. Perform research and interpret laws, court decisions and other legal authorities;
- Trainings. Provide standard and routine trainings to City Council and City Staff (includes trainings and presentations already prepared by Burke for public organizations (e.g., League of California Cities); and
- Code Enforcement (without litigation).

Travel time will be billed at the General Legal Services rates from the Oakland office.

Special Legal Services

We propose the following rates for Special Legal Services:

Staffing	Hourly Rate
Partners	\$350
Associate Attorneys	\$300
Paralegals	\$175

Special Legal Services to include those legal services of a non-routine nature or a routine task that, due to its complexity, requires additional analysis and research. Special Legal Services include the following:

- ADA claims and suits, interactive process and reasonable accommodations;
- Adult business and other first amendment protected business regulation;
- Affordable Housing;
- Assessment district, Improvement district and Community Facilities district issues;
- City Prosecutor/Code Enforcement (involving litigation);
- Complex economic development agreement, post-redevelopment incentive districts and programs;
- Complex Environmental matters;
- Complex public construction projects, bid disputes, protests, and suits;
- Election disputes, including initiatives, recall, referendums, districting, election challenges, and qualification issues;
- Eminent Domain;
- Formal administrative hearings (e.g. license or permit revocation hearings);
- Fees, charges and taxes (Mitigation Fee Act, Prop 218);
- Franchising;
- Litigation. Tort liability (e.g., dangerous condition cases, personal injury cases, etc.), personnel litigation, writs, and other specialty litigation matters such as complex code enforcement litigation, land use, and CEQA writs;
- Matters that are complex, novel or unusual;
- Non-routine land use and development matters including general plan updates, Williamson Act Issues, annexations, development agreements, Non-routine environmental matters (CEQA, NEPA, Endangered Species);
- Personnel matters
 - Personnel advisory matters
 - Review of practices and procedures
 - Disciplinary procedures
 - Grievances
 - Arbitrations
 - Employee medical issues
 - FLSA, FMLA, ADA, and HIPPA issues
 - Revision or drafting personnel contracts
 - Revision or drafting personnel rules and policies;

- *Pitchess* Motions;
- Prevailing wage disputes and bid protests;
- Solid Waste franchising and regulatory issues;
- Toxic substances matters (CERCLA, RCRA); and
- Water rights and water quality issues.

Reimbursable Legal Services

Reimbursable Legal Services are any legal services provided to or at the request of the City, for which the City may obtain reimbursement from a third party (e.g. from the applicant for a development project), from a state, federal, or local grant or program, or services provided to a City utility or rate-based enterprise. We propose the following rates for Reimbursable Legal Services:

Staffing	Hourly Rate
Partners	\$425-\$495
Senior Associates	\$395-\$400
Associates	\$325-\$390
Law Clerks	\$250
Paralegals	\$200

Remaining Within Budget

Managing legal service costs and providing cost containment measures is a topic Burke’s attorneys are well acquainted with. The best process begins with a realistic assessment of the City’s legal service needs as compared to its fiscal capacity to absorb planned and unplanned legal service costs. The City Attorney should be actively involved with the City Manager and City staff in determining legal service needs and setting a realistic budget along with cost containment mechanisms to constrain cost creep. Part of Denise’s strategy is to direct work to the most qualified attorney ensuring timely, competent responses to legal issues. Having the most qualified attorney handle assignments shortens time spent while keeping the highest level of service the City of Half Moon Bay expects. We can prepare budget reports that reflect actual billing to date versus a proration of the annual legal service budget for the year, broken down by legal use type (e.g., general municipal, litigation, code enforcement, personnel, etc.—formatted based upon your preferred metrics). We also report the hours expended and reimbursable costs to provide the most transparent view of legal service costs available. If requested, we are happy to work with the City Manager on a plan of legal services management that identifies feasible and practical procedures that can be implemented by City staff and the City Attorney’s Office to improve the efficiency of legal services for the City.

Billing

Bills are sent out each month invoicing charges for the prior month. Fees for our services are charged in increments of 1/10th of an hour. The bills provide a specific description of the work performed by all attorneys, the time actually spent on the work item, and the billing rate of the attorney. These bills also contain itemized descriptions of any out-of-pocket expenses incurred during the prior month.

Reimbursements

We routinely charge our clients for our direct out-of-pocket expenses and costs incurred in performing the services. These costs and expenses commonly include such items as reproduction of documents, facsimile, mileage reimbursement for travel at the IRS approved rate, and other costs reasonably and necessarily incurred in performing services for the City. We do not charge a service fee or overhead for cost reimbursement items. We also do not charge for computer or word processing time. Reimbursement amounts may be adjusted annually.

Expense	Rate
In-house reproduction charges	
black and white	20¢ per page
color	\$1 per page
Mileage	70¢ per mile (or current IRS rate)
All other costs reasonably and necessarily incurred in performing services for the City	at cost

Adjustments

The rates for legal services quoted in this proposal will remain in effect until June 30, 2026. Thereafter, rates will be increased by the greater of the increase in the average Consumer Price Index for all consumer goods for the previous four quarters within the applicable metropolitan statistical area or \$5, unless otherwise negotiated as a part of the City’s budget adoption process. Further, such adjustments will be rounded up to the nearest \$5.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Kenneth Stiles, Interim Administrative Services Director
Bryan Lopez, Senior Management Analyst

TITLE: **FISCAL YEAR 2026-27 RECOMMENDED OPERATING AND CAPITAL BUDGET**

RECOMMENDATION:

Review the Recommended FY 2026-27 Budget document and adopt resolutions to:

1. Establish the GANN Appropriation Limit for FY 2026-27; and
2. Approve the City's Investment Policy; and
3. Adopt the FY 2026-27 Annual Operating and Capital Budget.

FISCAL IMPACT:

The Recommended Fiscal Year 2026-27 General Fund Operating Budget expenditures are \$25,769,640. The FY 2026-27 Other Funds expenditures total \$48,366,434. The total One-Year Capital Improvement Plan (CIP) Budget is \$25.6 million.

STRATEGIC ELEMENT:

This recommendation supports all Elements of the Strategic Plan.

BACKGROUND:

The City's budget is the result of a thorough, collaborative, and transparent process involving the City Council, City Commissions and Advisory groups, staff, and the community. The annual budget cycle begins each year with the creation of a budget schedule in January and is completed with a public hearing, followed by the City Council's approval of the recommended budget in June.

DISCUSSION:

The City Council was presented with the FY 2026-27 Recommended Budget and One-Year Capital Improvement Plan (CIP) on June 2, 2026. The Council conducted a hearing and provided staff direction to return to the June 16, 2026, Council meeting with a final version of the Recommended Budget for adoption.

The final recommended budget reflects the following minor adjustments from the June 2nd version:

- A \$50,000 increase in expenditure (transfers to CIP for the City Hall Plaza Project)

Council did not direct staff to make any other changes to the Recommended Budget.

On May 26, 2026 the Planning Commission determined, as required by State statute, that the projects included in the Recommended Capital Budget for FY 2026-27 are consistent with the City’s General Plan.

Fund Balance Structure

Should the Council approve the recommended budget, the City will have a deficit of \$1.5 million going into Fiscal Year 2026-27. This deficit is to be met with the use of unassigned fund balances.

The fund balance structure estimated at June 30, 2027, is shown below:

	<u>FY 2026-27</u>
	Recommended Budget
<i>Beginning Fund Balance</i>	\$ 16,478,800
+Revenues	24,202,867
-Operating Expenditures	(25,099,640)
-Capital Expenditures	(670,000)
<i>Surplus / (Deficit)</i>	\$ (1,566,773)
Ending Fund Balance	14,912,027
<i>General Fund Reserve</i>	7,529,892
<i>Economic Uncertainty</i>	5,019,928
<i>Unassigned Fund Balance</i>	\$ 2,362,207

At the conclusion of FY 2026-27, the City is projected to maintain a General Fund balance of approximately \$14.9 million, with \$12.5 million designated as reserves. This reserve level represents approximately 50% of annual operating expenditures and fully satisfies the City's reserve funding goals. While the City continues to face a structural deficit that will require ongoing attention and long-term corrective actions, the strength of its reserves provides important financial stability and flexibility as the City works toward long-term fiscal sustainability.

CONCLUSION:

The FY 2026-27 Recommended Budget maintains core services, advances Council priorities, and invests in critical infrastructure while preserving reserve levels that meet the City's fiscal policies. The City enters FY 2026-27 in a stronger position than in prior years, supported by Measure R, improved revenue performance, and ongoing operational efficiencies. These factors have strengthened the City's financial foundation and provided greater flexibility to address future needs.

At the same time, the City continues to face a structural imbalance between recurring revenues and expenditures. Long-term fiscal sustainability will require continued cost containment, organizational efficiencies, and revenue enhancement efforts. Staff will continue evaluating opportunities to strategically utilize vacant positions, improve service delivery, and support economic development and tourism initiatives that generate local revenues.

Staff recommends adoption of the FY 2026-27 Operating and Capital Budget.

ATTACHMENTS:

1. FY 2026-27 Recommended Operating and Capital Budgets (posted [online](#) only)
2. Resolution adopting the FY 2026-27 Annual Operating and Capital Budget
3. Resolution establishing the GANN Appropriation Limit for FY 2026-27
4. Resolution approving the City's Investment Policy (No change for FY 2026-27)

RESOLUTION NO. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
ADOPTING THE FISCAL YEAR 2026-27 ANNUAL OPERATING AND CAPITAL BUDGET**

WHEREAS, the City Council of the City of Half Moon Bay has received and completed its review of the proposed FY 2026-27 Operating and Capital Improvement Program Budgets during the budget hearing held on June 2, 2026, and gave general direction on the recommendations contained therein during a public meeting; and

WHEREAS, the City Council of the City of Half Moon Bay has held a public meeting on June 16, 2026, for consideration of adoption of the proposed FY 2026-27 Operating and Capital Budget; and

WHEREAS, the proposed budget was prepared in accordance with the financial policies of the City; and

WHEREAS, the proposed budget is a balanced expenditure plan that ensures the maintenance of adequate reserves during FY 2026-27; and

WHEREAS, in accordance with Section 65103 of the State Government Code, the City's Planning Commission held a hearing on May 26, 2026, and determined that the Five-Year Capital Improvement Plan is consistent with the City's General Plan; and

WHEREAS, the City of Half Moon Bay now desires to adopt the Fiscal Year 2026-27 Appropriations Limit, Operating, and Capital Improvement Program Budgets.

NOW THEREFORE, the City Council of the City of Half Moon Bay does hereby resolve as follows:

1. The City Council does hereby approve and adopt the City's budget of \$74,136,073 for fiscal year 2026-27 consisting of appropriations, inter-fund transfers and General Fund expenditures of \$25,769,640 is set forth within the Fiscal Year 2026-27 Budget.
2. The City Council does hereby approve and adopt the City's budgeted revenue of \$61,457,931 for fiscal year 2026-27 and General Fund revenues of \$24,202,867 is set forth within the Fiscal Year 2026-27 Budget.
3. The amount of the 2026-27 Fiscal Year Budget for each account area of the budget may be drawn upon in the form of warrants issued for payment of demands and certified in accordance with the provisions of California Government Code Sections 37208 and 37209.
4. The City Manager is hereby authorized to prepare an administrative budget document which further specifies the accounts for the expenditure of appropriations approved by the City Council and set forth in GANN Appropriation Limit Calculation section. The City Manager shall provide the Council with copies of this budget.

A copy of the adopted budget, signed by the Mayor and attested to by the City Clerk, shall be kept on file with the City Clerk of the City of Half Moon Bay, as the official budget of the City of Half Moon Bay for the 2026-27 fiscal year.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

RESOLUTION NO. C-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA, ESTABLISHING THE APPROPRIATION LIMIT PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII B, AND SECTION 7900 ET. SEQ OF THE CALIFORNIA GOVERNMENT CODE FOR FISCAL YEAR 2026-27

WHEREAS, Article XIII B is an amendment to the California Constitution placing a restriction on the amount of proceeds of tax revenue which can be appropriated by state and local governments during a fiscal year; and

WHEREAS, the total appropriation subject to limitation shall not exceed the appropriation limit of the City of Half Moon Bay for the prior fiscal year, as adjusted for inflationary and population changes; and

WHEREAS, the City Council is required to elect which adjustment factors will be used to calculate the limit: (1) either the annual growth in California per capita personal income or the growth in non-residential assessed valuation due to new construction within the City, and (2) either the population growth in the City of Half Moon Bay or population growth in the County of San Mateo, as provided by the State Department of Finance; and

WHEREAS, the City Council has considered the matter at a regular scheduled City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the appropriations limit for the Fiscal Year 2026-27, as calculated in Exhibit A, and hereby determines the amount to be forty-five million, five hundred and forty-four thousand, four hundred and two dollars (\$45,544,402) for the City of Half Moon Bay, pursuant to Article XIII B of the California Constitution.

The City selected the following adjustment factors for the calculation of this amendment to the appropriations limit for the 2026-27 fiscal year: (1) the population factor of the City of Half Moon Bay; and (2) the Percentage Change in Per Capita Personal Income over prior year, which were provided by the State of California Department of Finance in May 2026.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 2026, by the City Council of Half Moon Bay by the following vote:

- AYES, Councilmembers:
- NOES, Councilmembers:
- ABSENT, Councilmembers:
- ABSTAIN, Councilmembers:

ATTEST:

Maggie Rodriguez, City Clerk

APPROVED:

Debbie Ruddock, Mayor

RESOLUTION NO. C-2026-

**A RESOLUTION OF THE CITY OF HALF MOON BAY APPROVING THE
CITY OF HALF MOON BAY INVESTMENT POLICY**

WHEREAS, the investment policy is reviewed each year by City Council; and

WHEREAS, the investment policy has been reviewed to ensure any necessary updates have been incorporated; and

WHEREAS, there is no change in the investment policy at this time.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby approves the City of Half Moon Bay's Investment Policy as contained in Exhibit A attached hereto.

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 16^h day of June 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, City Clerk

Debbie Ruddock, Mayor



City of Half Moon Bay Investment Policy

POLICY OVERVIEW

PURPOSE

The purpose of this policy is to establish guidelines for the management and investment of the unexpended funds of City of Half Moon Bay (the City) under authority granted by the City Council. This policy is in compliance with the provisions of California Government Code Sections 53600 through 53684, governing investments for municipal governments.

INVESTMENT OBJECTIVES

The primary objectives of this investment policy, in order of priority, are safety, liquidity, and yield:

1. **Safety** - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. This objective shall be accomplished by mitigating credit risk and market risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This objective shall be accomplished by structuring the portfolio so that securities mature concurrently with anticipated needs. The portfolio shall consist largely of securities with active secondary or resale market. Furthermore, a portion of the portfolio may be placed in money market mutual funds or the Local Agency Investment Fund (LAIF) which offer same-day liquidity for short-term funds.
3. **Yield** - The objective of the investment portfolio is designed to attain a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints and liquidity needs. Investment performance shall be continually monitored and evaluated by the City Treasurer in comparison with other portfolio benchmark yields.

SCOPE

The investment policy applies to all financial assets of the City as accounted for in the Basic Financial Statements. It includes, but is not limited to, the funds listed below:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Fund
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new fund created by the City, unless specifically exempted, with the exception of the following:
 1. The City's Deferred Compensation Plan, which is excluded because it is managed by a third-party administrator and invested by individual plan participants.
 2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of this policy. However, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures. If, in the opinion of the City Treasurer, the matching of bond reserve or escrow defeasance funds with the maturity schedule of an individual bond issue is prudent, the investment policy authorizes an extension beyond the five-year maturity limitation as outlined in this document.

USE OF STATE INVESTMENT GUIDELINES

California Government Code Sections 53600 through 53692 regulates the investment practices of public entities. It is the policy of the City to use the State's provisions for local government investments as the basis for developing and implementing the City's investment policies and practices.

STANDARDS OF CARE

1. Prudence - The City's investment officials shall act as fiduciary agents subject to the Prudent Investor Standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion

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and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The City Manager, City Treasurer (Finance Manager), and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

2. Ethics and Conflict of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair their ability to make impartial investment decisions. City employees involved in the investment process shall disclose to the City Clerk in writing any material financial interest in financial institutions that conduct business within the jurisdiction. They shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio.
3. Delegation of Authority - Authority to manage the investment program is granted to the City Manager and City Treasurer (designee Administrative Services Director) and derived from Chapter 2.12 and 2.16 of the City of Half Moon Bay Municipal Code. Under the oversight of the City Manager and the City Treasurer, specified responsibility for the operation of the investment program may be delegated to the Senior Accounting Technician, who shall act in accordance with established written procedures and internal controls consistent with the investment policy. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate staff members. The internal controls system includes separation of duties, custodial safekeeping, avoidance of physical delivery securities, development of wire transfer agreement, and clear delegation of authority to subordinate staff members.

The City may delegate its investment authority to an investment advisor registered under the Investment Advisers Act of 1940, so long as it can be demonstrated that these services

produce a net financial advantage or necessary financial protection of the City's financial resources. The adviser shall follow this policy, and any other written instructions.

INVESTMENT GUIDELINES

SAFETY OF PRINCIPAL

Safety of principal is the primary objective of the City of Half Moon Bay. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio so that the failure of any one issuer does not unduly harm the City's capital base and cash flow.

Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of the City's investment portfolio to two years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

LIQUIDITY

The City's financial portfolio shall be structured in a manner to ensure that the securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with an active secondary or resale market to meet any unanticipated cash demands. A portion of the portfolio may be placed in money market mutual funds or LAIF, which offer same day liquidity for short- term funds.

It is the full intent of the City to hold all investments until maturity to ensure the return of all invested principal. However, securities may be sold prior to maturity under the following circumstances:

- To minimize loss of principal for a security with declining credit.
- When liquidity needs of the portfolio require that the security is sold.

INVESTMENT PARAMETERS

1. Diversification - The City shall diversify its investments within the parameters of this policy to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs.

The investments shall be diversified by:

- Limiting investments in securities to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities);
- Limiting investment in securities that have higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as LAIF or money market mutual funds to ensure that appropriate liquidity is maintained in order to meet unanticipated cash demands.

2. Maximum Maturities- To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow of bond proceeds or bond defeasance escrow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. As a general rule, the weighted average maturity of the investment portfolio will not exceed two years.

Reserve or escrow funds established by the issuance or defeasance of bonds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council.

3. Competitive Bidding - It is the policy of the City to encourage competitive bidding for investment transactions that are not classified as "new issue" securities. For the purchase of non "new issue" securities and the sale of all securities at least three bidders must be contacted. However, it is understood that certain time constraints and broker portfolio limitations exist which will not accommodate the competitive bidding process. If a time or portfolio constraining condition exists, the pricing of the investment should be verified to current market conditions and documented for auditing purposes.

PERFORMANCE EVALUATION AND BENCHMARK

Investment performance is continually monitored and evaluated by the City Treasurer. The investment portfolio benchmark yield shall be the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average final maturity.

PROTECTION OF SECURITIES

To protect against fraud, embezzlement, or losses caused by the collapse of an individual securities dealer:

- All securities owned by the City shall be held in safekeeping by a third-party bank trust department, acting as agent for the City under the terms of a custody agreement or master repurchase agreement. All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

-or-

- All securities owned by the City shall be insured by a third-party insurer and the City shall be named as insured on that policy.

Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

INTERNAL CONTROL

The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits to be derived and that the valuation of costs and benefits requires estimates and judgments by management.

If the City's investment portfolio includes more than pooled investments, an external auditor shall conduct an annual independent review to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion

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- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian

INVESTMENT REPORTS

The City Treasurer shall review investments and render quarterly reports to the City Manager and City Council. These reports shall include:

- The par amount of the investment, the classification of the investment, the percentage of the total portfolio which each type of investment represents, the name of the institution or entity, the rate of interest, the maturity date, the current market value, and the source of the market value.
- A statement that the projected cash flow is adequate to meet expected obligations over the next six months.
- The weighted average maturity of the portfolio.
- The average weighted yield to maturity of the portfolio as compared to the applicable benchmark.
- Statement of compliance with the investment policy.

This report is due within 30 days of the end of the quarter. The City Manager may, at his/her discretion, require this report on a monthly basis based upon market conditions.

QUALIFIED BANKS AND BROKER/DEALERS

The City shall transact business with financial institutions that qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5. The institution shall be a member of the FDIC and shall secure all deposits exceeding FDIC insurance coverage in accordance with California Government Code Section 53652.

All broker/dealers who desire to do business with the City shall provide the necessary information (e.g. audited financial statements, proof of state registration, proof of National Association of Securities Dealers certification, etc.) from which the City can determine their creditworthiness, the existence of any pending legal action against the firm or the individual

broker as well as an understanding of the security markets that they service. To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code.

The City Treasurer shall annually send a copy of the current investment policy to all financial institutions and broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City's investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

COLLATERAL REQUIREMENTS

Collateral is required for investments in non-negotiable certificates of deposit and repurchase agreements. In order to reduce market risk, the collateral level shall be at least 102% of market value of principal and accrued interest and marked to market weekly. Securities that are acceptable as collateral shall be the direct obligations of the United States or any agency of the United States or shall be fully guaranteed as to principal and interest by the United States or any agency of the United States.

AUTHORIZED INVESTMENTS

Investment of City funds is governed by the California Government Code Sections 53600 etc. seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.
2. Government Sponsored Enterprises - Obligations issued by Federal Government agencies such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). There is no percentage limitation of the

portfolio, which can be invested in this category, although a five-year maturity limitation is applicable.

3. Banker's Acceptances - Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances, may not exceed 180 days maturity or 20% of the cost value of the portfolio. Furthermore, no more than 5% of the cost value of the portfolio may be invested in the banker's acceptances of any one commercial bank.
4. Commercial Paper - Commercial paper is a short-term, unsecured promissory note issued by financial and non-financial companies to raise short term cash. Up to 15% of the City's portfolio may be invested in "prime" commercial paper of the highest ranking or of the highest letter and number rating as provided by a nationally recognized statistical rating organization (Moody's or Standard and Poor's) and with maturities not to exceed 180 days. The issuer must have total assets in excess of \$500 million, and have debt other than Commercial paper rated "A" or higher by two nationally recognized statistical rating organizations. The City may not hold more than 2% of a single issuer's outstanding paper.
5. Negotiable Certificates of Deposit -- Purchases of negotiable certificates of deposit issued by nationally or state-chartered banks, state or federal savings institutions, or state-licensed branches of foreign banks may not exceed 30% of the cost value of the portfolio. The City may not invest in an institution where a member of City Council, City management, or City Treasurer serves on the board or committee of the institution. Funds will only be invested in Certificates of Deposits that are fully insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) in amounts up to \$100,000. A maturity limitation of two years is applicable.
6. Repurchase Agreements - Repurchase agreements may be made on any investment authorized by this investment policy. The maturity of the repurchase agreements shall not exceed one year. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff weekly and shall not be allowed to fall below 102% of the value of the repurchase agreement. A Master Repurchase agreement is required between the City and the dealer for all repurchase agreements transacted. No more than 5% of the City's investment portfolio may be

invested with any one counter party, and the aggregate investment in repurchase agreements shall not exceed 10% of the City's total portfolio.

7. Local Agency Investment Fund (LAIF) - a State of California managed investment pool may be used up to the maximum permitted by California State Law.
8. San Mateo County Investment Pool - a County of San Mateo managed investment pool may be used up to the maximum of 100% of the cost value of the portfolio.
9. Time Certificates of Deposit - Time certificates of deposit, non- negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 10% of the investment portfolio may be invested in this investment type. A maturity limitation of two years is applicable.
10. Medium Term Corporate Notes – defined as corporate and depository institution debt securities, with a maximum maturity of five years, may be purchased. Securities eligible for investment shall be rated AA or better by a nationally recognized securities rating organization (Moody's or Standard & Poor's). Purchase of medium-term notes may not exceed 10% of the cost value of the portfolio and no more than 10% of the cost value of the portfolio may be invested in notes issued by one corporation. Commercial paper holdings should also be included when calculating the 10% limitation
11. Money Market Mutual Funds - Mutual funds invested in U.S. Government securities are permitted under this policy and under California Government Code Section 53601(L). All of the following criteria must also be met: (1) The fund shall have a minimum of \$500 million in total portfolio value; (2) The fund shall be registered with the Securities and Exchange Commission, and shall have achieved the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; (3) The fund shall have retained an advisor which is registered with the SEC, or which is exempt from such registration; Investment in such funds shall not exceed 20% of the City's total portfolio; and no more than 5% of the City's total portfolio may be invested in any one mutual fund.
12. Moneys Held By a Trustee or Fiscal Agent - Moneys held by a trustee or fiscal agent and pledged the to the payment or security of bonds or other indebtedness obligation under

a lease, installment sales or other agreement may be invested in accordance with the statutory provisions governing the issuance or defeasance of the bonds or obligation.

13. Prohibited/Ineligible Investments - Ineligible investments are those that are not described herein, including but not limited to, common stocks, reverse repurchase agreements, inverse floaters, range notes, mortgage derived interest only strips, derivatives securities, or any security that could result in zero interest accrual. (Sec. 53601.6)

Maximum Investment Maturity and Percentage - The following matrix of maximum maturity and percentage limits, by instrument, are established for the City's total pooled funds portfolio:

Investment Type	Maturity	Percentage
Repurchase Agreements	1 Year	0 to 100%
Local Agency Investment Fund	Upon Demand	0 to 100%
San Mateo County Investment Pool	Upon Demand	0 to 100%
U.S. Treasury Bonds/Notes/Bills	5 Years	0 to 100%
Government Sponsored Enterprises	5 Years	0 to 100%
Bankers' Acceptances	180 Days	0 to 20%
Commercial Paper	180 Days	0 to 15%
Negotiable Certificates of Deposit	2 Years	0 to 30%
Time Certificates of Deposit	2 Years	0 to 10%
Medium Term Corporate Notes	5 Years	0 to 20%
Mutual Funds/Money Market Funds	Upon Demand	0 to 20%

LEGISLATIVE CHANGES

Any State of California legislative action that further restricts allowable maturities, investment types, or percentage allocations, supersedes any and all previous applicable language in this Investment Policy.

INTEREST EARNINGS

All moneys earned and collected from investments authorized in this policy shall be allocated quarterly to various fund accounts based on the (average 13 months) cash balance in each fund as a percentage of the entire pooled portfolio.

POLICY CONSIDERATIONS

The following policy considerations apply:

1. Exemption - Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
2. Amendments - The City's investment policy shall be adopted by resolution of the City Council on an annual basis. This investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and yield, and its relevance to current law and financial and economic trends.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Mathew Chidester, City Manager

FROM: Leslie Lacko, Community Development Director
Scott Phillips, Senior Planner

TITLE: MULTI-FAMILY HOUSING PROPOSAL ON MAIN AT METZGAR

RECOMMENDATION:

Receive a presentation and conduct a public hearing on a 52-unit multi-family very-low to low income housing development proposal by MidPen Housing, located on Main Street at Metzgar.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

STRATEGIC ELEMENT:

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

BACKGROUND:

On June 3, 2026, MidPen Housing submitted a Notice of Intent to file an application with the City for a 52-unit affordable housing project on Main Street at Metzgar. The project proposal is subject to Senate Bills 35 and 423, which allow ministerial review of affordable housing projects in the coastal zone. The ministerial review is performed at the staff level using objective development standards. No CEQA evaluation is required.

The City Council prepared for this inevitable proposal by approving interim Objective Design Standards in December 2024. The Objective Design Standards were reviewed by a joint committee of Architectural Advisory Committee members and Planning Commissioners before being approved by City Council.

Under SB 35, the City is required to hold a public hearing at a regularly scheduled City Council meeting within 45-days of receiving the Notice of Intent. Consequently, this June 16, 2026, Council meeting is the only meeting where this public hearing can take place since the first Council meeting in July is cancelled. MidPen Housing also held a voluntary community meeting

on June 4, 2026, where they presented the proposal, received public feedback, and provided renderings of the project proposal.

DISCUSSION:

MidPen Housing will provide an information presentation about the development proposal. City Council may ask questions and hear public comments. No action is needed at the public hearing.

ATTACHMENTS:

None

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council
VIA: Matthew Chidester, City Manager
FROM: Karen Decker, Interim Deputy City Manager
TITLE: **SISTER CITY EXPLORATION WITH NAZARÉ, PORTUGAL**

RECOMMENDATION:

Receive an update on a potential sister city arrangement between the City of Half Moon Bay and the Town of Nazaré, Portugal, and provide direction to staff regarding whether to return with a draft Memorandum of Understanding (MOU).

FISCAL IMPACT:

There is no direct cost to the City to continue exploratory conversations and work toward the development of an MOU.

STRATEGIC ELEMENT:

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

BACKGROUND:

The concept of sister cities emerged primarily from a desire to promote peace and friendship following WWII and typically takes the form of formal or informal agreements between municipalities. The most common purposes for cities and towns to establish these relationships include:

- Cultural Exchange and Education
- Economic Development
- Diplomacy and Reconciliation
- Policy Collaboration

These arrangements may arise from existing relationships between community leaders or through initiatives led by private individuals or organizations that identify a shared purpose or commonality between two communities.

Kariwa-Village

Half Moon Bay entered into a sister city arrangement with Kariwa-Village, Japan, in 1992 in part because the two coastal communities were similar in size, population, and demographics. The purpose was to deepen 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, this partnership was formalized with a resolution.

The arrangement was supported through a 501(c)(3) organization known as the Half Moon Bay – Kariwa Sister City Association. As with many sister city programs, activities are funded through private donations, grants, and fundraising events.

In February of 2026, the City Council authorized the implementation of a Sister City Commemorative Garden at the Half Moon Bay Library as a symbol of international friendship and to promote cultural awareness of Japanese and American culture. The community has planned additional activities to commemorate the relationship in the coming months.

Nazaré

Going back to 2023, discussions between the town of Nazaré, Portugal and Half Moon Bay (including then Mayor Penrose and members of the HMB Portuguese community) have explored a partnership between the communities, but due to other priorities and demands never moved forward in a meaningful way.

At the Council meeting on March 17, 2026, public comment was provided by Jonathan Oliveira, a Portuguese resident of the Coastsides. Mr. Oliveira advocated for a sister city arrangement between Half Moon Bay and Nazaré, citing that “both have global name recognition but they’re small towns that pack a big punch.” He described commonalities: both are major big wave surf attractions, are similar in population size (Half Moon Bay: 12,000; Nazaré: 10,000), and have legacy industries in fishing with a shift toward tourism.

Mr. Oliveira also noted that his family had successfully contacted the Portuguese Consulate and was willing to serve as a liaison between officials in Nazaré and staff in Half Moon Bay. Mr. Oliveira cited experience with recent success of a sister city relationship between Sausalito and Cascais, Portugal. An outcome from that partnership included officials from Cascais sending 15 tons of stones and an artisan to place a compass rose on the ground of a new plaza in Sausalito that was named Cascais Plaza. The dedication was attended by representatives of Sausalito and Portugal, including its prime minister, in 2018.

Portuguese heritage is an integral part of Coastsides culture and identity, including in agriculture and fishing. The Brotherhood of the I.D.E.S. Society, a Portuguese fraternal organization, was organized in 1871. According to the Feb/March 2021 issue of *Coastsides Chronicles*, whaling activity at Pillar Point in 1889 featured whalers who were mostly Portuguese. They had immigrated to California during the frenzy of the Gold Rush and were able to apply their shore whaling experience from their homeland.

The Portuguese Cultural Center, I.D.E.S. Society, the Brotherhood of Saint Anthony, and Our Lady of Fatima are important community institutions in Half Moon Bay. Traditions such as the annual Holy Ghost Festival continue to attract residents and visitors of all ages and backgrounds.

DISCUSSION

Members of the local Portuguese community met with City staff earlier this month to discuss considerations for a sister city relationship between Half Moon Bay and Nazaré, citing a strong desire from Nazaré representatives and HMB residents to move the effort forward. Topics discussed included a purpose-driven partnership centered on cultural connections, international recognition for big-wave surfing, shared maritime and fishing heritage, water safety, and marine ecology. Potential activities and projects mentioned included:

- Cultural art installations reflecting the connection between the two communities, such as a compass rose or “four-corners” themed artwork, and potential locations for public art installations
- A youth exchange program
- Opportunities to celebrate Portuguese heritage and maritime traditions

The group discussed creating a formal framework for the partnership through the formation of a new nonprofit organization led by interested residents and community stakeholders.

Stakeholder engagement was identified as critical to the process, and could include prominent surfers from both communities, Portuguese cultural heritage organizations, local service clubs, government bodies, and the Portuguese Consulate General in San Francisco.

Staff seeks direction regarding whether to return with a draft Memorandum of Understanding outlining the proposed sister city relationship in greater detail. This work would occur in tandem with continued discussions with Nazaré representatives, stakeholder outreach, establishment of a nonprofit support organization, and evaluation of potential locations for public art installations and other partnership-related projects.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: June 16, 2026

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, City Clerk

TITLE: CONSIDER AND ADOPT A RESOLUTION ESTABLISHING A POLICY ON HOW TO ADDRESS DISRUPTION OF REMOTE ACCESS DURING PUBLIC OPEN MEETINGS OF CITY COUNCIL IN COMPLIANCE WITH SB 707

RECOMMENDATION:

Staff recommends the City Council adopt a resolution establishing a policy that will provide steps on how to address disruption of telephonic or internet service connection during public open meetings of City Council in compliance with Senate Bill 707 (“SB 707”).

FISCAL IMPACT:

There is no fiscal impact on the City associated with the action in this staff report.

STRATEGIC ELEMENTS:

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

BACKGROUND:

On October 3, 2025, Governor Gavin Newsom signed SB 707 into law with the intent of strengthening open meeting laws, promoting governmental transparency, and increasing public participation during local government meetings. SB 707 requires all “eligible legislative bodies” to comply with additional meeting requirements for public open meetings to be accessible for public viewing and participation. The City meets the statutory definition under SB 707 to be an “eligible legislative body” because the City is located in a County with a population of 600,000 or more.

As an “eligible legislative body,” the City is required to offer remote public access to open public meetings by either (1) two-way telephonic service or (2) two-way audiovisual platforms. Additionally, to ensure public access and participation, the two-way audiovisual platform shall provide the public with an opportunity to provide public comment with the same time allotment as a person attending a meeting in person. Furthermore, SB 707 requires all “eligible legislative bodies” to establish a policy by July 1st, on how to address disruption of telephonic or internet service connection that occurs during public open meetings. The City Council is the

City's only "eligible legislative body" for purposes of this policy and other committees/commissions are not considered "eligible legislative bodies."

DISCUSSION:

Staff prepared a policy to comply with the new Brown Act provisions, and the policy meets the statutory requirements under SB 707 (Attachment 2). Specifically, the policy outlines the procedural steps for Council to follow if the hybrid Zoom platform is disrupted during a public open meeting, which are as follows:

If Remote Access Services are disrupted during an open public meeting for City Council, then the following steps must take place:

- A. City Council shall immediately upon learning of the disruption, announce the disruption to the public;
- B. City Council must either adjourn the open session or recess from open session for at least one (1) hour to make a good faith effort to restore the Remote Access Services;
- C. During recess, City Council may meet in closed session as permitted by Government Code section 54953.4;
- D. If following recess of the meeting, Remote Access Services have not been restored within (1) hour, then City Council may reconvene the meeting if it adopts, by rollcall vote, a finding that it made good faith efforts to restore the Remote Access Services and that the public interest in continuing the meeting outweighs the public interest in remote public access.

The Policy also specifies the efforts that will be undertaken to restore the Remote Access Services, which may include troubleshooting, resetting or replacing audiovisual equipment, and attempting alternative connection methods.

If remote access services cannot be restored within one hour and Council intends to continue with open session, then Council must conduct a roll-call vote confirming that good faith efforts were made and that the public interest in continuing the meeting outweighs the need for remote access.

CONCLUSION:

By July 1, 2026, the City Council will need to formally adopt a policy that establishes the City's procedures on how to address disruption of remote public access to open session meetings of City Council. Upon adoption, the requirements under the policy would take effect immediately.

ATTACHMENTS:

- 1. Resolution
- 2. Policy

RESOLUTION NO. 2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY ESTABLISHING A POLICY FOR DISRUPTION OF REMOTE ACCESS DURING PUBLIC OPEN MEETINGS OF CITY COUNCIL CONSISTENT WITH SB 707

WHEREAS, pursuant to Senate Bill 707, Government Code section 54953.4 requires that, beginning July 1, 2026, eligible legislative bodies provide members of the public an opportunity to attend open and public meetings through a two-way telephonic service or a two-way audiovisual platform, subject to the exceptions stated in that section; and

WHEREAS, Government Code section 54953.4, subdivision (b)(1)(A)(i)(I)(ib), requires an eligible legislative body, on or before July 1, 2026, to approve at a noticed public meeting in open session a policy addressing disruption of telephonic or internet service occurring during meetings where remote access is required; and

WHEREAS, Government Code section 54953.4, subdivision (b)(1)(A)(i)(I)(ib)–(Ic), establishes requirements for recessing and reconvening a meeting and for making good faith efforts to restore service if a disruption prevents members of the public from attending or observing the meeting remotely; and

WHEREAS, the City Council is the City’s only “eligible legislative body” for purposes of Government Code section 54953.4; and

WHEREAS, the City Council desires to adopt a policy that implements, and does not expand upon, the requirements of Government Code section 54953.4.

NOW, THEREFORE BE IT RESOLVED, that the City Council of Half Moon Bay, having considered and been fully advised in the matter do hereby as follows:

SECTION 1. Incorporation of recitals.

The recitals above are true and correct and incorporated into the body of this Resolution by reference.

SECTION 2. Adoption.

The City Council adopts the Disruption Policy attached hereto as Exhibit “A.”

SECTION 3. Implementation.

This resolution implements Government Code section 54953.4. It does not create rights beyond those required by state law and does not expand the obligations imposed by that section.

SECTION 4. Effective Date.

This resolution takes effect immediately upon adoption.

SECTION 5. Severability.

The City Council hereby declares every section, paragraph, sentence, cause, and phrase of this resolution is severable. If any section, paragraph, sentence, clause, or phrase of this resolution is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 6. Certification.

The City Clerk shall attest and certify to the adoption of this resolution.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

EXHIBIT A
SB 707 Disruption Policy

City of Half Moon Bay

SB707 DISRUPTION POLICY

I. Purpose:

The purpose of this policy is to establish procedures for responding to disruption(s) of telephonic or internet services that provide two-way remote access for the public to attend and participate during open and public meetings of City Council. Pursuant to Government Code Section 54953.4, the City Council adopts this policy to ensure statutory compliance, transparency, and continuity of public participation and government operation during technological disruptions a public open meetings of City Council.

II. Background:

Senate Bill 707 (2025) (“SB 707”) requires all “eligible legislative bodies” to offer remote public participation for City Council meetings through either (1) two-way telephonic service or (2) two-way audiovisual platforms. Pursuant to SB 707 definition, the City of Half Moon Bay is an “eligible legislative body.” Additionally, SB 707 amended the Brown Act to require all “eligible legislative bodies” to adopt, on or before July 1, 2026, a policy on how to address telephonic or internet service connection disruption that inhibits the public from accessing or observing a public open meeting of City Council.

III. Definitions:

For purposes of this policy:

- “Disruption” means any failure, outage, or other interruption in the City’s telephonic or internet service that prevents members of the public from attending or participating in public open meetings of City Council.
- “Remote Access Services” means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of public open meetings of City Council.

IV. Applicability

This policy applies to all open and public meetings of City Council at which remote public participation is required per Government Code section 54953.4(b)(1)(A)(i)(I)(ia) but does not apply in those circumstances where the Brown Act provides that remote public access is not required.

V. Disruption Procedures:

5.1. Response to Disruption of Remote Access Services

If Remote Access Services are disrupted during an public open meeting for City Council then the following steps must take place:

- A. City Council shall immediately, upon learning of the disruption, announce the disruption to the public;

City of Half Moon Bay

SB707 DISRUPTION POLICY

- B. City Council must either adjourn the open session or recess from open session for at least one (1) hour to make a good faith effort to restore the Remote Access Services;
- C. During recess, City Council may meet in closed session as permitted by Government Code section 54953.4;
- D. If following recess of the meeting, Remote Access Services have not been restored within (1) hour, then City Council may reconvene the meeting if it adopts, by rollcall vote, a finding that it made good faith efforts to restore the Remote Access Services and that the public interest in continuing the meeting outweighs the public interest in remote public access.

5.2. Efforts to Restore Remote Access Services

City Council shall make good faith efforts to restore Remote Access Services, which may include:

- A. Troubleshooting platform or teleconferencing software;
- B. Resetting or replacing audiovisual equipment;
- C. Attempting alternative connection methods;
- D. Contacting necessary support staff or service providers; or
- E. Switching to back-up equipment or platforms, if available.

Pursuant to the Recordkeeping section of this policy, the City Clerk shall make a record and enter into the meeting minutes the disruption and restoration efforts undertaken by City Council.

VI. Reconvene Open Session:

6.1. Timing

Open session may reconvene upon restoration of Remote Access Services or if after one (1) hour has elapsed from the time of disruption, the finding required by Section 6.2 of this policy has been adopted by the Council.

6.2. Inability to Restore Remote Access Services

If Remote Access Services have not been restored after one (1) hour, the City Council may reconvene the meeting in open session only after the following, or a substantially similar, finding is adopted by a roll call vote of the Council:

“The City Council of Half Moon Bay has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy and the public interest in continuing the meeting outweighs the public interest in remote public access.”

City of Half Moon Bay

SB707 DISRUPTION POLICY

VII. Record-Keeping:

If Remote Access Services were disrupted, then the City Clerk shall make a record and enter into the meeting minutes the following:

- A. The nature and time of the disruption;
- B. Whether open session was adjourned or City Council complied to the procedures pursuant to Section 5.1 of this policy;
- C. The restoration efforts undertaken;
- D. The time the meeting was reconvened (if applicable); and
- E. The finding adopted pursuant to Section 6.2 (if applicable).

VIII. Review and Updates:

This policy like other City Council policies, may be reviewed and amended from time-to-time by the City Council. As expressly required by the Brown Act, amendments to this policy must be approved at a properly noticed public meeting in open session, and may not be approved on the consent calendar.

Policy Revision History:

Date	Actions
MM/DD/2026	Adopted

Adopted: June 16, 2026

Signature: _____

Matthew Chidester, City Manager

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Todd Seeley, Interim Public Works Director

TITLE: CONSIDERATION OF EASEMENT AGREEMENT GRANTING CITY A DRAINAGE AND UTILITY EASEMENT OVER LAND OWNED BY SEWER AUTHORITY MID-COASTSIDE (SAM) KNOWN AS THE LANDSTRA PARCEL (APN 048-240-040)

RECOMMENDATION:

Adopt a Resolution Approving an Easement Agreement (“Easement Agreement”) between Sewer Authority Mid-Coastside (“SAM”) and the City of Half Moon Bay (“City”) to grant the City a Drainage and Utility Easement over land owned by SAM known as the Landstra Parcel (APN 048-240-040); authorizing the City Manager to execute the Easement Agreement; and Finding the approval of the Easement Agreement exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 1301 (Class 1-Existing Facilities).

FISCAL IMPACT:

There is no direct Fiscal Impact from the recommended action.

STRATEGIC ELEMENT:

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

BACKGROUND:

SAM owns property located adjacent to Bev Cunha Road (APN 048-240-040), also known as the “Landstra Parcel” (“Property”). The City has included in its Five-Year Capital Improvement Program a potential project to restore an area along the Kehoe watercourse which will provide mitigation of the stormwater flows beginning at the north-eastern edge of the Property, with the intent to mitigate the flows through the watercourse. This restoration project, if undertaken, would require long-term access to the Property through a drainage easement.

Additionally, the City has identified a sewer line that could potentially be relocated from west of Pilarcitos Avenue to south-east of the end of Pilarcitos Avenue connecting at Bev Cunha

Road. This sewer relocation project would also require long-term access to the Property through a utility easement.

DISCUSSION:

In order to grant the City access to the Property, the proposed Easement Agreement has been prepared.

The Easement Agreement specifies the Easement Areas for the drainage and sewer facilities, as well as the restrictions on the City's use of those Easement Areas, and the maintenance responsibilities relating to the Easement Areas. The Easement Agreement also has other standard terms and conditions such as transferability, governing law, and authority of each party.

It is anticipated that the SAM Board will consider approval of the Easement Agreement at the Special Board Meeting on June 15, 2026.

CEQA:

The approval of the Easement Agreement is categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as the approval of the Easement Agreement will not result in any expansion of existing use of the Property. If the City proceeds with the drainage project and or the sewer relocation projects, the City would analyze those projects consistent with the requirements of CEQA at that time.

ATTACHMENT:

1. Resolution
2. Proposed Easement Agreement (to be added later)

Resolution No. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
APPROVING AN EASEMENT AGREEMENT BETWEEN SEWER AUTHORITY MID-COASTSIDE
(SAM) TO GRANT A DRAINAGE AND UTILITY EASEMENT OVER LAND OWNED BY SAM AS THE
LANDSTRA PARCEL (APN 048-240-040); AUTHORIZING THE CITY MANAGER TO EXECUTE THE
EASEMENT AGREEMENT; AND FINDING THE APPROVAL OF THE EASEMENT AGREEMENT
EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
PURSUANT TO CEQA GUIDELINES SECTION 1301 (CLASS 1-EXISTING FACILITIES)**

WHEREAS, SAM owns property located adjacent to Bev Cunha Road (APN 048-240-040), also known as the “Landstra Parcel” (“Property”); and

WHEREAS, the City has included in its Five-Year Capital Improvement Program a potential project to restore an area along the Kehoe watercourse which will provide mitigation of the stormwater flows beginning at the north-eastern edge of the Property, with the intent to mitigate the flows through the watercourse; and

WHEREAS, this restoration project, if undertaken, would require long-term access to the Property through a drainage easement; and

WHEREAS, the City has identified a sewer line that could potentially be relocated from west of Pilarcitos Avenue to south-east of the end of Pilarcitos Avenue connecting at Bev Cunha Road; and

WHEREAS, this sewer relocation project would also require long-term access to the Property through a utility easement; and

WHEREAS, the City and SAM desire to establish the terms of the Drainage and Utility Easement.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby finds that the approval of the Second Amendment categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as the approval of the Easement Agreement will not result in any expansion of existing use of the SAM property. If the City proceeds with the drainage project and or the sewer relocation projects, the City would analyze those projects consistent with the requirements of CEQA at that time.

BE IT FURTHER RESOLVED, that the City Council hereby approves the Easement Agreement.

BE IT FURTHER RESOLVED, that the Council hereby authorizes the City Manager to execute the Easement Agreement, in the form substantially similar to the attached Exhibit A, with minor edits that may be approved by the City Attorney.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

EASEMENT AGREEMENT

This Easement Agreement (“Easement Agreement”) dated as of _____, 2026 (the “Effective Date”), is entered into between SEWER AUTHORITY MID-COASTSIDE, a California Joint Powers Authority having an address at 1000 Cabrillo Hwy. N, Half Moon Bay, California 94019 (“Grantor” or “Authority”), and the CITY OF HALF MOON BAY, a California Municipal Corporation, having an address at 501 Main St., Half Moon Bay, California 94019 (“Grantee” or “City”), each a “Party,” and collectively the “Parties” to this Easement Agreement.

RECITALS

WHEREAS, Grantor is the fee owner of certain land located at APN 048-240-040 hereinafter referred to as the “Landstra Parcel”;

WHEREAS, Grantee has requested, and Grantor is willing to grant to Grantee, two easements: (a) an easement for drainage purposes, including the installation and maintenance of drainage and stormwater management improvements, over such portion of the Landstra Parcel more particularly described in Exhibit A (the “Stormwater Management Easement Area”); (b) and an easement for sewer utility improvements, over such portion of The Landstra Parcel more particularly described by Exhibit B (the “Sewer Improvements Easement Area.”), collectively the “Easement Areas”;

WHEREAS, the Grantee has undertaken the construction of drainage and stormwater management facilities associated with the Kehoe Watercourse for the proper drainage and mitigation of stormwater issues within the City, and Grantee requires access to a portion of the Landstra Property, identified in Exhibit A, in order to conduct such mitigation;

WHEREAS, the mitigation Grantee proposes to undertake in the Stormwater Management Easement Area will benefit Authority by mitigating flooding risk and current flooding conditions on the Landstra Parcel at no cost to Authority, thereby mitigating conditions that have in the past resulted in flooding from the Kehoe Watercourse onto the Authority’s wastewater treatment plant on the parcel immediately adjacent to the Landstra Parcel;

WHEREAS, Grantee needs to relocate a sewer line from west of Pilarcitos Avenue to the south-east end of Pilarcitos Avenue connecting at Bev Cunha’s Country Road, and providing such easement to Grantee will not interfere with Grantor’s use of the Landstra Parcel for its official purposes;

WHEREAS, in consideration of the Grantee undertaking a project for the restoration of the Kehoe Watercourse on the Landstra Parcel that will provide flood management benefits to Authority, and in order for the Grantee to be able to own, operate, and maintain such proposed drainage and flood control facilities associated with the mitigation project it desires to develop on the Landstra Parcel, Grantor desires to convey the non-exclusive easements reflected and described in Exhibits A and B to Grantee;

NOW, THEREFORE, for good and valuable consideration, and the mutual covenants, terms, and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged by both Parties, City and Authority hereby agree as follows:

1. Grant of Easement. Grantor hereby grants and conveys to Grantee a perpetual and non-exclusive¹ easement and right-of-way in, under, through, over, across, and upon the Easement Areas with the right, privilege and authority to:

a. Construct, reconstruct, install, relocate, extend, repair, replace, maintain, operate, inspect, design, redesign, rebuild, and alter drainage and stormwater management improvements (collectively, the “Drainage Facilities”), for the collection, carriage, management, treatment and disposal of stormwater in and around the Kehoe Watercourse. On Grantor’s request, Grantee shall provide Grantor with as-built drawings and a survey showing the location and depth of the Drainage Facilities installed in the Stormwater Management Easement Area.

b. Construct, reconstruct, install, relocate, extend, repair, replace, maintain, operate, inspect, design, redesign, rebuild, and alter the sewer utility improvements and all underground and aboveground appurtenances thereto (collectively, the “Sewer Utility Facilities”), for the collection, carriage, management and disposal of sewage, upon the City’s relocation of an existing sewer line from its current location west of Pilarcitos Avenue to southeast of the end of Pilarcitos within the Sewer Improvements Easement Area. Grantee shall coordinate construction of the Sewer Utility Facilities with Grantor so as to not interfere with Authority’s operations, and on Grantor’s request, Grantee shall provide Grantor with as-built drawings and survey showing the location and depth of the Sewer Utility Facilities installed in the Sewer Improvements Easement Area.

c. From time to time, without further payment therefor, but only in compliance with all applicable laws and regulations, and at Grantee’s own cost, Grantee shall clear and keep cleared, by physical, chemical, or other means, the Easement Areas of any and all trees, vegetation, roots, aboveground or underground structures, improvements, or other obstructions, and trim and/or remove other trees, roots, and vegetation adjacent to the Easement Areas that, in the reasonable opinion of Grantee, may interfere with the construction, operation, and maintenance of the Drainage Facilities or Sewer Utility Facilities.

d. Excavate or change the grade of the Easement Areas as is reasonable, necessary, and proper for the purposes described in this Section 1, including excavating and re-excavating ditches and/or trenches for the location of the Drainage Facilities or Sewer Utility Facilities; provided, however, that the Grantee will, upon completion of its work and the construction of the facilities authorized to be constructed herein, backfill and restore any excavated areas to reasonably the same condition as existed before such excavation, except to the extent necessary for the operation of the Sewer Utility Facilities and Drainage Facilities.

¹ Authority retains the right to access the Easement Areas , where required for Authority’s official purposes, but during such access Authority may not interfere with City’s use of Easement Areas where such easements are being used in accordance with this Easement Agreement.

2. Maintenance and Repair. Grantee hereby assumes the obligation, at its sole cost and expense, to maintain and repair the Drainage Facilities in the Stormwater Management Easement Area, and the Sewer Utility Facilities in the Sewer Improvements Easement Area, in a good and safe condition in accordance with all applicable laws. If Grantee fails to adequately maintain or repair the Drainage Facilities and Sewer Utility Facilities within forty-five (45) days after written notice from Grantor, Grantor shall have the right, but not the obligation, to perform all or part of such work, and Grantee shall have the obligation to promptly reimburse Grantor for such work performed by Grantor where Grantee fails to maintain or repair the Drainage Facilities and/or Sewer Utility Facilities in a good and safe condition as required herein.

3. Restrictions/Obligations of Grantor. Grantor, for itself, legal representatives, successors, and assigns, hereby covenants and agrees with Grantee that:

- a. No act will be permitted within the Easement Areas, including actions of Grantor, that are inconsistent with the uses authorized by this Easement Agreement.
- b. The Easements shall not be modified, nor the Easement Areas relocated, by the Grantor without the Grantee's prior consent, which shall not be unreasonably withheld.
- c. The Parties acknowledge that the City is in the early phases of planning the projects that will utilize the Easement Areas in the future. As the City's planning processes and due diligence progress, and information about potential environmental impacts, and mitigation of same, are identified via the City's CEQA process that will need to be completed prior to starting construction, the Parties acknowledge that it may be necessary for the City to change the current alignment, location or size of the Easement Areas in order to accomplish the City's project objectives. Authority therefore agrees to consider such future revisions, should they be requested by City, in good faith, and to authorize requested revisions to the Easement Areas where Authority determines that doing so will not impair or otherwise frustrate the Authority's current or future use of the Landstra Parcel.

4. Restrictions on Grantee.

- a. All improvements authorized to be constructed, operated and maintained per this Easement Agreement shall be Grantee's sole responsibility, and neither Grantor, nor its member agencies other than the City, shall have any financial obligations with regard to the facilities and City activities contemplated by this Easement Agreement.
- b. Grantee shall have the sole responsibility for obtaining all required regulatory permits and permissions associated with conducting the construction and activities authorized on the Easement Areas.
- c. Grantee shall not interfere with or prevent Grantor's use of the Landstra Property, including the Easement Areas, where such use by Authority is for

official Authority purposes and does not otherwise interfere with the uses of the Easement Areas authorized herein.

5. Reserved Rights. Grantor, and those claiming through Grantor, reserve the right to use the Easement Areas for any legal purpose not inconsistent with this Agreement, including but not limited to the right to:

a. Review all plans for construction by Grantee of facilities within the Easement Areas in order that Grantor may determine that such facilities are compatible with and do not unduly conflict with the integrity of, and Grantor's ownership, operation and maintenance of existing Authority facilities.

b. Subject to the restrictions on Grantor in Section 3.a, to access the Easement Areas for the official purposes of the Authority.

None of the above actions by Grantor shall unreasonably interfere with, obstruct, or endanger any rights granted to Grantee in this Agreement.

6. Grantee's Covenants. Grantee covenants to Grantor that Grantee shall:

a. Conduct all construction, reconstruction, operation, maintenance, and other activities in the Easement Areas in a good and workmanlike manner that minimizes disruption to Grantor.

b. Be responsible at Grantee's sole cost and expense for the design, engineering, permitting, excavation, construction, and installation of all Drainage Facilities, Sewer Utility Facilities, and any modifications thereto, subject to Grantor's reasonable approval of the construction plans for the Drainage Facilities and the Sewer Utility Facilities and any modifications of the plans.

c. Subject to and subordinate to the City's rights under Section 1(c) to keep the Easement Areas clear, upon completion of construction of the Drainage Facilities and Sewer Utility Facilities, restore the surface of the Easement Areas, which may include, replacement of topsoil, lawns, shrubs, fences, fields, curbs, sidewalks, driveways, parking lots, pavements, guide rails, incidental works, and other property removed or damaged in any way by Grantee's construction activities, except to the extent necessary for the operation of the Sewer Utility Facilities and Drainage Facilities.

d. Comply with all governmental laws, ordinances, and regulations applicable to its use of the Easements, including, without limitation, CEQA and all other environmental and health and safety laws, and obtain and comply with all required permits and licenses necessary for its use of the Easement Areas.

e. Not store, use, release, dispose of, or handle any hazardous materials in, on, or under the Easement Areas. In the event of any release of hazardous materials affecting the Easement Areas, The Landstra Parcel, or any other property due to the acts or omissions of Grantee ("Release"), at Grantor's election: (i) Grantee shall immediately contain, remove, and/or properly dispose of the Release and remedy and mitigate all threats to human health or the environment

relating to such Release, in accordance with all applicable environmental laws (“Remediation”), at Grantee’s sole cost and expense; or (ii) Grantor shall have the right, but not the obligation, to perform all or any part of the Remediation at Grantee’s sole cost and expense where Grantee fails to timely perform such remediation.

7. Transferability. The parties to this Agreement hereby acknowledge and agree that the Easements and other rights conferred by this Agreement are intended to, and do, constitute covenants that run with the land and shall inure to the benefit of and be binding upon the parties and their respective grantees, successors, and assigns. Notwithstanding the foregoing, Grantee acknowledges that the rights granted to and duties assumed by Grantee under this Agreement may not be assigned or delegated by Grantee without the prior written consent of Grantor, which consent may be given or withheld in Grantor’s reasonable discretion. Any attempted assignment or delegation by Grantee without the prior written consent of the Grantor shall be void.

8. Representations and Warranties. Grantor hereby represents and warrants to Grantee that: (a) it holds title to The Landstra Parcel in fee simple; (b) it has the full right, power, title, and interest to grant the Easements to Grantee upon the approval of its governing board; and (c) Grantee’s Easement rights hereunder shall not be defeated, impaired, or adversely affected by superior title. Except as expressly set forth in this Section 8, Grantor makes no representation or warranty with respect to the Easement Areas or its suitability for Grantee’s purposes.

9. Abandonment. In the event Grantee or its successors and assigns permanently abandon, by determining not to construct the Drainage Facilities and the Sewer Utility Facilities, or terminate their use of the Easements or the Facilities, this Agreement and all easement rights granted hereunder shall terminate and revert back to Grantor. Should Grantee permanently abandon the easements authorized herein, or fail to maintain and operate them in a good and safe condition after notice and opportunity to cure, then Grantor may restore abandoned facilities to a safe condition and seek reimbursement from Grantee in the same manner as detailed in section 2 herein.

10. Indemnification. Grantee shall indemnify, defend, and hold Grantor and Grantor’s successors, assigns, employees, agents, customers, tenants, licensees, and invitees (“Grantor’s Indemnitees”) harmless from and against any and all losses, costs, damages, liens, claims, liabilities, or expenses (including, but not limited to, reasonable attorneys’ fees, court costs, and disbursements) (collectively, “Losses”) incurred by Grantor or Grantor’s Indemnitees arising from or by reason of: (i) Grantee’s access to or use of the Easement Areas, to include environmental liabilities or litigation arising from Grantee’s use of the Easement Areas; (ii) breach of this Agreement by Grantee; or (iii) the use, handling, storage, transportation, release, or disposal of hazardous materials by Grantee in, on, or about the Easement Areas or The Landstra Parcel. Notwithstanding the foregoing, Grantees indemnification obligations under this Section 10 shall not apply to any Losses arising from the gross negligence or willful misconduct of Grantor or Grantor’s Indemnitees.

11. Governing Law; Submission to Jurisdiction. This Agreement shall be governed and construed in accordance with the laws of the State of California. Each party hereto agrees that all actions or proceedings arising in connection with this Agreement and the transactions contemplated hereby shall be tried in state or federal courts located in the State of California.

12. Amendment. This Agreement may not be modified, amended, or terminated except in writing signed by each party hereto.

13. Authority. Each party represents and warrants that: (a) it has the authority to execute this Agreement; (b) each individual signing on behalf of such party is the duly authorized representative of the signing party; and (c) the individual's signature on this Agreement has been duly authorized by, and creates the binding and enforceable obligation of, the party on whose behalf the representative is signing.

14. Recording. This Easement Agreement may be recorded in accordance with applicable laws.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Easement Agreement as of the Effective Date.

SEWER AUTHORITY MID-COASTSIDE
A Joint Powers Agency
Grantor

By: _____

Name: Kathryn Slater-Carter

Title: Board Chairperson

Counter Signed: _____

Name: _____

Title: Board Secretary

Date:

Approved as to Form: _____
General Counsel

CITY OF HALF MOON BAY
A Municipal Corporation
Grantee

By: _____

Name: _____

Title: _____

Counter Signed: _____

Name: _____

Title: _____

Date:

Approved as to Form: _____
City Attorney

**EXHIBIT A – LEGAL DESCRIPTION
STORMWATER MANAGEMENT EASEMENT AREA**

Within Sewer Authority Mid-Coastside Property, Half Moon Bay, California

Situate in the City of Half Moon Bay, San Mateo County, State of California, and being a portion of the Sewer Authority Mid-Coastside, as shown on that certain Record of Survey "R/S No. 1968" which was filed for record in Book 32 of LLS Maps, Pages 40-41, on October 22, 2008, San Mateo County records, being more particularly described as follows:

1. **COMMENCING** at the most easterly corner of said lands as shown on said Record of Survey;
2. Thence along the northeasterly line of said lands, North 40°25'52" West, a distance of 122.57 feet, being the **POINT OF BEGINNING**;
3. Thence leaving said line, South 55°15'00" West, a distance of 1586.84 feet, to the southwesterly line of said lands;
4. Thence along said line, North 50°48'46" West, a distance of 151.85 feet, to the most westerly angle point of said Lands of Sewer Authority Mid-Coastside as shown on said Record of Survey;
5. Thence along the general northwesterly line of said Lands of Sewer Authority Mid-Coastside, the following courses:
 - A. South 86°15'22" East, a distance of 150.48 feet;
 - B. North 43°29'38" East, a distance of 123.28 feet;
 - C. North 18°02'10" East, a distance of 139.87 feet;
 - D. North 58°57'31" East, a distance of 120.17 feet;
 - E. North 56°15'09" East, a distance of 712.89 feet;
 - F. North 62°15'43" East, a distance of 440.85 feet, to the most northeasterly corner of the Lands of Sewer Authority Mid-Coastside as shown on said Record of Survey;
6. Thence along the northeasterly line of said Lands, South 40°25'52" East, a distance of 88.33 feet, to the **POINT OF BEGINNING**.

Containing an area of 4.70 acres, more or less

END OF DESCRIPTION

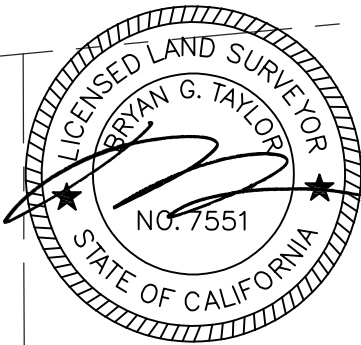
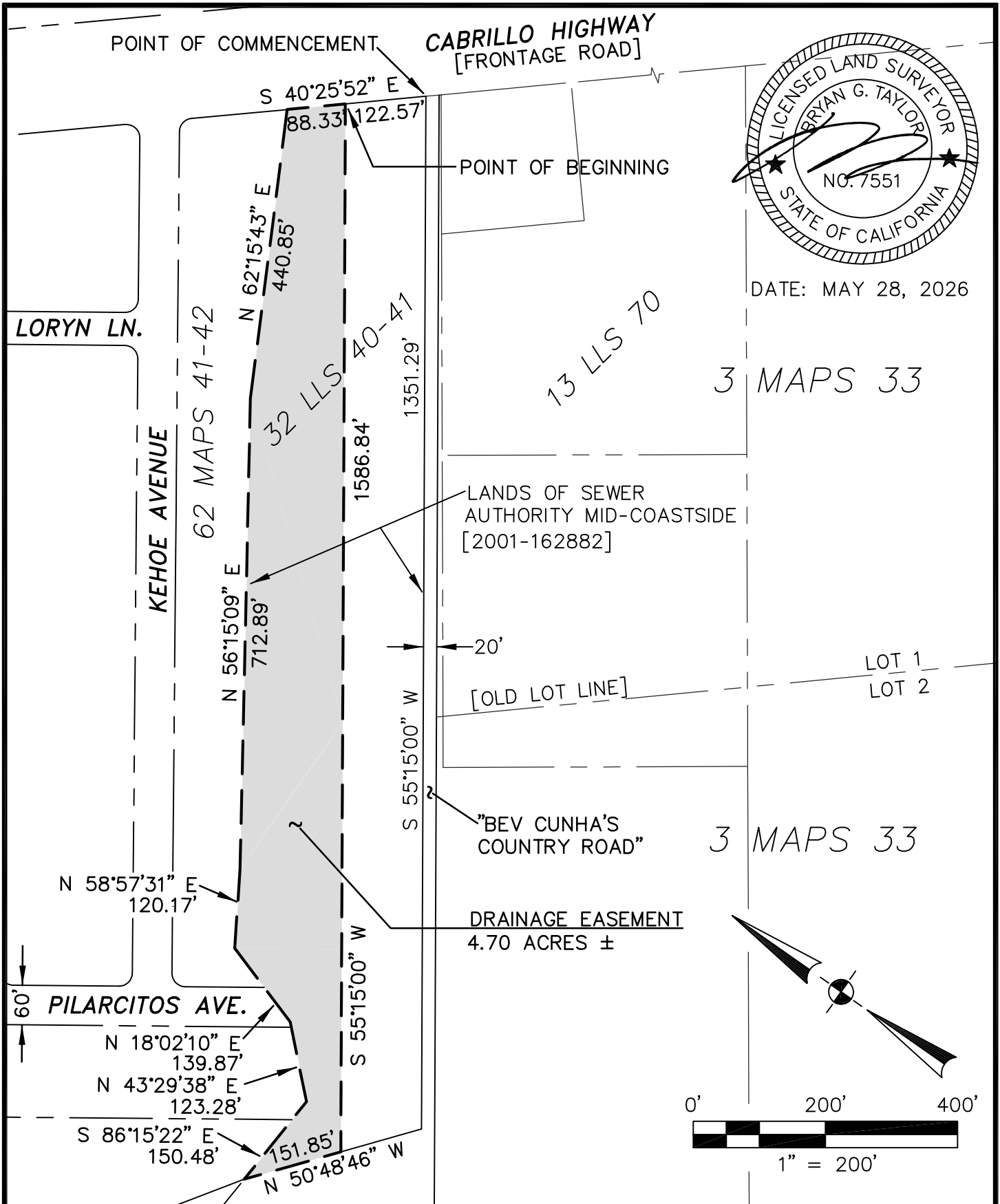
The herein described parcel is shown on the attached plat, Exhibit B, and is made a part hereof.



Bryan G. Taylor, PLS
License No. 7551, Expires 12/31/27



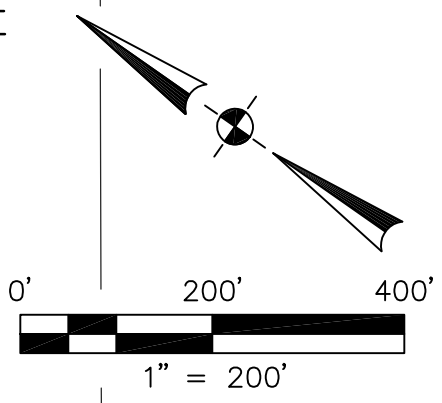
Date: 05/28/2026



DATE: MAY 28, 2026

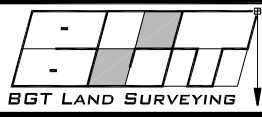
3 MAPS 33

3 MAPS 33



PLAT ACCOMPANYING LEGAL DESCRIPTION

EXHIBIT "B"



*DRAINAGE EASEMENT WITHIN SAM PROPERTY
VACANT LANDS, CITY OF HALF MOON BAY
SAN MATEO COUNTY, CALIFORNIA*

SCALE PAGE
1"=200' 2 OF 2
JOB 26-058

**EXHIBIT B – LEGAL DESCRIPTION
SEWER IMPROVEMENTS EASEMENT AREA**

Within Sewer Authority Mid-Coastside Property, Half Moon Bay, California

Situate in the City of Half Moon Bay, San Mateo County, State of California, and being a portion of the Sewer Authority Mid-Coastside, as shown on that certain Record of Survey "R/S No. 1968" which was filed for record in Book 32 of LLS Maps, Pages 40-41, on October 22, 2008, San Mateo County records, and being the southeasterly extension of Pilarcitos Avenue (60' wide), as shown on said survey, being more particularly described as follows:

1. **COMMENCING** at the most easterly corner of said lands as shown on said Record of Survey;
2. Thence along the southeasterly line of said lands, South 55°15'00" West, a distance of 1351.29 feet, to the southeasterly extension of the northeasterly right of way of Pilarcitos Avenue, as shown on said Record of Survey, being the **POINT OF BEGINNING**;
3. Thence continuing along said southeasterly line, South 55°15'00" West, a distance of 60.00 feet, to the southeasterly extension of the southwesterly right of way of Pilarcitos Avenue, as shown on said Record of Survey;
4. Thence along said extension, North 34°30'22" West, a distance of 197.69 feet, to the general northwesterly line of said Lands of Sewer Authority Mid-Coastside;
5. Thence along said general northwesterly line, North 43°29'38" East, a distance of 8.11 feet;
6. Thence North 18°02'10" East, a distance of 65.69 feet, to the northeasterly right of way of Pilarcitos Avenue;
7. Thence along the southeasterly extension of said right of way, South 34°30'22" East, a distance of 239.01 feet, to the **POINT OF BEGINNING**.

Containing an area of 12,986 square feet, more or less

END OF DESCRIPTION

The herein described parcel is shown on the attached plat, Exhibit B, and is made a part hereof.



Bryan G. Taylor, PLS
License No. 7551, Expires 12/31/27



Date: 05/26/2026

POINT OF COMMENCEMENT

CABRILLO HIGHWAY
[FRONTAGE ROAD]



DATE: MAY 26, 2026

LORYN LN.

KEHOE AVENUE

62 MAPS 41-42

32 LLS 40-41
1351.29'

13 LLS 70

3 MAPS 33

LANDS OF
SEWER
AUTHORITY
MID-COASTSIDE
[2001-162882]

20'

[OLD LOT LINE]

LOT 1
LOT 2

S 55°15'00" W

"BEV CUNHA'S
COUNTRY ROAD"

3 MAPS 33

POINT OF BEGINNING

S 55°15'00" W
60.00'

PUBLIC UTILITY EASEMENT

12,986 SQ. FT. ±

0' 200' 400'

1" = 200'

60' PILARCITOS AVE.

N 18°02'10" E
65.59'

N 43°29'38" E
8.11'

S 34°30'22" E
239.01'

197.69'
N 34°30'22" W

PLAT ACCOMPANYING LEGAL DESCRIPTION

EXHIBIT "B"



PUBLIC UTILITY EASEMENT WITHIN SAM PROPERTY
VACANT LANDS, CITY OF HALF MOON BAY
SAN MATEO COUNTY, CALIFORNIA

SCALE PAGE
1"=200' 2 OF 2
JOB 26-058

PUE

Sat May 23 08:58:16 2026

Northing	Easting	Bearing	Distance
9680.26	10256.21	S 55°15'00" W	60.00
9646.06	10206.91	N 34°30'22" W	197.69
9808.96	10094.92	N 43°29'38" E	8.11
9814.85	10100.50	N 18°02'10" E	65.59
9877.22	10120.81	S 34°30'22" E	239.01
9680.26	10256.21		

Closure Error Distance> 0.0000

Total Distance> 570.40

Polyline Area: 12986 sq ft, 0.2981 acres

DRAINAGE EASEMENT

Thu May 28 17:07:37 2026

Northing	Easting	Bearing	Distance
6137.83	13820.98		
		S 55°15'00" W	1586.84
5233.34	12517.15		
		N 50°48'46" W	151.85
5329.28	12399.46		
		S 86°15'22" E	150.48
5319.46	12549.62		
		N 43°29'38" E	123.28
5408.89	12634.47		
		N 18°02'10" E	139.87
5541.88	12677.78		
		N 58°57'31" E	120.17
5603.85	12780.74		
		N 56°15'09" E	712.89
5999.89	13373.50		
		N 62°15'43" E	440.85
6205.07	13763.69		
		S 40°25'52" E	88.33
6137.83	13820.98		

Closure Error Distance> 0.0000

Total Distance> 3514.56

Polyline Area: 204790 sq ft, 4.7013 acres

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: **Matthew Chidester, City Manager**

FROM: Todd Seeley, Interim Public Works Director

TITLE: CONSIDERATION OF SECOND AMENDMENT TO AGREEMENT AND GRANT OF EASEMENT BETWEEN SEWER AUTHORITY MID-COASTSIDE (SAM) AND THE CITY TO EXTEND THE GRANT OF EASEMENT FOR CONTINUED USE OF THE SAM PLANT PARCEL (APN 048-240-030)

RECOMMENDATION:

Adopt the attached Resolution Approving the Second Amendment to Agreement and Grant of Easement (“Second Amendment”) between Sewer Authority Mid-Coastside, a Joint Powers Authority (SAM) and the City of Half Moon Bay (“City”) to extend the grant of easement for continued use of the SAM Plant Parcel (APN 048-240-030); authorizing the City Manager to execute the Second Amendment; and Finding the approval of the Second Amendment and Easement Agreement exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 1301 (Class 1-Existing Facilities).

FISCAL IMPACT:

There is no direct Fiscal Impact from the recommended action.

STRATEGIC ELEMENT:

This recommendation supports Infrastructure and Environment.

BACKGROUND:

The City (as the successor in interest to the Half Moon Bay Sanitary District) owns property located at 1000 Cabrillo Highway North, Half Moon Bay (APN 048-240-030).

On February 8, 1982, the City and SAM entered into an “Agreement and Grant of Easement,” whereby City granted to SAM an easement for land upon which SAM could construct its facilities for the treatment and disposal of sewage (“SAM Plant”). The Agreement and Grant of Easement was initially for a period of twenty years. On December 3, 1985, the City and SAM amended the Agreement and Grant of Easement to extend the term an additional twenty years for a total of forty years, expiring in 2022.

Recently, SAM staff has undertaken efforts to negotiate a Power Purchase Agreement (PPA) with vendor, Coldwell and Jua for a solar energy facility at the SAM Plant, which could result in production of clean energy and potential cost savings. As a result of these negotiations, it was determined that the Agreement and Grant of Easement had expired.

DISCUSSION:

As a result of the expiration of the Agreement and Grant of Easement, there is legal uncertainty. To resolve this legal uncertainty, a proposed Second Amendment has been prepared that would retroactively extend (such that it shall be deemed to never have lapsed) the Agreement and Grant of Easement until such time as one or more of the following occurs:

- (a) the Parties mutually agree to terminate the Grant of Easement;
- (b) SAM is dissolved;
- (c) SAM no longer operates a wastewater treatment plant on the SAM Plant Parcel.

The Second Amendment would also authorize SAM to grant a vendor access to the SAM Plant Parcel or SAM facilities in connection with the PPA. Additionally, the Second Amendment authorizes the General Manager of SAM to generally grant licenses to authorized contractors and other persons with official business on the SAM Plant Parcel and to construct, repair and maintain all SAM facilities on the SAM Plan Parcel. Finally, the Second Amendment expressly provides that if SAM is dissolved or consolidated with any other public agency, the Agreement and Grant of Easement would be transferred to the successor upon written confirmation by the City.

It is anticipated that the SAM Board will consider approval of the Second Amendment at the Special Board Meeting on June 15, 2026.

CEQA:

The approval of the Second Amendment categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as the approval of the Second Amendment will not result in any expansion of existing use of the SAM Power Plant.

ATTACHMENT:

- 1. Resolution
- 2. Proposed Second Amendment

Resolution No. C-2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
APPROVING THE SECOND AMENDMENT TO THE AGREEMENT AND GRANT OF EASEMENT
BETWEEN SEWER AUTHORITY MID-COASTSIDE (SAM) AND THE CITY TO EXTEND THE GRANT
OF EASEMENT FOR CONTINUED USE OF THE SAM PLANT PARCEL (APN 048-240-030);
AUTHORIZING THE CITY MANAGER TO EXECUTE THE SECOND AMENDMENT; AND FINDING
THE APPROVAL OF THE SECOND AMENDMENT AND EASEMENT AGREEMENT EXEMPT FROM
REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA
GUIDELINES SECTION 1301(CLASS 1-EXISTING FACILITIES)**

WHEREAS, the City (as the successor in interest to the Half Moon Bay Sanitary District) owns property located at 1000 Cabrillo Highway North, Half Moon Bay (APN 048-240-030); and

WHEREAS, on February 8, 1982, the City and SAM entered into an “Agreement and Grant of Easement,” whereby City granted to SAM an easement for land upon which SAM could construct its facilities for the treatment and disposal of sewage (“SAM Plant”); and

WHEREAS, the Agreement and Grant of Easement was initially for a period of twenty years; and

WHEREAS, On December 3, 1985, the City and SAM amended the Agreement and Grant of Easement to extend the term an additional twenty years for a total of forty years, expiring in 2022; and

WHEREAS, the City and SAM now desire to amend the terms of the Agreement and Grant of Easement to retroactively extend (such that it shall be deemed to never have lapsed) the Agreement and Grant of Easement.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby finds that the approval of the Second Amendment categorically exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15301 as the approval of the Second Amendment will not result in any expansion of existing use of the SAM Power Plant.

BE IT FURTHER RESOLVED, that the City Council hereby approves the Second Amendment to the Agreement and Grant of Easement.

BE IT FURTHER RESOLVED, that the Council hereby authorizes the City Manager to execute the Second Amendment, in the form substantially similar to the attached Exhibit A, with minor edits that may be approved by the City Attorney.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 16th day of June 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, City Clerk

Debbie Ruddock, Mayor

**SECOND AMENDMENT TO AGREEMENT AND GRANT OF EASEMENT BETWEEN SEWER
AUTHORITY MID-COASTSIDE AND CITY OF HALF MOON BAY AS SUCCESSOR TO THE
HALF MOON BAY SANITARY DISTRICT**

The Sewer Authority Mid-Coastside, hereinafter "Authority" or "SAM", and the City of Half Moon Bay, hereinafter "City," hereby, as of the Effective Date of _____ ("Effective Date"), agree to amend, restate, and retroactively reapprove that certain agreement between Authority and City dated February 8, 1982 (as amended on December 3, 1985), hereinafter referenced as "1982 Agreement and Grant of Easement,"¹ in which the City authorized and granted an easement to Authority to construct, operate and maintain a wastewater treatment plant on City owned land within the City of Half Moon Bay located at APN 048-240-030 (hereinafter "SAM Plant Parcel"), which parcel is depicted and fully described in Exhibit "A" to the 1982 Agreement and Grant of Easement, which is attached hereto at Exhibit 1. City and SAM are referenced individually herein as "Party" and collectively as "Parties."

SECTION 1. RECITALS

- A. SAM currently operates a wastewater treatment plant on the SAM Plant Parcel per the 1982 Agreement and Grant of Easement. City is a member agency of SAM, a joint powers authority, and SAM treats the sewage generated within the City, as well as the sewage generated within the service areas of the Montara Sanitary District and the Grenada Community Services District, at the SAM wastewater plant located on the SAM Plant Parcel. SAM owns the wastewater treatment plant on the SAM Plant Parcel, while the City, as successor in interest to the Half Moon Bay Sanitary District, owns the underlying land in fee .

- B. SAM has continuously operated a wastewater plant on the SAM Plant Parcel since on or about 1982, and SAM has a continued need to do so for the foreseeable future given the proximity of the plant to SAM's ocean outfall.

- C. The 1982 Agreement and Grant of Easement became effective on February 8, 1982, and was amended by the Parties on December 3, 1985 to extend the term of the easement from 20 years to 40 years from the initial effective date. Thus, the 1982 Agreement and Grant of Easement technically expired, without either of the Parties hereto knowing about said expiration, on February 8, 2022. The Parties have continued to perform their obligations under the Grant of Easement as if no lapse had occurred, with SAM continuing to operate and maintain the plant on behalf of its

¹ The 1982 Agreement and Grant of Easement is attached hereto and incorporated herein as Exhibit 1.

member agencies—including the City.

- D. SAM is currently considering entering into a power purchase agreement (“PPA”) with a vendor that will, upon approval of the PPA by the SAM Board, construct and subsequently operate clean energy facilities on the SAM Plant Parcel in order to save SAM and its member agencies on energy costs over the term of the PPA. The PPA cannot proceed unless the PPA vendor has assurances it will be able to continuously access the clean energy facilities at the SAM Plant Parcel over the term of the PPA. SAM cannot provide a PPA vendor with assurances of access without an extension of the 1982 Agreement and Grant of Easement, and other important projects at the SAM Plant Parcel may also be frustrated if the 1982 Agreement and Grant of Easement is not extended.
- E. Thus, the Parties desire to memorialize what is already occurring at the SAM Plant Parcel by extending the 1982 Agreement and Grant of Easement as set forth herein.

SECTION 2. AMENDMENT AND RESTATEMENT

Therefore, the parties to this Second Amendment to the 1982 Agreement and Grant of Easement agree as follows:

1. The 1982 Agreement and Grant of Easement is hereby amended and retroactively extended—such that it shall be deemed to never have lapsed—until such time as one or more of the following occurs: (a) the Parties mutually agree to terminate the 1982 Agreement and Grant of Easement; (b) SAM is dissolved or is otherwise consolidated into another governmental entity; (c) SAM no longer operates a wastewater treatment plant on the SAM Plant Parcel. The 1982 Agreement and Grant of Easement is hereby extended as if it had never lapsed, and SAM shall continue to enjoy full access to the SAM Plant Parcel in accordance with the terms and obligations of the 1982 Agreement and Grant of Easement in order to accomplish all required tasks associated with operating and maintaining a wastewater treatment plant, and associated facilities, on the SAM Plant Parcel until such time as the easement terminates per this paragraph.
2. The rights and obligations of the Parties under the 1982 Agreement and Grant of Easement, as amended herein, shall be as stated in the 1982 Agreement and Grant of Easement with the following modifications:
 - a. Notwithstanding Paragraph 10 of the 1982 Agreement and Grant of Easement, SAM is authorized, upon the required vote of the SAM Board of Directors, to enter into a PPA, or similar agreement associated with the procurement of clean energy, with a vendor of its choice, for the purpose of generating clean energy on the SAM Plant Parcel. As part of such PPA or related agreement, SAM may grant such vendor access to SAM facilities, via

license, sub-easement, or other instrument, on the SAM Plant Parcel, for such period of time as SAM determines is in the best interests of the Authority.

- b. Notwithstanding Paragraph 10 of the Grant of Easement, the General Manager of SAM is authorized to grant licenses to access the SAM Plant Parcel to authorized contractors and other persons with official business on the SAM Plant Parcel.
 - c. Notwithstanding Paragraph 3 of the Grant of Easement, SAM is authorized, to construct, and otherwise repair and maintain, all SAM facilities within the SAM Plant Parcel upon the required vote of the SAM Board of Directors.
3. If SAM is dissolved or consolidated with any other public agency, SAM's rights and obligations under the 1982 Agreement and Grant of Easement, as amended herein, may be assigned or transferred to a successor entity upon the written concurrence and confirmation of the City.
 4. Capitalized terms used but not defined in this Second Amendment shall have the same meanings ascribed to them in the 1982 Agreement and Grant of Easement.
 5. Each and every term, condition and provision of the 1982 Agreement and Grant of Easement, as previously amended, shall remain in full force and effect unless specifically modified herein.
 6. This Second Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one amendment of the 1982 Agreement and Grant of Easement.
 7. Authority. Each party represents and warrants that: (a) it has the authority to execute this Second Amendment to the 1982 Agreement and Grant of Easement; (b) each individual signing on behalf of such party is the duly authorized representative of the signing party; and (c) the signatures on this Amendment have been duly authorized by, and create the binding and enforceable obligations of, the party on whose behalf the representative is signing.
 8. Recording. This Second Amendment to the 1982 Agreement and Grant of Easement may be recorded in accordance with applicable laws.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment to the 1982 Agreement and Grant of Easement as of the Effective Date.

**CITY OF HALF MOON BAY
A Municipal Corporation
Grantor**

By: _____
Name: _____
Title: _____

Counter Signed: _____
Name: _____
Title: _____

Date:

Approved as to Form: _____
City Attorney

**SEWER AUTHORITY MID-COASTSIDE
A Joint Powers Agency
Grantee**

By: _____
Name: Kathryn Slater-Carter
Title: Board Chairperson

Counter Signed: _____
Name: _____
Title: Board Secretary

Date:

Approved as to Form: _____
General Counsel

EXHIBIT 1

RECORDING REQUESTED BY:
Sewer Authority Mid-Coastside

WHEN RECORDED MAIL TO:
Sewer Authority Mid-Coastside
1000 N. Cabrillo Highway
Half Moon Bay, CA 94019

2009-004201

02:29pm 01/15/09 R1 Fee: NO FEE
Count of pages 25
Recorded in Official Records
County of San Mateo
Warren Slocum
Assessor-County Clerk-Recorder



THIS SPACE FOR RECORDER'S USE ONLY

NOTE: This transaction is between two California public agencies.
Per Government Code Section 6103 it is exempt from
Recording Fees and Transfer Taxes.

Easement granted by City of Half Moon Bay to Sewer Authority
Mid-Coastside for wastewater treatment plant and access road thereto.

TITLE OF DOCUMENT

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(Additional Recording Fee Applies)
(Govt. Code 27361.6)

CERTIFICATION

I hereby certify that the foregoing are true and correct copies of the original documents on the file in the office of Sewer Authority Mid-Coastside, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019.

Date: 01/15/09

SAM Manager 
JOHN F. FOLEY III

RESOLUTION NO. 6-82RESOLUTION ACCEPTING AND AUTHORIZING EXECUTION OF AGREEMENT
AND GRANT OF EASEMENT BETWEEN THE CITY OF HALF MOON BAY
AND THE SEWER AUTHORITY MID-COASTSIDE

RESOLVED, by the Board of Directors of the Sewer Authority
Mid-Coastside, San Mateo County, California, that

WHEREAS, there has heretofore been presented to this Board an
Agreement and Grant of Easement by and between the City of Half-Moon
Bay and this Authority in furtherance of the purposes set forth in that
certain Joint Powers Agreement entitled, "An Agreement Creating the
Sewer Authority Mid-Coastside", dated February 3, 1976, as amended; and

WHEREAS, the public interest would be served by entering into
said Agreement and Grant of Easement and accepting the easement therein
conveyed to this Authority;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED as
follows:

1. It is in the public interest that the certain Agreement and
Grant of Easement heretofore submitted to this Board be entered into
and said easement is hereby accepted by this Authority.

2. The Chairman is authorized to execute said document on
behalf of this Authority and the Secretary is authorized to countersign
same.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a meeting thereof held on the 8th day of February, 1982, by the following vote:

AYES, and in favor thereof, Directors: Chanslor, Shaw, Leger,
Foster, Bishop, Shapira.

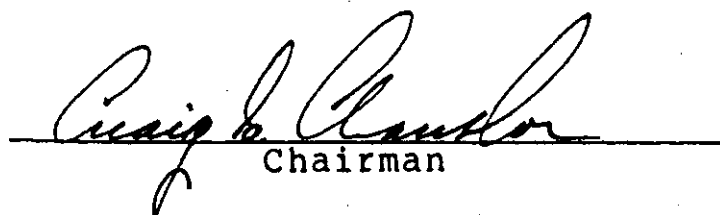
NOES, Directors: None.

ABSENT, Directors: None.



Secretary

APPROVED:



Chairman

RESOLUTION NO. 6-82

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT AND GRANT
OF EASEMENT BETWEEN THE CITY OF HALF MOON BAY
AND THE SEWER AUTHORITY MID-COASTSIDE

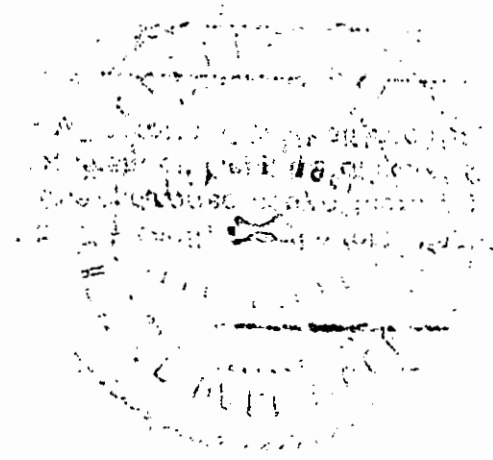
RESOLVED, by the City Council of the City of Half Moon Bay, San Mateo County, California, that

WHEREAS, there has heretofore been presented to this Council an Agreement and Grant of Easement in furtherance of the purposes set forth in that certain Joint Powers Agreement entitled, "An Agreement Creating the Sewer Authority Mid-Coastside", dated February 3, 1976, as amended; and

WHEREAS, the public interest would be served by entering into said Agreement and Grant of Easement;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED as follows:

1 It is in the public interest that the certain Agreement and



AGREEMENT AND GRANT OF EASEMENT

THIS AGREEMENT, and grant of easement, made and entered into this 8TH day of FEBRUARY, 1982, by and between the CITY OF HALF MOON BAY, a California municipal corporation, hereinafter called "CITY", and the SEWER AUTHORITY MID-COASTSIDE, a California public entity, hereinafter called "SAM";

RECITALS OF FACT

CITY is a member agency of SAM, a Joint Powers Agency created pursuant to California Government Code Section 6500 et seq.

SAM has undertaken the construction of facilities for the treatment and disposal of sewage produced in each member agency and, following such construction, it is intended that such facilities be owned, maintained and operated by SAM.

A portion of the facilities constructed, or to be constructed by SAM, will be located on lands owned by CITY.

In consideration of SAM undertaking such construction, and in order for SAM to be able to own, operate and maintain such facilities, CITY desires to convey an easement therefor to SAM.

CITY is successor in interest in all property acquired by the Half Moon Bay Sanitary District.

CITY will continue to have a need to use the lands burdened by such an easement in the furtherance of its own activities.

NOW, THEREFORE, the parties agree as follows:

1. CITY does hereby grant to SAM for the purpose of constructing, owning, maintaining and operating, consistent with that certain Joint Powers Agreement entitled, "An Agreement Creating the Sewer Authority Mid-Coastside", dated February 3, 1976, as amended,

the easement more particularly described in Exhibit "A" attached hereto and by this reference hereby made a part hereof. This grant of easement is conditioned upon the reasonable exercise thereof within the purposes set forth in said Joint Powers Agreement, and any amendments thereto.

2. SAM agrees to pay such escrow and recording fees incurred in this transaction including costs of title insurance premium if title insurance is desired.

3. CITY reserves the right to review all plans for the construction by SAM of facilities within the easement area in order that CITY may determine that such facilities are compatible with and do not unduly conflict with the integrity of, and CITY's ownership, operation and maintenance of, its existing and planned sewerage system.

4. CITY reserves the right to construct, operate and maintain any of its sanitary sewerage facilities located in said easement and to otherwise use said property in such manner as would not reasonably be expected to damage or interfere with the integrity of, or SAM's ownership, maintenance or operation of its facilities.

5. SAM shall hold CITY harmless, indemnify, and defend CITY and each of its officers, employees and agents against any and all claims, demands or causes of action that may be brought against CITY, its officers, employees and agents arising out of, or in any way connected with or incident to the performance of work and the use of the easement and access rights by SAM herein referred to.

6. CITY shall be diligent in protecting and avoiding damage to SAM's facilities, and shall indemnify SAM from loss or liability for

damage caused by any construction, operation, maintenance, or other activity of CITY within the easement area following construction of SAM's facilities therein, and bear all cost of damage, loss, expense, relocation, reconstruction or repair of SAM's facilities as a consequence of such acts or negligence of CITY, its agents, employees and contractors.

7. In the event that SAM resolves to abandon any of its facilities within the easement area, it agrees to take such steps to abandon said easement, or appropriate portions thereof, in favor of CITY.

8. Upon completion of the proposed facilities hereunder, SAM shall promptly restore, as near as possible, the surface of the ground to the condition of which it was prior to the commencement of the work, and SAM agrees not to cause waste upon said property described herein.

9. The term of this agreement shall be twenty (20) years from the date of its execution. This agreement and the rights and privileges herein given SAM shall terminate in the event that SAM shall fail for a continuous period of one (1) year to utilize the rights and privileges herein granted. In the event of the termination of this agreement SAM shall, at SAM's own expense, when requested in writing to do so by CITY, remove all property and equipment placed by or for SAM upon the said premises, and restore said premises as nearly as possible to the same state and condition they were in prior to the entry of SAM upon said premises; but, if SAM shall fail to do so within sixty (60) days after the aforesaid request is given, CITY may do so, all at the cost and expense of SAM, to be paid by SAM on demand. Upon termination of the rights herein granted, SAM shall execute and deliver to CITY within thirty (30) days, a good and sufficient quit-claim deed to the rights arising hereunder.

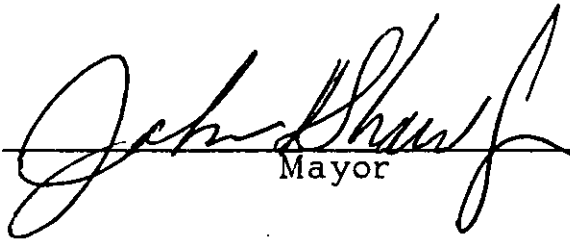
10. This agreement shall not, nor shall any interest therein or thereunder, be assigned, mortgaged, hypothecated or transferred by SAM whether voluntarily, or involuntarily or by operation of law, nor shall SAM let or sublet, or grant any licenses or permits with respect to the use and occupancy of the said premises or any portion thereof, without the written consent of CITY being first had and obtained.

11. SAM is further given the right of reasonable ingress to and egress from the easement herein granted, provided, however, that existing methods of ingress and egress shall be utilized for such purpose whenever reasonably possible and further provided, that if such existing method is not available, SAM shall secure the consent of CITY as to the method to be followed for the purpose of such ingress and egress. Such right of ingress shall at all times be exercised in a manner which will cause the least damage to the property of CITY.

12. In consideration of the value of this lease granted by CITY to SAM, CITY shall receive a credit at a reasonable rate to be determined as provided for in Article IV, Section B(5) of the Joint Powers Agreement entitled "An Agreement Creating The Sewer Authority Mid-coastside", dated February 3, 1976, as amended.

CITY OF HALF MOON BAY,
A Municipal Corporation
GRANTOR

SEWER AUTHORITY MID-COASTSIDE,
A Joint Powers Agency
GRANTEE



Mayor




Chairman

COUNTERSIGNED:



City Clerk

COUNTERSIGNED:



Secretary

EXHIBIT "A"

An easement over, under and upon real property situated in the County of San Mateo, State of California, said easement being over, under and upon all that certain real property described as follows:

PARCEL A:

THAT INTEREST WHICH WAS AWARDED TO THE PLAINTIFF BY FINAL JUDGMENT OF CONDEMNATION ISSUED IN EMINENT DOMAIN PROCEEDING IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA IN AND FOR THE COUNTY OF SAN MATEO CASE NO. 84422, ENTITLED "HALF MOON BAY SANITARY DISTRICT, A PUBLIC CORPORATION, PLAINTIFF, VS. IDA JEANETTE MILLER BYRNES, ET AL, DEFENDANTS" RECORDED MAY 23, 1960 IN BOOK 3798 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 359 (57099-S) AS AMENDED BY ORDER AMENDING COMPLAINT, AS AMENDED, STIPULATION FOR JUDGMENT AND MODIFICATION THEREOF, AND INTERLOCUTORY AND FINAL JUDGMENTS OF CONDEMNATION RECORDED NOVEMBER 21, 1960 IN BOOK 3894 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 431 (9345-T), IN THE LANDS DESCRIBED AS FOLLOWS:

PORTION OF THE LANDS DESCRIBED IN THAT CERTAIN DEED OF GIFT FROM FRANK MELLA, ALSO KNOWN AS FRANK MILLER AND CLARA ANNA MILLER, HIS WIFE, TO IDA JEANETTE MILLER BYRNES AND EVA FRANCES MILLER LANDSTRA, DATED JUNE 30, 1952 AND RECORDED AUGUST 16, 1954 IN BOOK 2633 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 680 (78716-L), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A STAKE ON THE WESTERLY LINE OF THE ROAD LEADING FROM SPANISHTOWN TO AMESPORT LANDING, SAID ROAD NOW BEING KNOWN AS STATE HIGHWAY NO. 1, FROM WHICH SAID STAKE THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN THE DEED FROM ERMINIA LERCARI NEE CEREGHINO, ET AL, TO GIUSEPPE DEBENEDETTI, ALSO KNOWN AS JOSEPH DEBENEDETTI, RECORDED DECEMBER 1, 1902 IN BOOK 94 OF DEEDS AT PAGE 430, RECORDS OF SAN MATEO COUNTY; BEARS NORTH 40° 15' WEST 1058.64 FEET; THENCE FROM SAID

POINT OF BEGINNING SOUTH 55° 15' WEST, ALONG THE SOUTHEASTERLY LINE OF THE AFOREMENTIONED LANDS OF BYRNES AND LANDSTRA, 1480.00 FEET TO A TRUE POINT OF BEGINNING OF THE LANDS TO BE DESCRIBED HEREIN; THENCE FROM SAID TRUE POINT OF BEGINNING AND CONTINUING ALONG SAID SOUTHEASTERLY LINE ABOVE MENTIONED, SOUTH 55° 15' WEST 500.00 FEET TO THE CENTERLINE OF PILARCITOS CREEK, AS SAID CENTERLINE IS DESCRIBED IN THE AFOREMENTIONED DEEDS; THENCE NORTH 53° WEST, ALONG THE CENTERLINE OF SAID CREEK, 396.00 FEET TO THE CENTERLINE OF A DRAINAGE DITCH, AS SAID DITCH IS DESCRIBED IN THE ABOVE MENTIONED BYRNES AND LANDSTRA DEED; THENCE ALONG THE CENTERLINE OF SAID DRAINAGE DITCH THE FOLLOWING COURSES AND DISTANCES: NORTH 30° 30' EAST 260.04 FEET, NORTH 60° 30' EAST 92.40 FEET, SOUTH 86° 30' EAST 130.02 FEET, SOUTH 56° EAST 118.80 FEET AND SOUTH 86° 15' EAST 150.48 FEET; THENCE LEAVING THE CENTERLINE OF SAID DRAINAGE DITCH SOUTH 44° 29' 53" EAST 194.41 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING.

EXCEPTING THEREFROM THE FOLLOWING DESCRIBED PARCEL:

BEGINNING AT A STAKE ON THE WESTERLY LINE OF THE ROAD LEADING FROM SPANISHTOWN TO AMESPORT LANDING, SAID ROAD NOW BEING KNOWN AS STATE HIGHWAY NO. 1, FROM WHICH SAID STAKE THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN THE DEED FROM ERMINIA LERCARI NEE CEREGHINO, ET AL, TO GIUSEPPE DEBENEDETTI, ALSO KNOWN AS JOSEPH DEBENEDETTI, RECORDED DECEMBER 1, 1902 IN BOOK 94 OF DEEDS AT PAGE 430, RECORDS OF SAN MATEO COUNTY, BEARS NORTH 40° 15' WEST 1058.64 FEET; THENCE FROM SAID POINT OF BEGINNING SOUTH 55° 15' WEST, ALONG THE SOUTHEASTERLY LINE OF THE AFOREMENTIONED LANDS OF BYRNES AND LANDSTRA, 1480.00 FEET; THENCE LEAVING SAID SOUTHEASTERLY LINE NORTH 44° 29' 53" WEST 20.29 FEET TO THE TRUE POINT OF BEGINNING; THENCE FROM SAID TRUE POINT OF BEGINNING SOUTH 55° 15' WEST 81.19 FEET; THENCE NORTH 48° 44' 02" WEST 273.38 FEET; THENCE SOUTH 86° 15' EAST 150.48 FEET; THENCE SOUTH 44° 29' 53" EAST 174.12 FEET TO THE TRUE POINT OF BEGINNING.

PARCEL B:

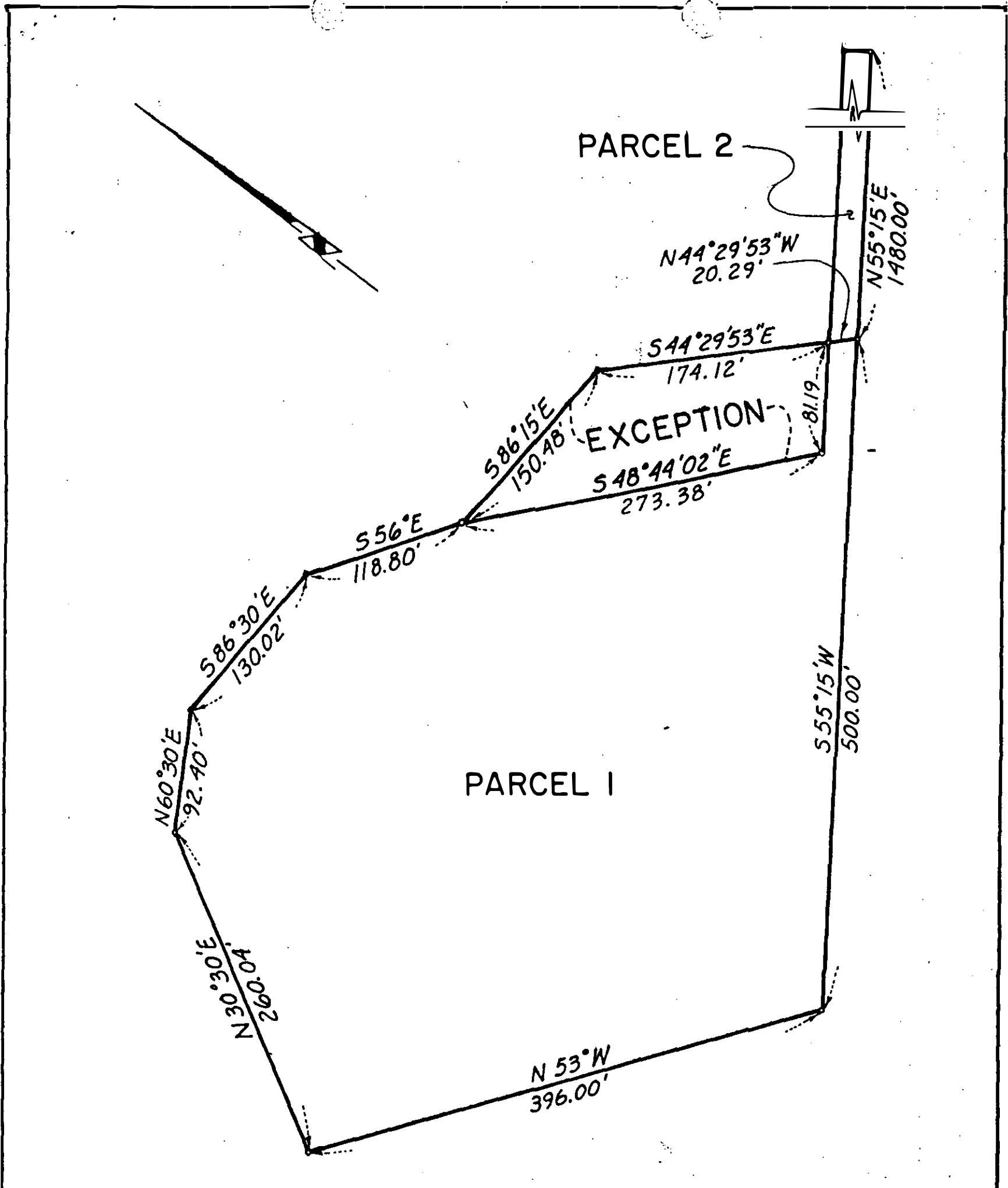
BEGINNING AT A STAKE ON THE WESTERLY LINE OF THE ROAD LEADING FROM SPANISHTOWN TO AMESPORT LANDING, SAID ROAD NOW BEING KNOWN AS STATE HIGHWAY NO. 1, FROM WHICH SAID STAKE THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN THE DEED FROM ERMINIA LERCARI NEE CEREGHINO, ET AL, TO GIUSEPPE DEBENEDETTI, ALSO KNOWN AS JOSEPH DEBENEDETTI, RECORDED DECEMBER 1, 1902 IN BOOK 94

EXHIBIT "A"
(ii)

OF DEEDS AT PAGE 430, RECORDS OF SAN MATEO COUNTY, BEARS NORTH 40° 15' WEST 1058.64 FEET; THENCE FROM SAID POINT OF BEGINNING SOUTH 55° 15' WEST, ALONG THE SOUTHEASTERLY LINE OF THE AFOREMENTIONED LANDS OF BYRNES AND LANDSTRA, 1480.00 FEET:

A STRIP OF LAND 20 FEET IN WIDTH LYING NORTHWESTERLY OF, PARALLEL AND CONTIGUOUS TO AND MEASURED AT RIGHT ANGLES FROM THE LINE DESCRIBED IMMEDIATELY ABOVE.

EXHIBIT "A"
(iii)



**DEED OF EASEMENT
 CITY OF HALF MOON BAY TO
 SEWER AUTHORITY MID-COASTSIDE**

JUNE, 1980
 1" = 100'

RESOLUTION NO. 6-82

RESOLUTION ACCEPTING AND AUTHORIZING EXECUTION OF AGREEMENT AND GRANT OF EASEMENT BETWEEN THE CITY OF HALF MOON BAY AND THE SEWER AUTHORITY MID-COASTSIDE

RESOLVED, by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, that

WHEREAS, there has heretofore been presented to this Board an Agreement and Grant of Easement by and between the City of Half Moon Bay and this Authority in furtherance of the purposes set forth in that certain Joint Powers Agreement entitled, "An Agreement Creating the Sewer Authority Mid-Coastside", dated February 3, 1976, as amended; and

WHEREAS, the public interest would be served by entering into said Agreement and Grant of Easement and accepting the easement therein conveyed to this Authority;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED as follows:

1. It is in the public interest that the certain Agreement and Grant of Easement heretofore submitted to this Board be entered into and said easement is hereby accepted by this Authority.

2. The Chairman is authorized to execute said document on behalf of this Authority and the Secretary is authorized to countersign same.

Amendment to this lease for water

* * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a meeting thereof held on the 8th day of February, 1982, by the following vote::

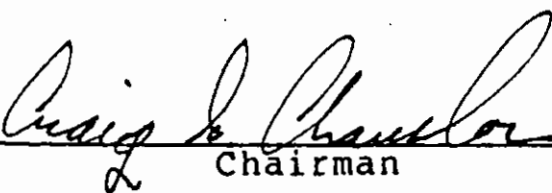
AYES, and in favor thereof, Directors: Chanslor, Shaw, Leger,
Foster, Bishop, Shapira.

NOES, Directors: None.

ABSENT, Directors: None


Secretary

APPROVED:


Chairman

AGREEMENT AND GRANT OF EASEMENT

THIS AGREEMENT, and grant of easement, made and entered into this 8TH day of FEBRUARY, 1982, by and between the CITY OF HALF MOON BAY, a California municipal corporation, hereinafter called "CITY", and the SEWER AUTHORITY MID-COASTSIDE, a California public entity, hereinafter called "SAM";

RECITALS OF FACT

CITY is a member agency of SAM, a Joint Powers Agency created pursuant to California Government Code Section 6500 et seq.

SAM has undertaken the construction of facilities for the treatment and disposal of sewage produced in each member agency and, following such construction, it is intended that such facilities be owned, maintained and operated by SAM.

A portion of the facilities constructed, or to be constructed by SAM, will be located on lands owned by CITY.

In consideration of SAM undertaking such construction, and in order for SAM to be able to own, operate and maintain such facilities, CITY desires to convey an easement therefor to SAM.

CITY is successor in interest in all property acquired by the Half Moon Bay Sanitary District.

CITY will continue to have a need to use the lands burdened by such an easement in the furtherance of its own activities.

NOW, THEREFORE, the parties agree as follows:

1. CITY does hereby grant to SAM for the purpose of constructing, owning, maintaining and operating, consistent with that certain Joint Powers Agreement entitled, "An Agreement Creating the Sewer Authority Mid-Coastside", dated February 3, 1976, as amended,

the easement more particularly described in Exhibit "A" attached hereto and by this reference hereby made a part hereof. This grant of easement is conditioned upon the reasonable exercise thereof within the purposes set forth in said Joint Powers Agreement, and any amendments thereto.

2. SAM agrees to pay such escrow and recording fees incurred in this transaction including costs of title insurance premium if title insurance is desired.

3. CITY reserves the right to review all plans for the construction by SAM of facilities within the easement area in order that CITY may determine that such facilities are compatible with and do not unduly conflict with the integrity of, and CITY's ownership, operation and maintenance of, its existing and planned sewerage system.

4. CITY reserves the right to construct, operate and maintain any of its sanitary sewerage facilities located in said easement and to otherwise use said property in such manner as would not reasonably be expected to damage or interfere with the integrity of, or SAM's ownership, maintenance or operation of its facilities.

5. SAM shall hold CITY harmless, indemnify, and defend CITY and each of its officers, employees and agents against any and all claims, demands or causes of action that may be brought against CITY, its officers, employees and agents arising out of, or in any way connected with or incident to the performance of work and the use of the easement and access rights by SAM herein referred to.

6. CITY shall be diligent in protecting and avoiding damage to SAM's facilities, and shall indemnify SAM from loss or liability for

damage caused by any construction, operation, maintenance, or other activity of CITY within the easement area following construction of SAM's facilities therein, and bear all cost of damage, loss, expense, relocation, reconstruction or repair of SAM's facilities as a consequence of such acts or negligence of CITY, its agents, employees and contractors.

7. In the event that SAM resolves to abandon any of its facilities within the easement area, it agrees to take such steps to abandon said easement, or appropriate portions thereof, in favor of CITY.

8. Upon completion of the proposed facilities hereunder, SAM shall promptly restore, as near as possible, the surface of the ground to the condition of which it was prior to the commencement of the work, and SAM agrees not to cause waste upon said property described herein.

9. The term of this agreement shall be twenty (20) years from the date of its execution. This agreement and the rights and privileges herein given SAM shall terminate in the event that SAM shall fail for a continuous period of one (1) year to utilize the rights and privileges herein granted. In the event of the termination of this agreement SAM shall, at SAM's own expense, when requested in writing to do so by CITY, remove all property and equipment placed by or for SAM upon the said premises, and restore said premises as nearly as possible to the same state and condition they were in prior to the entry of SAM upon said premises; but, if SAM shall fail to do so within sixty (60) days after the aforesaid request is given, CITY may do so, all at the cost and expense of SAM, to be paid by SAM on demand. Upon termination of the rights herein granted, SAM shall execute and deliver to CITY within thirty (30) days, a good and sufficient quitclaim deed to the rights arising hereunder.

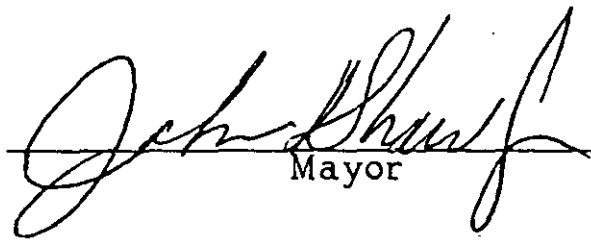
10. This agreement shall not, nor shall any interest therein or thereunder, be assigned, mortgaged, hypothecated or transferred by SAM whether voluntarily, or involuntarily or by operation of law, nor shall SAM let or sublet, or grant any licenses or permits with respect to the use and occupancy of the said premises or any portion thereof, without the written consent of CITY being first had and obtained.

11. SAM is further given the right of reasonable ingress to and egress from the easement herein granted, provided, however, that existing methods of ingress and egress shall be utilized for such purpose whenever reasonably possible and further provided, that if such existing method is not available, SAM shall secure the consent of CITY as to the method to be followed for the purpose of such ingress and egress. Such right of ingress shall at all times be exercised in a manner which will cause the least damage to the property of CITY.

12. In consideration of the value of this lease granted by CITY to SAM, CITY shall receive a credit at a reasonable rate to be determined as provided for in Article IV, Section B(5) of the Joint Powers Agreement entitled "An Agreement Creating The Sewer Authority Mid-coastside", dated February 3, 1976, as amended.

CITY OF HALF MOON BAY,
A Municipal Corporation
GRANTOR

SEWER AUTHORITY MID-COASTSIDE,
A Joint Powers Agency
GRANTEE



Mayor




Chairman

COUNTERSIGNED:



City Clerk

COUNTERSIGNED:



Secretary

EXHIBIT "A"

An easement over, under and upon real property situated in the County of San Mateo, State of California, said easement being over, under and upon all that certain real property described as follows:

PARCEL A:

THAT INTEREST WHICH WAS AWARDED TO THE PLAINTIFF BY FINAL JUDGMENT OF CONDEMNATION ISSUED IN EMINENT DOMAIN PROCEEDING IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA IN AND FOR THE COUNTY OF SAN MATEO CASE NO. 84422, ENTITLED "HALF MOON BAY SANITARY DISTRICT, A PUBLIC CORPORATION, PLAINTIFF, VS. IDA JEANETTE MILLER BYRNES, ET AL, DEFENDANTS" RECORDED MAY 23, 1960 IN BOOK 3798 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 359 (57099-S) AS AMENDED BY ORDER AMENDING COMPLAINT, AS AMENDED, STIPULATION FOR JUDGMENT AND MODIFICATION THEREOF, AND INTERLOCUTORY AND FINAL JUDGMENTS OF CONDEMNATION RECORDED NOVEMBER 21, 1960 IN BOOK 3894 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 431 (9345-T), IN THE LANDS DESCRIBED AS FOLLOWS:

PORTION OF THE LANDS DESCRIBED IN THAT CERTAIN DEED OF GIFT FROM FRANK MELLA, ALSO KNOWN AS FRANK MILLER AND CLARA ANNA MILLER, HIS WIFE, TO IDA JEANETTE MILLER BYRNES AND EVA FRANCES MILLER LANDSTRA, DATED JUNE 30, 1952 AND RECORDED AUGUST 16, 1954 IN BOOK 2633 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 680 (78716-L), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A STAKE ON THE WESTERLY LINE OF THE ROAD LEADING FROM SPANISHTOWN TO AMESPORT LANDING, SAID ROAD NOW BEING KNOWN AS STATE HIGHWAY NO. 1, FROM WHICH SAID STAKE THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN THE DEED FROM ERMINIA LERCARI NEE CEREGHINO, ET AL, TO GIUSEPPE DEBENEDETTI, ALSO KNOWN AS JOSEPH DEBENEDETTI, RECORDED DECEMBER 1, 1902 IN BOOK 94 OF DEEDS AT PAGE 430, RECORDS OF SAN MATEO COUNTY; BEARS NORTH 40° 15' WEST 1058.64 FEET; THENCE FROM SAID

POINT OF BEGINNING SOUTH 55° 15' WEST, ALONG THE SOUTHEASTERLY LINE OF THE AFOREMENTIONED LANDS OF BYRNES AND LANDSTRA, 1480.00 FEET TO A TRUE POINT OF BEGINNING OF THE LANDS TO BE DESCRIBED HEREIN; THENCE FROM SAID TRUE POINT OF BEGINNING AND CONTINUING ALONG SAID SOUTHEASTERLY LINE ABOVE MENTIONED, SOUTH 55° 15' WEST 500.00 FEET TO THE CENTERLINE OF PILARCITOS CREEK, AS SAID CENTERLINE IS DESCRIBED IN THE AFOREMENTIONED DEEDS; THENCE NORTH 53° WEST, ALONG THE CENTERLINE OF SAID CREEK, 396.00 FEET TO THE CENTERLINE OF A DRAINAGE DITCH, AS SAID DITCH IS DESCRIBED IN THE ABOVE MENTIONED BYRNES AND LANDSTRA DEED; THENCE ALONG THE CENTERLINE OF SAID DRAINAGE DITCH THE FOLLOWING COURSES AND DISTANCES: NORTH 30° 30' EAST 260.04 FEET, NORTH 60° 30' EAST 92.40 FEET, SOUTH 86° 30' EAST 130.02 FEET, SOUTH 56° EAST 118.80 FEET AND SOUTH 86° 15' EAST 150.48 FEET; THENCE LEAVING THE CENTERLINE OF SAID DRAINAGE DITCH SOUTH 44° 29' 53" EAST 194.41 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING.

EXCEPTING THEREFROM THE FOLLOWING DESCRIBED PARCEL:

BEGINNING AT A STAKE ON THE WESTERLY LINE OF THE ROAD LEADING FROM SPANISHTOWN TO AMESPORT LANDING, SAID ROAD NOW BEING KNOWN AS STATE HIGHWAY NO. 1, FROM WHICH SAID STAKE THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN THE DEED FROM ERMINIA LERCARI NEE CEREGHINO, ET AL, TO GIUSEPPE DEBENEDETTI, ALSO KNOWN AS JOSEPH DEBENEDETTI, RECORDED DECEMBER 1, 1902 IN BOOK 94 OF DEEDS AT PAGE 430, RECORDS OF SAN MATEO COUNTY, BEARS NORTH 40° 15' WEST 1058.64 FEET; THENCE FROM SAID POINT OF BEGINNING SOUTH 55° 15' WEST, ALONG THE SOUTHEASTERLY LINE OF THE AFOREMENTIONED LANDS OF BYRNES AND LANDSTRA, 1480.00 FEET; THENCE LEAVING SAID SOUTHEASTERLY LINE NORTH 44° 29' 53" WEST 20.29 FEET TO THE TRUE POINT OF BEGINNING; THENCE FROM SAID TRUE POINT OF BEGINNING SOUTH 55° 15' WEST 81.19 FEET; THENCE NORTH 48° 44' 02" WEST 273.38 FEET; THENCE SOUTH 86° 15' EAST 150.48 FEET; THENCE SOUTH 44° 29' 53" EAST 174.12 FEET TO THE TRUE POINT OF BEGINNING.

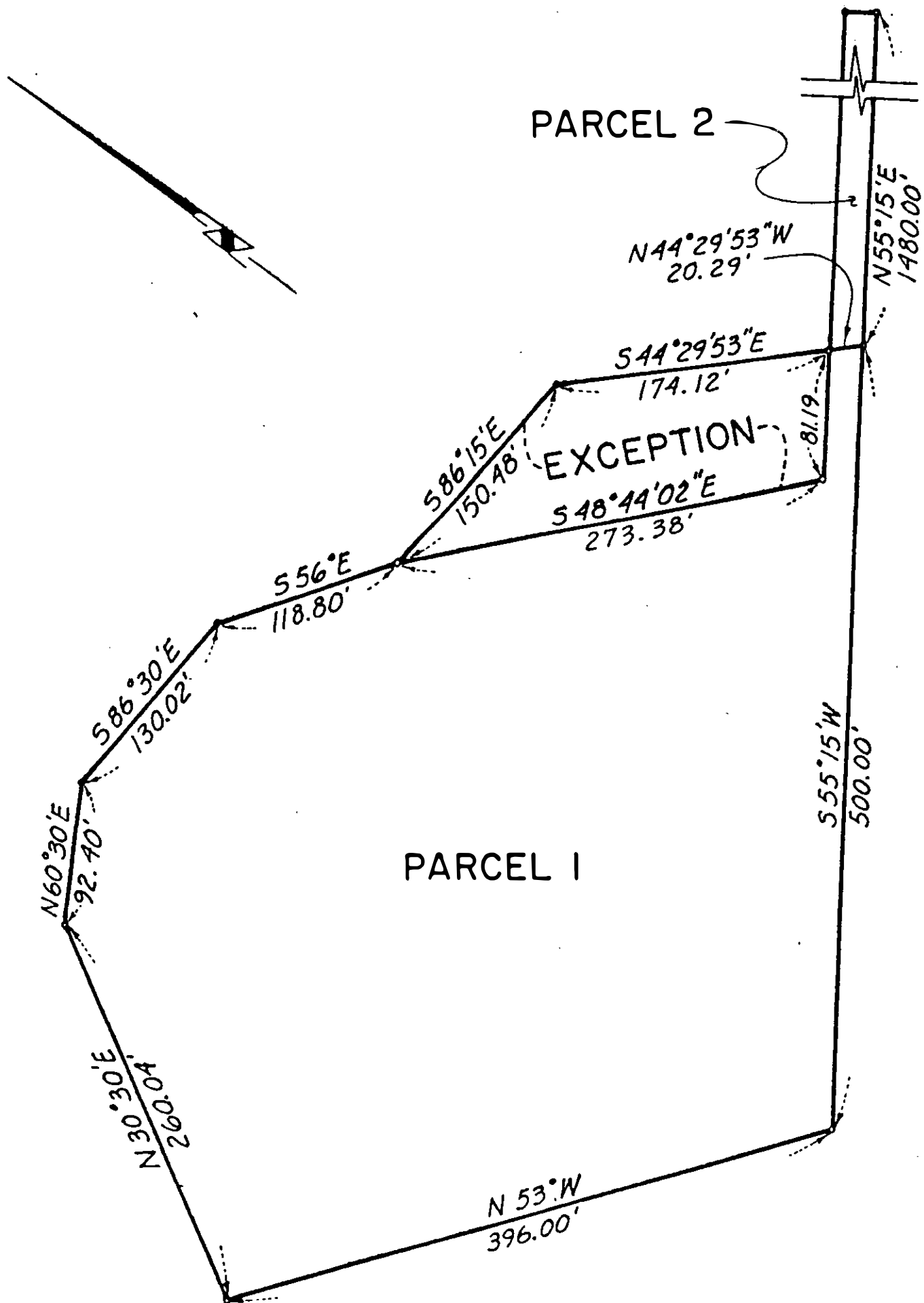
PARCEL B:

BEGINNING AT A STAKE ON THE WESTERLY LINE OF THE ROAD LEADING FROM SPANISHTOWN TO AMESPORT LANDING, SAID ROAD NOW BEING KNOWN AS STATE HIGHWAY NO. 1, FROM WHICH SAID STAKE THE NORTHEASTERLY CORNER OF THE LANDS DESCRIBED IN THE DEED FROM ERMINIA LERCARI NEE CEREGHINO, ET AL, TO GIUSEPPE DEBENEDETTI, ALSO KNOWN AS JOSEPH DEBENEDETTI, RECORDED DECEMBER 1, 1902 IN BOOK 94

OF DEEDS AT PAGE 430, RECORDS OF SAN MATEO COUNTY, BEARS NORTH 40° 15' WEST 1058.64 FEET; THENCE FROM SAID POINT OF BEGINNING SOUTH 55° 15' WEST, ALONG THE SOUTHEASTERLY LINE OF THE AFOREMENTIONED LANDS OF BYRNES AND LANDSTRA, 1480.00 FEET:

A STRIP OF LAND 20 FEET IN WIDTH LYING NORTHWESTERLY OF, PARALLEL AND CONTIGUOUS TO AND MEASURED AT RIGHT ANGLES FROM THE LINE DESCRIBED IMMEDIATELY ABOVE.

EXHIBIT "A"
(iii)



DEED OF EASEMENT
 CITY OF HALF MOON BAY TO
 SEWER AUTHORITY MID-COASTSIDE

JUNE, 1980

1" = 100'

RESOLUTION NO. 4-85

**A RESOLUTION APPROVING AND AUTHORIZING EXECUTION
OF AN AMENDMENT TO AGREEMENT AND GRANT OF EASEMENT**

CITY OF HALF MOON BAY

RESOLVED, by the Board of Directors of the Sewer Authority Mid-Coastside, San Mateo County, California, that that certain amendment to an agreement and grant of easement entitled "Amendment to Agreement and Grant of Easement" between this Authority and the City of Half Moon Bay, copies of which have heretofore been submitted to this Board for its review and consideration, be, and it is hereby, approved.

BE IT FURTHER RESOLVED that the Chairman be, and she is hereby, authorized and directed to execute said Agreement on behalf of this Authority and the Secretary be, and she is hereby, authorized and directed to countersign same.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by the Board of Directors of the Sewer Authority Mid-Coastside at a regular meeting thereof held on the 25th day of February 1985, by the following vote:

AYES, and in favor thereof, Directors: Schuetrum, Crawford, Eriksen, Bedesem, Leger, Shapira

NOES, Directors: None.

ABSENT, Directors: None.



Chairman
Sewer Authority Mid-Coastside

COUNTERSIGNED:



Secretary
Sewer Authority Mid-Coastside

SAM Resolution No. 4-85

AMENDMENT TO AGREEMENT
AND GRANT OF EASEMENT

THIS AMENDMENT, made and entered into this 3rd day
of December, 1985, by and between the CITY OF HALF MOON
BAY, a California municipal corporation, hereinafter called
"CITY", and the "SEWER AUTHORITY MID-COASTSIDE", a California
public entity, hereinafter called "SAM";

RECITALS OF FACT:

The parties have entered into an agreement, entitled
"Agreement and Grant of Easement", dated February 8, 1982,
hereinafter called "Agreement".

The parties hereby desire to amend the Agreement.

NOW, THEREFORE, the parties agree as follows:

The term of this Agreement, as provided in Paragraph
9, is hereby modified from twenty (20) years to forty (40)
years. In all other respects, the Agreement remains the same.

IN WITNESS WHEREOF, the parties hereto set their hand
the day and year first above written.

CITY OF HALF MOON BAY,
By: Allen J. Parker
ALLEN J. PARKER, CITY MANAGER

SEWER AUTHORITY MID-COASTSIDE,
By: Susan Steper

ATTEST:
Ralphena R. Guest
CITY CLERK
RALPHENA R. GUEST

COUNTERSIGNED:
[Signature]
SECRETARY

A PROFESSIONAL CORPORATION
1564 LAUREL STREET
POST OFFICE BOX 1065
SAN CARLOS, CALIFORNIA 94070
TELEPHONE 593-3117

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **June 16, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

TITLE: **CITY COUNCIL PRIORITIES FOR FISCAL YEARS 2026-28**

RECOMMENDATION:

Receive a report and provide feedback on the potential City Council Priorities for Fiscal Years 2026-28.

FISCAL IMPACT:

There is no fiscal impact associated with this item. Depending on the final priorities and workplan, additional funding may be needed to supplement the Recommended Budget for FY 2026-27.

STRATEGIC ELEMENT:

This update supports all Elements of the Strategic Plan.

BACKGROUND:

The City's Strategic Plan consists of the City Council Strategic Elements, the City Council Priorities, and the Capital Improvement Program. The Strategic Elements are high level objectives, including *Fiscal Sustainability, Healthy Communities and Public Safety, Inclusive Governance, and Infrastructure and Environment*. These elements provide a long-range vision for the City's future and a consistent focus for all of the City's services and operations. The Council Priorities are a short list of key focus areas that may change periodically, as major projects and initiatives are completed, or in response to changes in the economy, regulatory environment, or major emergencies. The Capital Improvement Program is a list of planned construction projects that covers a window of five years.

In preparation for the FY 2026-27 budget, the City Council hosted several listening sessions in February 2026, which allowed the Council to hear directly from members of the community in an open format. The purpose of the sessions was to gain additional insight into the community's priorities, for consideration by the Council and staff as they identify how resources will be allocated over the next year and beyond.

After the completion of the listening sessions, the City Council held a priority setting workshop on March 14, 2026, for the purpose of identifying priorities for the upcoming fiscal year and beyond.

The workshop was attended by staff and the public, and the Council received updates on: prior year accomplishments; budget status and outlook; current projects, CIP and grants; and the listening sessions feedback. The Council then reviewed the current/upcoming/proposed projects and programs lists, and discussed priorities for the upcoming year.

Based on the discussion of the Council at the workshop, staff prepared a base workplan draft, organized into six categories (Organizational Health and Excellence; Housing; Economic and Community Vitality; Parks and Recreation; Public Health, Safety and Emergency Preparation; and Transportation, Circulation and Mobility), which included projects already underway, projects that are legally mandated, and others that were noted in the priority setting discussion as important to multiple Councilmembers. This draft workplan was presented to the Council in April, and after a discussion it was determined that the process and workplan needed to be streamlined and simplified. An ad-hoc committee was assigned to work with Staff on modifications for future discussion by the Council. Due to Council schedules, other competing priorities and projects, and additional challenges, the ad-hoc was not scheduled and has not been able to work with Staff. Instead, Staff has made revisions to the draft work plan for further discussion and direction by Council.

DISCUSSION:

One criticism of the previous documents was that it comingled existing projects with potential new projects. This was intended to provide context on the existing workload beyond day to day operations, but led to confusion due to the sheer number of projects. To address this, staff has revised the documents to separate the existing projects from the potential new projects. The two lists remain organized by category for consistency (which categories are subject to change by Council), and Council can now review and evaluate only the new project options while still having the overall workload context.

Staff seeks additional direction on the list of potential priority projects, and prioritization of those projects. Staff will then develop a more detailed workplan with projected timelines and identify resource needs or other challenges associated with each project. The refined workplan will then be presented to Council at an upcoming meeting for approval.

Once accepted, Staff will provide regular updates to the Council on the progress of the Priorities and provide updates to the community on the City’s Strategic Plan webpage. Staff is also exploring options for an online dashboard for providing updates on the Council Priorities as well as other major projects, which we hope to implement in the coming fiscal year.

ATTACHMENTS:

FY 2026-28 Priorities List (DRAFT)

FY 2026-28 City Council Priorities List

(* denotes items prioritized by the Recreation Commission)

POTENTIAL PRIORITIES:

Organizational Health and Excellence

1. Council Benefits exploration
2. Commission/Committee appointment process

Housing

3. Broader affordable housing for all levels (integrated/social housing, etc)

Economic and Community Vitality

4. *Banner Program implementation (CIP)*
5. Downtown Formula Business (chain store) ordinance
6. Downtown Parking
 - a. Compact Parking and Street Sweeping ordinances
 - b. Parking Garage study
7. Wayfinding signage
8. Downtown Directory/Kiosks
9. Street Furnishings policy/program
10. Streetscapes Master Plan implementation
11. City Hall Parklet
12. Film Permit process improvements
13. Special event and street closure policy and process improvements

Parks and Recreation

14. *Carter Park Signage planning/construction (CIP)*
15. Poplar Beach Fire Pits Pilot – Phase 2*
16. Summers End Music Festival expansion*
17. Expand MOU with CUSD to create more public access opportunities*
18. Johnston House Property recreation expansion*
19. Explore additional partners for events, and fundraising/sponsorship*
20. Smith Field Phase 2 planning (CIP)
21. Magnolia Park project planning (CIP)*
22. Maintenance improvements at recreation facilities

Public Health, Safety and Emergency Preparation

23. Water and Sewer Agencies consolidation
24. Internet Access improvements/redundant loop
25. Age Friendly Initiative
 - a. Coastside Emergency/Urgent care, Radiology, Lab services project
 - b. Study of Healthcare District formation
26. Homelessness

- a. Homeless Encampment Ordinance exploration
- b. Safe Parking Program exploration
- 27. *Main Street Bridge Scour Project (CIP)*
- 28. Fireworks Ordinance updates

Transportation, Circulation and Mobility

- 29. Bicycle Pedestrian Master Plan update
- 30. Coastal Access Routes program planning
- 31. *Kelly Avenue Streetscape West of 1 planning (CIP)*
- 32. *Coastal Trail overlay project planning (CIP)*

Current Projects

(Green = in progress; Red = new; Blue = legal mandates)

Organizational Health and Excellence

1. Organizational Study/Implementation
2. Staff training and development
3. Core Services identification and planning
4. Priorities and Projects Dashboard
5. LCLUP implementation
6. Sewer Rate Prop 218 Study
7. SB707 Brown Act Updates implementation
8. SB827 Ethics Training implementation
9. Grand Oak Room/Council Meeting Improvements planning/construction (CIP)
10. Website ADA compliance (new mandates)

Housing

1. Housing Element rezoning
2. Housing Development projects (555 Kelly, 940 Main Street, other opportunities)
3. Renter Support programs implementation
4. Measure D modifications (ADU administrative changes, Downtown Map ballot measure)
5. ADU ordinance revisions
6. Housing linkage fees/development impact fees

Economic and Community Vitality

1. Downtown Improvement projects/programs
 - a. Main Street Bridge Repairs project
2. Former Bay City Fowers annexation
3. Citywide EV Charging project construction (CIP)
4. Directional signage pilot at beaches, trails, and other facilities (including QR codes)

Parks and Recreation

1. Carter Park
 - a. Continue programming and activation expansion*
 - b. Continue fundraising efforts for additional amenities*
2. Frenchman's Creek Park Phase 2 construction (CIP)
3. Wavecrest Water Main construction (CIP)
4. Smith Field Phase 1 construction (CIP) unfunded

Public Health, Safety and Emergency Preparation

1. Sheriff Contract renegotiation
2. Automated License Plate Reader Pilot Program
3. Safety Element update
4. E-Bike policies and enforcement
 - a. Pilarcitos Creek Fencing construction (CIP)

5. Fire Map and Zone Zero code updates implementation
6. Emergency Preparedness
 - a. All Hazards Evacuation planning
 - b. Community Resilience Center planning
 - c. Update emergency planning documents
7. Infrastructure
 - a. PGE Coastside Yard project
 - b. Safeway Sewer Main Repair Construction (CIP)
8. Stormwater
 - a. Pullman Bypass Project planning/construction (CIP)
 - b. Kehoe Watershed Restoration planning (CIP)
 - c. Roosevelt Watercourse Restoration planning (CIP)

Transportation, Circulation and Mobility

1. Safe Routes For All Action Plan (CIP) planning
2. FY 2026-27 Pavement Management Program construction (CIP)
3. Highway 1 North Safety Project construction (CIP)
4. Parallel Trail Segment 4 construction (CIP)
5. Parallel Trail Segment 2 planning (CIP)
6. Cunha Safe Routes To School project planning (CIP)
7. HWY 1 South Corridor planning (CIP)
8. 2nd Avenue Hatch Connection planning (CIP)
9. Parallel Trail South Segment planning (CIP)
10. Coastal Trail Overlay Project planning (CIP)