



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

TUESDAY, JULY 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. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing 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 and the Half Moon Bay Library 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/>

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. 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

- I.D.E.S. SOCIETY PROCLAMATION
- AGE FRIENDLY INITIATIVE
- MID COAST COMMUNITY COUNCIL UPDATE

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

- HALFMOONBAY.GOV
- DOORDASH
- TENANT WORKSHOP
- REPUBLIC SERVICES TRASH DELAYS

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF JUNE 2025

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

[STAFF REPORT](#)

[ATTACHMENT](#)

1.C APPROVAL OF MINUTES

Staff Recommendation: Approve the minutes from the May 6, 2025 - June 17, 2025 City Council Regular and Special Meetings.

[ATTACHMENT](#)

1.D HALF MOON BAY BICYCLE / PEDESTRIAN ADVISORY COMMITTEE BY-LAWS AND APPOINTMENTS

Staff Recommendation: Adopt a resolution approving changes to the Half Moon Bay Bicycle / Pedestrian Advisory Committee (BPAC) By-Laws.

[STAFF REPORT](#)

[ATTACHMENT](#)

1.E GRANT APPLICATION TO THE CALIFORNIA COASTAL COMMISSION FOR \$500,000 TO FUND THE UPDATE OF THE LOCAL COASTAL PROGRAM IMPLEMENTATION PLAN

Staff Recommendation: Adopt a resolution authorizing the City Manager to submit a grant application to the California Coastal Commission for \$500,000 to fund a comprehensive update to the Local Coastal Program Implementation Plan.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

1.F CASELLE, INC. PROFESSIONAL SERVICES AGREEMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a professional services agreement through June 30, 2026, with Caselle Inc., for Enterprise Resource Planning (ERP) software in the amount of \$50,856.

[STAFF REPORT](#)

[ATTACHMENT](#)

2. ORDINANCES AND PUBLIC HEARINGS

None

3. RESOLUTIONS AND STAFF REPORTS

3.A PURCHASE OF A NEW ALL ELECTRIC FORD TRANSIT VAN

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a purchase agreement in the amount of \$57,935.89 with Towne Ford for the purchase of a 2025 all-electric Ford Transit Van.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

3.B FISCAL YEAR 2025-26 SEWER SERVICE CHARGES AND ASSESSMENTS

Staff Recommendation: Adopt a resolution approving the Fiscal Year 2025-26 Sewer Service Assessments and charges, directing staff to file the assessment roll, authorizing the County Controller to place the assessment charges on the County of San Mateo Property Tax Roll, and directing staff to bill assessments directly that are not on the tax roll.

[STAFF REPORT](#)

[ATTACHMENT](#)

3.C FORMATION OF TEMPORARY CITY COUNCIL AD HOC COMMITTEES

Staff Recommendation: Adopt resolutions authorizing: 1) Creation of a temporary Ad Hoc Committee for evaluating the staffing and structure of the City organization; and 2) Creation of a temporary Ad Hoc Committee for exploring options related to the expiring Golf Facilities Fee.

[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: **July 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 JUNE 2025**

RECOMMENDATION:

Accept the warrants list for the month of June 2025.

STRATEGIC ELEMENT:

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

DISCUSSION:

During this month, the City processed 4 check runs. The table below outlines each check run and their individual totals:

| Check Run Date | Amount |
|----------------|---------|
| June 04 | 20,731 |
| June 05 | 232,527 |
| June 12 | 120,238 |
| June 19 | 118,300 |
| Total | 491,796 |

The City processed payments related to 4 capital improvement projects, in total amount of \$32,065.13. Highway 1 Safety - North, Climate Action And Adaptation Plan, HVAC Repair, Green Infrastructure And Storm Water Program, Seymour Ditch Erosion, and Coastal Stabilization.

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

CITY OF HALF MOON BAY
VENDOR PAYMENTS EXCEEDING \$30,000
BY VENDOR AND FUNDING SOURCE
JUNE 2025

| Payee | General Fund | Other Funds | Description |
|---------------------------------|---------------------|--------------------|--|
| COLANTUONO HIGHSMITH WHATLEY PC | - | 42,371.25 | MAY 2025 LEGAL SERVICES - SAM |
| EL CENTRO DE LIBERTAD | - | 34,172.60 | CARES PROGRAM OPERATOR |
| MOORE IACOFANO GOLTSMAN, INC | 69,906.39 | - | CONSULTANT FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJECTIVE STANARDS |
| SAN MATEO COUNTY CLERK/ASSESSOR | 30,415.66 | - | 11/5/2024 PRESIDENTIAL GENERAL ELECTION SERVICES |
| SUNSET ECOLOGICAL SOLUTIONS | - | 37,345.00 | STONE PINE HOUSING PROJECT – BIOLOGICAL MONITORING SERVICES |

ATTACHMENTS:

Attachment 1 - Check Disbursement List by Check Date

Report Criteria:

Report type: GL detail

ABUNDANT GRACE COASTSIDE WORKER

| | | | | |
|-------|---------------------------------|------------|--|----------|
| 56531 | ABUNDANT GRACE COASTSIDE WORKER | 06/12/2025 | PROVIDE HOMELESS COASTAL CLEAN UP SERVICES | 5,380.00 |
|-------|---------------------------------|------------|--|----------|

| | | | | |
|--|--|--|--|----------|
| Total ABUNDANT GRACE COASTSIDE WORKER: | | | | 5,380.00 |
|--|--|--|--|----------|

ALEJANDRA ACOSTA

| | | | | |
|-------|------------------|------------|---|--------|
| 56505 | ALEJANDRA ACOSTA | 06/05/2025 | DEPOSIT REFUND-OAK ROOM & KITCHEN 5/24/25 | 400.00 |
|-------|------------------|------------|---|--------|

| | | | | |
|-------------------------|--|--|--|--------|
| Total ALEJANDRA ACOSTA: | | | | 400.00 |
|-------------------------|--|--|--|--------|

ALMA AGUILAR

| | | | | |
|-------|--------------|------------|-------------------------------------|--------|
| 56532 | ALMA AGUILAR | 06/12/2025 | REFUND DEPOSIT- TRAIN DEPOT 6/05/25 | 500.00 |
|-------|--------------|------------|-------------------------------------|--------|

| | | | | |
|---------------------|--|--|--|--------|
| Total ALMA AGUILAR: | | | | 500.00 |
|---------------------|--|--|--|--------|

BECKER GRAPHICS

| | | | | |
|-------|-----------------|------------|----------------------------------|--------|
| 56506 | BECKER GRAPHICS | 06/05/2025 | INSTRUCTOR PAYMENT- ZUMBA APR'25 | 560.00 |
|-------|-----------------|------------|----------------------------------|--------|

| | | | | |
|-------|-----------------|------------|----------------------------------|-------|
| 56535 | BECKER GRAPHICS | 06/12/2025 | INSTRUCTOR PAYMENT- ZUMBA MAY'25 | 87.00 |
|-------|-----------------|------------|----------------------------------|-------|

| | | | | |
|------------------------|--|--|--|--------|
| Total BECKER GRAPHICS: | | | | 647.00 |
|------------------------|--|--|--|--------|

BGT LAND SURVEYING

| | | | | |
|-------|--------------------|------------|---|----------|
| 56507 | BGT LAND SURVEYING | 06/05/2025 | SURVEYING SERVICES FOR THE SOLAR ARRAY ON CITY HALL PARKING LOT | 4,000.00 |
|-------|--------------------|------------|---|----------|

| | | | | |
|-------|--------------------|------------|---|----------|
| 56577 | BGT LAND SURVEYING | 06/19/2025 | SURVEYING SERVICES FOR THE SOLAR ARRAY ON CITY HALL PARKING LOT | 3,634.00 |
|-------|--------------------|------------|---|----------|

| | | | | |
|---------------------------|--|--|--|----------|
| Total BGT LAND SURVEYING: | | | | 7,634.00 |
|---------------------------|--|--|--|----------|

BIG CREEK LUMBER

| | | | | |
|-------|------------------|------------|----------------|-------|
| 56508 | BIG CREEK LUMBER | 06/05/2025 | MAINT SUPPLIES | 10.73 |
|-------|------------------|------------|----------------|-------|

| | | | | |
|-------|------------------|------------|----------------|--------|
| 56508 | BIG CREEK LUMBER | 06/05/2025 | MAINT SUPPLIES | 176.85 |
|-------|------------------|------------|----------------|--------|

| | | | | |
|-------------------------|--|--|--|--------|
| Total BIG CREEK LUMBER: | | | | 187.58 |
|-------------------------|--|--|--|--------|

BLACK & VEATCH CORPORATION

| | | | | |
|-------|----------------------------|------------|--|----------|
| 56578 | BLACK & VEATCH CORPORATION | 06/19/2025 | PO FOR THE PSA FOR STORMWATER (NPDES) & ANNUAL REPORTING SERVICES FOR 2025 | 5,342.50 |
|-------|----------------------------|------------|--|----------|

| | | | | |
|-----------------------------------|--|--|--|----------|
| Total BLACK & VEATCH CORPORATION: | | | | 5,342.50 |
|-----------------------------------|--|--|--|----------|

BLEYLE ELEVATOR, INC

| | | | | |
|-------|----------------------|------------|-----------------------|-------|
| 56536 | BLEYLE ELEVATOR, INC | 06/12/2025 | MAINT SERVICE #102236 | 95.00 |
|-------|----------------------|------------|-----------------------|-------|

| | | | | |
|-------------------------------------|------------------------------|------------|-----------------------------|-----------|
| 56536 | BLEYLE ELEVATOR, INC | 06/12/2025 | MAINT SERVICE #179638 | 95.00 |
| Total BLEYLE ELEVATOR, INC: | | | | 190.00 |
| BOUCHER LAW PC | | | | |
| 56537 | BOUCHER LAW PC | 06/12/2025 | MAR'25, EMPLOYEMENT MATTERS | 1,303.50 |
| 56537 | BOUCHER LAW PC | 06/12/2025 | APR'25, EMPLOYEMENT MATTERS | 8,947.00 |
| Total BOUCHER LAW PC: | | | | 10,250.50 |
| BRYAN LOPEZ | | | | |
| 56579 | BRYAN LOPEZ | 06/19/2025 | STUDENT LOAN REIMBURSEMENT | 522.91 |
| 56579 | BRYAN LOPEZ | 06/19/2025 | STUDENT LOAN REIMBURSEMENT | 522.91 |
| 56579 | BRYAN LOPEZ | 06/19/2025 | STUDENT LOAN REIMBURSEMENT | 522.91 |
| 56579 | BRYAN LOPEZ | 06/19/2025 | STUDENT LOAN REIMBURSEMENT | 522.91 |
| 56579 | BRYAN LOPEZ | 06/19/2025 | STUDENT LOAN REIMBURSEMENT | 522.91 |
| 56579 | BRYAN LOPEZ | 06/19/2025 | STUDENT LOAN REIMBURSEMENT | 385.45 |
| Total BRYAN LOPEZ: | | | | 3,000.00 |
| CA STATE CONTROLLER'S OFFICE | | | | |
| 56580 | CA STATE CONTROLLER'S OFFICE | 06/19/2025 | FY24/25 AUDIT REQUEST | 150.00 |
| Total CA STATE CONTROLLER'S OFFICE: | | | | 150.00 |
| CALED | | | | |
| 56581 | CALED | 06/19/2025 | MEMBERSHIP DUES | 500.00 |
| Total CALED: | | | | 500.00 |
| CALNET3 | | | | |
| 56533 | AT&T | 06/12/2025 | MAY'25 PHONE SERVICE | 1,047.62 |
| 56534 | AT&T MOBILITY | 06/12/2025 | MAY'25 PHONE SERVICE | 62.09 |
| 56575 | AT&T MOBILITY | 06/19/2025 | MAY'25 PHONE SERVICE | 425.06 |
| Total CALNET3: | | | | 1,534.77 |
| CAPITAL ONE TRADE CREDIT | | | | |
| 56509 | CAPITAL ONE TRADE CREDIT | 06/05/2025 | MAINT SUPPLIES MAY'25 | 1,544.21 |
| Total CAPITAL ONE TRADE CREDIT: | | | | 1,544.21 |

CASELLE INC.

| | | | | |
|---------------------|--------------|------------|-------------------------------|----------|
| 56538 | CASELLE INC. | 06/12/2025 | FY 24/25 CASELLE ERP SOFTWARE | 4,238.00 |
| Total CASELLE INC.: | | | | 4,238.00 |

CIRCLEPOINT

| | | | | |
|--------------------|-------------|------------|------------------------|-----------|
| 56539 | CIRCLEPOINT | 06/12/2025 | HYATT HOTEL PDP-072-13 | 4,450.50 |
| 56539 | CIRCLEPOINT | 06/12/2025 | HYATT HOTEL PDP-072-13 | 4,450.50 |
| 56539 | CIRCLEPOINT | 06/12/2025 | HYATT HOTEL PDP-072-13 | 4,450.50- |
| Total CIRCLEPOINT: | | | | 4,450.50 |

CITY OF BRISBANE

| | | | | |
|-------------------------|------------------|------------|----------------------------------|-------|
| 56540 | CITY OF BRISBANE | 06/12/2025 | COUNCIL OF CITIES DINNER-RUDDOCK | 65.00 |
| Total CITY OF BRISBANE: | | | | 65.00 |

COASTSIDE COUNTY WATER DISTRICT

| | | | | |
|-------|---------------------------------|------------|--|--------|
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 555 KELLY AVE | 62.98 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | CITY OF HMB/COAST.COMM.SENIOR.CNTR | 44.86 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 201 WAVECREST RD | 476.69 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 10 STONE PINE RD # IRRIGATION | 210.89 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 723 MILL ST # IRRIGATION | 38.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | LIFT STATI FAIRWAY DR | 38.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 1310 LORYN LN # IRRIGATION | 478.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | HIGGINS CYN RD | 847.96 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 529 RUISSEAU FRANCAIS AVE # IRRIGATION | 158.09 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 502 MAIN ST | 249.56 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | FERNANDES PARK/MAIN ST # IRRIGATION | 231.96 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 620 CORREAS/LIBRARY # DC | 114.26 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 620 CORREAS/LIBRARY # IRRIGATION | 83.26 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 620 CORREAS/LIBRARY | 545.29 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | HYDRANT METER | 147.56 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 501 MAIN ST_DC | 44.86 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 880 STONE PINE RD #COMM | 318.29 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | MAIN & HWY 1 # IRRIGATION | 73.56 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | MEDIAN STRIP/HWY ONE # IRRIGATION | 38.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 537 KELLY AVE | 510.92 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 535 KELLY AVE | 136.06 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 461 OAK AVE | 38.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 503 JOHNSTON ST | 73.56 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | HWY 92 MEDIAN # WEST IRRIG | 38.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | HWY 92 MEDIAN # EAST IRRIG | 38.36 |

| | | | | |
|--|---------------------------------|------------|---------------------------------|-----------|
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 627 ALSACE LORAIN AVE | 337.56 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 501 MAIN ST | 214.36 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 880 STONE PINE RD # MULTI FAM | 2,175.86 |
| 56582 | COASTSIDE COUNTY WATER DISTRICT | 06/19/2025 | 880 STONE PINE RD # IRRIGATION | 210.89 |
| Total COASTSIDE COUNTY WATER DISTRICT: | | | | 7,977.80 |
| COLANTUONO HIGHSMITH WHATLEY PC | | | | |
| 56583 | COLANTUONO HIGHSMITH WHATLEY PC | 06/19/2025 | MAY'25 LEGAL SERVICES -SAM | 42,371.25 |
| Total COLANTUONO HIGHSMITH WHATLEY PC: | | | | 42,371.25 |
| COUNTY OF SAN MATEO | | | | |
| 56510 | COUNTY OF SAN MATEO | 06/05/2025 | SMCO TRAINING CONSORTIUM FY2025 | 2,175.00 |
| 56584 | COUNTY OF SAN MATEO | 06/19/2025 | MAY'25 MICROWAVE MUX DSO | 82.25 |
| Total COUNTY OF SAN MATEO: | | | | 2,257.25 |
| CRUZIO INTERNET | | | | |
| 56542 | CRUZIO INTERNET | 06/12/2025 | INTERNET SERVICE | 14.95 |
| Total CRUZIO INTERNET: | | | | 14.95 |
| DAILY JOURNAL | | | | |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-17-055 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-17-055 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-17-055 | 1,008.00- |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-10-014 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-17-055 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-10-014 | 1,008.00- |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-25-011 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-25-011 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-25-011 | 1,008.00- |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-23-070 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-23-070 | 1,008.00 |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING PDP-23-070 | 1,008.00- |
| 56526 | SAN MATEO DAILY JOURNAL | 06/05/2025 | ADVERTISING-HMB VEGETATION | 1,008.00 |
| 56568 | SAN MATEO DAILY JOURNAL | 06/12/2025 | ADVERTISING PDP-2025-004 | 480.00 |
| 56568 | SAN MATEO DAILY JOURNAL | 06/12/2025 | ADVERTISING PDP-2025-004 | 480.00 |
| 56568 | SAN MATEO DAILY JOURNAL | 06/12/2025 | ADVERTISING PDP-2025-004 | 480.00- |
| 56593 | SAN MATEO DAILY JOURNAL | 06/19/2025 | ADVERTISING PDP-23-035 | 480.00 |
| 56593 | SAN MATEO DAILY JOURNAL | 06/19/2025 | ADVERTISING PDP-23-035 | 480.00 |
| 56593 | SAN MATEO DAILY JOURNAL | 06/19/2025 | ADVERTISING PDP-23-035 | 480.00- |

| | | | |
|------------------------------|------------------------|---|-----------|
| Total DAILY JOURNAL: | | | 6,000.00 |
| DANIEL SANTOS | | | |
| 56511 | DANIEL SANTOS | 06/05/2025 REFUND-PLANNING DEPOSIT PDP-23-094 | 1,228.50 |
| 56511 | DANIEL SANTOS | 06/05/2025 REFUND-PLANNING DEPOSIT PDP-23-094 | 1,228.50 |
| 56511 | DANIEL SANTOS | 06/05/2025 REFUND-PLANNING DEPOSIT PDP-23-094 | 1,228.50- |
| Total DANIEL SANTOS: | | | 1,228.50 |
| ED DORSANEO | | | |
| 56561 | MARIK ENTERPRISES, LLC | 06/12/2025 PRE-EMPLOYMENT REPORT- MICHAEL BURNFIELD | 200.00 |
| Total ED DORSANEO: | | | 200.00 |
| EL CENTRO DE LIBERTAD | | | |
| 56512 | EL CENTRO DE LIBERTAD | 06/05/2025 CARES PROGRAM OPERATOR | 34,172.60 |
| Total EL CENTRO DE LIBERTAD: | | | 34,172.60 |
| ELIZABETH MEZA | | | |
| 56513 | ELIZABETH MEZA | 06/05/2025 DEPOSIT REFUND-GRAND OAK & KITCHEN 5/31/25 | 600.00 |
| Total ELIZABETH MEZA: | | | 600.00 |
| ERICA OLIVA | | | |
| 56552 | IGLESIA DEL MAR | 06/12/2025 REFUND DEPOSIT-GRAND OAK 6/28/25 | 100.00 |
| 56552 | IGLESIA DEL MAR | 06/12/2025 REFUND-RENTAL FEES-GRAND OAK 6/28/25 | 720.00 |
| Total ERICA OLIVA: | | | 820.00 |
| FlowBird America Inc | | | |
| 56543 | FlowBird America Inc | 06/12/2025 MAY'25 MAINT SERVICE | 57.75 |
| 56543 | FlowBird America Inc | 06/12/2025 MAY'25 MAINT SERVICE | 120.00 |
| Total FlowBird America Inc: | | | 177.75 |
| FLYERS ENERGY LLC | | | |
| 56544 | FLYERS ENERGY, LLC | 06/12/2025 MAY'25 FUEL | 1,992.47 |
| Total FLYERS ENERGY LLC: | | | 1,992.47 |

FREYER & LAURETA INC.

| | | | | |
|-------|-----------------------|------------|---|----------|
| 56514 | FREYER & LAURETA INC. | 06/05/2025 | PROFESSIONAL SERVICES TO ASSIST IN REVIEW OF MAPS & EASEMENTS FY '24/25 | 1,183.50 |
|-------|-----------------------|------------|---|----------|

| | | | | |
|------------------------------|--|--|--|----------|
| Total FREYER & LAURETA INC.: | | | | 1,183.50 |
|------------------------------|--|--|--|----------|

GEORGINA MARA

| | | | | |
|-------|---------------|------------|-----------------------------------|--------|
| 56515 | GEORGINA MARA | 06/05/2025 | DEPOSIT REFUND-TRAIN DEPOT 5/3/25 | 500.00 |
|-------|---------------|------------|-----------------------------------|--------|

| | | | | |
|----------------------|--|--|--|--------|
| Total GEORGINA MARA: | | | | 500.00 |
|----------------------|--|--|--|--------|

GOOD CITY COMPANY

| | | | | |
|-------|-------------------|------------|---|---------|
| 56585 | GOOD CITY COMPANY | 06/19/2025 | ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY | 135.00 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY | 135.00 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY | 202.50 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY | 438.75 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY | 270.00 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY | 67.50 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | GREENBRIER ADDITION PDP-24-064 | 742.50 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | GREENBRIER ADDITION PDP-24-064 | 742.50 |
| 56585 | GOOD CITY COMPANY | 06/19/2025 | GREENBRIER ADDITION PDP-24-064 | 742.50- |

| | | | | |
|--------------------------|--|--|--|----------|
| Total GOOD CITY COMPANY: | | | | 1,991.25 |
|--------------------------|--|--|--|----------|

GRANICUS LLC

| | | | | |
|-------|--------------|------------|--------------------------|--------|
| 56545 | GRANICUS LLC | 06/12/2025 | MAY'25, GRANICUS SERVICE | 620.53 |
|-------|--------------|------------|--------------------------|--------|

| | | | | |
|---------------------|--|--|--|--------|
| Total GRANICUS LLC: | | | | 620.53 |
|---------------------|--|--|--|--------|

GREG JAMISON

| | | | | |
|-------|--------------|------------|-------------------------------------|-----------|
| 56586 | GREG JAMISON | 06/19/2025 | REFUND-PLANNING DEPOSIT PDP-22-0055 | 1,153.00 |
| 56586 | GREG JAMISON | 06/19/2025 | REFUND-PLANNING DEPOSIT PDP-22-0055 | 1,153.00 |
| 56586 | GREG JAMISON | 06/19/2025 | REFUND-PLANNING DEPOSIT PDP-22-0055 | 1,153.00- |

| | | | | |
|---------------------|--|--|--|----------|
| Total GREG JAMISON: | | | | 1,153.00 |
|---------------------|--|--|--|----------|

GREG SIEKIERSKI

| | | | | |
|-------|-----------------|------------|------------------------------------|---------|
| 56546 | GREG SIEKIERSKI | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-047 | 614.75 |
| 56546 | GREG SIEKIERSKI | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-047 | 614.75 |
| 56546 | GREG SIEKIERSKI | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-047 | 614.75- |

| | | | | |
|------------------------|--|--|--|--------|
| Total GREG SIEKIERSKI: | | | | 614.75 |
|------------------------|--|--|--|--------|

HALF MOON BAY BUILDING & GARDEN

| | | | | |
|-------|---------------------------------|------------|------------------------------|-------|
| 56547 | HALF MOON BAY BUILDING & GARDEN | 06/12/2025 | MAY'25 MAINTENANCE SUPPLIES | 43.75 |
| 56547 | HALF MOON BAY BUILDING & GARDEN | 06/12/2025 | MAY'25 MAINTENANCE SUPPLIES | 42.08 |
| 56547 | HALF MOON BAY BUILDING & GARDEN | 06/12/2025 | JUNE'25 MAINTENANCE SUPPLIES | 28.42 |

Total HALF MOON BAY BUILDING & GARDEN: 114.25

HALF MOON BAY GRADING & PAVING INC.

| | | | | |
|-------|-------------------------------------|------------|------------------------------------|----------|
| 56548 | HALF MOON BAY GRADING & PAVING INC. | 06/12/2025 | BASE ROCK FOR SMITH FIELD BASEBALL | 2,301.47 |
|-------|-------------------------------------|------------|------------------------------------|----------|

Total HALF MOON BAY GRADING & PAVING INC.: 2,301.47

HEAD AND HEART ADVISORY

| | | | | |
|-------|-------------------------|------------|--|-----------|
| 56549 | HEAD AND HEART ADVISORY | 06/12/2025 | EVALUATION OF THREE ECONOMIC ADVANCEMENT CENTERS | 13,978.25 |
|-------|-------------------------|------------|--|-----------|

Total HEAD AND HEART ADVISORY: 13,978.25

HILARY STAMPER

| | | | | |
|-------|----------------|------------|---|----------|
| 56550 | HILARY STAMPER | 06/12/2025 | INSTRUCTOR PAYMENT - LINE DANCING 3/17/25-4/28/25 | 4,189.50 |
|-------|----------------|------------|---|----------|

Total HILARY STAMPER: 4,189.50

HUE & CRY SECURITY SYSTEMS INC.

| | | | | |
|-------|---------------------------------|------------|----------------------------------|--------|
| 56551 | HUE & CRY SECURITY SYSTEMS INC. | 06/12/2025 | JULY'25 SECURITY SERVICE | 197.77 |
| 56551 | HUE & CRY SECURITY SYSTEMS INC. | 06/12/2025 | JULY'25 SECURITY SERVICE | 80.00 |
| 56551 | HUE & CRY SECURITY SYSTEMS INC. | 06/12/2025 | JULY'25 SECURITY SERVICE | 415.71 |
| 56551 | HUE & CRY SECURITY SYSTEMS INC. | 06/12/2025 | JUNE'25 SECURITY ON-SITE SERVICE | 127.00 |
| 56551 | HUE & CRY SECURITY SYSTEMS INC. | 06/12/2025 | JUNE'25 SECURITY ON-SITE SERVICE | 115.00 |

Total HUE & CRY SECURITY SYSTEMS INC.: 935.48

INFINITY TECHNOLOGIES

| | | | | |
|-------|-----------------------|------------|--|-----------|
| 56553 | INFINITY TECHNOLOGIES | 06/12/2025 | FY 24/25 INFINITY TECH DESKTOP/HELP DESK | 13,960.00 |
| 56553 | INFINITY TECHNOLOGIES | 06/12/2025 | FY 24/25 INFINITY TECH DESKTOP/HELP DESK | 153.00 |

Total INFINITY TECHNOLOGIES: 14,113.00

INTEGRAL CONSULTING INC.

| | | | | |
|-------|--------------------------|------------|--|-----------|
| 56554 | INTEGRAL CONSULTING INC. | 06/12/2025 | PREPARATION OF THE CLIMATE ADAPTION PLAN(CIP 1002) | 15,849.63 |
|-------|--------------------------|------------|--|-----------|

Total INTEGRAL CONSULTING INC.: 15,849.63

JOAQUIN JIMENEZ

| | | | | |
|-------|-----------------|------------|--|-----------|
| 56490 | JOAQUIN JIMENEZ | 06/12/2025 | DEPOSIT REFUND-CANCELLED GRAND OAK 6/1 | 500.00- |
| 56490 | JOAQUIN JIMENEZ | 06/12/2025 | RENTAL FEE REFUND-CANCELLED GRAND OAK 6/1 | 1,000.00- |
| 56490 | JOAQUIN JIMENEZ | 06/12/2025 | INSURANCE FEE REFUND-CANCELLED GRAND OAK 6/1 | 96.57- |
| 56555 | JOAQUIN JIMENEZ | 06/12/2025 | DEPOSIT REFUND-CANCELLED GRAND OAK 6/1 | 500.00 |
| 56555 | JOAQUIN JIMENEZ | 06/12/2025 | RENTAL FEE REFUND-CANCELLED GRAND OAK 6/1 | 1,000.00 |
| 56555 | JOAQUIN JIMENEZ | 06/12/2025 | INSURANCE FEE REFUND-CANCELLED GRAND OAK 6/1 | 96.57 |

Total JOAQUIN JIMENEZ: .00

JOINT VENTURE: SILICON VALLEY NETWORK

| | | | | |
|-------|------------------------------|------------|--------------------------|----------|
| 56587 | JOINT VENTURE SILICON VALLEY | 06/19/2025 | FY 25-26 MEMBERSHIP DUES | 2,500.00 |
|-------|------------------------------|------------|--------------------------|----------|

Total JOINT VENTURE: SILICON VALLEY NETWORK: 2,500.00

JONATHAN VALENCIA

| | | | | |
|-------|-------------------|------------|-----------------------------------|--------|
| 56556 | JONATHAN VALENCIA | 06/12/2025 | REFUND DEPOSIT-TRAIN DEPOT 6/1/25 | 500.00 |
| 56556 | JONATHAN VALENCIA | 06/12/2025 | FEE FOR LATE CLEAN OUT | 50.00- |

Total JONATHAN VALENCIA: 450.00

JORGE MOCTEZUMA

| | | | | |
|-------|-----------------|------------|------------------------------------|---------|
| 56557 | JORGE MOCTEZUMA | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-057 | 112.25 |
| 56557 | JORGE MOCTEZUMA | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-057 | 112.25 |
| 56557 | JORGE MOCTEZUMA | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-057 | 112.25- |

Total JORGE MOCTEZUMA: 112.25

KARLAS JANITORIAL & SUPPLIERS, LLC

| | | | | |
|-------|------------------------------------|------------|--|-----------|
| 56516 | KARLAS JANITORIAL & SUPPLIERS, LLC | 06/05/2025 | PROVIDE CUSTODIAL SERVICES FOR THE OCC | 785.00 |
| 56516 | KARLAS JANITORIAL & SUPPLIERS, LLC | 06/05/2025 | JANITORIAL SERVICES FY '24-25 | 15,209.50 |

Total KARLAS JANITORIAL & SUPPLIERS, LLC: 15,994.50

KATHY OLER

| | | | | |
|-------|------------|------------|---|----------|
| 56588 | KATHY OLER | 06/19/2025 | JULY'25 TEMPORARY CITY PARKING LOT RENTAL | 2,362.28 |
|-------|------------|------------|---|----------|

Total KATHY OLER: 2,362.28

LAURA CAMODECA

| | | | | |
|-------|----------------|------------|-------------------|--------|
| 56558 | LAURA CAMODECA | 06/12/2025 | INTRO K9 NOSE 6/2 | 336.00 |
|-------|----------------|------------|-------------------|--------|

| | | | | |
|-------------------------------------|---|------------|--|-----------|
| Total LAURA CAMODECA: | | | | 336.00 |
| MARGARITA GUEVARA | | | | |
| 56559 | MARGARITA GUEVARA | 06/12/2025 | REFUND DEPOSIT-TRAIN DEPOT 5/31/25 | 500.00 |
| Total MARGARITA GUEVARA: | | | | 500.00 |
| MARIELA JUAREZ | | | | |
| 56560 | MARIELA JUAREZ | 06/12/2025 | REFUND DEPOSIT - TRAIN DEPOT 6/7/25 | 500.00 |
| Total MARIELA JUAREZ: | | | | 500.00 |
| MAZE & ASSOCIATES | | | | |
| 56589 | MAZE & ASSOCIATES | 06/19/2025 | FY '24/25 MAZE INDEPENDANT AUDITOR & ACFR | 16,225.00 |
| Total MAZE & ASSOCIATES: | | | | 16,225.00 |
| METROPOLITAN PLANNING GROUP | | | | |
| 56562 | M-GROUP | 06/12/2025 | FY 24/25 M-GROUP PLANNING & STAFFING SERVICES 7 GIS MAPPING | 3,397.50 |
| Total METROPOLITAN PLANNING GROUP: | | | | 3,397.50 |
| MOORE IACOFANO GOLTSMAN, INC | | | | |
| 56517 | MOORE IACOFANO GOLTSMAN, INC | 06/05/2025 | PLANNING, ZONING, & DESIGN CONSULTANT SERVICES FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJE | 19,282.81 |
| 56517 | MOORE IACOFANO GOLTSMAN, INC | 06/05/2025 | PLANNING, ZONING, & DESIGN CONSULTANT SERVICES FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJE | 24,057.70 |
| 56517 | MOORE IACOFANO GOLTSMAN, INC | 06/05/2025 | PLANNING, ZONING, & DESIGN CONSULTANT SERVICES FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJE | 1,886.25 |
| 56517 | MOORE IACOFANO GOLTSMAN, INC | 06/05/2025 | PLANNING, ZONING, & DESIGN CONSULTANT SERVICES FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJE | 4,835.00 |
| 56517 | MOORE IACOFANO GOLTSMAN, INC | 06/05/2025 | PLANNING, ZONING, & DESIGN CONSULTANT SERVICES FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJE | 5,912.13 |
| 56517 | MOORE IACOFANO GOLTSMAN, INC | 06/05/2025 | PLANNING, ZONING, & DESIGN CONSULTANT SERVICES FOR PREP OF MULTI-FAMILY RESIDENTIAL OBJE | 13,932.50 |
| Total MOORE IACOFANO GOLTSMAN, INC: | | | | 69,906.39 |
| NICOLAS LASZKIEWICZ | | | | |
| 56518 | NICHOLAS TRANSLATIONS & INTERPRETATIONS | 06/05/2025 | MAY'25 TRANSLATION SERVICE | 618.00 |
| Total NICOLAS LASZKIEWICZ: | | | | 618.00 |
| NOEMI RAMIREZ | | | | |
| 56494 | NOEMI RAMIREZ | 06/26/2025 | REFUND-PLANNING DEPOSIT BALANCE PDP-24-005 | 1,278.00- |
| 56494 | NOEMI RAMIREZ | 06/26/2025 | REFUND-PLANNING DEPOSIT BALANCE PDP-24-005 | 1,278.00- |
| 56494 | NOEMI RAMIREZ | 06/26/2025 | REFUND-PLANNING DEPOSIT BALANCE PDP-24-005 | 1,278.00 |

| | | | |
|-----------------------------------|------------------------|---|-----------|
| Total NOEMI RAMIREZ: | | | 1,278.00- |
| OBDULIA CORONA | | | |
| 56563 | OBDULIA CORONA | 06/12/2025 DEPOSIT REFUND - TRAIN DEPOT 6/8/25 | 500.00 |
| Total OBDULIA CORONA: | | | 500.00 |
| OLIVIA LOPEZ | | | |
| 56519 | OLIVIA LOPEZ | 06/05/2025 DEPOSIT REFUND- TRAIN DEPOT 5/25/25 | 500.00 |
| Total OLIVIA LOPEZ: | | | 500.00 |
| PACIFIC GAS & ELECTRIC | | | |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 CITY OF HMB 501 MAIN ST A | 7.84 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 OCEAN COLONY PARTNERS/OCP LIFT STATION | 1,113.09 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 COMMUNITY CENTER | 1,488.02 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 MAINTENANCE YARD OFFICE - ELECTRIC | 202.70 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 BELL MOON LIFT STATION | 32.54 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 TRAIN DEPOT RSTMS | 186.87 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 HWY 1 & FAIRWAY LIGHTING | 40.74 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 HWY 1 & FAIRWAY LIGHTING | 95.05 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 SMITH FIELD | 24.48 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 SHERIFF SUB-STATION | 3,018.50 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 SMITH PIELD SNACK BAR | 266.38 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 CITY OF HMB/STREET LIGHTS | 5,120.47 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 NW HWY 1 & MAIN ST | 142.55 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 DUTRA PARK | 135.98 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 DOWNTOWN ST TREE LIGHTS NORTH HOOK-UP @ MILL ST | 1,405.60 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 HWY 1 & MIRAMONTES TRAFFIC SIGNAL | 73.79 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES | 1,228.47 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 PELICAN POINT LIFT STATION | 230.15 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 PACIFIC RIDGE LIGHT POLES | 37.01 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 LIBRARY ELECTRICITY ONLY | 23.81 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 HWY 1 & MIRAMONTES LIGHTING | 36.63 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 HWY 1 & MIRAMONTES LIGHTING | 85.46 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 CITY HALL BUILDING | 2,783.71 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 PILARCITOS CREEK BRIDGE | 121.54 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 PILARCITOS CREEK UNDERPASS | 25.16 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 MOON SCULPTURE SPOTLIGHTS | 17.77 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 MOON SCULPTURE SPOTLIGHTS | 41.46 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 OCEAN VIEW PARK | 8.83 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 401 SEYMOUR ST | 53.30 |

| | | | | |
|---|--------------------------------------|------------|---|-----------|
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 | 401 SEYMOUR ST | 124.35 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 | CORREAS EV CHARGERS | 1,327.69 |
| 56590 | PACIFIC GAS & ELECTRIC | 06/19/2025 | 10 STONE PINE RD - CARTER PARK | 66.84 |
| Total PACIFIC GAS & ELECTRIC: | | | | 19,566.78 |
| PENINSULA MUNICIPAL ENGINEERING INC. | | | | |
| 56520 | PENINSULA MUNICIPAL ENGINEERING INC. | 06/05/2025 | AMENDMENT 13 FOR PROJECT MANAGEMENT SERVICES FOR HWY 1 SAFETY & OPERATIONAL IMPRO | 15,040.00 |
| Total PENINSULA MUNICIPAL ENGINEERING INC.: | | | | 15,040.00 |
| PETER COLABUONO | | | | |
| 56591 | PETER COLABUONO | 06/19/2025 | REFUND-PLANNING DEPOSIT PDP-2024-0058 | 2,518.50 |
| 56591 | PETER COLABUONO | 06/19/2025 | REFUND-PLANNING DEPOSIT PDP-2024-0058 | 2,518.50 |
| 56591 | PETER COLABUONO | 06/19/2025 | REFUND-PLANNING DEPOSIT PDP-2024-0058 | 2,518.50 |
| Total PETER COLABUONO: | | | | 2,518.50 |
| PUBLIC PARKING ASSOCIATES INC | | | | |
| 56565 | PUBLIC PARKING ASSOCIATES INC | 06/12/2025 | MAINT SERVICE | 395.00 |
| Total PUBLIC PARKING ASSOCIATES INC: | | | | 395.00 |
| QUADIENT FINANCE USA, INC | | | | |
| 56521 | QUADIENT FINANCE USA, INC | 06/05/2025 | QUADIENT LEASE & POSTAGE | 402.23 |
| 56566 | QUADIENT LEASING USA, INC. | 06/12/2025 | QUADIENT LEASE & POSTAGE | 15.87 |
| Total QUADIENT FINANCE USA, INC: | | | | 418.10 |
| RENAISSANCE ENTREPRENEURSHIP CENTER | | | | |
| 56567 | RENAISSANCE ENTREPRENEURSHIP CENTER | 06/12/2025 | PROVIDE SMALL BUSINESS DEVELOPEMENT & ENTREPRENEURSHIP SERVICES VIA THE OCC | 22,606.36 |
| Total RENAISSANCE ENTREPRENEURSHIP CENTER: | | | | 22,606.36 |
| REPUBLIC SERVICES INC | | | | |
| 56576 | BFI OF CALIFORNIA | 06/19/2025 | GREEN WASTE MULCH | 525.00 |
| Total REPUBLIC SERVICES INC: | | | | 525.00 |
| ROBERT HALF | | | | |
| 56522 | ROBERT HALF | 06/05/2025 | GOMEZ, SERENA 5/23/25 | 690.00 |
| 56522 | ROBERT HALF | 06/05/2025 | GOMEZ, SERENA 5/23/25 | 345.00 |
| 56522 | ROBERT HALF | 06/05/2025 | GOMEZ, SERENA 5/23/25 | 345.00 |

| | | | | |
|--|---|------------|--|------------|
| 56592 | ROBERT HALF | 06/19/2025 | GOMEZ, SERENA 5/30/25 | 720.00 |
| 56592 | ROBERT HALF | 06/19/2025 | GOMEZ, SERENA 5/30/25 | 360.00 |
| 56592 | ROBERT HALF | 06/19/2025 | GOMEZ, SERENA 5/30/25 | 360.00 |
| 56592 | ROBERT HALF | 06/19/2025 | GOMEZ, SERENA 6/06/25 | 675.00 |
| 56592 | ROBERT HALF | 06/19/2025 | GOMEZ, SERENA 6/06/25 | 337.50 |
| 56592 | ROBERT HALF | 06/19/2025 | GOMEZ, SERENA 6/06/25 | 337.50 |
| Total ROBERT HALF: | | | | 4,170.00 |
| RODOLFO REYES | | | | |
| 56523 | RODOLFO REYES | 06/05/2025 | DEPOSIT REFUND-GRAND OAK 5/21/25 | 300.00 |
| 56523 | RODOLFO REYES | 06/12/2025 | DEPOSIT REFUND-GRAND OAK 5/21/25 | 300.00- |
| 56541 | COASTPRIDE | 06/12/2025 | DEPOSIT REFUND-GRAND OAK 5/21/25 | 300.00 |
| Total RODOLFO REYES: | | | | 300.00 |
| ROSS RECREATION EQUIPMENT INC | | | | |
| 56524 | ROSS RECREATION EQUIP | 06/05/2025 | KEHOE DECKS & LADDER | 5,626.22 |
| Total ROSS RECREATION EQUIPMENT INC: | | | | 5,626.22 |
| SAN MATEO COUNTY CLERK/ASSESSOR | | | | |
| 56525 | SAN MATEO COUNTY CLERK/ASSESSOR | 06/05/2025 | 11/5/2024 PRESIDENTIAL GENERAL ELECTION SERVICES | 30,415.66 |
| Total SAN MATEO COUNTY CLERK/ASSESSOR: | | | | 30,415.66 |
| SAN MATEO COUNTY RESOURCE | | | | |
| 56442 | SAN MATEO RESOURCE CONSERVATION DISTRIC | 06/26/2025 | WAVECREST 10/1/24-12/31/24 | 3,602.00- |
| 56442 | SAN MATEO RESOURCE CONSERVATION DISTRIC | 06/26/2025 | WAVECREST 1/1/25-3/31/25 | 1,398.00- |
| 56442 | SAN MATEO RESOURCE CONSERVATION DISTRIC | 06/26/2025 | CLIMATE ACTION AND ADAPTATION | 9,068.50- |
| 56594 | SAN MATEO RESOURCE CONSERVATION DIST. | 06/19/2025 | AGREEMENT FOR THE COORDINATION & IMPLEMENTATION OF A COMPOST PROCUREMENT & APPLI | 382.50 |
| Total SAN MATEO COUNTY RESOURCE: | | | | 13,686.00- |
| SANDRA VALENCIA | | | | |
| 56569 | SANDRA VALENCIA | 06/12/2025 | REFUND DEPOSIT - GRAND OAK & KITCHEN 6/7/25 | 400.00 |
| Total SANDRA VALENCIA: | | | | 400.00 |
| SCHAAF & WHEELER | | | | |
| 56596 | SCHAAF & WHEELER | 06/19/2025 | DEVELOPMENT IMPACT ANALYSIS ON PULLMAN DITCH | 7,610.00 |

| | | | | |
|---|-------------------------------|------------|--|-----------|
| Total SCHAAF & WHEELER: | | | 7,610.00 | |
| SHARP ELECTRONICS CORPORATION | | | | |
| 56597 | SHARP ELECTRONICS CORPORATION | 06/19/2025 | PRINTER LEASE- 48 MONTHS | 784.08 |
| Total SHARP ELECTRONICS CORPORATION: | | | 784.08 | |
| SM COUNTY TAX COLLECTOR | | | | |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 312.08 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 287.88 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 336.92 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 432.14 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 448.54 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 346.30 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 538.30 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 284.56 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 268.08 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 262.50 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 266.98 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 251.50 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 459.06 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 266.98 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 343.98 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 408.84 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 251.50 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 285.90 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 252.60 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 1,950.88 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 711.34 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 348.46 |
| 56595 | SANDIE ARNOTT | 06/19/2025 | FY24/25 SAN MATEO COUNTY PROPERTY TAX | 523.62 |
| Total SM COUNTY TAX COLLECTOR: | | | 9,838.94 | |
| STERICYCLE SPECIALTY WASTE SOLUTIONS INC | | | | |
| 56570 | STERICYCLE, INC. | 06/12/2025 | PAPER SHREDDING | 220.43 |
| Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC: | | | 220.43 | |
| SUNSET ECOLOGICAL SOLUTIONS | | | | |
| 56527 | SUNSET ECOLOGICAL SOLUTIONS | 06/05/2025 | STONE PINE HOUSING PROJECT - BIOLOGICAL MONITORING SERVICES | 12,858.75 |
| 56527 | SUNSET ECOLOGICAL SOLUTIONS | 06/05/2025 | CO 1 STONE PINE HOUSING PROJECT - BIOLOGICAL MONITORING SERVICES | 16,321.25 |

| | | | | |
|-------------------------------------|---------------------------------|------------|--|-----------|
| 56527 | SUNSET ECOLOGICAL SOLUTIONS | 06/05/2025 | CO 1 STONE PINE HOUSING PROJECT - BIOLOGICAL MONITORING SERVICES | 8,165.00 |
| Total SUNSET ECOLOGICAL SOLUTIONS: | | | | 37,345.00 |
| THE GRAPHIC WORKS | | | | |
| 56598 | THE GRAPHIC WORKS | 06/19/2025 | SIGN | 61.25 |
| Total THE GRAPHIC WORKS: | | | | 61.25 |
| THOMAS J. CAREY | | | | |
| 56571 | THOMAS J. CAREY | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-025 | 678.50 |
| 56571 | THOMAS J. CAREY | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-025 | 678.50 |
| 56571 | THOMAS J. CAREY | 06/12/2025 | REFUND PLANNING DEPOSIT PDP-23-025 | 678.50 |
| Total THOMAS J. CAREY: | | | | 678.50 |
| T-MOBILE USA INC. | | | | |
| 56528 | T-MOBILE | 06/05/2025 | ACCT 997385192 MAY '25 | 93.45 |
| Total T-MOBILE USA INC.: | | | | 93.45 |
| TOWNSEND PUBLIC AFFAIRS INC. | | | | |
| 56572 | TOWNSEND PUBLIC AFFAIRS, INC | 06/12/2025 | MAY'25 CONSULTING SERVICES | 3,000.00 |
| Total TOWNSEND PUBLIC AFFAIRS INC.: | | | | 3,000.00 |
| TURBO DATA SYSTEMS INC | | | | |
| 56573 | TURBO DATA SYSTEMS | 06/12/2025 | CITATION PROCESSING | 892.17 |
| Total TURBO DATA SYSTEMS INC: | | | | 892.17 |
| VESTIS GROUP INC | | | | |
| 56529 | VESTIS | 06/05/2025 | MAINT SUPPLIES CITY HALL | 198.99 |
| 56529 | VESTIS | 06/05/2025 | MAINT SUPPLIES PUBLIC LIBRARY | 127.53 |
| 56574 | VESTIS | 06/12/2025 | MAINT SUPPLIES CITY HALL | 198.99 |
| 56574 | VESTIS | 06/12/2025 | MAINT SUPPLIES PUBLIC LIBRARY | 127.53 |
| Total VESTIS GROUP INC: | | | | 653.04 |
| VICTOR HERNANDEZ | | | | |
| 56564 | ON POINT LANGUAGE SOLUTIONS LLC | 06/12/2025 | MAR'25 TRANSLATION SERVICES | 3,235.00 |

| | | | | |
|------------------------------------|-----------------------------|------------|---|----------|
| Total VICTOR HERNANDEZ: | | | 3,235.00 | |
| WAVELENGTH AUTOMATION, INC. | | | | |
| 56530 | WAVELENGTH AUTOMATION, INC. | 06/05/2025 | CAPITOLTRACK UNLIMITED SUBSCRIPTION 25/26 | 2,988.00 |
| Total WAVELENGTH AUTOMATION, INC.: | | | 2,988.00 | |
| WELLS FARGO | | | | |
| 56657 | WELLS FARGO | 06/04/2025 | IT SUPPLIES | 17.78 |
| 56657 | WELLS FARGO | 06/04/2025 | INTERNET | 356.72 |
| 56657 | WELLS FARGO | 06/04/2025 | IT SUPPLIES | 988.55 |
| 56657 | WELLS FARGO | 06/04/2025 | WELCOME BREAKFAST | 38.45 |
| 56657 | WELLS FARGO | 06/04/2025 | WELCOME BREAKFAST | 246.09 |
| 56657 | WELLS FARGO | 06/04/2025 | WELCOME BREAKFAST | 48.00 |
| 56657 | WELLS FARGO | 06/04/2025 | WELCOME BREAKFAST | 33.98 |
| 56657 | WELLS FARGO | 06/04/2025 | EOC INTERNET | 65.00 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 15.26 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 40.48 |
| 56657 | WELLS FARGO | 06/04/2025 | XFINITY CABLE | 226.20 |
| 56657 | WELLS FARGO | 06/04/2025 | INTERNET | 293.24 |
| 56657 | WELLS FARGO | 06/04/2025 | TRAINING-EXAM | 1,050.00 |
| 56657 | WELLS FARGO | 06/04/2025 | HOTEL DEPOSIT-CONFERENCE-FRINK | 103.96 |
| 56657 | WELLS FARGO | 06/04/2025 | HOTEL DEPOSIT-CONFERENCE -EASTMAN | 103.96 |
| 56657 | WELLS FARGO | 06/04/2025 | INTL CODE-TRAINING | 360.00 |
| 56657 | WELLS FARGO | 06/04/2025 | CONFERENCE TRI-STATE -FRINK & EASTMAN | 198.00 |
| 56657 | WELLS FARGO | 06/04/2025 | INTL CODE-TRAINING | 240.00 |
| 56657 | WELLS FARGO | 06/04/2025 | BIKE RACK PARTS | 933.65 |
| 56657 | WELLS FARGO | 06/04/2025 | FUEL POLISHING-OCEAN COLONY | 1,893.24 |
| 56657 | WELLS FARGO | 06/04/2025 | TRASH BAGS | 678.76 |
| 56657 | WELLS FARGO | 06/04/2025 | UNIFORMS FOR MASON | 116.75 |
| 56657 | WELLS FARGO | 06/04/2025 | RAIN JACKET FOR MASON | 61.05 |
| 56657 | WELLS FARGO | 06/04/2025 | SOAP DISPENSERS | 118.56 |
| 56657 | WELLS FARGO | 06/04/2025 | COFFEE CREAMER | 52.98 |
| 56657 | WELLS FARGO | 06/04/2025 | DOG WASTE BAGS | 1,317.96 |
| 56657 | WELLS FARGO | 06/04/2025 | BACKFLOW RE-CERTIFICATION | 360.00 |
| 56657 | WELLS FARGO | 06/04/2025 | FLOOR JACK | 230.73 |
| 56657 | WELLS FARGO | 06/04/2025 | SOLAR CLEANER | 27.46 |
| 56657 | WELLS FARGO | 06/04/2025 | SQUEEGEE EXTENDER | 39.54 |
| 56657 | WELLS FARGO | 06/04/2025 | IT SUBSCRIPTION-SCRYPTED | 130.00 |
| 56657 | WELLS FARGO | 06/04/2025 | STORAGE ORGANIZER FOR MEDIA WIRES | 17.57 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 22.16 |
| 56657 | WELLS FARGO | 06/04/2025 | ASSISTANT ENGINEER FAREWELL | 32.95 |

| | | | | |
|-------|-------------|------------|--|----------|
| 56657 | WELLS FARGO | 06/04/2025 | ASSISTANT ENGINEER FAREWELL | 112.50 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 23.22 |
| 56657 | WELLS FARGO | 06/04/2025 | DRILL DRIVER | 115.37 |
| 56657 | WELLS FARGO | 06/04/2025 | COUNCIL CLOSED SESSION DINNER | 243.76 |
| 56657 | WELLS FARGO | 06/04/2025 | COUNCIL MEETING SACRAMENTO HOTEL - NAGENGAST | 876.36 |
| 56657 | WELLS FARGO | 06/04/2025 | NET MEETING DESSERTS | 58.20 |
| 56657 | WELLS FARGO | 06/04/2025 | NET MEETING - COFFEE | 90.85 |
| 56657 | WELLS FARGO | 06/04/2025 | ZOOM - SUBSCRIPTION | 343.92 |
| 56657 | WELLS FARGO | 06/04/2025 | SAFETY ELEMENT WORKSHOP | 398.00 |
| 56657 | WELLS FARGO | 06/04/2025 | ZOOM-SUBSCRIPTION | 95.97 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 6.25 |
| 56657 | WELLS FARGO | 06/04/2025 | PARKING LOT SIGNS | 104.37 |
| 56657 | WELLS FARGO | 06/04/2025 | JOHNSON HOUSE PUMP | 2,141.64 |
| 56657 | WELLS FARGO | 06/04/2025 | UNIFORM SEWING | 45.00 |
| 56657 | WELLS FARGO | 06/04/2025 | CRRR CONFERENCE-NICHOLS | 775.00 |
| 56657 | WELLS FARGO | 06/04/2025 | CAD SUBSCRIPTION-1 MONTH | 500.00 |
| 56657 | WELLS FARGO | 06/04/2025 | BHJIS LEARNING COLLABORATIVE-TRAVEL | 26.32 |
| 56657 | WELLS FARGO | 06/04/2025 | BHJIS LEARNING COLLABORATIVE-TRAVEL | 5.00 |
| 56657 | WELLS FARGO | 06/04/2025 | BHJIS LEARNING COLLABORATIVE-TRAVEL | 60.00 |
| 56657 | WELLS FARGO | 06/04/2025 | BHJIS LEARNING COLLABORATIVE-TRAVEL | 18.48 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC SUPPLIES | 401.66 |
| 56657 | WELLS FARGO | 06/04/2025 | GATEWAY ARCH GRAPHICS | 30.00 |
| 56657 | WELLS FARGO | 06/04/2025 | CLOSED SESSION | 86.48 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC WATER SUPPLY | 125.03 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC SUPPLIES | 30.94 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC SUPPLIES | 69.21 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 186.76 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC SUPPLIES | 32.65 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 43.99 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC SUPPLIES | 78.50 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 13.17 |
| 56657 | WELLS FARGO | 06/04/2025 | OCC SUPPLIES | 14.50 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE NET SUPPLIES | 83.46 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE NET SUPPLIES | 84.03 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE NET SUPPLIES | 28.55 |
| 56657 | WELLS FARGO | 06/04/2025 | CLOSED SESSION | 171.56 |
| 56657 | WELLS FARGO | 06/04/2025 | POSTAGE FOR NOTICES | 26.48 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 102.32 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 20.76 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 185.12 |
| 56657 | WELLS FARGO | 06/04/2025 | AMAZON MEMBERSHIP | 16.47 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 202.68 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 4.33 |

| | | | | |
|--------------------------------|-------------|------------|--|------------|
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 123.05 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 31.85 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 14.99 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 43.94 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 56.95 |
| 56657 | WELLS FARGO | 06/04/2025 | EMAIL SUBSCRIBER PLATFORM | 157.00 |
| 56657 | WELLS FARGO | 06/04/2025 | STAFF GOING-AWAY GIFT: BOARD | 32.95 |
| 56657 | WELLS FARGO | 06/04/2025 | ADMIN PROFESSIONALS DAY GIFTS | 130.27 |
| 56657 | WELLS FARGO | 06/04/2025 | MONTHLY NEWSPAPER SUBSCRIPTION | 27.86 |
| 56657 | WELLS FARGO | 06/04/2025 | EVENT SUPPLIES | 247.12 |
| 56657 | WELLS FARGO | 06/04/2025 | CAPIO - TRAINING EXPENSES | 30.00 |
| 56657 | WELLS FARGO | 06/04/2025 | NET DINNER - SESSION #1 | 527.27 |
| 56657 | WELLS FARGO | 06/04/2025 | RECONCILING ITEMS - PRIOR PERIOD | 83.96 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 52.40 |
| 56657 | WELLS FARGO | 06/04/2025 | OFFICE SUPPLIES | 10.98 |
| 56657 | WELLS FARGO | 06/04/2025 | RETURN-OFFICE SUPPLIES | 14.75- |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 74.69 |
| 56657 | WELLS FARGO | 06/04/2025 | SUPPLIES | 25.26 |
| 56657 | WELLS FARGO | 06/04/2025 | ADVERTISING | 106.40 |
| 56657 | WELLS FARGO | 06/04/2025 | EZ FACILITY MEMBERSHIP | 488.00 |
| 56657 | WELLS FARGO | 06/04/2025 | SPOTIFY MEMBERSHIP | 11.99 |
| 56657 | WELLS FARGO | 06/04/2025 | REFUND-AMAZON | 69.21- |
| Total WELLS FARGO: | | | | 20,730.86 |
| ZONES IT SOLUTIONS INC. | | | | |
| 56599 | ZONES, LLC | 06/19/2025 | FY '24/25 ZONES MICROSOFT 365 LICENSING ADDITIONAL CHARGES | 1,374.97 |
| Total ZONES IT SOLUTIONS INC.: | | | | 1,374.97 |
| Grand Totals: | | | | 491,796.47 |

Report Criteria:

Report type: GL detail



**MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, MAY 6, 2025
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

CONVENE SPECIAL MEETING

Mayor Brownstone called the special meeting to order at 6:00 p.m.

ROLL CALL

PRESENT: Councilmembers Jonsson, Nagengast and Penrose (via remote location), 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

ADJOURNMENT

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

Respectfully Submitted:

Approved:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor



**MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, MAY 6, 2025
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

CALL TO ORDER / ROLL CALL

Mayor Brownstone called the meeting to order at 7:07 p.m. and led the Pledge of Allegiance.

ROLL CALL

PRESENT: Councilmembers Jonsson, Nagengast, and Penrose (via remote location), Vice Mayor Ruddock and Mayor Brownstone

Councilmember Penrose confirmed the required teleconference regulations.

APPROVAL OF AGENDA

MOTION

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

PROCLAMATIONS AND PRESENTATIONS

MAY MENTAL HEALTH PROCLAMATION

This item was rescheduled to May 20, 2025.

CORA PRESENTATION

Judith Guerro, Karen Ferguson, and Robin Jensen, provided an overview of CORA on the Coast including programs, partnership with Coastside Hope, and services provided.

MIDCOAST COMMUNITY COUNCIL UPDATE

Scott Baldinger provided an update on the Midcoast Community Council.

FIRE PIT PROJECT PRESENTATION

Chloe Standez, local Eagle Scout, presented the results of the Fire Pit Pilot Project.

MAYOR’S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

Mayor Brownstone announced the Jazz and Wine Festival on May 10, 2025.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Engberg reported that the Council met to discuss Vidovich v. City of Half Moon Bay et al., San Mateo Superior Court, Case No. 24-CIV-08216 and voted 4-0, Mayor Brownstone recused, to approve a settlement agreement, with June 3, 2025 as the proposed date for project reconsideration.

CITY MANAGER UPDATES TO COUNCIL

None.

PUBLIC FORUM

The following individuals addressed the Council:

- Krystlyn Giedt
- Joaquin Jimenez
- Nancy Fontana

1. CONSENT CALENDAR

The Consent Calendar consisted of the following items:

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 1.B APPROVAL OF MINUTES**
- 1.C TREASURER’S REPORT FOR THE QUARTER ENDING MARCH 31, 2025**

MOTION

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

2. ORDINANCES AND PUBLIC HEARINGS

2.A ADOPTION OF LOCAL HAZARD MITIGATION PLAN INTO THE SAFETY ELEMENT

Community Development Director Lacko presented the staff report.

The following individual addressed the Council:

- Hazel Joanes

The Council asked questions of staff and discussed the item.

MOTION

Vice Mayor Ruddock moved and Councilmember Nagengast seconded a motion to adopt a resolution amending the 1991 Safety Element of the General Plan to incorporate by reference the City's Local Hazard Mitigation Plan. The question was called and the motion carried unanimously.

3. RESOLUTIONS AND STAFF REPORTS

3.A UPDATES ON THE RENT STABILIZATION PROGRAM AND RENTAL REGISTRY PROGRAM

Administrative Analyst Acosta presented the staff report.

The following individuals addressed the Council:

- Barbara Lavey
- Sarah Bueno
- Linda Crose Anderson
- Frank Vella
- Juliette Kulda
- Nancy Fontana
- Krystlyn Geidt
- Jan Gray
- Glen Mitchell
- Evelyn Desuza
- Nancy Stern
- James Benjamin
- Judith Guerro
- Matthew des Tombe
- Matthew Burriesci

RECESS

Mayor Brownstone called a recess at 9:01 p.m. The meeting reconvened at 9:09 p.m. with all Councilmembers present.

The Council asked questions of staff and discussed the item.

MOTION

Councilmember Penrose moved and Mayor Brownstone seconded a motion to continue the current program for one more year while collecting data on the number of units lost and/or converted to condos, number of landlords who left, any additional costs to landlords, and

consider all other alternatives to provide rent subsidization, and approve exemption for affordable housing developers. The question was called and the motion carried 3-2, Councilmember Nagengast and Vice Mayor Ruddock dissenting.

3.B SANITARY SEWER MASTER PLAN AND HYDRAULIC MODEL UPDATE

Public Works Director Bozorginia and Vivian Housen, V.W. Housen and Associates, presented the staff report.

The Council asked questions and discussed the item.

3.C CAPITAL IMPROVEMENT PROGRAM UPDATE

City Attorney Engberg announced that Councilmember Jonsson would recuse from the Kehoe Watershed Project if discussed.

Public Works Director Bozorginia presented the staff report.

The following individual addressed the Council:

- Jimmy Benjamin

The Council asked questions and discussed the item.

3.D CITY COUNCIL PRIORITY SETTING FOR FY 2025-26

This item was continued to May 20, 2025.

3.E COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

This item was continued to May 20, 2025.

COMMISSION / COMMITTEE UPDATES

None.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

None.

CITY COUNCIL REPORTS

Vice Mayor Ruddock discussed the Coalition Against Bigger Trucks' request for the City to oppose the

Federal Bill allowing larger trucks. The Council concurred as part of the City's Legislative Platform.

ADJOURNMENT

Mayor Brownstone adjourned the meeting at 11:19 p.m.

Respectfully Submitted:

Approved:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor



**MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, MAY 20, 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 Nagengast, and Penrose, Vice Mayor Ruddock and Mayor Brownstone

ABSENT: Councilmember Jonsson

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 4-0-1, Councilmember Jonsson absent.

PROCLAMATIONS AND PRESENTATIONS

MAY MENTAL HEALTH AWARENESS PROCLAMATION

Mayor Brownstone read and presented the proclamation declaring May as Mental Health Awareness Month.

Verna Barrientos, National Alliance Mental Illness (NAMI) of San Mateo, accepted the proclamation and discussed the importance of mental health awareness.

PUBLIC WORKS WEEK PROCLAMATION

Mayor Brownstone read and presented the proclamation to Public Works Director Bozorginia.

STUDENT AWARDS

Management Analyst Acosta and Sustainability Analyst Walters presented certificates to the Student Award Recipients.

SUICIDE PREVENTION WORKSHOP

Management Analyst Acosta announced the Suicide Prevention Workshop on May 30, 2025.

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

None.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Engberg reported that the Council met in Closed Session to discuss the case of Huynh v. City of Half Moon Bay et al., San Mateo Superior Court, Case No. 20-CIV-02921, and voted 4-0-1, Councilmember Jonsson absent, to approve a settlement agreement in the amount of \$2,875,000.

CITY MANAGER UPDATES TO COUNCIL

Economic and Community Vitality Manager Decker provided an update on the Wine and Jazz Festival.

PROCLAMATIONS AND PRESENTATIONS (Continued)

STUDENT AWARDS

Additional student award recipients were recognized.

PUBLIC FORUM

The following individuals addressed the Council:

- Martin Anaya
- Joanne Rokosky
- Nancy Fontana
- Joaquin Jimenez

1. CONSENT CALENDAR

The Consent Calendar consisted of the following items:

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B FINAL ACCEPTANCE OF THE POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT – PHASE 1 (CIP PROJECT NO. 0593)

MOTION

Councilmember Penrose moved and Councilmember Nagengast seconded a motion to approve the Consent Calendar. The question was called and the motion carried 4-0-1, Councilmember Jonsson absent.

2. ORDINANCES AND PUBLIC HEARINGS

None.

3. RESOLUTIONS AND STAFF REPORTS

3.A HALF MOON BAY HOTEL BUSINESS IMPROVEMENT DISTRICT 2024 ANNUAL REPORT AND RESOLUTION OF INTENTION TO CONTINUE TO LEVY ASSESSMENTS FOR FISCAL YEAR 2025-26

Administrative Analyst Acosta and KrystylN Giedt, Chamber of Commerce, presented the staff report.

The Council asked questions of staff and discussed the item.

MOTION

Councilmember Nagengast moved and Councilmember Penrose seconded a motion: 1) Approve the Half Moon Bay Hotel Business Improvement District 2024 Annual Report from the Half Moon Bay Coastside Chamber of Commerce, the designated managing agency for the District; and 2) Adopt a Resolution declaring the City Council's intention to levy an assessment for the Half Moon Bay Hotel Business Improvement District for Fiscal Year 2025-26; and directing the City Clerk to schedule a public hearing on June 3, 2025. The question was called and the motion carried 4-0-1, Councilmember Jonsson absent.

3.B FINANCIAL REPORT FOR THE QUARTER ENDED ON MARCH 31, 2025

Finance Manager Stiles presented the staff report.

The Council asked questions and discussed the item.

MOTION

Councilmember Nagengast moved and Councilmember Penrose seconded a motion to accept the Financial Report and the Treasurer's Report for the quarter ended on March 31, 2025. The question was called and the motion carried 4-0-1, Councilmember Jonsson absent.

RECESS

Mayor Brownstone called a recess at 8:12 p.m. The meeting reconvened at 8:17 p.m. with all Councilmembers present.

3.C COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM

Community Services Analyst Acosta presented the staff report.

The following individuals addressed the Council:

- Joanne Rokosky
- Spandan
- Sandi Winter
- Nancy Fontana
- Caitlen Vreeburg
- Jill Jacobson
- Sandra Sencion
- Mike Akana

The Council asked questions and discussed the item.

MOTION

Vice Mayor Ruddock moved and Mayor Brownstone seconded a motion to: 1) Receive a subcommittee update on the Community Services Financial Assistance (CSFA) grant program and provide guidance to staff on grant awards and amounts for FY 2025-26; and 2) Adopt a resolution authorizing City Manager to execute grant amendments with recipients of the Community Services Financial Assistance grant, based on Option C, allocating \$50,000 to Coastside Hope and \$30,000 to Abundant Grace. The question was called and the motion carried 3-1-1, Councilmember Penrose dissenting and Councilmember Jonsson absent.

3.D COMPREHENSIVE USER FEE STUDY WORKSHOP

Finance Manager Stiles and Nicole Kissam, NBS, presented the staff report.

The following individual addressed the Council:

- Nancy Fontana

The Council asked questions and discussed the item.

MOTION

Councilmember Penrose moved and Vice Mayor Ruddock seconded a motion to receive the User Fee Study Report and provide direction the FY 2025-26 Master Fee Schedule. The question was called and the motion carried 4-0-1, Councilmember Jonsson absent.

COMMISSION / COMMITTEE UPDATES

Councilmember Nagengast recognized the outgoing Planning Commissioners.

Public Works Director Bozorginia announced the application period for the Bicycle and Pedestrian Advisory Committee.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Vice Mayor Ruddock suggested reviewing the Code of Conduct. Mayor Brownstone seconded the suggestion.

CITY COUNCIL REPORTS

None.

ADJOURNMENT

Mayor Brownstone adjourned the meeting at 9:59 p.m.

Respectfully Submitted:

Approved:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor



**MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, JUNE 3, 2025
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

CONVENE SPECIAL MEETING / ROLL CALL

Mayor Brownstone called the meeting to order at 6:05 p.m.

ROLL CALL

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

RESOLUTIONS AND STAFF REPORTS

1. CITY COUNCIL PRIORITY SETTING FOR FY 2025-26

City Manager Chidester presented the staff report.

The following individuals addressed the Council:

- Bruce Russell
- Paulette Eisen
- Harvey Rarback
- Colleen Henney
- Mike Ferreira
- Mark Ramcke
- Trish Hayward
- Krystlyn Giedt

The Council asked questions of staff and discussed the priorities.

ADJOURNMENT

Mayor Brownstone adjourned the meeting at 7:11 p.m.

Respectfully Submitted:

Approved:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor



**MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, JUNE 3, 2025
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

CALL TO ORDER / ROLL CALL

Mayor Brownstone called the meeting to order at 7:22 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 question was called and the motion carried unanimously.

PROCLAMATIONS AND PRESENTATIONS

None.

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

None.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

None.

CITY MANAGER UPDATES TO COUNCIL

None.

PUBLIC FORUM

The following individuals addressed the Council:

- Marjory Ruiz Hidalgo

- Joaquin Jimenez
- Alicia Akel
- Rocio Avila
- Amber Stowe

1. CONSENT CALENDAR

The Consent Calendar consisted of the following items:

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF APRIL 2025

1.C RESOLUTION IN OPPOSITION TO OFFSHORE DRILLING ACTIVITIES AND EXPANSION OF OFFSHORE DRILLING IN THE PACIFIC OCEAN

MOTION

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

2. ORDINANCES AND PUBLIC HEARINGS

2.A COASTAL DEVELOPMENT PERMIT AND ARCHITECTURAL REVIEW FOR A NEW RESIDENCE AT 2800 CHAMPS ELYSEE BLVD, FILE NO. POP-17-055

Mayor Brownstone recused himself due to the location of his home and left the dais.

Senior Planner Phillips and Public Works Director / City Engineer Bozorginia presented the staff report.

The Council asked questions of staff.

Vice Mayor Ruddock opened the public hearing.

The following individuals addressed the Council:

- Mark Masara
- Harvey Rarback
- Joe Farrell
- Susan Quaglietti
- Brad Steinwede
- Anju Able
- Alec Hang
- John Rossi
- Chris Devcich

There being no additional speakers, Vice Mayor Ruddock closed the public hearing.

The Council asked questions of staff and discussed the item.

MOTION

Councilmember Penrose moved and Councilmember Nagengast seconded a motion to, based upon the Findings and Evidence contained in Exhibit A of the draft resolution and subject to the Conditions of Approval in Exhibit B: 1) Determine that the project complies with the requirements of the previously adopted Initial Study / Mitigated Negative Declaration (IS/MND) associated with the subdivision and that the project is Categorically Exempt from environmental review pursuant to CEQA Guidelines Section 15303, New Construction and 2) Approve PDP-17-055, an application for a Coastal Development Permit, and Architectural Review to allow the construction of a new two-story single-family residence and site improvements on a 31,709 square -foot lot (the Project). The question was called and the motion carried 3-1-1, Councilmember Jonsson dissenting and Mayor Brownstone recused.

RECESS

Vice Mayor Ruddock called a recess at 8:50 p.m. The meeting reconvened at 9:04 p.m. with all Councilmembers present.

2.B RESOLUTION ASSESSING THE LEVY FOR THE HALF MOON BAY BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26

Administrative Analyst Acosta presented the staff report.

Mayor Brownstone opened the public hearing. There being no speakers, Mayor Brownstone closed the public hearing.

MOTION

Mayor Brownstone moved and Vice Mayor Ruddock seconded a motion to consider any oral or written protests, and adopt a resolution assessing the levy for the Half Moon Bay Business Improvement District for Fiscal Year 2025-26. The question was called and the motion carried unanimously.

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

Administrative Services Director Rossi and Human Resources Analyst Ernest Azevedo presented the staff report.

The Council asked questions of staff.

The following individual addressed the Council:

- Karen Decker
- Joe Butner
- Jorge Perez

The Council asked questions of staff and discussed the item.

2.D PUBLIC HEARING AND ADOPTION OF THE FY 2025-26 MASTER FEE SCHEDULE

Senior Accountant Stiles presented the staff report.

The following individual addressed the Council:

- Caeli Collins

The Council asked questions of staff and discussed the item.

MOTION

Councilmember Nagengast moved and Councilmember Penrose seconded a motion to adopt a resolution approving the Master Fee Schedule for FY 2025-26, as presented. The question was called and the motion carried unanimously.

3. RESOLUTIONS AND STAFF REPORTS

3.A FISCAL YEAR 2025-2026 RECOMMENDED BUDGET

Senior Accountant Stiles, IT Analyst Lopez, and City Manager Chidester presented the staff report.

The following individual addressed the Council:

- Krystlyn Giedt

The Council asked questions of staff and discussed the item.

COMMISSION / COMMITTEE UPDATES

City Manager Chidester discussed efforts to allow remote participation at the Recreation Commission meeting.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

None.

CITY COUNCIL REPORTS

None.

ADJOURNMENT

Mayor Brownstone adjourned the meeting at 10:48 p.m.

Respectfully Submitted:

Approved:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor



**MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
TUESDAY, JUNE 17, 2025
ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE**

CALL TO ORDER / ROLL CALL

Mayor Brownstone called the meeting to order at 7:08 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 question was called and the motion carried unanimously.

PROCLAMATIONS AND PRESENTATIONS

NET PROGRAM GRADUATION

Communications Program Manager Lettire recognized the NET Program graduates.

MIDCOAST COMMUNITY COUNCIL UPDATE

The update was deferred to a future meeting.

ONESHORELINE PRESENTATION

Len Materman, OneShoreline, presented a PowerPoint outlining the OneShoreline background; 2025-26 priorities; and adaptation plans; and responded to Council questions.

HALF MOON BAY HISTORY ASSOCIATION PRESENTATION

Juliet Applewhite presented a PowerPoint outlining the offerings and activities of the Association.

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

Mayor Brownstone announced the Pride Parade on June 21, 2025.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

None.

CITY MANAGER UPDATES TO COUNCIL

TOM COX RETIREMENT RECOGNITION

City Manager Chidester recognized Tom Cox on his retirement from teaching.

Rebecca Huerta commended Mr. Cox for his impact as a teacher.

MAIN STREET BRIDGE MAINTENANCE PROJECT

Public Works Director Bozorginia provided an update on the project.

PUBLIC FORUM

The following individuals addressed the Council:

- Joaquin Jimenez
- Rocio Avila
- Joanne Rokosky
- Deborah Penrose

1. CONSENT CALENDAR

Councilmember Jonsson pulled Item 1.B.

City Attorney Engberg explained the Council's authority to authorize the City Manager to execute agreements for Fiscal Year 2025-26.

The Consent Calendar consisted of the following items:

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.C APPROVAL OF MINUTES

1.D SENATE BILL 1 LOCAL STREETS AND ROAD IMPROVEMENT PROJECT LIST FY 2025-26

1.E SALARY SCHEDULE FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY ENGINEERS LOCAL 39 AFL-CIO, REPRESENTED MANAGEMENT TEAM MEMBERS, CONFIDENTIAL, AND NON-REPRESENTED EMPLOYEES

- 1.F ANNUAL RENEWAL OF COMMUNITY DEVELOPMENT AGREEMENTS**
- 1.G AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH COMMUNITY PLANNING COLLABORATIVE FOR WORK ON THE SAFETY ELEMENT UPDATE**
- 1.H ANNUAL RENEWAL OF PUBLIC WORKS CONTRACTS**
- 1.I AMENDMENT NO. 1 TO CONTRACT WITH KARLA'S JANITORIAL, LLC. FOR JANITORIAL SERVICES**
- 1.J STONE PINE COVE BIOLOGICAL MONITORING AMENDMENT NO. 2**
- 1.K AGREEMENT WITH ABUNDANT GRACE FOR THE COASTSIDE CLEAN TEAM PROGRAM**

MOTION

Councilmember Penrose moved and Vice Mayor Ruddock seconded a motion to approve the Consent Calendar, with the exception of Item 1.B. The question was called and the motion carried unanimously.

The following item was pulled from the Consent Calendar for individual consideration:

1.B WARRANTS FOR THE MONTH OF MAY 2025

City Manager Chidester and City Attorney Engberg presented the staff report.

MOTION

Mayor Brownstone moved and Councilmember Penrose seconded a motion to accept the warrants list for the month of May 2025. The question was called and the motion carried unanimously.

RECESS

Mayor Brownstone called a recess at 9:00 a.m. The meeting reconvened at 9:15 p.m. with all Councilmembers present.

2. ORDINANCES AND PUBLIC HEARINGS

None.

3. RESOLUTIONS AND STAFF REPORTS

3.A FISCAL YEAR 2025-2026 RECOMMENDED OPERATING AND CAPITAL BUDGET

Finance Manager Stiles, IT Analyst Lopez, and City Manager Chidester presented the staff report.

The following individual addressed the Council:

- Paulette Eisen

The Council asked questions of staff and discussed the item.

MOTION

Mayor Brownstone moved and Vice Mayor Ruddock seconded a motion to adopt resolutions to: 1) Establish the GANN Appropriation Limit for FY 2025-26; and 2) Approve the City's Investment Policy; and 3) Adopt the FY 2025-26 Annual Operating and Capital Budget. The question was called and the motion carried unanimously.

3.B CITY COUNCIL PRIORITIES WORKPLAN FOR FY 2025-27

City Manager Chidester presented the staff report.

The Council asked questions of staff and discussed the item.

The Council continued the item and return in July for staff to work with a Council ad hoc committee.

3.C HALF MOON BAY BICYCLE / PEDESTRIAN ADVISORY COMMITTEE BY-LAWS AND APPOINTMENTS

Public Works Director Maz presented the staff report.

The Council made the following appointments:

Vice Mayor Ruddock appointed Jim Sullivan.
Councilmember Nagengast appointed James Carniglia and Brandon White.
Councilmember Penrose appointed Kathleen Ferenz.
Councilmember Jonsson appointed Katie Murdock.
The Council appointed Charlene Fodner, CUSD.

COMMISSION / COMMITTEE UPDATES

City Manager Chidester reported on the recent Planning Commission meeting.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Vice Mayor Ruddock suggested a future discussion on encampments. Mayor Brownstone seconded the suggestion.

CITY COUNCIL REPORTS

None.

ADJOURNMENT

Mayor Brownstone adjourned the meeting at 11:08 p.m.

Respectfully Submitted:

Approved:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

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

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maz Bozorginia, Public Works Director/City Engineer
Dale Leda, Associate Engineer

TITLE: HALF MOON BAY BICYCLE / PEDESTRIAN ADVISORY COMMITTEE BY-LAWS AND APPOINTMENTS

RECOMMENDATION:

Adopt a resolution approving changes to the Half Moon Bay Bicycle / Pedestrian Advisory Committee (BPAC) By-Laws.

FISCAL IMPACT:

There are nominal ongoing General Fund costs and impacts for staffing the Bicycle and Pedestrian Advisory Committee (BPAC). These costs are included in the operating budget of Public Works. The service of a BPAC is a key element in obtaining future grant funding for bicycle and pedestrian improvements.

STRATEGIC ELEMENT:

This action supports each of the strategic elements: *Infrastructure and Environment, Healthy Communities and Public Safety, Fiscal Sustainability, and Inclusive Governance.*

BACKGROUND:

On March 7, 2017, the City Council affirmed the formation of a BPAC and provided direction that the Committee consist of ten members. During the BPAC inception in 2017, the City was considering a five-member committee and then discussed including seven members to insure representation of a full range of community interests. After further feedback and the interest in the Bike and Pedestrian Master Plan, the committee became ten members. The larger BPAC was deemed appropriate for the time as the group was serving as the City's "ad hoc" steering committee for the City's initial Half Moon Bay Bike and Pedestrian Master Plan (Master Plan). Because of the intersection of master planning in the City with unincorporated County, the City Council allowed non-City residents to serve. For much the same reason, the Council included members of the Parks and Recreation and Planning Commission. As originally formed, BPAC consisted of ten (10) representatives.

On September 17, 2019, the Master Plan was adopted by City Council and the original BPAC steering mission was fulfilled. Over the next two years, City staff evaluated the form and function of the BPAC, considering the Master Plan completion, including: the number of representatives, whether they should be City residents, and whether the Planning Commission and Parks and Recreation appointees should be eliminated to reduce redundancy in Commission participation. Staff ultimately recommended that the BPAC should be restructured to include seven (7) representatives and, to be consistent with other Commissions and Committees, all members be residents of Half Moon Bay (with the exception of the Cabrillo Unified School District representative).

On April 6, 2021, the City Council received a report and approved restructuring of the BPAC, directing staff to return with revised By-Laws for formal adoption. Additionally, the Council authorized the City Clerk to publish a "Notice of Vacancies" and solicit "Willing to Serve Forms" based upon the revised BPAC structure.

On June 15, 2021, the City Council received and adopted a resolution approving revised By-Laws and, by motion, appointed all 7 BPAC committee members to a 4-year term, to fill the following designated community interests:

1. Two (2) walking enthusiasts;
2. One (1) commuter cyclist;
3. One (1) recreational cyclist;
4. One (1) senior representative;
5. One (1) youth representative;
6. One (1) representative of the Cabrillo Unified School District (CUSD) appointed by the District.

On June 17, 2025, staff presented draft updates to the BPAC By-Laws to City Council and received direction to make minor revisions which would be brought back for adoption. The following BPAC members were also appointed by Council at the meeting: James Carniglia, Jim Sullivan, Brandon White, Kathleen Ferez, Katie Murdock, and the Cabrillo Unified School District Representative Carlene Foldenauer. Last week, an individual who had submitted a willing to serve form and was not selected asked what they were not chosen. Staff stated that the selection was made at the public meeting and they are welcome to review the recording of councils discussion regarding the BPAC appointments.

DISCUSSION:

The purpose of the proposed action is to amend the adopted By-Laws to improve the process of filling vacancies. The current By-Laws include the above-mentioned specific representative requirements for each community interest group. Although this was intended to create well-rounded community representation on BPAC, the existing language encumbers the selection of members and creates confusion over eligibility. This results in an inefficient selection process of BPAC members and could lead to ongoing vacancies.

The revised By-Laws are intended to simplify the selection process and improve flexibility, while still maintaining the goal of promoting a well-rounded, representative group of committee members.

Additionally, the revised By-Laws modify term limits for the appointment of the Cabrillo Unified School District representative, which shall be at the discretion of the Cabrillo Unified School District. The term of appointment for all other representatives shall remain four (4) years.

The next BPAC meeting is tentatively scheduled for August 07, 2025.

ATTACHMENTS:

Resolution with Exhibit A (By-Laws)

RESOLUTION NO. C-2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
APPROVING CHANGES TO THE HALF MOON BAY BICYCLE / PEDESTRIAN ADVISORY
COMMITTEE BY-LAWS**

WHEREAS, on March 7, 2017, the City Council affirmed the formation of a BPAC and provided direction that the Committee consist of 10 members due to the original goal to ensure representation of a full range of community interests to serve as the City’s “ad-hoc” steering committee for the initial Half Moon Bay Bicycle and Pedestrian Master Plan; and

WHEREAS, on September 17, 2019, the City Council adopted the Half Moon Bay Bicycle and Pedestrian Master Plan; and

WHEREAS, on April 6, 2021, the City Council received a report with recommendation to restructure the BPAC to better align with other City Commissions and Committees, and approved restructuring of the BPAC, directing staff to return with revised By-Laws for formal adoption; and

WHEREAS, on June 15, 2021, the City Council received and adopted a resolution approving revised By-Laws and, by motion, appointed all 7 BPAC committee members to a 4-year term; and

WHEREAS, on June 17, 2025, City Council appointed 6 BPAC committee members with new 4-year terms, reviewed additional draft revisions to the By-Laws and directed staff to return with revised By-Laws for formal adoption; and

WHEREAS, staff has provided revisions to the By-Laws, thereby amending community representation elements and term limits in order to improve the efficiency of filling of committee vacancies.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council approves the changes to the Half Moon Bay Bicycle/Pedestrian Advisory Committee By-Laws (Exhibit A).

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th of July 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

Maggie Rodriguez, Assistant City Clerk

APPROVED:

Robert Brownstone, Mayor

City of Half Moon Bay
Bicycle/Pedestrian Advisory Committee Bylaws
(Amended July 15, 2025)

Article I: Name and Authorization

A. Name

1. The name of the Committee shall be known as the Bicycle/Pedestrian Advisory Committee (BPAC), herein after referred to as the "BPAC".

B. Authorization and Term

1. The BPAC exists by the authority of the Half Moon Bay City Council.
2. The Bicycle/Pedestrian Advisory Committee shall continue for as long as the City Council deems necessary or desirable.

Article II: History and Purpose

The Bicycle/Pedestrian Advisory Committee (BPAC) was formed to advise the City Council, Planning Commission, and Parks and Recreation Commission regarding the:

1. Development, maintenance, and implementation of the City's Bicycle/Pedestrian Master Plan (BPMP); and
2. Implementation of the City's General Plan Complete Streets Policy for circulation system improvements and programs to encourage cycling and walking as a means of transportation and recreation.

The Committee also supported updates of the City's General Plan and Local Coastal Program (LCP). Because the City's master planning intersected with unincorporated San Mateo County, the City Council allowed non-City residents and members of the Parks and Recreation and Planning Commissions to serve, resulting in a ten-member BPAC. When the City Council adopted the BPMP in September 2019, BPAC's original mission was fulfilled. The City evaluated the future form and function of the BPAC, leading to a revision of the BPAC bylaws in 2021 to better align with other City Committees and Commissions in its new function to carry out implementation of the BPMP. The Council made further revisions to the BPAC bylaws in 2025 to clarify membership, qualifications, and to ensure staggered terms.

Article III: BPAC Membership

A. Members

1. The BPAC shall be comprised of six (6) members appointed by the City Council plus one member representative of the Cabrillo Unified School District, for a total of seven (7) members.
2. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, religion, age, gender, marital status, sexual orientation, gender identity, veteran status, or disability.
3. To the greatest extent possible, the Committee will be comprised of an equitable representation of City residents according to the demographic ratio of the City. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities. To the greatest extent possible, members shall represent a range of interests, including walking enthusiasts, commuter cyclists, recreational cyclists, senior and youth interests.

B. Eligibility

1. Apart from the Cabrillo Unified School District representative, members of the BPAC must be residents of Half Moon Bay.

C. Term of Appointment and Removal

1. The term of the appointments of the Cabrillo Unified School District representative shall be at the discretion of the Cabrillo Unified School District.
2. The term of the appointment for all other representatives shall be four (4) years.
3. Vacancies shall be filled for the unexpired portion of the term of the member being replaced.
4. Members may be reappointed but will be considered along with other new applicants.
5. Any member of the BPAC may be removed from the BPAC by a majority vote of the City Council at a regularly scheduled City Council meeting.

D. Vacancies

1. A member's position may become vacant when any of the following occur:
 - a. A member is absent from three consecutive meetings or 50 percent of the scheduled meetings in a given calendar year.
 - b. When a member no longer meets the membership requirements.
 - c. When a member's term expires.
 - d. When a member resigns.
2. The Chairperson shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the City Clerk, who will notify the City Council.
3. Should a resignation be submitted to staff, the staff member so notified will

immediately inform the Chairperson and the City Clerk.

Article IV: Organization

- A. Officers
 - 1. The BPAC shall elect from its members a Chair and Vice Chair.
 - 2. Officers shall be elected for a term of one (1) year at the first meeting held after January 1st of each year.
 - 3. Officers may serve more than one term.
 - 4. The officers shall perform the duties as prescribed by these bylaws.
- B. Quorum
 - 1. A majority of the BPAC shall constitute a quorum for purposes of holding a meeting or taking any action.
- C. Voting Rights
 - 1. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. A Member shall only abstain from a vote when the Member has a valid conflict of interest.
- D. Removal of Officer
 - 1. When an officer has been absent or has not performed the duties of that office for three consecutive meetings, the officer may be removed from their position with a majority vote from the Committee at a regularly scheduled meeting. The Committee may then elect a new officer.

Article V: Duties of Officers

- A. Duties of the Chairperson
 - 1. To conduct meetings of the BPAC as its chairperson:
 - a. Ensure that consideration of items on the agenda moves without delay.
 - b. Ensure that petitioners, proponents, and opponents are heard but not allowed to disrupt the meeting.
 - c. Ensure that decorum is maintained at the meeting.
 - d. In presiding over matters where the public has provided comments and/or raised questions, the Chairperson should:
 - (i) Direct questions or comments requiring a response to staff for a response.
 - (ii) Ensure that staff and members of the public direct their comments to the chair.
 - (iii) If necessary, help keep member questions relevant to the matter being considered by the BPAC.
 - (iv) If necessary, consider calling for a brief recess if orderly conduct of the meeting is disrupted.
 - (v) Announce the decision of the BPAC on all subjects.
 - 2. To ensure that each member of the BPAC is provided with an opportunity to

- completely express their views on items of business, the Chairperson should:
- a. See that members ask to be recognized by the Chairperson before speaking.
 - b. Ensure that each member is given the opportunity to fully express his/her views.
3. The Chairperson shall designate the chair of all sub-committees, standing and special.
 4. It is the Chairperson's responsibility to ensure compliance with the Bylaws. The City Attorney or his/her designee will address specific questions regarding conflict of interest.
- B. Duties of the Vice-Chair
1. In the absence of the Chairperson, the Vice-Chair shall perform the duties of the Chairperson
- C. Duties of the Members
1. Arrive on time for all BPAC meetings.
 2. Review all meeting materials in preparation for the BPAC meetings.

Article VI: BPAC Operations

- A. The BPAC is an advisory committee and shall have no authority other than as stipulated by the Bylaws and approved by the City Council.
- B. All meetings and members will adhere to the requirements of the Ralph M. Brown Act.
- C. All BPAC decisions must be made at a properly noticed meeting.
- D. No business may be transacted by the BPAC unless a quorum of the members is present (majority of those currently appointed).
- E. Members shall be notified by email and/or by public posting 72-hours in advance of a meeting. All meetings are open to the public.
- F. Meetings
 1. The BPAC shall hold meetings as necessary to complete its business. Meetings shall be held in a public setting, on a weeknight, no earlier than 6:00 p.m.
 2. Meetings may be cancelled for a lack of a quorum.
 3. All BPAC meeting notices and agendas are to be provided to the City Clerk.
- G. Voting
 1. A motion, second, and a majority vote of the BPAC shall be required for any formal action of the BPAC.
 2. Any vote of abstention must clearly indicate for the record the basis for the abstention including any conflict of interest.
- H. The Chairperson, with the approval of a majority of the BPAC, may change the order of items on an agenda.
- I. Public Participation

1. Members of the public are encouraged and invited to participate in the meeting process by submitting written comments before the meeting or speaking in person at a meeting.
2. Individuals who wish to speak should submit a speaker card to the recording secretary at the appropriate time.
3. Time Limits for public comment:
 - a. Individual Speakers - three minutes is customary; the Chairperson may waive the limit providing it is for all speakers on an agenda item.
 - b. The Chair may, at his/her discretion, limit the amount of time allotted to the speaker(s) when needed.
4. Members of the public are invited to speak at the podium to ensure all attendees can hear and so the comments can be captured on the recording.
5. Members of the public are expected to respect other members of the public as well as the BPAC and staff during public meetings by acknowledging and adhering to the rules for public comments and participation. Members of the public may not approach the dais during the meeting at any time for any reason. Disruption of a meeting may be cause for removal by a member of the Sheriff's Department.
6. It is the intent of these rules to allow everyone to be heard without fear of jeers or cheers that may discourage public participation. For this reason, these rules are taken seriously. Disruptive or unruly behavior may result in removal from the BPAC meeting.

J. Action Minutes

1. The BPAC shall use Action Minutes (action minutes record the action taken by the BPAC and contain very little, if any, narrative content) to record their proceedings.
2. Motions and votes are shown in the record.
3. Media recordings may be used to provide a verbatim record of meetings.

K. Conflict of Interest

1. The Political Reform Act, implemented, regulated, and enforced by the Fair Political Practices Commission (FPPC), controls financial conflicts of interest.
2. Recognizing that not all conflicts of interest are financial, and that non-financial interests can also create a disqualifying conflict of interest under the common law, members should immediately consult with the City Attorney at the earliest opportunity for advice on whether a non-financial interest may constitute a disqualifying conflict of interest.
3. With full consideration of the City Attorney's advice, it is up to each individual member to decide for him/herself whether there is a conflict of interest.
4. A member shall not vote on any matter on which he/she has a conflict of interest.
5. A member shall openly state the reason for his/her conflict of interest.
6. A member who is disqualified by a conflict of interest shall recuse him/herself, explain the basis for the recusal as required by law, step away from the dais, and leave the room during the discussion and deliberation of the item.

L. Committee Member Conduct

1. Members shall:
 - a. Put constituents foremost at all times.
 - b. Treat each other, staff, and members of the public with dignity, courtesy, and respect.
 - c. Encourage and/or ensure that the public treats the BPAC, staff, and members of the public with dignity, courtesy, and respect.
 - d. Be attentive to others, limiting interruptions and distractions.
 - e. Encourage diverse viewpoints in deliberations while being mindful not to prolong discourse or block consensus.
 - f. Agree to respectfully disagree.
 - g. Keep comments clear, concise, and on topic.
 - h. Start and end meetings on time, work from the agenda.
 - i. Present problems in a way that promotes discussion and resolution.
2. Reimbursements
 - a. Members shall not receive reimbursements for any expenses incurred unless such expenses are incurred with the prior written approval of the City Manager.
3. Members are subject to all provisions of City Policies.

M. BPAC - Staff Relations

1. Individual members may make requests of City staff through the City Manager or Department Head for limited research and information without the formal concurrence of a majority of the members' colleagues. Requests that require significant staff time may be referred to the full BPAC and only pursued if supported by motion of a majority of the BPAC and approval by the City Council. The City Manager should be kept aware of all requests.
2. Committee members should direct any questions on staff reports to the City Manager or designee.
3. Clarifications or technical questions will be answered before the meeting whenever possible.

N. Agenda Item Submission

1. The City Council, City Manager or their designee may place matters on the BPAC agenda based on the direction and priorities of the City Council.
2. Member:
 - a. During a noticed public meeting, a member may request an item be considered on a future agenda and if seconded and approved by motion, staff will prepare a staff report.
 - b. A member may submit a written request to place an item on an agenda. The Committee will place the request on the agenda of the next regular meeting for consideration by the Committee as to whether the item is to be agendized.
3. Members of the Public
 - a. A member of the public may request BPAC action in the following ways:
 - (i) Write a letter to the Committee, or
 - (ii) Speak during the Public Comment period at a Committee meeting.
 - b. Upon agreement of a majority of the Committee, the Committee will determine

whether to place on a future agenda an item requested by the public.

4. Capacity
 - a. Proposed agenda items that require significant staff time or budget expenditures require City Council approval before being agendized. Staff will report to the BPAC when a proposed agenda item will require City Council approval before being agendized.

Article VII: Staff Assistance

City of Half Moon Bay staff shall act as a liaison between the BPAC and City Council and will be responsible for setting each meeting agenda.

Article VIII: City Council Review of BPAC

The City Council may review the activities of the BPAC, based on a formal review by the City Manager, to determine if the BPAC should continue its activities.

Article IX: Bylaws and Effective Date

- A. Any recommended changes to the Bylaws by the BPAC will be reviewed by the City Council and, if approved by the City Council, will be filed with the City Clerk's office.
- B. These Bylaws, and any amendments hereto, shall become effective immediately upon adoption by the City Council.
- C. These amended Bylaws have been approved by City Council dated this 15th day of July 2025.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

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

TO: Honorable Mayor and City Council

VIA: Mathew Chidester, City Manager

FROM: Leslie Lacko, Community Development Director

TITLE: **GRANT APPLICATION TO THE CALIFORNIA COASTAL COMMISSION FOR \$500,000 TO FUND THE UPDATE OF THE LOCAL COASTAL PROGRAM IMPLEMENTATION PLAN**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to submit a grant application to the California Coastal Commission for \$500,000 to fund a comprehensive update to the Local Coastal Program Implementation Plan.

FISCAL IMPACT:

If the City is successful in gaining a grant award, the \$500,000 would fully fund a comprehensive update to the LCP Implementation Plan. The project also includes critical updates to sections of the City’s Municipal Code related to review and approval of development projects. City Council budgeted \$200,000 for this portion of the project, a portion that would not be covered by the Coastal Commission’s grant program. The total project cost is approximately \$700,000.

STRATEGIC ELEMENT:

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

BACKGROUND:

The Local Coastal Program includes a Land Use Plan and an Implementation Plan. The Land Use Plan (LUP) was comprehensively updated in 2020. It contains the policies that guide development in the City and also functions as the Land Use Element in the City’s General Plan. The Implementation Plan (IP) is the Municipal Code that specifies how the policies in the LUP are implemented. For example, the code should provide clarity on whether a project that includes “development” as defined in the LUP requires a permit and the type of permit required.

DISCUSSION:

The City's IP comprises Titles 17 and 18 of the Municipal Code. It was not updated after the 2020 LUP update and has never been the subject of a comprehensive update. As it currently stands, where there is conflicting policy in the LUP and IP, the LUP takes precedence. However, this makes it more challenging for applicants and staff to review projects. Current Planning continues to be an evolving and improving discipline and our planning documents are part of that evolution. A comprehensive update to the IP will incorporate zoning, procedures, and building standards necessary to carry out policies in the LUP. The update will ensure internal consistency within the City's Municipal Code and make it easier to use, and easier to update incrementally in the future.

The grant application is attached and includes greater detail on the background, the need for the update, as well as the goals and objectives.

ATTACHMENTS:

1. Resolution
2. Grant Application

RESOLUTION NO. C-2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE CALIFORNIA
COASTAL COMMISSION TO FUND THE UPDATE TO THE LOCAL COASTAL PROGRAM
IMPLEMENTATION PLAN.**

WHEREAS, the California Budget Act of 2021 provides up to \$31 million to support the Coastal Commission's LCP Local Assistance Grant Program which awards grants to local governments to support coastal resiliency and updates to Local Coastal Programs (LCPs); and

WHEREAS, the California Coastal Commission, under the authority of the California Coastal Act, may provide financial assistance to support coastal planning and has approved a grant program to provide such financial assistance for LCP planning; and

WHEREAS, the goal of the grant program is to develop new or updated LCP in conformance with the California Coastal Act and to promote coastal resiliency and address the effects of climate change; and

WHEREAS, grant proposals submitted under this grant program must complete LCP planning work with special emphasis on coastal resiliency and addressing the effects of climate change and sea-level rise; and

WHEREAS, the City of Half Moon Bay, has an effectively certified LCP; and

WHEREAS, the City of Half Moon Bay, desires to pursue a project that would result in the completion and submittal for certification by the California Coastal Commission of an Amendment to the Implementation Plan of the LCP; and

WHEREAS, the City of Half Moon Bay commits to and agrees to fully support a planning effort intended to amend a certified LCP pursuant to the provisions of the California Coastal Act, with full public participation and coordination with Coastal Commission staff.

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

- 1) Directs City of Half Moon Bay staff to submit the grant application package attached hereto as Attachment 1 to the California Coastal Commission to provide financial and planning assistance, under authority of the California Coastal Act, in the amount of \$500,000 to fund the project more particularly described in the grant application package.
- 2) Authorizes the City Manager of the City of Half Moon Bay to execute, in the name of the City of Half Moon Bay, all necessary applications, contracts and agreements and

amendments thereto to implement and carry out the grant application package attached hereto and any project approved through approval of the grant application.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of June 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

LCP LOCAL ASSISTANCE GRANT PROGRAM GRANT APPLICATION

1. SIGNED APPLICATION FORM

APPLICANT INFORMATION

| | |
|--|---------------------------------------|
| Applicant name (agency): City of Half Moon Bay | |
| Address: 501 Main Street, Half Moon Bay CA 94019 | |
| Primary Contact name: Leslie Lacko | Title: Community Development Director |
| Telephone: 650-824-4933 | Fax: |
| Email: llacko@halfmoonbay.gov | |
| Federal Tax ID#: 94-6050299 | |

| | |
|---|-----------------------------------|
| Person authorized to sign grant agreement, amendments, and Request for Funds: | |
| Name: Matthew Chidester | Title: City Manager |
| Telephone: 650-726-8272 | Email: mchidester@halfmoonbay.gov |

PROJECT INFORMATION

| | |
|--|-----------------------------|
| Project Title: Local Coastal Program Implementation Plan Update | |
| LCP/LCP Segment: Implementation Plan | |
| Project Location | |
| City/Geographic area: City of Half Moon Bay | |
| County: San Mateo County | |
| Project Timeline | |
| Start date: January 15, 2026 | End date: December 31, 2027 |

Signature: _____

Date: _____

2. PROJECT DESCRIPTION

The City of Half Moon Bay is comprehensively updating the Implementation Plan of its Local Coastal Program (LCP). An LCP must include a Land Use Plan (LUP) and an Implementation Plan (IP). In 2020 the City completed a comprehensive update of its LUP. The IP was scheduled for a later update. The LUP contains the primary policies governing land use and development within the city limits and, since 2020, has functioned as the prevailing document where a conflict exists between the IP and the LUP.

The LUP was developed as a forward-looking document, having anticipated the Sixth Cycle Housing Element requirements as well as the need for climate change adaptation. It was developed based, in part, on a vulnerability assessment of the impacts of sea level rise and includes associated policies. The IP will be updated to incorporate zoning, procedures, and building standards necessary to carry out policies in the LUP, to ensure internal consistency within the City's Municipal Code, to make it easier to use, and easier to update incrementally for years to come.

Background

The City of Half Moon Bay is one of only two local governments that lie entirely within the Coastal Zone. The City's LUP is both a part of its certified Local Coastal Program (LCP) and the Land Use Element of its General Plan. The City's Subdivision and Zoning Ordinances, Zoning Maps and other implementation tools contained primarily in Titles 17 and 18 of the City's Municipal Code, make up the IP.

The IP was first certified in 1996 and included the zoning code, map, and subdivision code necessary to implement provisions of the 1996 Land Use Plan. Since certification, the IP has been amended numerous times, mostly to refine project-specific land use and zoning designations or add new procedures. However, the IP has not been comprehensively updated since it was originally certified in 1996.

Project Goal

The City of Half Moon Bay will amend its Certified LCP with a comprehensive update to the Implementation Plan—Zoning maps, zoning and subdivision codes to align the plan with the updated LUP and new state laws.

Objectives:

- Develop the zoning and procedural codes to implement the LUP.
- Incorporate into the IP measures to implement climate adaptation policies in LUP and Safety Element, including measures to address vegetation management for fire safety.
- Update the IP to promote social equity and environmental justice including the fair treatment of people of all races, cultures, incomes, and national origins .
- Create internal consistency with City planning documents and the Municipal Code.
- Consider mapping the CDP Categorical Exclusion Areas identified in the current IP.
- Map the Workforce Housing Overlay identified in the LUP.
- New state laws
 - Incorporate procedures for complying with new housing laws passed since the 2020 LUP was certified.
 - Consider an overlay for Objective Design Standards.

- Overhaul the IP to make it easier to use and update incrementally.

The LUP contains an Appendix that details the IP zoning map changes and code changes necessary to bring the IP into alignment with the LUP. Appendix A includes a summary of the development review process and details 42 zoning map changes and 26 subdivision and zoning ordinance changes that were known to be necessary at the time the 2020 LUP was certified. The Comprehensive Zoning Code Update is also an opportunity to overhaul the City's existing Zoning and Subdivision Ordinances to effectively implement new Housing and Safety Elements in the General Plan, be more user friendly, remove antiquated and outdated processes and requirements, and provide a strong foundation for the City to move forward in the coming decades for clarity, usability, and effectiveness.

Grant Priorities

The project satisfies the Coastal Commission's grant priorities as follows:

- **Address Climate Change.** The IP update will provide the necessary building standards and direction for implementing the Certified 2020 LUP policies in Chapter 7, which address adapting to climate change and sea level rise, and increasing coastal resiliency.
- **Address Environmental Justice.** The IP update will provide the necessary standards and direction for implementing the Certified 2020 LUP policies in Chapter 1, which address social equity and environmental justice.
- **Update a Certified LCP.** The LUP was comprehensively updated in 2020 and this project would complete the zoning work to achieve a comprehensive update of both plan segments of the City's Local Coastal Program.

Evaluation Criteria

The City's LUP is written to maximize public benefits by addressing the impacts of climate change and sea level rise, preserving and enhancing coastal habitat, protection and enhancing public access, protecting priority land uses like agriculture and recreation, and providing low-cost visitor serving uses. The LUP addresses social equity and environmental justice through broad policies and a workforce housing overlay. The LUP addresses these Coastal Act priorities so thoroughly and with language that the Coastal Commission appreciated enough that it was approved without any modifications. It stands as a model for LUPs throughout the State.

Developing the implementing code for the LUP will further enhance the City's ability to maximize public benefits by clarifying a more consistent, efficient, and effective approach to policy implementation. For example, the workforce housing overlay exists in policy, but it is not mapped and there is no little on how to apply it outside of the policy language. The City recently approved a permit under this policy guidance, but the application of the policy should not be established on a project-by-project basis. The IP needs a comprehensive update to accompany the comprehensive LUP update and establish standards and process for applying LUP policies. The comprehensive update will also address inconsistencies within the IP, and inconsistencies between the IP and other sections of the Municipal Code.

The City of Half Moon Bay is working with a budget deficit, but this project is important enough that partial funding and staff time is allocated to the comprehensive update of the IP.

3. TASK DESCRIPTIONS AND SCHEDULE

Task 1. Develop RFP and Hire Consultant.

The City will require the help of a consultant for this comprehensive plan update. The project will begin with hiring the right team. Develop RFP to be consistent with grant stipulations and circulate widely. Review, evaluate and score responses. Interview and rank consultants. Hire a consultant and execute a contract.

Task 1. Deliverable

- Executed Consultant Contract

Task 2. Project Administration and Management.

The City will manage and administer the project in accordance with the executed contracts between the Coastal Commission and the City and the consultant and the City. This includes evaluating consultant invoices and staff time to ensure that billed costs are eligible for reimbursement, approving consultant invoices in accordance with the terms of the contract, and monitoring the progress of the project. The City will manage agendas and notes for check-in meetings, quality assurance, track progress for on-time delivery of key project components, and coordinate with Coastal Commission staff. As part of project management, City staff will be responsible for reviewing and editing project deliverables for content and quality. The tasks to be accomplished are as follows:

- 2.1 Manage and administer the project according to the executed contract between the California Coastal Commission and the City.
- 2.2 Conduct regular check-ins with the consultant and with Coastal Commission staff to evaluate progress, identify and resolve any issues, and communicate effectively with the project team.
- 2.3 Conduct Progress Meetings at critical milestones of the project such as at completion of research and analysis, key community engagement activities, follow-up on Planning Commission/ City Council study sessions to confirm direction and preparation for Planning Commission/ City Council approval hearing, LCP Amendment preparation, and Coastal Commission hearings.
- 2.4 Review project deliverables for content and quality.

City staff involved in ongoing project administration will include Community Development staff (Director, Manager, Planning staff and Business and Admin Services staff), City Attorney's Office (Assistant City Attorney) City Manager, and Finance Department staff when necessary. The City will initiate a kick-off meeting with Coastal Commission staff and the consultant team to confirm project scope, schedule, processes and expectations, and clarify any outstanding questions.

Task 2 Deliverables

- City/Coastal Commission staff kickoff meeting agenda & notes
- Quarterly grant Progress Reports and Requests for Funds (RFFs)

City staff involved in ongoing project administration will include Community Development staff (Director, Manager, Planning staff and Business and Admin Services staff), City Attorney's Office (Assistant City Attorney) City Manager, and Finance Department staff when necessary. The City will initiate a kick-off meeting with

Coastal Commission staff and the consultant team to confirm project scope, schedule, processes and expectations, and clarify any outstanding questions.

Task 3. IP/Zoning Code and LCP Amendment Assessment.

Conduct research and analysis of plans, policies, and municipal code and possibly develop a project phasing plan to accomplish the following:

3.1. HMB Amendment & CDP Data Table. Prepare a table of LCP Amendments and Coastal Development Permits approved since the 2020 LUP went into effect.

3.2. Comparison Table. Prepare a table of comparisons that builds on attached Appendix A from the LUP that outlines the changes necessary to develop an IP that is in alignment with the 2020 LUP and associated plans, as well as changes necessary to bring associated ordinances into alignment with the LCP.

3.3. Conflict Maps. Prepare maps that show conflicts between existing zoning and the 2020 LUP

3.4 Analysis and Identification Report. Prepare an analysis of the necessary changes/amendments that will need to be made to the IP and associated ordinances to bring them into alignment with the LUP and associated plans.

3.5 Framework for Update. Prepare a draft framework outline and possible phasing plan for review by the Planning Commission and City Council. The framework will cover how to update and revise the layout of the City's IP and associated ordinances to achieve the desired objectives outlined in the project description.

3.6 Presentation. Write staff report and present findings to Planning Commission and Council

Note: Planning Commission meetings are held on the 2nd and 4th Tuesdays of each month and City Council meetings are held on the 1st and 3rd Tuesdays of each month. It generally takes an item four to six weeks to go from Planning Commission to City Council, depending on the nature and complexity of the item.

Task 3 Deliverables

- Memo with description of updates needed to IP and process for making updates
- Staff reports and presentations to Planning Commission, City Council, and community groups

Task 4 Community Outreach

This task extends throughout the project, some elements of it may be repeated several times.

4.1 Develop a Community Outreach and Engagement Plan that would identify key check-in points with the community; format of meetings and outreach; list of key stakeholders, residents of all incomes, races and ethnic backgrounds, employees of local businesses, community- and faith-based organizations, development community, and staff from public agencies providing services in the area.

4.2 Prepare draft and final informational materials, community meeting presentation, social media postings, website postings, mailings, etc. In coordination with staff and the City's Communications Team.

- 4.3 Conduct outreach meetings with the community and applicable stakeholders as part of each phase, to seek early input and/or present draft zoning updates for feedback prior to adoption.
- 4.4 Capture and summarize input received from the community and integrate into final zoning updates as appropriate.
- 4.5 The Plan will need to align with any Phasing Plan developed as a result of Task 3.

Task 4 Deliverables

- Draft and final community outreach and engagement plan.
- Website content, outreach materials, presentation, postings.
- Summary of meetings held, community input received and key findings.

Task 5 Environmental Compliance (CEQA)

The City, as the lead agency, in consultation with the affected communities and the consultant, will define the scope of the environmental review, identifying the environmental issues that will be studied in detail. The majority of the project involves updates to the LCP IP. Section 21080.9 of the California Public Resources Code – within the California Environmental Quality Act (CEQA) – exempts local government from the requirement of preparing an environmental impact report (EIR) in connection with its activities and approvals necessary for the preparation and adoption of LCPs and LCP amendments.

Some of the code amendments in this project will extend beyond the IP and will be subject to CEQA review. For those amendments the City will conduct an Initial Study, the goal of which would be to assess if there are any additional potential environmental impacts from this project and identify ways to mitigate any significant effects if necessary. The tasks to be accomplished would be as follows:

- 5.1 Project scoping and technical analysis. The City will assess the extent of code updates outside of the LCP and analyze any potential environmental impacts of the proposed updates. The likely outcome of the initial study would be a Negative Declaration or Mitigated Negative Declaration and the budget associated with Task 5 reflects this.
- 5.2 Mitigation measures. If the analysis identifies significant impacts a document will be prepared that proposes mitigation measures to avoid, minimize, or offset these impacts.
- 5.3 Draft environmental document. draft version of the environmental document will be released for public review, and include findings, analysis, and proposed mitigation measures.
- 5.4 Response to comments and final environmental document. Appropriate responses to comments received will be prepared, including any changes needed to the final environmental document.

Task 5 Deliverables

- Draft CEQA document
- Final CEQA document

Task 6 Updates to the IP and associated ordinances.

Draft updates to the IP and associated ordinances for alignment with the LUP.

6.1 Draft updates to the zoning code, zoning maps and associated ordinance to be consistent with the LUP (including policies related to coastal hazards, hazard adaptation and resiliency, social equity and environmental justice), Housing Element, Safety Element and new housing laws. Allow time for review by Coastal Commission staff. The new standards should be quantifiable and objective where applicable, in concise text, tables, and diagrams. They should clearly define permitted uses, inclusionary requirements, parking, building design, site design standards, and approval processes. The amendments will need to align with the Zoning Code Update Framework and any Phasing Plan outlined in Task 3.

6.2 Six-week review by CCC staff. Response by City staff, and discussion sessions to work through any differences.

6.3 Conduct community meetings to gather input (deliverable in Task 4)

6.4 Conduct study sessions before the Planning Commission and/or City Council to get input and direction and applicable policy options.

Task 6 Deliverables

- Administrative draft IP for 6-week CCC staff review
- Revised draft IP reflecting agreed upon CCC staff recommendations
- Public draft IP and associated codes. PC/CC study session agendas, reports, attachments, and presentations

Task 7 IP Amendment Hearings

The IP and associated amendments will require review and approval by the Planning Commission and City Council prior to being sent to the Coastal Commission for certification. Upon Commission certification, the LCP IP amendments will be adopted by City Council. Coastal Commission certification and City Council adoption are not included in the grant proposal, but mentioned as part of the overall process.

7.1 Prepare draft materials, such as notices, agenda reports, ordinances, attachments, and presentations for public hearings to adopt the necessary Zoning Code and Zoning Map amendments before the Planning Commission and City Council.

7.2 Present proposed Zoning Code, Zoning Map and associated ordinance amendments and summarize community input to the Planning Commission and City Council with approval recommendations, and be prepared to respond to questions and comments.

Task 7 Deliverables

- Planning Commission staff report, attachments, and presentations
- City Council staff report, attachments, and presentations
- Submittal of IP amendment to CCC staff per Coastal Commission [LCP Amendment Submittal Materials](#).

PROJECT SCHEDULE

Proposed Start/End Dates: January 2026/February 2028

| | |
|---|---|
| Task 1. Develop RFP and Hire Consultant | January 15, 2026/March 30, 2026 |
| Deliverable | |
| a. Executed Consultant Contract | a. March 30, 2026 |
| | |
| Task 2. Project Management | January 15, 2026/February 28, 2028 |
| 2.1 Manage according to contract | January 15, 2026/February 28, 2028 |
| 2.2 Conduct regular team check-ins | January 15, 2026/February 28, 2028 |
| 2.3 Conduct kick-off meeting and progress meetings at critical milestones | January 15, 2026/February 28, 2028 |
| Outcome/Deliverables | |
| a. Kick-off meeting agenda & notes | a. April 2026 |
| b. Quarterly grant progress reports & requests for funds | b. April 2026/February 28, 2028 |
| | |
| Task 3. IP/Zoning Code & LCP Amendment Assessment | April 2026/October 31, 2026 |
| 3.1 HMB Amendment 7 CDP Data Table | April/May 2026 |
| 3.2 Comparison Table | May 2026 |
| 3.3 Conflict Maps | May/June 2026 |
| 3.4 Analysis & Identification Report | June/July 2026 |
| 3.5 Framework for update | June/July 2026 |
| 3.6 Presentations | August – October 31, 2026 |
| Outcome/Deliverables | |
| a. Summary memo of IP/code updates | a. July 30, 2026 |
| b. Staff report & presentations | b. October 31, 2026 |
| | |
| Task 4. Community Outreach | January 15, 2026/December 31, 2027 |
| 4.1 Outreach & Engagement Plan | April 1, 2026/May 30, 2026 |
| 4.2 Informational materials | June 1, 2026/July 30, 2026 |
| 4.3 Conduct meetings | August 1, 2026/December 31, 2027 |
| 4.4 Summarize public input | August 1, 2026/December 31, 2027 |
| Outcome/Deliverables | |
| a. Outreach & engagement Plan | a. May 30, 2026 |
| b. Website content, outreach materials | b. July 30, 2026 |
| c. Summary of meetings, input, key findings | c. December 31, 2027 |
| | |

| | |
|---|--|
| Task 5. Environmental Compliance | November 1, 2026/April 31, 2027 |
| 5.1 Project Scoping & Technical Analysis | November 1, 2026/February 38, 2027 |
| 5.2 Mitigation Measures (if needed) | February 2027 |
| 5.3 Draft CEQA document | February 2027/March 30, 2027 |
| 5.4 Response to comments | April 1, 2027/April 30, 2027 |
| Outcome/Deliverables a. Draft CEQA document b. Final CEQA document | a. April 30, 2027 b. December 31, 2027 (for adoption) |
| | |
| Task 6. Updates to IP & Associated Ordinances | November 1, 2026/September 30, 2027 |
| 6.1 Draft updates to IP and associated ordinances | November 2026/February 28, 2027 |
| 6.2 CCC staff review, City staff response, and discussions | March 1, 2027/May 31, 2027 |
| 6.3 Community outreach | June 1, 2027/June 30, 2027 |
| 6.4 Planning Commission and Council Workshops | August 1, 2027/July 31, 2027 |
| Outcome/Deliverables a. Draft IP for 6-week CCC staff review b. Revised draft IP reflecting agreed upon input c. PC/CC study session materials | a. March 1, 2027 b. May 31, 2027 c. July 2027 |
| | |
| Task 7. IP & Code Amendment Hearings | August 1, 2027/December 31, 2027 |
| 7.1 Prepare materials for PC & Council | August 1, 2027/November 30, 2027 |
| 7.2 Present to PC & Council for approval of amendments | August 1, 2027/November 30, 2027 |
| Outcome/Deliverables a. PC meeting materials b. Council meeting materials c. Submit IP/LCP amendment to CCC | a. August 2027 b. October 1, 2027/November 30, 2027 c. December 2027 |
| | |

Benchmark Schedule: (1) Significant and pertinent project benchmarks related to the project for which funds are being requested, (2) expected dates for reaching or completing those steps.

| ACTIVITY | COMPLETION DATE |
|------------------------------|-----------------|
| Executed Consultant Contract | March 30, 2026 |
| Outreach and engagement plan | May 31 2026 |

| | |
|--|-------------------|
| Staff report and presentation on IP/code updates | October 31, 2026 |
| Draft IP for review | March 1, 2027 |
| Final CEQA document | December 31, 2027 |
| Staff reports and recommendations for PC & Council | December 31, 2027 |

4. PROJECT BUDGET

Funding Request: \$500,000

Total Project Cost: \$861,000

| <i>City of Half Moon Bay</i> | <i>CCC Grant Total</i> | <i>Match/Other Funds</i> | <i>Total (LCP Grant Funds + Match/Other Funds)</i> |
|---|------------------------|--------------------------|--|
| LABOR COSTS | | | |
| County/City Staff Labor | | | |
| Task 1 – Hire Consultant | | \$3,000 | \$3,000 |
| Task 2 – Project Management | | \$158,000 | \$158,000 |
| Total Labor Costs | | \$161,000 | \$161,000 |
| DIRECT COSTS | | | |
| Consultants/Partners | | | |
| Consultant | | | |
| <i>Task 2 – Project Management</i> | \$80,000 | (see above) | \$80,000 |
| <i>Task 3 – Analysis & memo for IP, associated code updates</i> | \$90,000 | \$40,000 | \$130,000 |
| <i>Task 4 – Community Outreach</i> | \$120,000 | \$50,000 | \$170,000 |
| <i>Task 5 – Environmental Compliance</i> | 0 | \$10,000 | \$10,000 |
| <i>Task 6 – Draft IP & associated code updates</i> | \$120,000 | \$40,000 | \$160,000 |
| <i>Task 7 – Public Hearings</i> | \$90,000 | \$60,000 | \$150,000 |
| Consultants Total | | | \$680,000 |
| Total Direct Costs | \$500,000 | \$200,000 | \$700,000 |
| TOTAL PROJECT COST | \$500,000 | \$361,000 | \$861,000 |

5. SUPPLEMENTAL INFORMATION

Additional resources for understanding and evaluating this grant application can be found on the City' [The City of Half Moon Bay's 2020 Certified Land Use Plan Implementation Plan \(Municipal Code Titles 17 & 18\)](#)
[Sea Level Rise Vulnerability Assessment](#)
[Climate Action Plan](#)

6. CITY COUNCIL RESOLUTION

A Resolution for City Council approval is scheduled for the meeting on July 15, 2025

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

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

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

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

TITLE: CASELLE, INC. PROFESSIONAL SERVICES AGREEMENT

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a professional services agreement through June 30, 2026, with Caselle Inc., for Enterprise Resource Planning (ERP) software in the amount of \$50,856.

FISCAL IMPACT:

The agreement has been included in the Fiscal Year 2025-26 Adopted Budget as part of the Equipment Fund, which is an Internal Service Fund.

STRATEGIC ELEMENT:

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

BACKGROUND:

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

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

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

In November 2017, the City entered into an agreement with Caselle Inc. to implement a new ERP system with more modern capabilities. The agreement included implementation and on-going hosted maintenance and support. In February 2020, the new ERP system went live and operational. Since then, the department has been much more efficient in financial record keeping and reporting. The on-going maintenance costs of this software total \$50,856 per year.

DISCUSSION:

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

ATTACHMENT:

Resolution

RESOLUTION NO. C-2025_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT
THROUGH JUNE 30, 2026, WITH CASELLE INC, FOR CITYWIDE ENTERPRISE RESOURCE
PLANNING (ERP) ON-GOING SUPPORT AND MAINTENANCE IN AN AMOUNT OF \$50,856**

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

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

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

WHEREAS, Caselle Inc. can continue providing such software at \$4,238 per month, totaling \$50,856 a year; and

WHEREAS, adequate funds are available in the City's Adopted Budget for FY 2025-26 for these services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a Professional Services Agreement with Caselle Inc. for ERP software-as-a-service, on-going maintenance, and support, at a cost of \$50,856 through June 30, 2026.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of July 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

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

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maz Bozorginia, Public Works Director/City Engineer
Todd Seeley, Public Works Superintendent

TITLE: PURCHASE OF A NEW ALL ELECTRIC FORD TRANSIT VAN

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a purchase agreement in the amount of \$57,935.89 with Towne Ford for the purchase of a 2025 all-electric Ford Transit Van.

FISCAL IMPACT:

Funding for the purchase of two replacement fleet vehicles was included in the Fiscal Year 2025-26 Public Works Operating Budget allocated to vehicle replacement. The budget includes \$100,000 which will cover the purchase price of \$57,935.89.

STRATEGIC ELEMENT:

This purchase supports all Elements of the Strategic Plan.

BACKGROUND:

The Half Moon Bay Recreation Division currently operates one of the oldest vehicles in the City's fleet. The 2004 Ford Ranger they are currently using is significantly past the end of its useful life and does not currently meet the needs of the division. Due to the need of Public Works Maintenance staff to regularly transport large items such as tables and chairs to various sites throughout the City, a new, larger vehicle would allow Recreation staff to operate freely and efficiently, while continuing to provide the same levels of service to the community.

DISCUSSION:

In preparing the FY 2025-26 budget, Public Works staff evaluated vehicle and equipment needs and included funding in the Operating Budget to purchase a new van for Recreation and replace the existing fleet car used by all staff. Due to state mandates for municipal fleets, Staff a required to acquire only plug-in electric vehicles for fleet additions and replacement, as long as the vehicles meet operational needs. Our research has determined that all electric vehicle options are currently viable for a portion of the City's fleet, and the recommended purchase of this van

falls under these criteria. Additionally, staff have evaluated traditional gas powered vans and found their cost to be only slightly less than the all-electric version.

The current vehicle that recreation staff are using has been developing issues over time. The vehicle has window seals that are leaking which cause water to collect inside the driver's side door in the rainy months. It also has quite a bit of rust visible on the vehicle and is undersized to adequately accomplish some of the necessary tasks for the users of the vehicle. This frequently leads to Public Works Maintenance supporting Recreation, and the acquisition of this new van would give Recreation the ability to accomplish their tasks without taking time away from the daily maintenance tasks of the Public Works Department. Additionally, the van can support other City functions, including emergency transport of goods or people during disaster responses.

The new all-electric Ford Transit Van will be the second vehicle of its kind in the City's fleet. Public Works has owned an all-electric Ford F150 Lightning for almost two years and has been pleased with its performance. The mileage range of the truck has proven to be adequate for daily operations throughout town and the increased size of this van over the existing truck will provide Recreation staff with greater flexibility to conduct their operations. While all-electric and zero emissions, the van has been deemed to meet all the operational requirements necessary to be put into service in Half Moon Bay.

Per the City's purchasing policy, staff solicited and received a quote for the new all-electric Ford Transit Van from Towne Ford. The quote was generated by Towne Ford's Commercial and Fleet Sales Department using Ford's government pricing model. This ensures that the City is getting the lowest price possible. Because this purchase was included in the budget process, there is available funding in the Vehicle Replacement Fund to cover this vehicle purchase request.

ATTACHMENTS:

1. Resolution
2. Purchase Quote from Towne Ford

RESOLUTION NO. C-2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY
AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT WITH TOWNE
FORD OF REDWOOD CITY FOR PURCHASE OF A 2025 FORD TRANSIT VAN**

WHEREAS, the Public Works Department requested and received funding authorization in the 2025-26 Operating Budget to purchase two new fleet vehicles; and

WHEREAS, the current Recreation Division’s Ford Ranger has been insufficient for the needs of the Division and it has outlived its useful life; and

WHEREAS, staff have evaluated this model of van and determined that the all-electric Ford Transit Van is the best piece of equipment to address the Recreation Department’s needs; and

WHEREAS, there is funding in the FY 2025-26 Public Works Operating Budget to cover the costs of this purchase; and

WHEREAS, the department has solicited a bid through Towne Ford’s government pricing program which provides the lowest possible pricing to qualified governmental agencies.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a purchase agreement with Towne Ford to purchase a 2025 Ford Transit Van for the Recreation Division.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of July 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, City Clerk

Robert Brownstone, Mayor



Towne Ford Commercial and Fleet Sales

643 Bair Island Road, Suite 300, Redwood City, CA 94063
 www.towneford.com
 650-366-5749

| BUYER | CO-BUYER | Deal #: | 109559 |
|--|----------|--|------------|
| CITY OF HALF MOON BAY 501 MAIN ST HALF MOON BAY, CA 94019 Work #: Email: | | Deal Type: | Retail |
| | | Deal Date: | 06/27/2025 |
| | | Print Time: | 06:57pm |
| | | Salesperson: JORGE IBARRA-BRAVO | |

| VEHICLE | | | | | |
|-------------|-------------------------------------|-----------------|-----------------------------|-------------------|-----------------|
| New | <input checked="" type="checkbox"/> | Stock #: | Description: | VIN: | Mileage: |
| Used | <input type="checkbox"/> | SKA13371 | 2025 FORD TRUCK TRANSIT VAN | 1FTBW9CM8SKA13371 | 13 |
| Demo | <input type="checkbox"/> | | | | |

| TRADE | |
|-------|--|
| | |

| AFTERMARKETS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|--------------------|----|------------------|------------------------------|----|------|------------------------|----|------|--------------------------|-----------|------------------|--|--|--|----------------------|----|----------|-------------------------|----|-------|--------------------------|-----------|------------------|--|--|--|---------------------|----|------|-------------------------|-----------|------------------|--|--|--|------------------------------|----|------|-------------------|-----------|------------------|
| | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Sale Price:</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">52,690.00</td> </tr> <tr> <td>Total Financed Aftermarkets:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Total Trade Allowance:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Trade Difference:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">52,690.00</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>State & Local Taxes:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,203.14</td> </tr> <tr> <td>Total License and Fees:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">42.75</td> </tr> <tr> <td>Total Cash Price:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">57,935.89</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Total Trade Payoff:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Delivered Price:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">57,935.89</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Cash Down Payment + Deposit:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Sub Total:</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">57,935.89</td> </tr> </table> | Sale Price: | \$ | 52,690.00 | Total Financed Aftermarkets: | \$ | 0.00 | Total Trade Allowance: | \$ | 0.00 | Trade Difference: | \$ | 52,690.00 | | | | State & Local Taxes: | \$ | 5,203.14 | Total License and Fees: | \$ | 42.75 | Total Cash Price: | \$ | 57,935.89 | | | | Total Trade Payoff: | \$ | 0.00 | Delivered Price: | \$ | 57,935.89 | | | | Cash Down Payment + Deposit: | \$ | 0.00 | Sub Total: | \$ | 57,935.89 |
| Sale Price: | \$ | 52,690.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Financed Aftermarkets: | \$ | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Trade Allowance: | \$ | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trade Difference: | \$ | 52,690.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| State & Local Taxes: | \$ | 5,203.14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total License and Fees: | \$ | 42.75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Cash Price: | \$ | 57,935.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Trade Payoff: | \$ | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delivered Price: | \$ | 57,935.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash Down Payment + Deposit: | \$ | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sub Total: | \$ | 57,935.89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Aftermarkets: | \$ 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

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

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director
Kenneth Stiles, Finance Manager
Maz Bozorginia, Public Works Director/City Engineer

TITLE: **FISCAL YEAR 2025-26 SEWER SERVICE CHARGES AND ASSESSMENTS**

RECOMMENDATION:

Adopt a resolution approving the Fiscal Year 2025-26 Sewer Service Assessments and charges, directing staff to file the assessment roll, authorizing the County Controller to place the assessment charges on the County of San Mateo Property Tax Roll, and directing staff to bill assessments directly that are not on the tax roll.

FISCAL IMPACT:

In June 2020, the City Council adopted new sewer service charges for Fiscal Years 2020–21 through 2024–25 following the completion of a Proposition 218 sewer rate study and protest process. These rate adjustments were implemented to address rising costs from the Sewer Authority Mid-Coastside (SAM) and to support ongoing maintenance and improvements to the City’s sewer collection system. As of FY 2025–26, the City has not conducted a new rate study, and the existing sewer service charges established through FY 2024-25 remain in effect.

Due to inflation and deferred capital improvements, Sewer Authority Mid-Coastside (SAM) related costs in FY 2025-26 are budgeted at \$6.2 million, representing a 6% increase from the prior year. The total City sewer operation costs are budgeted at \$8.9 million, representing a 12% increase overall. As was identified in the adopted rate study, the City is utilizing funds derived from assessments and charges for services past and present to meet annual operational funding. Annual operational funding includes capital expenses and operational expenses by both the City and SAM. Due to the continuing increase in SAM’s operational costs, another rate study by the City will be considered during FY 2025-26 to determine if additional rate increases will be necessary.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* and *Inclusive Governance* elements of

the City's Strategic Plan.

ENVIRONMENTAL REVIEW:

As set forth in California Code of Regulations Section 15273, the California Environmental Quality Act does not apply to the establishment, modification, structuring, restructuring, or approval of rates and other charges by a public agency provided the purpose is to maintain and operate services within the existing service area boundary.

BACKGROUND AND OVERVIEW:

The City's collection system includes approximately 35 miles of gravity sewer lines, three (3) pump stations and three (3) force mains. Wastewater from residences, businesses, schools, restaurants, and other buildings and uses is conveyed through sewer mains owned by the City of Half Moon Bay to the sewer treatment plant operated by Sewer Authority Mid-Coastside (SAM). The City collection system serves residences, businesses, and public uses from Frenchman's Creek in the north to Miramontes Point Road in the south. The City primarily serves properties located in the incorporated area; however, the City serves some adjacent areas outside City limits including the Moonridge Affordable Housing Development.

The City, Granada Community Services District (Granada), and Montara Water and Sanitary District (Montara) form the Sewer Authority Mid-Coastside via an exercise of Joint Powers Authority (JPA). SAM facilities include a conventional wastewater treatment plant (located at 1000 N. Cabrillo Highway, Half Moon Bay) and the Intertie Pipeline System (IPS), which conveys flows through pumping facilities, force mains, and interceptor pipelines from Granada and Montara service areas to the wastewater treatment plant. Under the current JPA, the City is responsible for paying a proportional share of the plant flow for operations, maintenance, and capital costs of the wastewater treatment plant. For Fiscal Year 2025-26, the City's proportional share of operations and maintenance is set at 60.24%.

The regional wastewater treatment plant was originally constructed in the late 1970s, following the formation of the JPA. The treatment plant was substantially upgraded in late 1999/early 2000 and has sufficient capacity to receive and treat anticipated wastewater flows. The treatment plant requires major capital repair/replacement efforts which have been estimated between \$30 and \$40 million. This rate study assumes funding of capital repair and replacement on a pay-as-you-go basis for the foreseeable horizon.

In FY 2025-26, SAM budgeted \$3.6 million in combined capital funding, of which SAM has directed the City to pay 60.24%, or \$2.1 million. These amounts are the subject of litigation, and the City has agreed to pay these and other IPS-related costs under protest.

The IPS was constructed in the late 1970s and is, for the most part, comprised of original system components. In 2017, the Granada Force Main suffered a major break and resulted in a significant sanitary sewer spill (SSO). Two smaller SSO events occurred on other sections of the Granada Force Main. As a result, SAM completed replacement of approximately 5,700 feet of the Granada Force Main at a cost of almost \$2 million. SAM recently completed work on an additional 1,500

feet of the Granada Force Main. Pursuant to settlement terms with the Ecological Resource Foundation (ERF), SAM remains committed to a series of studies and possible replacements of the IPS over the coming years totaling an estimated \$10 million. Total IPS repair and replacement is conservatively estimated between \$20 and \$25 million. City ratepayers have contributed under protest toward IPS related repair/replacement since 2017.

Additionally, due to the 2022/2023 Winter Storms, the Montara Force Main had a spot failure in a critical segment in Moss Beach that resulted in SSO's and a shutdown of the system to repair. This failure was surprising, given that SAM staff and their consultant engineer (SRT) prepared a condition assessment for the Montara Force Main in 2021 that stated that the pipe was in good condition and no immediate replacement was necessary. After the atmospheric rivers, SAM staff and member agencies started to look closely at the condition and are awaiting results of a forensic assessment. SAM did authorize a contract with SRT to start design and environmental work, and the City awaits an update on that progress.

SEWER ENTERPRISE FUND OVERVIEW:

The City's Sewer Fund is a government enterprise fund. An enterprise fund is a self-supporting government fund that provides a specialized service. In this instance, City sewer services represent the specialized service; the Sewer Fund is the City's only enterprise fund. The Sewer Fund is shown in the City's Annual Operations Budget as two separate accounts: Fund 201 (Operating Fund); and 202 (Sewer Capital Fund). The separation exists primarily to ensure that sewer capacity fees paid by private development are accounted for and utilized solely for their intended capital purposes. The two funds also provide a basis for annual budgeting toward operating and capital expenditures. Per the Rate Study, the City Council committed to maintaining an Operating Reserve equal to 75 days (app. 20.5% of budget) as well as a Capital Improvements Reserve of up to 2% of Net Total Capital Assets.

99% of sewer system (utility) revenues are derived directly from rates charged to the users of the sewer system. Per state law, sewer service charges are permitted to recover only revenues sufficient to adequately fund sewer utility operations, maintenance, and capital replacement expenditures including maintenance of emergency and capital reserves. As noted, the City's sewer service charges include not only the operation and maintenance of the City collection system, but also the proportional costs of operating and maintaining the Sewer Authority Mid-Coastside (SAM) (including the treatment plant and intertie pipeline system).

Operations and maintenance costs for sewer services have increased significantly over the last seven years. Between FY 2015-16 (\$2,299,898) and FY 2019-20 (\$4,131,899), Half Moon Bay's proportion of SAM budgeted costs alone have almost doubled. Additionally, the City's share of the costs during this same time-period has increased. As noted above, the City's FY 2025-26 SAM related costs increased by approximately 12% over FY 2024-25. SAM related increases are attributable to many factors including added staffing and related cost increases, addressing deferred maintenance at the plant, and the rapidly increasing cost of materials and labor for capital construction and maintenance.

The City's collection system operating costs have also risen in response to statutory oversight obligations, addressing long deferred maintenance, providing oversight of operations and maintenance, and to account for the rapidly increasing cost of materials and labor for capital construction and maintenance. In 2021, the City Council completed construction of the Ocean Colony Pump Station and Force Main Project (app. \$2.5 million total cost). This project was identified by the City and funded by all ratepayers to replace aging infrastructure/technology and protect the environment in the Ocean Colony community. Additional capital maintenance and repair will continue to be needed to protect the environment, limit liability, and meet statutory obligations. The City is actively engaged in identifying and addressing inflow and infiltration (I & I) within the system including annual manhole repair/replacement and smoke testing. The City is also proactively managing and maintaining its sewer collection assets through the cleaning and maintenance activities as well as through in annual CCTV inspections of in-ground pipes (CCTV also serves to evaluate potential I & I related issues). Since FY 2018-19, the costs of providing services exceeded the revenues derived from sewer service charges.

Beginning in September 2019, the City initiated work with Municipal Financial Services (MFS) to prepare a sewer service charges study for the City sewer system. The "2020 Sewer Service Charges Study", dated April 7, 2020 (the Study), was accepted and adopted by City Council in conjunction with the Proposition 218 protest hearing on June 2, 2020. MFS financial modeling indicated that by FY 2022-23, without rate adjustments, the Sewer Fund (Funds 201 and 202) would be exhausted, and revenues would not be sufficient for day-to-day operations of the sewer enterprise. The Study assumed the terms of the then anticipated (and since failed) Settlement Agreement with Granada and Montara. The Study also incorporated the annual transfer of funds from Fund 202 to Fund 201 over the course of the five fiscal years. Given the failure of settlement, inflation and overall increasing costs of SAM, the City is contemplating a new rate study to commence later this fiscal year.

On June 2, 2020, the City Council conducted a required public protest hearing on proposed sewer charges adjustments. Following the hearing, the City Council adopted new sewer service charges and methodology for calculating residential charges. In approving the new rates the City Council found the following: 1) All provisions set forth above are true and correct, and are hereby incorporated herein as findings of this City Council by reference; 2) The purposes of the fees and reserves set forth herein are to finance the wastewater system service costs; 3) There is a need for wastewater system services to protect the public's health, safety, and welfare; 4) The charges do not exceed the cost of providing wastewater system services including basic costs, proportional costs, and allocated costs, and do not exceed the proportional cost of service attributable to the customer's parcel; and 5) The City did not receive a majority protest of the parcels currently receiving wastewater services.

In July 2021, 2022, 2023, and 2024, the City Council Conducted adopted resolutions approving the annual Sewer Service Assessments and charges per the adopted rate study.

DISCUSSION:

Sewer service charges are utilized to maintain and operate the City’s sewer collection system and to fund the City’s portion of the SAM operations. As noted earlier, the City is directly responsible for maintaining the system which collects and conveys wastewater, while SAM provides treatment services. The sewer service charges include funding of capital repairs, replacements and improvements both within the City system and the SAM treatment plant. Over the last seven years the cost of SAM JPA services has increased substantially. Additionally, the City has programmed necessary capital projects that have grown increasingly more expensive (due to increased material costs, size of the projects and limited capacity of contractors in Bay Area).

The FY 2025–26 assessments reflect the continuation of the sewer service charges adopted in 2020, which covered rates through FY 2024–25. As no new rate study was conducted, the FY 2025–26 rates remain unchanged from the FY 2024–25 levels. The single-family residential rate remains at \$1,344. The table below summarizes the sewer service charges for all residential classes.

| Classes of Premises | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
|--|-------------------------------------|---------|----------|----------|----------|----------|
| Residential/Mobile Home/ Retirement | <i>Per Account or Unit Per Year</i> | | | | | |
| Residential Single Family | \$ 828 | \$ 936 | \$ 1,056 | \$ 1,188 | \$ 1,344 | \$ 1,344 |
| Residential Single Family w/ADU | 1,212 | 1,380 | 1,560 | 1,752 | 1,980 | 1,980 |
| Residential Multiple Family | 828 | 936 | 1,056 | 1,188 | 1,344 | 1,344 |
| Mobile Home | 504 | 576 | 648 | 732 | 828 | 828 |
| Senior Apartments | 504 | 576 | 648 | 732 | 828 | 828 |

The rates for nonresidential classes and detailed discussion of the rate setting process can be found in the City Clerk archives for City Council agendas and packets for March 17, 2020, April 7, 2020, and June 2, 2020. Additional background can be found on the City’s website.¹

The City of Half Moon Bay collects sewer service revenues in two ways:

1. Property owners' sewer assessments are added to the tax roll by the San Mateo County Tax Collector (pursuant to Section 5473 of the Health and Safety Code of the State of California). This year, individual assessments of 3,301 parcels are projected to generate \$7,063,597.91 in revenues which will be forwarded to the City of Half Moon Bay as part of the San Mateo County tax roll collection.
2. The City also directly bills property owners who are connected to the City sewer system but are not included in the City of Half Moon Bay’s assessments which are collected through the San Mateo County Property Tax Roll. This applies to unassessed government properties and to properties outside of Half Moon Bay city limits that use the City’s sewer system. Another \$326,273.10 in revenue is projected by billing 172 properties directly.

¹ See <https://www.half-moon-bay.ca.us/680/2020-Sewer-Rate-Adjustments>

Staff recommends that the City Council direct staff to file the assessment roll; authorize the County Controller to place the assessment charges on the San Mateo County Property Tax Roll this year; and direct staff to bill sewer users directly if they are not assessed on the tax roll.

The FY 2024–25 sewer assessment represented the final scheduled rate adjustment under the 2020 Sewer Rate Study. For FY 2025–26, rates remain unchanged, as no new study had yet been completed. A new sewer rate study is budgeted for this fiscal year to evaluate future funding needs, including anticipated increases in SAM costs and deferred capital improvements. Staff will return to the City Council with findings and recommendations based on the results of the study.

ATTACHMENT:

Resolution adopting FY 2025-26 Sewer Service Charges

RESOLUTION NO. C-2025-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY ADOPTING THE FISCAL YEAR 2025-26 SEWER SERVICE CHARGES FOR PROPERTIES SERVED BY THE HALF MOON BAY SANITARY SEWER SYSTEM

WHEREAS, the City of Half Moon Bay is a public entity that owns and operates a sanitary sewer system; and

WHEREAS, Article XIID of the California Constitution specifically authorizes a wastewater system service provider to adopt wastewater system service fees for its customers that do not exceed the cost of providing the service and are proportionate to the cost of service for all customers; and

WHEREAS, the City of Half Moon Bay funds sewer operations via sewer service charges; and

WHEREAS, the City is committed to maintain its sewer system to ensure protection of the public health and safety; and

WHEREAS, the Sewer Authority Mid-Coastside (SAM) has identified significant infrastructure needs that could exceed \$50 million over the next 5-10 years; and

WHEREAS, the City, as a member of SAM, is obligated to pay a proportional share of SAM operational and maintenance costs to ensure proper conveyance and treatment of wastewater; and

WHEREAS, without update of the current rates, the City does not have the financial resources needed to fund operations or continue upgrades of the City's system and the SAM treatment plant and Intertie Pipeline System; and

WHEREAS, pursuant to Section 5473 of the California Health and Safety Code, the City Council received and duly considered a report of sewer service charges covering Fiscal Years (FY) 2020-21 through 2024-25, computed in conformity with a Sewer Service Rate Study prepared by Municipal Financial Services (MFS); and

WHEREAS, on June 2, 2020, the City Council held a public protest hearing and upon not receiving a majority protest adopted new sewer charges for FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24 and FY 2024-25; and

WHEREAS, on June 2, 2020, the City Council introduced and subsequently on June 16 adopted revisions to the Half Moon Bay Municipal Code, Title 13 to implement City Council approved residential flat rate structure and related revisions; and

WHEREAS, the Half Moon Municipal Code establishes sewer fee collection via the San Mateo County Tax Roll; and

WHEREAS, the Fiscal Year 2025-26 sewer service assessments reflect no increase from the prior year, as FY 2024–25 was the final scheduled rate adjustment under the 2020 Sewer Rate Study.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of Half Moon Bay hereby adopts the sanitary sewer service summary entitled, "City of Half Moon Bay – FY 2025-26 Sanitary Sewer Assessments Summary" totaling \$7,389,871.01 included as Exhibit A and that the City Council hereby directs staff to: 1) file the FY 2025-26 assessment roll for the City of Half Moon in the amount of \$7,063,597.91 and 2) authorizes the County Controller to place these assessment charges on the County of San Mateo County Property Tax Roll; and 3) bill \$326,273.10 for the 172 directly billed properties for assessments not included on the tax roll.

.....
I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of July 2025, by the City Council of Half Moon Bay by the following vote:

Ayes, Councilmembers:

Noes, Councilmembers:

Absent, Councilmembers:

Abstain, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

Exhibit A

City of Half Moon Bay FY 2025-26 Sanitary Sewer Assessments Summary

San Mateo County Property Tax Roll and Half Moon Bay Manual Billing Assessments

San Mateo County Property Tax Roll Sanitary Sewer Assessments for City of Half Moon Bay

Half Moon Bay Sanitary Sewer Service Charges

| | |
|--|---|
| | Assessment/Charge Code: 721S |
| Total Number of Parcels Assessed: | 3,301 |
| Total Dollar Assessment: | \$7,063,597.91 |
| Lowest Parcel Assessment | \$298.00 |
| Highest Parcel Assessment | \$386,658.50 |
| Person Responsible for Submitting the Data: | Kenneth Stiles City of Half Moon Bay 501 Main Street Half Moon Bay, CA 94019 Phone: 650-435-8257 Fax: 650-726-4550 Email: kstiles@hmbcity.com |
| Tax Payer Contact: | Margaret Jeanne Geiger 650-459-5517 |
| Person Responsible for Review and Sign Off the Proof List: | Matthew Chidester Email: mchidester@hmbcity.com |

Sanitary Sewer Assessments Manual Billing Summary for the City of Half Moon Bay

| Class Type | Total (Grouped by Class) |
|---|--------------------------|
| Commercial (6 parcels) | \$33,448.16 |
| Recreational (4 parcels) | \$75,267.68 |
| Residential (160 Parcels) | \$215,040.00 |
| School (2 parcels) | \$2,517.26 |
| Total Manual Billing Assessments (172 Parcels) | \$326,273.10 |

FY 2025-26 Sanitary Sewer Assessments for City of Half Moon Bay

| | |
|--|-----------------------|
| Total Sewer Assessments on SM County Property Tax Roll | \$7,063,597.91 |
| Sewer Assessments Manual Billings | \$326,273.10 |
| Total FY 2025-26 Half Moon Bay Sanitary Sewer Assessments | \$7,389,871.01 |

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

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

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Catherine Engberg, City Attorney

TITLE: **FORMATION OF TEMPORARY CITY COUNCIL AD HOC COMMITTEES**

RECOMMENDATION:

Adopt resolutions authorizing: 1) Creation of a temporary Ad Hoc Committee for evaluating the staffing and structure of the City organization; and 2) Creation of a temporary Ad Hoc Committee for exploring options related to the expiring Golf Facilities Fee.

FISCAL IMPACT:

There is no fiscal impact associated with this action. It is hoped that the staffing and structure committee will assist staff in evaluating changes to the City organization, aimed at achieving more efficiency, better customer service, and overall saving in staffing costs. The Non-Resident Golf Fee committee will assist in exploring options related to the Golf Facilities Fee, which generates approximately \$650,000 per year in revenues to the City, but is expiring September 30, 2026.

STRATEGIC ELEMENT:

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

BACKGROUND/DISCUSSION:

In California government, ad hoc committees are temporary, issue-specific groups formed to address particular matters. They differ from standing committees, which are ongoing and have a broader, continuing mandate. Ad hoc committees are often advisory and dissolve once their task is complete. Ad hoc committees always represent less than a quorum of the Council, and must return to the full council for official action.

The City Council is seeking to form two ad hoc committees to address two important issues:

- 1) Creation of a temporary Ad Hoc Committee for evaluating the staffing and structure of the City organization – Council will appoint a committee to work directly with the City Manager, Administrative Services Director, City Attorney, and other department heads on evaluating the current structure of the City organization, current vacancies, and the

City's financial outlook to propose changes in structure, positions, and staffing levels with the aim of better allocating resources towards the core mission and adopted priorities of the City, improving customer service and responsiveness to changing community needs, and save on staffing costs to help address the ongoing structural deficit. This committee would immediately engage in this effort with the hope of identifying a plan for approval by the entire council during the first quarter of the current fiscal year, followed by a likely phased implementation.

- 2) Creation of a temporary Ad Hoc Committee for exploring options related to the expiring Golf Facilities Fee – as a condition of the approval of the development of the Ocean Course at Half Moon Bay Golf Links, a Golf Facilities Fee is currently charged to non-residents play golf at the Ocean Course, which is remitted to the City. This fee typically generates approximately \$650 thousand in General Fund revenue to support City operations. Per the conditions, this fee sunsets on September 30, 2026, which will result in a significant loss of revenue to the City. The proposed Ad Hoc Committee would work with staff to explore options for continuing or replacing this revenue stream and negotiating with the owners of the Golf Links on potential solutions. It is expected that this committee will work throughout the fiscal year and will return to council with potential solutions and final decision making.

If the Council elects to move forward with the creation of these Ad Hoc committees, they will need to appoint members to each. These Committees will be short-term, potentially one year, at which time the progress on these efforts will be re-assessed and the full Council will decide on needed next steps.

ATTACHMENTS:

- 1) Restructuring Resolution
- 2) Golf Fee Resolution

Resolution No. C-2025-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CREATION OF A TEMPORARY CITY COUNCIL AD HOC COMMITTEE FOR EVALUATING THE STAFFING AND STRUCTURE OF THE CITY ORGANIZATION

WHEREAS, ad hoc committees are temporary, issue-specific groups formed to address particular matters; and

WHEREAS, the City is facing an ongoing structural deficit, and an evaluation and potential restructure of the City organization, in light of current vacancies and the City’s financial outlook, could result in better allocation of resources towards the core mission and adopted priorities of the City, improved customer service and responsiveness to changing community needs, and staffing cost saving; and

WHEREAS, a temporary ad hoc committee would be helpful in assisting staff in this process.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council hereby establishes a temporary Ad Hoc Committee for evaluating the staffing and structure of the City organization.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of July 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor

Resolution No. C-2025-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CREATION OF A TEMPORARY CITY COUNCIL AD HOC COMMITTEE FOR EXPLORING OPTIONS RELATED TO THE EXPIRING GOLF FACILITIES FEE

WHEREAS, ad hoc committees are temporary, issue-specific groups formed to address particular matters; and

WHEREAS, the City currently receives approximately \$650 thousand in annual general fund revenue through a Golf Fee paid by non-resident golfers playing at Half Moon Bay Golf Links; and

WHEREAS, the Golf Fee expires on September 30, 2026, which will result in the loss of an important revenue source; and

WHEREAS, a temporary ad hoc committee would work with staff to explore options for continuing or replacing this revenue stream and negotiating with the owners of the Golf Links on potential solutions.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council hereby establishes a temporary Ad Hoc Committee for exploring options related to the expiring Golf Facilities Fee.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 15th day of July 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Assistant City Clerk

Robert Brownstone, Mayor