



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

TUESDAY, DECEMBER 19, 2023

**HYBRID MEETING (SEE NEXT PAGE)
ADCOCK COMMUNITY CENTER
535 KELLY AVENUE
HALF MOON BAY, CA 94019**

**Deborah Penrose, Mayor
Joaquin Jimenez, Vice Mayor
Robert Brownstone, Councilmember
Harvey Rarback, Councilmember
Debbie Ruddock, Councilmember**

7:00 PM

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

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

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

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

<http://hmbcity.com/>

**Wi-Fi: HMB Public
Password: Recreation1**

HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom. Comments via Zoom will not be accepted during this meeting. The public is encouraged to attend in person to ensure full participation. Public comments may be made in-person, and interpretation will be available. All Councilmembers and staff will participate in person. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. 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.*

ROLL CALL / PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PROCLAMATIONS AND PRESENTATIONS

HIP HOUSING PROGRAM PRESENTATION

2023 STATE OF THE CITY ADDRESS

REMARKS BY OUTGOING MAYOR

SELECTION OF MAYOR AND VICE MAYOR FOR 2024

REMARKS BY INCOMING MAYOR

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF AUGUST 2023

Staff Recommendation: Accept the warrants list for the month of August 2023.

[STAFF REPORT](#)

[ATTACHMENT](#)

1.C WARRANTS FOR THE MONTH OF SEPTEMBER 2023

Staff Recommendation: Accept the warrants list for the month of September 2023.

[STAFF REPORT](#)

[ATTACHMENT](#)

1.D WARRANTS FOR THE MONTH OF OCTOBER 2023

Staff Recommendation: Accept the warrants list for the month of October 2023.

[STAFF REPORT](#)

[ATTACHMENT](#)

1.E AB1600 REPORT ON DEVELOPMENT IMPACT FEES FOR FISCAL YEAR ENDED JUNE 30, 2023

Staff Recommendation: Accept the AB 1600 Report on Development Impact Fees for fiscal year ended June 30, 2023.

[STAFF REPORT](#)

1.F 2024 CALENDAR OF CITY COUNCIL MEETINGS

Staff Recommendation: By motion, adopt the City Council Calendar for 2024.

[STAFF REPORT](#)

[ATTACHMENT](#)

ADJOURNMENT

RECEPTION HONORING INCOMING MAYOR

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **December 19, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Lisa Lopez Rossi, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF AUGUST 2023**

RECOMMENDATION:

Accept the warrants list for the month of August 2023.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, the City processed 10 check runs. The table below outlines each check run and their individual totals:

Check Run Date	Amount
Aug-02	211,424
Aug-04	31,553
Aug-09	320,183
Aug-10	7,892
Aug-16	361,686
Aug-21	159,000
Aug-23	763,427
Aug-24	22,209
Aug-30	193,333
Aug-31	21,161
TOTAL	2,091,868

The City processed payments related to 19 capital improvement projects, in a total amount of \$832,681. Highway 1 Safety – North, Parks Master Plan Implementation, Carter Park, Eastside Parallel Trail, Emergency Response Program, LCP Implementation, Green Infrastructure and Storm Program, Corporate Yard Improvements, Pilarcitos Creak, Main Street Safety Improvements.

Staff is also including a list of all payments above \$30,000 processed during this reporting period, as listed in the table below.

OVER \$30,000				
<u>Check #</u>	<u>Payee</u>	<u>Check Date</u>	<u>Amount</u>	<u>Description</u>
53318	SEWER AUTHORITY MID-COASTSIDE	8/23/2023	\$ 397,632	FY 23/24 OPERATIONS AND MAINTENANCE
53261	HALF MOON BAY GRADING & PAVING INC.	8/16/2023	\$ 239,974	CORP YARD IMPROVEMENTS
53294	DRYCO CONSTRUCTION	8/23/2023	\$ 165,498	MAIN STREET SAFETY IMPROVEMENTS
53277	ABOLMOLUKI, BAHRAM	8/21/2023	\$ 159,000	LICENSE EASEMENT
53205	SHUTE MIHALY & WEINBERGER LLP	8/2/2023	\$ 131,472	CITY ATTORNEY AND VARIOUS LITIGATION
53236	SAN MATEO CO. PLANNING AND BUILDING DIV	8/9/2023	\$ 79,399	SAFETY ELEMENT CONTRIBUTION
53219	COASTSIDE HOPE	8/9/2023	\$ 50,000	CSFA GRANT
53237	SENIOR COASTSIDERS	8/9/2023	\$ 50,000	CSFA GRANT
53332	EL CENTRO DE LIBERTAD	8/30/2023	\$ 39,830	CARES PROGRAM
53283	AYUDANDO LATINOS A SONAR	8/23/2023	\$ 35,000	CSFA GRANT
53397	WELLS FARGO	8/4/2023	\$ 31,553	VARIOUS SMALL PURCHASES ON CREDIT CARDS
53214	BOYS & GIRLS CLUB OF THE COASTSIDE	8/9/2023	\$ 30,000	CSFA GRANT
53278	ABUNDANT GRACE COASTSIDE WORKER	8/23/2023	\$ 30,000	CSFA GRANT

ATTACHMENTS:

Check Disbursement List by Check Date

Report Criteria:

Report type: Summary

Check.Type = "Calculated"

Check Number	Payee	Check Issue Date	Amount	Description
53168	ALISON HAAZER	08/02/2023	840.00	COOKING CAMP
53169	ANDREINI BROTHERS INC.	08/02/2023	1,515.00	MAINT SERVICE
53170	ARAMARK	08/02/2023	320.12	MAINT SUPPLIES
53171	ASSOCIATION OF BAY AREA GOVERNMENTS	08/02/2023	4,304.00	FY 23/24 ABAG MEMBERSHIP DUES
53172	BIG CREEK LUMBER	08/02/2023	38.01	MAINT SUPPLIES
53173	BLEYLE ELEVATOR, INC	08/02/2023	2,745.00	MAINT SERVICE
53174	CALIFORNIA COMPUTER AIDED DESIGN SOLS.	08/02/2023	15,105.00	JUL'23, SEWER ASSESSMENTS
53175	CODE PUBLISHING COMPANY	08/02/2023	211.50	MUNICIPAL CODE WEB UPDATE
53176	COLUMN SOFTWARE, PBC	08/02/2023	2,079.00	STR ORD 2023-02
53177	COMCAST	08/02/2023	246.72	INTERNET SVCS
53178	CORODATA RECORDS MANAGEMENT INC	08/02/2023	836.02	RECORDS MANAGEMENT
53179	DIV ADMIN SERVICES	08/02/2023	1,659.05	SMIP Q2 FY22/23 RESORT FEE
53180	DIVISION ADMIN SERVICES/ACCOUNTING	08/02/2023	1,796.98	SMIP Q3 FY22/23 RESORT FEE
53181	DIVISION ADMIN SERVICES	08/02/2023	499.55	SMIP Q1 FY22/23 RESORT FEE
53182	GAYTON ARRIGOTTI	08/02/2023	231.00	JEWELRY MAKING WORKSHOP
53183	GRANICUS	08/02/2023	1,490.33	GRANICUS SERVICE
53184	GRANITE ROCK CO	08/02/2023	521.87	ROAD MATERIALS
53185	HALF MOON BAY BUILDING & GARDEN	08/02/2023	34.42	MAINT SUPPLIES
53186	HALF MOON BAY GLASS	08/02/2023	4,528.59	HMB LIBRARY
53187	HALF MOON BAY NURSERY	08/02/2023	272.62	MAINT SUPPLIES
53188	HUFFMAN-BROADWAY GROUP INC	08/02/2023	4,408.12	JUN'23, Poplar Beach Gateways
53189	KEN JOHNSON	08/02/2023	2,293.00	PD-22-045
53190	KONICA MINOLTA BUSINESS SOLUTIONS	08/02/2023	2,275.21	JUL'23, FY23-24 MAINTENANCE
53191	LAURA CAMODECA	08/02/2023	84.00	DOG TRAINING
53192	LISA EVAN	08/02/2023	1,421.00	PDP-23-008
53193	LOCKWORKS UNLIMITED INC	08/02/2023	652.57	MAINT SERVICE
53194	MARIN HOLT	08/02/2023	2,100.00	COLLEGE APP BOOT CAMP

Check Number	Payee	Check Issue Date	Amount	Description
53195	NEIGHBORHOOD RADIO	08/02/2023	85.00	ADVERTISING SERVICE
53196	NICHOLAS TRANSLATIONS & INTERPRETATIONS	08/02/2023	380.00	TRANSLATION SERVICES
53197	PACIFIC BEACH COALITION	08/02/2023	2,500.00	MAR'23, FY 22-23 EARTH DAY SPONSORSHIP
53198	PARKEON INC	08/02/2023	56.00	MAINT SERVICE
53199	PUBLIC PARKING ASSOCIATES INC	08/02/2023	220.00	MAINT SERVICE
53200	RICE TRUCKING-SOIL FARM INC.	08/02/2023	328.13	MAINT SUPPLIES
53201	ROBERT HALF	08/02/2023	3,646.90	TEMP EMPLOYEE W.Ngo/WEEK ENDING 07/28/2023
53202	SAN MATEO COUNTY RECORDER	08/02/2023	92.00	RECORD OF SURVEY #3690 FOR POPLAR STREET RIGHT OF
53203	SAN MATEO RESOURCE CONSERVATION DISTRICT	08/02/2023	1,187.00	CONSERVATION PROJECT MANAGER
53204	SCHAAF & WHEELER	08/02/2023	1,233.00	JUN'23, PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFA
53205	SHUTE MIHALY & WEINBERGER LLP	08/02/2023	131,471.88	HUYNH
53206	SWCA INCORPORATED	08/02/2023	15,658.45	JUL'23, CHANGE ORDER 1, CORP YARD IMPROVEMENTS
53207	WILLIAM REGAN	08/02/2023	2,057.00	PDP-23-007
53209	ACC BUSINESS	08/09/2023	780.91	INTERNET SERVICE
53210	ALISON HAAZER	08/09/2023	1,470.00	KIDS COOKING CAMP
53211	AT&T	08/09/2023	883.33	PHONE SERVICE
53212	AUTOMATIC DOOR SYSTEMS INC.	08/09/2023	550.00	MAINT SERVICE
53213	BLEYLE ELEVATOR, INC	08/09/2023	4,414.00	MAINT SERVICE
53214	BOYS & GIRLS CLUB OF THE COASTSIDE	08/09/2023	30,000.00	CSFA GRANTS
53215	CASELLE INC.	08/09/2023	3,695.00	CONTRACT SUPPORT & MAINTENANCE
53216	CITY OF BRISBANE	08/09/2023	575.00	SMCO TRAINING CONSORTIUM, FY23/24 MEMBERSHIP DUE
53217	COASTPRIDE, INC.	08/09/2023	10,000.00	CSFA GRANT
53218	COASTSIDE ADULT DAY	08/09/2023	20,000.00	COMMUNITY SERVICES FINANCIAL GRANT PROGRAM
53219	COASTSIDE HOPE	08/09/2023	50,000.00	CFSA GRANT
53220	COMCAST	08/09/2023	180.62	CABLE SVCS
53221	DIVISION ADMIN SERVICES/ACCOUNTING	08/09/2023	979.40	SMIP Q4 FY22/23 RESORT FEE
53222	DOWNEY BRAND LLC	08/09/2023	380.00	LEGAL SERVICES
53223	ECO PROMOTIONAL PRODUCTS, INC	08/09/2023	2,121.80	TRAINING
53224	EL CENTRO DE LIBERTAD	08/09/2023	20,000.00	CSFA GRANT
53225	GRAINGER INC.	08/09/2023	6,284.75	FY 22-23, MAINT SUPPLIES
53226	GRANITE ROCK CO	08/09/2023	748.39	PAST DUE CHARGE

Check Number	Payee	Check Issue Date	Amount	Description
53227	HALF MOON BAY BUILDING & GARDEN	08/09/2023	767.04	MAINT SUPPLIES
53228	LAURA CAMODECA	08/09/2023	336.00	INTO TO NOSE WORK WORKSHOP
53229	LAURIE BECKER	08/09/2023	390.60	ZUMBA
53230	LISA POPE	08/09/2023	500.00	MEETING MINUTES
53231	MARIAN POTT	08/09/2023	1,347.50	BEYOND THE BASICS
53232	MARK THOMAS & CO. INC.	08/09/2023	1,838.21	JUL'23, CHANGE ORDER 1, HWY1 NORTH SAFETY & OPERATI
53233	REPUBLIC SERVICES #925	08/09/2023	351.48	YARD WASTE
53234	RICE TRUCKING-SOIL FARM INC.	08/09/2023	251.56	MAINT SUPPLIES
53235	ROBERT HALF	08/09/2023	134.72	TEMP EMPLOYEE LABATE/WEEK ENDING 08/04/2023
53236	SAN MATEO CO. PLANNING AND BUILDING DIV	08/09/2023	79,399.00	SAFETY ELEMENT
53237	SENIOR COASTSIDERS	08/09/2023	50,000.00	CSFA GRANTS
53238	SONRISAS COMMUNITY DENTAL CLINIC	08/09/2023	25,000.00	CSFA GRANTS
53239	STERICYCLE SPECIALTY WASTE SOLUTIONS INC	08/09/2023	192.23	MAINT SERVICE
53240	SUBURBAN PROPANE LP	08/09/2023	673.86	PROPANE
53241	TOWNSEND PUBLIC AFFAIRS	08/09/2023	5,000.00	TOWNSEND PUBLIC AFFAIRS
53242	TURBO DATA SYSTEMS	08/09/2023	937.88	CITATION PROCESSING
53243	CA DEPT OF FISH & WILDLIFE	08/10/2023	7,892.25	LSAA APPLICATION FEE
53244	4LEAF INC.	08/16/2023	4,085.39	FY22-23 JUN'23, PUBLIC WORKS INSPECTION SERVICES
53245	ADAM BERNIE	08/16/2023	1,500.00	SUMMERS END MUSIC FESTIVAL BAND
53246	ALTA PLANNING & DESIGN	08/16/2023	13,810.00	AUG'23, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PR
53247	AMERICAN PORTABLES	08/16/2023	12,935.49	JUL'23, FY 23-24 PORTABLE TOLIETS
53248	ARAMARK	08/16/2023	640.24	MAINT SERVICE
53249	AUTOMATIC DOOR SYSTEMS INC.	08/16/2023	410.00	FY22-23, MAINT SERVICE
53250	BIG BELLY SOLAR INC	08/16/2023	283.92	AUG '23, SMART TRASH RECEPTACLES
53251	CA DEPT OF FISH & WILDLIFE BAY DELTA	08/16/2023	6,236.00	LSAA APPLICATION FEE
53252	CA DEPT OF INDUSTRIAL RELATIONS	08/16/2023	675.00	ELEVATOR PERMIT
53253	CARTOON CITY	08/16/2023	1,200.00	HALF MOON BAY SUMMER FESTIVAL
53254	CHALLENGER SPORTS CORP	08/16/2023	1,939.00	SOCCER CAMP
53255	CIRCLEPOINT	08/16/2023	6,292.00	AUG'23, CHANGE ORDER 6, COMPLETE HYATT HOTEL ENVIR
53256	COASTSIDE COUNTY WATER DISTRICT	08/16/2023	7,899.91	lift station fairway
53257	CORAL SANCHEZ	08/16/2023	500.00	DEPOSIT REFUND

Check Number	Payee	Check Issue Date	Amount	Description
53258	FLYERS ENERGY, LLC	08/16/2023	2,338.27	VEHICLE FUEL
53259	GRIFFIN STRUCTURES INC.	08/16/2023	19,928.16	JUL'23, CARTER PARK RENOVATION PROJECT
53260	HALF MOON BAY BUILDING & GARDEN	08/16/2023	62.87	MAINT SUPPLIES
53261	HALF MOON BAY GRADING & PAVING INC.	08/16/2023	239,974.24	MAINT SERVICE
53262	HUE & CRY	08/16/2023	641.62	SECURITY SERVICE
53263	IMPEC GROUP INC.	08/16/2023	18,085.00	JUL'23, FY 23-24 JANITORIAL CONTRACT
53264	JANET JARVIS	08/16/2023	150.00	CLASS REGISTRATION REFUND
53265	KATIE SKENE MUSIC	08/16/2023	1,000.00	SUMMERS END MUSIC FESTIVAL BAND
53266	LORAIN ROSSI DE CAMPOS	08/16/2023	100.00	DEPOSIT REFUND
53267	LORAL LANDSCAPING INC.	08/16/2023	4,160.00	AUG'23, FY 23-24 MEDIAN MAINTENANCE WORK
53268	MERIDETH LOSCHKE	08/16/2023	147.00	YOGA INSTRUCTOR
53269	NEIGHBORHOOD RADIO	08/16/2023	210.00	ADVERTISING SERVICE
53270	RADIO GATSBY, LLC	08/16/2023	2,200.00	SUMMER END
53271	REGENTS OF THE UNIVERSITY OF CALIFORNIA	08/16/2023	554.73	CA MUNICIPAL LAW HANDBOOK
53272	RICE TRUCKING-SOIL FARM INC.	08/16/2023	1,476.56	MAINT SUPPLIES
53273	RINCON CONSULTANTS INC.	08/16/2023	7,123.25	JUL'23, '23, 6TH CYCLE HOUSING ELEMENT
53274	TULLY CONSULTING GROUP	08/16/2023	2,475.00	AUG'23, STORM WATER POLLUTION PREVENTION PLAN ASS
53275	U.S. POSTMASTER-HMB	08/16/2023	1,460.00	USPS POSTAGE
53276	WESTERN EXTERMINATOR COMPANY	08/16/2023	1,192.45	EXTERMINATOR SERVICES
53277	ABOLMOLUKI, BAHRAM	08/21/2023	159,000.00	LICENSE EASEMENT
53278	ABUNDANT GRACE COASTSIDE WORKER	08/23/2023	30,000.00	CFSA GRANT
53279	ANDREW GOMEZ	08/23/2023	2,205.00	INSTRUCTOR PAYMENT
53280	APPLIED SURVEY RESEARCH	08/23/2023	20,000.00	AUG'23 FY22-23, CARES PROGRAM EVALUATION
53281	ARAMARK	08/23/2023	640.24	MAINT SERVICE
53282	AT&T MOBILITY	08/23/2023	694.51	PHONE SERVICE
53283	AYUDANDO LATINOS A SONAR	08/23/2023	35,000.00	COMMUNITY SERVICES FINANCIAL GRANT PROGRAM
53284	BRENDA DEJESUS ACOSTA	08/23/2023	500.00	RESERVATION DEPOSIT REFUND
53285	CALIFORNIA BUILDING STANDARDS COMMISSIO	08/23/2023	102.60	BSASRF Q4 FY22/23 RETAINER (REVISED)
53286	CHRISTINA JEWELS KRZASZCZAK	08/23/2023	200.00	MAKE IT MAIN ST SUPPLIES
53287	CHRISTINA JEWELS KRZASZCZAK	08/23/2023	500.00	MAKE IT MAIN ST SUPPLIES
53288	CITY-COUNTY COMMUNICATIONS & MKTG ASS	08/23/2023	400.00	MEMBERSHIP

Check Number	Payee	Check Issue Date	Amount	Description
53289	COASTSIDE NEWS GROUP	08/23/2023	799.00	BEAUTY OF THE COASTSIDE
53290	CODE PUBLISHING COMPANY	08/23/2023	1,128.00	MAY'23, FY22-23, MUNICIPAL CODE WEB UPDATE
53291	COMCAST	08/23/2023	35.03	CABLE SVCS
53292	CORODATA RECORDS MANAGEMENT INC	08/23/2023	360.67	RECORDS MANAGEMENT
53293	CSW/STUBER-STROEH ENGINEERING GROUP IN	08/23/2023	735.00	AUG'23, CHANGE ORDER 2, POPLAR STREET TRAFFIC CALMI
53294	DRYCO CONSTRUCTION	08/23/2023	165,498.17	AUG'23, MAIN STREET SAFETY IMPROVEMENTS RPROJECT
53295	EWING IRRIGATION PRODUCTS INC.	08/23/2023	991.19	MAINT SUPPLIES
53296	FREYER & LAURETA INC.	08/23/2023	23,312.50	AUG'23, CHANGE ORDER 1, CARTER PARK IMPROVEMENTS
53297	GATES AND ASSOCIATES	08/23/2023	2,045.00	JUL'23, FRENCHMANS CREEK PARK PHASE 2
53298	GRAINGER INC.	08/23/2023	98.78	MAINT SUPPLIES
53299	INFINITY TECHNOLOGIES	08/23/2023	17,651.00	JUL'23, I.T. NETWORKING AND SUPPORT SERVICES
53300	JOYA CUNHA	08/23/2023	2,000.00	SEPT'23, TEMPORARY CONSTRUCTION EASEMENT
53301	KENDRA PALMER	08/23/2023	100.00	RESERVATOIN DEPOSIT REFUND
53302	LAURA CAMODECA	08/23/2023	560.00	INSTRUCTOR PAYMENT
53303	Lisa Lopez	08/23/2023	3,000.00	TUTION REIMBURSEMENT
53304	LOCKWORKS UNLIMITED INC	08/23/2023	4,921.58	MAINT SERVICE
53305	MITEL	08/23/2023	2,957.19	SHERIFF SUBSTATION PHONE SERVICE
53306	NBS GOVERNMENT FINANCE GROUP	08/23/2023	710.00	AUG'23, COST ALLOCATION PLAN AND CITYWIDE FEE STUDY
53307	NEXTREQUEST	08/23/2023	13,987.05	FOIA WORKFLOW PLATFORM LEGACY
53308	NICHOLAS TRANSLATIONS & INTERPRETATIONS	08/23/2023	475.00	JUN'23 FY22-23, TRANSLATION SERVICES
53309	ON POINT LANGUAGE SOLUTIONS LLC	08/23/2023	1,750.00	TRANSLATION SERVICES
53310	PENINSULA MUNICIPAL ENGINEERING INC.	08/23/2023	18,430.00	FY22-23 AUG'23, HIGHWAY 1 SAFETY NORTH
53311	PENINSULA SPORTS OFFICIALS ASSOC. INC	08/23/2023	378.00	HALF MOON BAY ONE MAN GAMES
53312	PUBLIC PARKING ASSOCIATES INC	08/23/2023	5,104.46	MAINT SERVICE
53313	RAGHUNATH TAYANNA	08/23/2023	300.00	RESERVATION DEPOIST REFUND
53314	RICARDO AMESCUA	08/23/2023	500.00	RESERVATION DEPOIST REFUND
53315	RICE TRUCKING-SOIL FARM INC.	08/23/2023	328.13	MAINT SUPPLIES
53316	ROBERT HALF	08/23/2023	2,011.68	TEMP EMPLOYEE W.Ngo/WEEK ENDING 08/09/2023
53317	SAN MATEO COUNTY INFORMATION SVCS.	08/23/2023	82.25	MICROWAVE SERVICE
53318	SEWER AUTHORITY MID-COASTSIDE	08/23/2023	397,631.91	AUG'23, FY 23-24 COLLECTIONS
53319	THE CITIES GROUP	08/23/2023	1,785.63	04/01/23-06/30/23, WORKERS COMP & SAFETY/COMPLIAN

Check Number	Payee	Check Issue Date	Amount	Description
53320	V. W. HOUSEN & ASSOCIATES INC.	08/23/2023	3,267.00	AUG'23, FY22/23 WASTEWATER COLLECTION SYSTEM ENGI
53321	YESSA WASHINGTON	08/23/2023	250.00	DEPOIST REFUND
53322	PG&E	08/24/2023	22,209.02	JUNE ELECTRICITY/GAS CHARGES
53323	4LEAF INC.	08/30/2023	23,004.10	JUL'23, PUBLIC WORKS INSPECTION SERVICES
53324	A CABALLERO PRODUCTIONS	08/30/2023	6,280.00	SUMMER ENDS FESTIVAL RENTALS
53325	ABUNDANT GRACE COASTSIDE WORKER	08/30/2023	14,378.81	FY22-23, 05/01/23-06/30/23 COASTAL CLEAN UP
53326	AMERICAN PORTABLES	08/30/2023	8,911.94	JUN'23, FY 23-24 PORTABLE TOLIETS
53327	ARAMARK	08/30/2023	320.12	MAINT SERVICE
53328	BAGG ENGINEERS	08/30/2023	14,060.00	AUG'23, GEOTECHNICAL INSPECTION SERVICES FOR CORP Y
53329	BOYS & GIRLS CLUB OF THE COASTSIDE	08/30/2023	1,560.00	CUSTODIAL FOR EVENT CENTER SEPT 2023
53330	CIRCLEPOINT	08/30/2023	6,937.50	MAR'23, CHANGE ORDER 6, COMPLETE HYATT HOTEL ENVIR
53331	COMCAST	08/30/2023	223.27	CABLE SVCS
53332	EL CENTRO DE LIBERTAD	08/30/2023	39,830.24	JUL'23, CARES PROGRAM
53333	FUN SERVICES	08/30/2023	5,923.58	RECREATION SERVICES
53334	GRAINGER INC.	08/30/2023	1,619.47	MAINT SUPPLIES
53335	HALF MOON BAY BUILDING & GARDEN	08/30/2023	103.26	MAINT SUPPLIES
53336	HMB COASTSIDE CHAMBER OF COMMERCE	08/30/2023	5,000.00	BIG BELLY TRASH CAN PROJECT
53337	KATHY OLER	08/30/2023	2,226.67	SEPT' 23, TEMPORARY CITY PARKING LOT RENTAL
53338	KONICA MINOLTA BUSINESS SOLUTIONS	08/30/2023	2,275.21	AUG'23, FY23-24 MAINTENANCE
53339	MARCELA CORDOVA	08/30/2023	750.00	SUMMER ENDS
53340	MATTHEW NICHOLS	08/30/2023	69.90	DISTANCE
53341	MuniServices	08/30/2023	500.00	STARS Q1 2023
53342	NICHOLS CONSULTING ENGINEERS CHTD	08/30/2023	2,698.64	JUL'23, POPLAR BLUFF & SEYMOUR OUTFALL EROSION ASSE
53343	ODP BUSINESS SOLUTIONS, LLC	08/30/2023	216.52	OFFICE SUPPLIES
53344	PENINSULA SPORTS OFFICIALS ASSOC. INC	08/30/2023	756.00	HALF MOON BAY ONE MAN GAMES
53345	PREMIER TERMITE & CONSTRUCTION	08/30/2023	14,400.00	JUN'23 FY22-23, DUTRA PARK BATHROOMS
53346	ROBERT HALF	08/30/2023	1,985.64	TEMP EMPLOYEE LABATE/WEEK ENDING 08/16/2023
53347	SAN MATEO CO. PLANNING AND BUILDING DIV	08/30/2023	1,356.31	CONSULTANT SERVICES
53348	SAN MATEO COUNTY EMERGENCY MANAGERS	08/30/2023	100.00	MEMBERSHIP DUES
53349	SAN MATEO RESOURCE CONSERVATION DISTRIC	08/30/2023	991.86	CONSERVATION PROJECT MANAGER
53350	SCOTT MCVICKER	08/30/2023	3,360.00	SEPT'23, FY 23/24 ANNEX RENT

Check Number	Payee	Check Issue Date	Amount	Description
53351	SF HENNA ARTS	08/30/2023	100.00	HENNA DEPOSIT
53352	SF HENNA ARTS	08/30/2023	906.00	HENNA PAYMENT
53353	SWCA INCORPORATED	08/30/2023	455.00	AUG'23, 2023 GOAT GRAZING
53354	THE CITIES GROUP	08/30/2023	22,909.12	7/1/23-12/31/23, WORKERS COMP & SAFETY/COMPLIANCE
53355	THE HOME DEPOT PRO INSTITUTIONAL	08/30/2023	1,963.69	MAINT SUPPLIES
53356	TURF STAR INC.	08/30/2023	1,507.75	APR'23 FY22-23. MAINT SUPPLIES
53357	WOOD CONSULTING SERVICES	08/30/2023	5,652.50	JUN'23, ECONOMIC RECOVERY
53358	ADVANTAGE GRAFIX	08/31/2023	32.74	PRINT SERVICE
53359	SCELZI ENTERPRISES	08/31/2023	17,706.21	MAINT SUPPLIES
53360	STRAIGHT WHEEL CYCLING LLC	08/31/2023	3,421.89	SERGIO E-BIKE
53397	WELLS FARGO	08/04/2023	31,553.18	RECONCILING CREDITS
Grand Totals:				
193			2,091,868.38	

Report Criteria:

Report type: Summary

Check.Type = "Calculated"

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **December 19, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Lisa Lopez Rossi, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF SEPTEMBER 2023**

RECOMMENDATION:

Accept the warrants list for the month of September 2023.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, the City processed 7 check runs. The table below outlines each check run and their individual totals:

Check Run Date	Amount
Sep-04	47,559
Sep-06	323,164
Sep-14	79,861
Sep-20	174,901
Sep-21	21,215
Sep-22	65,565
Sep-27	1,045,276
TOTAL	1,757,541

The City processed payments related to 14 capital improvement projects, in a total amount of \$832,681. Mac Dutra, Green Infrastructure And Storm Program, Safety Element, Carter Park, Eastside Parallel Trail Exp, Poplar Complete Street, Pavement Management, Smith Field Site Assessment, Parks Master Plan Implementation, Highway 1 Safety - North, Kehoe/Pilarcitos Outfall Repair, Emergency Response Program, Downtown Street Can Replacement, and Pilarcitos Creek Restoration.

Staff is also including a list of all payments above \$30,000 processed during this reporting period, as listed in the table below.

OVER \$30,000				
Check #	Payee	Check Date	Amount	Description
53502	SEWER AUTHORITY MID-COASTSIDE	9/27/2023	\$ 397,782	FY 23/24 OPERATIONS AND MAINTENANCE
53487	HALF MOON BAY GRADING & PAVING INC.	9/27/2023	\$ 308,544	SPINDRIFT WAY STORM REPAIR
53509	WICKMAN DEVELOPMENT AND CONSTRUCTION	9/27/2023	\$ 161,592	CARTER PARK
53393	SHUTE MIHALY & WEINBERGER LLP	9/6/2023	\$ 104,622	CITY ATTORNEY AND VARIOUS LITIGATION
53391	SAN MATEO CO. PLANNING AND BUILDING DIV	9/6/2023	\$ 79,399	SAFETY ELEMENT 2ND PAYMENT
53478	COASTSIDE HOPE	9/27/2023	\$ 70,000	CRI DIGITAL NAVIGATION [REPRINT OF STALE CHECK]
53472	COASTSIDE COUNTY WATER DISTRICT	9/22/2023	\$ 65,565	WATER CONNECTIONS FOR CARTER PARK
53482	EL CENTRO DE LIBERTAD	9/27/2023	\$ 53,444	CARES PROGRAM
53512	WELLS FARGO	9/4/2023	\$ 47,559	VARIOUS SMALL PURCHASES ON CREDIT CARDS
53442	DRYCO CONSTRUCTION	9/20/2023	\$ 36,940	STREET MAINTENANCE

ATTACHMENTS:

Check Disbursement List by Check Date

Report Criteria:

Report type: Summary

Check Number	Payee	Check Issue Date	Amount	Description
51984	COASTSIDE HOPE	09/27/2023	70,000.00	CRI-DIGITAL NAVIGATION PROGRAM
53361	4LEAF INC.	09/06/2023	5,239.22	JUL'23, PUBLIC WORKS INSPECTION SERVICES
53362	AARON OLSON	09/06/2023	300.00	CLASS REGISTRATION REFUND
53363	ALFONSO PEREDA JR	09/06/2023	200.00	RESERVATION DEPOSIT REFUND
53364	ALTA LANGUAGE SERVICES INC.	09/06/2023	121.00	BILINGUAL TESTING
53365	ASHISH PRADHAN	09/06/2023	340.00	RESERVATION DEPOSIT REFUND
53366	BIG CREEK LUMBER	09/06/2023	694.95	MAINT SUPPLIES
53367	BIKE WORKS HMB	09/06/2023	15,045.35	MANUEL EBIKE
53368	CAPITAL ONE TRADE CREDIT	09/06/2023	4,618.23	MAINT SUPPLIES
53369	CARTWRIGHT DESIGN STUDIO	09/06/2023	1,800.00	DESIGN SERVICE
53370	CATHERINE BRADSHAW	09/06/2023	100.00	RESERVATION DEPOIST REFUND
53371	CITY OF BURLINGAME	09/06/2023	5,183.11	JUNE BID
53372	CIVICPLUS	09/06/2023	14,885.51	WEBSITE DESIGN
53373	DAVID CRESSON	09/06/2023	1,045.00	PLANNING DEPOIST REFUND
53374	GRAINGER INC.	09/06/2023	341.32	MAINT SUPPLIES
53375	GRANICUS	09/06/2023	1,490.33	GRANICUS SERVICE
53376	HALF MOON BAY GRADING & PAVING INC.	09/06/2023	23,968.02	AUG'23, CORP YARD IMPROVEMENTS PROJECT
53377	HDL COREN & CONE	09/06/2023	695.00	FY22/23 ACFR STATISTICAL PACKAGE
53378	HMB COASTSIDE CHAMBER OF COMMERCE	09/06/2023	13,420.91	JUNE OOC BID
53379	HOME DEPOT CREDIT SERVICES	09/06/2023	665.16	MAINT SUPPLIES
53380	HUE & CRY	09/06/2023	473.96	SECURITY SERVICE
53381	IMPEC GROUP INC.	09/06/2023	18,085.00	AUG'23, FY 23-24 JANITORIAL CONTRACT
53382	JUAN VELAZQUEZ	09/06/2023	500.00	RESERVATION DEPOSIT REFUND
53383	LAURIE BECKER	09/06/2023	924.00	ZUMBA INSTRUCTOR PAYMENT
53384	MALCOLM C SMITH	09/06/2023	1,375.00	AUG 23, COMMUNICATION CONSULTANT
53385	MERIDETH LOSCHKE	09/06/2023	115.50	YOGA INSTRUCTOR
53386	NICHOLS CONSULTING ENGINEERS CHTD	09/06/2023	5,042.50	AUG'23, POPLAR BLUFF & SEYMOUR OUTFALL EROSION ASS
53387	ON POINT LANGUAGE SOLUTIONS LLC	09/06/2023	3,242.75	TRANSLATION SERVICES

Check Number	Payee	Check Issue Date	Amount	Description
53388	PARKEON INC	09/06/2023	233.45	MAINT SERVICE
53389	PREMIER TERMITE INC.	09/06/2023	5,000.00	GROUTING AND SEALING
53390	ROBERT HALF	09/06/2023	1,005.84	TEMP EMPLOYEE W.Ngo/WEEK ENDING 08/25/2023
53391	SAN MATEO CO. PLANNING AND BUILDING DIV	09/06/2023	79,399.00	SAFETY ELEMENT 2ND PAMENT
53392	SERGIO OROZCO	09/06/2023	500.00	RESERVATION DEPOSIT REFUND
53393	SHUTE MIHALY & WEINBERGER LLP	09/06/2023	104,622.26	WRR
53394	STERICYCLE SPECIALTY WASTE SOLUTIONS INC	09/06/2023	202.96	MAINT SERVICE
53395	SWCA INCORPORATED	09/06/2023	11,191.75	AUG'23, LSSA UPDATE
53396	ZONES IT SOLUTIONS INC.	09/06/2023	1,096.94	AUG'23,FY 23-24 MICROSOFT LICENSING
53398	ACC BUSINESS	09/14/2023	1,561.82	INTERNET SERVICE
53399	ALLIANT INSURANCE SERVICES	09/14/2023	709.00	SUMMER END MUSIC FESTIVAL
53400	ANGELINA RICHARDSON	09/14/2023	200.00	CLASS RESIGISTRATION REFUND
53401	AT&T	09/14/2023	1,799.50	PHONE SERVICE
53402	CAPITAL ONE TRADE CREDIT	09/14/2023	3,365.84	MAINT SUPPLIES
53403	CASELLE INC.	09/14/2023	3,695.00	ERP CONTRACT SUPPORT & MAINTENANCE
53404	CHASITY ROSSI	09/14/2023	375.25	CLASS REGISTRATION REFUND
53405	CHRIS SRAMEK	09/14/2023	200.00	CLASS RESERVATION REFUND
53406	COLANTUONO HIGHSMITH WHATLEY PC	09/14/2023	1,498.30	JULSERVICES
53407	COMCAST	09/14/2023	66.10	INTERNET SVCS
53408	ELIZABETH CORONA	09/14/2023	600.00	RESERVATION REFUND
53409	ELS ARCHITECTURE & URBAN DESIGN	09/14/2023	28,040.48	JUL'23, CARTER PARK IMPROVEMENTS
53410	GREGORY SCOTT BAURMANN	09/14/2023	509.60	UKULELE
53411	HECTOR BECERRA-OROZCO	09/14/2023	312.50	RESERVATION DEPOSIT REFUND
53412	HOUSING ENDOWMENT AND REGIONAL TRUST	09/14/2023	3,588.00	MEMBERSHIP FEES
53413	INFINITY TECHNOLOGIES	09/14/2023	17,651.00	AUG'23, I.T. NETWORKING AND SUPPORT SERVICES
53414	JOINT VENTURE SILICON VALLEY	09/14/2023	2,500.00	FY23-24 SILICON VALLEY ECONOMIC DEVELOPMENT ALLIAN
53415	NANCY MARSH	09/14/2023	200.00	CLASS REGISTRATION REFUND
53416	NBS GOVERNMENT FINANCE GROUP	09/14/2023	2,485.00	AUG'23, COST ALLOCATION PLAN AND CITYWIDE FEE STUDY
53417	PLAN JPA	09/14/2023	3,383.19	FY23/24 GENERAL LIABILITY MEMBER CONTRIBUTIONS
53418	QUADIENT FINANCE USA, INC	09/14/2023	52.07	POSTAGE
53419	ROBERT HALF	09/14/2023	1,985.65	TEMP EMPLOYEE LABATE/WEEK ENDING 09/01/2023

Check Number	Payee	Check Issue Date	Amount	Description
53420	SAN MATEO COUNTY INFORMATION SVCS.	09/14/2023	82.25	MICROWAVE SERVICE
53421	TOWNSEND PUBLIC AFFAIRS	09/14/2023	5,000.00	TOWNSEND PUBLIC AFFAIRS
53422	ADVANTAGE GRAFIX	09/20/2023	856.63	PRINT SERVICE
53423	ALTA PLANNING & DESIGN	09/20/2023	6,451.25	AUG'23, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PR
53424	AMERICAN PORTABLES	09/20/2023	12,965.49	AUG'23, FY 23-24 PORTABLE TOLIETS
53425	ARAMARK	09/20/2023	640.24	MAINT SERVICE
53426	ASSOCIATION OF BAY AREA GOVERNMENTS	09/20/2023	460.00	LEVELIZED CHARGE NAT GAS
53427	ASUNCION GIJON	09/20/2023	6,690.00	MAINT SERVICE
53428	AT&T MOBILITY	09/20/2023	694.51	PHONE SERVICE
53429	BAY AREA NEWS GROUP	09/20/2023	425.10	ADVERTISING SERVICE
53430	BIG BELLY SOLAR INC	09/20/2023	283.92	SMART TRASH RECEPTACLES
53431	BIKE WORKS HMB	09/20/2023	4,647.29	MISOEL E-BIKE
53432	BLACK & VEATCH CORPORATION	09/20/2023	20,609.90	AUG'23, NPDES STORMWATER SERVICES
53433	BLEYLE ELEVATOR, INC	09/20/2023	190.00	MAINT SERVICE
53434	CALIFORNIA MUNICIPAL STATISTICS INC	09/20/2023	550.00	DIRECT AND OVERLAPPING DEBT STATEMENT
53435	CDW GOVERNMENT	09/20/2023	1,110.13	MICROSFOT LICENSING
53436	COASTSIDE COUNTY WATER DISTRICT	09/20/2023	6,895.99	LIFT STATION FAIRWAY
53437	COASTSIDE NEWS GROUP	09/20/2023	1,068.00	CONCERT IN THE PARK
53438	CODE PUBLISHING COMPANY	09/20/2023	1,457.00	MUNICIPAL CODE WEB UPDATE
53439	COLLEEN GRANAHAH	09/20/2023	400.00	MIMS GIFT CARDS
53440	COMCAST	09/20/2023	162.19	CABLE SVCS
53441	DAWN JAMES	09/20/2023	166.67	CLASS REGISTRATION REFUND
53442	DRYCO CONSTRUCTION	09/20/2023	36,939.80	JUL'23, 2023 STREET MAINTENANCE PROJECT
53443	FLYERS ENERGY, LLC	09/20/2023	1,876.43	VEHICLE FUEL
53444	GATES AND ASSOCIATES	09/20/2023	2,884.56	JUN'23, FRENCHMANS CREEK PARK PHASE 2
53445	GRIFFIN STRUCTURES INC.	09/20/2023	23,617.44	AUG'23, CARTER PARK RENOVATION PROJECT
53446	HALF MOON BAY BUILDING & GARDEN	09/20/2023	315.73	MAINT SUPPLIES
53447	HUE & CRY INC	09/20/2023	860.48	SECURITY SERVICE
53448	JESSICA VELAZQUEZ	09/20/2023	500.00	RESERVATION DEPOSIT REFUND
53449	JOANNA SERRANO	09/20/2023	500.00	RESERVATION DEPOIST REFUND
53450	LORAL LANDSCAPING INC.	09/20/2023	4,160.00	SEPT'23, FY 23-24 MEDIAN MAINTENANCE WORK

Check Number	Payee	Check Issue Date	Amount	Description
53451	MARK THOMAS & CO. INC.	09/20/2023	11,005.22	SEPT'23, CHANGE ORDER 2,HWY 1 N SAFETY & OP IMPROV
53452	M-GROUP	09/20/2023	2,812.50	AUG'23, NEW PO REQUEST FOR M-GROUP
53453	MITEL	09/20/2023	2,957.19	SHERIFF SUBSTATION PHONE SERVICE
53454	NEIGHBORHOOD RADIO	09/20/2023	110.00	ADVERTISING SERVICE
53455	NETFILE	09/20/2023	5,000.00	ANNUAL SUBSCRIPTION
53456	PARKEON INC	09/20/2023	112.00	MAINT SERVICE
53457	PENINSULA SPORTS OFFICIALS ASSOC. INC	09/20/2023	378.00	HALF MOON BAY ONE MAN GAMES
53458	PUBLIC AGENCY RISK MANAGEMENT ASSOC.	09/20/2023	449.00	PUBLIC ENTITY MEMBERSHIP
53459	PUBLIC PARKING ASSOCIATES INC	09/20/2023	395.00	MAINT SERVICE
53460	RICE TRUCKING-SOIL FARM INC.	09/20/2023	319.92	MAINT SUPPLIES
53461	RON CARDOZA	09/20/2023	2,880.00	MAINT SERVICE
53462	SCHAAF & WHEELER	09/20/2023	2,577.63	AUG'23, PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFA
53463	SKYKIT LLC	09/20/2023	396.00	SKYKIT BEAM
53464	STRAIGHT WHEEL CYCLING LLC	09/20/2023	2,926.45	Z RECIPIENT E-BIKE
53465	SWCA INCORPORATED	09/20/2023	313.50	SEPT'23, HMB CORP YARD AFFORDABLE HOUSING PROJECT
53466	TURBO DATA SYSTEMS INC	09/20/2023	485.26	CITATION PROCESSING
53467	WESTERN EXTERMINATOR COMPANY	09/20/2023	1,352.65	EXTERMINATOR SERVICES
53468	ZONES IT SOLUTIONS INC.	09/20/2023	2,052.00	ADOBE CREATIVE SUITE 10 MONTHS
53469	CITY OF BURLINGAME	09/21/2023	5,196.61	MAY'23 BID
53470	HMB COASTSIDE CHAMBER OF COMMERCE	09/21/2023	13,091.95	MAY OOC BID
53471	STRAIGHT WHEEL CYCLING LLC	09/21/2023	2,926.45	Z RECIPIENT E-BIKE
53472	COASTSIDE COUNTY WATER DISTRICT	09/22/2023	65,565.07	PLAN REVIEW INVOICE FOR CARTER PARK
53473	ARAMARK	09/27/2023	320.12	MAINT SERVICE
53474	ASSOCIATION OF BAY AREA GOVERNMENTS	09/27/2023	460.00	LEVELIZED CHARGE NAT GAS
53475	AT&T	09/27/2023	97.07	PHONE SERVICE
53476	BLACK & VEATCH CORPORATION	09/27/2023	10,413.75	SEPT'23, NPDES STORMWATER SERVICES
53477	C.C.O.I. GATE & FENCE	09/27/2023	180.00	MAINT SERVICE
53478	COASTSIDE HOPE	09/27/2023	70,000.00	CRI-DIGITAL NAVIGATION PROGRAM
53479	COASTSIDE NEWS GROUP	09/27/2023	301.00	CITY SOFTBALL LEAGUE
53480	CROCE, ARA	09/27/2023	150.00	CLASS REGISTRATION REFUND
53481	DRAGOMANOVICH, CINDY	09/27/2023	100.00	DEPOSIT REFUND

Check Number	Payee	Check Issue Date	Amount	Description
53482	EL CENTRO DE LIBERTAD	09/27/2023	53,444.00	AUG'23, CARES PROGRAM
53483	FAIRCHILD, MARY ANN	09/27/2023	150.00	CLASS REGISTRATATION REFUND
53484	GERMAN BERNABE	09/27/2023	500.00	DEPOSIT REFUND
53485	GRAINGER INC.	09/27/2023	318.37	MAINT SUPPLIES
53486	HALF MOON BAY BUILDING & GARDEN	09/27/2023	68.84	MAINT SUPPLIES
53487	HALF MOON BAY GRADING & PAVING INC.	09/27/2023	308,544.23	SEPT'23, CORP YARD IMPROVEMENTS PROJECT
53488	JANET LAWSON	09/27/2023	1,356.00	PLANNING DEPOSIT REFUND
53489	JETMULCH INC.	09/27/2023	4,944.52	WOOD FIBER
53490	JOYA CUNHA	09/27/2023	2,000.00	OCT'23, CARTER PARK IMPROVEMENTS
53491	KATHY OLER	09/27/2023	2,226.67	OCT' 23, TEMPORARY CITY PARKING LOT RENTAL
53492	KONICA MINOLTA BUSINESS SOLUTIONS	09/27/2023	2,275.21	SEPT'23, FY23-24 MAINTENANCE
53493	LINCOLN, CARLOTTA	09/27/2023	150.00	CLASS REGISTRATION REFUND
53494	NICHOLAS TRANSLATIONS & INTERPRETATIONS	09/27/2023	475.00	TRANSLATION SERVICES
53495	PENINSULA MUNICIPAL ENGINEERING INC.	09/27/2023	14,625.00	JUL'23, EASTSIDE PARALLEL TRAIL
53496	PG&E	09/27/2023	26,714.73	PG&E ELECTRIC SERVICE PAYMENT
53497	PHIL'S TIRE & AUTO CARE	09/27/2023	105.97	TIRE REPAIR
53498	QUADIENT LEASING USA, INC.	09/27/2023	657.79	LEASE PAYMENT
53499	ROBERT HALF	09/27/2023	4,020.28	TEMP EMPLOYEE W.Ngo/WEEK ENDING 09/08/2023
53500	SAN MATEO COUNTY DEM	09/27/2023	17,624.00	HAZARDOUS MATERIALS
53501	SCOTT MCVICKER	09/27/2023	3,360.00	OCT'23, FY 23/24 ANNEX RENT
53502	SEWER AUTHORITY MID-COASTSIDE	09/27/2023	397,781.91	SEPT'23, FY 23-24 COLLECTIONS
53503	SF HENNA ARTs	09/27/2023	960.00	SUMMER ENDS
53504	SOL ECOLOGY INC	09/27/2023	6,938.31	BIOLOGICAL RESOURCES
53505	SUBURBAN PROPANE LP	09/27/2023	551.02	PROPANE
53506	SWCA INCORPORATED	09/27/2023	17,113.48	HILL TOP MOBILE PROJECT
53507	TULLY CONSULTING GROUP	09/27/2023	2,000.00	SEPT'23, STORM WATER POLLUTION PREVENTION PLAN ASS
53508	WATERWAYS CONSULTING INC	09/27/2023	562.50	SEPT'23, ON-CALL GEMORPHOLOGY SERVICE
53509	WICKMAN DEVELOPMENT AND CONSTRUCTIO	09/27/2023	161,591.99	CARTER PARK IMPROVEMENTS PROJECT
53510	ZONES, LLC	09/27/2023	2,193.88	AUG'23,FY 23-24 MICROSOFT LICENSING
53511	WELLS FARGO	09/28/2023	.00	RECONCILING ITEMS FROM PRIOR PERIOD
53512	WELLS FARGO	09/04/2023	47,559.47	RECONCILING ITEMS FROM PRIOR PERIOD

Check Number	Payee	Check Issue Date	Amount	Description
Grand Totals:			1,757,540.83	
152				

Report Criteria:

Report type: Summary

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **December 19, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Lisa Lopez Rossi, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF OCTOBER 2023**

RECOMMENDATION:

Accept the warrants list for the month of October 2023.

STRATEGIC ELEMENT:

This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:

During this month, the City processed 7 check runs. The table below outlines each check run and their individual totals:

Check Run Date	Amount
Oct-04	27,534
Oct-05	388,984
Oct-12	1,006,673
Oct-19	483,310
Oct-23	5,688
Oct-26	115,303
Oct-30	6,087
TOTAL	2,033,577

The City processed payments related to 17 capital improvement projects, in a total amount of \$619,430. Carter Park, Eastside Parallel Trail, Poplar Complete Street, Smith Field Site Assessment, Parks Master Plan Implementation, Highway 1 Safety - North, Kehoe/Pilarcitos Outfall Repair, Emergency Response Program, Coastal Bluff, Trail Maintenance Program, Seymour Ditch Erosion, LCP Implementation Project, Storm Water Master Plan Update, Downtown Streetscape, Main Street Safety Improvement, Climate Action And Adaptation, Corporate Yard Improvements, Urban Forest Management Program.

Staff is also including a list of all payments above \$30,000 processed during this reporting period, as listed in the table below.

OVER \$30,000					
Check #	Payee	Check Date	Amount		Description
53605	WICKMAN DEVELOPMENT AND CONSTRUCTION	10/12/2023	\$	418,443	CARTER PARK
53629	SEWER AUTHORITY MID-COASTSIDE	10/19/2023	\$	397,632	OPERATIONS AND MAINTENANCE BUDGET
53571	DRYCO CONSTRUCTION	10/12/2023	\$	219,704	MAIN STREET SAFETY IMPROVEMENTS PROJECT
53561	HMBAY PARTNERS II, LLC	10/12/2023	\$	132,000	637 MAIN LEASE PAYMENT
53576	HALF MOON BAY GRADING & PAVING INC.	10/12/2023	\$	91,128	MYRTLE OUTFALL EMERGENCY REPAIR
53553	SHUTE MIHALY & WEINBERGER LLP	10/5/2023	\$	72,908	CITY ATTORNEY AND VARIOUS LITIGATION
53525	FREYER & LAURETA INC.	10/5/2023	\$	52,439	SMITH FIELD PARK
53626	RANCHO SAN BENITO INC	10/19/2023	\$	51,300	CRI REGENERATIVE ARGICULTURE [REPRINT OF STALE CHECK]
53515	ANDREINI BROTHERS INC.	10/5/2023	\$	43,200	EMERGENCY BEACH TRAIL REPAIR
53559	TOOLE DESIGN	10/5/2023	\$	30,816	DOWNTOWN STREETScape MASTER PLAN

ATTACHMENTS:

Check Disbursement List by Check Date

Report Criteria:

Report type: Summary

Check Number	Payee	Check Issue Date	Amount	Description
52725	NORA FLYNN	10/19/2023	1,000.00-	2023 EARTH DAY SCHOLORSHIP
52898	CHALLENGER SPORTS CORP.	10/19/2023	5,687.50-	SOCCER CAMP
53157	RANCHO SAN BENITO INC	10/19/2023	51,300.00-	CRI Regenerative Argiculture
53202	SAN MATEO COUNTY RECORDER	10/19/2023	92.00-	RECORD OF SURVEY #3690 FOR POPLAR STREET RIGHT OF
53504	SOL ECOLOGY INC	10/19/2023	6,938.31-	BIOLOGICAL RESOURCES
53513	ADVANTAGE GRAFIX	10/05/2023	1,656.88	PRINT SERVICE
53514	AMERICAN PORTABLES	10/05/2023	10,125.00	SEPT PORTABLE TOLIETS
53515	ANDREINI BROTHERS INC.	10/05/2023	43,200.00	EMERGENCY BEACH TRAIL REPAIR MAGELLAN & MIRADA R
53516	ARAMARK	10/05/2023	640.24	SEPT SUPPLIES
53517	BARBARA DYE	10/05/2023	300.00	DEPOSIT RETURN
53518	BECKER GRAPHICS	10/05/2023	130.20	INSTRUCTOR PAYMENT ZUMBA
53519	CAPITAL ONE TRADE CREDIT	10/05/2023	5,768.89	SEPT'23 SUPPLIES
53520	CHARLES RACE	10/05/2023	181.80	PDP-23-074: DEPOSIT RETURN FOR PLANNING/PERMIT
53521	CODE PUBLISHING COMPANY	10/05/2023	830.00	ANNUAL WEB FEE
53522	DEYANIRA RODRIQUEZ PLAZOLA	10/05/2023	500.00	DEPOSIT REFUND TRAIN DEPOT
53523	ECO PROMOTIONAL PRODUCTS, INC	10/05/2023	1,476.00	SUPPLIES
53524	ELS ARCHITECTURE & URBAN DESIGN	10/05/2023	17,241.88	CARTER PARK IMPROVEMENTS
53525	FREYER & LAURETA INC.	10/05/2023	52,439.00	CHANGE ORDER 2. SMITH FIELD PARK
53526	GATES AND ASSOCIATES	10/05/2023	4,290.00	AUG'23 SMITH FIELD FACILITIES MASTER PLAN
53527	HALF MOON BAY BUILDING & GARDEN	10/05/2023	200.07	SEPT SUPPLIES
53528	HALF MOON BAY GRADING & PAVING INC.	10/05/2023	24,660.23	FY23-24 CRACK SEAL OF POPLAR PED PATH AND COSTAL TR
53529	HALF MOON BAY HIGH SCHOOL	10/05/2023	300.00	MUSIC DEPT (WALTER ANDERSON)
53530	Henna Creationz LLC	10/05/2023	850.00	SUMMERS END
53531	HMB BEAUTIFICATION COMMITTEE	10/05/2023	10,000.00	ART & PUMPKIN SPONSORSHIP SUPPORT
53532	HMB COASTSIDE CHAMBER OF COMMERCE	10/05/2023	17,995.11	JUL'23 BID OUT OF CITY
53533	JULISSA ACOSTA	10/05/2023	88.23	Food order for Discovery Workshop/Public Meeting
53534	LISA POPE	10/05/2023	2,125.00	MAY/JUN MINUTES
53535	LIVE OAK ASSOCIATES, INC.	10/05/2023	5,405.73	PDP 23-040: PLANNING/PERMIT SERVICES

Check Number	Payee	Check Issue Date	Amount	Description
53536	MARIK ENTERPRISES, LLC	10/05/2023	177.00	PRE-EMPLOYMENT REPORT
53537	M-GROUP	10/05/2023	2,632.50	AUG PROFESSIONAL SERVICES
53538	Mouser Law Firm	10/05/2023	145.00	SEP'23 LEGAL SERVICES
53539	NEIGHBORHOOD RADIO	10/05/2023	55.00	REIMAGINING DOWNTOWN
53540	NICHOLS CONSULTING ENGINEERS CHTD	10/05/2023	20,390.00	SEYMOUR DITCH EROSION STABILIZATION
53541	OCA SAN MATEO	10/05/2023	300.00	FUNDRAISING GALA 09/30
53542	OFFICE DEPOT INC.	10/05/2023	207.78	SUPPLIES
53543	PARKEON INC	10/05/2023	100.10	AUGUST FLOWBIRD
53544	PENINSULA SPORTS OFFICIALS ASSOC. INC	10/05/2023	756.00	ONE MAN GAMES
53545	PG&E	10/05/2023	16,442.15	AUG ELECTRICITY/GAS
53546	PUBLIC PARKING ASSOCIATES INC	10/05/2023	949.00	SEPT MAINTENANCE
53547	QUADIENT FINANCE USA, INC	10/05/2023	739.79	POSTAGE
53548	QUADIENT LEASING USA, INC.	10/05/2023	691.82	LEASE PAYMENT
53549	READY AMERICA INC	10/05/2023	1,476.53	SUPPLIES - 10 PERSON KITS
53550	RINCON CONSULTANTS INC.	10/05/2023	574.75	6TH CYCLE HOUSING ELEMENT
53551	ROBERT HALF	10/05/2023	3,242.86	NGO, W 09/22/2023
53552	SCHAAF & WHEELER	10/05/2023	1,425.00	AUG'23 ON-CALL ENGINEERING DESIGN SERVICES
53553	SHUTE MIHALY & WEINBERGER LLP	10/05/2023	72,908.28	AUG HMB.CASA
53554	SMCO HUMAN SERVICES	10/05/2023	1,000.00	TABLE SPONSOR SMC VETERANS
53555	SOL ECOLOGY INC	10/05/2023	1,493.75	PDP-22-072: PLANNING/PERMIT SERVICES
53556	STAR VISTA	10/05/2023	6,252.86	JUL-DEC'23 FIRST CHANGE PROGRAM
53557	STATE WATER RESOURCES CONTROL BOARD DIV	10/05/2023	2,734.00	SEYMORE WATER QUALITY CERTIFICATION
53558	SWCA INCORPORATED	10/05/2023	5,856.50	PDP 23-055: PLANNING/PERMIT SERVICES
53559	TOOLE DESIGN	10/05/2023	30,816.25	Downtown Streetscape Master Plan
53560	WOOD CONSULTING SERVICES	10/05/2023	17,212.50	ECONOMIC RECOVERY
53561	HMBAY PARTNERS II, LLC	10/12/2023	132,000.00	637 MAIN LEASE PAYMENT (YEAR 1)
53562	ARAMARK	10/12/2023	320.12	MAINT SUPPLIES
53563	BIG CREEK LUMBER	10/12/2023	141.08	MAINT SUPPLIES
53564	BIKE WORKS HMB	10/12/2023	4,570.73	Pedal for a purpose grant - Carlos Ruiz
53565	BLEYLE ELEVATOR, INC	10/12/2023	190.00	MAINT SERVICE
53566	BRUSH HOG TREE CARE INC.	10/12/2023	4,250.00	TREE SERVICES

Check Number	Payee	Check Issue Date	Amount	Description
53567	CITY OF BURLINGAME	10/12/2023	7,121.86	JULY'23 BID
53568	COASTSIDE NEWS GROUP	10/12/2023	20,000.00	PASS THROUGH MEASURE K FUNDS FROM SMCO
53569	CORODATA RECORDS MANAGEMENT INC	10/12/2023	322.79	RECORDS MANAGEMENT
53570	COUNTY OF SAN MATEO	10/12/2023	82.25	SEPT MICROWAVE
53571	DRYCO CONSTRUCTION	10/12/2023	219,703.70	MAIN STREET SAFETY IMPROVEMENTS RPROJECT
53572	ELIZABETH CORONA	10/12/2023	500.00	RESERVATION DEPOSIT REFUND
53573	FLYERS ENERGY, LLC	10/12/2023	2,698.14	MAINTENANCE SUPPLIES
53574	GRANICUS	10/12/2023	1,490.36	GRANICUS SERVICE
53575	HALF MOON BAY BUILDING & GARDEN	10/12/2023	201.97	MAINT SUPPLIES
53576	HALF MOON BAY GRADING & PAVING INC.	10/12/2023	91,128.00	MYRTLE OUTFALL EMERGENCY REPAIR
53577	HDL SOFTWARE LLC	10/12/2023	6,325.70	JUN TOT MGMT SERVICES
53578	HOME DEPOT CREDIT SERVICES	10/12/2023	955.07	MAINT SUPPLIES
53579	HUE & CRY SECURITY SYSTEMS INC.	10/12/2023	3,030.00	FIRE CELLULAR COMMUNICATION
53580	IMPEC GROUP INC.	10/12/2023	18,085.00	FY 23-24 JANITORIAL CONTRACT
53581	INFINITY TECHNOLOGIES	10/12/2023	17,651.00	I.T. NETWORKING AND SUPPORT SERVICES - SEPT
53582	INTEGRAL CONSULTING INC.	10/12/2023	3,396.25	PREPARATION OF THE CLIMATE ADAPTION PLAN(CIP 1002)
53583	IVAN ACOSTA	10/12/2023	1,300.00	DJ SERVICE
53584	KARINA RUIZ	10/12/2023	500.00	Train depot deposit refund 10/7/23
53585	LISA POPE	10/12/2023	500.00	MEETING MINUTES
53586	LOCKWORKS UNLIMITED INC	10/12/2023	570.00	Galaxy Cloud Concierge Service/Badging Client Licensing
53587	MALCOLM C SMITH	10/12/2023	715.00	COMMUNICATIONS CONSULTANT SERVICE
53588	NICHOLAS TRANSLATIONS & INTERPRETATIONS	10/12/2023	333.00	TRANSLATION SERVICES
53589	OpenGov, Inc.	10/12/2023	15,300.00	Community Feedback/ OPERATIONAL PERFORMANCE/Story
53590	PETERSON POWER SYSTEMS	10/12/2023	1,792.81	CONTINUED BACK-UP GENERATOR SERVICES
53591	PETERSON POWER SYSTEMS INC.	10/12/2023	12,791.40	CONTINUED BACK-UP GENERATOR SERVICES
53592	PHIL'S TIRE & AUTO CARE	10/12/2023	110.57	VEHICLE Maint - OIL CHANGE
53593	PRINCETON WELDING	10/12/2023	1,631.90	Vehicle Maint. - Hot Dip Galvanizing for Truck Racks
53594	RICE TRUCKING-SOIL FARM INC.	10/12/2023	151.76	MAINT SUPPLIES
53595	ROBERT HALF	10/12/2023	1,261.50	LABATE, T WK 10.06.2023
53596	SCHAAF & WHEELER	10/12/2023	282.19	PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFALL
53597	STERICYCLE SPECIALTY WASTE SOLUTIONS INC	10/12/2023	213.85	PAPER SHREDDING

Check Number	Payee	Check Issue Date	Amount	Description
53598	SUBURBAN PROPANE LP	10/12/2023	429.53	LATE CHARGE
53599	SWCA INCORPORATED	10/12/2023	5,191.50	HWY 1 NORTH SAFETY AND OPERATIONS IMPROVEMENTS
53600	THE HOME DEPOT PRO	10/12/2023	939.59	MAINTENANCE SUPPLIES
53601	TOWNSEND PUBLIC AFFAIRS	10/12/2023	5,000.00	SEPT CONSULTING SERVICES
53602	TURBO DATA SYSTEMS INC	10/12/2023	544.04	Sept'23 CITATION PROCESSING
53603	VICTOR HERNANDEZ	10/12/2023	3,155.20	TRANSLATION SERVICES
53604	WESTERN EXTERMINATOR COMPANY	10/12/2023	1,352.65	EXTERMINATOR SERVICES
53605	WICKMAN DEVELOPMENT AND CONSTRUCTIO	10/12/2023	418,442.52	RETENTION, CARTER PARK IMPROVEMENTS PROJECT
53606	4LEAF INC.	10/19/2023	5,354.30	B2021-00404 - 10 Stone Pine Rd
53607	ASSOCIATION OF BAY AREA GOVERNMENTS	10/19/2023	460.00	FY 24 NAT GAS
53608	ASUNCION GARDENING SERVICE	10/19/2023	4,000.00	MAINT SERVICE
53609	BIG BELLY SOLAR INC	10/19/2023	283.92	SMART TRASH RECEPTACLES
53610	CHALLENGER SPORTS CORP.	10/23/2023	5,687.50	SOCCER CAMP
53611	COASTSIDE COUNTY WATER DISTRICT	10/19/2023	5,949.56	AUGUST WATER
53612	COASTSIDE PRINTERS	10/19/2023	2,365.78	NO PARKING SIGNS
53613	COASTSIDE TECHNICAL SERVICE	10/19/2023	1,321.56	MAINT SERVICE
53614	COLUMN SOFTWARE, PBC	10/19/2023	1,534.50	PDP-21-010 PLANNING SERVICES
53615	DRYCO CONSTRUCTION	10/19/2023	14,540.85	RETENTION, 2023 STREET MAINTENANCE PROJECT
53616	ELS ARCHITECTURE & URBAN DESIGN	10/19/2023	5,515.00	Professional Services
53617	GRIFFIN STRUCTURES INC.	10/19/2023	20,502.72	CARTER PARK RENOVATION PROJECT
53618	HUE & CRY SECURITY SYSTEMS INC.	10/19/2023	221.77	SECURITY SERVICE
53619	LOCKWORKS UNLIMITED INC	10/19/2023	188.34	IT MAINT SERVICE
53620	LORAL LANDSCAPING INC.	10/19/2023	4,160.00	FY 23-24 MEDIAN MAINTENANCE WORK
53621	MARIAN POTT	10/19/2023	980.00	DOG TRAINING
53622	MARK THOMAS & CO. INC.	10/19/2023	2,785.30	CHANGE ORDER 1, HWY1 NORTH SAFETY & OPERATIONAL I
53623	NBS GOVERNMENT FINANCE GROUP	10/19/2023	540.00	COST ALLOCATION PLAN AND CITYWIDE FEE STUDY
53624	NORA FLYNN	10/19/2023	1,000.00	2023 EARTH DAY SCHOLORSHIP
53625	PRINCETON WELDING	10/19/2023	135.00	MAINT SERVICE
53626	RANCHO SAN BENITO INC	10/19/2023	51,300.00	CRI Regenerative Argiculture
53627	ROBERT HALF	10/19/2023	2,612.09	PERRY, SCOTT 09/29/2023
53628	SAN MATEO COUNTY RECORDER	10/19/2023	92.00	RECORD OF SURVEY #3690 FOR POPLAR STREET RIGHT OF

Check Number	Payee	Check Issue Date	Amount	Description
53629	SEWER AUTHORITY MID-COASTSIDE	10/19/2023	397,631.91	FY 23-24 COLLECTIONS
53630	SOL ECOLOGY INC	10/26/2023	.00	BIOLOGICAL RESOURCES
53631	SWCA INCORPORATED	10/19/2023	1,968.75	Carter Park Biological Compliance Support
53632	WEST COAST ARBORISTS INC	10/19/2023	22,884.12	FY22/23 TREE MAINTENANCE
53633	ALTA PLANNING & DESIGN	10/26/2023	1,170.54	Professional Services Through September 29, 2023
53634	ARAMARK	10/26/2023	640.24	MAINT SERVICE
53635	ARCHIVESOCIAL INC.	10/26/2023	4,188.00	Social Media Archiving Subscription
53636	BAGG ENGINEERS	10/26/2023	620.00	GEOTECHNICAL INSPECTION SERVICES FOR CORP YARD IMP
53637	Barbara O'Conner	10/26/2023	80.00	Class registration refund
53638	BFI OF CALIFORNIA INC	10/26/2023	812.94	MAINT SERVICE
53639	BLACK & VEATCH CORPORATION	10/26/2023	7,537.50	NPDES STORMWATER SERVICES
53640	Caeli Collins	10/26/2023	40.00	Class registration refund
53641	CHRISTINA JEWELS KRZASZCZAK	10/26/2023	600.00	Graphic Design
53642	CURLEY & REDS AUTO BODY AND TOWING	10/26/2023	5,443.73	VEHICLE SERVICE
53643	ELS ARCHITECTURE & URBAN DESIGN	10/26/2023	27,454.40	CARTER PARK IMPROVEMENTS
53644	EMILIA L. CASSERLY	10/26/2023	1,100.00	SATURDAY WITH SANTA
53645	GATES AND ASSOCIATES	10/26/2023	2,003.12	SMITH FIELD FACILITIES MASTER PLAN
53646	HALF MOON BAY BUILDING & GARDEN	10/26/2023	58.99	MAINT SUPPLIES
53647	HALF MOON BAY GRADING & PAVING INC.	10/26/2023	4,037.83	Kubota Tractor and Mower repair
53648	Janice McIntosh	10/26/2023	40.00	Class registration refund
53649	JOYA CUNHA	10/26/2023	2,000.00	CARTER PARK IMPROVEMENTS
53650	LOCKWORKS UNLIMITED INC	10/26/2023	637.11	MAINT SERVICE
53651	MAZE & ASSOCIATES	10/26/2023	23,990.00	AUDIT SERVICES year end 06/30/23
53652	Miguel Camacho	10/26/2023	500.00	Reservation deposit refund
53653	MTA PARTS INC.	10/26/2023	14.21	VEHICLE PARTS
53654	REBECCA LATTA CONSULTING	10/26/2023	2,500.00	SPEAKERS FEE
53655	ROBERT HALF	10/26/2023	5,364.22	LABATE, T WK 10.13.2023
53656	SCHAAF & WHEELER	10/26/2023	10,162.25	PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFALL
53657	SOL ECOLOGY INC	10/26/2023	2,312.77	PDP 22-070: PLANNING SERVICES
53658	STRAIGHT WHEEL CYCLING LLC	10/26/2023	7,369.88	pedal for a purpose grant
53659	THE HOME DEPOT PRO	10/26/2023	2,228.13	MAINT SUPPLIES

Check Number	Payee	Check Issue Date	Amount	Description
53660	TULLY CONSULTING GROUP	10/26/2023	1,300.00	STORM WATER POLLUTION PREVENTION PLAN ASSISTANCE
53661	ZONES, LLC	10/26/2023	1,096.94	FY 23-24 MICROSOFT LICENSING
53662	Gregory Blake Merkes	10/30/2023	500.00	Trick or Treat DJ Big Wave Audio Package
53663	KATHY OLER	10/30/2023	2,226.67	TEMPORARY CITY PARKING LOT RENTAL
53664	SCOTT MCVICKER	10/30/2023	3,360.00	FY 23/24 ANNEX RENT
53840	WELLS FARGO	10/04/2023	27,534.07	AMZN/SUPPLIES
Grand Totals:				
158			2,033,577.41	

Report Criteria:

Report type: Summary

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **December 19, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director
Kenneth Stiles, Finance Manager

**TITLE: AB1600 REPORT ON DEVELOPMENT IMPACT FEES FOR FISCAL YEAR ENDED
JUNE 30, 2023**

RECOMMENDATION:

Accept the AB 1600 Report on Development Impact Fees for fiscal year ended June 30, 2023.

FISCAL IMPACT:

There is no fiscal impact associated with this item. All development impact fees collected to date were committed or expended within five years as of June 30, 2022 and are not subject to refund.

STRATEGIC ELEMENT:

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

BACKGROUND:

Every year the City prepares an annual report for each fund established to account for public facilities fees, in accordance with the provisions of the State of California and Government Code Section 66006, which requires the City to make available to the public certain information regarding development impact fees for each fund within 180 days after the end of each fiscal year. The report must include the beginning and ending balances by public facility type for the fiscal year and the amount of fees, interest, other income, and expenditures for each fund.

Cities and counties often charge fees on new development to mitigate their impacts on public facilities. For example, traffic mitigation fees are used to mitigate traffic impacts by improving streets, bike lanes, and sidewalks. These fees are commonly known as development impact fees. Assembly Bill (AB) 1600, enacted in 1987, applies to development fees established, increased, or imposed on or after January 1, 1989. AB 1600 enacts Government Code Sections 66000-66003 that generally contain four requirements:

1. A local jurisdiction must follow the process set forth in the bill and make certain determinations regarding the purpose and use of the fees and to establish a “nexus” or

connection between a development project or class of projects and the public improvement being financed with the fee.

2. The fee revenue must be segregated from the general fund in order to avoid commingling of public improvement fees and the general fund.
3. If a local jurisdiction has had possession of a development fee for five years or more and has not committed that money to a project or actually spent that money, then it must make findings describing the continuing need for that money each fiscal year after the five years has expired.
4. If a local jurisdiction cannot make the findings required under paragraph 3, then the City must go through a refund procedure.

DISCUSSION:

The storm drainage fees, traffic mitigation fees, park facility fees, sewer connection fees, and capital outlay fees that the City of Half Moon Bay collects qualify as development impact fees, and therefore, must comply with the above referenced Government Code Sections. As required by law, these fees are segregated and accounted for in funds separate from the General Fund. The sections below provide detailed project discussion, analysis, and financial data tables by fund.

Traffic Mitigation Fees (Accounted for in Fund 112 - Traffic Mitigation Fund)

Traffic mitigation fees are used to construct improvements to mitigate the City's traffic and transportation impacts resulting from new developments occurring in Half Moon Bay. These funds are used by the City to reduce traffic congestion and to provide for traffic safety and street improvements such as signals, lighting, and signage within the city.

Traffic Mitigation					
	2018-19	2019-20	2020-21	2021-22	2022-23
FUND 112 Beginning Fund Balance	1,655,380	4,073,334	4,211,723	4,225,385	4,170,410
Revenue					
Citywide Impact Fees	2,411,632	118,386	40,644	86,784	133,043
Interest & Unrealized Gains	49,125	131,541	(11,262)	(94,814)	93,264
Transfers In from Other Funds	-	-	-	-	-
Total Revenues	2,460,757	249,927	29,381	(8,030)	226,307
Expense					
Other Expenditures	31,475	32,055	15,720	46,944	31,232
Projects					
Hwy 1/Kelly Avenue Intersection Improvements (0571)	11,328	79,483	-	-	-
Transfers Out to Other Funds	-	-	-	-	-
Total Expenditures	42,803	111,538	15,720	46,944	31,232
FUND 112 Ending Fund Balance	4,073,334	4,211,723	4,225,385	4,170,410	4,365,486

Analysis:

The funds generated by the traffic mitigation fees have averaged \$558 thousand annually over the last five years. These fees are highly variable from year to year ranging from a low 40K to a high 2.4M. They will be used in connection with the Five-Year Capital Improvement (CIP) Plan. In

FY 2022-23, the funds were only used for the annual gas tax assessment. These funds remain available for future applicable expenditures.

Storm Drain Fees (Accounted for in Fund 152 – Storm Drain Improvements)

Storm Drain Improvement fees are assessed against new or remodeled construction projects and are used for drainage improvements.

Drainage Fund					
	2018-19	2019-20	2020-21	2021-22	2022-23
FUND 152 Beginning Fund Balance	1,292,064	1,534,533	953,705	1,064,234	985,122
Revenue					
Citywide Impact Fees	5,134	11,175	4,245	8,077	12,831
Interest & Unrealized Gains	33,098	35,124	(3,599)	(23,209)	23,005
Transfers In from Other Funds	292,495	150,000	155,000	20,000	375,000
Total Revenues	330,727	196,299	155,646	4,869	410,836
Expense					
Other Expenditures	76,736	37,980	41,203	40,300	42,426
Projects					
Storm Drain Master Plan - Phase 2 (0563)	9,230	-	-	3,827	96,132
Seymour Ditch Erosion Project (0592)	-	3,527	-	-	-
Kehoe Water Course Enhancement (534)	-	5,622	-	-	-
Kelly / Hwy 1 Drainage (9003)	-	577,587	-	-	-
Kehoe / Pilarcitos Outfall Repair (1005)	-	-	3,614	36,471	119,417
Roosevelt Ditch Repairs (1006)	-	-	-	-	8,192
Transfers Out to Other Funds	2,292	152,412	301	3,382	2,911
Total Expenditures	88,258	777,127	45,117	83,980	269,079
FUND 152 Ending Fund Balance	1,534,533	953,705	1,064,234	985,122	1,126,879

Analysis:

The funds generated from the storm drain fees have averaged \$8 thousand annually over the last five years. They are used to fund various capital improvement projects for drainage improvements as outlined in the Five-Year Capital Improvement Plan. Impact fees were utilized to implement annual stormwater management and continue rehabilitating the existing stormwater outfall at the end of Pilarcitos Avenue just south of Kehoe Avenue (Capital Improvement Plan # 1005).

Park Fees (Accounted for in Fund 125 - Park Development Fund)

The City uses new development fees to fund the acquisition, development, and capital improvement of the City's parks, recreation areas, and bicycle trails. Every subdivider is required to dedicate a portion of land, or pay a fee in lieu, for the purpose of providing park and/or recreational space/facilities.

Park Facility Development

	2018-19	2019-20	2020-21	2021-22	2022-23
FUND 125 Beginning Fund Balance	1,514,105	2,775,042	2,481,290	2,711,012	3,195,532
Revenue					
Citywide Impact Fees	289,261	186,441	263,654	101,330	163,213
Grants		5,000	8,415	98,234	1,103,644
Miscellaneous	5,000				
Interest & Unrealized Gains	48,949	100,978	(13,934)	(65,655)	53,874
Reimbursement - Non Govt	479,055	-	-	-	-
Transfers In from Other Funds	804,000	1,433,078	222,000	1,385,000	250,000
Total Revenues	1,626,265	1,725,497	480,135	1,518,910	1,570,732
Expense					
Other Expenditures	24,767	26,830	17,019	-	-
Projects					
Pilarcitos Trail Bridge Replacement (0561)	2,157	-	-	-	-
Bike and Ped Trail Master Plan (0580)	38,317	10,392	-	-	-
Parks Master Plan (0583)	74,295	-	-	-	-
Rehab of Poplar Pedbike Path (0596)	138,837	23,217	-	-	-
Vertical Access at Poplar Beach (0597)	4,943	152,000	1,230	-	-
Parks Master Plan Implementation Program (0609)	456	1,691	43,072	243,038	38,958
Ocean View Park - Restrooms and Site Improvements (061	29,778	619,745	1,703	-	-
Carter Park Improvements (0611)	31,597	382,687	73,684	116,874	1,648,226
Poplar Beach Gateways Plan (0617)	882	41,508	39,338	138,168	10,787
Coastal Bluff Preservation (0618)	18,782	14,865	-	-	-
Bike and Ped Master Plan (0615)	-	2,405	-	-	24,902
Bikeway Connectivity Project - North (619)	-	80,716	21,766	107,624	180,372
Stair Repair At Cañada Verde Creek (9007)	-	32,400	-	-	-
Poplar Street Parallel Path (1003)	-	-	36,177	215,551	-
Equestrian Beach Access (1004)	-	-	16,424	-	-
Roosevelt Ditch Repairs (1006)	-	-	-	13,135	5,746
Main Street Safety Improvement (1009)	-	-	-	-	137,737
Transfers Out to Other Funds	517	630,794	-	200,000	240,000
Total Expenditures	365,328	2,019,250	250,413	1,034,390	2,286,727
FUND 125 Ending Fund Balance	2,775,042	2,481,290	2,711,012	3,195,532	2,479,537

Analysis:

The park in-lieu funds generated by development impact fees have averaged \$200 thousand annually over the last five years. These funds are used for parks, trails and recreational improvements, as outlined in the Five-Year Capital Improvement Plan. These funds were expended for various capital projects such as Carter Park, Parks Master Plan, Bikeway Connectivity Project, and Main Street Safety Improvements.

Sewer Connection Fees (Accounted for in Fund 202 - Sewer Capital Fund)

The sewer connection fees are used to fund the future sewer system capital improvements of the City's sanitary sewer capacity network that include testing, evaluation, maintenance, and repairs.

Sewer Capital Fund					
	2018-19	2019-20	2020-21	2021-22	2022-23
FUND 202 Beginning Fund Balance	14,298,032	14,044,656	11,865,819	9,109,804	5,941,170
Revenue					
Citywide Impact Fees	39,223	114,957	45,324	159,888	309,739
Other Revenue	3,915				
Interest	324,993	364,576	(46,311)	63,072	92,092
Sewer Usage Fees	51,259	35,759	-	-	-
Total Revenues	419,390	515,293	(987)	222,960	401,831
Expense					
Other Expenditures	(130)	3,590	3,769		6,397
Projects					
Routine Sewer Maintenance (0506)	22,484	368,132	27,334	-	34,007
Ocean Colony Pump Station (0507)	149,550	51,493	11,136	143,630	34,556
Sewer Service Rate Study (0515)	440	1,394	-	-	-
Seymour Ditch Erosion Assessment (0592)	14,039		-	-	-
Sewer System Modeling/Mapping (0557)	169,997	139,050	16,475	-	-
Sewer Master Plan and Management (0557 / 9024)	-	-	17,342	26,489	-
Ocean Colony Pump Station (9025)	-	4,430	1,056,973	1,307,707	164
Manhole Rehabilitation Program (9026)	-	40,445	85,953	7,345	48,045
Inflow and Infiltration Program (9028)	-	62,799	90,652	66,475	-
Transfers Out to Other Funds	316,386	2,022,796	1,445,394	1,839,948	1,399,865
Total Expenditures	672,766	2,694,129	2,755,028	3,391,594	1,523,034
FUND 202 Ending Fund Balance	14,044,656	11,865,819	9,109,804	5,941,170	4,819,967

⁽¹⁾ Beginning in FY 2020-21, the ending cash balance represents the cash balances without unrealized gains and losses, as these amounts are not readily accessible

Analysis:

The development impact revenues received from the sewer connection fees have averaged \$133 thousand annually over the last five years. These funds are used in connection with the Five-Year Capital Improvement (CIP) Plan. These funds were primarily used for the routine sewer maintenance and transfer to the sewer operation fund to pay for the annual infrastructure contribution to the Sewer Authority Mid-Coastside.

Capital Outlay Fees (Accounted for in Fund 301 - Vehicle Fund)

Capital outlay fees provide funds to meet an increased need for capital items (such as buildings, land, vehicles, and equipment) to serve the increasing population of the city.

Vehicle Replacement

	2018-19	2019-20	2020-21	2021-22	2022-23
FUND 301 Beginning Net Position	666,749	467,190	338,770	262,082	404,126
Revenue					
Citywide Impact Fees	5,410	17,091	8,483	12,075	22,415
Interest & Unrealized Gains	9,744	6,993	(706)	(4,512)	4,199
Transfers In from Other Funds	-	-	-	204,568	44,067
Total Revenues	15,154	24,084	7,777	212,131	70,680
Expense					
Other Expenditures	31,256	106,949	31,921	25,273	41,249
Capitalize Equipment Operating		-	-	-	-
Vehicle Replacement	122,635	18,988	29,186	17,526	30,336
Depreciation	60,822	26,567	23,357	27,288	31,644
Transfers Out to Other Funds		-	-	-	-
Total Expenditures	214,713	152,504	84,464	70,087	103,229
FUND 301 Ending Net Position	467,190	338,770	262,082	404,126	371,578

Analysis:

Over the last five years, the capital outlay development impact fees have generated revenues averaging \$13 thousand annually. Historically these funds have been used towards the purchase of vehicles to support the City's maintenance department staff.

NOTICING REQUIREMENTS:

Government Code Section 66006(b)(2) requires the report to be included on the City Council meeting agenda at a public meeting not less than 15 days after the information was made available. Staff posted a Notice at the established City posting location at City Hall on December 5, 2022, indicating that the draft report was available at the City Hall Annex. In addition, the Government Code requires that the notice of the meeting, at least 15 days prior to the meeting, to any interested party who files a written request with the City for mailed notice of the meeting. No such requests have been made to the City.

SUMMARY:

Annual tracking of the fund activities and preparation of the compliance report are required per the California Government Code. Failure to report on activity and account balances per the applicable regulations could warrant challenges to the collection of the related fees in the future or repayment of previously collected fees. By bringing this report forward today, staff fulfills the legal obligations and compliance requirements, and provides the community with information on the status and use of fees collected under the Mitigation Fee Act (Government Code Sections 66000 et seq.), commonly called Impact Fees. Final numbers may vary slightly pending the completion of the Annual Comprehensive Financial Report.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **December 19, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **2024 CALENDAR OF CITY COUNCIL MEETINGS**

RECOMMENDATION:

By motion, adopt the City Council Calendar for 2024.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

STRATEGIC ELEMENT:

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

DISCUSSION:

The following parameters should be considered when determining meeting dates:

- Hold at least one meeting every month (i.e. do not cancel two meetings in a row)
- Continue to hold two meetings in June due to the budget adoption process
- Continue to hold two meetings in December due to the customarily high volume of agenda items in December, including the Council reorganization

Staff suggests holding the meetings on the first and third Tuesdays of each month with the following exceptions:

Meeting Date	Consideration
January 2, 2024	City Holiday Closure affects packet production.
July 2, 2024	The first meeting of July has been cancelled each of the past 12 years.
August 6, 2024	Traditional time many city and civic groups go “dark” and a frequent time for family travel; however, this schedule allows for one meeting to be held in August. Additionally, National Night Out is held the first Tuesday of August, an event which the City participates in and supports.
November 5, 2024	Election Day – Nationally and locally

In addition, please note that Special City Council meetings may be called, and often are during budget preparation.

ATTACHMENT: 2024 Calendar of City Council Meetings



CITY OF HALF MOON BAY

2024 CALENDAR OF CITY COUNCIL MEETINGS

January 2024		July 2024	
January 2, 2024	<i>Cancelled</i>	July 2, 2024	<i>Cancelled</i>
January 16, 2024	Regular Meeting	July 16, 2024	Regular Meeting
February 2024		August 2024	
February 6, 2024	Regular Meeting	August 6, 2024	<i>Cancelled</i>
February 20, 2024	Regular Meeting	August 20, 2024	Regular Meeting
March 2024		September 2024	
March 5, 2024	Regular Meeting	September 3, 2024	Regular Meeting
March 19, 2024	Regular Meeting	September 17, 2024	Regular Meeting
April 2024		October 2024	
April 2, 2024	Regular Meeting	October 1, 2024	Regular Meeting
April 16, 2024	Regular Meeting	October 15, 2024	Regular Meeting
May 2024		November 2024	
May 7, 2024	Regular Meeting	November 5, 2024	<i>Cancelled</i>
May 21, 2024	Regular Meeting	November 19, 2024	Regular Meeting
June 2024		December 2024	
June 4, 2024	Regular Meeting	December 3, 2024	Regular Meeting
June 18, 2024	Regular Meeting	December 17, 2024	Regular Meeting