



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

**TUESDAY, DECEMBER 16, 2025
7:00 PM**

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

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

**COUNCILMEMBER PAUL NAGENGAST WILL ATTEND REMOTELY FROM MEETING PLANNER OFFICE,
THE LODGE TORREY PINES, 11480 NORTH TORREY PINES RD, LA JOLLA, CA 92037**

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the Agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the Agenda and will have a maximum of three minutes to discuss their item. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing consideration.

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

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

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

<https://www.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. 2025 STATE OF THE CITY PRESENTATION
4. REMARKS BY OUTGOING MAYOR
5. SELECTION OF MAYOR AND VICE MAYOR FOR 2026
6. REMARKS BY INCOMING MAYOR
7. PROCLAMATIONS AND PRESENTATIONS
 - 7A. MIDCOAST COMMUNITY COUNCIL UPDATE
8. MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE
9. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS
10. CITY MANAGER UPDATES TO COUNCIL
11. PUBLIC FORUM
12. CONSENT CALENDAR
 - 12A. WAIVE READING OF RESOLUTIONS AND ORDINANCES
 - 12B. APPROVE THE MINUTES OF THE DECEMBER 2, 2025 SPECIAL MEETING

[ATTACHMENT](#)

12C. APPROVE THE MINUTES OF THE DECEMBER 2, 2025 REGULAR MEETING

[ATTACHMENT](#)

12D. APPROVE THE MINUTES OF THE DECEMBER 6, 2025 SPECIAL MEETING

[ATTACHMENT](#)

12E. APPROVE CERTAIN PAST CITY COUNCIL REGULAR AND SPECIAL MEETING MINUTES

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

12F. APPROVE THE 2026 CALENDAR OF CITY COUNCIL MEETINGS

Staff Recommendation: By motion, adopt the City Council Calendar for 2026.

[STAFF REPORT](#)

[ATTACHMENT](#)

12G. FILE MADDY ACT 2026 LOCAL APPOINTMENTS LIST FOR CITY BOARDS, COMMISSIONS, AND COMMITTEES

Staff Recommendation: By motion, receive and file the annual appointments list of City boards, commissions, and committees for 2026.

[STAFF REPORT](#)

[ATTACHMENT](#)

12H. ADOPT AN ORDINANCE NO. 2025-02 ADDING CHAPTER 7.65 "COMMERCIAL VITALITY" TO THE HALF MOON BAY MUNICIPAL CODE - SECOND READING

Staff Recommendation: Waive the second reading and adopt an ordinance adding Chapter 7.65 "Commercial Vitality" to the Half Moon Bay Municipal Code, establishing maintenance standards for commercial storefronts.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

12I. ACCEPT WARRANTS FOR THE MONTH OF NOVEMBER 2025

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

[STAFF REPORT](#)

[ATTACHMENT](#)

12J. AB1600 REPORT ON DEVELOPMENT IMPACT FEES FOR THE FISCAL YEAR ENDED JUNE 30, 2025

Staff Recommendation: Accept the AB 1600 Report on Development Impact Fees for the fiscal year ended June 30, 2025.

[STAFF REPORT](#)

12K. APPROVE AGREEMENT WITH INFINITY TECHNOLOGIES FOR INFORMATION TECHNOLOGY SERVICES

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a two-year plus one-year option of extension, contract agreement with Infinity Technologies to provide Information Technology services at a cost of \$192,648 per year, with a 10% contingency for unforeseen additional needs at \$19,264 per year.

[STAFF REPORT](#)

[ATTACHMENT](#)

12L. APPROVE ONE-YEAR AGREEMENT WITH HDL COMPANIES FOR BUSINESS LICENSE AND TRANSIENT OCCUPANCY TAX ADMINISTRATION

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute a one-year Professional Services Agreement with Hinderliter De Llamas & Associates (HDL Companies) for Business License and Transient Occupancy Tax administration and collection services, for the term January 1, 2026, through December 31, 2026, with a not-to-exceed annual amount of \$80,000.

[STAFF REPORT](#)

12M.PREPARE POSITION LETTER

Staff Recommendation: Direct the Mayor to prepare and submit a Letter in opposition to the Draft Proposed Program for the 11th National Outer Continental Shelf Oil and Gas Leasing Program (BOEM-2025-0483), before the January 23, 2026 deadline.

[STAFF REPORT](#)

13. ORDINANCES AND PUBLIC HEARINGS

14. RESOLUTIONS AND STAFF REPORTS

14A. SETTING THE 2026 RESIDENTIAL DWELLING UNIT ALLOCATION PURSUANT TO HALF MOON BAY MUNICIPAL CODE CHAPTER 17.06 (MEASURE D)

Staff Recommendation: Adopt a resolution setting the 2026 Residential Dwelling Unit Allocation and Administration System pursuant to Half Moon Bay Municipal Code Chapter 17.06 for 70 residential dwelling units, 47 units for the Downtown (24 base units and 23 bonus units), and 23 units Outside of the Downtown.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

14B. AUTHORIZE TRANSPORTATION FUND FOR CLEAN AIR (TFCA) FUNDING AGREEMENT AND ADDITIONAL LOCAL MATCH FUNDING FOR THE EASTSIDE PARALLEL TRAIL SEGMENT 4 PROJECT

Staff Recommendation: Adopt a resolution: 1) Authorizing the City Manager to execute the Fiscal Year 2025-2026 TFCA Funding Agreement with the City/County Association of Governments (C/CAG) for the Eastside Parallel Trail - Segment 4 project in the amount of \$200,000; 2) Authorizing the transfer of \$20,000 in matching funds from the General Fund to Capital Improvement Project No. 0619; and 3) Authorizing the City Manager to take any other actions necessary to give effect to this resolution and comply with grant requirements.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

14C. ADOPT PROPOSED CLASSIFICATION AND COMPENSATION CHANGES

Staff Recommendation: Adopt resolutions authorizing changes to certain job classifications and salary schedules as follows: 1) Create a new classification titled City Clerk; 2) Reclassify the Communications Director/City Clerk position to City Clerk; 3) Create a new full-time equivalent position in the Community Development Department and a new classification titled Chief Building Official.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

14D. THIRD AMENDMENT TO EMPLOYMENT CONTRACT FOR CITY MANAGER

Staff Recommendation: By motion, approve Amendment No. 3 to the August 20, 2022, City Manager Employment Agreement with Matthew Chidester (“Agreement”) to amend Sections II and VI of the Agreement to eliminate the expiration date of the term of the Agreement, revise the terms and conditions related to the separation provision, and other related changes.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

[ATTACHMENT 5](#)

[ATTACHMENT 6](#)

- 15. COMMISSION / COMMITTEE UPDATES**
- 16. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**
- 17. CITY COUNCIL REPORTS**
- 18. ADJOURNMENT**
- 19. RECEPTION IMMEDIATELY FOLLOWING**