



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

**TUESDAY, SEPTEMBER 17, 2024**

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

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

**7:00 PM**

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. 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 for public participation. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at [www.facebook.com/cityofhalfmoonbay](https://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**

### **MIDCOAST COMMUNITY COUNCIL UPDATE**

## **MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY**

## **SERVICE REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

## **CITY MANAGER UPDATES TO COUNCIL**

## **PUBLIC FORUM**

### **1. CONSENT CALENDAR**

#### **1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**

#### **1.B WARRANTS FOR THE MONTH OF JULY 2024**

**Staff Recommendation:** Accept the warrants list for the month of July 2024.

[STAFF REPORT](#)

[ATTACHMENT](#)

#### **1.C AMENDMENT OF CITY TRAFFIC REGULATIONS FOR CITY HALL PARKING LOT**

**Staff Recommendation:** Adopt a resolution amending Resolution No. C-05-11 (Citywide Traffic Regulations) to modify the parking restrictions at the City Hall Parking Lot.

[STAFF REPORT](#)

[RESOLUTION](#)

**2. ORDINANCES AND PUBLIC HEARINGS**

**3. RESOLUTIONS AND STAFF REPORTS**

**3.A FISCAL YEAR 2023-24 ANNUAL REPORT ON LAW ENFORCEMENT SERVICES AND ACTIVITIES**

**Staff Recommendation:** By motion, accept FY 2023-24 Annual Report on Law Enforcement Services and Activities.

[STAFF REPORT](#)

[ATTACHMENT](#)

**3.B OPPORTUNITY CENTER CONTRACT AMENDMENTS**

**Staff Recommendation:** Receive an update on the Opportunity Center of the Coastsides and adopt a resolution authorizing the City Manager to:

1. Amend a grant agreement with the County of San Mateo to extend operations of the Opportunity Center of the Coastsides to a term ending on September 30, 2025; and
2. Amend the current service provider contracts for employment, small business, and entrepreneurship services to a term ending on September 30, 2025, in an amount not to exceed \$1,069,122.

[STAFF REPORT](#)

[RESOLUTION](#)

**3.C POSSIBLE ADDITION OF YOUTH MEMBERSHIP TO THE PARKS AND RECREATION COMMISSION**

**Staff Recommendation:** By motion, direct staff to return on October 1, 2024, with revisions to the Commission By-Laws adding two youth members to the Parks and Recreation Commission for a total of seven regular (voting) members.

[STAFF REPORT](#)

**3.D FINANCIAL REPORT FOR THE QUARTER ENDED ON JUNE 30, 2024**

**Staff Recommendation:** Accept the Financial Report for the quarter ended on June 30, 2024.

[STAFF REPORT](#)

[ATTACHMENT](#)

**COMMISSION / COMMITTEE UPDATES**

**CITY COUNCIL REPORTS**

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

**ADJOURNMENT**

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

**AGENDA REPORT**

For meeting of: **September 17, 2024**

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**TO:** Honorable Mayor and City Council  
**VIA:** Matthew Chidester, City Manager  
**From:** Lisa Rossi, Administrative Services Director  
**TITLE:** **WARRANTS FOR THE MONTH OF JULY 2024**

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**RECOMMENDATION:**

Accept the warrants list for the month of July 2024.

**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
July 03	1,426,547
July 04	47,293
July 11	759,293
July 19	507,252
July 25	1,117,576
<b>Total</b>	<b>3,857,961</b>

The City processed payments related to 10 capital improvement projects, in a total amount of \$1,145,599. These include Pavement Management / Traffic Program, Highway 1 Safety - North, Poplar Complete Street, Carter Park, Eastside Parallel Trail Expansion, Pilarcitos Creek Restoration, Climate Action and Adaptation, Smith Field Site Assessment, ADA Transition Plan Program, and the Inflow And Infiltration Program.

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

Check #	Payee	OVER \$30,000		Description
		Check Date	Amount	
54858	ANDREINI BROTHERS INC.	7/3/2024	\$302,493	2024 STREET MAINTENANCE PROJECT
54867	EL CENTRO DE LIBERTAD	7/3/2024	\$40,496	CARES PROGRAM OPERATOR (MAY)
54876	HALF MOON BAY GRADING & PAVING INC.	7/3/2024	\$216,764	POPLAR STREET TRAFFIC CALMING - PHASE 1
54891	SHUTE MIHALY & WEINBERGER LLP	7/3/2024	\$284,040	CITY-WIDE LEGAL SERVICES (MAY)
54898	WICKMAN DEVELOPMENT AND CONSTRUCTION	7/3/2024	\$408,683	CARTER PARK
55094	WELLS FARGO	7/4/2024	\$47,293	CITY-WIDE SMALL PURCHASES ON CREDIT CARDS
54912	HMB COASTSIDE CHAMBER	7/11/2024	\$62,062	[MULTIPLE] (ANNUAL CONTRIBUTION, BID PASS THROUGH, OCC SERVICES)
54924	PLAN JPA	7/11/2024	\$501,722	FY 24/25 GENERAL LIABILITY ANNUAL CONTRIBUTION
54938	ABUNDANT GRACE COASTSIDE WORKER	7/19/2024	\$30,000	CSFA GRANT FOR FY 24/25
54942	BLACK & VEATCH CORPORATION	7/19/2024	\$38,934	STORMWATER (NPDES) SERVICES
54944	BOYS & GIRLS CLUB OF THE COASTSIDE	7/19/2024	\$30,000	CSFA GRANT FOR FY 24/25
54950	COASTSIDE HOPE	7/19/2024	\$50,000	CSFA GRANT FOR FY 24/25
54956	HALF MOON BAY GRADING & PAVING INC.	7/19/2024	\$39,690	2024 SIDEWALK REPLACEMENT PROJECT
54969	SENIOR COASTSIDERS	7/19/2024	\$50,000	CSFA GRANT FOR FY 24/25
54983	ABUNDANT GRACE COASTSIDE WORKER	7/25/2024	\$30,021	COASTAL CLEAN-UP SERVICES
54991	C/CAG	7/25/2024	\$43,470	FY 24/25 ANNUAL CONTRIBUTION
55003	EL CENTRO DE LIBERTAD	7/25/2024	\$39,796	CARES PROGRAM OPERATOR (JUNE)
55025	PRESIDIO SYSTEMS INC.	7/25/2024	\$43,600	HYDRO VAC & CCTV
55031	SHUTE MIHALY & WEINBERGER LLP	7/25/2024	\$168,437	CITY-WIDE LEGAL SERVICES (JUNE)
55032	SM COUNTY TAX COLLECTOR	7/25/2024	\$176,489	APN / LAND PURCHASE
55037	SEWER AUTHORITY MID-COASTSIDE	7/29/2024	\$487,872	FY 24/25 SEWER OPERATIONS AND MAINTENANCE

**ATTACHMENTS:**

Check Disbursement List by Check Date

Report Criteria:

Report type: GL detail

54855	AAA FIRE PROTECTION SERVICES	07/03/2024	MAINT SERVICE	1,285.73
Total 54855:				1,285.73
54856	ALFREDO GUTIERREZ	07/03/2024	DEPOSIT REFUND G OAK & KITCHEN MINUS FEES	200.00
Total 54856:				200.00
54857	AMERICAN ENERGY SOCIETY	07/03/2024	TO LAUNCH & OPERATE COASTSIDE VENTURE STUDIO (CSVS) A BUSINESS INCUBATOR VIA THE OCC	23,581.05
Total 54857:				23,581.05
54858	ANDREINI BROTHERS INC.	07/03/2024	PO FOR THE CONSTRUCTION CONTRACT FOR THE 2024 STREET MAINTENANCE PROJECT	318,414.08
54858	ANDREINI BROTHERS INC.	07/03/2024	RETENTION 6/30/24	15,920.70-
Total 54858:				302,493.38
54859	ARAMARK	07/03/2024	APR'24 MAINT SUPPLIES PUBLIC LIBRARY	127.53
Total 54859:				127.53
54860	BAY AREA GEOTECHNICAL GROUP INC	07/03/2024	CARTER PARK IMPROVEMENTS PROJECT	23,795.00
Total 54860:				23,795.00
54861	BECKER GRAPHICS	07/03/2024	INSTRUCTOR PAYMENT- ZUMBA JUNE'24	1,003.50
Total 54861:				1,003.50
54862	BRYAN LOPEZ	07/03/2024	STUDENT LOAN REIMBURSEMENT	382.71
54862	BRYAN LOPEZ	07/03/2024	STUDENT LOAN REIMBURSEMENT	382.71
54862	BRYAN LOPEZ	07/03/2024	STUDENT LOAN REIMBURSEMENT	382.71
54862	BRYAN LOPEZ	07/03/2024	STUDENT LOAN REIMBURSEMENT	382.71
54862	BRYAN LOPEZ	07/03/2024	STUDENT LOAN REIMBURSEMENT	522.91
Total 54862:				2,053.75
54863	CAPITAL ONE TRADE CREDIT	07/03/2024	MAINT SUPPLIES JUNE'24	2,079.49

Total 54863:				2,079.49
54864	CITY-COUNTY COMMUNICATIONS & MKTG ASS	07/03/2024	MEMBERSHIP-JESSICA BLAIR	400.00
Total 54864:				400.00
54865	CODE PUBLISHING COMPANY	07/03/2024	JUNE'24 MUNICODE WEB UPDATE	1,927.00
Total 54865:				1,927.00
54866	DEL GAVIO GROUP	07/03/2024	ANNEX MOVE PREP	740.40
54866	DEL GAVIO GROUP	07/03/2024	ANNEX MOVE TEARDOWN & INSTALL	3,690.00
Total 54866:				4,430.40
54867	EL CENTRO DE LIBERTAD	07/03/2024	CARES PROGRAM	40,495.66
Total 54867:				40,495.66
54868	FlowBird America Inc	07/03/2024	JUNE'24 MAINT SERVICE	112.00
Total 54868:				112.00
54869	FM3 RESEARCH	07/03/2024	CONDUCT SURVEY RESEARCH ASSESSING TWO POTENTIAL, REVENUE GENERATING, BALL MEASURES F	29,750.00
Total 54869:				29,750.00
54870	FREYER & LAURETA INC.	07/03/2024	CHANGE ORDER 2. SMITH FIELD PARK	6,882.50
Total 54870:				6,882.50
54871	GATES AND ASSOCIATES	07/03/2024	SMITH FIELD FACILITIES MASTER PLAN	350.00
Total 54871:				350.00
54872	GRANICUS	07/03/2024	JULY'24, GRANICUS SERVICE	1,564.85
Total 54872:				1,564.85
54873	GRASSROOTSLAB LLC	07/03/2024	CONSULTING SERVICES FOR PUBLIC INFORMATION & EDUCATION	5,000.00

Total 54873:			5,000.00
54874	GRIFFIN STRUCTURES INC.	07/03/2024 CO 1 CARTER PARK IMPROVEMENTS FOR ADDITIONALMANAGEMENT & CONSTRUCTION MANAGEME	12,451.32
Total 54874:			12,451.32
54875	HALF MOON BAY BUILDING & GARDEN	07/03/2024 JUNE'24 MAINTENANCE SUPPLIES	83.13
Total 54875:			83.13
54876	HALF MOON BAY GRADING & PAVING INC.	07/03/2024 CONSTRUCTION FOR POPLAR STREET TRAFFICE CALMING- PHASE 1	228,172.26
54876	HALF MOON BAY GRADING & PAVING INC.	07/03/2024 RETENTION 6/28/24	11,408.61
Total 54876:			216,763.65
54877	HDL SOFTWARE LLC	07/03/2024 TOT AND BUSINESS LICENSE MANAGEMENT	5,338.37
Total 54877:			5,338.37
54878	Helen Wolter	07/03/2024 AIRFARE	154.47
54878	Helen Wolter	07/03/2024 BREAKFAST	20.96
54878	Helen Wolter	07/03/2024 LUNCH	13.00
54878	Helen Wolter	07/03/2024 LUNCH	10.93
54878	Helen Wolter	07/03/2024 DINNER	24.17
54878	Helen Wolter	07/03/2024 UBER	21.98
54878	Helen Wolter	07/03/2024 UBER	21.50
54878	Helen Wolter	07/03/2024 AIRFARE	138.10
54878	Helen Wolter	07/03/2024 UBER	17.99
54878	Helen Wolter	07/03/2024 HOTEL	394.44
54878	Helen Wolter	07/03/2024 SFO PARKING	75.00
54878	Helen Wolter	07/03/2024 MEMERSHIP	200.00
54878	Helen Wolter	07/03/2024 CRRA CONFERENCE REGISTRATION	775.00
Total 54878:			1,867.54
54879	INTEGRAL CONSULTING INC.	07/03/2024 PREPARATION OF THE CLIMATE ADAPTION PLAN(CIP 1002)	15,154.16
Total 54879:			15,154.16
54880	JULISSA ACOSTA	07/03/2024 MEETING EXPENSE	30.00
54880	JULISSA ACOSTA	07/03/2024 MEETING EXPENSE	22.00
54880	JULISSA ACOSTA	07/03/2024 MEETING EXPENSE	50.95

54880	JULISSA ACOSTA	07/03/2024	MEETING EXPENSE	266.27
54880	JULISSA ACOSTA	07/03/2024	TRAINING REIMBURSEMENT	1,444.00
Total 54880:				1,813.22
54881	KONICA MINOLTA	07/03/2024	JUNE'24 COPIER AND LEASE	2,275.21
Total 54881:				2,275.21
54882	LISA POPE	07/03/2024	MEETING MINUTES	1,312.50
Total 54882:				1,312.50
54883	MALCOLM C SMITH	07/03/2024	COMMUNICATIONS CONSULTANT SERVICE	330.00
Total 54883:				330.00
54884	MARIAN ELIZABETH POTT	07/03/2024	BEGINNING BASIC DOG TRAINING	700.00
54884	MARIAN ELIZABETH POTT	07/03/2024	CANINE LIFE SKILLS	560.00
Total 54884:				1,260.00
54885	Mark Hofmann	07/03/2024	PICKLEBALL #5 4 WEEKS	960.00
54885	Mark Hofmann	07/03/2024	PICKLEBALL #4 4 WEEKS	480.00
54885	Mark Hofmann	07/03/2024	PICKLEBALL #6 4 WEEKS	480.00
54885	Mark Hofmann	07/03/2024	PICKLEBALL 7/01 DRIVE & DROP	120.00
54885	Mark Hofmann	07/03/2024	PICKLEBALL LESSONS SERVE RETURN	90.00
Total 54885:				2,130.00
54886	MSS LLC	07/03/2024	WINDOW CLEANING	1,280.00
54886	MSS LLC	07/11/2024	WINDOW CLEANING	1,280.00
Total 54886:				.00
54887	NEIGHBORHOOD RADIO	07/03/2024	APR'24 ADVERTISING SERVICE	110.00
Total 54887:				110.00
54888	NETFILE	07/03/2024	ANNUAL SUBSCRIPTION	5,000.00
Total 54888:				5,000.00

54889	NICHOLAS TRANSLATIONS & INTERPRETATIONS	07/03/2024	JUNE'24 TRANSLATION SERVICE	713.00
Total 54889:				713.00
54890	RINGCENTRAL INC.	07/03/2024	PHONE SERVICES	2,370.60
Total 54890:				2,370.60
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.GEN	27,830.04
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.555	40,384.60
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.HYATT	2,727.20
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.HILLTOP	1,105.00
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.WRR	10,716.40
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.GEARING	62,487.92
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.SAM	1,356.15
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.REIMB2	1,630.20
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.GEN	31,375.41
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.CASA	133.60
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.555	35,156.60
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.HILLTOP	897.80
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.HYATT	3,998.20
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.WRR	66.30
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.RENT	574.60
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.REIMB2	3,359.20
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.HUYNH	427.20
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.LIT	133.60
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.SAM	14,982.09
54891	SHUTE MIHALY & WEINBERGER LLP	07/03/2024	HMB.GEARING	44,697.52
Total 54891:				284,039.63
54892	SUBURBAN PROPANE LP	07/03/2024	PROPANE ACCT 1601-064098	150.00
Total 54892:				150.00
54893	SWCA INCORPORATED	07/03/2024	Pilarcitos CREEK FENCING & REHABILITATION	1,549.50
54893	SWCA INCORPORATED	07/03/2024	Pilarcitos CREEK FENCING & REHABILITATION	1,911.00
54893	SWCA INCORPORATED	07/03/2024	Pilarcitos CREEK FENCING & REHABILITATION	1,740.00
54893	SWCA INCORPORATED	07/03/2024	CARTER PARK IMPROVEMENTS PROJECT	885.25
54893	SWCA INCORPORATED	07/03/2024	PO FOR THE PSA FOR BIOLOGICAL MONITORING TO SUPPORT STAR CREEK WITH THE 2024 VEGETATIO	3,409.50
Total 54893:				9,495.25

54894	T-MOBILE	07/03/2024	ACCT 997385192 JUNE '24	93.45
Total 54894:				93.45
54895	TRAFFIC PATTERNS LLC	07/03/2024	HALF MOON BAY - JANUARY-JUNE 2024	2,082.50
Total 54895:				2,082.50
54896	UNITED RENTALS (NORTH AMERICA) INC.	07/03/2024	MAINT SERVICE	908.29
Total 54896:				908.29
54897	VICTOR HERNANDEZ	07/03/2024	JUNE'24 TRANSLATION SERVICES	3,309.80
Total 54897:				3,309.80
54898	WICKMAN DEVELOPMENT AND CONSTRUCTIO	07/03/2024	CATER PARK (THROUGH CHANGE ORDER 13)	430,192.94
54898	WICKMAN DEVELOPMENT AND CONSTRUCTIO	07/03/2024	RETENTION, CARTER PARK IMPROVEMENTS PROJECT	21,509.65-
Total 54898:				408,683.29
54899	AMERICAN PORTABLES	07/11/2024	FY 23-24 PORTABLE TOLIETS	1,311.95
54899	AMERICAN PORTABLES	07/11/2024	FY 23-24 PORTABLE TOLIETS	2,808.74
54899	AMERICAN PORTABLES	07/11/2024	FY 23-24 PORTABLE TOLIETS	4,370.81
Total 54899:				8,491.50
54900	ANDREINI BROTHERS INC.	07/11/2024	GRANDVIEW BLVD TRENCH PLATES	1,057.50
Total 54900:				1,057.50
54901	CALNET3	07/11/2024	MAY'24 PHONE SERVICE	987.23
54901	CALNET3	07/11/2024	JUNE'24 PHONE SERVICE	987.12
Total 54901:				1,974.35
54902	CARAHSOFT / DOCUSIGN	07/11/2024	FY 24/25 CARAHSOFT/DOCUSIGN LICENSES	16,228.77
Total 54902:				16,228.77
54903	Cardinal Talent Group LLC	07/11/2024	1/2 OF FULL PAYMENT-LA MISA NEGRA-SUMMERS END 2024	2,000.00

Total 54903:			2,000.00
54904	CHALLENGER SPORTS CORP	07/11/2024 INSTRUCTOR PAYMENT, SOCCER CAMP JULY 8-12	5,721.50
54904	CHALLENGER SPORTS CORP	07/11/2024 ROLLIE WRIGHT	73.15
Total 54904:			5,794.65
54905	CHRISTINA JEWELS KRZASZCZAK	07/11/2024 MAKE IT MAIN ST GRAPHIC DESIGN	600.00
Total 54905:			600.00
54906	COASTSIDE PRINTERS	07/11/2024 NO PARKING SIGNS	891.41
Total 54906:			891.41
54907	COLANTUONO HIGHSMITH WHATLEY PC	07/11/2024 MAY'24 LEGAL SERVICES -SAM	8,159.35
54907	COLANTUONO HIGHSMITH WHATLEY PC	07/11/2024 JUNE'24 LEGAL SERVICES -SAM	8,562.28
Total 54907:			16,721.63
54908	CRUZIO INTERNET	07/11/2024 INTERNET SERVICE	14.95
Total 54908:			14.95
54909	EWING IRRIGATION PRODUCTS INC.	07/11/2024 MAINT SUPPLIES	267.55
Total 54909:			267.55
54910	FLYERS ENERGY, LLC	07/11/2024 JUNE'24 FUEL	1,869.27
Total 54910:			1,869.27
54911	GAYTON ARRIGOTTI	07/11/2024 INSTRUCTOR PAYMENT-SEA GLASS & STONE 6/29	462.00
Total 54911:			462.00
54912	HMB COASTSIDE CHAMBER	07/11/2024 APR'24 BID (IN CITY)	7,578.00
54912	HMB COASTSIDE CHAMBER	07/11/2024 APR'24 BID (OOC)	2,541.00
54912	HMB COASTSIDE CHAMBER	07/11/2024 Provide daily operation and facility oversight via Opportunity Center of the Coastside	11,942.70
54912	HMB COASTSIDE CHAMBER	07/11/2024 HOTEL BID CHAMBER AGREEMENT & PO 2024-25	40,000.00

Total 54912:			62,061.70
54913	IMPEC GROUP INC.	07/11/2024 Provide custodial services for the OCC	780.00
54913	IMPEC GROUP INC.	07/11/2024 FY 23-24 JANITORIAL CONTRACT	18,085.00
Total 54913:			18,865.00
54914	INFINITY TECHNOLOGIES	07/11/2024 DATTO BACKUP O365	162.00
54914	INFINITY TECHNOLOGIES	07/11/2024 TECH HELP	13,960.00
Total 54914:			14,122.00
54915	Ivan Ibal	07/11/2024 DEPOSIT REFUND-TRAIN DEPOT 7/6/24	500.00
Total 54915:			500.00
54916	JERSEY JOE'S COASTSIDE	07/11/2024 WINDOW CLEANING	1,280.00
Total 54916:			1,280.00
54917	Jobtrain Inc	07/11/2024 TO PROVIDE JOB SEEKER WORKFORCE DEVELOPMENT PROGRAM SERVICES FOR THE COASTSIDE COM	20,061.31
Total 54917:			20,061.31
54918	JOINT VENTURE SILICON VALLEY	07/11/2024 FY 24-25 MEMBERSHIP DUES	2,500.00
Total 54918:			2,500.00
54919	Lexi Santos	07/11/2024 CLASS REFUND-CHALLENGER SPORTS CAMP	209.00
Total 54919:			209.00
54920	LOCKWORKS UNLIMITED INC	07/11/2024 Galaxy Cloud Concierge Service/Badging Client Licensing	450.00
Total 54920:			450.00
54921	LORAL LANDSCAPING INC.	07/11/2024 FY 23-24 MEDIAN MAINTENANCE WORK	4,160.00
Total 54921:			4,160.00
54922	Nancy Sarabia	07/11/2024 DEPOSIT REFUND-TRAIN DEPOT 8/16	500.00

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Total 54922:				500.00
54923	NEOGOV	07/11/2024	SUBSCRIPTION FEE, GOVERNMENTJOBS.COM	893.77
Total 54923:				893.77
54924	PLAN JPA	07/11/2024	FY24/25 GENERAL LIABILITY MEMBER CONTRIBUTIONS	501,536.00
54924	PLAN JPA	07/11/2024	JUNE'24 GENERAL LIABILITY CLAIMS	185.50
Total 54924:				501,721.50
54925	PUBLIC PARKING ASSOCIATES INC	07/11/2024	MAINT SERVICE	992.00
Total 54925:				992.00
54926	QUADIENT LEASING USA, INC.	07/11/2024	LEASE PMT 29-APR-24 TO 28-JUL-24	493.65
Total 54926:				493.65
54927	Renaissance Entrepreneurship Center	07/11/2024	Consultant to provide small business development and entrepreneurship services	18,583.92
Total 54927:				18,583.92
54928	RICE TRUCKING-SOIL FARM INC.	07/11/2024	JUNE'24 MAINT SUPPLIES	26.25
Total 54928:				26.25
54929	SERVICE PRESS INC.	07/11/2024	OFFICE SUPPLIES	209.77
Total 54929:				209.77
54930	STALKER RADAR	07/11/2024	PURCHASE OF STALKER MC360 MESSAGE TRAILER (3'x6') W/ STROBES	23,614.06
Total 54930:				23,614.06
54931	STARCREEK LAND STEWARDS INC.	07/11/2024	PO FOR THE PSA FOR COMPREHENSIVE GRAZING SERVICES TO ACHIEVE GOALS OF VEGETATION REDU	28,700.00
Total 54931:				28,700.00
54932	TURBO DATA SYSTEMS	07/11/2024	CITATION PROCESSING	1,026.85

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Total 54932:				1,026.85
54933	TURF STAR INC.	07/11/2024	VEH MAINTENANCE	1,741.64
Total 54933:				1,741.64
54934	VESTIS	07/11/2024	MAINT SUPPLIES CITY HALL	198.99
54934	VESTIS	07/11/2024	MAINT SUPPLIES PUBLIC LIBRARY	127.53
Total 54934:				326.52
54935	ZONES, LLC	07/11/2024	CLOUD SUBSCRIPTIONS 07-08-24 to 08-08-24	5.65
Total 54935:				5.65
54936	Tara B. Shuttleworth	07/11/2024	INSTRUCTOR PAYMENT-KIDS CAN COOK 7/8-7/12	1,155.00
Total 54936:				1,155.00
54937	4LEAF INC.	07/19/2024	On-Call Services	23,637.71
Total 54937:				23,637.71
54938	ABUNDANT GRACE COASTSIDE WORKER	07/19/2024	CSFA FUNDING AGREEMENT FOR ABUNDANT GRACE FY '24-25	30,000.00
Total 54938:				30,000.00
54939	AMS SYSTEMS INC	07/19/2024	PRINTING SERVICE	4,237.87
Total 54939:				4,237.87
54940	ASSOCIATION OF BAY AREA GOVERNMENTS	07/19/2024	FY'25 Levelized Charge-Nat Gas	472.78
Total 54940:				472.78
54941	AT&T MOBILITY	07/19/2024	JULY'24 PHONE SERVICE	694.99
Total 54941:				694.99
54942	BLACK & VEATCH CORPORATION	07/19/2024	STORMWATER (NPDES) SERVICES 2024	22,384.35
54942	BLACK & VEATCH CORPORATION	07/19/2024	STORMWATER (NPDES) SERVICES 2024	16,550.12

Total 54942:			38,934.47
54943	BLEYLE ELEVATOR, INC	07/19/2024 MAINT SERVICE #102236	95.00
54943	BLEYLE ELEVATOR, INC	07/19/2024 MAINT SERVICE #179638	95.00
Total 54943:			190.00
54944	BOYS & GIRLS CLUB OF THE COASTSIDE	07/19/2024 CSFA FUNDING AGREEMENT FY '24-25	30,000.00
Total 54944:			30,000.00
54945	CA DEPT OF JUSTICE	07/19/2024 FINGERPRINT APPS	32.00
Total 54945:			32.00
54946	CIRCLEPOINT	07/19/2024 CO AMENDMENT 7 HYATT PLACE PDP-072-13	11,702.50
54946	CIRCLEPOINT	07/19/2024 CO AMENDMENT 7 HYATT PLACE PDP-072-13	11,702.50
54946	CIRCLEPOINT	07/19/2024 CO AMENDMENT 7 HYATT PLACE PDP-072-13	11,702.50
Total 54946:			11,702.50
54947	COASTPRIDE, INC.	07/19/2024 CSFA FUNDING AGREEMENT FOR COASTPRIDE FY 2024-25	10,000.00
Total 54947:			10,000.00
54948	COASTSIDE ADULT DAY HEALTH CENTER	07/19/2024 CSFA FUNDING AGREEMENT FOR COASTSIDE ADULT DAY HEALTH CENTER FY 2024-25	20,000.00
Total 54948:			20,000.00
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 555 KELLY AVE	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 CITY OF HMB/COAST.COMM.SENIOR.CNTR	32.04
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 201 WAVECREST RD	2,606.54
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 10 STONE PINE RD # IRRIGATION	221.16
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 723 MILL ST # IRRIGATION	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 LIFT STATI FAIRWAY DR	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 1310 LORYN LN # IRRIGATION	213.90
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 HIGGINS CYN RD	343.42
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 529 RUISSEAU FRANCAIS AVE # IRRIGATION	285.92
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 502 MAIN ST	278.66
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 FERNANDES PARK/MAIN ST # IRRIGATION	84.38
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 620 CORREAS/LIBRARY #Dc	48.06
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024 620 CORREAS/LIBRARY #IRRIGATION	87.10

54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	620 CORREAS/LIBRARY	561.15
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	HYDRANT METER	128.55
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	501 MAIN ST_DC	32.04
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	880 STONE PINE RD	339.94
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	MAIN & HWY 1 # IRRIGATION	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	MEDIAN STRIP/HWY ONE # IRRIGATION	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	537 KELLY AVE	101.49
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	535 KELLY AVE	427.09
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	461 OAK AVE	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	503 JOHNSTON ST	52.00
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	HWY 92 MEDIAN # WEST IRRIG	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	HWY 92 MEDIAN # EAST IRRIG	35.81
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	627 ALSACE LORAIN AVE	359.61
54949	COASTSIDE COUNTY WATER DISTRICT	07/19/2024	501 MAIN ST	165.33
Total 54949:				6,654.86
54950	COASTSIDE HOPE	07/19/2024	CSFA FUNDING AGREEMENT FOR COASTSIDE HOPE FY 2024-25	50,000.00
Total 54950:				50,000.00
54951	CORODATA RECORDS MANAGEMENT INC	07/19/2024	JUNE'24 RECORDS MANAGEMENT	484.27
Total 54951:				484.27
54952	EL CENTRO DE LIBERTAD	07/19/2024	CSFA FUNDING AGREEMENT FOR EL CENTRO DE LA LIBERTAD FY 2024-25	20,000.00
Total 54952:				20,000.00
54953	ELS ARCHITECTURE & URBAN DESIGN	07/19/2024	CHANGE ORDER 2 AMANDMENT 6 TO PSA FOR DESIGN SERV	4,673.50
Total 54953:				4,673.50
54954	GRAINGER	07/19/2024	JUL'24 MAINTENANCE SUPPLIES	6.17
54954	GRAINGER	07/19/2024	JUL'24 MAINTENANCE SUPPLIES	.99
54954	GRAINGER	07/19/2024	JUL'24 MAINTENANCE SUPPLIES	27.45
Total 54954:				34.61
54955	GRIFFIN STRUCTURES INC.	07/19/2024	CO 1 CARTER PARK IMPROVEMENTS FOR ADDITIONALMANAGEMENT & CONSTRUCTION MANAGEME	12,451.32
54955	GRIFFIN STRUCTURES INC.	07/19/2024	CO 1 CARTER PARK IMPROVEMENTS FOR ADDITIONALMANAGEMENT & CONSTRUCTION MANAGEME	12,111.12

Total 54955:				24,562.44
54956	HALF MOON BAY GRADING & PAVING INC.	07/19/2024	TRAILER REPAIR	1,869.02
54956	HALF MOON BAY GRADING & PAVING INC.	07/19/2024	MINOR CONTRACT FOR 2024 SIDEWALK REPLACEMENT PROJECT	37,821.20
Total 54956:				39,690.22
54957	HUE & CRY SECURITY SYSTEMS INC.	07/19/2024	AUG'24 SECURITY SERVICE	197.77
54957	HUE & CRY SECURITY SYSTEMS INC.	07/19/2024	AUG'24 SECURITY SERVICE	80.00
54957	HUE & CRY SECURITY SYSTEMS INC.	07/19/2024	AUG'24 SECURITY SERVICE	24.00
Total 54957:				301.77
54958	JANET E STONE	07/19/2024	CONSULTANT SUPPORT FOR AFFORDABLE HOUSING AT 555/535 KELLY	8,980.00
Total 54958:				8,980.00
54959	Jesus Villasenor	07/19/2024	DEPOSIT REFUND : GRAND OAK 7/13/24	500.00
Total 54959:				500.00
54960	LEADERSHIP COUNCIL SAN MATEO COUNTY	07/19/2024	CORPS TUITION : DECKER 24-25	2,800.00
Total 54960:				2,800.00
54961	MARK THOMAS & CO, INC	07/19/2024	CHANGE ORDER 2,HWY 1 N SAFETY & OP IMPROVEMENTS	17,449.23
Total 54961:				17,449.23
54962	M-GROUP	07/19/2024	NEW PO REQUEST FOR M-GROUP	4,788.75
54962	M-GROUP	07/19/2024	NEW PO REQUEST FOR M-GROUP	23,670.00
Total 54962:				28,458.75
54963	NBS GOVERNMENT FINANCE GROUP	07/19/2024	COST ALLOCATION PLAN AND CITYWIDE FEE STUDY	4,145.00
Total 54963:				4,145.00
54964	ODP BUSINESS SOLUTIONS, LLC	07/19/2024	OFFICE SUPPLIES	98.43
Total 54964:				98.43

54965	PACIFICA COMMUNITY TELEVISION	07/19/2024	Q4, FY23/24 RECORDING SERVICE	15,100.00
Total 54965:				15,100.00
54966	QUADIENT LEASING USA, INC.	07/19/2024	LEASE PMT 11-AUG-24 TO 10-NOV-24	198.17
Total 54966:				198.17
54967	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	07/19/2024	HEALTH INSPECTION/SHERIFF SUBSTATION	492.00
54967	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	07/19/2024	HEALTH INSPECTION/PELICAN POINT	492.00
54967	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	07/19/2024	HEALTH INSPECTION/OCEAN COLONY	492.00
54967	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	07/19/2024	HEALTH INSPECTION/CITY HALL	492.00
54967	SAN MATEO COUNTY ENVIRONMENTAL HEALTH	07/19/2024	HEALTH INSPECTION/TED ADCOCK	1,939.00
Total 54967:				3,907.00
54968	SAN MATEO DAILY JOURNAL	07/19/2024	JULY'24 ADVERTISING SERVICE	480.00
54968	SAN MATEO DAILY JOURNAL	07/19/2024	JULY'24 ADVERTISING SERVICE	480.00
54968	SAN MATEO DAILY JOURNAL	07/19/2024	JULY'24 ADVERTISING SERVICE	720.00
54968	SAN MATEO DAILY JOURNAL	07/19/2024	APR'24 ADVERTISING SERVICE	720.00
54968	SAN MATEO DAILY JOURNAL	07/19/2024	APR'24 ADVERTISING SERVICE	576.00
54968	SAN MATEO DAILY JOURNAL	07/19/2024	APR'24 ADVERTISING SERVICE	864.00
Total 54968:				3,840.00
54969	SENIOR COASTSIDERS	07/19/2024	CSFA FUNDING AGREEMENT FOR SENIOR COASTSIDERS FY '24-25	50,000.00
Total 54969:				50,000.00
54970	SERVICE PRESS INC.	07/19/2024	BUSINESS CARDS	80.02
Total 54970:				80.02
54971	SONRISAS COMMUNITY DENTAL CLINIC	07/19/2024	CSFA FUNDING AGREEMENT FOR SONRISAS DENTAL FY '24-25	25,000.00
Total 54971:				25,000.00
54972	STERICYCLE, INC.	07/19/2024	PAPER SHREDDING	324.03
54972	STERICYCLE, INC.	07/19/2024	PAPER SHREDDING	322.32
Total 54972:				646.35
54973	SUBURBAN PROPANE LP	07/19/2024	PROPANE ACCT 1601-064098	886.38

Total 54973:			886.38	
54974	SWCA INCORPORATED	07/19/2024	PREPARE INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR STONE PINE COVE AFFORDABLE HO	4,479.50
54974	SWCA INCORPORATED	07/19/2024	PREPARE INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR STONE PINE COVE AFFORDABLE HO	244.00
Total 54974:			4,723.50	
54975	Tara B. Shuttleworth	07/19/2024	INSTRUCTOR PAYMENT-KIDS CAN COOK WEEK 2	1,155.00
54975	Tara B. Shuttleworth	07/19/2024	REIMBURSEMENT : CAMP SUPPLIES	98.89
54975	Tara B. Shuttleworth	07/19/2024	REIMBURSEMENT : CAMP SUPPLIES	6.99
54975	Tara B. Shuttleworth	07/19/2024	REIMBURSEMENT : CAMP SUPPLIES	57.26
Total 54975:			1,318.14	
54976	THE GRAPHIC WORKS	07/19/2024	PRINTING SERVICE	372.01
Total 54976:			372.01	
54977	U.S. POSTMASTER-HMB	07/19/2024	SUMMER'S END MAILERS	2,446.00
Total 54977:			2,446.00	
54978	V.W. HOUSEN & ASSOCIATES	07/19/2024	FY 23-24 WASTERWATER COLLECTION	17,812.75
Total 54978:			17,812.75	
54979	VESTIS	07/19/2024	MAINT SUPPLIES CITY HALL	198.99
54979	VESTIS	07/19/2024	MAINT SUPPLIES PUBLIC LIBRARY	127.53
54979	VESTIS	07/19/2024	MAINT SUPPLIES CITY HALL	198.99
54979	VESTIS	07/19/2024	MAINT SUPPLIES PUBLIC LIBRARY	127.53
Total 54979:			653.04	
54980	WESTERN EXTERMINATOR COMPANY	07/19/2024	JUNE'24 EXTERMINATOR SERVICES	1,520.00
Total 54980:			1,520.00	
54981	ZONES, LLC	07/19/2024	CLOUD SUBSCRIPTIONS 07-12-24 to 08-12-24	13.29
Total 54981:			13.29	
54982	4LEAF INC.	07/25/2024	New PSA for Public Works inspection services, FY 23-24	2,954.50

Total 54982:				2,954.50
54983	ABUNDANT GRACE COASTSIDE WORKER	07/25/2024	Provide coastal clean-up support services	30,021.00
Total 54983:				30,021.00
54984	ALTA PLANNING & DESIGN	07/25/2024	CHANGE ORDER 3, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PROJECT	2,478.75
Total 54984:				2,478.75
54985	Amber Amaro	07/25/2024	CLASS REFUND-KINDS CAN COOK 7/29/24	200.00
Total 54985:				200.00
54986	AMERICAN ENERGY SOCIETY	07/25/2024	TO LAUNCH & OPERATE COASTSIDE VENTURE STUDIO (CSVS) A BUSINESS INCUBATOR VIA THE OCC	21,884.15
Total 54986:				21,884.15
54987	AMERICAN PORTABLES	07/25/2024	FY 23-24 PORTABLE TOLIETS	195.65
Total 54987:				195.65
54988	AUTOMATIC DOOR SYSTEMS INC.	07/25/2024	MAR'24 MAINTENANCE SERVICE	1,654.69
Total 54988:				1,654.69
54989	Brian Banks	07/25/2024	CLASS REFUND-KIDS CAN COOK 7/29/24	200.00
Total 54989:				200.00
54990	Bryan Abanto	07/25/2024	CLASS REFUND - KIDS CAN COOK 7/29/24	200.00
Total 54990:				200.00
54991	C/CAG	07/25/2024	FY '24/25 GENERAL FUND ASSESSMENT	4,673.00
54991	C/CAG	07/25/2024	FY '24/25 GAS TAX ASSESSMENT	6,958.00
54991	C/CAG	07/25/2024	FY '24/25 CONGESTION RELIEF	31,839.00
Total 54991:				43,470.00
54992	CA DEPT OF TRANSPORTATION	07/25/2024	APR-JUN'24 SIGNALS & LIGHTING	3,867.40

Total 54992:			3,867.40	
54993	Camilla Lombard	07/25/2024	CONCERT IN THE PARK 2024	800.00
Total 54993:			800.00	
54994	CASELLE INC.	07/25/2024	FY 24/25 CASELLE ERP SOFTWARE AUG	3,843.00
Total 54994:			3,843.00	
54995	City of San Mateo	07/25/2024	COUNCIL OF CITIES - RARBACK	60.00
Total 54995:			60.00	
54996	COAST RIDGE ECOLOGY	07/25/2024	FIELD SURVEYS JUNE '24 PDP-24-007	2,342.16
54996	COAST RIDGE ECOLOGY	07/25/2024	FIELD SURVEYS JUNE '24 PDP-24-007	2,342.16
54996	COAST RIDGE ECOLOGY	07/25/2024	FIELD SURVEYS JUNE '24 PDP-24-007	2,342.16
Total 54996:			2,342.16	
54997	COASTSIDE FIRE PROTECTION DISTRICT	07/25/2024	880 STONE PINE.	1,723.00
54997	COASTSIDE FIRE PROTECTION DISTRICT	07/25/2024	880 STONE PINE.	1,368.00
Total 54997:			3,091.00	
54998	CONCERN	07/25/2024	FLAT ANNUAL RATE FOR EARP SERVICES	3,675.00
Total 54998:			3,675.00	
54999	COUNTY OF SAN MATEO	07/25/2024	APR'24 MICROWAVE MUX DSO	82.25
54999	COUNTY OF SAN MATEO	07/25/2024	MAY'24 MICROWAVE MUX DSO	82.25
54999	COUNTY OF SAN MATEO	07/25/2024	JUNE'24 MICROWAVE MUX	82.25
Total 54999:			246.75	
55000	COUNTY OF SAN MATEO	07/25/2024	FY24/25 LAFCO	3,250.00
Total 55000:			3,250.00	
55001	David Gorn	07/25/2024	CLASS REFUND-KIDS CAN COOK 7/29/24	200.00

Total 55001:				200.00
55002	DON CARUTH	07/25/2024	CONCERTS IN THE PARK 2024	1,300.00
Total 55002:				1,300.00
55003	EL CENTRO DE LIBERTAD	07/25/2024	CARES PROGRAM	39,796.17
Total 55003:				39,796.17
55004	Emmilee Coleman	07/25/2024	CLASS REFUND - KIDS CAN COOK 7/29/24	200.00
Total 55004:				200.00
55005	FREYER & LAURETA INC.	07/25/2024	CHANGE ORDER 2. SMITH FIELD PARK	14,967.50
Total 55005:				14,967.50
55006	Guadalupe Manriquez	07/25/2024	DEPOSIT REFUND-GRAND OAK 7/20/24 MINUS TRASH FEE	475.00
Total 55006:				475.00
55007	HALF MOON BAY BUILDING & GARDEN	07/25/2024	JULY'24 MAINTENANCE SUPPLIES	137.68
Total 55007:				137.68
55008	HALF MOON BAY GLASS	07/25/2024	GLASS REPAIR	709.38
Total 55008:				709.38
55009	HD SUPPLY FORMERLY HOME DEPOT PRO	07/25/2024	MAINT SUPPLIES	3,225.57
55009	HD SUPPLY FORMERLY HOME DEPOT PRO	07/25/2024	MAINT SUPPLIES	210.21
Total 55009:				3,435.78
55010	HDL SOFTWARE LLC	07/25/2024	TOT AND BUSINESS LICENSE MANAGEMENT	3,824.11
55010	HDL SOFTWARE LLC	07/25/2024	TOT AND BUSINESS LICENSE MANAGEMENT	6,479.41
Total 55010:				10,303.52
55011	HUE & CRY SECURITY SYSTEMS INC.	07/25/2024	2 FIRE ALARM BATTERIES	115.96

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Total 55011:				115.96
55012	KATHY OLER	07/25/2024	AUG'24 TEMPORARY CITY PARKING LOT RENTAL	2,293.47
Total 55012:				2,293.47
55013	KONICA MINOLTA	07/25/2024	FINAL BAL COPIER AND LEASE	2,275.23
Total 55013:				2,275.23
55014	LAURA CAMODECA	07/25/2024	INTRO K9 NOSE #2	420.00
55014	LAURA CAMODECA	07/25/2024	INTRO K9 NOSE #1	672.00
55014	LAURA CAMODECA	07/25/2024	CONTINUING ODOR	672.00
Total 55014:				1,764.00
55015	Marilla Pulido	07/25/2024	CLASS REFUND - KIDS CAN COOK 7/29/24	200.00
Total 55015:				200.00
55016	Mark Hofmann	07/25/2024	PICKLEBALL LESSONS-4 PEOPLE	120.00
Total 55016:				120.00
55017	Nancy Saavedra	07/25/2024	DEPOSIT REFUND TRAIN DEPOT 7/13/24 MINUS CONFETTI FEE	250.00
Total 55017:				250.00
55018	NEIGHBORHOOD RADIO	07/25/2024	JULY'24 ADVERTISING SERVICE	220.00
Total 55018:				220.00
55019	Nick Petty	07/25/2024	CONCERTS IN THE PARK 2024	1,000.00
Total 55019:				1,000.00
55020	Ocoee Wilson	07/25/2024	MILEAGE REIMBURSEMENT	20.57
Total 55020:				20.57
55021	Omar Aran	07/25/2024	CONCERTS IN THE PARK 2024	500.00

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Total 55021:				500.00
55022	PACIFIC BEACH COALITION	07/25/2024	EARTH DAY SPONSORSHIP	1,000.00
Total 55022:				1,000.00
55023	PACIFIC GAS & ELECTRIC	07/25/2024	CITY OF HMB 501 MAIN ST A	7.84
55023	PACIFIC GAS & ELECTRIC	07/25/2024	COMMUNITY CENTER	1,592.30
55023	PACIFIC GAS & ELECTRIC	07/25/2024	TRAIN DEPOT RSTMS	211.71
55023	PACIFIC GAS & ELECTRIC	07/25/2024	HWY 1 & FAIRWAY LIGHTING	40.49
55023	PACIFIC GAS & ELECTRIC	07/25/2024	HWY 1 & FAIRWAY LIGHTING	94.47
55023	PACIFIC GAS & ELECTRIC	07/25/2024	SHERIFF SUB-STATION	3,056.81
55023	PACIFIC GAS & ELECTRIC	07/25/2024	CITY OF HMB / STREET LIGHTS	4,414.15
55023	PACIFIC GAS & ELECTRIC	07/25/2024	NW HWY 1 & MAIN ST	124.70
55023	PACIFIC GAS & ELECTRIC	07/25/2024	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	71.65
55023	PACIFIC GAS & ELECTRIC	07/25/2024	DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES	671.95
55023	PACIFIC GAS & ELECTRIC	07/25/2024	PELICAN POINT LIFT STATION	257.93
55023	PACIFIC GAS & ELECTRIC	07/25/2024	PACIFIC RIDGE LIGHT POLES	49.91
55023	PACIFIC GAS & ELECTRIC	07/25/2024	HWY 1 & MIRAMONTES LIGHTING	39.55
55023	PACIFIC GAS & ELECTRIC	07/25/2024	HWY 1 & MIRAMONTES LIGHTING	92.27
55023	PACIFIC GAS & ELECTRIC	07/25/2024	CITY HALL BUILDING	2,683.60
55023	PACIFIC GAS & ELECTRIC	07/25/2024	PILARCITOS CREEK BRIDGE	110.10
55023	PACIFIC GAS & ELECTRIC	07/25/2024	PILARCITOS CREEK UNDERPASS	26.47
55023	PACIFIC GAS & ELECTRIC	07/25/2024	MOON SCULPTURE SPOTLIGHTS	21.89
55023	PACIFIC GAS & ELECTRIC	07/25/2024	MOON SCULPTURE SPOTLIGHTS	51.06
55023	PACIFIC GAS & ELECTRIC	07/25/2024	OCEAN COLONY PARTNERS/OCP LIFT STATION	1,089.66
55023	PACIFIC GAS & ELECTRIC	07/25/2024	MAINTENANCE YARD OFFICE - ELECTRIC	205.18
55023	PACIFIC GAS & ELECTRIC	07/25/2024	BELL MOON LIFT STATION	39.25
55023	PACIFIC GAS & ELECTRIC	07/25/2024	SMITH FIELD	24.19
55023	PACIFIC GAS & ELECTRIC	07/25/2024	SMITH FIELD SNACK BAR	335.24
55023	PACIFIC GAS & ELECTRIC	07/25/2024	DUTRA PARK	125.19
55023	PACIFIC GAS & ELECTRIC	07/25/2024	DOWNTOWN ST TREE LIGHTS NORTH HOOK-UP @ 700 MILL ST	1,071.81
55023	PACIFIC GAS & ELECTRIC	07/25/2024	OCEAN VIEW PARK	22.77
55023	PACIFIC GAS & ELECTRIC	07/25/2024	401 SEYMOUR ST	52.32
55023	PACIFIC GAS & ELECTRIC	07/25/2024	401 SEYMOUR ST	122.07
Total 55023:				16,706.53
55024	PHILS TIRE & AUTO CARE INC	07/25/2024	VEHICLE SERIVCE	179.99
55024	PHILS TIRE & AUTO CARE INC	07/25/2024	VEHICLE SERIVCE	1,231.16

Total 55024:			1,411.15
55025	PRESIDIO SYSTEMS INC.	07/25/2024 7 DAYS HYDRO VAC & CATCH BASIN CLEANING	19,600.00
55025	PRESIDIO SYSTEMS INC.	07/25/2024 CCTV OPTION #2	24,000.00
Total 55025:			43,600.00
55026	SAN MATEO CO. PLANNING AND BUILDING DIV	07/25/2024 MIDCOASTSIDE TRANSPORTATION DEMAND MANAGEMENT PLAN	1,204.94
55026	SAN MATEO CO. PLANNING AND BUILDING DIV	07/25/2024 MIDCOASTSIDE TRANSPORTATION DEMAND MANAGEMENT PLAN	1,793.96
Total 55026:			2,998.90
55027	SAN MATEO DAILY JOURNAL	07/25/2024 JULY'24 ADVERTISING SERVICE PDP-24-002	720.00
55027	SAN MATEO DAILY JOURNAL	07/25/2024 JULY'24 ADVERTISING SERVICE PDP-24-002	720.00
55027	SAN MATEO DAILY JOURNAL	07/25/2024 JULY'24 ADVERTISING SERVICE PDP-24-002	720.00-
55027	SAN MATEO DAILY JOURNAL	07/25/2024 JULY'24 ADVERTISING SERVICE PDP-24-035	1,152.00
55027	SAN MATEO DAILY JOURNAL	07/25/2024 JULY'24 ADVERTISING SERVICE PDP-24-035	1,152.00
55027	SAN MATEO DAILY JOURNAL	07/25/2024 JULY'24 ADVERTISING SERVICE PDP-24-035	1,152.00-
Total 55027:			1,872.00
55028	SAN MATEO RESOURCE CONSERVATION DISTRIC	07/25/2024 CMA WR CB GEN PROJECT 1/1/24-3/31/24	2,867.94
Total 55028:			2,867.94
55029	SCOTT MCVICKER	07/25/2024 FY '24 ANNEX RENT - JULY, AUG, SEPT	3,360.00
Total 55029:			3,360.00
55030	SEWER AUTHORITY MID-COASTSIDE	07/25/2024 GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTIAL PASS-THR	470,187.90
55030	SEWER AUTHORITY MID-COASTSIDE	07/29/2024 GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTIAL PASS-THR	470,187.90-
55030	SEWER AUTHORITY MID-COASTSIDE	07/29/2024 FY 2024/25 SEWER COLLECTIONS	17,684.08-
55030	SEWER AUTHORITY MID-COASTSIDE	07/25/2024 FY 2024/25 SEWER COLLECTIONS	17,684.08
Total 55030:			.00
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024 HMB.GEN	35,962.33
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024 HMB.LET	100.20
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024 HMB.SAM	13,931.55
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024 HMB.HUYNH	106.80
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024 HMB.REIMB2	395.20
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024 HMB.GEARING	93,260.68

55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.RENT	872.90
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.CASA2	66.80
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.GEMANIS	27.70
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.HYATT	10,452.00
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.SMITHMP	154.70
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.HILLTOP	66.30
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.555	12,615.60
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.CASA	167.00
55031	SHUTE MIHALY & WEINBERGER LLP	07/25/2024	HMB.WRR	256.90
Total 55031:				168,436.66
55032	SM COUNTY TAX COLLECTOR	07/25/2024	CO OF SAN MATEO LAND PURCHASE	176,489.39
Total 55032:				176,489.39
55033	VESTIS	07/25/2024	MAINT SUPPLIES CITY HALL	198.99
55033	VESTIS	07/25/2024	MAINT SUPPLIES PUBLIC LIBRARY	127.53
Total 55033:				326.52
55034	WATERWAYS CONSULTING INC	07/25/2024	PULLMAN DITCH SITE VISIT & REVIEW PDP-21-071	2,327.00
55034	WATERWAYS CONSULTING INC	07/25/2024	PULLMAN DITCH SITE VISIT & REVIEW PDP-21-071	2,327.00
55034	WATERWAYS CONSULTING INC	07/25/2024	PULLMAN DITCH SITE VISIT & REVIEW PDP-21-071	2,327.00-
Total 55034:				2,327.00
55035	ZONES, LLC	07/25/2024	FY '24/25 ZONES MICROSOFT 365 LICENSING	1,096.96
55035	ZONES, LLC	07/25/2024	(3) GOV CREATIVE CLOUD ENTERPRISE 12 MONTHS	2,492.31
Total 55035:				3,589.27
55037	SEWER AUTHORITY MID-COASTSIDE	07/29/2024	GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTIAL PASS-THR	470,187.90
55037	SEWER AUTHORITY MID-COASTSIDE	07/29/2024	FY 2024/25 SEWER COLLECTIONS	17,684.08
Total 55037:				487,871.98
55094	WELLS FARGO	07/04/2024	INCUBATOR WALLPAPER	1,062.02
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	16.40
55094	WELLS FARGO	07/04/2024	SUPPLIES	65.61
55094	WELLS FARGO	07/04/2024	SUPPLIES	64.42
55094	WELLS FARGO	07/04/2024	SUPPLIES	152.03
55094	WELLS FARGO	07/04/2024	SUPPLIES	94.05

55094	WELLS FARGO	07/04/2024	SUPPLIES	142.40
55094	WELLS FARGO	07/04/2024	ADVERTISING	165.02
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	10.99
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	460.00
55094	WELLS FARGO	07/04/2024	SUPPLIES	252.61
55094	WELLS FARGO	07/04/2024	SUPPLIES	413.64
55094	WELLS FARGO	07/04/2024	SUPPLIES	174.96
55094	WELLS FARGO	07/04/2024	SUMMER'S END	745.00
55094	WELLS FARGO	07/04/2024	SUPPLIES	51.36
55094	WELLS FARGO	07/04/2024	SUPPLIES REFUND	92.95-
55094	WELLS FARGO	07/04/2024	TRAINING/MEETING	87.97
55094	WELLS FARGO	07/04/2024	CDD PROJECT PDP-23-034	50.00
55094	WELLS FARGO	07/04/2024	CDD PROJECT PDP-23-034	50.00
55094	WELLS FARGO	07/04/2024	CDD PROJECT PDP-23-034	50.00-
55094	WELLS FARGO	07/04/2024	CDD PROJECT PDP-23-034	1.00
55094	WELLS FARGO	07/04/2024	CDD PROJECT PDP-23-034	1.00
55094	WELLS FARGO	07/04/2024	CDD PROJECT PDP-23-034	1.00-
55094	WELLS FARGO	07/04/2024	OFFICE SUPPLIES	22.30
55094	WELLS FARGO	07/04/2024	IT SUPPLIES	108.48
55094	WELLS FARGO	07/04/2024	OFFICE SUPPLIES	118.18
55094	WELLS FARGO	07/04/2024	MOVE SUPPLIES	45.93
55094	WELLS FARGO	07/04/2024	MOVE SUPPLIES	70.37
55094	WELLS FARGO	07/04/2024	INTERNET	356.72
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	239.87
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	2,257.12
55094	WELLS FARGO	07/04/2024	HIRING COSTS	199.00
55094	WELLS FARGO	07/04/2024	HIRING COSTS	300.00
55094	WELLS FARGO	07/04/2024	HIRING COSTS	199.95
55094	WELLS FARGO	07/04/2024	HIRING COSTS	395.00
55094	WELLS FARGO	07/04/2024	SHERIFF CABLE	202.72
55094	WELLS FARGO	07/04/2024	CORPYARD CABLE	293.33
55094	WELLS FARGO	07/04/2024	HIRING COSTS	375.00
55094	WELLS FARGO	07/04/2024	OFFICE SUPPLIES	6.53
55094	WELLS FARGO	07/04/2024	MOVE COSTS	1.10
55094	WELLS FARGO	07/04/2024	BATTERIES	20.98
55094	WELLS FARGO	07/04/2024	WIRELESS MOUSE	20.77
55094	WELLS FARGO	07/04/2024	AUTODESK SUBSCRIPTION	255.00
55094	WELLS FARGO	07/04/2024	LARGE PRINTER INK	149.67
55094	WELLS FARGO	07/04/2024	HR TRAINING	149.00
55094	WELLS FARGO	07/04/2024	NET	293.00
55094	WELLS FARGO	07/04/2024	NET	30.95
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	307.92
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	69.00

55094	WELLS FARGO	07/04/2024	MAKE IT MAIN PRIDE	110.00
55094	WELLS FARGO	07/04/2024	CONFERENCE	800.00
55094	WELLS FARGO	07/04/2024	TOILET PRESSURE TANK	181.13
55094	WELLS FARGO	07/04/2024	COFFEE STUFF	29.98
55094	WELLS FARGO	07/04/2024	LETTERING	8.74
55094	WELLS FARGO	07/04/2024	SMITH FIELD FENCING	1,604.26
55094	WELLS FARGO	07/04/2024	CHEMICALS & TOOLS	2,470.56
55094	WELLS FARGO	07/04/2024	FOOD FOR EGG DROP	69.68
55094	WELLS FARGO	07/04/2024	TIRES FOR RANGER	1,023.71
55094	WELLS FARGO	07/04/2024	TRUCK RACKS	2,850.00
55094	WELLS FARGO	07/04/2024	SHOP TOWELS	37.67
55094	WELLS FARGO	07/04/2024	WAX FOR TRACTOR	59.06
55094	WELLS FARGO	07/04/2024	MISC STREET SIGNS	4,703.18
55094	WELLS FARGO	07/04/2024	BLADE SHARPENER	22.82
55094	WELLS FARGO	07/04/2024	PRESSURE WASHER PARTS	12.44
55094	WELLS FARGO	07/04/2024	BELTS FOR TRACTOR	36.50
55094	WELLS FARGO	07/04/2024	VEHICLE LOGOS	2,480.22
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	525.59
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	3,772.95
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	442.91
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	568.72
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	195.78
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	294.22
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	67.57
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	541.41
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	153.11
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	3,062.48
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	131.20
55094	WELLS FARGO	07/04/2024	TRAINING	795.00
55094	WELLS FARGO	07/04/2024	NET	34.42
55094	WELLS FARGO	07/04/2024	NET	895.35
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	14.00
55094	WELLS FARGO	07/04/2024	MEMBERSHIP	20.00
55094	WELLS FARGO	07/04/2024	EEC EVENT	151.15
55094	WELLS FARGO	07/04/2024	EEC EVENT	71.87
55094	WELLS FARGO	07/04/2024	EEC EVENT	145.53
55094	WELLS FARGO	07/04/2024	EEC EVENT	30.95
55094	WELLS FARGO	07/04/2024	FUNERAL FLOWERS	595.89
55094	WELLS FARGO	07/04/2024	SUBSCRIPTION	70.00
55094	WELLS FARGO	07/04/2024	ROAD SIGNS	868.55
55094	WELLS FARGO	07/04/2024	TRAINING	3,050.00
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	532.40
55094	WELLS FARGO	07/04/2024	HOUSING MEETING	168.78

55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	1,219.14
55094	WELLS FARGO	07/04/2024	PARKS & REC NAME PLATE	82.76
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	105.47
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	163.57
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	65.60
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	63.18
55094	WELLS FARGO	07/04/2024	OFFICE SUPPLIES	461.32
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	94.77
55094	WELLS FARGO	07/04/2024	CLOSED SESSION	182.32
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	87.98
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	825.47
55094	WELLS FARGO	07/04/2024	ALL HANDS COFFEE	44.02
55094	WELLS FARGO	07/04/2024	OCC SUPPLIES	85.34
55094	WELLS FARGO	07/04/2024	CAPITAL REALTY	1,428.03
55094	WELLS FARGO	07/04/2024	SUPPLIES	5.47
55094	WELLS FARGO	07/04/2024	PROGRAM SUPPLIES	28.31
55094	WELLS FARGO	07/04/2024	RECONCILING ITEMS PRIOR PERIOD 07/04/24	92.95
55094	WELLS FARGO	07/04/2024	RECONCILING ITEMS CASH BACK 07/04/2024	1,839.12-
55094	WELLS FARGO	07/04/2024	RECONCILING ITEMS NEXT STATEMENT 07/04/24	7.66-
Total 55094:				<u>47,293.12</u>
Grand Totals:				<u><u>3,857,960.74</u></u>

Report Criteria:

Report type: GL detail

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

**AGENDA REPORT**

For meeting of: **September 17, 2024**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Maz Bozorginia, Public Works Director/City Engineer

**TITLE:** **AMENDMENT OF CITY TRAFFIC REGULATIONS FOR CITY HALL PARKING LOT**

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**RECOMMENDATION:**

Adopt a resolution amending Resolution No. C-05-11 (Citywide Traffic Regulations) to modify the parking restrictions at the City Hall Parking Lot.

**FISCAL IMPACT:**

There is a minor fiscal impact to incorporate the recommended changes which includes removal of the existing signs and installation of new parking signage at the City Hall Parking Lot. The approximate cost of the improvements including labor is less than \$2,000 which is available within the adopted FY 2024-25 Public Works Maintenance Division Operation Budget.

**STRATEGIC PLAN:**

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

**BACKGROUND:**

Resolution No. C-05-11 was approved by the City Council to establish Citywide Traffic Regulations which regulate and allow enforcement of limited time parking hours, no parking zones, accessible parking, passenger loading and unloading zones, stop signs, and to enable the City to maintain digital records of all City approved traffic regulations. The Citywide Traffic Regulations were last amended on October 5, 2021, by Resolution No. C-2021-82 to add additional red curb markings on portions of Chesterfield Avenue and also near the intersection of Pablo Court and Arroyo Leon Drive due to safety and to meet California Fire Code requirements.

The Citywide Traffic Regulations identify four general types of parking zones: (1) no-parking zones, (2) time-limited parking zones, (3) loading zones, and (4) accessible-parking zones. Red zones are no-parking zones, where parking is not allowed at any time. Red means no stopping, standing, or parking at any time, except that a bus may stop in a red zone marked or signed as a bus zone.

**DISCUSSION:**

With the recent City staff office reorganization that included relocating staff from the City Hall Annex Building at 507 Purissima Street, the previously underutilized City Hall Building and Parking Lot are now being occupied at higher levels. With this restructuring, it was apparent that a revisit to the restrictions of the City Hall Parking Lot would be necessary. The parking lot in its current configuration contains 22 standard parking spaces and 1 accessible parking space, for a total of 23 spaces.

The first action on record for parking restrictions to the City Hall Parking Lot was on December 15, 1998, with the approval of Resolution No. C-102-98. With that action, the Parking Lot was modified to restrict parking to permit-only during the week on Monday through Friday, between the hours of 8:00 am and 4:30 pm when City Hall was open for business.

On March 2, 2010, the City Council adopted Resolution No. C-17-10, approving changes to discourage overnight and long-term parking by restricting parking in the lot between the hours of 12:00 am and 4:00 am daily, except by a special parking permit issued by the City.

Then on April 20, 2010, the City Council adopted Resolution No. C-28-10 which rescinded the resolution from March 2010, but added a modified restriction to maintain no parking in the lot between the hours of 12:00 am and 4:00 am, daily, and restricting parking to 2 hours between the hours of 9:00 am and 6:00 pm, except with special parking permits issued by the City.

Current City Hall operations have changed over the years, with one major modification being that City Hall is closed to the public on Fridays (except by appointment). Staff is recommending that the following modifications be made to the current parking regulations of the City Hall Parking Lot:

1. Require Permit Parking on Monday through Thursday, from 8:00 am through 4:30 pm;
2. Maintain the daily restriction of no-parking between 12:00 am – 4:00 am (except by special permit); and
3. Maintain the 2-hour parking limit for all other hours and days not identified in 1 & 2 above.

It is recommended that the City Council rescind previous Resolutions C-102-98 and C-28-10.

**ATTACHMENTS:**

Resolution

**Resolution No. C-2024-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AMENDING THE CITYWIDE TRAFFIC REGULATIONS FOR THE CITY HALL PARKING LOT**

**WHEREAS**, parking restrictions to the City Hall Parking Lot first occurred on December 15, 1998, with the approval of Resolution No. C-102-98, which restricted parking to permit-only during the week on Monday through Friday, between the hours of 8:00 am and 4:30 pm when City Hall was open for business; and

**WHEREAS**, on March 2, 2010, the City Council adopted Resolution No. C-17-10, approving changes to discourage overnight and long-term parking by restricting parking in the lot between the hours of 12:00 am and 4:00 am daily, except by a special parking permit issued by the City; and

**WHEREAS**, on April 20, 2010, the City Council adopted Resolution No. C-28-10 which rescinded the resolution from March 2010, but added a modified restriction to maintain no parking in the lot between the hours of 12:00 am and 4:00 am daily, and restricting parking to 2 hours between the hours of 9:00 am and 6:00 pm except with special parking permits issued by the City; and

**WHEREAS**, the City of Half Moon Bay adopted Resolution C-05-11 (Citywide Traffic Regulations) on February 1, 2011, consolidating past traffic regulations and certain new regulations; and

**WHEREAS**, due to the relocation of City Staff from the City Hall Annex Building to City Hall, the City Hall Building and Parking Lot are now being occupied at higher levels; and

**WHEREAS**, current City Hall operations have changed over the years, with one major modification being that City Hall is closed to the public on Fridays, except by appointments; and,

**WHEREAS**, it is recommended that the following modifications be made to the current parking regulations for the City Hall Parking Lot:

1. Require Permit Parking on Monday through Thursday, from 8:00 am through 4:30 pm,
2. Maintain the daily restriction of no-parking between 12:00 am – 4:00 am (except by special permit), and
3. Maintain 2-hour parking limit for all other hours and days not identified in 1 & 2 above.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby approves and amends the Citywide Traffic regulations for the City Hall Parking Lot as follows:

1. Require Permit Parking on Monday through Thursday, from 8:00 am through 4:30 pm,
2. Maintain the daily restriction of no-parking between 12:00 am – 4:00 am (except by special permit), and
3. Maintain 2-hour parking limit for all other hours and days not identified in 1 & 2 above.

Traffic Regulations within the City Hall Parking Lot will become effective upon installation of required signage.

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I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 12<sup>th</sup> day of September 2024, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Jessica Blair, City Clerk

\_\_\_\_\_  
Joaquin Jimenez, Mayor

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

**AGENDA REPORT**

For meeting of: **September 17, 2024**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** John Doughty, Assistant City Manager

**TITLE: FISCAL YEAR 2023-24 ANNUAL REPORT ON LAW ENFORCEMENT SERVICES AND ACTIVITIES**

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**RECOMMENDATION:**

By motion, accept FY 2023-24 Annual Report on Law Enforcement Services and Activities.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**STRATEGIC ELEMENT:**

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

**BACKGROUND/DISCUSSION:**

Over the course of the last thirteen years, the City of Half Moon Bay has utilized the services of the San Mateo County Sheriff's Office for law enforcement services. This contract service was adopted in June 2011 as part of the City's transition to a contract services model through San Mateo County.

The community has realized annual operational cost savings and long-term savings in retirement related costs under the contract services model. City residents and residents of the greater Coastsides have also directly benefitted from increased efficiencies and expanded services facilitated by continuity of service provision on the entire Coastsides.

The City's Agreement requires the Sheriff's Office to provide an annual report regarding the prior year's services and activities. Traditionally this report has included statistical analysis of crime and local trends. The report is also an opportunity to highlight successes and new opportunities to engage and support the community.

The attached report (still in draft form) is now based on a standardized format utilized across all of the Sheriff's bureaus, and includes updated statistics based on the National/California Incident-Based Reporting System (CIBRS/NIBRS), which the Sheriff's Office began the transition to in late

2021. This change in reporting significantly impacted the way crime statistics are captured and reported, which also means that there is limited historical data to compare to, except anecdotally. It is also important to point out that most of the statistics refer to incidents, not the numbers of victims. This is most apparent in the violent crimes section, which doesn't visually reflect the tragic number of victims of the January 23, 2023, mass shooting event.

Overall, Half Moon Bay and the greater Coastside community remains a safe place to live, work and visit, and the Sheriff is committed to maintaining that sense of peace and safety for everyone.

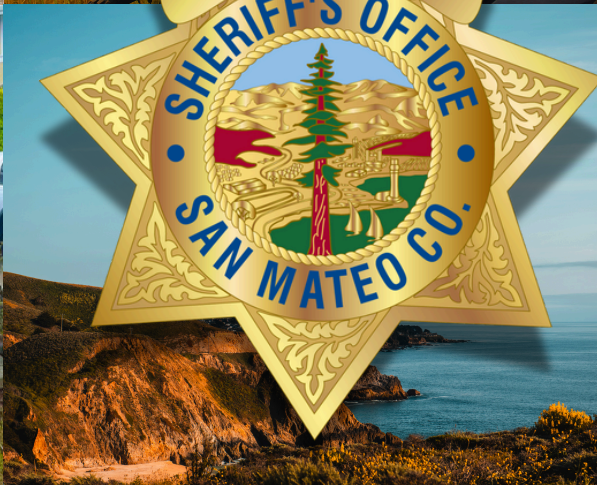
**ATTACHMENT:**

FY 2023-24 San Mateo County Sheriff's Office Annual Report: Half Moon Bay Police Bureau

# San Mateo County Sheriff's Office

## Half Moon Bay Annual Report

### 2024





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# SHERIFF

# CHRISTINA CORPUS

## SAN MATEO COUNTY SHERIFF'S OFFICE

330 Bradford Street, Redwood City, CA 94063

Telephone: (650) 363-4911

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## Executive Summary

This report covers information and data from FY 23-24 (01 July 2023 – 30 June 2024). It includes data from FY 22-23 for comparison; however, previous data was recorded under different guidelines and is therefore inappropriate for comparison.

[Calls for Service](#). This period, a total of 10,710 calls for service were handled. Compared to FY 22-23 (a total of 9,028 calls, this represents an increase of 19 percent.

[Response Times](#). This period, the average response time for emergency calls was 3:50 minutes. Compared to FY 22-23 (3:19), this represents an increase of 9 percent.

[Original Reports Documented](#). This period, 746 reports were taken. Compared to FY 22-23 (890), this represents an increase of 16 percent.

[Violent Crime Reports](#). This period, 30 violent crimes were documented. Compared to FY 22-23 (62), this represents a decrease of 52 percent.

[Violent Crime Arrests](#). This period, 19 violent crime arrests were made. Compared to FY 22-23 (33), this represents a decrease of 42 percent

[Property Crime Reports](#). This period, 90 property crimes were documented. Compared to FY 22-23 (142), this represents a decrease of 37 percent.

[Property Crime Arrests](#). This period, 16 property crime arrests were made. Compared to FY 22-23 (15), this represents an increase of 7 percent

[Driving Under the Influence](#). This period, 66 DUI arrests were made. Compared to FY 22-23 (64), this represents an increase of less than one percent.

[Traffic Citations](#). This period, 2,821 citations were issued. Compared to FY 22-23 (1,189), this represents an increase of 237 percent.

[Traffic Collisions](#). This period, 61 traffic collisions were documented. Compared to FY 22-23 (81), this represents a decrease of 25 percent.

## Organization

The San Mateo County Sheriff's Office is led by Sheriff Christina Corpus and her executive staff: Undersheriff Dan Perea, Assistant Sheriff Ryan Monaghan, and Chief of Staff Victor Aenlle.



**Christina Corpus**  
Sheriff



**Dan Perea**  
Undersheriff



**Victor Aenlle**  
Chief of Staff



**Ryan Monaghan**  
Assistant Sheriff

The Office is divided into three divisions:

- Corrections. In California, a jail is a correctional facility that houses pre-trial incarcerated persons during trials, motions, and appeals; and post-conviction persons for sentences generally less than one year. The Sheriff's Office maintains two jails to service to the courts in San Mateo County.
- Operations. The San Mateo County Sheriff's Office provides law enforcement services to public transportation, incorporated portions of the county and five contract cities through:
  - Headquarters includes the contract cities of Portola Valley and Woodside and unincorporated Redwood City.
  - North County includes the contract city of Millbrae and unincorporated areas north of S.R.#92.
  - South County includes the contract city of San Carlos and unincorporated areas south of S.R.#92.
  - Coastside includes the contract city of Half Moon Bay and unincorporated areas west of S.R.#35.
- Support Services. This includes Professional Standards Bureau, Recruiting and Retention, Records Bureau, as well as other administrative offices.

All aspects of the San Mateo County Sheriff's Office partner with allied agencies, non-governmental organizations, and charitable organizations with the common goal of achieving public safety.

## Crime Data

Crime Data refers to the number of incidents reported to the San Mateo County Sheriff's Office during the reporting period. Specifically, it refers to incidents reported during the reporting period and may include incidents that occurred outside of the reporting period. Additionally, the data represents the number of incidents that occurred, not the number of victims.

### Special Note on Crime Data

In September 2021, the San Mateo County Sheriff's Office transitioned from the Uniform Crime Reporting System (UCR) to the National/California Incident-Based Reporting System (CIBRS/NIBRS). This change in reporting significantly impacted the way crime statistics are captured and reported.

One important thing to take into consideration is the data post-NIBRS may be misinterpreted as an increase in crime, but the key to understanding NIBRS is to acknowledge that the variations in data are a by-product of the reporting rules. NIBRS was implemented to improve the quality of crime data collected by law enforcement. The NIBRS system captures a more extensive range of offenses, continuing to record crimes like homicide, rape, and burglary while measuring crimes like identity theft, drugs, and weapon offenses. NIBRS collects data on 22 categories of crime compared to the UCR system, which only collected eight. Often, reporting only a subset of crimes limits the information available to service the public and can skew the real picture of what is happening in a community. As a result, the comparison of crime data in 2021 versus 2022 forward, looks significantly different. It is for this reason this report will only reflect the previous fiscal year without the context of preceding years stats.

For additional information on NIBRS:

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/ucr/nibrs>

For offense definitions:

[https://ucr.fbi.gov/nibrs/2018/resource-pages/nibrs\\_offense\\_definitions-2018.pdf](https://ucr.fbi.gov/nibrs/2018/resource-pages/nibrs_offense_definitions-2018.pdf)

## Crime and Enforcement

### Overall

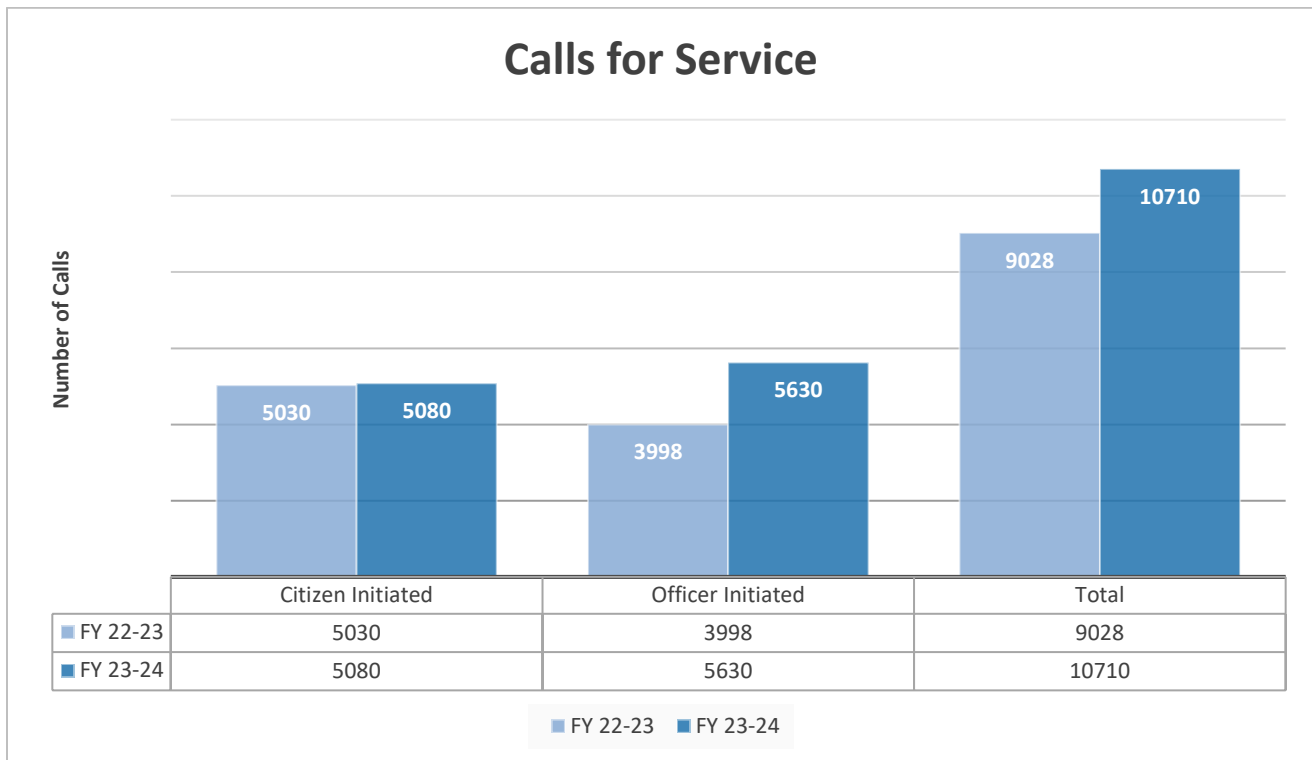
#### *Calls for service*

During FY 22-23, there were 9,028 calls for service. Overall, during FY 23-24, the Half Moon Bay Patrol Bureau responded to 10,710 calls for service. This represents an increase of 19%.

#### Citizen-Initiated Calls for Service

During FY 22-23, there were 5,030 calls for service. During FY 23-24, the Half Moon Bay Patrol Bureau responded to 5,080 calls for service. Citizen-initiated calls remain steady at an increase of less than 1%.

Fiscal Year	Citizen Initiated	Officer Initiated	Total
FY 22-23	5030	3998	9028
FY 23-24	5080	5630	10710



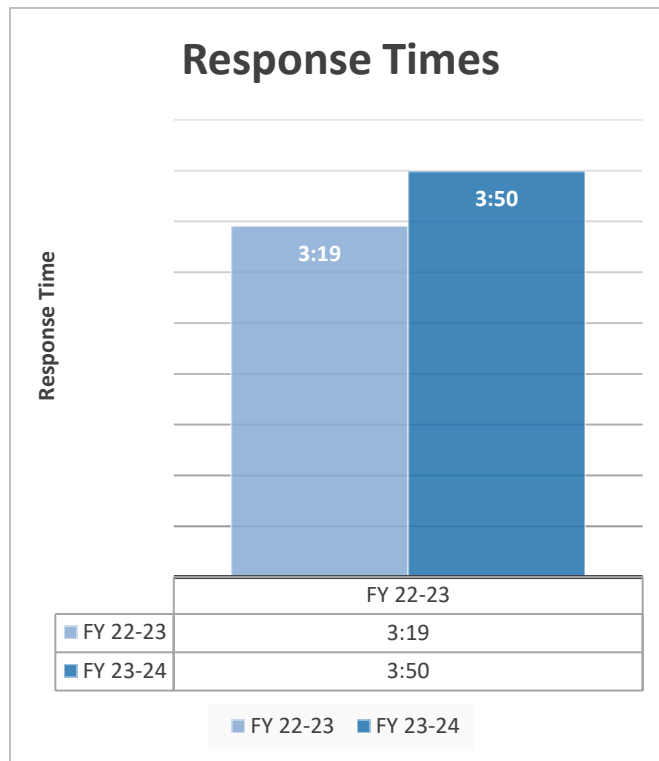
## Deputy-Initiated Activity

During FY 22-23, there were 3,998 officer-initiated calls. During FY 23-24, the Half Moon Bay Patrol Bureau initiated 5,630 calls. This represents an increase of approximately 41%.

### *Response Times*

Emergency calls are defined as “Immediate” (Priority 1) calls in progress that require an immediate response, and there is reason to believe that the immediate presence of law enforcement is essential to save a life. According to the Department of Justice, several studies have found that if the police take less than 5 minutes to respond to a call involving a crime, the probability of making an arrest is 60 percent. When the time exceeds 5 minutes, the arrest probability drops to approximately 20 percent. We have consistently responded to emergency calls with an average time significantly below five minutes. These response times are excellent by any standard, and this metric is critical to community safety. This represents an increase of 9%.

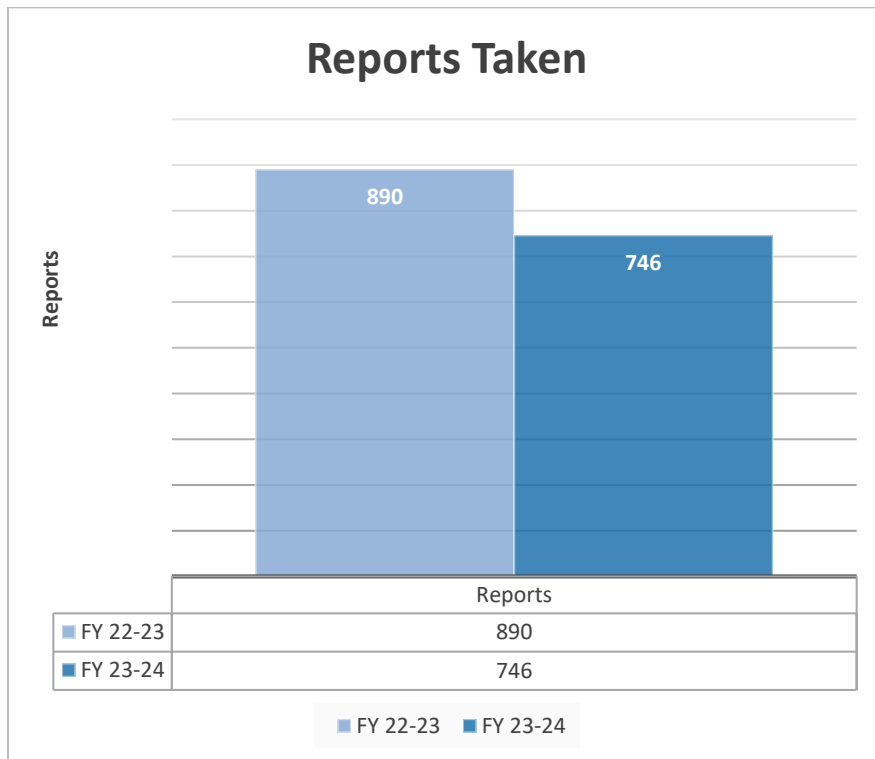
Fiscal Year	FY 22-23
FY 22-23	3:19
FY 23-24	3:50



### Original Reports Documented

The Sheriff's Office generates reports for a number of incidents, crimes, and events. During FY 22-23, there were 890 reports written. During FY 23-24, the Half Moon Bay Patrol Bureau generated a total of 746 written reports. This represents a decrease of approximately 16%.

Fiscal Year	Reports
FY 22-23	890
FY 23-24	746

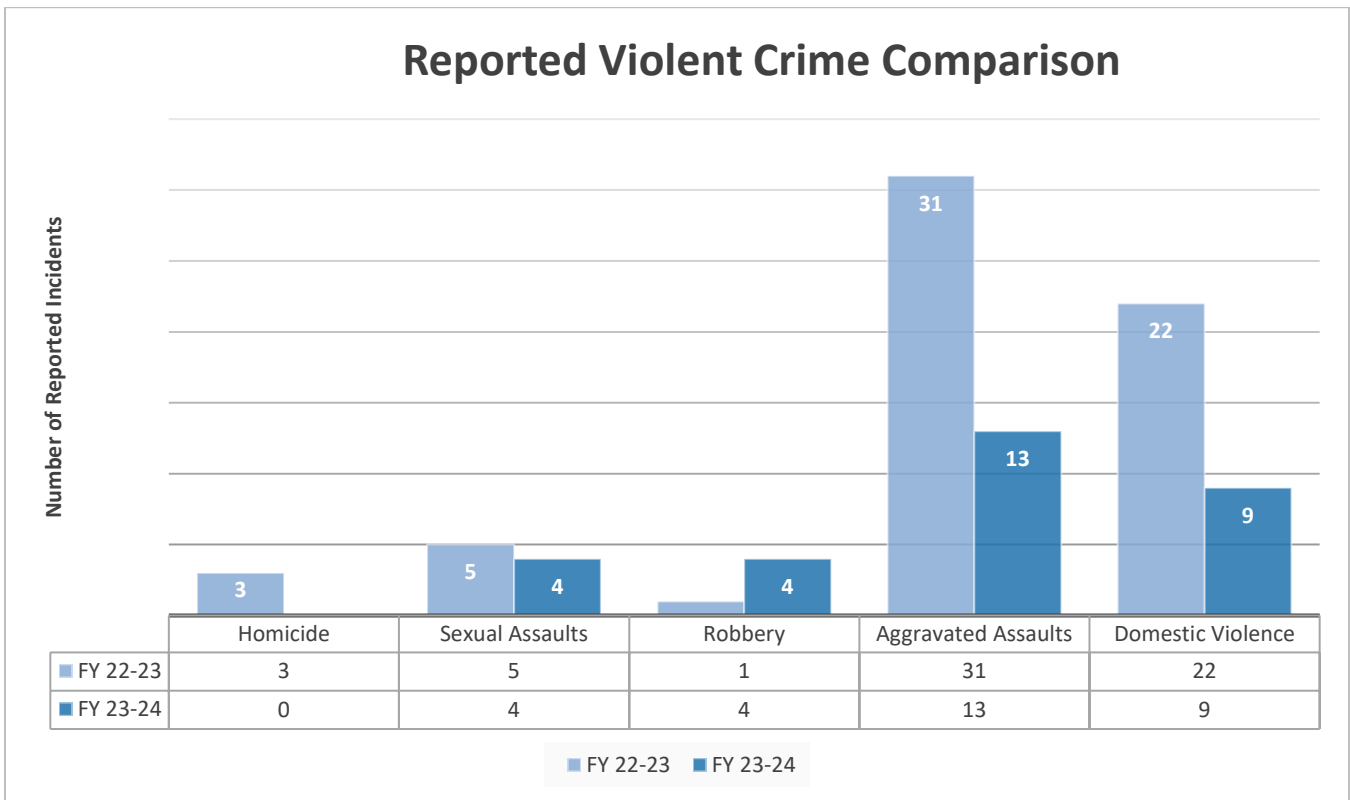


*Violent Crime Reports*

[NIBRS](#) breaks down crimes into groups, which do not correspond to the general definition of violent crime (NIBRS Group A includes Murder as well as Possessing Stolen Property); therefore, this category does not correspond to NIBRS groups, but will include the crimes of Homicide, Sexual Assaults, Robbery, Aggravated Assaults, and Domestic Violence.

During FY 22-23, there were 62 violent crimes documented. During FY 23-24, the Half Moon Bay Patrol Bureau documented 30 violent crimes. This represents a decrease of 52%.

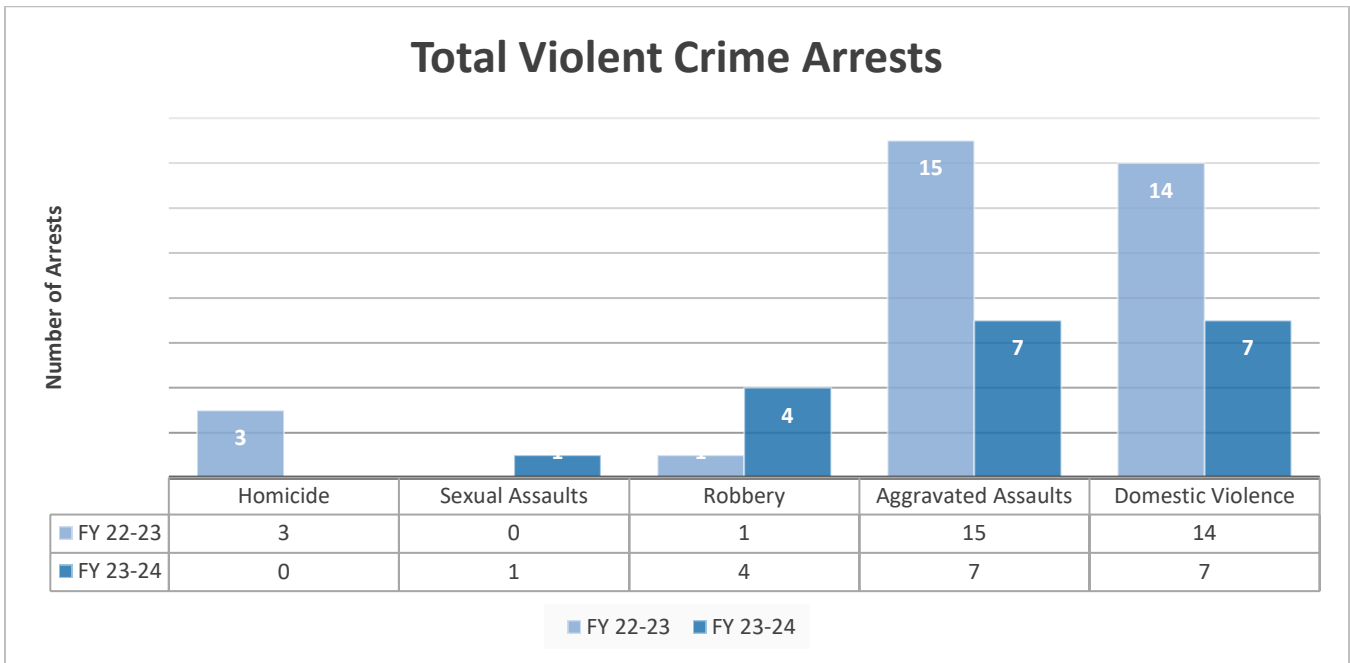
Fiscal Year	Homicide	Sexual Assaults	Robbery	Aggravated Assaults	Domestic Violence
FY 22-23	3	5	1	31	22
FY 23-24	0	4	4	13	9



### Violent Crime Arrests

During FY 22-23, there were 33 violent crime arrests. During FY 23-24, the Half Moon Bay Patrol Bureau made 19 violent crime arrests. This represents a decrease of 42%.

Fiscal Year	Homicide	Sexual Assaults	Robbery	Aggravated Assaults	Domestic Violence
FY 22-23	3	0	1	15	14
FY 23-24	0	1	4	7	7



### Violent Crime Trends

During this current period, compared to FY 22-23, there was a 42% decrease in violent crime arrests. However, as noted in a previous slide, there was also a decrease in violent crime reports (52% during the same period).

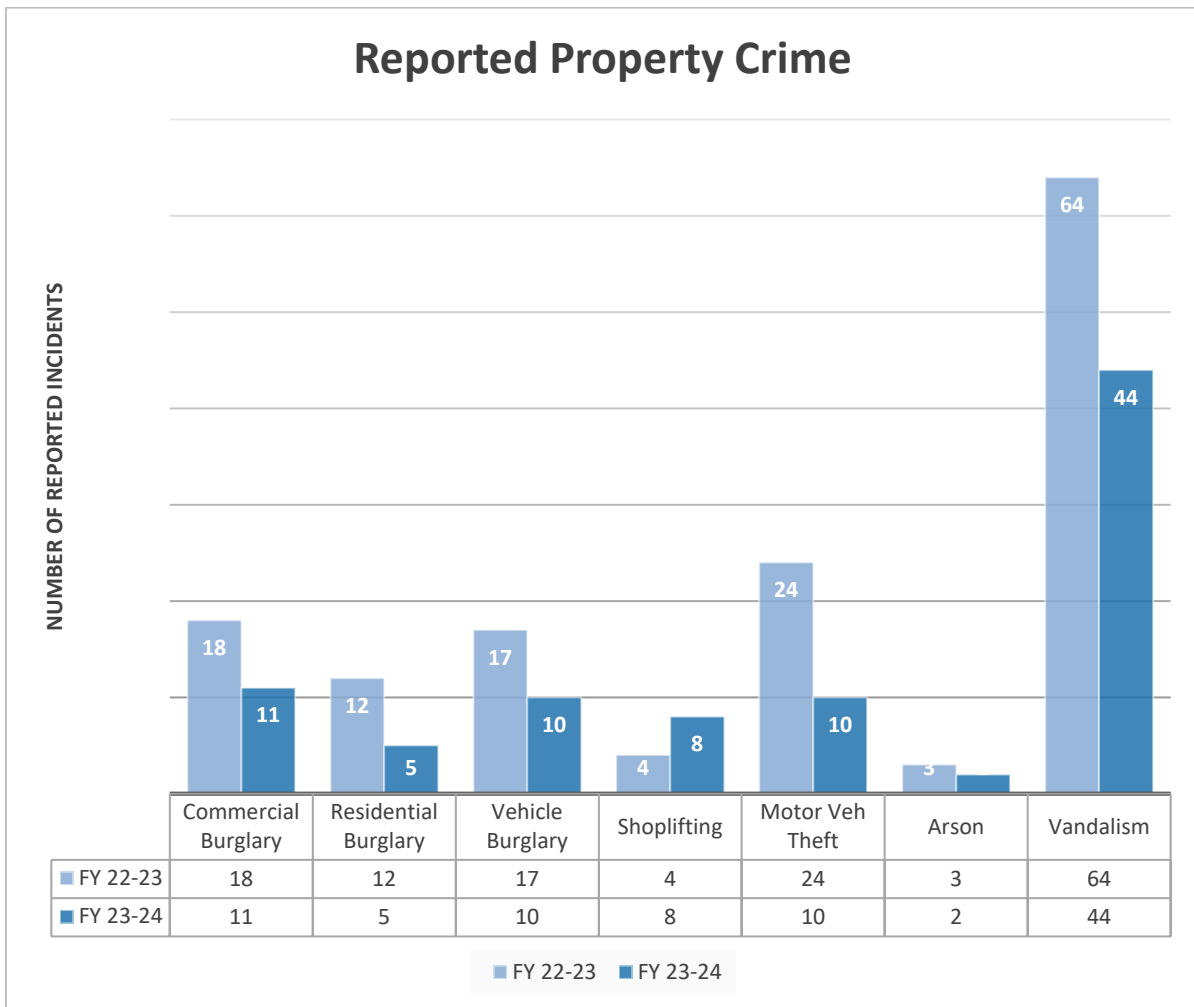
Comparing arrests between fiscal years is more correctly done in terms of a ratio of violent crime to arrests for violent crime. Arrests from violent crimes have increased from 0.306 in FY 22-23 to 1.100 in FY 23-24.

*Property Crime Reports*

[NIBRS](#) breaks down crimes into groups, which do not correspond to the general definition of violent crime (NIBRS Group A includes Larceny/Theft Offenses, as well as Murder; therefore, this category does not correspond to NIBRS groups, but will include the crimes of Commercial Burglary, Residential Burglary, Vehicle Burglary, Shoplifting, Motor Vehicle theft, Arson, and Vandalism.

During FY 22-23, there were 142 property crimes documented. During FY 23-24, the Half Moon Bay Patrol Bureau documented 90 property crimes. This represents a decrease of 37%.

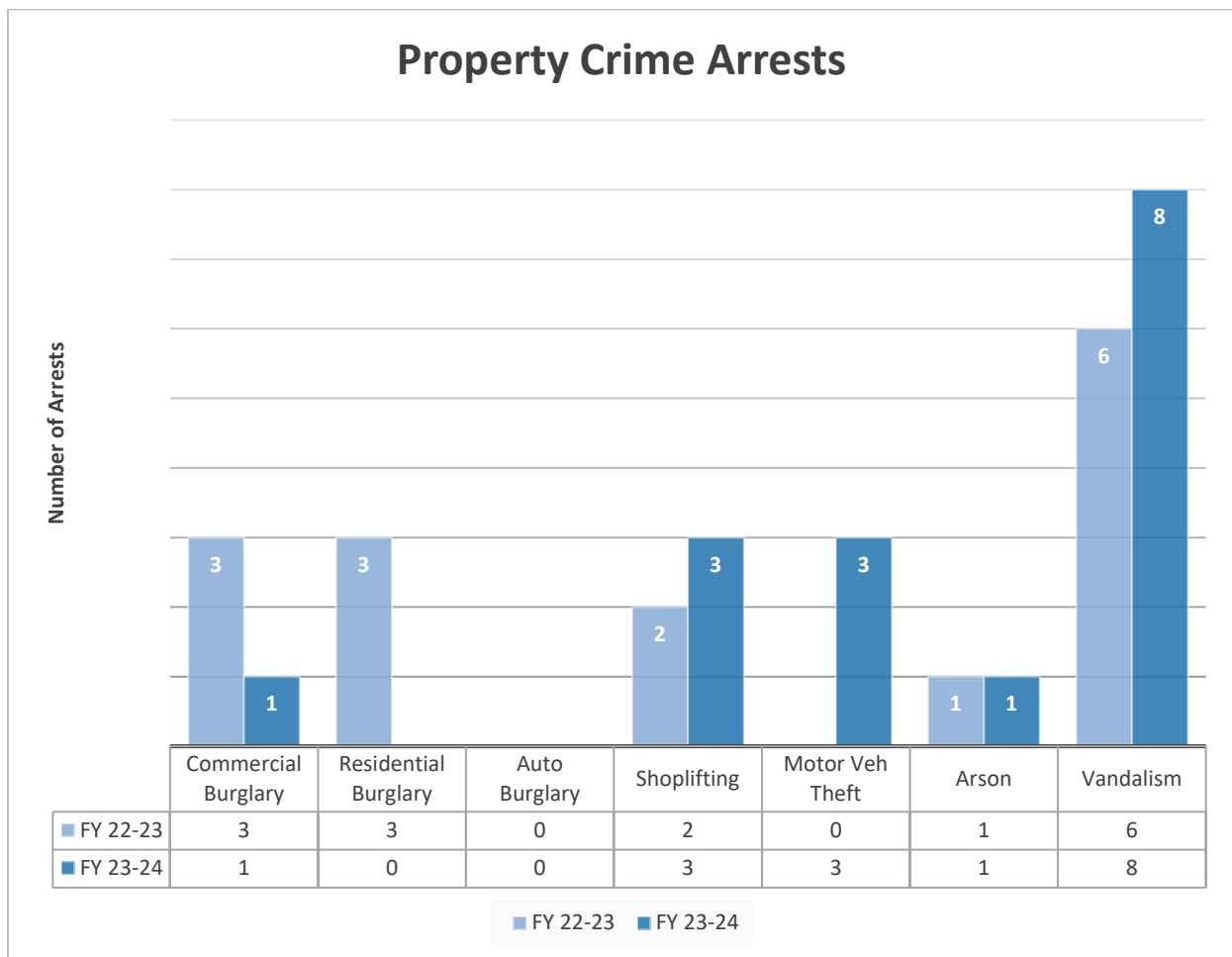
Fiscal Year	Commercial Burglary	Residential Burglary	Vehicle Burglary	Shoplifting	Motor Veh Theft	Arson	Vandalism
FY 22-23	18	12	17	4	24	3	64
FY 23-24	11	5	10	8	10	2	44



### Property Crime Arrests

During FY 22-23, there were 15 property crime arrests. During FY 23-24, the Half Moon Bay Patrol Bureau made 16 property crime arrests. This represents an increase of 7%.

Fiscal Year	Commercial Burglary	Residential Burglary	Auto Burglary	Shoplifting	Motor Veh Theft	Arson	Vandalism
FY 22-23	3	3	0	2	0	1	6
FY 23-24	1	0	0	3	3	1	8



## *Investigations*

The Investigations Bureau is composed of a team of expertly trained and specialized personnel who use their expertise to conduct crucial investigations into crimes that affect Half Moon Bay. While only two detectives from the bureau are assigned to Half Moon Bay, it is important to note that they have access to the entire bureau's resources to investigate any crime.

Investigative case highlights for FY 23-24 are as follows:

- Three suspects vandalized a community LGBTQ+ center by throwing rocks through a window and pulling down and damaging numerous pride flags and signage. There was surveillance footage of the crime. Two of the Three suspects were identified. It was learned both suspects were students at Cunha Intermediate School. JCR & Court packet was completed and sent to YSC.
- A suspect vandalized a community LGBTQ+ center by pulling down and damaging a pride flag and removing and scattering additional decorative signage. Based on video footage of the incident the suspect was identified and a JCR & Court packet was completed and sent to YSC.
- A suspect (known from the previous incidents) was contacted in the area after the report. When Deputies attempted contact, a brief struggle ensued. An in-field show up was conducted and the reporting party/witness identified the suspect. The suspect was cited and released to his parents. Later, Deputies retrieved his cellular phone from inside his residence. Detectives followed-up with Coastpride and updated them on all their cases. Additionally, Detectives are authoring search warrants for the suspect's cellular phone and social media accounts.
- A suspect(s) threw a frozen egg at a victim while having a bonfire at Poplar Beach. The frozen egg made contact with the victim's left eye causing a fracture to his eye socket. The victim and his friends gave a vague description of the suspect and their vehicle (Blue Ford Ranger). Using ALPR and social media, Detectives were able to locate a person of interest. Later, a group of suspects were seen lighting fireworks in El Granada. Deputies contacted the group, and several fled the scene. Five suspects were eventually contacted and arrested. Detectives were able to follow up with two of those suspects and confronted them about the egging. Both denied involvement but did state the identified person of interest bragged to them on social media about the incident. Detectives will be following up on social media search warrants. Additionally, several suspects were identified during interviews. Those interviews still need to be conducted.
- A parent called to report her separated husband took their 9-year-old daughter and 11-year-old son to Half Moon Bay. The father fed the son a

pinch of smelly brown “playdough” like substance in a park. The child got very sick and fell asleep a short time later. The mother took the child to the hospital and found a positive screening for opiates. Through an investigation, it was learned the father would pressure the children into taking this “medicine.” Detectives were able to execute a search warrant on the father’s residence. Detectives located a large amount of opium inside the residence & his vehicle.

## *Equipment*

The San Mateo County Sheriff's Office in Half Moon Bay has access to ALPR data. Thanks to the advanced camera network, we can now enhance vehicle recognition and quickly search for crime-related vehicles based on various characteristics such as vehicle type, make, color, state of license plate, and other distinctive features like bumper stickers, decals, and roof racks. This feature will assist our Bureau and allied agencies in searching for vehicles that may be involved in criminal activity and will also provide real-time alerts regarding their movements. Utilizing ALPR technology, frequent patrols, and responding to public reports of criminal activity are crucial components of the Half Moon Bay Police Bureau's efforts to prevent crime.

Retention, sharing, and use of the data from the Flock cameras is generally controlled by the contracting cities and governed by the San Mateo County Sheriff's Office Lexipol Policy 420, which states the data will only be accessed by authorized employees who have been trained and certified in the use of the equipment, the system will only be used for an official law enforcement purpose, and the information will not be shared or used for immigration enforcement; among other provisions.

ALPR technology assisted in several investigations in FY 23-24. ALPR success stories:

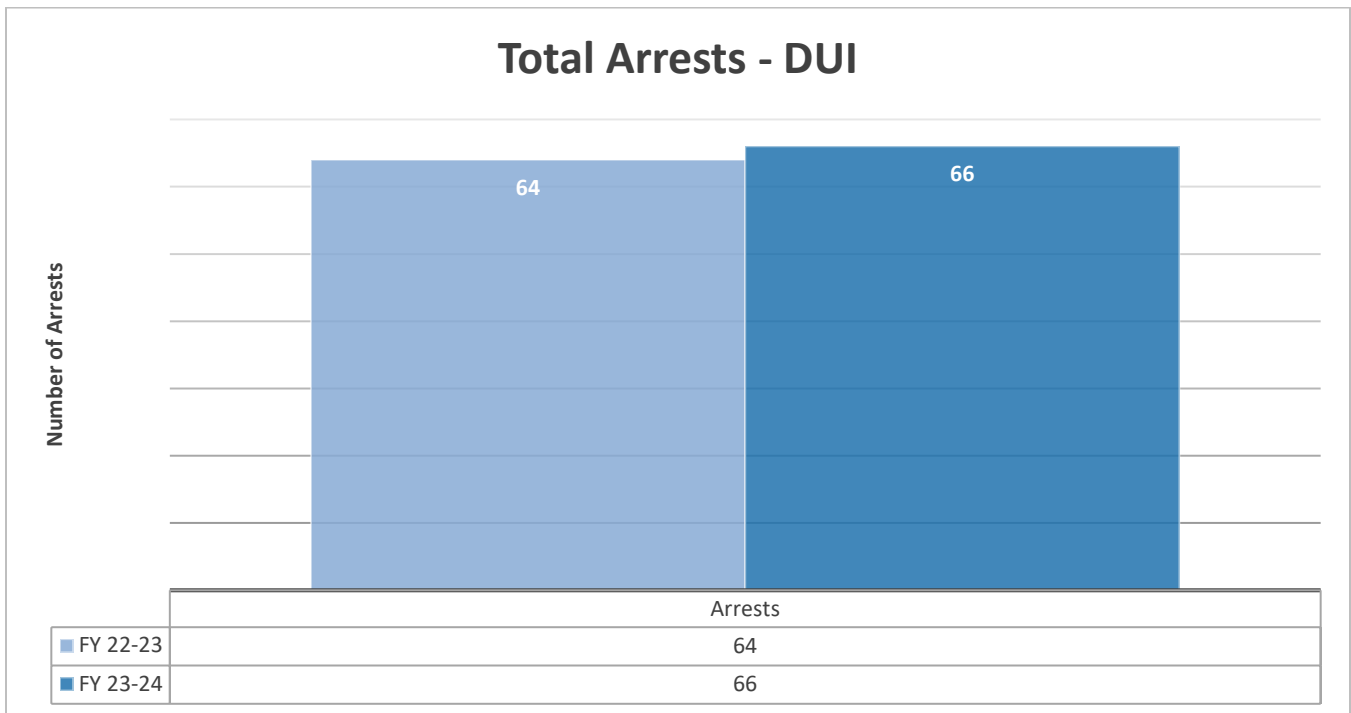
- LPR camera hit on a felony vehicle related to a recent gang assault case, leading to the location of evidence and suspect arrests.
- LPR camera in another county hit on a vehicle belonging to an at-risk female subject who was reported missing from the coast. This led to working with those law enforcement agencies and locating the missing girl.
- While investigating an auto burglary, LPR camera data spotted in suspect's vehicle in the area of several similar burglaries spanning several weeks. This data led to solving multiple felony cases.

## Traffic

### *Driving Under the Influence*

Driving Under the Influence (DUI) is an issue that affects traffic safety and impacts all aspects of the community. DUI is inclusive of impairment by alcohol and drugs. During FY 22-23, there were 64 DUI arrests. During FY 23-24, the Half Moon Bay Patrol Bureau made 66 DUI arrests. DUI arrests remain steady with an increase of 3%.

Fiscal Year	Arrests
FY 22-23	64
FY 23-24	66



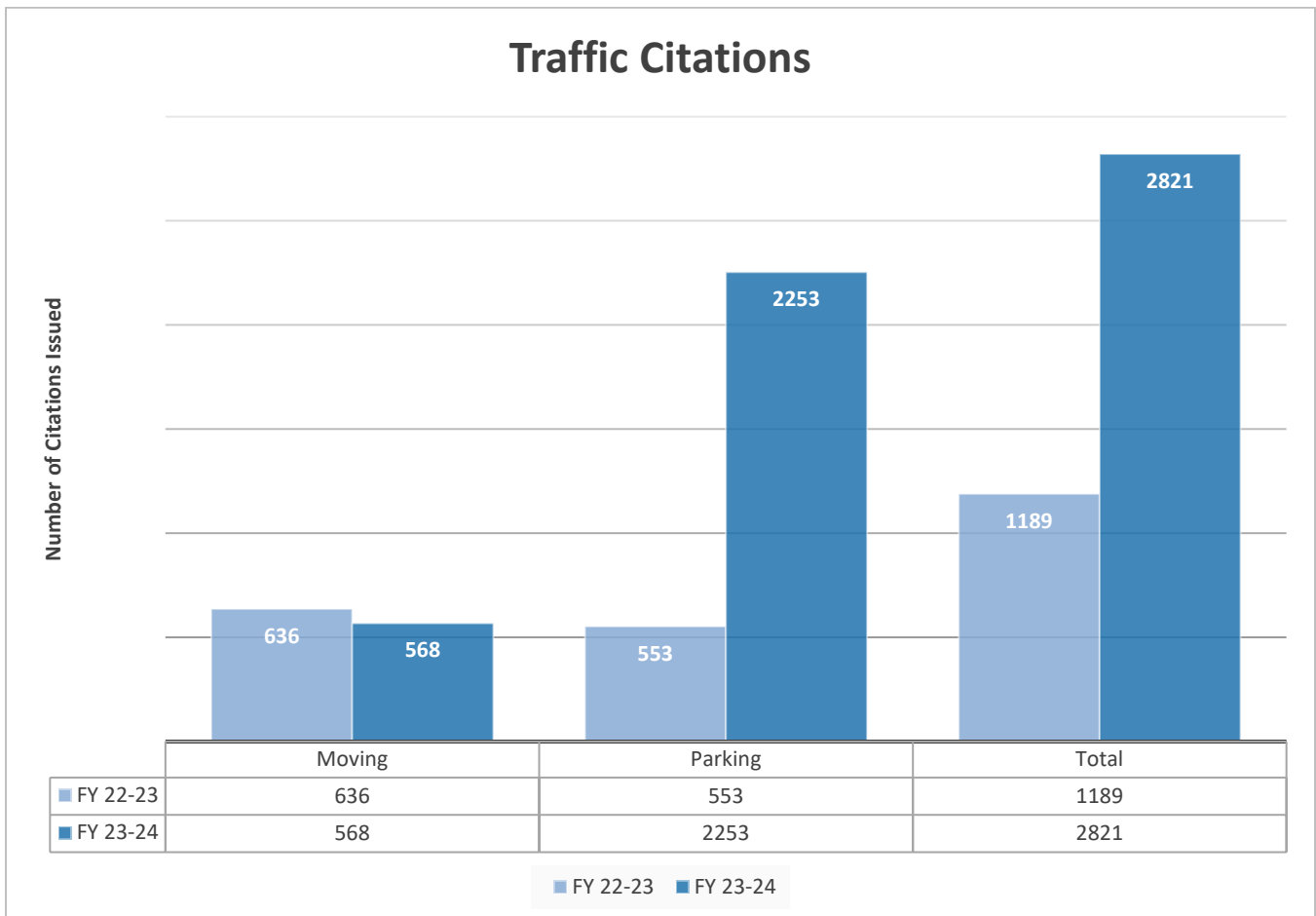
### Traffic Citations

Traffic citations are issued when a traffic violation is identified, and the issuing Sheriff's Deputy believes it is in the best interest of traffic safety to issue a citation. Studies have shown that citations affect driver behavior much longer than a warning, increasing traffic safety.

During FY 22-23, there were 1189 citations issued. During FY 23-24, the Half Moon Bay Patrol Bureau issued a total of 2821 citations. This represents an increase of 237%.

This increase appears to be due to the hiring of 2 full-time CSO's; one for Half Moon Bay and one for the unincorporated coastside, who assists the city of Half Moon Bay as needed. This has allowed the Half Moon Bay CSO to focus on parking violations, as well as being assisted by the coastside CSO.

Fiscal Year	Moving	Parking	Total
FY 22-23	636	553	1189
FY 23-24	568	2253	2821

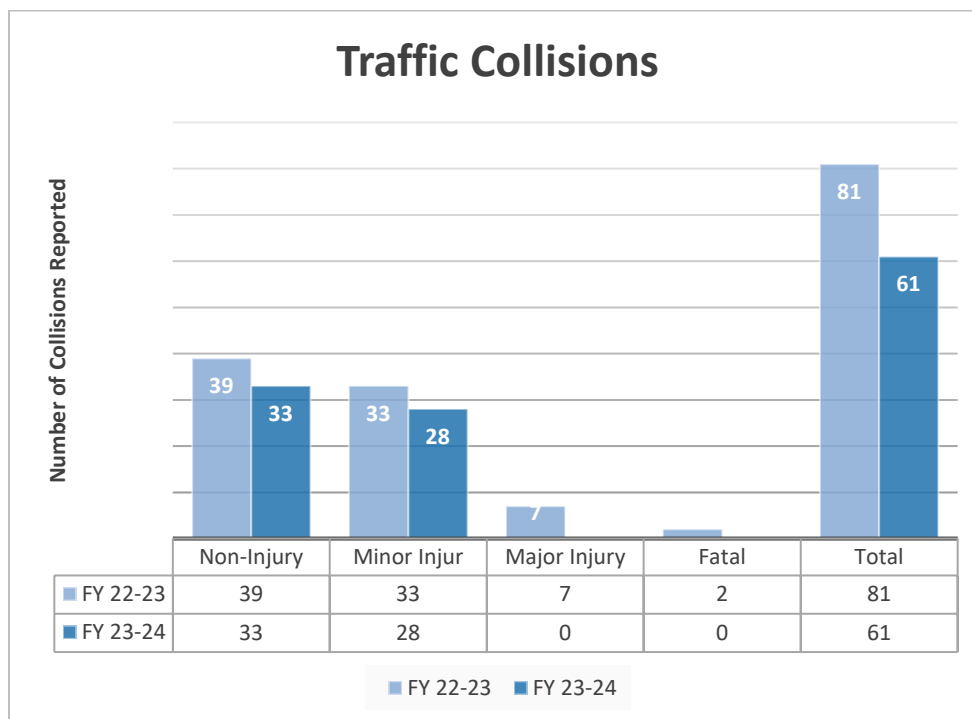


## Traffic Collisions

The following data categories for motor vehicle traffic collisions were used: fatal injury, major injury, minor injury, and non-injury collisions.

- **Fatal injury:** resulting in the death of one or more persons within 30 days of the collision. During FY 22-23, there were 2 reported fatal-injury collisions. During FY 23-24, Half Moon Bay had no reported fatal injury collisions.
- **Major injury:** including severe wounds, other visible injuries, or complaints of pain. During FY 22-23, there were 7 reported major-injury collisions. During FY 23-24, Half Moon Bay had no reported major-injury collisions.
- **Minor injury:** any injury that is evident at the scene of the collision other than fatal or major injuries. During FY 22-23, there were 33 reported minor-injury collisions. During FY 23-24, Half Moon Bay had 28 reported minor-injury collisions. This represents a decrease of 15%.
- **Non-injury:** no complaint made, or treatment required by the persons involved. During FY 22-23, there were 39 reported non-injury collisions. During FY 23-24, Half Moon Bay had 33 reported non-injury collisions. This represents a decrease of 15%.

Fiscal Year	Non-Injury	Minor	Major	Fatal	Total
FY 22-23	39	33	7	2	81
FY 23-24	33	28	0	0	61



The top three collision factors in FY 23-24 were:

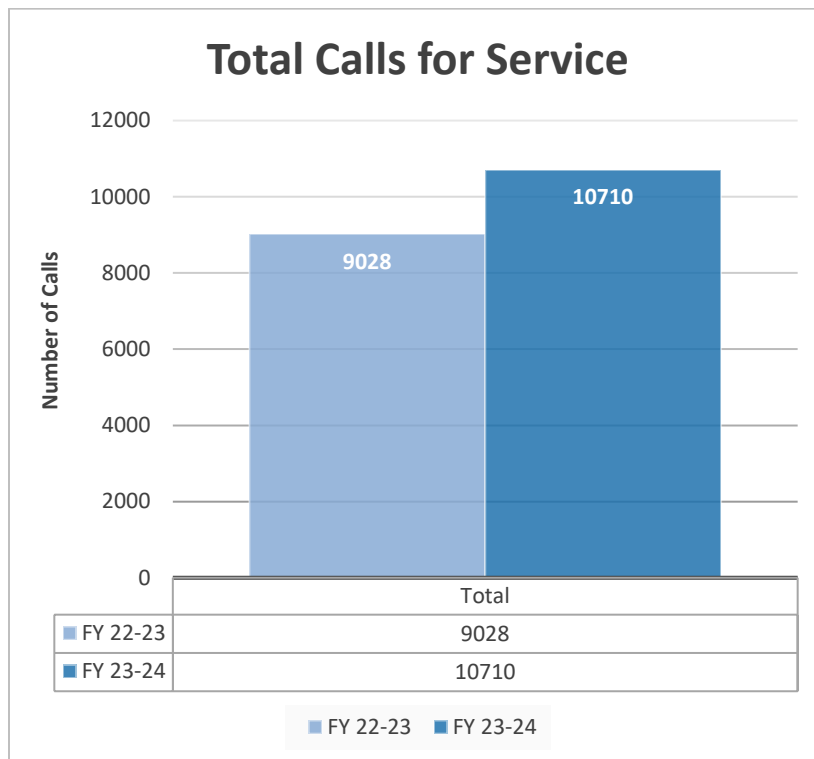


## Public Safety Communications (dispatch)

The communications center answers both 911 and non-emergency calls from the public and provides dispatching services to the City of Half Moon Bay. Dispatchers are a critical component of communicating with our community. In addition to communicating with deputies and bureau staff, dispatchers direct the appropriate resources (medical aid, law enforcement, etc.) to emergencies and other calls for service.

During FY 22-23, there were 9,028 calls handled. During FY 23-24, Public Safety Communications handled a total of 10,710 calls. This represents an increase of 19%.

Fiscal Year	Total
FY 22-23	9028
FY 23-24	10710



## Community Outreach

### School Resource Officers

The Half Moon Bay Patrol Bureau's deputies and sergeants work closely with School Resource Officers to establish a safe and supportive learning environment for students, parents, and faculty. Our SROs play a crucial role in developing safety plans, engaging with students through meet-and-greets, and partnering with community-based organizations to provide education on crime prevention and drug safety. Furthermore, our SROs are responsible for investigating criminal activity, ensuring security and crowd control at school events, and conducting home visits when necessary.

The Sheriff's Office prioritizes building and nurturing a strong connection with the community we serve. We aim to effectively engage with the community to promote trust, communication, transparency, and mutual respect. We have developed strategic programs, organized special events, provided education, and disseminated public information to achieve this goal. Our staff and volunteers work tirelessly to interact with residents, businesses, youth, community organizations, and the media to foster a positive relationship that benefits everyone involved. We encourage and maintain a strong relationship with the community we serve.

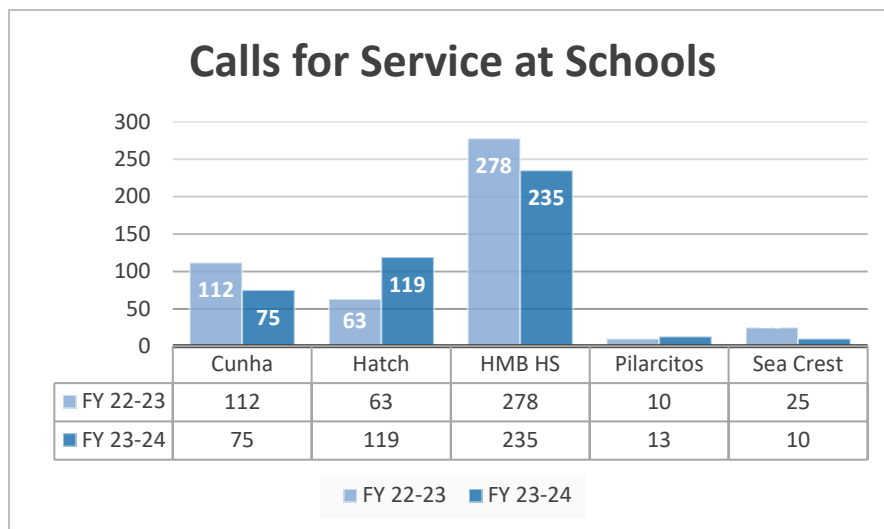
The following are some of the notable teams and partners that participate in the Sheriff's community outreach programs:

- Backpack drive for students
- Bike Safety Day
- Booth at Sana San Health Forum
- CARON distributed 80 purses with different toiletries and cosmetics inside as part of Mother's Day celebration. The purses were donated by Peninsula Hills Women Group and were provided to community members at Moonridge and Pillar Ridge.
- Christmas toy drive at Cunha School
- Coffee with the Chief at Café Society Coffee Shop
- Community Engagement Unit hosted "Play Streets" in HMB with 100 kids in attendance!
- CPR Workshop w/ the Red Cross at Main Street Apartments
- Dia del Nino Community Event with Moonridge Community members
- Dodge Ball with the Deputies and YMCA
- Food at no cost to kids participating in many of the community events, often with food to take home to their families as well. In partnership with the Second Harvest Food Bank, we are able to provide approximately 1500 pounds of food to approximately 2800 community members.
- Graffiti clean-up and beach clean-up with Coastside Teen Leaders (SAL)
- Health Festival at Main Street Apartments
- Junior Giants Baseball
- National Night Out

- Outreach to unhoused in conjunction with CARES.
- Prom dresses and bags of makeup to young women in the community provided by SAL with Princess Project Silicon Valley
- SAL Leadership Program: providing youth with a safe environment in which they may grow. The program incorporates curriculum focusing on relationships, coping skills, self-esteem, and much more, including monthly field trips throughout the community.
- San Mateo County Sheriff’s Office STAR Camp
- School Resource Officer on campus to build
- School Resource Officers and CARON participated in open dialog with Los Compadres men’s group in HMB
- School Resource Officers, Deputies & CHP detail walking elementary students across Hwy 1 for field trips

Calls for service at Half Moon Bay schools continue to decline. During FY 22-23, there were 488 calls handled. During FY 23-24, there were a total of 452 calls for service at Half Moon Bay schools. This represents a decrease of 7%.

FY	Cunha	Hatch	HMB HS	Pilarcitos	Sea Crest
FY 22-23	112	63	278	10	25
FY 23-24	75	119	235	13	10



### *A note on Hatch School*

Hatch School had a significant increase in calls from FY 22-23 to FY 23-24. A review of those calls revealed that 56 of the calls were alarms, 15 were for traffic control, and 12 were for passing checks (a request that a Deputy Sheriff drive by the location). Based on this, it appears that there is no cause for concern regarding this increase.

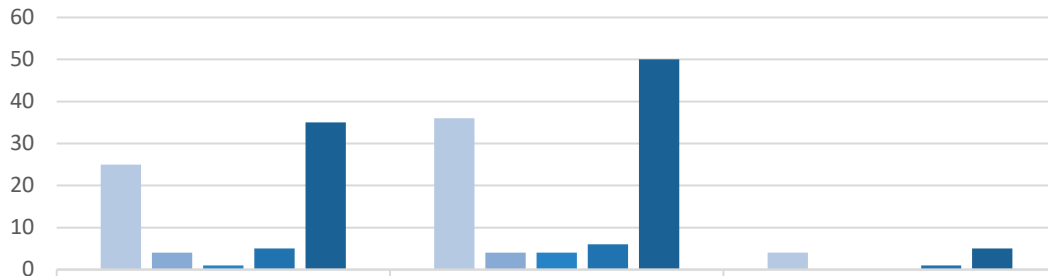
### Psychiatric emergency response team (pert)

The Psychiatric Emergency Response Team (PERT) is a partnership between the San Mateo County Sheriff's Office and San Mateo County's Behavioral Health and Recovery Services (BHRS). PERT's goal is to provide resources and support to individuals and families living with mental illness to help manage acute crises, reduce violent interactions and tragic outcomes involving law enforcement and those experiencing crises, reduce jail recidivism of those living with mental illness, and reduce psychiatric emergency hospitalizations by proactively diverting people to other applicable services and resources in the community. When the team was initially started in 2015, it consisted of one Sheriff's Office detective and one BHRS clinician. In 2019, PERT expanded to include two detectives and two clinicians.

PERT coordinates San Mateo County's Crisis Intervention Training (CIT) and Enhanced Crisis Intervention Training (ECIT). CIT was started in 2005 and is a foundational training focused on mental health systems, resources, recognizing signs and symptoms of mental illness, and de-escalation. ECIT started as a new course in 2021 that focuses on bringing modern best practices for mental health crisis response to law enforcement, which includes alternative strategies such as delayed contact, maintaining time and distance, disengagement, and teaching crisis communication techniques.

PERT reviews all mental health cases within the Sheriff's Office. This includes cases where an individual is determined to meet criteria for Welfare and Institutions Code 5150 (W&I 5150), which is an involuntary hold, by being a danger to themselves, danger to others, or gravely disabled. Patrol deputies also refer cases where mental health is suspected to be a factor, but the individual does not meet criteria for W&I 5150.

## Psychiatric Emergency Response Team (PERT)



	W&I 5150	SMCSO Non-5150 Referral	Self/Family
HMB Resident	25	36	4
Out of City	4	4	
Out of County	1	4	
Unsheltered	5	6	1
Total	35	50	5

■ HMB Resident  
 ■ Out of City  
 ■ Out of County  
 ■ Unsheltered  
 ■ Total

## Crisis assistance response & evaluation services (CARES)

In March 2022, The City of Half Moon Bay launched the pilot program, Crisis Assistance Response and Evaluation Services (CARES). The CARES program is a community-based response team for low-level mental health crisis calls placed to San Mateo County Public Safety Communications (PSC). The City has contracted with a local nonprofit service provider, El Centro de Libertad, to pilot an alternative response to mental health-related 911 calls traditionally answered by fire, ambulance, or law enforcement. Service calls appropriate for the CARES team include welfare checks, suicidal ideation and other mental health distress, substance abuse, and low-level, nonviolent concerns related to behavioral health. The type of calls that would be targeted are those where there is no immediate threat of violence, or medical emergency.

CARES Leadership estimates they have taken and responded to well over 400 calls for service in Fiscal Year 2022-2023. The CARES team is an invaluable asset to Sheriff's Office patrol efforts in Half Moon Bay and have blended seamlessly with our Coastside Deputies. CARES team members are a very much appreciated addition to the level of care we can provide those in crisis or even just those having a rough day, who greatly benefit from CARES expertise, services and skill set.

## Community events

Community events are a chance to build relationships between law enforcement and the community we serve. It not only strengthens bonds, but bolsters relationships that are critical to ensuring a safe and supportive environment. Some of the events that coastside Deputies and the Sheriffs Community Engagement Unit have participated in in Half Moon Bay:

- Backpack drive for students
- Bike Safety Day
- Booth at Sana San Health Forum
- CARON distributed 80 purses with different toiletries and cosmetics inside as part of Mother's Day celebration, which had been donated by Peninsula Hills Women Group
- Christmas toy drive at Cunha School
- Coastside Teen Leaders (SAL) participated in graffiti cleanup and beach clean up
- Coffee with the Chief at Café Society Coffee Shop
- Community Engagement Unit hosted "Play Streets" in HMB with 100 kids in attendance!
- CPR Workshop w/ the Red Cross at Main Street Apartments
- Dia del Nino Community Event with Moonridge Community members
- Dodge Ball with the Deputies and YMCA
- Food at no cost, in partnership with the Second Harvest Food Bank, to kids participating in many of the community events we participate in and often provide them with food to take home to their families as well.
- Health Festival at Main Street Apartments
- Junior Giants Baseball
- National Night Out
- Outreach to unhoused in conjunction with CARES.
- SAL Leadership Program: providing youth with a safe environment in which they may grow. The program incorporates curriculum focusing on relationships, coping skills, self-esteem, and much more, including monthly field trips throughout the community.
- SAL partnered with Princess Project Silicon Valley and provided prom dresses and bags of makeup to young women in the community
- San Mateo County Sheriff's Office STAR Camp
- School Resource Officer on campus to build
- School Resource Officers and CARON participated in open dialog with Los Compadres men's group in HMB
- School Resource Officers, Deputies & CHP detail walking elementary students across Hwy 1 for field trips

## San Mateo County Sheriff's Office Transparency Portal

The San Mateo County Sheriff's Office currently has three transparency portals through which the public can access data and information regarding the Sheriff's Office activities:

[Transparency Portal](#). This web page contains information including, but not limited to, employee demographics, calls for service, Internal Affairs statistics (investigations are not generally available to the public by law), evictions, crimes/arrests, corrections data, as well as RIPA (Racial Identity and Profiling Act) data.

[Crime Mapping and Data](#). This web page allows the public to map crime data filtered by date and location. Each incident is marked by a pin that holds summary data. Additionally, the page contains arrest information that can be filtered by date or searched by the arrestee's name.

[Newsroom](#). This web page contains news releases since 2020, press logs (summaries of activity available to the public) divided by area (North County, South County, and Coast), and other items of interest.

Additionally, the Sheriff's Office is developing a new, more robust portal to provide additional context to the statistic and information offered to the public.

## **Conclusion**

On behalf of Sheriff Christina Corpus and the men and women of the San Mateo County Sheriff's Office, it is an honor for us to provide law enforcement services to the people of San Carlos. We are committed to always doing our best and continually striving to improve our performance.

## BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

### AGENDA REPORT

For meeting of: **September 17, 2024**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Karen Decker, Economic and Community Vitality Manager  
Julissa Acosta, Management Analyst

**TITLE:** **OPPORTUNITY CENTER CONTRACT AMENDMENTS**

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#### **RECOMMENDATION:**

Receive an update on the Opportunity Center of the Coastsides and adopt a resolution authorizing the City Manager to:

- 1) Amend a grant agreement with the County of San Mateo to extend operations of the Opportunity Center of the Coastsides to a term ending on September 30, 2025; and
- 2) Amend the current service provider contracts for employment, small business, entrepreneurship, and Opportunity Center operational services to a term ending on September 30, 2025, in an amount not to exceed \$1,069,122.

#### **FISCAL IMPACT:**

There is no net fiscal impact to the City. All contracts and contract amendments referenced in this staff report are funded by a \$2,500,000 grant from the County of San Mateo.

#### **STRATEGIC ELEMENT:**

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

#### **BACKGROUND:**

As part of its commitment to provide relief to individuals and businesses impacted by COVID and to position the coastsides economy for long-term resiliency, the City Council sponsored the Coastsides Recovery Initiative. That effort resulted in a public report, *Building a More Equitable, Vibrant and Resilient Coastsides Economy*. Substantiated by findings and recommendations from that report, the San Mateo County Board of Supervisors approved a \$2,500,000 funding allocation to support the development of the Opportunity Center of the Coastsides (OCC) – a first-of-its-kind service center for job seekers, small businesses, and entrepreneurs. On February 7, 2023, City Council authorized staff to execute a grant agreement with the County to accept the grant, to develop and operate the OCC, and to retain qualified service providers

through a request for proposals process (Resolution No. C-2023-04). On April 20, 2023, the City entered into an agreement with the County for a grant term ending September 30, 2024.

Staff identified an ideal location for the OCC in the heart of downtown Half Moon Bay. On September 5, 2023, City Council authorized staff to enter into a 2-year lease agreement for approximately 3,900 square feet of commercial space located at 637 Main Street. Council also authorized staff to execute a sublease agreement with the Half Moon Bay Chamber of Commerce and Visitors Bureau for a portion of the premises (Resolution No. C-2023-87). The Chamber was also contracted by the City to provide oversight of the daily operations and facility management of the OCC (Resolution No. 2023-68).

While tenant improvements were underway, staff onboarded qualified service providers in each of the following areas: rapid employment services and career training (provided by JobTrain), small business development and support services (provided by Renaissance Entrepreneurship Center), and a new business incubator to support startups focused on resiliency tech (provided by American Energy Society). With workforce development, small business support, the business incubator, and the Chamber all under one roof, the community was introduced to the OCC at a ribbon cutting ceremony that took place on April 4, 2024.

To date, 42-percent of the \$2,500,000 grant has been expended. The priority for staff has always been to maximize direct services to the community for as long as possible while simultaneously identifying alternate funding streams to ensure long-term sustainability of the OCC. With the upcoming City-County contract term expiring September 30, 2024 (which implicates all City-service provider contracts responsible for OCC program delivery), contract extensions are necessary to continue services and programming for the duration of the grant.

**DISCUSSION:**

Much has occurred since the launch of the OCC. The following includes program highlights to date:

Employment Services

JobTrain is a 501c3 nonprofit educational and training institution accredited by the Western Association of Schools and Colleges and approved by the Bureau of Private Post Secondary Education. Its flagship career training programs combine vocational training, academics, essential skills development, wrap-around supports, skills upgrade programming, and more, preparing clients to turn their lives around—from unemployment/underemployment and poverty to gainful employment and success. JobTrain has been providing services on the Bayside since 1965 but expanded its service area to include the Coastside when it became part of the OCC programming.

JobTrain’s OCC team became fully staffed in May 2024, which includes one regional director and two employment specialists - two of whom are bilingual in Spanish and English.

JobTrain has enrolled 59 clients in job-seeker services and as of August 15 had been placed in jobs. Twenty-five percent of clients are low-income, 38% are very-low income and another 25% extremely low-income.

In addition to providing services at the OCC, JobTrain staff established satellite office hours at County Supervisor Mueller's mid-coast office. Satellite office hours at Moonridge and in Pescadero are in progress.

Staff recommends JobTrain's contract for services be amended through a term ending on September 30, 2025, in an amount not to exceed \$350,372.

#### Small Business Support Services

Renaissance Entrepreneurship Center (Renaissance) is a 501c(3) that provides intensive entrepreneurship training on the introductory and business planning levels, individual consulting, industry specific training, access to capital and resources, business incubation and ongoing support. These are services that all entrepreneurs need to start, build, and grow sustainable small businesses.

To date Renaissance has served 63 clients, close to 40 percent of which (25) are extremely low-income, and another 49 percent (31) are between extremely low and moderate income. Renaissance has hosted 10 workshops in collaboration with the Monterra Credit Union, Puente de la Costa Sur, Mid-Peninsula Housing (Moonridge), the Half Moon Bay Library, and Coastside Hope. It has also offered 8 different series including a 10-week Business of Childcare series with 5 clients. Renaissance is also preparing to host a Zero to Food Trucking series in the fall in collaboration with City staff.

Staff recommends Renaissance's contract for services be amended through a term ending on September 30, 2025, in an amount not to exceed \$300,000.

#### Business Incubator

American Energy Society is a professional association for innovators and experts that provides news and information, events, and business development services for those working to solve the biggest challenges in human history. The organization has more than 135,000 members and is the largest professional society for energy and sustainability in the world. AES operates the business incubator, Coastside Venture Studio (CSVS), and mentors start-ups with promising ideas to address climate-related challenges in the areas of food, water, and the built environment.

AES has recruited and is currently working with 5 startups as part of the inaugural CSVS cohort with shared values around people, planet, and profit – a triple bottom line. AES has engaged 14 advisors that provide each startup with support that is tailored to their immediate and specific needs, from legal incorporation (including establishment of Half Moon Bay as headquarters) to general administration, from customer discovery to marketing. Of all the ways CSVS is helping its startups, the most significant are also the most important: the startups are growing as

commercial enterprises, ultimately having a positive impact on the Coastside economy (new jobs, new tax revenues, aligned industries, etc.).

The incubator has received strong media coverage. AES and City staff also had the opportunity to present on the CSVS at the United Nations Sustainable Development Solutions Network in Kansas City. Finally, AES has secured a verbal commitment from an outside entity (name withheld) to financially support the Coastside Venture Studio for a total amount that matches the funding of the second year on an annual basis starting in year 3 and ongoing if all key performance indicators are met.

Staff recommends American Energy Society's contract for services be amended through a term ending on September 30, 2025, in an amount not to exceed \$250,000.

#### Facility Management and Support Services

The Half Moon Bay Coastside Chamber of Commerce & Visitor's Bureau (the Chamber) is an integral part of the OCC and provides office and facility management, coordination of meeting and classroom space, and support to co-located service providers. The Chamber serves as the first point of contact for clients, directing them to the appropriate service providers based on needs. The Chamber also plays a key role in marketing and outreach for the OCC, including through print, digital and social media channels.

The Chamber was the lead agency in coordinating the grand opening of the OCC in March with a ribbon-cutting celebration and the participation of state, county, and community leaders. Since that time, the Chamber has been active in creating a welcoming, inviting space and helping onboard service providers into their office spaces. Multiple businesses, residents and service provider staff and leadership have noted the "inviting" atmosphere and cohesive set up. The Chamber has actively promoted all classes, events and services at the OCC, resulting in over 9,000 Nextdoor views and 4,000 website views. The Chamber's role has proven critical for the successful operation of the OCC. In fact, City of South San Francisco staff are considering inviting the local Chamber to play a similar role at their Economic Advancement Center.

Staff recommends the Chamber's contract for services be amended through a term ending on September 30, 2025, in an amount not to exceed \$168,750.

#### Evaluation

With \$75,000 in funding from the Chan Zuckerberg Initiative, the City contracted with Head and Heart Advisory (HHA) to design, conduct, and report on an evaluation and learning project focused on the implementation of Economic Advancement Centers in three San Mateo County Communities: South San Francisco, Half Moon Bay, and North Fair Oaks. Each of these centers is at a different stage of development, with the Economic Advancement Center-South San Francisco as the longest open and running of the three. Thus, a developmental lens and context-sensitive approach will be applied in the evaluation to consider both of these two formative factors. Regardless of these differences, however, it is expected that valuable learning will emerge from a cross-site examination of process, progress, outcomes, challenges,

and lessons learned that can contribute to the ongoing effectiveness of the economic opportunity centers as well as to their long-term sustainability as vital resources to these communities.

No additional action is requested for this contract.

**CONCLUSION:**

If approved, staff will amend the agreement with the County of San Mateo to a contract term ending September 30, 2025. Staff will subsequently amend the existing service provider contracts to a term ending September 30, 2025, and continue funding the service providers in an amount not to exceed \$1,069,122.

**ATTACHMENTS:**

Resolution authorizing the City Manager to 1) amend a grant agreement with the County of San Mateo to extend operations of the Opportunity Center of the Coastsides to a term ending on September 30, 2025; and 2) amend the current service provider contracts for employment, small business, entrepreneurship, and Opportunity Center operational services to a term ending on September 30, 2025, in an amount not to exceed \$1,069,122.

**RESOLUTION NO. C-2024-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO 1) AMEND A GRANT AGREEMENT WITH THE COUNTY OF SAN MATEO TO EXTEND OPERATIONS OF THE OPPORTUNITY CENTER OF THE COASTSIDE TO A TERM ENDING SEPTEMBER 30,2025; AND 2) AMEND THE CURRENT SERVICE PROVIDER CONTRACTS FOR EMPLOYMENT, SMALL BUSINESS, ENTREPRENEURSHIP, AND OPPORTUNITY CENTER OPERATIONAL SERVICES TO A TERM ENDING ON SEPTEMBER 30, 2025, IN AN AMOUNT NOT TO EXCEED \$1,069,122.**

**WHEREAS**, in 2022 City Council sponsored the Coastside Recovery Initiative in an effort to provide short-term relief against the impacts of COVID and long-term economic resiliency which resulted in fifteen recommendations; and

**WHEREAS**, in alignment with COVID recovery efforts, the County of San Mateo Board entered into a grant agreement with the City to support the development of the Opportunity Center of the Coastside (OCC), a service center for job seekers, small businesses, and entrepreneurs providing \$2,500,000 in funding for a term ending September 30, 2024; and

**WHEREAS**, on February 7, 2023, City Council authorized staff to execute a grant agreement with the County to accept the grant funds from the County of San Mateo in the amount of \$2,500,000 resulting in the agreement being executed on April 20, 2023, for a grant term ending September 30,2024; and

**WHEREAS**, after identifying the ideal location, City Council authorized staff to execute a 2-year lease agreement for approximately 3,900 square feet of commercial space located at 637 Main St, in downtown Half Moon Bay; and

**WHEREAS**, City contracted with service providers to manage the facility and day-to-day operations of the OCC (provided by the Half Moon Bay Chamber of Commerce), rapid employment services and career training (provided by JobTrain), small business development and support services (provided by Renaissance Entrepreneurship Center), and a new business incubator to support startups focusing on resiliency tech (provided by American Energy Society), and resulting in the City and its partners hosting a ribbon-cutting ceremony on April 4, 2024; and

**WHEREAS**, to ensure continued service delivery and the achievement of long-term goals, it is necessary to extend the term of the grant agreement between the City of Half Moon Bay and County of San Mateo and amend the service provider contracts to align with the extended grant term; and

**WHEREAS**, extending these agreements and contracts will allow the OCC to maintain its operations and support services until September 30, 2025, with continued funding not to exceed

\$1,069,122 for service provider contracts, with no net fiscal impact to the City as all funding is provided through the County's grant;

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

- 1) Amend the grant agreement with the County of San Mateo to extend the term of operations for the Opportunity Center of the Coastsides to September 30, 2025.
- 2) Amend the current service provider contracts for employment, small business, entrepreneurship, and Opportunity Center operational services to extend the term of these contracts to September 30, 2025, in an amount not to exceed \$1,069,122.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17<sup>th</sup> day of September 2024, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Jessica Blair, City Clerk

\_\_\_\_\_  
Joaquin Jimenez, Mayor

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

**AGENDA REPORT**

For meeting of: **September 17, 2024**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** John Doughty, Assistant City Manager

**TITLE:** **POSSIBLE ADDITION OF YOUTH MEMBERSHIP TO THE PARKS AND RECREATION COMMISSION**

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**RECOMMENDATION:**

By motion, direct staff to return on October 1, 2024, with revisions to the Commission By-Laws adding two youth members to the Parks and Recreation Commission for a total of seven regular (voting) members.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action. Implementation will require minimal administrative costs that can be absorbed within the operating budget of the City Manager's Office and Communications/City Clerk.

**STRATEGIC ELEMENTS:**

This action supports City Council Strategic Plan Element of *Inclusive Government*.

**BACKGROUND:**

The Parks and Recreation Commission has been evaluating ways in which the Commission can be more impactful and inclusive. Early this year, the Chair of the Commission (R.J. Jennings) brought forward the idea of adding youth membership. Based on this request, staff conducted research and policy analysis of the concept. Over the last several months, the Commission has held public discussions regarding adding youth membership. Discussions centered around several policy questions including how many youth members, voting or non-voting, age, and term.

On August 28, 2024, the Parks and Recreation Commission requested staff seek City Council approval for adding youth representation to the Commission. The discussion section below outlines their recommendations.

The Parks and Recreation Commission was re-formed by resolution of the City Council on May 16, 2017. The Commission was formed as a five-member advisory board. At this same meeting

the City Council adopted, by resolution, Commission By-Laws which provide guidance for the operation and governance of the Parks and Recreation Commission. The By-Laws have not been revised since approved in 2017.

The Bike Pedestrian Advisory Committee By-Laws were modified several years ago to include a youth member. Each of the youth members has provided invaluable insight and input to that Committee.

**DISCUSSION:**

As noted above, the Parks and Recreation Commission is seeking Council support to add youth members to the Commission. Parks and recreation programming are used by and benefit residents of all ages. Until now, there has been no opportunity for younger residents to serve on a City Commission. Given the subject matter and the wholly advisory role of the Commission, this seems to be the ideal opportunity to provide the opportunity for developing future civic leaders while capturing youth voices and perspectives in the present.

The purpose of this report is to outline their recommendations, receive input from the community and Council and, if directed, return on October 1 with revised Commission By-Laws.

The Commission is recommending the following:

- Addition of two (2) youth members to the Commission (Total of 7 members)
  - Regular members (full authority to participate and vote)
  - Allowed to serve as an Officer (Chair or Vice Chair)
  - Must be in High School (Entering Freshman through Entering Senior)
  - Minimum 14 years of age upon assuming seat
  - One (1) year Term
    - Option of one, one-year extension (provided still in High School)
    - One year being August to August with exception of 2024-25

Revised By-Laws will need to be adopted by resolution.

**NEXT STEPS:**

If directed, staff will prepare revised Parks and Recreation By-Laws for City Council consideration on October 1, 2024. Assuming approval, the City will publish the notice of vacancies and seek high school age applicants. The City would outreach to the community via normal means like eNews. Additionally, the City would outreach to Cabrillo Unified School District, Half Moon Bay High School and Pilarcitos High School. The Future Leaders Civics Academy is set to commence on September 18 and staff will let the group know about the opportunity.

**ATTACHMENT:**

None

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

**AGENDA REPORT**

For meeting of: **September 17, 2024**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

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

**TITLE:** **FINANCIAL REPORT FOR THE QUARTER ENDED ON JUNE 30, 2024**

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**RECOMMENDATION:**

Accept the Financial Report for the quarter ended on June 30, 2024.

**FISCAL IMPACT:**

There is no fiscal impact with the acceptance of this report.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

One of the City Council strategic priorities includes planning for and implementing long-term financial stability. A key component of this goal includes preparing a quarterly financial report that provides readers with an executive summary of the City's current financial condition as it relates to the annual operating budget, to ensure accountability and transparency in managing public funds.

**DISCUSSION:**

As of June 30, 2024, General Fund revenues totaled \$21.6 million or 106% of the approved budget for FY 2023-24. General Fund expenditures totaled \$23.1 million or 91% of budget. As stated in the attached report, total expenditures are expected to be under budget by \$2.3 million primarily due to salary savings from vacated positions, one time negotiation of public safety contract rates, and other one-time adjustments to mitigate the deficit. The City anticipates additional unassigned funds at the conclusion of the audit and delivery of the Annual Comprehensive Financial Report in December.

With the information available, staff holds no great concern for financial stability for the current fiscal year; however longer-term fiscal challenges persist.

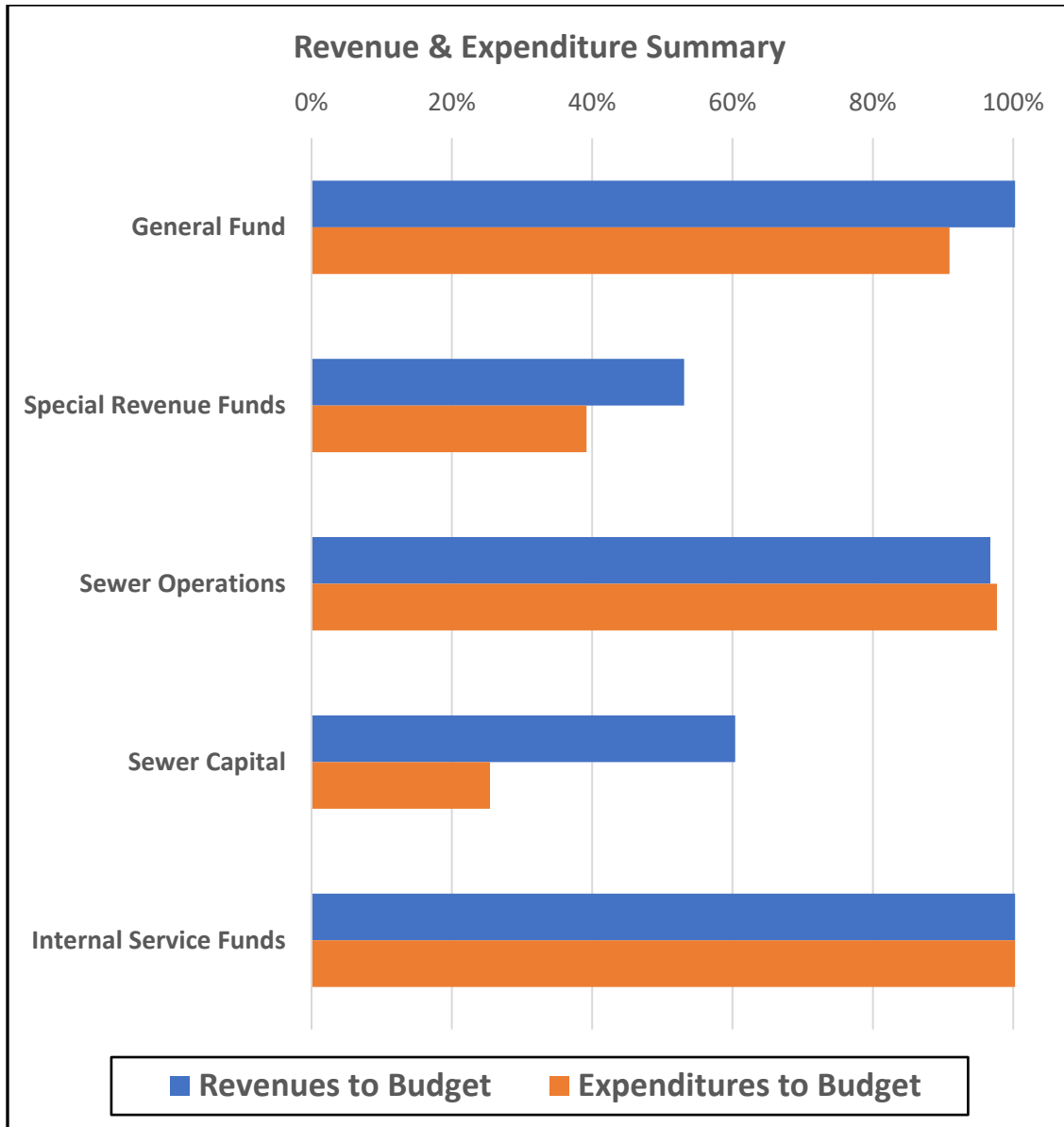
**ATTACHMENT:**

Financial Report for the quarter ended on June 30, 2024.

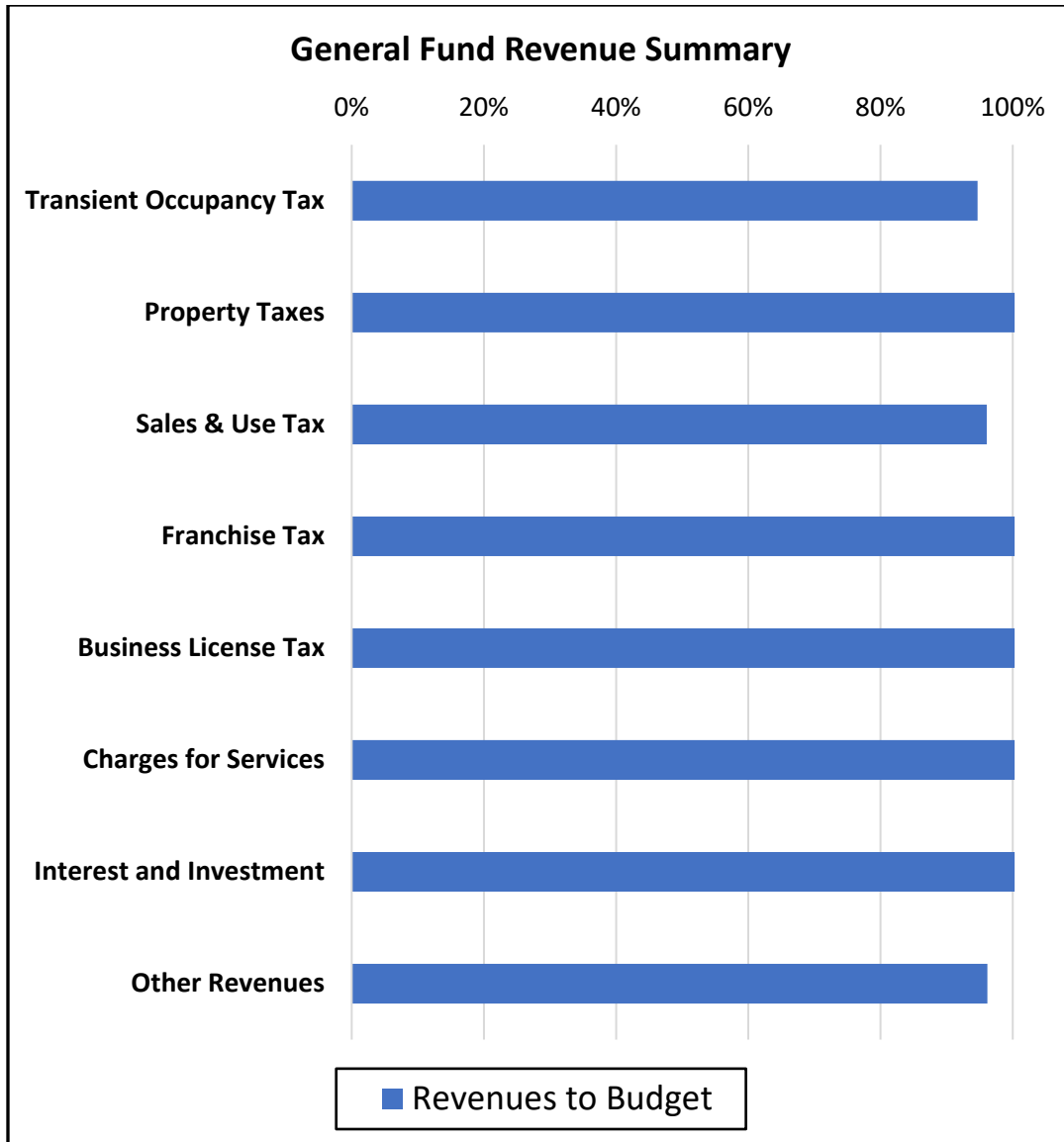
**CITY OF HALF MOON BAY**  
**Quarterly Financial Report**  
**June 30, 2024**



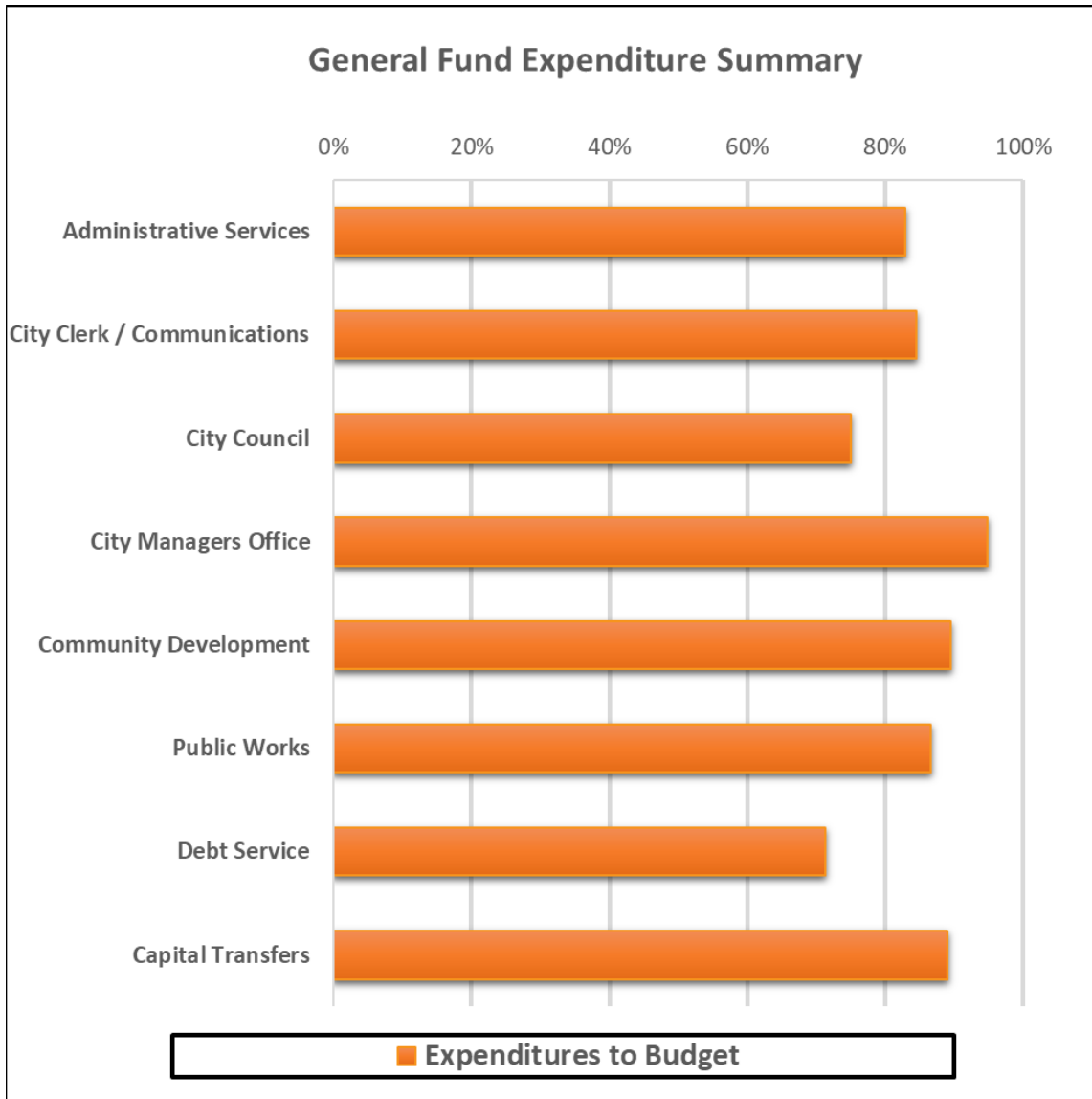
**Prepared By:**  
**Administrative Services Department**



Funds	Revenues		Expenditures	
	Actual	% of Budget	Actual	% of Budget
General Fund	21,394,528	105%	23,135,574	91%
Special Revenue Funds	13,044,594	53%	11,932,041	39%
Sewer Operations	7,096,743	97%	7,354,860	98%
Sewer Capital	165,546	60%	573,066	25%
Internal Service Funds	1,445,670	100%	1,837,841	104%
Pension Stabilization Fund	945,483	101%	913,474	100%
<b>TOTAL FOR ALL FUNDS</b>	<b>44,092,564</b>	<b>80%</b>	<b>45,746,856</b>	<b>66.9%</b>



Department	Budget	Actual	% of Budget	Variance Over / (Under)	Variance Pct Delta
Transient Occupancy Tax	8,626,313	8,167,938	95%	(458,376)	-5%
Property Taxes	3,748,738	4,745,160	127%	996,422	27%
Sales & Use Tax	3,239,200	3,111,521	96%	(127,679)	-4%
Franchise Tax	982,028	992,685	101%	10,656	1%
Business License Tax	305,000	350,948	115%	45,948	15%
Charges for Services	1,603,791	2,070,612	129%	466,821	29%
Interest and Investment	508,662	804,185	158%	295,524	58%
Other Revenues	903,213	868,485	96%	(34,728)	-4%
Transfers in	537,285	537,285	100%	-	0%
<b>TOTAL</b>	<b>20,454,229</b>	<b>21,648,818</b>	<b>106%</b>	<b>1,194,589</b>	<b>6%</b>



Department	Budget	Actual	% of Budget	Variance Under / (Over)	Variance Pct Delta
Administrative Services	1,520,384	1,261,355	83%	259,030	17%
City Clerk / Communications	1,091,667	922,299	84%	169,368	16%
City Council	239,642	179,922	75%	59,720	25%
City Managers Office	11,575,941	10,980,521	95%	595,420	5%
Community Development	2,007,233	1,797,587	90%	209,647	10%
Public Works	3,757,958	3,256,555	87%	501,403	13%
Debt Service	736,610	525,598	71%	211,012	29%
Non-Departmental	-	-		-	0%
Operating Transfers	1,753,738	1,753,738	100%	-	0%
Capital Transfers	2,763,000	2,458,000	89%	305,000	11%
<b>TOTAL</b>	<b>25,446,173</b>	<b>23,135,574</b>	<b>90.9%</b>	<b>2,310,600</b>	<b>9%</b>

**GENERAL FUND ANALYSIS:**

The General Fund is the primary operating fund of the City and is used to account for most operating activities. Table 1 below provides year-to-date through the fourth quarter comparable data for the current fiscal year and the prior year.

<b>Table 1: Fourth Quarter Budget to Actual Comparison</b>						
	<b>FY 2023-24</b>			<b>FY 2022-23</b>		
	Revised Budget	Actuals as of 06/30/2024	% of Budget	Final Actuals	Actuals as of 06/30/2023	% of Actuals
<b>Revenues</b>						
Transient Occupancy Tax	8,626,313	8,167,938	95%	8,852,640	8,852,640	100%
Property Taxes	3,748,738	4,745,160	127%	4,135,613	4,135,613	100%
Sales & Use Tax	3,239,200	3,111,521	96%	3,160,478	3,160,478	100%
Franchise Tax	982,028	992,685	101%	945,755	945,755	100%
Business License Tax	305,000	350,948	115%	330,544	330,544	100%
Charges for Services	1,598,791	1,990,612	125%	2,031,767	2,031,767	100%
Interest and Investment	508,662	804,185	158%	353,945	353,945	100%
Other Revenues	908,213	948,485	104%	2,535,259	2,535,259	100%
Transfers in	537,285	537,285	100%	524,180	524,180	100%
<b>Total Revenues</b>	<b>20,454,229</b>	<b>21,648,818</b>	<b>106%</b>	<b>22,870,180</b>	<b>22,870,180</b>	<b>100%</b>
<b>Expenditures</b>						
Administrative Services	1,520,384	1,261,355	83%	1,149,168	1,149,168	100%
City Clerk / Communications	1,091,667	922,299	84%	884,782	884,782	100%
City Council	239,642	179,922	75%	197,756	197,756	100%
City Managers Office	11,575,941	10,980,521	95%	8,204,098	8,204,098	100%
Community Development	2,007,233	1,797,587	90%	1,807,920	1,807,920	100%
Public Works	3,757,958	3,256,555	87%	3,242,122	3,242,122	100%
Debt Service	736,610	525,598	71%	675,302	675,302	100%
Non Departmental	-	-		95,926	95,926	100%
Operating Transfers	1,753,738	1,753,738	100%	1,954,936	1,954,936	100%
Capital Transfers	2,763,000	2,458,000	89%	4,015,419	4,015,419	100%
<b>Total Expenditures</b>	<b>25,446,173</b>	<b>23,135,574</b>	<b>91%</b>	<b>22,227,428</b>	<b>22,227,428</b>	<b>100%</b>

Through the fourth quarter, the city received \$21.6 million in revenues for the fiscal year performing better than the budget. However, revenues have decreased from the prior year, primarily due to decreases in transient occupancy tax, sales taxes and the sunset of ARPA funds.

Expenditures through the fourth quarter total \$23.1 million. Due to several adjustments throughout the year, expenditures are expected to be under budget by \$2.3 million, or 9%.

## Revenues

Table 2 below shows a year-to-date summary of actual revenues through the fourth quarter for fiscal years 2023-24 and estimated final over/under performance of revenues.

<b>Table 2: Fourth Quarter Revenues</b>					
	<b>FY 2023-24</b>			<b>Variance</b>	
	Revised Budget	Actuals as of 06/30/2024	% of Budget	Over / (Under)	% Delta
<b>Revenues</b>					
Transient Occupancy Tax	8,626,313	8,167,938	95%	(458,376)	-5%
Property Taxes	3,748,738	4,745,160	127%	996,422	27%
Sales & Use Tax	3,239,200	3,111,521	96%	(127,679)	-4%
Franchise Tax	982,028	992,685	101%	10,656	1%
Business License Tax	305,000	350,948	115%	45,948	15%
Charges for Services	1,598,791	1,990,612	125%	391,821	25%
Interest and Investment	508,662	804,185	158%	295,524	58%
Other Revenues	908,213	948,485	104%	40,272	4%
Transfers in	537,285	537,285	100%	-	0%
<b>Total Revenues</b>	<b>20,454,229</b>	<b>21,648,818</b>	<b>106%</b>	<b>1,194,589</b>	<b>6%</b>

- Transient Occupancy Tax:** The City has received \$8.1 million through the fourth quarter. This is a budgetary shortfall of \$458 thousand. Following the pandemic, the City saw a surge in coastal travel, peaking at \$9.1 million in revenue during FY 2021-22. However, since then, travel has declined, leading to a total 11% decrease in these revenues from the past two years.
- Property Taxes:** Most property tax funds are received in December and April. \$4.7 million in revenues have been received for the fiscal year. This revenue has overperformed the FY 2023-24 budget by \$996 thousand, primarily due to the release of vehicle in-lieu fees from the State and better than expected base property tax receipts.
- Sales & Use Taxes:** The City received \$3.1 million in sales & use taxes through the fourth quarter. This revenue stream is less than budgetary expectations with a shortfall of \$127 thousand. This is primarily due to a slowing down economy and is expected to stagnate through FY 2024-25.

Expenditures

Table 3 below shows a summary of fourth quarter budget-to-actual revenues for FY 2023-24 and final over/under performance of expenditures.

<b>Table 3: Fourth Quarter Expenditures</b>					
	<b>FY 2023-24</b>			<b>Variance</b>	
	Revised Budget	Actuals as of 06/30/2024	% of Budget	Under / (Over)	% Delta
<b>Expenditures</b>					
Administrative Services	1,520,384	1,261,355	83%	259,030	17%
City Clerk / Communications	1,091,667	922,299	84%	169,368	16%
City Council	239,642	179,922	75%	59,720	25%
City Managers Office	11,575,941	10,980,521	95%	595,420	5%
Community Development	2,007,233	1,797,587	90%	209,647	10%
Public Works	3,757,958	3,256,555	87%	501,403	13%
Debt Service	736,610	525,598	71%	211,012	29%
Non-Departmental	-	-		-	0%
Operating Transfers	1,753,738	1,753,738	100%	-	0%
Capital Transfers	2,763,000	2,458,000	89%	305,000	11%
<b>Total Expenditures</b>	<b>25,446,173</b>	<b>23,135,574</b>	<b>91%</b>	<b>2,310,600</b>	<b>9%</b>

General fund expenditures through the fourth quarter total \$23.1 million, or 91% of the budget. In response to the ongoing structural deficit, adjustments were made throughout the year to prioritize cost containment while minimizing impacts on service levels.

These actions included keeping staff vacancies open, negotiating of public safety contract rates, and reducing investments in selected capital projects and programs. As a result, the City anticipates total general fund expenditures to be \$2.3 million under budget, with the excess returned to unassigned funds.

Budget Adjustments

Table 4 below shows a summary of council actions with potential budgetary effects during the first quarter not reflected in the numbers above.

<b>Table 4: Budget Adjustments</b>			
Item	Major Funding Source	Total Fiscal Impact	GF Impact
<i>No Budgetary Adjustments During the Fourth Quarter</i>			
<b>Total \$</b>		<b>-</b>	<b>\$ -</b>

Conclusion

Table 5 below shows an updated summary of general fund balances for the fiscal year.

<b>Table 5: General Fund Balance Summary</b>			
	FY 23-24	FY 23-24	FY 24-25
	Budget	Est. Actuals*	Adopted Budget
Beginning Fund Balance	16,227,906	16,227,906	14,741,150
Revenues	20,454,229	21,648,818	21,110,524
Expenditures	(25,446,173)	(23,135,574)	(25,150,475)
<b>Annual Surplus / (Deficit)</b>	<b>(4,991,944)</b>	<b>(1,486,756)</b>	<b>(4,039,951)</b>
		-	
Ending Fund Balance	11,235,962	14,741,150	10,701,198
General Fund Reserve	(6,654,952)	(6,654,952)	(7,017,113)
Economic Uncertainty	(4,436,635)	(4,436,635)	(3,684,086)
<b>Unassigned</b>	<b>144,375</b>	<b>3,649,563</b>	<b>-</b>

*\*Numbers are unaudited. Final audited numbers are presented with the delivery of the Annual Comprehensive Financial Report in December*

Due to property tax revenues exceeding expectations and expenditures ending significantly under budget, the City anticipates \$3.6 million in unassigned funds as of June 30, 2024. However, most cost-saving measures were one-time adjustments. Combined with rising expenses, the City continues to face a structural deficit requiring long-term revenue and/or expenditure changes.

To address the deficit in Fiscal Year 2024-25, the Council approved using unassigned funds and \$2.4 million from the Economic Uncertainty Reserve. At the completion of the audit and final audited numbers in December, Staff will recommend using any excess unassigned funds from Fiscal Year 2023-24 to replenish the reserves. If approved, the estimated unassigned funds on June 30, 2025, would be \$0 and potentially the draw on reserves reduced to \$400,000.

With the current reserve levels, there is no great concern of fiscal instability for the current fiscal year with the information available; however long-term fiscal challenges persist.