



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

TUESDAY, OCTOBER 20, 2026

**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**

7:00 PM

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a 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. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. 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 UNITED AGAINST HATE WEEK PROCLAMATION**
 - 3.B MIDCOAST COMMUNITY COUNCIL UPDATE**
- 4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**
- 5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**
- 6. COMMISSION / COMMITTEE UPDATES**
 - 6.A PLANNING COMMISSION REPORT OUT**
- 7. CITY MANAGER UPDATES TO COUNCIL**
- 8. PUBLIC FORUM**
- 9. CONSENT CALENDAR**
 - 9.A WAIVE READING OF ORDINANCES AND RESOLUTIONS**
 - 9.B APPROVE MINUTES OF THE OCTOBER 6, 2026 SPECIAL MEETING**

[ATTACHMENT - October 6, 2026 Special Meeting Minutes](#)
 - 9.C APPROVE MINUTES OF THE OCTOBER 6, 2026 REGULAR MEETING**

[ATTACHMENT - October 6, 2026 Regular Meeting Minutes](#)

9.D ACCEPT THE WARRANTS FOR THE MONTH OF SEPTEMBER 2026

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

[STAFF REPORT](#)

[ATTACHMENT - Warrants](#)

9.E RESOLUTION OF SUPPORT FOR A GRANT APPLICATION TO THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR THE CYCLE 4 TRANSPORTATION DEMAND MANAGEMENT PROGRAM FOR THE DOWNTOWN PARKING MANAGEMENT AND WAYFINDING PROJECT

Staff Recommendation:

Adopt a resolution: 1) Directing staff to submit a grant application to the San Mateo County Transportation Authority (TA) for Measures A and W Transportation Demand Management Program funds in the amount of \$500,000, with a \$56,000 local match, for the Downtown Parking Management and Wayfinding Project (Project); 2) Authorizing the City Manager, or their designee, to execute a funding agreement or memorandum of understanding and any amendments with the TA to encumber Measures A and W Transportation Demand Management funds should the application be successful; 3) Authorizing, contingent upon grant award, a \$36,000 budget transfer from the Wavecrest Road Water Line Project (CIP #9004) to the Downtown Streetscape Implementation Project (CIP #1032), providing a total of \$56,000 for the City's match; 4) Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and 5) Authorizing the City Manager, or their designee, to take any other actions necessary to give effect to this resolution and execute applicable amendments and other documents associated with the grant.

[STAFF REPORT](#)

[ATTACHMENT 1 - Resolution TDM Cycle 4](#)

[ATTACHMENT 2 - Scope of Work](#)

9.F FINAL ACCEPTANCE OF THE WAVECREST ROAD WATER LINE PROJECT (CIP PROJECT NO. 9004)

Staff Recommendation: Adopt a resolution authorizing the City Manager or his designee to file a Notice of Completion for the Wavecrest Road Water Line Project (CIP Project No. 9004), release the project Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws.

[STAFF REPORT](#)

[ATTACHMENT 1-Resolution](#)

[ATTACHMENT 2- NOC](#)

[ATTACHMENT 3- Project Closeout Report](#)

10. ORDINANCES AND PUBLIC HEARINGS

11. RESOLUTIONS AND STAFF REPORTS

11.A MAIN STREET BRIDGE REHABILITATION PROJECT ADDITIONAL BUDGET ALLOCATION AND CHANGE ORDER

Staff Recommendation: Adopt a resolution: 1) Authorizing the City Manager to transfer an additional \$275,000 from the Wavecrest Road Water Line Project (CIP 9004) to the Main Street Bridge Rehabilitation Project (CIP 1036) to address unforeseen structural deterioration and complete Phase 2 construction; and 2) Authorizing the City Manager to execute Change Order No. 3 with Farallon Company in an amount not to exceed \$250,000 for replacement of deteriorated structural supports, associated walkway improvements, and additional traffic control necessitated by the extended construction schedule.

[STAFF REPORT](#)

[ATTACHMENT 1 - Resolution](#)

[ATTACHMENT 2 - Change Order 1](#)

[ATTACHMENT 3 - Change Order 2](#)

[ATTACHMENT 4 - Change Order 3 DRAFT](#)

11.B PILARCITOS CREEK FLOODPLAN MODELING PROFESSIONAL SERVICES AGREEMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with BKF Engineers in an amount not to exceed \$47,975 for Pilarcitos Creek Floodplain Modeling as a component of the City's Stormwater Master Plan Update (CIP No. 1011) and finding the project exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section pursuant to CEQA Guidelines Section 15262.

[STAFF REPORT](#)

[ATTACHMENT 1 - Resolution BKF PSA](#)

[ATTACHMENT 2 - BKF Proposal](#)

11.C RECEIVE A REPORT ON THE CITY'S DRAFT ARTIFICIAL INTELLIGENCE (AI) POLICY AND THE RESPONSIBLE USE OF AI IN CITY OPERATIONS

Staff Recommendation:

Receive a report on the City's draft Artificial Intelligence (AI) Policy, the work of the internal AI Subcommittee, and the AI capability hosted on City infrastructure, and provide staff with feedback and direction on the draft policy and use of AI.

[STAFF REPORT](#)

[ATTACHMENT - AI Policy](#)

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**13. CITY COUNCIL REPORTS****14. ADJOURNMENT**



**CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, OCTOBER 6, 2026
SPECIAL MEETING
ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE**

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at approximately 6:03 p.m.

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

2. OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS

4. CLOSED SESSION

4.A CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 and paragraph (1) of subdivision (e) of Section 54956.9: (One Potential Case)

4.B CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1)

Name of case: The People of the State of California et al. v. City of Half Moon Bay, San Mateo County Superior Court, Case No. 26-CIV-05579

5. ADJOURN SPECIAL MEETING

Mayor Ruddock adjourned the Special Meeting at approximately 7:00 p.m.

Respectfully Submitted:

Maggie Rodriguez, City Clerk

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



**CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, OCTOBER 6 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 7:03 p.m. and led the pledge of allegiance. City Clerk Rodriguez called the Roll Call.

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

2. APPROVAL OF AGENDA

MOTION

Vice Mayor Penrose moved and Mayor Ruddock seconded a motion to approve the agenda. The motion carried by unanimously.

3. PROCLAMATIONS AND PRESENTATIONS

3.A NET GRADUATION

City Clerk Rodriguez recognized the graduates of the City NET Program.

3.B HMBLL ALL STAR RECOGNITION

Mayor Ruddock recognized the HMBLL Juniors team for their All-Star Tournament success.

3.C AGE UP PROCLAMATION

Mayor Ruddock recognized the 25th anniversary of AgeUp.

3.D CORA/DOMESTIC ABUSE MONTH PROCLAMATION

Mayor Ruddock recognized CORA and announced October as Domestic Abuse Awareness Month.

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

None.

5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Bazzano reported the Council met in Closed Session on October 6, 2026, on two items. There was no reportable action.

6. COMMISSION / COMMITTEE UPDATES

6.A PARKS AND RECREATION COMMISSION REPORT OUT

Interim Deputy City Manager Decker provided updates from the September 23, 2026 Meeting. Recreation Supervisor Behle provided an update on Summers End Music Festival.

7. CITY MANAGER UPDATES TO COUNCIL

7.A SUMMERS END MUSIC FESTIVAL REPORT

Interim Deputy City Manager Decker provided updates from the event during Commission/Committee Updates.

7.B RAIN BARREL SALE

Interim City Engineer/Public Works Director Leda provided the council with a winter storm update.

7.C MAIN STREET BRIDGE

Public Works Superintendent Seeley and Interim City Engineer/Public Works Director Leda provided the council with a winter storm update.

8. PUBLIC FORUM

The following individuals addressed the Council:

- Chief Eamon Allen
- Joaquin Jimenez
- Rocio Avila
- Willa Chapman

9. CONSENT CALENDAR

9.A WAIVE READING OF ORDINANCES AND RESOLUTIONS

9.B APPROVE MINUTES OF THE SEPTEMBER 15, 2026 SPECIAL MEETING

9.C APPROVE MINUTES OF THE SEPTEMBER 15, 2026 REGULAR MEETING

9.D APPROVE MINUTES OF THE SEPTEMBER 22, 2026 SPEICAL MEETING

9.E APPROVE MINUTES OF THE SEPTEMBER 22, 2026 SPEICAL JOINT MEETING

9.F RESOLUTION NO. 2026-91 SIDE LETTER AGREEMENTS BETWEEN THE CITY OF HALF MOON BAY AND THE REPRESENTED MANAGEMENT TEAM REGARDING SPECIALIZED LICENSE PAY AND HR OPERATIONAL GUIDELINES

9.G RESOLUTION NO. 2026-92 ESTOPPEL CERTIFICATE RELATED TO THE SALE OF THE RITZ CARLTON HALF MOON BAY PROPERTY

MOTION

Councilmember Brownstone moved and Councilmember Nagengast seconded a motion to approve the consent calendar. The motion carried unanimously.

10. ORDINANCES AND PUBLIC HEARINGS

None.

RECESS

Mayor Ruddock requested a recess at 8:28pm. The meeting reconvened at 8:47pm with all councilmembers present.

11. RESOLUTIONS AND STAFF REPORTS

11.A RESOLUTION NO. 2026-93 RESPONSE TO SAN MATEO COUNTY CIVIL GRAND JURY REPORT “IS OUR FLOCK OF ALPR CAMERAS PROPERLY TRAINED?”

City Manager Chidester and Sheriff’s Captain Allen presented the item. Council asked clarifying questions of staff and discussed the item.

The following individuals addressed the council:

- Steven Muller

MOTION

Councilmember Brownstone moved and Vice Mayor Penrose seconded a motion to adopt a resolution authorizing the Mayor to sign a letter in response to the San Mateo County Civil Grand Jury Report – “Is our flock of ALPR cameras properly trained?” dated August 3, 2026. The motion carried unanimously.

11.B STUDY SESSION ON E-BIKE RELATED AMENDMENTS TO MUNICIPAL CODE SECTIONS 10.30.010 AND 10.30.140

Interim Public Works Director Leda and Senior Management Analyst Nichols presented the staff report to the council. The council discussed the item and provided direction to staff.

RECESS

Mayor Ruddock called for a recess 8:57 due to a WIFI outage. Resumed at 9:05.

11.C RESOLUTION NO. 2026-94 PUBLIC ELECTRIC VEHICLE CHARGING PROGRAM RATE AND INFRASTRUCTURE IMPROVEMENTS

Interim Public Works Director Leda and Senior Management Analyst Nichols presented the staff report to the council. The council discussed the item and provided direction to staff.

MOTION

Mayor Ruddock moved and Councilmember Brownstone seconded a motion to adopt a resolution 1) amending the Master Fee Schedule to establish a public EV charging rate of \$0.48 kilowatt-hour(kWh); and 2) authorizing the City Manager to implement necessary electrical and metering improvements, and execute related agreements to reduce the City's operating costing for public EV charging. The motion carried unanimously.

11.D RESOLUTION NO. 2026-95 PROFESSIONAL SERVICES AGREEMENT WITH KANKEL CONROY ROSE & HILL LANDSCAPE ARCHITECTURE FOR PLANNING AND CONSTRUCTION DOCUMENTS FOR THE CITY HALL PLAZA PROJECT (CIP 1049)

Interim Public Works Director Leda the staff report to the council. The council discussed the item and provided direction to staff.

RECESS

City Attorney Bazzano asked for brief recess at 9:31 the meeting resumed at 9:33 with all members present.

Vice Mayor Penrose excused herself from the remainder of the meeting as she lives with 500 feet of the project.

The following individuals addressed the council:

- Erin Tormey

MOTION

Councilmember Brownstone moved and Councilmember Jonsson seconded the motion to Adopt a resolution: 1) Authorizing the City Manager to execute a professional services agreement with Kankel Conroy Rose & Hill Landscape Architecture (KCRH) for Planning and Construction Documents for the City Hall Plaza Project, including design of a relocated trash enclosure, in an amount not to exceed \$108,530 and; 2) Authorizing the City Manager to transfer \$80,000 from the Wavecrest Road Water Line Project (CIP 9004) to the City Hall Plaza Project (CIP 1049) to provide sufficient funding to complete design and related activities for the project. The motion carried 4-0 with Vice Mayor Penrose abstaining.

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Councilmember Jonsson moved to celebrate Hispanic Heritage Month and Veteran's Eve annually, suggested Carter Park. Mayor Ruddock suggested a calendar of events and proclamations that were recognized in the past.

13. CITY COUNCIL REPORTS

Councilmember Nagengast attended a CAL Cities event September 25, 2026 to vote on behalf of Half Moon Bay on a local control item. (review item)

14. ADJOURNMENT

Mayor Ruddock adjourned the meeting at approximately 10:05 p.m.

Respectfully Submitted:

Maggie Rodriguez, 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: **October 20, 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 SEPTEMBER 2026**

RECOMMENDATION:

Accept the warrants list for the month of September 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
September 03	170,901
September 04	21,600
September 10	47,851
September 17	1,568,485
September 24	1,315,750
Total	3,124,586

The City processed payments related to 7 capital improvement projects in total amount of \$1,043,037: Eastside Parallel Trail Expansion, Eastside Parallel Trail North, Main Street Bridge Maintenance, Highway 1 Safety-North, Pilarcitos Creek Restoration, Wavecrest Water Main Project, and Safe Streets for All.

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
September 2026

Payee	General Fund	Other Funds	Description
ARG CONSERVATION SERVICES	-	180,354	MAIN STREET BRIDGE REPAIR PROJECT
BOUCHER LAW, PC	37,927	-	JUNE 2026 LABOR & EMPLOYMENT LAW MATTERS
BURKE WILLIAMS & SORENSEN LLP	49,469	-	JULY 2026 LEGAL SERVICES
CSWST2	-	31,941	JUNE'26 SERVICES FOR EASTSIDE PARALLEL TRAIL PROJECT
GOLDEN STATE CONSTRUCTION	-	762,588	WAVECREST ROAD WATER LINE PROJECT
HMB COASTSIDE CHAMBER	58,082	-	JUNE 2026 BID, JULY 2026 BID
SEWER AUTHORITY MID-COASTSIDE	-	1,142,369	SEPT'26 MONTARA REPLACEMENT, OPERATIONS MAINTENANCE
SMCO PUBLIC SAFETY COMMUNICATIONS	413,788	-	FY25/26 JAN-JUNE 911 DISPATCH SERVICES

ATTACHMENTS:

Attachment 1 - Check Disbursement List by Check Date

Report Criteria:

Report type: GL detail

4LEAF INC.				
58429	4LEAF INC.	09/03/2026	JULY'26-4LEAF INC ON-CALL PLAN CHECK SERVICES AS NEEDED	7,052.80
Total 4LEAF INC.:				7,052.80
ABAG POWER PURCHASING POOL				
58481	ASSOCIATION OF BAY AREA GOVERNMENTS	09/17/2026	09/26 LEVELIZED CHARGE-NAT GAS	169.80
58481	ASSOCIATION OF BAY AREA GOVERNMENTS	09/17/2026	9/26 PG&E TRANSPORTATION COST	19.50
58539	ASSOCIATION OF BAY AREA GOVERNMENTS	09/24/2026	ANNUAL DUES FY 26/27	5,022.00
Total ABAG POWER PURCHASING POOL:				5,211.30
ALTA LANGUAGE SERVICES INC.				
58430	ALTA LANGUAGE SERVICES, INC	09/03/2026	BILINGUAL TESTING AUG'26	127.00
Total ALTA LANGUAGE SERVICES INC.:				127.00
ALTA PLANNING & DESIGN INC.				
58538	ALTA PLANNING & DESIGN	09/24/2026	CO 6 INDEPENDANT CHECK OF THE STRUCTURAL CALCULATIONS FOR THE BIKE/PED BRIDGE FOR THE	185.00
Total ALTA PLANNING & DESIGN INC.:				185.00
AMANDA VANCE				
58476	AMANDA VANCE	09/17/2026	REIMBURSEMENT-CANDY	17.99
Total AMANDA VANCE:				17.99
AMAZON CAPITAL SERVICES INC.				
58452	AMAZON CAPITAL SERVICES	09/10/2026	SUPPLIES	138.76
58477	AMAZON CAPITAL SERVICES	09/17/2026	WAVEFORM CELL BOOSTING SUPPLIES	3,595.40
58477	AMAZON CAPITAL SERVICES	09/17/2026	IT SUPPLIES	1,033.27
58477	AMAZON CAPITAL SERVICES	09/17/2026	IT SUPPLIES	233.04
58477	AMAZON CAPITAL SERVICES	09/17/2026	SUPPLIES	76.03
58477	AMAZON CAPITAL SERVICES	09/17/2026	SUPPLIES	40.23
Total AMAZON CAPITAL SERVICES INC.:				5,116.73
AMERICAN DEBRIS BOX SERVICE INC.				
58431	AMERICAN PORTABLES	09/03/2026	RENTAL AND SERVICING OF PORTABLE RESTROOMS	4,362.00
58431	AMERICAN PORTABLES	09/03/2026	RENTAL AND SERVICING OF PORTABLE RESTROOMS	2,800.00

58431	AMERICAN PORTABLES	09/03/2026	RENTAL AND SERVICING OF PORTABLE RESTROOMS	1,305.00
58478	AMERICAN PORTABLES	09/17/2026	RENTAL AND SERVICING OF PORTABLE RESTROOMS	200.00
Total AMERICAN DEBRIS BOX SERVICE INC.:				8,667.00
ANN HYNECEK				
58472	THE HELLO STUDIO	09/10/2026	CURRENTS MAGAZINE DESIGN	3,312.50
Total ANN HYNECEK:				3,312.50
ARG CONSERVATION SERVICES				
58432	ARG CONSERVATION SERVICES	09/03/2026	BRIDGE MATERIALS AND FLAGGERS	6,690.75
58479	ARG CONSERVATION SERVICES	09/17/2026	MAIN STREET BRIDGE STUCCO REPAIR, PROJECT PO INCLUDES 8% CONTINGENCY	143,327.00
58479	ARG CONSERVATION SERVICES	09/17/2026	CO 1 MAIN ST BRIDGE REPAIR PROJECT	10,429.87
58479	ARG CONSERVATION SERVICES	09/17/2026	CO 1 MAIN ST BRIDGE REPAIR PROJECT	19,906.65
Total ARG CONSERVATION SERVICES:				180,354.27
ASHISH PRADHAN				
58480	ASHISH PRADHAN	09/17/2026	REFUND DEPOSIT-TACC OAK ROOM 9/12/26	200.00
Total ASHISH PRADHAN:				200.00
BAY AREA GEOTECHNICAL GROUP INC				
58433	BAY AREA GEOTECHNICAL GROUP INC	09/03/2026	FIELD TESTING SERVICES FOR THE WAVECREST ROAD WATER LINEPROJECT, WHICH EXTENDS SERVICE	220.00
58486	BAY AREA GEOTECHNICAL GROUP INC	09/17/2026	FIELD TESTING SERVICES FOR THE WAVECREST ROAD WATER LINEPROJECT, WHICH EXTENDS SERVICE	10,435.00
Total BAY AREA GEOTECHNICAL GROUP INC:				10,655.00
BEACH BREAK ENTERTAINMENT, LLC				
58540	BEACH BREAK ENTERTAINMENT, LLC	09/24/2026	MOVIES IN THE PARK 9/26/26 & 10/03/26	1,600.00
Total BEACH BREAK ENTERTAINMENT, LLC:				1,600.00
BIG CREEK LUMBER				
58453	BIG CREEK LUMBER	09/10/2026	PRIMED PINE CORONADO BASE	70.15
58453	BIG CREEK LUMBER	09/10/2026	PRIMED PINE CORONADO BASE	52.57
58453	BIG CREEK LUMBER	09/10/2026	PINE FURRING STRIPS	56.08
58453	BIG CREEK LUMBER	09/10/2026	FIR CONSTRUCTION STAKE	38.54
58453	BIG CREEK LUMBER	09/10/2026	BTR PREMIUM S4S	62.98
Total BIG CREEK LUMBER:				280.32

BLACK & VEATCH CORPORATION

58487	BLACK & VEATCH CORPORATION	09/17/2026	STORMWATER (NPDES) AND ANNUAL REPORTING SERVICES FOR 2026	2,496.00
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Total BLACK & VEATCH CORPORATION:				2,496.00
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BOUCHER LAW PC

58434	BOUCHER LAW, PC	09/03/2026	JUNE 2026-LABOR & EMPLOYMENT LAW MATTERS	21,066.25
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58434	BOUCHER LAW, PC	09/03/2026	JUNE 2026-LABOR & EMPLOYMENT LAW MATTERS	16,860.50
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Total BOUCHER LAW PC:				37,926.75
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BRUSH HOG TREE CARE INC.

58488	BRUSH HOG TREE CARE INC.	09/17/2026	TREE SERVICES	4,900.00
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Total BRUSH HOG TREE CARE INC.:				4,900.00
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BURKE WILLIAMS & SORENSEN LLP

58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0001	28,443.50
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0002	1,160.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0003	116.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0005	2,233.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0006	435.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0007	1,008.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0008	108.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0009	1,656.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0001.001	1,421.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0008.001	2,700.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0012	72.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0013	1,070.34
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0014	3,744.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0015	2,196.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0016	1,392.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0010.001	180.00
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58489	BURKE WILLIAMS & SORENSEN LLP	09/17/2026	JULY'26-PROFESSIONAL SERVICES FILE# 09446-0017	1,534.25
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Total BURKE WILLIAMS & SORENSEN LLP:				49,469.09
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C.C.O.I. GATE & FENCE

58490	C.C.O.I. GATE & FENCE	09/17/2026	MAINT SERVICE	193.19
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Total C.C.O.I. GATE & FENCE:				193.19
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CALIFORNIA COMPUTER AIDED DESIGN SOLS.

58454	CALIFORNIA COMPUTER AIDED DESIGN SOLS.	09/10/2026	PROVIDE SEWER ASSESSMENT ASSISTANCE AND DATA PREPARATIONS FOR THE CITY	15,848.00
58541	CALIFORNIA COMPUTER AIDED DESIGN SOLS.	09/24/2026	UPDATE TO SEWER BILLING SUMMARY REPORT-METER SIZES	700.00

Total CALIFORNIA COMPUTER AIDED DESIGN SOLS.: 16,548.00

CALNET3

58482	AT&T	09/17/2026	AUG '26 PHONE SERVICE	53.48
58483	AT&T	09/17/2026	AUG '26 PHONE SERVICE	769.57
58484	AT&T MOBILITY	09/17/2026	AUG '26 PHONE SERVICE	443.47

Total CALNET3: 1,266.52

CAPITAL ONE TRADE CREDIT

58491	CAPITAL ONE TRADE CREDIT	09/17/2026	MAINT SUPPLIES AUG'26	2,892.67
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Total CAPITAL ONE TRADE CREDIT: 2,892.67

CIVIC PLUS

58492	CIVICPLUS	09/17/2026	FOIA WORKFLOW PLATFORM-LEGACY 11/1/26-10/31/27	5,484.31
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Total CIVIC PLUS: 5,484.31

CLOUDPERMIT INC.

58493	CLOUDPERMIT INC	09/17/2026	BUILDING PERMIT SOFTWARE RENEWAL FY 26/27	25,458.00
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Total CLOUDPERMIT INC.: 25,458.00

COAST RIDGE ECOLOGY

58542	COAST RIDGE ECOLOGY	09/24/2026	REPORTING 145 & 165 AUG'26, 2026 PDP2025-049	2,836.42
58542	COAST RIDGE ECOLOGY	09/24/2026	REPORTING 145 & 165 AUG'26, 2026 PDP2025-049	2,836.42
58542	COAST RIDGE ECOLOGY	09/24/2026	REPORTING 145 & 165 AUG'26, 2026 PDP2025-049	2,836.42-

Total COAST RIDGE ECOLOGY: 2,836.42

COASTPRIDE, INC.

58455	COASTPRIDE, INC.	09/10/2026	CSFA FUNDING AGEEMENT FOR COASTPRIDE FOR FY 2026-27	10,000.00
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Total COASTPRIDE, INC.: 10,000.00

COASTSIDE COUNTRY LP

58543	COASTSIDE COUNTRY LP	09/24/2026	PAYMENT TO INSTRUCTOR-BOOSTER LINE DANCE 9/21 2026	49.00
58543	COASTSIDE COUNTRY LP	09/24/2026	PAYMENT TO INSTRUCTOR-AUTUMN LINE DANCING 8/13-9/17 2026	2,352.00

58543	COASTSIDE COUNTRY LP	09/24/2026	PAYMENT TO INSTRUCTOR-AUTUMN LINE DANCING 8/13-9/17 2026	1,246.00
58543	COASTSIDE COUNTRY LP	09/24/2026	PAYMENT TO INSTRUCTOR-AUTUMN LINE DANCING 8/13-9/17 2026	896.00
Total COASTSIDE COUNTRY LP:				4,543.00
COASTSIDE COUNTY WATER DISTRICT				
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	501 MAIN ST	117.47
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	501 MAIN ST_DC	48.45
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	CITY OF HMB/COAST. COMM. SENIOR CNTR.	48.45
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	503 JOHNSTON ST	117.47
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	MEDIAN STRIP/HWY ONE #IRRIGATION	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	1310 LORYN LN # IRRIGATION	345.59
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	723 MILL ST # IRRIGATION	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	461 OAK AVE	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	FERNANDES PARK/MAIN ST # IRRIGATION	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	555 KELLY AVE	54.73
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	535 KELLY AVE	203.99
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	537 KELLY AVE	152.64
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	201 WAVECREST RD	7,301.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	HIGGINS CYN RD	288.56
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	529 RUISSEAU FRANCAIS AVE # IRRIGATION	722.03
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	627 ALSACE LORAIN AVE	478.66
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	502 MAIN ST	364.60
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	MAIN & HWY 1 #IRRIGATION	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	HWY 92 MEDIAN # WEST IRRIG	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	HWY 92 MEDIAN #EAST IRRIG	41.43
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	620 CORREAS/LIBRARY	493.91
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	620 CORREAS/LIBRARY #DC	123.41
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	620 CORREAS/LIBRARY #IRRIGATION	127.95
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	10 STONE PINE RD # IRRIGATION	493.91
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	880 STONE PINE RD #COMM	305.75
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	HYDRANT METER	188.40
58494	COASTSIDE COUNTY WATER DISTRICT	09/17/2026	LIFT STATI FAIRWAY DR	41.43
Total COASTSIDE COUNTY WATER DISTRICT:				12,308.84
COLANTUONO HIGHSMITH WHATLEY PC				
58495	COLANTUONO HIGHSMITH WHATLEY PC	09/17/2026	AUG '26 LEGAL SERVICES-SAM	262.00
Total COLANTUONO HIGHSMITH WHATLEY PC:				262.00
COLORPRINT				
58496	COLORPRINT	09/17/2026	ROADSHOW INTRA POSTERS	536.20

58496	COLORPRINT	09/17/2026	IMPLEMENTATION FLYERS AND CARDS	473.47
58544	COLORPRINT	09/24/2026	CITY HMB FALL NEWSLETTER	11,043.71
Total COLORPRINT:				12,053.38
CORODATA RECORDS MANAGEMENT INC				
58497	CORODATA RECORDS MANAGEMENT INC	09/17/2026	AUG '26 RECORDS MANAGEMENT	458.39
Total CORODATA RECORDS MANAGEMENT INC:				458.39
COUNTY OF SAN MATEO				
58435	COUNTY OF SAN MATEO	09/03/2026	MINIMUM WAGE INVESTIGATION CONTRACT: 7/1/26-12/31/26	5,140.50
Total COUNTY OF SAN MATEO:				5,140.50
COZZOLINO INDUSTRIES, INC				
58545	COZZOLINO INDUSTRIES, INC	09/24/2026	VEGETATION CLEARANCE AT TOM & PETE'S TRAIL/BURGER KING TRAIL/SPINDRIFT FENCE	9,375.00
Total COZZOLINO INDUSTRIES, INC:				9,375.00
CRUZIO INTERNET				
58498	CRUZIO INTERNET	09/17/2026	INTERNET SERVICE	24.95
Total CRUZIO INTERNET:				24.95
CSWST2				
58546	CSWST2	09/24/2026	JUNE'26- PRELIMINARY ENGINEERING, ENVIRONMENTAL REVIEW & FINAL DESIGN SERVICES FOR THE	31,940.75
Total CSWST2:				31,940.75
DAILY JOURNAL				
58447	SAN MATEO DAILY JOURNAL	09/03/2026	ADVERTISING	1,512.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-26-023	720.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-26-023	720.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-26-023	720.00-
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-25-005	720.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-25-005	720.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-25-005	720.00-
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-26-019	720.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-26-019	720.00
58559	SAN MATEO DAILY JOURNAL	09/24/2026	ADVERTISING PUBLIC NOTICE PDP-26-019	720.00-

Total DAILY JOURNAL:			3,672.00
DELE SOBOMEHIN			
58499	DELE SOBOMEHIN	09/17/2026 REFUND DEPOSIT-TACC SOUTH DAY ROOM 9/4/26	200.00
Total DELE SOBOMEHIN:			200.00
FATTORIA E MARE			
58500	FATTORIA E MARE	09/17/2026 CATERING FOR VIP EVENT 9/17/2026	1,181.25
Total FATTORIA E MARE:			1,181.25
FIRST AMERICAN TITLE			
58436	FIRST AMERICAN TITLE	09/03/2026 SEARCH & EXAM : 345 BELLEVILLE	7,200.00
Total FIRST AMERICAN TITLE:			7,200.00
Flock Group, Inc.			
58437	FLOCK GROUP, INC	09/03/2026 F#006 CAMERA CABLES REPLACED	350.00
Total Flock Group, Inc.:			350.00
FLOWBIRD AMERICA INC.			
58456	FLOWBIRD AMERICA INC.	09/10/2026 AUG '26 MAINT SERVICE	124.00
Total FLOWBIRD AMERICA INC.:			124.00
FLYERS ENERGY LLC			
58457	FLYERS ENERGY, LLC	09/10/2026 AUG'26 FUEL	2,807.62
Total FLYERS ENERGY LLC:			2,807.62
FREYER & LAURETA INC.			
58438	FREYER & LAURETA INC.	09/03/2026 JULY'26-, FINAL DESIGN & CONSTRUCTION SUPPORT SERVICES FOR THE WAVECREST ROAD WATER MA	957.50
Total FREYER & LAURETA INC.:			957.50
GANEY SCIENCE LLC			
58547	GANEY SCIENCE LLC	09/24/2026 JULY-AUG'26-1049 RAILROAD AVENUE-PDP-24-013, IS/MND PREPARATION	9,820.00
58547	GANEY SCIENCE LLC	09/24/2026 JULY-AUG'26-1049 RAILROAD AVENUE-PDP-24-013, IS/MND PREPARATION	9,820.00
58547	GANEY SCIENCE LLC	09/24/2026 JULY-AUG'26-1049 RAILROAD AVENUE-PDP-24-013, IS/MND PREPARATION	9,820.00-

Total GANEY SCIENCE LLC:			9,820.00	
GEORGE FLORES				
58501	GEORGE FLORES	09/17/2026	REFUND DEPOSIT-TRAIN DEPOT 9/5/26	500.00
Total GEORGE FLORES:			500.00	
GINA TOSETTI				
58458	GINA TOSETTI	09/10/2026	REIMBURSEMENT-ASD SUPPLIES	6.37
58458	GINA TOSETTI	09/10/2026	REIMBURSEMENT-ASD SUPPLIES	27.98
58458	GINA TOSETTI	09/10/2026	REIMBURSEMENT-ASD SUPPLIES	29.98
Total GINA TOSETTI:			64.33	
GOLDEN STATE CONSTRUCTION				
58502	GOLDEN STATE CONSTRUCTION	09/17/2026	WAVECREST ROAD WATER LINE PROJECT	802,723.73
58502	GOLDEN STATE CONSTRUCTION	09/17/2026	RETENTION-WAVECREST ROAD WATER LINE	40,136.19-
Total GOLDEN STATE CONSTRUCTION:			762,587.54	
GOVERNMENT REVENUE SOLUTIONS HOLDINGS i				
58485	AVENU INSIGHTS & ANALYTICS LLC	09/17/2026	SUTA CA - Q1, 2026	669.97
Total GOVERNMENT REVENUE SOLUTIONS HOLDINGS i:			669.97	
GRISELDA CORONA				
58503	GRISELDA CORONA	09/17/2026	REFUND DEPOSIT-TACC GRAND OAK ROOM 9/13/26	500.00
Total GRISELDA CORONA:			500.00	
HALF MOON BAY BUILDING & GARDEN				
58459	HALF MOON BAY BUILDING & GARDEN	09/10/2026	BROWN FLEX SWEEP BROOM	60.16
58459	HALF MOON BAY BUILDING & GARDEN	09/10/2026	50LBS FAST SET CONCRETE	60.10
58548	HALF MOON BAY BUILDING & GARDEN	09/24/2026	FAST SET CONCRETE AND ATLAS GLOVES	40.32
58548	HALF MOON BAY BUILDING & GARDEN	09/24/2026	FAST SET CONCRETE	24.04
58548	HALF MOON BAY BUILDING & GARDEN	09/24/2026	PLUG FOR BASIN AND UNIVERSAL CAP	21.54
Total HALF MOON BAY BUILDING & GARDEN:			206.16	
HARRISON TRUONG				
58504	HARRISON TRUONG	09/17/2026	PHOTOGRAPHY/VIDEOGRAPHY B-ROLL CONTENT	700.00

Total HARRISON TRUONG:			700.00	
HDL SOFTWARE LLC				
58439	HDL SOFTWARE LLC	09/03/2026	BUSINESS LICENSE AND TRANSIENT OCCUPANCY TAX ADMINISTRATION	3,838.78
58460	HDL COREN & CONE	09/10/2026	2025-26 ACFR STATISTICAL PACKAGE	795.00
Total HDL SOFTWARE LLC:			4,633.78	
HMB COASTSIDE CHAMBER OF COMMERCE				
58440	HMB COASTSIDE CHAMBER	09/03/2026	JUNE '26 BID	22,126.00
58440	HMB COASTSIDE CHAMBER	09/03/2026	JUNE '26 BID OOC	6,226.00
58549	HMB COASTSIDE CHAMBER	09/24/2026	JULY '26 BID	23,070.00
58549	HMB COASTSIDE CHAMBER	09/24/2026	JULY '26 BID OOC	6,660.00
Total HMB COASTSIDE CHAMBER OF COMMERCE:			58,082.00	
HUE & CRY SECURITY SYSTEMS INC.				
58505	HUE & CRY SECURITY SYSTEMS INC.	09/17/2026	OCT '26 SECURITY SERVICE	197.77
58505	HUE & CRY SECURITY SYSTEMS INC.	09/17/2026	OCT '26 SECURITY SERVICE	79.90
Total HUE & CRY SECURITY SYSTEMS INC.:			277.67	
HUONG NGUYEN-YAP				
58461	HUONG NGUYEN-YAP	09/10/2026	REFUND DEPOSIT-LIBRARY CR B 9/2/26	100.00
58461	HUONG NGUYEN-YAP	09/17/2026	REFUND DEPOSIT-LIBRARY CR B 9/2/26	100.00
58517	NORTHERN CA GRANTMAKERS	09/17/2026	REFUND DEPOSIT-LIBRARY CR B 9/2/26	100.00
Total HUONG NGUYEN-YAP:			100.00	
INFINITY TECHNOLOGIES				
58506	INFINITY TECHNOLOGIES	09/17/2026	AUG'26-IT MANAGEMENT RENEWAL FY 26/27	16,471.50
58506	INFINITY TECHNOLOGIES	09/17/2026	AUG'26-IT MANAGEMENT RENEWAL FY 26/27	238.50
Total INFINITY TECHNOLOGIES:			16,710.00	
INTERSTATE TRAFFIC CNTL PROD., INC				
58550	INTERSTATE TRAFFIC CNTL PROD., INC	09/24/2026	ROUND SIGN POSTS, BRACKETS, PIPE COUPLERS	2,242.19
Total INTERSTATE TRAFFIC CNTL PROD., INC:			2,242.19	
IPS GROUP, INC.				
58551	IPS GROUP, INC.	09/24/2026	REPLACEMENT OF 2 PAID PARKING MACHINES AT POPLAR BEACH.	18,470.59

Total IPS GROUP, INC.:			18,470.59	
JAMES J HENDERSON				
58516	NEIGHBORHOOD RADIO	09/17/2026	ADVERTISING SERVICE : END OF SUMMER EVENT	280.00
Total JAMES J HENDERSON:			280.00	
JEANETTE HYER				
58507	JEANETTE HYER	09/17/2026	REFUND DEPOSIT-LIBRARY CR B 9/13/26	100.00
Total JEANETTE HYER:			100.00	
JOAQUIN JIMENEZ				
58462	JOAQUIN JIMENEZ	09/10/2026	REFUND DEPOSIT - GRAND OAK 8/29/26	500.00
Total JOAQUIN JIMENEZ:			500.00	
JOINT VENTURE: SILICON VALLEY NETWORK				
58508	JOINT VENTURE SILICON VALLEY	09/17/2026	PUBLIC INVESTMENT FY 2026-2027	2,000.00
Total JOINT VENTURE: SILICON VALLEY NETWORK:			2,000.00	
J-SOCORRO BECERRA				
58509	J-SOCORRO BECERRA	09/17/2026	REFUND DEPOSIT-GRAND OAK & KITCHEN 9/5/26	500.00
58509	J-SOCORRO BECERRA	09/17/2026	REFUND DEPOSIT-GRAND OAK & KITCHEN 9/5/26	100.00
Total J-SOCORRO BECERRA:			600.00	
KANKEL CONROY ROSE & HILL LANDSCAPE ARC				
58552	KANKEL CONROY ROSE & HILL LANDSCAPE ARC	09/24/2026	CITY HALL PARK-CONCEPTUAL DESIGN DEVELOPMENT	5,580.00
Total KANKEL CONROY ROSE & HILL LANDSCAPE ARC:			5,580.00	
KARLAS JANITORIAL & SUPPLIERS, LLC				
58441	KARLAS JANITORIAL & SUPPLIERS, LLC	09/03/2026	AUG'26- JANITORIAL SERVICES-AMENDMENT 2 PROFESSIONAL SERVICES AGREEMENT	16,946.84
Total KARLAS JANITORIAL & SUPPLIERS, LLC:			16,946.84	
KIM AVILES				
58510	KIM AVILES	09/17/2026	REFUND DEPOSIT-GRAND OAK & KITCHEN 9/6/26	500.00
58510	KIM AVILES	09/17/2026	REFUND DEPOSIT-GRAND OAK & KITCHEN 9/6/26	100.00

Total KIM AVILES:			600.00	
KITTELSON & ASSOCIATES INC				
58463	KITTELSON & ASSOCIATES INC	09/10/2026	PSA FOR THE PREPARATION OF A SAFE STREETS FOR ALL ROAD SAFETY ACTION PLAN	8,244.42
Total KITTELSON & ASSOCIATES INC:			8,244.42	
KRISCH & COMPANY				
58511	KRISCH & COMPANY	09/17/2026	AD-HOC ACCOUNTING & ADVISORY SERVICES	1,759.50
58511	KRISCH & COMPANY	09/17/2026	SEWER RATE PROJECT PM SERVICES	4,600.00
58511	KRISCH & COMPANY	09/17/2026	AD-HOC ACCOUNTING & ADVISORY SERVICES	1,454.75
Total KRISCH & COMPANY:			7,814.25	
LACO ASSOCIATES				
58554	LACO ASSOCIATES	09/24/2026	JULY'26-GENERAL RESEARCH ON-CALL GRANT WRITING AND SUPPORT; APPLICATION, FACILITATION, A	2,285.00
Total LACO ASSOCIATES:			2,285.00	
LAURA CAMODECA				
58464	LAURA CAMODECA	09/10/2026	INSTRUCTOR - CONTINUING ODOR-ENDING 8/24	154.00
58464	LAURA CAMODECA	09/10/2026	INSTRUCTOR - CONTINUING ODOR ADVANCED-ENDING 8/24	196.00
Total LAURA CAMODECA:			350.00	
LAURA L. BECKER				
58465	LAURA L. BECKER	09/10/2026	INSTRUCTOR PAYMENT- ZUMBA AUG '26	35.00
58465	LAURA L. BECKER	09/10/2026	INSTRUCTOR PAYMENT- ZUMBA AUG '26	630.00
58465	LAURA L. BECKER	09/10/2026	INSTRUCTOR PAYMENT- ZUMBA AUG '26	14.00
58465	LAURA L. BECKER	09/10/2026	PAID DIRECTLY TO INSTRUCTOR	18.00-
Total LAURA L. BECKER:			661.00	
LEAGUE OF CALIFORNIA CITIES				
58537	LEAGUE OF CALIFORNIA CITIES	09/17/2026	NAGENGAST-2026 CONFERENCE	375.00
Total LEAGUE OF CALIFORNIA CITIES:			375.00	
LEVATA				
58512	LEVATA US LLC	09/17/2026	ID CARD PRINTER PLUS SUPPORT PLAN	807.58

Total LEVATA:			807.58
MAGGIE CARRILLO			
58555 MAGGIE CARRILLO	09/24/2026	PARTIAL CLASS REFUND-4 OF 6-DOG TRAINING	150.00
Total MAGGIE CARRILLO:			150.00
MARK HOFMANN			
58466 MARK HOFMANN	09/10/2026	INSTRUCTOR-PICKLEBALL-PRIVATE LESSON 8/26	84.00
Total MARK HOFMANN:			84.00
MATRIX CONSULTING GROUP, LTD			
58442 MATRIX CONSULTING GROUP, LTD	09/03/2026	ORGANIZATIONAL STUDY 2/2/26-12/31/26	9,780.00
58442 MATRIX CONSULTING GROUP, LTD	09/03/2026	ORGANIZATIONAL STUDY 5/1/26-5/31/26	8,630.00
58442 MATRIX CONSULTING GROUP, LTD	09/03/2026	ORGANIZATIONAL STUDY 7/1/26-7/31/26	1,920.00
58442 MATRIX CONSULTING GROUP, LTD	09/03/2026	ORGANIZATIONAL STUDY 6/1/26-6/30/26	6,760.00
Total MATRIX CONSULTING GROUP, LTD:			27,090.00
MAZE & ASSOCIATES			
58513 MAZE & ASSOCIATES	09/17/2026	FY 25/26 INDEPENDANT AUDITING SERVICES	1,125.00
Total MAZE & ASSOCIATES:			1,125.00
METROPOLITAN PLANNING GROUP			
58514 M-GROUP	09/17/2026	AUG'26-PLANNING STAFF SERVICES AS NEEDED	12,894.00
Total METROPOLITAN PLANNING GROUP:			12,894.00
MICHAEL BURNFIELD			
58443 MICHAEL BURNFIELD	09/03/2026	REIMBURSEMENT- CIVIL PE PREP COURSE	339.00
Total MICHAEL BURNFIELD:			339.00
NANCY ROSS			
58515 NANCY ROSS	09/17/2026	REFUND DEPOSIT-LIBRARY CR B 9/14/26	100.00
Total NANCY ROSS:			100.00
NETFILE INC.			
58556 NETFILE	09/24/2026	GOVERNMENT CAMPAIGN AND FPPC FILING PORTAL	11,000.00

Total NETFILE INC.:			11,000.00	
NICOLAS LASZKIEWICZ				
58467	NICHOLAS TRANSLATIONS & INTERPRETATIONS	09/10/2026	AUG'26 TRANSLATION SERVICES	430.00
Total NICOLAS LASZKIEWICZ:			430.00	
OFFICE DEPOT				
58518	ODP BUSINESS SOLUTIONS, LLC	09/17/2026	OFFICE SUPPLIES	101.04
Total OFFICE DEPOT:			101.04	
PACIFIC ENVIRONMENT				
58553	KARLA VASQUEZ	09/24/2026	REFUND DEPOSIT-LIBRARY CR A 9/14/26	100.00
58553	KARLA VASQUEZ	09/24/2026	REFUND RENTAL-LIBRARY CR A 9/14/26 - 90% DUE TO LATE CANCELLATION	81.00
Total PACIFIC ENVIRONMENT:			181.00	
PHILS TIRE & AUTO CARE INC				
58519	PHILS TIRE & AUTO CARE INC	09/17/2026	VEHICLE SERVICE	1,069.04
Total PHILS TIRE & AUTO CARE INC:			1,069.04	
PLAN JPA				
58557	PLAN JPA	09/24/2026	WORKERS COMPENSATION CLAIMS AUG '26	487.49
Total PLAN JPA:			487.49	
PRINCETON WELDING				
58558	PRINCETON WELDING	09/24/2026	DIAMOND PLATES FOR TRUCK BEDS	3,411.00
Total PRINCETON WELDING:			3,411.00	
QUADIENT FINANCE USA, INC				
58445	QUADIENT FINANCE USA, INC	09/03/2026	JULY-AUG'26 QUADIENT LEASE & POSTAGE	1,300.00
Total QUADIENT FINANCE USA, INC:			1,300.00	
RENTOKIL NORTH AMERICA INC				
58475	WESTERN EXTERMINATOR COMPANY	09/10/2026	JUNE'26 EXTERMINATOR SERVICES	1,929.49
58535	WESTERN EXTERMINATOR COMPANY	09/17/2026	AUG'26 EXTERMINATOR SERVICES	1,942.23

Total RENTOKIL NORTH AMERICA INC:			3,871.72	
RICE TRUCKING-SOIL FARM LLC				
58520	RICE TRUCKING-SOIL FARM INC.	09/17/2026	FILL SAND	840.54
Total RICE TRUCKING-SOIL FARM LLC:			840.54	
RINGCENTRAL INC				
58446	RINGCENTRAL INC.	09/03/2026	PHONE SERVICES	2,342.97
Total RINGCENTRAL INC:			2,342.97	
RUDOLF A. HAAS				
58468	RUDOLF A. HAAS	09/10/2026	INSTRUCTOR PAYMENT-TAI CHI AUG 26'	504.00
Total RUDOLF A. HAAS:			504.00	
SAN MATEO CO TRANSPORTATION AUTHORITY				
58521	SAN MATEO CO TRANSPORTATION AUTHORITY	09/17/2026	SMCTA FUND #05137 REIMBURSEMENT	26,743.69
Total SAN MATEO CO TRANSPORTATION AUTHORITY:			26,743.69	
SERVICE PRESS INC				
58522	SERVICE PRESS INC	09/17/2026	BUSINESS CARDS	89.97
Total SERVICE PRESS INC:			89.97	
SEWER AUTHORITY MID-COASTSIDE				
58560	SEWER AUTHORITY MID-COASTSIDE	09/24/2026	JULY'26- PASS-THROUGH COLLECTIONS INVOICES FROM SEWER AUTHORITY MID-COASTSIDE	10,426.83
58560	SEWER AUTHORITY MID-COASTSIDE	09/24/2026	AUG'26- PASS-THROUGH COLLECTIONS INVOICES FROM SEWER AUTHORITY MID-COASTSIDE	1,881.77
58560	SEWER AUTHORITY MID-COASTSIDE	09/24/2026	SEPT'26-SEWER GENERAL OPERATIONS AND MAINTENANCE	582,412.58
58560	SEWER AUTHORITY MID-COASTSIDE	09/24/2026	SEPT'26- SAM COLLECTIONS -SEWER COLLECTION SYSTEM CLEANING, PREVENTATIVE MAINTENANCE,	27,617.92
58560	SEWER AUTHORITY MID-COASTSIDE	09/24/2026	SEP'26-SAM MID-YEAR BUDGET ADJUSTMENT FOR MONTARA REPLACEMENT PROJECT	520,030.00
Total SEWER AUTHORITY MID-COASTSIDE:			1,142,369.10	
SHARP ELECTRONICS CORPORATION				
58448	SHARP ELECTRONICS CORPORATION	09/03/2026	USAGE 4/29/26 TO 8/1/26	2,494.43
58523	SHARP ELECTRONICS CORPORATION	09/17/2026	PRINTER LEASE- 48 MONTHS	800.43
Total SHARP ELECTRONICS CORPORATION:			3,294.86	

SHUR SOLIS

58469	SHUR SOLIS	09/10/2026	REFUND DEPOSIT-TACC GRAND OAK 8/21 & 8/22	500.00
58469	SHUR SOLIS	09/10/2026	REFUND DEPOSIT-TACC GRAND OAK KITCHEN 8/21 & 8/22	100.00
58469	SHUR SOLIS	09/23/2026	REFUND DEPOSIT-TACC GRAND OAK 8/21 & 8/22	500.00-
58469	SHUR SOLIS	09/23/2026	REFUND DEPOSIT-TACC GRAND OAK KITCHEN 8/21 & 8/22	100.00-
58561	SHUR SOLIS	09/24/2026	REFUND DEPOSIT-TACC GRAND OAK 8/21 & 8/22	500.00
58561	SHUR SOLIS	09/24/2026	REFUND DEPOSIT-TACC GRAND OAK KITCHEN 8/21 & 8/22	100.00

Total SHUR SOLIS: 600.00

SHUTE MIHALY & WEINBERGER LLP

58524	SHUTE MIHALY & WEINBERGER, LLP	09/17/2026	LEGAL EXPENSES JULY '26	366.80
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Total SHUTE MIHALY & WEINBERGER LLP: 366.80

SHYLAJA NAGINENI

58470	SHYLAJA NAGINENI	09/10/2026	INSTRUCTOR PAYMENT-YOGA 8/23	28.00
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Total SHYLAJA NAGINENI: 28.00

SMCO PUBLIC SAFETY COMMUNICATIONS

58525	SMCO PUBLIC SAFETY COMMUNICATIONS	09/17/2026	FY 25/26 911 DISPATCH SERVICES-JAN-MAR	210,714.75
58525	SMCO PUBLIC SAFETY COMMUNICATIONS	09/17/2026	FY 25/26 911 DISPATCH SERVICES APR-JUNE	203,072.75

Total SMCO PUBLIC SAFETY COMMUNICATIONS: 413,787.50

STACY MCCARTHY

58471	STACY MCCARTHY	09/10/2026	REFUND-OVERPAYMENT OF SKATEBOARD LESSON	20.00
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Total STACY MCCARTHY: 20.00

STAR ELEVATOR INC

58526	STAR ELEVATOR INC	09/17/2026	SEPT'26-ELEVATOR MAINTENANCE-2 SITES	273.55
58526	STAR ELEVATOR INC	09/17/2026	SEPT'26-ELEVATOR MAINTENANCE-2 SITES	273.55

Total STAR ELEVATOR INC: 547.10

STERICYCLE SPECIALTY WASTE SOLUTIONS INC

58527	STERICYCLE, INC.	09/17/2026	PAPER SHREDDING	545.02
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Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC: 545.02

STREETLIGHT DATA, INC.

58449	STREETLIGHT DATA, INC.	09/03/2026	STREETLIGHT INSIGHT SUBSCRIPTION	9,890.00
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Total STREETLIGHT DATA, INC.:				9,890.00
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SWCA INCORPORATED

58528	SWCA INCORPORATED	09/17/2026	BIOLOGICAL MONITORING FOR THE 2026 GOAT GRAZING PROJECT (VEGETATION MANAGEMENT)	1,328.25
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58562	SWCA INCORPORATED	09/24/2026	BIOLOGICAL SERVICES FOR WAVECREST WATER LINE (CIP 9004)	11,039.78
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Total SWCA INCORPORATED:				12,368.03
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THE GRAPHIC WORKS

58529	THE GRAPHIC WORKS	09/17/2026	PRINTING SERVICE	129.75
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Total THE GRAPHIC WORKS:				129.75
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TIMOTHY CONLON

58563	TIMOTHY CONLON	09/24/2026	KEYPAD REPAIR-STONE PINE RD	2,450.00
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Total TIMOTHY CONLON:				2,450.00
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T-MOBILE USA INC.

58450	T-MOBILE	09/03/2026	ACCT 997385192 AUG '26	400.24
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Total T-MOBILE USA INC.:				400.24
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TOWNSEND PUBLIC AFFAIRS INC.

58564	TOWNSEND PUBLIC AFFAIRS, INC	09/24/2026	JULY'26-LEGISLATIVE ADVOCACY AND GRANT SUPPORT SERVICES	3,000.00
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58564	TOWNSEND PUBLIC AFFAIRS, INC	09/24/2026	AUG'26-LEGISLATIVE ADVOCACY AND GRANT SUPPORT SERVICES	3,000.00
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Total TOWNSEND PUBLIC AFFAIRS INC.:				6,000.00
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TRICOR EMPLOYMENT SCREENING

58451	TRICOR EMPLOYMENT SCREENING	09/03/2026	EMPLOYMENT SCREENING	7.50
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Total TRICOR EMPLOYMENT SCREENING:				7.50
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TRISTAN KELLER

58473	TRISTAN KELLER	09/10/2026	INSTRUCTOR-SKATEBOARDING LESSONS	31.50
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58473	TRISTAN KELLER	09/10/2026	INSTRUCTOR-SKATEBOARDING LESSONS	63.00
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58473	TRISTAN KELLER	09/10/2026	INSTRUCTOR-SKATEBOARDING LESSONS	45.50
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58473	TRISTAN KELLER	09/10/2026	INSTRUCTOR-SKATEBOARDING LESSONS	45.50
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58473	TRISTAN KELLER	09/10/2026	INSTRUCTOR-SKATEBOARDING LESSONS	52.50
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58473	TRISTAN KELLER	09/10/2026	INSTRUCTOR-SKATEBOARDING LESSONS-PAID TO INSTRUCTOR	13.50-
Total TRISTAN KELLER:				224.50
TURBO DATA SYSTEMS INC				
58530	TURBO DATA SYSTEMS	09/17/2026	AUG '26 CITATION PROCESSING	1,867.34
Total TURBO DATA SYSTEMS INC:				1,867.34
VESTIS GROUP INC				
58474	VESTIS	09/10/2026	MATS - CITY HALL	209.05
58474	VESTIS	09/10/2026	MATS - PUBLIC LIBRARY	133.12
58474	VESTIS	09/10/2026	MATS - CITY HALL	209.05
58474	VESTIS	09/10/2026	MATS - PUBLIC LIBRARY	133.12
58531	VESTIS	09/17/2026	MATS - CITY HALL	209.05
58531	VESTIS	09/17/2026	MATS - PUBLIC LIBRARY	133.12
58531	VESTIS	09/17/2026	MATS - CITY HALL	209.05
58531	VESTIS	09/17/2026	MATS - PUBLIC LIBRARY	133.12
Total VESTIS GROUP INC:				1,368.68
VIA ACTUARIAL SOLUTIONS				
58532	VIA ACTUARIAL SOLUTIONS	09/17/2026	AUG'26- OPEB VALUAION & GASB 75/VIA ACTUARIAL SOLUTIONS	7,596.00
Total VIA ACTUARIAL SOLUTIONS:				7,596.00
VICTOR HERNANDEZ				
58444	ON POINT LANGUAGE SOLUTIONS LLC	09/03/2026	AUG'26 TRANSLATION SERVICES	2,255.00
Total VICTOR HERNANDEZ:				2,255.00
VICTORIA SOARES				
58533	VICTORIA SOARES	09/17/2026	REFUND-CANCELLED PARTIAL CLASS 5 OF 6 DOG TRAINING	187.50
Total VICTORIA SOARES:				187.50
WAXIE'S ENTERPRISES, LLC, A BRADYPLUS CO				
58534	WAXIE SANITARY SUPPLY	09/17/2026	SUPPLIES	3,152.24
58565	WAXIE SANITARY SUPPLY	09/24/2026	SUPPLIES	152.65
58565	WAXIE SANITARY SUPPLY	09/24/2026	SUPPLIES	888.97
Total WAXIE'S ENTERPRISES, LLC, A BRADYPLUS CO:				4,193.86

WELLS FARGO

58616	WELLS FARGO	09/04/2026	DOG WASTE BAGS	1,427.83
58616	WELLS FARGO	09/04/2026	EV CHARGING	66.53
58616	WELLS FARGO	09/04/2026	EV CHARGING REFUND	66.53-
58616	WELLS FARGO	09/04/2026	SAW BLADES	31.13
58616	WELLS FARGO	09/04/2026	EOC HAM RADIOS	830.48
58616	WELLS FARGO	09/04/2026	TRIM PIECES	164.55
58616	WELLS FARGO	09/04/2026	IRRIGATION	26.62
58616	WELLS FARGO	09/04/2026	NEWSPAPER SUBSCRIPTION	25.96
58616	WELLS FARGO	09/04/2026	ZOOM SUBSCRIPTION	95.97
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	30.75
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	65.22
58616	WELLS FARGO	09/04/2026	CA DEPT FISH & WILDLIFE SUBSCRIPTION	630.00
58616	WELLS FARGO	09/04/2026	CALED CONFERENCE-JULISSA ACOSTA	150.00
58616	WELLS FARGO	09/04/2026	SUPPLIES-NATIONAL NIGHT OUT	2,538.20
58616	WELLS FARGO	09/04/2026	PROJECT SUPPLIES	254.91
58616	WELLS FARGO	09/04/2026	EMPLOYEE ENGAGEMENT SUPPLIES	6.59
58616	WELLS FARGO	09/04/2026	EMPLOYEE ENGAGEMENT SUPPLIES	131.83
58616	WELLS FARGO	09/04/2026	ZOOM SUBSCRIPTION	1,439.40
58616	WELLS FARGO	09/04/2026	SUPPLIES-NATIONAL NIGHT OUT	2,698.15
58616	WELLS FARGO	09/04/2026	MEETING FOOD	72.09
58616	WELLS FARGO	09/04/2026	SISTER CITY GIFT	6.59
58616	WELLS FARGO	09/04/2026	SISTER CITY GIFT	36.25
58616	WELLS FARGO	09/04/2026	EV CHARGING	3.72
58616	WELLS FARGO	09/04/2026	AMAZON MEMBERSHIP	16.47
58616	WELLS FARGO	09/04/2026	SUPPLIES	57.12
58616	WELLS FARGO	09/04/2026	ADVERTISING	38.00
58616	WELLS FARGO	09/04/2026	SUMMER'S END	59.76
58616	WELLS FARGO	09/04/2026	SUMMER'S END	112.04
58616	WELLS FARGO	09/04/2026	SUPPLIES	63.97
58616	WELLS FARGO	09/04/2026	EV CHARGING	1.64
58616	WELLS FARGO	09/04/2026	SUPPLIES	45.63
58616	WELLS FARGO	09/04/2026	SPOTIFY MEMBERSHIP	12.99
58616	WELLS FARGO	09/04/2026	MEMBERSHIP	549.00
58616	WELLS FARGO	09/04/2026	SUPPLIES	53.78
58616	WELLS FARGO	09/04/2026	SUMMER'S END	315.90
58616	WELLS FARGO	09/04/2026	SUPPLIES	73.06
58616	WELLS FARGO	09/04/2026	ADVERTISING	38.00
58616	WELLS FARGO	09/04/2026	SUMMER'S END	35.16
58616	WELLS FARGO	09/04/2026	SUMMER'S END	228.52
58616	WELLS FARGO	09/04/2026	ADVERTISING	22.93
58616	WELLS FARGO	09/04/2026	ADVERTISING	38.00
58616	WELLS FARGO	09/04/2026	ADVERTISING	6.12

58616	WELLS FARGO	09/04/2026	SUPPLIES	219.74
58616	WELLS FARGO	09/04/2026	SUPPLIES	76.90
58616	WELLS FARGO	09/04/2026	SUPPLIES	89.64
58616	WELLS FARGO	09/04/2026	SUMMER'S END	163.08
58616	WELLS FARGO	09/04/2026	SUMMER'S END	536.88
58616	WELLS FARGO	09/04/2026	EV CHARGING	4.74
58616	WELLS FARGO	09/04/2026	SUPPLIES	8.78
58616	WELLS FARGO	09/04/2026	EV CHARGING	4.72
58616	WELLS FARGO	09/04/2026	SUMMER'S END	394.88
58616	WELLS FARGO	09/04/2026	SUMMER'S END	109.54
58616	WELLS FARGO	09/04/2026	MEMBERSHIP	9.99
58616	WELLS FARGO	09/04/2026	SUMMER'S END	792.94
58616	WELLS FARGO	09/04/2026	SUMMER'S END	326.63
58616	WELLS FARGO	09/04/2026	CITY COUNCIL MEETING FOOD	185.00
58616	WELLS FARGO	09/04/2026	ZOOM SUBSCRIPTION	343.92
58616	WELLS FARGO	09/04/2026	CANVA SUBSCRIPTION	18.00
58616	WELLS FARGO	09/04/2026	WILL REIMBURSE	289.98
58616	WELLS FARGO	09/04/2026	WILL REIMBURSE	25.70
58616	WELLS FARGO	09/04/2026	CLOSED SESSION MEAL	172.33
58616	WELLS FARGO	09/04/2026	MEMBERSHIP	300.00
58616	WELLS FARGO	09/04/2026	WILL REIMBURSE	83.07
58616	WELLS FARGO	09/04/2026	SUPPLIES	32.95
58616	WELLS FARGO	09/04/2026	CITY COUNCIL FOOD	43.41
58616	WELLS FARGO	09/04/2026	CITY COUNCIL FOOD	71.57
58616	WELLS FARGO	09/04/2026	CITY COUNCIL FOOD	73.75
58616	WELLS FARGO	09/04/2026	NEWSPAPER SUBSCRIPTION	.25
58616	WELLS FARGO	09/04/2026	MEMBERSHIP	300.00
58616	WELLS FARGO	09/04/2026	MEMBERSHIP	500.00
58616	WELLS FARGO	09/04/2026	RECONCILING ITEMS PRIOR PERIOD	66.53
58616	WELLS FARGO	09/04/2026	RECONCILING CREDITS FROM NEXT STATEMENT	536.88-
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	19.00
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	41.74
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	48.99
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	89.41
58616	WELLS FARGO	09/04/2026	HR MEMBERSHIP	55.00
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	9.88
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	131.26
58616	WELLS FARGO	09/04/2026	ZOOM SUBSCRIPTION	33.98
58616	WELLS FARGO	09/04/2026	POSTAGE	462.58
58616	WELLS FARGO	09/04/2026	WELCOME BREAKFAST	87.15
58616	WELLS FARGO	09/04/2026	GOOGLE SUBSCRIPTION	12.00
58616	WELLS FARGO	09/04/2026	SHERIFF INTERNET	249.45
58616	WELLS FARGO	09/04/2026	CORP YARD INTERNET	293.28

58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	32.95
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	210.51
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	41.93
58616	WELLS FARGO	09/04/2026	OFFICE SUPPLIES	24.72
58616	WELLS FARGO	09/04/2026	CITY HALL INTERNET	356.82
58616	WELLS FARGO	09/04/2026	EOC INTERNET	55.00
58616	WELLS FARGO	09/04/2026	WELCOME BREAKFAST	167.15
58616	WELLS FARGO	09/04/2026	WELCOME BREAKFAST	24.96
58616	WELLS FARGO	09/04/2026	DEWALT BATTERY	327.42
58616	WELLS FARGO	09/04/2026	COFFEE CREAMER	85.13
58616	WELLS FARGO	09/04/2026	BATTERIES	21.62
58616	WELLS FARGO	09/04/2026	COASTSIDE NEWS SUBSCRIPTION	120.00
58616	WELLS FARGO	09/04/2026	CANVA SUBSCRIPTION	119.40
58616	WELLS FARGO	09/04/2026	CONSTANT CONTACT SUBSCRIPTION	206.00
58616	WELLS FARGO	09/04/2026	TINYURL SUBSCRIPTON	156.00
58616	WELLS FARGO	09/04/2026	ADVERTISING	42.00
58616	WELLS FARGO	09/04/2026	FONTS SUBSCRIPTION	24.00
58616	WELLS FARGO	09/04/2026	ADVERTISING	903.60
58616	WELLS FARGO	09/04/2026	ADVERTISING	4.78
Total WELLS FARGO:				21,600.08
ZOON ENGINEERING INC.				
58536	ZOON ENGINEERING INC.	09/17/2026	AUG'26-PRE-CONSTRUCTION SERVICES FOR THE HIGHWAY 1 SAFETY & OPERATIONAL IMPROVEMENT	776.64
Total ZOON ENGINEERING INC.:				776.64
Grand Totals:				3,124,586.32

Report Criteria:

Report type: GL detail

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 20, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim Public Works Director / City Engineer
Karen Decker, Interim Deputy City Manager

TITLE: RESOLUTION OF SUPPORT FOR A GRANT APPLICATION TO THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR THE CYCLE 4 TRANSPORTATION DEMAND MANAGEMENT PROGRAM FOR THE DOWNTOWN PARKING MANAGEMENT AND WAYFINDING PROJECT

RECOMMENDATION:

Adopt a resolution:

1. Directing staff to submit a grant application to the San Mateo County Transportation Authority (TA) for Measures A and W Transportation Demand Management Program funds in the amount of \$500,000, with a \$56,000 local match, for the Downtown Parking Management and Wayfinding Project (Project);
2. Authorizing the City Manager, or their designee, to execute a funding agreement or memorandum of understanding and any amendments with the TA to encumber Measures A and W Transportation Demand Management funds should the application be successful;
3. Authorizing, contingent upon grant award, a \$36,000 budget transfer from the Wavecrest Road Water Line Project (CIP #9004) to the Downtown Streetscape Implementation Project (CIP #1032), providing a total of \$56,000 for the City's match;
4. Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
5. Authorizing the City Manager, or their designee, to take any other actions necessary to give effect to this resolution and execute applicable amendments and other documents associated with the grant.

FISCAL IMPACT:

The total estimated Project cost is \$556,000. If the City is awarded the grant, the City would contribute a local match of \$56,000, approximately 10% of the total Project cost.

Funding for the City's proposed match would be drawn from the Downtown Streetscape Implementation capital improvement project (CIP #1032) which has a current uncommitted fund balance of approximately \$20,000. Staff is proposing that the additional \$36,000 required for the city's match would be a fund transfer from the Wavecrest Water Line Project (CIP #9004) which is near completion and has a current uncommitted fund balance of approximately \$680,000.

The City's current contracted grant-writing consultant, Laco Associates, is leading the application effort, with a not-to-exceed budget of approximately \$6,000. City staff will also provide support preparing the grant application and related exhibits. Both of these items are already captured in the Public Works annual operating budget.

STRATEGIC ELEMENT:

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

ENVIRONMENTAL REVIEW:

The recommendation does not approve construction, installation of signage, changes to parking facilities, or implementation of parking management measures. Accordingly, the action is not a project under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15378(b)(4), because it constitutes a is an administrative action to submit a grant application and does not commit the City to a specific project that may result in a potentially significant physical impact on the environment.

Any grant acceptance and subsequent project authorization will remain subject to applicable CEQA review. Environmental factors will be considered during the parking and wayfinding studies, and the City will complete the appropriate environmental review before approving implementation or committing to construction. The wayfinding improvements may require Planning Commission approval, including approval of a special sign program, depending on the final design and applicable sign regulations.

BACKGROUND:

On August 31, 2026, the San Mateo County Transportation Authority (TA) issued its Cycle 4 Transportation Demand Management (TDM) Program Call for Projects. Funded through Measure A and Measure W sales tax revenues, the program supports strategies that reduce reliance on single-occupant vehicle trips, manage congestion, and improve access to sustainable transportation options. Eligible activities include parking management, wayfinding and signage, bicycle parking, transit incentives, and other improvements that make walking, bicycling, transit, and shared transportation more convenient.

Staff proposes submitting the Downtown Parking Management and Wayfinding Project for a \$500,000 grant, with a \$56,000 City contribution, for a total estimated project budget of \$556,000. The project would advance recommendations from two complementary City planning efforts:

Get There Together: Action Plan for Transportation Choices in Half Moon Bay & the Midcoast

Adopted by the City Council and the County Board of Supervisors in February 2025, the plan identifies parking management and improved transportation information as tools to reduce vehicle travel and improve downtown access. Action P.1.1 of the Plan calls for a comprehensive parking study, while Action T.2.1 calls for implementation of a comprehensive parking signage, wayfinding, and information system. These actions support a “park once” approach, allowing visitors to reach multiple destinations by walking, bicycling, or transit rather than driving and re-parking.

Downtown Streetscape Master Plan

Adopted in 2024, the plan establishes a vision for a safer, more accessible, and cohesive Main Street. It proposes reallocating public right-of-way to provide wider sidewalks, streetscape amenities, and additional space for outdoor dining and storefront activity. The proposed conversion from angled to parallel parking along Heritage Main Street would affect parking supply and increase the importance of convenient access to nearby streets and lots. The plan also establishes a wayfinding framework informed by extensive community outreach.

The proposed project would provide the parking analysis and coordinated wayfinding needed to advance these recommendations. It would also support other City efforts, including identifying opportunities to direct visitors to Carter Park and providing current parking data to inform staff and Planning Commission review of downtown commercial development and Coastal Development Permit applications.

DISCUSSION:

The proposed project combines parking analysis with improvements that help residents, employees, and visitors navigate downtown. Its purpose is to make better use of available parking, prepare for changes associated with development and streetscape improvements, and support a more walkable, bicycle-friendly, and transit-accessible downtown.

Downtown Parking Study

The comprehensive parking study will focus on Main Street and adjacent downtown streets and parking areas. It will inventory parking assets and assess occupancy, turnover, restrictions, loading, accessibility, and pedestrian connections. Seasonal weekday and weekend observations will provide a current understanding of how parking is used and where demand is concentrated. The study will evaluate future supply and demand under near-term and longer-term scenarios, including anticipated development and the Streetscape Master Plan’s proposed Main Street reconfiguration. It will assess potential redistribution of demand to adjacent streets and lots, temporary construction impacts, and opportunities for shared parking or expanded public parking facilities.

The resulting recommendations will address parking management strategies such as employee parking, time limits, loading, enforcement, and pricing. A prioritized implementation plan will identify estimated costs, responsibilities, and phasing. This work will inform subsequent streetscape design decisions, future development review, and potential grant applications and capital investments.

Parking Structure Feasibility

A preliminary parking structure feasibility study will evaluate up to three City-selected sites. The analysis will compare conceptual layouts, parking capacity, access, surrounding uses, known site constraints, and likely approval requirements. It will also provide order-of-magnitude capital and operating costs, potential funding approaches, and a comparison with shared parking and other management alternatives. The study will recommend whether any site should advance to further evaluation.

Signage and Wayfinding

The Signage and Wayfinding Plan will develop a coordinated system connecting parking areas with downtown businesses, transit, public facilities, trails, and coastal destinations. Building on the Streetscape Master Plan's framework, the system will support parking once and continuing between destinations by walking, bicycling, or transit.

The project includes design, approval coordination, bid documents, and an initial phase of fabrication and installation. Preliminary quantities include approximately 12 parking directional signs, 16 pedestrian/bicycle directional signs, three transportation map kiosks, and two transportation gateway signs. Final quantities and locations will be established during design within the approved scope and budget. Opportunities to improve directions to Carter Park will be considered as part of the destination hierarchy and sign location plan.

Community Engagement

Community engagement will build on prior Streetscape Master Plan outreach and focus on unresolved parking questions and implementation choices. The proposed effort includes an online survey, up to two stakeholder sessions, two public workshops, and two City Council presentations. Input will help shape parking recommendations, wayfinding destinations, and design priorities.

Project Budget and Schedule

Task No.		Budget
Task 1	Project Administration, Monitoring, and Closeout	\$35,000
Task 2	Stakeholder Outreach and Community Participation	\$25,000
Task 3	Comprehensive Downtown Parking Study	\$135,000
Task 4	Parking Structure Feasibility Study	\$45,000
Task 5	Signage and Wayfinding Plan and Design	\$90,000

Task 6	Bidding and Construction Support	\$15,000
Task 7	First Phase Fabrication and Installation	\$175,000
---	Contingency	\$36,000
Total		\$556,000

The proposed funding consists of a \$500,000 TA grant and a \$56,000 City match, representing approximately 10% of total project cost. The estimates are preliminary and will be refined through consultant procurement and wayfinding design. Final scope eligibility and funding requirements will be coordinated with the TA.

If awarded, staff anticipates executing the funding agreement and procuring a consultant in the first half of 2027. Parking data collection and community engagement would occur during 2027, followed by completion of the parking study and wayfinding design by mid-2028. Installation of the initial signage phase is anticipated by the end of 2028, with performance monitoring and closeout in early 2029. The schedule will be adjusted to reflect the grant award, funding agreement, and applicable approval requirements.

CONCLUSION:

Staff recommends that the City Council adopt a resolution authorizing submission of a \$500,000 grant application, and committing \$56,000 in local matching funds.

The resolution would also authorize the City Manager or designee to execute the applicable funding agreement and project supplement with the San Mateo County Transportation Authority, certify that awarded funds will supplement rather than supplant existing funding commitments, and execute amendments and related documents consistent with the approved scope, funding commitment, and applicable environmental review requirements.

ATTACHMENTS:

1. Resolution
2. Draft Scope of Work

RESOLUTION NO. C-2026 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY SUPPORTING THE DOWNTOWN PARKING MANAGEMENT AND WAYFINDING PROJECT AND SUBMITTING AN APPLICATION TO THE CYCLE 4 SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR MEASURE A ALTERNATIVE CONGESTION RELIEF AND MEASURE W TRANSPORTATION DEMAND MANAGEMENT PROGRAM FUNDING

WHEREAS, the City of Half Moon Bay (Sponsor) has identified the need for a comprehensive downtown parking study, parking management strategies, and a coordinated signage and wayfinding system to inform Phase II of its Downtown Streetscape Master Plan as well as other important development and transportation projects; and

WHEREAS, the City and County's Get There Together: An Action Plan for Transportation Choices in Half Moon Bay and the Midcoast (TDM Plan) recommends Strategy P.1, "Implement a Coastside Parking Management Strategy," including Action P1.1, and Action T2.1, to encourage "park-once" behavior from visitors to downtown, reduce vehicle miles traveled and support walking, biking, and transit as alternatives to driving; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Measure A Alternative Congestion Relief & Measure W Transportation Demand Management (ACR/TDM) Program on August 31, 2026; and

WHEREAS, the City has developed the Downtown Parking Management and Wayfinding Project (Project) to prepare a Comprehensive Downtown Parking Study, a Parking Structure Feasibility Study, and a coordinated Signage and Wayfinding Plan, and to fabricate and install a first phase of transportation wayfinding signs and map kiosks, implementing recommendations of the City's adopted TDM Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Half Moon Bay hereby:

1. Directs staff to submit a grant application to the San Mateo County Transportation Authority (TA) for Measures A and W Transportation Demand Management Program funds in the amount of \$500,000, with a \$56,000 local match, for the Downtown Parking Management and Wayfinding Project (Project);
2. Authorizes the City Manager, or their designee, to execute a funding agreement or memorandum of understanding and any amendments with the TA to encumber Measures A and W Transportation Demand Management funds should the application be successful;
3. Authorizes, contingent upon grant award, a \$36,000 budget transfer from the Wavecrest Road Water Line Project (CIP #9004) to the Downtown Streetscape

Implementation Project (CIP #1032), providing a total of \$56,000 for the City's local match;

4. Certifies that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources;
5. Commits to commencing work on the Project, if awarded, within one year of the TA Board of Directors allocating the 2026 Cycle 4 TDM Program funds; and
6. Authorizes the City Manager, or their designee, to take any other actions necessary to give effect to this resolution and execute applicable amendments and other documents associated with the grant.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of October 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

SMCTA 2026 TDM Grant Application

Downtown Parking Management and Wayfinding

SCOPE OF WORK

The City of Half Moon Bay will prepare a comprehensive Downtown Parking Study and coordinated Signage and Wayfinding Plan to implement recommendations P1.1 and T2.1 of the Get There Together TDM Plan and support the Downtown Streetscape Master Plan.

The project will evaluate existing and future parking conditions, assess parking management and parking structure options, and improve connections between parking areas, downtown businesses, transit, pedestrian and bicycle routes, and coastal destinations. The project will also deliver the first phase of a coordinated transportation signage and wayfinding system, including the design, fabrication, and installation of directional signs and transportation map kiosks.

Task 1 — Project Administration, Monitoring, and Closeout

Manage project coordination, schedule, budget, and reporting across the parking study and wayfinding components. Establish the study area and work plan, review relevant City plans and prior studies, and conduct regular coordination meetings. Establish baseline conditions and establish baseline and post-installation measures, data collection methods, and an evaluation to assess visitor understanding, parking search behavior, park-once activity, and use of selected parking areas. Document findings, limitations, and recommendations for future improvements.

Deliverables:

- Approved work plan, study area map, schedule, and data collection approach.
- Coordination meeting records, invoices, and progress reports.
- Baseline and follow-up performance assessment.
- Final project report detailing expenditures, installed improvements, and next steps.

Task 2 — Stakeholder Outreach and Community Participation

Build on prior Streetscape Master Plan engagement and gather focused input from businesses, employees, residents, visitors, people with disabilities, and transportation users. Conduct a bilingual online survey, up to two stakeholder sessions, two public workshops, and two City Council presentations. Coordinate with relevant transportation and regulatory agencies throughout the project and provide outreach mailers for public workshops.

Deliverables:

- Summary of relevant prior community input.
- Survey results and stakeholder and workshop summaries.
- City Council presentation materials.
- Engagement summary documenting how input informed recommendations.

Task 3 — Comprehensive Downtown Parking Study

Inventory downtown on-street and off-street parking and evaluate occupancy, turnover, restrictions, accessibility, loading, and pedestrian connections. Conduct two seasonal data collection campaigns, comprising four survey days, to assess weekday and weekend conditions.

Evaluate future parking supply, demand, and access under near-term and longer-term streetscape and development scenarios, including development projects in the downtown corridor and their respective parking demands. Assess the Streetscape Master Plan's proposed Main Street parking reconfiguration, including the conceptual removal of 38 parking spaces on Heritage Main Street, effects on adjacent streets and lots, and temporary parking impacts during construction.

Develop parking management strategies addressing shared parking, employee parking, time limits, loading, enforcement, pricing, accessible access, and connections to alternative transportation. Consider coastal access and effects on lower-income users. Prepare a prioritized implementation plan with estimated costs, responsibilities, phasing, and monitoring measures.

Deliverables:

- Parking inventory, utilization maps, and existing conditions assessment.
- Editable future parking supply and demand analysis, including anticipated streetscape parking changes.
- Comparison of parking management alternatives and prioritized implementation strategy.
- Draft and final Downtown Parking Study, incorporating Task 4 findings, with accessible and editable supporting files.

Task 4 — Parking Structure Feasibility Study

Evaluate preliminary feasibility of up to three City-selected parking structure sites. Prepare conceptual layouts and compare parking capacity, access, circulation, pedestrian connections, surrounding uses, ownership, known site constraints, and likely approval requirements.

Develop order-of-magnitude capital and operating costs, potential revenue and funding approaches, and a basic financial comparison. Recommend whether any sites warrant further study, based on preliminary feasibility, estimated costs, potential revenue and funding, site constraints, and comparison with parking management and shared parking alternatives.

Assumptions: This task covers conceptual feasibility and desktop site screening. Geotechnical investigations, detailed architectural or structural design, environmental clearance, property acquisition, financing transactions, and construction documents are excluded.

Deliverables:

- Conceptual parking layouts for up to three sites.
- Site comparison matrix and preliminary capital and operating estimates.
- Financial sensitivity comparison and preliminary feasibility memorandum.

Task 5 — Signage and Wayfinding Plan and Design

Develop a coordinated downtown wayfinding system that supports parking once and continuing by walking, bicycle, or transit. Build on the Streetscape Master Plan's wayfinding framework, community input, and anticipated Main Street improvements.

Audit existing signs and decision points; establish a destination hierarchy; develop and refine a coordinated sign family; and prepare sign locations, messages, transportation maps, and bilingual kiosk content. Address accessible routes and connections among parking, businesses, transit, public facilities, trails, and coastal destinations.

Prepare phased design and final installation documents for the initial improvements, including foundations, materials, accessibility clearances, utility coordination, and restoration. Coordinate applicable permits, environmental review, and agency approvals.

Deliverables:

- Existing signage assessment and coordinated wayfinding plan.
- Selected sign family, location map, message schedule, and bilingual kiosk content.
- Design-stage submittals and final installation drawings and specifications.
- Supporting permit and approval documentation.

Task 6 — Bidding and Construction Support

Support City procurement and installation of the initial wayfinding improvements. Prepare final quantities, bid items, and an engineer's estimate; respond to bidder questions; review shop drawings and submittals; and provide installation clarification and limited site observation.

Deliverables:

- Bid-ready technical documents and construction cost estimate.
- Bid responses, addenda, and submittal reviews.
- Construction observation and final inspection records.
- Record locations, editable artwork and templates, and maintenance guidance.

Task 7 — First Phase Fabrication and Installation

Through a separate City construction procurement, fabricate and install approximately 12 parking directional signs, 16 pedestrian/bicycle directional signs, three transportation map kiosks, and two transportation gateway signs.

Include foundations, posts, traffic control, removals, and localized restoration. Final quantities and locations will be established during design within the approved scope and available budget.

Deliverables:

- Installed parking and pedestrian/bicycle directional signs.
- Installed transportation map kiosks and gateway signs.
- Completed foundations, posts, and site restoration.

ESTIMATED BUDGET SUMMARY

Task No.		Budget
Task 1	Project Administration, Monitoring, and Closeout	\$35,000
Task 2	Stakeholder Outreach and Community Participation	\$25,000
Task 3	Comprehensive Downtown Parking Study	\$135,000
Task 4	Parking Structure Feasibility Study	\$45,000
Task 5	Signage and Wayfinding Plan and Design	\$90,000
Task 6	Bidding and Construction Support	\$15,000
Task 7	First Phase Fabrication and Installation	\$175,000
---	Contingency and Reimbursable Expenses	\$36,000
Total		\$556,000

PROPOSED FUNDING

Funding Source	Amount
SMCTA Grant Request	\$500,000
City Match	\$56,000
Total	\$556,000

PRELIMINARY PROJECT SCHEDULE

Phase	Timeframe
Funding agreement and consultant procurement	01/27 to 06/27
Parking inventory, seasonal surveys, and community engagement	07/27 to 11/27
Parking analysis, management strategies, structure feasibility, wayfinding concepts	12/27 to 03/28
Final parking study, wayfinding design, approvals, and bid documents	04/28 to 07/28
Construction procurement, fabrication, and installation	08/28 to 12/28

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 20, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim Public Works Director
Mike Burnfield, Assistant Engineer

TITLE: FINAL ACCEPTANCE OF THE WAVECREST ROAD WATER LINE PROJECT (CIP PROJECT NO. 9004)

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or his designee to file a Notice of Completion for the Wavecrest Road Water Line Project (CIP Project No. 9004), release the project Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws.

FISCAL IMPACT:

The Wavecrest Road Water Line Project (CIP Project No. 9004) had a total budget of \$1,910,000 funded by the General Fund and the Park Facility – Fund 125. Construction was completed by Golden State Construction & Utility, Inc. under a \$774,000 contract, with an original contingency budget of \$154,800. The project is complete with no further costs anticipated. A funding and cost summary is provided below.

Project Funds		Project Expenses		
Funding Source	Fund Amount	Contractors / Consultants	Contract Amount	Charges to Date
General Fund	1,710,000	Golden State Construction & Utility Inc.	774,000	774,000
Park Facility – Fund 125	200,000	Change Orders	57,275	57,275
Total Funding:	\$1,910,000	Total Expenses:		\$831,275

Table 1 – Project Funding and Expenditure Breakdown

STRATEGIC ELEMENT:

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

BACKGROUND:

On June 5, 2026, the City advertised the Wavecrest Road Water Line Project for construction. The scope of the project included the installation of approximately 2,100 lineal feet of new 8" water main along Wavecrest Road to Smith Field, and an additional 500 lineal feet of laterals for new fire hydrants and service meter for domestic and irrigation. The project included the disconnect and abandonment of the existing 2" service.

On July 8, 2026, the City closed bidding, having received seven (7) bids. The lowest responsive and responsible bidder, Golden State Construction & Utility, Inc. was awarded the project through Resolution No. C-2026-69 for a contract amount of \$774,000.

DISCUSSION:

City staff performed a punch walk for improvements on October 12, 2026, and determined that all contractual items were confirmed to be completed, and improvements were accepted by the City. Refer to images below depicting the completed work.



Image 1 – Wavecrest Road 10-ft trench restoration (facing west)



Image 2 – New Fire Hydrant at Smith Field (facing north)



Image 3 – New Irrigation and Domestic services at Smith Field (facing north)

The project, as contracted, is now considered complete. The one-year warranty bond is adequate to ensure the work products perform as expected. Staff recommends the City Council authorize the City Manager or his designee to file a Notice of Completion, release the Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws. Refer to Attachment 3, Project Closeout Report, for additional information about the project through construction.

ATTACHMENTS:

1. Resolution
2. Project Notice of Completion
3. Public Works Construction Project Closeout Report

RESOLUTION NO. C-2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER OR HIS DESIGNEES TO FILE A NOTICE OF COMPLETION FOR THE WAVECREST ROAD WATER LINE PROJECT (CIP PROJECT NO. 9004), RELEASE THE PROJECT PERFORMANCE AND LABOR AND MATERIALS BONDS, AND RELEASE THE RETENTION FUNDS IN ACCORDANCE WITH APPLICABLE LAWS.

WHEREAS, the Wavecrest Road Water Line Project (CIP No. 9004) was initiated to provide essential water service for fire protection and irrigation to Smith Field Park through the construction of approximately 2,600 linear feet of water main and related improvements; and

WHEREAS, on September 23, 2025, the Planning Commission approved a Coastal Development Permit for the project, and the project has received necessary permit approvals from the Coastside County Water District and the Coastside Fire Protection District; and

WHEREAS, on July 8, 2026, the City Council adopted Resolution No. C-2026-69 authorizing the City Manager to award and execute a construction contract with Golden State Construction & Utility, Inc. in the amount of \$774,000 and approve a construction contingency in an amount not exceeding \$154,800; and

WHEREAS, on October 12, 2026, City Staff performed final inspections on all improvements and formally accepted them as complete.

NOW, THEREFORE, BE IT RESOLVED THAT that the City Council of the City of Half Moon Bay hereby authorizes the City Manager or his designee to accept the Wavecrest Road Waterline Project as complete and file a Notice of Completion, release the Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of October 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

RECORDING REQUESTED BY:

City of Half Moon Bay

WHEN RECORDED RETURN TO:

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

Exempt from recording fee pursuant to Government Code Section 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN in accordance with the provisions of CA Civil Code Section 9402:

1. That the full name and address of the owner of the property/improvement site is: **City of Half Moon Bay, 501 Main Street, Half Moon Bay, CA 94019.**
2. That the name and address of the direct contractor for said work of improvement was: **Golden State Construction & Utility, Inc., 1485 Bayshore Blvd. #226, San Francisco, CA 94124.**
3. That the name and address of the construction lender (surety) upon the bonds given by the contractor, pursuant to the provisions of the Public Contract Code are as follows: **Hartford Fire Insurance Company, 6800 Koll Center Parkway, Suite 300, Pleasanton, CA, 94566.**
4. That the improvements were completed for the **Wavecrest Road Waterline Project** in the **City of Half Moon Bay**, County of San Mateo, State of California, and that the project name and description of work is as follows: **Install approximately 2,100 LF of new 8" water main along Wavecrest Road, and install approximately 500 LF of laterals for five (5) new fire hydrants and domestic and irrigation service meters at Smith Field.**
5. That this notice is provided by the **City of Half Moon Bay**, as the owner of the property and/or improvements which entered into a contract with the contractor to complete the improvements.
6. That on **October 12, 2026**, improvement herein described was completed.

CITY OF HALF MOON BAY

By: _____
Dale Leda, Interim Public Works Director Date _____

STATE OF CALIFORNIA)
COUNTY OF SAN MATEO)
CITY OF HALF MOON BAY)

I, the undersigned, certify under penalty of perjury, under the laws of the State of California, that I am the City Clerk of the City of Half Moon Bay, that I have read the foregoing Notice of Completion, that I know of its contents thereof and that I am authorized to verify that it is true and correct to the best of my knowledge, excepting those stated matters of information or beliefs that I do not have direct knowledge of, but believe to be true.

By: _____
Maggie Rodriguez, City Clerk Date _____

PUBLIC WORKS CONSTRUCTION PROJECT CLOSEOUT REPORT

Complete concurrently with preparation of the Notice of Completion.

1. PROJECT INFORMATION

Project Name	Wavecrest Road Water Line Project	CIP No.	9004
Project Manager	Dale Leda	Completion Date	10/12/2026
Supporting City Staff	Mike Burnfield	NOC Date	10/20/2026

PROJECT DESCRIPTION

Design, permitting and installation of a new 8" water main along Wavecrest Road (approximately 2,100 LF) to Smith Field, and additional approximately 500 LF of laterals for new fire hydrants and service meters for domestic and irrigation with new points of connection at the fields. The existing point of connection at Hwy 1 will be disconnected and abandoned as part of the project.

Accessory work includes improvements to the existing irrigation pump system to the ballfields and a new drinking fountain at the existing snack shack, to be completed under separate contract.

PROJECT TEAM

Design Lead / Consultant	Freyer Laureta	Construction Lead	Golden State Construction & Utility
Design Subconsultants	BGT - Mapping/Survey	Construction Subcontractors	Lopez Fencing
CM / Inspection	BAGG - Geotech, SWCA - Bio	Other Key Partners	CCWD

PROJECT BUDGET

Engineer's Estimate	\$ 1,790,000	Total Change Orders	\$ 57,275.16
Original Contract Award	\$ 774,000	Final Contract Amount	\$ 831,275.16
Original Contingency	\$ 154,800	Unused Contingency	\$ 97,524.84
Change Order Percentage	7.4 %	Other / Notes	Separate contract w/ Simms Plumbing (\$20k)

PROJECT SCHEDULE

Date of Contract Award	07/21/2026	Date of Notice to Proceed	07/29/2026
Original # of Working Days	40	Original Completion Date	10/02/2026
Added Working Days	6	Actual Completion Date	10/12/2026

2. PRE-CONSTRUCTION / PROJECT DEVELOPMENT Rate each category from 1 (major problems) to 10 (highly successful).

BACKGROUND RESEARCH

Consider: existing records, utility research, survey, geotechnical information, site conditions, project history, regulatory requirements, early identification of constraints.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Good mapping of existing underground utilities and existing lateral connections which helped to fully capture the scope of improvements, temporary bypass requirements.	Survey required some adjustment during final design and adjustment due to boundary inaccuracy. One storm drain crossing was missed.

RATING: 8 / 10

STAKEHOLDER COORDINATION

Consider: property owners, utilities, regulatory and partner agencies, businesses, internal City departments, emergency services, and other affected stakeholders.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Plans and specifications were well coordinated with CCWD requirements. Early and proactive development of CCWD service agreement and execution avoided what could have been significant project delays. Coordination with CFPD on fire flow requirements also helped early on.	One of the neighbors learned about the project late in design. They were interested in adding a new service lateral to the scope of work but it was too late to incorporate. Early coordination with all neighbors could have been better.

RATING: 9 / 10

DESIGN DEVELOPMENT

Consider: scope definition, alternatives, constructability, interdisciplinary coordination, internal reviews, cost estimating, plans, specifications, and quality control.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Plan coordination with overall park master plan and anticipated future build out of the park helped to precisely locate new facilities to minimize future impacts/conflicts.	Design team under-estimated the cost and effort of early CEQA plan development.

RATING: 9 / 10

COMMUNITY ENGAGEMENT

Consider: early outreach, public meetings, notices, coordination with affected residents/businesses, incorporation of feedback, and expectation-setting.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Overall master planning outreach/engagement for the park.	Limited community engagement specific to the water main project. Better advanced noticing about potential impacts to facilities/services such as water the dog park could have been conveyed in advance of construction.

RATING: 6 / 10

BIDDING

Consider: clarity of bid documents, bidder interest, questions/addenda, competitiveness, variance from the Engineer's Estimate, qualifications, issues identified during bid.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Minimal Request for Clarification (RFC's) related to the bid documents due to the completeness of the plans and specifications. Great turnout from bidders (7 accepted bids).	Engineer's Estimate was off from the lower bids due to market volatility and Caltrans Cost Data. Further weeding out of Caltrans Cost Data not applicable to the project and communication with similar agencies should improve estimate accuracy.

RATING: 7 / 10

3. CONSTRUCTION Rate each category from 1 (major problems) to 10 (highly successful).

BUDGET PERFORMANCE

Consider: final cost relative to award and contingency, quantity overruns, change orders, unforeseen conditions, claims, allowances, and effectiveness of cost controls.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Complete within project budget and contingency with minimal change orders.	Clearer communication with CFPD could have eliminated the need for change order to relocate one of the proposed fire hydrants.

RATING: 8 / 10

SCHEDULE PERFORMANCE

Consider: contractor progress, critical path, weather, long-lead materials, agency/utility delays, change orders, time extensions, and overall project duration.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Early tree removal outside nesting season (completed in Spring '26). Minimum environmental concerns/risk with work during dry season. Minimal impact to active sports due to good coordination with organized leagues and city sponsored events. # of working days was accurate for the scope of work.	Disconnect of existing service from water main in highway required an overnight emergency shutdown to complete, which was unanticipated during design and schedule planning. Better coordination with CCWD and investigation of existing conditions could have improved.

RATING: 8 / 10

CONTRACTOR PERFORMANCE

Consider: project management, superintendent, staffing, quality, responsiveness, documentation, safety, subcontractor management, and cooperation with the City.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Weekly check-in meetings to go over prior weeks and the week ahead. Contractor provided 3-week project look aheads and gave insight as to potential project hold-ups.	Additional pre-construction meetings to establish better defined expectations of the contractor and points of contact.

RATING: 9 / 10

PUBLIC COMMUNICATION

Consider: advance notices, traffic/access impacts, complaints, responsiveness, signage, website/social media updates, and coordination of unexpected impacts.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Early coordination with HMB Little League identified ideal construction window (July - Sept) to minimize impacts to summer baseball/softball schedule. Working with impacted neighbors also worked well, although there were only 4 of them.	Unexpected water shutdowns at the dog park resulted in some surprised/unhappy park users. Advanced noticing/communication for park users about potential impacts would help address. Consider having a contingency plan in place for extended shutdowns such as onsite water tank.

RATING: 8 / 10

DESIGN ACCURACY & CONSTRUCTABILITY

Consider: accuracy of plans/quantities, conflicts or omissions, RFIs, design-related change orders, field modifications, unforeseen conditions, were project goals achieved.

WHAT WORKED WELL	LESSONS LEARNED / IMPROVEMENTS
Detailed site topographic survey identified most constructability concerns.	An additional storm drain crossing was not captured in survey and discovered during construction. Underground utility locating and additional site walks for future project to identify potential underground utilities would have helped avoid this.

RATING: 8 / 10

4. OVERALL PROJECT ASSESSMENT

Add up scores from Sections 2 and 3.

OVERALL PROJECT SUCCESS: **RATING:** 80 / 100

Summarize whether the project achieved its primary scope, budget, schedule, quality, and community objectives.

Overall the project achieved all of its primary goals. There is some room for improvement with certain processes during design and construction as specified in sections 2 and 3. Only two change orders on the project, both of which could have been avoided with additional investigation and coordination with stakeholders. The project came in on budget using approximately 1/3 of total contingency budget for change orders.

TOP LESSONS LEARNED

1	Engage with Coastside Fire Protection District early and often. Ideally stake out all CFPD facilities being installed and review onsite prior to bidding / contract award and maintain good records of agreements/approvals.
2	Walk the site boundaries in advance of design completion to ensure all existing constraints and conflicts are identified and captured in the bid package.
3	Better coordination with CCWD during NTP / project kickoff phase.

RECOMMENDED CHANGES FOR FUTURE PROJECTS

Identify specific changes to future scopes, designs, specifications, estimates, bidding procedures, standard details, or construction administration practices.

Additional sitewalks with stake facilities up front prior to bidding with CCWD and CFPD and close review of actual existing conditions vs topographic survey and utility mapping.

Additional coordination with neighboring property owners in advance of final permitting and construction.

Additional messaging to the public about potential impacts to existing services in proximity to the work being completed.

Better vetting of engineer's estimate through coordination with comparable recent projects from other districts, etc.

ITEMS REQUIRING FOLLOW-UP

Note warranty items, monitoring needs, unresolved claims, maintenance considerations, record drawings, permit closeouts, or other post-construction actions.

Pending final service agreement with CCWD unrelated to contractor performance or NOC.
Separate minor improvements by Simms Plumbing to install new drinking fountain and perform repairs to existing irrigation pumps.

CLOSEOUT CERTIFICATION

Prepared By		Date	10/9/2026	
Reviewed By	 	Digitally signed by Dale Leda Date: 2026.10.12 17:15:15-07'00'	Date	10/12/2026

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 20, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim Public Works Director / City Engineer
Todd Seeley, Public Works Superintendent

**TITLE: MAIN STREET BRIDGE REHABILITATION PROJECT ADDITIONAL BUDGET
ALLOCATION**

RECOMMENDATION:

Adopt a resolution:

1. Authorizing the City Manager to transfer an additional \$275,000 from the Wavecrest Road Water Line Project (CIP 9004) to the Main Street Bridge Rehabilitation Project (CIP 1036) to address unforeseen structural deterioration and complete Phase 2 construction; and
2. Authorizing the City Manager to execute Change Order No. 3 with Farallon Company in an amount not to exceed \$250,000 for replacement of deteriorated structural supports, associated walkway improvements, and additional traffic control necessitated by the extended construction schedule.

FISCAL IMPACT:

The Main Street Bridge Rehabilitation Project has an adopted budget of \$375,000, including an additional \$75,000 approved by the City Council on August 18, 2026. This allocation provided approximately \$41,000 in remaining project capacity for construction contingency, professional services, and unforeseen conditions.

Since that time, the City has received two change orders from Farallon Company totaling \$29,645 and incurred additional material and construction costs, exhausting the available contingency.

Staff anticipates a third change order of approximately \$250,000 to replace severely deteriorated structural supports beneath the western pedestrian walkway, including additional traffic control associated with the extended construction schedule. Staff recommends an

additional \$275,000 allocation to accommodate this work and provide \$25,000 in remaining project capacity for contingency, professional services, and project closeout. This would increase the total project budget to \$650,000.

Uncommitted funds from the Wavecrest Road Water Line Project (CIP 9004) would be utilized for the proposed transfer. Construction on the water line is complete. Including all other pending budget transfer requests, the Wavecrest Road project has an additional approximately \$644,000 in uncommitted reserves available for reallocation for this and other projects.

STRATEGIC ELEMENT:

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

ENVIRONMENTAL REVIEW:

On May 14, 2026, the City determined that the Main Street Bridge Rehabilitation Project (PDP 25-006) is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1 – Existing Facilities, which applies to the repair and maintenance of existing public facilities involving negligible or no expansion of use. This action to address unforeseen structural deterioration is within the parameters of the original project, which was found to be exempt from review as a Class 1 categorical exemption and involves negligible or no expansion of use.

BACKGROUND:

The Main Street Bridge over Pilarcitos Creek was constructed in 1900 and is listed in the National Register of Historic Places. The City is completing a phased rehabilitation to preserve the historic structure, address deteriorated components, and improve pedestrian accessibility.

Phase 1 involved repair and restoration of deteriorated concrete and stucco along the bridge spandrel walls and roadway barriers. Phase 2 includes replacement of the wood pedestrian walkways and railings on both sides of the bridge.

On August 18, 2026, the City Council approved an additional \$75,000 for the project, increasing the total budget to \$375,000. This allocation addressed unforeseen costs incurred during Phase 1 and provided funding to proceed with Phase 2, including approximately \$41,000 in remaining project capacity.

Following Council approval, the City executed a construction contract with Farallon Company for the Phase 2 improvements.

DISCUSSION:

Phase 2 Construction and Change Orders

Phase 2 construction began in September 2026. During the initial work, the City authorized two change orders totaling \$29,645 for additional improvements, including protective joist tape, painting of new railings, construction of a concrete support beam, temporary fencing, and additional railing assembly. Together with supplemental City-purchased materials, these costs exhausted the available contingency.

By early October, Farallon had substantially completed the eastern pedestrian walkway, including joist reinforcement, new guardrails, and decking. The existing wood framing and structural supports, constructed in 1991, were found to be in generally good condition.

Upon transitioning to the western walkway, however, demolition revealed extensive concealed deterioration requiring significant additional structural repairs.

Discovery of Concealed Structural Conditions

Removal of the western walkway decking exposed severely deteriorated wood joists, with as little as two to three inches of competent bearing remaining at the ends of several joists. The City directed the contractor to remove and replace the deteriorated framing.

On October 7, 2026, removal of the joists revealed extensive rot in the underlying wood sills, compromising the connections between the joists and supports. The City subsequently directed replacement of the sills.

On October 9, removal of the sills exposed four steel walkway supports dating to 1942. All four supports exhibited severe corrosion, including an estimated 70 percent loss of steel section in the gusset plates connecting the supports to their anchorages within the bridge spandrel walls.

These conditions were concealed beneath the existing walkway framing and could not be identified through previous visual inspections. Due to concerns regarding structural integrity, the City immediately closed the western pedestrian walkway while evaluating repair options.

Structural Evaluation and Recommended Repairs

The City's Building Official and City Engineer inspected the exposed conditions and engaged Cornerstone Structural Engineers to evaluate the existing supports and potential repair alternatives.

The City considered repairing the existing steel supports or replacing them with new corrosion-resistant assemblies similar to those supporting the eastern walkway. On October 13, one of the existing supports was temporarily removed for closer inspection by City staff and Cornerstone. Based on the extensive corrosion, the evaluation team determined that complete replacement would likely be more cost-effective and provide greater long-term durability than repairing the existing supports, though both options are still being fully evaluated.

The proposed work includes removal of all four deteriorated steel supports, fabrication and installation of new supports, and replacement of the associated wood sills and joists before completing the new walkway decking and railings.

The work will also require removal of an abandoned 16-inch-diameter CCWD steel water main beneath the western walkway. City staff coordinated with CCWD on October 9 and confirmed the District's concurrence with removal of the abandoned pipeline.

Cornerstone is currently developing structural details for the replacement supports, which will be fabricated by Farallon's selected welding subcontractor.

Soil Creep in Northwest Sidewalk

Staff are also considering the removal and replacement of approximately 150 square feet existing concrete sidewalks on the northwest side of the bridge coming off the existing wooden walkway. A visual assessment of the underlying framing and concrete work is indicative of long term soil creep and settlement along the western edge of the existing sidewalk toward the bank of Pilarcitos Creek.

This movement has caused the sidewalk to separate from the adjacent roadway curb and created additional accessibility barriers and cross slope non-compliance. The replacement with a new sidewalk and incorporation of two drilled piers to support it would address the cross slope issue, provide smooth transition across the pedestrian walkway, and provide additional long term stability at the adjacent sidewalk.

Additional Funding Request and Construction Schedule

Staff anticipates Change Order No. 3 will total approximately \$250,000, including removal of deteriorated structural components and the abandoned water main, fabrication and installation of new steel supports, reconstruction of the underlying walkway framing, replacement concrete work and additional traffic control associated with the change in scope. Farallon Construction has provided a draft Change Order No. 3 to staff and we are currently negotiating and exploring alternatives for cost savings.

The additional work is anticipated to extend the construction schedule by approximately six to eight weeks, including the time required to fabricate the new steel supports. During this period, the western pedestrian walkway will remain closed, and additional traffic control will be necessary to safely accommodate construction activities and maintain traffic circulation across the bridge.

Although these conditions were not anticipated in the original construction scope, replacement of the deteriorated supports is necessary to restore the structural integrity of the western pedestrian walkway. Completing these improvements now also avoids the potential need to dismantle the reconstructed walkway to address continued deterioration in the future.

The additional work will allow the City to complete the planned pedestrian accessibility improvements while addressing significant concealed structural deficiencies and extending the useful life of this important historic asset.

ATTACHMENTS:

1. Resolution
2. Farallon Company – Change Order No. 1
3. Farallon Company – Change Order No. 2
4. Draft – Farallon Company - Change Order No. 3

RESOLUTION NO. C-2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO TRANSFER \$125,000 FROM THE WAVECREST ROAD WATER LINE PROJECT (CIP 9004) TO THE MAIN STREET BRIDGE REHABILITATION PROJECT (CIP 1036) AND EXECUTE CHANGE ORDER NO. 3 WITH FARALLON COMPANY

WHEREAS, the City of Half Moon Bay is implementing the Main Street Bridge Rehabilitation Project to preserve the historic bridge and improve pedestrian accessibility; and

WHEREAS, on May 14, 2026, the City determined that the Main Street Bridge Rehabilitation Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1 – Existing Facilities, which applies to the repair and maintenance of existing public facilities involving negligible or no expansion of use. This action to address unforeseen structural deterioration is within the parameters of the original project, which was found to be exempt from review as a Class 1 categorical exemption and involves negligible or no expansion of use; and

WHEREAS, on August 18, 2026, the City Council adopted Resolution No. C-2026-74 authorizing an additional \$75,000 budget allocation, increasing the total project budget to \$375,000 to complete Phase 2 construction and remaining project activities; and

WHEREAS, Phase 2 construction has encountered significant concealed deterioration of the wood framing and steel structural supports beneath the western pedestrian walkway, requiring additional structural repairs beyond the original construction scope; and

WHEREAS, the City anticipates Change Order No. 3 with Farallon Company in an amount not to exceed \$250,000 for the additional structural reconstruction, removal of an abandoned water main, and supplemental traffic control associated with the extended construction schedule; and

WHEREAS, an additional \$275,000 transfer from available, uncommitted capital project funds will provide sufficient funding to complete the additional work and remaining project activities, including appropriate contingency for unforeseen conditions.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby:

1. Authorizes the City Manager to transfer \$275,000 from the Wavecrest Road Water Line Project (CIP 9004) to the Main Street Bridge Rehabilitation Project (CIP 1036), increasing the total project budget from \$375,000 to \$650,000, and to make all necessary budget and accounting adjustments to implement this action; and
2. Authorizes the City Manager to execute Change Order No. 3 with Farallon Company in an amount not to exceed \$250,000 for the additional structural reconstruction and associated improvements to the western pedestrian walkway, including supplemental

traffic control.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th day of October 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



Main Office
P.O. Box 100
Half Moon Bay, CA 94019
Office (415) 892-7760
Email: fci@FarallonCompany.com
www.Faralloncompany.com

CORP Yard
719 Juliga Woods St.
Richmond, CA 94804
Cell: (415) 716-4550
or
Cell: (415) 716-0033

Contractor License #: 827633

DIR # 1000012899
DOT # 3898491

SB(MICRO) # 58906
CARB CERT # 43643

Can you build it?...We can build it!

Change Order #1

DATE: 9/10/2026

CLIENT: Todd Seeley
City of Half Moon Bay Public Works Superintendent
501 Main Street
Half Moon Bay, CA 94019
Phone # 650-750-2029, email- tseeley@halfmoonbay.gov

PROJECT: Main Street Bridge – Pedestrian Boardwalk, Caltrans Structure
Number 35C0025

SCOPE OF WORK: Supply & Install Protecto Wrap Deck Joist Tape to existing bridge boardwalk joist top.

Farallon Company will supply all labor, equipment & materials necessary to complete the following:

1) Total labor, equipment & materials	\$2,575.00
TOTAL LABOR, EQUIPMENT AND MATERIALS	\$2,575.00

Prepared by Fernando Oliveira 9/10/2026

By signing this document, you accept general project provisions & special project provisions.

Accepted By:

17 September 2026

Todd Seeley

Dated



Main Office
P.O. Box 100
Half Moon Bay, CA 94019
Office (415) 892-7760
Email: fcf@FarallonCompany.com
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719 Juliga Woods St.
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or
Cell: (415) 716-0033

Contractor License #: 827633

DIR # 1000012899
DOT # 3898491

SB(MICRO) # 58906
CARB CERT # 43643

Can you build it?...We can build it!

Change Order #2

DATE: 9/29/2026

CLIENT: Todd Seeley
City of Half Moon Bay Public Works Superintendent
501 Main Street
Half Moon Bay, CA 94019
Phone # 650-750-2029, email- tseeley@halfmoonbay.gov

PROJECT: Main Street Bridge - Pedestrian Boardwalk, Caltrans Structure
Number 35C0025

SCOPE OF WORK: Supply & Install The Following Items:

Farallon Company will supply all labor necessary to complete the following:

1) Painting one coat via roller & brush application to all metal & wood handrails & posts, including bridge concrete barriers & columns (Paint supplies not included)	\$11,200.00
2) Construction of 12" x 12" x 52' long reinforced 3,000 PSI concrete grade beam doweled at 16" on center to existing sidewalk & Simpson CB66 brackets +/- 6' on center	\$10,170.00
3) Installation of temporary construction fence at west side of bridge during construction	\$1,950.00
4) Additional bolt assembly labor for hand wood handrails, approximately 335 locations = 25 hours x \$150	\$3,750.00
TOTAL LABOR, EQUIPMENT AND MATERIALS	\$27,070.00
Excludes overtime, traffic control & additional bond costs	

Prepared by Fernando Oliveira 9/29/2026

By signing this document, you accept general project provisions & special project provisions.

Accepted By:

Todd Seeley

Dated



Main Office
P.O. Box 100
Half Moon Bay, CA 94019
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or
Cell: (415) 716-0033

Contractor License #: 827633

DIR# 1000012899
DOT# 3898491

SB(MICRO) # 58906
CARB CERT# 43643

Can you build it?...We C"an build it!

Change Order #3

DATE: 10/15/2026

CLIENT: Todd Seeley
City of Half Moon Bay Public Works Superintendent
501 Main Street
Half Moon Bay, CA 94019
Phone# 650-750-2029, email- tseeley@halfmoonbay.gov

PROJECT: Main Street Bridge - Pedestrian Boardwalk, Caltrans Structure
Number 35C0025

SCOPE OF WORK: Supply & Install The Following Items:

Farallon Company will supply all labor necessary to complete the following:

1) Installation of temporary construction fence at West side of bridge during construction with extended time	\$1,000.00
2) Golden State Lumber-wood screws \$1,654.00 + 15%	\$1,902.10
3) Big Creek Lumber- hardware & misc. \$2,148.09 + 15%	\$2,470.30
4) Hassett Hardware- hardware & misc. \$973.00 +15%	\$1,118.95
TOTAL EXTRA COSTS FOR EAST FOOT BRIDGE	\$6,491.35
5) West Cantilever Foot Bridge Assessment & Deconstruction	\$66,733.50
-Labor, Equipment Material thru 10/16/26	
-Operations Engineer – 44 hours = \$14,300.00	
-Equipment Operator – 18 hours = \$4,050.00	
-Traffic Control x 2 days -36 hours = \$5,040.00	
-Carpenter – 74 hours = \$13,320.00	
-Lead Worker Rigger – 18 hours = \$2,880.00	
-Skilled Labor - 152 hours = \$22,800.00	
-Crane Truck - 2 days = \$2,124.00	
-Bobtail Truck - 2 days = \$874.00	
-Fuel (Diesel) - \$745.00 + 15% = \$856.75	
- Grainger Epoxy Paint – 425.00 +15% = \$488.75	
6) West Cantilever Foot Bridge Construction	\$41,084.00
-Cantilever iron support arms x 4 pieces,	
-Remove existing supports x 4 pieces	
-Fabrication, craning, epoxy painting, grouting x 4 pieces	

-Traffic control x 2 days	
-All labor & rigging included	
7) West Cantilever Foot Bridge New 4x12 Pressure Treated DF	\$85,765.00
Span Girders – 4 run construction, including 4x12 PT bearing plates, anchoring hardware, craning, manlift, rigging & traffic control	
8) Bridge Northeast Side Existing Concrete Walkway Demolition	\$1,500.00
Offhaul & disposal, 150 SF	
9) Bridge Northeast Side New Reinforced Concrete Walkway	\$8,640.00
Construction, approximately 216 SF	
10) Bridge Northeast Side Pier & Pier Cap Construction	\$38,700.00
Pier drilling X 2, 18” diameter x 20 feet deep, pier reinforcing & casting, pier cap reinforcing & casting, craning & rigging, traffic control 2 days, soil offhaul & disposal	
TOTAL FOR ALL ABOVE	\$248,913.85
West Cantilever Foot Bridge Labor Credit, approximately 12 LF	-\$3,900.00
GRAND TOTAL	\$245,013.85
Additional Construction Time Added To Contract 32 Working Days	

hours Prepared by Fernando Oliveira 10/15/2026

By signing this document, you accept general project provisions & special project provisions.

Accepted By:

Todd Seeley

Dated

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 20, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Dale Leda, Interim Public Works Director / City Engineer

TITLE: **PILARCITOS CREEK FLOODPLAIN MODELING
PROFESSIONAL SERVICES AGREEMENT**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with BKF Engineers in an amount not to exceed \$47,975 for Pilarcitos Creek Floodplain Modeling as a component of the City's Stormwater Master Plan Update (CIP No. 1011) and finding the project exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section pursuant to CEQA Guidelines Section 15262.

FISCAL IMPACT:

The proposed Professional Services Agreement with BKF Engineers has a total not-to-exceed amount of \$47,975. The proposed work will be funded through the Stormwater Master Plan Update (CIP No. 1011), which has a total adopted project budget of \$452,000, including \$160,000 programmed for professional services in Fiscal Year 2026-27. The project is funded primarily through the City's Storm Drain Fund (Fund 152). The proposed agreement is within the adopted project budget, and no additional appropriation is anticipated.

STRATEGIC ELEMENT:

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

ENVIRONMENTAL REVIEW:

The proposed agreement involves technical study to inform potential future capital improvements. No physical improvements or construction activities are authorized under the proposed agreement. The project is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262, relating to feasibility and planning studies for possible future actions that have not been approved, adopted, or funded.

BACKGROUND:

The City of Half Moon Bay maintains a network of storm drain infrastructure and natural drainage corridors that convey stormwater runoff through the community. The City's Storm Drain Master Plan, last comprehensively evaluated in 2016, identified existing drainage deficiencies and established a framework for prioritizing future stormwater capital improvements. Since that time, continued development, changing watershed conditions, and advances in floodplain modeling have created a need to update the City's understanding of stormwater infrastructure capacity and flood risks.

The City's adopted Capital Improvement Program (CIP) includes the Stormwater Master Plan Update (CIP No. 1011), a citywide effort to update hydrologic and hydraulic analyses of the City's watersheds and drainage systems. The project will utilize current rainfall data, high-resolution topography, and existing infrastructure records to establish updated floodplain limits and elevations, identify drainage deficiencies, and inform the prioritization of future capital improvement projects.

Given the varying characteristics of the City's drainage systems, staff is advancing the Stormwater Master Plan Update through a phased, watershed-by-watershed approach. This allows the City to focus technical studies on individual drainage systems, address priority flooding concerns, and develop information that can be incorporated into the broader citywide master plan. The Stormwater Master Plan Update is programmed for completion in Fiscal Year 2027-28.

Pilarcitos Creek is one of the City's primary drainage corridors and has been identified as a priority for updated floodplain modeling. Existing Federal Emergency Management Agency (FEMA) floodplain mapping along portions of the creek is based on historical studies and approximate methods that have not been comprehensively updated in several decades. Additionally, development and infrastructure improvements along the creek corridor have changed existing conditions since the original floodplain mapping was prepared.

The City has identified several potential capital improvement projects that would benefit from updated hydraulic modeling, including planned improvements at the City's Corporation Yard at 880 Stone Pine Road and potential flood mitigation measures near Oak Avenue Park to reduce flooding impacts on adjacent residential properties, and other infrastructure improvements along the creek corridor.

Updated modeling is needed to establish a more accurate understanding of existing flood conditions and provide a technical foundation for evaluating potential flood mitigation strategies. The proposed Pilarcitos Creek Floodplain Modeling project represents one component of the City's broader Stormwater Master Plan Update.

DISCUSSION:

Staff recommends entering into a Professional Services Agreement with BKF Engineers to develop an updated hydraulic model of Pilarcitos Creek. The study will evaluate approximately 12 miles of the creek corridor, extending from Pilarcitos Lake to the Pacific Ocean, with more detailed analysis focused on three locations within the City:

Corporation Yard: The creek corridor adjacent to the City's Corporation Yard at 880 Stone Pine Road.

Carter Park/Main Street Bridge: The creek corridor extending from Carter Park downstream through the Main Street Bridge to Church Street.

Oak Avenue Neighborhood: The creek corridor extending from Cypress Avenue downstream to Belleville Avenue, including the Oak Avenue crossing.

BKF will develop a new hydraulic model utilizing available topographic information, including 2023 LiDAR data, existing engineering records, and previously developed hydraulic modeling. The study will evaluate existing flood conditions associated with the 100-year storm event and identify potential flood depths, floodplain boundaries, and water surface elevations.

The proposed scope will also include conceptual flood protection analysis at each of the three focus areas. BKF will evaluate potential improvements to prevent direct creek overtopping during the 100-year storm event, including identifying preliminary improvement alignments and approximate creek bank or floodwall elevations. These conceptual analyses will help the City assess potential flood mitigation strategies and inform future project planning and feasibility evaluations. Additional modeling, field investigations, and engineering design may be necessary before advancing specific improvements.

The primary deliverables will include an updated hydraulic model, flood hazard mapping, a technical memorandum documenting the modeling methodology, assumptions, findings, and recommendations, and three conceptual flood protection solutions. The study will also identify data gaps and potential additional modeling or field investigations that may be necessary to support the detailed design of future flood mitigation projects.

The proposed work represents an initial phase of floodplain analysis. Future efforts may include additional field surveys, refinement of the hydraulic model, more detailed evaluation of mitigation alternatives, and coordination with FEMA regarding potential floodplain map revisions. These subsequent activities are not included in the proposed agreement. BKF anticipates completing the initial study within approximately three months of authorization to proceed.

BKF Engineers was selected based on its specialized experience and familiarity with hydraulic conditions along Pilarcitos Creek. BKF previously completed floodplain modeling for the Stone Pine Cove affordable housing development, including delineation of the 100-year and 500-year floodplains to inform site grading and design. BKF also performed hydraulic modeling for the Creekside Court subdivision to support grading and site development improvements.

BKF's familiarity with existing creek conditions, available data, and prior modeling provides continuity and efficiencies in completing the proposed work. Staff recommends retaining BKF based on its qualifications, directly relevant experience, and familiarity with the project corridor.

CONCLUSION

The proposed Pilarcitos Creek Floodplain Modeling Project will provide updated technical information to support the City's evaluation of flood risks and future stormwater infrastructure improvements. The study is an important step in the City's phased, watershed-by-watershed approach to updating its Stormwater Master Plan and will help inform the planning and prioritization of future capital improvements.

Staff recommends that the City Council adopt the resolution authorizing the City Manager to execute a Professional Services Agreement with BKF Engineers in an amount not to exceed \$47,975.

ATTACHMENTS:

1. Resolution
2. BKF Proposal

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 BKF ENGINEERS FOR PILARCITOS CREEK FLOODPLAIN MODELING AS A COMPONENT OF THE STORMWATER MASTER PLAN UPDATE (CIP NO. 1011) IN AN AMOUNT NOT TO EXCEED \$47,975 AND FINDING THE PROJECT EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15262

WHEREAS, the City's adopted Capital Improvement Program includes the Stormwater Master Plan Update (CIP No. 1011), which provides for updated hydrologic and hydraulic analyses of the City's watersheds to identify drainage deficiencies, evaluate flood risks, and inform future capital improvements; and

WHEREAS, the City is advancing the Stormwater Master Plan Update through a phased, watershed-by-watershed approach, with Pilarcitos Creek identified as a priority drainage corridor for updated floodplain modeling; and

WHEREAS, the City desires to develop updated hydraulic modeling to better understand existing flood conditions and evaluate potential flood mitigation improvements, including at the City's Corporation Yard and within residential neighborhoods adjacent to Pilarcitos Creek; and

WHEREAS, BKF Engineers has demonstrated specialized qualifications and experience performing hydraulic modeling along Pilarcitos Creek, including previous studies supporting the Stone Pine Cove and Creekside Court developments; and

WHEREAS, BKF Engineers has submitted a proposal to develop updated hydraulic modeling, flood hazard mapping, and conceptual flood protection solutions at three priority locations for a total not-to-exceed amount of \$47,975.

NOW, THEREFORE, BE IT RESOLVED THAT that the City Council of the City of Half Moon Bay hereby:

1. Finds that the project is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section pursuant to CEQA Guidelines Section 15262
2. Authorizes the City Manager to execute a Professional Services Agreement with BKF Engineers for Pilarcitos Creek Floodplain Modeling as a component of the Stormwater Master Plan Update (CIP No. 1011) in an amount not to exceed \$47,975

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 20th of October 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

Work Statement

Project Understanding

The purpose of the Pilarcitos Creek Flood Mapping Project (Project) is to perform a detailed hydraulic study of the approximately 12-mile creek corridor as the basis to better understand flood vulnerabilities along the full creek length through the City of Halfmoon Bay. It is understood that FEMA SFHA Zone A areas are estimated based on approximate methodologies without a detailed hydraulic model and so do not have base flood elevations (BFEs) shown. The full length of Pilarcitos Creek has not been updated since 1980. The Zone A mapped area shows inconsistent flood plain limits compared with recent topography, and the overall Zone A boundary is low resolution.

BKF understands that the intent of this study is to build upon the 2023 study focused on the City's Bay Corporate Yard at 880 Stone Pine Road, extending the hydraulic model to analyze the full length of Pilarcitos Creek from the upstream Pilarcitos Lake to the Pacific Ocean. Several focus areas will be analyzed with higher granularity. The model will be used to identify flood vulnerabilities along the Project corridor and to inform the basis of potential flood mitigation measures, which may be developed and tested in a future phase of work.

Modeling and technical analyses will be performed using means and methods supported by FEMA guidance, and the resulting documentation will be consistent with FEMA requirements. It is anticipated that the detail and quality of modeling performed in support of this Project would meet or exceed previous FEMA mapping efforts and position the City well for potential future revisions to the Flood Insurance Rate Map (FIRM), if the City were so inclined. However, no interaction with FEMA or submittals to FEMA are included in the current scope of work.

The first phase of the study will be based on a HEC-RAS model created entirely from existing topographic data, a pre-existing hydraulic model created by BKF Engineers (BKF) as part of a 2023 study for a portion of the creek, and as-builts provided by the City of Halfmoon Bay (City). Future phases of work may build upon this initial phase via: A) potentially enhancing the accuracy and precision of the model by employing supplemental survey and other higher-resolution data sources; and/or B) developing and testing potential flood mitigation scenarios that could serve as the basis of a Conditional LOMR (CLOMR). The scope of work described herein is limited to the first phase of detailed modeling using only existing data.

Scope of Work

Project Management and Coordination

BKF will provide overall project management and coordination for the anticipated 3-month project duration, from November 2026 through February 2027. Robert Dusenbury will serve as Principal in Charge and Project Manager and oversee project schedule, budget, quality control, and delivery of the scope of services. Kristen Matsumura will serve as the technical lead conducting modeling activity and overseeing staff modeler Sofia Hartman. The BKF Project team will be limited to three personnel for the sake of efficiency.

BKF will organize and facilitate monthly progress meetings with the City, which will include Dale Leda as the main point of contact for the City, plus additional staff as deemed appropriate. Prior to each meeting, BKF will prepare and distribute an agenda identifying key discussion topics, milestones, schedule considerations, coordination needs, and outstanding action items. Following each meeting, BKF will prepare meeting minutes documenting decisions, City direction, and action items with assigned responsibilities.

BKF will monitor the project budget and will promptly notify the City of potential schedule delays or budget challenges, with recommend corrective actions or sequencing adjustments, as appropriate. Unanticipated changes in scope or level of effort will be identified and submitted to the City for written approval before any additional services are performed.

Deliverables

Based on an assumed 3-month duration, Task 1 deliverables will include:

- Monthly virtual progress meetings with team meeting agendas and meeting minutes
- Monthly progress payment requests and summary reports

Existing Conditions Flood Study

The BKF team will initiate work by reviewing the 2023 model and report, as well as any other information relevant to the Project. During the initial modeling effort, no onsite reconnaissance will be performed (i.e., no survey, utility location, or site visits). Results of the background research will be distilled into summary data/information that can be used to help construct the new model for the full length of the creek.

For the watershed hydrology, the same general methods used in the 2023 study will again be employed. Estimation of the 100-year and 500-year peak flows will be based on the long-term stream gage record for Pilarcitos Creek (USGS 11162630) located in the lower watershed at Highway 1, which has been in operation since 1967. The 2023 study used USGS PeakFQ software to perform a statistical analysis of the historical annual peak flows, yielding an estimated 3,444 cfs for the 100-year peak flow and 4,838 cfs for the 500-year. This estimate will be confirmed, or updated if more recent data has become available. A unit hydrograph will be created from streamflow data at the Pilarcitos gauge and scaled to match the

estimated peak flows. The City recognizes that instream flows are dependent upon reservoir operations at Pilarcitos Lake, and it is assumed that those operations are “baked into” the USGS stream gauge data and that they will continue as they have historically. Therefore, no adjustments to stream gauge data will be needed as part of this Project.

The BKF team will construct a new 1D-2D hydraulic model of the Pilarcitos Creek corridor based primarily on a digital elevation model (DEM) created from the 2023 countywide LiDAR data set. Cross sections from the 2023 study will be reused for that segment of the creek. New cross sections will be created from the DEM, and additional sections will be interpolated as needed to gain stability in the model, primarily in hydraulic transition areas such as bridges and the downstream coastal boundary.

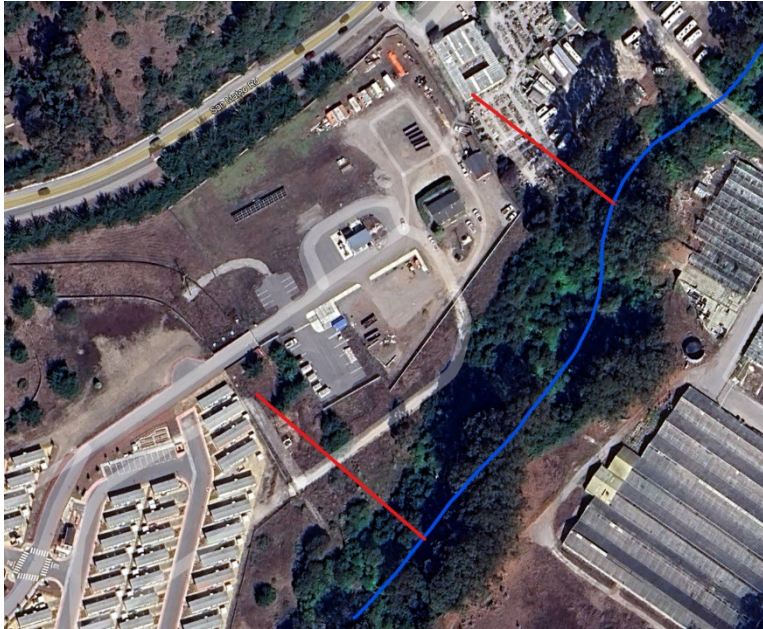
The study area consists largely of rural areas where model resolution will be lower. The areas within the City of Halfmoon Bay will be modeled in higher resolution, especially within the three (3) focus areas defined below where overbank sections of the 1D model will be stitched together with the surrounding 2D mesh constructed from LiDAR topography so that spill from the channel can be dynamically routed on the ground surface over the course of a storm.

Bridges are important instream hydraulic features in the context of hydraulic modeling, especially when design flows rise to the level of the bridge decking. It is BKF’s understanding that this may be the case at two bridge locations: the Pilarcitos Bridge at Highway 1, and the Main Street bridge. In order to represent these bridge structures within the model, the City will provide as-builts and/or perform field reconnaissance with their GPS unit to estimate deck elevations. If constraining bridges lack accurate dimensional data, it will be important for the City to provide that data, or BKF can conduct a field survey in a future phase of work.

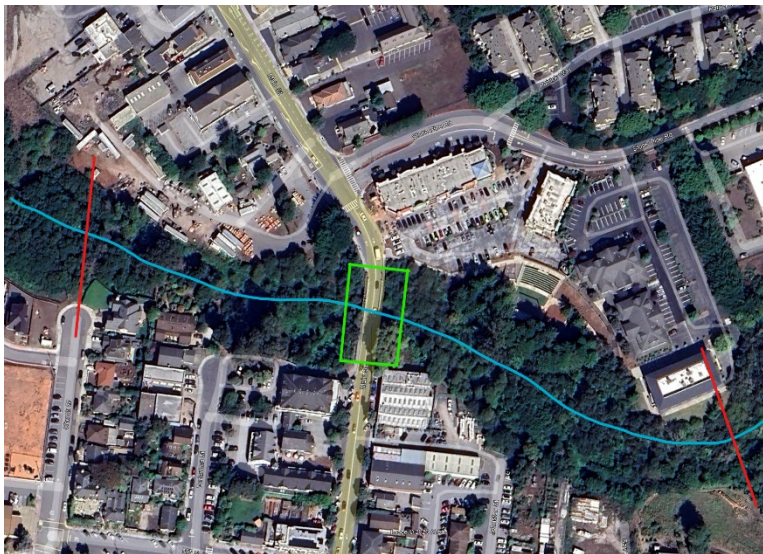
The hydraulic model will be developed to support future FEMA submittals; however, FEMA applications and submittals are outside the scope of this proposal. Through previous applied flood studies and planning projects, our team has gained a strong working familiarity with LOMR/ CLOMR processes. Modeling and technical analyses will be performed using means and methods supported by FEMA guidance, and the resulting documentation will be consistent with FEMA requirements.

FOCUS AREAS:

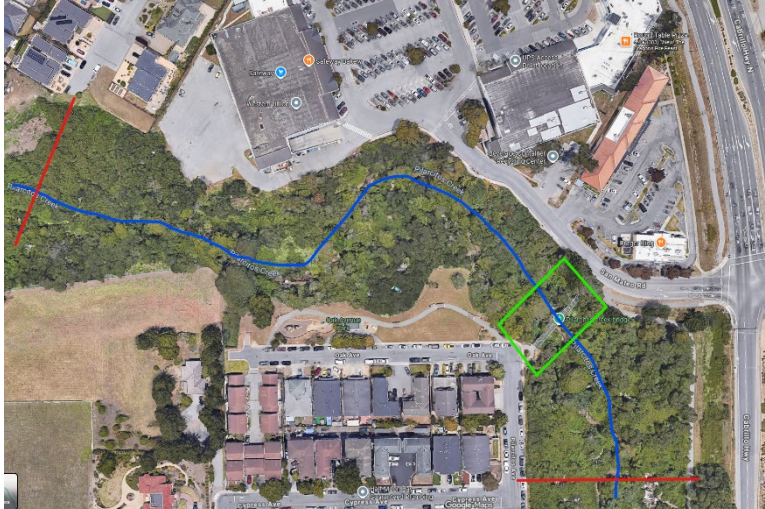
1. 880 Stone Pine Road directly in front of the existing Corp Yard buildings.



2. Reach from the east end of Carter Park/ Mariner's Church Parking Lot – downstream, under the Main Street Bridge (in green), to Church Street.



3. Upstream near Cypress Avenue to downstream to Belleville Avenue, noting the bridge from Oak Ave to San Mateo Road.



Existing infrastructure conditions and current precipitation & sea level data will be used to conduct present-day flood hazard analyses. If the City would like to analyze the effects of more intense future storms and sea level rise, BKF can create future climatic scenarios with paired rainfall data and SLR assumptions as part of a future phase of work.

Throughout the course of constructing and applying the HEC-RAS model, the BKF team will compile a list of identified data gaps paired with recommendations on how to fill them, recognizing that such measures are not part of the base scope during this initial phase of work.

The BKF Team understands that quality assurance & quality control (QA/QC) measures are essential to modeling processes, improving confidence in the input data, model calculations, and output. The principal-in-charge will review all major milestones before delivery to the City.

Deliverables

- Digital Elevation Data Layer of Study Area (GIS format)
- Existing Conditions Hydraulic Model with Flood Hazard Mapping
 - Flood maps with depth and extent of predicted flooding during the 100-yr storm event
 - Flood depth raster and water surface raster capturing peak water surface elevations
- Modeling Technical Memorandum summarizing methods, assumptions, results, and conclusions

NOTE: As spatial data layers can be provided by the City, background layers on mapping may include property boundaries, easements, and R/W mapping overlying the baseline background of aerial photo with topographic contours.

Conceptual Improvements Modeling

The BKF team will test high-level conceptual flood protection solutions to protect each of the three focus areas from being flooded by direct overtopping of adjacent segments of the creek during the 100-year storm. The concept for each focus area will be comprised of an alignment and the top-of-bank/wall elevations needed to provide riverine flood protection; no further design is included as part of this effort.

Deliverables

- Three (3) Conceptual Flood Protection Solutions, one for each Focus Area

Potential Future Work Tasks

- Collaborative development of flood mitigation concepts to be tested by the model
- Filling data gaps that are identified over the course of completing this scope of work defined herein
- Site visit with City staff
- Surveyed cross-sections along the project corridor in areas with sharp transitions in channel geometry (e.g. bridge crossings) and areas obscured by dense vegetation, recognizing that such conditions can warp LiDAR-derived topography
- Utility research
- Future climate conditions modeling

Fee Estimate

City of Halfmoon Bay Pilarcitos Creek Flood Study (2026) Fee Proposal		Project Lead (Modeling, Engineering, Planning)					
Task #	Project Role/Classification, Name	Principal-in-Charge, Robert Dusenbury, PE	Senior Modeling Engineer, Kristen Matsumura, PE	Project Engineer, Sofia Hartman	Direct Expenses (\$)	Hours	Total Cost
	Billing Rate	\$395	\$265	\$215			
1	PROJECT MANAGEMENT + COORDINATION	4	6	4	\$ -	14	\$ 4,030
2	EXISTING CONDITIONS FLOOD HAZARD MODELING	8	27	120	\$ -	155	\$ 36,115
	Review of Models and Reports	1	2	8			
	Development of Unit Hydrograph	0	1	4			
	1D Model Development	2	8	48			
	Review and Modeling of Bridges and Geometries	1	2	12			
	2D Floodplain Modeling	2	8	32			
	Tech Memo	2	6	16			
3	CONCEPTUAL IMPROVEMENTS MODELING	6	6	18	\$ -	30	\$ 7,830
TOTAL TASKS		18	39	142	\$ -	199	\$ 47,975

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **October 20, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Bryan Lopez, IT Program Manager
Kenneth Stiles, Interim Administrative Services Director

TITLE: **RECEIVE A REPORT ON THE CITY'S DRAFT ARTIFICIAL INTELLIGENCE (AI) POLICY AND THE RESPONSIBLE USE OF AI IN CITY OPERATIONS**

RECOMMENDATION:

Receive a report on the City's draft Artificial Intelligence (AI) Policy, the work of the internal AI Subcommittee, and the AI capability hosted on City infrastructure, and provide staff with feedback and direction on the draft policy and use of AI.

FISCAL IMPACT:

There is no direct fiscal impact.

STRATEGIC ELEMENT:

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

BACKGROUND:

Artificial intelligence (AI) refers to computer systems that can perform tasks that have traditionally required human judgment, such as understanding and generating written language, summarizing documents, recognizing patterns in data, transcribing speech, and producing images. Over the past several years, and particularly since the public release of generative AI tools such as ChatGPT, Microsoft Copilot, Anthropic Claude, and Google Gemini, AI has moved from a specialized technology to one that is built into many of the everyday software products that the City and the public already use, including email, word processing, web browsers, and search engines.

Local governments across the country are exploring how AI can help them deliver services more efficiently. Common uses include drafting and editing documents, summarizing lengthy reports, transcribing meetings and preparing minutes, translating public information into other languages, answering common questions from residents and staff, searching large volumes of

historical records, and monitoring computer networks for unusual activity. For a small organization like the City of Half Moon Bay, where staff routinely cover multiple responsibilities, these tools have the potential to reduce time spent on repetitive administrative tasks and allow staff to focus on work that requires professional judgment and direct engagement with the community. AI is also already built into many tools the City uses every day, such as internet search, web browsers, email, word processing, and computer operating systems. Uses that staff have identified for the City include, but are not limited to:

- Assisting with Public Records Act requests
- Researching historical City records and information
- Helping with lengthy or repetitive tasks
- Analyzing and summarizing information
- Supporting plan review
- Creating visual renderings of proposed projects
- Supporting cybersecurity monitoring and reviews

At the same time, AI presents real risks that must be managed thoughtfully. These include:

- **Data privacy and security:** Many publicly available AI tools are hosted by third parties. Information entered into these tools, including documents, emails, and personal information about residents or employees, may be stored, reviewed, or used to train the vendor's models, and may leave the City's control entirely.
- **Accuracy:** AI tools can produce information that sounds authoritative but is incorrect or fabricated (often called "hallucinations"). Output must be reviewed by a knowledgeable person before it is relied upon.
- **Bias and fairness:** AI systems learn from existing data, which can reflect historical biases. Without appropriate oversight, AI could produce outcomes that treat people inequitably.
- **Unauthorized access to City systems:** Many AI products request broad permissions to connect to email, calendars, and file storage. Granting these permissions without review can expose City data to outside parties.
- **Transparency and public trust:** Residents have a reasonable expectation to understand when and how technology is used in decisions that affect them, and AI-related records may be subject to disclosure under the California Public Records Act.
- **Misuse:** AI can be used to create misleading images, audio, or video of real people, or to automate decisions without meaningful human review.

Recognizing both the opportunities and the risks, a number of public agencies form the GovAI Coalition, a collaboration of local, regional, and state agencies that develops shared resources to promote the responsible use of AI in the public sector. The Coalition has published a template AI Policy, AI Governance Handbook, AI FactSheet for vendors, AI Incident Response Plan, and model vendor and data sharing agreements. These templates provide a useful and commonly utilized starting point that has been adopted or adapted by many agencies across California and the nation.

DISCUSSION:

Over the past year, staff has worked to establish a framework that enables the responsible use of AI in City operations. This work has included developing guidelines and rules for staff, drafting the City's AI Policy, forming an internal AI Subcommittee, and exploring internally hosted AI capability that keeps City data on City-owned infrastructure.

Development of Guidelines, Rules, and the Draft AI Policy

Staff used the GovAI Coalition template policy as the framework for the City's draft AI Policy (Attachment 1). The policy has been modified to reflect the City's size, staffing, and existing Information Technology policies. The most significant change is that the draft policy centralizes the deployment and authorization of AI with the Information Technology (IT) division. Under the draft policy, departments must obtain IT approval before purchasing, implementing, or using a new AI system. Routine use of approved AI systems, including authorized AI features within existing City software, does not require separate approval. This approach provides centralized oversight of new AI systems while allowing staff to use approved tools without repeated review.

Key elements of the draft policy include:

- **Guiding Principles:** Eight principles govern how AI systems are selected and used: Human-Centered Design, Security and Safety, Privacy, Transparency, Equity, Accountability, Effectiveness, and Workforce Empowerment.
- **Roles and Responsibilities:** The Administrative Services Director or designee oversees AI systems, security, and privacy practices; departments must follow the policy and review compliance annually; the City Attorney's office advises on legal risks; and the Finance Department oversees procurement and requires vendors to comply with City standards through contract terms.
- **AI Review and Documentation:** Before an AI system is used, the City will conduct an AI Review to assess risk and will obtain technical documentation through an AI FactSheet completed by the vendor, or equivalent documentation appropriate to the system and its risks.
- **Prohibited Uses:** The policy prohibits uses including covert real-time biometric identification, emotion recognition, fully automated decisions that substantially impact people without meaningful human oversight, social scoring, behavioral manipulation, generating unlawful, harassing, discriminatory, sexually explicit, or otherwise inappropriate content, or manipulating a real person's likeness without permission or unlawful authorization, and any illegal activity. The policy also requires compliance with applicable employment laws when AI is used in employment decisions, including requirements for human review and employee notice when applicable.
- **Protection of City Data:** Staff may not upload City data to any AI system unless the City has authorized the system to process that category of information, and may not connect City accounts or systems to unapproved third-party AI products. For example, staff should not approve a "connect" or "permissions" request from an unapproved AI meeting transcription service seeking access to City accounts or systems.

- **Incident Response and Reporting:** Staff must report AI-related harm, suspected unauthorized disclosure of sensitive information security incidents, and materially inaccurate AI output that has been relied upon or distributed, and the City will follow its applicable incident response procedures.
- **Sunset Procedures:** AI systems that no longer provide positive value to the City will be retired, with a gradual phase-out where needed to avoid disrupting services. The City will also address applicable records-retention and data handling requirements before retiring a system.
- **Public Records:** AI-related records created, received, or maintained in connection with City business may constitute public records and may be subject to disclosure under the California Public Records Act, regardless of the account, device, or system used. Applicable records retention requirements continue to apply.
- **Enforcement and Exceptions:** Violations may result in disciplinary action or, for third parties, breach of contract. Exceptions must be documented and approved by the City Manager, and no exception may authorize a violation of the law or unauthorized disclosure of protected information.

In addition to the policy, staff is adapting a set of supporting documents from the GovAI Coalition to put the policy into practice: an AI Governance Handbook, an AI FactSheet for internally hosted and third-party systems, an AI Incident Response Plan, and model Vendor and Data Sharing Agreements. Together, these documents give staff clear guidance on what is and is not permitted, and give the City consistent tools to evaluate vendors and respond to problems.

AI Subcommittee

To ensure the policy reflects how staff actually work, the City formed an internal AI Subcommittee made up of staff from across City departments. The Subcommittee has been, and continues to be, responsible for:

- Testing current AI technologies in real City workflows to understand where they add value and where they fall short;
- Reviewing the draft AI Policy and supporting documents and recommending changes based on hands-on experience;
- Identifying practical, responsible uses of AI for City operations and the safeguards those uses require; and
- Helping develop training and guidance so that staff can use approved AI tools confidently and appropriately.

AI Oversight Committee

To ensure the City's use of AI remains beneficial and secure, an AI Oversight Committee made up of department heads will meet at least once a year, and more often as needed. The committee will be responsible for:

- Reviewing how AI is being used across the City;

- Receiving updates on AI-related security matters;
- Identifying new ways AI may benefit the City and the community; and
- Providing other feedback and oversight related to AI and its use.

Internally Hosted AI Systems

One of the greatest risks identified by staff and the Subcommittee is the transfer of City data to outside AI vendors. Most commercial AI services process information on the vendor's servers, where the City has limited visibility into how data is stored, retained, or used. To address this risk, the City is testing the use of internally hosted AI capability that runs entirely on the City servers within the City's own internal network. It runs independently of outside AI services, which means:

- City data, including documents, meeting recordings, and records containing personal information, is processed within City-controlled systems rather than being sent to an outside AI provider for processing;
- City data is not used to train any third party's AI models;
- Access to information through AI follows the same user permissions staff already have, so employees can only retrieve information through AI that they are already authorized to see;
- The City reduces its exposure to outages, policy changes, or security incidents at outside AI vendors; and
- The City retains greater control over records.

Security of the City's AI Systems

Recent news reports have described AI systems that were misused to attack other organizations, or that were given broad, unsupervised access to computers and networks and then acted outside what their operators intended. In those situations the AI typically could browse and act on the open internet, held the same sweeping permissions as a system administrator, and was allowed to act on its own without anyone reviewing its actions. The City's AI tools are designed so that those conditions do not apply to them: they are not given tools to reach the internet, they do not hold administrator permissions, and decisions that matter are made by staff. Security is applied in layers, so that a single failure, whether an attack from outside or a mistake made by the AI itself, does not by itself expose City systems or data:

- **Isolated, City-owned environment:** The AI systems, including the AI models themselves, run on City-owned equipment inside the City's network and are administered only by IT. They do not depend on any outside AI service to operate. Staff reach them through an encrypted gateway.
- **Separated components:** Each part of the AI system runs in its own compartment with restricted privileges and access only to what that part needs, so a problem in one part is contained to that part.
- **Blocked by default:** Every component has its own firewall that blocks all incoming and outgoing network traffic unless it has been specifically approved. Components accept connections only from the specific services that need them, staff access comes in

through the encrypted gateway, and outgoing traffic is allowed only to what each system needs to operate.

- **City identity and protected credentials:** Staff sign in with their existing City accounts through the City's secure single sign-on system. The credentials that connect the AI system to City data sources are kept in the separate component that retrieves City data, stored in protected files on the server, and are not given to the AI assistants.
- **Consistent hardening and recovery:** A standard security baseline, including protection against repeated sign-in attempts and the removal of unneeded remote-access services, is applied when each system is built. Each maintenance update installs current operating system security fixes and checks that the baseline is still in place, restoring anything that is missing. Systems are backed up nightly, and a protective snapshot is taken before major upgrades so any change can be reversed.
- **Independent security audits:** AI systems are included in the City's regular security audits, which take place at least twice a year. These audits include an independent assessment by ResoluteGuard, a cybersecurity firm provided through the City's insurance pool, the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA).
- **Records of activity:** All AI activity is logged, so IT can review what was asked, what the AI retrieved, and what it produced.
- **Only the abilities the job requires:** Each AI assistant is given a specific, limited set of capabilities.
- **No independent reach:** The assistants cannot connect themselves to new systems, add new data sources, install new abilities, or grant themselves additional permissions.
- **Permissions follow the person:** When staff use AI to find information, results are limited to what that person's own permissions in the original system allow. Sensitive locations can be excluded from AI access entirely.
- **Original records are protected:** The AI's access to the City's records systems is read-only.
- **People make the decisions:** The AI suggests and staff decide. The AI cannot make a decision or take an action without a staff member's approval. If the system cannot confirm that something is allowed, it stops rather than proceeding.
- **No carry-over between users:** Each person's use of the AI assistants is kept separate, so private, personal, or sensitive information from one person's conversations is not shared with another user.
- **Honest about limits:** When the AI cannot read a document, it reports that it could not read it instead of guessing, so staff are not given answers based on incomplete information.

Taken together, these measures mean that the conditions behind recent AI incidents, including open internet tools, broad administrator permissions, and unsupervised authority to act, are deliberately absent from the City's design. IT can pause or disconnect any AI component at any time, and the systems will continue to be evaluated through the AI Review, AI FactSheet, and applicable City incident-response procedures established by the draft policy.

CONCLUSION:

Staff seeks Council feedback on the draft AI Policy. Following Council direction, Staff will continue working with the AI Subcommittee and the City Attorney's office to finalize the policy and supporting documents, including confirming the applicable approval process, administrative responsibilities, and supporting procedures, after which the policy will be adopted administratively by the City Manager. Staff will then provide training to all employees, publish a list of approved AI tools for staff, and continue to evaluate new AI uses under the review process established by the policy. Staff will keep Council and the community informed as the City's use of AI evolves.

ATTACHMENT:

Draft City of Half Moon Bay Artificial Intelligence (AI) Policy

Artificial Intelligence (AI) Policy

City of Half Moon Bay

I. Terms & Definitions

Artificial Intelligence: “Artificial intelligence” or “AI” means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.

Algorithm: A series of logical steps through which an agent (typically a computer or software program) turns particular inputs into particular outputs.

AI system: Any system, software, sensor, or process that automatically generates outputs including, but not limited to, predictions, recommendations, or decisions that augment or replace human decision-making. This extends to software, hardware, algorithms, and data generated by these systems, used to automate large-scale processes or analyze large data sets.

Additional terms and definitions are provided in the AI Governance Handbook.

II. Purpose

This policy establishes a comprehensive, yet flexible, governance structure for AI systems used by, or on behalf of, the City of Half Moon Bay hereafter referred to as the “City.” This policy enables the City to use AI systems for the benefit of the community while safeguarding against potential harms.

The key objectives of the AI Policy are to:

- Provide guidance that is clear, easy to follow, and supports decision-making for staff (full-time, part-time), interns, consultants, contractors, partners, and volunteers who may be purchasing, configuring, developing, operating, or maintaining AI systems used by the City or leveraging AI systems to provide services to the City.
- Ensure that when using AI systems, the City or those operating on its behalf, adhere to the Guiding Principles that represent values with regards to how AI systems are purchased, configured, developed, operated, or maintained.
- Define roles and responsibilities related to the City’s usage of AI systems.
- Establish and maintain processes to assess and manage risks and values presented by AI systems used by the City;

- Align the governance of AI systems with existing data governance, security, and privacy measures in accordance with the Information Technology Policy.
- Define prohibited uses of AI systems;
- Establish “sunset” procedures to safely retire AI systems that no longer meet the needs of the City;
- Define how AI systems may be used for legitimate City purposes in accordance with applicable local, state, and federal laws, and existing agency policies.

The City’s Information Technology division will oversee the review and approval of AI systems used for City business. Departments must obtain the Information Technology division’s approval before purchasing, implementing, or using a new AI system. Routine use of approved AI systems, including AI features within City-approved software that IT has authorized for use, does not require separate approval, provided the use complies with this policy. For example, employees may use approved AI-powered grammar suggestions, predictive text, or other routine writing-assistance features without seeking approval each time.

III. Scope

This policy applies to:

1. All AI systems deployed by the City or on the City’s behalf; and
2. Staff (full-time, part-time), interns, consultants, contractors, partners, and volunteers who may be purchasing, configuring, developing, operating, or maintaining AI systems used by the City or who may be leveraging AI systems to provide services to the City, with compliance by contractors and other third parties required through applicable contracts.

IV. Guiding Principles for Responsible AI Systems

These principles describe the City’s values with regards to how AI systems are purchased, configured, developed, operated, or maintained.

1. **Human-Centered Design:** AI systems are developed and deployed with a human-centered approach that evaluates AI powered services for their impact on the public.
2. **Security & Safety:** AI systems maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.
3. **Privacy:** Privacy is preserved in all AI systems by safeguarding personally identifiable information (PII) and sensitive data from unauthorized access,

disclosure, and manipulation.

4. **Transparency:** The purpose and use of AI systems may be communicated and disclosed to the public as appropriate and consistent with applicable public records, privacy, confidentiality, and security laws. An AI system, its data sources, operational model, and policies that govern its use are understandable and documented.
5. **Equity:** AI systems support equitable outcomes for everyone. Bias in AI systems is effectively managed with the intention of reducing harm for anyone impacted by its use.
6. **Accountability:** Roles and responsibilities govern the deployment and maintenance of AI systems, and human oversight ensures adherence to relevant laws and regulations.
7. **Effectiveness:** AI systems are reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
8. **Workforce Empowerment:** Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

V. Roles & Responsibilities

Several roles are responsible for enforcing this policy, outlined below:

- The Administrative Services Director or designee is responsible for directing City technology resources, policies, projects, services, and coordinating the same with other City departments. The Administrative Services Director shall actively ensure AI systems are used in accordance with the City's Information Technology Policy(s).
- The Administrative Services Director or designee is responsible for ensuring that the City's use of AI systems is done so in accordance with this policy and any other Information Technology Policies.
- The Administrative Services Director or designee is responsible for overseeing the enterprise security infrastructure, cybersecurity operations, updating security policies, procedures, standards, guidelines, and monitoring policy compliance.
- The Administrative Services Director or designee is responsible for overseeing the enterprise digital privacy practices, data processing practices, and responsible usage of technology in compliance with the City's policies.
- City departments are responsible for following this policy and any other Information Technology policies and shall check compliance with these documents at least annually.

- The Administrative Services Director or designee shall notify City departments when an update to this policy and/or relevant supporting documents are released.
- The City Attorney's office is responsible for advising the City on any legal issues or risks associated with AI Policy used by or on behalf of City departments.
- The Administrative Services Director or designee may, at their discretion, review the City's use of AI systems and require a department to alter or cease its usage of AI systems or a partner's usage of AI systems on behalf of the department.
- The Finance Department is responsible for overseeing the procurement of AI systems in alignment with existing IT procurement and governance processes and requiring vendors to comply with City policy standards through contractual agreements as applicable to the services provided.
- An AI Oversight Committee, made up of department heads, will meet at least once a year to review the use, security, benefits, and risks of AI systems used by the City, and will provide guidance on AI as needed.

VI. Policy

When purchasing, configuring, developing, operating, or maintaining AI systems, the City will:

1. Uphold the Guiding Principles for Responsible AI Systems;
2. Conduct an AI Review to assess the potential risk of AI systems. The Administrative Services Director or designee is responsible for coordinating review of AI systems used by the City;
3. Obtain technical documentation about AI systems using the AI FactSheet or equivalent documentation appropriate to the system and its risks. The Finance Department is responsible for requiring vendors to complete the AI FactSheet or provide equivalent information, as appropriate;
4. Require contractors to comply with all requirements for AI systems overseen by the Finance Department; and
5. In the event of an incident involving the use of the AI system, the City will follow applicable City incident-response procedures. The Administrative Services Director or designee is responsible for overseeing the security practices of AI systems used by or on behalf of City departments.
6. AI systems used in connection with employment decisions must comply with applicable employment and anti-discrimination laws, including requirements for human review, employee notice, and access to employee data when applicable.

Prohibited Uses

The use of certain AI systems is prohibited due to the sensitive nature of the information processed and severe potential risk. This includes the following prohibited purposes:

- Real-time and covert biometric identification.
- Classification of human facial or body movements into certain emotions or sentiment with the use of computer vision techniques or emotion analysis. (e.g., positive, negative, neutral, happy, angry, nervous).
- Fully automated decisions that do not require any meaningful human oversight but substantially impact individuals.
- Social scoring, or the use of AI systems to track and classify individuals based on their behaviors, socioeconomic status, or personal characteristics.
- Cognitive behavioral manipulation of people or specific vulnerable groups.
- Autonomous weapons systems.
- Generation of unlawful, harassing, discriminatory, sexually explicit, or otherwise inappropriate content in connection with City business.
- Using the likeness of a real person and manipulating it with AI without express permission or other lawful authorization.
- For any illegal activity regardless of that activity being identified in this policy
- Processing or uploading data to any AI system unless expressly authorized by the City for the particular system and category of information.
- Interconnection of City systems with a 3rd party non-approved AI system for the purpose of gaining enhanced features or capabilities.

If City staff become aware of an instance where an AI system has caused harm, staff must report the instance to their supervisor, and the Administrative Services Director or designee. Staff must also report suspected unauthorized disclosure of sensitive information, security incidents, and materially inaccurate AI output that has been relied upon or distributed. If harm has come to any person through the use of AI, Human Resources, and depending on the severity, law enforcement may be notified, as appropriate.

Sunset Procedures

If an AI system operated by the City or on the City's behalf ceases to provide a positive utility to the City and its residents as determined by the Administrative Services Director or designee, then the use of that AI system must be halted unless express exception is

provided by the City Manager or designee. If the abrupt cessation of the use of that AI system would significantly disrupt the delivery of City services, usage of the AI system shall be gradually phased out over time.

Before retiring an AI system, the City must address the retention, transfer, or deletion of City records and data in accordance with applicable records retention requirements and contractual obligations.

Public Records

The City is subject to the Public Records Act. City staff must follow all current procedures for records retention and disclosure. AI-related records, including prompts, inputs, outputs, and attachments created, received, or maintained in connection with City business, may constitute public records and may be subject to disclosure, regardless of the account, device, or system used. Records must be retained in accordance with applicable records retention requirements.

Security Audits

AI systems will be included in the City's regular security audits, which occur at least twice a year. These audits include a review by an independent external security firm in addition to any internal security reviews.

Policy Enforcement

All employees and agents of the City, whether permanent, temporary, interns, volunteers, contractors, consultants, vendors, and other third parties operating AI systems on behalf of the City are required to abide by this Policy and the associated AI Governance Handbook, or applicable policy.

VII. Violations of the AI Policy

Violations of any section of the AI Policy, including failure to comply with the City's AI Governance Handbook, or applicable handbook, may be subject to disciplinary action, up to and including termination, in accordance with applicable personnel rules, labor agreements, and law. Violations made by a third party while operating an AI system on behalf of the City may result in a breach of contract and/or pursuit of damages to the extent provided by the applicable agreement and law.

VIII. Exceptions

Staff, as described in the scope of this policy, must adhere to all controls outlined in this policy document unless a specific documented exception is granted by City Manager. Policy violations that have not been formally documented as an exception will be treated as a security incident in accordance with City policy. City staff may encounter emergency situations that necessitate the immediate use of AI tools or technologies. In these circumstances, each proposed use must obtain documented approval from the Administrative Services Director or designee prior to use. The Administrative Services Director or designee must document the approved emergency use and submit it to the

City Manager or designee for review within 30 days. In no situation may an exception authorize a violation of law or the unauthorized disclosure of protected information.

Restricted Platform Alternatives (optional)

In the event that the City restricts access to certain AI platforms, whenever practicable, the City will provide a URL redirect to an intranet site that will provide the employee with alternative AI platforms which have been vetted and approved by the City for use.

The purpose of this policy is to help prevent the exfiltration of City data which would violate internal policy. This approach allows employees to choose amongst various platforms which meet applicable privacy and security standards established by the City to facilitate productivity.

The Administrative Services Director or designee will perform regular assessments of AI platforms and regularly monitor such platforms so that the City can restrict and remove access in the event of a security or privacy incident.

Approved:

City Manager, Matthew Chidester

Date