CITY COUNCIL AGENDA
REGULAR MEETING
CITY OF HALF MOON BAY

TUESDAY, FEBRUARY 18, 2025

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

Robert Brownstone, Mayor
Debbie Ruddock, Vice Mayor
Patric Jonsson, Councilmember
Paul Nagengast, Councilmember
Deborah Penrose, Councilmember

7:00 PM

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

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

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

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

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Password: Recreation1

HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom for public participation. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the "raise your hand" feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. 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

AYSO 10U BLUE COUGARS' RECOGNITION
SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT UPDATE
MIDCOAST COMMUNTY COUNCIL UPDATE

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF JANUARY 2025

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

STAFF REPORT

ATTACHMENT 1

1.B PRIMARY GRANT AGREEMENT TEMPLATE FOR SAN MATEO COUNTY TRANSPORTATION AUTHORITY MEASURES A AND W

Staff Recommendation: Adopt a resolution: 1) Authorizing the City Manager, or designee, to execute a primary grant agreement with the San Mateo County Transportation Authority (TA) to be eligible to receive Measures A and W grants over the next 10 years; and 2) Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or

resources; and 3) Authorizing the City Manager, or designee, to take any other actions necessary to give effect to this resolution.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A FINANCIAL REPORT FOR THE QUARTER ENDED ON DECEMBER 31, 2024

Staff Recommendation: Accept the Financial Report for the quarter ended on December 31, 2024.

STAFF REPORT

ATTACHMENT 1

3.B COMMUNITY SERVICES FINANCIAL ASSISTANCE

PROGRAM

Staff Recommendation: Receive an update on the FY 2024-25 cycle of the Community Services Financial Assistance (CSFA) grant program and provide direction to the CSFA Council subcommittee on CSFA program funding and guidelines for FY 2025-26.

STAFF REPORT

ATTACHMENT 1

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

Staff Recommendation: Adopt a resolution authorizing the Administrative Services Director to transfer $50,000 from Fund 123 (Streets and Roads) to Capital Improvements Project No. 0593 – Poplar Street Traffic Calming and Safety Project – Phase I (Project); and authorizing $350,000 additional contingency for a new total construction budget of $2,013,000.

STAFF REPORT

ATTACHMENT 1

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**: February 18, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

From: Lisa Rossi, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF JANUARY 2025**

RECOMMENDATION:
Accept the warrants list for the month of January 2025.

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

DISCUSSION:
During this month, the City processed 6 check runs. The table below outlines each check run and their individual totals:

Check Run Date	Amount
January 02	147,328
January 04	25,446
January 09	229,958
January 16	862,558
January 23	664,749
January 30	212,581
Total	2,142,620

The City processed payments related to 16 capital improvement projects, in a total amount of $731,433.33. Highway 1 Safety - North, Poplar Complete Street, Carter Park, Pilarcitos Creek Restoration, Climate Action And Adaptation, Permitting System Upgrade, Smith Field Site Assessment, Frenchman's Creek Park Improvements, Wavecrest Water Main Project, Urban Forest Management Program, HVAC Repair, Pedal For a Purpose, Main Street Bridge Maintenance, Kehoe/Pilarcitos Outfall Repair, Roosevelt Ditch Repairs At Pullman, Streetscape Master Plan Implementation.

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

ALL PAYMENTS TO VENDORS TOTALING $30,000		
Payee	**Amount**	**Description**
4LEAF INC.	95,288	ON-CALL BUILDING INSPECTION SERVICES
BIG CREEK LUMBER	38,739	PURCHASE OF LUMBER FOR MAIN STREET BRIDGE PROJECT
COASTSIDE HOPE	70,000	CRI-DIGITAL NAVIGATION PROGRAM
EL CENTRO DE LIBERTAD	38,376	CARES PROGRAM OPERATOR
HALF MOON BAY GRADING & PAVING INC.	368,249	CONSTRUCTION FOR POPLAR STREET TRAFFIC CALMING
HMB COASTSIDE CHAMBER	57,634	OCC OPERATIONS MANAGEMENT; OCT AND NOV BID PASS-THRU
JOBTRAIN INC	33,966	JOB SEEKER WORKFORCE DEVELOPMENT PROGRAM SERVICES
MARK THOMAS & CO, INC	30,072	HWY 1 SAEFTY AND OPERATIONAL IMPROVEMENTS
PENINSULA MUNICIPAL ENGINEERING INC.	30,785	MANAGEMENT SERVICES FOR HWY 1 SAFETY NORTH PROJECT
SAN MATEO COUNTY HEALTH SYSTEM	99,263	FY 2024-2025 ANIMAL CONTROL COSTS
SEWER AUTHORITY MID-COASTSIDE	488,029	SAM OPERATIONS AND MAINTENANCE FY 24/25
SHUTE MIHALY & WEINBERGER LLP	186,235	CITY ATTORNEY SERVICES - GENERAL MATTERS AND OTHERS
SWCA INCORPORATED	61,821	BIOLOGICAL RESOURCES FOR MULTIPLE PROJECTS
WICKMAN DEVELOPMENT AND CONSTRUCTION	109,500	CONSTRUCTION FOR CARTER PARK

ATTACHMENTS:

Check Disbursement List by Check Date

Report Criteria:
Report type: GL detail

4LEAF INC.				
55822	4LEAF INC.	01/02/2025	New PSA for Public Works inspection services, FY 23-24	9,100.00
55822	4LEAF INC.	01/02/2025	STONE PINE COVE	2,800.00
55822	4LEAF INC.	01/02/2025	On-Call Building Offical Services	23,417.99
55877	4LEAF INC.	01/16/2025	On-Call Building Offical Services	23,824.15
55918	4LEAF INC.	01/23/2025	New PSA for Public Works inspection services, FY 23-24	8,680.00
55918	4LEAF INC.	01/23/2025	PUBLIC WORKS INSPECTIONS-AFFORDABLE HOUSING	2,240.00
55948	4LEAF INC.	01/30/2025	On-Call Building Offical Services	25,225.50
Total 4LEAF INC.:				95,287.64
ABAG POWER PURCHASING POOL				
55879	ASSOCIATION OF BAY AREA GOVERNMENTS	01/16/2025	FY'25 Levelized Charge-Nat Gas	450.00
55879	ASSOCIATION OF BAY AREA GOVERNMENTS	01/16/2025	WORKING CAPITAL DEPOSIT	22.78
55879	ASSOCIATION OF BAY AREA GOVERNMENTS	01/16/2025	FY'23 True-Up	183.88-
Total ABAG POWER PURCHASING POOL:				288.90
ALEKSANDR IVANILOV				
48048	ALEKSANDR IVANILOV	01/02/2025	DEPOSIT REFUND 07/11/20 COMMUNITY ROOM	200.00-
Total ALEKSANDR IVANILOV:				200.00-
ALONDRA ALCANTAR				
55839	ALONDRA ALCANTAR	01/09/2025	DEPOSIT REFUND 12/21/24 GRAND OAK	500.00
Total ALONDRA ALCANTAR:				500.00
ALTA LANGUAGE SERVICES INC.				
55840	ALTA LANGUAGE SERVICES, INC	01/09/2025	BILINGUAL TESTING	58.00
Total ALTA LANGUAGE SERVICES INC.:				58.00
AMERICAN DEBRIS BOX SERVICE INC.				
55841	AMERICAN PORTABLES	01/09/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	700.94
55841	AMERICAN PORTABLES	01/09/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	967.00
55841	AMERICAN PORTABLES	01/09/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	967.00
55919	AMERICAN PORTABLES	01/23/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	700.94
55919	AMERICAN PORTABLES	01/23/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	967.00
55919	AMERICAN PORTABLES	01/23/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	967.00

Total AMERICAN DEBRIS BOX SERVICE INC.:				5,269.88
AMERICAN ENERGY SOCIETY				
55823	AMERICAN ENERGY SOCIETY	01/02/2025	TO OPERATE COASTSIDE VENTURE STUDIO (CSVS) - A BUSINESS INCUBATOR VIA THE OPPORTUNTY CE	24,731.85
Total AMERICAN ENERGY SOCIETY:				24,731.85
AMY THOMAS				
47619	AMY THOMAS	01/02/2025	REGISTRAION REFUND 01/08-04/29/20 ORCHESTRA	32.81-
Total AMY THOMAS:				32.81-
ANDREINI BROTHERS INC.				
55878	ANDREINI BROTHERS INC.	01/16/2025	RETENTION 9/30/24	18,290.90
Total ANDREINI BROTHERS INC.:				18,290.90
ANDREW GOMEZ				
55824	ANDREW GOMEZ	01/02/2025	INSTRUCTOR PAYMENT-MUSIC TOGETHER 9/13-12/20	1,661.10
55824	ANDREW GOMEZ	01/02/2025	INSTRUCTOR PAYMENT-MUSIC TOGETHER 9/9-12/9	1,409.17
Total ANDREW GOMEZ:				3,070.27
ANNE TENGELSEN				
47096	ANNE TENGELSEN	01/02/2025	REG REFUND 12/14/19 SEA GLASS & STONE	155.00-
Total ANNE TENGELSEN:				155.00-
ANNY & MARC CLEVEN				
43613	ANNY & MARC CLEVEN	01/02/2025	MAR'18 REGISTRATION REFUND	120.00-
Total ANNY & MARC CLEVEN:				120.00-
AT&T/CALNET2				
55838	ACC BUSINESS	01/09/2025	INTERNET SERVICE	786.23
Total AT&T/CALNET2:				786.23
AUDRA CRAMER				
55949	AUDRA CRAMER	01/30/2025	CLASS REFUND - ADV BEG BOOTCAMP	125.00

Total AUDRA CRAMER:				125.00
AUTOMATIC DOOR SYSTEMS INC.				
55842	AUTOMATIC DOOR SYSTEMS INC.	01/09/2025	REPLACE CRL PANIC DEVICE : LIBRARY	3,119.00
55842	AUTOMATIC DOOR SYSTEMS INC.	01/09/2025	LIBRARY - FAC 310-1-1-3/4 12D (18104187)	2,085.63
Total AUTOMATIC DOOR SYSTEMS INC.:				5,204.63
Baird Driskell Abrams Community Planning				
55883	Baird Driskell Abrams Community Planning	01/16/2025	DOCUMENT REVIEW, SUPPORT FOR COMMUNITY OUTREACH & ENGAGEMENT, & ONGOING PROJECT	1,558.75
55920	Baird Driskell Abrams Community Planning	01/23/2025	DOCUMENT REVIEW, SUPPORT FOR COMMUNITY OUTREACH & ENGAGEMENT, & ONGOING PROJECT	1,667.50
Total Baird Driskell Abrams Community Planning:				3,226.25
BECKER GRAPHICS				
55843	BECKER GRAPHICS	01/09/2025	INSTRUCTOR PAYMENT- ZUMBA DEC'24	291.00
Total BECKER GRAPHICS:				291.00
BENJAMIN CORRALES				
55950	BENJAMIN CORRALES	01/30/2025	1/5/25 HOTEL	952.85
55950	BENJAMIN CORRALES	01/30/2025	1/5/25 MILEAGE REIMBURSEMENT	159.60
Total BENJAMIN CORRALES:				1,112.45
BIG CREEK LUMBER				
55884	BIG CREEK LUMBER	01/16/2025	PURCHASE OF LUMBER FOR MAIN STREET BRIDGE PROJECT	36,758.19
55884	BIG CREEK LUMBER	01/16/2025	MAINT SUPPLIES	1,910.44
55884	BIG CREEK LUMBER	01/16/2025	MAINT SUPPLIES	70.74
Total BIG CREEK LUMBER:				38,739.37
BIG WAVE COMMUNITY COOP				
55922	BIG WAVE COMMUNITY COOP	01/23/2025	DEPOSIT REFUND GRAND OAK 1/11/25	500.00
Total BIG WAVE COMMUNITY COOP:				500.00
BIKE WORKS HMB				
55952	BIKE WORKS HMB	01/30/2025	PEDAL FOR A PURPOSE - #117	4,927.34
55952	BIKE WORKS HMB	01/30/2025	PEDAL FOR A PURPOSE - #118	4,953.59

Total BIKE WORKS HMB:				9,880.93
BLACK & VEATCH CORPORATION				
55825	BLACK & VEATCH CORPORATION	01/02/2025	STORMWATER (NPDES) SERVICES 2024	23,506.25
Total BLACK & VEATCH CORPORATION:				23,506.25
BLEYLE ELEVATOR, INC				
55844	BLEYLE ELEVATOR, INC	01/09/2025	MAINT SERVICE #102236	95.00
55844	BLEYLE ELEVATOR, INC	01/09/2025	MAINT SERVICE #179638	95.00
Total BLEYLE ELEVATOR, INC:				190.00
BOUCHER LAW PC				
55845	BOUCHER LAW PC	01/09/2025	OCT'24, EMPLOYEMENT MATTERS	710.00
Total BOUCHER LAW PC:				710.00
BRYAN G TAYLOR INC				
55951	BGT LAND SURVEYING	01/30/2025	BOUNDRY AND TOPOGRAPHIC SURVEYING MAPPING FOR THE GATEWAY MONUMENT PROJECT	5,000.00
Total BRYAN G TAYLOR INC:				5,000.00
CALNET3				
55880	AT&T	01/16/2025	DEC'24 PHONE SERVICE	64.69
55881	AT&T	01/16/2025	DEC'24 PHONE SERVICE	1,080.51
55882	AT&T MOBILITY	01/16/2025	DEC'24 PHONE SERVICE	426.19
Total CALNET3:				1,571.39
CAPITAL ONE TRADE CREDIT				
55846	CAPITAL ONE TRADE CREDIT	01/09/2025	MAINT SUPPLIES DEC'24	1,504.31
Total CAPITAL ONE TRADE CREDIT:				1,504.31
CAROL MARTIN				
47636	CAROL MARTIN	01/02/2025	REGISTRATION REFUND 01/08-04/29/20 ORCHESTRA	32.81-
Total CAROL MARTIN:				32.81-
CASELLE INC.				
55847	CASELLE INC.	01/09/2025	FY 24/25 CASELLE ERP SOFTWARE	3,843.00

Total CASELLE INC.:				3,843.00
CELLCO PARTNERSHIP				
40206	CELLCO PARTNERSHIP	01/02/2025	4/16 PLANNER PROJ COMPLETE REFUND PDP-15-04	513.00-
Total CELLCO PARTNERSHIP:				513.00-
CHRIS GALANG				
43349	CHRIS GALANG	01/02/2025	FEB'18 REGISTRATION REFUND	120.00-
Total CHRIS GALANG:				120.00-
CHRIS MERELL				
40235	CHRIS MERELL	01/02/2025	10/10 PDP-016-09 CLOSED/REFUND BALANCE	182.00-
Total CHRIS MERELL:				182.00-
CINZIA MUZZI				
55848	CINZIA MUZZI	01/09/2025	DEPOSIT REFUND TRAIN DEPOT 12/15/24	500.00
Total CINZIA MUZZI:				500.00
CIRCLEPOINT				
55622	CIRCLEPOINT	01/09/2025	PDP-72-013 COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT REPORT	5,991.11-
55622	CIRCLEPOINT	01/09/2025	PDP-72-013 COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT REPORT	5,991.11-
55622	CIRCLEPOINT	01/09/2025	PDP-72-013 COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT REPORT	5,991.11
55849	CIRCLEPOINT	01/09/2025	PDP-72-013 COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT REPORT	5,991.11
55849	CIRCLEPOINT	01/09/2025	PDP-72-013 COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT REPORT	5,991.11
55849	CIRCLEPOINT	01/09/2025	PDP-72-013 COMPLETE HYATT HOTEL ENVIRONMENTAL IMPACT REPORT	5,991.11-
55849	CIRCLEPOINT	01/09/2025	HYATT HOTEL PDP-072-13	6,762.50
55849	CIRCLEPOINT	01/09/2025	HYATT HOTEL PDP-072-13	6,762.50-
55849	CIRCLEPOINT	01/09/2025	HYATT HOTEL PDP-072-13	6,762.50
55953	CIRCLEPOINT	01/30/2025	CO AMENDMENT 7 HYATT PLACE PDP-072-13	195.00
55953	CIRCLEPOINT	01/30/2025	CO AMENDMENT 7 HYATT PLACE PDP-072-13	195.00
55953	CIRCLEPOINT	01/30/2025	CO AMENDMENT 7 HYATT PLACE PDP-072-13	195.00-
Total CIRCLEPOINT:				6,957.50
Cloudpermit Inc.				
55826	Cloudpermit Inc.	01/02/2025	CLOUD BASED PERMIT SOFTWARE	8,666.67

Total Cloudpermit Inc.:				8,666.67
COASTSIDE COUNTY WATER DISTRICT				
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	880 STONE PINE: ADDITIONALCWD ENGINEERING REVIEW	4,997.38
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	555 KELLY AVE	58.61
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	CITY OF HMB/ COAST.COMM.SENIOR.CNTR	32.04
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	201 WAVECREST RD	631.36
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	10 STONE PINE RD	172.59
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	723 MILL ST # IRRIGATION	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	LIFT STATI FAIRWAY DR	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	1310 LORYN LN # IRRIGATION	343.42
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	HIGGINS CYN RD	343.42
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	529 RUISSEAU FRANCAIS AVE # IRRIGATION	512.58
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	502 MAIN ST	165.33
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	FERNANDES PARK/ MAIN ST # IRRIGATION	165.33
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	620 CORREAS/LIBRARY # DC	48.06
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	620 CORREAS/LIBRARY # IRRIGATION	87.10
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	620 CORREAS/LIBRARY	528.77
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	HYDRANT METER	128.55
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	501 MAIN ST_DC	32.04
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	880 STONE PINE RD # COMM	307.56
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	MAIN & HWY 1 # IRRIGATION	52.00
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	MEDIAN STRIP/HWY ONE # IRRIGATION	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	537 KELLY AVE	101.49
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	535 KELLY AVE	168.05
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	461 OAK AVE	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	503 JOHNSTON ST	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	HWY 92 MEDIAN # WEST IRRIG	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	HWY 92 MEDIAN # EAST IRRIG	35.81
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	627 ALSACE LORAINE AVE	278.66
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	501 MAIN ST	230.09
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	880 STONE PINE RD # MULTI FAM	2,811.96
55923	COASTSIDE COUNTY WATER DISTRICT	01/23/2025	880 STONE PINE RD # IRRIGATION	258.32
55955	COASTSIDE COUNTY WATER DISTRICT	01/30/2025	WAVECREST WATER MAIN EXTENSION APPLICATION	500.00
Total COASTSIDE COUNTY WATER DISTRICT:				13,205.38
COASTSIDE HOPE				
55885	COASTSIDE HOPE	01/16/2025	CRI-DIGITAL NAVIGATION PROGRAM	70,000.00
Total COASTSIDE HOPE:				70,000.00

COLANTUONO HIGHSMITH WHATLEY PC				
55886	COLANTUONO HIGHSMITH WHATLEY PC	01/16/2025	NOV'24 LEGAL SERVICES -SAM	2,109.40
Total COLANTUONO HIGHSMITH WHATLEY PC:				2,109.40
COMCAST				
41037	COMCAST	01/02/2025	11/16 EOC CABLE SVCS	84.75-
41037	COMCAST	01/02/2025	11/16 EOC INTERNET SVCS	210.95-
41037	COMCAST	01/02/2025	10/16 INTERNET SVCS	6.10-
41037	COMCAST	01/02/2025	11/16 INTERNET SVCS	215.95-
Total COMCAST:				517.75-
CORODATA RECORDS MANAGEMENT INC				
55850	CORODATA RECORDS MANAGEMENT INC	01/09/2025	DEC'24 RECORDS MANAGEMENT	528.46
Total CORODATA RECORDS MANAGEMENT INC:				528.46
COUNTY OF SAN MATEO				
55924	COUNTY OF SAN MATEO	01/23/2025	NOV'24 MICROWAVE MUX DSO	82.25
Total COUNTY OF SAN MATEO:				82.25
CRUZIO INTERNET				
55925	CRUZIO INTERNET	01/23/2025	INTERNET SERVICE	14.95
Total CRUZIO INTERNET:				14.95
DAVID & MONNETT SOLDO				
46716	DAVID & MONNETT SOLDO	01/02/2025	PDP-19-009 REIMBURSEMENT	126.25-
Total DAVID & MONNETT SOLDO:				126.25-
DAVID EBLOVI				
40226	DAVID EBLOVI	01/02/2025	11/14 ELECTION COST REFUND	17.24-
Total DAVID EBLOVI:				17.24-
DERECHO AMELITO A				
49356	DERECHO AMELITO A	01/02/2025	CITATION REFUND, CIT# 20006692	30.00-
Total DERECHO AMELITO A:				30.00-

DO NOT USE GRANICUS INC				
42631	GRANICUS INC	01/02/2025	JUL'17 YEARLY WEB STREAMING AND AGENDA MANAGEMENT	600.00-
Total DO NOT USE GRANICUS INC:				600.00-
DONALD PAGE				
42160	DONALD PAGE	01/02/2025	07/10/17 OVERPAYMENT REFUND	17.00-
Total DONALD PAGE:				17.00-
DORIS SOUTHERN				
55956	DORIS SOUTHERN	01/30/2025	CLASS REFUND - INTRO PICKLEBALL	50.00
Total DORIS SOUTHERN:				50.00
ECS IMAGING INC.				
55957	ECS IMAGING INC.	01/30/2025	PROJECT CONSULTING, MANAGEMENT, & SETUP. DOCUMENT SCANNING SERVICES, UPLOAD FEE & SH	19,725.00
Total ECS IMAGING INC.:				19,725.00
ED DORSANEO				
55934	MARIK ENTERPRISES, LLC	01/23/2025	PRE-EMPLOYMENT REPORT-ALEXIS CAMACHO	120.00
Total ED DORSANEO:				120.00
EDUARDO GONZALEZ				
44446	EDUARDO GONZALEZ	01/02/2025	08/27/18 RENTAL DEPOSIT (NORTH DAY ROOM)	200.00-
Total EDUARDO GONZALEZ:				200.00-
EL CENTRO DE LIBERTAD				
55851	EL CENTRO DE LIBERTAD	01/09/2025	COMMUNITY RESPONDER PROGRAM (CRISIS ASSISTANCE RESPONSE & EVALUATION SERVICES)	38,376.46
Total EL CENTRO DE LIBERTAD:				38,376.46
ELECTRIC MD				
55887	ELECTRIC MD	01/16/2025	ELECTRICAL WORK HMB LIBRARY	3,209.00
Total ELECTRIC MD:				3,209.00
Elena Azevedo				
55888	Elena Azevedo	01/16/2025	DEPOSIT REFUND-TRAIN DEPOT 1/11/25	500.00

Total Elena Azevedo:				500.00
Ellen Chiri				
55852 Ellen Chiri	01/09/2025	(5) "CA AND THE COASTSIDE"		100.00
Total Ellen Chiri:				100.00
ELS ARCHITECTURE & URBAN DESIGN				
55630 ELS ARCHITECTURE & URBAN DESIGN	01/16/2025	CO3 FOR AMENDMENT 7 PSA FOR DESIGN SERVICES FOR CARTER PARK IMPROVEMENTS PROJECT		11,857.65-
55889 ELS ARCHITECTURE & URBAN DESIGN	01/16/2025	CO3 FOR AMENDMENT 7 PSA FOR DESIGN SERVICES FOR CARTER PARK IMPROVEMENTS PROJECT		11,857.65
55926 ELS ARCHITECTURE & URBAN DESIGN	01/23/2025	CO3 FOR AMENDMENT 7 PSA FOR DESIGN SERVICES FOR CARTER PARK IMPROVEMENTS PROJECT		18,350.86
Total ELS ARCHITECTURE & URBAN DESIGN:				18,350.86
Erick Loomis				
55853 Erick Loomis	01/09/2025	DEPOSIT REFUND - TRAIN DEPOT 12/14/24		500.00
Total Erick Loomis:				500.00
Erin Buckley				
55927 Erin Buckley	01/23/2025	DEPOSIT REFUND - COMMUNITY ROOMS A&B		500.00
Total Erin Buckley:				500.00
FlowBird America Inc				
55854 FlowBird America Inc	01/09/2025	DEC'24 MAINT SERVICE		42.00
55854 FlowBird America Inc	01/09/2025	DEC'24 MAINT SERVICE		120.00
Total FlowBird America Inc:				162.00
FLYERS ENERGY LLC				
55855 FLYERS ENERGY, LLC	01/09/2025	DEC'24 FUEL		1,774.04
Total FLYERS ENERGY LLC:				1,774.04
FREYER & LAURETA INC.				
55890 FREYER & LAURETA INC.	01/16/2025	CIVIL ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR FRENCHMAN'S CREEK PARK IMP		3,007.00
Total FREYER & LAURETA INC.:				3,007.00
GATES AND ASSOCIATES				
55958 GATES AND ASSOCIATES	01/30/2025	SMITH FIELD FACILITIES MASTER PLAN		590.00

Total GATES AND ASSOCIATES:				590.00
Good City Company				
55891	Good City Company	01/16/2025	ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	487.50
55891	Good City Company	01/16/2025	ASSISTANT PLANNER REVIEW SERVICES AS NEEDED PROVIDED BY GOOD CITY COMPANY	65.00
55891	Good City Company	01/16/2025	GREENBRIER ADDITION PDP-24-064	942.50
55891	Good City Company	01/16/2025	GREENBRIER ADDITION PDP-24-064	942.50
55891	Good City Company	01/16/2025	GREENBRIER ADDITION PDP-24-064	942.50-
Total Good City Company:				1,495.00
GOVERNMENT FINANCE OFFICERS ASSOCIATION				
55856	GOVERNMENT FINANCE OFFICERS ASSOCIATIO	01/09/2025	FY2024 CERTIFICATE OF ACHIEVEMENT REVIEW FEE	460.00
Total GOVERNMENT FINANCE OFFICERS ASSOCIATION:				460.00
GRANICUS LLC				
55857	GRANICUS	01/09/2025	JAN'25, GRANICUS SERVICE	620.53
Total GRANICUS LLC:				620.53
GRIFFIN STRUCTURES INC.				
55928	GRIFFIN STRUCTURES INC.	01/23/2025	CO 1 CARTER PARK IMPROVEMENTS FOR ADDITIONALMANAGEMENT & CONSTRUCTION MANAGEME	2,661.12
Total GRIFFIN STRUCTURES INC.:				2,661.12
GUILLERMO CASTANEDA				
40077	GUILLERMO CASTANEDA	01/02/2025	3/16 PROJECT COMPLETE REFUND PDP-15-063	781.17-
Total GUILLERMO CASTANEDA:				781.17-
HALF MOON BAY BUILDING & GARDEN				
55892	HALF MOON BAY BUILDING & GARDEN	01/16/2025	JAN'25 MAINTENANCE SUPPLIES	132.02
55892	HALF MOON BAY BUILDING & GARDEN	01/16/2025	JAN'25 MAINTENANCE SUPPLIES	43.75
55892	HALF MOON BAY BUILDING & GARDEN	01/16/2025	JAN'25 MAINTENANCE SUPPLIES	55.78
55929	HALF MOON BAY BUILDING & GARDEN	01/23/2025	JAN'25 MAINTENANCE SUPPLIES	52.26
55929	HALF MOON BAY BUILDING & GARDEN	01/23/2025	JAN'25 MAINTENANCE SUPPLIES	11.47
55929	HALF MOON BAY BUILDING & GARDEN	01/23/2025	JAN'25 MAINTENANCE SUPPLIES	19.67
55959	HALF MOON BAY BUILDING & GARDEN	01/30/2025	JAN'25 MAINTENANCE SUPPLIES	11.47
55959	HALF MOON BAY BUILDING & GARDEN	01/30/2025	JAN'25 MAINTENANCE SUPPLIES	95.65

Total HALF MOON BAY BUILDING & GARDEN:				422.07
HALF MOON BAY GRADING & PAVING INC.				
55858	HALF MOON BAY GRADING & PAVING INC.	01/09/2025	SHOP MECHANIC & PARTS	1,776.44
55893	HALF MOON BAY GRADING & PAVING INC.	01/16/2025	CONSTRUCTION FOR POPLAR STREET TRAFFICE CALMING- PHASE 1	375,058.46
55893	HALF MOON BAY GRADING & PAVING INC.	01/16/2025	RETENTION 12/23/2024	18,752.92-
55893	HALF MOON BAY GRADING & PAVING INC.	01/23/2025	CONSTRUCTION FOR POPLAR STREET TRAFFICE CALMING- PHASE 1	375,058.46-
55893	HALF MOON BAY GRADING & PAVING INC.	01/23/2025	RETENTION 12/23/2024	18,752.92
55930	HALF MOON BAY GRADING & PAVING INC.	01/23/2025	CONSTRUCTION FOR POPLAR STREET TRAFFICE CALMING- PHASE 1	372,953.20
55930	HALF MOON BAY GRADING & PAVING INC.	01/23/2025	RETENTION 12/23/2024	18,647.66-
55960	HALF MOON BAY GRADING & PAVING INC.	01/30/2025	CLASS 2 BASE ROCK	2,343.53
55960	HALF MOON BAY GRADING & PAVING INC.	01/30/2025	CORP YARD ACCESS ROAD	9,823.67
Total HALF MOON BAY GRADING & PAVING INC.:				368,249.18
HARVEY RARBACK				
47678	HARVEY RARBACK	01/02/2025	POLICYMAKERS CONFERENCE REIMBURSEMENT	26.68-
Total HARVEY RARBACK:				26.68-
HDL SOFTWARE LLC				
55827	HDL SOFTWARE LLC	01/02/2025	FY '24/25 HDL TOT & BUSINESS LICENSE MANAGEMENT	3,436.04
55859	HDL SOFTWARE LLC	01/09/2025	FY '24/25 HDL TOT & BUSINESS LICENSE MANAGEMENT	693.67
55961	HDL SOFTWARE LLC	01/30/2025	FY '24/25 HDL TOT & BUSINESS LICENSE MANAGEMENT	11,628.51
Total HDL SOFTWARE LLC:				15,758.22
Head and Heart Advisory LLC				
55860	Head and Heart Advisory LLC	01/09/2025	EVALUATION OF THREE ECONOMIC ADVANCEMENT CENTERS	1,000.00
Total Head and Heart Advisory LLC:				1,000.00
HISAYOSHI NAITO				
45280	HISAYOSHI NAITO	01/02/2025	ALARM PERMIT REFUND	50.00-
Total HISAYOSHI NAITO:				50.00-
HMB COASTSIDE CHAMBER OF COMMERCE				
55828	HMB COASTSIDE CHAMBER	01/02/2025	PROVIDE OPERATIONS MANAGEMENT & SUPPORT OF THE OCC	14,000.00
55828	HMB COASTSIDE CHAMBER	01/02/2025	PROVIDE OPERATIONS MANAGEMENT & SUPPORT OF THE OCC	602.88
55828	HMB COASTSIDE CHAMBER	01/02/2025	OCT'24 BID (IN CITY)	5,916.00
55828	HMB COASTSIDE CHAMBER	01/02/2025	OCT'24 BID (OOC)	3,080.00

55894	HMB COASTSIDE CHAMBER	01/16/2025	PROVIDE OPERATIONS MANAGEMENT & SUPPORT OF THE OCC	773.56
55894	HMB COASTSIDE CHAMBER	01/16/2025	PROVIDE OPERATIONS MANAGEMENT & SUPPORT OF THE OCC	14,000.00
55962	HMB COASTSIDE CHAMBER	01/30/2025	NOV'24 BID (IN CITY)	15,912.00
55962	HMB COASTSIDE CHAMBER	01/30/2025	NOV'24 BID (OOC)	3,350.00
Total HMB COASTSIDE CHAMBER OF COMMERCE:				57,634.44
HUE & CRY SECURITY SYSTEMS INC.				
55895	HUE & CRY SECURITY SYSTEMS INC.	01/16/2025	FEB'25 SECURITY SERVICE	197.77
55895	HUE & CRY SECURITY SYSTEMS INC.	01/16/2025	FEB'25 SECURITY SERVICE	80.00
55895	HUE & CRY SECURITY SYSTEMS INC.	01/16/2025	FEB'25 SECURITY SERVICE	24.00
Total HUE & CRY SECURITY SYSTEMS INC.:				301.77
INFINITY TECHNOLOGIES				
55861	INFINITY TECHNOLOGIES	01/09/2025	FY 24/25 INFINITY TECH DESKTOP/HELP DESK	159.75
55861	INFINITY TECHNOLOGIES	01/09/2025	FY 24/25 INFINITY TECH DESKTOP/HELP DESK	13,960.00
Total INFINITY TECHNOLOGIES:				14,119.75
INTEGRAL CONSULTING INC.				
55829	INTEGRAL CONSULTING INC.	01/02/2025	PREPARATION OF THE CLIMATE ADAPTION PLAN(CIP 1002)	2,398.50
Total INTEGRAL CONSULTING INC.:				2,398.50
Inter-City Printing Company Inc				
55896	Inter-City Printing Company Inc	01/16/2025	PRINTING & POSTAGE	4,269.79
Total Inter-City Printing Company Inc:				4,269.79
JAZMIN NEGRETE				
55963	JAZMIN NEGRETE	01/30/2025	DEPOSIT REFUND TRAIN DEPOT 1/19/25	500.00
Total JAZMIN NEGRETE:				500.00
JENNIFER JOHNSON				
42143	JENNIFER JOHNSON	01/02/2025	07/10/17 OVERPAYMENT REFUND	17.00-
Total JENNIFER JOHNSON:				17.00-
JENSEN BRYCE				
48369	JENSEN BRYCE	01/02/2025	CITATION REFUND 02/06/20 CIT#21000869	48.00-

Total JENSEN BRYCE:				48.00-
JESSICA E FRIESEN				
42818 JESSICA E FRIESEN		01/02/2025	SEPT'17 FINES REFUND	40.00-
Total JESSICA E FRIESEN:				40.00-
JOANNE WOLFELD				
40250 JOANNE WOLFELD		01/02/2025	06/11 KUNDALINI YOGA CLASS	147.75-
Total JOANNE WOLFELD:				147.75-
Jobtrain Inc				
55931 Jobtrain Inc		01/23/2025	TO PROVIDE JOB SEEKER WORKFORCE DEVELOPMENT PROGRAM SERVICES FOR THE COASTSIDE COM	16,061.22
55931 Jobtrain Inc		01/23/2025	TO PROVIDE JOB SEEKER WORKFORCE DEVELOPMENT PROGRAM SERVICES FOR THE COASTSIDE COM	17,904.43
Total Jobtrain Inc:				33,965.65
JOHN CLAUSSEN				
50225 JOHN CLAUSSEN		01/02/2025	RESERVATION REFUND 11/12/21 DAY ROOM	54.00-
50225 JOHN CLAUSSEN		01/02/2025	DEPOSIT REFUND 11/12/21 DAY ROOM	100.00-
Total JOHN CLAUSSEN:				154.00-
JOHN HYDE				
46375 JOHN HYDE		01/02/2025	DEPOSIT REFUND TRAIN DEPOT 08/10/19	100.00-
46375 JOHN HYDE		01/02/2025	LOST KEY FEE	20.00
Total JOHN HYDE:				80.00-
JOHN KOLBISEN				
50353 JOHN KOLBISEN		01/02/2025	PDP-21-045 REIMBURSEMENT	543.00-
50353 JOHN KOLBISEN		01/02/2025	PDP-21-045 REIMBURSEMENT	543.00-
50353 JOHN KOLBISEN		01/02/2025	PDP-21-045 REIMBURSEMENT	543.00
Total JOHN KOLBISEN:				543.00-
John Zimmer				
55897 John Zimmer		01/16/2025	CLASS REFUND-PICKLEBALL INT BOOTCAMP 1/17/25	125.00
Total John Zimmer:				125.00

JULISSA ACOSTA				
55898	JULISSA ACOSTA	01/16/2025	STUDENT LOAN REIMBURSEMENT	3,000.00
Total JULISSA ACOSTA:				3,000.00
KAISER PERMANENTE SENIOR ADVANTAGE				
47074	KAISER PERMANENTE SENIOR ADVANTAGE	01/02/2025	DEPOSIT REFUND 10/18/19	100.00-
47074	KAISER PERMANENTE SENIOR ADVANTAGE	01/02/2025	RESERVATION REFUND 11/23/19	105.00-
Total KAISER PERMANENTE SENIOR ADVANTAGE:				205.00-
Karla's Janitorial & Suppliers, LLC				
55830	Karla's Janitorial & Suppliers, LLC	01/02/2025	PROVIDE CUSTODIAL SERVICES FOR THE OCC	785.00
55862	Karla's Janitorial & Suppliers, LLC	01/09/2025	JANITORIAL SERVICES FY '24-25	15,209.50
Total Karla's Janitorial & Suppliers, LLC:				15,994.50
KATHY OLER				
55932	KATHY OLER	01/23/2025	FEB'25 TEMPORARY CITY PARKING LOT RENTAL	2,362.28
Total KATHY OLER:				2,362.28
KATHY WEBSTER				
55964	KATHY WEBSTER	01/30/2025	CLASS REFUND - 12-12 PUPPIES & BEYOND	225.00
Total KATHY WEBSTER:				225.00
KONICA MINOLTA BUSINESS SOLUTIONS				
55899	KONICA MINOLTA BUSINESS SOLUTIONS	01/16/2025	4TH Q'24 MAINT AGREEMENT STONE PINE	48.72
Total KONICA MINOLTA BUSINESS SOLUTIONS:				48.72
LARA AGUSTIN				
44646	LARA AGUSTIN	01/02/2025	REFUND ON POPLAR BEACH PARKING CITATION	40.00-
Total LARA AGUSTIN:				40.00-
LAURA CAMODECA				
55831	LAURA CAMODECA	01/02/2025	INTRO TO ODOR WORKSHOP	504.00
55831	LAURA CAMODECA	01/02/2025	CONTINUING ODOR 12/9, 12/16	448.00
55831	LAURA CAMODECA	01/02/2025	INTRO K9 NOSE WORKSHOP	294.00

Total LAURA CAMODECA:				1,246.00
Laurie Dunston				
55900 Laurie Dunston		01/16/2025	DEPOSIT REUND- LIBRARY 1/7/25	100.00
Total Laurie Dunston:				100.00
LAUTZENHISER'S STATIONERY INC.				
55933 LAUTZENHISER'S STATIONERY		01/23/2025	OFFICE SUPPLIES	606.81
Total LAUTZENHISER'S STATIONERY INC.:				606.81
LEAGUE OF CALIFORNIA CITIES				
41620 LEAGUE OF CALIFORNIA CITIES		01/02/2025	03/24/17 QUARTERLY MEETING (M. BRIDGES)	55.00-
Total LEAGUE OF CALIFORNIA CITIES:				55.00-
LILA CONRAGAN				
47702 LILA CONRAGAN		01/02/2025	REGISTRATION REFUND 03/04-03/28/20 MARTIAL ARTS	109.37-
Total LILA CONRAGAN:				109.37-
LORAL LANDSCAPING INC.				
55901 LORAL LANDSCAPING INC.		01/16/2025	FY 2024-25 LANDSCAPE MAINTENANCE SERVICES AGREEMENT	4,297.00
Total LORAL LANDSCAPING INC.:				4,297.00
MALCOLM C SMITH				
55863 MALCOLM C SMITH		01/09/2025	COMMUNICATIONS CONSULTANT SERVICE	302.50
Total MALCOLM C SMITH:				302.50
MANUEL BERNAL				
44001 MANUEL BERNAL		01/02/2025	JUN'18 TURBODATA CITATION REFUND	71.99-
Total MANUEL BERNAL:				71.99-
MARIA MAGANA				
47077 MARIA MAGANA		01/02/2025	DEPOSIT REFUND 11/30/19 DEPOT ROOM	100.00-
Total MARIA MAGANA:				100.00-

Maria Romero				
55864	Maria Romero	01/09/2025	CITY HALL CARPET CLEANING	1,900.00
Total Maria Romero:				1,900.00
Mark Hofmann				
55902	Mark Hofmann	01/16/2025	PICKLEBALL LESSON- 1/4/25	75.00
55902	Mark Hofmann	01/16/2025	PICKLEBALL INTRO - 1/06	75.00
55902	Mark Hofmann	01/16/2025	PICKLEBALL LESSON-JOHN ZIMMER	75.00
55935	Mark Hofmann	01/23/2025	PICKLEBALL - BEGINNER BOOTCAMP 01/18	375.00
55935	Mark Hofmann	01/23/2025	PICKLEBALL LESSON- 1/20 L. WINSETT	90.00
55935	Mark Hofmann	01/23/2025	PICKLEBALL LESSON- 1/20 B. BRIERLEY	75.00
55935	Mark Hofmann	01/23/2025	PICKLEBALL LESSON- 1/20 1/2 of 2 PEOPLE	45.00
55935	Mark Hofmann	01/23/2025	PICKLEBALL LESSON- 1/20 2/2 of 2 PEOPLE	45.00
Total Mark Hofmann:				855.00
MARK THOMAS & CO. INC.				
55936	MARK THOMAS & CO, INC	01/23/2025	AMENDMENT 6 TO PSA FOR HWY 1 SAFETY & OPERATIONAL IMPRVEMENTS - ADDITONAL COORDINA	30,072.25
Total MARK THOMAS & CO. INC.:				30,072.25
MARYANN KLOTOVICH				
42145	MARYANN KLOTOVICH	01/02/2025	06/20/17 OVERPAYMENT REFUND	17.00-
Total MARYANN KLOTOVICH:				17.00-
MATTEW BARBOUR				
49181	MATTEW BARBOUR	01/02/2025	CLASS REFUND 03/10/21-04/14/21 PUPPY KINDERGARTEN	185.00-
Total MATTEW BARBOUR:				185.00-
MAZE & ASSOCIATES				
55903	MAZE & ASSOCIATES	01/16/2025	FY '24/25 MAZE INDEPENDANT AUDITOR & ACFR	1,375.00
55965	MAZE & ASSOCIATES	01/30/2025	AUDIT SERVICES YEAR END 6/30/24	5,570.00
Total MAZE & ASSOCIATES:				6,945.00
MELISSA GODOY				
41885	MELISSA GODOY	01/02/2025	05/10/17 LEADERSHIP AWARD WINNER	100.00-
Total MELISSA GODOY:				100.00-

MEREDITH LOSCHKE				
55865	MERIDETH LOSCHKE	01/09/2025	YOGA INSRUCTOR	63.00
Total MEREDITH LOSCHKE:				63.00
METROPOLITAN PLANNING GROUP				
55832	M-GROUP	01/02/2025	NEW PO REQUEST FOR M-GROUP	15,793.75
55966	M-GROUP	01/30/2025	FY 24/25 M-GROUP PLANNING & STAFFING SERVICES 7 GIS MAPPING	1,923.75
Total METROPOLITAN PLANNING GROUP:				17,717.50
MICROSOFT CORPORATION				
41501	MICROSOFT CORPORATION	01/02/2025	2017 ANNUAL OFFICE 365 LICENSES	172.24-
Total MICROSOFT CORPORATION:				172.24-
MITZI HERNANDEZ				
43866	MITZI HERNANDEZ	01/02/2025	06/19/18 LEADERSHIP AWARD (9TH GRADE WINNER)	100.00-
Total MITZI HERNANDEZ:				100.00-
NAPA AUTO PARTS				
55866	NAPA AUTO PARTS	01/09/2025	VEHICLE PARTS	240.43
55866	NAPA AUTO PARTS	01/09/2025	VEHICLE PARTS CREDIT	13.90-
Total NAPA AUTO PARTS:				226.53
NICOLAS LASZKIEWICZ				
41953	NICOLAS LASZKIEWICZ	01/02/2025	05/02/17 & 05/16/17 MEETINGS - TRANSLATION/INTERPRETATION	450.00-
Total NICOLAS LASZKIEWICZ:				450.00-
NORMAN HEARST				
42136	NORMAN HEARST	01/02/2025	06/20/17 OVERPAYMENT REFUND	17.00-
Total NORMAN HEARST:				17.00-
OCEAN GROVE CHARTER SCHOOL				
47723	OCEAN GROVE CHARTER SCHOOL	01/02/2025	REGISTRATION REFUND 03/02-03/20/20 MARTIAL ARTS	175.00-
47723	OCEAN GROVE CHARTER SCHOOL	01/02/2025	REGISTRATION REFUND 03/02-03/20/20	97.22-
Total OCEAN GROVE CHARTER SCHOOL:				272.22-

PACIFIC EXCAVATION				
40237	PACIFIC EXCAVATION	01/02/2025	JUNE'13 PDP-010-12 REFUND	1,164.77-
Total PACIFIC EXCAVATION:				1,164.77-
PACIFIC GAS & ELECTRIC				
41125	PACIFIC GAS & ELECTRIC	01/02/2025	9/23/16 BLDG PERMIT REFUND	190.00-
55967	PACIFIC GAS & ELECTRIC	01/30/2025	CITY OF HMB 501 MAIN ST A	8.65
55967	PACIFIC GAS & ELECTRIC	01/30/2025	OCEAN COLONY PARTNERS/OCP LIFT STATION	995.26
55967	PACIFIC GAS & ELECTRIC	01/30/2025	COMMUNITY CENTER	1,526.74
55967	PACIFIC GAS & ELECTRIC	01/30/2025	MAINTENANCE YARD OFFICE-ELECTRIC	265.52
55967	PACIFIC GAS & ELECTRIC	01/30/2025	555 KELLY ST	29.15
55967	PACIFIC GAS & ELECTRIC	01/30/2025	BELL MOON LIFT STATION	34.91
55967	PACIFIC GAS & ELECTRIC	01/30/2025	TRAIN DEPOT RSTMS	194.35
55967	PACIFIC GAS & ELECTRIC	01/30/2025	HWY 1 & FAIRWAY LIGHTING	46.67
55967	PACIFIC GAS & ELECTRIC	01/30/2025	HWY 1 & FAIRWAY LIGHTING	108.89
55967	PACIFIC GAS & ELECTRIC	01/30/2025	SMITH FIELD	27.14
55967	PACIFIC GAS & ELECTRIC	01/30/2025	SHERIFF SUB-STATION	3,624.20
55967	PACIFIC GAS & ELECTRIC	01/30/2025	SMITH FIELD SNACK BAR	252.76
55967	PACIFIC GAS & ELECTRIC	01/30/2025	CITY OF HMB / STREET LIGHTS	7,025.78
55967	PACIFIC GAS & ELECTRIC	01/30/2025	NW HWY 1 & MAIN ST	155.81
55967	PACIFIC GAS & ELECTRIC	01/30/2025	DUTRA PARK	100.98
55967	PACIFIC GAS & ELECTRIC	01/30/2025	DOWNTOWN ST TREE LIGHTS NORTH HOOK-UP @ 700 MILL ST	909.67
55967	PACIFIC GAS & ELECTRIC	01/30/2025	FERNANDEZ PARK	9.86
55967	PACIFIC GAS & ELECTRIC	01/30/2025	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	99.31
55967	PACIFIC GAS & ELECTRIC	01/30/2025	DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES	1,060.93
55967	PACIFIC GAS & ELECTRIC	01/30/2025	PELICAN POINT LIFT STATION	267.17
55967	PACIFIC GAS & ELECTRIC	01/30/2025	PACIFIC RIDGE LIGHT POLES	55.06
55967	PACIFIC GAS & ELECTRIC	01/30/2025	LIBRARY ELECTRICITY ONLY	1,861.62
55967	PACIFIC GAS & ELECTRIC	01/30/2025	HWY 1 & MIRAMONTES LIGHTING	38.09
55967	PACIFIC GAS & ELECTRIC	01/30/2025	HWY 1 & MIRAMONTES LIGHTING	88.86
55967	PACIFIC GAS & ELECTRIC	01/30/2025	CITY HALL BUILDING	2,543.22
55967	PACIFIC GAS & ELECTRIC	01/30/2025	PILARCITOS CREEK BRIDGE	124.61
55967	PACIFIC GAS & ELECTRIC	01/30/2025	PILARCITOS CREEK UNDERPASS	31.74
55967	PACIFIC GAS & ELECTRIC	01/30/2025	MOON SCULPTURE SPOTLIGHTS	28.57
55967	PACIFIC GAS & ELECTRIC	01/30/2025	MOON SCULPTURE SPOTLIGHTS	66.68
55967	PACIFIC GAS & ELECTRIC	01/30/2025	OCEAN VIEW PARK	20.04
55967	PACIFIC GAS & ELECTRIC	01/30/2025	401 SEYMOUR ST	52.28
55967	PACIFIC GAS & ELECTRIC	01/30/2025	401 SEYMOUR ST	122.00
55967	PACIFIC GAS & ELECTRIC	01/30/2025	CORREAS EV CHARGERS	1,484.86
Total PACIFIC GAS & ELECTRIC:				23,071.38

PACIFICA COMMUNITY TELEVISION				
55968	PACIFICA COMMUNITY TELEVISION	01/30/2025	FY 24/25 PCT TV CITY COUNCIL BROADCASTING	15,700.00
Total PACIFICA COMMUNITY TELEVISION:				15,700.00
PENINSULA MUNICIPAL ENGINEERING INC.				
55938	PENINSULA MUNICIPAL ENGINEERING INC.	01/23/2025	AMENDMENT 13 FOR PROJECT MANAGEMENT SERVICES FOR HWY 1 SAFETY & OPERATIONAL IMPRO	15,980.00
55938	PENINSULA MUNICIPAL ENGINEERING INC.	01/23/2025	AMENDMENT 13 FOR PROJECT MANAGEMENT SERVICES FOR HWY 1 SAFETY & OPERATIONAL IMPRO	14,805.00
Total PENINSULA MUNICIPAL ENGINEERING INC.:				30,785.00
PHILS TIRE & AUTO CARE INC				
55969	PHILS TIRE & AUTO CARE INC	01/30/2025	2010 FORD FUSION SERVICE	103.06
Total PHILS TIRE & AUTO CARE INC:				103.06
PLAN JPA				
55904	PLAN JPA	01/16/2025	DEC'24 GENERAL LIABILITY CLAIMS	5,647.26
Total PLAN JPA:				5,647.26
PUBLIC PARKING ASSOCIATES INC				
55905	PUBLIC PARKING ASSOCIATES INC	01/16/2025	MAINTENANCE SERVICE	395.00
Total PUBLIC PARKING ASSOCIATES INC:				395.00
QUADIENT FINANCE USA, INC				
55867	QUADIENT FINANCE USA, INC	01/09/2025	QUADIENT LEASE & POSTAGE	503.03
55939	QUADIENT LEASING USA, INC.	01/23/2025	QUADIENT LEASE & POSTAGE	198.17
Total QUADIENT FINANCE USA, INC:				701.20
Renaissance Entrepreneurship Center				
55940	Renaissance Entrepreneurship Center	01/23/2025	PROVIDE SMALL BUSINESS DEVELOPEMENT & ENTREPRENEURSHIP SERVICES VIA THE OCC	21,518.57
Total Renaissance Entrepreneurship Center:				21,518.57
RENTOKIL NORTH AMERICA INC				
55875	WESTERN EXTERMINATOR COMPANY	01/09/2025	DEC'24 EXTERMINATOR SERVICES	1,631.86
Total RENTOKIL NORTH AMERICA INC:				1,631.86

REPUBLIC SERVICES INC				
55921	BFI OF CALIFORNIA - OX MTN	01/23/2025	GREEN WASTE-STONE PINE AFFORDFABLE HOUSING	724.29
Total REPUBLIC SERVICES INC:				724.29
RICE TRUCKING-SOIL FARM LLC				
55970	RICE TRUCKING-SOIL FARM INC.	01/30/2025	MAINT SUPPLIES	78.75
Total RICE TRUCKING-SOIL FARM LLC:				78.75
RINGCENTRAL INC				
55868	RINGCENTRAL INC.	01/09/2025	PHONE SERVICES	2,352.23
55971	RINGCENTRAL INC.	01/30/2025	PHONE SERVICES	2,358.99
Total RINGCENTRAL INC:				4,711.22
ROBERT W. SMITH				
42412	ROBERT W. SMITH	01/02/2025	SEPT'17 INSTRUCTOR PAY	119.70-
Total ROBERT W. SMITH:				119.70-
ROSLYN RAMSEY				
45795	ROSLYN RAMSEY	01/02/2025	TRE 04/22/19 INSTRUCTOR PAYMENT	17.50-
Total ROSLYN RAMSEY:				17.50-
Royston, Hanamoto, Alley & Abey				
55906	Royston, Hanamoto, Alley & Abey	01/16/2025	DESIGN AND ENGINEERING SERVICES FOR THE MAIN STREET GATEWAY PROJECT	1,950.00
55906	Royston, Hanamoto, Alley & Abey	01/16/2025	DESIGN AND ENGINEERING SERVICES FOR THE MAIN STREET GATEWAY PROJECT	8,085.00
Total Royston, Hanamoto, Alley & Abey:				10,035.00
RUSSELL SMITH				
43455	RUSSELL SMITH	01/02/2025	MAR'18 DEPOSIT REFUND	100.00-
43561	RUSSELL SMITH	01/02/2025	MAR'18 DEPOSIT REFUND	100.00-
Total RUSSELL SMITH:				200.00-
SAN MATEO COUNTY				
55907	SAN MATEO COUNTY HEALTH SYSTEM	01/16/2025	FY 2024-2025 ANIMAL CONTROL COSTS	99,263.00
Total SAN MATEO COUNTY:				99,263.00

SAN MATEO COUNTY RESOURCE				
55833	SAN MATEO RESOURCE CONSERVATION DISTRIC	01/02/2025	AGREEMENT FOR THE COORDINATION & IMPLEMENTATION OF A COMPOST PROCUREMENT & APPLI	772.21
Total SAN MATEO COUNTY RESOURCE:				772.21
SCHAAF & WHEELER				
55972	SCHAAF & WHEELER	01/30/2025	PILARCITOS AVENUE/KEHOE WATERCOURSE OUTFALL	419.31
Total SCHAAF & WHEELER:				419.31
SEWER AUTHORITY MID-COASTSIDE				
55941	SEWER AUTHORITY MID-COASTSIDE	01/23/2025	GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTAL PASS-THR	156.68
55941	SEWER AUTHORITY MID-COASTSIDE	01/23/2025	GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTAL PASS-THR	470,187.90
55941	SEWER AUTHORITY MID-COASTSIDE	01/23/2025	FY 2024/25 SEWER COLLECTIONS	17,684.08
Total SEWER AUTHORITY MID-COASTSIDE:				488,028.66
Sharp Electronics Corporation				
55908	SHARP ELECTRONICS CORPORATION	01/16/2025	PRINTER LEASE- 48 MONTHS	780.89
Total Sharp Electronics Corporation:				780.89
Sheba McCrumb-Thomas				
47745	Sheba McCrumb-Thomas	01/02/2025	REGISTRATION REFUND 02/21-04/10/20 TINY TYKES SOCCER	55.00-
Total Sheba McCrumb-Thomas:				55.00-
SHUTE MIHALY & WEINBERGER LLP				
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.GEN	40,323.18
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.555	1,063.40
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.GEARING	55,927.01
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.GEMANIS	1,217.28
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.HYATT	12,082.70
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.REIMB2	3,652.80
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.SAM	2,613.05
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.SMITHMP	530.40
55869	SHUTE MIHALY & WEINBERGER LLP	01/09/2025	HMB.WRR	2,174.75
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.GEN	20,678.02
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.555	160.20
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.CARTER	267.20
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.CHAMPS	259.00
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.GEARING	41,035.73
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.HILLTOP	44.20

55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.HUYNH	106.80
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.HYATT	1,710.00
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.LIT	200.40
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.SAM	186.90
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.SMITHMP	773.50
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.WRR	732.08
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.SPC	108.41
55909	SHUTE MIHALY & WEINBERGER LLP	01/16/2025	HMB.GEMANIS	388.40
Total SHUTE MIHALY & WEINBERGER LLP:				186,235.41
SLOAN SAKAI YEUNG & WONG LLP				
55973	SLOAN SAKAI YEUNG & WONG LLP	01/30/2025	2024 DESK AUDIT OF REC LEADER POSITION	275.00
Total SLOAN SAKAI YEUNG & WONG LLP:				275.00
SOL ECOLOGY INC				
55910	SOL ECOLOGY INC	01/16/2025	PDP-24-037 BIOLOGICAL ASSESSMENT	450.00
55910	SOL ECOLOGY INC	01/16/2025	PDP-24-037 BIOLOGICAL ASSESSMENT	450.00
55910	SOL ECOLOGY INC	01/16/2025	PDP-24-037 BIOLOGICAL ASSESSMENT	450.00-
Total SOL ECOLOGY INC:				450.00
STATE WATER RESOURCES CONTROL BOARD				
40219	STATE WATER RESOURCES CONTROL BOARD DIV	01/02/2025	12/13 EROSIVITY WAIVER FEE APP#442729	200.00-
55942	STATE WATER RESOURCES CONTROL BOARD	01/23/2025	STONE PINE COVE	835.00
55942	STATE WATER RESOURCES CONTROL BOARD	01/23/2025	POPLAR STREET TRAFFIC CALMING	565.00
Total STATE WATER RESOURCES CONTROL BOARD:				1,200.00
STERICYCLE SPECIALTY WASTE SOLUTIONS INC				
55870	STERICYCLE, INC.	01/09/2025	PAPER SHREDDING	223.11
Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC:				223.11
STRAIGHT WHEEL CYCLING LLC				
55911	STRAIGHT WHEEL CYCLING LLC	01/16/2025	PEDAL FOR A PURPOSE - #255	3,976.98
Total STRAIGHT WHEEL CYCLING LLC:				3,976.98
SUBURBAN PROPANE LP				
55871	SUBURBAN PROPANE LP	01/09/2025	PROPANE ACCT 1601-064098	2,176.56
55871	SUBURBAN PROPANE LP	01/09/2025	PROPANE ACCT 1601-064098	1,116.62

55974	SUBURBAN PROPANE LP	01/30/2025	PROPANE ACCT 1601-064098	159.14
Total SUBURBAN PROPANE LP:				3,452.32
SUSTAINABLE SILICON VALLEY				
43981	SUSTAINABLE SILICON VALLEY	01/02/2025	FY2018-19 ANNUAL DUES	1,000.00-
Total SUSTAINABLE SILICON VALLEY:				1,000.00-
SWCA INCORPORATED				
55834	SWCA INCORPORATED	01/02/2025	SMITH FIELD & WAVECREST PROJECTS	6,383.00
55834	SWCA INCORPORATED	01/02/2025	HWY 1 NORTH SAFETY AND OPERATIONS IMPROVEMENTS	230.00
55975	SWCA INCORPORATED	01/30/2025	GL CHANGE	1,829.33
55975	SWCA INCORPORATED	01/30/2025	PREPARE INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR STONE PINE COVE AFFORDABLE HO	3,597.25
55975	SWCA INCORPORATED	01/30/2025	Piilarcitos Creek Environmental	2,790.50
55975	SWCA INCORPORATED	01/30/2025	SMITH FIELD & WAVECREST PROJECTS	4,385.25
55975	SWCA INCORPORATED	01/30/2025	CO2 FOR ADDITIONAL SERVICES DESCRIBED IN AMENDMENT 3 TO THE ORIGINAL PSA	42,605.25
Total SWCA INCORPORATED:				61,820.58
THOMAS J. CAREY				
46358	THOMAS J. CAREY	01/02/2025	AUG'19 VOIDED ENCROACHMENT PERMIT REFUND	204.00-
Total THOMAS J. CAREY:				204.00-
TIMOTHY POND				
40240	TIMOTHY POND	01/02/2025	JUNE'13 PDP-035-12 CLOSED REF BAL	23.00-
Total TIMOTHY POND:				23.00-
T-MOBILE USA INC.				
55872	T-MOBILE	01/09/2025	ACCT 997385192 DEC '24	93.45
Total T-MOBILE USA INC.:				93.45
Tom Salet				
55873	Tom Salet	01/09/2025	DEPOSIT REFUND-FULL CIRCLE-RECURRING KITCHEN RENTAL	500.00
Total Tom Salet:				500.00
TULLY CONSULTING GROUP				
55835	TULLY CONSULTING GROUP	01/02/2025	SWPPP SERVICES FOR POPLAR STREET TRAFFIC CALMING & SAFETY PROJECT PHASE 1	2,400.00
55943	TULLY CONSULTING GROUP	01/23/2025	SWPPP SERVICES FOR POPLAR STREET TRAFFIC CALMING & SAFETY PROJECT PHASE 1	2,925.00

Total TULLY CONSULTING GROUP:				5,325.00
TURBO DATA SYSTEMS INC				
55912	TURBO DATA SYSTEMS	01/16/2025	CITATION PROCESSING	831.92
Total TURBO DATA SYSTEMS INC:				831.92
UNDERGROUND SERVICE ALERT OF NORTHERN CA				
55976	UNDERGROUND SERVICE ALERT OF	01/30/2025	2025 MEMBERSHIP FEE	903.49
Total UNDERGROUND SERVICE ALERT OF NORTHERN CA:				903.49
VALBRIDGE PROPERTY ADVISORS				
55836	VALBRIDGE PROPERTY ADVISORS	01/02/2025	NOV 2024 PROPERTY APPRAISAL 880 STONE PINE	5,500.00
Total VALBRIDGE PROPERTY ADVISORS:				5,500.00
VASYL LESOWAY				
42826	VASYL LESOWAY	01/02/2025	NOV'17 CLASS REFUND	91.00-
Total VASYL LESOWAY:				91.00-
VERNON STEFFEN				
45836	VERNON STEFFEN	01/02/2025	2019 SUMMER'S END MUSIC FESTIVAL CROOKED BRANCHES	500.00-
Total VERNON STEFFEN:				500.00-
VESTIS GROUP INC				
55874	VESTIS	01/09/2025	MAINT SUPPLIES CITY HALL	198.99
55874	VESTIS	01/09/2025	MAINT SUPPLIES PUBLIC LIBRARY	127.53
55874	VESTIS	01/09/2025	MAINT SUPPLIES CITY HALL	198.99
55874	VESTIS	01/09/2025	MAINT SUPPLIES PUBLIC LIBRARY	127.53
55874	VESTIS	01/09/2025	MAINT SUPPLIES CITY HALL	198.99
55874	VESTIS	01/09/2025	MAINT SUPPLIES PUBLIC LIBRARY	127.53
55913	VESTIS	01/16/2025	MAINT SUPPLIES CITY HALL	198.99
55913	VESTIS	01/16/2025	MAINT SUPPLIES PUBLIC LIBRARY	127.53
55944	VESTIS	01/23/2025	MAINT SUPPLIES CITY HALL	198.99
55944	VESTIS	01/23/2025	MAINT SUPPLIES PUBLIC LIBRARY	127.53
55977	VESTIS	01/30/2025	MAINT SUPPLIES CITY HALL	198.99
55977	VESTIS	01/30/2025	MAINT SUPPLIES PUBLIC LIBRARY	127.53

Total VESTIS GROUP INC:				1,959.12
VICTOR HERNANDEZ				
55937	ON POINT LANGUAGE SOLUTIONS LLC	01/23/2025	DEC'24 TRANSLATION SERVICES	1,635.00
Total VICTOR HERNANDEZ:				1,635.00
WATERWAYS CONSULTING INC				
55945	WATERWAYS CONSULTING INC	01/23/2025	PO FOR THE PSA FOR THE TOPOGRAPHIC SURVEY OF ROOSEVELT & PULLMAN WATERCOURSES	622.50
Total WATERWAYS CONSULTING INC:				622.50
WELLS FARGO				
55978	WELLS FARGO	01/04/2025	STREET LIGHT BULBS	75.63
55978	WELLS FARGO	01/04/2025	CITY HALL SIGN	22.62
55978	WELLS FARGO	01/04/2025	TOOLS & CHEMICALS	544.34
55978	WELLS FARGO	01/04/2025	CORP YARD FENCE/GATE	3,060.81
55978	WELLS FARGO	01/04/2025	TACC PANEL UPGRADE	2,943.73
55978	WELLS FARGO	01/04/2025	TACC PANEL UPGRADE CREDIT	1,056.38-
55978	WELLS FARGO	01/04/2025	TRASH BAGS	1,492.95
55978	WELLS FARGO	01/04/2025	ELECTRICAL SIGN	65.55
55978	WELLS FARGO	01/04/2025	TRAINING FEE	90.00
55978	WELLS FARGO	01/04/2025	CALENDAR	11.05
55978	WELLS FARGO	01/04/2025	TRAINING	2,395.00
55978	WELLS FARGO	01/04/2025	TRAINING	70.00
55978	WELLS FARGO	01/04/2025	TRAINING	240.00
55978	WELLS FARGO	01/04/2025	TRAINING	51.97
55978	WELLS FARGO	01/04/2025	TRAINING	19.60
55978	WELLS FARGO	01/04/2025	MONTHLY PLANNER FOR CORP YARD	21.96
55978	WELLS FARGO	01/04/2025	CREAMER FOR CORP YARD	14.99
55978	WELLS FARGO	01/04/2025	SPACE HEATER	25.36
55978	WELLS FARGO	01/04/2025	PARKING SIGNS	803.04
55978	WELLS FARGO	01/04/2025	STEERING WHEEL COVER	43.72
55978	WELLS FARGO	01/04/2025	COFFEE FOR CORP YARD	69.95
55978	WELLS FARGO	01/04/2025	LICENSE RENEWAL	180.00
55978	WELLS FARGO	01/04/2025	CAD SUBSCRIPTION - 1 MONTH	500.00
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	28.00
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	65.58
55978	WELLS FARGO	01/04/2025	EOC INTERNET	819.22
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	65.60
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	247.06
55978	WELLS FARGO	01/04/2025	INTERNET	356.72

55978	WELLS FARGO	01/04/2025	TRAINING	27.34
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	843.70
55978	WELLS FARGO	01/04/2025	OCC SUPPLIES	105.88
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	183.70
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	87.50
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	40.64
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	17.49
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	43.99
55978	WELLS FARGO	01/04/2025	EOC INTERNET	140.00
55978	WELLS FARGO	01/04/2025	NIGHTS OF LIGHTS SUPPLIES	43.74
55978	WELLS FARGO	01/04/2025	IT SUPPLIES	43.72
55978	WELLS FARGO	01/04/2025	SUBSCRIPTION	244.60
55978	WELLS FARGO	01/04/2025	NIGHTS OF LIGHTS SUPPLIES	48.99
55978	WELLS FARGO	01/04/2025	TRAINING	25.00
55978	WELLS FARGO	01/04/2025	CABLE	293.34
55978	WELLS FARGO	01/04/2025	INTERNET	202.73
55978	WELLS FARGO	01/04/2025	CLOSED SESSION	241.56
55978	WELLS FARGO	01/04/2025	CSMFO LODGING	287.19
55978	WELLS FARGO	01/04/2025	SUPPLIES	27.33
55978	WELLS FARGO	01/04/2025	SUPPLIES	128.02
55978	WELLS FARGO	01/04/2025	SUPPLIES	136.17
55978	WELLS FARGO	01/04/2025	SUPPLIES	21.54
55978	WELLS FARGO	01/04/2025	MEMBERSHIP	16.40
55978	WELLS FARGO	01/04/2025	SUPPLIES	804.92
55978	WELLS FARGO	01/04/2025	SUPPLIES	308.11
55978	WELLS FARGO	01/04/2025	SUPPLIES	8.74
55978	WELLS FARGO	01/04/2025	SUPPLIES	9.83
55978	WELLS FARGO	01/04/2025	SUPPLIES	333.33
55978	WELLS FARGO	01/04/2025	SUPPLIES	49.16
55978	WELLS FARGO	01/04/2025	SUPPLIES	33.86
55978	WELLS FARGO	01/04/2025	ADVERTISING	66.02
55978	WELLS FARGO	01/04/2025	ADVERTISING	161.86
55978	WELLS FARGO	01/04/2025	SUPPLIES	38.49
55978	WELLS FARGO	01/04/2025	SUPPLIES	20.77
55978	WELLS FARGO	01/04/2025	SUPPLIES	14.68
55978	WELLS FARGO	01/04/2025	MEMBERSHIP	11.99
55978	WELLS FARGO	01/04/2025	MEMBERSHIP	460.00
55978	WELLS FARGO	01/04/2025	SUPPLIES	20.72
55978	WELLS FARGO	01/04/2025	SUPPLIES	28.33
55978	WELLS FARGO	01/04/2025	SUPPLIES	16.88
55978	WELLS FARGO	01/04/2025	ENEWS MAILER HOST	72.30
55978	WELLS FARGO	01/04/2025	NEWSPAPER SUBSCRIPTION	14.00
55978	WELLS FARGO	01/04/2025	3CMA MEMBERSHIP	400.00

55978	WELLS FARGO	01/04/2025	CLOSED SESSION DINNER	300.00
55978	WELLS FARGO	01/04/2025	PERMIT STREAMLINING TRAINING	46.00
55978	WELLS FARGO	01/04/2025	PERMIT STREAMLINING TRAINING	29.81
55978	WELLS FARGO	01/04/2025	GFOA TRAINING	35.00
55978	WELLS FARGO	01/04/2025	MEMBERSHIP	343.92
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	65.07
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	34.97
55978	WELLS FARGO	01/04/2025	SUPPLIES	65.61
55978	WELLS FARGO	01/04/2025	MEMBERSHIP	70.00
55978	WELLS FARGO	01/04/2025	TRAINING WORKSHOP	350.00
55978	WELLS FARGO	01/04/2025	OCC UTILITIES	401.66
55978	WELLS FARGO	01/04/2025	OFFICE SUPPLIES	42.98
55978	WELLS FARGO	01/04/2025	OCC SUPPLIES	31.92
55978	WELLS FARGO	01/04/2025	OCC SUPPLIES	25.81
55978	WELLS FARGO	01/04/2025	WELCOME BREAKFAST	44.02
55978	WELLS FARGO	01/04/2025	OCC SUPPLIES	72.52
55978	WELLS FARGO	01/04/2025	REFUND CONFERENCE	475.00-
55978	WELLS FARGO	01/04/2025	LEGISLATIVE AFFAIRS	379.47
55978	WELLS FARGO	01/04/2025	COUNCIL EVENT	209.00
55978	WELLS FARGO	01/04/2025	NEW COUNCIL TRAINING	675.00
55978	WELLS FARGO	01/04/2025	TRAINING EXPENSE	17.99
55978	WELLS FARGO	01/04/2025	NEW COUNCIL TRAINING	675.00
55978	WELLS FARGO	01/04/2025	COUNCIL EVENT	108.00
55978	WELLS FARGO	01/04/2025	NEW COUNCIL PLATES	145.09
55978	WELLS FARGO	01/04/2025	ANA GIFT	32.80
55978	WELLS FARGO	01/04/2025	ANA ESHOO GIFT	46.92
55978	WELLS FARGO	01/04/2025	SUPPLIES	9.83
55978	WELLS FARGO	01/04/2025	TRAINING	950.00
55978	WELLS FARGO	01/04/2025	SUPPLIES	18.58
55978	WELLS FARGO	01/04/2025	BUILDING CODE BOOKS	477.31
55978	WELLS FARGO	01/04/2025	SUPPLIES	43.34
55978	WELLS FARGO	01/04/2025	SUPPLIES	125.63
55978	WELLS FARGO	01/04/2025	SUBSCRIPTION	95.97
55978	WELLS FARGO	01/04/2025	SUPPLIES	57.41
55978	WELLS FARGO	01/04/2025	SUPPLIES	56.83
55978	WELLS FARGO	01/04/2025	SUPPLIES	131.24
55978	WELLS FARGO	01/04/2025	SUPPLIES	26.24
55978	WELLS FARGO	01/04/2025	SUPPLIES	22.86
55978	WELLS FARGO	01/04/2025	SUPPLIES	23.45
55978	WELLS FARGO	01/04/2025	SUPPLIES	30.57
55978	WELLS FARGO	01/04/2025	REFUND SUPPLIES	27.98-
55978	WELLS FARGO	01/04/2025	RECONCILING ITEMS PRIOR PERIOD	1,531.38
55978	WELLS FARGO	01/04/2025	RECONCILING ITEMS CASH BACK	1,292.80-

Total WELLS FARGO:				25,446.05
WEST COAST ARBORISTS INC				
55914	WEST COAST ARBORISTS INC	01/16/2025	FY '24-25 TREE MAINTENANCE & URBAN FOREST MANAGEMENT	2,005.20
55914	WEST COAST ARBORISTS INC	01/16/2025	FY '24-25 TREE MAINTENANCE & URBAN FOREST MANAGEMENT	11,535.00
Total WEST COAST ARBORISTS INC:				13,540.20
WICKMAN DEVELOPMENT AND CONSTRUCTION				
55915	WICKMAN DEVELOPMENT AND CONSTRUCTIO	01/16/2025	CATER PARK (THROUGH CHANGE ORDER 13)	115,263.09
55915	WICKMAN DEVELOPMENT AND CONSTRUCTIO	01/16/2025	CATER PARK RETENTION	5,763.15-
Total WICKMAN DEVELOPMENT AND CONSTRUCTION:				109,499.94
YADIRA ACOSTA				
55946	YADIRA ACOSTA	01/23/2025	DEPOSIT REFUND-GRAND OAK 1/28/25	500.00
Total YADIRA ACOSTA:				500.00
Yasmin Caminiti				
55916	Yasmin Caminiti	01/16/2025	CLASS REFUND-PICKLEBALL BOOTCAMP	125.00
Total Yasmin Caminiti:				125.00
YESENIA RAMIREZ				
55820	YESENIA RAMIREZ	01/30/2025	DEPOSIT REFUND 12/11/24 GRAND OAK	300.00-
55954	COASTSIDE CHILDREN'S PROGRAM	01/30/2025	DEPOSIT REFUND 12/11/24 GRAND OAK	300.00
Total YESENIA RAMIREZ:				.00
YOUTH LEADERSHIP INSTITUTE				
45807	YOUTH LEADERSHIP INSTITUTE	01/02/2025	GRAND OAK 04/23/19 DAY ROOM REFUND ON DEPOSIT	300.00-
Total YOUTH LEADERSHIP INSTITUTE:				300.00-
ZONES IT SOLUTIONS INC.				
55837	ZONES, LLC	01/02/2025	FY '24/25 ZONES MICROSOFT 365 LICENSING	202.72
55917	ZONES, LLC	01/16/2025	FY '24/25 ZONES MICROSOFT 365 LICENSING	1,388.26
55947	ZONES, LLC	01/23/2025	FY '24/25 ZONES MICROSOFT 365 LICENSING	5.65
55947	ZONES, LLC	01/23/2025	FY '24/25 ZONES MICROSOFT 365 LICENSING	202.72

Total ZONES IT SOLUTIONS INC.:	1,799.35
Grand Totals:	2,142,620.16

Report Criteria:
Report type: GL detail

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 18, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maz Bozorginia, Public Works Director/City Engineer
Jonathan Woo, Assistant Engineer

TITLE: **PRIMARY GRANT AGREEMENT TEMPLATE FOR SAN MATEO COUNTY TRANSPORTATION AUTHORITY MEASURES A AND W**

RECOMMENDATION:
Adopt a resolution:

1. Authorizing the City Manager, or designee, to execute a primary grant agreement with the San Mateo County Transportation Authority (TA) to be eligible to receive Measures A and W grants over the next 10 years;
2. Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
3. Authorizing the City Manager, or designee, to take any other actions necessary to give effect to this resolution.

FISCAL IMPACT:
There is no fiscal impact associated with the approval and authorization designating the City Manager to execute the primary grant agreement with the San Mateo County Transportation Authority.

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

BACKGROUND:
In 1988, San Mateo County voters approved Measure A, a 20-year half-cent sales tax to fund and leverage additional funding for transportation projects and programs in San Mateo County. The approval of Measure A created the TA to manage and administer the sales tax revenues generated in conformance with the Transportation Expenditure Plan (TEP). The 1988 sales tax expired on December 31, 2008. In 2004, the San Mateo County voters reauthorized the Measure A half-cent sales tax and adopted a new TEP for an additional 25 years (from January

1, 2009, through December 31, 2033). The TEP established funding categories for Transit, Highways, Local Streets/Transportation, Grade Separations, Pedestrian and Bicycle Improvements, and Alternative Congestion Relief projects.

In 2018, the San Mateo County voters approved Measure W, a 30-year half cent sales tax, from July 1, 2019, through June 30, 2048, to provide additional funding for transportation projects and programs in San Mateo County that are consistent with the Measure W Congestion Relief Plan. The San Mateo County Transit District (District) levies this tax and administers investments for the 50% of the proceeds assigned to the County Public Transportation Systems category in the Congestion Relief Plan. The TA is responsible for administering the remaining 50% of funds assigned to: Countywide Highway Congestion Improvements, Local Safety, Pothole and Congestion Relief Improvements including Grade Separations, Bicycle and Pedestrian Improvements, and Regional Transit Connections.

DISCUSSION:
Historically, the TA has executed separate funding agreements and memoranda of understanding (and associated amendments) for each phase of each project funded by Measures A and W. To streamline the contracting process, the TA has developed a new primary grant agreement (PGA) through which the TA and project sponsors will document the structure of their relationships and related obligations. Concise individual project supplements will detail each funded project and any specifically-associated requirements during the 10-year term of the PGA.

In order to be eligible for TA Measures A and W funding over the next 10 years, the TA requires sponsors' governing boards to adopt resolutions authorizing the sponsor's City Manager, or designee, to sign a PGA with the TA. Since the TA will be administering this agreement across numerous agencies, changes to the standard terms are not being considered and/or accommodated.

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute a primary grant agreement with the TA to be eligible to receive Measures A and W grants over the next 10 years, certify that any funds awarded by the TA will be used to supplement existing funds for program activities, and authorize the City Manager to take any other actions necessary to give effect to this resolution.

ATTACHMENT:
1. Resolution
2. Primary Grant Agreement Template

Resolution No. C-2025-__

A RESOLUTION AUTHORIZING EXECUTION OF A PRIMARY GRANT AGREEMENT WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR FUTURE MEASURES A AND W FUNDING

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 20 years with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the Measure A half cent transaction and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan, beginning January 1, 2009 (New Measure A); and

WHEREAS, on November 6, 2018, the voters of San Mateo County authorized a new one-half percent sales tax in San Mateo County for transportation purposes, and tasked the TA with administering four of the five transportation program categories described in the Congestion Relief Plan presented to the voters (Measure W); and

WHEREAS, the City of Half Moon Bay is eligible for funding under certain programs in the 1988 Transportation Expenditure Plan, 2004 Transportation Expenditure Plan, and/or 2018 Congestion Relief Plan; and

WHEREAS, the TA requires the Sponsor's governing board to adopt a resolution authorizing the Sponsor's City Manager, or a designee, to sign a Primary Grant Agreement with the TA to receive Measures A and W grants over the next 10 years, and to take any other actions necessary to give effect to this resolution.

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

1. Authorizes the City Manager, or designee, to execute a primary grant agreement with the San Mateo County Transportation Authority to be eligible to receive Measures A and W grants over the next 10 years; and
2. Certifies that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
3. Authorizes the City Manager, or designee, to take any other actions necessary to give effect to this resolution.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18th of February 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

PRIMARY GRANT AGREEMENT
SAN MATEO COUNTY TRANSPORTATION AUTHORITY
MEASURE A AND/OR MEASURE W FUNDS

This Primary Grant Agreement (Agreement) is made _____ by and between the San Mateo County Transportation Authority (TA) and the [Project Sponsor] (Sponsor), each of which is referred to herein individually as "Party" and jointly as "Parties."

RECITALS

WHEREAS, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the TA of a half-cent transactions and use tax in San Mateo County for 20 years with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters (Original Measure A); and

WHEREAS, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA of the Measure A half cent transaction and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan, beginning January 1, 2009 (New Measure A); and

WHEREAS, on November 6, 2018, the voters of San Mateo County authorized a new one-half percent sales tax in San Mateo County for transportation purposes, and tasked the TA with administering four of the five transportation program categories described in the Congestion Relief Plan presented to the voters (Measure W); and

WHEREAS, the TA and Sponsor desire to enter into this Agreement to establish the process, terms and conditions governing the allocation and expenditure of Measures A/W Funds by Sponsor for capital projects.

Now therefore, the Parties agree as follows:

SECTION 1: Form of Agreements

1.1. Primary Grant Agreement. This Primary Grant Agreement outlines the general terms and conditions applicable to all TA allocations of Measures A/W Funds to Sponsor for capital projects. As allocations are made, the TA and Sponsor will enter into subsequent arrangements for each allocation (Project Supplements). From time to time the Parties may enter into Project Supplements with third parties for cosponsored projects.

1.2. Project Supplements. Each Project Supplement will be substantially in a form attached hereto as described in Exhibit A, "Form of Project Supplements " and will be attached to this Agreement and incorporated herein by this reference.

SECTION 2: Term and Termination

2.1. Term. The term of this Agreement will commence on Execution Date and will terminate after 10 years, unless terminated by Sponsor or the TA pursuant to this Section 2. Work begun under the Agreement will continue to be governed by this Agreement until the Scope of Work is complete.

2.2. Sponsor's Right to Terminate; Repayment upon Termination. Sponsor may at any time terminate the Agreement or a Project Supplement by giving ten (10) days' written notice to the TA of its election to do so. Upon such termination, Sponsor will not be reimbursed for any further Scope of Work Costs associated with the Agreement or the Project Supplement, as applicable, and will reimburse the TA for all monies paid by the TA and costs incurred by the TA in connection with the applicable Scope of Work as well as all reasonable costs and expenses incurred to effect such termination within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

2.3. Termination by the TA. The TA may terminate this Agreement or a Project Supplement, with or without cause, by giving ten (10) days' written notice of such termination.

If the TA terminates the Agreement for Sponsor's default, Sponsor will reimburse the TA for all funds paid to Sponsor in connection with all Scopes of Work, and for all costs incurred by the TA in connection with the Scope of Work as well as all reasonable costs and expenses incurred to effect such termination, within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

If the TA terminates a Project Supplement for Sponsor's default, Sponsor will reimburse the TA for all funds paid to Sponsor in connection with the Scope of Work for the applicable Project Supplement, and for all costs incurred by the TA in connection with the Scope of Work as well as all reasonable costs and expenses incurred to effect such termination, within ninety (90) days of the TA's submission to Sponsor of a detailed statement of such payments and costs.

If the TA terminates the Agreement or a Project Supplement for convenience, the TA is obligated to pay to Sponsor all costs and expenses incurred thereunder by Sponsor up to the date of notice of termination, as well as all reasonable costs and expenses incurred to effect such termination.

2.4. Expiration/Suspension of TA's Financial Obligations. Any and all financial obligations of the TA pursuant to this Agreement expire upon the expenditure of TA's maximum contribution to each Scope of Work as established in each Project Supplement or the conclusion of the Term as defined in Section 2.1, whichever occurs first. The TA reserves the right to suspend its financial obligation, with ten (10) days' advance notice, if Sponsor identifies a risk of not being able to complete a Scope of Work within budget. If Sponsor cannot provide a credible funding plan acceptable to the TA to fund and complete each Scope of Work, the Sponsor will be in default and the TA may terminate this Agreement. If Sponsor identifies a risk of not being able to complete each Scope of Work within budget, failure to report such risk to the TA constitutes default and is cause for termination under Section 2.3.

2.5. Supplementing Existing Revenue. Sponsor agrees that it will use funds provided pursuant to this Agreement to supplement existing revenue. Sponsor will not use Measures A/W Funds to replace other local taxes or revenues already programmed and available for use for the same purpose. Sponsor will use funds provided pursuant to this Agreement only for the Scope of Work for each Project Supplement.

2.6. Misuse of Funds. If the TA determines that Sponsor has used Measures A/W Funds other than for the approved Scope of Work or Project Costs, the TA will notify Sponsor of its determination. Within thirty (30) days of notification Sponsor will either (a) repay such funds to the TA, or (b) explain in writing how the funds in question were spent for the approved Scope of Work. The TA will respond to Sponsor's written explanation within thirty (30) days of receipt. Unless otherwise stated in the response, the TA's response will be final, and Sponsor will repay any funds used other than for the approved Scope of Work within thirty (30) days.

SECTION 3: Time of Performance

3.1. Time of Performance. The time of performance will be specified in each Project Supplement (Time of Performance).

3.2. Time Extension. If the Scope of Work cannot be completed within the Time of Performance as defined in Section 3.1, Sponsor must submit a request in writing to the TA no later than six (6) months before the Time of Performance for an extension for the Time of Performance. The TA will review the request and may grant the extension via a letter of concurrence if it is justified in TA's sole and complete discretion. Extensions longer than one (1) year will require a formal amendment to the Project Supplement. Costs incurred for the Scope of Work after the Time of Performance are at risk of denial for reimbursement by the TA. The unreimbursed portion of Measures A/W allocation will be retained by the TA for the Measures A/W Program.

SECTION 4: Insurance

4.1. Insurance. For the purposes of this Section, "Entity" is defined as any entity designing, approving designs and/or performing each Scope of Work specified in the Project Supplements funded by this Agreement. Entities may include Sponsor, a contractor of Sponsor, another body on behalf of which Sponsor submitted its funding application, and/or a contractor of such other body.

For each Project Supplement, all Entities will provide the appropriate insurance covering the work being performed as specified in the Project Supplement. The insurance requirements specified in this Section will cover each Entity's own liability and any liability arising out of work or services of Entity subcontractors, subconsultants, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations (hereinafter collectively referred to as "Agents") working on each Project (as defined in each Project Supplement). If Sponsor itself is an Entity, Sponsor must also provide its own insurance meeting the requirements of this Section.

a) Minimum Types and Scope of Insurance. Each Entity is required to procure and maintain at its sole cost and expense insurance subject to the requirements set forth below. Such insurance will remain in full force and effect throughout performance of the Scope of Work. All policies will be issued by insurers acceptable to the TA (generally with a Best's Rating of A-10 or better). Each Entity is also required to assess the risks associated with work to be performed by Agents and to require that Agents maintain adequate insurance coverages with appropriate limits and endorsements to cover such risks. To the extent that its Agent does not procure and maintain such insurance coverage, an Entity is responsible for and assumes any and all costs and expenses that may be

incurred in securing said coverage or in fulfilling Entity's indemnity obligations as to itself or any of its Agents in the absence of coverage. Entities may self-insure against the risks associated with the Scope of Work, but in such case, waive subrogation in favor of the TA respecting any and all claims that may arise.

i. Workers' Compensation and Employer's Liability Insurance. Worker's Compensation coverage must meet statutory limits and Employer's Liability Insurance must have minimum limits of $1 million. Insurance must include a Waiver of Subrogation in favor of the TA.

ii. Commercial General Liability Insurance. The limit for Commercial General Liability Insurance will be specified in each Project Supplement. Commercial General Liability Insurance must be primary to any other insurance, name the TA as an Additional Insured, include a Separation of Interests endorsement and include a Waiver of Subrogation in favor of the TA.

iii. Business Automobile Liability Insurance. The limit for Business Automobile Liability Insurance will be specified in each Project Supplement. Insurance must cover all owned, non-owned and hired autos, and include a Waiver of Subrogation in favor of the TA.

iv. Property Insurance. Property Insurance must cover an Entity's and/or Agent's own equipment as well as any materials to be installed. Property Insurance must include a Waiver of Subrogation in favor of the TA.

v. Professional Liability Insurance. If specified in a Project Supplement, Professional Liability insurance should cover each Entity's and any Agent's professional work on the Project.

vi. Cyber Liability Insurance. If specified in a Project Supplement, and if contract deals with Personally Identifiable Information (PII), then Professional Liability Insurance policy, should also include coverage for Cyber risk coverages including Network and Internet Security Liability coverage, Privacy coverage and Media coverage.

vii. Employee Theft Insurance/Crime Insurance. If specified in a Project Supplement, then an Employee Theft Insurance policy covering the loss of money, securities or other property resulting from theft by employees. The policy should include Third-Party Crime or Client Crime coverage

viii. Contractors' Pollution Liability Insurance and/or Environmental Liability Insurance. If specified in a Project Supplement, Contractors' Pollution Liability Insurance and/or Environmental Liability insurance should cover potential pollution or environmental contamination or accidents. The limit for Pollution and/or Environmental Liability Insurance in each appropriate contract and subcontract should not be less than $1 million. Such insurance must name the TA as an Additional Insured and include a Waiver of Subrogation in favor of the TA.

ix. Railroad Protective Liability Insurance. Insurance is required if the Project will include any construction or demolition work within 50 feet of railroad tracks. The limit for Railroad Protective Liability Insurance in each appropriate contract and subcontract cannot be less than $2 million per occurrence and $6 million annual aggregate. On the Entity's Commercial General Liability insurance policy, the contractual liability exclusion for liability assumed shall be deleted.

b) Special Requirement for Caltrain Shuttles. If Sponsor and/or Entity is operating shuttle(s) with the Caltrain logo on the vehicle(s) or on any shuttle public information materials, the Commercial General Liability, Business Automobile, and Pollution and/or Environmental Liability (if applicable) policies also must name as Additional Insureds: the Peninsula Corridor Joint Powers Board, the San Mateo County Transit District, the Santa Clara Valley Transportation Authority, the City and County of San Francisco, TransitAmerica Services, Inc. or any successor Operator of the Service, and the Union Pacific Railroad Company and their respective directors, officers, employees, volunteers and agents while acting in such capacity, and their successors or assignees, as they now, or as they may hereafter be constituted, singly, jointly or severally.

c) Excess or Umbrella Coverage. Sponsor and/or any other Entity may opt to procure excess or umbrella coverage to meet the above requirements, but in such case, these policies must also satisfy all specified endorsements and stipulations for the underlying coverages and include provisions that the policy holder's insurance is to be primary without any right of contribution from the TA.

d) Deductibles and Retentions. Sponsor must ensure that deductibles or retentions on any of the above insurance policies are paid without right of contribution from the TA. Deductible and retention provisions cannot contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the named insured is unacceptable.

In the event that any policy contains a deductible or self-insured retention, and in the event that the TA seeks coverage under such policy as an additional insured, Sponsor will ensure that the policy holder satisfies such deductible to the extent of loss covered by such policy for a lawsuit arising from or connected with any alleged act or omission of the Entity or Agents, even if neither the Entity nor Agents are named defendants in the lawsuit.

e) Claims Made Coverage. If any insurance specified above is provided on a claim-made basis, then in addition to coverage requirements above, such policy must provide that:

i. Policy retroactive date coincides with or precedes the Entity's start of work (including subsequent policies purchased as renewals or replacements).

ii. Entity will make every effort to maintain similar insurance for at least three (3) years following Project completion, including the requirement of adding all additional insureds.

iii. If insurance is terminated for any reason, each Entity agrees to purchase an extended reporting provision of at least three (3) years to report claims arising from work performed in connection with this Agreement.

iv. Policy allows for reporting of circumstances or incidents that might give rise to future claims.

f) Failure to Procure Adequate Insurance. Failure by any Entity to procure sufficient insurance to financially support the indemnification requirements of this Agreement does not excuse Sponsor from meeting all obligations of the indemnification requirements and the remainder of this Agreement, generally.

g) Prior to beginning work under this Agreement, Sponsor must obtain, and produce upon request of the TA, satisfactory evidence of compliance with the insurance requirements of this Section.

SECTION 5: Additional Terms Applicable to Sponsor-Performed Capital Projects

The following additional terms apply when the Sponsor is performing the scope of work for capital projects as described in each Project Supplement.

5.1. Project Performance. Sponsor will oversee completion of the scope of work for each TA funded project as described in each Project Supplement (Scope of Work). Sponsor is responsible for procuring and administering any professional service and/or other contracts entered into in connection with each such Scope of Work. Sponsor may appoint a designee or engage contractor(s) to perform work necessary for completion of work, but Sponsor remains responsible to the TA for the completion of each Scope of Work.

5.2. Required Approvals. Prior to commencement of each Scope of Work, Sponsor or its designee (e.g., a consultant) will obtain all applicable local, state and federal approvals and permits for each Scope of Work. In addition, Sponsor must comply with all applicable federal, state and local laws and regulations applicable to the Project. All real property appraisals must comply with Uniform Standards of Professional Appraisal Practice (USPAP). Any right-of-way activities involving property on the Caltrans right-of-way must be conducted in accordance with the current version of the Caltrans Right-of-Way manual.

5.3. Contract Award and Change Orders. Sponsor must comply with state and local agency requirements for the award of any contract(s) for the performance of each Scope of Work and any change orders. As each Scope of Work proceeds, Sponsor must advise the TA of any contracts awarded and change orders as part of the regular progress reporting requirements. Notice of any contracts and change orders provided to the TA will not constitute approval by the TA of the contracts and change orders nor obligate the TA to provide funds in excess of its maximum contribution stated in each Project Supplement.

5.4. Progress Reports. Sponsor will prepare and submit to the TA quarterly progress reports during the entire term of each Scope of Work and covering all Scope of Work activities for work completed during the previous month using the template in Exhibit B or in other formats specified by the TA. The reports must describe:

a) The current status of, and any changes in, scope, schedule, budget, and funding plans of each Scope of Work and each Project;

b) Any risk factors;

c) The work performed during the previous quarter and projected for the next three months;

d) Scope of Work Costs (as defined in Section 5.8 below) projected to be expended during the next three months; and

e) Any other information requested by the TA.

5.5. Final Report. Within ninety (90) days of Sponsor's final acceptance of each Scope of Work and all incidental work, Sponsor must prepare and submit to the TA a final report detailing the following and all other relevant information:

a) A description of the Project, including a statement detailing the overall progress and success of the Scope of Work and the Project, a compilation of any data collected during the active phase(s) of the Project, and changes/additions to the scope of the Project.

b) Total costs for the Scope of Work, including an accounting of all Measures A/W Funds expended in connection with the Scope of Work, and reflecting any unexpended Measures A/W Funds.

c) An explanation and the status of any outstanding obligations or potential obligations related to the Scope of Work.

d) A discussion of any pertinent issues or problems that arose during the implementation of the Scope of Work.

e) Any copies of press articles, press releases, newsletter articles and any other publicity materials regarding the Project.

f) Written confirmation or, for the final project phase, a Project Close-out form that no further reimbursements associated with the Scope of Work are anticipated and that all draw-down requests have been made.

g) Photographs for all construction projects that satisfactorily demonstrate: 1) site conditions before the project was implemented; 2) work in progress; and 3) completed improvements.

5.6. Funding Commitment. The TA allocates to Sponsor up to the amount specified in each Project Supplement for reimbursement of expenditures related to the Scope of Work (Scope of Work Costs). Sponsor will contribute, or provide for the contribution of matching funds as specified in each Project Supplement. Sponsor also will contribute, or provide for the contribution of the entire amount in excess of the total project cost specified in the Project Supplement needed to complete each Scope of Work. The TA's funding commitment under this Agreement in no way establishes a right for Sponsor to receive additional funding from the TA. All funding obligations of the TA under this

Agreement are subject to downward adjustment based on actual sales tax receipts for the fiscal years indicated.

Sponsor will assess and confirm its ability to complete the Scope of Work described in each Project Supplement within budget as part of the quarterly reporting requirements established in 5.4, above. Sponsor must further notify the TA between reporting cycles if Sponsor determines that the budget will not be sufficient to complete each Scope of Work. The TA reserves the right to suspend its funding obligation as set forth in applicable Project Supplements upon such notice, and until Sponsor develops a credible funding plan acceptable to the TA to fund and complete the associated Scope of Work.

5.7. Use of Funds.

a) Measures A/W Funds must be used only for direct eligible costs to complete the Scope of Work. The Sponsor is responsible for demonstrating to the TA that the expenses incurred were necessary to deliver each Scope of Work. Reimbursement for the following costs will require detailed documentation in accordance with generally-accepted accounting principles:

   i. Scope of Work phases or components such as stakeholder/public outreach; development of planning studies, project initiation documents (PID), project study reports (PSR), environmental clearance and mitigation for up to three years following project completion, project approval and environmental document (PA&ED), project design, and plans specifications and estimates (PS&E); regulatory agency review; acquisition of right-of-way; construction, and construction management;

   ii. Sponsor staff time for Scope of Work implementation;

   iii. Project administration costs for each Scope of Work under this Agreement.

   iv. Costs directly tied to the implementation of each Project Scope of Work as more specifically defined in Exhibit C, “Eligible Costs for Reimbursement,” which is attached to this Agreement and incorporated herein by this reference. Eligible costs are defined in greater detail in Exhibit C. If Sponsor wishes to undertake items of work not covered under each Scope of Work concurrent with performing each Scope of Work, the cost for including and undertaking the additional work must be segregated, and the costs borne exclusively by the Sponsor from a non-Measures A/W Program funding source(s). In the event that an activity is not listed in Exhibit C but Sponsor believes that it is an eligible cost, Sponsor may request that the TA consider reimbursing the Sponsor for the activity. The TA will have sole discretion to grant or deny Sponsor’s requests.

b) The following costs are ***not*** eligible for Measures A/W Funds reimbursement:

   i. Sponsor’s costs which are unrelated to each Scope of Work;

   ii. Costs for entering into this Agreement and each Project Supplement;

iii. Maintenance, rehabilitation, routine operations of each Project or other facilities or programs except as specifically identified in the Scope of Work for each Project Supplement; and

iv. Development of proposals, applications or agreements for Measure A, Measure W, or other funding programs.

5.8. Reimbursement Basis. Unless otherwise specified in the Project Supplement, Sponsor may seek reimbursement for Scope of Work Costs incurred on or after the Execution Date. Scope of Work Costs must be incurred and paid by Sponsor prior to requesting reimbursement from the TA. Sufficient documentation must accompany all requests for reimbursement, including the submittal of all due monthly progress reports.

5.9. Accounting and Request for Reimbursement Procedures. Sponsor, in coordination with and to the satisfaction of the TA, will establish procedures for Scope of Work accounting and requests for reimbursement. These procedures will track and reflect the accumulation of the TA's pro rata share of Scope of Work Costs. Sponsor will detail the TA's pro rata share of Scope of Work costs for all work funded under this Agreement with each "Reimbursement Claim Form," which is attached to this Agreement as Exhibit D and incorporated herein, or in other formats specified by the TA. Sponsor will maintain all necessary books and records in accordance with generally accepted accounting principles.

5.10. Invoices; Payments.

a) Sponsor must prepare and submit billing statements consistent with the Reimbursement Claim Form with all required supporting documentation. Supporting documentation may include, but is not limited to, copies of vendor invoices, timesheets, backup documentation, checks, and payment advice, and must include an accounting of the TA's share of costs for the Scope of Work as contemplated by this Agreement.

b) For any property acquisitions for which Sponsor seeks reimbursement from the TA, Sponsor must provide the following supporting documentation for each property:

i. Copies of the final real estate appraisal and any appraisal review conducted on behalf of Sponsor;

ii. For any right-of-way activities involving property on the Caltrans right-of-way, written confirmation that the acquisition process was conducted in accordance with the then-current version of the Caltrans Right-of-Way manual;

iii. A Phase One Environmental Assessment and any recommended additional testing (unless waived by the TA);

iv. Copy of the offer package provided to the property owner(s);

v. Copy of the Notice of Exemption or other required document for environmental clearance under CEQA/NEPA for the purchase of the property, and evidence of the date of filing such Notice; and

vi. Written justification acceptable to the TA of any settlement at an amount higher than the offer.

c) For each voluntary real property transaction, Sponsor must also provide:

i. Copy of the fully executed purchase and sale agreement;

ii. Copy of an executed and recorded deed, in a form consistent with the requirements set forth in the then-current Caltrans Right-of-Way manual;

iii. Copy of the Policy of Title insurance; and

iv. Copy of the final closing statement from the escrow.

d) For each real property acquisition undertaken through condemnation, Sponsor must also provide:

i. Copy of the recorded Final Order of Condemnation; and

ii. Copy of the litigation guarantee issued by a title insurer.

e) Sponsor must detail the tasks performed, associated costs, and pro rata share of Scope of Work Costs to be borne by the TA with each reimbursement request.

f) The TA will endeavor to disburse reimbursements for approved Scope of Work Costs within thirty (30) days after the TA's approval of each claim, subject to the limits on the TA's maximum contribution as established in each Project Supplement. The TA's obligation to reimburse Scope of Work Costs to Sponsor as provided in this Section is conditioned upon the TA's prompt receipt of quarterly progress reports from Sponsor.

g) Invoices may be submitted, no more frequently than once a quarter, by e-mail to: invoices@smcta.com, accountspayable@samtrans.com, and the designated TA Project Manager at the email address specified in the Project Supplement.

Sponsor must submit a minimum of one reimbursement claim for each fiscal year (July through June) and no more frequently than quarterly. If Sponsor does not submit a reimbursement claim for two consecutive quarters (six months), then Sponsor will be deemed inactive. If the Sponsor does not submit a reimbursement claim within the next two quarters after being deemed inactive then project may be deprogrammed. Sponsor must submit a letter to the TA to seek administrative approval for an exemption.

5.11. Return of Project Cost Savings. Upon submission of the Final Report, if the total Scope of Work Costs are less than the amount specified in the Project Supplement, Sponsor will return to the TA that proportion of the Project cost savings that is equal to

the percentage of the original Scope of Work budget that consisted of Measure A/W Funds.

5.12. Indemnity by Sponsor.

Sponsor will indemnify, keep and save harmless the TA and its directors, officers, agents and employees against any and all suits, claims or actions related to the performance of this Agreement, each Scope of Work or each Project including, but not limited to, those arising out of any of the following:

a) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of each Project or implementation of this Agreement; or

b) Any allegation that materials or services developed, provided or used for each Project infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the TA or any of the individuals enumerated above in any such action, Sponsor will, at its expense, satisfy and discharge the same.

This indemnification will survive termination or expiration of the Agreement.

SECTION 6: Additional Terms Applicable to TA-Performed Capital Projects

The following additional terms apply when the TA is performing the scope of work for capital projects as described in each Project Supplement (Scope of Work).

6.1. Funding Commitment. The TA will provide in lieu contributions, expenditures on consultants, and/or funds up to the amount specified in each Project Supplement for the Scope of Work tasks specified in the Project Supplement (Scope of Work Costs).

6.2. Cost Savings. Any cost savings of the funds allocated for each Project Supplement will revert to the applicable program for the TA to reallocate to any eligible project through its usual fund programming and allocation activities.

6.3. Insufficient Funding. In the event that additional funding is needed to complete the Scope of Work specified in a Project Supplement, the TA will identify the additional amounts needed and review those estimates with the Sponsor. The Parties will work together to identify potential sources of funding, as well as obtain the necessary funds to complete the Scope of Work for the Project Supplement. If additional funding is needed due to a change in the Project Supplement Scope of Work, as requested by the Sponsor, the TA will identify the additional amounts needed and review those estimates with the Sponsor. In such case, it is the responsibility of the Sponsor to identify the potential sources of funding, as well as obtain the necessary funds to complete the changed Project Supplement Scope of Work. The TA may consider requests for additional funding, but is under no obligation to grant such requests.

6.4. TA Responsibilities. For purposes of delivering the Scope of Work, the TA agrees to perform the following tasks, unless otherwise specified in a Project Supplement:

a) The TA will perform and complete the Scope of Work, either through its own forces or the use of one or more third-party consultants or contractors.

b) The TA will make available to the Project up to the amount(s) specified in the Project Supplement(s) for the Scope of Work.

c) For purposes of delivering the Scope of Work, the TA agrees to perform the following tasks, unless otherwise specified in a Project Supplement:

   i. Manage the Scope of Work, including developing and carrying out the Scope of Work on schedule and within budget;

   ii. Provide technical oversight for performance of the Scope of Work;

   iii. Lead coordination with Caltrans and/or other permitting agencies as necessary for the Scope of Work;

   iv. Obtain the necessary permits and approvals required for the Scope of Work;

   v. Procure and administer the consultant/contractor services to complete the Scope of Work;

   vi. Organize and facilitate regular meetings of a Project Development Team (PDT), the Sponsor and representatives from involved local and regional entities to provide input and guidance on the Scope of Work;

   vii. Keep Sponsor apprised of developments, such as award of contracts or potential changes that may affect the scope, schedule, or budget of the Project or Scope of Work; and

   viii. Consult with Sponsor where necessary/appropriate.

d) To the extent applicable, the TA will execute an agreement with Caltrans for oversight services associated with the Scope of Work.

e) The TA will prepare and provide to Sponsor status reports including anticipated and expended costs and Scope of Work delivery milestones and schedule forecasts.

f) The TA will review, process, and audit (at its discretion) invoices and other documentation of expenditures for work performed under each Project Supplement. The TA will also track the accumulation and expenditure of funds allocated for Scope of Work, and process other documentation of expenditures in compliance with TA accounting and budgeting requirements.

6.5. Sponsor Responsibilities. For purposes of delivering the Scope of Work, the Sponsor agrees to perform the following tasks, unless otherwise specified in a Project Supplement:

a) The Sponsor will be responsible for championing the effort of obtaining political and public support for the Project.

b) The Sponsor will be the public face of the Project for purposes of leading outreach efforts to local stakeholders and community members, including coordination of public meetings and solicitation of public comment.

c) The Sponsor will provide input and oversight based on local policies and desires regarding the outcome of and deliverables of the Project.

d) The Sponsor will actively participate in the PDT meetings related to the Scope of Work.

e) The Sponsor may, at its discretion, review any professional services agreements, change orders and any other agreements that the TA has entered into for the performance of Scope of Work; however the TA retains ultimate authority over contracting and related decisions.

f) The Sponsor may, at its discretion, review the work products and deliverables produced by the TA and/or its contractors/consultants for the Scope of Work, including reports, designs, drawings, plans, specifications, schedules and other materials; however, the TA retains authority to accept or reject contractor/consultant work.

g) The Sponsor will approve or endorse, in writing, the final deliverables or work products produced by the TA and/or its contractors/consultants for the Scope of Work.

h) The Sponsor will review progress reports prepared and provided by the TA.

i) The Sponsor may, at its discretion, review and audit invoices and other documentation of the expenditure of funds allocated for the Scope of Work, however the TA retains ultimate authority for expenditure of allocated funds on the Project.

6.6. Indemnification.

a) Each of the Parties will indemnify, hold harmless and defend the other Party and its directors/councilmembers, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses related to performance of the Scope of Work or the Project, including but not limited to those arising from loss of or damage to property, and injuries to or death of any person (including but not limited to the property or employees of each Party) when arising out of or resulting from any act or omission by the indemnifying Party, its agents, employees, contractors or subcontractors in connection with any aspect of the Project, including Project design, construction and/or maintenance.

b) Each of the Parties will also fully release, indemnify, hold harmless and defend the other Party and Indemnitees from and against any and all claims or suits that may be brought by any of the indemnifying Party's contractors or subcontractors performing work in connection with or related to the Project.

c) The indemnifying Party's obligation to defend includes the payment of all reasonable attorneys' fees and all other costs and expenses of suit, and if any judgment is rendered, or settlement entered, against any Indemnitee, the indemnifying Party must, at its expense, satisfy and discharge the same. Indemnitees may require the indemnifying Party to obtain counsel satisfactory to the Indemnitees.

d) This indemnification will survive termination or expiration of this Agreement.

SECTION 7: Additional Terms Applicable to Shuttle Operations

The following additional terms apply to shuttle projects as described in each Project Supplement (Project).

7.1. Sponsor Oversight; Work Plan. Sponsor is responsible for implementation of the Project as described in each Project Supplement. Sponsor assumes responsibility for procuring and administering any professional service and/or other contracts entered into in connection with the Project.

Though Sponsor may appoint a designee or engage contractor(s) to perform work necessary for Project implementation, Sponsor will remain ultimately responsible to the TA for performance of all responsibilities set forth herein.

7.2. Required Approvals. Prior to commencement of each Project, Sponsor or its designee (e.g., a consultant) will obtain all required local, state and federal approvals and permits for Project work. In addition, Sponsor must comply with all federal, state and local laws and regulations applicable to the Project.

7.3. Contract Award and Scope Changes. Sponsor must comply with state and local agency requirements for the award and amendment of any contract(s) for the implementation of each Project. Sponsor must advise the TA in writing (electronic mail is acceptable) as soon as possible of any contracts awarded and any amendments thereto, such as for any changes in service. Notice of any contracts and amendments provided to the TA will not constitute approval by the TA nor obligate the TA to provide funds in excess of its maximum contribution stated in the Project Supplement.

7.4. Monthly & Annual Operations Reports. Within eight (8) calendar days after the end of each month a given Project Supplement is in effect, Sponsor or its agent must submit to the TA a monthly operations report (Operations Report) based on National Transit Database (NTD) reporting requirements, attached as Exhibit E, “National Transit Database Reporting Requirements.” The Operations Report must include such items as the average daily ridership of the Project, and the Project’s total boardings, total revenue miles, hours, vehicles in service, road calls, accidents and any other information pertinent to assess the performance of the service for purposes of local, state or federal reporting requirements for the month just ended. Any monthly service mileage and/or hours that were scheduled, but where service was not operated for any reason, must be

deducted from monthly reporting totals. An explanation for all lost service miles and/or hours must be included in the monthly report. Sponsor or its agent must review all required reporting for accuracy prior to submittal to the TA. The form of all reports must be determined by the TA. Within eight (8) calendar days of the end of the performance of the work under a Project Supplement, and/or any extension thereof, Sponsor or its agent must submit to the TA an annual report on the same statistics. All Operations Reports must be submitted via Excel spreadsheet or other format as approved by the TA to **shuttles@samtrans.com** or as specified in the Project Supplement.

7.5. Quarterly Progress Reports. Sponsor must prepare and submit to the TA quarterly progress reports by January 31, April 30, July 31 and October 31 of each year during the entire term of the Project. Reports must be presented in the form provided as Exhibit F, "Quarterly/Annual Shuttle Program Progress Report Form," which is attached to this Agreement and incorporated herein by this reference, or in other formats specified by the TA. The reports must describe Project performance and expenditures during the previous quarter.

The reports must include actions expected to be taken and any projected changes in the service plan / schedule during the next quarter, and any other information requested by the TA. Additionally, each progress report must include information on any potential issues that may impact any of the performance measures set forth in Exhibit F as well as the ability of Sponsor to meet the conditions outlined in this Agreement.

7.6. Annual Report. By October 1 of each year, Sponsor must provide the TA with an annual report in the form provided as Exhibit F, or in other formats specified by the TA, summarizing the quarterly progress reports from the prior fiscal year.

The reports must include actions expected to be taken and any projected changes in the service plan /schedule for the next year (if the Project is continuing), and any other information requested by the TA. Additionally, each Annual report must include information on any potential issues that may impact any of the performance measures set forth in Exhibit F as well as the ability of Sponsor to meet the conditions outlined in this Agreement for the next year (if the Project is continuing). If the Annual Report is submitted after the second year of the Time of Performance, the Annual Report should include written confirmation that no further reimbursements associated with the Project are anticipated and that all reimbursement requests have been made or are being submitted with the Annual Report.

7.7. Funding Commitment. The TA allocates to Sponsor up to the amount specified in each Project Supplement for reimbursement of expenditures related to the Project (Project Costs). The Sponsor will contribute, or provide for the contribution of matching as specified in each Project Supplement, as well as the entire amount in excess of TA's allocation needed to implement the Project. The TA's funding commitment under this Agreement in no way establishes a right for the Sponsor to receive additional funding from the TA.

All funding obligations of the TA under this Agreement are subject to downward adjustment based on actual sales tax receipts for the fiscal years indicated, or if Sponsor receives funding for Project Costs from other sources which allow Sponsor to provide more than the matching funds specified in the Project Supplement over the term of the Agreement.

The Sponsor will assess and confirm its ability to implement the Project within budget as part of the quarterly reporting requirements established in Section 7.5, above. The Sponsor must further notify the TA between reporting cycles if the Sponsor determines that the budget will not be sufficient to implement the Project. The TA retains authority to suspend its funding obligation as set forth in Section 2.4 of this Agreement upon such notice, and until the Sponsor develops a credible funding plan acceptable to the TA to fund and implement the Project.

7.8. Reimbursement Basis. Sponsor may seek reimbursement for Project Costs incurred on or after the Execution Date. Project Costs must be incurred and paid by the Sponsor prior to requesting reimbursement from the TA. Sufficient documentation must accompany all requests for reimbursement, including the submittal of all due operations and progress reports.

7.9. Accounting and Reimbursement Procedures. Sponsor, in coordination with and to the satisfaction of the TA, will establish procedures for Project accounting and requests for reimbursement. These procedures will track and reflect the accumulation of the TA's pro rata share of costs for the Project. Sponsor will detail the TA's pro rata share of Project Costs for all work funded under this Agreement with each "Reimbursement Claim Form" which is attached to this Agreement as Exhibit D and incorporated herein, or in other formats specified by the TA. Sponsor will maintain all necessary books and records in accordance with generally accepted accounting principles.

7.10. Invoices; Payments. Once per quarter following submission of the quarterly progress reports, Sponsor must prepare and submit billing statements consistent with the Reimbursement Claim Form with all required supporting documentation. Supporting documentation may include, but is not limited to, copies of associated vendor invoices, timesheets, backup documentation, checks and payment advice, and must include an accounting of the TA's share of costs for the Project as contemplated by this Agreement.

Claims and supporting documentation for reimbursement may be submitted by e-mail to:
accountspayable@samtrans.com and **invoices@smcta.com**

The TA will endeavor to disburse reimbursements for approved Project Costs within thirty (30) days after the TA's approval of each claim, subject to the limits on the TA's maximum contribution as established in the Project Supplement. The TA's obligation to reimburse Project Costs to the Sponsor as provided in this section is conditioned upon the TA's prompt receipt of reports from Sponsor pursuant to Sections 7.4–7.6, above.

7.11. Indemnity by Sponsor. The Sponsor will indemnify, keep and save harmless the TA (and, if the Project includes shuttle(s) with the Caltrain logo on the vehicle(s) or on any shuttle public information materials, the Peninsula Corridor Joint Powers Board, the San Mateo County Transit District, the Santa Clara Valley Transportation Authority, the City and County of San Francisco, TransitAmerica Services, Inc. or any successor Operator of the Service, and the Union Pacific Railroad Company and each of its/their directors, officers, agents and employees against any and all suits, claims or actions related to the performance of this Agreement including, but not limited to, those arising out of any of the following:

a) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of the Project or implementation of this Agreement; or

b) Any allegation that materials or services developed, provided or used for the Project infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

The Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the TA or any of the other agencies or individuals enumerated above in any such action, the Sponsor will, at its expense, satisfy and discharge the same.

This indemnification will survive termination or expiration of the Agreement.

SECTION 8: Additional Terms Applicable to All Other Project Supplements for Operations

The following additional terms apply to operational projects as described in each Project Supplement (Project).

8.1. Sponsor Oversight; Work Plan. Sponsor is responsible for the completion of the Scope of Work as described in each Project Supplement. Sponsor is responsible for procuring and administering any professional service and/or other contracts entered into in connection with the Scope of Work. Sponsor will oversee completion of the Scope of Work. Sponsor may appoint a designee or engage contractor(s) to perform work necessary for Scope of Work completion, but Sponsor remains responsible to the TA for the completion of the Scope of Work.

8.2. Required Approvals. Prior to commencement of the Scope of Work, Sponsor or its designee (e.g., a consultant) will obtain all applicable local, state and federal approvals and permits for the Scope of Work. In addition, Sponsor must comply with all applicable federal, state and local laws and regulations applicable to the Project.

8.3. Contract Award and Change Orders. Sponsor must comply with state and local agency requirements for the award of any contract(s) for the performance of the Scope of Work and any amendments. As the Scope of Work proceeds, Sponsor must advise the TA of any contracts awarded and amendments as part of the regular progress reporting requirements pursuant to Section 8.4 below. Notice of any contracts and amendments provided to the TA will not constitute approval by the TA of the contracts and amendments nor obligate the TA to provide funds in excess of its maximum contribution stated in the Project Supplement.

8.4. Progress Reports. For each of the projects in the Scope of Work, Sponsor will prepare and submit to the TA quarterly progress reports as the program proceeds and covering all Scope of Work activities for work completed during the previous month using the template in Exhibit B, or in other formats specified by the TA. The reports must describe:

a) The current status of, and any changes in, scope, schedule, budget, and funding plans of the Scope of Work and the Project;

b) Any risk factors;

c) The work performed during the previous quarter and projected for the next three months;

d) Scope of Work Costs (as defined in Section 8.8, below) projected to be expended during the next three months; and

e) Any other information requested by the TA.

8.5. Closeout. Within ninety (90) days of Sponsor's final acceptance of the Scope of Work and all incidental work, Sponsor must notify the TA with a final closeout letter detailing the following and all other relevant information: Total costs for the Scope of Work, including an accounting of all Measures A/W expended in connection with the Scope of Work, and reflecting any unexpended Measure A/W Funds.

8.6. Funding Commitment. The TA allocates to Sponsor up to the amount specified in each Project Supplement related to the Scope of Work (Scope of Work Costs). Funds cannot be transferred between projects without separate approval from the TA. The TA Executive Officer, or designee, can approve funds transfers administratively with a letter. The TA's funding commitment under this Agreement in no way establishes a right for Sponsor to receive additional funding from the TA.

8.7. Use of Funds.

a) Measures A/W Funds must be used only for direct eligible costs to complete the Scope of Work. The Sponsor is responsible for demonstrating to the TA that the expenses incurred were necessary to deliver the Scope of Work.

b) The following costs are ***not*** eligible for reimbursement:

i. Sponsor's costs which are unrelated to the Scope of Work;

ii. Costs for entering into this Agreement;

iii. Maintenance, rehabilitation, routine operations of the Project or other facilities or programs; and

iv. Development of proposals, applications or agreements for Measure A, Measure W, or other funding programs.

8.8. Indemnity by Sponsor.

Sponsor will indemnify, keep and save harmless the TA and its directors, officers, agents and employees against any and all suits, claims or actions related to the performance of the Scope of Work or the Project including, but not limited to, those arising out of any of the following:

a) Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of the Project or implementation of this Agreement; or

b) Any allegation that materials or services developed, provided or used for the Project infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.

Sponsor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the TA or any of the individuals enumerated above in any such action, Sponsor will, at its expense, satisfy and discharge the same. This indemnification will survive termination or expiration of the Agreement.

SECTION 9: Miscellaneous

9.1. Access to Records and Record Retention. At all reasonable times, Sponsor will permit the TA access to all reports, designs, drawings, plans, specifications, schedules and other materials prepared, or in the process of being prepared, for each Scope of Work by Sponsor or any contractor or consultant of Sponsor. Sponsor will also make available to the TA upon request any professional service agreements, change orders and any other agreements that are related to each Scope of Work. Sponsor will provide copies of any documents described in this Section to the TA upon request. Sponsor will retain all records pertaining to each Scope of Work for at least three years after completion of each Project.

9.2. Audits. The TA, or its authorized agents, may, at any reasonable time during business hours, conduct an audit of Sponsor's performance under this Agreement. Sponsor will permit the TA, or its authorized agents, to examine, inspect, make excerpts from, transcribe or photocopy books, documents, papers and other records of Sponsor which the TA reasonably determines to be relevant to this Agreement.

Sponsor will transmit to the TA the Independent Auditor's Report prepared for Sponsor's Annual Comprehensive Financial Report within thirty (30) days of receipt by Sponsor and highlight the section that pertains to the Measures A/W Funds.

9.3. No Waiver. No waiver of any default or breach of any covenant of this Agreement by either Party will be implied from any omission by either Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.

9.4. Assignment. Parties are prohibited from assigning, transferring or otherwise substituting their interests or obligations under this Agreement without the written consent of all other Parties.

9.5. Governing Law. This Agreement is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California.

9.6. Compliance with Laws. In performance of this Agreement, the Parties must comply with all applicable Federal, State and local laws, regulations and ordinances.

9.7. Accessibility of Services to Persons with Disabilities. The Project implementation must comply with, and not subject the TA or Sponsor to liability under, the Americans

with Disabilities Act, the California Disabled Persons Act, or any other state or federal laws protecting the rights of persons with disabilities.

9.8. Modifications. This Agreement may only be modified in a writing executed by both Parties.

9.9. Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this Agreement, the prevailing Party in said proceedings is entitled to its costs, including reasonable attorneys' fees.

9.10. Relationship of the Parties. It is understood that this is an Agreement by and between Independent Contractors and does not create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship other than that of Independent Contractor.

9.11. Ownership of Work. All reports, designs, drawings, plans, specifications, schedules, studies, memoranda, and other documents assembled for or prepared by or for, in the process of being assembled or prepared by or for, or furnished to Sponsor under this Agreement, are the joint property of the TA and Sponsor, and will not be destroyed without the prior written consent of the TA. The TA is entitled to copies and access to these materials during the progress of the Project and upon completion or termination of the Project or this Agreement. Sponsor may retain a copy of all material produced under this Agreement for its use in its general activities. This Section does not preclude additional shared ownership of work with other entities under contract with Sponsor for funding of the Project.

9.12. Non-discrimination. Sponsor and any contractors performing services on behalf of Sponsor will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

9.13. Attribution to the TA. Sponsor must include attribution that indicates work was funded with "Measure A Funds" or "Measure W Funds" or "Measures A/W Funds from the TA." This provision applies to any project, or publication, that was funded in part or in whole by "Measure A Funds" or "Measure W Funds" or "Measures A/W Funds." Acceptable forms of attribution include TA branding on Project-related documents, construction signs, public information materials, and any other applicable documents. Sponsor must comply with the TA's External Attribution Guide which may be updated from time to time and will be available on the TA's website.

9.14. Warranty of Authority to Execute Agreement. Each Party to this Agreement represents and warrants that each person whose signature appears hereon is authorized and has the full authority to execute this Agreement on behalf of the entity that is a Party to this Agreement.

9.15. Severability. If any portion of this Agreement, or the application thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining portions of this Agreement, or the application thereof, will remain in full force and effect.

9.16. Electronic Signatures. This Agreement may be executed through the use of digital or electronic signatures in accordance with Government Code Section 16.5. The presence of an electronic signature on this Agreement will be construed as the Parties' consent to do business electronically.

9.17. Counterparts. This Agreement may be executed in counterparts.

9.18. Entire Agreement. This Agreement constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names as of the last date written below (Execution Date).

[SPONSOR]

By: _____
Name: _____
Its: _____
Date: _____

Approved as to Form:

_____
Legal Counsel for the [SPONSOR]

Date: _____

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

By: _____
Name: April Chan
Its: Executive Director

Date: _____

Approved as to Form:

_____
Legal Counsel for the TA

Date: _____

Exhibit A: Form of Project Supplements
Exhibit B: Progress Reporting Template
Exhibit C: Permissible Costs for Reimbursement
Exhibit D: Reimbursement Claim Form
Exhibit E: National Transit Database Reporting Requirements
Exhibit F: Quarterly/Annual Shuttle Program Progress Report Form

Exhibit A: Form of Project Supplements

SECTION A: Primary Agreement

The San Mateo County Transportation Authority (TA) and [Project Sponsor] (Sponsor) entered into a Primary Grant Agreement on _____, 20__ (Primary Agreement).

This Project Supplement is entered into on _____, 20__ pursuant to the Primary Grant Agreement and is subject to the terms set forth therein.

SECTION B: Project Background

Measure(s):

☐ Original Measure A

☐ New Measure A

☐ Measure W

Program Category:

Measure A	Measure W
☐ Transit ☐ Highways ☐ Local Streets/Transportation ☐ Grade Separations ☐ Pedestrian and Bicycle ☐ Alternative Congestion Relief Programs	☐ Countywide Highway Congestion Improvements ☐ Local Safety, Pothole & Congestion Relief Improvements – Local Investment Share ☐ Local Safety, Pothole & Congestion Relief Improvements – Grade Separation ☐ Bicycle and Pedestrian Improvements ☐ Regional Transit Connections

Program Subcategory (if applicable):

Project: [Add project name]

Scope of Work: [Specify phase(s)]

Scope of Work Costs: [Specify amount programmed and allocated for each phase]

TA Technical Assistance (if applicable):

Date Funding Programmed:

Date Funding Allocated:

Applicable Resolutions (attached):

Additional Terms: The following Agreement Section(s) apply to this Project Supplement:

☐ Section 5 (Additional Terms Applicable to Sponsor-Performed Projects)

☐ Section 6 (Additional Terms Applicable to TA-Performed Projects)

☐ Section 7 (Additional Terms Applicable to Shuttle Operations)

☐ Section 8 (Additional Terms Applicable to All Other Project Supplements for Operations)

SECTION C: Invoices; Payments *[ALTERNATIVE CLAUSE TO AGREEMENT SECTION 5.10(a) – DELETE IF NOT APPLICABLE]*

Section 5.10(a) of the Agreement does not apply to this Project Supplement. Instead, the TA will make one upfront lump sum payment of $_____ to the Sponsor to complete the Scope of Work.

SECTION D: Matching Funds

Sponsor will contribute, or provide for the contribution of, the entire amount in excess of $_____ needed to complete the Scope of Work [and must provide at least __% pro rata share of the Scope of Work Costs.]

OR

Sponsor agrees to contribute the matching funds to the TA in one upfront lump sum payment of $_____ (Matching Funds) following Sponsor's approval of an invoice from TA describing the expenses to which the Matching Funds will be applied, subject to the following terms and conditions:

TA agrees that the Matching Funds are to be expended solely for the Project and agrees to: (i) prioritize application of the Matching Funds to expenses under the Scope of Work with the objective of utilizing all of the Matching Funds not later than _____; (ii) promptly return to Sponsor any and all unspent Matching Funds upon termination of the Project Supplement, or, absent termination, that have not been expended for the Project by _____.

SECTION E: Description of Scope of Work

Sponsoring Agency:

Lead/Implementing Agency:

Contact:

Project Description and Scope of Work:

Project Schedule:

Begin End

Project Budget/ Source of Funding:
Include funding plan for the project defined above, including use of TA Technical Assistance if applicable

* The other fund sources are provided for informational purposes.

Operating Responsibility:

Maintenance Responsibility:

Project Implementation Responsibility:

Project Oversight Responsibility:

SECTION F: Third Party Roles

1. Third Party Roles. The [THIRD PARTY] is responsible for [LIST ALL RELEVANT RESPONSIBILITIES] for the Project.

2. Caltrans Roles. Caltrans as owner operator of the facility proposed for modification is responsible for reviewing and approving the [RELEVANT DOCUMENTS] for the Project.

3. Other Agreements. A Cooperative Agreement must be executed between Caltrans and the TA that lists the terms and conditions, roles and responsibilities and fee payment associated with Caltrans' review and approval of the [RELEVANT DOCUMENTS].

SECTION G: Time of Performance

1. Time of Performance. The Scope of Work must be completed no later than the end of __ quarter, Fiscal Year 20__-20__ (the TA's fiscal year runs July 1 through June 30).

2. Timely Use of Funds. Sponsor must expend Measures A/W funds expeditiously. If Sponsor fails to invoice the TA for two consecutive quarters, the TA will require a meeting with Sponsor's executive and Project staff to review project progress. A Project Supplement found to be non-compliant with this requirement may be terminated for default by the TA.

SECTION H: Notice

Notices. All notices required or permitted to be given under this Agreement, be in writing and delivered by email to the addresses specified below. Notices will be deemed given when the email was sent. A recipient's failure to acknowledge receipt of the emailed notice will not affect the effectiveness of notice if (a) the sender can show that the notice was properly addressed and sent by email, and (b) the sender did not receive any email system notification that the email could not be delivered.

To TA: San Mateo County Transportation Authority
1250 San Carlos Avenue
P.O. Box 3006
San Carlos, CA 94070-1306
Attn: TA Secretary and Executive Director
Emails:

To [Sponsor]: [Sponsor]
ADDRESS LINE ONE
ADDRESS LINE TWO
Attn: Project Sponsor Contact
TITLE
Email:

In 2025, the TA plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the TA's address will be at that location.

SECTION I: Insurance *[The TA and Sponsor will determine what types and levels of insurance are required for each Project Supplement]*

The following types of insurance are required for this Project Supplement. See Section 6 of the Primary Agreement for additional requirements.

Insurance Type	Required	Coverage Amount
Workers' Compensation and Employer's Liability Insurance	Yes	Statutory limits for Workers' Compensation and at least $1 million for Employers Liability.
Commercial General Liability Insurance	Yes	[$1/5/10 million] • **For all projects:** $1M for Project Planning, Project Initiation, Project Approval & Environmental Design and Right of Way Phases and for operations. • **For capital projects with budgets of up to $10M (e.g., road widening):** $1M for Design and Construction Phases. • **For capital projects with budgets between $10M and $40M (e.g., freeway interchange):** $5M for Design and

		Construction Phases. • **For capital projects with budgets of $40M or more:** $10M limits for Design and Construction Phases.
Business Automobile Liability Insurance	Yes	[$1/5/10 million] • **For all projects:** $1M for Project Planning, Project Initiation, Project Approval & Environmental Design and Right of Way Phases. • **For capital projects with budgets of up to $10M (e.g., road widening):** $1M for Design and Construction Phases. • **For capital projects with budgets between $10M and $40M (e.g., freeway interchange):** $5M for Design and Construction Phases. • **For capital projects with budgets of $40M or more:** $10M limits for Design and Construction Phases. • **For operations projects:** $10M
Property Insurance	Yes	
Professional Liability Insurance	[Yes/No]	**[$1/2/5 million]** **For most projects with professional liability exposure, such as consulting:** At least $1 million **For capital projects with some design:** At least $2 million. **For capital projects with significant design:** At least $5M.
Cyber Liability Insurance	[Yes/No]	**If contract deals with Personally Identifiable Information (PII):** At least $1 million and part of the Professional Liability Insurance program.
Crime Insurance	[Yes/No]	**If Entity's employees have access to funds, securities and other property:** At least $250,000 for Employee Dishonesty Insurance and $250,000 for Third-Party/Client Property. **If Entity has access to significant funds, securities or other property:** Limits should reflect cumulative exposure.
Contractors' Pollution Liability Insurance and/or Environmental	[Yes/No]	At least $1 million

Liability Insurance		
Railroad Protective Liability Insurance	[Yes/No]	At least $2 million per occurrence and $6 million annual aggregate

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names as of the last date written below.

[SPONSOR]

By: _____
Name: _____
Its: _____
Date: _____

Approved as to Form:

_____
Legal Counsel for the [SPONSOR]

Date: _____

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

By: _____
Name: April Chan
Its: Executive Director

Date: _____

Approved as to Form:

_____
Legal Counsel for the TA

Date: _____

Exhibit B: Progress Reporting Template

REPORTING PERIOD: FROM mm/dd/yyyy TO mm/dd/yyyy

SMCTA Project # *00XXX* – [*Project Title/Phases*]
[Carryover to additional pages as necessary]

Contact: *[Name, Title, Phone, email, address]*

---

1) Scope:

[*Describe Scope of Work here, specify Project limits, phases of Project. Identify the [Original Measure A and/or New Measure A and/or Measure W] funded components*]

Status Summary: [*Provide Status*]

Issues: [*List any issues, i.e. potential scope changes*]

---

2) Schedule:

Major Milestones:	**Original Baseline**		**Current Baseline**		**Current Forecast**	
	Start	**Finish**	**Start**	**Finish**	**Start**	**Finish**
[Activity]	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*
[Activity]	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*
[Activity]	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*
[Activity]	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*	*MM/DD/YY*

Progress This Reporting Period:
[Describe progress and activities]

[Original Measure A and/or New Measure A and/or Measure W] Funds Expended This Reporting Period: $

Future Activities, Next Reporting Period:
[Describe planned future activities]

Projected [Original Measure A and/or New Measure A and/or Measure W] Funds Expenditure Next Reporting Period: $

Issues: [*List any issues, such as impacts to schedule*]

3) Scope of Work Total Budget:

	A	B	C	D	E	F
Phase/Activity	**Original Budget (per Funding Agreement)**	**Updated Cost Estimate**	**Total Change from Approved (B-A)**	**Total Expended to Date**	**% of Revised Budget Expended (D/B)**	**% of Work Completed**
			-		0.00%	0.00%
			-		0.00%	0.00%
			-		0.00%	0.00%
Total Project	-	-	-	-	**#DIV/0!**	

4) Scope of Work [Original Measure A and/or New Measure A and/or Measure W] Budget:

	A	B	C	D	E	F
Phase/Activity	Original allocation (per Project Supplement)	Current allocation (Per Amendments)	Change in allocation from Project Supplement (B-A)	Total Measure [A/W] Expended to date	% of current allocation expended (D/B)	% of Work Completed
					#DIV/0!	
					#DIV/0!	
					#DIV/0!	
Total Scope of Work	*$0*	*$0*	*$0*	*$0*	*#DIV/0!*	

Issues: [*List any issues, i.e. potential cost increases]*

5) Funding: *[List additional sources as needed, Fill out the following matrix for each phase for the Scope of Work. i.e. environmental, design, etc.]*

		Original	Original %	Current	Current %	Estimated at Completion	EAC %
		Contribution		**Contribution**		**Contribution**	
SMCTA			#DIV/0!		#DIV/0!		#DIV/0!
Others:							
	Federal (specify)		#DIV/0!		#DIV/0!		#DIV/0!
	State (specify)						#DIV/0!
	Other (specify)						
Total		-	**#DIV/0!**	-	**#DIV/0!**	-	**#DIV/0!**

Issues: [*List any issues such as changes in non-Measure [A/W] funding*]

Submit Progress Reports To: invoices@smcta.com or
SMCTA
Planning & Development
1250 San Carlos Avenue
San Carlos, CA 94070[1]

[1] In 2025, the TA plans to relocate its administrative building to 166 N. Rollins Road in Millbrae, California and when that occurs, the TA's address will be at that location.

Exhibit C: Eligible Costs for Reimbursement

Program / Promotions – activities pertaining to marketing/promotional programs detailed in the Scope of Work.

Planning – activities necessary to implement planning studies covered under the Scope of Work.

Project Initiation Documents (PID) – activities necessary to complete PIDs covered under the Scope of Work.

Environmental Studies – environmental studies costs, including determination of the appropriate environmental document, preparation of all preliminary engineering for each alternative, including geomantic layouts, determination of right-of-way needs, environmental technical studies (such as air, noise, energy, cultural resources and hazardous waste), and all other studies or activities necessary to prepare and finalize the appropriate documents for Project and environmental approval.

Design – design activities such as preparation of design studies; materials and foundation reports; drainage, hydrology and hydraulic reports; surveying and mapping; preparation of the plans, specifications and estimate; preparation of bid documents and Project files; preparation of permit applications and maintenance agreements; coordination of agency reviews and any other activities necessary to prepare final plans specifications and estimate (PS&E) for bid advertisement and award; and management oversight of these tasks except as limited in the Agreement.

Right-of-Way Acquisition – all activities related to right-of-way including determination of right-of-way needs; title searches; preparation of appraisal maps, legal descriptions and plat maps; parcel appraisals and appraisal reviews; hazardous materials testing and analysis; preparation of right-of-way acquisition documents; activities involved with acquiring rights-of-way including negotiation with property owners and cost associated with condemnation proceedings (including legal costs, expert witness costs, etc., but not including costs related to claims for inverse condemnation), right-of-way capital costs and cost-to-cure impacts related to the acquisition. To the extent allowed by law, Sponsor will undertake all best efforts so that cleanup of existing hazardous materials will remain the liability of the property owner.

Services provided for right-of-way activities involved with property not necessary for the Measure A or Measure W Highway Program-funded Project as defined in the Scope of Work, and the associated costs for all such property, will be at the sole expense of the Sponsor.

Any property not used for construction of the Project, or used for any purpose other than construction of the Project as defined in the Scope of Work, should be identified and the funding agencies should be informed. Any excess right-of-way will be identified as early as possible in the Project design process and sold. The proceeds from the sale of such property must be returned to the funding agencies, prorated based on the percentage of funds each agency contributed to the purchase of the property.

Construction – construction expenditures for the Project (construction capital, management and inspection, surveys, public outreach, and related activities) that are part of the Scope of Work agreed to by the TA. Sponsor must submit all change orders over $50,000 to the TA for

review and written approval before the TA will reimburse the Sponsor with Measure A Funds or Measure W Funds.

In addition, Measures A and W Funds are eligible for reimbursement of Sponsor's Project management oversight expenses associated with the construction of the Project. This would include activities such as construction management inspection, expenses associated with reviewing proposed change orders, and activities involved with submitting final costs to the appropriate agencies to secure other leveraged funds. Expenditure of Measure A and Measure W Funds remains subject to the limits set forth in the Agreement.

The Sponsor may include additional work beyond the Scope of Work for the Project at its own expense. The TA will require these costs to be segregated from the other item work expenses and paid for with non-Measure A or Measure W Highway Program funds.

Miscellaneous – fees from other agencies, including permit fees or reimbursement for review or oversight costs needed for the Project are eligible costs. However, the cost of permits or fees from the Project Sponsor will not be eligible. Utility relocation costs are eligible for reimbursement according to previous agreements establishing rights for those utilities. The costs for specialized equipment for testing, analysis or production of documents for Project-related work are also eligible.

Exhibit D: Reimbursement Claim Form

Exhibit D
REIMBURSEMENT CLAIM
San Mateo County Measure A/W Funds

SMCTA Project ID:
SMCTA Project Allocation:
Claim Date:
Claim Number:
Claim Period:
Claim Amount: **$0.00**

Consultant/Contractor/ Vendor	Invoice #	Invoice Total	Funding Source Fund Source1	% of Ttl	Fund Source2	% of Ttl	Measure A/W	% of Ttl	Prior Total Measure A/W $	Life to Date Measure A/W $	Measure A/W Budget Balance
				#####		#####		#####			
				#####		#####		#####			
				#####		#####		#####			
				#####		#####		#####			
Total		-	-	#####	-	#####	-	#####	$ -	-	-

Quarterly Progress Report included? Y/N

Please issue check payable to:
Agency
Contact person
Address

Exhibit E: National Transit Database Reporting Requirements

The NTD was established by Congress to be the Nation's primary source for information and statistics on the transit systems of the United States. Recipients or beneficiaries of grants from the Federal Transit Administration (FTA) under the Urbanized Area Formula Program (§5307) or Other than Urbanized Area (Rural) Formula Program (§5311) are required by statute to submit data to the NTD. Over 660 transit providers in urbanized areas currently report to the NTD through the Internet-based reporting system. Each year, NTD performance data is used to apportion over $5 billion of FTA funds to transit agencies in urbanized areas (UZAs). Annual NTD reports are submitted to Congress summarizing transit service and safety data.

Below is a partial list of reported elements that may change at any time. For additional information, please go to the National Transit Database website at: **https://www.transit.dot.gov/ntd.**

a) **Deadhead (Miles/Hours):** The miles and hours that a vehicle travels when out of revenue service.
   i) Deadhead includes:
      1) Leaving or returning to the garage or yard facility;
      2) Changing routes;
      3) When there is no expectation of carrying revenue passengers;
   ii) However, deadhead does not include:
      1) Charter service;
      2) School bus service;
      3) Operator training;
      4) Maintenance training;

b) **Fuel Consumed:** The quantity of fuel consumed for the service (by fuel type);

c) **Mechanical System Failure - Major**: A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns;

d) **Mechanical System Failure - Other**: A failure of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service. Any mechanical problem that delayed service more than five minutes, even if no Road Call was required*;*

e) **Passenger Miles Traveled (PMT)**: The cumulative sum of the distances ridden by each passenger;

f) **Reportable Incident:** A safety or security incident occurring on transit property or otherwise affecting revenue service that results in one or more of the following conditions:
   i) A fatality confirmed within 30 days of the incident;
   ii) An injury requiring immediate medical attention away from the scene for one or more persons;

iii) Property damage equal to or exceeding $25,000;
iv) An evacuation for life safety reasons; or
v) A mainline derailment.

g) **Revenue Service (Miles, Hours, and Trips):** The time when a vehicle is available to the general public and there is an expectation of carrying passengers. Vehicles operated in fare free service are considered in revenue service.
    i) Revenue service includes:
        1) Layover / recovery time.
    ii) Revenue service excludes:
        1) Deadhead
        2) Vehicle maintenance testing
        3) School bus service, and
        4) Charter service.

h) **Total Service (Miles or Hours):** The time or miles from when a transit vehicle starts (pull-out) from a garage to go into revenue service to the time or miles it returns to the garage (pull-in) after completing its revenue service.
    i) Since total service covers the time or miles between:
        1) Pullout; and
        2) Pull-in;
    ii) It therefore includes both:
        1) Deadhead; and
        2) Revenue service;

i) **Unlinked Passenger Trips (UPT):** The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

Exhibit F: Quarterly/Annual Shuttle Program Progress Report Form

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 18, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

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

TITLE: **FINANCIAL REPORT FOR THE QUARTER ENDED ON DECEMBER 31, 2024**

RECOMMENDATION:
Accept the Financial Report for the quarter ended on December 31, 2024

FISCAL IMPACT:
There is no fiscal impact associated with this item.

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

BACKGROUND:
One of the City Council's Strategic Elements is planning for and implementing long-term financial stability. A key component of this goal is preparing a quarterly financial report that provides readers with a summary of the City's current financial conditions as they relate to the annual operating budget to ensure accountability and transparency in managing public funds.

DISCUSSION:
As of December 31, 2024, General Fund revenues total $8.4 million or 40% of the approved Fiscal Year 2024-25 budget. General Fund expenditures total $6.5 million or 26% of budget. While expenditures are on track, major tourism-related revenue sources continue to trend below expectations.

As highlighted during the annual budget process and in previous Council meetings, staff projects a structural deficit of approximately $4 million for Fiscal Year 2024-25. This deficit is largely driven by rising costs in City services, including contracted public safety services, and a decline in tourism-related revenues. In response, voters approved Measure R on the November 2024 ballot, which will increase the sales tax rate by 0.50%, effective April 1, 2025. The increase is estimated to generate an additional $2 million of revenues starting next fiscal year.

With $1.4 million in unassigned funds and $8.6 million in reserves, Staff is not significantly concerned about fiscal stability for the current year. However, careful planning will be essential during the mid-year review and the Fiscal Year 2025-26 budget process. As expenditures continue to exceed revenues, the City must continue its focus on making structural adjustments to either increase revenues and/or reduce expenditures.

ATTACHMENT:
Financial Report for the quarter ended on December 31, 2024

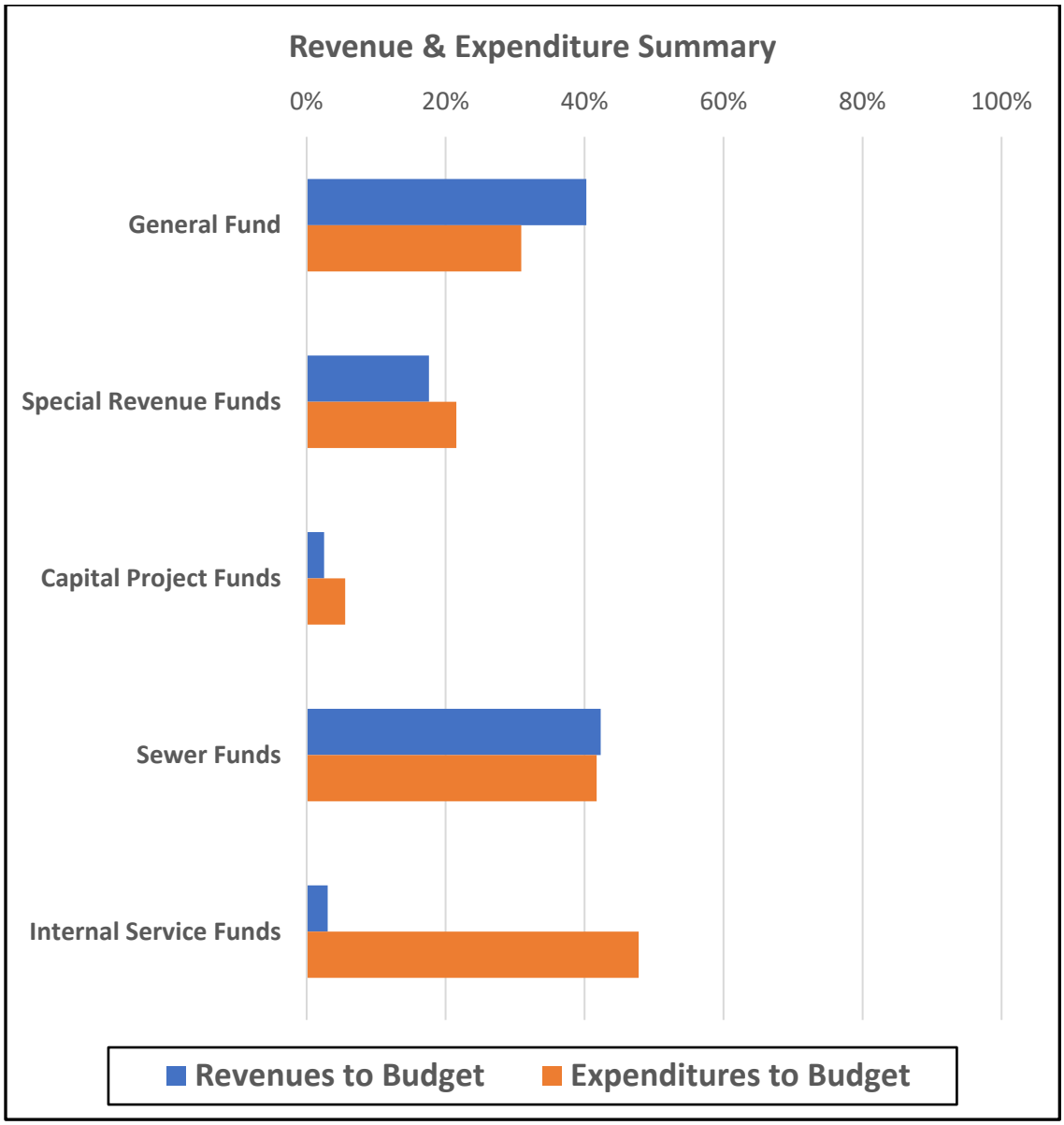
CITY OF HALF MOON BAY

Quarterly Financial Report

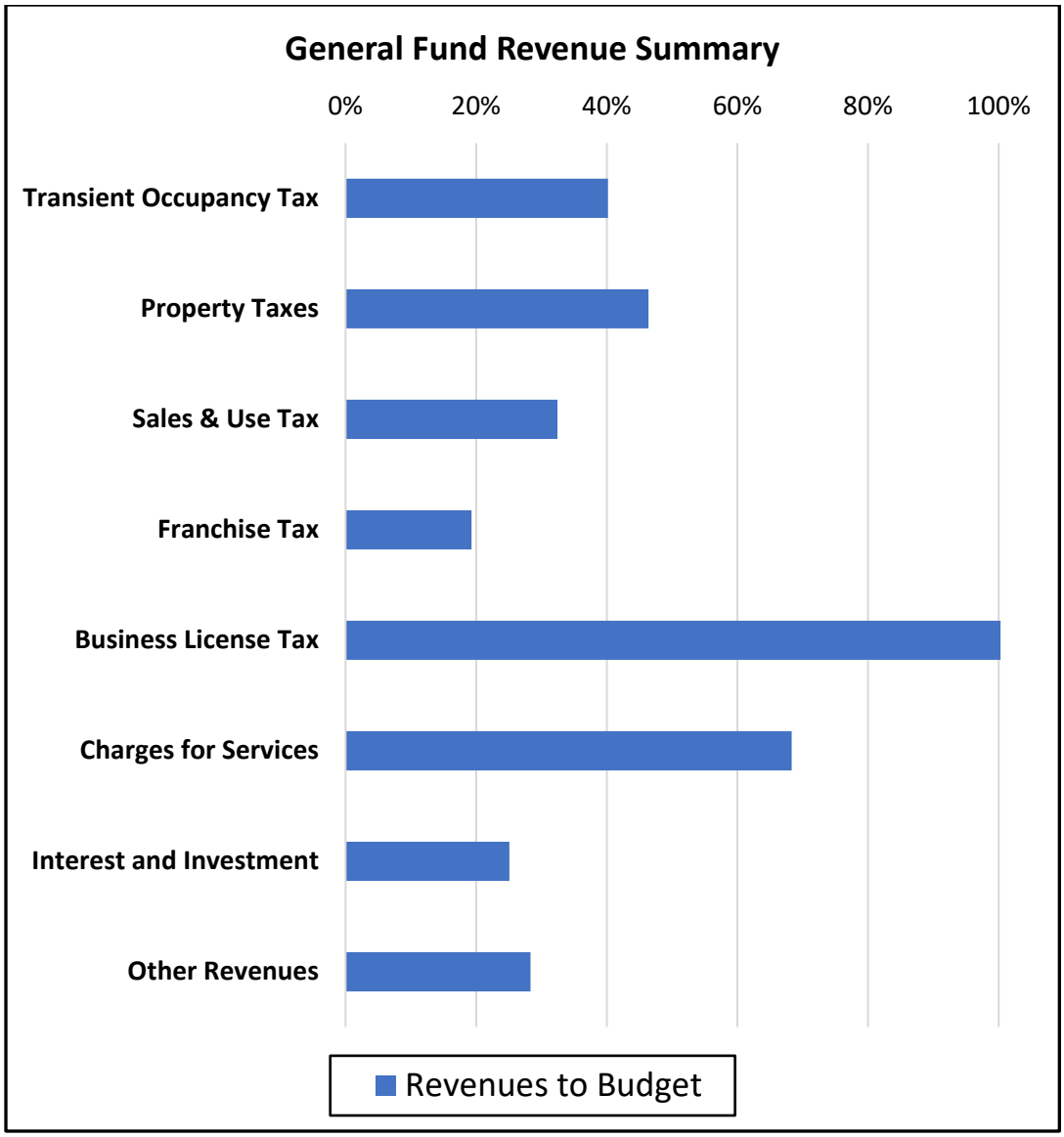
December 31, 2024

Prepared By:

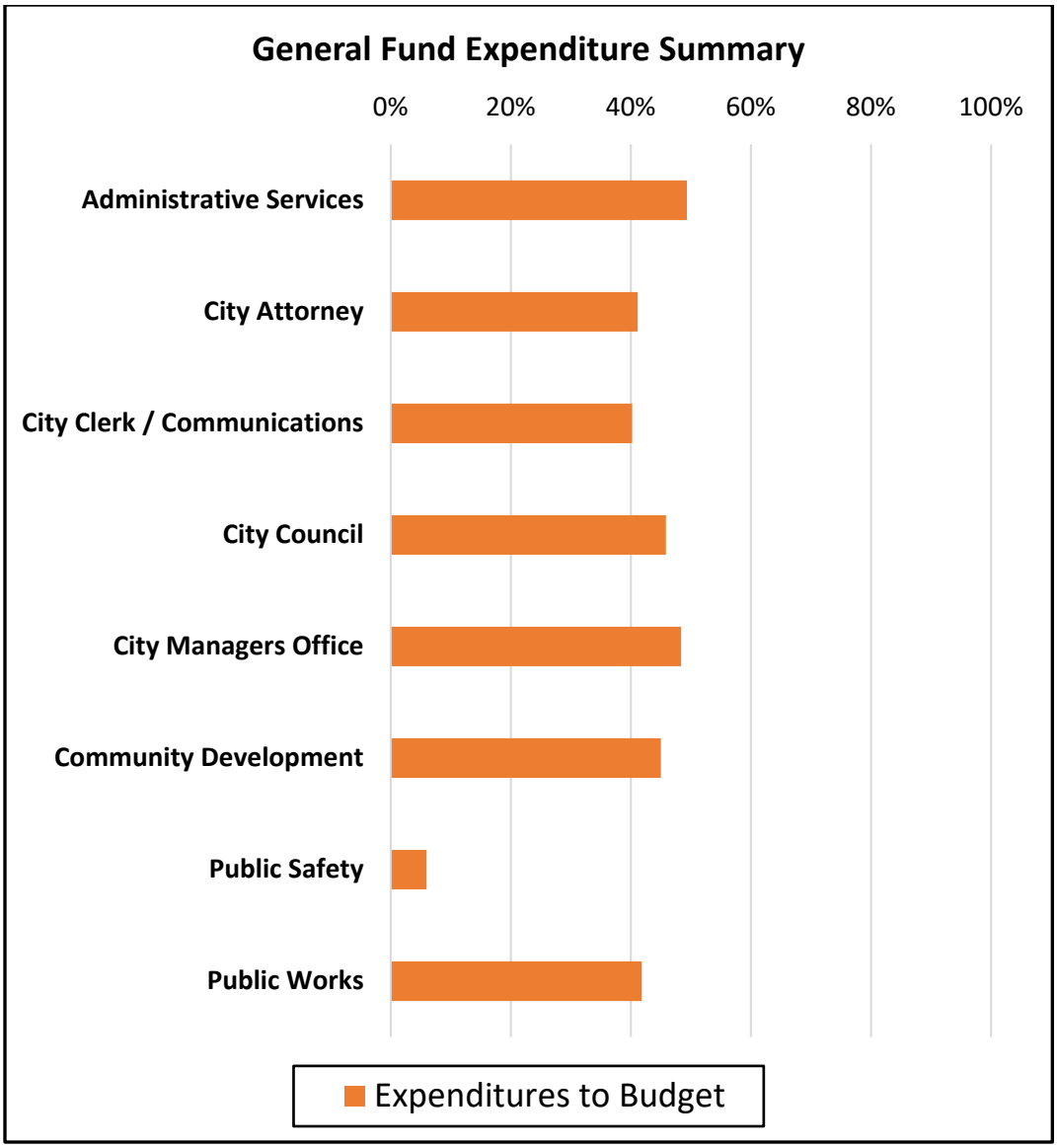
Administrative Services Department



Funds	Revenues		Expenditures	
	Actual	% of Budget	Actual	% of Budget
General Fund	8,496,389	40%	6,526,347	31%
Special Revenue Funds	3,426,910	18%	4,328,305	22%
Capital Project Funds	99,563	3%	308,437	6%
Sewer Funds	3,870,441	42%	3,253,171	42%
Internal Service Funds	47,553	3%	836,508	48%
Pension Stabilization Fund	14,133	1%	1,346,432	100%
TOTAL FOR ALL FUNDS	**15,954,988**	**28%**	**16,599,200**	**28.8%**



Department	Budget	Actual	% of Budget	Prior Year Actual	Prior Year % of Actuals
Transient Occupancy Tax	8,626,313	3,466,213	40%	3,790,383	46%
Property Taxes	3,845,734	1,784,055	46%	1,699,720	40%
Sales & Use Tax	3,283,100	1,064,694	32%	1,123,612	36%
Franchise Tax	997,341	192,292	19%	190,793	19%
Business License Tax	330,554	337,165	102%	288,472	82%
Charges for Services	1,733,951	1,184,308	68%	909,055	43%
Interest and Investment	480,000	120,443	25%	144,662	18%
Other Revenues	1,225,772	347,217	28%	306,770	8%
Transfers in	587,760	-	0%	-	0%
TOTAL	**21,110,524**	**8,496,386**	**40%**	**8,453,467**	**35%**



Department	Budget	Actual	% of Budget	Prior Year Actual	Prior Year % of Actuals
Administrative Services	1,377,531	679,750	49%	640,082	51%
City Attorney	1,043,223	429,131	41%	375,910	28%
City Clerk / Communications	1,067,063	428,964	40%	456,313	49%
City Council	228,642	104,810	46%	74,040	41%
City Managers Office	3,408,624	1,648,415	48%	1,680,638	50%
Community Development	2,113,039	950,709	45%	699,571	39%
Public Safety	7,237,728	431,921	6%	2,901,133	46%
Public Works	3,709,130	1,550,763	42%	1,521,234	47%
Non Departmental / Debt Service	945,778	301,884	32%	253,014	7%
Transfers	4,239,719	-	0%	-	0%
TOTAL	**25,370,475**	**6,526,347**	**26%**	**8,601,933**	**33%**

GENERAL FUND ANALYSIS:

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

Table 1: Second Quarter Budget to Actual Comparison

	FY 2024-25			FY 2023-24		
	Revised Budget	Actuals as of 12/31/2024	% of Budget	Final Actuals	Actuals as of 12/31/2023	% of Actuals
Revenues						
Transient Occupancy Tax	8,626,313	3,466,213	40%	8,167,938	3,790,383	46%
Property Taxes	3,845,734	1,784,055	46%	4,283,590	1,699,720	40%
Sales & Use Tax	3,283,100	1,064,694	32%	3,111,521	1,123,612	36%
Franchise Tax	997,341	192,292	19%	992,685	190,793	19%
Business License Tax	330,554	337,165	102%	350,948	288,472	82%
Charges for Services	1,733,951	1,184,308	68%	2,107,946	909,055	43%
Interest and Investment	480,000	120,443	25%	804,185	144,662	18%
Other Revenues	1,225,772	347,217	28%	4,048,551	306,770	8%
Transfers in	587,760	-	0%	537,285	-	0%
Total Revenues	**21,110,524**	**8,496,386**	**40%**	**24,404,648**	**8,453,467**	**35%**
Expenditures						
Administrative Services	1,377,531	679,750	49%	1,256,621	640,082	51%
City Attorney	1,043,223	429,131	41%	1,336,296	375,910	28%
City Clerk / Communications	1,067,063	428,964	40%	922,299	456,313	49%
City Council	228,642	104,810	46%	179,922	74,040	41%
City Managers Office	3,408,624	1,648,415	48%	3,330,577	1,680,638	50%
Community Development	2,113,039	950,709	45%	1,797,587	699,571	39%
Public Safety	7,237,728	431,921	6%	6,242,696	2,901,133	46%
Public Works	3,709,130	1,550,763	42%	3,256,555	1,521,234	47%
Non Departmental / Debt Service	945,778	301,884	32%	3,730,332	253,014	7%
Operating Transfers	2,259,619	-	0%	1,753,738	-	0%
Capital Transfers	1,980,100	-	0%	2,458,000	-	0%
Total Expenditures	**25,370,475**	**6,526,347**	**26%**	**26,264,623**	**8,601,933**	**33%**

In the second quarter, the city generated $8.4 million in revenues for the fiscal year, marking a slight increase compared to the same period last year.

Expenditures through the second quarter total $6.5 million. Expenditures are tracking at 26% of budget.

Revenues

Table 2 below shows a year-to-date summary of actual revenues through the second quarter for the current fiscal year and the prior year.

Table 2: Second Quarter Revenues

	FY 2024-25			FY 2023-24	
	Revised Budget	Actuals as of 12/31/2024	% of Budget	Actuals as of 12/31/2023	% of Actuals
Revenues					
Transient Occupancy Tax	8,626,313	3,466,213	40%	3,790,383	46%
Property Taxes	3,845,734	1,784,055	46%	1,699,720	40%
Sales & Use Tax	3,283,100	1,064,694	32%	1,123,612	36%
Franchise Tax	997,341	192,292	19%	190,793	19%
Business License Tax	330,554	337,165	102%	288,472	82%
Charges for Services	1,733,951	1,184,308	68%	909,055	43%
Interest and Investment	480,000	120,443	25%	144,662	18%
Other Revenues	1,225,772	347,217	28%	306,770	8%
Transfers in	587,760	-	0%	-	0%
Total Revenues	**21,110,524**	**8,496,386**	**40%**	**8,453,467**	**35%**

- **Transient Occupancy Tax:** The City has collected $3.4 million through the second quarter, reflecting a decrease of $324 thousand compared to the previous year. This revenue is at 40% of the budget, down from 46% at the same point last year. Given that FY 2023-24 revenues ended at $8.1 million, the adopted FY 2024-25 budget of $8.6 million may be optimistic. While it is still early to draw definitive conclusions, a budget shortfall in this revenue stream appears likely.

- **Property Taxes:** Most property tax revenues are received in December and April. To date, the City has received $1.7 million, which is 46% of the budget, compared to 40% at the same time last year. The slight increase is due to higher-than-expected property transfer taxes. Base property taxes are aligning with expectations.

- **Sales & Use Taxes:** The City received $1 million in sales & use taxes. This is a minimal decrease from the prior year. The City has received 32% of the budget, which is less than the prior year's 36%, signaling a potential underperformance.

Expenditures

Table 3 below shows a summary of second quarter budget-to-actual revenues for fiscal years 2024-25 and 2023-24.

Table 3: Second Quarter Expenditures

	FY 2024-25			FY 2023-24	
	Revised Budget	Actuals as of 12/31/2024	% of Budget	Actuals as of 12/31/2023	% of Actuals
Expenditures					
Administrative Services	1,377,531	679,750	49%	640,082	51%
City Attorney	1,043,223	429,131	41%	375,910	28%
City Clerk / Communications	1,067,063	428,964	40%	456,313	49%
City Council	228,642	104,810	46%	74,040	41%
City Managers Office	3,408,624	1,648,415	48%	1,680,638	50%
Community Development	2,113,039	950,709	45%	699,571	39%
Public Safety	7,237,728	431,921	6%	2,901,133	46%
Public Works	3,709,130	1,550,763	42%	1,521,234	47%
Non Departmental / Debt Service	945,778	301,884	32%	253,014	7%
Operating Transfers	2,259,619	-	0%	-	0%
Capital Transfers	1,980,100	-	0%	-	0%
Total Expenditures	**25,370,475**	**6,526,347**	**26%**	**8,601,933**	**33%**

General fund expenditures through the second quarter total $6.5 million or 26% of budget. Expenditures are tracking as anticipated.

Budget Adjustments

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

Table 4: Budget Adjustments

Item	Major Funding Source	Total Fiscal Impact	GF Impact
No budgetary adjustments during this quarter			$ -
		Total	**$ -**	**$ -**

Conclusion

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

Table 5: General Fund Balance Summary	FY 2024-25 Budget
Beginning Fund Balance	14,367,930
Revenues	21,110,524
Expenditures	(25,370,475)
Net Change to Fund Balance	**(4,259,951)**
Ending Fund Balance	10,107,979
General Fund Reserve	(7,017,113)
Economic Uncertainty	(1,634,636)
Unassigned	**1,456,230**

The adopted budget estimated the fund balance on June 30, 2024 to be $10.1 million, of which $8.6 million is reserves and $1.4 million as unassigned. Staff recommends leaving the unassigned funds unallocated until the annual budget or mid-year review process, when more detailed information will be available.

Given that reserves are currently funded at only 37%, which is below the policy target of 50%, staff will recommend to the Council that any unassigned funds be returned to the reserves during the mid-year review.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 18, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

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

TITLE: **COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM**

RECOMMENDATION:
Receive an update on the FY 2024-25 cycle of the Community Services Financial Assistance (CSFA) grant program and provide direction to staff and the CSFA Council subcommittee on CSFA program funding and guidelines for FY 2025-26.

FISCAL IMPACT:
Any funding allocations will be included in the Fiscal Year 2025-26 Recommended Budget.

STRATEGIC ELEMENT:
This action supports all elements of the Strategic Plan.

BACKGROUND:
In FY 2018-19, the City launched the Community Services Financial Assistance (CSFA) grant program, offering financial support to 15 local non-profit organizations. The program aimed to help fund community services and programs in areas such as education, culture, animal services, homelessness and housing support, aging, food security, and dental care, with grants of up to $15,000.

Due to the continued success of the program, City Council decided to increase the total grant amount, allocating $200,000 in FY 2021-22 and $300,000 in FY 2022-23, with individual grants of up to $50,000. Funding was exclusively provided to organizations whose programs delivered essential safety net services to Half Moon Bay residents, addressing the ongoing economic and mental health impacts of the COVID-19 pandemic. During FY 2022-23, staff also recommended implementing a cohort model, where grantee's executive leadership team members were required to participate in quarterly convenings during the grant period and receive additional support via technical assistance. These decisions were informed by recommendations from the Coastside Recovery Initiative (CRI), including:

- Develop a more coordinated and integrated approach to providing safety net services for vulnerable individuals and families.
- Increase and strengthen capacity of providers to connect vulnerable residents to rental, financial and other public benefits assistance for which they may be eligible.

In early 2023, severe winter storms and the tragic shooting that resulted in the death of 7 farmworkers and the displacement of 18 households highlighted the ongoing disparities and increased need of support. Connections made through the cohort convenings led to a collaborative effort where CSFA safety net providers supported some of the most impacted community members while also providing services in their specific areas of expertise.

The cohort model has significantly enhanced the impact of the CSFA program, fostering collaboration among grantees who now work toward shared goals rather than individual programs. A unified messaging platform led to a successful grant application for AllcoveHMB in 2023 for youth mental health services and a joint Measure K application in January 2024 to help expand healthcare access on the Coast. While the Measure K application was not successful, CSFA grantees collectively supported County of San Mateo outreach efforts as the Urgent Care Clinic pilot opened in late 2024 in partnership with Dignity Health.

Following the recommendations from the CRI report, ongoing post-pandemic impacts, and recurring challenges within the community, staff reported on June 18, 2024, that the annual grant cycle has created administrative difficulties for both the City and the funded organizations. These organizations are forced to shift from collaboration to competition halfway through the cycle, when the momentum within the cohort is strongest and they need to start preparing for their next funding request. The cohort's focus on addressing key community issues, like expanding healthcare access, requires more time than the current annual grant cycle allows. In response, the City Council directed staff to continue funding the same group of safety net providers for FY 2024-25, with the option to extend to a two-year grant cycle, contingent on available funding and the continuation of the cohort model to further enhance agency collaboration and community services.

DISCUSSION:

Mid-Year Update for FY 2024-25:

Ongoing challenges accessing basic needs such as housing, shelter, food, clothing, childcare, financial assistance, mental health, transportation, and health care access remain pressing issues and reaffirm what current CSFA grant recipients identify as obstacles in their mid-year reports. The CSFA grant program provides supplemental funding to nonprofit organizations that allow them to provide these essential services to the Half Moon Bay community.

Mid-Year Highlights:

Funded organizations reported that they met their goals at 50% while some have surpassed that benchmark. With continued work and services all organizations will have met 100% of their goals by the end of the fiscal year.

- Through Abundant Grace's Workforce Development Center participants have taken 1,200 showers, done 720 laundry loads and created 9 resumes. The Farm Stand program has distributed over 11,640 lbs. of food. The Milestones Program allows clients to intentionally engage, increasing the achievement of goals and outcomes for individuals.

- ALAS has provided over 128 individual and group mental health sessions. Clinicians are committed to providing culturally responsive mental health treatments to meet the needs of the Half Moon Bay community serving over 43 different clients.

- Coastside Hope has continued providing safety net services, which include food, shelter, rental and utility assistance services. Through the first half of this funding cycle, 2,979 unduplicated Half Moon Bay households received some level of assistance.

- During the first half of FY 2024-25 Sonrisas Dental provided services to 686 low-income residents living in Half Moon Bay and established a dental home for 347 patients.

- Senior Coastsiders' meal program has helped address food insecurity, and improved participant's dietary intake by providing more than 5,500 meals. The transportation program has ensured older adults can access needed services, participate in activities, and attend events to reduce isolation.

Key Learnings and Ongoing Challenges:

Organizations are seeing an increased demand for services, difficulties accessing other funding sources, and staff burnout and turnover.

- Coast Pride has experienced a decrease in volunteers and limited access to clinicians that facilitate their support group.

- BGCC is anticipating some families may "disappear" based on current immigration challenges.

- Coastside Hope faced a higher demand for services and shortage of key food items. This forced the organization to offset the high demand by purchasing specific items based on availability.

- El Centro de Libertad and Sonrisas Dental continue to face staff retention challenges due to limited access to trained professionals.

A detailed chart summarizing the mid-year reports of all CSFA grant recipients for FY 2024-25 is attached at the end of this report.

NEXT STEPS:
The CSFA Subcommittee will convene following this report, and taking into consideration any discussion and feedback from the council as a whole, discuss program guidelines and funding for the upcoming fiscal year program. Their recommendations will then be presented to the City Council for further discussion and decision.

ATTACHMENTS:
1. Summary of Mid-Year Reports

Program Grantee	Funding Amount	YTD Expended	Avg. % of Goal Achieved	Program Outcomes for first half of FY 24-25	Challenges / Obstacles	Example
Abundant Grace	$30,000		50%	Workforce Development Center Kitchen receive clients daily. Participants have taken 1200 showers, done 720 laundry loads and created 9 resumes. Inentional and regular engagement has ensured clients receive opportunities toward housing, employment, sobriety, mental and physical health and food security. 11,640 lbs of food were distributed from the Farm Stand program, 2 participants moved into permanent housing and 7 into Coast House.	Housing vouchers are difficult to access and come with many hurdles. While we can't control that, we continue to support our clients providing access to other resources and creating job opportunities for them.	*Curtis* moved into Coast House and after several challenges received a housing voucher that allowed him to move to Kiku Crossing in San Mateo. We helped him collect furniture and other items to settle in his new apartment. He has started bicycling and has applied for a job. "Thanks to LifeMoves, Coast House, case managers and his will to persevere, he is housed and OK today."
ALAS	$26,250	$8,776	34%	A total of 2 mental health groups were conducted between Oct 1-Dec 31 2024. One group consisted of 5 sesions and the second of 3 sessions serving 23 clients. Additionally, 120 individual sessions were provided to 20 different clients.	ALAS has a strong team of clinicians who are committed to providing culturally responsive mental health treatment to meet the needs of the farm working community in Half Moon Bay. The demand of services continues to grow and with that comes the challenge of finding resources to provide services to this vulnerable population. This funding has sovled some fo that issue and we continue to pursue funding resources to cover the costs of services to keep them free for the community.	Worth noting are the groups that are grounded in the use of culture to heal (cultura cura). The participants of the Arts as Resistance and Fotohistorias groups have benefitted by engaging in identifying creative strategies to rely on their own cultura and personal stories to help heal, especially during these vary uncertain times.
Boys & Girls Club of the Coastside	$30,000	$17,000	56.00%	Offered 53 scholarships to 7th and 8th grade families during the 1st and 2nd quarters. Also 68 sports scholarships were awarded (3 cross country, 9 flag football, 39 volleyball, 17 basketball). BGCC has had limited activity in convening local out of school providers but is still on track to meet delivery by end of grant term. The program was open daily after school beginning August 15, 2024. We were open 3 days over the Thanksgiving Day school holidays. Each day includes a structured set of activities including academic support and mentoring, nutrition (snacks), fitness and sports, and enrichment including STEAM, arts, gardening, gaming, cooking, and community connections – workshops at the Library or walking field trips to the beach	The election and change of administration in Washington DC is fueling anxiety and fear in our communities. We have been warned that some students may “disappear” as families “go underground” but so far we haven’t not experienced this with our scholarship families. We are collaborating with Coastside Hope and ALAS to host a “know your rights” workshop for our staff so they can continue to provide trauma informed service to young people. We know that youth follow the norms set by the adults and mentors around them: we expect BGCC to be a warm, safe and welcoming space for youth and want to give our staff the tools to make this happen.	I love spending time with my friends, especially in Makerspace which is overflowing with things to create with – including watercolors. The Club helps me get my homework done and I usually get A’s. I think I’d probably be a B student if it weren't for the Club. I can be a master procrastinator, and if I was at home I probably wouldn't be doing my work. Thanks to homework time, I get an opportunity to complete all my assignments on time. One of my favorite memories was when we got to take a field trip to Alcatraz. We took a bus and a boat and then got taken on a tour. We even got to do some watercolor painting in the prison garden! Alcatraz has been one of my dream destinations in the City and I never would have gotten to do this without the Boys and Girls Club
CoastPride	$10,000	$5,000	50%	We have a group of middle school students from the coastside who come regularly to the support group. They have formed friendships with each other during group sessions. Based on the biannual youth group survey, 100% of the respondents feel more connected to the LGBTQ+ community since joining the group. For trans, non binary, and gender expansive youth, 100% of group members felt that the group has helped them find the resources they need to support their gender identity.	The middle school group is facilitated by a mix of clinical trainees and volunteer facilitators. Because of how big the group has gotten, we’ve found that it’s ideal to have three facilitators at each session. However, one of the clinical trainees left their role in our partner organization part way through the reporting period and one of our regular volunteer facilitators had to step back for personal reasons. We need to recruit more facilitators to help support the group.	Throughout the reporting period, group facilitators conducted recurring suicidality assessment of all group participants. This allowed us to identify one youth who has been experiencing suicidal ideation. During one of their regular assessments, they shared how they’ve been feeling and we are now in conversation with that young person and their caregivers to find the right mental health support for them.We were able to support the young person and their mom by providing a free chest binder and information about using the binder safely.
Coastside Adult Day Health Center	$20,000	$10,000	50%	Throughout the first half of the FY 24-25 program, we continued to provide services for elderly and disabled adults throughout all of San Mateo County. Our center has continued to provide nursing, personal care, physical therapy, occupational therapy, speech therapy, social services, activities, transportation and more. We have been working towards continuing to expand our services to ensure that community members, even those who are not enrolled in our program, are supported. We have been expanding partnerships with local nonprofits, providing workshops for community members and increasing our outreach strategies at senior showcase events and senior care facilities. Overall, our goal has been to ensure that any senior or family member who may need our services is supported.	We were recently surveyed by the California Department of Aging to ensure that our program is in compliance with all California Based Adult Services (CBAS) requirements. While it was stressful for staff members, we were incredibly pleased with the results of our survey. Additionally, the members of the state who came to survey the program took time to share and educate our newer staff on what the future of CBAS centers will look like and how to continue to run a safe, supportive and compliant program going forward. We are eager to take the knowledge shared from the California Department of Aging into 2025.	We held our, “Caregiver, A Love Story”, workshop in August of 2024. It was a free event for community members which screened a short film and led into a group discussion about end of life caregiving. We ended up with a small group of participants which allowed everyone to share personal stories about their involvement as caregivers. One gentleman who attended the workshop is currently caring for two family members and shared about some of the major challenges he has been experiencing. Throughout the workshop, he was able to learn about Family Caregiver Alliance’s support services, the Alzheimer's Association’s support services, CADHC’s services and a number of other San Mateo County services. He left knowing that there are a wide range of support services that he could access throughout his caregiving journey. We are pleased to share that one of his family members now attends the program and he knows that our staff are readily available to support him with his growing caregiver needs.
Coastside Hope	$50,000	$20,554	100%	From July 1st, 2024 to December 31st, 2024 we provided Critical Family Needs Safety Net services to 2,979 unduplicated Half Moon Bay residents making up 70% of clients served. The services provided included food, shelter, rental assistance, utility assistance, infant needs, unemployment services, job application completion help, and the Adopt-A-Family Christmas program. We provided 977 food service units per month to the 2,314 individuals residing in Half Moon Bay. Coastside Hope was able to provide direct financial assistance, rental assistance, and utility assistance to 92 households totaling 239 individuals.	During the first six months of this grant period, we have seen a growing demand for services and a shortage of key food items such as eggs and cooking oil. As a result, we surpassed our goal of serving 2,000 low-income Half Moon Bay residents with food, clothing, access to shelter, homelessness prevention (rental assistance), and other critical services, such as utility assistance, free tax preparation services, and infant supplies, by serving 2,979 individuals. A more telling statistic is the 977 food service units per month provided to Half Moon Bay residents. A "food service unit" refers to one instance of a person receiving free food. To offset the food shortage, Coastside Hope has supplemented our pantry by purchasing tortillas or cereal, depending on availability and pricing. Our goal with this strategy is to provide another staple item for households so that funds can be redirected toward purchasing eggs or cooking oil, which are essential for cooking. In the second quarter of the grant, we relocated to a new, more central, and visible location in Half Moon Bay. In addition to being more accessible, the new space has allowed us to double the size of our pantry and implement a new clothing program that provides gently used clothing to clients on a daily basis.	Jeffrey, a single man in his mid-fifties, had been living a quiet life renting a room when he first came to our office in 2023. Like many in our community, he faced financial hardship after his car broke down, cutting off his income as a Lyft driver. Despite holding an Associate's Degree, he was unable to find work in his field, and the major repairs needed for his vehicle were beyond his financial reach. In need of immediate support, Jeffrey reached out for Rental Assistance. Thanks to his proactive approach in providing documentation and the support of his caring landlord, the process was smooth. We were able to approve assistance for his back rent for July, August, and September, ensuring he could maintain stable housing during this difficult time. Our help didn’t stop there; we are now assisting Jeffrey in applying for Car Repair Assistance. With this additional support, we hope he will soon regain his financial independence and move toward a more secure future. Jeffrey's story shows the power of community support and how Coastside Hope helps people regain stability. We're proud to be part of his journey.

El Centro de Libertad	$20,000	$10,000	50%	100% of our Diagnosed SUD clients have received a treatment plan that has been reviewed and signed by our LCSW. These treatment plans all include specific objectives, goals and diagnosis. We also served a group of individuals that received Substance Use education on the Coastside. These Individuals did not receive a treatment plan as this program is strictly educational and mandated by the courts as a Diversion Program. 100% of our clients receive full Substance Use Disorder treatment. Those who enter the program for Diversion education (5% of clients) do not require a diagnosis.	The biggest challenge continues to be staff retention. We recruited new staff with expanded training. Since this time last year, El Centro increased staff compensation ranges by about 7% (4% in July and 3% in September) and brought additional staff part-time for services on the coast. With new staffing engagement with new clients is a challenge as relationships are reestablished. Maintaining an office in Half Moon Bay with core staffing allowed us to expand youth prevention, outreach and early intervention education with county funding that was new this year.	Recently, we had the opportunity to work with a client who was grappling with Alcohol Use Disorder and had accumulated four DUIs over the past 40 years. Initially, he appeared resistant to change, sad, and seemingly entrenched in his habits and perceptions about alcohol. During their first interactions, he revealed a man who felt trapped in a 40-year cycle of addiction, yet there was a flicker of hope within him and the desire for sobriety. He approached recovery "one day at a time," embodying the foundational principle that many individuals with alcohol use disorder learn that progress is often made incrementally. The transformation was huge; the client started appreciating each sober day as an accomplishment rather than a burden! He shared with us how he felt happier, less stressed out, grateful, and glad to be alcohol-free!
Senior Coastsiders	$50,000	$25,000	50%	We are currently preparing from scratch around 5,500 meals a month in our commercial kitchen. These meals are home delivered, served in our dining room, and provided to CADHC. Our full time and part time Care Managers provide information and assistance, resources, and referrals to older adults on the Coast and their extended caregiver network. Our wheelchair accessible van is used it to improve the transportation options our participants have to come to the center to participate in classes, activities and our lunch program; go grocery shopping, and access go on outings. Our minor home repair program provides free basic home repairs for homeowners who cannot physically or financially take care of the repairs themselves. The purpose of the program is to enable older adults and individuals with disabilities to live safely in their homes. Overall, we've seen an increase in clients in parallel to life expectancy. Program results include improved nutritional health and meal/food access, enhanced social interaction and community engagement, reduced isolation, and improved coordination of services.	Constant use of our kitchen has led to wear and tear. We recently replaced our steamers and purchased a new reach-in freezer to increase storage capacity. The cost of food continues to increase and partnerships with Second Harvest allow us to provide food at no cost. We have also experienced administrative delays with funding from County of San Mateo which has hampered our ability to do minor home repairs in a timely maner. The wheelchair lift on our van broke causing additional expenses and a delayed repair. Partnership with ReadiCost allowed us to continue providing transportation services. Lastly, our care managers are seeing an increase in cases and they are also becoming more complex.	“Just wanted to drop you a note to commend Tracey Gould for her exceptional service to me — and, I imagine, to everyone she assists. I’m a senior who’s been pet sitting in HMB over the holidays and broke my elbow a few weeks ago. I can’t drive home like this (70 miles with a large vehicle) so need to stay in town a few more weeks. Tracey has been an absolute ace in terms of helping me seek short-term housing with a posting on Next Door and lining up a volunteer to drive my van to the RV propane refill place. I know she has a very full plate and is constantly in meetings with clients who need help, and she still made time to call around for me and call me back with results. She’s the kind of person you want working with older adults: committed, caring, connected. People often complain when things don’t go right, but rarely express gratitude for people who are simply doing their job, once their needs are met. Tracey is a wonderful example of an unsung everyday (s)hero, and I wanted to recognize her for this.”
Sonrisas Dental	$25,000	$17,500	50%	During the first half of the grant period, Sonrisas’ Half Moon Bay clinic saw 686 low-income patients at 1,449 clinic visits. This accounts for 83% of patients and 86% of visit capacity of the Half Moon Bay clinic being used for low-income visits. The grant through the CSFA program directly funded 96 of these visits for 35 individuals. Of these 35 individuals, 18 (51%) have been seen at least twice during the covered period, meeting the definition of establishing a dental home.We also established a dental home for 347 low-income patients at the Half Moon Bay Clinic, and these patients accounted for 1,109 visits. This performance measure is a 12-month metric, putting Sonrisas on track to meet the goal by the end of the funding period.	Sonrisas has navigated a challenging grant period marked by significant staff turnover, disruptive changes to Medi-Cal insurance benefits (including by the transition of roughly 1 in 5 Medi-Cal beneficiaries who are Kaiser members to the state default reimbursement rates from the higher Health Plan of San Mateo rates), and the escalating impact of inflation continuing from FY24 into FY25. Despite these unprecedented challenges, Sonrisas remained steadfast in its commitment to providing exceptional dental care to low-income residents of San Mateo County. We demonstrated resilience by increasing patient volume by 30% during this period of adversity. These valuable lessons have informed our strategic planning, enabling us to refine our approach and ensure equitable access to oral healthcare for all members of our community. With a fully staffed team and strong leadership in place, Sonrisas is poised for a year of significant growth and impactful outcomes. We are actively engaged in local collaborations and remain committed to expanding our reach and making a lasting positive impact on the lives of our patients.	Anne, a Cantonese-speaking senior residing in a local facility in Half Moon Bay, faced a significant obstacle to her oral health: navigating the complexities of dental appointments. Transportation and language barriers created a frustrating and painful cycle. Her smile had long since faded, replaced by discomfort and a sense of isolation. Enter Dr. Cai, a Mandarin-speaking dentist at the Sonrisas Dental Clinic in Half Moon Bay. Recognizing Anne's struggles, Dr. Cai went above and beyond her role. She patiently guided Anne through the intricacies of the HMB transportation system, empowering her to schedule and attend appointments independently. Despite the slight language barrier, Dr. Cai built a strong rapport with Anne, fostering trust and ensuring consistent care. As Anne's oral health improved, so did her overall well-being. The pain subsided, and her confidence gradually returned. Her newfound smile became a beacon of hope within the senior facility. Inspired by Anne's transformation, her friends began seeking dental care at Sonrisas, recognizing the compassionate and comprehensive care provided.
Cohort Support	$30,000					
Total CSFA	$291,250	$113,830				

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 18, 2025**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maz Bozorginia, Public Works Director/City Engineer
Jonathan Woo, Assistant Engineer

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

RECOMMENDATION:
Adopt a resolution authorizing the Administrative Services Director to transfer $50,000 from Fund 123 (Streets and Roads) to Capital Improvements Project No. 0593 – Poplar Street Traffic Calming and Safety Project – Phase I (Project); and authorizing $350,000 additional contingency for a new total construction budget of $2,013,000.

FISCAL IMPACT:
This action requests a transfer of $50,000 from Fund 123 (Streets and Roads) to the Poplar Street Traffic Calming and Safety Project – Phase I, adding to the previously adopted CIP construction budget of $1,963,000 for a new total not-to-exceed construction budget of $2,013,000.

With this action, the total amount of local funds dedicated to the project would be $546,000, with $1,202,000 coming from One Bay Area Grant – Cycle 2 (OBAG 2) funding and $265,000 allocated Measure M funds (reimbursable by C/CAG).

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

BACKGROUND:
On June 20, 2023, the City Council adopted the Fiscal Year 2023-24 CIP Budget which included the Poplar Street Traffic Calming and Safety Project – Phase I (Project). The Project provides frontage amenities to Poplar Street from Main Street to Highway 1. Improvements include sidewalks, decomposed granite pathway, street trees, traffic calming, stormwater retention, designated bicycle route markings, designated parking areas, and pavement restoration.

On September 5, 2023, the City Council adopted Resolution No. C-2023-85 that authorized the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California in the amount of $1,445,365.87, and approve a construction contingency not exceeding an amount of $216,804.88 (15%) for a total construction project balance of $1,662,000. The lowest responsible bidder came in below the engineer's estimate and left an unallocated amount of $301,000 in the capital budget for the project.

DISCUSSION:

After clearing the 2023/24 rainy season, construction of the project officially started in May 2024, with site preparation and removal of old encroachments into the street rights-of-way. The project encountered a couple of unforeseen conditions, most notably the presence of an active PG&E gas main in a location that varied from the record drawings and a much thinner roadway structural section than what was found during the design phase investigation.

Additionally, the community requested the project to retain the six (6) existing street trees along the south side of Poplar Street, just west of Main Street. These trees were set to be removed through the initial approval of the Coastal Development Permit for the project. Due to the request to maintain the existing trees and the feedback received from planning commissioners and city councilmembers, the design was modified, which resulted in the loss of five (5) planned parking spaces due to the reduced width of the eastbound lane.

At the request of City staff, the contractor submitted change orders to address the modifications to the project, including a 12" full-depth reclamation (FDR) which uses specialized equipment and addition of cement to harden the existing subbase to provide the strength needed to ensure the pavement functions as needed for the collector road. The proposed changed order was priced at approximately $170,000. FDR is more cost and time efficient than replacing the entire street's base section with new aggregate base.

Other minor changes included additional striping at the intersections of Main Street/Poplar Street and Main Street/Arnold Way to increase the visibility at the two existing intersections. Since the prices were reasonable and the contractor was available, City staff requested they complete the work at this time rather than it being completed under a separate maintenance project.

Lastly, the contractor provided a change order amount of $89,000 to address pavement conform and traffic loop detection improvements at the western of the project adjacent to Highway 1. Caltrans was originally going to address this location with their SHOPPP project; however, the timing of that work is still tentative and the existing conform would remain until that work is completed. If the City decided to skip this portion, the additional transfer from Fund 123 would not be necessary. The table below provides a comprehensive list of construction-related expenses to complete the project:

Source	Amount
Original Construction Contract (HMB Grading and Paving)	$1,445,000
Approved and Anticipated CCO's (HMB Grading and Paving)	$516,000
Material Testing (Apex/BAGG)	$12,000
Design Construction Support (CSW/ST2)	$15,000
Stormwater Pollution Prevention Plan/SWPPP (Tully)	$25,000
Total	**$2,013,000**

Table 1 – Anticipated Final Construction Expenditures

Construction is nearly complete, with an anticipated closeout date of April 30, 2025. In order to complete the project, it is requested that the City Council adopt a resolution authorizing the Administrative Services Director to transfer $50,000 Fund 123 (Streets and Roads) to Capital Improvements Project No. 0593; and authorize $350,000 additional contingency for a new total construction budget of $2,013,000.

ATTACHMENT:
Resolution

Resolution No. C-2025-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO TRANSFER $50,000 FROM FUND 123 (STREETS AND ROADS) TO THE POPLAR STREET TRAFFIC CALMING AND SAFETY PROJECT – PHASE I (CIP NO. 0593) AND AUTHORIZING $350,000 ADDITIONAL CONTINGENCY FUNDING FOR A TOTAL CONSTRUCTION BUDGET OF $2,013,000

WHEREAS, on June 20, 2023, the City Council adopted the Fiscal Year 2023-2024 CIP Budget that allocated $1,963,000 for the Poplar Street Traffic Calming and Safety Project – Phase I (CIP Project No. 0593); and

WHEREAS, On September 5, 2023, the City Council adopted a Resolution No. C-2023-85 that authorized the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California in the amount of $1,445,365.87, and approve a construction contingency not exceeding an amount of $216,804.88 (15%) for the Poplar Street Traffic Calming and Safety Project – Phase I (CIP Project No. 0593); and

WHEREAS, construction of the Poplar Street Traffic Calming and Safety Project – Phase I commenced in May 2024; and

WHEREAS, the community requested the project to retain the six (6) existing street trees along the south side of Poplar Street, just west of Main Street, which resulted in the loss of five (5) planned parking spaces due to the reduced width of the eastbound lane; and

WHEREAS, additional contingency in the amount of $350,000 is necessary to complete the project.

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

1. The Administrative Services Director to transfer $50,000 from Fund 123 (Streets and Roads) to Capital Improvements Project No. 0593 – Poplar Street Traffic Calming and Safety Project – Phase I; and
2. Additional contingency funding of $350,000 for a total construction budget of $2,013,000.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18th of February 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