



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

**TUESDAY, APRIL 15, 2025**

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

**Robert Brownstone, Mayor  
Debbie Ruddock, Vice Mayor  
Patric Jonsson, Councilmember  
Paul Nagengast, Councilmember  
Deborah Penrose, 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](http://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**

ARUNAY FOUNDATION OCEAN SAFETY PRESENTATION

## **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 APPROVAL OF MINUTES**

**Staff Recommendation:** Approve minutes for the November 19, 2024 through April 1, 2025 regular and special meetings.

[ATTACHMENT](#)

#### **1.C WARRANTS FOR THE MONTH OF MARCH 2025**

**Staff Recommendation:** Accept the warrants list for the month of March 2025.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

#### **1.D STONE PINE COVE- BIOLOGICAL MONITORING**

**Staff Recommendation:** Adopt a resolution authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Sunset Ecological Solutions

in the amount of \$29,900, for a total not-to-exceed contract amount of \$59,800, to provide continued biological monitoring during construction activities at the Stone Pine Cove Affordable Housing Project through June 2025.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

## **2. ORDINANCES AND PUBLIC HEARINGS**

None.

## **3. RESOLUTIONS AND STAFF REPORTS**

### **3.A APPOINTMENT OF A YOUTH MEMBER TO THE PARKS AND RECREATION COMMISSION**

**Staff Recommendation:** Appoint a youth member to the Parks and Recreation Commission to fill the current vacancy.

[STAFF REPORT](#)

[ATTACHMENT](#)

### **3.B 2025 SUMMER BEACH UPDATE**

**Staff Recommendation:** Receive the 2025 Summer Beach Update on City and Sheriff's Office efforts for the notification, management, and enforcement for beaches and access points within the City limits and provide feedback to staff.

[STAFF REPORT](#)

### **3.C CAPITAL IMPROVEMENT PROGRAM WORKSHOP**

**Staff Recommendation:** Receive the report and provide direction to staff on modifications to the Capital Improvement Program.

[STAFF REPORT](#)

[ATTACHMENT](#)

### **3.D HALF MOON BAY SEWER COLLECTION SYSTEM MAINTENANCE, SEWER AUTHORITY MID-COASTSIDE**

**Staff Recommendation:** Adopt a resolution approving the FY 2025-26 Sewer Authority Mid-Coastside (SAM) Collections Budget and authorize the City Manager to execute Amendment No. 8 to the sewer collection system maintenance professional services

agreement with SAM, establishing the FY 2025-26 annual cost at \$233,665 and extending the Agreement for one (1) additional year (new expiration date of June 30, 2026).

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

### **3.E SEWER AUTHORITY MID-COASTSIDE REVISED FISCAL YEAR 2025-26 OPERATIONS AND MAINTENANCE (GENERAL) BUDGET**

**Staff Recommendation:** Adopt a resolution approving the Sewer Authority Mid-Coastside Revised General (Operations and Maintenance) Budget for FY 2025-26 (included as Exhibit A to the resolution), without waiving its current and prior votes under protest related to the capital improvements to the Integrated Pipeline System (IPS).

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

**COMMISSION / COMMITTEE UPDATES**

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

**CITY COUNCIL REPORTS**

**ADJOURNMENT**

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council  
**VIA:** Matthew Chidester, City Manager  
**FROM:** Maz Bozorginia, Public Works Director/City Engineer  
**TITLE:** **STONE PINE COVE—BIOLOGICAL MONITORING**

---

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Sunset Ecological Solutions in the amount of \$29,900, for a total not-to-exceed contract amount of \$59,800, to provide continued biological monitoring during construction activities at the Stone Pine Cove Affordable Housing Project through June 2025.

**FISCAL IMPACT:**

Funding for the proposed work is available through State grant funds dedicated to the Stone Pine Cove affordable housing project and will have no impact on the City's General Fund. To date, the City has expended approximately \$84,000 under a prior contract with SWCA Environmental Consultants. SWCA's services concluded in January 2025. On January 22, 2025, the City entered into a new contract with Sunset Ecological Solutions in the amount of \$29,900, approved administratively. The proposed amendment adds an additional \$29,900, bringing the total contract amount with Sunset to \$59,800, and the total cost of biomonitoring for the Project to \$143,800.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

On August 20, 2024, the City Council approved an agreement with SWCA Environmental Consultants to provide biological monitoring services at the Stone Pine Cove project site. That report noted the project's proximity to environmentally sensitive habitat areas (ESHA) and included a scope of services necessary to ensure compliance with mitigation measures outlined in the Initial Study/Mitigated Negative Declaration (IS/MND), which was completed earlier that year. Monitoring was required in part due to the presence of California red-legged frogs, a federally listed species.

SWCA provided on-site monitoring and supported environmental compliance efforts during early construction. However, in January 2025, SWCA notified the City that they could no longer provide these services. To ensure continuity of biological monitoring for the project, the City administratively executed an agreement with Sunset Ecological Solutions on January 22, 2025.

**DISCUSSION:**

Sunset Ecological Solutions has since taken over monitoring responsibilities at the site, including the observation and safe relocation of California red-legged frogs under the necessary 10(a)1(A) permit from the U.S. Fish and Wildlife Service. Given ongoing construction activity and the need for continued oversight near ESHA and Pilarcitos Creek, additional monitoring hours are required.

The proposed Amendment No. 1 would authorize an additional \$29,900 in services, allowing Sunset to continue providing biological monitoring through June 2025. This work is essential to maintaining compliance with environmental permit conditions and avoiding potential liability related to sensitive species and habitat impacts.

**ATTACHMENTS:**

1. Resolution
2. Sunset Ecological Solutions Proposed Amendment No. 1 Scope of Work and Fee Schedule
3. [Stone Pine Cove Biomonitoring Staff Report – August 20, 2024 Council Meeting \(Link Only\)](#)

**RESOLUTION NO. C-2025-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH SUNSET ECOLOGICAL SOLUTIONS IN THE AMOUNT OF \$29,900, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$59,800, FOR BIOLOGICAL MONITORING AND RELATED SERVICES FOR THE STONE PINE COVE AFFORDABLE HOUSING PROJECT ON A PORTION OF 880 STONE PINE ROAD**

**WHEREAS**, on January 23, 2023, a horrific shooting incident occurred on two farms located in and adjacent to the City limits; and

**WHEREAS**, nineteen households were displaced as a result of the incident. These households have and will continue to be temporarily housed pending completion of new affordable housing; and

**WHEREAS**, soon after the shooting incident, the City and County began discussions on possible locations for permanent affordable farmworker housing to assist the displaced and other farmworker households; and

**WHEREAS**, on December 4, 2023, a joint application was filed by the County of San Mateo and the City of Half Moon Bay seeking approval of an Emergency Coastal Development Permit (ECDP) for the Stone Pine Cove affordable housing project located on approximately 5 acres of land owned by the City; and

**WHEREAS**, on December 11, 2023, the Community Development Director issued an Emergency Coastal Development Permit for 47 affordable single-family manufactured homes including one designated for an on-site manager (referred to as Stone Pine Cove); and

**WHEREAS**, biological monitoring services were originally provided by SWCA Environmental Consultants, whose agreement with the City was approved by the City Council on August 20, 2024; SWCA completed the Initial Study/Mitigated Negative Declaration (IS/MND) and provided monitoring through January 2025; and

**WHEREAS**, on January 22, 2025, the City entered into a Professional Services Agreement with Sunset Ecological Solutions in the amount of \$29,900 to continue providing required biological monitoring for the Stone Pine Cove project following SWCA's withdrawal; and

**WHEREAS**, based on the ongoing sensitivity of the site and the presence of federally listed species, additional biological monitoring is necessary to comply with State and Federal permit conditions; and

**WHEREAS**, the proposed Amendment No. 1 to the agreement with Sunset Ecological Solutions adds an additional \$29,900 in services, for a new total not-to-exceed contract amount of \$59,800, with services anticipated to continue through June 2025.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Sunset Ecological Solutions in the amount of \$29,900, for a total not-to-exceed contract amount of \$59,800, for continued biological monitoring and related services for the Stone Pine Cove Affordable Housing Project.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15<sup>th</sup> day of April 2025, 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

\_\_\_\_\_  
Robert Brownstone, Mayor

**CHANGE ORDER #1**

**BIOLOGICAL MONITORING SERVICES**

**STONE PINE COVE FARMWORKER HOUSING PROJECT  
HALF MOON BAY, CALIFORNIA**

PREPARED FOR  
**CITY OF HALF MOON BAY**  
**ATTN: MAZIAR BOZORGINIA**  
**PUBLIC WORKS DIRECTOR / CITY ENGINEER**  
**501 MAIN STREET**  
**HALF MOON BAY, CA 94019**  
**MBOZORGINIA@HMBYCITY.COM**  
**(650) 726-8251**

SUNSET PROJECT NUMBER: 2024056.02

MARCH 5, 2025

**PURPOSE**

The City of Half Moon Bay (Client) is responsible for the construction of the Stone Pine Cove Farmworker Housing Project in Half Moon Bay, California. The Client is requesting the services of Sunset Ecological Solutions (Sunset) to continue to provide biological monitoring support for the project on an as needed basis until at least June 15, 2025.

**SCOPE OF WORK**

**Task 1. Daily Biological Pre-Construction Inspections**

Sunset Ecological Solutions (Sunset) will conduct daily sweeps of the Stone Pine construction site each day or as determined otherwise. The biological monitor will walk the entire site inspecting for the biological requirements as listed in items D, BIO-1 through BIO-7 on pages 7-14 of Sheets CO2 and CO3 of the Stone Pine Cove Engineering Bid Set dated 2/26/2024 by BKF Engineers or as changes are implemented to those mitigation measures and authorized by the City. The biological monitor will take notes and photos and fill out a daily monitoring log to catalogue the adherence to the requirements. The biological monitor will spend a total of up to 3 hours each day for the monitoring inspection, communications and reporting. Sunset will monitor both weekday and weekend work when it occurs.

Currently, pre-construction inspections are scheduled daily, however the City may determine that less frequent site visits may be conducted. Sunset will adhere to the prescribed schedule upon email or written notification.

## **Task 2. Biological Construction Monitoring**

Sunset will provide biological construction monitoring services on an as-needed basis. The City has recently approved changes to BIO-2m is as follows:

“During and within 24 hours following a significant rain event (defined as greater than 0.25 inch in a 24-hour period) or when the ground is saturated due to a lesser rain event, either no work should occur or a biological monitor shall be on-site during all project construction activities. Following a significant rain event and the 24-hour drying-out period, a qualified biologist shall conduct a preconstruction survey for California red-legged frog and other sensitive species prior to the restart of any project activities.”

Based on this measure as amended, Sunset will provide an onsite biological monitoring services on days where a significant rain event is predicted and for the following 24-hour drying-out period. The biological monitor will be onsite at 7:30 am, a half hour prior to the start of work at 8:00 am and provide monitoring throughout the day until work is complete and vehicles have left the project site (i.e., 7:30 am). On days and weeks where rain occurs consistently or every other day, Sunset may be required to be on-site daily for many days or weeks when construction occurs.

Additionally, if CRLF is identified on-site, Sunset may need to be present on site until the CRLF leaves the site of its own accord. Sunset will also compose extended notes if CRLF is identified on site.

The biological Monitoring services will include the preconstruction survey on days where biological monitoring is required such that overlapping work is not required.

## **Task 3. Communications, Compliance Corrections, and Additional Consultation and Reporting**

Tasks 1 and 2 above assume that no deviations from the Conditions of Approval will be observed and no special-status species are observed and the need for contact with the agencies is not required. Tasks 1 and 2 do not provide for follow-up conversations with the city or its agents, nor the construction crews regarding deficiencies, or consultation. If the City requires Sunset to interact with the construction crews to stop work, correct deficiencies, and/or report daily or weekly findings, this task allows for that to occur. This task assumes that the Principal Biologist and Biologist will each spend time as needed to discuss and consult on any deficiencies observed. Additionally, this tasks will be used for regular compliance measures review and management.

### **SCHEDULE**

Sunset is currently working under the former contract and is anticipated to start work under this change order once the former funds are depleted, which is anticipated to be mid to late March. Work will continue until funds are exhausted or the need for these services is no longer required, which is anticipated to be when the Project is complete in June 2025.

### **ASSUMPTIONS**

This scope of work provides for the following assumptions:

- Any previous environmental and biological monitoring reports should be copied and provided to Sunset Ecological Solutions.

- All Project correspondence and permits from the California Coastal Commission, US Fish and Wildlife Service and California Department of Fish and Wildlife and any other environmental regulatory authority will be provided to Sunset.
- Any previous correspondence with the local municipalities or County, or federal or state regulatory or resource agencies that relate to biological monitoring issues will be provided by the client.
- Any biological survey, assessment, or other reconnaissance is dependent on current conditions and current regulations, and the biological data obtained may not be accurate or applicable in subsequent years.
- Sunset Ecological Solutions cannot guarantee that special-status species are not injured during the course of the project.
- Sunset is responsible for observing and reporting deficiencies observed, and not responsible for complying with the measures required to abide by the Conditions of Approval.
- This scope does not include relocating any special-status species. If special-status species are observed on site, Sunset will halt work and notify the City and the appropriate agencies. Sunset can work with the City under addition scope to provide assistance in relocating special-status species if they occur on site and need to be relocated.
- Sunset Ecological Solutions cannot guarantee schedules or costs for actions taken by regulatory and other third-party entities with authority to approve project activities, as these actions are outside of Sunset Ecological Solutions' control.
- Sunset Ecological Solutions will be given the authority to freely communicate verbally, by telephone, electronic mail, or in writing at any time with construction personnel, any other person(s) at the project site, otherwise associated with the project, the USFWS, the CDFW, or their designated agents.
- Sunset Ecological Solutions will have oversight over implementation of all the conservation measures and shall have the authority and responsibility to stop project activities if they determine any of the associated requirements are not being fulfilled.
- Sunset Ecological Solutions will have authorization from the City to contact US Fish and Wildlife Service and/or California Department of Fish and Wildlife as needed.
- Any weekend work will be required scheduled at least 72 hours in advance,
- Cancellation of monitoring within 24 hours will incur a 25% fee for the hours that would have been worked.
- Biological monitoring days are anticipated at a 8-hour construction day.

#### **LIMITATIONS**

The opinions provided will be based on best professional judgment of a qualified biologist at the time of the study and with the information available as provided from the Client. Sunset Ecological Solutions is able to make professional judgements and give professional opinions, however the regulatory agencies themselves provide the ultimate determination as to whether jurisdiction applies or whether wetlands or waters exist.

Although Sunset may provide some input on project design to avoid or minimize biological impacts, in no way does Sunset provide architectural or engineering services. All project plans

and actions are ultimately the product of decision of the Client, engineers and architects. The responsibility of abiding by the approved plans and permit conditions lies with the Client and their contractor.

Sunset does not have staff with a USFWS Section 10(a) permit for handling special-status species. If CRLF is observed to occur on site Sunset may be required to subconsult with another biologist who holds a USFWS Section 10(a) permit for handling CRLF or SFGS.

#### **ESTIMATED COST**

The cost for this Scope of Work is based on an ongoing **Time and Material Basis** with the rates as provided in Attachment B. The estimated cost for all tasks is **\$29,900**. Due to the requirements of monitor on rain days and the variable length of work on those days this budget may be utilized sooner or later. Based on a total of 20 days of biological inspections, 4 weekend days of biological inspections, and 6 rain events (12 full days of onsite monitoring) the budget would be expended by mid-June. This does not include biological monitoring on weekends during/after rain events.

#### **TERMS AND CONDITIONS**

This Scope of Work is subject to Sunset's Standard Terms and Conditions, which are attached hereto and incorporated herein as Exhibit A.

**APPROVAL TO PROCEED**

To authorize Sunset Ecological Solutions services and to signify their mutual intent to be legally bound by this Scope of Work and Exhibit A, authorized representatives of the parties hereby execute this agreement, effective upon the date when both parties have signed below.

**Client**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Sean Avent, Principal**

**Sunset Ecological Solutions**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit A - Standard Terms and Conditions

**Agreement:** Once executed, this Work Authorization ("Agreement") constitutes approval to proceed with the work described herein. Either party may terminate this Agreement at any time upon written notice to the other party. Payment for all work completed prior to termination will be due and payable by Client, and all data and/or reports prepared by Sunset Ecological Solutions up to such time shall be provided to Client. This Agreement constitutes the entire agreement between the parties relating to the work described. If any provision of this Agreement is held to be void, invalid, or otherwise unenforceable, in whole or in part, the other provisions shall remain in full force and effect. No amendment of this Agreement shall be binding unless in writing signed by both parties. No waiver of any one provision of this Agreement shall constitute a waiver of any other provision. Except for permitted successors, assigns, and Sunset Ecological Solutions subsidiaries and affiliates, this Agreement shall not operate for the benefit of any third parties. Neither party may assign this Agreement without the prior written consent of the other. Client and Sunset Ecological Solutions agree that any disputes related to this Agreement shall first be submitted to mediation. This Agreement and any action for claims arising out of it shall be governed by and construed in accordance with the laws of the State of California.

**Standard of Care:** The standard of care for all professional services performed or furnished by Sunset Ecological Solutions under this Agreement will be consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in the same locality. No other warranty, express or implied, is made or intended as related to the services provided. All estimates, recommendations, and opinions of Sunset Ecological Solutions will be based upon the information available to Sunset Ecological Solutions at the time. Any such estimates, recommendations, and opinions are not a guarantee or warranty as to a specific outcome or result. Further, Client agrees that Sunset Ecological Solutions is not offering investment advice or services.

**Services; Changes:** The services to be performed under this Agreement are outlined above. Client understands that laws and regulations are constantly changing, and that the reactions of government agencies and the public cannot be predicted. Sunset Ecological Solutions shall not be liable for any delay that results from any cause beyond its reasonable control, including any force majeure, that may require additional field work, agency consultation, and/or public hearings. In the event of a change to Sunset Ecological Solutions' scope of services, through no fault of Sunset Ecological Solutions, the compensation and timing for services under this Agreement shall be equitably adjusted. Any such change shall be agreed to by both parties in the form of an executed Change Order.

**Cost; Payment:** The estimated cost for the services to be performed under this Agreement is provided above, and is subject to change based on the specific conditions encountered during the conduct of this work. Costs may be reallocated between tasks, but the total estimated cost will not be exceeded without authorization. Rates are set for the duration of this project. Reimbursable expenses including subcontractor fees, mileage, postage and equipment are charged at cost plus 10%. Sunset Ecological Solutions will invoice Client for its services monthly, based on time and expenses for actual work completed. A service charge of 1.5% per month may be added to account balances over 30 days past due.

**Confidentiality:** All data, documents, discussions and other information received from and developed for Client in performance of this Agreement are assumed to be confidential and will not be disclosed to any person, except as authorized in writing by Client, or as required by law. Information shall not be deemed confidential if it is or has become generally known without any breach by Sunset Ecological Solutions of this Agreement, or was rightfully acquired by Sunset Ecological Solutions from a third party who was entitled to disclose the information without confidentiality or proprietary restrictions.

**Nondiscrimination:** Sunset Ecological Solutions and Client shall abide by the requirements of 41 CFR Parts 60 et seq. (which implement Executive Order No. 11246, Equal Employment Opportunity) and any other applicable federal statutes, orders, regulations, and policies. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that

covered consultants take affirmative action to employ and advance individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

**Legal Counsel:** Sunset Ecological Solutions may provide guidance related to government regulations; however, Sunset Ecological Solutions will not and does not provide legal advice, and Client is advised to consult with independent legal counsel in order to interpret current laws related to regulatory compliance. Client assumes full responsibility for all of its own actions conducted on project sites that may lead to enforcement actions by the federal or state government, or other quasi-regulatory or administrative agency, including any and all liabilities arising out of such enforcement actions.

**Limitation of Liability:** In no event, whether as a result of breach of contract, warranty, tort (including negligence and strict liability) or otherwise, shall Sunset Ecological Solutions be liable for any special, consequential, incidental, or punitive damages. Sunset Ecological Solutions' maximum liability to Client for any and all loss or damage arising out of this Agreement shall be limited to the repair, replacement or re-performance of the delivered services if notified within one year of such loss or damage, or if repair, replacement or re-performance is impossible or impractical, then to the lesser of the fees paid to Sunset Ecological Solutions per this Agreement or the insurance proceeds made available to Sunset Ecological Solutions for such liability. Sunset Ecological Solutions shall be entitled to rely upon the information provided by Client, and Client shall be fully responsible for any costs, delays, or penalties that result from any error, inaccuracy, ambiguity, or omission in the information provided by Client to Sunset Ecological Solutions.

**Indemnification:** Client and Sunset Ecological Solutions each agree to indemnify and hold harmless the other party and its officers, directors, partners, and employees, from all liabilities arising from claims by third parties, including reasonable attorneys' fees and expenses, solely to the extent they are actually caused by the negligence of the indemnifying party arising out of the performance of this Agreement, and subject to any limitations of liability contained in this Agreement.

**Insurance:** Sunset Ecological Solutions (Sunset) shall have in effect during the entire term of this project workers' compensation and employer liability insurance providing full statutory coverage. In addition, Sunset shall take out and maintain during the term of this project such bodily injury liability and property damage liability insurance as shall protect Sunset and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Sunset's operations under this Agreement, whether such operations be by Sunset, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Further, Sunset agrees to maintain comprehensive general liability insurance as indicated below and throughout the course of this Agreement. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

Comprehensive General Liability \$1,000,000  
Motor Vehicle Liability Insurance \$1,000,000  
Professional Liability \$1,000,000

The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CPM before its own insurance or self-insurance shall be called upon to protect it as a named insured.

Certificates of insurance, including copies of the Additional Insured endorsement(s), as evidence of the insurance required by this Agreement, shall be furnished by Sunset to CPM before any work hereunder is commenced by Consultant. The certificates of insurance shall provide that there will be no cancellation or reduction of coverage without thirty (30) days prior written notice to CPM.



**SUNSET ECOLOGICAL**  
**SOLUTIONS**  
BIOLOGY, PERMITTING, AND COMPLIANCE

Exhibit B

PREFERRED CLIENT RATE SCHEDULE

Effective: December 1, 2024 - December 1, 2025

**PRINCIPAL**

Sean Avent, *Chief Executive Officer* \$235/HR

SENIOR BIOLOGIST / REGULATORY SPECIALIST \$195/HR

ASSOCIATE BIOLOGIST / REGULATORY SPECIALIST \$165/HR

STAFF BIOLOGIST \$150/HR

GIS PROFESSIONAL \$150/HR

BIOLOGICAL MONITOR<sup>1</sup> \$135/HR

<sup>1</sup> Minimum rates of 4 hours per day and 2 hours for a cancellation within 24 hours have been excluded from this scope of work.

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council  
**VIA:** Matthew Chidester, City Manager  
**From:** Lisa Rossi, Administrative Services Director  
**TITLE:** **WARRANTS FOR THE MONTH OF MARCH 2025**

---

**RECOMMENDATION:**

Accept the warrants list for the month of March 2025.

**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
March 04	24,774
March 06	246,707
March 12	530,691
March 20	69,893
March 27	199,644
Total	1,071,708

The City processed payments related to 9 capital improvement projects, in total amount of \$89,908.72. Highway 1 Safety - North, Poplar Complete Street, Carter Park, Emergency Response Program, Pilarcitos Creek Restoration, Permitting System Upgrade, Smith Field Site Assessment, Pedal For A Purpose, Streetscape Master Plan Implementation.

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

<b>Vendor Payments Exceeding \$30,000</b>			
<b>By Vendor and Funding Source</b>			
<b>Payee</b>	<b>General Fund</b>	<b>Other Funds</b>	<b>Description</b>
4LEAF INC.	39,815	5,040	ON-CALL BUILDING INSPECTION SERVICES
EL CENTRO DE LIBERTAD	40,932	-	CARES PROGRAM OPERATOR
PACIFIC GAS & ELECTRIC	43,507	3,740	CITYWIDE GAS AND ELECTRICITY
SEWER AUTHORITY MID-COASTSIDE	-	487,872	SAM OPERATIONS AND MAINTENANCE FY 24/25
SHUTE MIHALY & WEINBERGER LLP	109,053	703	CITY ATTORNEY SERVICES - GENERAL MATTERS AND OTHERS

**ATTACHMENTS:**

Attachment 1 - Check Disbursement List by Check Date

Report Criteria:

Report type: GL detail

<b>4LEAF INC.</b>				
56114	4LEAF INC.	03/06/2025	New PSA for Public Works inspection services, FY 23-24	3,920.00
56114	4LEAF INC.	03/06/2025	INSPECTIONS C-2023-52 AFFORDABLE HOUSING	2,520.00
56199	4LEAF INC.	03/27/2025	New PSA for Public Works inspection services, FY 23-24	3,500.00
56199	4LEAF INC.	03/27/2025	INSPECTIONS C-2023-52 AFFORDABLE HOUSING	2,520.00
56199	4LEAF INC.	03/27/2025	On-Call Building Official Services	32,395.13
Total 4LEAF INC.:				<u>44,855.13</u>
<b>ABAG POWER PURCHASING POOL</b>				
56150	ASSOCIATION OF BAY AREA GOVERNMENTS	03/12/2025	FY'25 Levelized Charge-Nat Gas	450.00
56150	ASSOCIATION OF BAY AREA GOVERNMENTS	03/12/2025	WORKING CAPITAL DEPOSIT	22.78
56150	ASSOCIATION OF BAY AREA GOVERNMENTS	03/12/2025	FY'24 TRUE-UP	183.88-
Total ABAG POWER PURCHASING POOL:				<u>288.90</u>
<b>ABUNDANT GRACE COASTSIDE WORKER</b>				
56115	ABUNDANT GRACE COASTSIDE WORKER	03/06/2025	PROVIDE HOMELESS COASTAL CLEAN UP SERVICES	9,860.00
Total ABUNDANT GRACE COASTSIDE WORKER:				<u>9,860.00</u>
<b>AMAR CHEEMA</b>				
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT 4.25001-50000	615.00
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT BSASRF	2.00
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT ELECTRICAL PERMIT	47.00
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT ELECTRICAL RECEPTABLE	8.00
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT PLUMBING	16.00
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT PLUMBING PERMIT	49.00
56177	AMAR CHEEMA	03/20/2025	REFUND-CLOUD PERMIT SMIP FEE	.50
Total AMAR CHEEMA:				<u>737.50</u>
<b>AMERICAN DEBRIS BOX SERVICE INC.</b>				
56200	AMERICAN PORTABLES	03/27/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	700.94
56200	AMERICAN PORTABLES	03/27/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	2,808.74
56200	AMERICAN PORTABLES	03/27/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	967.00
Total AMERICAN DEBRIS BOX SERVICE INC.:				<u>4,476.68</u>

**AMERICAN ENERGY SOCIETY**

56116 AMERICAN ENERGY SOCIETY	03/06/2025	TO OPERATE COASTSIDE VENTURE STUDIO (CSVS) - A BUSINESS INCUBATOR VIA THE OPPORTUNITY CE	21,426.70
-------------------------------	------------	--	-----------

Total AMERICAN ENERGY SOCIETY:			21,426.70
--------------------------------	--	--	-----------

**ANITA KRPATA**

56178 ANITA KRPATA	03/20/2025	DEPOSIT REFUND-COMMUNITY ROOM B 3/9/25	100.00
--------------------	------------	--	--------

Total ANITA KRPATA:			100.00
---------------------	--	--	--------

**BECKER GRAPHICS**

56153 BECKER GRAPHICS	03/12/2025	INSTRUCTOR PAYMENT- ZUMBA FEB'25	129.00
-----------------------	------------	----------------------------------	--------

Total BECKER GRAPHICS:			129.00
------------------------	--	--	--------

**BIKE WORKS HMB**

56117 BIKE WORKS HMB	03/06/2025	PEDAL FOR A PURPOSE - #122	4,733.75
----------------------	------------	----------------------------	----------

56117 BIKE WORKS HMB	03/06/2025	PEDAL FOR A PURPOSE - #121	4,940.36
----------------------	------------	----------------------------	----------

Total BIKE WORKS HMB:			9,674.11
-----------------------	--	--	----------

**BKF ENGINEERS**

56201 BKF ENGINEERS, INC	03/27/2025	MELLA ROOS - PROPOSED MAP	3,500.00
--------------------------	------------	---------------------------	----------

Total BKF ENGINEERS:			3,500.00
----------------------	--	--	----------

**BLEYLE ELEVATOR, INC**

56154 BLEYLE ELEVATOR, INC	03/12/2025	MAINT SERVICE #102236	95.00
----------------------------	------------	-----------------------	-------

56154 BLEYLE ELEVATOR, INC	03/12/2025	MAINT SERVICE #179638	95.00
----------------------------	------------	-----------------------	-------

Total BLEYLE ELEVATOR, INC:			190.00
-----------------------------	--	--	--------

**CA DEPT OF TRANSPORTION**

56155 CA DEPT OF TRANSPORTION	03/12/2025	JULY'24 - SEPT'24 SIGNALS & LIGHTING	5,921.83
-------------------------------	------------	--------------------------------------	----------

Total CA DEPT OF TRANSPORTION:			5,921.83
--------------------------------	--	--	----------

**CA STATE CONTROLLER'S OFFICE**

56180 CA STATE CONTROLLER'S OFFICE	03/20/2025	FY23/24 ANNUAL STREET REPORT	3,800.00
------------------------------------	------------	------------------------------	----------

Total CA STATE CONTROLLER'S OFFICE:			3,800.00
-------------------------------------	--	--	----------

<b>CALNET3</b>			
56151	AT&T	03/12/2025	FEB'25 PHONE SERVICE 62.65
56152	AT&T	03/12/2025	FEB'25 PHONE SERVICE 1,053.66
56179	AT&T MOBILITY	03/20/2025	FEB'25 PHONE SERVICE 426.11
Total CALNET3:			1,542.42
<b>CAPITAL ONE TRADE CREDIT</b>			
56118	CAPITAL ONE TRADE CREDIT	03/06/2025	MAINT SUPPLIES FEB'25 1,639.59
Total CAPITAL ONE TRADE CREDIT:			1,639.59
<b>CASELLE INC.</b>			
56156	CASELLE INC.	03/12/2025	FY 24/25 CASELLE ERP SOFTWARE 3,843.00
Total CASELLE INC.:			3,843.00
<b>CITY OF DALY CITY</b>			
56157	CITY OF DALY CITY	03/12/2025	FEB '25 COUNCIL OF CITIES RUDDOCK 65.00
56157	CITY OF DALY CITY	03/12/2025	FEB '25 COUNCIL OF CITIES NAGENGAST 65.00
Total CITY OF DALY CITY:			130.00
<b>CLOUDPERMIT INC.</b>			
56202	CLOUDPERMIT INC.	03/27/2025	CLOUD BASED PERMIT SOFTWARE 1,666.67
Total CLOUDPERMIT INC.:			1,666.67
<b>COAST RIDGE ECOLOGY</b>			
56158	COAST RIDGE ECOLOGY	03/12/2025	REPORTING 11/1-11/30/2024 PDP-24-007 9,150.00
56158	COAST RIDGE ECOLOGY	03/12/2025	REPORTING 11/1-11/30/2024 PDP-24-007 9,150.00
56158	COAST RIDGE ECOLOGY	03/12/2025	REPORTING 11/1-11/30/2024 PDP-24-007 9,150.00-
Total COAST RIDGE ECOLOGY:			9,150.00
<b>COASTSIDE COUNTY WATER DISTRICT</b>			
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	555 KELLY AVE 62.98
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	CITY OF HMB/COAST.COMM.SENIOR CNTR. 44.86
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	201 WAVECREST RD 318.29
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	10 STONE PINE RD # IRRIGATION 193.29
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	723 MILL ST # IRRIGATION 38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	LIFT STATI FAIRWAY DR 38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	1310 LORYN LN # IRRIGATION 337.56

56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	HIGGINS CYN RD	267.16
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	529 RUISSEAU FRANCAIS # IRRIGATION	158.09
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	502 MAIN ST	143.96
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	FERNANDES PARK/MAIN ST # IRRIGATION	179.16
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	620 CORREAS/LIBRARY #Dc	114.26
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	620 CORREAS/LIBRARY #IRRIGATION	83.26
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	620 CORREAS/LIBRARY	545.29
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	HYDRANT METER	112.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	501 MAIN ST_DC	44.86
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	880 STONE PINE RD #COMM	371.09
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	MAIN & HWY 1 # IRRIGATION	38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	MEDIAN STRIP/HWY ONE # IRRIGATION	38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	537 KELLY AVE	123.72
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	535 KELLY AVE	136.06
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	461 OAK AVE	38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	503 JOHNSTON ST	38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	HWY 92 MEDIAN # WEST IRRIG	38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	HWY 92 MEDIAN # EAST IRRIG	38.36
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	627 ALSACE LORAINA AVE	143.96
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	501 MAIN ST	231.96
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	880 STONE PINE RD # MULTI FAM	2,028.96
56203	COASTSIDE COUNTY WATER DISTRICT	03/27/2025	880 STONE PINE RD # IRRIGATION	826.89
Total COASTSIDE COUNTY WATER DISTRICT:				6,774.90
<b>CORODATA RECORDS MANAGEMENT INC</b>				
56204	CORODATA RECORDS MANAGEMENT INC	03/27/2025	FEB'25 RECORDS MANAGEMENT	420.60
Total CORODATA RECORDS MANAGEMENT INC:				420.60
<b>COUNTY OF SAN MATEO</b>				
56205	COUNTY OF SAN MATEO	03/27/2025	FEB'25 MICROWAVE MUX DSO	82.25
Total COUNTY OF SAN MATEO:				82.25
<b>CRUZIO INTERNET</b>				
56181	CRUZIO INTERNET	03/20/2025	INTERNET SERVICE	14.95
Total CRUZIO INTERNET:				14.95
<b>DAILY JOURNAL</b>				
56193	SAN MATEO DAILY JOURNAL	03/20/2025	ADVERTISING	720.00
56223	SAN MATEO DAILY JOURNAL	03/27/2025	ADVERTISING PDP-24-034	480.00

56223	SAN MATEO DAILY JOURNAL	03/27/2025	ADVERTISING PDP-24-034	480.00
56223	SAN MATEO DAILY JOURNAL	03/27/2025	ADVERTISING PDP-24-034	480.00
Total DAILY JOURNAL:				1,200.00
<b>EL CENTRO DE LIBERTAD</b>				
56119	EL CENTRO DE LIBERTAD	03/06/2025	COMMUNITY RESPONDER PROGRAM (CRISIS ASSISTANCE RESPONSE & EVALUATION SERVICES)	40,931.54
Total EL CENTRO DE LIBERTAD:				40,931.54
<b>ELIZABETH ARROYO</b>				
56120	ELIZABETH ARROYO	03/06/2025	DEPOSIT REFUND TRAIN DEPOT 03/02/25	500.00
Total ELIZABETH ARROYO:				500.00
<b>FEDEX</b>				
56206	FEDEX	03/27/2025	SHIPPING SERVICE	5.79
56206	FEDEX	03/27/2025	SHIPPING SERVICE	34.56
Total FEDEX:				40.35
<b>FIRST AMERICAN TITLE</b>				
56207	FIRST AMERICAN TITLE	03/27/2025	MAP PROCESSING 056-260-180	2,750.00
Total FIRST AMERICAN TITLE:				2,750.00
<b>FlowBird America Inc</b>				
56159	FlowBird America Inc	03/12/2025	FEB'25 MAINT SERVICE	120.00
Total FlowBird America Inc:				120.00
<b>FLYERS ENERGY LLC</b>				
56160	FLYERS ENERGY, LLC	03/12/2025	FEB '25 FUEL	1,928.42
Total FLYERS ENERGY LLC:				1,928.42
<b>FREYER &amp; LAURETA INC.</b>				
56208	FREYER & LAURETA INC.	03/27/2025	880 STONE PINE AFFORDABLE HOUSING	5,891.50
Total FREYER & LAURETA INC.:				5,891.50
<b>GATES AND ASSOCIATES</b>				
56161	GATES AND ASSOCIATES	03/12/2025	SMITH FIELD FACILITIES MASTER PLAN	2,174.00

Total GATES AND ASSOCIATES:			2,174.00
<b>GLENDA MAHONEY</b>			
56121	GLENDA MAHONEY	03/06/2025 REIMBURSEMENT FOR CURB RAMP INSTALLATION	4,350.00
Total GLENDA MAHONEY:			4,350.00
<b>GOOD CITY COMPANY</b>			
56058	GOOD CITY COMPANY	03/06/2025 ASSISTANT PLANNER REVIEW SERVICES	1,721.25-
56058	GOOD CITY COMPANY	03/06/2025 PASSTHRU SERVICES FOR PDP 24-058	67.50-
56058	GOOD CITY COMPANY	03/06/2025 PASSTHRU SERVICES FOR PDP 24-064	405.00-
56058	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES FOR PDP 24-058[ACCT ENTRY]	67.50-
56058	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES FOR PDP 24-064 [ACCT ENTRY]	405.00-
56058	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES REVENUE PDP 24-058 [ACCT ENTRY]	67.50
56058	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES REVENUE PD 24-064 [ACCT ENTRY]	405.00
56122	GOOD CITY COMPANY	03/06/2025 ASSISTANT PLANNER REVIEW SERVICES	1,721.25
56122	GOOD CITY COMPANY	03/06/2025 PASSTHRU SERVICES FOR PDP 24-058	67.50
56122	GOOD CITY COMPANY	03/06/2025 PASSTHRU SERVICES FOR PDP 24-064	405.00
56122	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES FOR PDP 24-058[ACCT ENTRY]	67.50
56122	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES FOR PDP 24-064 [ACCT ENTRY]	405.00
56122	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES REVENUE PDP 24-058 [ACCT ENTRY]	67.50-
56122	GOOD CITY COMPANY	03/06/2025 PASS THRU SERVICES REVENUE PD 24-064 [ACCT ENTRY]	405.00-
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	371.25
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	67.50
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	101.25
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	67.50
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	135.00
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	438.75
56162	GOOD CITY COMPANY	03/12/2025 ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	135.00
56162	GOOD CITY COMPANY	03/12/2025 GREENBRIER ADDITION PDP-24-064	33.75-
56162	GOOD CITY COMPANY	03/12/2025 GREENBRIER ADDITION PDP-24-064	33.75
56162	GOOD CITY COMPANY	03/12/2025 GREENBRIER ADDITION PDP-24-064	33.75
Total GOOD CITY COMPANY:			1,350.00
<b>GRANICUS LLC</b>			
56123	GRANICUS	03/06/2025 MAR'25, GRANICUS SERVICE	620.53
Total GRANICUS LLC:			620.53
<b>GRANITE ROCK CO</b>			
56124	GRANITE ROCK CO	03/06/2025 ROAD MATERIALS	608.60

Total GRANITE ROCK CO:			608.60
<b>HALF MOON BAY BUILDING &amp; GARDEN</b>			
56125	HALF MOON BAY BUILDING & GARDEN	03/06/2025	FEB'25 MAINTENANCE SUPPLIES 74.38
56163	HALF MOON BAY BUILDING & GARDEN	03/12/2025	MAR'25 MAINTENANCE SUPPLIES 114.73
56209	HALF MOON BAY BUILDING & GARDEN	03/27/2025	MAR'25 MAINTENANCE SUPPLIES 15.29
56209	HALF MOON BAY BUILDING & GARDEN	03/27/2025	MAR'25 MAINTENANCE SUPPLIES 20.67
56209	HALF MOON BAY BUILDING & GARDEN	03/27/2025	MAR'25 MAINTENANCE SUPPLIES 131.25
56209	HALF MOON BAY BUILDING & GARDEN	03/27/2025	MAR'25 MAINTENANCE SUPPLIES 88.59
56209	HALF MOON BAY BUILDING & GARDEN	03/27/2025	MAR'25 MAINTENANCE SUPPLIES 12.02
Total HALF MOON BAY BUILDING & GARDEN:			456.93
<b>HDL SOFTWARE LLC</b>			
56126	HDL SOFTWARE LLC	03/06/2025	CHANGE ORDER FOR FY 24/25 HDL TOT & BUSINESS LICENSE MGT. 5,789.33
Total HDL SOFTWARE LLC:			5,789.33
<b>Head and Heart Advisory LLC</b>			
56211	Head and Heart Advisory LLC	03/27/2025	EVALUATION OF THREE ECONOMIC ADVANCEMENT CENTERS 3,320.00
Total Head and Heart Advisory LLC:			3,320.00
<b>HILARY STAMPER</b>			
56182	HILARY STAMPER	03/20/2025	INSTRUCTOR PAYMENT - LINE DANCING 4,529.00
Total HILARY STAMPER:			4,529.00
<b>HUE &amp; CRY SECURITY SYSTEMS INC.</b>			
56127	HUE & CRY SECURITY SYSTEMS INC.	03/06/2025	FEB'25 SECURITY ON-SITE SERVICE 115.00
56127	HUE & CRY SECURITY SYSTEMS INC.	03/06/2025	FEB'25 SECURITY ON-SITE SERVICE 115.00
56212	HUE & CRY SECURITY SYSTEMS INC.	03/27/2025	APR'25 SECURITY SERVICE 197.77
56212	HUE & CRY SECURITY SYSTEMS INC.	03/27/2025	APR'25 SECURITY SERVICE 80.00
56212	HUE & CRY SECURITY SYSTEMS INC.	03/27/2025	APR'25 SECURITY SERVICE 495.71
Total HUE & CRY SECURITY SYSTEMS INC.:			1,003.48
<b>JAMES J HENDERSON</b>			
56217	NEIGHBORHOOD RADIO	03/27/2025	ADVERTISING SERVICE-PRIORITY SESSION 55.00
Total JAMES J HENDERSON:			55.00

**JOANNA PARNES**

56183	JOANNA PARNES	03/20/2025	REFUND-CLASS CANCELLED	50.00
-------	---------------	------------	------------------------	-------

Total JOANNA PARNES:				50.00
----------------------	--	--	--	-------

**Karin Bird**

56213	KARIN BIRD	03/27/2025	CLASS REFUND-PICKLEBALL BEGINNER BOOTCAMP	150.00
-------	------------	------------	---	--------

Total Karin Bird:				150.00
-------------------	--	--	--	--------

**KARLAS JANITORIAL & SUPPLIERS, LLC**

56128	KARLAS JANITORIAL & SUPPLIERS, LLC	03/06/2025	PROVIDE CUSTODIAL SERVICES FOR THE OCC	785.00
-------	------------------------------------	------------	--	--------

56214	KARLAS JANITORIAL & SUPPLIERS, LLC	03/27/2025	PROVIDE CUSTODIAL SERVICES FOR THE OCC	785.00
-------	------------------------------------	------------	--	--------

Total KARLAS JANITORIAL & SUPPLIERS, LLC:				1,570.00
---	--	--	--	----------

**KATHY OLER**

56184	KATHY OLER	03/20/2025	APR'25 TEMPORARY CITY PARKING LOT RENTAL	2,362.28
-------	------------	------------	--	----------

Total KATHY OLER:				2,362.28
-------------------	--	--	--	----------

**LAURA CAMODECA**

56164	LAURA CAMODECA	03/12/2025	INTRO TO ODOR WORKSHOP-2/10 2/24 3/3	630.00
-------	----------------	------------	--------------------------------------	--------

56164	LAURA CAMODECA	03/12/2025	INTRO K9 NOSE WORKSHOP-2/10 2/24 3/3	525.00
-------	----------------	------------	--------------------------------------	--------

56164	LAURA CAMODECA	03/12/2025	CONTINUING ODOR WORKSHOP-2/10 2/24 3/3	588.00
-------	----------------	------------	--	--------

Total LAURA CAMODECA:				1,743.00
-----------------------	--	--	--	----------

**LEAGUE OF CALIFORNIA CITIES**

56185	LEAGUE OF CALIFORNIA CITIES	03/20/2025	2025 MEMBERSHIP DUES	6,944.00
-------	-----------------------------	------------	----------------------	----------

Total LEAGUE OF CALIFORNIA CITIES:				6,944.00
------------------------------------	--	--	--	----------

**LORAL LANDSCAPING INC.**

56165	LORAL LANDSCAPING INC.	03/12/2025	FY 2024-25 LANDSCAPE MAINTENANCE SERVICES AGREEMENT	4,297.00
-------	------------------------	------------	---	----------

Total LORAL LANDSCAPING INC.:				4,297.00
-------------------------------	--	--	--	----------

**MALCOLM C SMITH**

56129	MALCOLM C SMITH	03/06/2025	COMMUNICATIONS CONSULTANT SERVICE	302.50
-------	-----------------	------------	-----------------------------------	--------

Total MALCOLM C SMITH:				302.50
------------------------	--	--	--	--------

**Maria Romero**

56130	Maria Romero	03/06/2025	LIBRARY CARPET CLEANING	3,800.00
-------	--------------	------------	-------------------------	----------

Total Maria Romero:				3,800.00
---------------------	--	--	--	----------

**MARIAN ELIZABETH POTT**

56131	MARIAN ELIZABETH POTT	03/06/2025	INSTRUCTOR-PUPPIES AND BEYOND	1,890.00
-------	-----------------------	------------	-------------------------------	----------

56131	MARIAN ELIZABETH POTT	03/06/2025	INSTRUCTOR-CANINE LIFE SKILLS	1,732.50
-------	-----------------------	------------	-------------------------------	----------

Total MARIAN ELIZABETH POTT:				3,622.50
------------------------------	--	--	--	----------

**MARK HOFMANN**

56132	MARK HOFMANN	03/06/2025	PICKLEBALL - ADV BEGINNER BOOTCAMP	187.50
-------	--------------	------------	------------------------------------	--------

56166	MARK HOFMANN	03/12/2025	PICKLEBALL LESSON- 6 PEOPLE-A. PALACIOS	180.00
-------	--------------	------------	---	--------

56215	MARK HOFMANN	03/27/2025	PICKLEBALL - 3 WEEK INTRO SERIES 3/7-3/21	540.00
-------	--------------	------------	---	--------

Total MARK HOFMANN:				907.50
---------------------	--	--	--	--------

**MARK THOMAS & CO. INC.**

56216	MARK THOMAS & CO, INC	03/27/2025	AMENDMENT 6 TO PSA FOR HWY 1 SAFETY & OPERATIONAL IMPRVEMENTS - ADDITONAL COORDINA	24,690.00
-------	-----------------------	------------	--	-----------

Total MARK THOMAS & CO. INC.:				24,690.00
-------------------------------	--	--	--	-----------

**METROPOLITAN PLANNING GROUP**

56186	M-GROUP	03/20/2025	FY 24/25 M-GROUP PLANNING & STAFFING SERVICES 7 GIS MAPPING	4,522.50
-------	---------	------------	---	----------

Total METROPOLITAN PLANNING GROUP:				4,522.50
------------------------------------	--	--	--	----------

**Michael H. Roush**

56133	Michael H. Roush	03/06/2025	RENT STABILIZATION HEARING OFFICER SERVICES	4,200.00
-------	------------------	------------	---	----------

Total Michael H. Roush:				4,200.00
-------------------------	--	--	--	----------

**NBS GOVERNMENT FINANCE GROUP**

56187	NBS GOVERNMENT FINANCE GROUP	03/20/2025	COST ALLOCATION PLAN AND CITYWIDE FEE STUDY	2,043.00
-------	------------------------------	------------	---	----------

Total NBS GOVERNMENT FINANCE GROUP:				2,043.00
-------------------------------------	--	--	--	----------

**NICOLAS LASZKIEWICZ**

56134	NICOLAS TRANSLATIONS & INTERPRETATIONS	03/06/2025	FEB'25 TRANSLATION SERVICE	760.00
-------	--	------------	----------------------------	--------

Total NICOLAS LASZKIEWICZ:				760.00
----------------------------	--	--	--	--------

**OFFICE DEPOT**

56188	ODP BUSINESS SOLUTIONS, LLC	03/20/2025	OFFICE SUPPLIES	109.35
56188	ODP BUSINESS SOLUTIONS, LLC	03/20/2025	OFFICE SUPPLIES	20.77
56188	ODP BUSINESS SOLUTIONS, LLC	03/20/2025	OFFICE SUPPLIES	145.39

Total OFFICE DEPOT: 275.51

**PACIFIC COAST SALES & SERVICE INC**

56218	PACIFIC COAST TRANE	03/27/2025	PO TO REPLACE THE COMPRESSOR AT HMB LIBRARY	14,713.00
-------	---------------------	------------	---	-----------

Total PACIFIC COAST SALES & SERVICE INC: 14,713.00

**PACIFIC GAS & ELECTRIC**

56136	PACIFIC GAS & ELECTRIC	03/06/2025	CORREAS EV CHARGERS	1,881.49
56219	PACIFIC GAS & ELECTRIC	03/27/2025	CITY OF HMB 501 MAIN ST A	8.38
56219	PACIFIC GAS & ELECTRIC	03/27/2025	OCEAN COLONY PARTNERS/OCP LIFT STATION	1,233.10
56219	PACIFIC GAS & ELECTRIC	03/27/2025	KEHOE PARK	4.89
56219	PACIFIC GAS & ELECTRIC	03/27/2025	COMMUNITY CENTER	1,390.73
56219	PACIFIC GAS & ELECTRIC	03/27/2025	MAINTENANCE YARD OFFICE - ELECTRIC	309.03
56219	PACIFIC GAS & ELECTRIC	03/27/2025	555 KELLY ST	26.18
56219	PACIFIC GAS & ELECTRIC	03/27/2025	BELL MOON LIFT STATION	34.12
56219	PACIFIC GAS & ELECTRIC	03/27/2025	FRENCHMAN'S CREEK	4.86
56219	PACIFIC GAS & ELECTRIC	03/27/2025	TRAIN DEPOT RSTMS	175.50
56219	PACIFIC GAS & ELECTRIC	03/27/2025	HWY 1 & FAIRWAY LIGHTING	43.24
56219	PACIFIC GAS & ELECTRIC	03/27/2025	HWY 1 & FAIRWAY LIGHTING	100.88
56219	PACIFIC GAS & ELECTRIC	03/27/2025	SMITH FIELD	106.08
56219	PACIFIC GAS & ELECTRIC	03/27/2025	SHERIFF SUB-STATION	4,015.42
56219	PACIFIC GAS & ELECTRIC	03/27/2025	SMITH FIELD SNACK BAR	257.76
56219	PACIFIC GAS & ELECTRIC	03/27/2025	CITY OF HMB / STREET LIGHTS	8,159.87
56219	PACIFIC GAS & ELECTRIC	03/27/2025	NW HWY 1 & MAIN ST	148.95
56219	PACIFIC GAS & ELECTRIC	03/27/2025	DUTRA PARK	101.03
56219	PACIFIC GAS & ELECTRIC	03/27/2025	DOWNTOWN ST TREE LIGHTS NORTH HOOK-UP @ 700 MILL ST	1,140.29
56219	PACIFIC GAS & ELECTRIC	03/27/2025	FERNANDEZ PARK	10.52
56219	PACIFIC GAS & ELECTRIC	03/27/2025	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	88.67
56219	PACIFIC GAS & ELECTRIC	03/27/2025	DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES	1,097.94
56219	PACIFIC GAS & ELECTRIC	03/27/2025	PELICAN POINT LIFT STATION	264.02
56219	PACIFIC GAS & ELECTRIC	03/27/2025	PACIFIC RIDGE LIGHT POLES	43.71
56219	PACIFIC GAS & ELECTRIC	03/27/2025	LIBRARY ELECTRICITY ONLY	23,046.83
56219	PACIFIC GAS & ELECTRIC	03/27/2025	HWY 1 & MIRAMONTES LIGHTING	36.19
56219	PACIFIC GAS & ELECTRIC	03/27/2025	HWY 1 & MIRAMONTES LIGHTING	84.43
56219	PACIFIC GAS & ELECTRIC	03/27/2025	CITY HALL BUILDING	3,005.93
56219	PACIFIC GAS & ELECTRIC	03/27/2025	PILARCITOS CREEK BRIDGE	117.64
56219	PACIFIC GAS & ELECTRIC	03/27/2025	PILARCITOS CREEK UNDERPASS	35.64

56219	PACIFIC GAS & ELECTRIC	03/27/2025	MOON SCULPTURE SPOTLIGHTS	22.73
56219	PACIFIC GAS & ELECTRIC	03/27/2025	MOON SCULPTURE SPOTLIGHTS	53.02
56219	PACIFIC GAS & ELECTRIC	03/27/2025	OCEAN VIEW PARK	22.26
56219	PACIFIC GAS & ELECTRIC	03/27/2025	401 SEYMOUR ST	52.90
56219	PACIFIC GAS & ELECTRIC	03/27/2025	401 SEYMOUR ST	123.43
Total PACIFIC GAS & ELECTRIC:				47,247.66
<b>PENINSULA MUNICIPAL ENGINEERING INC.</b>				
56220	PENINSULA MUNICIPAL ENGINEERING INC.	03/27/2025	AMENDMENT 13 FOR PROJECT MANAGEMENT SERVICES FOR HWY 1 SAFETY & OPERATIONAL IMPRO	13,865.00
Total PENINSULA MUNICIPAL ENGINEERING INC.:				13,865.00
<b>PUBLIC PARKING ASSOCIATES INC</b>				
56221	PUBLIC PARKING ASSOCIATES INC	03/27/2025	MAINTENANCE SERVICE	395.00
Total PUBLIC PARKING ASSOCIATES INC:				395.00
<b>QUADIENT FINANCE USA, INC</b>				
56137	QUADIENT FINANCE USA, INC	03/06/2025	QUADIENT LEASE & POSTAGE	600.00
56189	QUADIENT FINANCE USA, INC	03/20/2025	QUADIENT LEASE & POSTAGE	15.87
Total QUADIENT FINANCE USA, INC:				615.87
<b>RENAISSANCE ENTREPRENEURSHIP CENTER</b>				
56190	RENAISSANCE ENTREPRENEURSHIP CENTER	03/20/2025	PROVIDE SMALL BUSINESS DEVELOPEMENT & ENTREPRENEURSHIP SERVICES VIA THE OCC	24,987.02
Total RENAISSANCE ENTREPRENEURSHIP CENTER:				24,987.02
<b>RENTOKIL NORTH AMERICA INC</b>				
56174	WESTERN EXTERMINATOR COMPANY	03/12/2025	FEB'25 EXTERMINATOR SERVICES	1,800.02
Total RENTOKIL NORTH AMERICA INC:				1,800.02
<b>RICE TRUCKING-SOIL FARM LLC</b>				
56222	RICE TRUCKING-SOIL FARM INC.	03/27/2025	MAINT SUPPLIES	43.75
56222	RICE TRUCKING-SOIL FARM INC.	03/27/2025	MAINT SUPPLIES	39.38
Total RICE TRUCKING-SOIL FARM LLC:				83.13
<b>RINGCENTRAL INC</b>				
56138	RINGCENTRAL INC.	03/06/2025	PHONE SERVICES	2,358.99

Total RINGCENTRAL INC:			2,358.99	
<b>ROBERT HALF</b>				
56167	ROBERT HALF	03/12/2025	GOMEZ, SERENA 3/07/25	720.00
56167	ROBERT HALF	03/12/2025	GOMEZ, SERENA 3/07/25	720.00
56167	ROBERT HALF	03/12/2025	GOMEZ, SERENA 2/28/25	735.00
56167	ROBERT HALF	03/12/2025	GOMEZ, SERENA 2/28/25	735.00
56167	ROBERT HALF	03/12/2025	GOMEZ, SERENA 2/21/25	195.00
56167	ROBERT HALF	03/12/2025	GOMEZ, SERENA 2/21/25	195.00
56191	ROBERT HALF	03/20/2025	GOMEZ, SERENA 3/14/25	895.20
56191	ROBERT HALF	03/20/2025	GOMEZ, SERENA 3/14/25	895.20
Total ROBERT HALF:			5,090.40	
<b>ROYSTON, HANAMOTO, ALLEY &amp; ABEY</b>				
56192	ROYSTON, HANAMOTO, ALLEY & ABEY	03/20/2025	DESIGN AND ENGINEERING SERVICES FOR THE MAIN STREET GATEWAY PROJECT	12,055.00
Total ROYSTON, HANAMOTO, ALLEY & ABEY:			12,055.00	
<b>SAN MATEO COUNTY RESOURCE</b>				
56224	SAN MATEO RESOURCE CONSERVATION DISTRIC	03/27/2025	AGREEMENT FOR THE COORDINATION & IMPLEMENTATION OF A COMPOST PROCUREMENT & APPLI	3,946.11
Total SAN MATEO COUNTY RESOURCE:			3,946.11	
<b>SERVICE PRESS INC</b>				
56139	Service Press Inc.	03/06/2025	OFFICE SUPPLIES	145.20
56139	Service Press Inc.	03/06/2025	OFFICE SUPPLIES	80.02
56194	SERVICE PRESS INC	03/20/2025	OFFICE SUPPLIES	64.38
Total SERVICE PRESS INC:			289.60	
<b>SEWER AUTHORITY MID-COASTSIDE</b>				
56168	SEWER AUTHORITY MID-COASTSIDE	03/12/2025	GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTIAL PASS-THR	470,187.90
56168	SEWER AUTHORITY MID-COASTSIDE	03/12/2025	FY 2024/25 SEWER COLLECTIONS	17,684.08
Total SEWER AUTHORITY MID-COASTSIDE:			487,871.98	
<b>SHARP ELECTRONICS CORPORATION</b>				
56195	SHARP ELECTRONICS CORPORATION	03/20/2025	PRINTER LEASE- 48 MONTHS	780.89
Total SHARP ELECTRONICS CORPORATION:			780.89	

<b>SHERI SAISI</b>				
56140	SHERI SAISI	03/06/2025	REIMBURSEMENT-TRAVEL-PARCEL MAP	56.00
56140	SHERI SAISI	03/06/2025	REIMBURSEMENT-880 STONE PINE TAX PAYMENT	26.18
Total SHERI SAISI:				<u>82.18</u>
<b>SHUTE MIHALY &amp; WEINBERGER LLP</b>				
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.CASA	239.40
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.RENT	81.90
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.555	1,392.30
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.CARTER	6,499.80
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.SMITHMP	113.00
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.CHAMPS	7,251.64
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.GEMANIS	120.00
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.WRR	3,297.10
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.GEARING	63,897.24
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.GEN	21,156.46
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.HUYNH	109.20
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.SAM	354.90
56141	SHUTE MIHALY & WEINBERGER LLP	03/06/2025	HMB.HYATT	5,244.00
Total SHUTE MIHALY & WEINBERGER LLP:				<u>109,756.94</u>
<b>SLOAN SAKAI YEUNG &amp; WONG LLP</b>				
56142	SLOAN SAKAI YEUNG & WONG LLP	03/06/2025	2024 DESK AUDIT OF REC LEADER POSITION	1,196.44
56226	SLOAN SAKAI YEUNG & WONG LLP	03/27/2025	2025 DESK AUDIT OF REC LEADER POSITION	1,650.00
Total SLOAN SAKAI YEUNG & WONG LLP:				<u>2,846.44</u>
<b>SOL ECOLOGY INC</b>				
56227	SOL ECOLOGY INC	03/27/2025	PDP-24-037 BIOLOGICAL ASSESSMENT	2,032.50
56227	SOL ECOLOGY INC	03/27/2025	PDP-24-037 BIOLOGICAL ASSESSMENT	2,032.50
56227	SOL ECOLOGY INC	03/27/2025	PDP-24-037 BIOLOGICAL ASSESSMENT	2,032.50
Total SOL ECOLOGY INC:				<u>2,032.50</u>
<b>SOLEIL PRODUCTIONS LLC</b>				
56196	SOLEIL PRODUCTIONS LLC	03/20/2025	STATE OF THE CITY PHOTOGRAPHY	2,300.00
Total SOLEIL PRODUCTIONS LLC:				<u>2,300.00</u>
<b>STRAIGHT WHEEL CYCLING LLC</b>				
56143	STRAIGHT WHEEL CYCLING LLC	03/06/2025	PEDAL FOR A PURPOSE - #3219	4,250.44

56143	STRAIGHT WHEEL CYCLING LLC	03/06/2025	PEDAL FOR A PURPOSE - #3217	225.25
Total STRAIGHT WHEEL CYCLING LLC:				4,475.69
<b>SUBURBAN PROPANE LP</b>				
56169	SUBURBAN PROPANE LP	03/12/2025	PROPANE ACCT 1601-064098	1,095.14
Total SUBURBAN PROPANE LP:				1,095.14
<b>SUNSET ECOLOGICAL SOLUTIONS</b>				
56225	Sean Avent	03/27/2025	STONE PINE HOUSING PROJECT - BIOLOGICAL MONITORING SERVICES	13,385.00
Total SUNSET ECOLOGICAL SOLUTIONS:				13,385.00
<b>SWCA INCORPORATED</b>				
56144	SWCA INCORPORATED	03/06/2025	SMITH FIELD & WAVECREST PROJECTS	1,691.75
56228	SWCA INCORPORATED	03/27/2025	Pilarcitos CREEK FENCING & REHABILITATION	392.50
56228	SWCA INCORPORATED	03/27/2025	CO2 FOR ADDITIONAL SERVICES DESCRIBED IN AMENDMENT 3 TO THE ORIGINAL PSA	2,561.00
Total SWCA INCORPORATED:				4,645.25
<b>THE GRAPHIC WORKS</b>				
56229	THE GRAPHIC WORKS	03/27/2025	BANNER DESIGN	178.35
Total THE GRAPHIC WORKS:				178.35
<b>THE HOME DEPOT PRO</b>				
56210	HD SUPPLY FORMERLY HOME DEPOT PRO	03/27/2025	MAINTENANCE SUPPLIES	1,990.87
Total THE HOME DEPOT PRO:				1,990.87
<b>T-MOBILE USA INC.</b>				
56145	T-MOBILE	03/06/2025	ACCT 997385192 FEB '25	93.45
Total T-MOBILE USA INC.:				93.45
<b>TOWNSEND PUBLIC AFFAIRS INC.</b>				
56230	TOWNSEND PUBLIC AFFAIRS, INC	03/27/2025	FEB'25 CONSULTING SERVICES	3,000.00
Total TOWNSEND PUBLIC AFFAIRS INC.:				3,000.00
<b>Trudy Schoneman</b>				
56170	Trudy Schoneman	03/12/2025	CLASS REFUND-PICKLEBALL BOOTCAMP 3/20	125.00

Total Trudy Schoneman:			125.00
<b>TULLY CONSULTING GROUP</b>			
56171	TULLY CONSULTING GROUP	03/12/2025 SERVICES FOR POPLAR STREET TRAFFIC CALMING & SAFETY PROJECT PHASE 1	1,950.00
Total TULLY CONSULTING GROUP:			1,950.00
<b>TURBO DATA SYSTEMS INC</b>			
56146	TURBO DATA SYSTEMS	03/06/2025 CITATION PROCESSING	911.81
Total TURBO DATA SYSTEMS INC:			911.81
<b>TURF STAR INC</b>			
56147	TURF STAR INC.	03/06/2025 VEH MAINTENANCE	1,733.92
Total TURF STAR INC:			1,733.92
<b>UNITED RENTALS HIGHWAY TECHNOLOGIES INC</b>			
56172	UNITED RENTALS (NORTH AMERICA) INC.	03/12/2025 QUARTERLY INSPECTION	545.68
Total UNITED RENTALS HIGHWAY TECHNOLOGIES INC:			545.68
<b>VALBRIDGE PROPERTY ADVISORS</b>			
56148	VALBRIDGE PROPERTY ADVISORS	03/06/2025 FEB 2025 PROPERTY APPRAISAL 880 STONE PINE	2,500.00
Total VALBRIDGE PROPERTY ADVISORS:			2,500.00
<b>VESTIS GROUP INC</b>			
56149	VESTIS	03/06/2025 MAINT SUPPLIES CITY HALL	198.99
56149	VESTIS	03/06/2025 MAINT SUPPLIES PUBLIC LIBRARY	127.53
56173	VESTIS	03/12/2025 MAINT SUPPLIES CITY HALL	198.99
56173	VESTIS	03/12/2025 MAINT SUPPLIES PUBLIC LIBRARY	127.53
56231	VESTIS	03/27/2025 MAINT SUPPLIES CITY HALL	198.99
56231	VESTIS	03/27/2025 MAINT SUPPLIES PUBLIC LIBRARY	127.53
56231	VESTIS	03/27/2025 MAINT SUPPLIES CITY HALL	198.99
56231	VESTIS	03/27/2025 MAINT SUPPLIES PUBLIC LIBRARY	127.53
Total VESTIS GROUP INC:			1,306.08
<b>VICTOR HERNANDEZ</b>			
56135	ON POINT LANGUAGE SOLUTIONS LLC	03/06/2025 FEB'25 TRANSLATION SERVICES	3,070.00

Total VICTOR HERNANDEZ:

3,070.00

**WELLS FARGO**

56198	WELLS FARGO	03/04/2025	RECONCILING ITEMS PRIOR PERIOD	43.73
56198	WELLS FARGO	03/04/2025	RECONCILING ITEMS FROM NEXT STATEMENT	10.71-
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	68.94
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	34.97
56198	WELLS FARGO	03/04/2025	EMPLOYEE ENGAGEMENT	8.95
56198	WELLS FARGO	03/04/2025	INTERNET	356.72
56198	WELLS FARGO	03/04/2025	WIRE FOR STREETLIGHT	928.92
56198	WELLS FARGO	03/04/2025	TRAINING	240.00
56198	WELLS FARGO	03/04/2025	WALL CALENDAR	27.88
56198	WELLS FARGO	03/04/2025	EOC INTERNET	140.00
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	19.68
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	33.11
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	196.86
56198	WELLS FARGO	03/04/2025	INTERNET	293.09
56198	WELLS FARGO	03/04/2025	CABLE	225.60
56198	WELLS FARGO	03/04/2025	EEC RETREAT SUPPLIES	14.21
56198	WELLS FARGO	03/04/2025	IT SUPPLIES	83.75
56198	WELLS FARGO	03/04/2025	IT SUPPLIES	62.32
56198	WELLS FARGO	03/04/2025	POST INTERVIEW LUNCH	122.27
56198	WELLS FARGO	03/04/2025	CASE FOR TOOLS	19.17
56198	WELLS FARGO	03/04/2025	MISC. CHEMICALS	2,243.07
56198	WELLS FARGO	03/04/2025	DELINEATORS	539.95
56198	WELLS FARGO	03/04/2025	STREET LIGHT BULBS	233.70
56198	WELLS FARGO	03/04/2025	TOILET KEY	129.39
56198	WELLS FARGO	03/04/2025	SMITH FIELD FENCH REPAIR	2,530.48
56198	WELLS FARGO	03/04/2025	RIGHT TURN SIGN	97.90
56198	WELLS FARGO	03/04/2025	WATER FOUNTAIN VALVE	97.18
56198	WELLS FARGO	03/04/2025	LIBRARY PARTITION PLASTIC TABS	66.95
56198	WELLS FARGO	03/04/2025	DEPOSIT FOR TRUCK OUTFITTING	824.00
56198	WELLS FARGO	03/04/2025	PLANTS FOR TRAIN DEPOT	125.65
56198	WELLS FARGO	03/04/2025	FIRE EXTINGUISHER ANNUAL SERVICE	1,919.13
56198	WELLS FARGO	03/04/2025	NEW UNIFORM PATCHES	1,190.00
56198	WELLS FARGO	03/04/2025	UNIFORM SHIRTS FOR ALEX	116.22
56198	WELLS FARGO	03/04/2025	WINTER RAIN BOOTS	92.97
56198	WELLS FARGO	03/04/2025	RAIN JACKET	75.96
56198	WELLS FARGO	03/04/2025	F250 LOUDSPEAKER INSTALLATION	1,762.02
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	401.66
56198	WELLS FARGO	03/04/2025	CSFA	146.17
56198	WELLS FARGO	03/04/2025	COUNCIL MEETING EXPENSE	16.00

56198	WELLS FARGO	03/04/2025	CLERK TRAINING EXPENSE	21.98
56198	WELLS FARGO	03/04/2025	SEAT EXPENSE	356.59
56198	WELLS FARGO	03/04/2025	FOR PLANNING COM	380.46
56198	WELLS FARGO	03/04/2025	CAD SUBSCRIPTION - 1 MONTH	500.00
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	5.99
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	34.39
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	32.80
56198	WELLS FARGO	03/04/2025	SUBSCRIPTION	95.97
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	22.51
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	40.02
56198	WELLS FARGO	03/04/2025	CHARGED BY MISTAKE-REIMBURSED CHECK	14.65
56198	WELLS FARGO	03/04/2025	MEMBERSHIP	16.40
56198	WELLS FARGO	03/04/2025	SUPPLIES	25.32
56198	WELLS FARGO	03/04/2025	ADVERTISING	236.19
56198	WELLS FARGO	03/04/2025	SUPPLIES	43.73
56198	WELLS FARGO	03/04/2025	REFUND-SUPPLIES	43.73-
56198	WELLS FARGO	03/04/2025	SUPPLIES	54.66
56198	WELLS FARGO	03/04/2025	SUPPLIES	51.38
56198	WELLS FARGO	03/04/2025	ADVERTISING	79.91
56198	WELLS FARGO	03/04/2025	SUPPLIES	50.30
56198	WELLS FARGO	03/04/2025	MEMBERSHIP	11.99
56198	WELLS FARGO	03/04/2025	MEMBERSHIP	488.00
56198	WELLS FARGO	03/04/2025	CCMF DINNER	90.00
56198	WELLS FARGO	03/04/2025	AI TRAINING	149.00
56198	WELLS FARGO	03/04/2025	FLAG DISPLAY	54.46
56198	WELLS FARGO	03/04/2025	TOURISM MEETING	330.00
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	201.00
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	401.94
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	24.15
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	20.74
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	45.80
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	97.84
56198	WELLS FARGO	03/04/2025	COUNCIL CONFERENCE	75.00
56198	WELLS FARGO	03/04/2025	CLOSED SESSION	175.55
56198	WELLS FARGO	03/04/2025	COUNCIL CONFERENCE	607.58
56198	WELLS FARGO	03/04/2025	COUNCIL CONFERENCE	1,278.88
56198	WELLS FARGO	03/04/2025	COUNCIL CONFERENCE	1,164.12
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	64.26
56198	WELLS FARGO	03/04/2025	STEVE GOING AWAY GIFT	32.80
56198	WELLS FARGO	03/04/2025	LISTENING SESSIONS	34.93
56198	WELLS FARGO	03/04/2025	LISTENING SESSION	30.95
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	5.52
56198	WELLS FARGO	03/04/2025	OCC SUPPLIES	58.94

56198	WELLS FARGO	03/04/2025	CSFA	34.92
56198	WELLS FARGO	03/04/2025	EMAIL MARKETING SUBSCRIPTION	157.00
56198	WELLS FARGO	03/04/2025	GENERAL SUPPLIES	9.78
56198	WELLS FARGO	03/04/2025	REMEMBRANCE CEREMONY	318.50
56198	WELLS FARGO	03/04/2025	GENERAL SUPPLIES-NEWSPAPER SUBSCRIPTION	28.79
56198	WELLS FARGO	03/04/2025	SNACKS FOR SERVICE JAM	22.98
56198	WELLS FARGO	03/04/2025	NEWSPAPER	99.00
56198	WELLS FARGO	03/04/2025	COMMUNICATIONS MEMBERSHIP	300.00
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	27.23
56198	WELLS FARGO	03/04/2025	TRAINING	195.00
56198	WELLS FARGO	03/04/2025	MEMBERSHIP	175.00
56198	WELLS FARGO	03/04/2025	OFFICE SUPPLIES	10.92
56198	WELLS FARGO	03/04/2025	MEMBERSHIP	343.92
56198	WELLS FARGO	03/04/2025	MEMBERSHIP	70.00
Total WELLS FARGO:				<u>24,773.87</u>
<b>Xitlalitl Jimenez</b>				
56175	Xitlalitl Jimenez	03/12/2025	DEPOSIT REFUND-TRAIN DEPOT 4/26	500.00
Total Xitlalitl Jimenez:				<u>500.00</u>
<b>YURI AYON</b>				
56176	YURI AYON	03/12/2025	DEPOSIT REFUND 03/08/25 GRAND OAK	500.00
Total YURI AYON:				<u>500.00</u>
<b>Zoe Harrington</b>				
56232	ZOE HARRINGTON	03/27/2025	CLASS REFUND-PICKLEBALL BEGINNER BOOTCAMP	150.00
Total Zoe Harrington:				<u>150.00</u>
<b>ZONES IT SOLUTIONS INC.</b>				
56197	ZONES, LLC	03/20/2025	FY '24/25 ZONES MICROSOFT 365 LICENSING	1,374.97
56233	ZONES, LLC	03/27/2025	FY '24/25 ZONES MICROSOFT 365 LICENSING	202.72
Total ZONES IT SOLUTIONS INC.:				<u>1,577.69</u>
Grand Totals:				<u><u>1,071,708.23</u></u>

Report Criteria:  
Report type: GL detail

---



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, APRIL 1, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

**ABSENT:** Councilmember Penrose

**APPROVAL OF AGENDA**

**MOTION**

Vice Mayor Ruddock moved and Mayor Brownstone seconded a motion to approve the Agenda. The motion carried 4-0-1, Councilmember Penrose absent.

**PROCLAMATIONS AND PRESENTATIONS**

**COASTSIDE VENTURE STUDIO UPDATE**

Economic and Community Vitality Manager Decker and Eric Bell, American Energy Society, provided an update on the Coastside Venture Studio.

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

None.

**REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

None.

**CITY MANAGER UPDATES TO COUNCIL**

**REPUBLIC SERVICES**

Sustainability Manager Wolter, Katherine, General Manager, and Monica D, Republic Services, discussed community events, SB1383, and annual CPI Adjustment.

#### NON-PROFIT DAY

Administrative Analyst Acosta announced Non-Profit Day on April 5, 2025.

#### **PUBLIC FORUM**

The following individual addressed the Council:

- Joaquin Jimenez

#### **1. CONSENT CALENDAR**

The Consent Calendar consisted of the following item:

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

#### **MOTION**

Vice Mayor Ruddock moved and Councilmember Jonsson seconded a motion to approve the Consent Calendar. The motion carried 4-0-1, Councilmember Penrose absent.

#### **2. ORDINANCES AND PUBLIC HEARINGS**

None.

#### **3. RESOLUTIONS AND STAFF REPORTS**

#### **3.A 555 KELLY AVENUE AFFORDABLE HOUSING DEVELOPMENT – AMENDMENT OF EXCLUSIVE NEGOTIATIONS AGREEMENT BETWEEN THE CITY AND MERCY HOUSING**

Housing Programs Manager Noche presented the staff report.

Housing Programs Manager Noche, City Attorney Engberg, City Manager Chidester and Kelly, Mercy Housing, responded to Council questions.

The following individuals addressed the Council:

- Shanna Pickett Gordon
- Gloria Stofan
- Mike Ferreira
- Ellen Hage

- Carlisle Young
- Joanne Rokasky
- Suzanne Moore
- Noreen Cooper Heavlin
- Sandy Vella
- Rocio Avila
- Jennifer Moore
- Vaughn Harrison
- Joaquin Jimenez
- Nancy Fontana
- Bill Heavlin

### **RECESS**

Mayor Brownstone called a recess at 8:40 p.m. The meeting reconvened at 8:46 p.m. with all Councilmembers present.

The Council asked questions and discussed the item.

### **MOTION**

Mayor Brownstone moved and Councilmember Jonsson seconded a motion to adopt a resolution authorizing the City Manager to execute an amendment to the Exclusive Negotiations Agreement (ENA) dated January 30, 2025, between the City of Half Moon Bay and Mercy Housing California that provides twelve months to negotiate an Affordable Housing and Property Disposition Agreement and the terms of a ground lease for a senior affordable housing development at 555 Kelly Avenue. The amendment would add the proposed lease term of 65 years and proposed payment of \$1 per year. The question was called and the motion carried 3-1-1, Councilmember Nagengast dissenting and Councilmember Penrose absent.

### **3.B UPDATE ON THE RESIDENTIAL RENTAL REGISTRATION PROGRAM**

Housing Programs Manager Noche and Administrative Analyst Acosta presented the staff report.

The following individuals addressed the Council:

- Nancy Fontana
- Carlisle Young
- Matthew S. Burnesci

The Council asked questions and discussed the item.

**3.C AWARD CONSTRUCTION CONTRACT FOR THE FRENCHMAN’S CREEK PARK IMPROVEMENTS PROJECT (CIP PROJECT NO. 1013)**

Public Works Director Bozorginia and Jonathan Woo presented the staff report.

The Council asked questions and discussed the item.

**MOTION**

Councilmember Ruddock moved and Councilmember Nagengast seconded a motion to reject all bids and pursue Alternative 1. The question was called and the motion carried 4-0-1, Councilmember Penrose absent.

**3.D TELECOMMUTE AND ALTERNATIVE WORK SCHEDULE POLICY UPDATES**

Administrative Services Director Rossi presented the staff report.

The Council asked questions and discussed the item.

**CONSENSUS**

By consensus, the Council directed staff to gather additional data and meet with the HR Subcommittee.

**COMMISSION / COMMITTEE UPDATES**

Community Development Director Lacko provided an update on the Planning Commission.

City Manager Chidester provided an update on the Parks and Recreation Commission.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

None.

**CITY COUNCIL REPORTS**

Councilmember Nagengast discussed the recent Farm Day event and meeting with the Chair of the CTC.

**ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 10:55 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, MARCH 18, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 7:15 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

Mayor Brownstone announced that Item 3.B was being moved to April 1, 2025.

**MOTION**

Councilmember Penrose moved and Vice Mayor Ruddock seconded a motion to approve the Agenda, with Item 3.B moved to April 1, 2025. The question was called and the motion carried unanimously.

**PROCLAMATIONS AND PRESENTATIONS**

**HMB HIGH SCHOOL GIRLS VARSITY BASKETBALL RECOGNITION**

Mayor Brownstone recognized the Half Moon Bay Basketball team.

**MIDCOAST COMMUNITY COUNCIL UPDATE**

Scott Bollinger provided an update on the Midcoast Community Council.

**SETON COASTSIDE UPDATE**

Seton Staff presented a PowerPoint depicting the work on the Seton Medical Center Coastside

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

None.

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

City Attorney Enberg reported that the Council met in Closed Session with no reportable action.

## **CITY MANAGER UPDATES TO COUNCIL**

### **NON-PROFIT DAY**

Management Analyst Acosta discussed Non-Profit Day on April 5, 2025.

### **STUDENT AWARDS**

Management Analyst Acosta announced the Student Award application deadline of April 18, 2025.

### **STONE PINE COVE APPS OPEN**

Management Analyst Acosta discussed the Stone Pine Cove Application period.

### **EARTH DAY**

Helen Wolter announced upcoming Earth Day 2025 events.

## **PUBLIC FORUM**

The following individuals addressed the Council:

- Joaquin Jimenez
- Linda Miller
- Naomi Judy Shintoini
- Victoria Cormack
- Cid Young
- Grabi Gressman

### **1. CONSENT CALENDAR**

The Consent Calendar consisted of the following items:

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 1.B MAYOR'S LIST OF UPDATED CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2025**
- 1.C TRANSACTION AND USE (SALES) TAX EXAMINATION DESIGNEES**
- 1.D WARRANTS FOR THE MONTH OF FEBRUARY 2025**

- 1.E 2024 HOUSING ELEMENT AND GENERAL PLAN ANNUAL PROGRESS REPORTS**
- 1.F SECOND AMENDMENT TO AGREEMENT WITH EL CENTRO DE LIBERTAD FOR THE CARES COMMUNITY RESPONDER PROGRAM**
- 1.G BUDGET AMENDMENT FOR JOHN L. CARTER PARK IMPROVEMENTS PROJECT (CIP NO. 0611)**

**MOTION**

Councilmember Penrose moved and Councilmember Nagengast seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

**2. ORDINANCES AND PUBLIC HEARINGS**

**2.A 2025 CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DRAFT HOUSING ELEMENT PUBLIC HEARINGS**

Housing Programs Manager Noche presented the staff report.

Housing Programs Manager Noche, City Manager Chidester and Consultant Geoff Bradley, M-Group, responded to Council questions.

The following individuals addressed the Council:

- Father Jose Coral
- Juliette Kulda
- Derek Kulda
- Joaquin Jimenez
- Cid Young

The Council discussed the item.

**MOTION**

Councilmember Ruddock moved and Mayor Brownstone seconded a motion to: Approve a resolution directing staff to submit the revised Draft Housing Element to HCD independent of a pending decision about Measure D from HCD and the California Coastal Commission. The question was called and the motion carried 4-1, Councilmember Nagengast dissenting.

**RECESS**

Mayor Brownstone called a recess at 9:12 p.m. The meeting reconvened at 9:21 p.m. with all Councilmember present.

**3. RESOLUTIONS AND STAFF REPORTS**

**3.A APPOINTMENT OF A YOUTH MEMBER TO THE PARKS AND RECREATION COMMISSION**

Assistant City Clerk Rodriguez and City Manager Chidester presented the staff report.

The following individual addressed the Council:

- Krystlyn Giedt

The Council asked questions and discussed the item.

### **CONSENSUS**

By consensus, the Council tabled the item to obtain additional information on a quorum.

### **3.B AWARD CONSTRUCTION CONTRACT FOR THE FRENCHMAN'S CREEK PARK IMPROVEMENTS PROJECT (CIP PROJECT NO. 1013)**

Upon approval of the agenda, the item was continued to April 1, 2025.

### **3.C FUNDING TO SUPPORT REMAINING EMERGENCY HOUSING NEEDS FOR DISPLACED FARMWORKERS**

Management Analyst Acosta and Housing Programs Manager Noche presented the staff report.

Management Analyst Acosta, City Manager Chidester, and Housing Programs Manager Noche responded to Council questions.

The following individual addressed the Council:

- Judith Guerro

### **MOTION**

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to adopt a Resolution: 1) Authorizing the use of up to \$300,000 from the City's Affordable Housing Fund to supplement private/philanthropic donations to fund continued emergency housing support for farmworker households displaced by the mass shooting on January 23, 2023; and 2) Authorizing the City Manager to negotiate and execute an amendment to the Funding Agreement (Agreement) between the City and Abode Services to direct the use of additional Affordable Housing Funds and memorialize each agency's commitment to supporting the farmworkers until permanent housing solutions are developed. The question was called and the motion carried unanimously.

### **COMMISSION / COMMITTEE UPDATES**

None.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

None.

**CITY COUNCIL REPORTS**

Councilmember Nagengast discussed his upcoming meeting with the Chair of the CTC and explained the Council's priority exercise and upcoming budget process.

**ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 9:53 p.m.

Respectfully Submitted:

Approved:

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

\_\_\_\_\_  
Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, MARCH 18, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CONVENE SPECIAL MEETING**

Mayor Brownstone called the special meeting to order at 5:30 p.m.

**ROLL CALL**

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

**OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS**

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))  
Name of case: Vidovich v. City of Half Moon Bay et al. – San Mateo Superior Court, Case No. 24-CIV-08216

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Property: 555 Kelly Avenue, City of Half Moon Bay  
City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney)  
Negotiating Parties: Kelly Hollywood, Mercy Housing  
Under negotiation: Price and terms of potential lease agreement

**ADJOURNMENT**

Mayor Jimenez adjourned the meeting at 6:00 p.m.

Respectfully Submitted:

Approved:

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

\_\_\_\_\_  
Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, MARCH 11, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 1:04 p.m.

**ROLL CALL**

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

**INTRODUCTION AND WELCOME**

Mayor Brownstone and City Manager Chidester provided an overview of the proposed process.

**CAPITAL IMPROVEMENT PROJECT (CIP) REVIEW**

Public Works Director Bozorginia presented the staff report.

The Council asked questions and discussed the item.

**CORE SERVICES DISCUSSION**

City Manager Chidester presented the staff report.

**PUBLIC COMMENT**

The following individuals addressed the Council:

- Hal Bogner
- Nancy Fontana
- Leslie Ann Demand

**RECESS**

Mayor Brownstone called a recess at 2:22 p.m. The meeting reconvened at 2:38 p.m. with all Councilmembers present.

**FISCAL YEAR 2025-26 PRIORITY SETTING DISCUSSION**

City Manager Chidester presented the staff report.

The Council discussed and provided their top priorities.

The following individual addressed the Council:

- Steve Hyman

**RECESS**

Mayor Brownstone called a recess at 4:09 p.m. The meeting reconvened at 4:28 p.m. with all Councilmembers present.

**SUMMARY/NEXT STEPS**

The Council reviewed the summarized priorities and provided additional direction.

City Manager Chidester explained the next steps.

**ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 4:52 p.m.

Respectfully Submitted:

Approved:

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

\_\_\_\_\_  
Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, MARCH 4, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 7:15 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

**MOTION**

Councilmember Penrose moved and Councilmember Jonsson seconded a motion to approve the Agenda. The motion carried unanimously.

**PROCLAMATIONS AND PRESENTATIONS**

**SEACREST KINDERGARTENERS STORM DRAIN SUPERHERO RECOGNITION**

Public Works / Sustainability Management Analyst Echols provided an overview of the program.

**AGE-FRIENDLY HALF MOON BAY COASTSIDE ACTION PLAN UPDATE**

Sandi Winters, Senior Coastsiders, provided an overview of the action plan.

The Council asked questions and discussed the item.

**SETON COASTSIDE UPDATE**

This item was deferred.

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

None.

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

City Attorney Engberg announced the Council met in Closed Session and took no reportable action.

## **CITY MANAGER UPDATES TO COUNCIL**

City Manager Chidester reported on the priority setting meetings and listening sessions.

Public Works Director Bozorginia provided an update on the Poplar Beach – Fire Pit Pilot Project.

The Council asked questions and discussed the item.

City Manager Chidester expressed his gratitude to former Assistant City Manager John Doughty.

## **PUBLIC FORUM**

The following individuals addressed the Council:

- Evelyn DeSuza
- Joaquin Jimenez
- KrystylN Giedt
- David Gorn

### **1. CONSENT CALENDAR**

The Consent Calendar consisted of followings items:

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

#### **MOTION**

Mayor Brownstone moved and Councilmember Penrose seconded a motion to approve the Consent Calendar. The motion carried unanimously.

### **2. ORDINANCES AND PUBLIC HEARINGS**

### **3. RESOLUTIONS AND STAFF REPORTS**

#### **3.A APPOINTMENT OF A YOUTH MEMBER TO THE PARKS AND RECREATION COMMISSION**

Assistant City Clerk Rodriguez presented the staff report.

#### **MOTION**

Councilmember Nagengast moved and Councilmember Jonsson seconded a motion to appoint a youth member to the Parks and Recreation Commission. The motion carried unanimously.

**3.B MID-YEAR OPERATING BUDGET REVIEW AND ADOPTION OF RESOLUTION TO AMEND THE FISCAL YEAR 2024-25 BUDGET**

Finance Manager Stiles and City Manager Chidester presented the staff report.

The Council asked questions and discussed the item.

**MOTION**

Vice Mayor Ruddock moved and Councilmember Penrose seconded a motion to adopt a resolution to amend the FY 2024-25 Operating and Capital Budget, transitioning from the printed to online quarterly newsletter. The question was called and the motion carried unanimously.

**3.C UPDATE ON THE CRISIS ASSISTANCE AND EVALUATION SERVICES (CARES) MENTAL HEALTH RESPONSE PROGRAM**

City Manager Chidester and Luis Valdivias, Director of Operations El Centro de la Libertad, Michael Akana, Executive Director, Taylor Smith, Clinical Director, and the CARES Team presented the report.

The Council asked questions, discussed the item and provided direction to staff.

**RECESS**

Mayor Brownstone called a recess at 9:33 p.m. The meeting reconvened at 9:49 p.m. with all Councilmembers present.

**3.D BUDGET AMENDMENT FOR JOHN L. CARTER PARK IMPROVEMENTS PROJECT (CIP NO. 0611)**

Public Works Director Bozorginia and Assistant Engineer Woo presented the staff report.

The following individuals addressed the Council:

- Lee Ellis
- Debbie Carragher

The Council asked questions and discussed the item.

**MOTION**

Mayor Brownstone moved and Vice Mayor Ruddock seconded a motion to adopt a resolution authorizing the Administrative Services Director to transfer \$1,435,000 to Capital Improvement Project No. 0611 – John L. Carter Park Improvements Project. The question was called and the motion carried unanimously.

### **3.E SALE OF PARCEL 830 STONE PINE ROAD TO SAN MATEO COUNTY AND RELATED MATTERS**

City Manager Chidester presented the staff report.

The Council asked questions and discussed the item.

#### **MOTION**

Mayor Brownstone moved and Councilmember Nagengast seconded a motion to: 1) Adopt a resolution finding that public interest and convenience requires the sale of the Parcel and further declaring its intent to sell the property to the County of San Mateo; 2) Adopt a resolution authorizing the City Manager to execute a Purchase Sale Agreement (PSA) with the County of San Mateo for the Parcel in the amount of \$1,234,000 and acknowledging that the proceeds be used as a prepayment credit under the First Amendment to the Sublease associated with 880 Stone Pine Road; and 3) Adopt a resolution authorizing the City Manager to enter into an Operations and Maintenance MOU between the City and County of San Mateo regarding City's commitment to maintain and County's commitment to fund the maintenance and operations of certain improvements within the Parcel (830 Stone Pine Road). The question was called and the motion carried unanimously.

### **3.F SALE AND TRANSFER OF WAVECREST PARCELS TO COASTSIDE LAND TRUST**

City Manager Chidester presented the staff report.

The Council asked questions and discussed the item.

#### **MOTION**

Mayor Brownstone moved and Councilmember Penrose seconded a motion to adopt a resolution finding the sale exempt from the Surplus Lands Act and authorizing the City Manager to execute an Agreement to Sell/Transfer properties acquired through tax default sale to Coastside Land Trust (CLT) to assist in the completion of the Wavecrest Trail Project (extension of the California Coastal Trail and expanded beach access) and protection/restoration of coastal bluff habitat. The question was called and the motion carried unanimously.

### **COMMISSION / COMMITTEE UPDATES**

None.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

Councilmember Nagengast requested a future agenda item on the wildfire maps. Mayor Brownstone seconded the request.

**CITY COUNCIL REPORTS**

None.

**ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 10:40 p.m.

Respectfully Submitted:

Approved:

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

\_\_\_\_\_  
Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, FEBRUARY 18, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 7:05 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

ABSENT: Councilmember Penrose

**APPROVAL OF AGENDA**

**MOTION**

Vice Mayor Ruddock moved and \_\_\_\_\_ seconded a motion to approve the Agenda. The question was called and the motion carried 4-0, Councilmember Penrose absent.

**PROCLAMATIONS AND PRESENTATIONS**

**AYSO 10U BLUE COUGARS' RECOGNITION**

Mayor Brownstone recognized the members of the AYSO 10U Blue Cougars.

**SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT UPDATE**

Kimberly Williams, Vice President, and Rachel Curtis-Robles, Public Health Education and Outreach, provided an update on the District's activities; and work and resources of the District; and responded to questions from the Council and public.

The following individual addressed the Council:

- Kimberly Williams

**MIDCOAST COMMUNITY COUNCIL UPDATE**

Scott Baldinger provided an update on the Midcoast Community Council.

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

None.

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

City Attorney Engberg indicated the Council met in Closed Session and took no reportable action.

## **CITY MANAGER UPDATES TO COUNCIL**

None.

## **PUBLIC FORUM**

The following individuals addressed the Council:

- Brad Johnson
- Joaquin Jimenez
- Kati Martin
- Brad Steinwede

### **1. CONSENT CALENDAR**

The Consent Calendar consisted of followings items:

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 1.B WARRANTS FOR THE MONTH OF JANUARY 2025**
- 1.C PRIMARY GRANT AGREEMENT TEMPLATE FOR SAN MATEO COUNTY TRANSPORTATION**

## **MOTION**

Vice Mayor Ruddock moved and Councilmember Jonnson seconded a motion to approve the Consent Calendar. The motion carried 4-0, Councilmember Penrose absent.

### **2. ORDINANCES AND PUBLIC HEARINGS**

None.

### **3. RESOLUTIONS AND STAFF REPORTS**

#### **3.A FINANCIAL REPORT FRO THE QUARTER ENDED ON DECEMBER 31, 2024**

Finance Manager Stiles presented the staff report.

The Council asked questions and discussed the item.

**MOTION**

Councilmember Nagengast moved and Vice Mayor Ruddock seconded a motion to accept the Financial Report for the quarter ended on December. The motion carried 4-0, Councilmember Penrose absent.

**3.B COMMUNITY SERVICES FINANCIAL ASSISTANCE**

Community Services Analyst Acosta presented the staff report.

The following individuals addressed the Council:

- Caitlin Vreeburg
- Spandan Chakrabarti

The Council asked questions and discussed the item.

**3.C BUDGET AMENDMENT FOR THE POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT (CIP NO. 0593)**

Public Works Director Bozorginia and Assistant Engineer Woo presented the staff report.

The Council asked questions and discussed the item.

**MOTION**

Mayor Brownstone moved and Councilmember Nagengast seconded a motion to adopt a resolution authorizing the Administrative Services Director to transfer \$50,000 from Fund 123 (streets and Roads) to Capital Improvements Project No. 0593 – Poplar Street Traffic Calming and Safety Project – Phase 1 (Project); and authorizing \$261,000 additional contingency for a new total construction budget of \$1,752,000. The question was called and the motion carried 4-0, Councilmember Penrose absent.

**COMMISSION / COMMITTEE UPDATES**

None.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

None.

**CITY COUNCIL REPORTS**

Vice Mayor Ruddock announced her election as Chair of One Shoreline Committee.

**ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 9:09 p.m.

Respectfully Submitted:

Approved:

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

\_\_\_\_\_  
Robert Brownstone, Mayor



**MINUTES**  
**CITY OF HALF MOON BAY CITY COUNCIL**  
**TUESDAY, NOVEMBER 19, 2024**  
**ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CONVENE SPECIAL MEETING**

Mayor Jimenez called the special meeting to order at 5:00 p.m.

**ROLL CALL**

**PRESENT:** Councilmembers Brownstone, Penrose and Ruddock, Vice Mayor Rarback and Mayor Jimenez

**OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS**

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))  
Name of case: Merry Railsback v. City of Half Moon Bay et al. – San Mateo Superior Court, Case No. 24-CIV-05683

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))  
Name of case: City of Half Moon Bay v. Thomas J. Gearing, et al., – San Mateo Superior Court Civil No. 21-CIV-01560

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Property: Portion of 880 Stone Pine, City of Half Moon Bay (portion of APN: 056-260-180) City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney) Negotiating Parties: Iliana Rodriguez, County of San Mateo  
Under negotiation: Price and terms of potential sale to the County

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Property: 555 Kelly Avenue, City of Half Moon Bay  
City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney)  
Negotiating Parties: Kelly Hollywood, Mercy Housing  
Under negotiation: Price and terms of potential lease agreement

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Properties: 065-023-170; 065-024-370; 065-031-220; 065-031-240; 065-032-040; 065-032-170;

065-034-050; 065-072-030; 065-074-030; 065-082-030; 065-152-070; 065-155-080; 065-155-090;  
065-157-030; 065-171-080; 065-181-020; 065-181-060; 065-184-020; 065-191-040; 065-192-110;  
065-203-190

City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney)

Negotiating Parties: Bob Rogers, Coastside Land Trust (CLT)

Under negotiation: Price and terms of potential sale to CLT

## **ADJOURNMENT**

Mayor Jimenez adjourned the meeting at 7:00 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Joaquin Jimenez, Mayor



**MINUTES**  
**CITY OF HALF MOON BAY CITY COUNCIL**  
**TUESDAY, NOVEMBER 19, 2024**  
**ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Jimenez called the meeting to order at 7:08 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

**PRESENT:** Councilmembers Brownstone and Penrose, Vice Mayor Rarback and Mayor Jimenez

**ABSENT:** Councilmember Ruddock

**APPROVAL OF AGENDA**

**MOTION**

Vice Mayor Rarback moved and Councilmember Penrose seconded a motion to approve the Agenda. The question was called and the motion carried 4-0-1, Councilmember Ruddock absent.

**PROCLAMATIONS AND PRESENTATIONS**

**MIDCOAST COMMUNITY COUNCIL UPDATE**

Scott Bollinger provided an update on the Midcoast Community Council.

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

Mayor Jimenez thanked those that voted; and announced distribution of hams and turkeys by Coastside Hope on November 22 and Farmworker Health Event on November 23, 2024.

**REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

City Attorney Enberg announced the Council discussed two items of Pending litigation and three items of real estate negotiations and the Council authorized defense in the case of Railsback vs. Halfmoon Bay.

**CITY MANAGER UPDATES TO COUNCIL**

## HEALTHCARE ACCESS ON THE COAST

Administrative Services Director Rossi announced the opening of the Dignity Urgent Care.

## STORM PREPARATIONS

Public Works Director Bozorginia provided an update on storm preparations.

## COMMUNITY DEVELOPMENT DIRECTOR

City Manager Chidester introduced Leslie Lacko, Community Development Director.

Community Development Director Lacko expressed excitement to serve.

## PUBLIC FORUM

The following individuals addressed the Council:

- Nancy Fontana
- Brad Johnson
- Krystlyn Geidt
- Norm Picker
- Rocio Avila

### 1. CONSENT CALENDAR

The Consent Calendar consisted of followings items:

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

#### 1.B APPROVAL OF MINUTES

#### 1.C WARRANTS FOR THE MONTH OF SEPTEMBER 2024

#### 1.D WARRANTS FOR THE MONTH OF OCTOBER 2024

## MOTION

Councilmember Brownstone moved and Vice Mayor Rarback seconded a motion to approve the Consent Calendar. The question was called and the motion carried 4-0-1, Councilmember Ruddock absent.

### 2. ORDINANCES AND PUBLIC HEARINGS

NONE

### **3. RESOLUTIONS AND STAFF REPORTS**

#### **3.A CONSIDERATION OF A PROPOSED TWO-WEEK PIT PILOT PROJECT ON POPLAR**

Assistant City Manager Doughty and Public Works Director Bozorginia presented the staff report.

Eagle Scout Candidate Chloe Standez presented her proposed pilot project.

The following individuals addressed the Council:

- Krystlyn Giedt
- Sara Polgar

The Council asked questions and discussed the item.

#### **MOTION**

Councilmember Penrose moved and Vice Mayor Rarback seconded a motion to allow the installation of up to four fire pits on Poplar Beach as part of a pilot project commencing in early December 2024 and ending with removal of the fire pits within 14 days of installation. The question was called and the motion carried 4-0-1, Councilmember Ruddock absent.

#### **3.B DOWNTOWN GATEWAY MONUMENT**

Economic and Community Vitality Manager Decker, Associate Engineer Leda, and Public Works Director Bozorginia presented the staff report.

The following individuals addressed the Council:

- Krystlyn Giedt
- Marianna Stark

The Council asked questions and discussed the item.

#### **MOTION**

Councilmember Brownstone moved and Vice Mayor Rarback seconded a motion to adopt a resolution authorizing the City Manager to: 1) execute a Professional Services Agreement with RHAA Landscape Architecture and Planning for architectural design and engineering services for the Downtown Streetscape Master Plan Implementation Project (CIP No. 1032) for the not-to-exceed amount of \$78,170; and 2) authorize the transfer of \$20,000 from the General Fund to Capital Improvement Project No. 1032 (Downtown Streetscape Master Plan Implementation Project). The question was called and the motion carried 4-0-1, Councilmember Ruddock absent.

**3.C INFORMATIONAL BRIEFING ON “GET THERE TOGETHER: AN ACTION PLAN FOR TRANSPORTATION CHOICES IN HALF MOON BAY AND THE MIDCOAST”**

Public Works Director Bozorginia, Senior Management Analyst Walter and Consultant Alex Mercuri, Nelson Nygaard presented the staff report.

The following individual addressed the Council:

- Patricia Stevenson

The Council asked questions of staff and discussed the item.

**3.D DEVELOPMENT IMPACT FEE WAIVER IN EXCHANGE FOR PROVISION OF EMERGENCY AFFORDABLE HOUSING AT 300 MAIN STREET (ZABALLA HOUSE)**

Housing Programs Manager Noce presented the staff report.

The following individuals addressed the Council:

- Krystlyn Giedt
- Marianna Stark

The Council asked questions and discussed the item.

**MOTION**

Councilmember Brownstone moved and Vice Mayor Rarback seconded a motion to adopt a resolution: 1) acknowledging the contribution of the property owners, the Cresson family, in providing up to 8 units of emergency housing at 300 Main Street for displaced farmworkers following the January 2023 mass shooting incident; and 2) waiving up to \$122,369 in development impact fees associated with the conversion of existing commercial lodging units to permanent rental housing at 300 Main Street. The question was called and the motion carried 4-0-1, Councilmember Ruddock absent.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

None.

**COMMISSION / COMMITTEE REPORTS**

None.

**CITY COUNCIL REPORTS**

None.

**ADJOURNMENT**

Mayor Jimenez adjourned the meeting at 9:23 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Joaquin Jimenez, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, DECEMBER 3, 2024  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CONVENE SPECIAL MEETING**

Mayor Jimenez called the special meeting to order at 6:15 p.m.

**ROLL CALL**

PRESENT: Councilmembers Brownstone, Penrose and Ruddock, Vice Mayor Rarback and Mayor Jimenez

**OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS**

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**CLOSED SESSION**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Property: Portion of 880 Stone Pine, City of Half Moon Bay (portion of APN: 056-260-180)  
City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney)  
Negotiating Parties: Iliana Rodriguez, County of San Mateo  
Under negotiation: Price and terms of potential sale to the County

**ADJOURNMENT**

Mayor Jimenez adjourned the meeting at 7:00 p.m.

Respectfully Submitted:

Approved:

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

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



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, DECEMBER 3, 2024  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Jimenez called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

**PRESENT:** Councilmembers Brownstone, Penrose and Ruddock, Vice Mayor Rarback and Mayor Jimenez

**APPROVAL OF AGENDA**

**MOTION**

Vice Mayor Rarback moved and Councilmember Penrose seconded a motion to approve the Agenda. The question was called and the motion carried unanimously.

**PROCLAMATIONS AND PRESENTATIONS**

**RECOGNITION AND THANKS FOR OUTGOING CONGRESSWOMAN ANNA ESHOO**

The Council recognized Congresswoman Eshoo.

Congresswoman Eshoo expressed pride in her service and thanked the Council.

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

Mayor Jimenez announced the Night of Lights Parade and discussed the visit to non-profit organizations by several corporations regarding continued funding.

**REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

City Attorney Enberg reported that the Council met in Closed Session and discussed the item on the agenda with no reportable action.

**CITY MANAGER UPDATES TO COUNCIL**

None.

## **PUBLIC FORUM**

The following individuals addressed the Council:

- Rosio Avila
- Evelyn D
- Dan Haggerty

### **1. CONSENT CALENDAR**

Councilmember Ruddock pulled Items 1.C and 1.E.

The Consent Calendar consisted of followings items:

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 1.B SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES APPOINTMENT**
- 1.C 2025 RESIDENTIAL DWELLING UNIT ALLOCATION PURSUANT TO HALF MOON BAY MUNICIPAL CODE CHAPTER 17.06 (MEASURE D)**
- 1.D AB1600 REPORT ON DEVELOPMENT IMPACT FEES FOR FISCAL YEAR ENDED JUNE 30, 2024**
- 1.E SIXTH AMENDMENT TO LEASE AGREEMENT WITH KATHY OLER FOR THE USE OF 730 MILL STREET AS A PUBLIC PARKING LOT**

### **MOTION**

Councilmember Ruddock moved and Vice Mayor Rarback seconded a motion to approve the Consent Calendar, with the exception of Items 1.C and 1.E. The question was called and the motion carried unanimously.

City Manager Chidester requested the items pulled from the Consent Calendar be heard after Item 3.C.

### **2. ORDINANCES AND PUBLIC HEARINGS**

- 2.A RESOLUTION OF PUBLIC INTEREST AND CONVENIENCE APPROVING THE CITY'S SALE OF A PORTION OF 880 STONE PINE ROAD (6.87-ACRE PORTION OF APN: 056-260-180) FOR THE CONSTRUCTION OF A 47-UNIT AFFORDABLE FARMWORKER HOUSING PROJECT**

### **MOTION**

Councilmember Ruddock moved and Vice Mayor Rarback seconded a motion to continue the hearing to a date certain of December 16, 2024 at 7:00 p.m. or as soon thereafter that the matter can be heard at the special City Council meeting held at the Ted Adcock Community Center (TACC) 535 Kelly Avenue, Half Moon Bay, CA 94019. The motion carried unanimously.

### **3. RESOLUTIONS AND STAFF REPORTS**

#### **3.A OBJECTIVE DESIGN STANDARDS STATUS UPDATE FOR MULTI-FAMILY DEVELOPMENT IN ACCORDANCE WITH STATE LEGISLATION**

Associate Planner Wilson presented the staff report.

Associate Planner Wilson and City Attorney Engberg responded to Council questions.

The following individual addressed the Council:

- Rick Hernandez

The Council discussed the item and agreed with Option 1, adding a study session and interim objective design standards.

#### **3.B LEGISLATIVE ADVOCACY END OF SESSION UPDATE**

Communications Director/City Clerk Blair and Carly Shelby, Townsend Public Affairs, presented the staff report.

The following individual addressed the Council:

- Dan Haggerty

The Council discussed the item.

### **RECESS**

Mayor Jimenez called a recess at 8:23 p.m. The meeting reconvened at 8:35 p.m. with all Councilmembers present.

#### **1. CONSENT CALENDAR (Continued)**

The following items were pulled from the Consent Calendar for individual consideration:

#### **1.C 2025 RESIDENTIAL DWELLING UNIT ALLOCATION PURSUANT TO HALF MOON BAY MUNICIPAL CODE CHAPTER 17.06 (MEASURE D)**

Senior Planner Phillips presented the staff report.

Senior Planner Phillips, City Attorney Engberg and Assistant City Manager Doughty responded to Council questions.

### **MOTION**

Vice Mayor Rarback moved and Councilmember Ruddock seconded a motion to adopt a resolution setting the 2025 Residential Dwelling Unit Allocation and Administration System pursuant to Half Moon Bay Municipal Code Chapter 17.06 for 67 residential dwelling units, 45 units for the Downtown (23 base units and 22 bonus units), and 22 units outside of the Downtown. The question was called and the motion carried unanimously.

**1.E SIXTH AMENDMENT TO LEASE AGREEMENT WITH KATHY OLER FOR THE USE OF 730 MILL STREET AS A PUBLIC PARKING LOT**

City Manager Chidester presented the staff report.

The following individual addressed the Council:

- Krystyn Giedt

The Council asked questions and discussed the item.

**MOTION**

Councilmember Ruddock moved and Vice Mayor Rarback seconded a motion to adopt a resolution authorizing the City Manager to execute the Sixth Amendment to the Lease Agreement with Kathy Oler, for the use of 730 Mill Street as a public parking lot through December 31, 2029, including discussions of right of first refusal for acquisition of the parcel and possibility of paid parking. The question was called and the motion carried unanimously.

**3.C FINANCIAL REPORT FOR THE QUARTER ENDED ON SEPTEMBER 30, 2024**

Finance Manager Stiles presented the staff report.

**MOTION**

Councilmember Brownstone moved and Councilmember Penrose seconded a motion to accept the Financial Report for the quarter ended on September 30, 2024, and authorize the Administrative Service Director to make budgetary entries to account for previously approved carryforward funds related to capital improvement projects. The question was called and the motion carried unanimously.

**3.D ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2024 UPDATE**

Finance Manager Stiles presented the staff report.

The Council asked questions and discussed the item.

**3.E MEASURE R - TRANSACTION AND USE (SALES) TAX IMPLEMENTATION**

Finance Manager Stiles and Communications Director/City Clerk Blair presented the staff report.

**MOTION**

Councilmember Brownstone moved and Vice Mayor Rarback seconded a motion to: 1) adopt a resolution authorizing the City Manager to execute agreements with the California Department of Tax and Fee Administration (CDTFA) for implementation of a local transactions and use tax; 2) adopt a resolution authorizing the examination of the sales, use, and transactions tax records for the City; and 3) appropriate \$175,000 of Measure R revenue for the preparatory costs incurred by the CDTFA necessary to administer the City's transactions and use tax. The question was called and the motion carried unanimously.

**3.F SECOND AMENDMENT TO EMPLOYMENT CONTRACT FOR CITY MANAGER**

City Attorney Engberg presented the staff report.

The Council asked questions of staff and discussed the item.

The following individual addressed the Council:

- Dan Haggerty

**MOTION**

Councilmember Penrose moved and Vice Mayor Rarback seconded a motion to approve Amendment No. 2 to the August 20, 2022 City Manager Employment Agreement with Matthew Chidester to increase the annual base salary from \$272,950 to \$281,138.50 effective July 1, 2024, and provide for future cost of living increases consistent with what is received by other City executive staff or with State CPI, whichever is lower. The question was called and the motion carried unanimously.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

None.

**COMMISSION / COMMITTEE REPORTS**

None.

**CITY COUNCIL REPORTS**

City Manager Chidester announced the upcoming Recreation Commission meeting.

**ADJOURNMENT**

Mayor Jimenez adjourned the meeting at 9:37 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Joaquin Jimenez, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, DECEMBER 16, 2024  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Jimenez called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

**PRESENT:** Councilmembers Brownstone, Penrose and Ruddock, Vice Mayor Rarback and Mayor Jimenez; and Newly Elected Councilmembers Bo Jonsson and Paul Nagengast

**APPROVAL OF AGENDA**

**MOTION**

Vice Mayor Rarback moved and Councilmember Penrose seconded a motion to approve the Agenda. The question was called and the motion carried unanimously.

**2024 STATE OF THE CITY PRESENTATIONS**

The 2024 State of the City Video was presented.

**PUBLIC FORUM**

The following individuals addressed the Council:

- Naomi Partridge
- RJ Jennings

**1. CONSENT CALENDAR**

The Consent Calendar consisted of followings items:

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 1.B FINAL RESULTS OF THE NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION**
- 1.C WARRANTS FOR THE MONTH OF NOVEMBER 2024**
- 1.D ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

**MOTION**

Vice Mayor Rarback moved and Councilmember Ruddock seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

**ACKNOWLEDGEMENT OF OUTGOING COUNCILMEMBERS REMARKS BY OUTGOING COUNCILMEMBERS**

The Council acknowledged Joaquin Jimenez and Harvey Rarback for their service on the Council.

Staff from the Offices of Senator Becker, Assemblyman Berman, and Supervisor Mueller recognized the outgoing Councilmembers.

Naomi Patridge and Mariah Gregoria congratulated outgoing councilmembers.

Councilmembers Rarback and Jimenez discussed their service on the Council and thanked the City and Council for its support.

**RECESS**

The City Council recessed to bring the newly elected Councilmembers to the dais.

**SWEARING IN OF NEW COUNCILMEMBERS**

Newly Elected Councilmembers Bo Jonsson and Paul Nagengast were sworn in as Councilmembers.

**REMARKS BY INCOMING COUNCILMEMBERS**

Councilmembers Jonsson and Nagengast thanked the City for electing them and expressed excitement to serve.

**SELECTION OF MAYOR AND VICE MAYOR FOR 2025**

**MOTION**

Councilmember Nagengast moved and Councilmember Jonsson seconded a motion to nominate Councilmember Ruddock to serve as Mayor.

**MOTION**

Councilmember Penrose moved and Mayor Brownstone seconded a motion to nominate Robert Brownstone to serve as Mayor. The question was called and the motion carried 3-2, Councilmembers Nagengast and Ruddock dissenting.

**MOTION**

Councilmember Penrose moved and Mayor Brownstone seconded a motion to nominate Councilmember Ruddock to serve as Vice Mayor. The question was called and the motion carried unanimously.

## **REMARKS BY INCOMING MAYOR**

Mayor Brownstone expressed his enthusiasm to serve as Mayor.

### **2. CONSENT CALENDAR**

#### **2.A 2025 CALENDAR OF CITY COUNCIL MEETINGS**

##### **MOTION**

Mayor Brownstone moved and Councilmember Penrose seconded a motion to approve the Consent Calendar. The motion carried unanimously.

### **3. ORDINANCES AND PUBLIC HEARINGS**

#### **3A. RESOLUTION OF PUBLIC INTEREST AND CONVENIENCE APPROVING THE CITY'S SALE OF A PORTION OF 880 STONE PINE ROAD (6.87-ACRE PORTION OF APN: 056-260-180) FOR THE CONSTRUCTION OF A 47-UNIT AFFORDABLE FARMWORKER HOUSING PROJECT**

##### **MOTION**

Mayor Brownstone moved and Councilmember Penrose seconded a motion to continue the public hearing to a date certain of January 21, 2025, at 7:00 p.m. or as soon thereafter that the matter can be heard at the City Council meeting held at the Ted Adcock Community Center (TACC) 535 Kelly Avenue, Half Moon Bay, CA 94019. The motion carried unanimously.

## **ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 7:07 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, JANUARY 21, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CONVENE SPECIAL MEETING**

Mayor Brownstone called the special meeting to order at 5:30 p.m.

**ROLL CALL**

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

**OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS**

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**CLOSED SESSION**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Property: Portion of 880 Stone Pine, City of Half Moon Bay (portion of APN: 056-260-180)  
City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney)  
Negotiating Parties: Iliana Rodriguez, County of San Mateo  
Under negotiation: Price and terms of potential sale to the County

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)  
Property: 555 Kelly Avenue, City of Half Moon Bay  
City Negotiators: Matthew Chidester (City Manager) and Catherine Engberg (City Attorney)  
Negotiating Parties: Kelly Hollywood, Mercy Housing  
Under negotiation: Price and terms of potential lease agreement

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))  
Name of case: Vidovich v. City of Half Moon Bay et al. – San Mateo Superior Court, Case No. 24-CIV-08216

**ADJOURNMENT**

Mayor Jimenez adjourned the meeting at 6:00 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, JANUARY 21, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 7:15 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

**MOTION**

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

**PROCLAMATIONS AND PRESENTATIONS**

**TOM MINAIDAS RECOGNITION**

Vice Mayor Ruddock, Cameron Palmer, Supervisor Ray Mueller and Kerry Berk recognized Tom Minaidas.

**HIP HOUSING CALENDAR**

Nipalo Gomez, HIP Housing Board Member, presented the calendar and discussed their services.

**MIDCOAST COMMUNITY COUNCIL UPDATE**

Scott Bollinger provided an update on the Midcoast Community Council.

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

None.

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

City Attorney Engberg announced the Council met in Closed Session and there was no reportable action but noted the purchase and sale agreement for 880 Stone Pine would come to Council on February 4 and the Kelly Avenue Ad Hoc Subcommittee was reconstituted with members Mayor Brownstone and Councilmember Penrose

## **CITY MANAGER UPDATES TO COUNCIL**

### **JANUARY 23, 2023 TRAGEDY REMEMBRANCE UPDATE**

Management Analyst Acosta announced the January 23, 2023 Tragedy Remembrance Day and opportunity for feedback on the farmworker memorial.

### **MOBILE CONSULATE**

Management Analyst Acosta announced the Mobile Mexican Consulate on January 25, 2025.

## **PUBLIC FORUM**

The following individuals addressed the Council:

- Chloe Standez
- Robert Campos
- Brad Johnson
- Joaquin Jimenez
- Caesar Sanchez
- Harvey Rarback
- Monica Berlin
- Krystlyn Giedt

### **1. CONSENT CALENDAR**

Mayor Brownstone pulled Item 1.D.

Councilmember Nagengast pulled Items 1.B, 1.C and 1.E.

The Consent Calendar consisted of followings items:

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

**1.B WARRANTS FOR THE MONTH OF DECEMBER 2024**

**1.C MAYOR'S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2025**

- 1.D MODIFICATION OF PREVIOUSLY APPROVED TWO-WEEK FIRE PIT PILOT PROJECT ON POPLAR BEACH**
- 1.E APPROVAL OF THE FINAL PARCEL MAP FOR 880 STONE PINE ROAD (ASSOCIATED WITH STONE PINE COVE COASTAL DEVELOPMENT PERMIT)**
- 1.F UPDATED EMERGENCY SERVICES COUNCIL JOINT POWERS AGREEMENT (ESC-JPA)**
- 1.G SMITH FIELD PARK IMPROVEMENT AND WAVECREST MAIN PROJECTS – AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH SWCA FOR ADDITIONAL SERVICES**

**MOTION**

Councilmember Penrose moved and Councilmember Nagengast seconded a motion to approve Items 1.A, 1.F and 1.G. The motion carried unanimously.

The following items were pulled from the Consent Calendar for individual consideration:

**1.B WARRANTS FOR THE MONTH OF DECEMBER 2024**

In response to Councilmembers Jonsson and Nagengast, City Manager Chidester and Public Works Director Bozorginia provided additional details on the warrants.

**MOTION**

Mayor Brownstone moved and Councilmember Nagengast seconded a motion to accept the warrants list for the month of December 2024. The motion carried unanimously.

**1.C MAYOR’S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2025**

Councilmember Nagengast discussed potential conflicts in schedule.

**MOTION**

Mayor Brownstone moved and Councilmember Penrose seconded a motion to accept Mayor Brownstone’s List of City Council Representatives and Designated Assignments for 2025. The motion carried unanimously.

**1.D MODIFICATION OF PREVIOUSLY APPROVED TWO-WEEK FIRE PIT PILOT PROJECT ON POPLAR BEACH**

In response to Mayor Brownstone, City Manager Chidester and Assistant City Manager Doughty explained the insurance and indemnification.

The Council asked questions and discussed the item.

The following individuals addressed the Council:

- Chloe Standez
- Eric Debody
- KrystylN Giedt

**MOTION**

Mayor Brownstone moved and Vice Mayor Ruddock seconded a motion to, by resolution, permit the temporary placement of up to four fire pits under a Pilot Project on Poplar Beach between January 22, 2025, and March 31, 2025, including possible cover or nearby water.

**MOTION**

Councilmember Penrose moved and Councilmember Jonsson seconded a motion to, by resolution, permit the temporary placement of up to four fire pits under a Pilot Project on Poplar Beach between January 22, 2025, and March 31, 2025 only if wire, mesh and lids were used on all firepits.

**MOTION**

Vice Mayor Ruddock moved and Councilmember Jonsson seconded a motion to, by resolution, permit the temporary placement of up to four fire pits under a Pilot Project on Poplar Beach between January 22, 2025, and March 31, 2025 conditioned on incorporating lids and mesh covers to prevent the release of embers. The question was called and the motion carried unanimously.

**1.E APPROVAL OF THE FINAL PARCEL MAP FOR 880 STONE PINE ROAD (ASSOCIATED WITH STONE PINE COVE COASTAL DEVELOPMENT PERMIT)**

City Manager Chidester responded to Council questions.

**MOTION**

Councilmember Nagengest moved and Vice Mayor Ruddock seconded a motion to adopt a resolution approving the Final Parcel Map and directing the City Manager to execute and record the Final Parcel Map with the office of the San Mateo County Recorder. The question was called and the motion carried unanimously.

**RECESS**

Mayor Brownstone called a recess at 8:58 p.m. The meeting reconvened at 9:16 p.m. with all Councilmembers present.

**2. ORDINANCES AND PUBLIC HEARINGS**

**2.A RESOLUTION OF PUBLIC INTEREST AND CONVENIENCE APPROVING THE CITY'S SALE OF A PORTION OF 880 STONE PINE ROAD (6.87 ACRE PORTION OF APN:056-260-180) FOR THE CONSTRUCTION OF A 47-UNIT AFFORDABLE FARMWORKER HOUSING PROJECT**

City Attorney Engberg presented the report.

## **MOTION**

Councilmember Nagengest moved and Mayor Brownstone seconded a motion to continue the public hearing to a date certain of February 4, 2025, at 7:00 p.m. or as soon thereafter that the matter can be heard at the regular City Council meeting held at the Ted Adcock Community Center (TACC) 535 Kelly Avenue, Half Moon Bay, CA 94019. The question was called and the motion carried unanimously.

## **3. RESOLUTIONS AND STAFF REPORTS**

### **3.A HALF MOON BAY LITTLE LEAGUE FACILITY USE AGREEMENT FOR SMITH FIELD**

Assistant City Manager Doughty presented the staff report.

The following individuals addressed the Council:

- Justin Kern
- Krystlyn Giedt
- Jen Moore

The Council asked questions and discussed the item.

## **MOTION**

Councilmember Penrose moved and Mayor Brownstone seconded a motion to adopt a resolution authorizing the City Manager to execute a new Facility Use Agreement with the Half Moon Bay Little League for the use of Smith Field, for a term of two years, with no annual fee. The question was called and the motion carried unanimously.

### **3.B 555 KELLY AVENUE AFFORDABLE HOUSING DEVELOPMENT – CONSIDERATION OF EXCLUSIVE NEGOTIATIONS AGREEMENT (ENA) BETWEEN THE CITY AND MERCY HOUSING**

Housing Programs Manager Noce presented the staff report.

The following individuals addressed the Council:

- Jen Moore
- Vaughn Harrison
- Joaquin Jimenez
- Rocio Avila
- Nells Delander, Local 217
- Bill Heavlin
- Shana Pickett-Gordon
- Joann Rokowsky

- Nancy Fontana
- Lily Rey
- Sandy Villa
- Ken Chan
- Dan Haggerty
- Sue Holland
- Jordan Grimes
- Patricia Stevenson
- Noreen Cooper Heavlin
- Tony Serrano

The Council asked questions and discussed the item.

#### **MOTION**

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to adopt a resolution authorizing the City Manager to execute an Exclusive Negotiations Agreement (ENA) between the City and Mercy Housing California (Mercy) to provide twelve months to negotiate an Affordable Housing and Property Disposition Agreement (the AHPDA) and the terms of a ground lease for a senior affordable housing development project (the Project) at 555 Kelly Avenue. The question was called and the motion carried unanimously.

#### **3.D APPOINTMENTS TO CITY COMMISSIONS – NAGENGAST AND JONSSON**

Councilmember Jonsson appointed Jim Reams to the Planning Commission and Hilary Stamper to the Parks and Recreation Commission.

Councilmember Nagengast appointed David Gorn to the Planning Commission and Tito Hernandez to the Parks and Recreation Commission.

#### **MOTION**

Councilmember Penrose moved and Vice Mayor Ruddock seconded a motion to accept the appointments. The question was called and the motion carried unanimously.

#### **3.E TRANSFER OF PG&E RULE 20A CREDITS TO SAN MATEO COUNTY**

Public Works Director Bozorginia presented the staff report.

#### **MOTION**

Councilmember Penrose moved and Councilmember Brownstone seconded a motion to authorize the City Manager to transfer its Rule 20A, Work Credits to the County of San Mateo for the completion of the Middlefield Road Improvement Project. The question was called and the motion carried unanimously.

**3.C AGREEMENT FOR LAW ENFORCEMENT SERVICES WITH THE COUNTY OF SAN MATEO SHERIFF'S OFFICE - AMENDMENT SEVENTEEN**

City Manager Chidester presented the staff report.

The Council asked questions and discussed the item.

**MOTION**

Mayor Brownstone moved and Vice Mayor Ruddock seconded a motion to adopt a resolution authorizing the City Manager to execute Amendment Seventeen to the Agreement for Law Enforcement Services between the County of San Mateo and City of Half Moon Bay, under the new Rates/Payments schedule. The question was called and the motion carried unanimously.

**COMMISSION / COMMITTEE UPDATES**

None.

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

Mayor Brownstone requested an update on the Caltrans 5 mile project update. Vice Mayor Ruddock seconded the request.

Vice Mayor Ruddock requested an item to discuss staff coverage at City Hall, including weekends. Mayor Brownstone seconded the request.

Councilmember Nagengast requested information on trash separation and fines.

**CITY COUNCIL REPORTS**

None.

**ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 11:28 p.m.

Respectfully Submitted:

Approved:

---

Jessica Blair, City Clerk

---

Joaquin Jimenez, Mayor



**MINUTES**  
**CITY OF HALF MOON BAY CITY COUNCIL**  
**SPECIAL MEETING**  
**THURSDAY, JANUARY 30, 2025**  
**IN-PERSON/HYBRID MEETING**  
**535 KELLY AVENUE; HALF MOON BAY**

Mayor Brownstone called the meeting to order at 6:05 PM

**ROLL CALL**

**PRESENT:** Mayor Brownstone, Councilmembers Ruddock, Penrose, Jonnson

**ABSENT:** Councilmember Nagengast (rescued from the item)

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor Brownstone led the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**RESOLUTIONS AND STAFF REPORT**

**ITEM 1.A:**

**Doug Garrison, Senior Planner** presented to the City Council.

**Public Comment – The following individuals addressed the Council:**

- Mike Alifano
- Kryslyn Greidt
- David Pasternak
- Colleen Henney
- Virginia Turezyn
- Steve Hyman
- Hal Bogner
- Kerry Burke
- Dennis Kleinbaugh
- Mata Krasts
- Norm Picker
- Michael Alder
- Allan Alifano

- Lindy Meyers
- Tasha Livingston
- Matt J.
- Chad Hooker
- David Cline
- Besty DeFierro
- Kim Leven
- James Benjamin
- Tony B.
- Marianna Stark - zoom
- Sara Polgar - zoom
- Rick Hernandez - zoom
- lady from Torrance, CA on phone

#### **MOTION**

**Councilmember Ruddock moved to grant the appeal**, reversing the Planning Commission’s decision, and a) Certify the Environmental Impact Report for the Half Moon Bay Hyatt Place Project, Adopt CEQA Findings and a Statement of Overriding Considerations, Mitigation Measures, and a Mitigation Monitoring and Reporting Program based upon the Findings and Evidence contained in the draft resolution (Attachment 2); and Approve PDP-072-13, an application for a Coastal Development Permit, Site and Architectural Review, and a Parking Exception for a 66,268 square-foot, 102-room hotel; Tentative Parcel Map to adjust the lot line between the hotel parcel and the adjacent James Ford auto dealership parcel and to create four residential parcels on the north side of Seymour Street for future development of up to 16 residential dwelling units as allowed by the R-2 zoning district development standards based upon the Findings and Evidence contained in the draft resolution (Attachment 3)

**M/S:** Ruddock/Penrose

**Roll Call Vote: 4-0** (yes, Brownstone, Jonnson, Penrose, Ruddock)

#### **DIRECTOR’S REPORT**

#### **PLANNING COMMISSION COMMUNICATIONS**

#### **ADJOURNMENT**

**Motion by the Mayor to adjourn** the meeting at 8:55 PM

**Vote:** Unanimous

**Respectfully Submitted:**

**Approved:**

---

Bridget Jett, Planning Analyst

---

Robert Brownstone, Mayor



**MINUTES  
CITY OF HALF MOON BAY CITY COUNCIL  
TUESDAY, FEBRUARY 4, 2025  
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

**CALL TO ORDER / ROLL CALL**

Mayor Brownstone called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

**MOTION**

Councilmember Penrose moved and Vice Mayor Ruddock seconded a motion to approve the Agenda. The question was called and the motion carried unanimously.

**PROCLAMATIONS AND PRESENTATIONS**

**IMMIGRANT RIGHTS ADVOCACY (COASTSIDE HOPE/ALAS/PUENTE)**

Economic and Community Vitality Manager Decker, Judith Guerrero, Executive Director of Coastside Hope, Alas, and Rita Mancera, Executive Director of Puente de la Costa Sur, presented the report.

The Council discussed the item.

Captain Cheechov indicated the Department did not cooperate with any immigration agencies.

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

None.

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

None.

**CITY MANAGER UPDATES TO COUNCIL**

## DEBATE PROGRAM

Assistant City Manager Doughty discussed the Debate Program.

## PARKS AND RECREATION YOUTH COMMISSION VACANCY

Assistant City Manager Doughty announced the vacancy on the Parks and Recreation Youth Commission.

## PUBLIC FORUM

The following individuals addressed the Council:

- Joaquin Jimenez
- Brad Johnson
- Hal Bogner
- Cid Young
- Anish
- Dan Haggerty
- Anandita Shama
- Norm Picker

### 1. CONSENT CALENDAR

The Consent Calendar consisted of followings items:

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES
- 1.B TREASURER'S REPORT FOR THE QUARTER ENDING DECEMBER 31, 2024
- 1.C AMENDMENT OF CITYWIDE TRAFFIC REGULATIONS AT VARIOUS LOCATIONS
- 1.D APPROVAL OF THE TRANSPORTATION DEMAND MANAGEMENT PLAN "GET THERE TOGETHER: AN ACTION PLAN FOR TRANSPORTATION CHOICES IN HALF MOON BAY AND THE MIDCOAST"

### MOTION

Councilmember Penrose moved and Councilmember Nagengast seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

### 2. ORDINANCES AND PUBLIC HEARINGS

- 2.A RESOLUTION OF PUBLIC INTEREST AND CONVENIENCE APPROVING THE CITY'S SALE OF A PORTION OF 880 STONE PINE DRIVE (6.87-ACRE PORTION OF APN: 056-260-180) FOR THE CONSTRUCTION OF A 47-UNIT AFFORDABLE FARMWORKER HOUSING PROJECT

The following individual addressed the Council:

- Carolina Carbajal

### **MOTION**

Mayor Brownstone moved and Councilmember Nagengast seconded a motion to continue the public hearing to a date certain of March 4, 2025, at 7:00 p.m. or as soon thereafter that the matter can be heard at the regular City Council meeting held at the Ted Adcock Community Center (TACC) 535 Kelly Avenue, Half Moon Bay, CA 94019. The motion carried unanimously.

### **3. RESOLUTIONS AND STAFF REPORTS**

#### **3.A APPOINTMENT TO THE CITY OF HALF MOON BAY BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

### **MOTION**

Councilmember Ruddock moved and Councilmember Nagengast seconded a motion to appoint James Carniglia to the vacant position as a representative to the Bicycle and Pedestrian Advisory Committee (BPAC). The motion carried unanimously.

### **COMMISSION / COMMITTEE UPDATES**

Assistant City Manager Doughty provided an update on the recent Parks and Recreation Commission meeting and upcoming events.

Public Works Director Bozorginia provided an estimate for audio visual equipment at Carter Park.

### **FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

Councilmember Nagengast requested consideration of the impact of Federal Funding, including pass throughs. City Manager suggested the matter be referred to the Legislative Subcommittee.

Councilmember Jonsson expressed concern about parking on Poplar Street.

### **CITY COUNCIL REPORTS**

None.

### **ADJOURNMENT**

Mayor Brownstone adjourned the meeting at 8:29 p.m.

Respectfully Submitted:

---

Jessica Blair, City Clerk

Approved:

---

Robert Brownstone, Mayor

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Maggie Rodriguez, Assistant City Clerk

**TITLE:** **APPOINTMENT OF A YOUTH MEMBER TO THE PARKS AND RECREATION COMMISSION**

---

**RECOMMENDATION:**

Appoint a youth member to the Parks and Recreation Commission to fill the current vacancy.

**FISCAL IMPACT:**

None associated with this report.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

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 insights and input to that Committee.

On August 28, 2024, the Parks and Recreation Commission requested staff seek City Council approval for adding youth representation to the Commission.

On October 1, 2024, the City Council adopted a resolution amending the Parks and Recreation Commission By-Laws providing for the addition of two youth members for a total of seven regular (voting) members. The scheduled vacancies were duly noticed to the community via multiple outlets.

**DISCUSSION:**

At the March 4, 2025, meeting, the City Council appointed a Youth Representative to the Parks and Recreation Commission. At that time there were two vacancies and only one willing to serve form submitted.

At the March 18, 2025, meeting, the City Council considered an application for the second Youth Representative, but continued the item to a future meeting due to a potential conflict of interest based on familial relationships between the applicant and two of the existing Commissioners. At the meeting, a question arose regarding the number of Commissioners required to take action. The Parks and Recreation Commission Bylaws provide:

B. Quorum

1. A majority (minimum 4) of the Commission shall constitute a quorum for purposes of holding a meeting or taking any action.

Since the March 18 meeting, two additional willing to serve forms were submitted. Staff recommends that the Council make an appointment to fill the second vacancy.

**ATTACHMENTS:**

Willing to Serve forms received

# Print

## Willing to Serve - Submission #9095

Date Submitted: 4/7/2025

Thank you for your willingness to participate in making Half Moon Bay a better place! This "Willing to Serve" form can be used to apply to serve on one of the City's Commissions or Committees. Please note that information provided on this form is considered public information and may be made available to other applicants, members of the media, or the general public.

**Commission or Committee for which you are applying:\***

- Planning Commission
- Parks and Recreation Commission
- Main Street Bridge Advisory Committee
- General Plan Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Architectural Advisory Committee

**Name\***

Francesca DeRosa

**Address\***

[Redacted]

**City\***

Half Moon Bay

**Zip code\***

94019

**Phone 1\***

[Redacted]

**2**

[Redacted]

**Email**

frankied18@icloud.com

**Occupation\***

Student at HMBHS

**Current employer**

**Employer address**

**City**

**Zip code**

**How long have you lived in Half Moon Bay?\***

My whole life;17 years

**Educational background\***

High School Junior

**Professional experience\***

None

**Civic activities and community involvement\***

Volunteer at Table of Plenty HMB, Tamale Booth at Pumpkin Fest for Girls Soccer Program.

Please include any present or past membership on county or city boards, commissions, committees, community groups, or other organizations

**Are you able to attend:\***

- Night meetings
- Daytime meetings
- Either night or daytime meetings

**Why are you seeking to be appointed to a City commission or committee?\***

I'm interested in offering a unique student perspective to the committee while also learning about the leadership values that influence civic engagement in our town. I'm eager to learn from appointed members, gaining practical leadership skills and also giving back to my community.

**Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?\***

- Yes
- No

**How did you become aware of this opportunity to serve?\***

Through my school

**Today's date\***

4/7/25

**Signature\***



Checking this box constitutes your signature and confirms that the information provided is accurate

# Print

## Willing to Serve - Submission #9071

Date Submitted: 3/25/2025

Thank you for your willingness to participate in making Half Moon Bay a better place! This "Willing to Serve" form can be used to apply to serve on one of the City's Commissions or Committees. Please note that information provided on this form is considered public information and may be made available to other applicants, members of the media, or the general public.

### Commission or Committee for which you are applying:\*

- Planning Commission
- Parks and Recreation Commission
- Main Street Bridge Advisory Committee
- General Plan Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Architectural Advisory Committee

### Name\*

Rebecca Huerta

### Address\*

[Redacted]

### City\*

Half Moon Bay

### Zip code\*

94019

### Phone 1\*

[Redacted]

[Redacted]

**Email**

huertafamilyhmb@gmail.com

**Occupation\***

Student

**Current employer**

None

**Employer address**

N/A

**City**

N/A

**Zip code**

N/A

**How long have you lived in Half Moon Bay?\***

All my life, almost 15 years

**Educational background\***

El Granada Elementary & Cunha Intermediate

**Professional experience\***

Helping my family

**Civic activities and community involvement\***

Leadership Academy at Cunha, Treasury Committee at Cunha, AAUW Group Member

Please include any present or past membership on county or city boards, commissions, committees, community groups, or other organizations

**Are you able to attend:\***

- Night meetings
- Daytime meetings
- Either night or daytime meetings

**Why are you seeking to be appointed to a City commission or committee?\***

I am interested in fun recreational activities and events. I am also looking to serve the community and learn more about the activities that happen in the city where I live with my family.

**Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?\***

- Yes
- No

**How did you become aware of this opportunity to serve?\***

I heard my mom talk about it and I saw the notice online.

**Today's date\***

3/25/2025

**Signature\***



Checking this box constitutes your signature and confirms that the information provided is accurate

# Print

## Willing to Serve - Submission #9045

Date Submitted: 3/3/2025

Thank you for your willingness to participate in making Half Moon Bay a better place! This "Willing to Serve" form can be used to apply to serve on one of the City's Commissions or Committees. Please note that information provided on this form is considered public information and may be made available to other applicants, members of the media, or the general public.

### Commission or Committee for which you are applying:\*

- Planning Commission
- Parks and Recreation Commission
- Main Street Bridge Advisory Committee
- General Plan Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Architectural Advisory Committee

### Name\*

Kaleb

### Address\*

Eisen

### City\*

Half Moon Bay

### Zip code\*

94019

### Phone 1\*

[REDACTED]

[REDACTED]

[REDACTED]

**Email**

Kaleb.eisen1@gmail.com

**Occupation\***

High School Student

**Current employer**

Unemployed

**Employer address**

**City**

Half Moon Bay

**Zip code**

94019

**How long have you lived in Half Moon Bay?\***

My whole life since I was born August 23, 2008.

**Educational background\***

Junior in high school at HMBHS. I am currently enrolled in 4 AP classes and have a 4.6 GPA.

**Professional experience\***

None.

**Civic activities and community involvement\***

I did volunteer work as a youth aide for junior lifeguards summer camp which helped my leadership skills.

Please include any present or past membership on county or city boards, commissions, committees, community groups, or other organizations

**Are you able to attend:\***

- Night meetings
- Daytime meetings
- Either night or daytime meetings

**Why are you seeking to be appointed to a City commission or committee?\***

I want to get a sense for what it is like to be part of a local government system because that is one of the career paths I am interested in studying in college and pursuing.

**Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?\***

- Yes
- No

**How did you become aware of this opportunity to serve?\***

My dad told me about it because he is part of the parks and rec committee.

**Today's date\***

3/3/25

**Signature\***



Checking this box constitutes your signature and confirms that the information provided is accurate

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council  
**VIA:** Matthew Chidester, City Manager  
**FROM:** Maz Bozorginia, Public Works Director/City Engineer  
**TITLE:** **CAPITAL IMPROVEMENT PROGRAM WORKSHOP**

---

**RECOMMENDATION:**

Receive the report and provide direction to staff on modifications and prioritization of the Capital Improvement Program.

**FISCAL IMPACT:**

The Capital Improvement Program and FY 2025-26 Capital Budget are being presented as part of the City’s overall budget preparation process. As the budget is further developed, the project list and required funding will be updated. The finalized Capital Budget will be submitted to the City Council for consideration prior to the start of the next fiscal year (July 1).

**STRATEGIC ELEMENT:**

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

**OVERVIEW:**

The Capital Improvement Program (CIP) is a strategic planning and financial tool that outlines the City’s capital priorities over a multi-year period. It includes a range of projects—from major infrastructure investments to recurring, large-scale maintenance efforts—that require significant planning, coordination, and financial resources.

In recent years, the City has successfully advanced a number of community-enhancing capital projects that support public spaces, access, and mobility. However, as the inventory of City-owned assets grows, so does the demand for ongoing maintenance, repair, and replacement—needs that are often less visible but increasingly critical.

This workshop provides an opportunity to review the current, adopted CIP, and initiate Council discussions around project prioritization for the upcoming fiscal year. The attached FY 2024-25 project list and updates will serve as the starting point for the FY 2025-26 project list. Staff is

seeking direction on how best to balance the community’s interest in new projects with the pressing need to reinvest in and maintain existing infrastructure.

Available funding for repairs and replacements remains limited, and these types of projects typically do not qualify for grant funding. At the same time, the City—like many local governments—faces constrained staff capacity. When resources are directed toward the planning and delivery of new projects, it further limits the organization’s ability to keep pace with maintenance and reinvestment needs.

Staff encourages a strategic approach that prioritizes core infrastructure stewardship, ensures long-term sustainability, and aligns with the City’s organizational capacity and fiscal realities.

**BACKGROUND:**

The adopted FY 2024–25 Capital Improvement Program (CIP) includes 55 distinct projects and programs planned over a five-year horizon, with a total estimated cost of approximately \$87.5 million—including \$39.7 million in currently unfunded needs. This program represents a significant workload, particularly given the City’s limited staffing capacity, challenges in securing funding, and the added complexity of complying with the California Coastal Act, which introduces additional regulatory oversight for capital projects.

The CIP is structured in two parts:

1. Capital Budget (Year One) – The Council’s annual funding authorizations that prioritize near-term projects and allocate available resources for the upcoming FY.
2. Five-Year Capital Improvement Program – A longer-term planning tool that identifies anticipated capital needs and proposes a schedule for implementation.

Over the years, the City has made significant investments in capital projects, such as the construction of the Library and acquisition of 880 Stone Pine, largely supported through the General Fund, grants, and strategic borrowing. These past efforts demonstrate the City’s commitment to addressing community needs, though as the asset base grows, so too does the need for ongoing maintenance and reinvestment.

Cost estimates in the CIP cover both construction and associated “soft” costs, such as project management, design, professional consulting support, environmental compliance, and inspections. Long-term maintenance demand must be considered during project design, ensuring that capital investments are sustainable and do not overburden future budgets.

**DISCUSSION:**

As the City looks ahead to the FY 2025–26 Capital Improvement Program (CIP), it faces significant fiscal challenges that require a strategic approach to prioritization. The City’s limited financial resources require a careful balance between investing in new projects and addressing the ongoing need for infrastructure repair and replacement. While the CIP continues to reflect the City’s commitment to expanding its capital assets, there is an increasing recognition that

long-term sustainability will depend more heavily on the effective management of existing infrastructure.

General Fund contributions to the CIP have been supplemented by grants, restricted funds, and one-time revenues. However, fiscal realities dictate that the City cannot rely solely on grants or external funding sources for major capital investments, especially those related to repairs and replacements, which are often not eligible for grant funding. Bonding and other forms of borrowing for large projects remains an option but can only be pursued if the City maintains sufficient ongoing revenues to repay debt obligations.

A significant challenge in delivering the CIP is the staffing and funding capacity required to manage the breadth and scope of the City's projects. The size of the current CIP far exceeds the capacity of available staff, which strains the City's ability to effectively manage both ongoing infrastructure maintenance and new capital projects. To meet the demands of the CIP, the City faces a critical choice: either reduce the number of projects or increase staffing and funding to ensure successful project delivery. Without sufficient staffing or funding, the ability to deliver on both existing and new projects may be compromised, especially given the added regulatory requirements under the California Coastal Act. Addressing this challenge will be essential for maintaining both the quality and sustainability of the City's infrastructure.

In light of these constraints, staff recommends that the City Council focus on prioritizing projects that directly impact core infrastructure and the maintenance of existing assets. This includes shifting focus away from the addition of new capital assets unless absolutely necessary and ensuring that adequate funding and staffing are allocated for the repair and replacement of aging infrastructure. A more strategic approach will allow the City to continue its commitment to infrastructure stewardship while maintaining fiscal responsibility.

Staff proposes evaluating projects for the FY 2025-26 CIP based on the following prioritization categories. Projects will be scored on a scale of 1 to 5 in each category, and the scores will be averaged to determine the overall project priority. The proposed categories, in no particular order, are:

- Public Safety Impact: Does the project significantly benefit public safety or improve the community's well-being?
- Availability of Funding: Does the project have secured funding, and is that funding at risk?
- Project Readiness: How far along is the project in its development process (e.g., design, permits, environmental review)?
- Community Impact: How many people will benefit from the project? Does it have a broad positive impact on the community?
- Statutory Requirements: Is the project required by law or regulation (e.g., mandates from the California Coastal Act)?

- Alignment with City Council Strategic Priorities: Does the project align with the City Council’s current strategic goals for Half Moon Bay?
- Risk Assessment: What risks are associated with the project (e.g., infrastructure failure, safety concerns, or environmental impact)?
- Environmental Sustainability: Does the project incorporate environmentally sustainable practices, such as reducing energy consumption, enhancing green spaces, or utilizing low-impact development techniques?
- Long-Term Financial Impact: What are the total costs, including long-term maintenance and operational costs? Does the project provide future cost savings or avoid costly repairs?

This prioritization approach will help staff assess and rank projects based on the most urgent needs, ensuring resources are directed toward the highest-priority initiatives. It also ensures that funding is allocated strategically, with a focus on long-term sustainability.

A more measured approach will also be essential to ensuring the CIP remains financially sustainable. Given the fiscal limitations and the demands for staffing, the City should prioritize critical infrastructure repair and replacement while maintaining a focus on projects that align with City Council priorities. Staff encourages the Council to carefully review the CIP, ensuring that investments are made with long-term sustainability and fiscal responsibility in mind.

**CONCLUSION:**

As the City looks ahead to the FY 2025-26 Capital Improvement Program, it is essential to balance the need for new projects with the ongoing demands of maintaining and repairing existing infrastructure. Given the fiscal constraints, limited staffing resources, and the challenges of regulatory compliance, prioritizing projects that address core infrastructure needs will be crucial. City Council feedback on the proposed prioritization categories will help guide the development of a strategic, sustainable CIP that aligns with community needs and the City’s long-term goals. By focusing on critical repairs and replacements, the City can ensure that its capital investments are both fiscally responsible and aligned with the future sustainability of its infrastructure.

**ATTACHMENT:**

1. [Adopted FY 2024-25 Capital Improvement Program \(Link only\)](#)
2. FY 24-25 Capital Project List with updates

# ONE-YEAR CAPITAL IMPROVEMENT PROGRAM

## FY 2024-25 ADOPTED CAPITAL BUDGET

TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)*	FY 24-25 ADOPTED BUDGET	PROGRESS/UPDATES
<b>STORM WATER IMPROVEMENTS</b>					
GREEN INFRASTRUCTURE AND STORM WATER PROGRAM	152	0563	N/A	\$ 30,000	Focused on Storm Drain CCTV for the TMDL Program.
URBAN WATERSHED MANAGEMENT	152	1011	\$ 12,000	\$ 50,000	Project has not commenced.
PILARCITOS OUTFALL REPAIR AT KEHOE WATERCOURSE PROJECT	152	1005	\$ 184,700	\$ 365,300	In design/environmental/regulatory compliance.
ROOSEVELT/PULLMAN WATERSHED PROJECT	152	1006	\$ 77,000	\$ 50,000	Staff is considering alternatives to bring forward.
KEHOE WATERSHED ENHANCEMENT AND ENVIRONMENTAL STEWARDSHIP PROJECT	152	1017	\$ -	\$ 150,000	Project has not commenced.
SEYMOUR DITCH EROSION AND COASTAL STABILIZATION PROJECT	152	0608	\$ 619,000	\$ 81,000	Close-out of emergency CDP.
<b>TOTAL STORM WATER IMPROVEMENTS</b>			<b>\$ 892,700</b>	<b>\$ 726,300</b>	
<b>ECONOMIC DEVELOPMENT IMPROVEMENTS</b>					
CRI IMPLEMENTATION PROGRAM	151	1015	N/A	\$ 50,000	No drawdown to date. There are discussions about wayfinding signage on existing highway signposts.
CLIMATE ADAPTATION PLAN	151	1002	\$ 126,619	\$ 205,000	Project is nearing completion.
DOWNTOWN STREETSCAPE MASTER PLAN IMPLEMENTATION	151	TBD	\$ -	\$ 80,000	Staff is working with design for the Gateway into Downtown.
SAFETY ELEMENT	151	1026	\$ 160,000	\$ -	Safety Element currently being completed (CDD/PW-led effort).
<b>TOTAL ECONOMIC DEVELOPMENT IMPROVEMENTS</b>			<b>\$ 286,619</b>	<b>\$ 335,000</b>	
<b>OPERATIONAL IMPROVEMENTS</b>					
IT REPLACEMENT PROGRAM	151	1022	N/A	\$ -	Not funded in FY 24/25.
FLEET REPLACEMENT PROGRAM	151	1016	N/A	\$ -	Not funded in FY 24/25.
EQUIPMENT REPLACEMENT PROGRAM	151	1019	N/A	\$ -	Not funded in FY 24/25.
<b>TOTAL OPERATIONAL IMPROVEMENTS</b>			<b>\$ -</b>	<b>\$ -</b>	
<b>PARKS IMPROVEMENTS</b>					
PARKS MASTER PLAN IMPLEMENTATION PROGRAM	125	0609	N/A	\$ -	Not funded in FY 24/25.
CARTER PARK IMPROVEMENTS	125	0611	\$ 4,151,856	\$ 3,818,494	The City's contractors are in progress of finishing the final stages of the project.
TRAIN DEPOT AND JOHNSTON HOUSE SHORT-TERM IMPROVEMENTS	125	1023	\$ 30,000	\$ 40,000	Project on hold (funds allocated to other CIP).
FRENCHMAN'S CREEK PARK IMPROVEMENTS - PHASE II	125	1013	\$ 41,000	\$ 344,672	Staff is reworking the project scope to align with a new project budget as directed by Council on 4/1.
MAGNOLIA PARK	125	1007	\$ 19,000	\$ 261,100	Concept Plan completed. RFP process to select design/environmental consultant next.
WAVECREST WATER MAIN PROJECT	125	9004	\$ 49,000	\$ 1,361,000	Staff is working with design and environmental for project entitlements.
SMITH FIELD - PHASE I	125	1008	\$ 310,000	\$ 2,131,000	Staff is working with design and environmental for project entitlements.
POPLAR BEACH GATEWAYS PLAN	125	0617	\$ 541,100	\$ -	Project on hold (funds allocated to other CIP).
<b>TOTAL PARKS</b>			<b>\$ 5,141,956</b>	<b>\$ 7,956,266</b>	

\* Project generally carryover unused balances. Programs do not.

# ONE-YEAR CAPITAL IMPROVEMENT PROGRAM

## FY 2024-25 ADOPTED CAPITAL BUDGET

TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)*	FY 24-25 ADOPTED BUDGET	PROGRESS/UPDATES
<b>FACILITY IMPROVEMENTS</b>					
ADA TRANSITION PLAN IMPLEMENTATION PROGRAM	151	0601	N/A	\$ 25,000	Project in progress to address ADA ramp installations (city-wide).
SIDEWALK REPLACEMENT AND REPAIR PROGRAM	151	0562	N/A	\$ 50,000	Project in progress to address tripping hazards in the downtown area.
URBAN FOREST MANAGEMENT PROGRAM	151	0598	N/A	\$ 100,000	Funds have been used to trim/remove trees.
EMERGENCY RESPONSE PROGRAM	127	0604	N/A	\$ 100,000	No drawdown to date – utilized for emergencies only.
PILARCITOS CREEK RESTORATION AND REMEDIATION PROJECT	127	9022	\$ 123,000	\$ 392,000	Project in design/environmental review
HVAC AND ROOF REPAIRS	127	1028	\$ -	\$ 750,000	HVAC and roof repairs are completed for City Hall. HVAC at TACC is currently underway. Design for PV system and Sheriff's Substation and City Hall in CDP review.
<b>TOTAL FACILITY IMPROVEMENTS</b>			<b>\$ 123,000</b>	<b>\$ 1,417,000</b>	
<b>SEWER IMPROVEMENTS</b>					
SEWER MAINTENANCE PROGRAM	202	0506	N/A	\$ 100,000	Installed a new overflow at Valdez/Ocean.
INFLOW AND INFILTRATION MONITORING PROGRAM	202	9028	N/A	\$ 30,000	Funds have been used to obtain equipment to start an I&I Study.
MANHOLE REHABILITATION PROGRAM	202	9026	N/A	\$ 50,000	Project in progress to rehabilitation manholes in need.
PUMP STATION AND FORCE MAIN MAINTENANCE PROGRAM	202	0507	N/A	\$ 50,000	No drawdown to date.
SANITARY SEWER MASTER PLAN	202	9024	\$ 37,500	\$ 199,500	Deferred – regulatory deadline requires next update in 2026.
SAFEWAY SEWER MAIN REPAIR PROJECT	202	1030	\$ -	\$ 275,000	Project has not commenced.
<b>TOTAL SEWER IMPROVEMENTS</b>			<b>\$ 37,500</b>	<b>\$ 704,500</b>	
<b>STREET IMPROVEMENTS</b>					
NEIGHBORHOOD TRAFFIC SAFETY PROGRAM	123	9000	N/A	\$ -	Not funded in FY 24/25.
PAVEMENT MANAGEMENT AND TRAFFIC SAFETY PROGRAM	123	0514	N/A	\$ 830,000	Project in progress to repave selected streets in the Arleta Park Subdivision.
HIGHWAY 1 SAFETY - NORTH	123	0538	\$ 1,638,000	\$ 3,350,000	Design finalization – waiting for Caltrans Encroachment Permit.
POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT - PHASE I	123	0593	\$ 259,000	\$ 1,918,931	The City's contractors are finishing up the punchlist items for the project.
LOCAL ROADWAY SAFETY PLAN	123	TBD	\$ -	\$ 150,000	Project has not commenced. USDOT Grant will fund almost 90% of this effort.
HIGHWAY 1 SOUTH CORRIDOR STUDY	123	TBD	\$ -	\$ 75,000	City Staff is working with the TA to commence consultant selection. Majority of cost is through a SMCTA Grant
<b>TOTAL STREET IMPROVEMENTS</b>			<b>\$ 1,897,000</b>	<b>\$ 6,248,931</b>	

\* Project generally carryover unused balances. Programs do not.

# ONE-YEAR CAPITAL IMPROVEMENT PROGRAM

## FY 2024-25 ADOPTED CAPITAL BUDGET

TITLE	FUND	PROJECT NO.	PRIOR YEAR(S)*	FY 24-25 ADOPTED BUDGET	PROGRESS/UPDATES
<b>TRAIL IMPROVEMENTS</b>					
BICYCLE AND PEDESTRIAN CONNECTIVITY AND SAFETY PROGRAM	125	0615	N/A	\$ -	Not funded in FY 24/25.
TRAIL MAINTENANCE PROGRAM	125	TBD	N/A	\$ -	Not funded in FY 24/25.
COASTAL BLUFF PRESERVATION PROGRAM	125	0618	N/A	\$ -	Not funded in FY 24/25.
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 4	125	0619	\$ 326,000	\$ 650,000	Staff is working with design and Caltrans to approve of the project to proceed with construction.
COASTAL TRAIL OVERLAY (POPLAR TO CENTRAL)	125	1014	\$ 30,900	\$ 95,100	Project has not commenced. It was anticipated to be done in 22/23, but due to storms other repairs were necessary.
PEDESTRIAN/BICYCLE CONNECTION TO HATCH ELEMENTARY	125	9010	\$ -	\$ 40,000	\$702k grant funding was awarded by the TA.
SECONDARY POPLAR BEACH ACCESS	125	1031	\$ -	\$ 45,000	Project has not commenced.
EASTSIDE PARALLEL TRAIL NORTH - SEGMENT 2	125	0595	\$ -	\$ 500,000	Staff is pending approvals to proceed with RFP for design and enviromental.
<b>TOTAL TRAIL IMPROVEMENTS</b>			<b>\$ 356,900</b>	<b>\$ 1,330,100</b>	
<b>TOTAL FY ALLOCATIONS</b>			<b>\$ 8,735,675</b>	<b>\$ 18,718,097</b>	

\* Project generally carryover unused balances. Programs do not.

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Maz Bozorginia, Public Works Director/City Engineer  
Richard Cheechov, Chief of Police Services  
Todd Seeley, Public Works Superintendent

**TITLE:** **2025 SUMMER BEACH UPDATE**

---

**RECOMMENDATION:**

Receive the 2025 Summer Beach Update on City and Sheriff’s Office efforts for the notification, management, and enforcement for beaches and access points within the City limits, and provide feedback to staff.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this update. Costs associated with the elements of the report are part of the FY 2024-25 Public Works Operational Budget and within the contract between the City and San Mateo County for law enforcement services. For FY 2025-26, the proposed budget will include the funding necessary to continue the operations detailed in the report.

**STRATEGIC ELEMENT:**

This plan is consistent with the *Infrastructure and Environment and Healthy Communities and Public Safety* elements of the adopted Strategic Plan.

**BACKGROUND:**

Half Moon Bay and the San Mateo County coast are a prime recreation destination for the Bay Area as well as visitors from around the world. Within Half Moon Bay itself, public beaches extend north to south for almost 7 miles. Notable among the public beaches within City limits are Half Moon Bay State Beach comprising three distinct beach areas (Francis, Venice and Dunes Beaches), Poplar Beach, Surfer’s Beach and Manhattan Beach (otherwise known as Canada Verde or Miramontes Point Beach). Great beach opportunities extend both north and south of the City along Highway 1. Information on Coastside beaches (including State Parks) can be found on the City’s website at <https://www.half-moon-bay.ca.us/732/Beaches>.

Poplar Beach is City-owned and provides the public access to both the beach and California Coastal Trail and includes a public parking lot for passenger vehicles and equestrian trailers. Poplar Beach is a popular location for locals and visitors alike to recreate and escape the heat of the Bay Area and has historically been a congregating point for large groups, particularly youth and teens. Increasingly, Poplar Beach has become a meeting spot for groups coming from Bayside communities.

Over the last 7 years, the City and Sheriff's Office executed an amended service contract for Police Services which included additional conditions related to the summer season influx of beachgoers:

“During the summer months (Memorial Day Weekend through Labor Day Weekend), the Police Chief shall consider the City's beach and park areas to be an enforcement priority and shall make resource, deployment, and staffing decisions with that in mind. Within the confines of the staffing model and budget outlined in the current contract, the Police Chief will use a variety of tactics to maintain law and order at the beaches and parks, including but not limited to: routine patrols, increased patrols, redeployment of on-duty patrol force, foot patrols, overtime details at peak hours, electronic sign boards, use of the Crime Suppression Unit, etc. The Police Chief will retain the right to provide general police services within the policy guidelines and practices of the Sheriff's Office which establishes priorities for deputies when receiving multiple calls and when responding to more serious crimes or emergencies in progress.”

Additionally, the Public Works Department incorporates additional staffing to allow for full-day Saturday and Sunday coverage of the City's Beaches, Parks, Downtown and other facilities. Public Works and the Sheriff's Police Services also have all-terrain vehicles capable of accessing the beaches and coastal trail even during the busiest of times. With the anticipated influx of visitors trying to escape the summer heat on the Bayside, it's expected to be another busy summer season. Being in the California Coastal Zone, the City is subject to the California Coastal Act which requires all beaches to remain open and accessible to the public 24 hours every day.

#### **DISCUSSION:**

Addressing the upcoming demand is a collaborative effort involving City Staff (City Manager's Office, Communications, and Public Works), the Sheriff's office, and regional stakeholders such as State Parks, County Parks, Caltrans and Highway Patrol. As temperatures increase outside of the coastal area, an increase in visitors is anticipated which will impact coastal resources including beaches, parks, parking and trash, especially on the long holiday weekends:

- Memorial Day Weekend (May 23<sup>rd</sup> – 26<sup>th</sup>)
- Independence Day Weekend (July 4<sup>th</sup> – July 7<sup>th</sup>)
- Labor Day Weekend (August 29<sup>th</sup> – September 1<sup>st</sup>)

With this influx of visitors, the primary areas of effort will be focused on Public Outreach and Notification, Sheriff Patrol and Enforcement, Traffic and Parking Management, and Public Facilities and Amenities.

### **Public Outreach and Notification**

As done in past years, efforts will focus on signage and targeted outreach for visitors. This includes portable Changeable Message Signs (CMS) along Highway 1 and 92 reminding the community and visitors about parking, activities and the prohibition of fireworks on City and State Beaches. Additionally, smaller signs may also be posted at trail heads, parking lots and access points if needed.

Through the Sheriff's Office, outreach is coordinated with Caltrans, Highway Patrol and other partners to utilize tools such as 511, SMC Alert and on CMS' on regional freeways on the bayside (92, 280, 101). Targeted outreach will also be coordinated with School Districts, both Coastside and bayside. Typically, students, especially seniors, frequent the coastal area and have been prone to have bonfires and leave trash on our beaches. Staff will contact the San Mateo County Superintendent of Schools, Cabrillo Unified School District and others to help spread the word on the rules of our beaches. In summary, notifications and information will be made through the following various channels:

- 511, SMC Alert and bayside Variable Message Signs (VMS)
- Portable CMS on local roads and highways
- Social Media Channels (Facebook, Instagram, Nextdoor, etc.)
- E-news (<https://www.half-moon-bay.ca.us/448/Email-Newsletters-Other-Periodicals>)

### **Police Patrol & Enforcement**

As noted, the San Mateo County Sheriff provides law enforcement and related public safety functions for the City of Half Moon Bay and all adjoining areas to the City. The Sheriff's Department coordinates and supports Coastside law enforcement with California Highway Patrol and State Parks for enforcement, investigation and search, rescue and recovery.

The Sheriff's Department (via Community Services Officer) conducts regular checks of the Poplar Beach Parking Lot during daytime hours. Regular Sheriff Patrol covers the entire City 24-hours per day and includes beach areas and adjacent neighborhoods within City limits. The Patrol is also responsible for traffic and parking enforcement throughout the City. Under the City's contract for services, the Sheriff has committed to providing extra staffing in high demand times including holidays and weekends including:

- Beach and Trail Patrols, utilizing the Polaris off-road vehicle, and possibly motorcycle/dirt bike patrols
- Additional patrols of parking lots and adjacent areas in late evening/early morning hours
- Additional staffing during the holiday weekends noted above
- When staffing allows, conduct focused enforcement at impacted intersections (Hwy 1/92; Hwy 1/Main St.)

- Continue to work with the California Highway Patrol to provide regular and focused traffic and parking enforcement in Half Moon Bay and the Coastside.

Access gates to Poplar Beach, as well as on Wavecrest Road, and Redondo Beach Road have also been part of the overall conversation, both during peak demand and on typical days. Historically, these gates were closed at night and reopened each morning. Due to concerns with required public access to the beaches, beginning in 2019 the gates were left open. Each location and situation is unique and different approaches have been explored to best balance public access and community concerns, with the Poplar Beach gate being locked at night for the last year. Recently, concerns have been raised by the community regarding the Redondo Beach Road gate. After reviewing the adopted Local Coastal Land Use Plan (LCLUP) and in consultation with Coastal Commission staff, it was determined that a Coastal Development Permit (CDP) would be necessary to close the existing access gate. The Planning Commission approved the CDP on March 19<sup>th</sup> and no public appeals were filed during the appeals period. The Coastal Commission retains the ability to appeal the CDP to themselves for another week+. If they do not appeal the CDP, staff will immediately finalize planning for nightly closure of the gate going forward.

### **Traffic Management**

Traffic on Highway 1 and 92 ultimately finds its way to local streets and neighborhoods. Visitors will always be looking for a parking spot as close to the beach as possible. Any given day in the summer months (or sunny days in general), the overflow of parking demand at Poplar Beach and State Beaches is met by on-street parking on public streets in neighborhoods west of Highway 1. The impacts to neighborhood parking varies during the peak season and by proximity to the beach access point. While current parking lots meet typical demand, peak seasons often exceed Poplar Beach Parking Lot and many of the available State Beach facilities.

The City contracts with the San Mateo County Sheriff for law enforcement including traffic enforcement on local, County and State roadways. The Public Works Department is responsible for maintaining local streets and regulatory signage. Signage was placed at Highway 1 and 92 regarding blocking of the intersection. Additionally, the City eliminated “right on red” activity at Main Street/Highway 92 in hopes of reducing “cut-through” traffic activity on weekends. Ultimately, the California Department of Transportation (Caltrans) is responsible for permitting, maintenance, management and operations of the highways including all traffic signals. The California Highway Patrol is a partner with all agencies and is the principal enforcement authority for Highway 1 and Highway 92. The Sheriff has and will continue to cite those violating traffic laws and to support the Highway Patrol. As noted previously, the City will continue working on developing new traffic/congestion strategies.

### **Public Facilities & Amenities**

The Public Works Department is responsible for the maintenance and operation of beaches, public parking lots, and portions of the coastal trail. The City supplements these efforts by contracting with Abundant Grace through the Coastal Clean Team Program to assist with litter clean-up on Poplar Beach, Poplar Parking Lot, the Coastal Trail and nearby neighborhoods. The

Maintenance Division is made up of eight individuals, including the Superintendent, who are responsible for Citywide maintenance. Maintenance duties include the following:

- The City will deploy maintenance staff to work and monitor Poplar Beach and service other City beaches/facilities seven days a week inclusive of Memorial Day (May 26), Independence Day (July 4) and Labor Day (September 1).
- Weekend coverage will primarily be provided via a Maintenance Assistant. Other maintenance staff will also be used for on-call demands and emergency coverage.
- Monitor and replace signage, barriers and other infrastructure as needed.

Litter removal and bathrooms are increased during the peak seasons as well. The additional maintenance presence will support the removal of litter as well as working with Republic Services for increased pick-ups as needed. Additional portable bathrooms are also provided at the Poplar Beach Parking Lot (increase from 3 to 6 portable bathrooms) and 1 portable bathroom at the terminus of Kelly Street adjacent to the State Park. Servicing frequency of the bathrooms will be increased daily given the use and demand on them.

## **CONCLUSION**

The Coastside can expect traffic and related impacts through the peak 2025 season. The impacts will be more acute during Bay Area heat waves and holiday weekends. This update provides a summary of the City's, Sheriff's and other Stakeholder operations to alleviate some of the issues and impacts that will be felt by residents and visitors alike. Staff seeks feedback from the council on these efforts.

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

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

**TITLE:** **HALF MOON BAY SEWER COLLECTION SYSTEM MAINTENANCE, SEWER AUTHORITY MID-COASTSIDE**

---

**RECOMMENDATION:**

Adopt a resolution approving the FY 2025-26 Sewer Authority Mid-Coastside (SAM) Collections Budget and authorize the City Manager to execute Amendment No. 8 to the sewer collection system maintenance professional services agreement with SAM, establishing the FY 2025-26 annual cost at \$233,665 and extending the Agreement for one (1) additional year (new expiration date of June 30, 2026).

**FISCAL IMPACT:**

The \$233,665 contract amount represents an approximate 10% increase over the prior fiscal year. This cost has been included in the Recommended FY 2025-26 Half Moon Bay Sewer Operating Budget. Collection contract services were anticipated and incorporated in the 2020 Sewer Rate Study and the proposed rate adjustments. Costs are borne by sewer customers via sewer user fees.

**BACKGROUND:**

The City owns and operates approximately 35 miles of sewer main lines, including three pump (lift) stations and three force mains, collectively known as the sewer collection system. These system components require regular oversight, maintenance, and cleaning to ensure proper operation and regulatory compliance.

Since 2018, the City has employed a hybrid model for system maintenance: SAM provides routine and emergency cleaning services, including pump station maintenance and sanitary sewer overflow (SSO) response, while City staff performs fats, oils, and grease (FOG) inspections and closed-circuit television (CCTV) inspections. This model has led to improved system operations and reduced emergency callouts. SAM also serves as the City's 24/7 emergency response contractor for sewer-related issues.

**DISCUSSION:**

As a Joint Powers Authority, SAM is authorized to provide contract services to Member Agencies. Each year, SAM prepares a collections system budget in collaboration with Member Agency staff and adopts it through its Board of Directors. The collections budget covers personnel, equipment, and operational costs related to sewer cleaning, SSO response, pump station inspections (including wet well cleaning), and USA (Underground Service Alert) markings.

SAM has been providing these services under a professional services agreement with the City since 2018. The agreement, originally adopted after a competitive RFP process, has since been amended and extended seven times. Staff recommends executing Amendment No. 8, which updates the annual cost to \$233,665 and extends the term through June 30, 2026.

The scope of services remains consistent with the existing agreement: SAM will continue cleaning roughly 50% of the collection system annually, with targeted “Hot Spot” cleaning performed as needed. Due to improved documentation and ongoing cleaning efforts, the frequency and intensity of “Hot Spot” cleanings have decreased and are expected to remain stable.

The cost increase for FY 2025-26 is primarily due to rising labor and operating costs associated with inflation and adjustments to SAM’s employee Memorandums of Understanding (MOUs). At the regularly scheduled SAM Board meeting of March 24, 2025, SAM staff presented to the budget and recommended it to be submitted to member agencies for approval. The SAM Board approved the staff recommendation.

**CONCLUSION:**

Contracted maintenance services are essential to the safe and effective operation of the City’s sewer collection system. SAM has demonstrated reliable performance in recent years and continues to be the most cost-effective provider of these services. Staff recommends approval of Amendment No. 8 to ensure uninterrupted maintenance and emergency response services through FY 2025-26.

**ATTACHMENT:**

1. Resolution
2. Proposed SAM Collection Services FY25-26 staff report, March 24, 2025

**Resolution No. C-2024-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE FISCAL YEAR 2025-26 SEWER AUTHORITY MID-COASTSIDE (SAM) COLLECTIONS BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 8 TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE SEWER AUTHORITY MID-COASTSIDE FOR SEWER COLLECTION SYSTEM CLEANING, MAINTENANCE AND RELATED SERVICES**

**WHEREAS**, City of Half Moon Bay representatives have reviewed and provided input on the proposed Collections (Contract Services) Budget of the Sewer Authority Mid-Coastside (SAM) for Fiscal Year 2025-26; and

**WHEREAS**, the proposed SAM Collections Budget totals \$687,251 for FY 2025-26, an increase from the FY 2024-25 total of \$624,145; and

**WHEREAS**, the City’s share of the FY 2025-26 SAM Collections Budget totals \$233,665, representing approximately 34 percent of the total; and

**WHEREAS**, the City entered into a professional services agreement with the Sewer Authority Mid-Coastside on July 23, 2018, with annual amendments; and

**WHEREAS**, the City has worked with SAM and the Member Agencies to develop a cost-sharing arrangement for FY 2025-26; and

**WHEREAS**, the cost-sharing agreement calls for continuance of the same level of cleaning, no less than 50 percent of all lines plus “Hot Spots”; and

**WHEREAS**, the agreement continues to allow the City to manage its Fats, Oils, and Grease (FOG) program.

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

1. Approves the Collections Budget of SAM for FY 2025-26 of \$687,251 (included as Exhibit A to this resolution), of which the City’s share is \$233,665 (approximately 34% of total); and
2. Authorizes the City Manager to execute Amendment No. 8 to the Professional Services Agreement with the Sewer Authority Mid-Coastside, extending the expiration date to June 30, 2026, in an amount not to exceed \$233,665.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 15<sup>th</sup> day of April 2025, 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

---

Robert Brownstone, Mayor

**CONTRACT COLLECTION SERVICES BUDGET**  
**Consolidated (Half Moon Bay, GCSD, MWSD)**

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
----------------------	-----------------------	-------------------------	----------------------	------------------------------------

**EXPENDITURES**

Favorable/(Unfavorable)

Personnel

1 Wages	396,874	380,729	400,049	411,474	30,745	7%
2 Premium Pay	57,053	61,213	57,393	62,809	1,596	3%
3 Health Benefits	115,702	111,617	114,668	147,525	35,908	24%
4 Retirement Cont.	32,045	33,272	33,001	35,250	1,978	6%
5 Retiree Med/OPEB	1,774	7,097	7,010	7,300	203	3%
6 Misc. Benefits	24,332	40,025	26,568	30,921	(9,104)	(29%)
7 Subtotal	627,781	633,953	638,689	695,279	61,326	9%
<u>Non-Personnel</u>						
8 Legal Services	-	-	-	-	-	-
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	-	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-	-
12 Insurance Premiums	21,628	25,750	23,072	26,038	288	1%
13 Misc. Expenses	3,626	3,311	4,362	5,926	2,616	44%
14 Utilities	5,346	7,669	6,226	7,151	(519)	(7%)
15 Travel & Training	7,112	2,062	2,368	2,815	753	27%
16 Equipment Rental	-	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-	-
17A Pass Through Expenses	-	-	-	-	-	-
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	20,984	26,046	17,946	26,348	302	1%
21 Equipment	-	-	-	-	-	-
22 Infrastructure	-	-	-	-	-	-
23 Claims/Penalties	-	-	-	-	-	-
24 Repairs & Maintenance	9,817	-	-	-	-	-
25 Subtotal	68,513	64,838	53,974	68,278	3,440	5%
26 TOTAL	696,294	698,791	692,662	763,556	64,765	8%

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
----------------------	-----------------------	-------------------------	----------------------	------------------------------------

**REVENUE**

By Type:

27 JPA Assessments	775,953	698,791	624,145	763,556	64,765	8%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
33 From/(To) Reserves (*)	-	74,646	-	76,305	1,659	2%
34 REVENUE TOTAL	775,953	624,145	624,145	687,251	64,765	9%

By Agency:

35 Half Moon Bay	263,824	212,209	212,209	233,665	21,456	9%
36 Granada CSD	217,267	174,761	174,761	192,431	17,670	9%
37 Montara WSD	294,862	237,175	237,175	261,155	23,980	10%
38 TOTAL	775,953	624,145	624,145	687,251	63,106	9%

(\*) Figure represents difference between collections assessments received from Member Agencies & Collections expenditures as noted in the FY 23-24 audited financial statements and deducted from the budgeted expense.



## SEWER AUTHORITY MID-COASTSIDE

### Staff Report

---

**TO:** Honorable Board of Directors

**FROM:** Kishen Prathivadi, General Manager

**SUBJECT:** **Discuss Proposed Contract Collection Services Budget for FY 2025/26 and Authorize the General Manager to Submit it to the Member Agencies for Approval**

---

#### **Executive Summary**

The purpose of the report is to discuss the contract collection services budget for FY 2025/26 and authorize the General Manager to submit it to the Member Agencies for approval.

#### **Fiscal Impact**

This contract is separate from the SAM operating budget, since it is a contract for SAM to provide maintenance services for the three Member Agencies' wastewater systems. The total cost to provide the Member Agency requested services for Fiscal Year 2025/26 is \$763,556. This amount is payable to SAM as contract service fees from the served Member Agencies, allocated by the percentage of work required for each agency. This is an overall increase in fees of \$64,765 for the collection systems work. The following table shows the history of fees for each agency for the past two years, the current year, and the upcoming year.

Please note, FY 2025-2026 budgeted member agency Collections Assessment has been reduced by \$76,305. This amount represents the difference between Collections assessment revenue and Collections expenses as noted in SAM's FYE June 30, 2024, audited financial statements.

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>

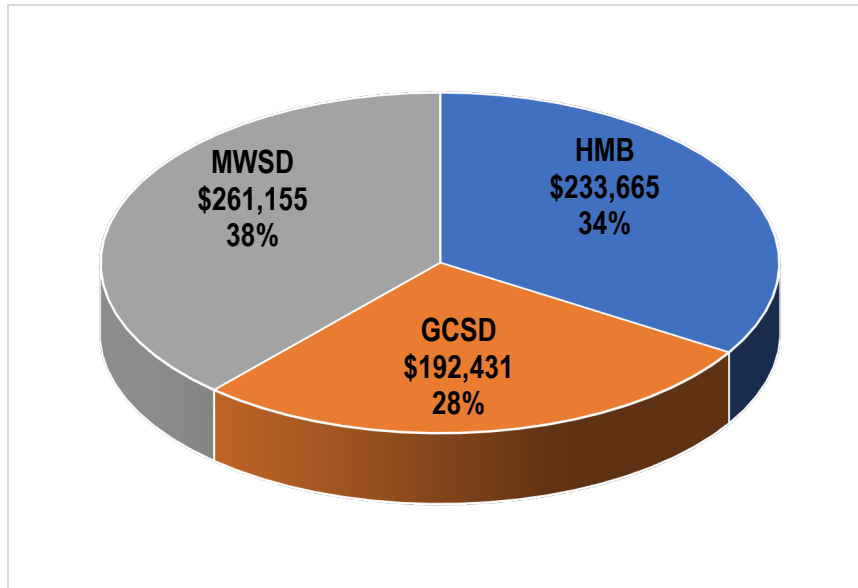
**Contract Fees for Each Contracting Agency**

	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Adopted	FY 2025/26 Proposed	\$ Change	% Change
Half Moon Bay	\$254,272	\$263,824	\$212,209	\$233,665	\$21,456	9%
Granada CSD	\$209,400	\$217,267	\$174,761	\$192,431	\$17,670	9%
Montara WSD	\$284,186	\$294,862	\$237,175	\$261,155	\$23,980	10%
	\$747,858	\$775,953	\$624,145	\$687,251	\$63,106	9%

*The pie-chart below details the allocation of the proposed budget for each Member Agency*

**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 5.6: *“SAM is committed to providing quality collection system maintenance service for the Coastside. It will seek to offer the type of agile and responsive service and cost that wins that business. However, SAM resources should not be used to backstop collection service without appropriate compensation and pre-planning so it does not impact SAM operations and maintenance.”*




---

<b>BOARD MEMBERS:</b>	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	B. Softky	J. Randle	J. Grant

**Background and Discussion/Report**

The Proposed Contract Collections Services Budget has been discussed by the member agency managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Board for comment. Approval of the proposed budget will take place later.

SAM has provided collection system maintenance services to its member agencies since 1988. The scope of services has changed over the years to meet regulatory requirements and individual needs of the Member Agencies. The cost allocation methodology has evolved over the years as well. Beginning previous years, the Member Agency Managers, the SAM Manager, and consultants worked in concert to develop a method of allocation based on the needed services of each agency. We are confident that the cost allocation presented reflects more accurately that method and those needs.

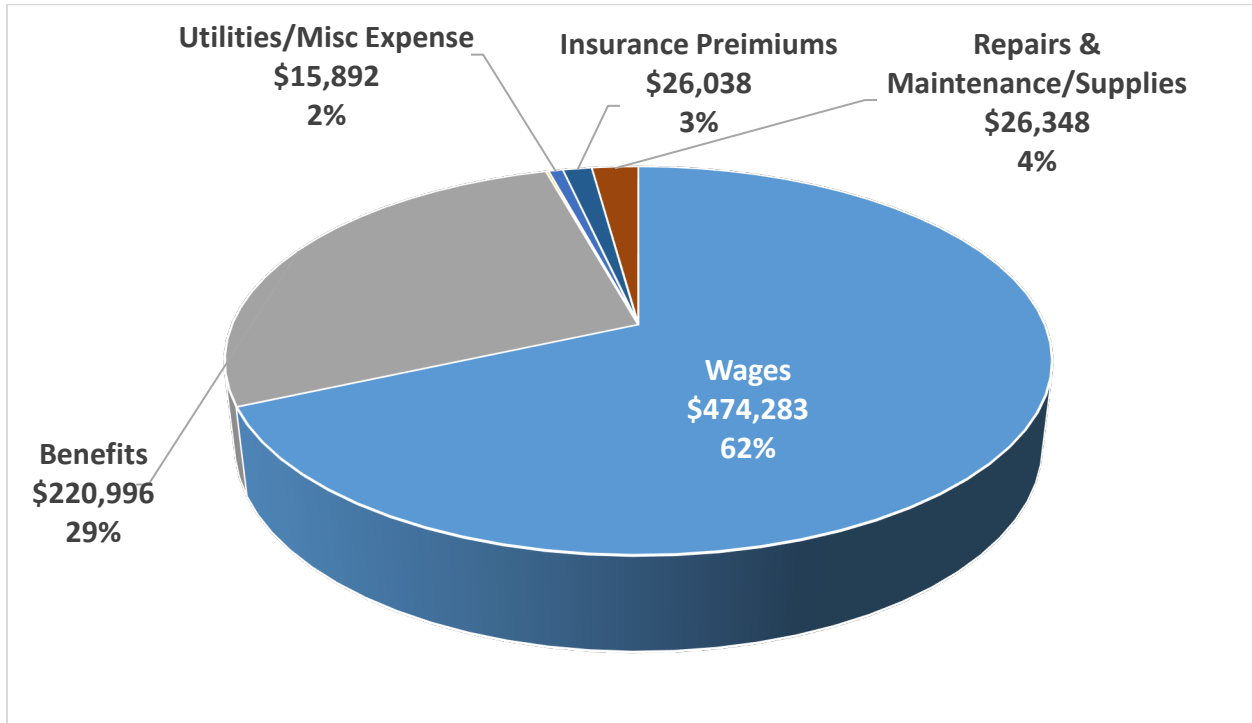
Beginning July 1, 2020 the minimum service level provided by SAM entailed cleaning at least fifty percent (50%) of the collection system's pipelines, cleaning of designated Hot Spots per an agreed upon schedule, providing lift station services as defined, providing emergency response throughout the year, and planning, managing and reporting as needed to ensure all needs of each Member Agency's service area collection system are met.

The proposed budget includes obligations for wages and benefits as stipulated in employment and bargaining contracts. It also includes utilities, fuel, and other expenses needed to perform all the contracted services.

*The pie chart on the next page details budget expenditures.*

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>



The performance of collection system maintenance is a very staff-intensive activity and as a result most costs (91%) as shown above are Wages and Benefits for personnel to perform the work. Other significant costs are Insurance Premiums & the cost of supplies estimated at \$26,038 and \$26,348 respectively. All other costs combined are around (2%) of the total overall budget.

**Significant Changes to the Budget:**

1. Increase of Personnel expenses by \$61,326 based on last year’s budget.

**Staff Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to submit the Contract Collection Services Budget for Fiscal Year 2025/26 to the participating agencies for approval.

**Supporting Documents**

Attachment A: Contract Collection Services Budget for FY 2025/26

---

<b>BOARD MEMBERS:</b>	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	B. Softky	J. Randle	J. Grant

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

**AGENDA REPORT**

For meeting of: **April 15, 2025**

---

**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

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

**TITLE:** **SEWER AUTHORITY MID-COASTSIDE REVISED FISCAL YEAR 2025-26 OPERATIONS AND MAINTENANCE (GENERAL) BUDGET**

---

**RECOMMENDATION:**

Adopt a resolution approving the Sewer Authority Mid-Coastside Revised General (Operations and Maintenance) Budget for FY 2025-26 (included as Exhibit A to the resolution), without waiving its current and prior votes under protest related to the capital improvements to the Integrated Pipeline System (IPS).

**FISCAL IMPACT:**

The proposed SAM General Budget for FY 2025-26 is \$9,942,231, which includes \$6,297,231 for operations and maintenance and \$3,645,000 for capital improvements. Half Moon Bay’s share is \$5,989,200—a 6.15% increase from the prior year’s allocation of \$5,642,255. This amount reflects the City’s flow-based share of 60.24%, down slightly from 60.82% in FY 2024-25.

The budgeted costs will be covered by sewer user fee revenues (Sewer Fund 05) and authorized transfers from the Sewer Capital Fund (Sewer Fund 06), as outlined in the City’s 2020 Sewer Rate Study. While there are sufficient funds at present, staff believes that an additional rate assessment study will be necessary this upcoming fiscal year to determine if an increase is needed.

**BACKGROUND:**

The Sewer Authority Mid-Coastside (SAM) is a Joint Powers Authority (JPA) composed of three member agencies: the City of Half Moon Bay, Granada Community Services District, and Montara Water and Sanitary District. SAM manages wastewater treatment and regional collection infrastructure on behalf of these agencies.

Each year, the SAM Board adopts a General Budget that includes both operations and maintenance (O&M) and capital project costs. The costs are shared by the member agencies based on their respective wastewater flow contributions to the treatment plant. For FY 2025-26, the flow-based percentages are:

- Half Moon Bay: 60.24%
- Montara: 20.92%
- Granada: 18.84%

This year's proposed budget reflects increased costs primarily due to inflationary pressures, labor agreements, and rising infrastructure costs. The largest capital item is the Montara Force Main replacement, part of the Integrated Pipeline System (IPS), which continues to be a source of disagreement among the member agencies.

**DISCUSSION:**

The capital portion of this year's budget is driven primarily by the Montara Force Main replacement project, which represents \$3.51 million of the \$3.645 million total infrastructure request. This project is part of the larger Integrated Pipeline System (IPS), a system the City maintains does not benefit its ratepayers. As such, the City continues to formally protest the inclusion of IPS-related capital costs in the budget.

The City Council's approval of this budget is made with the explicit understanding that Half Moon Bay does not concede its position on this matter. The City maintains that its ratepayers are not obligated to pay for capital projects that do not serve their system or provide direct benefit. The \$3.51 million allocation for the Montara Force Main is therefore approved under protest. Consistent with guidance from SAM Legal Counsel, no stipulation or court order is required to preserve the City's protest rights.

Litigation related to the IPS cost-sharing dispute is ongoing, with trial expected in Summer 2025. In parallel, City staff is finalizing a Hydraulic Modeling Study that will help validate flow assumptions and may lead to additional technical studies or cost allocation adjustments. This data will inform future conversations about SAM governance and funding distribution and will be presented to both the City Council and the SAM Board later this year.

**CONCLUSION:**

While there are ongoing disagreements regarding capital cost allocation for the IPS, staff recommends adoption of the FY 2025-26 SAM General Budget in order to ensure the continued operation of vital wastewater treatment services and implementation of key infrastructure projects. Approving the budget supports regional collaboration and helps avoid service disruptions. Staff will return to City Council with results of the hydraulic model and provide updates on any recommended adjustments to flow allocations or future SAM governance discussions.

**ATTACHMENT:**

1. Resolution approving the Sewer Authority Mid-Coastside Revised General (Operations and Maintenance) Budget for FY 2025-26 without waiving its prior protest votes related to IPS projects
2. Proposed SAM O&M FY25-26 staff report, March 24, 2025

**Resolution No. C-2025-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING THE SEWER AUTHORITY MID-COASTSIDE GENERAL (OPERATIONS AND MAINTENANCE) BUDGET FOR FISCAL YEAR 2025-26, WITHOUT WAIVING ITS CURRENT AND PRIOR VOTES UNDER PROTEST RELATED TO IPS PROJECTS**

**WHEREAS**, City of Half Moon Bay representatives have reviewed and provided input on the proposed General Budget of the Sewer Authority Mid-Coastside (SAM) for Fiscal Year (FY) 2025-26; and

**WHEREAS**, the proposed SAM General (Operations and Maintenance) Budget for FY 2025-26 totals \$9,942,231, of which the City's share is \$5,989,200, representing 60.24% of the total budget; and

**WHEREAS**, optimally, SAM would prepare a separate Capital/Infrastructure Budget for all capital projects; and

**WHEREAS**, the total proposed Capital/Infrastructure portion of the SAM Budget is \$3,645,000, of which \$3,510,000 is for the Montara Force Main Project, a component of the Integrated Pipeline System (IPS); and

**WHEREAS**, the September 13, 2017, Stipulation and Order regarding Expenses and Assessments for the Sewer Authority Mid-Coastside in the matter of City of Half Moon Bay v. Granada Community Services District et al. ("declaratory relief action") Santa Clara Superior Court Case No. 17CV316927 provides that the City shall be deemed to approve under protest that part of SAM's 2017-18 General Budget characterized as the "Infrastructure Division," which includes the IPS and Portola Pump Station; and

**WHEREAS**, the SAM FY 2018-19, FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, and FY 2024-25 budgets included Infrastructure Division items that are at issue in the pending appeal of the declaratory relief action, and which the City seeks to pay under protest based on the same terms set forth in the September 13, 2017, Stipulation and Order; and

**WHEREAS**, the City of Half Moon Bay continues to advocate for more accurate and predictable methodology, whether flow or non-flow-based, for assessing SAM operations costs to make long-term rate structuring and budgeting easier for all agencies; and

**WHEREAS**, the City of Half Moon Bay continues to advocate, regardless of litigation, for a separate Capital/Infrastructure Budget consistent with the JPA, member agency budgeting methodology, and government accounting standards; and

**WHEREAS**, the City of Half Moon Bay continues to advocate for a non-flow-based allocation methodology (such as ownership-based) for assessing SAM-related capital costs consistent with the JPA and capital depreciation; and

**WHEREAS**, the City of Half Moon Bay continues to advocate for long-term facility planning for the SAM Treatment Plant in light of known (and greater anticipated) risks of flooding, as well as addressing aging systems and structures; and

**WHEREAS**, the City of Half Moon Bay continues to advocate for evaluation of financing options for the capital improvement program, rather than the present pay-as-you-go funding approach; and

**WHEREAS**, the other member agencies have declined negotiating a new Stipulation and Order to preserve the City's protest of IPS capital costs; and

**WHEREAS**, absent a new Stipulation and Order, the City, based upon the opinion of SAM Legal Counsel, may continue to approve the Capital/Infrastructure portion of the General Budget under protest; and

**WHEREAS**, the costs of SAM operations for FY 2025-26 will be funded from City Sewer Enterprise Funds, including transfers from Sewer Fund 05 and Sewer Capital Fund 06, as structured under the City's 2020 Sewer Rate Study.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Half Moon Bay approves the General (Operations and Maintenance) Budget of SAM for FY 2025-26 (included as Exhibit A to this resolution), without waiving its prior protest votes related to IPS projects and affirming that the City Council continues to hold that City ratepayers are not obligated to pay for capital replacement costs of a project that does not benefit their system. Approval of the City's 60.24 percent share of the \$3,510,000 Montara Force Main capital replacement project is made under protest, consistent with legal advice and the City's prior actions.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 15<sup>th</sup> day of April 2025, 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

---

Robert Brownstone, Mayor



General Budget  
Fiscal Year 2025/26

# OPERATIONS BUDGET



## EXECUTIVE SUMMARY

The Joint Exercise of Powers Agreement (Agreement) that created SAM and governs its day-to-day operations specifies that “The total expenses of operation and maintenance shall be shared in a manner based on flows into the single consolidated plant. The General Budget is divided into Administrative Services, Treatment, Environmental Compliance, and Infrastructure.

The General Budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

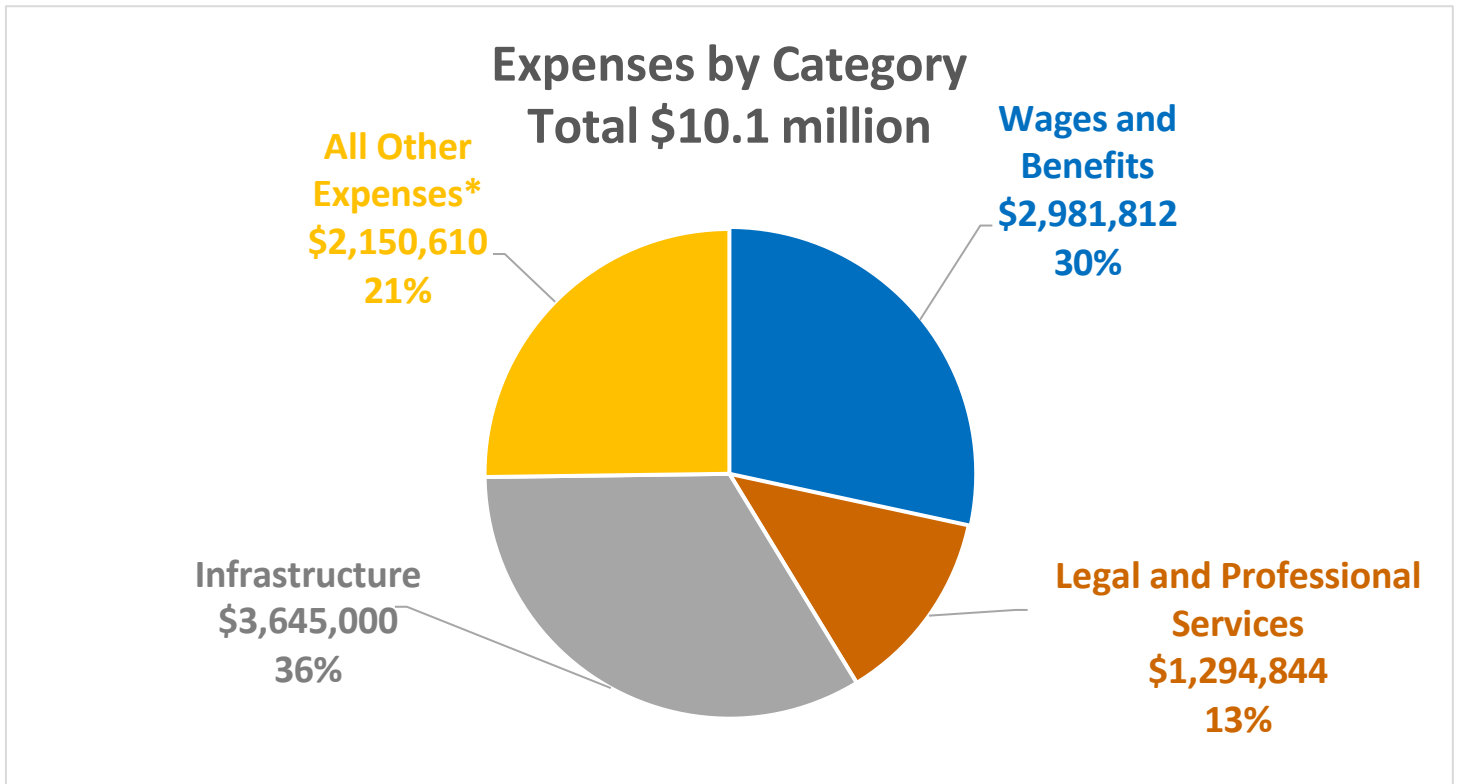
### JPA Income & Expenses – General Budget

<b>Operating Income</b>	
Assessments - City of Half Moon Bay	5,989,200
Assessments - Granada Community Services District	1,873,116
Assessments - Montara Water & Sanitary District	2,079,915
Interest Income	70,000
NDWSCP Fees	60,035
<b>Total Operating Income</b>	<b>\$ 10,072,266</b>
<b>Operating Expenses</b>	
Wages	1,930,400
Benefits	1,051,412
Legal Services	235,000
Engineering Services	150,243
Professional & Technical Services	909,601
Professional Memberships	60,001
Insurance Premiums	249,982
Miscellaneous Expenses	86,566
Utilities	806,297
Travel & Training	57,011
Equipment Rental/Lease	27,875
Building & Maintenance Services	148,100
Chemicals	445,863
Permits & Licenses	55,997
Supplies	120,178

Equipment	12,741	
Infrastructure Projects	3,645,000	
Claims & Penalties	80,000	
<b>Total Expenses</b>		\$ 10,072,266
<b>Total Operating Expenses (less Infrastructure)</b>		\$ 6,427,266
<b>Contribution to Reserve Funds (Revenues less Expenses)</b>		\$ 0

The overall increase from the adopted budget for Fiscal Year 2024/25 to the adopted budget for Fiscal Year 2025/26 is \$697,094 (7%). This is primarily due to an increase in budget related to wages and infrastructure.

Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.645 million (36%). Legal, Engineering and Professional Services is \$1.29 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services. Other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent (21%) of the budget.



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

## Division Budgets by Fiscal Year

	FY 2022/23 <u>Actual</u>	FY 2023/24 <u>Actual</u>	FY 2024/25 <u>Adopted</u>	FY 2025/26 <u>Proposed</u>	\$ <u>Change</u>	% <u>Change</u>
<b>Administration</b>	\$1,444,707	\$2,046,988	\$1,890,712	\$1,793,907	\$(96,805)	(5%)
<b>Treatment</b>	\$3,933,256	\$4,176,443	\$4,232,565	\$4,421,346	\$188,781	4%
<b>Environmental Compliance</b>	<u>\$166,946</u>	<u>\$196,956</u>	<u>\$251,896</u>	<u>\$212,013</u>	<u>\$(39,883)</u>	<u>(19%)</u>
<b>Total Operating Budget</b>	\$5,544,909	\$6,420,827	\$6,375,173	\$6,427,266	\$52,093	1%
<b>Infrastructure</b>	<u>\$4,656,907</u>	<u>\$3,258,684</u>	<u>\$3,000,000</u>	<u>\$3,645,000</u>	<u>\$645,000</u>	<u>18%</u>
<b>Total General Budget</b>	\$10,201,816	\$9,679,071	\$9,375,173	\$10,072,266	\$697,094	7%

The Administrative Services division decreased \$96,805 (5%). Mainly due to the projected decrease of utilization of legal costs. In addition, for FY 24/25 the one-time purchase of an administrative vehicle was included which offset the adoption of the new MOU which increases wages 8%.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & merit increase of 8%. We have budgeted increases to regular expenses at an escalation of 5%. Other areas such as engineering are budgeted to increase by more than 5% due to expectations related to next years activities.

The Environmental Compliance division budget decreased \$39,883 (19%) primarily due to the projected decrease in the need for BOD testing.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

### BUDGET ALLOCATION AND ASSESSMENTS

The Joint Exercise of Powers Agreement (JEPA) stipulates that the total expenses of operation and maintenance of all of the components of the Present Project (intertie pipeline and attendant pump facilities, ocean outfall, treatment plant) shall be shared in a manner based on flows.

#### Flow Results for Budget Allocations\*

	HMB	GCSD	MWSD	
<b>FY 2025/26</b>	60.24%	18.84%	20.92%	(Based on Calendar Year 2024)
<b>FY 2024/25</b>	<u>60.82%</u>	<u>19.04%</u>	<u>20.14%</u>	(Based on Calendar Year 2023)
<b>Variance</b>	-0.58%	-0.20%	0.78%	

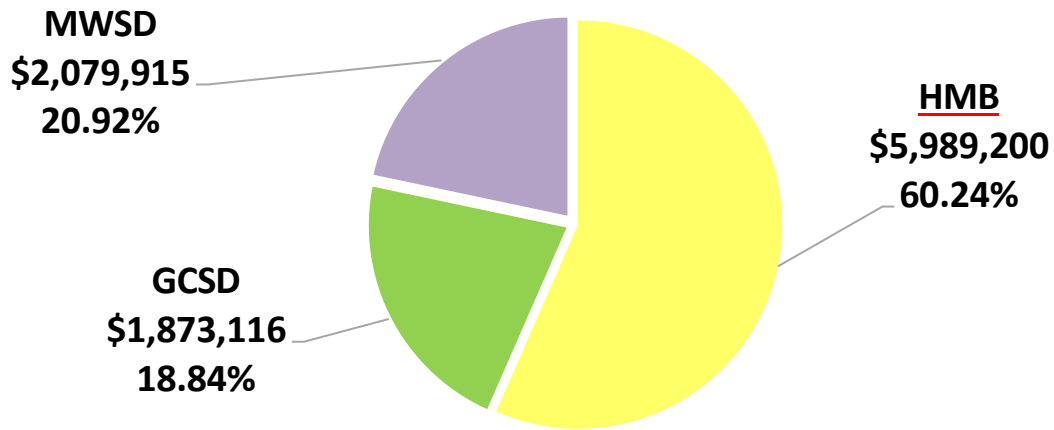
\* The member agency assessments are allocated based on flow percentages from the previous calendar year. This allocation varies each year.

**Total Assessments for Each Member Agency\***

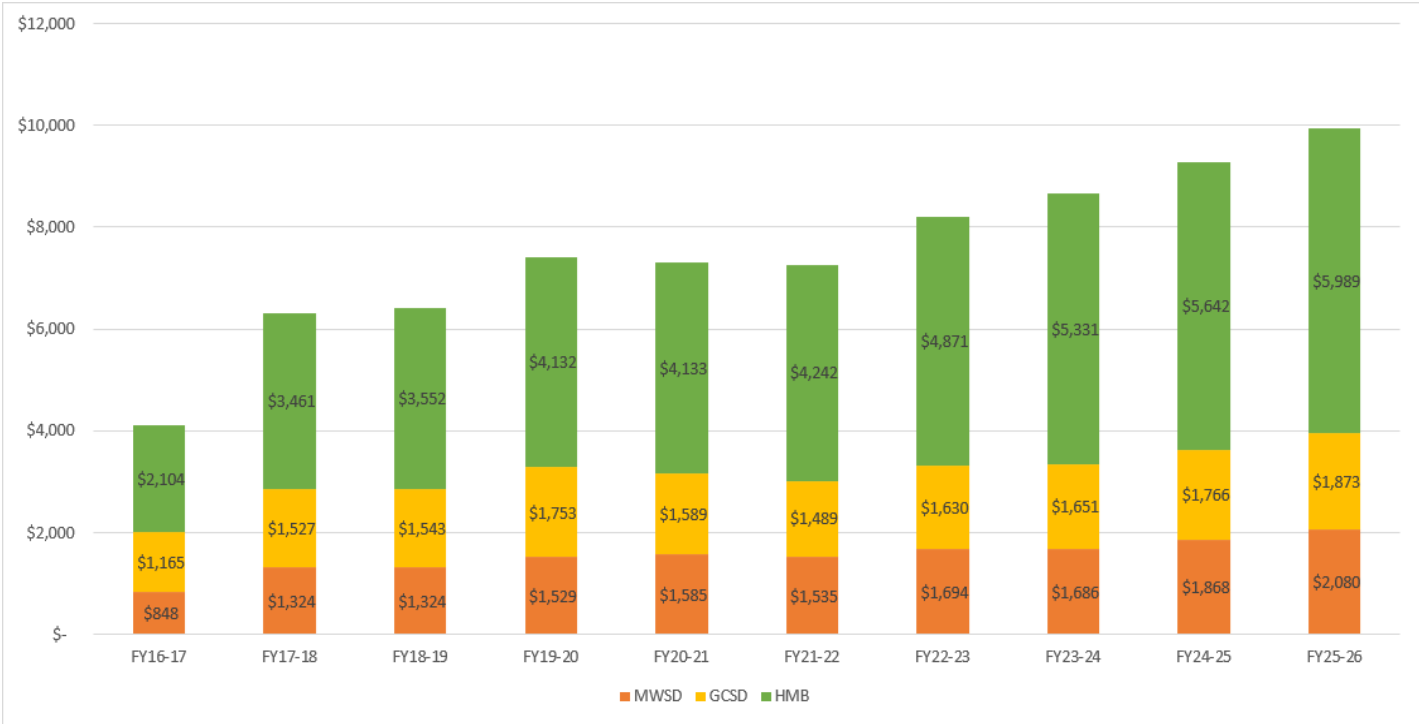
	<b>FY 2022/23 <u>Actual</u></b>	<b>FY 2023/24 <u>Actual</u></b>	<b>FY 2024/25 <u>Adopted</u></b>	<b>FY 2025/26 <u>Proposed</u></b>	<b>\$ <u>Change</u></b>	<b>% <u>Change</u></b>
<b>Half Moon Bay</b>	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
<b>Granada CSD</b>	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
<b>Montara WSD</b>	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
<b>Total</b>	<b>\$8,195,626</b>	<b>\$8,669,279</b>	<b>\$9,276,973</b>	<b>\$9,942,231</b>	<b>\$665,258</b>	<b>7%</b>

\* The assessments to the Member Agencies are rounded to nearest dollar.

**Assessments for FY 2025/26  
Based on Calendar Year 2024 Flow**



### Assessments History by Agency (in 1,000's)



## OVERALL OPERATIONS BUDGET SUMMARY

(Includes: Administrative Services, Treatment, Environmental Compliance, and Infrastructure)

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	<b>VARIANCE</b> FY25/26 versus FY24/25
----------------------	-----------------------	-------------------------	----------------------	---

### EXPENDITURES

Favorable/(Unfavorable)

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED		
<u>Personnel</u>						
1 Wages	1,774,010	1,917,812	1,756,169	1,786,300	(131,512)	(7%)
2 Premium Pay	141,007	134,711	176,754	144,100	9,389	7%
3 Health Benefits	272,711	266,521	243,475	354,596	88,075	25%
4 Retirement Cont.	678,886	316,205	465,515	541,000	224,795	42%
5 Retiree Med/OPEB	73,347	47,946	43,745	44,960	(2,986)	(7%)
6 Misc. Benefits	100,591	122,366	98,695	110,856	(11,510)	(10%)
7 Subtotal	3,040,553	2,805,561	2,784,353	2,981,812	176,251	6%
<u>Non-Personnel</u>						
8 Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9 Engineering Svcs.	155,864	132,613	150,000	150,243	17,631	12%
10 Professional Svcs.	804,540	965,901	984,262	909,601	(56,300)	(6%)
11 Prof. Memberships	72,429	57,144	89,556	60,001	2,857	5%
12 Insurance Prem.	217,185	223,792	227,381	249,982	26,190	10%
13 Misc. Expenses	90,335	71,313	157,253	86,566	15,254	18%
14 Utilities	785,425	775,799	763,223	806,297	30,498	4%
15 Travel & Training	47,652	37,058	50,673	57,011	19,953	35%
16 Equipment Rental	40,554	42,427	19,928	27,875	(14,553)	(52%)
17 Bldg & Maint Svcs.	247,915	210,595	176,539	148,100	(62,495)	(42%)
18 Chemicals	556,882	424,478	440,358	445,863	21,385	5%
19 Permits & Licenses	56,188	53,331	57,151	55,997	2,667	5%
20 Supplies	88,190	106,360	114,907	120,178	13,818	11%
21 Equipment	15,511	12,134	7,170	12,741	607	5%
22 Infrastructure (***)	3,258,684	3,000,000	3,551,651	3,645,000	645,000	18%
23 Claims/Penalties (**)	11,853	80,000	-	80,000	(0)	(0%)
25 Subtotal	6,667,262	6,569,611	6,991,509	7,090,454	520,844	7%
<b>26 TOTAL</b>	<b>9,707,815</b>	<b>9,375,172</b>	<b>9,775,862</b>	<b>10,072,266</b>	<b>697,094</b>	<b>7%</b>

### Key Changes

Personnel Costs: Net Increase due COLA and merit increases and labor negotiations	\$ 176,251
Legal Services:	\$ (141,666)
Professional Services: Increase due to estimates based on Year-to-Date Actuals	\$(56,300)
Utilities:	\$ 30,498
Equipment Rental:	\$ (14,553)
Chemicals: Based on Year-to-Date Actuals	\$ 21,385
Insurance Premiums:	\$ 26,190
All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 10,289
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 52,094</b>
Infrastructure: Net Increase result of CIP (includes engineering costs, reclassified)	\$ 645,000
<b>TOTAL GENERAL OPERATING EXPENDITURES BUDGET INCREASE</b>	<b>\$ 697,094</b>

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED
----------------------	-----------------------	-------------------------	----------------------

VARIANCE FY25/26 versus FY24/25	
---------------------------------------	--

## REVENUE

### By Type:

27 JPA Assessments	8,669,279	9,276,973	9,276,973	9,942,231	665,258	7%
28 NDWSCP Fees	44,291	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	360,418	-	-	-	-	
<b>34 REVENUE TOTAL</b>	<b>9,124,804</b>	<b>9,375,173</b>	<b>9,411,393</b>	<b>10,072,266</b>	<b>697,093</b>	<b>7%</b>

### By Agency:

35 Half Moon Bay	5,331,608	5,642,255	5,642,255	5,989,200	346,945	6%
36 Granada CSD	1,651,497	1,766,336	1,766,336	1,873,116	106,780	6%
37 Montara WSD	1,686,174	1,868,382	1,868,382	2,079,915	211,533	11%
<b>38 TOTAL</b>	<b>8,669,279</b>	<b>9,276,973</b>	<b>9,276,973</b>	<b>9,942,231</b>	<b>665,258</b>	<b>7%</b>

### Key Changes

Assessments reflect increased funding for infrastructure projects, maintenance, staff

= \$ 647,093  
**TOTAL GENERAL OPERATING REVENUE BUDGET INCREASE**      \$ 647,093

## FINANCIAL DETAILS

---

The following is a list of key budget lines for FY2024/25 and 2025/26 budgets with brief explanations of the changes from year to year. This is a “budget to budget” comparison and does not necessarily represent current expenditures. Underlined items indicate a budget change in excess of \$10,000 year to year.

Budget Line #	FY 2024/25	FY 2025/26
1. <u>Wages</u> Decrease is a result of PY COLA & Merit increase being estimated higher than necessary.	\$1,917,813	\$1,786,300
2. Premium Pay Overtime paid for staff to perform tasks outside of normal work times.	\$134,711	\$144,100
3. <u>Health Benefits</u> The cost of medical, dental, and vision benefits provided to employees based on the MOU and Unrepresented Employees.	\$266,521	\$354,596
4. <u>Retirement Contributions</u> SAM pays the employer contribution to CalPERS for retirement benefits as well as the Unfunded Liability.	\$316,205	\$541,000
5. Retiree Medical/OPEB Includes contributions to a Health Retirement Account for future retirees as well as current retiree medical premiums.	\$47,946	\$44,960
6. <u>Misc. Benefits</u> Includes Medicare, long-term and short-term disability, workers compensation, and matching funds to a 457 plan.	\$122,366	\$110,856
7. <b>Personnel Subtotal</b> Subtotal of all wage and benefit costs.	<b>\$2,805,562</b>	<b>\$2,981,812</b>
8. <u>Legal Services</u> Includes general counsel and employment legal fees.	\$376,666	\$235,000
9. Engineering Services Increased to provide design and project management related to treatment division.	\$132,613	\$150,243

Budget Line #	FY 2024/25	FY 2025/26
10. <u>Professional Services</u> Includes ongoing services that are specialized and need to be performed by consultants rather than staff.	\$965,901	\$909,601
11. <u>Professional Memberships</u> Includes memberships in professional organizations for SAM and employees that keeps them current in industry practices and improves how SAM serves the community.	\$57,144	\$60,001
12. <u>Insurance Premiums</u> Property, liability, and pollution premiums based on utilization rates.	\$223,792	\$249,982
13. <u>Misc. Expenses</u> Includes incidental expenses (uniforms laundry services, radio and alarm systems, offsite storage, postage, claims, copier, phone system support, etc.) not reflected in other categories.	\$71,313	\$86,566
14. <u>Utilities</u> Electricity, water, telephone, solid waste, etc.	\$775,799	\$806,297
15. <u>Travel &amp; Training</u> Training and travel related costs for attendance at industry conferences and seminars, and other related events to allow staff to keep current on technical skills and industry best practices.	\$37,058	\$57,011
16. <u>Equipment Rental/Lease</u> Short-term rental or lease of equipment (generators, storage tanks, etc.).	\$42,427	\$27,875
17. <u>Building &amp; Maintenance Services</u> Includes janitorial, landscaping, and other regular building maintenance services.	\$210,595	\$148,100
18. <u>Chemicals</u> Includes chemicals used in the treatment of wastewater to meet regulatory standards.	\$424,478	\$445,863

Budget Line #	FY 2024/25	FY 2025/26
19. Permits & Licenses Annual costs for permits with local, regional and state agencies.	\$53,331	\$55,997
20. <u>Supplies</u> Office, computer, breakroom, and safety supplies.	\$106,360	\$120,178
21. Equipment Purchase Purchase of equipment use at SAM facilities not included in infrastructure projects.	\$12,134	\$12,741
22. <u>Infrastructure Projects</u> Includes costs of projects included in 5-Year CIP. Includes engineering costs associated. Includes costs associated with projects that exceed \$50,000 each.	\$3,000,000	\$3,645,000
23. Claims/Penalties Reflects claims expenses not covered by insurance.	\$80,000	\$80,000
25. <b>Non-Personnel Subtotal</b> Subtotal of all costs not associated with wages and benefits.	<b>\$6,569,611</b>	<b>\$7,090,454</b>
26. <b>Total</b> Total of all costs (sum of Personnel and Non-Personnel subtotals).	<b>\$9,375,172</b>	<b>\$10,072,266</b>

## ADMINISTRATIVE SERVICES

### By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
					Favorable/(Unfavorable)	
<b>EXPENDITURES</b>						
<u>Personnel</u>						
1 Wages	652,388	605,638	619,651	629,300	23,662	4%
2 Premium Pay	12,568	13,169	20,650	11,000	(2,169)	(20%)
3 Health Benefits	62,734	52,918	66,717	88,985	36,067	41%
4 Retirement Cont.	341,934	83,976	43,957	93,000	9,024	10%
5 Retiree Med/OPEB	66,851	16,500	19,927	13,500	(3,000)	(22%)
6 Misc. Benefits	23,884	24,896	28,579	28,800	3,904	14%
7 Subtotal	1,160,358	797,097	799,481	864,585	67,488	8%
<u>Non-Personnel</u>						
8 Legal Services	218,056	376,666	201,458	235,000	(141,666)	(60%)
9 Engineering Services	-	-	-	-	-	-
10 Professional Services	213,442	220,009	216,671	226,164	6,155	3%
11 Prof. Memberships	60,552	44,300	76,992	46,515	2,215	5%
12 Insurance Premiums	217,185	223,792	227,381	249,982	26,190	10%
13 Misc. Expenses	66,204	51,336	136,285	64,590	13,255	21%
14 Utilities	40,553	40,516	27,328	34,250	(6,266)	(18%)
15 Travel & Training	4,964	5,081	1,061	5,335	254	5%
16 Equipment Rental	7,513	7,500	8,245	7,875	375	5%
17 Bldg & Maint Services	31,253	102,053	30,600	34,131	(67,922)	(199%)
18 Chemicals	-	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-	-
20 Supplies	13,837	9,851	11,152	12,844	2,993	23%
21 Equipment	1,219	2,511	-	2,637	126	5%
22 Infrastructure	-	-	24,855	-	-	-
23 Claims/Penalties	11,853	10,000	-	10,000	0	0%
25 Subtotal	886,630	1,093,615	962,028	929,322	(164,293)	(18%)
<b>26 TOTAL</b>	<b>2,046,988</b>	<b>1,890,712</b>	<b>1,761,509</b>	<b>1,793,907</b>	<b>(96,805)</b>	<b>(5%)</b>

## ADMINISTRATIVE SERVICES

### By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	<b>VARIANCE</b> FY25/26 versus FY24/25	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	1,532,520	1,839,212	1,890,712	1,723,907	(115,305)	(7%)
28 NDWSCP Fees	282	-	-	-	-	-
31 Interest Earnings	50,816	51,500	73,326	70,000	18,500	36%
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>1,583,618</b>	<b>1,890,712</b>	<b>1,964,038</b>	<b>1,793,907</b>	<b>(96,805)</b>	<b>(5%)</b>
<b>By Agency:</b>						
35 Half Moon Bay	942,500	1,118,609	1,118,609	1,038,482	(80,127)	(8%)
36 Granada CSD	291,945	350,186	350,186	324,784	(25,402)	(8%)
37 Montara WSD	298,075	370,417	370,417	360,641	(9,776)	(3%)
<b>38 TOTAL</b>	<b>1,532,520</b>	<b>1,839,212</b>	<b>1,839,212</b>	<b>1,723,907</b>	<b>(115,305)</b>	<b>(7%)</b>

### Key Changes

Personnel Costs: Net Increase due COLA and merit increases and also includes Board Stipend and Holiday Pay

\$ 67,488

Legal Services

\$(141,666)

Professional Services

\$ 6,155

Insurance Premiums: Increased based on expected increase in premiums

\$ 26,190

Claims/Penalties

\$ 0

\$

All other operating expenses: Net Decrease due to CPI and adjustments to other operating expenses

(54,972)

#### **TOTAL ADMINISTRATION EXPENDITURES BUDGET DECREASE**

\$(96,805)

Assessments reflect Net Decrease in legal & building & maintenance services

\$(115,305)

#### **TOTAL ADMINISTRATION REVENUE BUDGET DECREASE**

\$(115,305)

### Key Changes

## TREATMENT By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	<b>VARIANCE</b> FY25/26 versus FY24/25	
					Favorable/(Unfavorable)	
<b>EXPENDITURES</b>						
<u>Personnel</u>						
1	Wages	1,080,502	1,268,300	1,098,811	1,114,500	(153,800) (14%)
2	Premium Pay	125,851	119,550	154,193	131,000	11,450 9%
3	Health Benefits	203,615	207,742	170,974	257,600	49,858 19%
4	Retirement Cont.	308,098	210,925	398,936	424,000	213,075 50%
5	Retiree Med/OPEB	6,335	30,785	23,208	30,785	- 0%
6	Misc. Benefits	74,498	94,173	67,845	78,641	(15,532) (20%)
7	Subtotal	1,798,899	1,931,475	1,913,967	2,036,526	105,051 5%
<u>Non-Personnel</u>						
8	Legal Services	-	-	-	-	- -
9	Engineering Services	155,864	132,613	150,000	150,243	17,631 12%
10	Professional Services	498,073	590,836	664,826	579,128	(11,708) (2%)
11	Prof. Memberships	11,877	12,844	12,564	13,486	642 5%
12	Insurance Premiums	-	-	-	-	- -
13	Misc. Expenses	24,064	19,977	20,968	21,976	1,999 9%
14	Utilities	744,873	735,283	735,895	772,047	36,764 5%
15	Travel & Training	42,253	31,496	49,457	51,171	19,675 38%
16	Equipment Rental	33,041	34,928	11,683	20,000	(14,928) (75%)
17	Bldg & Maint Services	216,663	108,542	145,939	113,969	5,427 5%
18	Chemicals	553,494	421,298	437,070	442,363	21,065 5%
19	Permits & Licenses	56,188	53,331	57,151	55,997	2,667 5%
20	Supplies	58,911	80,320	80,809	84,336	4,016 5%
21	Equipment	10,988	9,623	7,170	10,104	481 5%
22	Infrastructure	(28,745)	-	350,302	-	- -
23	Claims/Penalties	-	70,000	-	70,000	(0) (0%)
25	Subtotal	2,377,544	2,301,089	2,723,834	2,384,820	83,731 4%
<b>26</b>	<b>TOTAL</b>	<b>4,176,443</b>	<b>4,232,565</b>	<b>4,637,801</b>	<b>4,421,346</b>	<b>188,781 4%</b>

### Key Changes

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase	\$105,051
Utilities	\$ 36,764
Professional Services	\$ 11,708
Equipment Rental	\$(14,928)
Chemicals	\$ 21,065
All other operating expenses: Net Increase due to CPI and adjustments to other operating expenses	\$ 29,121
<b>TOTAL TREATMENT EXPENDITURES BUDGET INCREASE</b>	<b>\$ 188,781</b>

**TREATMENT  
By Category**

	<b>FY 2023/24 ACTUAL</b>	<b>FY 2024/25 ADOPTED</b>	<b>FY 2024/25 PROJECTED</b>	<b>FY 25/26 PROPOSED</b>	<b>VARIANCE FY25/26 versus FY24/25</b>	
<b>REVENUE</b>						
<b><u>By Type:</u></b>						
27 JPA Assessments	3,839,771	4,185,865	4,185,865	4,361,311	175,446	4%
28 NDWSCP Fees	44,009	46,700	61,094	60,035	13,335	22%
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>3,883,780</b>	<b>4,232,565</b>	<b>4,246,959</b>	<b>4,421,346</b>	<b>188,781</b>	<b>4%</b>
<b><u>By Agency:</u></b>						
35 Half Moon Bay	2,361,460	2,545,843	2,545,843	2,627,254	81,411	3%
36 Granada CSD	731,476	796,989	796,989	821,671	24,682	3%
37 Montara WSD	746,835	843,033	843,033	912,386	69,353	8%
<b>38 TOTAL</b>	<b>3,839,771</b>	<b>4,185,865</b>	<b>4,185,865</b>	<b>4,361,311</b>	<b>175,446</b>	<b>4%</b>

**Key Changes**

Assessments reflect Net Increased funding for personnel, utilities & chemicals

**TOTAL TREATMENT REVENUE BUDGET INCREASE**

\$ 175,446  
\$ 175,446

**ENVIRONMENTAL COMPLIANCE  
By Category**

<b>FY 2023/24 ACTUAL</b>	<b>FY 2024/25 ADOPTED</b>	<b>FY 2024/25 PROJECTED</b>	<b>FY 25/26 PROPOSED</b>
------------------------------	-----------------------------------	-------------------------------------	------------------------------

<b>VARIANCE FY25/26 versus FY24/25</b>
--

**EXPENDITURES**

Favorable/(Unfavorable)

<u>Personnel</u>							
1	Wages	41,121	43,875	37,707	42,500	(1,375)	(3%)
2	Premium Pay	2,589	1,992	1,911	2,100	108	5%
3	Health Benefits	6,363	5,861	5,785	8,011	2,150	27%
4	Retirement Cont.	28,855	21,304	22,621	24,000	2,696	11%
5	Retiree Med/OPEB	161	661	609	675	14	2%
6	Misc. Benefits	2,208	3,297	2,271	3,415	118	3%
7	Subtotal	81,296	76,990	70,905	80,701	3,711	5%
<u>Non-Personnel</u>							
8	Legal Services	-	-	-	-	-	-
9	Engineering Services	-	-	-	-	-	-
10	Professional Services	93,025	155,056	102,765	104,309	(50,747)	(49%)
11	Prof. Memberships	-	-	-	-	-	-
12	Insurance Premiums	-	-	-	-	-	-
13	Misc. Expenses	66	-	-	-	-	-
14	Utilities	-	-	-	-	-	-
15	Travel & Training	435	481	155	505	24	5%
16	Equipment Rental	-	-	-	-	-	-
17	Bldg & Maint Services	-	-	-	-	-	-
18	Chemicals	3,388	3,180	3,288	3,500	320	9%
19	Permits & Licenses	-	-	-	-	-	-
20	Supplies	15,442	16,189	22,946	22,998	6,809	30%
21	Equipment	3,304	-	-	-	-	-
22	Infrastructure	-	-	-	-	-	-
23	Claims/Penalties	-	-	-	-	-	-
25	Subtotal	115,660	174,906	129,153	131,312	(43,594)	(33%)
<b>26</b>	<b>TOTAL</b>	<b>196,956</b>	<b>251,896</b>	<b>200,059</b>	<b>212,013</b>	<b>(39,883)</b>	<b>(19%)</b>

**Key Changes**

Personnel Costs: Net Increase due COLA and merit increases and anticipated labor negotiation increase

Professional Services: Decrease based on year-to-date actual & decrease in BOD testing	\$ 3,711
Net Decrease in wages, utilities, services, and supplies	\$ (50,747)
	<u>\$ 7,153</u>
<b>TOTAL ENVIRONMENTAL COMPLIANCE EXPENDITURES BUDGET</b>	<b>\$ (39,883)</b>

**ENVIRONMENTAL COMPLIANCE  
By Category**

	<b>FY 2023/24 ACTUAL</b>	<b>FY 2024/25 ADOPTED</b>	<b>FY 2024/25 PROJECTED</b>	<b>FY 25/26 PROPOSED</b>	<b>VARIANCE FY25/26 versus FY24/25</b>	
<b>REVENUE</b>						
<b>By Type:</b>						
27 JPA Assessments	237,396	251,896	251,896	212,013	(39,883)	(19%)
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-
<b>34 REVENUE TOTAL</b>	<b>237,396</b>	<b>251,896</b>	<b>251,896</b>	<b>212,013</b>	<b>(39,883)</b>	<b>(19%)</b>
<b>By Agency:</b>						
35 Half Moon Bay	145,999	153,203	153,203	127,717	(25,486)	(20%)
36 Granada CSD	45,224	47,961	47,961	39,943	(8,018)	(20%)
37 Montara WSD	46,173	50,732	50,732	44,353	(6,379)	(13%)
<b>38 TOTAL</b>	<b>237,396</b>	<b>251,896</b>	<b>251,896</b>	<b>212,013</b>	<b>(39,883)</b>	<b>(19%)</b>

**Key Changes**

Assessments reflect Net Decreased funding for wages, benefits, and other expenses = \$ (39,883)  
**TOTAL ENVIRONMENT COMPLIANCE REVENUE BUDGET DECREASE** = **\$ (39,883)**

# INFRASTRUCTURE

## By Category

	FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25
<b>EXPENDITURES</b>					Favorable/(Unfavorable)
<u>Personnel</u>					
1 Wages	-	-	-	-	-
2 Premium Pay	-	-	-	-	-
3 Health Benefits	-	-	-	-	-
4 Retirement Cont.	-	-	-	-	-
5 Retiree Med/OPEB	-	-	-	-	-
6 Misc. Benefits	-	-	-	-	-
7 Subtotal	-	-	-	-	-
<u>Non-Personnel</u>					
8 Legal Services	-	-	-	-	-
9 Engineering Services	-	-	-	-	-
10 Professional Services	-	-	-	-	-
11 Prof. Memberships	-	-	-	-	-
12 Insurance Premiums	-	-	-	-	-
13 Misc. Expenses	-	-	-	-	-
14 Utilities	-	-	-	-	-
15 Travel & Training	-	-	-	-	-
16 Equipment Rental	-	-	-	-	-
17 Bldg & Maint Services	-	-	-	-	-
18 Chemicals	-	-	-	-	-
19 Permits & Licenses	-	-	-	-	-
20 Supplies	-	-	-	-	-
21 Equipment	-	-	-	-	-
22 Infrastructure	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
23 Claims/Penalties	-	-	-	-	-
25 Subtotal	3,258,684	3,000,000	3,176,494	3,645,000	645,000 18%
<b>26 TOTAL</b>	<b>3,258,684</b>	<b>3,000,000</b>	<b>3,176,494</b>	<b>3,645,000</b>	<b>645,000 18%</b>

**Key Changes**

Increased to address the projects identified in the FY2025/26 capital improvement plan budget.

**TOTAL INFRASTRUCTURE EXPENDITURES BUDGET INCREASE**

\$ 645,000

**INFRASTRUCTURE  
By Category**

FY 2023/24 ACTUAL	FY 2024/25 ADOPTED	FY 2024/25 PROJECTED	FY 25/26 PROPOSED	VARIANCE FY25/26 versus FY24/25	
----------------------	-----------------------	-------------------------	----------------------	---------------------------------------	--

**REVENUE**

**By Type:**

27 JPA Assessments	3,059,592	3,000,000	3,000,000	3,645,000	645,000	18%
28 NDWSCP Fees	-	-	-	-	-	-
31 Interest Earnings	-	-	-	-	-	-
32 Misc. Revenue	-	-	-	-	-	-

<b>34 REVENUE TOTAL</b>	<b>3,059,592</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,645,000</b>	<b>645,000</b>	<b>18%</b>
-------------------------	------------------	------------------	------------------	------------------	----------------	------------

**By Agency:**

35 Half Moon Bay	1,881,649	1,824,600	1,824,600	2,195,748	371,148	17%
36 Granada CSD	582,852	571,200	571,200	686,718	115,518	17%
37 Montara WSD	595,091	604,200	604,200	762,534	158,334	26%

<b>38 TOTAL</b>	<b>3,059,592</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,645,000</b>	<b>645,000</b>	<b>18%</b>
-----------------	------------------	------------------	------------------	------------------	----------------	------------

**Key Changes**

Increased to address the projects identified in the FY2025/26 capital improvement plan budget

**TOTAL INFRASTRUCTURE REVENUE BUDGET INCREASE**

\$ 645,000

## HIGHLIGHTS

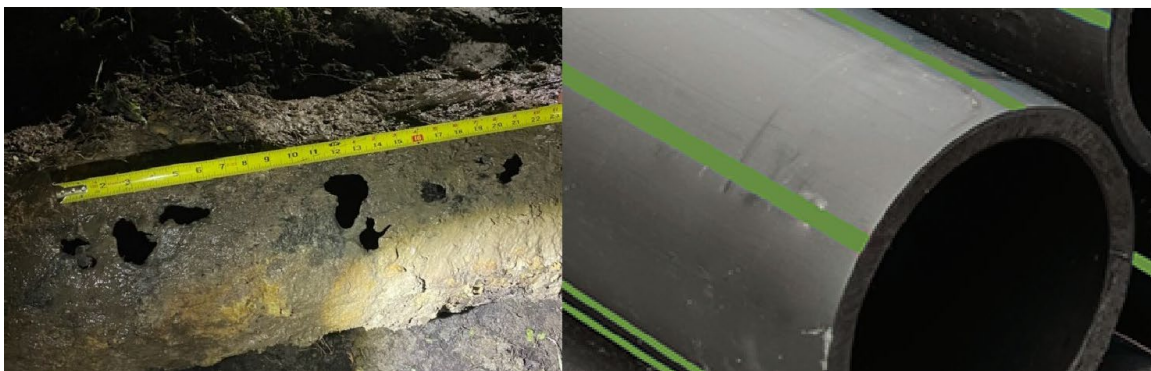
---

- Infrastructure Projects in progress in FY 2021/22:
  - ✓ Montara PS - Replace Pump 1
  - ✓ Portola PS-Replace Door, Grating and Hatch
  - ✓ Portola PS - Replace Pump 1 with Grinder Pump
  
- Infrastructure Projects in progress in FY 2022/23:
  - ✓ Replace Effluent Pumps 1, 2 & 3
  - ✓ Plant and Cyber Security Measures Implementation
  - ✓ Replace Chain & Flights, Collectors Gear Reducer, and Weirs in Primary Clarifier
  - ✓ Replace Primary Scum Pump and Motor
  - ✓ Replace Grit Pumps 1 & 2 and Appurtenances
  - ✓ Replace Primary Sludge Pumps and Motors 1, 2 & 3
  - ✓ Water Supply and Piping - Replace No. 3 Water Pumps
  
- Infrastructure Projects in progress for FY 2023/24
  - ✓ Replace/Rehab Treatment Plant Boilers – Awaiting Equipment
  - ✓ Replace Treatment Plant Emergency Generator – In progress
  
- Infrastructure Projects in progress for FY 2024/25
  - ✓ SAM Force Main Refurbishment Montara Segment- Progressive Design build in progress

Project: Rehabilitation of SAM Force Main situated in Montara  
 Priority: Rehabilitation/Replacement/Safety

The SAM Force Main situated in Montara Rehabilitation (MFM) Project addresses aging, at-risk pipeline within the Intertie Pipeline System. The MFM conveys wastewater from the Montara and Moss Beach communities to SAM’s Wastewater Treatment Plant in Half Moon Bay. The MFM is approximately 16,750 feet in length, ranging from 12 to 14-inches in diameter and was constructed of ductile iron pipe (DIP) in the early 1980s.

A 2017 project replaced the first 2,500 feet of MFM from Montara Pump Station to the end of Vallemar Street with high-density polyethylene (HDPE) pipe and replaced the associated air/vacuum relief valves. A 12-inch-diameter DIP portion of the MFM experienced failure during the atmospheric river storm that started on December 31, 2022, which was declared as a disaster at both the State and Federal levels. SAM’s emergency response included replacement of an 850-ft portion of the impacted force main with HDPE. It is proposed to replace the remaining 13,400 feet of the MFM project before June 30, 2026.



**CIP Total Cost:** \$10,000,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging force main to mitigate sanitary sewer overflows, human health risks, environmental damages, and other regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
10.160M	3.0M	3.510M	3.650M	-	-

**SEWER AUTHORITY MID-COASTSIDE**  
CAPITAL IMPROVEMENT PROGRAM

**Project 2: Replacement/Rehabilitation of Boilers at the Treatment Plant**

**Priority: Rehabilitation/Replacement/Safety**

SAM has two (2) Dual Gas Hot Water Boilers. They provide heat to keep the Digester Sludge at a constant temperature between 95.0 to 96.0 degrees Fahrenheit. This allows the microbes that break down the fecal matter to function properly. If we do not supply the boilers with either Digester Gas or Natural Gas we will not be in compliance with our NPDES permit, which will lead to violations and penalties. Boiler # 1 is out of compliance and new boiler is in the process of being installed which was a part of the 2023-24 budget. Boiler #2 is also out of compliance and the procurement process has commenced. The proposed \$0.1M is for installation of Boiler #2.



**CIP Total Cost:** \$100,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program.

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging equipment to mitigate regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.6M	\$0.5M	\$0	\$0.1	\$0	\$0

**SEWER AUTHORITY MID-COASTSIDE**  
CAPITAL IMPROVEMENT PROGRAM

**Project 2: Replacement of Vehicle at Treatment Plant**

**Priority: Replacement/Safety**

---

The Ranger vehicle was purchased in 2004 and has approximately 155,000 miles. It has frequent repair and SAM has been spending considerable amount of money to fix the breakdowns. It is proposed to procure a new model and offer the existing Ranger for as best as possible trade value. The proposed \$0.035M is for procurement of a new hybrid vehicle.




---

**CIP Total Cost:** \$35,000

**Project Funding:** This project will be funded by SAM’s Infrastructure Program.

**Basis of Priority:** This priority project continues the best practice of rehabilitating aging equipment to mitigate regulatory violations.

**Annual Cost Distribution and Schedule**

CIP Total	FY2023	FY2024	FY2025	FY2026	FY2027
\$0.035M	\$0M	\$0	\$0.035	\$0	\$0

## Position Control List

<u>Classifications</u>	<u>Authorized Positions</u>
<b><u>Administrative Services:</u></b>	
General Manager	1.0
Finance Officer	1.0
Accounting Technician	1.0
Administrative Assistant	<u>1.0</u>
	4.0
<b><u>Operations &amp; Maintenance:</u></b>	
<i>Engineering &amp; Construction Contracts Manager (Defunded)</i>	0.0
Plant Superintendent	0.75
Maintenance Mechanic I/II/III	2.0
Operator I/II/III	2.0
Lead Operator	4.0
<i>Utility Worker (Defunded)</i>	<u>0.0</u>
	8.75
<b><u>Environmental Compliance:</u></b>	
Plant Superintendent	.25
<b>Total Authorized – General Budget</b>	<b>13.0</b>
<b><u>Collection Services:</u></b>	
Collection Maintenance Worker I/II/III	3.0
Lead Mechanic	<u>1.0</u>
<b>Total Authorized – Collections Services</b>	<b>4.0</b>
<b>Grand Total Authorized Authority</b>	<b>17.0</b>



**SEWER AUTHORITY MID-COASTSIDE**

**Staff Report**

**TO:** Honorable Board of Directors  
**FROM:** Kishen Prathivadi, General Manager  
**BY:** **Discuss Proposed General Budget for FY 2025/26 and Authorize the General Manager to Submit it to Member Agencies for Approval**  
**SUBJECT:**

**Executive Summary**

The purpose of this report is to discuss the proposed General Budget for FY 2025/26 and authorize the General Manager to submit it to Member Agencies for approval.

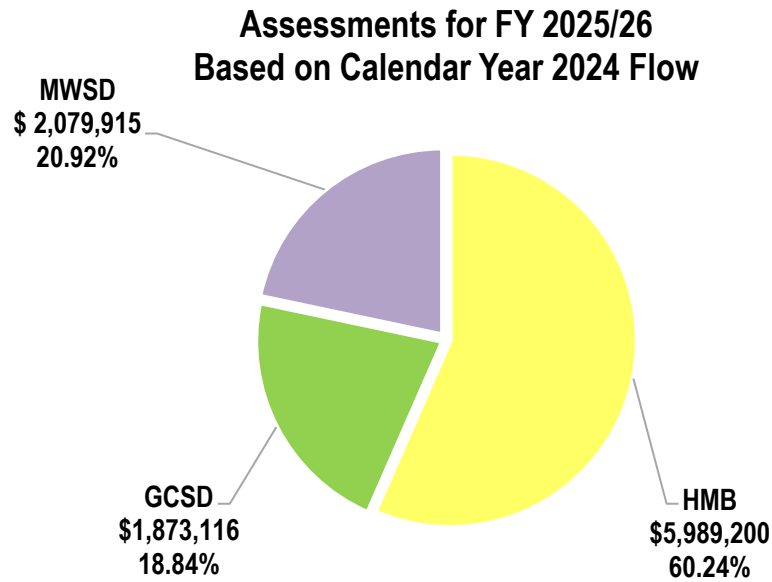
**Fiscal Impact**

The operation and maintenance expenditure budget for FY 2025/26 is \$10.0 million, including infrastructure project expenses. This is an *overall increase* of \$697,094 from the FY 2024/25 adopted budget. The impact to the member agency assessments is:

**Assessments for Each Member Agency**

	<b>FY 2022/23 ACTUAL</b>	<b>FY 2023/24 ACTUAL</b>	<b>FY 2024/25 ADOPTED</b>	<b>FY 2025/26 PROPOSED</b>	<b>CHANGE FROM FY 24/25 ADOPTED</b>	
<b>Half Moon Bay</b>	\$4,871,480	\$5,331,608	\$5,642,255	\$5,989,200	\$346,945	6%
<b>Granada CSD</b>	\$1,630,110	\$1,651,497	\$1,766,336	\$1,873,116	\$106,780	6%
<b>Montara WSD</b>	\$1,694,036	\$1,686,174	\$1,868,382	\$2,079,915	\$211,533	11%
	<b>\$8,195,626</b>	<b>\$8,669,279</b>	<b>\$9,276,973</b>	<b>\$9,942,231</b>	<b>\$665,258</b>	<b>7%</b>

**BOARD MEMBERS:** P. Nagengast                      B. Dye                      N. Marsh  
    S. Boyd                      D. Ruddock                      K. Slater-Carter  
**ALTERNATE MEMBERS:** B. Softky                      J. Randle                      J. Grant



**Strategic Plan Compliance**

The recommendations in the proposed budget comply with SAM Strategic Plan Goal 3: “Consider long-term costs and ensure that finances are stable and understandable by the board, member agencies, and the public.”

**Background and Discussion/Report**

The General Budget includes all Operation and Maintenance (O&M) costs for SAM and are allocated to four divisions: Administrative Services, Treatment, Environmental Compliance, and Infrastructure. The proposed budget includes obligations for wages and benefits defined in employment and bargaining contracts, increases in retirement contributions, and other non-discretionary expenses.

Staff made the following assumptions in determining changes from the FY 2025/26 adopted budget:

- The position of Engineering & Construction Contracts Manager continues to be defunded.
- All applicable merit step increases will be earned per the MOU with Local No. 39.
- All authorized positions are funded. Salaries for filled positions are estimated at one step up. Salaries for currently vacant positions are estimated at mid-step. There are a total of 17 positions:
  - 16 employees are scheduled for a step increase.
  - One is the General Manager who is on a contract.
- All services, supplies, and utilities will be increased by a 5% CPI unless a specific adjustment was deemed necessary based on actual experience or known factors.

---

<b>BOARD MEMBERS:</b>	P. Nagengast	B. Dye	N. Marsh
	S. Boyd	D. Ruddock	K. Slater-Carter
<b>ALTERNATE MEMBERS:</b>	B. Softky	J. Randle	J. Grant

**Budget Overview**

The General Budget, including the proposed infrastructure projects, has been discussed by the Member Agency Managers and by the Finance Committee. The presentation today is for the Board to review and follow-up with agency staff and respective Council/Boards for comment. Final approval of the proposed budget will take place later in the process.

The overall increase from the adopted budget for Fiscal Year 2024/25 to the proposed budget for Fiscal Year 2025/26 is \$697,094 or 7%. This is primarily due to an increase in the estimated cost of infrastructure improvements.

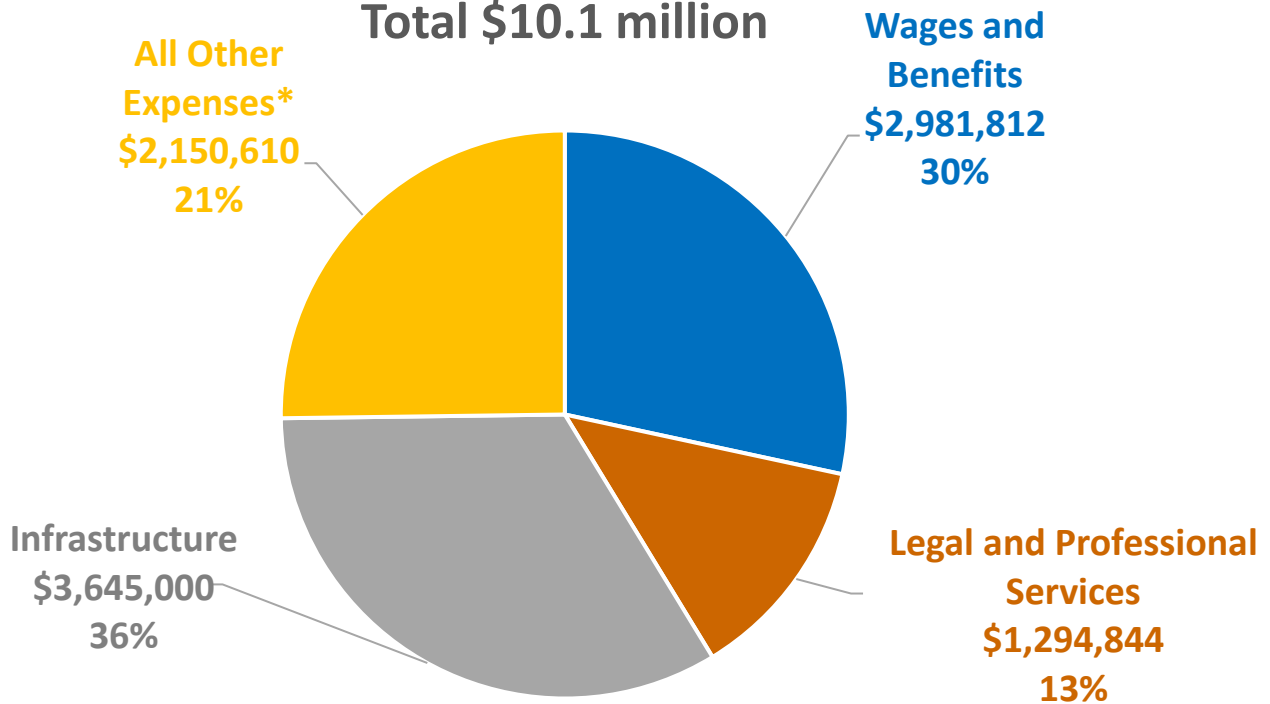
Of the total General Budget, \$2.98 million (30%) is for Wages and Benefits. The cost of Infrastructure Improvements is \$3.65 million (36%). Legal, Engineering and Professional Services is \$1.29 million (13%) and accounts for a significant percentage of the budget due to SAM's dependency on contractors and consultants for technical and specialized services.

All other expenses (including Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims) represent the remaining \$2.15 million (21%) of the budget.

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>

**Expenses by Category**  
**Total \$10.1 million**



\*All Other Expenses include: Utilities, Insurance, Equipment Rental, Maintenance Services, Chemicals, Permits, Supplies, Equipment, and Claims.

**Significant Budget Changes**

The Administrative Services division decreased \$96,805 or (5%). The net decrease is a result of the one-time purchase of an administrative vehicle in the current fiscal year and an estimated reduction in the amount of legal fees from both General Counsel as well as specialized employment law, resulting from the negotiations with Local No. 39 in the current fiscal year.

The Treatment division increased \$188,781 or 4%, which is due to the known COLA & Merit increases of 5% and 3% respectively. In FY 24/25, due to the unknown nature of the scheduled negotiations, estimates for Wage & Benefit were estimated to increase 12%. With the approval of the latest labor MOU with Local No. 39, we are better able to estimate personnel costs for FY 25/26.

The Environmental Compliance division budget decreased \$39,883 or (19%) primarily due to the reduction in BOD testing costs.

The Infrastructure division increased \$645,000 to address various projects in the Authority Capital Improvement Plan.

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>

**Detail Changes in Expenses**

The significant overall changes in the expense categories are as follows. The numbers are correlated to the line items on the budget spreadsheets.

1. Wages: Decrease of \$131,512 due to finalization of labor negotiations and turnover of certain staff.
2. Premium Pay: Increase of \$9,389 due to standby pay, certification pay, and overtime pay associated with changes in staffing resulting.
3. Health Benefits: Increase of \$88,075 due to labor negotiation approval of 100% coverage of SAM staff and due to increased health insurance costs.
4. Retirement Contributions: Increase of \$224,795 primarily due to the estimation of retirement costs related to the Unfunded Liability portion in the prior year's budget. (Every year this amount is estimated but the actual amount is not in our control and is not known until we are officially notified by CalPERS after the fiscal year is over).
5. Retirement Medical: Decrease of \$2,986 for contributions as negotiated in the MOU and the Unrepresented Employees.
6. Misc. Benefits: Decrease of \$11,510 for benefits as negotiated in the MOU and the Unrepresented Employees.
7. Personnel Subtotal: Increase of \$176,251 in personnel costs primarily due to the annual funding of SAM's CalPERS Unfunded Liability.
8. Legal Services: Decrease of \$141,666 due to the completion of labor negotiations with Local No. 39 and reduced involvement of General Counsel.
9. Engineering Services: Continued involvement with Authority Engineering team.
10. Professional Services: Decrease of \$56,300.

The major contracting firms and the status of their contracts, if applicable, are as follows:

- Calcon Systems, electrical services: Existing contract in next fiscal year not to exceed \$400,000.
  - RVE Accounting, financial & accounting services: As Needed.
  - Alpha Analytical Laboratories, essential lab services: As Needed.
  - Peninsula Pump, handles pump repair, generally an emergency repair: As Needed.
  - Precision IT, computer equipment maintenance: IT Support as and As Needed.
11. Professional Memberships: General cost of living increase of 5% expected. Professional

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>

Memberships include, but is not limited to, the following agencies: CASA (California Association of Sanitation Agencies), CSDA (California Special Districts Association), CSRMA (California Sanitation Risk Management Authority), CWEA (California Water Environment Association), First Flush Program, GFOA (Government Finance Officers Association), NACWA (National Association of Clean Water Agencies), WEF (Water Environment Federation).

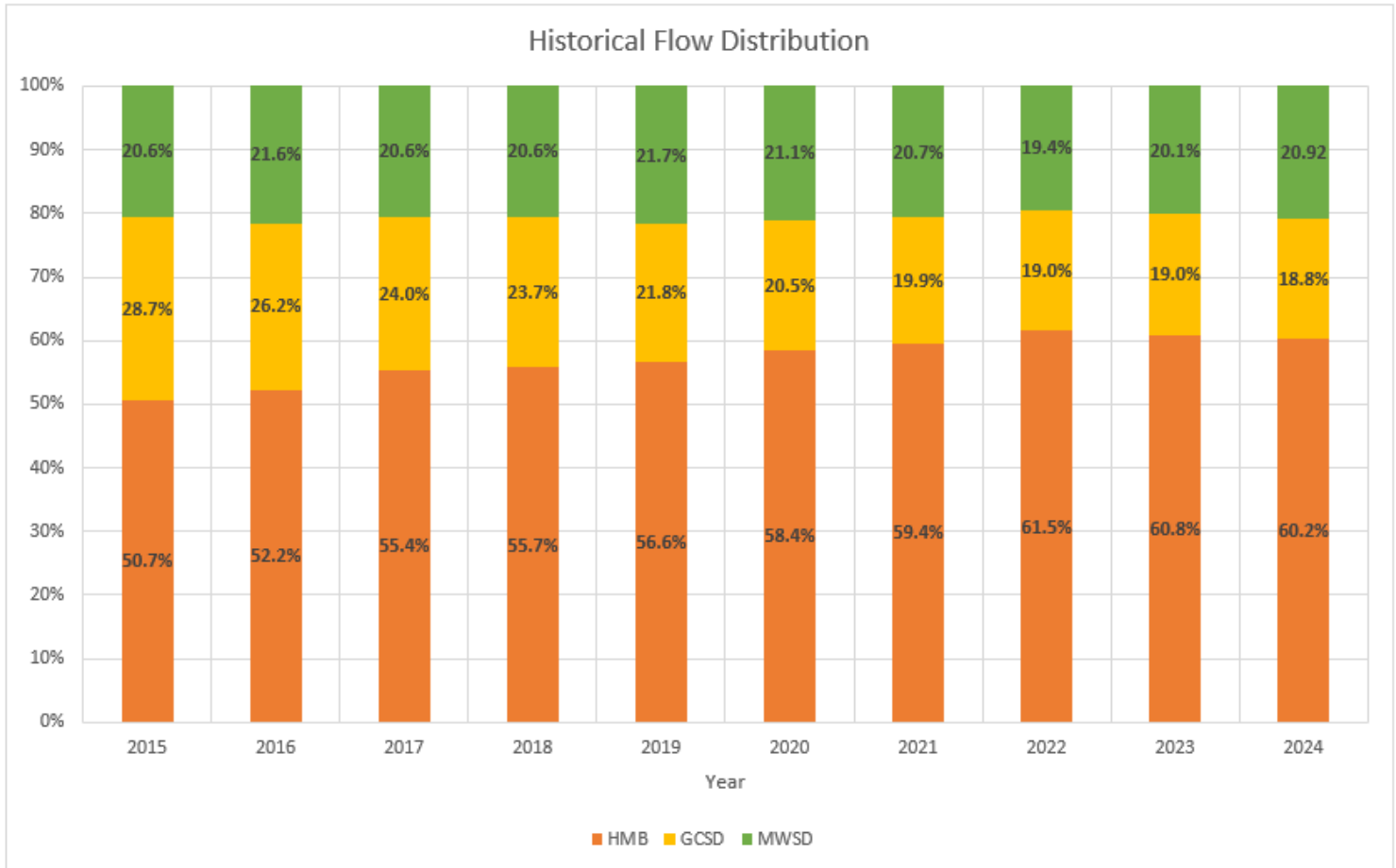
12. Insurance Premiums: Increase of \$26,190 due to new policies and prior-year claims.
13. Misc. Expenses: Increase of \$15,254 anticipated based on detailed review of current year expenditures.
14. Utilities: Increase of \$30,498 for electricity, gas, solid waste disposal, and water consistent with current costs.
15. Travel & Training: Increase of \$19,953 based on expectation that conference attendance will continue to increase.
16. Equipment Rental: Decrease of \$14,553 due to the completion of specific maintenance projects.
17. Building & Maintenance Services: Decrease of \$62,495 due to one-time expenditure planned for the current fiscal year (FY24/25) is not expected to repeat during FY25/26.
18. Chemicals: Increase of \$21,385 based on anticipated expenses consistent with recent experience and expected industry increases.
19. Permits & Licenses: Increase of \$2,667, general cost of living increase of 5% expected.
20. Supplies: Increase of \$13,818 based on current year expenditures.
21. Equipment: Increase of \$607, general cost of living increase of 5% expected.
22. Infrastructure: Increase of \$645,000 to address the projects identified in the adopted 5-Year CIP (adopted November 25, 2024) and additional projects as indicated in Infrastructure details of the General Budget.
23. Claims/Penalties: No change from the previous fiscal year.
24. Non-Personnel Subtotal: Total Increase of \$520,844 or 7%.

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>

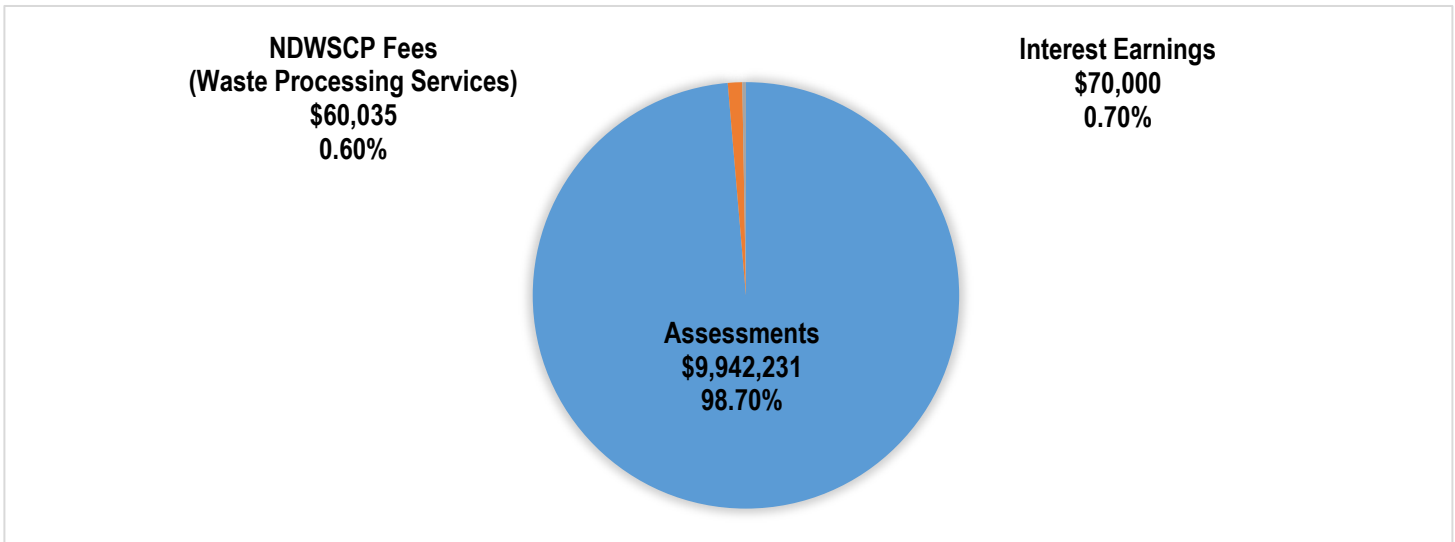
**Revenue Allocation**

Of the total O&M Revenue, the majority (98.70%) is from assessments paid by the JPA member agencies. The allocation between the agencies is based on the flow from the preceding calendar year. The flow allocations fluctuate from year to year.



The remaining revenue comes from Waste Processing Services that are currently classified in the Non-Domestic Waste Source Control Program Fees category of our AR System (0.6%), and interest earnings (0.7%).

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>



**Other Remarks:**

In response to a funding issue created by the 22/23 Winter Storm event, on September 11, 2023, the Board approved the advancement of funds in the amount of \$266,351 to SAM in the following amounts:

- City of HMB                 \$163,806
- MWSD                         \$51,805
- GCSD                         \$50,740

At the time, it was not decided how this advance would be handled and as of 3/20/2025 those funds remain on the SAM Balance Sheet as Liability. It should be further noted that SAM has not yet received verification that all our claims will be settled, and funding issued.

The Finance Committee has requested that staff present possible options in this regard. For your consideration, please see the following (4) options:

- a) Refund to each Agency the entire amount provided to SAM.
- b) Refund a prorated amount based on FEMA receipts, which will be known at a later date.
- c) Reduce the Fiscal Year 2025-26 assessments based on either amount noted above.
- d) Recognize the advance as revenue in Fiscal Year 2025.

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>

**Staff Recommendation**

Staff recommend that the Board of Directors review the budget with their respective staff and contemporaries and return comments to the SAM General Manager on or before April 30, 2025, for evaluation and approve a final budget before May 31, 2025.

**Supporting Documents**

Attachment A: SAM General Budget for FY 2025/26

---

<b>BOARD MEMBERS:</b>	<b>P. Nagengast</b>	<b>B. Dye</b>	<b>N. Marsh</b>
	<b>S. Boyd</b>	<b>D. Ruddock</b>	<b>K. Slater-Carter</b>
<b>ALTERNATE MEMBERS:</b>	<b>B. Softky</b>	<b>J. Randle</b>	<b>J. Grant</b>