



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

**TUESDAY, FEBRUARY 3, 2026
7:00 PM**

**ADCOCK COMMUNITY CENTER
535 KELLY AVENUE
HALF MOON BAY, CA 94019**

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

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 Consent Calendar items should be made during the Public Forum section of the agenda. Those wishing to speak on a Business or Public Hearing matter will be called forward at the appropriate time during that item's consideration.

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

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

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

<http://halfmoonbay.gov>

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 the City website at <https://www.halfmoonbay.gov/315/City-Council-Agendas>. 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.*

1. ROLL CALL / PLEDGE OF ALLEGIANCE
2. APPROVAL OF AGENDA
3. PROCLAMATIONS AND PRESENTATIONS
 - 3.A THE SAN FRANCISCO PENINSULA TOURISM MARKETING DISTRICT PRESENTATION
4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE
5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS
6. CITY MANAGER UPDATES TO COUNCIL
 - 6.A DOORDASH PILOT PROGRAM
7. PUBLIC FORUM
8. CONSENT CALENDAR
 - 8.A WAIVE READING OF RESOLUTIONS AND ORDINANCES
 - 8.B APPROVE MINUTES OF THE JANUARY 20, 2026 SPECIAL MEETING
[ATTACHMENT](#)
 - 8.C APPROVE MINUTES OF THE JANUARY 20, 2026 REGULAR MEETING
[ATTACHMENT](#)
 - 8.D APPROVE MINUTES OF THE JANUARY 29, 2026 SPECIAL MEETING
[ATTACHMENT](#)
 - 8.E APPROVE CERTAIN PAST CITY COUNCIL REGULAR AND SPECIAL MEETING MINUTES

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

8.F APPROVE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR 911 DISPATCH SERVICES

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute an agreement between the City of Half Moon Bay and the County of San Mateo for 911 dispatch services for the period of July 1, 2025, through June 30, 2030, at a total of \$4,312,564.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

8.G APPROVE AMENDMENT TO RETAINER FOR LEGAL SERVICES WITH SHUTE, MIHALY, & WEINBERGER, LLP, EFFECTIVE, JANUARY 1, 2026, FOR CONTINUATION OF LITIGATION SERVICES AND TRANSITION SERVICES

Staff Recommendation: Adopt a Resolution to approve an Amendment to the Retainer for Legal Services Agreement (“Amendment”) with Shute, Mihaly & Weinberger, LLP (“SMW”), effective January 1, 2026, for the continuation of litigation services and transition services; and authorize the City Manager to execute the Amendment.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

9. ORDINANCES AND PUBLIC HEARINGS – NONE.

10. RESOLUTIONS AND STAFF REPORTS

10.A ARCHITECTURAL ADVISORY COMMITTEE APPOINTMENTS

Staff Recommendation: Appoint three applicants to the Architectural Advisory Committee to fill three seats term ending December 2028 and 2030 (the architect and at-large committee seats are for four-year terms, and the landscape architect seat are for two-year terms).

[STAFF REPORT](#)

[ATTACHMENT](#)

10.B DISCUSSION ON EXTENDING HEALTH BENEFITS ELIGIBILITY TO ELECTED OFFICIALS

Staff Recommendation: Receive information and provide direction regarding whether, and under what framework, health benefits eligibility should be extended to elected officials.

[STAFF REPORT](#)

[ATTACHMENT](#)

10.C APPROVE AGREEMENT WITH MATRIX CONSULTING GROUP, TO CONDUCT AN ORGANIZATIONAL AND STAFFING ASSESSMENT

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a professional services agreement with Matrix Consulting Group, to conduct an organizational and staffing assessment, for a term ending no later than June 30, 2026, at a cost not-to-exceed \$66,500.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

11. COMMISSION / COMMITTEE UPDATES
12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS
13. CITY COUNCIL REPORTS
14. ADJOURNMENT



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, JANUARY 20, 2026

SPECIAL MEETING

ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at 5:30 p.m. Roll Call was taken.

Present: Councilmembers Brownstone, Jonsson (Joined after Roll Call) Nagengast, Vice Mayor Penrose and Mayor Ruddock

2. OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS – None.

4. CLOSED SESSION

4.A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))

Name of case: City of Half Moon Bay v. Granada CSD and Montara WSD, et al. Santa Clara Superior Court Civil No. 17CIV316927; Court of Appeal Case No. HO49896

4.B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957)

Performance evaluation of City Manager Matthew Chidester; Criteria for Performance Evaluation and Consideration of Process for Performance Evaluation.

5. ADJOURNMENT

Mayor Ruddock adjourned the Special Meeting at 6:50 p.m.

Respectfully Submitted:

Approved:

Maggie Rodriguez, Interim City Clerk

Approved by the City Council at the _____ Regular Meeting.



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, JANUARY 20, 2026

ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Ruddock called the regular meeting to order at 7:05 p.m. and led the Pledge of Allegiance. Planning Analyst Jett called the roll call.

Present: Councilmembers Brownstone, Jonsson, Nagengast, Vice Mayor Penrose and Mayor Ruddock

2. APPROVAL OF AGENDA

Mayor Ruddock suggested moving item 10.B before item 10.A. Councilmember Brownstone moved and Vice Mayor Penrose seconded a motion to approve the agenda, as amended. The motion carried unanimously by roll call vote.

3. PROCLAMATIONS AND PRESENTATIONS

3.A MID-PENINSULA REGIONAL OPEN SPACE DISTRICT UPDATE

Zoe Kersteen-Tucker, President, Mid-Peninsula Open Space District, provided an update on the District's mission and activities.

The following individual addressed the City Council:

- Joaquin Jiminez

3.B MID-COAST COMMUNITY COUNCIL UPDATE

Scott McMullin provided an update on Mid-Coast Community Council's activities.

4. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE – None.

5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Bazzano stated the Council met in Closed Session earlier in the evening and stated there were no reportable actions. She noted that the Council also met in Closed Session on January 8 and 13, 2026 and there were no reportable actions.

6. CITY MANAGER UPDATES TO COUNCIL – None.

7. PUBLIC FORUM

The following individuals addressed the City Council:

- Deborah Penrose
- Harvey Rarback
- Joaquin Jiminez
- Joanne Rokowsky
- Anita Reese

8. CONSENT CALENDAR

Councilmember Nagengast requested removal of Consent Calendar item 8.M, Approve Certain Past City Council Regular and Special Meeting Minutes, to discuss separately.

The Consent Calendar consisted of the following items:

- 8.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 8.B APPROVE MINUTES OF THE DECEMBER 16, 2025 REGULAR MEETING**
- 8.C APPROVE MINUTES OF THE JANUARY 8, 2026 SPECIAL MEETING**
- 8.D APPROVE MINUTES OF THE JANUARY 13, 2026 SPECIAL MEETING**
- 8.E APPROVE MINUTES OF THE JANUARY 13, 2026 JOINT SPECIAL CITY COUNCIL-PLANNING COMMISSION MEETING**
- 8.F APPROVE RESOLUTION 2026-01 AUTHORIZING THE OPPORTUNITY CENTER OF THE COASTSIDE FINAL ASSET DISPOSAL**
- 8.G ACCEPT WARRANTS FOR THE MONTH OF DECEMBER 2025**
- 8.H APPROVE RESOLUTION 2026-02, HWY 1 NORTH PRE-CONSTRUCTION SERVICES AWARD OF PROFESSIONAL SERVICES AGREEMENT**
- 8.I APPROVE RESOLUTION 2026-03 PROFESSIONAL SERVICES AGREEMENT WITH BLACK AND VEATCH CORPORATION FOR STORMWATER - NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) AND ANNUAL REPORTING SERVICES FOR 2026**
- 8.J RESOLUTION 2026-04 CLIMATE ACTION AND ADAPTATION PLAN (PHASE TWO) ADOPTION**
- 8.K APPROVE MAYOR'S LIST OF UPDATED CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2026**

8.L APPROVE RESOLUTION 2026-05 A MEMORANDUM OF UNDERSTANDING FOR SENATE BILL 1383 PROCUREMENT

Vice Mayor Penrose moved and Councilmember Brownstone seconded a motion to approve Consent Calendar items 8.A through 8.L. The motion carried by unanimous roll call vote.

8.M APPROVE CERTAIN PAST CITY COUNCIL REGULAR AND SPECIAL MEETING MINUTES

Vice Mayor Penrose moved and Councilmember Brownstone seconded a motion to approve Consent Calendar item 8.M, Approve Certain Past City Council Regular and Special Meeting Minutes, as follows:

May 3, 2016 Special Meeting, May 17, 2016 Special Meeting, July 26, 2017 Special Meeting, September 12, 2017 Special Meeting, September 19, 2017 Special Meeting, November 7, 2017 Special Meeting, March 6, 2018 Special Meeting, September 4, 2018 Regular and Special Meetings, September 18, 2018 Regular and Special Meetings, October 2, 2018 Regular and Special Meetings, November 20, 2018 Regular and Special Meetings, December 4, 2018 Regular Meeting, December 18, 2018 Regular Meeting, March 5, 2019 Regular Meeting, March 19, 2019 Regular and Special Meetings, October 15, 2019 Regular Meeting, October 29, 2019 Special City Council-Planning Commission Joint Meeting, November 19, 2019 Regular Meeting, December 3, 2019 Regular and Special Meetings, December 5, 2019 Special Meeting, December 17, 2019 Regular Meeting, January 21, 2020 Regular and Special Meetings, February 4, 2020 Regular Meeting, February 18, 2020 Regular Meeting, March 3, 2020 Regular and Special Meetings, March 10, 2020 Special Meeting, March 17, 2020 Regular Meeting, April 7, 2020 Regular and Special Meetings, April 21, 2020 Regular, Special and Study Session Meetings, April 23, 2020 Special Meeting, May 1, 2020 Special Meeting, May 5, 2020 Regular and Special Meetings, May 19, 2020 Closed Session, Regular and Special Meetings, June 2, 2020 Special Meeting, July 1, 2020 Special Meeting, September 1, 2020 Special Meeting, September 29, 2020 Special Meeting, October 6, 2020 Special Meeting, November 17, 2020 Special Meeting, December 1, 2020 Special Meeting and December 15, 2020 Special Meeting, September 30, 2021 Closed Session and Special Meetings, and December 15, 2021 Regular Meeting.

The motion carried 3-0-2 by roll call vote, with Councilmembers Nagengast and Jonsson abstaining.

9. ORDINANCES AND PUBLIC HEARINGS – None.

10. RESOLUTIONS AND STAFF REPORTS

10.A FRENCHMAN’S CREEK PARK - PHASE 2 PROJECT UPDATE (CIP PROJECT NO. 1013)

Interim City Engineer Leda and Interim Public Works Director Seeley presented the staff report and updated the Council on the project. Councilmembers asked questions and discussed the conceptual

plans.

Mayor Ruddock invited public comment.

The following individual addressed the City Council:

- Randy Knaus
- Irma Morawietz

The Council provided direction to staff on the conceptual plans.

10.B UPDATES ON THE RESIDENTIAL RENT STABILIZATION PROGRAM AND RESIDENTIAL RENTAL REGISTRY PROGRAM

Management Analyst Acosta presented the staff report and policy options.

The following individuals addressed the City Council:

- Cindy Korasco
- Brian Jacobs
- Nancy Stern
- Harvey Rarback
- Robert Petro
- Frank Vento
- Sarah Bueno
- Mona Sprinter
- Joanne Rokowsky
- Linda Crose-Anderson
- Judy Taylor
- Fernando Peña
- Barbara LaVey
- Jan Gray
- Pamela Dorr
- Nancy Fontana
- Evelyn de Souza

RECESS

The Council recessed the meeting at 8:50 p.m. The meeting reconvened at approximately 9:00 p.m. with all Councilmembers present.

Councilmembers asked questions and discussed the item and provided direction to staff to

return with a policy amendment.

11. COMMISSION / COMMITTEE UPDATES - None.

12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS – None.

13. CITY COUNCIL REPORTS

Mayor Ruddock reported the Sewer Authority Mid-Coastside (SAM) would be moving to One meeting per month.

14. ADJOURNMENT

Mayor Ruddock adjourned the meeting at 10:50 p.m.

Respectfully Submitted:

Maggie Rodriguez, Interim City Clerk

Approved by the City Council at the _____ Regular City Council meeting.



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

THURSDAY, JANUARY 29, 2026

SPECIAL MEETING

ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

1. CONVENE SPECIAL MEETING / ROLL CALL

Mayor Ruddock called the Special Meeting to order at 6:40 p.m.

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

2. CITY COUNCIL LISTENING SESSION

The following individuals addressed the City Council:

- Harvey Rarback
- Anne Mouri
- Paul Gregorioff
- Nancy Fontana
- Amber Stow
- Sandi Winter
- Harvey Rarback
- Nancy Fontana
- Paul Gregorioff
- Evelyn de Souza
- Dave Elkinson
- Evelyn de Souza
- Amber Stow
- Nancy Fontana
- Amber Stow
- Nancy Fontana
- Evelyn de Souza
- Nancy Fontana
- Kirsten Loegering

3. ADJOURN SPECIAL MEETING

Mayor Ruddock adjourned the meeting at 8:00 p.m.

Respectfully Submitted:

Maggie Rodriguez, Interim City Clerk

*Approved by the City Council at the _____ Regular Meeting.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 3, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, Interim City Clerk and
Christine Boland, Clerk Consultant

**TITLE: APPROVE CERTAIN PAST CITY COUNCIL REGULAR AND SPECIAL MEETING
MINUTES**

RECOMMENDATION:

By motion, approve certain past City Council Special and Regular Minutes from prior years, as presented.

FISCAL IMPACT:

There is no fiscal impact with the approval of Minutes.

STRATEGIC ELEMENT:

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

BACKGROUND:

The Assistant City Clerk has undertaken a comprehensive effort to index every video related to each item on the City Council's agendas over the past decade. This initiative enhances accessibility by allowing staff and the public to efficiently locate and view specific topics discussed during Council meetings on the City's website. During the course of this project, it was identified that, for reasons presently unknown, numerous sets of City Council meeting minutes from previous years had not been formally approved by the Council.

The City Council, at its December 16, 2025, meeting approved the first round of missing Minutes, which have now been signed and posted to the City's website. The second round of Minutes now needs the same approval.

A quorum of the Council is required to officially approve the records of discussion. Formal approval will enable the City Clerk's office to incorporate these records into the permanent City Council Minute books and ensure their availability on the City's minutes webpage.

DISCUSSION:

The Ralph M. Brown Act (California Government Code Section 54950) governs open meeting requirements and mandates that the legislative body maintain an accurate record of proceedings for every meeting. In the absence of such records, there is no official documentation verifying that the Council has taken action on any items addressed during those meetings. It is important to note that video recordings do not constitute the Council's permanent official record.

ATTACHMENTS:

1. Minutes of November 5, 2019, Special and Regular Meetings
2. Minutes of August 18, 2020, Regular Meeting, September 1, 2020, Special Meeting, September 15, 2020, Regular Meeting, September 29, 2020, Special Meeting, October 6, 2020, Special Meeting, November 17, 2020, Regular and Special Meeting, November 19, 2020, Special Meeting, December 1, 2020, Regular and Special Meeting, and December 15, 2020, Special Meeting.



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, NOVEMBER 5, 2019

ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

Mayor Rarback called the meeting to order at 7:03 p.m.

ROLL CALL / PLEDGE OF ALLEGIANCE

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

Boy Scout Troop 263 conducted the flag ceremony and Pledge.

PUBLIC FORUM

The following individuals addressed the City Council:

- Steven Booker
- Colleen Henry
- Krystyn Geidt
- Paul Gregorioff

APPROVAL OF AGENDA

MOTION

Councilmember Penrose moved and Councilmember Brownstone seconded a motion to approve the agenda. The motion carried unanimously.

PROCLAMATIONS AND PRESENTATIONS

SHERIFFS DEPARTMENT PUMPKIN FESTIVAL REPORT

Mr. Rose, County Office of Emergency Services, provided a debriefing on the recent Public Safety Power Shutoffs (“PSPS”) events.

HAM Radio operator Harry Eisen presented an emergency communications presentation.

San Mateo County Deputy Sheriff Lopez debriefed on the Half Moon Bay Pumpkin Festival.

HALF MOON BAY LIBRARY ANNUAL REPORT

Annie Malley presented the San Mateo County Library's annual report, highlighting that the new library opened August 18, 2018, with overwhelming response.

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

Mayor Rarback announced an upcoming job fair for Bay City Flowers employees.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Engberg reported out on the Closed Session held earlier in the evening and noted that the discussions would continue after the current Council meeting.

CITY MANAGER UPDATES TO COUNCIL

City Manager Nisbet, Deputy City Manager Chidester, Deputy Clerk Roisman and Communications Manager Lateri provided updates on recent professional development activities and conferences attended.

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B APPROVE AMENDMENT NO. 1 TO AGREEMENT WITH MARK THOMAS AND COMPANY, INC. FOR CLOSED-CIRCUIT TELEVISION VIDEO OF SEWER HOT SPOTS

MOTION

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to adopt the Consent Calendar. The motion carried unanimously.

2. ORDINANCES AND PUBLIC HEARINGS

2.A ADOPTION OF THE 2019 CALIFORNIA BUILDING STANDARDS CODE

Community Development Director Ekas and Building Permit Technician Corrales presented the triennial building code update and highlighted the requirements. Mayor Rarback opened the public hearing.

The following individual addressed the City Council:

- Joy Lafia

Mayor Rarback closed the public hearing.

MOTION

Vice Mayor Eisen moved and Councilmember Ruddock seconded a motion to adopt Resolution 2019-91, Establishing the need for local modifications to the California Building Standards Code and waive the first reading and introduce Ordinance 2019-05, Amending Chapter 14.04 of the Half Moon Bay Municipal Code adopting by reference the 2019 California Building Standards Code and local amendments. The motion carried unanimously.

2.B APPEAL OF ACTING TAX ADMINISTRATOR NOTICE OF DETERMINATION OF PAST DUE TRANSIENT OCCUPANCY TAXES (TOT) - 1430 CABRILLO HIGHWAY N, HALF MOON BAY

Deputy City Manager Chidester presented the City's case regarding unpaid Transient Occupancy Tax (TOT) from appellant Ms. Chris Voisard for a property advertised as a short-term rental on AirBNB. Ms. Chris Voisard presented her appeal and questioned the city's use of HDL Companies to collect information and pursue Transient Occupancy Tax collections.

Mayor Rarback opened the public hearing. Upon no speakers, Mayor Rarback closed the public hearing.

MOTION

Vice Mayor Eisen moved and Councilmember Penrose seconded a motion to adopt Resolution 2019-93, Denying the appeal and upholding the Acting Tax Administrator's Notice of Determination of past due Transient Occupancy Taxes; and direct staff to take all actions necessary to finalize the denial of the appeal, requiring the property owner to pay \$9,000 in transient occupancy taxes accrued from January 1, 2015, through March 31, 2018, and amending the lien recorded against the property to \$9,000. The motion carried unanimously.

3. RESOLUTIONS AND STAFF REPORTS

3.A HIGHWAY 1 SOUTH PROJECT AGREEMENTS WITH SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) AND PACIFIC GAS & ELECTRIC (PG&E)

Public Works Director Doughty and City Engineer Bozorginia presented the staff report. Councilmembers discussed the item and asked questions.

MOTION

Vice Mayor Eisen moved and Councilmember Brownstone seconded a motion to adopt Resolution 2019-92, to execute a funding agreement with San Mateo County Transportation Authority to accept Measure A funds in the amount of \$3,200,000 for the construction of Highway 1 Safety and Operational Improvement South project. The motion carried 4-1, with Councilmember Penrose voting no.

MOTION

Vice Mayor Eisen moved and Councilmember Ruddock seconded a motion to a motion to adopt Resolution 2019-94, Execute an agreement with PG&E for the undergrounding of overhead power and communication lines in the amount of \$383,338.18 and authorize the Administrative Services Director to transfer \$190,000 from within the current adopted 2019-2020 Capital Budget to cover the negotiated final estimate of cost for utility undergrounding. The motion carried 4-1, with Councilmember Penrose voting no.

3.B SUSTAINABILITY PROGRAM UPDATE

Senior Analyst Chong presented an update on the city's sustainability program.

3.C TRANSPORTATION ACTION AND ADAPTATION PROGRAM (TAAP)

City Engineer Bozorginia presented on the Transportation Action and Adaptation Program. The Council asked questions and discussed the item. No action was taken.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

The Council requested an update on the 2x2 subcommittee meeting with the Cabrillo Unified School District and expressed interest in a future agenda item to discuss REACH Codes.

Mayor Rarback adjourned the meeting at approximately 11:15 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Harvey Rarback, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, NOVEMBER 5, 2019

SPECIAL MEETING

ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE

CONVENE SPECIAL MEETING

Mayor Rarback called the Special Meeting to order at 5:30 p.m.

ROLL CALL

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

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)
Property: Unimproved property located at 723 Mill Street (APN 056-165-020) in use as public parking lot

City Negotiators: Bob Nisbet (City Manager) and Catherine Engberg (City Attorney)
Negotiating Party: Kathy Oler (Lessor)
Under negotiation: Price and terms of possible lease agreement extension/renewal

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957)
Annual performance evaluation of City Manager Bob Nisbet

CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code Section 54957.6)
Conference with the City's designated representative, Catherine Engberg, City Attorney, to provide instructions regarding negotiations related to the unrepresented City Manager, Bob Nisbet.

ADJOURN SPECIAL MEETING

Mayor Rarback adjourned the Special Meeting at 6:45 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Harvey Rarback, Mayor



MINUTES
CITY OF HALF MOON BAY CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2020
VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE REGULAR MEETING

Mayor Eisen called the meeting to order at 7:04 p.m.

ROLL CALL

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

PUBLIC FORUM

The following individuals addressed the City Council:

- Brent Turner
- Peter Koliguano
- Edwin Fran
- Steve Patric
- Joaquin Jimenez
- Belinda Aragua

PROCLAMATIONS AND PRESENTATIONS

SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT UPDATE

Katie Martin, Half Moon Bay's representative and current chairperson of the San Mateo County Mosquito and Vector Control Board, provided an update on District activities.

REGIONAL HOUSING NEEDS ASSESSMENT METHODOLOGY FOR CYCLE 6 HOUSING ELEMENT

Consultant Josh Abrams of 21 Elements presented information on the upcoming Housing Element cycle. Councilmembers asked questions and discussed the issue.

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Engberg announced the City Council met in Closed Session. No reportable action was taken.

CITY MANAGER UPDATES TO COUNCIL

COVID-19 / FACE COVERING ENFORCEMENT ORDINANCE UPDATE

City Manager Nesbit and Deputy City Manager Chidester provided an update on COVID-19 response efforts and protocols.

MIRADA / MEDIO PEDESTRIAN BRIDGE UPDATE

Kwai Vo, Deputy Director for Road Services, San Mateo County Public Works, presented on the Mirada/Medio pedestrian bridge closure and replacement plans. Councilmembers asked questions and discussed the item. No action was taken.

OUTDOOR DINING UPDATE

Analyst Decker presented an update on outdoor dining options to support local businesses during COVID-19 restrictions.

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B APPROVE WARRANTS FOR THE MONTH OF JULY 2020

1.C ACCEPT TREASURER'S REPORT FOR THE QUARTER ENDING JUNE 30, 2020

1.D APPROVE AMENDMENT TO SIDE LETTER WITH REPRESENTED MANAGEMENT TEAM

1.F ACCEPT SEWER COLLECTION SYSTEM HYDRAULIC MODEL UPDATE

1.G REHABILITATION PROJECT (CIP NO. 9026) - APPROVE CONSTRUCTION CONTRACT AWARD FOR THE 2020 SEWER MANHOLE

MOTION

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to approve Consent Calendar items 1.A through 1.D, 1.F, and 1.G. The motion passed unanimously.

1.E AMENDMENT TO PURCHASE OF RULE 20A CREDITS FROM FOSTER CITY

Councilmembers discussed the item and asked questions.

MOTION

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to approve Consent Calendar item 1.E., Amendment to Purchase of Rule 20A Credits from Foster City. The motion passed unanimously.

2. ORDINANCES AND PUBLIC HEARINGS – None.

3. RESOLUTIONS AND STAFF REPORTS

3.A RESOLUTION AUTHORIZING BLACK LIVES MATTER MURAL

City Manager Nesbit presented a proposed Resolution supporting Black Lives Matter and authorizing the installation of a temporary mural in the City Hall parking lot. City Attorney Engberg clarified that the Resolution was an expression of government speech, not an endorsement of any political organization. After discussion about mural size, location, and maintenance, the Council expressed unified support for the project.

MOTION

Councilmember Penrose moved and Councilmember Ruddock seconded a motion to adopt the Resolution, with an amendment to the last “Whereas” in the Resolution, as recommended by the City Attorney. The motion passed unanimously.

3.B. EMERGENCY HOUSING ASSISTANCE GRANTS

Deputy City Manager Chidester and Community Services Analyst Gaitan presented a proposal to provide emergency housing assistance grants as the county's eviction moratorium ends on August 31. Councilmembers discussed the issue.

MOTION

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to adopt the Resolution as recommended by staff. The motion passed unanimously.

3.C. QUARTERLY FINANCIAL REPORT / FISCAL YEAR UPDATE

Administrative Services Director Lopez and Senior Accountant Stiles presented the fourth quarter financial report for FY 2019-20. The Council discussed the item and asked questions.

MOTION

Councilmember Brownstone moved and Councilmember Rarback seconded a motion to accept the quarterly financial and fiscal year report. The motion passed unanimously.

3.D. LAW ENFORCEMENT ANNUAL UPDATE – Item continued.

COMMISSION / COMMITTEE UPDATES – None.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS – None.

CITY COUNCIL REPORTS – None.

ADJOURNMENT

Mayor Eisen adjourned the meeting at 12:15 a.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, SEPTEMBER 1, 2020

SPECIAL MEETING

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Eisen called the Special Meeting to order at 6:00 p.m.

ROLL CALL

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

OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (Govt. Code section 54957.6)

Agency designated representatives: Lisa Lopez (Administrative Services Director) and/or Bob Nisbet (City Manager)

Employee organizations: Stationary Engineers Local 39; Represented Managers; and Unrepresented Management

ADJOURNMENT

Mayor Eisen adjourned the Special Meeting at approximately 7:00 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, SEPTEMBER 15, 2020

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE REGULAR MEETING

Mayor Eisen called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

ROLL CALL

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

PUBLIC FORUM

The following individuals addressed the City Council:

- Sue Reineri
- Brent Turner
- Erik Hollister
- Pedro Cantano
- Kimberly Williams
- Spacey Invader

PROCLAMATIONS AND PRESENTATIONS

MID-COAST COMMUNITY COUNCIL UPDATE

Claire Toutant provided an update on recent Mid-Coast Community Council activities.

PROCLAMATION HONORING HISPANIC HERITAGE MONTH

Mayor Eisen presented a proclamation honoring Hispanic Heritage Month in Half Moon Bay to the Latino Advisory Council. Dr. Belinda Hernandez-Arriaga, Executive Director of Ayudando Latinos A Soñar (ALAS) expressed her appreciation for the Council's recognition.

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

Mayor Eisen discussed increased COVID-19 cases and efforts to increase evening testing opportunities.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS - None.

CITY MANAGER UPDATES TO COUNCIL

COVID-19 UPDATE

City Manager Nisbet summarized the 2017 article *Disasters and Community Resilience* and work to form a Recovery Task Force.

SUSTAINABILITY UPDATE

Public Works Program Manager Chong and Sustainability Analyst Vostinak provided updates on the grant opportunities for beverage container redemption, Beacon Awards, and California Coastal Clean-Up.

FACE COVERING CAMPAIGN

Communications Program Manager Lettore discussed the face coverings campaign.

COVID 19-UPDATE - Continued

Deputy City Manager Chidester discussed testing opportunities, help and volunteer opportunities.

LABOR DAY WEEKEND DEBRIEF

Deputy City Manager Chidester and Captain Lopez provided a debrief on Labor Day Weekend.

1. CONSENT CALENDAR

Mayor Eisen requested the removal of Consent Calendar items 1.D. and 1.E.

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B APPROVE WARRANTS FOR THE MONTH OF AUGUST 2020

1.C APPROVE AMENDMENT TO SIDE LETTER WITH REPRESENTED MANAGEMENT TEAM AND INTERNATIONAL UNION OF OPERATING ENGINEERS STATIONARY LOCAL 39, AFL-CIO

MOTION

Mayor Eisen moved and Vice Mayor Brownstone seconded a motion to approve the Consent Calendar, with the exception of Items 1.D. and 1.E. The motion carried unanimously.

1.D RESOLUTION TO INCREASE WORKFORCE BY ADDING A POSITION OF MAINTENANCE WORKER I/II

The Council discussed the item.

MOTION

Councilmember Ruddock and Vice Mayor Brownstone seconded a motion to adopt a resolution to increase the City's workforce by one (1) position, a Maintenance Worker I/II, in accordance with current memorandums of understanding/Personnel Rules. The motion carried unanimously.

1.E RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY IN SUPPORT OF USING ART AS PEACE ACTIVISM AND APPROVING THE TEMPORARY PLACEMENT OF AN ART COLLAGE

City Manager Nisbet presented the item.

Runa Ray requested support of the peace project.

The following individual addressed the City Council:

- Brent Turner
- Pedro Cantano

MOTION

Vice Mayor Brownstone and Councilmember Penrose seconded a motion to adopt a resolution affirming the positive impact of art toward peace and activism that can result in positive change and approve the placement of a temporary art collage geared toward peace. The motion carried unanimously.

RECESS

Mayor Eisen called a recess at 9:25 p.m. The meeting reconvened at 9:30 p.m. with all Councilmembers present.

2. ORDINANCES AND PUBLIC HEARINGS

2.A SECOND READING OF AN ORDINANCE AMENDING CHAPTER 8.04 "ANIMAL CONTROL"

**CHAPTER 9.12 “PUBLIC NUISANCES AFFECTING PUBLIC PEACE AND SAFETY” AND
CHAPTER 9.13 “PARK REGULATIONS” OR REINTRODUCE WITH AMENDMENTS**

City Attorney Engberg presented the staff report.

The following individuals addressed the City Council:

- Pam
- Pedro Cantano
- Emma

MOTION

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to reintroduce, with amendments, an Ordinance amending Chapter 8.04 (Animal Control), Chapter 9.12 (Public Nuisances Affecting Public Peace and Safety), and Chapter 9.13 (Park Regulations) of the Half Moon Bay Municipal Code to add and clarify rules and regulations including the walking of dogs on leash, off-leash activities, smoking in parks and beaches, alcohol consumption in parks and beaches, and the prohibition of single use plastic bottles in City-owned parks and beaches. The question was called and the motion carried unanimously.

2.B DISPOSABLE FOODWARE ORDINANCE

Sustainability Analyst Vostinak and Public Works Director Doughty presented the staff report.

The following individuals addressed the City Council:

- Kimberly Williams

The Council asked questions of staff and discussed the item.

MOTION

Vice Mayor Brownstone moved and Councilmember Rarback seconded a motion to introduce an Ordinance repealing section 7.30 of the Half Moon Bay Municipal Code entitled “Polystyrene-based Disposable Food Service Ware Prohibited” and adopted a new chapter 7.30 entitled “Disposable Foodware”; and authorized the City Manager to sign a Memorandum of Understanding between the City of Half Moon Bay and the County of San Mateo for Disposable Foodware Ordinance education and enforcement activities. The motion carried unanimously.

3. RESOLUTIONS AND STAFF REPORTS

3.A EXECUTION OF EASEMENT FOR TRAIL ACCESS, MAINTENANCE, AND AGRICULTURAL ACCESS ON THE JOHNSTON HOUSE PROPERTY

City Manager Nisbet presented the staff report.

The following individuals addressed the City Council:

- Mike Williams
- Dan Olstein

MOTION

Councilmember Ruddock moved and Councilmember Rarback seconded a motion to authorize the City Manager to execute five easements and one license related to trail access, maintenance and agriculture access, existing waterlines and future park planning at the Johnston House property. The motion carried unanimously.

3.B 2020 MEASURE D ALLOCATIONS TRANSFER

Community Development Director Ekas presented the staff report.

The following individuals addressed the City Council:

- Larry

The Council asked questions of staff and discussed the item.

Community Development Director Ekas responded to questions.

MOTION

Vice Mayor Brownstone moved and Councilmember Penrose seconded a motion to adopt a resolution approving a transfer for 2020 of 10 downtown base Measure D allocations, comprising all of the downtown base allocations remaining as of September 2020, to be used for accessory dwelling units proposed outside of the downtown area, prioritized according to affordability and readiness. The motion carried 4-1, with Councilmember Rarback dissenting.

3.C SUSTAINABILITY IMPLEMENTATION PROGRAM UPDATE

Public Works Program Manager Chong presented the staff report.

The Council asked questions of staff and discussed the item.

Public Works Program Manager Chong and Public Works Director Doughty responded to questions.

MOTION

Vice Mayor Brownstone moved and Councilmember Rarback seconded a motion to approve the updated Sustainability Implementation Plan. The motion carried unanimously.

3.D MINIMUM WAGE ORDINANCE IMPLEMENTATION

Community Services Analyst Gaiton and Deputy City Manager Chidester presented the staff report.

The following individuals addressed the City Council:

- Krystlyn Giedt
- Rayna Lehman
- Mary Bernier
- Eric Debode
- Corinna Liebowitz

MOTION

Councilmember Penrose moved and Councilmember Ruddock seconded a motion to and provided direction to move forward with the January 1, 2021 implementation of the local minimum wage ordinance. The motion carried unanimously.

3.E CONSIDERATION OF SUPPORT FOR PROPOSITION 15 – CALIFORNIA SCHOOLS AND LOCAL COMMUNITIES FUNDING ACT OF 2020

The following individuals addressed the City Council:

- Krystlyn Giedt

MOTION

Councilmember Ruddock moved and Vice Mayor Brownstone seconded a motion to indicate a support position for Proposition 15 – the California Schools and Local Communities Funding Act on the November 3, 2020 ballot. The motion carried unanimously.

3.F LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE – VOTING DELEGATE AND RESOLUTION PACKET

Clerk Blair presented the staff report.

MOTION

Vice Mayor Brownstone moved and Councilmember Penrose seconded a motion to designate Councilmember Penrose as the City's voting delegate for the League of California Cities 2020 Annual Conference and direct a "Yes" vote on the 2020 Annual Conference Resolution Packet. The motion carried unanimously.

COMMISSION / COMMITTEE UPDATES - None.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

Councilmember Ruddock suggested a discussion of Gary Patton's letter regarding the General Plan and Open Space and Conservation Element on the next agenda.

Councilmember Rarback requested a presentation from Caltrans on its sign project, including three in Half Moon Bay.

CITY COUNCIL REPORTS - None.

ADJOURNMENT

Mayor Eisen adjourned the meeting at 11:45 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, SEPTEMBER 29, 2020

SPECIAL MEETING

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Eisen called the Special Meeting to order at 4:00 p.m.

ROLL CALL

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

OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))
Name of case: Casa Mira Homeowners Assn. v. California Coastal Commission, et al. (Real Parties in Interest, City of Half Moon Bay et al.)
San Mateo Superior Court Civil No. 19-CIV0466

CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION (Govt. Code section 54956.9(d)(2)) Significant exposure to litigation based on receipt of letters from Thomas J. Gearing dated July 27, 2020 and September 11, 2020 threatening litigation related to the following parcels: 056-096-240 and -480; 056-125-210; 056-127-030 and -040; and 056-128-090

CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION (Govt. Code section 54956.9(d)(2)) Significant exposure to litigation based on receipt of Coastal Commission appeal

of coastal development permit (CDP) to align City user fees with State Parks for the Poplar Beach parking lot

CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION (Govt. Code section 54956.9(d)(4)) Initiation of litigation: (1 potential case)

ADJOURNMENT

Mayor Eisen adjourned the Special Meeting at 5:10 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, OCTOBER 6, 2020

SPECIAL MEETING

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Eisen called the Special Meeting to order at 6:00 p.m.

ROLL CALL

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

OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))

Name of case: City of Half Moon Bay v. Granada CSD and Montara WSD, et al., – Santa Clara Superior Court Civil No. 17CIV316927

Mayor Eisen adjourned the Special Meeting at 7:00 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

WEDNESDAY, NOVEMBER 17, 2020

ADCOCK COMMUNITY/SENIOR CENTER, 535 KELLY AVENUE

CONVENE REGULAR MEETING / ROLL CALL

Mayor Eisen called the meeting to order at 7:00 p.m. and led the pledge of allegiance.

ROLL CALL

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

PUBLIC FORUM

The following individuals addressed the City Council:

- Wayne Lee
- Brent Turner
- David Eblövi
- Michael Stockner

PROCLAMATIONS AND PRESENTATIONS

MID-COAST COMMUNITY COUNCIL UPDATE

Clare Toutant provided an update on recent Mid-Coast Community Council activities.

PROCLAMATION IN MEMORY OF JOHN LYNCH

Councilmember Rudock presented the Proclamation in memory of John Lynch. The Council directed staff to work with Mr. Lynch's family and the Park and Recreation Commission on a naming option in his memory.

The following individuals addressed the City Council:

- Michael Ferreira

COUNTY OF SAN MATEO – CONTACT TRACING – Item deferred.

MAYOR’S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE - None.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

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

CITY MANAGER UPDATES TO COUNCIL

City Manager Nisbet discussed the November 12, 2021 State of the City. He discussed efforts related to public safety and policing including the public safety subcommittee and community focus groups. He announced the County’s potential acquisition of hotels in the City to house homeless individuals and special meeting on November 19, 2021.

Clerk Blair and Deputy City Manager Chidester provided an update on COVID-19 including regulations and grants. Clerk Blair provided an update on the recent elections.

Sustainability Analyst Vostinak presented Public Works and Sustainability updates including the Keep America Beautiful Grant cigarette butt receptacles, park signage, Halloween Community Recycling Day, and pilot parking project update.

Community Development Director Ekas provide an update on the Housing Element and Regional Housing Needs Allocation.

1. CONSENT CALENDAR

Public Works Director Doughty presented a revised Resolution for Item 1.H.

- 1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES**
- 1.B APPROVE WARRANTS FOR THE MONTH OF OCTOBER 2020**
- 1.C APPROVAL OF MINUTES FOR SEPTEMBER 30, 2020 SPECIAL MEETING, AND OCTOBER 6, 2020 AND OCTOBER 20, 2020 REGULAR MEETINGS.**
- 1.D ACCEPT TREASURER’S REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2020**
- 1.E APPROVE STATE DEPARTMENT OF PARKS AND RECREATION PROPOSITION 68 PER CAPITA PROGRAM GRANT FUNDS**
- 1.F ACCEPT LIBRARY CAPITAL DONATIONS**
- 1.G APPROVE AGREEMENT WITH TOTAL FLOW, INC. TO PROVIDE SMOKE TESTING SERVICES**
- 1.H APPROVE TRANSPORTATION FUND AND CLEAN AIR (TFCA) GRANT AGREEMENT**

MOTION

Councilmember Ruddock moved and Councilmember Rarback seconded a motion to approve the Consent Calendar, with the revised Resolution for item 1.H as amended by staff. The motion carried unanimously.

2. ORDINANCES AND PUBLIC HEARINGS - None.

3. RESOLUTIONS AND STAFF REPORTS

3.A PROPOSED STATE ROUTE 1 TRAFFIC OPERATIONAL SYSTEMS IMPROVEMENT PROJECT

City Manager Nisbet presented the staff report.

The Council discussed the item.

The following individuals addressed the City Council:

- Krystlyn Giedt
- Dan Haggerty
- Kimberly Williams

The Council directed staff to work with Caltrans staff.

3.B QUARTERLY FINANCIAL REPORT FOR THE FIRST QUARTER OF FISCAL YEAR 2020-21

Senior Accountant Stiles presented the staff report.

The Council asked questions of staff and discussed the informational item.

3.C UPDATE ON SOLID WASTE (GARBAGE, RECYCLING, ORGANICS)

Public Works Director Doughty presented the staff report.

Travis Armstrong and Monica Devincenzi, Republic Services, provided an overview of Republic Services including garbage, recycling, organics, state mandates and education.

The following individuals addressed the City Council:

- Dan Haggerty
- Kimberly Williams
- Krystlyn Giedt

The Council asked questions of staff and discussed the item.

COMMISSION / COMMITTEE UPDATES - None.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS - None.

CITY COUNCIL REPORTS - None.

ADJOURNMENT

Mayor Eisen adjourned the meeting at 9:06 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, NOVEMBER 17, 2020

SPECIAL MEETING

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Eisen called the Special Meeting to order at 6:00 p.m.

ROLL CALL

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

OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957)
Annual performance evaluation of City Manager Bob Nisbet

Mayor Eisen adjourned the Special Meeting at approximately 6:55 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES
CITY OF HALF MOON BAY CITY COUNCIL
WEDNESDAY, NOVEMBER 19, 2020
SPECIAL MEETING
VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Eisen called the Special Meeting to order at 6:00 p.m. and led the pledge of allegiance.

ROLL CALL

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

DISCUSSION ITEMS

DISCUSSION WITH COUNTY OF SAN MATEO ON ACQUISITION OF COASTSIDE INN AND QUALITY INN FOR HOUSING PEOPLE EXPERIENCING HOMELESSNESS OR AT RISK OF HOMELESSNESS AND IMPACTED BY COVID-19

City Manager Nisbet introduced a proposal to utilize Coastside Inn and Quality Inn for housing individuals experiencing homelessness or at risk, particularly those impacted by COVID-19. Guest speakers included Supervisor Don Horsley, County Manager Michael Callagy, and County Human Services Agency representative Ken Cole.

Supervisor Horsley discussed the Home Key Program and emphasized wrap-around services and addressing community concerns. County representatives outlined the need for housing, shelter rules, geographic priorities, and strategies to minimize neighborhood impacts. Financial considerations included partner selection for facility management, transitional housing, food services, long-term plans for affordable mixed housing, CARES Act funding, crime prevention, and facility upkeep.

The following individuals addressed the City Council:

- Jimmy Benjamin
- Beverly Garrity
- Brent Turner

- Krystlyn Giedt
- Paulette Eisen
- Joaquin Jimenez
- Ed Love
- Michael Ferreira
- Merrill Magowan

Mayor Eisen and Vice Mayor Brownstone suggested an additional meeting and preparation of Frequently Asked Questions material for community outreach.

Councilmember Rarback recused himself during Coastside Inn discussion; the Council expressed support for this site due to proximity to services.

Vice Mayor Brownstone recused himself during Quality Inn discussion; the Council considered it less desirable but suitable for respite care, quarantine, or senior housing.

CONSENSUS

By consensus, the Council directed staff to bring back the item at the December 1, 2020 meeting.

ADJOURNMENT

Mayor Eisen adjourned the Special Meeting at approximately 8:40 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, DECEMBER 1, 2020

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE REGULAR MEETING / ROLL CALL

Mayor Eisen called the meeting to order at 7:05 p.m. and led the pledge of allegiance.

ROLL CALL

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

PUBLIC FORUM

The following individuals addressed the City Council:

- Krystlyn Giedt
- Michael Stogner
- Eric Pile
- Eric Hollister
- John Ullom
- Carol Black
- Joaquin Jimenez
- Charles Nelson
- Kent Miller

PROCLAMATIONS AND PRESENTATIONS

COUNTY OF SAN MATEO – CONTACT TRACING PRESENTATION

Casious Lockette and Carly Bock, San Mateo County Health Communicable Disease Control Program, presented an overview of COVID-19 Contract Tracing.

MAYOR’S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE - None.

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

City Attorney Engberg stated the Council met in closed session and took no reportable action.

CITY MANAGER UPDATES TO COUNCIL

COVID-19 UPDATE - Deferred.

POPLAR BEACH PILOT PROJECT UPDATE - Deferred.

1. CONSENT CALENDAR

Mayor Eisen pulled Item 1.E. from the Consent Calendar for separate discussion.

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B APPROVE SAN MATEO COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES APPOINTMENT

1.C APPROVE CITY'S RESPONSE TO THE OCTOBER 7, 2020 GRAND JURY REPORT ENTITLED "RANSOMWARE: IT IS NOT ENOUGH TO THINK YOU ARE PROTECTED"

1.D APPROVE AB1600 REPORT ON DEVELOPMENT IMPACT FEES FOR FISCAL YEAR ENDED JUNE 2020

1.F APPROVE 2021 RESIDENTIAL DWELLING UNIT ALLOCATION PURSUANT TO HALF MOON BAY MUNICIPAL CODE CHAPTER 17.06

1.G APPROVE FIRST AMENDMENT TO THE HALF MOON BAY HISTORY ASSOCIATION LEASE AGREEMENT FOR 504 JOHNSTON STREET

MOTION

Councilmember Ruddock moved and Councilmember Penrose seconded a motion to approve the Consent Calendar, with the exception of Item 1.E. The motion carried unanimously.

2. ORDINANCES AND PUBLIC HEARINGS - None.

3. RESOLUTIONS AND STAFF REPORTS

3.A PROPOSED ACQUISITION OF THE COASTSIDE INN BY THE COUNTY OF SAN MATEO FOR USE AS AN EMERGENCY HOMELESS SHELTER

Mayor Eisen introduced the item.

City Attorney Engberg discussed conflicts of interest, indicating Councilmember Rarback should recuse himself. Councilmember Rarback recused himself and left the meeting.

City Manager Nisbet and Deputy City Manager Chidester presented the staff report.

Supervisor Don Horsley, Mike Callagy, County Manager, and Ken Cole, Agency Director for Human Services, discussed efforts to house the homeless population; shelter needs and plans for a shelter in Half Moon Bay, proposed residents and rules and building purchase and timeline.

The following individuals addressed the City Council:

- David Ebovi
- Eric Debode
- Brian Greenberg
- Kerry MacIntosh
- Scott Frazier
- Sid Young
- Kerry Labell
- Luke Terra
- Anne Martin
- Kassandra Garcia
- Donald Page
- Ellen Young
- Maria Fariza
- Marsha Mariati
- Allene Zanger
- Brian Douglas
- Lita Wallach
- Sam Modest
- V. Borelli
- Paulette Eisen
- Juan Gustilo
- Victoria Asfour
- Megan
- Brian and Christina Keats
- Mary Bernier
- Justine Kimball
- Pat Owens
- Bruce Ives
- Dan Haggerty
- Anna Tara
- Rosaline Ramsey
- Virginia Terzian
- Anne Green

- Jennifer J.
- Gina B.
- Brian McNamara
- Magan Ray
- Denton
- Charles Nelson
- Katelyn Mack
- Chris Shearer
- Aisha Barrow
- Maureen Fleming
- Bryan Freeland
- Beverly Garrity
- Elena
- Matteo Seaton
- Donald Page
- Lauren F.
- Kathy Catalano
- Telma
- Matt Nichols
- Robin Camozzi
- Paul Grigorieff
- Monica
- Chris Johnson
- Allen Strohmeier
- Pedro Contada
- Kent Miller

County Representatives and City staff responded to questions raised by the public and Council regarding liability, selection of hotels, homelessness, CARES Act, COVID spread, Project Room Key, cost effectiveness, community safety, family needs, wrap around services, policing capacity, criteria for housing, transition to permanent housing, speed of process, operator selection, Transient Occupancy Tax (TOT) reimbursement, demand on health and police services, facility renovations, and operation metrics.

3.B UPDATE ON LOCAL RECOVERY EFFORTS FROM COVID-19 AND DEVELOPMENT OF RECOMMENDATIONS TOWARD A MORE RESILIENT, VIBRANT, AND DIVERSIFIED COASTSIDE ECONOMY

This item was continued.

3.C 880 STONE PINE ROAD ACQUISITION

Deputy City Manager Chidester presented the staff report.

The following individuals addressed the City Council:

- Sid
- Virginia Terzian
- Virginia Sufnet

The Council asked questions of staff and discussed the item.

MOTION

Vice Mayor Brownstone moved and Councilmember Rarback seconded a motion to adopt a resolution, in relation to the acquisition of 880 Stone Pine Road from the Peninsula Open Space Trust, for use as the City's corporation yard, authorizing: 1. An additional deposit of \$25,000 to POST, if the City chooses to exercise an extension of the escrow period; 2. The use of no more than \$2,180,000 in Operating Reserves to close escrow on the acquisition; 3. Receipt of iBank financing proceeds for reimbursement of expenses related to the acquisition and potential improvements to the property; and 4. Authorizing the City Manager to take an required actions to complete the transaction, including accepting any non-substantive changes to the terms and conditions of the acquisition and financing. The motion carried unanimously.

CONSENT CALENDAR (CONTINUED)

1.E AGREEMENT WITH STEPFORD, INC. FOR INFORMATION TECHNOLOGY SERVICES

MOTION

Vice Mayor Brownstone moved and Councilmember Penrose seconded a motion to adopt a resolution authorizing the City Manager to execute a revision to the three-year contract agreement with Stepford, Inc. for fiscal years 2019-2022. The revisions will cover the remaining two years of the agreement beginning July 1, 2020 and ending June 30, 2022 for the continuation of information technology services at a cost of \$180,180 per year. The motion carried unanimously.

COMMISSION / COMMITTEE UPDATES - None.

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS - None.

CITY COUNCIL REPORTS - None.

ADJOURNMENT

Mayor Eisen adjourned the meeting at 1:00 a.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, DECEMBER 1, 2020

SPECIAL MEETING

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Eisen called the Special Meeting to order at 5:00 p.m.

ROLL CALL

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

OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957) Annual performance evaluation of City Manager Bob Nisbet

CONFERENCE WITH LABOR NEGOTIATOR (Govt. Code Section 54957.6) Conference with the City's designated representative, Catherine Engberg, City Attorney, to provide instructions regarding negotiations related to the unrepresented City Manager, Bob Nisbet.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Govt. Code section 54957) Annual performance evaluation of City Attorney Catherine Engberg

Mayor Eisen adjourned the Special Meeting at approximately 5:50 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Adam Eisen, Mayor



MINUTES

CITY OF HALF MOON BAY CITY COUNCIL

TUESDAY, DECEMBER 15, 2020

SPECIAL MEETING

VIRTUAL VIA ZOOM MEETING (COVID-19 PROTOCOLS)

CONVENE SPECIAL MEETING

Mayor Brownstone called the Special Meeting to order at 8:00 p.m.

ROLL CALL

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

ABSENT: Councilmember Jiminez (joined after Roll Call)

OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS

PUBLIC COMMENT ON CLOSED SESSION ITEMS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION (Govt. Code section 54956.9(d)(2))
Significant exposure to litigation based on receipt of letters from Thomas J. Gearing dated July 27, 2020, September 11, 2020, October 1, 2020 and October 21, 2020 threatening litigation related to the following parcels: 056-096-240 and -480; 056-125-210; 056-127-030 and -040; and 056-128-090

CONFERENCE WITH LEGAL COUNSEL— ANTICIPATED LITIGATION (Govt. Code section 54956.9(d)(4))
Initiation of litigation: (1 potential case)

Mayor Brownstone adjourned the Special Meeting at approximately 8:50 p.m.

Respectfully Submitted:

Approved:

Jessica Blair, City Clerk

Robert Brownstone, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 3, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

TITLE: APPROVE AGREEMENT WITH THE COUNTY OF SAN MATEO FOR 911 DISPATCH SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute an agreement between the City of Half Moon Bay and the County of San Mateo for 911 dispatch services for the period of July 1, 2025, through June 30, 2030, at a total of \$4,312,564.

FISCAL IMPACT:

The City's Fiscal Year 2025-26 Operating Budget includes funding in the amount of \$812,291 for these services.

STRATEGIC ELEMENT:

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

BACKGROUND:

San Mateo County has historically provided 911 dispatch services to the Coastside. Since the transition to Sheriff contract services, the dispatch services have been included in a formal agreement with San Mateo County which assures dispatch services twenty-four hours per day, three hundred sixty-five days per year.

The first formal agreement became effective on July 1, 2012, and has been extended multiple times, most recently expiring on June 30, 2025. The County has proposed a five-year extension to the agreement to continue providing services to Half Moon Bay. Due to the challenges faced by the Sheriff's Office, the City and County have not yet extended the contract for law enforcement services. The City had hoped that following the resolution of those issues and appointment of a new Sheriff in November 2025, that a short-term extension of that contract could quickly be brought forward with the extension of the 911 dispatch services contract. Unfortunately, the Sheriff is not ready to move forward with an extension, and it seems prudent that the City move forward with the dispatch contract separately at this time.

DISCUSSION:

The availability of 911 dispatch services 24 hours per day, 365 days a year, is critical to the basic health and safety of residents, businesses and the many visitors that also come to the coast. Dispatch services have historically included ambulance, fire, and law enforcement services. From March 2022 through June 2025, the County also provided direct dispatch for CARES mental health crisis responders through the 911 system, at no additional cost to the City.

As a result of the completion of a Countywide cost of service study in 2022, the County increased its rates significantly to ensure full cost recovery from the City, as required by state law. Based on the County’s best estimates, the following fee schedule has been offered for 911 dispatch services in Half Moon Bay:

	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Total for Five Year Term
Annual Rate	\$812,291	\$836,660	\$861,760	\$887,612	\$914,241	\$4,312,564

The proposed rate of \$812,291 for FY 2025-26 represents an increase of less than 2% over the FY 2024-25 rate, and has been included in the FY 2025-26 Operating Budget. Based on analysis of similarly sized Cities in the Bay Area, it would likely cost the City significantly more to provide these services in-house.

The City Manager seeks authorization for a five-year agreement to continue services with County dispatch. Communications with County dispatch are efficient, especially since Half Moon Bay also contracts with the San Mateo County Sheriff’s Office for law enforcement services. The City of Half Moon Bay and San Mateo County Sheriff’s Office staff are satisfied with the dispatch services provided by the County and recommend continuing with this contractual arrangement.

ATTACHMENTS:

1. Resolution authorizing the City Manager to execute a five-year agreement with the County of San Mateo for 911 dispatch services
2. Agreement between the City of Half Moon Bay and the County of San Mateo

RESOLUTION NO. C-2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR 911 DISPATCH SERVICES WITH THE COUNTY OF SAN MATEO, FROM JULY 1, 2025, THROUGH JUNE 30, 2030, AT A TOTAL OF \$4,312,564.

WHEREAS, since 2012, the County of San Mateo has provided 911 dispatch services to the City of Half Moon Bay under a contract; and

WHEREAS, the most recent Agreement term expired on June 30, 2025; and

WHEREAS, the City and County desire to further extend the agreement from July 1, 2025, through June 30, 2030, at a total cost of \$4,312,564.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute an Agreement for 911 dispatch services with the County of San Mateo, under the new Rates/Payments schedule, for the term commencing on July 1, 2025 through June 30, 2030.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND CITY OF HALF MOON BAY

This Agreement is entered into this ____ day of _____, 20____, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and City of Half Moon Bay, hereinafter called "City."

* * *

Whereas, it is necessary and desirable that County perform work/services for **City of Half Moon Bay** for the purpose of public safety dispatch.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates

Services to be performed by County

In consideration of the payments set forth in this Agreement and in Exhibit B, County shall perform services for City in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

2. Payments

City shall make payment to the County for the duration of the term in accordance with the following fee schedule:

	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Total for Five Year Term
Annual Rate	\$812,291	\$836,660	\$861,760	\$887,612	\$914,241	\$4,312,564
Quarterly	\$203,073	\$209,165	\$215,440	\$221,903	\$228,560	

a. The total for the five-year term is \$4,312,564.

b. Should City require communications services above and beyond basic staffing for pre-planned special events, County will charge City for said services at the actual cost, not to exceed the overtime rate of a Supervising Communications Dispatcher (currently \$127/hr.) for any and all dispatchers assigned to the event.

c. In the event the term of this Agreement continues beyond the term set out in Section 3, the cost of dispatch services shall be established by mutual agreement of the parties. If the parties cannot agree on the cost of dispatch services prior to the expiration of the Term set out in Section 3, the cost of dispatch services for the next fiscal year shall increase by the then current percentage index established by the Bay Area Consumer Price Index (CPI) for each year until the parties reach agreement or the County ceases to provide dispatch services.

d. The City and County agree to negotiate in good faith to renew this Agreement. The City and County may consider performance measures, CPI increases, and/or cost recovery to determine the rate for dispatch services for the renewal of this Agreement, on condition that the Board of Supervisors approves the Agreement's extension.

3. Term

In consideration of the services provided by County in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, City shall make payment to County based on the rates and in the manner specified in Exhibit B. In no event shall City's total fiscal obligation under this Agreement exceed Four Million, Three Hundred Twelve Thousand, Five Hundred and Sixty-Four Dollars (\$4,312,564) for the designated term.

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2025 through June 30, 2030.

4. Termination

This Agreement may be terminated by County, by the County's Director of Public Safety Communications or her designee, or by City at any time without a requirement of good cause upon thirty (30) days' advance written notice to the other party. In the event of termination, County shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

5. Relationship of Parties

It is expressly understood that this is an agreement between two independent contractors and that no agency, employee, partnership, joint venture or other relationship is established by this Agreement. The intent by both County and City is to create an independent contractor relationship.

6. Hold Harmless

a. General Hold Harmless

City shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of County under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

(A) injuries to or death of any person, including City or its employees/officers/agents;

(B) damage to any property of any kind whatsoever and to whomsoever belonging;

(C) any sanctions, penalties, or claims of damages resulting from City's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or

(D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, City's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of City to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. Confidentiality:

Computer Aided Dispatch ("CAD") records, in all forms, including but not limited to, electronic and audio, may contain personally identifiable information, sensitive medical information, protected criminal record information, and other types of information protected under the law and/or generally considered private by members of the public. The information contained in these records is provided by callers, as well as safety officers and first responders, for the sole purpose of providing emergency dispatch services. As such, Customer agrees to maintain the confidentiality of these records (except as required by law) and use the information for the sole purpose of providing emergency services to the public. In any instance where Customer contracts with a third party for assistance with its emergency response services and/or for quality assurance or data collection services, Customer will ensure that all of its contractors agree to maintain the confidentiality of the CAD records and not to disclose any personally identifiable information, sensitive medical information, and/or protected criminal record information to anyone other than as needed for the performance of its obligations pursuant to its contract with Customer. Customer will obtain a written acknowledgement of this provisions from all persons not a party to this Agreement that it grants access to CAD records.

8. Assignability and Subcontracting

County shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by County under this Agreement without the prior written consent of City.

9. Insurance

a. General Requirements

City shall advise County of any insurance coverage requirements, and County shall provide evidence of appropriate coverage to City upon request.

b. Workers' Compensation and Employer's Liability Insurance

Each party to this Agreement shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, each party certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

County shall be self-insured during the term of this Agreement under such bodily injury liability and property damage liability insurance as shall reasonably protect County and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from County's operations under this Agreement, whether such operations be by County, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them.

10. Retention of Records; Right to Monitor and Audit

(a) Each party shall maintain all required records relating to services provided under this Agreement for three (3) years after City makes final payment and all other pending matters are closed, and such records shall be subject to the examination and/or audit by the other party, a Federal grantor agency, and the State of California.

(c) Each party agrees upon reasonable notice to provide to the other party, to any Federal or State department having monitoring or review authority, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

11. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

12. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

13. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: Natasha Claire-Espino, Director
Address: 501 Winslow Street, PSC 100, Redwood City, CA 94063
Telephone: 650-363-4909
Email: nclaire-espino@smcgov.org

In the case of City, to:

Name/Title: Matthew Chidester, City Manager
Address: 501 Main Street, Half Moon Bay, CA 94019
Telephone: 650-726-8254
Email: mchidester@hmbcity.com

14. Electronic Signature

Both County and City wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For City: [**CITY OF HALF MOON BAY**]

Signature

Date

Name (please print)

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, County shall provide the following services:

I. Description of Services to be performed by County

A. County shall provide City with:

1. Telephone answering of 911 and emergency phone lines. County will answer the City's police non-emergency, administrative telephone lines after hours when the substation is closed.
2. Notification of personnel, including the City Manager or other staff, necessary during emergency conditions.
3. Dispatching, including automated status keeping, and associated activity reports and inquiries.
4. Notification/call alert by activation of pages (through cellphones or paging equipment, as applicable).
5. Access to Computer Aided Dispatch (CAD) equipment upon receipt of a call for service, whereby the call information will be transmitted via CAD to the paging system and/or Mobile Data Terminal, which is in turn assigned to the appropriate field unit(s).
6. County will provide certified digital recordings of radio traffic and telephone interactions going through the PSC digital logging system.

B. City shall have direct access to all relevant computerized law enforcement databases twenty-four (24) hours a day, three hundred sixty-five (365) days per year. Access to these databases via the Message Switch system is billed separately, based on pro-rata use of the system and is not part of this Agreement for billing purposes. County shall be responsible for access as well as updating required data entry and removal including, but not limited to, the following systems:

- NLETS – National Law Enforcement Telecommunications Service
- CLETS – California Law Enforcement Telecommunications Service
- CJIS – Criminal Justice Information Services
- DMV – Department of Motor Vehicles
- SVS - Stolen Vehicle System - County will make entries and removals of repossessed or impounded vehicles.
- AFS - Automated Firearms System – Entries and removals will be provided after City's normal business hours when a safety concern is identified or at the request of an on-duty supervisor.
- APS - Automated Property System- Entries and removals will be provided after City's normal business hours when exigent circumstances exist that require an immediate entry be made or at the request of an on-duty supervisor.
- MUPS - Missing and Unidentified Persons File

II. Responsibilities of the County

- A. Provide working space at the County facility for the personnel and equipment described in this Agreement.
- B. Provide and maintain telephone equipment to accommodate the City's 9-1-1 and seven (7) digit emergency telephone call volume.

- C. Provide and maintain radio console equipment within the Communications Center to affect radio transmissions from the Communications Center to access the County's trunked radio system on the frequencies designated as agreed upon by the County and Sheriff's Half Moon Bay Bureau.
- D. Provide and maintain recording equipment to log and record incoming and outgoing transmissions related to radio and telephone incidents. All radio frequencies or telephone lines used for City Law Enforcement business in the Communications Center operation (not Administrative Offices) shall be recorded.
- E. Serve as 9-1-1 Public Safety Answering Point (PSAP) and ensure that an alternative 9-1-1 site is established and lines are maintained in compliance with rules, policies, and regulations of the State of California 9-1-1 Program, should the Center's 9-1-1 system fail.
- F. Maintain the geographic file of City's response areas needed for CAD.
- G. Update CLETS and AWS entries during established business hours via the automated computer system in accordance with state, local, and departmental policy.
- H. Host periodic liaison meetings that include line supervisors and/or management representatives of City and County to decide issues of mutual interest.
- I. Ensure that the existing CAD system accurately reflects the operation of the Sheriff's Half Moon Bay Bureau activities.
- J. Provide a general business telephone number that can be used for official business of Half Moon Bay Law Enforcement personnel to communicate directly with the designated police dispatcher.
- K. Provide Communications Center personnel to represent Public Safety Communications (PSC) at meetings, trainings, etc. at the Half Moon Bay Bureau's request, provided ample notice is given to maintain adequate staffing in the Communications Center.
- L. Ensure law enforcement dispatchers have attended a minimum of twenty-four (24) hours of law enforcement training every two years to remain proficient and capable of providing services that meet or exceed the needs and standards of San Mateo County's Public Safety Communications department.

III. Responsibilities of City

In addition to making payments in accordance with Exhibit B of this Agreement, the City will:

- A. Arrange to have incoming business and other non-emergency calls deferred to the Sheriff's Office, except as noted above in Section I, A.
- B. Ensure that its law enforcement contractor learn and comply with established procedures with regard to the communications operation, regardless of whether an official written document of said procedure exists or it is an understood practice.

Exhibit B

In consideration of the services provided by County described in Exhibit A and subject to the terms of the Agreement, City shall pay County based on the following fee schedule and terms:

County shall prepare and submit quarterly invoices in accordance with the policies and procedures established by the County Controller's Office and in the amounts listed below.

	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Total for Five Year Term
Annual Rate	\$812,291	\$836,660	\$861,760	\$887,612	\$914,241	\$4,312,564
Quarterly	\$203,073	\$209,165	\$215,440	\$221,903	\$228,560	

City shall make payments within 30 days from the date of the applicable invoice to the address below:

Public Safety Communications
Attention Fiscal
501 Winslow Ave, PSC 100
Redwood City, CA 94063

PSC_Fiscal@smcgov.org

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: February 3, 2026

TO: Honorable Mayor and City Council

VIA: **Matthew Chidester, City Manager**

FROM: **Denise Bazzano, Interim City Attorney**

TITLE: **APPROVE AMENDMENT TO RETAINER FOR LEGAL SERVICES WITH SHUTE, MIHALY, & WEINBERGER, LLP, EFFECTIVE, JANUARY 1, 2026, FOR CONTINUATION OF LITIGATION SERVICES AND TRANSITION SERVICES**

RECOMMENDATION:

Adopt a Resolution to approve an Amendment to the Retainer for Legal Services Agreement (“Amendment”) with Shute, Mihaly & Weinberger, LLP (“SMW”), effective January 1, 2026, for the continuation of litigation services and transition services; and authorize the City Manager to execute the Amendment.

FISCAL IMPACT:

The proposed Amendment would allow SMW to continue to provide legal services for certain specified litigation cases and also allow for legal services during the transition period up to a maximum amount of \$25,000. There is sufficient funding in the FY 2025-26 Adopted Budget for all costs related to these legal services.

STRATEGIC ELEMENT:

This recommendation supports the *Fiscal Sustainability* element of the City Council’s strategic plan.

DISCUSSION:

On July 18, 2017, the City of Half Moon Bay and SMW entered into a Retainer Agreement for Legal Services (“Agreement”).

In September 2025, the City Council provided notice of termination of City Attorney services with an effective termination date of December 31, 2025. On December 8, 2025, the City entered into a legal services agreement with Burke, Williams, Sorensen, LLP for Interim City Attorney services.

During the month of December SMW worked diligently to ensure a smooth transition but due to the holiday break and nature of various complex ongoing transactional matters, there has been

a need for continued legal services from SMW to answer questions or provide details on certain non-litigation matters (“Transition Services”)

In addition, SMW represents the City in several litigated matters (“Litigation Matters”):

- *Ellingson v. City of Half Moon Bay*, San Mateo Superior Court Case No. 25-CIV-04838;
- *City of Half Moon Bay v. Thomas J. Gearing, et al.*, San Mateo Superior Court Civil No. 21-CIV-01560; *Gearing et al v. City of Half Moon Bay*, USDC Civil No. 3:21-CVJ-01802-EMC.

These Litigation Matters have a lengthy history and SMW has filed dispositive motions in both cases. In order for SMW to continue to represent the City, an amendment to the legal retainer agreement is necessary to allow them to continue to provide services.

SMW has prepared a draft Amendment (See Attachment 2), which revises and restates the original Agreement. The Amendment specifies the various current rates that would be charged by SMW depending on the services offered and the attorney/clerk providing the services, which would be as follows:

Timekeeper	Transition Services	Litigation Services
<i>Partner</i>	\$340	\$425
<i>Associate III</i>	\$320	\$380
<i>Associate II</i>	\$300	\$360
<i>Associate I</i>	\$290	\$340
<i>Paralegal</i>	\$220	\$260
<i>Law Clerk</i>	\$170	\$205

It is anticipated that the Transition Services will be for a limited period of time (primarily January and February), so the Amendment has a limit of \$25,000 for those Transition Services. There is no limit on the Litigation Matters, but it is anticipated that attorneys’ fees and costs for those Litigation Matters will be within the FY 2025-26 Adopted Budget.

ATTACHMENTS:

1. Resolution
2. SMW Legal Retainer Agreement Amendment.

RESOLUTION NO. C-2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING AN AMENDMENT TO THE RETAINER FOR LEGAL SERVICES AGREEMENT WITH SHUTE, MIHALY AND WEINBERGER, LLP, EFFECTIVE JANUARY 1, 2026, FOR CONTINUATION OF LITIGATION SERVICES AND TRANSITION SERVICES; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT

WHEREAS, on July 18, 2017, the City of Half Moon Bay and SMW entered into a Retainer Agreement for Legal Services to provide City Attorney services; and

WHEREAS, in September 2025, the City Council provided notice of termination to SMW with an effective termination date of December 31, 2025; and

WHEREAS, there is a need for transition legal services from SMW to answer questions or provide details on certain non-litigation matters and to provide continued legal services on certain specified litigation matters.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Half Moon Bay does hereby approve the Amendment to the Retainer for Legal Services Agreement with Shute, Mihaly and Weinberger, LLP, with an effective date of January 1, 2026, for continuation of litigation services for certain specified litigation matters and transition services.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to execute the Amendment to the Retainer for Legal Services Agreement in the form attached hereto.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor

SHUTE MIHALY
& WEINBERGER LLP

396 HAYES STREET, SAN FRANCISCO, CA 94102
T: (415) 552-7272 F: (415) 552-5816
www.smwlaw.com

CATHERINE C. ENGBERG
Attorney
Engberg@smwlaw.com

January 26, 2026

Half Moon Bay City Council
Matthew Chidester, City Manager
510 Main Street
Half Moon Bay, CA
c/o Denise Barraza, Interim City Attorney

Re: Amendment to Retainer for Legal Services effective January 1, 2026
Litigation and City Attorney Transition Services

Dear Mayor, Vice Mayor, and Members of the Half Moon Bay City Council:

It has been Shute, Mihaly & Weinberger LLP's ("Firm") great privilege and pleasure to provide City Attorney services to the City of Half Moon Bay ("Client") for the past eight years. In September 2025, the Council provided notice of termination of City Attorney services, which would conclude in December 2025. The City seeks to continue to have the Firm continue to represent the City in the following litigation matters: *Ellingson v. City of Half Moon Bay*, San Mateo Superior Court Case No. 25-CIV-04838; *City of Half Moon Bay v. Thomas J. Gearing, et al.*, San Mateo Superior Court Civil No. 21-CIV-01560; and *Gearing et al v. City of Half Moon Bay*, USDC Civil No. 3:21-CVJ-01802-EMC (collectively "Litigation Services"). In addition, due to the timing of the City Attorney transition over the holidays, the parties seek to engage the Firm to provide transition services commencing January 1, 2026 ("Transition Services"), which will include responding to requests for assistance regarding non-litigation matters as directed by Client up to a not-to-exceed cap.

This letter sets forth the terms under which the Firm has been and will continue to provide Litigation and Transition Services to the City of Half Moon Bay. This letter amends and restates our July 18, 2017 retainer agreement, as amended, and is intended to supersede those prior agreements. If you agree to the terms of this retainer agreement ("Agreement"), please sign a copy of this letter and return it to me at your earliest convenience. Please retain a fully executed copy for your files.

1. Legal Services to Be Provided

The Firm is retained to provide Litigation Services and Transition Services as specified herein.

2. Legal Fees, Costs and Billing Practices

The Firm’s hourly billing rates for these services will be as follows:

Timekeeper	Transition Services	Litigation Services
<i>Partner</i>	\$340	\$425
<i>Associate III</i>	\$320	\$380
<i>Associate II</i>	\$300	\$360
<i>Associate I</i>	\$290	\$340
<i>Paralegal</i>	\$220	\$260
<i>Law Clerk</i>	\$170	\$205

Fees will be charged in increments of one-tenth of an hour. The Firm will annually increase these billing rates consistent with any annual increase in the Consumer Price Index (October over October time period) for All Urban Consumers (not seasonally adjusted) San Francisco-Oakland-Hayward area (1982-1984 = 100) as published by the Bureau of Labor Statistics, U.S. Department of Labor, rounded to the nearest whole \$1. The Firm will implement the increase each year on January 1st beginning January 2027 or as soon thereafter as the CPI information is published. The Firm may otherwise increase these rates periodically to reflect the advancing experience, capability, and seniority of Firm members as well as general economic factors. If Client declines to pay for the Firm’s services at any increased rates, the Firm will have the right to withdraw as Client’s attorneys.

Client will also reimburse Firm for costs incurred in the course of representation, including filing fees, fees fixed by law or assessed by public agencies, messenger and overnight delivery services, postage, photocopying, and charges for electronic legal research. In the event of out of town travel, Client agrees to pay all transportation costs, lodging, parking, and meals, as well as the hourly rates for attorney travel time.

The Firm will provide detailed monthly billing statements for fees and costs incurred. To streamline our payment process and reduce paper usage, the Firm encourages e-mail delivery of bills and electronic payments.

In the event the Firm represents Client in matters in which Client becomes eligible, as part of a negotiated settlement or through litigation, to recover attorneys fees from adverse parties pursuant to Code of Civil Procedure section 1021.5 or other applicable law (“Recovery Matters”), the Firm will be entitled to recover attorneys fees at higher rates than those listed above. Pursuant to governing California law, recoveries shall be divided between the Firm, which shall be compensated consistent with prevailing market rates, and Client, which shall be reimbursed for fees actually paid to the Firm for work covered by the recovery. Alternatively, the Firm’s representation of Client in Recovery Matters may be the subject of a separate retainer agreement with Client.

Billings by the Firm will not exceed \$25,000 for Transition Services without Client’s written consent.

3. Authorized Representative of Client

Client designates the City Attorney and/or City Manager as the authorized representatives to direct the Firm and to be the primary person to communicate with the Firm regarding the subject matter of this Agreement. This designation is intended to establish a clear line of authority and to minimize potential uncertainty, but not to preclude communication between the Firm and other representatives of Client. Unless directed otherwise by Client, all correspondence will be directed to the designated authorized representatives.

4. Conclusion of Services, Discharge and Withdrawal

Unless otherwise agreed in writing, our representation of Client under this Agreement will automatically terminate at the time we complete the legal services we have agreed to perform.

Client may discharge the Firm at any time by providing written notice to the Firm, which is effective upon receipt by the Firm. In the event of such discharge, if the Firm is Client’s attorney of record in any proceeding, the Firm will promptly provide Client with a substitution of attorney form. Client will execute and return the substitution of attorney form immediately upon receipt from the Firm.

The Firm may withdraw at any time as permitted under the Rules of Professional Conduct of the State Bar of California. A valid reason for withdrawal by the Firm would include, but not be limited to, Client’s consent, Client’s breach of this Agreement, Client’s failure to pay fees and costs as provided in this Agreement, Client’s conduct renders it unreasonably difficult for the Firm to carry out the representation

effectively, or any fact or circumstances that would render the Firm's continuing representation unlawful or unethical.

At such time as the Firm's services conclude, all unpaid fees and costs will immediately become due and payable.

5. Case File

After the Firm's services conclude, the Firm will, upon Client's request, deliver to Client the file for this matter with the exception of attorney notes, correspondence, or memoranda not previously sent to Client if such material constitute attorney work product. Client agrees to pay copying and delivery costs as well as the reasonable hourly rates associated with locating, preparing, and transmitting the file (whether in paper or electronic form).

If Client does not request the file for this matter at the conclusion of representation, the Firm will retain the file for a period of five years after the matter is closed. If Client does not request delivery of the file for this matter before the end of the five-year period, the Firm will have no further obligation to retain the file and may, at the Firm's discretion, destroy it without further notice to Client.

6. No Guarantee

Nothing in this Agreement and nothing in the Firm's statements to Client will be construed as a promise or guarantee about the outcome of this matter. The Firm makes no such promises or guarantees.

7. Conflict of Interest

Please be advised that our Firm represents public agencies, private organizations, and individuals in a range of matters throughout California and on energy law matters throughout the United States. Accordingly, it is agreed, and Client hereby consents, that our attorney-client relationship with Client in this matter will not serve as a basis for the Firm's disqualification from representing other clients or parties in any legal proceedings, cases, controversies, or matters, other than those in which we represent Client, except if and to the extent absolutely and non-waivably required by the Rules of Professional Conduct.

8. Electronic Communication Tools and Devices

In order to maximize efficiency and responsiveness in representing Client and preserve natural resources, we intend to use electronic communications tools and devices (such as email, electronic transfer and storage of documents, cellular telephones, and “smart phones”) to a significant extent during our representation. The use of such devices under current technology may place Client’s confidential information and privileges at risk. However, we believe the effectiveness and efficiency involved in use of these devices outweighs the risk of accidental disclosure, malicious access, or corruption or loss. By executing this Agreement, Client acknowledges Client’s consent to the use of these tools and devices without any encryption or other special protections or backups.

9. Execution of Agreement

If this Agreement is satisfactory, please execute a copy and return it to me. This Agreement shall be effective as of January 1, 2026.

Unless otherwise prohibited by law, the Firm and Client agree that an electronic signature to this Agreement and an electronic copy of this Agreement have the same force and legal effect as an original ink signature transmitted in hard copy (e.g., transmission via email of a .pdf file containing a scanned or digitally applied signature).

We look forward to working with you on this matter.

Very truly yours,

SHUTE, MIHALY & WEINBERGER LLP



Catherine C. Engberg

ACCEPTED AND AGREED:

Matthew Chidester
City Manager

2016474.2

DATED: _____

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 3, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Maggie Rodriguez, Interim City Clerk

TITLE: **ARCHITECTURAL ADVISORY COMMITTEE APPOINTMENTS**

RECOMMENDATION:

Appoint three applicants to the Architectural Advisory Committee to fill three seats term ending December 2028 and 2030 (the architect and at-large committee seats are for four-year terms, and the landscape architect seat are for two-year terms).

FISCAL IMPACT:

None associated with this report.

STRATEGIC ELEMENT:

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

BACKGROUND:

At their March 19, 2019, meeting, the City Council established the Architectural Advisory Committee which consists of three members, at least one architect and one landscape architect. Members of the Architectural Advisory Committee are appointed by City Council and serve for initial terms as follows: the architect and at-large committee members shall be selected to four-year terms, and the landscape architect shall be selected to a two-year term. Following the initial appointment, every two years either one or two members shall be appointed or re-appointed for four-year terms. If a Councilmember's nomination is not approved, the nominating Councilmember is entitled to two more nominations.

DISCUSSION:

Staff conducted outreach for scheduled representative vacancies through Half Moon Bay Community eNews, through the City website, and the San Mateo Daily Journal. Three individuals submitted "Willing to Serve" Forms to the City Clerk's Office (see attached). Review the submitted Willing to Serve Forms and make three appointments.

ATTACHMENT:

Willing to Serve forms received

Print

Willing to Serve - Submission #9228

Date Submitted: 12/15/2025

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

Commission or Committee for which you are applying:*

Planning Commission

Parks and Recreation Commission

Main Street Bridge Advisory Committee

General Plan Advisory Committee

Bicycle and Pedestrian Advisory Committee

Architectural Advisory Committee

Name*

Linda Poncini, AIA

Address*

Address*

City*

Half Moon Bay

Zip code*

94019

Phone 1*

Phone 2

Email

lponciniarch@gmail.com

Occupation*

Architect

Current employer

self-employed

Employer address

same as above

City

Half Moon Bay

Zip code

94019

How long have you lived in Half Moon Bay?*

32 years

Educational background*

Bachelor of Architecture from Kansas State University in 1969.

Professional experience*

California Licensed Architect; licensed in 1974. Career includes commercial and public buildings, museums, visitor centers, and multi-family residential projects in National Parks, State Parks, and cities in California, Hawaii, Nevada, Utah, Oklahoma, Arizona. (specific Project list available upon request)

Civic activities and community involvement*

Current member of Architectural Advisory Committee in Half Moon Bay; current member of Development Review Consultants for the City of Mountain View, CA. Past member of the Architectural Review Committee of Palo Alto, CA. Past member of the Planning Commission of Half Moon Bay, CA. Current volunteer with Coastside Hope/Adopt-A-Family, Half Moon Bay. Previous Board member of Western Ballet in Mountain View, CA. Previous volunteer with Coastal Repertory Theatre, Half Moon Bay.

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

Are you able to attend:*

Night meetings

Daytime meetings

Either night or daytime meetings

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

I am a current member of the Architectural Advisory Committee, and am a long-time member. I feel I can lend

my expertise in Architecture, Planning and Design to the City, by reviewing proposed projects. It is important that new development and proposed renovations add to & preserve the character of Half Moon Bay, while allowing for new and creative approaches.

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

Yes

No

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

I am currently a member of the Architectural Advisory Committee.

Today's date*

12/15/2025

Signature*

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

Print

Willing to Serve - Submission #9231

Date Submitted: 12/19/2025

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

Commission or Committee for which you are applying:*

Planning Commission

Parks and Recreation Commission

Main Street Bridge Advisory Committee

General Plan Advisory Committee

Bicycle and Pedestrian Advisory Committee

Architectural Advisory Committee

Name*

Steven Kikuchi

Address*

Address*

City*

Zip code*

Phone 1*

Phone 2

Email

Occupation*

Current employer

Employer address

City

Zip code

How long have you lived in Half Moon Bay?*

41 years unincorporated area

Educational background*

BS Landscape Architecture, Cal State Poly University, Pomona

Professional experience*

42 years business owner

Civic activities and community involvement*

+ - 22 years on ACC and ARC, Board member Senior Coastsiders 4 years, Misc City design workshops and charettes

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

Are you able to attend:*



Night meetings



Daytime meetings



Either night or daytime meetings

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

Hopefully my input can be a long term benefit the City and its residents

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



Yes



No

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

City Staff

Today's date*

December 19, 2025

Signature*



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

Print

Willing to Serve - Submission #9232

Date Submitted: 12/21/2025

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

Commission or Committee for which you are applying:*

Planning Commission

Parks and Recreation Commission

Main Street Bridge Advisory Committee

General Plan Advisory Committee

Bicycle and Pedestrian Advisory Committee

Architectural Advisory Committee

Name*

Chad Hooker

Address*

Address*

City*

Zip code*

Phone 1*

Phone 2

Email

Occupation*

Current employer

Employer address

City

Zip code

How long have you lived in Half Moon Bay?*

48 years

Educational background*

BA Economics case Western Reserve University

Professional experience*

Building and remodeling primarily wood-frame commercial buildings, some residential structures

Civic activities and community involvement*

Board member Coastside Adult Day Health Center since 1994, AAC in HMB in most recent appointment cycle

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

Are you able to attend:*



Night meetings



Daytime meetings



Either night or daytime meetings

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

Continuity of an aesthetic perspective on forthcoming construction projects

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



Yes



No

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

Re-notified by City staff

Today's date*

12/21/25

Signature*



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

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 3, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Kenneth Stiles, Interim Administrative Services Director

TITLE: **DISCUSSION ON EXTENDING HEALTH BENEFITS ELIGIBILITY TO ELECTED OFFICIALS**

RECOMMENDATION:

Receive information and provide direction regarding whether, and under what framework, health benefits eligibility should be extended to elected officials.

FISCAL IMPACT:

There is no direct fiscal impact associated with this discussion item. Any fiscal impact would depend on future policy direction and would be brought back for Council consideration at a subsequent meeting.

STRATEGIC ELEMENT:

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

BACKGROUND:

The City currently provides health benefits to eligible full-time employees through the California Public Employees' Medical and Hospital Care Act (PEMHCA), under which public agencies may contract with the California Public Employees' Retirement System (CalPERS) to administer health benefits. CalPERS offers a statewide menu of health plans and administers enrollment, billing, and compliance requirements for participating employers.

Historically, City Council Members have not been eligible to participate in the City's health benefits program. Council Members have expressed interest in understanding whether health benefits should be extended to elected officials and, if so, what options, costs, and administrative considerations would be involved.

This report is intended as the first step in a two-meeting process. This item is informational and exploratory only. If Council wishes to proceed, a separate item would be brought forward at a future meeting to consider formal authorization, including any required resolutions.

DISCUSSION:

City Council Members are not currently eligible to participate in the City's health benefits program. Practices among California cities vary, with some jurisdictions offering no health benefits to elected officials and others allowing participation under defined conditions. There is no single prevailing approach, and local policies are typically shaped by fiscal capacity and administrative considerations.

If the City were to consider extending health benefits eligibility, two primary policy questions would need to be addressed: how benefits would be provided and how costs would be structured. The following sections outline general approaches for each consideration.

Program Structure Considerations

Option 1 – Participation in Existing CalPERS Program

The City could allow elected officials to participate in the City's existing CalPERS health program under the California Public Employees' Medical and Hospital Care Act (PEMHCA). This option uses an established statutory framework, provides access to multiple plan options through a statewide risk pool, and can be administered through the City's existing CalPERS enrollment and billing systems. Current CalPERS health plan options and monthly premium rates are provided in Attachment 1 for reference and illustrative purposes. Limitations include the required minimum employer contribution and limited flexibility for elected officials.

Option 2 – Explore a Separate Health Plan

The City could explore establishing a separate health plan or broker arrangement exclusively for City Council Members. Given the small size of the potential participant group, this approach would likely involve higher premiums, fewer plan options, and increased administrative complexity. In addition, establishing a separate benefit structure for elected officials could raise equity and consistency considerations relative to the City's existing employee health benefits program. For these reasons, staff did not pursue further analysis of this option but could do so at Council's direction.

Optional Add-On – Include Dental and Vision Benefits

The City could also include Dental and Vision insurance benefits for elected officials. This approach could provide a more comprehensive benefits package and align access to ancillary benefits with those currently available to employees, subject to provider eligibility and administrative requirements. Similar to health benefits, the City could explore participation in

existing plans or a separate provider arrangement, recognizing that similar administrative and market challenges may apply.

Cost Structure Considerations

If Council were to extend health benefits eligibility to elected officials, a separate policy decision would be required regarding the level of any City contribution toward premiums.

Under the California Public Employees' Medical and Hospital Care Act (PEMHCA), participating employers are required to contribute a minimum monthly amount toward health premiums. For calendar year 2026, the statutory minimum employer contribution is \$162 per month, adjusted annually based on the Consumer Price Index (CPI). Under this approach, the City's contribution would be limited to the statutory minimum, with the Council Member responsible for any remaining premium cost.

Alternatively, Council could consider establishing a higher fixed City contribution above the PEMHCA minimum. This would reduce out-of-pocket costs for participating Council Members but would increase ongoing City expenditures and should be evaluated in the context of overall compensation policy and fiscal sustainability. For reference, under the current MOUs with staff, the City pays a contribution of \$1,900 per-month for each full-time employee. Any additional premium costs are deducted from the employee's pay each month.

The City currently pays the entire premium for Dental and Vision insurance for each employee and any eligible spouse and/or dependents. The Council could consider fully or partially covering these same benefits for elected officials. For illustrative purposes only, Attachment 1 reflects current employee Dental and Vision premium rates. Actual rates applicable to elected officials may differ and would be confirmed through the provider prior to implementation.

In any case, premium costs exceeding the City contribution would be addressed through payroll deduction from the Council stipend or direct billing to the Council Member. In evaluating cost options, Council may wish to consider the relationship between the Council stipend and premium levels, long-term fiscal impacts, administrative simplicity, and consistency with broader compensation practices.

CONCLUSION:

This item is intended to facilitate Council discussion regarding whether to extend health benefits eligibility to elected officials and, if so, under what general framework. Direction provided by Council on program structure and cost considerations will inform whether staff returns at a future meeting with a proposed approach, fiscal analysis, and any required resolutions for formal consideration.

ATTACHMENTS:

Health Benefits Plan Rates

CalPERS Health Plan Rates

	Region 1		
BASIC HMO PLANS	Single	2-Party	Family
Anthem Blue Cross Traditional	1,612.08	3,224.16	4,191.41
Blue Shield Access+	1,301.95	2,603.90	3,385.07
Kaiser Permanente	1,168.86	2,337.72	3,039.04
UnitedHealthcare SignatureValue Alliance	1,290.06	2,580.12	3,354.16
BASIC PPO PLANS	Single	2-Party	Family
PERS Gold	1,120.58	2,241.16	2,913.51
PERS Platinum	1,670.14	3,340.28	4,342.36

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **February 3, 2026**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

TITLE: APPROVE AGREEMENT WITH MATRIX CONSULTING GROUP, TO CONDUCT AN ORGANIZATIONAL AND STAFFING ASSESSMENT

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute a professional services agreement with Matrix Consulting Group, to conduct an organizational and staffing assessment, for a term ending no later than June 30, 2026, at a cost not-to-exceed \$66,500.

FISCAL IMPACT:

There are sufficient savings due to intentionally held vacant positions in the City Manager's Office for FY 2025-26 to cover the costs of this agreement.

STRATEGIC ELEMENT:

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

BACKGROUND:

In response to the City's ongoing projections of a structural deficit and Council's ongoing priority-setting discussions, several key staff vacancies have been intentionally held open to allow for an evaluation of the City's structure and operations, with a goal of improving efficiency, focusing on effective core service delivery, and cost savings.

At the July 15, 2025, meeting, the City Council formed an ad-hoc committee consisting of Councilmembers Brownstone and Nagengast, to work with staff on evaluating the staffing and structure of the city organization. As part of the discussion, the Council directed staff to explore engagement of a consultant to perform a comprehensive organizational study. Such a study would provide a detailed analysis of the City's current structure, and offer recommendations to optimize departmental functions and improve service delivery. A central component of this effort is to ensure the City is strategically deploying existing staff, leveraging their skills and experience in the most efficient and practical manner to maximize productivity and public value.

In late summer 2025, staff issued an informal request for qualifications, and conducted interviews with five qualified consultants. Ultimately, only one, Matrix Consulting, provided a complete proposal, which has been refined to meet the City's current financial and time constraints.

DISCUSSION:

The attached proposal by Matrix Consulting Group meets the needed scope, timing, and costs to perform an analysis and make recommendations to assist the City Manager and City Council in making important decisions about the organizational structure of the City prior to adoption of the FY 2026-27 budget.

The scope includes two phases, which will include a current state assessment, an employee survey, and a best practices assessment, followed by a workload, staffing, and operational analysis, culminating in a final report and implementation plan. All work is scheduled to be completed within a four-month time frame. The founder and Chair of the Board at Matrix is a Coastside resident, who understands the unique needs of the community, and previously worked with the City on organizational assessments over 10 years ago.

By authorizing the City Manager to execute a professional services agreement with Matrix, the City can move forward with a data-driven analysis to optimize departmental functions, strategically deploy staff, and ensure the City is structured to meet community needs within current and projected financial constraints. The ultimate goal of this process is to develop actionable recommendations that will not only resolve immediate operational pressures but also contribute to the city's long-term organizational health and effectiveness. The Ad Hoc committee has thoroughly reviewed the proposal, met with Matrix leadership, and concurs in the recommendation.

ATTACHMENTS:

1. Resolution
2. Matrix Consulting Group proposal, dated January 16, 2026

RESOLUTION NO. C-2026-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MATRIX CONSULTING GROUP, TO CONDUCT AN ORGANIZATIONAL AND STAFFING ASSESSMENT, FOR A TERM ENDING NO LATER THAN JUNE 30, 2026, AT A COST NOT-TO-EXCEED \$66,500.

WHEREAS, in response to the City’s ongoing projections of a structural deficit and Council’s ongoing priority-setting discussions, the City seeks a consultant to perform an organizational and staffing assessment; and

WHEREAS, the City solicited proposals from qualified firms to provide the needed services; and

WHEREAS, Matrix Consulting Group has provided a proposal to provide the needed services, and the City desires to enter into an agreement with Matrix for the proposed services.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute a professional services agreement with Matrix Consulting Group, to conduct an organizational and staffing assessment, for a term ending no later than June 30, 2026, at a cost not-to-exceed \$66,500.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 3rd day of February 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Maggie Rodriguez, Interim City Clerk

Debbie Ruddock, Mayor



PROPOSAL TO CONDUCT AN ORGANIZATIONAL AND STAFFING ASSESSMENT

REVISED JANUARY 16, 2026

HALF MOON BAY, CALIFORNIA

MATRIX
CONSULTING GROUP

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Matthew Chidester, City Manager

City of Half Moon Bay

501 Main Street

Half Moon Bay, CA 94019

Dear Mr. Chidester:

Matrix Consulting Group, Ltd. is pleased to present this revised proposal to conduct an Organizational & Staffing Assessment for the City of Half Moon Bay. Our proposal is based on our review of the RFP, our experience conducting similar staffing evaluations in California and across the country, and our previous consulting projects with Half Moon Bay. Our key qualifications to work with the City on this project include:

- **Extensive Experience in California and with the City of Half Moon Bay:** Our market and service focus is assisting public sector entities, primarily local governments, with operational, organizational, staffing, and efficiency assessments. Since our incorporation in 2003, the firm has conducted over 100 organization-wide and nearly 2,000 studies of individual local government departments. We have conducted hundreds of studies for clients throughout California, including Escondido, Hawthorne, Napa, Redondo Beach, and Santa Rosa. We also previously completed an Organizational Study and a Planning Study for the City of Half Moon Bay.
- **Tailored Services to Meet Your Unique Organizational Needs:** We understand that each municipal organization has a unique organizational culture, service portfolio, and expectations regarding service levels. As a result, we develop a highly customized approach to serving each client, designed to support and advance your goals and objectives.
- **A Highly Experienced Analytical Team:** We have proposed a team that includes members who have previously served in local government in executive management roles, as well as career consultants with extensive experience conducting dozens of similar efficiency studies for local governments. We have a team composed of subject matter experts in the key service areas under review, including Building Inspection/Code Enforcement, Clerk/Communications/Legislative Affairs, Community Service, Human Resources, Maintenance, and Recreation Services.

As the firm's President, I am authorized to represent the firm contractually and execute any service agreement. Richard Brady, our Board of Directors' Chair, can provide any additional information you may need during the evaluation period. We can be reached at the address and phone number below or via email at apennington@matrixcg.net and rbrady@matrixcg.net.



ALAN D. PENNINGTON

President, Matrix Consulting Group, Ltd.

OVERVIEW OF FIRM AND EXPERIENCE

Matrix Consulting Group, Ltd. is a management consulting firm that provides quality analytical, evaluation, support, and training assistance to public sector entities. The following summarize key aspects of our firm:

- We were incorporated in 2003 in the State of California. Our headquarters are in San Mateo with a satellite office in Irvine. We have regional offices in Charlotte (NC), Dallas (TX), Edwardsville (IL), the Tampa (FL) area, Portland (OR), and Nova Scotia, Canada.
- We employ 30 full-time, highly experienced management consultants specializing in public-sector management consulting.
- While we work with all types of public sector entities, our primary focus is on local government, which accounts for over 95% of our client base each year.

Our expertise in all areas of local government services provides us with unique insights into the organizational needs of all City departments.

SERVICE AREAS

Our firm provides a comprehensive range of services to public sector organizations, including organizational and management studies, performance audits, cost-of-service and user-fee studies, and targeted reviews of specific issues. The following table outlines the core services provided by our firm:

Law Enforcement

Staffing analysis
 Patrol deployment
 Patrol beat redesign
 Community policing
 Management studies
 Consolidation feasibility
 Overtime audits
 Projections and growth impact

Fire and EMS

Master and strategic plans
 Station location planning
 Staffing analysis
 Scheduling and deployment
 Standard of coverage
 Consolidation feasibility
 Management studies
 Contract compliance audits

Financial Services

Cost allocation plans
 User fees
 Development impact fees
 Billable/hourly rates

Community Development

Permit streamlining
 Organization and staffing
 Permitting software decisions
 Customer service

Administrative

Human Resources
 Strategic planning
 Shared services analysis
 Information technology
 Process improvement

Fleet Management

Utilization reviews
 Fleet replacement planning
 Fleet asset management
 Maintenance operations
 Sustainability

Parks and Recreation

Master and strategic planning
 Staffing and program analysis
 Customer service
 Park condition assessments

Organization-wide

Organizational assessments
 Strategic planning
 Staffing analysis
 Management analysis
 Workplace climate/culture

Emergency Communications

Staffing analysis
 Consolidation feasibility
 Implementation assistance

Public Works and Utilities

Staffing analysis
 Preventive maintenance
 Facilities management
 Sustainability

We have subject matter experts in virtually all major operational areas of local government operations.

EXPERIENCE

Our core services include evaluating the effectiveness of organizational structures, streamlining business processes to increase efficiency, evaluating service delivery approaches, ensuring functional alignment for enhanced interdepartmental collaboration, and developing appropriate resources and staffing allocations. Examples of relevant projects are provided below.

ORGANIZATION-WIDE ASSESSMENTS

We have completed more than 400 organizational and staffing studies for local government agencies. Representative organizational-wide assessment clients include:

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| Albuquerque, New Mexico | Gulf Shores, Alabama | Portage, Michigan |
| Barstow, California | Half Moon Bay, California | Rancho Mirage, California |
| Brattleboro, Vermont | Jefferson City, Missouri | Rancho Palos Verdes, Calif. |
| Coventry, Rhode Island | Joplin, Missouri | Roseville, California |
| Corp. for Public Broadcasting | Monroe County, Michigan | Salt Lake County, Utah |
| DeKalb County, Georgia | Monrovia, California | Schertz, Texas |
| Dunedin, Florida | Mount Lebanon, Pennsylvania | St. Cloud, Florida |
| Deltona, Florida | Orland Park, Illinois | Sunnyvale, California |
| Franklin Township, New Jersey | Orting, Washington | Takoma Park, Maryland |
| Grand County, Utah | Palos Verdes Estates, Calif. | Tigard, Oregon |

Details about any project listed above are available upon request.

DEPARTMENT-SPECIFIC STUDIES

As noted above, in addition to our numerous organization-wide studies, the firm and project team have conducted 1,800 stand-alone studies of specific local government functions to develop efficient service delivery models. Representative projects by major service areas included in the RFP are listed below.

Functional Area	Client	Functional Area	Client
Administrative Services	Irvine (CA) Milpitas (CA) Riverside (CA)	Human Resources	Palo Alto (CA) Riverside (CA) San Joaquin Rail Auth. (CA)
Building/Code Enforcement/Economic Development	El Segundo (CA) Hawthorne (CA) San Dimas (CA)	Parks/Recreation	East Bay Reg. Park Dist. (CA) Milpitas (CA) Vacaville (CA)

Functional Area	Client	Functional Area	Client
Clerk/Communications/ Legislative Affairs:	Milpitas (CA) Riverside (CA) San Clemente (CA)	Public Works	Pismo Beach (CA) Stockton (CA) West Sacramento (CA)

These are representative examples of our experience working in select service areas. Details about any project listed above are available upon request.

KEY DIFFERENTIATORS

We point to the following characteristics of our firm, which we believe set us apart from our competitors:

- A significant portion of our proposed project team has worked as public-sector directors/executives before joining the firm and possesses substantial operational and staffing expertise in their respective areas.
- Our team has conducted hundreds of similar studies for local governments in California.
- Our study approaches balance superior empirical analysis with extensive input from staff and other stakeholders. Our interaction in a project fosters acceptance of change and helps avoid surprises.
- It should also be mentioned that our firm has another division not directly included in the scope of this study. Our Financial Services Division develops cost-allocation plans and conducts fee studies for local governments, including over 100 in California (e.g., Hawthorne, Long Beach, and Manhattan Beach).

These factors, together, have led to an extraordinary level of implementation of the recommendations we make, generally exceeding 80%.

PROJECT PLAN AND TIMELINE

This section contains an overview of our project approach and a detailed work plan.

GENERAL PROJECT APPROACH

Our philosophy in providing consulting services is to provide a customized approach to address our clients' unique issues and needs in a fact-based manner, utilizing our proven methodologies and analytical techniques as summarized in the following graphic:

- 1 A principal of the firm is involved in every aspect of each study. For this engagement, Richard Brady, Chair, will serve in this role.
- 2 We approach our projects by gaining a firm grounding in formal and fact-based analytical methodologies.
- 3 Our projects have extensive input and interaction between the consultants and our clients' staff, management, policy makers, and external stakeholders.
- 4 We provide our clients not only with the right answers but also with practical solutions for implementing change.
- 5 We engage regularly with our clients to ensure that the project remains on time, the schedule is maintained, and we are accessible when needed.

Our place in the government consulting industry is based on our experience and tailored approach to meeting each client's unique needs.

PROJECT MANAGEMENT AND QUALITY CONTROL

We strongly believe in effectively managing each consulting engagement and utilizing formal project management techniques in our studies. These techniques include:

- Use **project management software** to create timelines, track utilization, and communicate.
- The project team's and clients' expectations and results are managed weekly through the development and use of **formal project schedules and reporting tools**.

- All project work activities are defined in advance and tied to each project team member, deliverables, schedule, and budget.
- The project manager and lead analysts develop general and **project-specific data collection plans and interview guides** for all our staff.
- At project initiation, we will establish a series of **progress meetings** with the project steering committee and other key stakeholders as needed to review interim deliverables and findings as they are developed. This collaborative approach throughout the engagement ensures there are no surprises and maximizes buy-in at all levels.
- The **project manager designs and personally reviews all interim and final products** before they are delivered to the client.

These project management approaches have enabled us to deliver all our projects on time and at a high level of quality. All our projects are completed within budget – we have **never** requested additional funding to complete the proposed scope of work. We are recognized for the depth and insight of our analysis, as well as our responsiveness to clients.

WORK PLAN

The following tasks outline our proposed task plan for this engagement. To facilitate a more targeted assessment that prioritizes areas of greatest potential for cost reduction and efficiency gains, we will conduct this engagement in a phased approach. In Phase 1, the project team will conduct a high-level review of all service areas to produce a list of priority areas for detailed analysis in Phase 2. The areas of focus developed in Phase 1 will be reviewed with the City to identify the specific departments, issues, or processes that will be evaluated in Phase 2.

PHASE 1: BASELINE ASSESSMENT, DATA COLLECTION, AND FOCUS AREA IDENTIFICATION

TASK 1: CURRENT STATE ASSESSMENT

To fully provide services to the City, we need to quickly develop an understanding of the key issues impacting and shaping service requirements for the community, and an in-depth knowledge of the current organizational structures, staffing allocations, and service delivery approaches in place for each area under review. To fully develop our understanding, we will accomplish the following work steps, among others:

- Meet with the City Manager and the City's Project Manager to discuss the project, initiate and refine specific project tasks, and establish a schedule for the engagement.
- Conduct individual interviews with City Council members to identify the challenges facing the City and to understand established priorities.
- Interview department heads and division managers to gain insight into the organization's existing plans and key organizational and operational issues facing each functional area. The purpose is to understand the current processes, service levels, staffing, and organizational issues.

- Conduct staff focus group sessions to gain a deeper understanding of roles and responsibilities, service levels, processes, and operational approaches.
- Review available information, including mission statements, budgets, workload data, job descriptions, SOPs, and other documents that provide insight into each department's service delivery approaches, key performance indicators, regulatory constraints, and operational practices.
- Understand staffing and responsibilities in each function. Document staffing trends and identify gaps, if any, in key service areas and skill sets.
- Develop an understanding of the scope of the programs and services for each department/division, including historical, current, and projected workloads, scheduling (public safety) resource allocation, and service levels for each department/division.
- Document core versus discretionary services in each department.
- Document the major software and technology employed throughout the City.

Once these efforts have concluded, the project team will develop a current state profile. The current state profile will summarize our understanding of each department and the City organization. This document will serve as the framework for future service-level and staffing recommendations.

TASK RESULT

The project team will develop a current state profile of the staffing, workload, performance goals, operations, and organizational structures of the departments reviewed.

TASK 2: EMPLOYEE SURVEY

Gathering input from all employees is essential. This approach also increases staff buy-in for the engagement. Input obtained through interviews will be supplemented through an online anonymous survey to provide everyone in the organization the opportunity to participate in the study. The survey will be conducted electronically using SurveyMonkey and distributed to all employees within the functional areas under review, to ensure the anonymity of all respondents.

The use of an employee survey would enable the project team to develop an understanding of the current organizational culture, communications, level of support provided by internal service functions, level of interaction between departments, workplace attitudes, succession planning, opportunities for alternative service delivery approaches, potential necessary staffing modifications, and changes in technology, tools or processes that would increase the efficiency and effectiveness of staff work efforts. This survey would also solicit input on functions that are frequently performed and depend on other departments for service delivery, to understand inter-departmental coordination issues and the potential for realigning or reallocating tasks for greater efficiency.

This survey will also be used to identify key organizational culture issues, factors that impact employee satisfaction, and factors that contribute to employee burnout. The results will be tabulated in an analysis that examines key findings and differences in perception across work groups.

TASK RESULT

An anonymous online employee survey will be distributed to employees, offering everyone the opportunity to provide input to the study. The responses will be tabulated, and the key findings and conclusions will be summarized in an analytical report.

TASK 3: BEST PRACTICES ASSESSMENT

The project team will develop an assessment of current municipal strengths and potential improvement needs in this task by conducting a best practices diagnostic assessment for each functional area. We will utilize a series of best management practices for each of the City's service areas under review. This best management practices assessment will draw upon recognized industry best practices as outlined by relevant professional associations (such as APWA, ICMA, IIMC, NRPA, PSHRA, and others), supplemented by practices developed from our firm's two decades of experience evaluating local government operations. This diagnostic assessment is ideal for highlighting strengths and key areas for improvement.

The best practices assessment will focus on organizational structure, spans of control, staffing approaches, service level/performance measures, policies and procedures, processes, and operational practices for each department. Additionally, it will be used to identify services that exceed industry standards. Finally, it will guide the engagement's future analytical efforts by clearly understanding the organization's current strengths and listing potential improvement opportunities for further evaluation in later tasks.

At the conclusion of this task, the project team will develop, based on all tasks conducted to date, a prioritized listing of departments, processes, or service areas for a deeper analysis in Phase 2. This listing will highlight the areas most likely to achieve cost reductions, efficiency gains, or improvements in service delivery or effectiveness for the organization. The project team will conduct a review meeting with City leadership and City Council to gain concurrence on the areas to be addressed in Phase. 2.

TASK RESULT

A comparison of the City's organizational structure, staffing, service delivery, processes, and operational practices against industry best practices. Development of a prioritized listing of areas for detailed analysis in Phase 2.

PHASE 2: ANALYSIS AND RECOMMENDATION DEVELOPMENT

TASK 4: WORKLOAD, STAFFING, AND OPERATIONAL ANALYSIS

This work task will analyze the staffing and organizational needs for the departments and functions identified in Phase 1 for further analysis. The project team will review the current workload and service-level expectations for each department, and identify staffing and resource needs (in-house and/or contractual). The analysis in this task will include the following elements:

ORGANIZATIONAL STRUCTURE

- Are there gaps or overlapping or duplicated functions that can be eliminated to reduce redundancies, increase efficiencies, etc.?
 - Are services/functions appropriately located/assigned in the organization?
 - Is the structure too “tiered” or too “flat” in management staffing?
 - Are functions placed too high or too low in terms of their importance?
 - Evaluate roles and responsibilities and align employee classification with primary duties.
 - Evaluate whether the current departmental structure if appropriate or specific functions should be reorganized to reduce the number of departments.
-

SPAN OF CONTROL

- Are spans of control for executive, management, supervisory, and lead personnel appropriate?
 - Are there any modifications needed in operational practices, technology, or other service delivery methods to implement the proposed span of control?
 - Are span of controls consistent across all departments/teams?
-

OPERATIONAL ASSESSMENT

- Analyze processes to identify opportunities for streamlining.
 - Evaluate technology and whether it is fully and appropriately utilized to automate tasks.
 - Evaluate opportunities for cross-training of staff both to provide back-up for other staff, but also to ensure key skillsets are covered in the organization.
 - Identify whether services are core or discretionary and service levels are well-defined.
 - Analyze potential impacts on services that may be outsourced/contracted.
-

WORKLOAD AND STAFFING ANALYSIS

- Analyze current workload and apply service level benchmarks and time requirements to identify the staffing resources to meet service level expectations to align staffing allocations with appropriate service level expectations?
-

- Evaluate whether service levels are appropriate or should be modified (either increased or decreased).
- Identify key positions for succession planning efforts.
- Will staffing allocations need to be adjusted for future needs or service level changes? Should work assignments need to be modified to balance workload across positions and functions?
- Analyze potential impacts of services that may be outsourced/contracted.

FISCAL AND COST SAVINGS ANALYSIS

After the process analysis and staffing recommendations have been made, the project team will evaluate the fiscal impact of each recommendations. This will include a detailed cost analysis of maintaining the desired service level and staffing levels, evaluate potential outsourcing costs for contracting service, and impact of meeting service level goals. The project team may develop alternative service level and staffing scenarios (internal and external) and identify the fiscal impact of those recommendations.

This task will result in developing a workload and staffing analysis and recommended staffing levels and organizational structure to meet current needs and ensure long-term organizational sustainability. Preliminary recommendations will be provided to the City's project steering committee for their review.

TASK RESULT

The project team will develop an interim report that provides a comprehensive analysis of the organizational, management, and staffing needs for the City.

TASK 6: DRAFT AND FINAL REPORTS AND IMPLEMENTATION PLAN

The draft report consolidates the analytical steps and interim deliverables from the prior tasks into a single document, including recommendations for all City operations. The recommendations made as part of the study must be specific, measurable, prioritized, and accompanied by a detailed, comprehensive implementation timeline. It will include the following elements:

- An **executive summary** that summarizes the major findings of the study.
- A description of the study **methodology**.
- Analysis of the employee survey, best practices, and comparative benchmarking deliverables.
- A detailed evaluation of each department with **clear recommendations** regarding service level expectations, staffing resources (internal and external), organizational structure, and fiscal impact analysis of recommendations.
- A **detailed implementation plan** that the City can use to guide organizational changes over the foreseeable future. The implementation plan will assign each recommendation a priority, timeline,

and a champion (the lead entity). A fiscal analysis will accompany each recommendation. The implementation plan will provide a roadmap to the organization’s transformation.

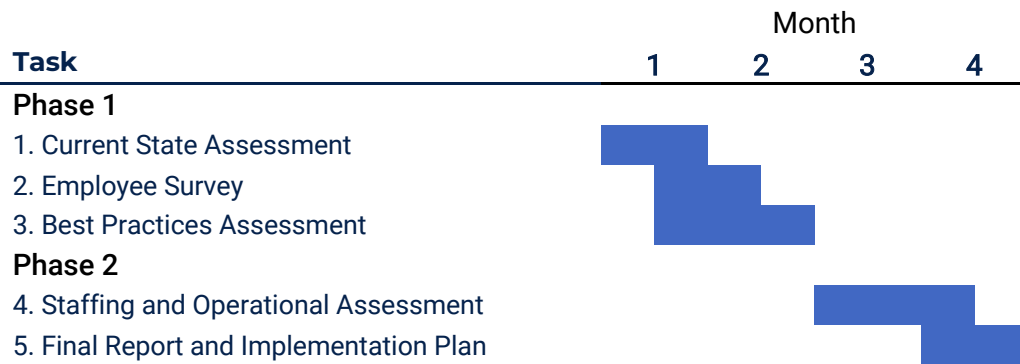
The draft report will be reviewed with the project steering committee and any key stakeholders identified throughout the study. Once this review is completed, the project team will review all comments received, edit and finalize the report, and present it to the City leadership team and elected officials.

TASK RESULT

The project team will develop a draft and final report that builds upon all interim deliverables to provide a comprehensive analysis of the organization and an action plan. The final report will be presented to City appointed and elected officials.

PROJECT TIMELINE

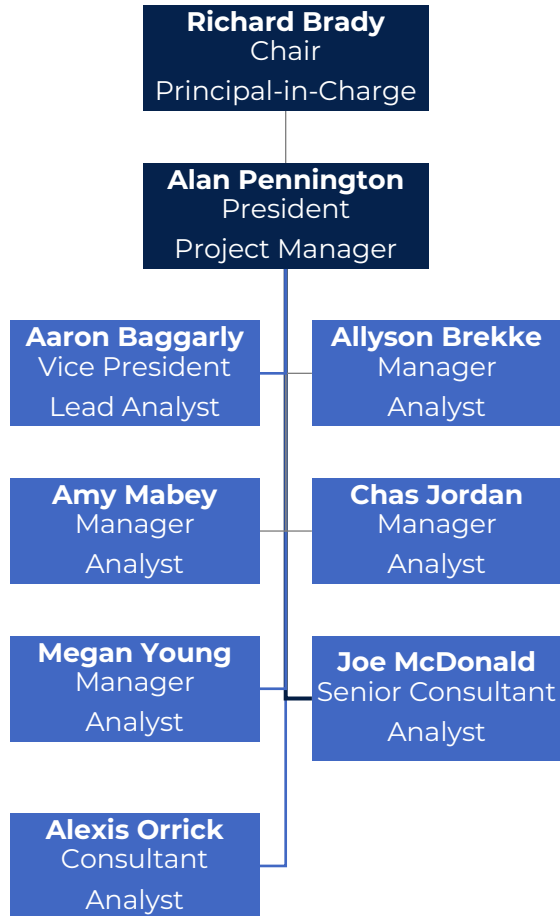
We propose to conduct this study over 4 months, as outlined in the following table.



We are available to begin work within two weeks of a notice to proceed.

TEAM MEMBERS AND QUALIFICATIONS

We are providing Half Moon Bay with a senior team of consultants, including the firm's leadership and lead analysts, who have worked as public-sector directors/executives prior to joining the firm and have significant operational and staffing expertise in their specific areas. The team is organized as follows:



Our team has conducted hundreds of similar studies for local governments in California. Included within this experience are an Organizational Study and a Planning Study for the City of Half Moon Bay. The following table summarizes the proposed team members and their roles.

Employee/Title	Role/Area(s) of Expertise
Richard Brady, Principal-in-Charge	Principal in Charge
Alan Pennington, President	Project Manager
Aaron Baggarly, Vice President	Lead Analyst: Building Inspection/Code Enforcement
Chas Jordan, Manager	Senior Analyst: Maintenance
Allyson Brekke, Manager	Senior Analyst: Building Inspection/Code Enforcement
Amy Mabey, Manager	Senior Analyst: Clerk/Communications/Legislative Affairs

Employee/Title	Role/Area(s) of Expertise
Megan Young, Manager	Senior Analyst: Recreation Services
Joe McDonald, Senior Consultant	Analyst: Finance, Succession Planning
Alexis Orrick, Consultant	Analyst: General Analyst

Staff assigned to this project are located across the country. However, our headquarters location is in San Mateo, CA. Our proposed Principal-in-Charge, Richard Brady, resides in nearby El Granada.

QUALIFICATIONS SUMMARIES

Summaries of each team member's qualifications are below. Detailed information about previous local government and similar project experience can be found on their resume in the Appendix.

Employee / Title	Professional Summary
Richard Brady Chair	Richard Brady founded Matrix Consulting Group in 2002. He has served as the project manager or lead analyst on hundreds of public safety studies in his 40-year career in addition to leading or playing a lead role in many of our larger organization-wide studies.
Alan Pennington President	Alan Pennington is President of the Matrix Consulting Group and led our organizational effectiveness practice prior to becoming President in 2025. His primary expertise is in Administrative Services, Community Development, Finance, Human Resources, Information Technology, Procurement, Public Works and Parks and Recreation. He has served as the Project Manager or Lead Analyst on over 400 local government studies since joining the firm.
Aaron Baggarly Vice President	Aaron Baggarly is a Vice President who co-leads our organizational effectiveness practice and leads all administrative services and organizational wide efforts. He has more than 18 years of experience and, since joining the firm, has completed over 150 studies for all aspects of municipal operations, including: analysis of processes, workload, staffing analysis, and organizational reviews. He is well versed in all operations of local government.
Chas Jordan Manager	Chas Jordan is a Manager who focuses on solid waste, public works, facilities, fleet management, utilities, parks and recreation and administrative functions. He is SWANA Certified in Zero Waste and has previously been certified in Collection Systems. Prior to joining the firm, Chas served as an Assistant Public Works Director. In this role he managed projects dealing with collection operations, solid waste master plans, and waste composition studies.
Allyson Brekke Manager	Allyson Brekke, a Manager, focuses on the Community Development Services practice area, with specialty knowledge in management and leadership, development review and permitting procedures, code compliance, and historic preservation. Prior to joining the firm, Allyson served as Deputy Planning Director for Gallatin County, MT and the Director of Community and Economic Development for Port Angeles, WA.
Amy Mabey Manager	Amy Mabey, a Manager, is an analyst with extensive experience in public administration, policy analysis, community development, public outreach, and emergency management. She combines leadership and strategic insight in her approach as a consultant. Her experience in large and small municipalities provides a multi-faceted understanding of city governance and resources.

Employee / Title	Professional Summary
Megan Young Manager	Megan Young, a Manager, brings more than twelve years of experience working with local and regional governments in Public Works, Engineering, Parks and Recreation. Prior to joining Matrix, Megan served as Assistant to the City Manager, Parks and Grounds Administrator, and Public Works Operation Analyst in various organizations in South Carolina. Relevant experience includes maintenance and asset management, staffing, and CIP budgeting, and best practices evaluations.
Joe McDonald Senior Consultant	Joe McDonald, a Senior Consultant, works in our General Consulting practice. He has served as an analyst on several organization-wide studies and as a lead analyst on studies related to City Clerk, Human Resources, Recreation, organizational culture, policy reviews, and other administrative services. Joe specializes in employee/community engagement efforts, data and staffing analyses, process optimization, and technical document development. Joe holds the PSHRA-CP certification from the Public Sector HR Association.
Alexis Orrick Consultant	Alexis Orrick recently joined our firm as a data analyst in our General Consulting Practice. Alexis works primarily on data analysis and metrics for operational, organizational, and staffing assessments.

Detailed resumes begin on the following page.



RICHARD BRADY
Chair

Richard Brady founded Matrix Consulting Group in 2003 and leads our public safety practice, which includes law enforcement and justice studies. He has served as the project manager or lead analyst on hundreds of public safety studies in his 40-year career.

His subject matter expertise includes police staffing and deployment, management effectiveness, and governance. Prior to Matrix Consulting Group, he served for over 20 years as a practice leader in two other firms, including Maximus.

EXPERIENCE HIGHLIGHTS:

ALBUQUERQUE, NM: CITYWIDE ASSESSMENT

This study was instigated at City Council’s direction to identify cost savings and efficiencies in service delivery. Many efficiencies were identified in organizational functional structure which reduced management staffing while better coordinating service delivery (e.g., public works functions). Many line functions in key areas, however, had staff deficiencies to meet service demand and quality of service (e.g., police). Redeployment helped to mitigate these in public safety. A long-term plan was developed to address staffing needs; other recommendations on structure and deployment were implemented in the short term.

MT. LEBANON TOWNSHIP, PA: ORGANIZATIONAL ASSESSMENT

This small suburban community adjacent to Pittsburgh could not afford to deliver traditional services through its own staff ability. Contracting in maintenance functions allowed cost savings and continued to meet service level targets. Technology recommendations assisted administrative functions. Finally, improvements in automatic and mutual aid in public safety functions, together with improved volunteer recruitment and retention in fire, aided those areas.

PROJECT ROLE:

Richard will serve as Principal-in-Charge.

RELEVANT CLIENTS:

- AL, Birmingham
- AZ, Phoenix
- CA, Half Moon Bay
- CA, Los Angeles
- CA, San Jose
- CA, Sacramento
- CA, San Francisco
- FL, Miami Beach
- FL, Orange County
- KS, Wichita
- MO, Kansas City
- NC, Asheville
- NV, Las Vegas
- MO, Kansas City
- NC, Raleigh
- NY, Albany
- OH, Columbus
- OH, Cincinnati
- OK, Broken Arrow
- UT, Salt Lake City
- TN, Nashville
- TX, Austin
- TX, Fort Worth
- TX, San Antonio
- VA, Richmond
- VA, Virginia Beach
- WA, Tacoma
- WI, Milwaukee

YEARS OF EXPERIENCE:

40

EDUCATION:

BA, California State University, East Bay.

PhD, Oxford University, U.K.

PROFESSIONAL ASSOCIATION:

Association of Local Government Auditors
International City-County Management Association



ALAN PENNINGTON
President

Alan Pennington is President of the Matrix Consulting Group and leads our General Consulting Practice which includes organization-wide assessments and operational and organizational studies for all non-public safety functions.

His primary expertise is in Administrative Services, Community Development, Finance, Human Resources, Information Technology, Procurement, Public Works and Parks and Recreation. He has served as the Project Manager or Lead Analyst on over 400 local government studies since joining the firm.

EXPERIENCE HIGHLIGHTS:

TIGARD, OR: OPERATIONAL AND ORGANIZATIONAL REVIEW

Alan was the Project Manager on this Performance Audit for the City of Tigard that evaluated all operational aspects of the City and included the development of a staffing model based upon adjusted services and service levels, recommendations for operational improvements, and the development of performance indicators for each functional area. This study was undertaken in advance of a ballot measure to increase funding to support required municipal operations.

RIVERSIDE, CA: OPERATIONAL AND ORGANIZATIONAL REVIEWS

Alan was the Project Manager and lead analyst on a series of studies covering numerous service areas for this organization including Human Resources, Finance, Information Technology, City Manager/Mayor's Offices and Community Development.

These audits were part of a multi-year schedule of performance audits covering all City departments. The audits included assessments of operational practices, workload, technology, staffing requirements, and compliance with financial and operational practices.

PROJECT ROLE:

Alan will serve as Project Manager.

RELEVANT CLIENTS:

- CA, Half Moon Bay
- CA, Rancho Mirage
- CA, Roseville
- CO, Fort Morgan
- FL, St. Cloud
- GA, DeKalb County
- IL, Orland Park
- IL, Tinley Park
- MD, Montgomery County
- MD, Takoma Park
- MI, Portage
- MO, Joplin
- MO, Jefferson City
- MO, Raymore
- NC, Waxhaw
- NH, Carroll County
- NJ, Franklin Twshp.
- OR, Tigard
- PA, Mt. Lebanon
- TX, Schertz
- UT, Salt Lake County
- VT, Montpelier

YEARS OF EXPERIENCE:

19

EDUCATION:

BA, University of Maine, Public Management.

PROFESSIONAL ASSOCIATIONS:

Association of Local Government Auditors (ALGA)

Government Finance Officers Association (GFOA)

International City-County Management Association (ICMA)



AARON BAGGARLY, AICP
Vice President

Aaron Baggarly is the lead analyst on development review, permitting, and inspection related engagements. Prior to joining the firm, he was the Planning and Development Director in Stillwater, Oklahoma.

- Completed over 50 studies for municipal development operations, including: analysis of planning, building, and code enforcement, organizational review, and process evaluation and reengineering.
- Performed data and workload analysis, needs assessments, visioning, organizational and staffing assessments, public engagement, and best management practices evaluation.
- Serves as Chair of his local Board of Adjustment.

EXPERIENCE HIGHLIGHTS:

ST. PETERSBURG: MANAGEMENT EVALUATION OF THE DEVELOPMENT SERVICES DEPARTMENT

Aaron led the firm's comprehensive evaluation of the City's development review and permitting operations. Key recommendations focused on:

- Identified technology improvements to streamline the customer portal, internal workflows, and roles in the permit review process.
- Align staffing resources to meet service level goals.

CLEARWATER, FL: DEVELOPMENT BUSINESS PROCESS REVIEW

Aaron was the lead analyst for this study which analyzed the City's development service processes. Key study findings included:

- Identified process improvements focused on quality review and maintaining a high-performance goals for reviewing applications.
- Identify technology improvements to provide a more predictable permitting process.

PROJECT ROLE:

Aaron will be the Lead Analyst on this engagement leading work of other analysts for consistency.

RELEVANT CLIENTS:

- CA Downey
- CA Menlo Park
- CA Milpitas
- CA Redondo Beach
- CA Redwood City
- FL Bradenton
- FL Clearwater
- FL Miami Beach
- FL St. Petersburg
- FL ToHo Water Auth
- MA Boston
- NC Raleigh
- NC Rowan County
- OR Forest Groves
- TX Dallas
- TX Fort Worth
- TX Flower Mound
- TX Prosper
- TN Knoxville
- VA Blacksburg
- VA Stafford County
- WA Richland

YEARS OF EXPERIENCE:

18

EDUCATION:

BS, Appalachian State University, Community and Regional Planning, Minor in GIS.

PROFESSIONAL ASSOCIATION:

- American Institute of Certified Planners (AICP)
- American Planning Association



CHAS JORDAN, MPA, FMP, PWE, ENV SP
 Manager

Chas Jordan is a Manager in the firm’s General Consulting Practice. He serves as a project manager and a project consultant on projects dealing with public works, facilities, fleet management, utilities, parks and recreation and administrative functions. Prior to joining Matrix, Chas served as an Assistant Public Works Director and Public Works Administrative Manager in Florida. His consulting expertise includes:

- Facilities Management organizational structure, operations, and best practices, specifically Design Standards, Space Needs, Sustainable Design, and life cycle cost analysis.
- Parks and Recreation operations, staffing, maintenance, and programming analysis.
- Strategic planning, organizational and staffing assessments, needs assessments, and best management practices evaluation and implementation.
- Financial analysis, rate setting, and long-term capital planning.

EXPERIENCE HIGHLIGHTS:

PALMETTO BAY, FL: ASSESSMENT OF PARKS AND REC. DEPT.

- Served as project manager to review the Village’s Parks and Recreation Department
- Reviewed current programming, staffing, and grounds maintenance functions.
- Recommended Organizational and Staffing Improvements to meet Service Level Expectations and a Five-Year Implementation Plan.

VACAVILLE, CA: ASSESSMENT OF PARKS AND REC. DEPT.

- Served as project manager to review the City’s Parks and Recreation Department
- Reviewed current programming, staffing and operations.
- Recommended Organizational and Staffing Improvements to meet Service Level Expectations and a Five-Year Implementation Plan.

PROJECT ROLE:

Chas will be a Senior Analyst on this engagement.

RELEVANT CLIENTS:

- CA, Bellflower
- CA, Brentwood
- CA, EBRPD
- CA, La Mesa
- CA, Long Beach
- CA, Moreno Valley
- CA, Port of LA
- CA, SDCWA
- CA, Stockton
- CA, Vacaville
- CO, Fort Collins
- FL, Bradenton
- FL, Miami Beach
- FL, Palmetto Bay
- FL, Seminole Tribe
- FL, St. Johns Co.
- FL, St. Petersburg
- MA, Lowell
- MO, Jefferson City
- MO, Lees Summit
- OH, Cincinnati
- OR, Washington Co.
- SC, Columbia
- TX, Addison
- VT, Burlington
- WY, Laramie

YEARS OF EXPERIENCE:

18

EDUCATION:

MPA, University of North Florida

BA, University of North Florida

PROFESSIONAL ASSOCIATIONS:

American Public Works Association (APWA)

Solid Waste Association of North America (SWANA)

National Recreation and Parks Association



ALLYSON BREKKE, AICP
Manager

Allyson Brekke focuses on the Community Development Services practice area, with specialty knowledge in Cultural Resources and Historic Preservation, Economic Development, and Town and Gown Relations. Prior to joining the firm, Allyson served as Deputy Planning Director for Gallatin County, MT where she initiated a comprehensive housing study and the Director of Community and Economic Development for Port Angeles, WA where she helped City Council to adopt the City's two-year strategic plan. Her experience includes:

- Strategic planning, capital plan updates, budget/work plan development, development review efficiencies and analysis.
- Long-range planning efforts for environmental protection, comprehensive plans and housing needs.
- Organization and operation development and coordination of intergovernmental policies, programs, and operations.
- Community outreach facilitation and neighborhood planning.

EXPERIENCE HIGHLIGHTS:

REDONDO BEACH, CA: EVALUATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Allyson served as the senior analyst on this evaluation of the City's Community Development Department, which focused on creating more predictable entitlement and permitting processes, aligning staffing resources and workload, and transitioning to new development review software, online application submittal, and digital plan review.

JEFFERSON CITY, MO: CITY ORGANIZATIONAL REVIEW AND STAFFING ASSESSMENT

Allyson served as a senior analyst on this study and focused her operational and staffing analysis on the Planning and Protective Services Department to help identify different strategies in grant administration and staff needs for regional community planning efforts.

PROJECT ROLE:

Allyson will be a Senior Analyst on this engagement.

RELEVANT CLIENTS:

- CA, El Monte
- CA, Escondido
- CA, Piedmont
- CA, Redondo Beach
- IL, Champaign
- MA, Boston
- MI, Royal Oak
- MO, Jefferson City
- NC, Raleigh
- NJ, Paterson
- SC, Columbia
- TX, Prosper
- VT, Burlington

YEARS OF EXPERIENCE:

21

EDUCATION:

MCP, University of Pennsylvania, City Planning

BA, University of Mary Washington, Historic Preservation

PROFESSIONAL ASSOCIATION:

American Institute of Certified Planners (AICP)

Graduate of Northwest Women's Leadership Academy

Study Certificate in Town and Gown Relations



AMY SUE MABEY, MPA
 Manager

Amy Mabe is an analyst with extensive experience in public administration, policy analysis, community development, public outreach, and emergency management. Her experience in large and small municipalities provides a multi-faceted understanding of city governance, resource allocation, and community engagement. As a consultant, she leverages this perspective with a focus on collaboration and evidence-based practices to deliver sustainable, impactful results.

EXPERIENCE HIGHLIGHTS:

PLEASANT VIEW, UT: CITY ADMINISTRATOR

- **Municipal Operations & Leadership.** Administered all city operations, including budgeting, development, engineering, finance, justice court, planning, police, public works, and recreation, in alignment with the directives of the Mayor and City Council.
- **Personnel Policy Update.** Led committee review, rewrite, and updates to the city's personnel policies, ensuring legal compliance, best practices, and meeting the evolving needs of city staff/operations.
- **Staff Training & Development.** Designed and implemented a staff training program to enhance employee skills, encourage unity, ensure compliance with city policies, and promote professional development.

OGDEN, UT: POLICY ANALYST AND COMMUNICATION MANAGER

- **Policy and Budget Analysis.** Provided extensive review and analysis of ordinance amendments along with assisting in development of proactive legislation. Created new budget analysis templates to enhance clarity in presenting financial data.
- **Technology Transitions.** Coordinated transition to paperless processes and initiated use of social media – drafting and implementing policy solutions to enhance efficiency, accessibility, and transparency.

PROJECT ROLE:

Amy will be a Senior Analyst on this engagement.

YEARS OF EXPERIENCE:
 15

EDUCATION:
 MPA, University of Utah
 Emphasis in Local Government Management and Major Research Project for Civility in Government

BS, Utah State University
 Political Science

University research contributor for the costs and services of local government

PROFESSIONAL ASSOCIATIONS:
 Utah City and County Management Association (UCMA)

Member and Board Member
 Utah League of Cities and Towns (ULCT)

Member and Legislative Policy Committee Voting Member

International City Management Association (ICMA)

CERTIFICATIONS:
 Emergency Management Institute (EMI)
 Advanced Public Information Officer
 All Hazards Emergency Management Trainer



MEGAN YOUNG
Manager

Megan Young has more than twelve years of experience working with local and regional governments. Prior to joining Matrix, Megan served as Assistant to the City Manager, Parks and Grounds Administrator, and Public Works Operation Analyst in various organizations in South Carolina. Relevant experience includes:

- Park maintenance management, including maintenance standards, playground and amenity management, and levels of service.
- Parks and Recreation operations, staffing, and programming analysis.
- Organizational and staffing assessments, needs assessments, and best management practices evaluation and implementation.

EXPERIENCE HIGHLIGHTS:

VACAVILLE, CA: PARKS AND RECREATION

Megan served as lead analyst on this project focusing on programming analysis and recommendations for future expansion. The study also evaluated staffing for current needs and future growth.

ROYAK OAK, MI: PUBLIC SERVICES

Megan served as the lead analyst on the City’s comprehensive review of the Public Services Department. The study evaluated the operations, staffing, and organization of the Department, which includes recreation programs, a senior center, park maintenance, and operation of programming spaces.

EAST BAY REGIONAL PARK DISTRICT, CA: RESOURCE ALLOCATION STUDY

Megan served as the lead analyst on the review of resource allocation and staffing methodology. The study evaluated the operations, staffing, and organization of the Park Operations Department, which includes Park Maintenance, Maintenance & Skilled Trades, and Interpretive & Recreation Services.

PROJECT ROLE:

Megan will be a Senior Analyst on this engagement.

RELEVANT CLIENTS:

- CA, Bellflower
- CA, EBRPD
- CA, San Carlos
- CA, Vacaville
- FL, Palmetto Bay
- MI, Royal Oak

YEARS OF EXPERIENCE:

12

EDUCATION:

BA, Intercultural Studies for Business and Spanish, Wofford College

MPA, Clemson University

TRAINING & CERTIFICATIONS:

Project Management Professional: 2020, 2023, Project Management Institute

Certified Park and Recreation Professional: 2020, 2023, National Recreation and Parks Association

Certified Landscape Professional: 2020, Clemson University



JOE MCDONALD, PSHRA-CP
Senior Consultant

BIOGRAPHY:

Joe McDonald works in our General Consulting practice and while supporting all type of organizational and operational assessments, he specializes in Human Resource, Organizational Culture, policy reviews and other administrative services. Joe specializes in employee/community engagement efforts, data and staffing analyses, process optimization, and technical documentation development.

EXPERIENCE HIGHLIGHTS:

CLACKAMAS COUNTY, OR: HR OPERATIONAL ASSESSMENT

During this assessment of the County’s Human Resources Department, Joe took the lead on:

- Process mapping exercises to develop diagrams of key HR functions to identify opportunities to streamline processes via consolidation of duties and/or better utilization of technology.
- External stakeholder engagement efforts. This included developing, administering, and reporting on an HR satisfaction survey distributed to County employees as well as focus groups with each County department.

POLK COUNTY, FL: HR DIVISION OPERATIONAL ASSESSMENT

Joe served as the Senior Analyst on the assessment of Polk County’s Equity and HR Division. This project evaluated all aspects of the HR operations including staffing, organizational structure, resources, technology, and service delivery. Key recommendations included embedding HR Analysts within external divisions to improve customer service, establishing clear approval levels for HR transactions at the Director level, implementing the use of performance standards and KPIs, and thoroughly documenting all HR policies and procedures.

ROLE ON THIS ENGAGEMENT:

Joe will serve as an Analyst.

RELEVANT CLIENTS:

- CA, Rocklin
- CA, San Dimas
- CA, EBRPD
- CA, SDCWA
- CA, Thousand Oaks
- CO, Greeley
- FL, Bradenton
- FL, Clearwater
- FL, Dunedin
- FL, Miami Beach
- FL, Polk County
- FL, Seminole Tribe
- FL, St. Johns Co.
- OR, Clackamas County
- TX, Addison
- TX, Prosper
- TN, Knoxville
- VT, Burlington
- WA, Issaquah
- WV, WV University

YEARS OF EXPERIENCE:

4

EDUCATION:

- BA – Professional and Technical Communications – University of South Florida

PROFESSIONAL ASSOCIATIONS:

- Public Sector HR Association (PSHRA)
- American Society for Public Administration (ASPA)



ALEXIS ORRICK

Consultant

Alexis Orrick recently joined our firm as a data analyst in our General Consulting Practice. Alexis works primarily on data analysis and metrics for operational, organizational, and staffing assessments.

Her relevant experience include:

- Reporting and Data Analysis
- Management and Communication
- Mixed Methods Research

EXPERIENCE HIGHLIGHTS:

LSE RESEARCH: PROGRAM EVALUATION

- Conducted program evaluation of Latimer Community Art Therapy (LCAT). Mixed methods reports (quantitative survey analysis, case studies, and interviews) sent to potential and existing funders to evaluate the efficacy of LCAT services.
- Created and maintained Excel and Google Sheets dashboards for automated data analysis of assessments (surveys).

FAMILY HEALTH CENTERS OF SAN DIEGO: DATA ANALYST

- Managed 3 databases (SQL, CMIS, EHR) & hundreds of Excel spreadsheets with confidential patient information (HIPAA).
- Responsible for Data Evaluation to ensure accurate and quality data was presented to grant funders during audits.

PROJECT ROLE:

Alexis will serve as an Analyst.

YEARS OF EXPERIENCE:

6

EDUCATION:

MSC Applied Social Data Science – London School of Economics and Political Science

BA Political Science: Comparative Politics – University of California, San Diego

PROJECT COST

As shown in the following project budget, which outlines the hours by task and consultant level, we propose to complete this engagement for a fixed price of **\$66,500**.

Task	PIC / Project Manager	Lead Analyst	Senior Analyst	Analyst	Total Hours	Total Fee
Phase 1						
1. Current State Assessment	4	4	32	48	88	\$14,320
2. Employee Survey	2	2	0	32	36	\$5,560
3. Best Practices Assessment	6	8	32	40	86	\$14,760
Phase 2						
4. Staffing and Operational Assessment	8	8	32	40	88	\$15,360
5. Final Report and Implementation Plan	8	8	32	32	80	\$14,240
Total Hours	28	30	128	192	378	
Hourly Rate	\$300	\$240	\$170	\$140		
Total Professional Fees	\$8,400	\$7,200	\$21,760	\$26,880		\$64,240
Travel Expenses						\$2,260
Total Project Cost						\$66,500

We typically bill monthly for actual time and expenses incurred.

REFERENCES

The following references demonstrate our recent work conducting detailed operational and staffing assessments for local government clients in the service areas under review in this engagement.

BRENTWOOD, CA



Parks and Recreation Department and Senior Center Operations Assessment

Tim Ogden
City Manager
(925) 516-5440
togden@brentwoodca.gov

Matrix Consulting Group was retained by the City of Brentwood to conduct an operational and organizational assessment of the Parks and Recreation Department's Recreation Division as well as a focused review of the operations and staffing of the Brentwood Senior Activities Center (BSAC). The study included community outreach to patrons of the BSAC and the community at large to determine customer satisfaction.

The assessment identified strengths of the recreational activities of the City as well as opportunities for improvement to connect further with cultural segments of the community. This project also included a programming and staffing assessment to determine levels of programs available to the City and through the BSAC and if additional resources were necessary.

Key recommendations included guidance on development of policies and procedures and a strategic direction for the department, and staff training and retention needs for long-term success. Additionally, the project team recommended that a Recreation Program Plan be developed, and marketing tools should be enhanced to provide for multiple cultural and age differences.

**REDWOOD CITY,
CA**



**Organizational
Assessment of Planning
and Engineering**

Jeff Schwob
Community
Development Director
(650) 780-7293
jschwob@redwoodcity.org

Matrix Consulting was retained by the City of Redwood City to perform and operational and organizational assessment of the Planning and Engineering Divisions of the Community Development and Transportation Department. The project involved identification of opportunities to efficiently and effectively deliver public and internal services to meet the current and future needs of the Department, the City, and the community.

Key tasks included the diagramming of existing processes, identification of opportunities to streamline processes, review of current organizational structure, staffing, and technology utilization. This engagement also included extensive customer and stakeholder outreach.

Recommendations made to more efficiently and effectively deliver services included incorporating all Planning and Engineering applications, permits, and inspections into the City's permitting software and implement time and cost recovery reporting in the system. Recommended providing all plan reviewers with electronic plan review software to transition to fully electronic reviews and developing resource materials and training on effective use of the permitting software.

PISMO BEACH, CA



**Public Works
Department
Assessment**

Mike James
Assistant City Manager
(805) 773-7089
mjames@pismoeach.org

Matrix Consulting Group was retained by the City of Pismo Beach to conduct an operational and organizational assessment of the Public Works Department which has oversight of engineering, facilities, parks maintenance, streets, traffic control systems, and water and wastewater systems. The study aimed to promote an environment of continuous improvement and consistency with recommended best practices. The assessment identified strengths of the organization along with recommendations in staffing, organizational structure, service levels, performance metrics, asset management, and use of technology.

The project team conducted interviews with staff and internal stakeholders, completed a best practice assessment, and a comprehensive analysis of the staffing, organization, and operations of the Department. Key recommendations included guidance on key policies and procedures, steps to implement an asset management program, enhancing the use of technology, and the project team advised adding staff and reorganizing the department to improve service delivery efficiency and effectiveness.

ROCKLIN, CA



Development Review Organizational Assessment

Elizabeth Sorg,
Management Analyst
(916) 625-5582
elizabeth.sorg@rocklin.ca.us

Rocklin commissioned this organizational assessment of the Community Development and Public Services Departments to identify operational efficiencies, process modifications, staffing needs, and an appropriate organizational structure for the planning, building, engineering, and transportation functions. Key tasks included the diagramming of existing processes, review of existing workload and corresponding staffing levels, technology utilization analysis, and organizational structure assessment.

Key recommendations for this study were: fully implement a new permitting software system and electronic review platforms, complete a comprehensive assessment of the zoning code (currently underway) and update the code to align with current development trends, transition to an in house City Engineer, move the Public Services Engineers to Community Development and under the supervision of the City Engineer, contract for environmental review, establish performance metrics, and reclassify Office Assistants and Permit Technician staff to better align with primary duties performed.

MILPITAS, CA



Organizational Program and Fee Assessment and Cost Recovery Policy Development (Park Master Plan Update)

Renee Lorentzen,
Director, Recreation and
Community Services
(408) 585-3409
rlorentzen@ci.milpitas.ca.gov

Matrix Consulting Group, in partnership with another firm, worked with the City of Milpitas on the development of a new Parks and Recreation Master Plan. Matrix Consulting Group's main contribution and focus was on staffing assessments, service delivery evaluation, fee assessment, and development of a cost recovery policy for City Council adoption.

We developed a comprehensive assessment of fees and cost recovery for all functional areas of the Recreation and Community Services Department. Our recommended cost recovery policy was adopted without change by the City Council. A key component of the cost recovery policy was ensuring that low-income and marginalized individuals retained access to services. Funds were allocated to a scholarship fund to provide subsidies to qualified individuals. Our fee assessment has provided direction to staff and the City Council in adjusting fees to be more competitive with the local market and the surrounding communities while taking into consideration the unique needs of residents and ensuring equity for all populations within the community.

We completed a second study two year ago providing a comprehensive operational and staffing assessment of the department. This study evaluated organizational structure, staffing levels and internal processes to align staffing and practices with existing workload. We are currently working with the City to update staffing requirements to assist the City in developing a staffing plan to address a structural budget deficit.

**LEHIGH ACRES -
MSID, FL**



**Management, Staffing,
and Succession
Evaluation**

Dave Lindsay,
District Manager
(239) 368-0044
DLindsay@la-msid.com

Matrix Consulting Group was hired to complete an analysis of the management, staffing, and succession planning of the Lehigh Acres Municipal Services Improvement District.

The project team conducted an organizational analysis, a management practices assessment, a succession planning analysis, and a comparative assessment to provide the District with a summary of the current state of the organization along with findings and recommendations for improvement. The recommendations included:

- Modifications to the organizational structure.
- Changes in the skills and qualifications of multiple positions.
- Development of policies and procedures to support best management practices.
- Implementation of technology to streamline processes.

These recommendations, among others, were a result of extensive staff input, stakeholder communication, collection of District data and information, and data analysis by the project team.

Additional details and/or references are available upon request.