



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

**TUESDAY, MARCH 17, 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](http://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 SAMTRANS 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

### 7. PUBLIC FORUM

### 8. CONSENT CALENDAR

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

#### 8.B ACCEPT THE WARRANTS FOR THE MONTH OF FEBRUARY 2026

**Staff Recommendation:** Accept the warrants list for the month of February 2026.

[STAFF REPORT](#)

[ATTACHMENT](#)

#### 8.C AUTHORIZE COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM ADDITIONAL FUNDING FOR FY 2025-26

**Staff Recommendation:** Adopt a Resolution authorizing the City Manager to amend FY 2025-26 Community Services Financial Assistance (CSFA) contracts to provide additional funding for organizations that received partial funding to match previously allocated FY 2024–25 funding levels, for a total additional amount not to exceed \$57,501.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

**8.D APPROVE MINUTES OF THE MARCH 3, 2026 SPECIAL MEETING**

[ATTACHMENT](#)

**8.E APPROVE MINUTES OF THE MARCH 3, 2026 REGULAR MEETING**

[ATTACHMENT](#)

**8.F RECEIPT OF LETTERS OF SUPPORT AND LEGISLATIVE POSITION LETTER**

**Staff Recommendation:** Receive and file letters in support of: the Midpeninsula Regional Open Space District Congressionally Directed Spending Proposal – Upper Purisima Preserve Public Access Improvement Project, the San Mateo County Mid-Coastside Water Treatment Long-Term Resilience Feasibility Study and for San Mateo County Ocean Shoreline Study, Coastside County Water District' Request for FY2027 Community Project Funding: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project–Phase 2, and letter of support for Senate Bill 968.

[STAFF REPORT](#)

[ATTACHMENT](#)

**8.G 2025 HOUSING ELEMENT AND GENERAL PLAN ANNUAL PROGRESS REPORT**

**Staff Recommendation:** Adopt a Resolution directing staff to submit the 2025 Housing Element and General Plan Annual Progress Reports to the State.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

**8.H FINAL ACCEPTANCE OF THE FISCAL YEAR 2025-26 PAVEMENT MANAGEMENT PROJECT (CIP PROJECT NO. 1038)**

**Staff Recommendation:** Adopt a resolution authorizing the City Manager or his designee to file a Notice of Completion for the Fiscal Year 2025-26 Pavement Management Project (CIP Project No. 1038), release the project Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

**8.I AUTHORIZATION TO TRANSFER REMAINING STONE PINE COVE GRANT FUNDS TO SAN MATEO COUNTY**

**Staff Recommendation:** Adopt a resolution authorizing the City Manager to transfer \$383,121 in remaining State grant funds associated with the Stone Pine Cove Affordable Farmworker Housing Project to the County of San Mateo.

[STAFF REPORT](#)

[ATTACHMENT](#)

**9. ORDINANCES AND PUBLIC HEARINGS**

**10. RESOLUTIONS AND STAFF REPORTS**

**10.A HALF MOON BAY BICYCLE / PEDESTRIAN ADVISORY COMMITTEE APPOINTMENTS**

**Staff Recommendation:** By motion, make two appointments to the Bicycle/Pedestrian Advisory Committee (BPAC); to fill the youth representative vacancy, and to replace the seat currently held by Katie Murdock due to absenteeism for a remaining term of 3 years, term ending July 2029.

[STAFF REPORT](#)

[ATTACHMENT](#)

**10.B CONTINUATION OF UPDATE ON RESIDENTIAL RENTAL PROGRAMS AND PROGRAM ALTERNATIVES**

**Staff Recommendation:** Receive a continuation of the update on the City's Residential Rental Programs and provide direction on the future of the programs and potential program alternatives.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

[ATTACHMENT 5](#)

[ATTACHMENT 6](#)

**10.C APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CSW STUBER-STROEH ENGINEERING GROUP FOR PRELIMINARY ENGINEERING, ENVIRONMENTAL REVIEW AND FINAL DESIGN SERVICES FOR THE EASTSIDE PARALLEL TRAIL &NDASH; SEGMENT 2 PROJECT (CIP NO. 0595)**

**Staff Recommendation:** Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with CSW Stuber-Stroeh Engineering Group in an amount not to exceed \$758,231 for preliminary engineering, environmental review, and final design services for the Eastside Parallel Trail – Segment 2 Project.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

**11. COMMISSION / COMMITTEE UPDATES**

**11.A BICYCLE/PEDESTRAIN ADVISORY COMMITTEE REPORT OUT**

**11.B PLANNING COMMISSION REPORT OUT**

**12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

**13. CITY COUNCIL REPORTS**

**14. ADJOURNMENT**

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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**From:** Kenneth Stiles, Interim Administrative Services Director

**TITLE:** **ACCEPT THE WARRANTS FOR THE MONTH OF FEBRUARY 2026**

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**RECOMMENDATION:**

Accept the warrants list for the month of February 2026.

**STRATEGIC ELEMENT:**

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

**DISCUSSION:**

During this month, the City processed 5 check runs. The table below outlines each check run and their individual totals:

Check Run Date	Amount
February 04	20,408
February 05	299,724
February 12	192,819
February 19	1,063,790
February 26	201,768
<b>Total</b>	<b>1,778,510</b>

The City processed payments related to 5 capital improvement projects, in total amount of \$471,810.28 for the following projects: Highway 1 Safety - North, Climate Action And Adaptation, and 2025 Pavement Management Program.

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

**City of Half Moon Bay  
Vendor Payments Exceeding \$30,000  
By Vendor and Funding Source  
February 2026**

<b>Payee</b>	<b>General Fund</b>	<b>Other Funds</b>	<b>Description</b>
4LEAF INC.	30,127	-	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES
G. BORTOLOTTO & COMPANY, INC.	-	397,224	2025 PAVEMENT MANAGEMENT PROGRAM
HMB COASTSIDE CHAMBER	57,208	-	OCT AND NOV BID PASS THRU
JENNY & JENNY LLP	-	259,000	LEGAL EXPENSES
MARK THOMAS & CO, INC	-	50,392	HWY 1 SAFETY & OPERATIONAL IMPROVEMENTS PROJECT (CIP 0538)
SEWER AUTHORITY MID-COASTSIDE	-	520,052	FY 25/26 SEWER AUTHORITY OEM AND COLLECTIONS
SHUTE MIHALY & WEINBERGER, LLP	115,650	2,099	CITY WIDE LEGAL EXPENSES

**ATTACHMENTS:**

Attachment 1 - Check Disbursement List by Check Date

Report Criteria:  
 Report type: GL detail

<b>4LEAF INC.</b>				
57610	4LEAF INC.	02/26/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	6,598.36
57610	4LEAF INC.	02/26/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	7,590.00
57610	4LEAF INC.	02/26/2026	FY 25/26 ON-CALL BUILDING INSPECTION, OFFICIAL & PLAN REVIEW SERVICES	15,938.39
Total 4LEAF INC.:				<u>30,126.75</u>
<b>ABAG POWER PURCHASING POOL</b>				
57549	ASSOCIATION OF BAY AREA GOVERNMENTS	02/12/2026	FY'26 LEVELIZED CHARGE-NAT GAS	630.00
57549	ASSOCIATION OF BAY AREA GOVERNMENTS	02/12/2026	WORKING CAPITAL DEPOSIT	22.78
57549	ASSOCIATION OF BAY AREA GOVERNMENTS	02/12/2026	FY23-24 ADJUSTMENT ALLOCATION	24.49-
57549	ASSOCIATION OF BAY AREA GOVERNMENTS	02/12/2026	FY'24-25 TRUE-UP ALLOCATION	155.83-
Total ABAG POWER PURCHASING POOL:				<u>472.46</u>
<b>ABUNDANT GRACE COASTSIDE WORKER</b>				
57611	ABUNDANT GRACE COASTSIDE WORKER	02/26/2026	PROVIDE HOMELESS COASTAL CLEAN-UP SERVICES	5,140.00
Total ABUNDANT GRACE COASTSIDE WORKER:				<u>5,140.00</u>
<b>AMAZON CAPITAL SERVICES INC.</b>				
57548	AMAZON CAPITAL SERVICES	02/12/2026	EQUIPMENT	7,445.13
57548	AMAZON CAPITAL SERVICES	02/12/2026	PRIME MEMBERSHIP	141.74
Total AMAZON CAPITAL SERVICES INC.:				<u>7,586.87</u>
<b>AMERICAN DEBRIS BOX SERVICE INC.</b>				
57585	AMERICAN PORTABLES	02/19/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES	958.00
57585	AMERICAN PORTABLES	02/19/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES	2,800.00
57585	AMERICAN PORTABLES	02/19/2026	FY 25/26 PORTABLE TOILET RENTAL AND SERVICES	695.00
Total AMERICAN DEBRIS BOX SERVICE INC.:				<u>4,453.00</u>
<b>BIG WAVE COMMUNITY COOP</b>				
57522	BIG WAVE COMMUNITY COOP	02/05/2026	DEPOSIT REFUND GRAND OAK ON 01/24/26	500.00
Total BIG WAVE COMMUNITY COOP:				<u>500.00</u>
<b>BIG WAVE GROUP</b>				
57528	JENNIFER SENEAL	02/05/2026	DEPOSIT REFUND	100.00

57528	JENNIFER SENECAI	02/12/2026	DEPOSIT REFUND	100.00-
57551	BIG WAVE GROUP	02/12/2026	DEPOSIT REFUND	100.00
Total BIG WAVE GROUP:				100.00
<b>BOUCHER LAW PC</b>				
57612	BOUCHER LAW, PC	02/26/2026	SEPT 2025-LABOR & EMPLOYMENT LAW MATTERS	3,947.48
57612	BOUCHER LAW, PC	02/26/2026	OCT 2025-LABOR & EMPLOYMENT LAW MATTERS	3,027.68
57612	BOUCHER LAW, PC	02/26/2026	NOV 2025-LABOR & EMPLOYMENT LAW MATTERS	153.30
57612	BOUCHER LAW, PC	02/26/2026	AUG 2025-LABOR & EMPLOYMENT LAW MATTERS	1,019.95
Total BOUCHER LAW PC:				8,148.41
<b>BRUSH HOG TREE CARE INC.</b>				
57613	BRUSH HOG TREE CARE INC.	02/26/2026	TREE SERVICES	3,250.00
57613	BRUSH HOG TREE CARE INC.	02/26/2026	EMERGENCY TREE SERVICES	3,450.00
Total BRUSH HOG TREE CARE INC.:				6,700.00
<b>BURKE WILLIAMS &amp; SORENSEN LLP</b>				
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	10,510.00
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	655.50
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	484.50
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	665.00
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	735.00
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	6,510.00
57552	BURKE WILLIAMS & SORENSEN LLP	02/12/2026	DEC'25 PROFESSIONAL SERVICES	427.50
Total BURKE WILLIAMS & SORENSEN LLP:				19,987.50
<b>CA DEPT OF JUSTICE</b>				
57587	CA DEPT OF JUSTICE	02/19/2026	JAN'26 FINGERPRINT APP	32.00
Total CA DEPT OF JUSTICE:				32.00
<b>CA DEPT OF TRANSPORTION</b>				
57523	CA DEPT OF TRANSPORTION	02/05/2026	OCT-DEC 25 SIGNALS & LIGHTING	3,930.47
Total CA DEPT OF TRANSPORTION:				3,930.47
<b>CALNET3</b>				
57520	AT&T	02/05/2026	FEB '26 PHONE SERVICE	62.93
57521	AT&T	02/05/2026	FEB '26 PHONE SERVICE	722.29

57586	AT&T MOBILITY	02/19/2026	FEB '26 PHONE SERVICE	431.04
Total CALNET3:				<u>1,216.26</u>
<b>CAPITAL ONE TRADE CREDIT</b>				
57553	CAPITAL ONE TRADE CREDIT	02/12/2026	MAINT SUPPLIES JAN'26	796.33
Total CAPITAL ONE TRADE CREDIT:				<u>796.33</u>
<b>CASELLE INC.</b>				
57554	CASELLE INC.	02/12/2026	FY 25/26 CASELLE ERP SOFTWARE	4,238.00
Total CASELLE INC.:				<u>4,238.00</u>
<b>CHRISTINE D. BOLAND</b>				
57555	CHRISTINE D. BOLAND	02/12/2026	CO1 TO PERFORM DUTIES AND SERVICES RELATED TO THE OFFICE OF CITY CLERK	13,597.50
Total CHRISTINE D. BOLAND:				<u>13,597.50</u>
<b>CIVIC PLUS</b>				
57556	CIVICPLUS	02/12/2026	FOIA WORKFLOW PLATFORM-LEGACY	5,223.15
Total CIVIC PLUS:				<u>5,223.15</u>
<b>COAST RIDGE ECOLOGY</b>				
57614	COAST RIDGE ECOLOGY	02/26/2026	FIELD SURVEYS-145 JAN '26 PDP-2025-049	2,610.00
57614	COAST RIDGE ECOLOGY	02/26/2026	FIELD SURVEYS-145 JAN '26 PDP-2025-049	2,610.00
57614	COAST RIDGE ECOLOGY	02/26/2026	FIELD SURVEYS-145 JAN '26 PDP-2025-049	2,610.00
Total COAST RIDGE ECOLOGY:				<u>2,610.00</u>
<b>COASTSIDE COUNTRY LP</b>				
57588	COASTSIDE COUNTRY LP	02/19/2026	PAYMENT TO INSTRUCTOR-LINE DANCING DROP-IN	2,429.00
57588	COASTSIDE COUNTRY LP	02/19/2026	PAYMENT TO INSTRUCTOR-LINE DANCING DROP-IN	735.00
57588	COASTSIDE COUNTRY LP	02/19/2026	PAYMENT TO INSTRUCTOR-LINE DANCING DROP-IN	980.00
Total COASTSIDE COUNTRY LP:				<u>4,144.00</u>
<b>COASTSIDE COUNTY WATER DISTRICT</b>				
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	501 MAIN ST	55.96
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	501 MAIN ST _DC	44.86
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	CITY OF HMB/COAST. COMM. SENIOR CNTR.	44.86
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	503 JOHNSTON ST	38.36

57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	MEDIAN STRIP/HWY ONE # IRRIGATION	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	723 MILL ST # IRRIGATION	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	FERNANDES PARK/MAIN ST # IRRIGATION	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	555 KELLY AVE	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	1310 LORYN LN # IRRIGATION	161.56
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	461 OAK AVE	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	535 KELLY AVE	118.46
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	537 KELLY AVE	1,302.92
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	201 WAVECREST RD	265.49
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	HIGGINS CYN RD	108.76
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	529 RUISSEAU FRANCAIS AVE # IRRIGATION	158.09
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	627 ALSACE LORAIN AVE	231.96
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	502 MAIN ST	179.16
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	MAIN & HWY 1 # IRRIGATION	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	HyW 92 MEDIAN # WEST IRRIG	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	HWY 92 MEDIAN # EAST IRRIG	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	620 CORREAS/LIBRARY	422.09
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	620 CORREAS/LIBRARY #DC	114.26
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	620 CORREAS/LIBRARY # IRRIGATION	83.26
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	10 STONE PINE RD # IRRIGATION	175.69
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	880 STONE PINE RD # COMM	283.09
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	LIFT STATI FAIRWAY DR	38.36
57557	COASTSIDE COUNTY WATER DISTRICT	02/12/2026	HYDRANT METER	112.36
Total COASTSIDE COUNTY WATER DISTRICT:				4,246.43
<b>COASTSIDE PRINTERS</b>				
57589	COASTSIDE PRINTERS	02/19/2026	NO PARKING SIGNS	439.52
Total COASTSIDE PRINTERS:				439.52
<b>COLANTUONO HIGHSMITH WHATLEY PC</b>				
57590	COLANTUONO HIGHSMITH WHATLEY PC	02/19/2026	JAN '26 LEGAL SERVICES-SAM	10,942.00
57590	COLANTUONO HIGHSMITH WHATLEY PC	02/19/2026	JAN '26 LEGAL SERVICES-SAM	8,163.50
Total COLANTUONO HIGHSMITH WHATLEY PC:				19,105.50
<b>COLMA FIREMEN'S SOCIAL CLUB</b>				
57524	COLMA FIREMEN'S SOCIAL CLUB	02/05/2026	DEC'25 COUNCIL OF CITES MEETING AND DINNER	60.00
Total COLMA FIREMEN'S SOCIAL CLUB:				60.00

<b>CORA</b>				
57591	CORA	02/19/2026	ERP SERVICES RENDERED FOR PERIOD	2,590.00
Total CORA:				2,590.00
<b>CORODATA RECORDS MANAGEMENT INC</b>				
57558	CORODATA RECORDS MANAGEMENT INC	02/12/2026	JAN '26 RECORDS MANAGEMENT	458.03
Total CORODATA RECORDS MANAGEMENT INC:				458.03
<b>COUNTY OF SAN MATEO</b>				
57592	COUNTY OF SAN MATEO	02/19/2026	JAN '26 MICROWAVE MUX DSO	82.25
Total COUNTY OF SAN MATEO:				82.25
<b>CRUZIO INTERNET</b>				
57559	CRUZIO INTERNET	02/12/2026	INTERNET SERVICE	24.95
Total CRUZIO INTERNET:				24.95
<b>DAILY JOURNAL</b>				
57525	DAILY JOURNAL	02/05/2026	ADVERTISING PUBLIC NOTICE PDP-25-062	1,008.00
57525	DAILY JOURNAL	02/05/2026	ADVERTISING PUBLIC NOTICE PDP-25-062	1,008.00
57525	DAILY JOURNAL	02/05/2026	ADVERTISING PUBLIC NOTICE PDP-25-062	1,008.00-
57542	SAN MATEO DAILY JOURNAL	02/05/2026	ADVERTISING PUBLIC NOTICE PDP-22-022 CLASS DISPLAY	864.00
57542	SAN MATEO DAILY JOURNAL	02/05/2026	ADVERTISING PUBLIC NOTICE PDP-22-022 CLASS DISPLAY	864.00
57542	SAN MATEO DAILY JOURNAL	02/05/2026	ADVERTISING PUBLIC NOTICE PDP-22-022 CLASS DISPLAY	864.00-
Total DAILY JOURNAL:				1,872.00
<b>DAVID MOSSA</b>				
57526	DAVID MOSSA	02/05/2026	REIMBURSEMENT OF PLAN REVIEW & INSPECTION FEE	1,072.00
Total DAVID MOSSA:				1,072.00
<b>DAVID S. MOSSA</b>				
57593	DAVID S. MOSSA	02/19/2026	RIGHT OF WAY WELL ABANDONMENT-JENNA LANE	2,274.83
Total DAVID S. MOSSA:				2,274.83
<b>DFM ASSOCIATES</b>				
57560	DFM ASSOCIATES	02/12/2026	2026 CA ELECTION CODE BOOK	230.21

Total DFM ASSOCIATES:			230.21
<b>ELIZABETH CORONA</b>			
57527	ELIZABETH CORONA	02/05/2026 REFUND DEPOSIT TRAIN DEPOT	500.00
Total ELIZABETH CORONA:			500.00
<b>ERIC VALLADARES</b>			
57561	ERIC VALLADARES	02/12/2026 DEPOSIT REFUND 01/26-01/27 TRAIN DEPOT	100.00
Total ERIC VALLADARES:			100.00
<b>FLOWBIRD AMERICA INC.</b>			
57562	FLOWBIRD AMERICA INC.	02/12/2026 APP TRANSACTION FEE JAN '26	76.30
57562	FLOWBIRD AMERICA INC.	02/12/2026 JAN'26 MAINT SERVICE	124.00
Total FLOWBIRD AMERICA INC.:			200.30
<b>FLYERS ENERGY LLC</b>			
57563	FLYERS ENERGY, LLC	02/12/2026 JAN '26 FUEL	1,239.94
Total FLYERS ENERGY LLC:			1,239.94
<b>G. BORTOLOTTO &amp; COMPANY, INC.</b>			
57594	G. BORTOLOTTO & COMPANY, INC.	02/19/2026 COLD-PLANING, ASPHALT CONCRETE OVERLAY, MINOR CONCRETE PAVING, THERMOPLASTIC STRIPING	418,130.33
57594	G. BORTOLOTTO & COMPANY, INC.	02/19/2026 RETENTION FOR INV# 5286	20,906.52-
Total G. BORTOLOTTO & COMPANY, INC.:			397,223.81
<b>GLADWELL GOVERNMENTAL SERVICES INC</b>			
57595	GLADWELL GOVERNMENTAL SERVICES INC	02/19/2026 FY '25/-26 RECORDS RETENTION LEGAL REVIEW, UPDATE & ADVICE	835.00
Total GLADWELL GOVERNMENTAL SERVICES INC:			835.00
<b>GOOD CITY COMPANY</b>			
57616	GOOD CITY COMPANY	02/26/2026 FY 25/26 ASSISTANT PLANNER SERVICES AS NEEDED	1,155.00
57616	GOOD CITY COMPANY	02/26/2026 ASSISTANT PLANNER SERVICES PDP-26-005	245.00
57616	GOOD CITY COMPANY	02/26/2026 ASSISTANT PLANNER SERVICES PDP-26-005	245.00
57616	GOOD CITY COMPANY	02/26/2026 ASSISTANT PLANNER SERVICES PDP-26-005	245.00-
57616	GOOD CITY COMPANY	02/26/2026 ASSISTANT PLANNER SERVICES PDP-26-003	280.00
57616	GOOD CITY COMPANY	02/26/2026 ASSISTANT PLANNER SERVICES PDP-25-059	210.00
57616	GOOD CITY COMPANY	02/26/2026 ASSISTANT PLANNER SERVICES PDP-25-059	210.00-

57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-25-058	175.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-25-058	175.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-25-058	175.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-25-003	280.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-26-003	280.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-24-054	350.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-24-054	350.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-24-054	350.00
57616	GOOD CITY COMPANY	02/26/2026	ASSISTANT PLANNER SERVICES PDP-25-059	210.00
Total GOOD CITY COMPANY:				<u>2,415.00</u>
<b>GOVERNMENT REVENUE SOLUTIONS HOLDINGS i</b>				
57550	AVENU INSIGHTS & ANALYTICS LLC	02/12/2026	SUTA CA - Q3, 2025	72.74
57550	AVENU INSIGHTS & ANALYTICS LLC	02/12/2026	SUTA CA - Q3, 2025	12,464.79
Total GOVERNMENT REVENUE SOLUTIONS HOLDINGS i:				<u>12,537.53</u>
<b>GUADALUPE CACHO</b>				
57617	GUADALUPE CACHO	02/26/2026	DEPOSIT REFUND 02/21/26	500.00
Total GUADALUPE CACHO:				<u>500.00</u>
<b>HALF MOON BAY BUILDING &amp; GARDEN</b>				
57564	HALF MOON BAY BUILDING & GARDEN	02/12/2026	DEWITE WEED BARRIER	32.79
57564	HALF MOON BAY BUILDING & GARDEN	02/12/2026	50LBS FAST SET CONCRETE	36.06
57564	HALF MOON BAY BUILDING & GARDEN	02/12/2026	50LBS FAST SET CONCRETE	48.08
Total HALF MOON BAY BUILDING & GARDEN:				<u>116.93</u>
<b>HMB COASTSIDE CHAMBER OF COMMERCE</b>				
57618	HMB COASTSIDE CHAMBER	02/26/2026	NOV'25 BID	19,844.00
57618	HMB COASTSIDE CHAMBER	02/26/2026	NOV'25 BID OOC	5,126.00
57618	HMB COASTSIDE CHAMBER	02/26/2026	OCT'25 BID	26,300.00
57618	HMB COASTSIDE CHAMBER	02/26/2026	OCT'25 BID OOC	5,938.00
Total HMB COASTSIDE CHAMBER OF COMMERCE:				<u>57,208.00</u>
<b>HUE &amp; CRY SECURITY SYSTEMS INC.</b>				
57565	HUE & CRY SECURITY SYSTEMS INC.	02/12/2026	MARCH'26 SECURITY SERVICE	197.77
57565	HUE & CRY SECURITY SYSTEMS INC.	02/12/2026	MARCH'26 SECURITY SERVICE	499.85
57565	HUE & CRY SECURITY SYSTEMS INC.	02/12/2026	MARCH'26 SECURITY SERVICE	24.00

Total HUE & CRY SECURITY SYSTEMS INC.:			721.62
<b>INFINITY TECHNOLOGIES</b>			
57597	INFINITY TECHNOLOGIES	02/19/2026 PROVIDE AS-NEEDED GIS SUPPORT	680.00
Total INFINITY TECHNOLOGIES:			680.00
<b>INTEGRAL CONSULTING INC.</b>			
57598	INTEGRAL CONSULTING INC.	02/19/2026 CO 1, AMENDMENT 2, CLIMATE ADAPTION PLAN, 2025 CALFIRE HAZARD SEVERITY ZONE MAPS INTO	2,186.25
57619	INTEGRAL CONSULTING INC.	02/26/2026 CO 1, AMENDMENT 2, CLIMATE ADAPTION PLAN, 2025 CALFIRE HAZARD SEVERITY ZONE MAPS INTO	1,101.95
Total INTEGRAL CONSULTING INC.:			3,288.20
<b>JAMES J HENDERSON</b>			
57535	NEIGHBORHOOD RADIO	02/05/2026 ADVERTISING SERVICE	125.00
Total JAMES J HENDERSON:			125.00
<b>JENNY &amp; JENNY LLP ATTORNEY-CLIENT TRUST</b>			
57529	JENNY & JENNY LLP ATTORNEY-CLIENT TRUST	02/05/2026 SETTLEMENT-GEARING	259,000.00
Total JENNY & JENNY LLP ATTORNEY-CLIENT TRUST:			259,000.00
<b>JESUS YAH</b>			
57566	JESUS YAH	02/12/2026 DEPOSIT REFUND 01/31 TRAIN DEPOT	500.00
Total JESUS YAH:			500.00
<b>KALI MILES</b>			
57530	KALI MILES	02/05/2026 DEPOSIT REFUND LIBRARY COMMUNITY ROOM	300.00
Total KALI MILES:			300.00
<b>KARLAS JANITORIAL &amp; SUPPLIERS, LLC</b>			
57531	KARLAS JANITORIAL & SUPPLIERS, LLC	02/05/2026 CO1 ADDITIONAL CUSTODIAL SERVICES FOR THE OCC	392.50
57567	KARLAS JANITORIAL & SUPPLIERS, LLC	02/12/2026 FY 25/26 JANITORIAL SERVICES	16,533.50
Total KARLAS JANITORIAL & SUPPLIERS, LLC:			16,926.00
<b>LAURA CAMODECA</b>			
57568	LAURA CAMODECA	02/12/2026 INSTRUCTOR - CONTINUING ODOR	525.00
57568	LAURA CAMODECA	02/12/2026 INSTRUCTOR - CONTINUING ODOR ADVANCED	525.00

57568	LAURA CAMODECA	02/12/2026	INSTRUCTOR - INTRO TO ODOR	882.00
Total LAURA CAMODECA:				1,932.00
<b>LAURA L. BECKER</b>				
57569	LAURA L. BECKER	02/12/2026	INSTRUCTOR PAYMENT- ZUMBA JAN '26	1,050.00
57569	LAURA L. BECKER	02/12/2026	INSTRUCTOR PAYMENT- ZUMBA JAN '26	787.00
Total LAURA L. BECKER:				1,837.00
<b>LEAGUE OF CALIFORNIA CITIES</b>				
57570	LEAGUE OF CALIFORNIA CITIES	02/12/2026	2026 MEMBERSHIP DUES-PENINSULA DIVISION	500.00
Total LEAGUE OF CALIFORNIA CITIES:				500.00
<b>LORAL LANDSCAPING INC.</b>				
57571	LORAL LANDSCAPING INC.	02/12/2026	FY 25/26 MEDIAN MAINTENANCE	4,297.00
Total LORAL LANDSCAPING INC.:				4,297.00
<b>Maria Romero</b>				
57532	Maria Romero	02/05/2026	EXPRESS CARPET CLEANING CCOC 01/12/26	6,950.00
Total Maria Romero:				6,950.00
<b>MARK HOFMANN</b>				
57533	MARK HOFMANN	02/05/2026	INSTRUCTOR-PICKLEBALL- BEGINNER MINI BOOTCAMP 01/24/26	182.00
57620	MARK HOFMANN	02/26/2026	INSTRUCTOR-PICKLEBALL- 2/20 BEGINNER MINI	364.00
57620	MARK HOFMANN	02/26/2026	INSTRUCTOR-PICKLEBALL-02/13 INTERMEDIATE FULL	87.50
Total MARK HOFMANN:				633.50
<b>MARK THOMAS &amp; CO. INC.</b>				
57572	MARK THOMAS & CO, INC	02/12/2026	CHANGE ORDER 7, HWY 1 SAFETY & OPERATIONAL IMPROVEMENTS PROJECT (CIP 0538). ADDITIONAL	31,174.50
57599	MARK THOMAS & CO, INC	02/19/2026	CHANGE ORDER 7, HWY 1 SAFETY & OPERATIONAL IMPROVEMENTS PROJECT (CIP 0538). ADDITIONAL	19,217.25
Total MARK THOMAS & CO. INC.:				50,391.75
<b>MATT NICHOLS</b>				
57600	MATTHEW NICHOLS	02/19/2026	MILEAGE GIS MEETING 45.5 MILES	32.99
57600	MATTHEW NICHOLS	02/19/2026	OFFICE OF EDUCATION E BIKE & COUNTY E BIKE 33.5 MILES	24.29
57600	MATTHEW NICHOLS	02/19/2026	LHMP MEETING 33.1 MILES	24.00

Total MATT NICHOLS:			81.28	
<b>MAZE &amp; ASSOCIATES</b>				
57534	MAZE & ASSOCIATES	02/05/2026	FY 24/25 AUDIT & ACFR	5,570.00
Total MAZE & ASSOCIATES:			5,570.00	
<b>MCCI, LLC (FORMERLY ECS IMAGING INC.)</b>				
57621	MCCI, LLC	02/26/2026	LASERFICHE RENEWAL COVERAGE	20,536.25
Total MCCI, LLC (FORMERLY ECS IMAGING INC.):			20,536.25	
<b>METROPOLITAN PLANNING GROUP</b>				
57601	M-GROUP	02/19/2026	FY 25/26 STAFFING PLANNING, AND GIS MAPPING SERVICES	8,662.50
Total METROPOLITAN PLANNING GROUP:			8,662.50	
<b>NICOLAS LASZKIEWICZ</b>				
57573	NICHOLAS TRANSLATIONS & INTERPRETATIONS	02/12/2026	JAN'26 TRANSLATION SERVICES	570.00
Total NICOLAS LASZKIEWICZ:			570.00	
<b>OFFICE DEPOT</b>				
57536	ODP BUSINESS SOLUTIONS, LLC	02/05/2026	METAL SIGNS	429.42
57622	ODP BUSINESS SOLUTIONS, LLC	02/26/2026	METAL SIGNS	75.78
57622	ODP BUSINESS SOLUTIONS, LLC	02/26/2026	PRINTER PAPER	109.85
Total OFFICE DEPOT:			615.05	
<b>PACIFIC GAS &amp; ELECTRIC</b>				
57623	PACIFIC GAS & ELECTRIC	02/26/2026	NW HWY 1 & MAIN ST	175.68
57623	PACIFIC GAS & ELECTRIC	02/26/2026	SHERIFF SUB-STATION	4,193.81
57623	PACIFIC GAS & ELECTRIC	02/26/2026	COMMUNITY CENTER	2,237.39
57623	PACIFIC GAS & ELECTRIC	02/26/2026	DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES	1,274.72
57623	PACIFIC GAS & ELECTRIC	02/26/2026	PILARCITOS CREEK UNDERPASS	39.53
57623	PACIFIC GAS & ELECTRIC	02/26/2026	TRAIN DEPOT RSTMS	194.47
57623	PACIFIC GAS & ELECTRIC	02/26/2026	PACIFIC RIDGE LIGHT POLES	46.52
57623	PACIFIC GAS & ELECTRIC	02/26/2026	FERNANDEZ PARK	10.66
57623	PACIFIC GAS & ELECTRIC	02/26/2026	CITY HALL BUILDING	3,263.63
57623	PACIFIC GAS & ELECTRIC	02/26/2026	10 STONE PINE RD-CARTER PARK	213.86
57623	PACIFIC GAS & ELECTRIC	02/26/2026	MAINTENACE YARD OFFICE - ELECTRIC	217.38
57623	PACIFIC GAS & ELECTRIC	02/26/2026	CITY OF HMB/STREET LIGHTS	4,997.33

57623	PACIFIC GAS & ELECTRIC	02/26/2026	PILARCITOS CREEK BRIDGE	125.35
57623	PACIFIC GAS & ELECTRIC	02/26/2026	MOON SCULPTURE SPOTLIGHTS	19.86
57623	PACIFIC GAS & ELECTRIC	02/26/2026	MOON SCULPTURE SPOTLIGHTS	46.34
57623	PACIFIC GAS & ELECTRIC	02/26/2026	LIBRARY ELECTRICITY ONLY	244.86
57623	PACIFIC GAS & ELECTRIC	02/26/2026	BELL MOON LIFT STATION	39.69
57623	PACIFIC GAS & ELECTRIC	02/26/2026	DOWNTOWN ST TREE LIGHTS NORTH HOOK-UP @ 700 MILL STREET	1,378.58
57623	PACIFIC GAS & ELECTRIC	02/26/2026	PELICAN POINT LIFT STATION	302.96
57623	PACIFIC GAS & ELECTRIC	02/26/2026	STREETLIGHT PROJECT	544.66
57623	PACIFIC GAS & ELECTRIC	02/26/2026	HWY 1 & MIRAMONTES LIGHTING	41.57
57623	PACIFIC GAS & ELECTRIC	02/26/2026	HWY 1 & MIRAMONTES LIGHTING	97.00
57623	PACIFIC GAS & ELECTRIC	02/26/2026	HWY 1 & FAIRWAY LIGHTING	48.62
57623	PACIFIC GAS & ELECTRIC	02/26/2026	HWY 1 & FARIWAY LIGHTING	113.43
57623	PACIFIC GAS & ELECTRIC	02/26/2026	555 KELLY ST	25.74
57623	PACIFIC GAS & ELECTRIC	02/26/2026	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	100.56
57623	PACIFIC GAS & ELECTRIC	02/26/2026	OCEAN VIEW PARK	22.40
57623	PACIFIC GAS & ELECTRIC	02/26/2026	OCEAN COLONY PARNERS/OCP LIFT STATION	1,503.08
57623	PACIFIC GAS & ELECTRIC	02/26/2026	401 SEYMOUR ST	54.13
57623	PACIFIC GAS & ELECTRIC	02/26/2026	401 SEYMOUR ST	126.29
57623	PACIFIC GAS & ELECTRIC	02/26/2026	SMITH FIELD	112.23
57623	PACIFIC GAS & ELECTRIC	02/26/2026	SMITH FIELD SNACK BAR	235.24
57623	PACIFIC GAS & ELECTRIC	02/26/2026	CORREAS EV CHARGERS	1,673.07
57623	PACIFIC GAS & ELECTRIC	02/26/2026	DUTRA PARK	96.59
57623	PACIFIC GAS & ELECTRIC	02/26/2026	CITY OF HMB 201 MAIN ST A	8.65
Total PACIFIC GAS & ELECTRIC:				<u>23,825.88</u>
<b>PHILS TIRE &amp; AUTO CARE INC</b>				
57575	PHILS TIRE & AUTO CARE INC	02/12/2026	2010 FORD FUSION SERVICE	114.57
57575	PHILS TIRE & AUTO CARE INC	02/12/2026	2010 FORD FUSION SERVICE	976.85
Total PHILS TIRE & AUTO CARE INC:				<u>1,091.42</u>
<b>PLAN JPA</b>				
57624	PLAN JPA	02/26/2026	WORKERS COMPENSATION TPA CLAIMS TAKEOVER FEE	500.00
Total PLAN JPA:				<u>500.00</u>
<b>QUADIENT FINANCE USA, INC</b>				
57537	QUADIENT FINANCE USA, INC	02/05/2026	FY 25/26 QUADIENT LEASE & POSTAGE	499.73
Total QUADIENT FINANCE USA, INC:				<u>499.73</u>

**RELIABLE WELL AND PUMP SERVICE**

57538	RELIABLE WELL AND PUMP SERVICE	02/05/2026	FIX WELLS DESTUCTION ON JENNA LANE	4,500.00
Total RELIABLE WELL AND PUMP SERVICE:				4,500.00

**RENTOKIL NORTH AMERICA INC**

57584	WESTERN EXTERMINATOR COMPANY	02/12/2026	JAN FY 25/26 EXTERMINATOR SERVICES	1,908.54
Total RENTOKIL NORTH AMERICA INC:				1,908.54

**RH BORDEN AND COMPANY LLC**

57539	RH BORDEN AND COMPANY LLC	02/05/2026	MAJOR BASIN STORMWATER INFLOW AND INFILTRATION (I&I) STUDY	5,527.00
Total RH BORDEN AND COMPANY LLC:				5,527.00

**RICE TRUCKING-SOIL FARM LLC**

57602	RICE TRUCKING-SOIL FARM INC.	02/19/2026	BENDER BOARDS	140.64
57602	RICE TRUCKING-SOIL FARM INC.	02/19/2026	FILL SAND	439.50
Total RICE TRUCKING-SOIL FARM LLC:				580.14

**RINGCENTRAL INC**

57540	RINGCENTRAL INC.	02/05/2026	PHONE SERVICES FEB '26	2,339.39
Total RINGCENTRAL INC:				2,339.39

**ROBERT HALF**

57541	ROBERT HALF	02/05/2026	VANCE, AMANDA 01/16/2026	1,440.00
57541	ROBERT HALF	02/05/2026	COLLETT,DIANNA 01/23/26	329.82
57541	ROBERT HALF	02/05/2026	COLLETT,DIANNA 01/23/26	329.82
57541	ROBERT HALF	02/05/2026	GIJON, LYNN 01/23/26	1,389.54
57576	ROBERT HALF	02/12/2026	VANCE, AMANDA 12/12/2025	1,800.00
57576	ROBERT HALF	02/12/2026	VANCE, AMANDA 12/19/2025	1,800.00
57576	ROBERT HALF	02/12/2026	VANCE, AMANDA 01/23/2026	1,440.00
57576	ROBERT HALF	02/12/2026	VANCE, AMANDA 01/30/2026	1,755.00
57576	ROBERT HALF	02/12/2026	GIJON, LYNN 01/30/26	1,737.60
57576	ROBERT HALF	02/12/2026	COLLETT,DIANNA 01/30/26	604.67
57576	ROBERT HALF	02/12/2026	COLLETT,DIANNA 01/30/26	604.67
57603	ROBERT HALF	02/19/2026	VANCE, AMANDA 02/13/2026	1,440.00
57625	ROBERT HALF	02/26/2026	COLLETT,DIANNA 02/20/26	329.82
57625	ROBERT HALF	02/26/2026	COLLETT,DIANNA 02/20/26	329.82
57625	ROBERT HALF	02/26/2026	GIJON, LYNN 02/06/26	1,737.60
57625	ROBERT HALF	02/26/2026	COLLETT,DIANNA 02/06/26	485.66

57625	ROBERT HALF	02/26/2026	COLLETT,DIANNA 02/06/26	485.66
57625	ROBERT HALF	02/26/2026	GIJON, LYNN 02/13/26	1,737.60
57625	ROBERT HALF	02/26/2026	COLLETT,DIANNA 02/13/26	82.46
57625	ROBERT HALF	02/26/2026	COLLETT,DIANNA 02/13/26	82.45
57625	ROBERT HALF	02/26/2026	VANCE, AMANDA 02/20/2026	1,440.00
57625	ROBERT HALF	02/26/2026	GIJON, LYNN 02/20/26	1,574.70
Total ROBERT HALF:				22,956.89
<b>ROTARY CLUB OF HMB</b>				
57626	ROTARY CLUB OF HMB	02/26/2026	DEPOSIT REFUND-TRAIN DEPOT	100.00
Total ROTARY CLUB OF HMB:				100.00
<b>RUDOLF A. HAAS</b>				
57577	RUDOLF A. HAAS	02/12/2026	INSTRUCTOR PAYMENT-TAI CHI JAN 26'	819.00
Total RUDOLF A. HAAS:				819.00
<b>SAN MATEO COUNTY</b>				
57449	COUNTY EXECUTIVE'S OFFICE	02/26/2026	FY 25/26 ANIMAL CONTROL CONSTRUCTION	15,437.00-
57615	COUNTY EXECUTIVE'S OFFICE	02/26/2026	FY 25/26 ANIMAL CONTROL CONSTRUCTION	15,437.00
57627	SAN MATEO COUNTY	02/26/2026	FY25/26 FLOOD AND SEA LEVEL RISE RESILIENCY DIST	25,000.00
Total SAN MATEO COUNTY:				25,000.00
<b>SEWER AUTHORITY MID-COASTSIDE</b>				
57604	SEWER AUTHORITY MID-COASTSIDE	02/19/2026	GENERAL OPERATIONS AND MAINTENANCE BUDGET FOR FY 25/26 (\$5,989,200), PLUS AN ADDITIONA	499,100.00
57604	SEWER AUTHORITY MID-COASTSIDE	02/19/2026	SEWER COLLECTION SYSTEM CLEANING, MAINTENANCE, AND RELATED SERVICES FY 25/26	19,472.08
57628	SEWER AUTHORITY MID-COASTSIDE	02/26/2026	JAN 2026 PASS THROUGH INVOICE	1,480.00
Total SEWER AUTHORITY MID-COASTSIDE:				520,052.08
<b>SHARP ELECTRONICS CORPORATION</b>				
57605	SHARP ELECTRONICS CORPORATION	02/19/2026	PRINTER LEASE- 48 MONTHS	791.73
Total SHARP ELECTRONICS CORPORATION:				791.73
<b>SHUTE MIHALY &amp; WEINBERGER LLP</b>				
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	517.50
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	4,243.99
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	2,373.84
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	1,498.71

57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	600.60
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	369.20
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	25,103.16
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	9,113.03
57578	SHUTE MIHALY & WEINBERGER LLP	02/12/2026	LEGAL EXPENSES	686.70
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	1,420.83
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	4,429.60
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	21,983.22
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	148.30
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	17,979.48
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	26,326.52
57606	SHUTE MIHALY & WEINBERGER, LLP	02/19/2026	LEGAL EXPENSES	954.20
Total SHUTE MIHALY & WEINBERGER LLP:				117,748.88
<b>SIMMS PLUMBING &amp; WATER EQUIPMENT INC.</b>				
57579	SIMMS PLUMBING & WATER EQUIPMENT INC.	02/12/2026	MAINT REPAIR	398.43
Total SIMMS PLUMBING & WATER EQUIPMENT INC.:				398.43
<b>STAR ELEVATOR INC</b>				
57543	STAR ELEVATOR INC	02/05/2026	FEB 2026 ELEVATOR MAINTENANCE	520.00
Total STAR ELEVATOR INC:				520.00
<b>STERICYCLE SPECIALTY WASTE SOLUTIONS INC</b>				
57580	STERICYCLE, INC.	02/12/2026	PAPER SHREDDING JAN 2026	242.49
Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC:				242.49
<b>SUBURBAN PROPANE LP</b>				
57544	SUBURBAN PROPANE LP	02/05/2026	PROPANE ACCT 1601-064098	585.65
57629	SUBURBAN PROPANE LP	02/26/2026	PROPANE ACCT 1601-064098	1,093.60
Total SUBURBAN PROPANE LP:				1,679.25
<b>SWCA INCORPORATED</b>				
57607	SWCA INCORPORATED	02/19/2026	2025 GOAT GRAZING PROJECT (VEGETATION MANAGEMENT)	708.75
Total SWCA INCORPORATED:				708.75
<b>THE HEAL PROJECT</b>				
57545	THE HEAL PROJECT	02/05/2026	DEPOSIT REFUND LIBRARY COMMUNITY ROOM	100.00

Total THE HEAL PROJECT:			100.00
<b>THE HOME DEPOT PRO</b>			
57596	HOME DEPOT CREDIT SERVICES	02/19/2026 JAN'26 MAINTENANCE SUPPLIES	365.87
Total THE HOME DEPOT PRO:			365.87
<b>T-MOBILE USA INC.</b>			
57546	T-MOBILE	02/05/2026 ACCT 997385192 JAN '26	394.83
Total T-MOBILE USA INC.:			394.83
<b>TOWNSEND PUBLIC AFFAIRS INC.</b>			
57608	TOWNSEND PUBLIC AFFAIRS, INC	02/19/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026	2,499.00
57608	TOWNSEND PUBLIC AFFAIRS, INC	02/19/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026	2,499.00
57630	TOWNSEND PUBLIC AFFAIRS, INC	02/26/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026	2,499.00
57630	TOWNSEND PUBLIC AFFAIRS, INC	02/26/2026 LEGISLATIVE SERVICES FOR THE TERM 7/1/2025-6/30/2026	2,499.00
Total TOWNSEND PUBLIC AFFAIRS INC.:			9,996.00
<b>TRISTAN KELLER</b>			
57581	TRISTAN KELLER	02/12/2026 SKATEBOARD CLASS- BUILD-A-BOARD, PRIVATE LESSONS	411.50
Total TRISTAN KELLER:			411.50
<b>TURBO DATA SYSTEMS INC</b>			
57582	TURBO DATA SYSTEMS	02/12/2026 DEC '25 CITATION PROCESSING	1,192.42
Total TURBO DATA SYSTEMS INC:			1,192.42
<b>VESTIS GROUP INC</b>			
57583	VESTIS	02/12/2026 MATS - CITY HALL	198.99
57583	VESTIS	02/12/2026 MATS - PUBLIC LIBRARY	127.53
57583	VESTIS	02/12/2026 MATS - CITY HALL	198.99
57583	VESTIS	02/12/2026 MATS - PUBLIC LIBRARY	127.53
57609	VESTIS	02/19/2026 MATS - CITY HALL	198.99
57609	VESTIS	02/19/2026 MATS - CITY HALL	198.99
57609	VESTIS	02/19/2026 MATS - PUBLIC LIBRARY	127.53
57609	VESTIS	02/19/2026 MATS - PUBLIC LIBRARY	127.53
Total VESTIS GROUP INC:			1,306.08

**VICTOR HERNANDEZ**

57574	ON POINT LANGUAGE SOLUTIONS LLC	02/12/2026	JAN'26 TRANSLATION SERVICES	2,732.00
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Total VICTOR HERNANDEZ:				2,732.00
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**WAXIE'S ENTERPRISES, LLC, A BRADYPLUS CO**

57631	WAXIE SANITARY SUPPLY	02/26/2026	SUPPLIES	1,361.42
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Total WAXIE'S ENTERPRISES, LLC, A BRADYPLUS CO:				1,361.42
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**WELLS FARGO**

57661	WELLS FARGO	02/04/2026	INT'L CODE COUNCIL TRAINING	480.00
57661	WELLS FARGO	02/04/2026	TRAINING	38.17
57661	WELLS FARGO	02/04/2026	TRAINING	109.36
57661	WELLS FARGO	02/04/2026	TRAINING	152.02
57661	WELLS FARGO	02/04/2026	TRAINING	10.13
57661	WELLS FARGO	02/04/2026	MANHOLE HOOK	113.72
57661	WELLS FARGO	02/04/2026	INT'L CODE COUNCIL CLASS	1,100.00
57661	WELLS FARGO	02/04/2026	GOOGLE WORKSPACE	24.00
57661	WELLS FARGO	02/04/2026	COMCAST TACC INTERNET	226.23
57661	WELLS FARGO	02/04/2026	COMCAST STONE PINE INTERNET	293.27
57661	WELLS FARGO	02/04/2026	TAXZERONE-FORM SERVICE	8.99
57661	WELLS FARGO	02/04/2026	NEOGOV-HIRING EXPENSES	199.00
57661	WELLS FARGO	02/04/2026	EMPLOYEE ENGAGEMENT HOLIDAY	1,593.41
57661	WELLS FARGO	02/04/2026	IT EQUIPMENT	1,051.27
57661	WELLS FARGO	02/04/2026	COMCAST CITY HALL INTERNET	356.82
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLY	102.57
57661	WELLS FARGO	02/04/2026	CSMFO FINANCE MEMBERSHIP	155.00
57661	WELLS FARGO	02/04/2026	CSMFO FINANCE MEMBERSHIP	60.00
57661	WELLS FARGO	02/04/2026	STARLINK EOC INTERNET	65.00
57661	WELLS FARGO	02/04/2026	CALENDAR	30.67
57661	WELLS FARGO	02/04/2026	WALL CALENDAR	28.56
57661	WELLS FARGO	02/04/2026	DESK CHAIR	208.75
57661	WELLS FARGO	02/04/2026	COUNCILMTG EXPENSE	61.90
57661	WELLS FARGO	02/04/2026	ZOOM SUBSCRIPTION-COUNCIL MEETINGS	343.92
57661	WELLS FARGO	02/04/2026	SYMPATHY FLOWERS-COUNCIL MEMBER	61.18
57661	WELLS FARGO	02/04/2026	SUBSCRIPTION - ZOOM	95.97
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	31.20
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	66.31
57661	WELLS FARGO	02/04/2026	SUBSCRIPTION- SF CHRONICLE	19.96
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	9.66
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	19.77
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	74.72

57661	WELLS FARGO	02/04/2026	ICMA MEMBERSHIP-MARIJOSE	200.00
57661	WELLS FARGO	02/04/2026	CAPIO MEMBERSHIP-MARIJOSE	425.00
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	33.10
57661	WELLS FARGO	02/04/2026	MEETING EXPENSES	323.80
57661	WELLS FARGO	02/04/2026	IT SUPPLIES	43.90
57661	WELLS FARGO	02/04/2026	SUPPLIES	39.49
57661	WELLS FARGO	02/04/2026	SUPPLIES	151.21
57661	WELLS FARGO	02/04/2026	SUPPLIES	32.95
57661	WELLS FARGO	02/04/2026	SUPPLIES	59.32
57661	WELLS FARGO	02/04/2026	AMAZON MEMBERSHIP	16.47
57661	WELLS FARGO	02/04/2026	SUPPLIES	23.01
57661	WELLS FARGO	02/04/2026	SPOTIFY MEMBERSHIP	11.99
57661	WELLS FARGO	02/04/2026	EZ FACILITY MEMBERSHIP	549.00
57661	WELLS FARGO	02/04/2026	SUPPLIES	54.38
57661	WELLS FARGO	02/04/2026	SUPPLIES	87.90
57661	WELLS FARGO	02/04/2026	STAGE RENTAL	1,710.00
57661	WELLS FARGO	02/04/2026	SUPPLIES	78.26
57661	WELLS FARGO	02/04/2026	SUPPLIES	38.69
57661	WELLS FARGO	02/04/2026	SUPPLIES	3.19
57661	WELLS FARGO	02/04/2026	SUPPLIES	18.99
57661	WELLS FARGO	02/04/2026	SUPPLIES	62.41
57661	WELLS FARGO	02/04/2026	SUPPLIES	96.61
57661	WELLS FARGO	02/04/2026	FACEBOOK ADVERTISING	217.97
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	141.70
57661	WELLS FARGO	02/04/2026	PARKS & REC MEETING EXPENSES	40.97
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLY	65.44
57661	WELLS FARGO	02/04/2026	HOLIDAY STAFF PARTIY	40.56
57661	WELLS FARGO	02/04/2026	OFFICE SUPPLIES	5.10
57661	WELLS FARGO	02/04/2026	HOLIDAY STAFF PARTY	36.18
57661	WELLS FARGO	02/04/2026	COMMUNICATION SUBSCRIPTION	175.00
57661	WELLS FARGO	02/04/2026	SERVICE WORK FOR TRUCK	133.90
57661	WELLS FARGO	02/04/2026	SERVICE WORK FOR TRUCK	66.95
57661	WELLS FARGO	02/04/2026	COFFEE	85.37
57661	WELLS FARGO	02/04/2026	PHOTO CELLS	152.40
57661	WELLS FARGO	02/04/2026	CA DMV REPLACEMENT TITLE	27.00
57661	WELLS FARGO	02/04/2026	DMV DREDIT CARD FEE	.54
57661	WELLS FARGO	02/04/2026	COMPUTER MOUSE	37.35
57661	WELLS FARGO	02/04/2026	SM CO ENVIRONMENTAL HEALTH SERVICES WELL CAP PERMIT	2,288.00
57661	WELLS FARGO	02/04/2026	IRRIGATION SERVICE	218.25
57661	WELLS FARGO	02/04/2026	PILOT INSTITUTE PART 107 TRAINING	174.70
57661	WELLS FARGO	02/04/2026	LESLIE'S OFFCE FURNITURE	5,167.47
57661	WELLS FARGO	02/04/2026	STAFF HOLIDAY PARTY	82.05

Total WELLS FARGO:

20,408.10

Grand Totals:

1,778,509.90

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Report Criteria:

Report type: GL detail

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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Julissa Acosta, Management Analyst

**TITLE: AUTHORIZE COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM  
ADDITIONAL FUNDING FOR FY 2025-26**

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**RECOMMENDATION:**

Adopt a Resolution authorizing the City Manager to amend FY 2025-26 Community Services Financial Assistance (CSFA) contracts to provide additional funding for organizations that received partial funding to match previously allocated FY 2024–25 funding levels, for a total additional amount not to exceed \$57,501.

**FISCAL IMPACT:**

The additional CSFA funding for Fiscal Year 2025-26 is be reflected in the Amended Budget.

**STRATEGIC ELEMENT:**

This action supports all elements of the Strategic Plan.

**BACKGROUND:**

The Community Services Financial Assistance (CSFA) grant program was established in FY 2018–19 to provide financial support to local nonprofit organizations delivering diverse community services such as education, culture, animal services, homelessness, housing support, aging, food and dental care with grants up to \$15,000. Over time, City Council increased the total funding available and expanded individual grant awards to \$50,000 to support growing community needs. The Coastsides Recovery Initiative (CRI) identified access to safety net services as a community priority. These services included food security, housing stabilization, healthcare access, and services for seniors and youth.

In recent years, the program also incorporated a cohort model that brings grantee organizations together for regular collaboration and technical assistance from another CRI recommendation. This approach has allowed organizations to strengthen coordination, improve communication, and support joint efforts to address various community challenges affecting Coastsides residents.

To maintain program stability and reduce administrative burdens, City Council previously directed staff to fund the same cohort of organizations through a two-year grant cycle covering FY 2024–25 and FY 2025–26.

During the FY 2025–26 allocation process, available resources required the City Council to direct that several organizations receive partial funding adjustments while others continued at their prior funding levels. The Council also directed staff to return in early 2026 with a midyear update to determine whether additional funding may be available to support organizations that received partial awards.

At the March 3, 2026, Council meeting, based on the City’s improving financial situation and the success of the grant programs through the mid-year, Council directed staff to restore these allocations to the FY 2024–25 levels, expanding access to essential programs serving Half Moon Bay residents. Additionally, participating organizations will continue collaborating through the CSFA cohort model.

**DISCUSSION:**

Maintaining consistent funding across the cohort is beneficial given the collaborative structure of the CSFA program. Participating organizations coordinate referrals, share resources, and jointly respond to emerging community needs. Restoring CSFA FY 2025–26 funding allocations (Attachment 1) supports these collaborative efforts and helps sustain services that address food security, health care access, housing support, youth services, and senior programs for vulnerable residents. Aligning FY 2025–26 funding with the previously allocated FY 2024–25 levels ensures consistency across the current two-year grant cycle, maintains access to essential safety-net services in the community, and provides needed relief to nonprofit partners facing recent funding challenges.

**ATTACHMENTS:**

1. Resolution
2. CSFA FY 2025-26 Revised Funding Allocations

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO AMEND FY 2025–26 COMMUNITY SERVICES FINANCIAL ASSISTANCE (CSFA) GRANT AGREEMENTS TO PROVIDE ADDITIONAL FUNDING TO ORGANIZATIONS THAT RECEIVED PARTIAL FUNDING**

**WHEREAS**, the Community Services Financial Assistance (CSFA) grant program was established in Fiscal Year (FY) 2018–19 to provide financial support to local nonprofit organizations delivering community services including education, culture, animal services, homelessness and housing support, aging services, food security, and dental care; and

**WHEREAS** the City Council increased the total funding available for the program over time, expanding individual grant awards to better address growing community needs and to support organizations providing essential safety net services to Half Moon Bay residents; and

**WHEREAS**, the Coastside Recovery Initiative identified access to safety net services, including food security, housing stabilization, healthcare access, and services for seniors and youth as a key community priority and a cohort model that brings grantee organizations together for collaboration and technical assistance, strengthening coordination and improving the collective response to community needs; and

**WHEREAS**, the City Council previously directed staff to fund the same cohort of organizations through a two-year grant cycle covering FY 2024–25 and FY 2025–26 in order to provide greater stability for nonprofit partners and reduce administrative burdens; and

**WHEREAS**, during the FY 2025–26 allocation process, available resources required several organizations to receive partial funding adjustments while others continued at their prior funding levels; and

**WHEREAS**, restoring these allocations to the FY 2024–25 funding levels will support continuity of services, strengthen collaboration among CSFA cohort organizations, and sustain programs addressing food security, health care access, housing support, youth services, and senior services for vulnerable residents; and

**WHEREAS** the total additional funding required to restore the affected organizations to their previously allocated FY 2024–25 funding levels is \$57,501.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Half Moon Bay that the City Manager is hereby authorized to amend FY 2025–26 Community Services Financial Assistance (CSFA) grant agreements to provide additional funding to organizations that received partial funding to match the previously allocated FY 2024–25 funding levels, for a total additional amount not to exceed \$57,501.

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I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17<sup>th</sup> day of March 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

**Attachment 1 - CSFA FY 2025-26 Revised  
Funding Allocations**

<b>Grantee</b>	<b>Program</b>	<b>Previously Authorized</b>	<b>Additional Funding</b>	<b>Revised Total</b>
<b>Abundant Grace</b>	Workforce Development Center - Community Programs & Services	\$30,000	\$0	\$30,000
<b>ALAS</b>	Mental Health Services	\$23,333	\$5,834	\$29,167
<b>Boys &amp; Girls Club of the Coastsides</b>	After school support & Out of school time - Cohort Development	\$20,000	\$10,000	\$30,000
<b>CoastPride</b>	Health & Wellness	\$6,667	\$3,333	\$10,000
<b>Coastsides Adult Day Health Center</b>	Aging in Place	\$13,333	\$6,667	\$20,000
<b>Coastsides Hope</b>	Critical Family Needs Safety Net Program	\$50,000	\$0	\$50,000
<b>El Centro de Libertad</b>	El Centro Coastsides Essential Services Initiative (MH & Substance Use)	\$13,333	\$6,667	\$20,000
<b>Senior Coastsiders</b>	Promoting successful aging for Coastsides Seniors	\$33,333	\$16,667	\$50,000
<b>Sonrisas Dental</b>	Equitable Access to Oral Health Care	\$16,667	\$8,333	\$25,000
<b>Cohort Support</b>	Technical Assistance	\$20,000	\$0	\$10,000
<b>Total CSFA</b>		<b>\$226,666</b>	<b>\$57,501</b>	<b>\$274,167</b>



**MINUTES**  
**CITY OF HALF MOON BAY CITY COUNCIL**  
**TUESDAY, MARCH 3, 2026**  
**SPECIAL MEETING**  
**ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE**

**1. CONVENE SPECIAL MEETING / ROLL CALL**

Mayor Ruddock called the Special Meeting to order at 6:03 p.m.

**2. OPEN SESSION IDENTIFICATION OF CLOSED SESSION ITEMS**

**3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**4. CLOSED SESSION**

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

Initiation of litigation: (1 potential case)

**4B. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Govt. Code section 54956.9(d)(1))**

Name of case: Ellingson v. City of Half Moon Bay-San Mateo Superior Court Case No. 25- CIV-04838

**5. ADJOURN SPECIAL MEETING**

Mayor Ruddock adjourned the Special Meeting at approximately 6:42 p.m.

Respectfully Submitted:

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Maggie Rodriguez, Interim City Clerk

Approved by the City Council at the \_\_\_\_\_ Regular meeting.



**MINUTES**  
**CITY OF HALF MOON BAY CITY COUNCIL**  
**TUESDAY, MARCH 3, 2026**  
**ADCOCK COMMUNITY CENTER, 535 KELLY AVENUE**

**1. ROLL CALL / PLEDGE OF ALLEGIANCE**

Mayor Ruddock called the Regular Meeting to order at 7:04 p.m. and led the pledge of allegiance. Interim City Clerk Rodriguez called the Roll Call.

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

**2. APPROVAL OF AGENDA**

**MOTION**

Vice Mayor Penrose moved and Mayor Ruddock seconded a motion to approve the agenda. The motion carried by unanimous vote.

**3. PROCLAMATIONS AND PRESENTATIONS**

**3.A STONE PINE COVE OCCUPANCY COUNTY UPDATE**

No presentation.

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

Mayor Ruddock announced that there was a Community Workshop on March 4<sup>th</sup> regarding Peninsula Clean Energy and back up batteries at Senior Coastsiders.

**5. REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

City Attorney Bazzano reported the Council met in Closed Session on two items. Councilmember Nagengast recused on the second item and there was no reportable action.

**6. CITY MANAGER UPDATES TO COUNCIL**

No updates to council.

## **7. PUBLIC FORUM**

The following individuals addressed the Council:

- Margorie Ruiz, PGE Government Affairs Representative
- Willa Chapman
- Joaquin Jimenez
- Rocio Avila
- Ann Mouri
- Paul Grigorieff
- Cid Young
- Krystlyn Geidt

## **8. CONSENT CALENDAR**

City Manager Chidester asked to continue item **8.D AUTHORIZE A RESOLUTION TO TRANSFER REMAINING STONE PINE COVE GRANT FUNDS TO SAN MATEO COUNTY**

### **MOTION**

Councilmember Jonsson moved and Councilmember Brownstone seconded a motion to approve Consent Calendar. The motion carried by unanimous vote.

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

### **8.B TREASURER'S REPORT FOR THE QUARTER ENDING DECEMBER 31, 2025**

### **8.C FINANCIAL REPORT FOR THE QUARTER ENDED ON DECEMBER 31, 2025**

### **8.E APPROVE MINUTES OF THE FEBRUARY 17, 2026 SPECIAL MEETING**

### **8.F APPROVE MINUTES OF THE FEBRUARY 17, 2026 REGULAR MEETING**

## **9. ORDINANCES AND PUBLIC HEARINGS – None.**

## **10. RESOLUTIONS AND STAFF REPORTS**

### **10.A MID-YEAR OPERATING BUDGET REVIEW AND ADOPTION OF RESOLUTION TO AMEND THE FISCAL YEAR 2025-26 BUDGET**

Interim Administrative Services Director Stiles presented the item. City Council asked clarifying questions of staff.

The following individuals addressed the City Council:

- Cid Young

## **MOTION**

Mayor Ruddock moved and Councilmember Brownstone seconded the motion to adopt Resolution 2026-13 amending the FY 2025-26 Operating and Capital Budget.

## **10.B COMMUNITY SERVICES FINANCIAL ASSISTANCE PROGRAM MIDYEAR UPDATE**

Management Analyst Acosta presented the staff report. Council asked clarifying questions of staff.

The following individuals addressed the council:

- Spandan Chakrabarti
- Rocio Avila

The council discussed the item and directed staff to the current format for a two-year cycle and increase the remaining funding to nonprofit organizations who receive the Community Services Financial Assistance Program and bring the item back on consent at the March 17, 2026 meeting.

## **RECESS**

Mayor Ruddock called a recess at 8:42. The council reconvened at 8:55 with all members present.

## **10.C HOMELESS SERVICES UPDATE AND CONSIDERATION OF AN ORDINANCE TO ADDRESS ENCAMPMENTS ON PUBLIC PROPERTY**

Management Analyst Acosta presented the item. Council asked clarifying questions and discussed the item.

The following individuals addressed the City Council:

- Cid Young
- Anita Rees

Council provided direction to staff on next steps and expressed interest in pursuing an ordinance to address encampments on public property.

## **10.D DISCUSSION REGARDING SENATE BILL (SB) 707 AND AMENDMENTS TO BROWN ACT MEETING REQUIREMENTS**

Interim City Attorney Bazzano and Interim City Clerk Rodriguez presented the staff report.

The following individuals addressed the council:

- Cid Young

#### **11. COMMISSION / COMMITTEE UPDATES**

CM Chidester announced that Parks and Recreation Commission met and Dr Miramontes joined to discuss a community pool and discussed Priorities. Chidester also announced that the Bicycle Pedestrian Committee will meet on March 5<sup>th</sup> at 6:30 at the Ted Adcock Community Center.

#### **12. FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS - None**

#### **13. CITY COUNCIL REPORTS**

Mayor Ruddock thanked Councilmember Jonsson for getting a better sign for Main Street installed on Highway 92.

#### **14. ADJOURNMENT**

Mayor Ruddock adjourned the meeting at approximately 10:21 p.m.

Respectfully Submitted:

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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: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

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

**TITLE:** **RECEIPT OF LETTERS OF SUPPORT AND LEGISLATIVE POSITION LETTER**

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**RECOMMENDATION:**

Receive and file letters in support of: the Midpeninsula Regional Open Space District Congressionally Directed Spending Proposal – Upper Purisima Preserve Public Access Improvement Project, the San Mateo County Mid-Coastside Water Treatment Long-Term Resilience Feasibility Study and for San Mateo County Ocean Shoreline Study, Coastside County Water District’ Request for FY2027 Community Project Funding: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project–Phase 2, and letter of support for Senate Bill 968.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**STRATEGIC ELEMENT:**

This action supports the *Inclusive Governance* element of the Strategic Plan.

**DISCUSSION:**

The City adopts a Legislative Platform allowing staff to send position letters or letters of support regarding various bills and issues of interest to the City. The Platform provides City staff, on the Council’s behalf, to respond in support of or opposition to bills and other legislative and administrative actions. The City Council has delegated its authority to the Mayor and / or City Manager to sign letters consistent with the Legislative Platform. Townsend Public Affairs, the City’s legislative advocate, monitors legislation for the City and communicates frequently with staff on pending legislation. Occasionally, the League of California Cities sends action alerts for bills affecting municipalities. Staff reviews those alerts as well and takes action on any that align with the City’s Legislative Platform. Additionally, the City often receives requests from partner agencies and non-profits to support grant and earmark requests.

When position and support letters are sent, staff includes a copy of the letter in a subsequent City Council agenda packet for viewing by the Council and the community.

The following letters of support and their descriptions were sent:

**Midpeninsula Regional Open Space District Congressionally Directed Spending Proposal – Upper Purisima Preserve Public Access Improvement Project:** a letter of support for Midpeninsula Regional Open Space District requesting federal funding for improvements to Upper Purisima Preserve Public Access. Improvements include construction of a new multi-use trail crossing and connecting the trail and a parking area.

**San Mateo County Mid-Coastside Water Treatment Long-Term Resilience Feasibility Study and for San Mateo County Ocean Shoreline Study:** a letter of support for OneShoreline’s request for funding through the U.S. Army Corps of Engineers to help our coastal communities build long-term resilience against flooding. The funding will allow Sewer Authority to begin a Section 205 Flood Control Study of the SAM wastewater treatment facility.

**Coastside County Water District’ Request for FY2027 Community Project Funding: Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project–Phase 2:** a letter of support for Coastside County Water District grant application for a new water tank. The project will enhance fire protections and improve seismic resilience.

**Senate Bill 968:** the bill would make the San Mateo County Community College District’s Free College Program permanent.

**ATTACHMENTS:**

Support Letters



The Honorable Adam Schiff  
United States Senate  
Hart Senate Office Building #112  
Office Building  
Washington, DC 20510

**RE: Letter of Support for Midpeninsula Regional Open Space District Congressionally Directed Spending Proposal – Upper Purisima Preserve Public Access Improvement Project**

Dear Senator Schiff,

On behalf of the City of Half Moon Bay, I write to express my strong support for the Midpeninsula Regional Open Space District's (Midpen) FY 2027 federal funding request for Upper Purisima Preserve Public Access Improvement Project.

The project addresses the need to manage the increasing number of visitors and improve the visitor experience at Purisima Creek Redwoods Open Space Preserve by constructing a new multi-use trail crossing and connecting trail and a parking area, designed to Board-approved standards for ecological sensitivity and visitor safety. In addition to meeting the demand for increased vehicle and equestrian parking at the trailhead, the trail crossing Highway 35 and the connecting trail will close a gap in the 550-mile Bay Area Ridge trail by connecting with the 7.5 miles of existing designated Ridge Trail within the preserve.

The project is at 65% design, with CEQA review underway and construction scheduled for 2028. The parking area will include 71 standard spaces, 2 equestrian spaces, 4 EV charging stations, and bioretention infrastructure for stormwater management. This project is authorized and prioritized by the District's Board and is included in the Purisima Comprehensive Use and Management Plan. The project will generate significant community and regional benefits, including improved safety, increased access to nature, economic benefits from tourism, and environmental stewardship. Without this investment, unsafe conditions and limited access will persist, constraining public enjoyment and increasing risk.

The City of Half Moon Bay supports the Midpeninsula Regional Open Space District's request for the Purisima Highway 35 project, and we are confident that our residents will benefit greatly from this exciting effort.

Thank you for your time and consideration of our input.

Sincerely,

*debbie ruddock*

Debbie Ruddock  
Mayor, Half Moon Bay

February 27, 2026

The Honorable Sam Liccardo  
c/o Eric Henshall  
Office of Sam Liccardo (CA-16)  
1117 Longworth House  
Office Building  
Washington, DC 20515

Subject: Support Coastside County Water District' Request for FY2027 Community Project Funding:  
Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project–Phase 2

**Dear Representative Liccardo:**

On behalf of the City of Half Moon Bay, I am pleased to offer our strong support for the Coastside County Water District's application for **FY 2027 Community Project Funding** for the **Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Phase 2**.

This critical infrastructure project will replace an existing 1.5-million-gallon steel water storage tank, originally constructed in 1963, with a new 3-million-gallon prestressed concrete tank. The project will significantly enhance drinking water storage capacity for approximately 19,000 residents in the City of Half Moon Bay and the unincorporated San Mateo County Coastside communities of Moonridge, El Granada, Princeton, and Miramar.

Key benefits of this project include:

- **Enhanced fire protection and water supply reliability** for the San Mateo Coastside, which can become geographically isolated during emergencies due to limited access routes.
- **Improved seismic resilience** through replacement of aging 1960s-era infrastructure with a modern, seismically robust facility.
- **Strategically located, gravity-fed storage capacity** capable of serving most District customers without water age concerns, ensuring dependable service during emergencies, power outages, and other disruptions.

- **Long-term cost efficiency**, as the new tank is expected to require minimal maintenance over an anticipated service life of more than 80 years.

Securing federal funding for this project will help limit water rate increases associated with necessary infrastructure investment and maintain affordability for Coastside County Water District customers.

In summary, the City of Half Moon Bay strongly supports the District's FY 2027 Community Project Funding request of \$625,000 to cover engineering design, environmental review, and permitting for the Carter Hill Prestressed Concrete Tank and Seismic Upgrades Project – Phase 2. An award of these funds will enable the District to continue fulfilling its mission of providing high-quality water service at the lowest possible cost while ensuring long-term reliability and sustainability of its infrastructure.

Thank you for your consideration and support of this important project.

Sincerely,

*Debbie Ruddock*

Debbie Ruddock  
Mayor, Half Moon Bay



March 4, 2026

The Honorable Sam Liccardo  
United States House of Representatives  
1117 Longworth House Office Building  
Washington, DC 20515

RE: Support for San Mateo County Mid-Coastside Water Treatment Long-Term Resilience Feasibility Study

Dear Representative Liccardo,

I am writing to express my strong support for a request for funding to the U.S. Army Corps of Engineers to help our coastal communities build long-term resilience against flooding. The non-federal sponsor for this study is the San Mateo County Flood and Sea Level Rise Resiliency District, also known as OneShoreline, which was established in 2020 by State legislation as the first independent government agency in California to work across jurisdictional boundaries to build resilience to the impacts of climate change.

The communities I represent are already living with the consequences of flooding and erosion caused by larger storms and higher tides. The Sewer Authority Mid-Coastside (SAM) wastewater treatment facility in Half Moon Bay, which serves 27,000 residents including families, farmworkers, and seniors, has a documented history of flood damage during major storms, most recently on December 31, 2022. A flood-induced failure would discharge untreated wastewater, posing serious risks to public health and to listed species within the Monterey Bay National Marine Sanctuary, Half Moon Bay State Beach, and nearby wetlands. Flooding in this area also threatens State Highway 1, a vital transportation corridor for residents, emergency services, and commerce.

Thank you for your leadership in support of OneShoreline's request last year to fund the Corps of Engineers in FY 2026 to begin a Section 205 Flood Control Study of the SAM wastewater treatment facility. As you know, in the recently enacted FY 2026 Appropriations Bill, that study received \$50,000 to begin the process of evaluate potential flood risk reduction measures. Following discussions with the Corps of Engineers last month, OneShoreline is requesting \$500,000 in FY 2027 to complete several significant milestones towards making this facility resilient to major storms and severe flooding to safeguard the health and safety of the communities it serves and protect nearby natural resources.

Funding this study in FY2027 will enable our communities to partner with the Corps of Engineers to protect vital public health, economic, infrastructure, natural resources, and national security assets from the increasing threat of floods and storms. Thank you for your consideration of this request.

Sincerely,

*Debbie Ruddock*

Debbie Ruddock  
Mayor



March 4, 2026

The Honorable Alex Padilla  
United States Senate  
331 Hart Senate Office Building  
Washington, DC 20510

RE: Support for San Mateo County Mid-Coastside Water Treatment Long-Term Resilience Feasibility Study and for San Mateo County Ocean Shoreline Study

Dear Senator Padilla,

I am writing to express my strong support for two requests for funding to the U.S. Army Corps of Engineers to help our coastal communities build long-term resilience against flooding. The non-federal sponsor for both studies is the San Mateo County Flood and Sea Level Rise Resiliency District, also known as OneShoreline, which was established in 2020 by State legislation as the first independent government agency in California to work across jurisdictional boundaries to build resilience to the impacts of climate change.

The communities I represent are already living with the consequences of flooding and erosion caused by larger storms and higher tides. The Sewer Authority Mid-Coastside (SAM) wastewater treatment facility in Half Moon Bay, which serves 27,000 residents including families, farmworkers, and seniors, has a documented history of flood damage during major storms, most recently on December 31, 2022. A flood-induced failure would discharge untreated wastewater, posing serious risks to public health and to listed species within the Monterey Bay National Marine Sanctuary, Half Moon Bay State Beach, and nearby wetlands.

In addition, shoreline residences and businesses face accelerating erosion. Public recreation areas, including State beaches and portions of the California Coastal Trail, are highly vulnerable, threatening the tourism economy that is vital to the livelihoods of many residents. Local emergency access roads face the same growing threat – State Route (Highway) 1 is one of just two evacuation corridors connecting these communities to the broader region, and any weather-driven disruption to feeder roads could prove catastrophic during a wildfire, tsunami, or major storm. Other vulnerable critical infrastructure includes storm drains and underground water and sewer lines. The closed Half Moon Bay landfill presents an additional hazard, as continued bluff erosion uncovers previously buried materials causing serious environmental and public health harms.

Thank you for supporting OneShoreline's request last year to fund the Corps of Engineers in FY 2026 to begin a Section 205 Flood Control Study of the SAM wastewater treatment facility. In the recently enacted FY 2026 Appropriations Bill, that study received \$50,000 to begin the process of evaluate potential flood risk reduction measures. Following discussions with the Corps of Engineers last month, OneShoreline is requesting \$500,000 in FY 2027 to complete several significant milestones towards making this facility resilient to major storms and severe flooding to safeguard the health and safety of the communities it serves and protect nearby natural resources.

The second FY 2027 request, also for \$500,000 to the Corps of Engineers, is for General Investigation funds for the San Mateo County Ocean Shoreline Study. This Study was authorized by the Water Resources Development Act of 2020, and in the intervening six years the flooding and coastal erosion problems called for in that authorization have dramatically increased for the City of Half Moon Bay and nearby unincorporated communities including Montara, Moss Beach, Princeton-by-the-Sea, and El Granada, and potentially the nearby Pillar Point Air Force Station.

Together, both studies will enable our communities to partner with the Corps of Engineers to protect vital public health, economic, infrastructure, natural resources, and national security assets from the increasing threat of floods and storms. Thank you for your consideration of these requests.

Sincerely,

*Debbie Ruddock*

Debbie Ruddock  
Mayor



March 4, 2026

The Honorable Adam Schiff  
United States Senate  
112 Hart Senate Office Building  
Washington, DC 20510

RE: Support for San Mateo County Mid-Coastside Water Treatment Long-Term Resilience Feasibility Study and for San Mateo County Ocean Shoreline Study

Dear Senator Schiff,

I am writing to express my strong support for two requests for funding to the U.S. Army Corps of Engineers to help our coastal communities build long-term resilience against flooding. The non-federal sponsor for both studies is the San Mateo County Flood and Sea Level Rise Resiliency District, also known as OneShoreline, which was established in 2020 by State legislation as the first independent government agency in California to work across jurisdictional boundaries to build resilience to the impacts of climate change.

The communities I represent are already living with the consequences of flooding and erosion caused by larger storms and higher tides. The Sewer Authority Mid-Coastside (SAM) wastewater treatment facility in Half Moon Bay, which serves 27,000 residents including families, farmworkers, and seniors, has a documented history of flood damage during major storms, most recently on December 31, 2022. A flood-induced failure would discharge untreated wastewater, posing serious risks to public health and to listed species within the Monterey Bay National Marine Sanctuary, Half Moon Bay State Beach, and nearby wetlands.

In addition, shoreline residences and businesses face accelerating erosion. Public recreation areas, including State beaches and portions of the California Coastal Trail, are highly vulnerable, threatening the tourism economy that is vital to the livelihoods of many residents. Local emergency access roads face the same growing threat – State Route (Highway) 1 is one of just two evacuation corridors connecting these communities to the broader region, and any weather-driven disruption to feeder roads could prove catastrophic during a wildfire, tsunami, or major storm. Other vulnerable critical infrastructure includes storm drains and underground water and sewer lines. The closed Half Moon Bay landfill presents an additional hazard, as continued bluff erosion uncovers previously buried materials causing serious environmental and public health harms.

Thank you for supporting OneShoreline's request last year to fund the Corps of Engineers in FY 2026 to begin a Section 205 Flood Control Study of the SAM wastewater treatment facility. In the recently enacted FY 2026 Appropriations Bill, that study received \$50,000 to begin the process of evaluate potential flood risk reduction

measures. Following discussions with the Corps of Engineers last month, OneShoreline is requesting \$500,000 in FY 2027 to complete several significant milestones towards making this facility resilient to major storms and severe flooding to safeguard the health and safety of the communities it serves and protect nearby natural resources.

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Together, both studies will enable our communities to partner with the Corps of Engineers to protect vital public health, economic, infrastructure, natural resources, and national security assets from the increasing threat of floods and storms. Thank you for your consideration of these requests.

Sincerely,

*debbie ruddock*

Debbie Ruddock  
Mayor

The Honorable Sam Liccardo  
U.S. House of Representatives  
1117 Longworth House Office Building  
Washington, D.C. 20515

**RE: Letter of Support for Midpeninsula Regional Open Space District Congressionally Directed Spending Proposal – Upper Purisima Preserve Public Access Improvement Project**

Dear Representative Liccardo,

On behalf of the City of Half Moon Bay, I write to express my strong support for the Midpeninsula Regional Open Space District’s (Midpen) FY 2027 federal funding request for Upper Purisima Preserve Public Access Improvement Project.

The project addresses the need to manage the increasing number of visitors and improve the visitor experience at Purisima Creek Redwoods Open Space Preserve by constructing a new multi-use trail crossing and connecting trail and a parking area, designed to Board-approved standards for ecological sensitivity and visitor safety. In addition to meeting the demand for increased vehicle and equestrian parking at the trailhead, the trail crossing Highway 35 and the connecting trail will close a gap in the 550-mile Bay Area Ridge trail by connecting with the 7.5 miles of existing designated Ridge Trail within the preserve.

The project is at 65% design, with CEQA review underway and construction scheduled for 2028. The parking area will include 71 standard spaces, 2 equestrian spaces, 4 EV charging stations, and bioretention infrastructure for stormwater management. This project is authorized and prioritized by the District’s Board and is included in the Purisima Comprehensive Use and Management Plan. The project will generate significant community and regional benefits, including improved safety, increased access to nature, economic benefits from tourism, and environmental stewardship. Without this investment, unsafe conditions and limited access will persist, constraining public enjoyment and increasing risk.

The City of Half Moon Bay supports the Midpeninsula Regional Open Space District’s request for the Purisima Highway 35 project, and we are confident that our residents will benefit greatly from this exciting effort.

Thank you for your time and consideration of our input.

Sincerely,

*debbie ruddock*

Debbie Ruddock  
Mayor, Half Moon Bay

March 10, 2026

The Honorable Sasha Renée Pérez  
Chair, Senate Education Committee  
1021 O Street, Suite 6720  
Sacramento, CA 95814

RE: SUPPORT – SB 968 (Becker) – Making SMCCCD Free College Permanent

Dear Senator Pérez,

On behalf of the City of Half Moon Bay, I am pleased to support SB 968, which would remove the sunset date and make permanent the successful Free College pilot program at the San Mateo County Community College District (SMCCCD).

Launched in 2023 under SB 893 (Becker, 2022), the program allows the District to use existing local revenues to cover tuition and fees for San Mateo County residents. In just three years, Free College has helped more than 33,500 students attend Cañada College, College of San Mateo, and Skyline College tuition-free.

The San Mateo College Coastside Campus that opened in 2024 is a clear demonstration that the SMCCD continues to support those seeking access to higher education. Strategic initiatives led by the district are producing strong outcomes in the Coastside community and greater San Mateo County region. Students participating in Free College are two to three times more likely to complete their degrees than non-participants, demonstrating that removing financial barriers improves both access and student success.

Importantly, this program operates without state General Fund dollars, demonstrating that locally funded strategies can expand access to higher education while maintaining fiscal responsibility.

Free College has already helped thousands of local students pursue higher education and build pathways to careers in our region. SB 968 will ensure students and families can continue to rely on this proven program into the future.

For these reasons, on behalf of the City of Half Moon Bay, I respectfully urge your support for SB 968.

Sincerely,



Debbie Ruddock  
Mayor

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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Leslie Lacko, Community Development Director  
Scott Phillips, Senior Planner

**TITLE: 2025 HOUSING ELEMENT AND GENERAL PLAN ANNUAL PROGRESS REPORTS**

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**RECOMMENDATION:**

Adopt a Resolution directing staff to submit the 2025 Housing Element and General Plan Annual Progress Reports to the State.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this report.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

Pursuant to Government Code Section 65400, each city and county is required to prepare two Annual Progress Reports (APR) on implementation of the General Plan and the Housing Element of the General Plan. Each report follows a prescribed format. The General Plan APR is submitted to the Governor’s Office of Land Use and Climate Innovation (LCI), formerly the Office of Policy and Research (OPR). The Housing Element APR must be prepared using forms and definitions adopted by the California Department of Housing and Community Development (HCD). It is a detailed report on the status of Housing Element implementation programs. Given the consequences of failing to implement the programs in the Housing Element, the Housing Element APR is highly scrutinized by HCD in a manner unmatched by LCI in its review of the General Plan APR.

Housing elements must be updated on an eight-year cycle as provided for by the regional planning oversight of the Association of Bay Area Government’s compliance with SB 375 the Sustainable Communities and Climate Protection Act. Without this structure, housing elements must be updated on five-year cycles. For Bay Area jurisdictions, 2025 is the third year of “Cycle

6" housing elements (2023 – 2031); therefore, this is the third report for the City's Cycle 6 Housing Element.

The General Plan APR is included as Attachment 2 and the Housing Element APR and Tables are included as Attachment 3.

**DISCUSSION:**

Half Moon Bay's Cycle 6 Housing Element is pending adoption having been submitted to HCD last summer. Staff has completed the revisions to the draft element and its associated environmental review. In advance of certification, jurisdictions have been advised to prepare their APR's according to the Regional Housing Needs Allocations (RHNA's) and programs in their draft elements. If modifications to the City's draft Cycle 6 Housing Element are made during the adoption hearings or as a result of HCD's certification review, this APR can be revised to conform to the final version of the Cycle 6 Housing Element.

Half Moon Bay's 2025 APR is attached. Tables A and A2 list the permit status for housing units that contribute to fulfilling the City's RHNA. To ensure accountability for housing production, each site is identified by its assessor's parcel number, and all milestones occurring in 2025 are indicated by date including submittal for planning entitlements, approval of planning entitlements, issuance of building permits, and issuance of certificates of occupancy/final inspections. The report also tracks affordability and whether units are deed-restricted to specified affordability levels. The report acknowledges if sites are considered to be infill or not and also tracks applications seeking to use new streamlining requirements. State legislation passed in 2023 (SB 423, which extended and expanded SB 35) will make streamlining for affordable housing projects applicable to the Coastal Zone starting January 1, 2025. SB 423 extends the provisions of SB 35 to the year 2036, which would have otherwise sunset in 2026; therefore, this State law will affect Half Moon Bay during this period.

Progress on Housing Element program implementation is summarized in Table D of the APR. The program titles, objectives, and timelines come from the Housing Plan section of the draft Cycle 6 Housing Element. A copy of the adopted Housing Element is available on the City's website dated February 2026. In column 4 of Table D, HCD expects to have status updates from jurisdictions that report progress on program area objectives of the Housing Plan.

For 2025, numerous programs are already in implementation (e.g. the rental registry ordinance and rent stabilization program). Building permit issuance for Creekside Court and 880 Stone Pine Road took place. Final inspections and occupancy also took place for Stone Pine and the Zaballa House conversion at 300 Main Street. Accessory dwelling unit (ADU) production also continues to be strong. This has been an especially active period for the City that will lead to housing production and new supportive programs in alignment with the City Council's multi-year priority for affordable housing. Some programs in the 2023-2031 planning period have not started, but milestones are expected in future APR reports.

The APR was presented to the Planning Commission at its meeting on March 10, 2026. The APR will be submitted to HCD by April 1, 2026, following the City Council meeting.

**ATTACHMENT:**

1. Resolution
2. 2025 General Plan Annual Progress Report
3. 2025 Housing Element Annual Progress Report

**Resolution No. C-2026-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DIRECTING STAFF TO SUBMIT THE 2025 HOUSING ELEMENT AND GENERAL PLAN ANNUAL PROGRESS REPORTS TO THE STATE**

**WHEREAS**, each city and county in the state must prepare and adopt a comprehensive long-range general plan for the physical development of the jurisdiction, following guidelines established by the state; and

**WHEREAS**, general plans include seven required elements: Land Use, Circulation, Housing, Open Space, Safety, Noise, and Conservation; and

**WHEREAS**, each jurisdiction's housing element must conform to the statutory requirements established in Article 10.6 (Sections 65580 to 65589.8) of the Government Code; and

**WHEREAS**, each city and county is required to prepare a General Plan Annual Progress Report (APR) on activities that implement the policies and programs in the general plan and must submit the APR to the Governor's Office of Land Use and Climate Innovation (LCI) by April 1<sup>st</sup> per statutory requirements established in Article 10.6 (Sections 65400) of the Government Code; and

**WHEREAS**, each city and county is required to prepare a Housing Element Annual Progress Report (APR) on the status of implementation of the jurisdiction's housing element and must submit the APR to the California Department of Housing and Community Development (HCD) by April 1<sup>st</sup> per statutory requirements established in Article 10.6 (Sections 65400) of the Government Code; and

**WHEREAS**, the Planning Commission acknowledged receipt of the 2025 General Plan and Housing Element APRs at their March 10, 2026, meeting; and

**WHEREAS**, the City Council acknowledges receipt of the 2025 General Plan and Housing Element APRs and directs staff to submit the Annual Progress Reports to LCI and HCD respectively.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay directs staff to submit the 2025 APR to the California Department of Housing and Community Development and submit the General Plan APR to the Governor's Office of Land Use and Climate Innovation (LCI).

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 17<sup>th</sup> day of March 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



## CITY OF HALF MOON BAY GENERAL PLAN ANNUAL REPORT FOR 2025

### INTRODUCTION

#### The General Plan

California law (Government Code Section 65300) requires every city and county in the state to prepare and adopt a comprehensive long-range general plan for the physical development of the jurisdiction, following guidelines provided by the Governor's Office of Land Use and Climate Innovation (LUCI). General Plans include seven required elements: Land Use, Circulation, Housing, Open Space, Safety, Noise, and Conservation.

The State gives each community latitude to incorporate the required seven elements into general plans in the manner that best suits the community's development and design objectives. The City of Half Moon Bay's General Plan adopts a straightforward approach with seven chapters, each addressing a legally required element. The exception is the extraordinarily robust and multi-functional Land Use Element; because, as one of only two cities that lie entirely within the California Coastal Zone, the City of Half Moon Bay's Local Coastal Program (LCP) is incorporated in its General Plan as the Land Use Element.

#### Purpose of the General Plan Annual Progress Report

The intent of the General Plan Annual Progress Report is to demonstrate the City's compliance with the requirements of Government Code Section 65400, which mandates that the City prepare an annual report on the status of General Plan implementation and submit it to LUCI. This report describes planning activities that were in process in 2025 or are anticipated in the planning horizon to achieve full consistency between General Plan policies and the City's development regulations.

This document does not create or alter policy, it is a reporting document. The content is provided for informational purposes only and is exempt from the requirement of the California Environmental Quality Act (CEQA) per Guidelines Section 15306. The state also requires an Annual Progress Report for the Housing Element, which will be heard by the City Council along with this general plan report, then submitted to LUCI and the California State Department of Housing and Community Development (HCD) by April 1, 2026 for calendar year 2025.

#### How the General Plan is Implemented

The General Plan is implemented through a variety of means, for example:

- Planning Department staff who review discretionary applications for development, consult the land use categories and designations for the subject site and related General Plan policies and programs to ensure development is consistent with the vision established by the General Plan.
- Planning staff may prepare master plans and planning-related ordinances to ensure that these documents are consistent with the General Plan prior to approval by the City Council.

- As appropriate, specific planning initiatives are implemented to address particular General Plan policies or programs.
- Staff from other departments may take on responsibility for implementing certain General Plan policies and programs when their implementation falls outside the purview of the Community Development Department.
- General Plan policies and programs are taken into consideration in the design of city projects, such as Public Works Department infrastructure projects.

## **2025 GENERAL PLAN AMENDMENTS AND INITIATIVES**

### **Short-term rental Ordinance Implementation and Enforcement**

In 2023 the City of Half Moon Bay adopted a Short-term rental Ordinance and LCP/Land Use Element Amendment to preserve community character, protect available housing stock, and collect Transit Occupancy Tax (TOT). The ordinance sets regulations in place to limit the number of short-term rentals and require them to register with the City, obtain a business license, and pay TOT. Through 2025, short-term rentals were registered and tracked through an outside consultant for enforcement of TOT payments and good neighbor regulations. In 2025, the amount of enforcement cases related to short term rental infractions was reduced compared to previous years. The total of 19 registered short-term rentals that possess business licenses and pay TOT, down from 31 in 2024.

### **Safety Element Update**

The Safety Element identifies potential natural and human-caused hazards that could affect residents, businesses, and services in the community, then establishes a framework that anticipates these hazards and prepares the community to minimize their risks. SB 375 requires local jurisdictions to update their Safety Elements to address the impacts of climate change. Throughout 2025, the City participated in a Countywide effort to update the Safety Element. An important part of this project is conducting a climate change vulnerability assessment and engaging residents, business owners, and community stakeholders to share their lived experiences, community knowledge, and expertise. The City of Half Moon Bay is working together with the County of San Mateo and other cities within the County on completing these steps. To date, the vulnerability assessment was completed, and areas at risk of natural hazards along with vulnerable assets are mapped. Several milestones are set in 2026 to work towards completion and adoption of an updated Safety Element.

### **Housing Element Update, Cycle 6**

The City updated and submitted the Housing Element to HCD. HCD certified the Housing Element this month (February) on the premise that the City would complete several Zoning Ordinance and Zoning Map amendments to allow for additional sites to accommodate the regional housing need allocations (RHNA) for the City. The City is preparing the necessary amendments and will present the amendments to the Planning Commission in 2026.

### **Open Space Planning**

In 1991 when the City's General Plan was adopted, the Open Space (Parks and Recreation) Element called for park planning and several multi-use paths at key locations throughout the City. Most recently, a comprehensive remodel and upgrade was to John L. Carter Park was completed and is currently open for

public use. The park improvements provide opportunities to create a more actively utilized space by adding improvements to facilitate greater opportunities for performances and day camps. The project includes a new amphitheater with terraced seating, a new stage, a children's play area, picnic area, restroom and concession stand building, park access improvements, walking trail, landscaping, and utility improvements.

Comprehensive upgrades to Frenchman's Creek Park are anticipated in 2026. Park improvements include, but are not limited to, new swings, picnic tables, a new plaza, additional split rail fencing, drinking fountain, seat walls, a bulletin board, accent planting, bike racks, trash receptacles, and an ADA independent rider. Parking improvements include ADA improvements, such as, but not limited to, altering the existing two (2) parallel parking stalls to three (3) angled parking stalls, one of which being an ADA van accessible parking stall.

In 2025, discretionary permits were finalized for comprehensive improvements to Smith Field, which includes the City's baseball facilities. Construction of the first phase of the improvements is anticipated in 2026 and includes an upsized potable water line. The increased water capacity will support the future park improvements to this popular City park facility.

### **Discretionary Permits**

Permits for new housing units are described in detail in the Annual Report for the Housing Element. In addition to the new housing units approved in 2025, the City approved 10 Coastal Development Permits for a range of commercial and infrastructure projects, from park improvements, childcare center, wireless telecommunication facilities, hotel parking lots, use permits to lot line adjustments.

**Please Start Here**

General Information	
Jurisdiction Name	Half Moon Bay
Reporting Calendar Year	2025
Contact Information	
First Name	Scott
Last Name	Phillips
Title	Senior Planner
Email	sphillips@halfmoonbay.gov
Phone	6507268299
Mailing Address	
Street Address	501 Main Street
City	Half Moon Bay
Zipcode	94019

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v\_01\_30\_26

Data is auto-populated based on data entered in Tables A, A2, C, and D

<b>Jurisdiction</b>	Half Moon Bay	
<b>Reporting Year</b>	2025	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

<b>Building Permits Issued by Affordability Summary</b>		
Income Level		Current Year
Acutely Low	Deed Restricted	0
	Non-Deed Restricted	1
Extremely Low	Deed Restricted	0
	Non-Deed Restricted	1
Very Low	Deed Restricted	2
	Non-Deed Restricted	2
Low	Deed Restricted	2
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		11
<b>Total Units</b>		<b>23</b>

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	5	9	8
2 to 4 units per structure	2	4	0
5+ units per structure	0	0	63
Accessory Dwelling Unit	13	10	12
Mobile/Manufactured Home	3	0	0
<b>Total</b>	<b>23</b>	<b>23</b>	<b>83</b>

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	22	23
Not Indicated as Infill	0	0

<b>Housing Applications Summary</b>	
Total Housing Applications Submitted:	14
Number of Proposed Units in All Applications Received:	14
Total Housing Units Approved:	6
Total Housing Units Disapproved:	0

<b>Use of SB 423 Streamlining Provisions - Applications</b>	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

<b>Units Constructed - SB 423 Streamlining Permits</b>			
Income	Rental	Ownership	Total
Acutely Low	0	0	0
Extremely Low	0	0	0
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	1	1
Discretionary	13	13

<b>Density Bonus Applications and Units Permitted</b>	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezonec	Count
Programs Implemented	49
Sites Rezonec to Accommodate the RHINA	0

Jurisdiction	Half Moon Bay
Reporting Year	2025
Planning Period	6th Cycle

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

Note: "\*" Indicates an optional field  
 Cells in grey contain auto-calculation formulas

**Table A**  
**Housing Development Applications Submitted**

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes										Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Historic Sites	Density Bonus Law Applications	Application Status	Project Type	Notes					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22								
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA/SFD/2 to 4.5+ ADU/MH)	Tenure (R=Renters/ O=Owner)	Date Application Submitted (see instructions)	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Please select state streamlining provision's the application was submitted pursuant to.	Is this project located on a site with an associated historical designation as outlined in Government Code Section 65400(a)(2)(H) and reported on Table L2?	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
<b>Summary Row: Start Data Entry Below</b>																													
	056-172-020	614 Purissima Street		PDP-25-014	SFD	R	4/29/2025											1	1	1		NONE	No	No	N/A	Approved	Ministerial	Conversion of a commercial	
	064-281-500	615 Grove Street		PDP-25-017	SFD	O	5/13/2025												1	1	1		NONE	No	No	N/A	Approved	Discretionary	
	064-281-500	615 Grove Street		PDP-25-017	ADU	R	5/13/2025												1	1	1		NONE	No	No	N/A	Approved	Discretionary	
	064-082-240	344 Spruce Street		PDP-25-019	ADU	R	5/14/2025										1		1	1	1		NONE	No	No	N/A	Pending	Discretionary	
	056-181-010	701 Purissima Street		PDP-25-022	ADU	R	5/19/2025												1	1	1		NONE	No	No	N/A	Pending	Discretionary	Building permit issued and
	064-132-390	614 Myrtle Street		PDP-25-026	SFD	O	6/12/2025												1	1	1		NONE	No	No	N/A	Approved	Discretionary	
	064-132-390	614 Myrtle Street		PDP-25-026	ADU	R	6/12/2025												1	1	1		NONE	No	No	N/A	Approved	Discretionary	
	056-118-040	424 Valdez Avenue		PDP-25-027	ADU	R	6/12/2025				1								1	1	1		NONE	No	No	N/A	Pending	Discretionary	
	048-133-030	2785 Pullman Avenue		PDP-25-048	SFD	O	11/3/2025												1	1	1		NONE	No	No	N/A	Pending	Discretionary	Stoloski/Gonzalez PUD
	048-133-030	2785 Pullman Avenue		PDP-25-048	ADU	R	11/3/2025		1										1	1	1		NONE	No	No	N/A	Pending	Discretionary	Stoloski/Gonzalez PUD
	056-082-800	657 Terrace Avenue		PDP-25-058	ADU	R	11/13/2025												1	1	1		NONE	No	No	N/A	Pending	Discretionary	
	056-061-120	550 Terrace Avenue		PDP-25-059	ADU	R	11/26/2025												1	1	1		NONE	No	No	N/A	Pending	Discretionary	
	064-102-110	775 Third Avenue		PDP-25-060	SFD	O	11/26/2025												1	1	1		NONE	No	No	N/A	Pending	Discretionary	Legalize and upgrade an
	064-102-110	775 Third Avenue		PDP-25-060	ADU	R	11/26/2025												1	1	1		NONE	No	No	N/A	Pending	Discretionary	



<b>Jurisdiction</b>	Half Moon Bay	
<b>Reporting Year</b>	2025	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

Table B															
Regional Housing Needs Allocation Progress															
Permitted Units Issued by Affordability															
		1	Projection Period	2										3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Acutely Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	1	-	
	Non-Deed Restricted		-	-	1	-	-	-	-	-	-	-	-	-	
Extremely Low	Deed Restricted		-	-	47	-	-	-	-	-	-	-	55	-	
	Non-Deed Restricted		-	4	3	1	-	-	-	-	-	-	-	-	
Very Low	Deed Restricted		-	-	-	2	-	-	-	-	-	-	60	121	
	Non-Deed Restricted	181	-	-	-	2	-	-	-	-	-	-	-	-	
Low	Deed Restricted		-	-	-	2	-	-	-	-	-	-	21	83	
	Non-Deed Restricted	104	-	14	3	2	-	-	-	-	-	-	-	-	
Moderate	Deed Restricted		-	1	-	-	-	-	-	-	-	-	29	25	
	Non-Deed Restricted	54	18	5	3	2	-	-	-	-	-	-	-	-	
Above Moderate		141	8	9	6	11	-	-	-	-	-	-	34	107	
Total RHNA		480													
Total Units			26	33	62	23	-	-	-	-	-	-	144	336	

\*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

\*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):

- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"
- If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).
- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

\*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).



**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
<b>Reporting Year</b> 2025 (Jan. 1 - Dec. 31)								
<b>Table D</b>								
<b>Program Implementation Status pursuant to GC Section 65583</b>								
<b>Housing Programs Progress Report</b>								
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.								
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>1-1 Provision of Adequate Sites</b>	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	7/1/2025	6th Cycle	In Progress	The City is committed to monitoring the development of housing sites identified as pipeline and opportunity sites during Cycle 6. Developers are already encouraged to use densities identified in the City's Local Coastal Land Use Plan (LCLUP), which acts as the default density for many areas of the City. Re-zoning will likely be completed close to the timeframe identified in column 3.	Other	2	Updated zoning code and map
<b>1-2 Missing Middle Housing Development Standards</b>	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	7/1/2025	6th Cycle	In Progress	The City adopted interim Objective Design Standards (ODS) in December 2024 and will finalize the ODS in 2026. Zoning amendments for this program are being evaluated and will likely be completed close to the timeframe identified in column 3.	Other	1	Adopted Objective Design Standards

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Half Moon Bay						
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<b>1-3 Below Market Rate (BMR) Housing Ordinance</b>	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	7/1/2025	6th Cycle	In Progress	The City is participating in the 21 Elements County-wide commercial and residential nexus fees study with an RFQ expected to be released in 2025 with completion likely in 2026. The City will evaluate pairing other amendments with rezoning efforts, such as including land donations.	Other	1	Updated zoning code and map
<b>1-4 Residential Density Bonus Ordinance</b>	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	7/1/2025	6th Cycle	In Progress	The City is meeting a portion of the goal set by this program with the affordable housing development at 555 Kelly Avenue (Site AJ) receiving a Coastal Development Permit in 2024. Site AJ relied on the Residential Density Bonus Ordinance.	Other	1	Updated zoning code
<b>1-5 Accessory Dwelling Units (ADUs)</b>	Development of 14 ADUs/year or 112 ADUs for the Cycle 6 planning period according to Housing Element affordability assumptions; updates to the ADU Ordinance as required.	1/31/2031	6th Cycle	Continuous	In 2025, the City issued building permits for 9 ADUs, near the annual average needed to meet the objective during Cycle 6. Achieving the objective of 112 ADUs over the eight-year Cycle 6 Housing Element will be tracked annually and the City anticipates that it will be met.	Other	1	More ADU's

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
1-6 Small Lot Development	Development of substandard or severely substandard lots with single-family homes (and ADUs if they can be accommodated) on 2 lots per/year or 16 lots for the Cycle 6 planning period.	1/31/2031	6th Cycle	Continuous	In 2025, the City issued building permits for 2 substandard single-family lots for the development of one single-family home and one ADU on each site for a total of 4 units, meeting the program objective. In addition, entitlements were issued for one single-family home with an ADU, and one other ADU on a developed lot. Both properties meeting the definition of substandard lots. Staff will continue to monitor annually.	Other	1	Substandard lot development
1-7 Diverse Housing Types	Evaluate and update the Zoning Ordinance as needed to allow for additional housing types	7/1/2026	6th Cycle	Not Yet Started	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Updated zoning code
1-8 Diverse and Healthy Neighborhoods	Maintain population and housing diversity in Town Center; establish diversity in new neighborhoods developed on larger sites	1/31/2031	6th Cycle	Continuous	The affordable housing development for senior farmworkers at 555 Kelly Avenue, located within the Town Center, received a Coastal Development Permit in 2024. This project aligns with the goals of this program. The 940 Main St. (Opportunity Site 11) would also be within the Town Center and the developer is expected to submit a development application 2026.	Other	1	Diversified housing in the Town Center

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Half Moon Bay						
Reporting Year		2025		(Jan. 1 - Dec. 31)				
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Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
1-9 SB 9 Lot Splits	Identification of areas where SB 9 lots splits could be made consistent with the certified LCP subject to zoning code amendments or establishment of an SB 9 overlay; zoning amendment to follow subject to Coastal Commission certification.	7/1/2026	6th Cycle	Not Yet Started	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Undated zoning code
1-10 Sites Identified in Prior Planning Periods	Modify the Zoning Ordinance so that parcels in the Site Inventory identified as Reuse Sites (Sites 8, 9, 10, and 11) allow for by-right processing (ministerial review) with 20 percent affordable units.	12/31/2025	6th Cycle	In Progress	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Undated zoning code
1-11 Streamlined Project Review	Develop written procedures for SB 35 applications for as permitted by AB 423 (2023)	12/31/2025	6th Cycle	In Progress	The City passed interim objective design standards (ODS) in December 2024, which are substantially complete and can be used by a developer. The City is working on finalizing ODS in 2026.	Other	1	Procedures
1-12 Approvals Monitoring	Facilitate development of approved residential development	12/31/2030	6th Cycle	In Progress	Tracking the length of time between Planning Division approval and submittal of building permits through the 2028 APR is ongoing.	Other	1	None
2-1 Housing Rehabilitation	Provide funding to Senior Coastsiders or another appropriate service agency(ies) for repairs of six homes per year with senior, disabled, or special needs residents.	1/31/2031	6th Cycle	In Progress	Senior Coastsiders was awarded funding from the City in 2024 to continue the home repair program.	Other	1	Housing funding

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
2-2 Preservation of At-Risk Units	No conversion of at-risk units	1/31/2031	6th Cycle	In Progress	The City is monitoring below market rate (BMR) ownership units at 250 Pilarcitos Avenue approved by the Coastal Commission in 1993, prior to the City having a certified LCLUP. The accompanying deed restrictions require the units to be sold to moderate-income households. These units were not included in any previous Housing Elements; there was likely a tracking error by the City and/or Coastal Commission in the 90s that ultimately went unreported and was therefore unknown by subsequent staff.	Other	1	Housing Element
2-3 Replacement Unit Requirements	Review and identify ordinance amendments to provide clarity to the public regarding Government Code Section 66300(d). Evaluate residential development proposals for consistency with Government Code section 65915(c)(3) and Government Code section 66300(d).	7/31/2026	6th Cycle	In Progress	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Zoning Code
2-4 Mobile Home Park Affordability Protections	Update the Mobile Home Park Conversion Ordinance and add provisions to maintain affordability	7/1/2025	6th Cycle	In Progress	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>2-5 Short-Term Vacation Rental Monitoring</b>	No new conversion of homes to full-time short-term vacation rentals; no new use of ADUs as short-term rentals.	1/31/2031	6th Cycle	In Progress	Half Moon Bay's STR Ordinance became effective in August 2023. 20 operators having STRs that were in good standing before ordinance adoption have registered under the ordinance; operators of 6 properties previously used as STRs have decided to not come in under the new STR ordinance, and instead have converted their residential units to full-time rental housing. Staff are pursuing code enforcement on two operators who have violated the STR ordinance, which began in 2024 and should be resolved in 2025. City staff conducts ongoing monitoring to make sure ADUs are not being converted to STR use.	Other	1	Short Term Rental Ordinance

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>3-1 Senior and Disabled Housing</b>	Provide priority processing to the 555 Kelly Avenue project (Pipeline Project AJ), which is focused on at least 40 units of senior farmworker housing with an expected application submittal in 2023; prioritize all subsequent projects that meet similar senior and disabled housing criteria.	1/31/2031	6th Cycle	In Progress	Partially complete, the City provided priority processing to the 555 Kelly development. Funding for predevelopment activities was approved in 2023 and the project entitlements were approved in 2024. Staff continue to prioritize project needs and key milestones with the developer of 555 Kelly. The City will continue to monitor this program for projects that meet these criteria.	Other	1	555 Kelly Avenue Entitlements
<b>3-2 Special Needs Housing Coordination and Referrals</b>	Ensure all Half Moon Bay and surrounding Coastsides residents have access to supportive housing resources through active City outreach and promotion.	1/31/2031	6th Cycle	In Progress	City staff participated in various community events and partnered with various agencies identified in this program. Staff continue to refer hundreds of community members to service providers. The Community Service Financial Assistance program (CSFA) awarded \$300,000 to 9 organizations supporting these services in 2024. Safety net services include but are not limited to food, shelter, rental and utility assistance, health care services, etc.	Other	1	CSFA

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>3-3 Home Sharing and Cooperative Housing</b>	Ensure increased and widespread affordability through the use of existing housing stock. Facilitate at least one HIP Housing or other service agency match per year with a target of 10 matches over Cycle 6.	1/31/2031	6th Cycle	In Progress	The City has continued to promote home sharing through resource materials and on the City website. HIP Housing staff present to the City Council at a regular meeting annually as well. The City had one match in 2024; however, staff are coordinating with HIP Housing regarding additional outreach methods that could result in greater home sharing matches.	Other	1	HIP Housing

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>3-4 Housing for Essential Workers</b>	Biannual outreach to WHO property owners; City adoption of zoning amendments to include employee housing, followed by submittal to the California Coastal Commission for certification.	1/31/2031	6th Cycle	Continuous	The City plans to follow up with the Cabrillo Unified School District in 2025 regarding a staff housing development that would need the WHO to develop. The City was in preliminary discussions with the school district previously, but the district experienced some changes in leadership so discussions stalled in 2024. The 555 Kelly Avenue project is utilizing the Workforce Housing Overlay (WHO) to develop affordable housing on City-owned land. The 880 Stone Pine project is being developed on City-owned land in the Public Facilities land use designation that allows for agricultural land uses. The City in its LCLUP and the Coastal Commission recognize that housing for agricultural workers is an agricultural land use. The development will create a new neighborhood ("Stone Pine Cove") with 46 units of	Other	1	Farmworker Housing

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Half Moon Bay						
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Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
3-5 Large and Multi-Generational Households	Increase availability of large family units, preferably with 3 or more bedrooms, and affordable to lower-income households.	7/1/2025	6th Cycle	Continuous	The City issued an Emergency Coastal Development Permit for 880 Stone Pine Road ("Stone Pine Cove"), including 46 units for farmworker households and one manager's unit. 13 units will have three bedrooms. This will count as one of three projects identified in the objectives for the program. The City continues to see steady issuance of building permits for ADUs, which supports multi-generational households.	Other	1	General Plan
3-6 Childcare	At least one affordable housing development with on-site childcare in planning or under construction	1/31/2031	6th Cycle	In Progress	City staff will work with market-rate and affordable housing developers, especially for larger sites, to include childcare in their projects. None were pending in 2025.	Other	1	Childcare facility encouragement
3-7 Emergency Shelters, Transitional Housing, Supportive Housing, and Low Barrier Navigation Centers	Updated Zoning Ordinance; collaboration with service agencies seeking to develop emergency and transitional housing types.	1/31/2031	6th Cycle	In Progress	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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<b>3-8 Emergency Housing Demand</b>	Participate in the San Mateo County biannual homeless count; between count periods, closely monitor the housing needs of sheltered and unsheltered populations.	1/31/2031	6th Cycle	In Progress	Two city staff members participated in the most recent biannual homeless count. Staff continues to assess the needs of local unhoused individuals and families, connecting them to resources and housing opportunities. This work involves careful collaboration with local agencies and non-profits, and the City continues to be an integral part of guiding this program area.	Other	1	Updated zoning code
<b>3-9 Group Homes</b>	Updated Zoning Ordinance	1/31/2031	6th Cycle	In Progress	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Updated zoning code
<b>3-10 Housing for Homeless</b>	Support housing and services for homeless individuals and families, as well as at-risk persons.	1/31/2031	6th Cycle	In Progress	City staff have continued to coordinate with Coastside Hope, Abundant Grace, and other non-profits regarding unhoused individuals who have been resistant to temporary housing solutions. Staff have focused on avoiding any measures that lead to displacement and have supported partner organizations in building relationships with homeless individuals.	Households	1	Updated zoning code

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Housing Element Implementation**

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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>4-1 Equal Housing Opportunity</b>	Maintenance of a complaints log with a summary of each complaint and related actions to be included in an annual report in conjunction with Program 4-8, Affordable Housing Resources.	1/31/2031	6th Cycle	In Progress	In 2024, the City launched a Rental Registration Program, which was accompanied by a Rent Stabilization Ordinance in the same year. Staff likely received over 500 emails and/or phone calls related to the launch of the program from a combination of landlords and tenants. Rental registration continued in 2025, building upon the implementation work done in 2024.	Other	1	Updated zoning code
<b>4-2 Nondiscrimination Clauses</b>	Continued inclusion of nondiscrimination clauses in documents as applicable; consideration of a Municipal Code ordinance update.	1/31/2031	6th Cycle	In Progress	This program will be ongoing throughout the Cycle 6 Housing Element as shown in column 3.	Other	1	Updated zoning code
<b>4-3 Multilingual Housing Information Access</b>	Annual updates	1/31/2031	6th Cycle	In Progress	The City sent various notifications in 2024 related to the launch of the Rental Registration Program and Rent Stabilization in English, Spanish, and Mandarin. The City's weekly E-news is published in English and Spanish and announces updates and referral information. All City Council and Planning Commission meetings offer Spanish interpretation.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
<b>Reporting Year</b> 2025 (Jan. 1 - Dec. 31)								
<b>Table D</b>								
<b>Program Implementation Status pursuant to GC Section 65583</b>								
<b>Housing Programs Progress Report</b>								
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>4-4 Residential Renter Security Measures Ordinance</b>	Biannual review of the Residential Renter Security Measures Ordinance and updates as needed to address tenant needs; landlord outreach and education program administered at least twice during Cycle 6	7/31/2025	6th Cycle	Continuous	Substantially Complete. The City will continue to monitor potential improvements to tenant protections during this planning period; however, in 2025, the City adopted multiple ordinances to support tenants and bring stability to the rental market. Those ordinances included updating Just Cause and Relocation Assistance provisions to go beyond the Tenant Protection Act (TPA) of 2019 and include a larger majority of units. The City added a new title section of the municipal code (Title 6 Housing) including Housing Definitions, Residential Rental Regulations (Rental Registry), Residential Rent Stabilization, Tenant Protects (similar to TPA), and updates to the Residential Lease Terms ordinance. All of the above ordinances meet the intent of this program area, but continued evaluation is expected.	Other	1	Updated zoning code
<b>4-5 Tenant Relocation Assistance Ordinance</b>	Develop a Tenant Relocation Assistance Ordinance	7/1/2025	6th Cycle	In Progress	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
<b>Reporting Year</b> 2025 (Jan. 1 - Dec. 31)								
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<b>4-6 Increased Funding for Affordable Housing</b>	Increase and stabilize the Affordable Housing Fund to improve the City's ability to support and leverage affordable housing development as outlined in Program 4-7.	1/31/2031	6th Cycle	In Progress	In 2024, the City began to draw down on funding (\$1.25 million) from State Assemblymember Marc Berman for 880 Stone Pine Road ("Stone Pine Cove"). This funding was deposited to the Affordable Housing fund and draws began close to the commencement of construction in support of farmworker housing on the site. In 2025, the Stone Pine Cove occupancy took place, partially due to the financial support received. The City is grateful for contributions such as this that support the development of affordable housing and align with the guidelines of the City's Affordable Housing Fund.	Other	1	Updated zoning code
<b>4-7 Affordable Housing Fund Management and Use</b>	Implement and periodically update the Affordable Housing Fund Allocation Guidelines.	1/31/2031	6th Cycle	In Progress	In 2025, all uses of the Affordable Housing Fund met the the City's guidelines and changes were not needed. Staff will continue to monitor.	Other	1	Updated zoning code

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Half Moon Bay						
Reporting Year		2025 (Jan. 1 - Dec. 31)						
Table D								
Program Implementation Status pursuant to GC Section 65583								
Housing Programs Progress Report								
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.								
1	2	3	4	5	6	7	8	9
Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
<b>4-8 Public and Quasi-Public Owned Lands to be used for Affordable Housing</b>	555 Kelly Avenue, City-owned: Entitlements by July 2025 for 40 units affordable to very low- and lower-income households; 880 Stone Pine Road, City-owned: Entitlements by January 2025 for 45 units affordable to lower-income households; Housing Opportunity Site 2 - 498 Kelly Avenue, CUSD-owned: Entitlements dependent on funding, potentially in 2024 or 2025 for 60 units affordable to faculty and staff.	1/31/2031	6th Cycle	In Progress	The City issued an Emergency Coastal Development Permit for the 880 Stone Pine Road project ("Stone Pine Cove" with 47 units) in December 2023. This permit expedited typical development timelines for housing, which is extremely vital to special housing needs groups such as farmworkers. This development is a response to the mass shooting in January 2023 wherein 19 households were displaced. In 2024, construction began at Stone Pine Cove and move-ins are expected in mid-2025. Entitlements for 555 Kelly Avenue were approved in 2024. The school district is expected to re-engage with the City in 2026 after the passing of a bond measure in the November 2024 elections.	Other	1	Updated zoning code
<b>4-9 Reduce Affordable Housing Development Costs</b>	Establish administrative and/or City Council approval for specific incentive levels including discounted development fees for development projects containing affordable units.	1/31/2031	6th Cycle	Continuous	City staff continue to work with developers on a case-by-case basis regarding possible fee waivers relevant to various housing proposals. The City fee study is scheduled to be complete by mid-2025. It will update permit and development impact fees and will assist the City in its consideration of fee waivers.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>5-1 Energy Conservation and Efficiency</b>	5 units retrofitted units/year eliminating gas power appliances; can be in conjunction with housing rehabilitation loans	1/31/2031	6th Cycle	Continuous	The City awarded \$50,000 to Senior Coastsider in 2024 for program-related work. A portion of that funding assisted the maintenance cost of 23 homes in Half Moon Bay.	Other	1	Updated zoning code
<b>5-2 Water Conservation</b>	5 units retrofitted units/year with low water use fixtures; can be in conjunction with housing rehabilitation loans	1/31/2031	6th Cycle	Continuous	The City awarded \$50,000 to Senior Coastsider in 2024 for program-related work. A portion of that funding assisted the maintenance cost of 23 homes in Half Moon Bay.	Other	1	Updated zoning code
<b>5-3 Low VMT Development</b>	Reduced city-wide average VMT from development of Housing Opportunity Sites	1/31/2031	6th Cycle	Continuous	Many sites in the development pipeline fall within the Town Center boundaries and support reduced VMT, including proximity to resources, transit, etc. For example, 555 Kelly will have bike storage and is close to transit. Figure C-1 in the Housing Resources section provides a map of pipeline and opportunity sites in the context of the Town Center boundary.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>5-4 Stormwater Management and Low-Impact Design</b>	Well-managed stormwater run-off from new residential development	1/31/2031	6th Cycle	Continuous	The City issued an Emergency Coastal Development Permit for 880 Stone Pine Road ("Stone Pine Cove"), including 46 units for farmworker households and one manager's unit. The project site plan includes engineered bioswales to manage stormwater run-off in this potentially sensitive location near Pilarcitos Creek. Stormwater management will continue to be reviewed on a site-by-site basis for future housing projects.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

Jurisdiction		Half Moon Bay						
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Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count	Supporting Documents
<b>5-5 Hazard Avoidance and Environmental Protection</b>	Early review to identify hazard and environmental resource planning requirements for residential development proposals	1/31/2031	6th Cycle	Continuous	In 2024, entitlements were issued for 18 new residential units on Creekside Court and 47 new residential units at Stone Pine Cove. Both of these sites are within proximity of sensitive environmental habitat. Early review of the habitat constraints associated with these sites were identified at an early phase. The early evaluation allowed for a more streamlined review process. The City continues to work with applicants to provide early consultation with housing developers to address concerns related to sensitive habitat within proximity of development sites.	Other	1	Updated zoning code
<b>6-1 Housing Element Annual Progress Report</b>	Annual Progress Report submitted to HCD	1/31/2031	6th Cycle	Continuous	Following presentation to the Planning Commission and City Council, the City will submit the 2025 Annual Progress Report to HCD by April 1, 2026.	Other	1	Updated zoning code
<b>6-2 Affordable Housing Portfolio Management</b>	Address actions on an as-needed basis dependent on unit production and City capacity to manage the affordable housing portfolio effectively.	1/31/2031	6th Cycle	Continuous	Staff will be evaluating data collected as part of the Residential Rental Registry to inform portfolio management. Program launched in 2024. Further reporting and analysis will be reported in 2026.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

<b>Jurisdiction</b> Half Moon Bay								
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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>6-3 Rental Registry</b>	Rental registry, updated bi-annually	1/31/2031	6th Cycle	Continuous	Staff will be evaluating data collected as part of the Residential Rental Registry to inform portfolio management. Program launched in 2024. Further reporting and analysis will be reported in 2026.	Other	1	Updated zoning code
<b>6-4 Removal of Constraints</b>	Initially as a subset of zoning amendments associated with Programs 1-1 and 1-2; annual monitoring to identify if subsequent updates are necessary	1/31/2031	6th Cycle	Continuous	In 2023, the City initiated the preparation of CEQA exemptions for two housing projects. Evidence related to biological resources, circulation, and/or other environmental categories was completed to qualify the projects for these exemptions. The exemptions are further enabled by the updated Local Coastal Land Use Plan.	Other	1	Updated zoning code
<b>6-5 Priority Water Connections for Affordable Housing</b>	Updated water service allocation procedures	6/30/2026	6th Cycle	Continuous	This program will be addressed with the Coastside County Water District's (CCWD's) 2025 Urban Water Management Plan update.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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<b>Name of Program</b>	<b>Objective</b>	<b>Projected Completion Date in Housing Element</b>	<b>Applicable Cycle</b>	<b>Status of Program Implementation</b>	<b>Program Implementation Details</b>	<b>Quantified Outcomes: Category</b>	<b>Quantified Outcomes: Count</b>	<b>Supporting Documents</b>
<b>6-6 Work with Non-Profits and Regional Partners</b>	To work collaboratively with non-profits and regional partners	1/31/2031	6th Cycle	Continuous	The City continues to work collaboratively with non-profit and regional partners on various activities. Most notable for 2023 and 2024, the City and County worked with Abode Services, Coastside Hope, ALAS, and various other organizations to provide temporary housing to displaced farmworker households as a result of the mass shooting in January 2023. These efforts are ongoing even after the occupancy of Stone Pine Cove in 2025	Other	1	Updated zoning code
<b>6-7 Increase Capacity for Housing Program Management</b>	To evaluate the capacity of housing program management and to ensure delivery of goals, policies, and programs.	1/31/2031	6th Cycle	Continuous	This program is budget-dependent. In 2023 and 2025, staff from other City departments supported the housing function to temporarily expand capacity which specifically supported work on tenant protection measures and processing of the 880 Stone Pine Road ("Stone Pine Cove") Emergency Coastal Development Permit. The City is working at or near capacity managing multiple housing programs and coordinating affordable housing projects.	Other	1	Updated zoning code

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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<b>6-8 Annual Review of the Residential Dwelling Unit Allocation System</b>	Annually: Allocations for the following year confirmed by City Council in December; evaluation of applications received on or before January 1 by February, evaluation and establishment of rankings if needed for Planning Commission ratification in May; City Council consideration of potential allocation transfers no earlier than September; If Needed: Prepare Code amendments to update the Measure D allocation process to reduce constraints on RHNA housing production. The need for a Code amendment is indicated if there are not enough allocations for ADUs, mobile/manufactured homes, and/or multi-family units including duplexes and larger projects.	1/31/2031	6th Cycle	Continuous	In 2024, the City received feedback from HCD that Measure D violates the Housing Accountability Act and ADU laws. In 2025, HCD and the Coastal Commission provided feedback regarding the applicability of Measure D. The draft Housing Element was updated per the feedback received. HCD certified the updated Housing Element on the premise that certain zoning code amendments would be processed within 1 year of the Housing Element certification. The amendments are underway and anticipate finalization on 2026	Other	1	Updated zoning code
<b>6-9 Consistency in Planning Documents</b>	Maintenance of consistent planning documents	1/31/2031	6th Cycle	Continuous	The Draft Cycle 6 Housing Element, pending certification from HCD, was drafted to be consistent with the Local Coastal Land Use Plan and General Plan Elements. No zoning amendments are required for the Housing Opportunity Sites or to meet RHNA.	Other	1	Updated zoning code



<b>Jurisdiction</b>	Half Moon Bay	
<b>Reporting Period</b>	2025	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

Note: "+" indicates an optional field  
Cells in grey contain auto-calculation formulas

**Table F**

**Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)**

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD at <a href="mailto:apr@hcd.ca.gov">apr@hcd.ca.gov</a> and we will unlock the form which enable you to populate these fields.			TOTAL UNITS <sup>+</sup>	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 <sup>+</sup> . For detailed reporting requirements, see the checklist here:  <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Residential Units									
Mobilehome Park Preservation									
Total Units by Income									









<b>Jurisdiction</b>	Half Moon Bay	
<b>Reporting Period</b>	2025	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT

**Table K**  
**Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

<b>Does the Jurisdiction have a local tenant preference policy?</b>	No	
<b>If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.</b>		N/A
<b>Notes</b>		





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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Dale Leda, Interim City Engineer  
Mike Burnfield, Assistant Engineer

**TITLE: FINAL ACCEPTANCE OF THE FISCAL YEAR 2025-26 PAVEMENT MANAGEMENT PROJECT (CIP PROJECT NO. 1038)**

---

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager or his designee to file a Notice of Completion for the Fiscal Year 2025-26 Pavement Management Project (CIP Project No. 1038), release the project Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws.

**FISCAL IMPACT:**

The Fiscal Year 2025-26 Pavement Management Project (CIP Project No. 1038) had a total budget of \$1,000,000, funded by Senate Bill 1 (SB-1) and Measure A sales tax funds. Construction was completed by G. Bortolotto & Company under a \$721,450 contract. The project is complete with no further costs anticipated. A funding and cost summary is provided below.

Project Funds		Project Expenses		
Funding Source	Fund Amount	Contractors / Consultants	Contract Amount	Charges to Date
SB-1	635,000	G. Bortolotto & Co.	721,450	721,450
Measure A	365,000			
<b>Total Funding:</b>	<b>\$1,000,000</b>		<b>Total Expenses:</b>	<b>\$721,450</b>

Table 1 – Project Funding and Expenditure Breakdown

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

On September 2, 2025, the City Council adopted Resolution C-2025-63 approving a budget of \$1,000,000 and allowing the City Manager, or his designee, to advertise for the Fiscal Year 2025-26 Pavement Management Project for construction. The scope of the project included cold-plane and asphalt overlays on eight streets in the Arleta Park neighborhood: Miramontes Avenue, Alsace Lorraine Avenue, Potter Avenue, Myrtle Street, Filbert Street, Granelli Avenue, Second Avenue, and Valdez Avenue. The project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301(c), Existing Facilities, which applies to the repair, maintenance, and minor alteration of existing streets and highways.

On September 9, 2025, the City publicly advertised the project for construction and received thirteen (13) bids. The lowest responsive and responsible bidder, G. Bortolotto & Company, Inc. was awarded the project through Resolution No. C-2025-68 for a contract amount of \$721,450.

**DISCUSSION:**

City staff performed an initial punch walk for improvements on January 29, 2026, with a list of final items for the contractor to complete prior to acceptance by the City. The final walkthrough was completed by the Interim City Engineer and staff on February 10, 2026, during which all outstanding contractual items were confirmed to be completed, and improvements were accepted by the City. Refer to images below depicting the completed work.



Image 1 – Alsace Lorraine Avenue Paving (facing south)



Image 2 – New High Visibility Crosswalk (facing north)



Image 3 – Miramontes Avenue (facing east)



Image 4 – Potter Avenue and Valdez Avenue widened valley gutters (facing north)

The project, as contracted, is now considered complete. The one-year warranty bond is adequate to ensure the work products perform as expected. Staff recommends the City Council authorize the City Manager or his designee to file a Notice of Completion, release the Performance and Labor and Materials Bonds, and release the retention funds in accordance with applicable laws.

**ATTACHMENTS:**

1. Resolution
2. Project Notice of Completion

**RESOLUTION NO. C-2026-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO FILE A NOTICE OF COMPLETION FOR THE FISCAL YEAR 2025-26 PAVEMENT MANAGEMENT PROJECT, RELEASE THE PROJECT PERFORMANCE AND LABOR AND MATERIALS BONDS AND RELEASE THE RETENTION FUNDS IN ACCORDANCE WITH APPLICABLE LAWS.**

**WHEREAS**, the Fiscal Year 2025-26 Pavement Management Project includes strategically selected streets based on recommendations from the AMS Pavement Management Report and include: Miramontes Avenue, Alsace Lorraine Avenue, Myrtle Street, Filbert Street, Granelli Avenue, Potter Avenue, Valdez Avenue and 2<sup>nd</sup> Avenue; and

**WHEREAS**, the estimated project cost was \$965,000 with a total budget allocation of \$1,000,000, funded through Senate Bill 1 revenues and the remainder from the FY 2025-26 Capital Improvement Program (CIP 1038); and

**WHEREAS**, on October 7, 2025, the City Council adopted Resolution C-2025-68 authorizing the City Manager to award and execute a construction contract with G. Bortolotto & Company in the amount of \$659,460 and approve a construction contingency in an amount not exceeding \$131,892 of the contract award amount; and

**WHEREAS**, a total of two (2) contract amendments with G. Bortolotto & Company have been approved by the City Manager through the end of construction, for a total change order amount of \$61,959.86 and revised contract amount \$721,449.86; and

**WHEREAS**, on February 10, 2026, the Interim City Engineer performed final inspections on all improvements and formally accepted them as complete.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby authorizes the City Manager or his designee to accept the Fiscal Year 2025-26 Pavement Management Project (CIP Project No. 1038) as complete and file a Notice of Completion, and also authorizes staff to release the project Performance and Labor and Material Bonds and release the retention funds in accordance with applicable laws.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17<sup>th</sup> day of March 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

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Maggie Rodriguez, Interim City Clerk

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Debbie Ruddock, Mayor



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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Kenneth Stiles, Interim Administrative Services Director

**TITLE: AUTHORIZATION TO TRANSFER REMAINING STONE PINE COVE GRANT FUNDS TO SAN MATEO COUNTY**

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**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to transfer \$383,121 in remaining State grant funds associated with the Stone Pine Cove Affordable Farmworker Housing Project to the County of San Mateo.

**FISCAL IMPACT:**

The City received \$1.25 million in grant funding, which was deposited into the Affordable Housing Fund for the Stone Pine Cove project. After project expenditures, \$383,121 remains. This action authorizes transfer of the remaining funds to San Mateo County. The Affordable Housing Fund balance will decrease accordingly. There is no impact to the General Fund.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

The Stone Pine Cove affordable housing project was initiated following the January 2023 mass shooting that displaced multiple farmworker households and highlighted the urgent need for safe, affordable housing on the Coastside. In the FY 2023-24 State Budget, the City was awarded \$1.25 million for the project, secured by Assemblymember Marc Berman. These funds were set aside in the Affordable Housing fund for future contribution to the project, once entitled.

The City and County partnered as co-applicants for the Coastal Development Permit. The County secured funding under the Joe Serna Jr. Farmworker Housing Program to support acquisition of manufactured homes for very low-income farmworker households. The County also received \$1.25 million in State Funds, secured by Assemblymember Berman, as well as other philanthropic funding towards the project.

In December 2023, the City issued an Emergency Coastal Development Permit for development of the 47-unit manufactured home neighborhood on a 6.87-acre portion of 880 Stone Pine Road. The project includes 46 affordable units and one manager's unit, along with infrastructure, open space, and neighborhood improvements. As required, a follow up permit was completed for the project.

In June 2024, the Council adopted a resolution allocating the \$1.25 million in State funds to the project, for certain project expenditures related to construction and other costs. Although the County was the lead agency, the City's responsibilities during the project included issuance of emergency and follow-up Coastal Development Permits, preparation and adoption of CEQA documentation, biological monitoring and environmental compliance, approval and recordation of the Final Parcel Map, and conveyance of the land for the project to the County.

In early 2025, following recordation of the Final Parcel Map, the City completed the sale of the land to the County for \$1,234,000, with proceeds credited toward the outstanding lease-leaseback obligation. The County is now the long-term owner and operator of Stone Pine Cove.

**DISCUSSION:**

The \$1.25 million in grant funds was initially provided to the City because the City owned the property and was responsible for initiating the permitting, environmental review, and subdivision necessary to advance the Stone Pine Cove project. At that stage, it was appropriate for the City to receive and administer the funds.

With completion of the Final Parcel Map and conveyance of Parcel 1 to San Mateo County, the County is now the fee owner and the entity responsible for closeout and long-term operation of the housing project.

After accounting for all City expenditures, \$383,121 remains in restricted grant funds within the Affordable Housing Fund. Transferring the remaining funds to the County aligns the funding with current project ownership and ensures the grant is fully utilized for its intended housing purpose. Staff has consulted with Assemblymember Berman's Office and the Grants Office at State Housing and Community development, who administered the funds, and neither have expressed any concerns about the proposed transfer. This action would formally conclude the City's administrative role in the grant.

**ATTACHMENT:**

Resolution

**RESOLUTION NO. C-2026-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY  
AUTHORIZING THE TRANSFER OF \$383,121 IN REMAINING STONE PINE COVE GRANT FUNDS  
TO THE COUNTY OF SAN MATEO.**

**WHEREAS**, the City of Half Moon Bay received \$1,250,000 in State grant funding in connection with the Stone Pine Cove Affordable Farmworker Housing Project; and

**WHEREAS**, such funds were deposited into the City’s Affordable Housing Fund and restricted for use on the Stone Pine Cove project; and

**WHEREAS**, the City utilized a portion of the grant funds to complete its responsibilities related to permitting, environmental review, biological monitoring, subdivision of the property, and conveyance of the underlying land to the County of San Mateo; and

**WHEREAS**, the County of San Mateo is now the long-term owner and operator of the Stone Pine Cove neighborhood and is responsible for ongoing compliance; and

**WHEREAS**, after accounting for all City expenditures, \$383,121 in restricted grant funds remains available within the Affordable Housing Fund; and

**WHEREAS**, the City Council finds that transferring the remaining grant funds to the County of San Mateo aligns the funding with current project ownership and ensures the full grant amount is utilized for its intended housing purpose.

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

1. The transfer of \$383,121 in remaining Stone Pine Cove grant funds from the Affordable Housing Fund to the County of San Mateo.
2. The City Manager, or designee, to take all actions necessary to effectuate the transfer consistent with this Resolution.

\*\*\*\*\*

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

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

\_\_\_\_\_  
Maggie Rodriguez, Interim City Clerk

APPROVED:

\_\_\_\_\_  
Debbie Ruddock, Mayor

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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Dale Leda, Interim City Engineer

**TITLE:** **HALF MOON BAY BICYCLE / PEDESTRIAN ADVISORY COMMITTEE APPOINTMENTS**

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**RECOMMENDATION:**

By motion, make two appointments to the Bicycle/Pedestrian Advisory Committee (BPAC); to fill the youth representative vacancy, and to replace the seat currently held by Katie Murdock due to absenteeism for a remaining term of 3 years, term ending July 2029.

**FISCAL IMPACT:**

There are nominal ongoing General Fund costs and impacts for staffing the Bicycle and Pedestrian Advisory Committee (BPAC). These costs are included in the operating budget of Public Works. As well as providing important insights and feedback into policies and projects, the service of a BPAC is a key element in obtaining future grant funding for bicycle and pedestrian improvements.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

On May 15, 2025, staff published a “Notice of Vacancies” and started to solicit “Willing-to-Serve Forms” for the reappointment of BPAC members. The City received a total of ten (10) willing-to-serve forms. Individuals submitting forms were Lauren Miller, James Carniglia, Jim Sullivan, Brandon White, Robert Baird-Williamson, Vic Froelicher, Richard McCluney, Kathleen Ferez, Katie Murdock, and Carlene Foldenauer.

Carlene Foldenauer included a letter of recommendation indicating that she would serve as Cabrillo Unified School District representative. Lauren Miller was deemed ineligible for BPAC because her application indicated she was not a Half Moon Bay resident.

On June 17<sup>th</sup>, 2025, the City Council made appointments for five committee seats, including James Carniglia, Jim Sullivan, Brandon White, Kathleen Ferenz, and Katie Murdock. Although the BPAC Bylaws encourage members to be selected for a diverse range of interests, specific representative assignments are not attached to individual committee members, who are appointed at the discretion of the City Council. One vacancy was held open during the June meeting for a youth interest committee member which is generally filled by a Half Moon Bay middle school or high school student.

### **Committee Member Absenteeism**

After new appointments, BPAC continued with bi-monthly, regularly scheduled meetings, with public meetings held on September 4 and November 6, 2025, and the first two meetings of 2026 which were held January 8<sup>th</sup> and March 5<sup>th</sup>. In addition to regular notices and being posted on the City's BPAC webpage, committee members were notified of upcoming meetings roughly two weeks in advance to confirm availability.

Committee member Katie Murdock failed to attend four consecutive meetings and has been unresponsive to staff's ongoing attempts to contact her via phone and email. Under the BPAC by-laws, the City Council has the discretion to replace a committee appointee if they have been absent for three consecutive meetings.

### **Youth Interest Representative**

During the original May 15<sup>th</sup> solicitation for committee members, no Willing-to-Serve applications were received from student candidates that would generally fill the youth interest seat on BPAC and Council chose not to appoint a committee member at the June 17<sup>th</sup> meeting.

Staff continued to collaborate with local schools thereafter to advertise the need for a youth interest representative and re-opened the application window. On December 15, 2025, staff received a Willing-to-Serve application from Rylee O'Connor, who noted themselves as a Half Moon Bay resident and high school student, however multiple attempts by staff to contact Rylee both via phone and email over the last three months to confirm continued interest have gone unanswered.

A second application for a youth interest representative was submitted by Angele Garnier on February 28, 2026. Angele is noted as a high school student and Half Moon Bay resident. Angele also attended the March 5<sup>th</sup> BPAC meeting as a member of the public and expressed interest in serving as a youth representative on the committee.

### **DISCUSSION:**

In accordance with BPAC Bylaws, Council may, at its discretion, appoint two committee members to fill vacancies at BPAC. The vacancies may be filled by an individual who previously submitted a Willing-to-Serve application or alternatively, Council may direct staff to publish a new "Notice of Vacancies" and start the process over for new appointments.

For the vacancy to presumably replace Katie Murdock, staff have reached out to prior applicants to confirm interest. Of those that submitted applications in 2025, the following individuals are still interested: Vic Froelicher, Richard McCluney, and Robert Baird-Williamson. For the student/youth representative, staff have received two applications since the position became vacant last fall. The first was from Rylee O'Connor in December, however Rylee has been unresponsive to staff's ongoing attempts to contact them via phone and email contact info provided in the application. Staff opted to continue to keep the vacancy open and received a second application for the student/youth representative from Angele Garnier in late February of this year. Angele has been responsive to email correspondence and attended the most recent March 5<sup>th</sup> BPAC meeting as a member of the public.

**ATTACHMENTS:**

Willing to Serve Forms (Eligible and Interested Applicants Only)

**Print**

**Willing to Serve - Submission #9142**

**Date Submitted: 5/21/2025**

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\***

vic Froelicher

**Address\***

**City\***

hmb

**Zip code\***

94029

**Phone 1\***

**Phone 2**

**Email**

**Occupation\***

**Current employer**

**Employer address**

**City**

**Zip code**

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

**Educational background\***

**Professional experience\***

**Civic activities and community involvement\***

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?\***

nonews

**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?\***

newspaper

**Today's date\***

may 21

**Signature\***



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

**Print**

**Willing to Serve - Submission #9143**

**Date Submitted: 5/21/2025**

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\***

Robert Baird-Williamson

**Address\***

**City\***

Half Moon Bay

**Zip code\***

94019

**Phone 1\***

**Phone 2**

**Email**

**Occupation\***

**Current employer**

**Employer address**

**City**

**Zip code**

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

**Educational background\***

**Professional experience\***

**Civic activities and community involvement\***

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?\***

Community participation and education

**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?\***

Coastside Buzz website

**Today's date\***

05/21/2025

**Signature\***



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

# Print

## Willing to Serve - Submission #9148

Date Submitted: 5/29/2025

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\***

Richard McCluney

**Address\***

**City\***

Half Moon Bay

**Zip code\***

94019

**Phone 2**

**Email**

**Occupation\***

**Current employer**

**Employer address**

**City**

**Zip code**

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

**Educational background\***

**Professional experience\***

**Civic activities and community involvement\***

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?\***

Personal interest in making HMB and its surrounds a safer place to bike & walk.

**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?\***

NET program

**Today's date\***

5/29/25

**Signature\***



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

## Willing to Serve

*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:                      Bicycle and Pedestrian Advisory Committee

---

Name                                      Angele Garnier

---

Address

---

City                                      Half Moon Bay

---

Zip code                              94019

---

Phone 1

---

Phone 2                              *Field not completed.*

---

Email

---

Occupation                              Student

---

Current employer                      *Field not completed.*

---

Employer address                      *Field not completed.*

---

City                                      *Field not completed.*

---

Zip code *Field not completed.*

---

How long have you lived in Half Moon Bay? 15 years

---

Educational background Student

---

Professional experience Student

---

Civic activities and community involvement None

---

Are you able to attend: Either night or daytime meetings

---

Why are you seeking to be appointed to a City commission or committee? I am seeking to be appointed because I would like to be able to help out

---

Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees? No

---

How did you become aware of this opportunity to serve? My mom made me aware

---

Today's date 02/28/25

---

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

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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Irma Acosta, Administrative Analyst

**TITLE:** **CONTINUATION OF UPDATE ON RESIDENTIAL RENTAL PROGRAMS AND PROGRAM ALTERNATIVES**

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**RECOMMENDATION:**

Receive a continuation of the update on the City’s Residential Rental Programs and provide direction on the future of the programs and potential program alternatives.

**FISCAL IMPACT:**

There is no fiscal impact with receiving this informational update. If the Council directs changes to the programs, staff will return with additional details and estimated fiscal impacts.

**STRATEGIC ELEMENTS:**

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

**BACKGROUND:**

The Residential Rental Registry and Residential Rent Stabilization programs were launched in Summer 2024 and are now in their second year. Both programs stem from City Council policy direction provided during the November 7, 2023, Study Session on tenant protections, which resulted in the adoption of Ordinance Nos. 2024-02 (Residential Rental Registry) and 2024-04 (Residential Rent Stabilization), codified in [Title 6 \(Housing\) of the Half Moon Bay Municipal Code](#).

During the first year of implementation, staff focused on program rollout, community outreach, compliance assistance, and the establishment of administrative systems to support both ordinances. City Council received multiple updates during this initial period, including an implementation update on [April 1, 2025](#), which focused on early compliance trends, outreach efforts, and program setup, followed by a more detailed update on [May 6, 2025](#), addressing program costs, staffing impacts, enforcement activities, and early fiscal performance. That update also identified policy considerations related to the long-term sustainability of the

programs. Council directed staff to continue the programs for a second year, and to return at mid-year with updates and additional information on the programs.

On [January 20, 2026](#), City Council received an additional update on the Residential Rent Stabilization and Residential Rental Registry programs, including program performance, costs, and policy considerations. At that meeting, Council requested further information on alternative approaches to maintaining tenant protections, addressing subleasing-related concerns, and understanding the role of rental assistance and legal aid services.

On [February 17, 2026](#), Council received a continuation of that discussion and requested additional information to support its evaluation of the programs. Specifically, Council requested further analysis regarding potential amendments to the Residential Rent Stabilization Ordinance to align the allowable rent increase formula with the State Tenant Protection Act of 2019 (AB 1482), clarification regarding the role of local administration and enforcement if the rent cap were aligned with state law, and additional information regarding available rental assistance and legal aid.

Council also expressed interest in expanding support strategies, including rental assistance, legal services, mediation, tenant and landlord education. Questions were raised regarding what enforcement and oversight mechanisms would exist in the absence of a Rent Registry, how local policies compare to state law protections, and what staffing and fiscal impacts would be associated with various alternatives. In response to this direction, staff conducted additional outreach and discussions with service providers, legal service organizations, and representatives from the local real estate community to gather additional perspectives on the City's rental housing programs and housing conditions in Half Moon Bay. The information presented in this report builds on those discussions and provides expanded analysis and program alternatives for Council's consideration.

In addition, during the last council meeting the Mayor requested a series of reports derived from the Rental Registry data to better understand the composition of the City's rental housing market. In response to that request, staff prepared an analysis describing the characteristics of the local rental housing landscape, including the types of rental units in the community, ownership patterns, and the distribution of units. The analysis also provides clarification of several data categories used in the report to improve transparency and readability. This analysis is included as Attachment 5 to this report.

#### **DISCUSSION:**

Local service providers serving Half Moon Bay residents report that housing instability is often driven by a combination of factors including rising rents, income volatility, and limited housing supply. Providers emphasized that rental assistance programs are generally designed as a short-term tool rather than long-term affordability solutions. Assistance is typically limited to one-time or short-term support intended to prevent immediate displacement or assist households with relocation when existing housing costs are no longer sustainable.

Service providers also noted that eviction related assistance requests often occur late in the process and frequently involve multiple overlapping challenges, including job loss, reduced work hours, or unexpected expenses. In many cases, households experiencing housing instability also face additional financial pressures related to utilities, transportation and childcare costs. Providers emphasized that rental assistance alone cannot fully address housing instability without complementary tools such as tenant education, legal assistance, mediation services, and coordination between community organizations and local government.

During discussions with service providers and housing advocates, informal subleasing arrangements and overcrowding were consistently identified as challenges in the local rental market. These arrangements are often used by households attempting to manage rising housing costs but can create unstable living conditions and complicate eligibility for rental assistance or legal protections when disputes arise.

Staff also met with representatives from the local real estate community to gather feedback regarding the City's rental housing policies and program implementation. Realtors expressed concerns regarding the broader policy implications of rent regulation and noted that some property owners believe residential rent stabilization policies may affect long-term property investment decisions or discourage property upgrades and maintenance. Realtors emphasized the importance of considering operating costs and rate of return when evaluating rent regulation policies and suggested that additional education and communication regarding state housing laws may help improve understanding among property owners. In addition to these concerns, realtors identified several operational issues affecting the rental market in Half Moon Bay, including informal subleasing arrangements and challenges associated with out-of-state property ownership. Realtors also expressed support for exploring the concept of a rental safety inspection program focused on housing quality and habitability standards, noting that such a program could help ensure properties are properly maintained and address unsafe living conditions.

Staff also reviewed the current program fee structure in consultation with the City's Finance Department. Based on these preliminary discussions and analysis of the first two years of program operations, it appears that if one or both programs are continued in some form, there may be an opportunity to reduce program fees while still supporting the administrative costs associated with program oversight. If Council directs changes to the programs, staff will return with recommendations regarding potential fee adjustments as part of the implementation process for the upcoming fiscal year.

These discussions highlight the range of perspectives surrounding the City's residential rental programs and the broader housing conditions affecting renters and housing providers in Half Moon Bay. The program alternatives described below reflect different approaches to balancing housing stability goals, administrative capacity, stakeholder concerns, and available housing resources.

### **Alternative 1: Amend the Residential Rent Stabilization Ordinance to Align Rent Cap Formula with AB 1482 While Maintaining Local Program Administration**

Under this alternative, the City would retain the Residential Rent Stabilization Ordinance codified in Chapter 6.06, but amend specific provisions of Chapter 6.06 to align the allowable annual rent increase formula with the [State Tenant Protection Act of 2019 \(AB 1482\)](#). The primary change would involve updating the City's rent increase formula so that annual increases would be limited to five percent plus the Consumer Price Index (CPI), not to exceed ten percent within a twelve-month period, consistent with state law. The City's current ordinance limits annual rent increases to eighty percent of the change in CPI or three percent, whichever is less. Aligning Chapter 6.06 with AB 1482's rent increase formula would continue to allow rent adjustments consistent with the maximum adjustment amounts allowed by AB 1482, while maintaining the City's administrative structure for oversight, compliance monitoring, and education.

Staff has prepared redlines of Chapter 6.06 to help show what revisions would be necessary to align the City's ordinance with AB 1482 while maintaining the existing program framework and local enforcement. The red lines are attached as Attachment 4. Specifically, these amendments would include updating Section 6.06.050 (Standard Annual Rent Adjustments) to reflect the formula in Civil Code section 1947.12(a)(1)<sup>1</sup>. Additionally, section 6.06.060 (Reasonable Rate of Return) would be amended to refer to the rent adjustments allowed by section 6.06.050(a). The process for the fair return petition for rent increase in section 6.06.080 would remain in the ordinance to ensure that the City has an individualized assessment process and the landlord has an opportunity to demonstrate a higher rent is required. For example, if a landlord did not implement rent increases, and over time, their property does not receive a fair return, they should be allowed to demonstrate a higher rent is required. Given that the City will be relying on the maximum adjustment amounts allowed by AB 1482, however, it is unlikely that a landlord would be able to increase the rent higher than the amounts allowed per Civil Code section 1947.12(a)(1).

Additional revisions to Chapter 6.06 may include, among other things, updating administrative guidance and educational materials to reflect the revised rent increase calculation. Even if the allowable rent increase formula were aligned with AB 1482 under this Alternative, several key elements of the City's existing Residential Rent Stabilization program would remain unchanged.

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<sup>1</sup> (a)(1) *Subject to subdivision (b), an owner of residential real property shall not, over the course of any 12-month period, increase the gross rental rate for a dwelling or a unit more than 5 percent plus the percentage change in the cost of living, or 10 percent, whichever is lower, of the lowest gross rental rate charged for that dwelling or unit at any time during the 12 months prior to the effective date of the increase. In determining the lowest gross rental amount pursuant to this section, any rent discounts, incentives, concessions, or credits offered by the owner of such unit of residential real property and accepted by the tenant shall be excluded. The gross per-month rental rate and any owner-offered discounts, incentives, concessions, or credits shall be separately listed and identified in the lease or rental agreement or any amendments to an existing lease or rental agreement.*

The City would continue administering the rent stabilization program locally, including maintaining the administrative structure established under Chapter 6.06 of the Municipal Code. The Residential Rental Registry would remain in place as a tool for tracking rental units, monitoring compliance with program requirements, and maintaining records related to rent increases and tenancy notices. The City would continue publishing annual CPI adjustments (CPI would be analyzed consistent with AB 1482) and providing educational materials to landlords and tenants regarding allowable rent increases and applicable housing laws. Tenants would also retain access to the tenant petition process, which allows tenants to file petitions related to unlawful rent increases, reductions in housing services, habitability concerns, or other violations of the ordinance. In addition, the City would continue offering voluntary mediation services to support resolution of disputes between landlords and tenants.

**Alternative 2: Retain the Rent Registry and Expand Rental Assistance and Legal Resources**

Under this alternative, the City would repeal the City’s Residential Rent Stabilization Ordinance codified in Chapter 6.06 but retain the Residential Rental Registry as a data and compliance tool while expanding access to rental assistance programs, mediation services, and legal resources for tenants and landlords. This approach would shift the City’s focus away from regulating rent increases locally and instead emphasize support services intended to stabilize tenancies, prevent displacement, and help resolve conflicts before they escalate into formal legal disputes.

Feedback received from local service providers indicates that rental assistance is most effective when used as a targeted, short-term intervention and when paired with legal assistance, counseling services, or dispute resolution programs. While rental assistance programs can help prevent immediate displacement during periods of financial hardship, they are generally not designed to function as long-term affordability solutions. When combined with tenant education, mediation services, and legal support, these programs may help stabilize housing situations and reduce the likelihood of eviction. the City could explore establishing an emergency rental assistance program designed to provide short-term financial support to households experiencing temporary financial hardship. Such programs are generally dependent on available funding and are often implemented in partnership with nonprofit service providers that administer eligibility screening, case management, and distribution of assistance.

Under this alternative, the Residential Rental Registry would remain in place and continue to serve as a resource for tracking rental units, maintaining data regarding the City’s rental housing stock. Maintaining the registry would allow the City to continue monitoring housing trends, conduct outreach to tenants and housing providers, and better understand the conditions affecting the local rental market.

Representatives from the local real estate community shared information (included as Attachment 6) about resources including alternatives to the Rental Registry. The City could not confirm the source or accuracy of the documents, but note that commercial real estate data platforms such as ATTOM Data, PropertyShark, Reonomy, Crexi, and NeighborhoodScout

compile property information using publicly available records, and typically provide only general property and market characteristics, including ownership data. The registry, by contrast, collects information directly from property owners and provides locally maintained data that helps the City better understand the composition and characteristics of the rental housing market in Half Moon Bay.

As part of this approach, the City could expand partnerships with nonprofit service providers that offer tenant–landlord counseling, mediation, and legal support. For example, Project Sentinel has proposed a Tenant–Landlord Counseling and Dispute Resolution Program designed to provide early intervention services to both tenants and property owners through counseling, mediation, educational workshops, and referrals to legal aid partners (Attachment 1). Additional partnerships with organizations such as Community Legal Services in East Palo Alto (CLESPA) and the Legal Aid Society of San Mateo County could further expand access to eviction defense, tenant counseling, and housing rights education (Attachments 2 and 3). Programs of this type are intended to address disputes early, improve communication between landlords and tenants, and reduce the likelihood that conflicts escalate into eviction proceedings.

In addition to expanding support services, Council could consider authorizing the City Attorney’s Office to enforce certain tenant protections established under California state law. If the City repeals the Residential Rent Stabilization Ordinance (Chapter 6.06), the City could amend the Municipal Code to authorize the City Attorney to enforce the maximum rent adjustment provisions contained in California Civil Code section 1947.12(a)(1) (State Rent Cap under AB 1482), as permitted under Civil Code section 1947.12(k)(2). Providing this authority would allow the City to pursue enforcement actions when violations occur, while avoiding the need to maintain separate local rent stabilization regulations.

Authorizing enforcement of state protections could complement the expanded service-based approach described above by making sure that tenants have access not only to counseling, mediation, and rent assistance resources, but also to local enforcement mechanisms when violations of state housing law occur.

**Alternative 3: Eliminate the Residential Rent Stabilization and Rent Registry Programs and Focus on Legal and Supportive Resources**

Under this alternative, the City would repeal both the Residential Rent Stabilization Ordinance and the Residential Rental Registry and instead focus its efforts on tenant and landlord education, legal assistance, and referral services. In this scenario, the City would rely primarily on existing state law protections, including the Tenant Protection Act of 2019 (AB 1482), which establishes statewide rent increase limitations and just-cause eviction requirements for qualifying rental units.

The City would no longer maintain a local registry or rent reporting system and would not administer a local rent stabilization program. Instead, the City's role would primarily involve connecting residents with existing legal and support services and conducting outreach to improve awareness of tenant and landlord rights under state law. The City could continue or expand partnerships with organizations that provide housing-related legal services and tenant counseling. Organizations such as the Legal Aid Society of San Mateo County, Project Sentinel, and Community Legal Services in East Palo Alto (CLESPA) provide legal advice, education, and representation related to tenant protections, eviction defense, and housing disputes. These services can help tenants understand their rights, navigate eviction proceedings, and access legal remedies when violations occur. In addition, as mentioned above the City could explore establishing an emergency rental assistance program.

However, service providers noted that the absence of local reporting and monitoring mechanisms may limit the City's ability to proactively identify housing trends or compliance concerns. Without a rental registry or local reporting requirements, enforcement of tenant protections would rely primarily on tenant complaints and private legal action. As a result, potential violations may be more difficult to identify, and the City would have limited access to data regarding rent increases, tenancy changes, or patterns of displacement within the local rental market.

#### **Alternative 4: Maintain the Existing Residential Rental Programs Without Modification**

Under this alternative, the City would maintain the Residential Rent Stabilization and Residential Rental Registry programs in their current form without modification. This option would preserve the regulatory framework originally adopted by the City Council in 2024 and would allow staff to continue administering the programs as currently structured.

The existing Residential Rent Stabilization Ordinance limits annual rent increases to eighty percent of the change in the Consumer Price Index or three percent, whichever is less. The ordinance also establishes several administrative provisions, including the fair return petition process, tenant petitions related to unlawful rent increases or habitability concerns, voluntary mediation services, and notice filing requirements through the Residential Rental Registry. Maintaining the current program structure would allow the City to continue collecting data on rental housing conditions, monitor compliance with local regulations, and provide administrative support to landlords and tenants navigating the program requirements. The Residential Rental Registry would continue to function as a tool for tracking rental units, collecting rent increase and tenancy notices, and maintaining information related to the City's rental housing stock.

The City could also explore opportunities to expand partnerships with service providers that offer tenant-landlord counseling, mediation services, legal assistance, and housing education. Strengthening these partnerships could help provide additional support resources for both landlords and tenants. The Council has already indicated a desire to consider the fees if the program continues, which would be brought back to the Council as part of the annual review of the Master Fee Schedule prior to implementation of the programs in FY 2026-27. This approach would also allow the City additional time to evaluate program performance and gather data

regarding compliance trends, housing conditions, and the overall impact of the programs on the local rental market. Continuing the programs in their current form may provide additional information that could inform future policy decisions regarding housing stability and tenant protections in Half Moon Bay.

**CONCLUSION:**

The residential rental programs were implemented to support housing stability, improve transparency in the local rental market, and provide tenants and property owners with tools to better understand and comply with applicable housing regulations. Since their implementation, City staff have focused on program rollout, community outreach, and establishing the administrative systems needed to support the ordinances. During this time, the City Council has continued to review how the programs are functioning in practice and how they relate to broader housing conditions and policy goals in Half Moon Bay.

The feedback received from service providers, housing advocates and members of the local real estate community reflects a wide range of perspectives regarding the City’s role in addressing housing instability and tenant protections. Service providers emphasized the importance of combining rental assistance with legal services, mediation, and tenant education to effectively prevent displacement and resolve housing disputes. At the same time, property owners and real state professionals raised concerns regarding regulatory impacts on property investment decisions and the importance of clear communication regarding housing laws and responsibilities.

The alternatives presented in this report reflect several potential approaches for Council’s consideration, ranging from maintaining the existing programs, modifying the Residential Rent Stabilization Ordinance to align more closely with state law, shifting toward a service-based support model while retaining the Rental Registry, or eliminating the local programs and relying primarily on state law protections and community-based resources. Each option presents different implications for administrative capacity, housing data availability, enforcement mechanisms, and the level of local oversight in the rental market. City Council direction will determine the future of the City’s residential rental programs and the role that the City will play in supporting housing stability. Staff will return with any necessary ordinance amendments, program adjustments, and implementation recommendations based on Council’s direction.

**ATTACHMENTS:**

1. Project Sentinel Scope of Work
2. CLESPA Project Scope of Work
3. Legal Aid Society Scope of Work
4. Rent Stabilization Ordinance (Redline)
5. Analysis of Half Moon Bay Rental Housing Data
6. Documents provided by Local Real Estate Representatives



Half Moon Bay Tenant Landlord Services Proposal

FY 2026-27

**A Proposal of Project Sentinel’s Tenant Landlord  
Counseling, Education, and Dispute Resolution Program**

Project Sentinel proposes a cost-effective, rapid-response Tenant–Landlord Services Program to strengthen housing stability for Half Moon Bay renters while supporting housing providers in complying with local rent registry and stabilization requirements.

For more than 25 years, Project Sentinel has delivered neutral counseling and dispute resolution services that prevent escalation, restore communication, and preserve tenancies, without the delay, expense, or adversarial nature of court proceedings. Our approach fills the critical gap between long legal aid waitlists and the absence of reliable guidance. This is especially important for working families and small “mom-and-pop” housing providers who often cannot afford legal representation.

Our model emphasizes early intervention. By addressing misunderstandings before they become legal disputes, we reduce evictions, limit financial loss, and promote voluntary compliance. We collaborate closely with city housing staff, provide quarterly data reports on calls and case outcomes, conduct community education, and share housing trend insights to inform local policy decisions.

For an annual investment of **\$30,000**, Project Sentinel will deploy a scaled, high-impact service model that includes rapid response counseling and referrals to legal aid partners when appropriate.

**Proposed Scope of Work (FY 2026–2027):**

- Serve at least **85 callers** with information and referral services
- Open **40 cases** for intensive conflict intervention
- Conduct **6 educational workshops** (3 in Spanish, 3 in English) for tenants and landlords

- Implement targeted outreach, including social media engagement specific to Half Moon Bay, website promotion, and distribution of 500 brochures/flyers through libraries, faith institutions, community organizations, and city channels

This proposal offers Half Moon Bay a proven, prevention-focused strategy that reduces displacement, supports compliance, and preserves stable housing—before conflict becomes crisis.

A detailed budget is attached and summary is below:

**Half Moon Bay Tenant -Landlord Services Budget Summary**

Personnel	\$19,215
Benefits	\$3,267
Operating Expenses	\$3,291
<u>Indirect Cost</u>	<u>\$4,227</u>
<b>Total</b>	<b>\$30,000</b>

## A Scope of CLSEPA's Housing Rights work



- CLSEPA's work centers around (1) eviction defense (2) enforcing tenants' rights by utilizing all laws (local, state, federal) at our disposal (3) community education and outreach, (4) affirmative lawsuits on a case by case basis as long as we have capacity and resources to do so at any given time, and (5) policy advocacy.
- CLSEPA, together with the Legal Aid Society of San Mateo County, assist almost all unrepresented tenants of San Mateo County at unlawful detainer proceedings every Tuesdays and Fridays, and pre-trial negotiations in between.
- CLSEPA also represents tenants on matters involving issues, such as illegal rent and utilities increases, invalid eviction notice, violation of Implied Warranty of Habitability, violation of reasonable accommodation, discrimination and harassment, etc.
- We hold community housing clinics in partnership with the City of Mountain View and Stanford Law School, respectively. The former occurs on first and third Thursdays of the month and the latter is held in collaboration with the Stanford law school professors and students during the semesters.
- CLSEPA, in partnership with Coastside Hope, will be holding a monthly housing rights clinic on the 3<sup>rd</sup> Wednesday of each month from 3:00 – 6:00 pm.

## **Scope of Work**

### **Legal Aid of San Mateo County Tenant and Legal Support Services**

City of Half Moon Bay

#### **1. Purpose**

The purpose of this agreement is to provide legal education, consultation, and limited legal services to tenants and housing providers within the City of Half Moon Bay. These services are intended to support compliance with local and state housing laws, promote housing stability, and assist in resolving housing-related disputes before they escalate into formal legal proceedings.

Legal Aid of San Mateo County will provide services that complement the City's housing programs, including the Residential Rental Stabilization Ordinance, tenant protection regulations, and applicable State of California housing laws.

#### **2. Scope of Services**

Legal Aid of San Mateo County will provide the following services to residents, tenants, and housing providers located within the City of Half Moon Bay.

##### **A. Tenant Legal Consultations**

Legal Aid will provide legal consultations to tenants regarding housing-related issues, which may include:

- Tenant protections under State law (including AB 1482 and other applicable regulations)
- Eviction notices and unlawful detainer actions
- Rent increase notices
- Habitability concerns
- Security deposit disputes
- Lease agreements and tenant rights
- Fair housing protections
- Retaliation and harassment issues

## **B. Legal Clinics and Workshops**

Legal Aid will conduct housing-related educational workshops or legal clinics for the community. These may include:

- Tenant rights workshops
- Know Your Rights presentations
- Housing law updates
- Eviction prevention education

## **C. Referral and Resource Coordination**

Legal Aid will provide referrals to appropriate community resources when additional services are needed, which may include:

- Rental assistance programs
- Mediation services
- Social service providers
- Housing counseling programs
- Fair housing organizations

## **D. Community Outreach**

Legal Aid will collaborate with the City to support outreach efforts related to housing programs. Outreach activities may include:

- Participation in community events
- Distribution of educational materials
- Coordination with local service providers
- Assistance with tenant education efforts

## **3. Reporting and Communication**

Legal Aid will provide periodic reports to the City summarizing program activities. Reports may include:

- Number of residents served
- Types of legal issues addressed

- Outreach events conducted
- General trends observed in housing-related legal issues

Reports will not include confidential or personally identifiable client information.

Legal Aid will coordinate with designated City staff regarding program implementation and outreach efforts.

#### **4. Service Area**

Services provided under this agreement will be available to residents and housing providers located within the City of Half Moon Bay.

#### **5. Term of Services**

Services will be provided for the duration specified in the agreement between the City of Half Moon Bay and Legal Aid of San Mateo County, unless amended or terminated according to the terms of that agreement.

#### **6. Coordination with City Programs**

The services provided under this agreement are intended to complement existing City housing programs and resources, including:

- Residential Rental Stabilization Ordinance
- Tenant protection policies
- Housing stability initiatives
- Community outreach and education efforts

Chapter 6.06 RESIDENTIAL RENT STABILIZATION

§ 6.06.010 Findings and purpose.

§ 6.06.020 Rent stabilization.

§ 6.06.030 Applicability.

§ 6.06.040 Establishment of base rent.

§ 6.06.050 Standard annual rent adjustments.

§ 6.06.060 Reasonable rate of return.

§ 6.06.070 Limits to rent charges under subtenancy.

§ 6.06.080 Fair return petition for rent increase.

§ 6.06.100 Tenant petition.

§ 6.06.110 Petition process.

§ 6.06.120 Voluntary mediation.

§ 6.06.130 Rent increase ineffective.

§ 6.06.140 Residential rental registration.

§ 6.06.150 Notice requirements.

§ 6.06.160 Education and outreach.

§ 6.06.170 Judicial review.

§ 6.06.180 Enforcement.

§ 6.06.010 Findings and purpose.

**A.** Findings. The city council finds and declares as follows:

**1.** The city has a substantial government interest in regulating annual rent increases and improving relationships between landlords and tenants in order to increase certainty, stability, and fairness within the residential rental market.

**2.** The city finds that this chapter is intended to be implemented in conjunction with the registration of residential rental units.

**3.** The ordinance codified in this chapter is being adopted pursuant to the state of California's Costa-Hawkins Act and the city's police power authority to protect the public health, safety, and welfare.

**B.** Purpose. The purpose of this chapter is to adopt regulations governing the annual maximum rent adjustment that a landlord may seek from a tenant of a rent-stabilized unit.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.020 Rent stabilization.**

**A.** Authority and Duties. The administrator or city council shall have the following authority and duties under this chapter:

- 1.** Establish a base rent pursuant to this chapter.
- 2.** Make adjustments in the rent increase and decreases in accordance with this chapter.
- 3.** Set rents at fair and equitable levels in order to achieve the intent of this chapter.
- 4.** Issue orders, rules and regulations, conduct hearings and charge fees as set forth below.
- 5.** Make such studies, surveys and investigations, conduct such hearings, and obtain such information as is necessary to carry out required duties.
- 6.** Report annually to the city council on the status of rental housing covered by this chapter. This shall include a summary of the numbers of notices served, the basis upon which they were served, the amount of the rent increases and the addresses for which they were served. A searchable database will be created so that service of notice may be determined as well as the summaries. A rent increase, termination, or change in terms of tenancy is not valid if not served on the administrator.
- 7.** Administer and assign the right to administer oaths and affirmations and subpoena witnesses.
- 8.** Establish rules and regulations for deducting penalties and settling civil claims.
- 9.** Seek authorization from the city council to seek administrative remedies or injunctive and other civil relief under Section **6.06.170**.
- 10.** Charge and collect the rental stabilization fee, including penalties for late payments.
- 11.** Make available on a contract basis legal assistance services for low-income residents of Half Moon Bay related to evictions and petitions, hearings and appeals.

**12.** Collect and/or receive copies of notices of termination of tenancy, rent increase, and changes in terms of tenancy.

**13.** Any other duties necessary to administer and enforce this chapter.

**B. Rules and Regulations.** The city council may issue such rules and regulations, including those which are contained in this chapter as will further the purposes of the chapter. The city council shall publicize its rules and regulations prior to promulgation on the city's website.

**C. Community Education.** The administrator may publicize this chapter along with other housing programs contained in this title so that all residents of Half Moon Bay may have the opportunity to become informed about their legal rights and duties under this chapter. The administrator shall prepare a brochure which fully describes the legal rights and duties of landlords and tenants under this chapter. The brochure will be available to the public, and each tenant of a rental unit shall receive a copy of the brochure from their landlord. Landlords shall provide the brochure at the commencement of the tenancy and with each notice of rent increase. This brochure will be made available for download from the city's website and/or other appropriate technology. Information about the rent stabilization ordinance may be made available in other languages as requested by the community.

**D. Collection of Rental Stabilization Fee.** Landlords shall pay the rental stabilization fee as established by resolution of the city council.

**E. Reporting and Fee Payment Requirements.**

**1.** No later than September 1, 2024, and each September 1st thereafter, all landlords shall file a copy of all rental increase notices, change of terms of tenancy and tenancy termination notices with the administrator. Landlords choosing not to increase rents for the next year shall file a written notice with the administrator. Such filing shall be concurrent with the filing of the notice with tenant(s). Proof of service with time and date of service of notice to tenant(s) shall be included with notice filed with the administrator in either circumstance.

**2.** If it is determined that a landlord has willfully and knowingly failed to properly report, as described above, any rental increase notices, change of terms of tenancy or tenancy termination, or pay the rental stabilization fee, the administrator may authorize the tenant of such a nonreporting or fee-paid unit to withhold all or a portion of the rent for the rental unit until such time as the rental stabilization fee is paid or notice filed. After a notice is properly filed or fee paid, the administrator shall determine what portion, if any, of the withheld rent is owed to the landlord for the period in which the notice was not properly filed or fee paid. Whether or not the administrator allows such withholding, no landlord

who has failed to properly report or pay the fee shall at any time increase rents for a stabilized unit until such fee or notice is reported.

**3.** A landlord's failure to pay the fee or timely file a copy of a notice before the filing of an unlawful detainer lawsuit is a complete defense to an unlawful detainer.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.030 Applicability.**

**A.** Applicability. Except as provided herein, the provisions of this chapter shall apply to all properties in Half Moon Bay that are hired, rented, or leased to a household within the meaning of California Civil Code Section **1940**, which shall be referred to as stabilized unit(s), including properties that contain any of the following:

- 1.** Dwelling units which contain a separate bathroom, kitchen, and living area in a multifamily or multipurpose dwelling;
- 2.** Dwelling units in single room occupancy residential structures; or
- 3.** Units in a structure that is being used for residential uses whether or not the residential use is a conforming use permitted under the municipal code.

**B.** Exemptions. The following residential rental units shall be exempt from the provisions of this chapter:

**1.** A rental unit exempt pursuant to the Costa-Hawkins Rental Housing Act (California Civil Code Sections **1954.50** through **1954.535**), including but not limited to:

- a.** A unit that has a certificate of occupancy issued after February 1, 1995;
- b.** A unit that is alienable separate from the title to any other dwelling unit, including single-family residences, condominiums, and townhomes.

**2.** Any subtenancy or similar arrangement within an exempt residential rental unit.

**3.** Transient rental units in hotels, motels and inns, which are rented to guests for a period of fewer than thirty days. This exemption does not apply (a) to a tenant who has resided at the property for more than thirty continuous days, (b) a tenant who has entered into an agreement to lease a rental unit for 30 days or more, (c) where a landlord has violated California Civil Code Section **1940.1** with regard to the tenant, or (d) to a residential rental unit that is a registered or grandfathered short-term vacation rental, as defined in Chapter **18.02**, with a certificate of occupancy issued prior to February 1, 1995.

**4.** Rental units in any hospital, convent, monastery, extended medical care facility, nonprofit home for the aged, or dormitory as defined in California Building Code Section 202 that is solely owned and operated by an accredited institution of higher education.

**5.** Rental units which a government unit, agency or authority fully owns, operates and manages. This exemption applies only if applicable federal or state law or administrative regulation specifically exempt such units from municipal rent stabilization.

**6.** Any residential rental unit located in a development where the dwelling units are subject to legally binding restrictions enforceable against and/or governing such units that limit the rent to no more than an affordable rent, as such term is defined in California Health and Safety Code Section **50053** and as subsequently amended.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.040 Establishment of base rent.**

Beginning on the effective date of the ordinance creating this chapter, no landlord shall charge rent for any stabilized unit in an amount greater than the rent in effect for that unit on the effective date except for increases expressly allowed under this chapter. The rent in effect on the effective date is the base rent. If there was no rent in effect on the effective date, the base rent shall be the rent that was charged prior to the effective date. For tenancies commencing after the adoption of this chapter, the base rent is the initial rental rate in effect on the date the tenancy commences. As used in this section, the term "initial rental rate" means only the amount of rent actually paid by the tenant for the initial term of the tenancy. The base rent is the reference point from which the maximum allowable rent shall be adjusted upward or downward in accordance with this chapter.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.050 Standard annual rent adjustments.**

**A.** ~~An owner of residential real property in the city of Half Moon Bay shall not, over the course of any 12-month period, increase the gross rental rate for a dwelling or a unit more than 5 percent plus the percentage change in the cost of living, or 10 percent, whichever is lower. Increases in rent on residential real property in the city of Half Moon Bay in excess of three percent, or eighty percent of the change in the consumer price index (May to May), whichever is less, and more than one rent increase in any twelve-month period, are prohibited, unless expressly exempt under the Costa-Hawkins Rental Housing Act codified in California Civil Code Section 1954.50 et seq. If the change in the consumer price index is negative, no rent increase is permitted. A violation of this section occurs upon the service of notice or demand for a prohibited increase in rent.~~

**B.** No later than August 1st each year, beginning with the year 2024, the city shall announce the allowable percentage increase in rent based on subsection **A** of this section, which shall be effective as of December 1st of that year.

**C.** No later than August 15th each year, the landlord shall post, in a conspicuous place on the residential rental real property, the percentage rent increase for the affected stabilized units.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.060 Reasonable rate of return.**

This chapter allows for an annual allowable rent adjustment of ~~as provided in § 6.06.050(a). up to three percent, or eighty percent of the change in the consumer price index, whichever is less.~~ This standard annual adjustment is ~~A consumer price index-based increase is found and~~ determined to provide a just and reasonable return on an owner's property, and has been adopted to encourage good management, reward efficiency, and discourage the flight of capital, as well as to be commensurate with returns on comparable investments, but not so high as to defeat the purpose of curtailing excessive rent and rent increases.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.070 Limits to rent charges under subtenancy.**

Where a stabilized unit is being rented and subsequently subleased either in whole or by room, the cumulative monthly rent charged may not exceed the authorized monthly rent of the stabilized unit.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.080 Fair return petition for rent increase.**

**A.** A landlord may submit a fair return petition to the administrator in accordance with the procedures set forth in this chapter requesting a rent increase in excess of that provided in this chapter in order to obtain a fair and reasonable return on the residential rental unit.

**B. Standard of Review.** All relevant factors shall be considered when evaluating a fair return petition, including, but not limited to, the following:

- 1.** Changes in the consumer price index;
- 2.** The rent lawfully charged for comparable residential rental units in the city;
- 3.** The length of time since the last determination on a fair return petition, or the last rent increase if no previous fair return petition has been made;

- 4.** The cost of planned or completed capital improvements to the residential rental unit (as distinguished from ordinary repair, replacement and maintenance) where such capital improvements were not identified and voluntarily deferred prior to establishment of rent stabilization or are necessary to bring the property into compliance or maintain compliance with applicable local code requirements affecting health and safety, and where such capital improvement costs are properly amortized over the life of the improvement;
- 5.** The completion of any ordinary repair, replacement or maintenance work related to the residential rental unit, and the cost thereof, including materials, labor, construction interest, permit fees, and other items deemed appropriate;
- 6.** Changes in property taxes or other taxes related to the residential rental unit;
- 7.** In the event of subtenancy, changes in the rent paid by the landlord for the lease of the residential rental unit;
- 8.** Changes in the utility charges for the rental unit paid by the landlord, and the extent, if any, of reimbursement from the tenants;
- 9.** Changes in reasonable operating expenses;
- 10.** Changes in net operating income;
- 11.** The need for repairs caused by circumstances other than ordinary wear and tear;
- 12.** The amount and quality of housing services provided by the landlord to the tenant(s);
- 13.** Compliance with any existing rental agreement lawfully entered into between the landlord and tenant(s); and
- 14.** Landlord's substantial compliance with this title, including this chapter, as well as applicable housing, health and safety codes.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.100 Tenant petition.**

**A.** Effective July 1, 2025, a tenant may submit a petition to the administrator in accordance with the procedures set forth in this chapter on one or more of the following grounds:

- 1.** To request review of a rent increase in excess of the maximum allowed rent increase;
- 2.** To request a reduction in rent based on decreased housing services;

**3.** To request a reduction in rent based on failure of the landlord to maintain a habitable premises, including health, safety, fire, or building code violations;

**4.** To contest a capital improvement cost as an unauthorized or excessive pass through; or

**5.** For any other violation of this chapter by the landlord.

**B.** Filing Schedule for Tenant Petition. Where applicable, a tenant filing a tenant petition under this chapter shall do so within the following time limits:

**1.** Tenant receiving a notice of rent increase shall have thirty days after service of such notice to file a petition for review of rent;

**2.** In instances where notice is not provided as required, the tenant shall file a petition for review of rent within thirty days after tenant knew of the alleged failure to comply with the requirements of this chapter; and

**3.** For any other violation(s) of this chapter by the landlord, the tenant shall file a petition within one hundred and eighty days of the alleged violation(s).

**C.** Standard of Review. All relevant factors shall be considered when evaluating a tenant petition, including the following:

**1.** Landlord allows violations of this chapter or other applicable state and local statutes to persist;

**2.** Any reduction of housing services, living space, or amenities;

**3.** Substantial deterioration of the rental unit other than as a result of ordinary wear and tear;

**4.** Landlord's failure to provide adequate housing services;

**5.** Tenant provided landlord with reasonable notice and opportunity to correct the conditions that provide the basis for the petition; and

**6.** Landlord failed to comply substantially with this section or applicable housing, health and safety codes.

**D.** Restoration of Rent Decrease. Where a rent decrease has been ordered pursuant to this chapter due to a decrease in housing services or failure to maintain habitability, the amount of rent decreased (return of excess rent) may be restored in accordance with procedures set out in the regulations when the former housing services or maintenance levels are reinstated.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

### § 6.06.110 Petition process.

A landlord or a tenant may file petitions with the administrator, as provided in this chapter. For purposes of this petition process, the landlord and each tenant of a rental unit that is the subject of a petition shall be a "party" to the petition. The administrator shall promulgate regulations regarding procedures for petitions filed under this chapter. Petitions shall be governed by such regulations and by the provisions of this chapter. Petitions shall be available in the language that the owner and tenant used to negotiate the terms of the tenancy (e.g., Spanish, Chinese), as well as English.

**A.** Filing Petition. Upon the filing of a petition, the administrator shall notify the petitioner of the acceptance or denial of the petition based on the completeness of the submission. The administrator shall not assess the merits of the petition and shall only refuse acceptance of a petition that does not include required information or documentation or comply with the requirements of this chapter.

**B.** Filing Fee. Fees for the filing of any petition shall be established by city council resolution.

**C.** Prior Petition. Notwithstanding any other provision of this chapter, no petition shall proceed if a decision has been made with regard to a prior petition based on the same or substantially the same grounds within the previous one hundred eighty days.

**D.** No landlord petition or upward adjustment of rent shall be authorized under this chapter if the landlord:

- 1.** Has continued to fail to comply, after order of the administrator, with any provisions of this chapter and/or orders or regulations issued thereunder by the administrator; or
- 2.** Has failed to bring the rental unit into compliance with the implied warranty of habitability.

**E.** Notice of Petition. As soon as possible after acceptance of a petition, the administrator shall provide written notice to the landlord, if the petition was filed by the tenant, or the tenant, if the petition was filed by the landlord, of the receipt of such a petition. The written notice shall inform the parties of the petition process, the right to respond, and include a copy of the completed petition and supportive documents. Any response submitted by the responding party will be made available to the petitioning party.

**F.** Hearing Officer. An impartial hearing officer appointed by the administrator shall conduct a hearing to act upon the petition. The hearing officer has the following powers:

- 1.** To make a determination on a petition; and

**2.** Any other powers delegated to the hearing officer by the administrator consistent with this chapter.

**G.** Time of Hearing. Each accepted petition shall be scheduled for a hearing by the hearing officer on a date not more than sixty calendar days from the date the administrator deems the petition submitted and complete. With agreement of the parties, the hearing officer may hold the hearing beyond the sixty calendar days. The administrator shall, no less than ten days prior, notify all parties as to the time, date, and place of the hearing. With consent of all parties, the hearing may be conducted virtually and recorded.

**H.** Consolidation. All landlord petitions pertaining to tenant(s) in the same building shall be consolidated for hearing, and all petitions filed by tenants occupying the same building shall be consolidated for hearing, unless the administrator or hearing officer finds good cause not to consolidate such petitions.

**I.** Right of Assistance. All parties to a hearing may have assistance in presenting evidence and developing their position from attorneys, legal workers, or any other persons designated by said parties.

**J.** Rules of Evidence. Formal rules of evidence shall not be applicable to hearings on petitions. At such a hearing, the parties may offer any documents, testimony, written declarations, or other evidence that, in the opinion of the hearing officer, is credible and relevant to the petition. The hearing officer may consider the results of inspections of the property in question and the results of any other investigations conducted by or at the request of the hearing officer or administrator. Evidence unduly repetitious, lacking credibility, or irrelevant evidence shall be excluded upon order by the hearing officer.

**K.** Evidence. Any party may appear and offer such documents, testimony, written declarations, or other evidence as may be pertinent to the proceeding. The hearing officer may require either party to a petition to provide any books, records, or papers deemed pertinent, in addition to that information contained in the petition and rental registry. The hearing officer may request the city to conduct a current building inspection if the hearing officer finds good cause to believe the information does not reflect the current condition of the residential rental unit. All documents required under this section shall be made available to the parties involved prior to the hearing. In cases where information filed in a petition or in additional submissions filed at the request of the hearing officer is inadequate or false, no action shall be taken on said petition until the deficiency is remedied.

**L.** Quantum of Proof. The party who files the petition shall have the burden of proof. No petition shall be granted unless supported by the preponderance of the evidence submitted at the hearing.

**M.** Notice of Decision. The hearing officer shall make their determination on the merits of the petition and shall provide a written statement of decision, including findings upon which the determination is based within thirty calendar days. The hearing officer's decision on a petition may be reasonably conditioned in any manner necessary to effectuate the purposes of this chapter.

**N.** Hearing Record. The record of the hearing shall include: the petition; all exhibits, papers, and documents required to be filed or accepted into evidence during the proceedings; a list of participants present; a summary of all testimony accepted in the proceedings; a statement of all materials officially noticed; all recommended decisions, orders and/or rulings; all final decisions, orders and/or rulings; and the reasons for each final decision, order and/or ruling. All hearings shall be recorded.

**O.** Appeal. Any person aggrieved by the decisions of the hearing officer may appeal to the city council. An appeal to the city council shall be filed no later than ten calendar days after receipt of the notice of the decision of the hearing officer. On appeal, the city council shall affirm, reverse, or modify the decision of the hearing officer. Unless the city council elects to conduct a de novo hearing, city council review of the hearing officer's decision shall be based on the hearing record without holding a new hearing. The city council may consider additional evidence for good cause, including evidence which did not exist at the time of the hearing or which could not be discovered using due diligence by a party.

**P.** Finality of Decision. The decision of the hearing officer shall be final decision if no timely appeal is made to the city council. The decision of the hearing officer shall not be stayed pending appeal; however, in the event that the city council on appeal reverses or modifies the decision of the hearing officer, the city council shall order the appropriate party to make retroactive payments, as applicable, to restore the parties to the position they would have occupied had the hearing officer's decision been the same as that of the city council.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.120 Voluntary mediation.**

**A.** Voluntary mediation services shall be provided by the city. Upon request, the administrator shall appoint a mediator and set a date for a mediation no later than thirty days after the acceptance of the subject petition, unless the administrator determines that additional time is required under the circumstances. The administrator shall notify the landlord and tenant(s) in writing of the date, time, and place of the mediation hearing at least ten days prior to the mediation. This notice shall be served either in person or through first class (ordinary mail) or electronic correspondence.

**B.** It is the intent and purpose of mediation to provide a process in which mediators may assist disputants in reaching a voluntary agreement. Accordingly, except as otherwise expressly provided herein, there shall be no penalty or disability, either civil or criminal, for failure to participate in the mediation process, and there shall be no penalty, either civil or criminal, for failure to reach agreement with a disputant in the mediation process.

**C.** Mediation is a voluntary collaborative process wherein the landlord and tenant(s) who have a disagreement can develop options, consider alternatives, and develop a consensual agreement. The role of the mediator is to facilitate open communication to resolve a dispute in a nonadversarial and confidential manner.

**D.** If the landlord and tenant agree to a resolution, the mediator may assist the parties in preparing a written settlement agreement ("mediations agreement") for the signature of the landlord and the tenant(s); provided, that in doing so the mediator confines the assistance to stating the settlement as determined by the parties. Such mediation agreement shall constitute a legally enforceable contract.

**E.** Should the parties fail to agree to a resolution, or the mediator determines that the parties have reached an impasse, the mediator may refer the petition back to the administrator to continue the petition review process detailed in this chapter.

**F.** All documents and results related to mediations and facilitations held pursuant to this section shall be kept confidential and shall be inadmissible as evidence in any subsequent administrative or judicial proceeding.

**G.** The mediator and/or administrator shall provide documentation and translation services in the language that the landlord and tenant used to negotiate the terms of the tenancy (e.g., Spanish and Chinese), as well as English.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.130 Rent increase ineffective.**

No rent increase shall be effective if the landlord:

**A.** Fails to substantially comply with all provisions of this chapter, including but not limited to the failure to provide notices as required; or

**B.** Fails to maintain the residential real property in compliance with California Civil Code Section **1941.1** et seq. and California Health and Safety Code Sections **17920.3** and **17920.10**; or

**C.** Fails to make repairs ordered by the city or court of competent jurisdiction.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.140 Residential rental registration.**

No rent increase shall take effect for any residential rental unit that has not been registered by the landlord pursuant to Chapter **6.04**.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.150 Notice requirements.**

**A.** A landlord of any residential real property subject to this provision shall, on or before the date of commencement of a tenancy, give the tenant a written notice in a form prescribed by the city which must include the following information:

- 1.** The existence and scope of this chapter; and
- 2.** The tenant's right to respond to any fair return or capital improvement petition filed with the city by the owner pursuant to this chapter.

**B.** As part of any notice to increase rent, a landlord must include:

- 1.** Notice of the existence of this chapter; and
- 2.** The tenant's right to respond to any fair return or capital improvement petition filed with the city by the owner pursuant to this chapter.
- 3.** No rent increase shall take effect until the requirements of this chapter have been met.

**C.** The landlord must give notices to the tenant in the language that the landlord and tenant used to negotiate the terms of the tenancy (e.g., Spanish or Chinese) as well as English.

**D.** Any notices or documents required to be provided from a landlord to a tenant by this chapter or any other federal, state, or local law, including, but not limited to, notice of rent increase and notice of eviction, shall be provided to the city through the rental registry portal.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.160 Education and outreach.**

The administrator shall have the authority to contract with community-based organizations to assist in the education and outreach related to this title and chapter.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

**§ 6.06.170 Judicial review.**

Any decision of the city council shall be final unless judicial review is sought in a court of competent jurisdiction within thirty days of the date of the decision. The decision shall take effect immediately unless provided otherwise in the decision, regardless of whether a party seeks judicial review.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

#### **§ 6.06.180 Enforcement.**

**A.** Any person violating a provision or failing to comply with any of the requirements of this chapter or Chapter **6.08** shall be deemed guilty of a misdemeanor or an infraction and may be subject to the penalties prescribed in Title **4**.

**B.** In addition to an administrative remedy or penalties available to the city, in law or equity, the city may enforce the terms of this chapter through the administrative citation procedures provided in Chapter **4.16** (Administrative Enforcement).

**C.** The city attorney may bring a civil action to seek redress for any violation(s) under this chapter or Chapter **6.08** on behalf of the city. In any such relief, the city shall recover all civil penalties provided in Title **4** and any other relief the court deems proper.

**D.** Injunctive Relief. Any person who commits an act, proposes to commit an act, or engages in any pattern and practice that violates this chapter or Chapter **6.08**, or the policies, procedures, regulations, rules, orders and decisions of the administrator, may be enjoined therefrom by any court of competent jurisdiction. An action for injunction under this section may be brought by any aggrieved person, including the city and people of the state of California. No administrative remedy need be exhausted prior to filing an action for injunctive relief pursuant to this section.

**E.** Affirmative Defense. A landlord's failure to comply with any requirement of this chapter or Chapter **6.08** may be asserted as a complete affirmative defense in an unlawful detainer or any other action brought by the landlord to recover possession of the residential rental unit. Additionally, any attempt to recover possession of a residential rental unit in violation of this chapter or Chapter **6.08** shall render the landlord liable to the tenant for damages in a civil action for wrongful eviction. The prevailing party in an action for wrongful eviction shall recover costs and reasonable attorneys' fees.

**F.** Nonexclusive. The remedies provided in this chapter are not exclusive, and nothing in this section shall preclude any person from seeking any other remedies, penalties or procedures provided by law, nor is exhaustion of remedies under this section a prerequisite to the assertion of any other such right.

(Ord. C-2024-05 § 2 (Exh. A), 2024)

## **Analysis of Half Moon Bay Rental Housing Data**

*(Residential Rental Registry and Rent Stabilization Program)*

### **Overview of the Local Rental Housing Landscape**

Data collected through the Residential Rental Registry and related datasets provides insight into the composition of the rental housing market in Half Moon Bay. Based on the available data, the majority of rental properties in the city consist of smaller residential properties rather than large apartment complexes.

The rental housing stock is composed primarily of:

- Single-family homes: approximately 721 properties
- Small multifamily properties (2–4 units): approximately 228 properties
- Larger multifamily properties: approximately 10 properties

This distribution indicates that Half Moon Bay’s rental market is largely made up of small-scale housing units and smaller property owners, rather than large institutional apartment owners. This structure is typical of smaller coastal communities where rental housing is often created through individual homes, duplexes, and small multifamily buildings rather than large apartment complexes.

Understanding the composition of the housing stock is important because many housing policies, including rent stabilization programs, affect different property types in different ways.

### **Landlord Characteristics**

#### **Total Landlords**

The dataset identifies approximately 981 unique landlords or property owners associated with rental properties in Half Moon Bay.

These owners are categorized in the reports as:

- Small local landlords
- Small out-of-town landlords
- Medium local landlords

## **Definition of Categories**

### **Small Local Landlord**

A landlord who owns a limited number of rental properties and whose mailing address is located within Half Moon Bay or nearby Coastside communities.

### **Small Out-of-Town Landlord**

A landlord who owns a limited number of rental properties in Half Moon Bay, but whose mailing address is located outside the Coastside area. In some cases, these landlords may be local but have an out-of-town mailing address for legal or other reasons.

### **Medium Local Landlord**

A landlord who owns multiple residential properties within the City but whose mailing address remains within the local area.

These categories are intended to help illustrate the distribution of ownership between local and non-local property owners and to better understand how rental housing ownership is structured within the community.

## **Local vs. Non-Local Ownership**

Analysis of mailing address data indicates that a significant portion of property owners maintain mailing addresses within the local area.

Data indicates that:

- Approximately 252 properties have owner mailing addresses located within the City of Half Moon Bay.

This suggests that a meaningful share of rental properties is owned by individuals or entities located within the local community.

Understanding the geographic location of property owners can help the City understand:

- The extent of local ownership versus external investment
- Potential communication and outreach needs for program compliance
- How housing policy may affect residents who own rental property

## **Owner-Occupied Properties**

The dataset also identifies properties that may be owner-occupied while also functioning as rental units.

Approximately 110 properties were identified as potentially owner-occupied rental properties, based on comparisons between property addresses and mailing addresses.

These situations may include:

- Homes where the owner lives on-site and rents out a unit or bedroom(s)
- Accessory dwelling units (ADUs)
- Duplexes or small multifamily properties where one unit is owner occupied

Owner-occupied rental arrangements are common in smaller communities and can play an important role in providing additional rental housing while allowing residents to offset housing costs. Programs such as HIP Housing's [Home Sharing Program](#) also support this type of arrangement by helping match homeowners who have available space with tenants seeking affordable housing, while providing guidance and support to both parties to help ensure successful living arrangements.

### **Properties Owned by Organizations**

The dataset also includes properties owned by organizations or business entities rather than individual property owners.

Approximately 139 properties appear to be owned by organizational entities.

These may include:

- Limited liability companies (LLCs)
- Property management entities
- Nonprofit housing organizations
- Investment groups

Understanding the role of organizational ownership helps provide context regarding the scale of institutional involvement in the local housing market.

### **Landlords With Multiple Properties**

Data also identifies landlords who own five or more residential properties within the city.

Approximately 59 landlords fall into this category.

These owners represent a subset of the rental market with larger property portfolios and may include both individual investors and organizational ownership structures.

## **Section 8 Assisted Units**

The data also identifies Section 8 voucher participation within the city.

Approximately 14 properties were identified as participating in the Section 8 program, representing units that receive rental assistance through the federal Housing Choice Voucher program.

These units contribute to the availability of housing options for lower-income households within the community. In addition, advocating for additional housing voucher programs and greater landlord participation in those programs can further expand housing opportunities for lower-income residents by increasing the number of units that may be accessible to voucher holders.

## **Affordable Housing Stock**

Separate affordable housing data indicates that the city has a range of deed-restricted affordable units with the following approximate distribution:

- **Studio units:** 84
- **One-bedroom units:** 313
- **Two-bedroom units:** 38
- **Three-bedroom units:** 29
- **Four-bedroom units:** 2

This distribution shows that the majority of deed-restricted affordable housing units are studio and one-bedroom units, which primarily serve smaller households.

## **Assigned Landlord**

An assigned landlord refers to a property owner whose property management responsibilities are handled by a designated property manager or management entity. These properties are typically associated with larger portfolios or organizational ownership structures.

## **Property Categories**

In several reports, properties are labeled alphabetically (for example, Property A through Property ZZ). These labels are used as identifiers within the dataset and correspond to specific properties across multiple reports. In most cases, these identifiers correspond directly across datasets, allowing data to be compared between reports.

Local governments considering a **rental registry** often argue they need data on rents, vacancies, ownership, and tenant conditions. However, much of this information already exists through **private data companies, listing platforms, and real estate analytics providers** that cities can subscribe to or access publicly.

Below is a **structured list of alternative companies and online sources** that cities in San Mateo County (or elsewhere) can use.

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## 1. National Rental Market Data & Analytics Companies

These companies specialize in **multifamily market research, rent tracking, vacancy rates, ownership data, and property-level analytics**. Cities, lenders, and investors already rely on them.

### Major Data Providers

- **Yardi Matrix**
- **CoStar Group**
- **RealPage / Axiometrics**
- **ATTOM Data**
- **CoreLogic (Cotality)**

### What they provide

- Rent trends and historical data
- Vacancy and occupancy rates
- Ownership and property management information
- Construction pipeline data
- Neighborhood and regional rent comparisons

For example, **CoStar** maintains one of the largest real estate databases, with millions of rent updates and information on ownership, leases, vacancies, and market trends.

Similarly, **Yardi Matrix** provides detailed research and analytics covering hundreds of U.S. multifamily markets and helps users understand rental rates, supply, and demand conditions.

### Why cities use them

- Professional-grade market data
  - Property-level information
  - Frequently updated
  - Already used by lenders and developers
-

## 2. Rental Listing Platforms (Real-Time Market Data)

These platforms aggregate **active rental listings**, which can be analyzed to estimate rents, supply, and vacancy trends.

### Major Platforms

- Zillow Rentals
- Apartments.com
- Realtor.com Rentals
- Trulia Rentals
- HotPads
- Redfin Rentals
- Zumper
- Rent.com

Platforms like Zillow publish **rent indices and rental market trends** based on millions of listing interactions and pricing data.

Listing portals also provide **live data about asking rents and available units**, giving policymakers insight into current supply conditions.

### Why cities use them

- Real-time rent listings
  - Neighborhood-level pricing data
  - Vacancy indicators based on listing turnover
- 

## 3. Rental Rate Comparison Tools

These tools estimate market rent for specific properties and neighborhoods.

### Key Platforms

- Rentometer
- RentCast
- RentRange
- Mashvisor

For example, **RentCast** provides rent estimates and rental comparables for specific addresses across the United States.

**RentRange** offers detailed reports with rental estimates, local market metrics, and investment analytics.

## Why cities use them

- Comparable rent analysis
  - Address-level rent estimates
  - Local market performance metrics
- 

## 4. Real Estate Data Aggregators

These companies combine **public records, MLS data, and private market research** to provide deeper housing analytics.

### Examples

- ATTOM Data
- PropertyShark
- Reonomy
- Crexi
- NeighborhoodScout

Many of these platforms aggregate **property ownership, transaction history, and neighborhood housing metrics** used by lenders and governments.

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## 5. Government & Public Data Sources

Cities can also use existing **public datasets** instead of creating new reporting mandates.

### Major Public Sources

- U.S. Census Bureau (American Community Survey)
- HUD Comprehensive Housing Market Analysis
- Federal Reserve housing datasets
- California Department of Housing and Community Development (HCD)
- County assessor and property tax records

These sources provide:

- renter demographics
  - housing inventory
  - rent trends
  - vacancy estimates
-

## 6. Academic and Policy Research Sources

Universities and policy institutions regularly publish housing market data.

Examples:

- Urban Institute Housing Data
- Harvard Joint Center for Housing Studies
- UC Berkeley Turner Center for Housing Innovation
- Stanford Housing Affordability studies

These organizations analyze rent trends, supply constraints, and housing affordability across regions.

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## 7. Industry Associations & MLS Data

Industry groups already collect and analyze rental housing information.

Examples:

- National Apartment Association (NAA)
- National Multifamily Housing Council (NMHC)
- California Apartment Association
- Local Multiple Listing Service (MLS)

MLS systems and industry surveys often provide **local rental comparables and occupancy data**.

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## Key Argument for Policymakers

Together, these sources provide **much of the same information rental registries seek**, including:

- Rent levels
- Vacancy rates
- Rental supply
- Property ownership
- Market trends

Because these datasets already exist through **private analytics firms, listing platforms, and public datasets**, some policymakers argue that cities can obtain reliable rental market information **without imposing new registration requirements on small housing providers**.

## **TENANT PROTECTIONS THAT ARE ALREADY IN PLACE**

Tenants in San Mateo County and Half Moon Bay already benefit from an ecosystem of protections, including statewide rent regulations, free legal assistance, mediation services, local tenant protections, fair housing enforcement, and housing support programs.

Because these resources collectively address many of the challenges faced by renters such as eviction risk, housing disputes, and discrimination, Half Moon Bay may determine that keeping the rent control and rental registry programs in place is unnecessary and maybe creating unintended consequences for housing availability.

Instead, continuing to support and educate the local community on existing tenant assistance programs may be a more balanced approach and fiscally prudent to maintaining housing stability while preserving rental housing supply.

### **1. Legal Aid Society of San Mateo County - free legal assistance & eviction defense**

The Legal Aid Society of San Mateo County serves low-income tenants. Services include eviction defense, legal advice and representation, housing condition disputes, illegal landlord actions, tenant responsibilities, tenant rights counseling, and security deposit disputes.

### **2. The Home Savers Project**

This program specifically helps tenants facing housing issues such as eviction or disputes with landlords. They have a housing hotline (650-517-891, operate weekly tenant clinics with legal forms and advice.

### **3. Bay Area Legal Aid regional nonprofit law firm.**

Services include eviction defense, fair housing violations, housing discrimination cases, tenant rights counseling Contact Phone (800-551-5554).

### **4. Community Legal Services in East Palo Alto (CLESPA)**

Provides free legal services to low-income residents. Services include tenant rights, eviction defense, and housing discrimination (650-326-6440). Provides services to low-income residents of East Palo Alto and the surrounding community, in the areas of immigration, housing, worker's rights, consumer, re-entry and small business. Record cleaning clinics and free live scan events are held most months.

## **5. Stanford Community Law Clinic**

Law students and supervising attorneys assist residents with housing issues (650-725-9200).

## **6. Housing Equality Law Project (HELP)**

Focuses on fair housing violations and tenant rights. Services include counseling, investigations, and advocacy (650-273-8140).

## **7. Project Sentinel - Tenant-Landlord Counseling & Information**

Project Sentinel is the primary organization contracted by San Mateo County to provide landlord-tenant information services. Services include tenant-landlord dispute resolution, fair housing counseling, housing discrimination, investigations, tenant rights education, mediation, conflict resolution, multilingual assistance, de-escalate conflicts between landlords and tenants, and landlord assistance.

San Mateo County funds Project Sentinel to provide education, counseling, and referral services to tenants and landlords (800-339-6043) Redwood City office Email: [info@housing.org](mailto:info@housing.org) Language access Translation assistance through language services providers. San Mateo County Landlord-Tenant Information Line County referral program directing tenants to appropriate assistance. Services legal referrals tenant rights education housing resources Contact Project Sentinel hotline 211 referral line available 24/7 for housing services.

## **8. Mediation & Conflict Resolution Peninsula Conflict Resolution Center (PCRC)**

This is the largest community mediation provider in San Mateo County. Services landlord-tenant mediation neighbor disputes facilitated conflict resolution community mediation Services are free or low-cost for residents of San Mateo County.

## **9. Project Sentinel Mediation**

Project Sentinel also provides tenant-landlord counseling and mediation to resolve rental conflicts before eviction occurs.

Project Sentinel administers the City of San Mateo's Emergency Rental Assistance Program.

#### **10. Courts & Legal Self-Help San Mateo County Superior Court Self-Help Center**

Services include assistance with eviction paperwork, landlord-tenant legal forms, and guidance for self-represented tenants. The court also operates landlord-tenant clinics in collaboration with Legal Aid.

#### **11. Fair Housing & Discrimination Protection Project Sentinel Fair Housing Program**

This program provides enforcement and counseling related to housing discrimination. Protected categories include race, national origin, disability, gender identity, source of income (including housing vouchers). The organization helps investigate fair housing complaints and enforce federal and California fair housing laws.

#### **12. California Civil Rights Department**

State agency enforcing fair housing law. (800-884-1684). Tenants can file complaints regarding discrimination in housing.

#### **13. Housing Assistance & Support Services San Mateo County Housing Department**

Programs include housing vouchers (Section 8), affordable housing lists, tenant resources and referrals, and landlord-tenant education. County programs often refer tenants to Project Sentinel and Legal Aid for assistance.

#### **14. 211 San Mateo County**

Central referral service for social services. Services housing assistance referrals rent assistance programs shelters and homelessness prevention nonprofit services Available 24/7.

#### **15. Tenant Rights Education & Multilingual Resources**

State Laws California Tenant Protection Act (AB 1482) Just cause eviction protections rent increase caps Local Protections (varies by city) Many San Mateo County jurisdictions provide: relocation assistance for certain evictions mediation programs tenant education Half Moon Bay is among the cities that provide relocation assistance in certain eviction situations.

## **16. Housing Inspections & Habitability Enforcement**

Tenants may report unsafe housing conditions through: City or County Code Enforcement Issues addressed include: mold unsafe building conditions plumbing failures pest infestations lack of heat or utilities San Mateo County also operates enhanced inspection programs for apartment buildings with significant complaints.

## **17. Tenant Protections & Policies**

Tenants in San Mateo County benefit from: State Laws, including the California Tenant Protection Act (AB 1482) and Senate Bill 567. Education for the community on these protections is needed.

## **18. Just Cause Eviction Protections**

Local Protections (varies by city) - Many San Mateo County jurisdictions provide: relocation assistance for certain evictions mediation programs tenant education Half Moon Bay is among the cities that provide relocation assistance in certain eviction situations.

## **19. Nonprofit & Community Support Programs**

Tenants can also receive support through organizations that help with: food assistance, rental support, legal referrals, employment help, housing navigation, emergency shelter. These programs are accessible through community service directories like One Degree or 211.

## **20. ALAS Ayudando Latinos A Soñar**

ALAS stands as a nationally recognized, award-winning nonprofit with a dual focus on immediate needs and long-term transformation. From our food pantry to our innovative Equity Bus, we bring vital health resources directly to the fields while

tirelessly advocating for lasting change - dignified housing, educational equity, and real economic opportunity.

Key Takeaway Tenants in San Mateo County and Half Moon Bay have access to a broad network of legal, nonprofit, and government resources, including: free legal representation, eviction defense mediation services, fair housing enforcement, tenant education programs, multilingual counseling, court self-help services, code enforcement and habitability inspections. These programs collectively provide multiple layers of assistance designed to prevent eviction, resolve disputes, and ensure tenants understand their rights and responsibilities.

The Legal Aid Society of San Mateo County offers eviction defense, tenant counseling, and assistance with housing disputes.

Regional support is also available through Bay Area Legal Aid and Community Legal Services in East Palo Alto, all of which provide representation for low-income tenants facing eviction or housing instability. These organizations ensure that tenants already have meaningful access to the legal system when disputes arise.

Dispute Resolution and Mediation Services San Mateo County also fund programs specifically designed to resolve landlord-tenant conflicts before they escalate into eviction proceedings.

The nonprofit Project Sentinel provides landlord-tenant counseling, fair housing investigations, and mediation services. This program is funded by the county to provide education, referrals, and dispute resolution services to both tenants and landlords.

Additionally, the Peninsula Conflict Resolution Center offers free or low-cost mediation services to help resolve housing disputes. These programs create structured opportunities for dialogue and problem-solving, which can prevent displacement without the need for additional regulatory mandates.

Court and Government Support Infrastructure Tenants also benefit from support services within the judicial system. The San Mateo County Superior Court operates self-help centers and landlord-tenant clinics that assist tenants in understanding

their rights and completing legal paperwork. These programs make it possible for tenants to navigate housing disputes even without private legal counsel.

Beyond the courts, the San Mateo County Housing Department provides housing assistance programs, including Section 8 housing vouchers and tenant education resources.

Residents can also access a wide network of housing services through the 211-referral system, which connects tenants with emergency rental assistance, housing counseling, and social services.

Strong Fair Housing and Anti-Discrimination Enforcement - Tenants are also protected by strong fair housing laws enforced by multiple agencies. Organizations such as Project Sentinel investigate housing discrimination complaints and enforce fair housing laws at the local level.

At the state level, the California Civil Rights Department investigates discrimination based on race, disability, family status, source of income, and other protected categories. This multilayered enforcement framework ensures that tenants have multiple avenues to challenge unfair treatment or unlawful eviction.

Multilingual Education and Outreach - Many of the programs operating in San Mateo County provide multilingual counseling, educational workshops, and translated materials. This ensures that tenants who speak languages other than English can understand their rights and access available services.

Organizations like Project Sentinel regularly provide tenant education programs and outreach to vulnerable communities.

### **Policy Considerations for Local Governments**

Given this extensive system of protections and services, local policymakers may reasonably question whether additional regulations—such as rent control or stricter tenant protection ordinances—are necessary. Several policy considerations arise:

- Duplication of existing protections: State law already caps rent increases and requires just cause for eviction, reducing the need for local rent control measures.
- Comprehensive support infrastructure: Tenants already have access to legal aid, mediation, housing counseling, and court assistance programs.
- Dispute resolution mechanisms: Programs like mediation and tenant counseling can resolve conflicts

without imposing broad regulatory mandates. Potential housing supply impacts: Additional local regulations may discourage small “mom-and-pop” property owners from maintaining or investing in rental housing, which could reduce supply over time.

## CARRYING COSTS FOR SMALL MOM AND POP HOUSING PROVIDERS

- 1. At a recent city council meeting, one of the council members cited gross rental income, but gross rent is not profit. Small landlords operate on thin margins:**

Typical carrying costs for a small landlord include:

- Mortgage principal and interest
  - An older home bought prior to 1996 may not have a mortgage.
  - A home bought in 2018 for \$1,050,000 has a low interest rate <4%. This example is at 3.5%
    - Payment \$3,771
  - A home bought in 2026 averaging \$1,500,000 has an interest rate of <7%. This example is at 6%
    - Payment \$7,279
- Property taxes – using the effective tax rate of 1.26% for San Mateo Co multiplied assessed value.
  - A home bought in 2018 for \$1,050,000 has:
    - Property tax \$13,230
  - A home bought in 2026 averaging \$1,500,000 has:
    - Property tax \$18,900
- Insurance (especially high in coastal fire hazard zones and along shoreline)
  - Between \$1,200-3,600 a year. Each additional unit or ADU requires an additional rider of \$500 a year or more.
  - Note: Homeowners insurance in California averages around \$3,683 annually as of early 2026, though coastal, high-value areas like Half Moon Bay may experience higher premiums.
- Maintenance and Repairs average 1-2% of home value.
  - \$400 - \$1,200 minimum
- Utilities and shared services
  - Utilities can be paid through rent or in addition to rent. Utilities for a small unit average \$352:
    - PG&E \$100/month
    - Water \$125/month
    - Internet \$75/month
    - Garbage \$52/month
- Property management or administrative time – ranges from 7-12% of monthly rent.

- 9.5% Average property management fee
- Vacancy risk and tenant turnover costs - The residential rental vacancy rate in San Mateo County is approximately 3.7% to 6.7%
  - 5.2% avg

Once these expenses are accounted for, net profit may be minimal or negative, especially when rent increases are capped while costs continue to rise.

Insurance, taxes, and repairs can increase faster than the rent adjustments allowed, meaning owners may operate at a loss with no path to cost recovery.

The current less than 2 percent cap is creating problems for property owners who may be inclined to sell the property. Perspective buyers may not buy due to low cap rates.

## **2. Half Moon Bay properties face additional risks and expenses that are rarely considered in policy discussions:**

- Increasing insurance premiums or non-renewals in wildfire risk zones
- Coastal weather damage and corrosion
- Higher construction and repair costs due to coastal building requirements

These risks are borne entirely by property owners, yet rent caps limit the ability to recover those costs.

## **3. The Bay Area Air District has imposed a mandatory Electrification of homes in the nine Bay Area County, including San Mateo County**

- On January 1, 2027, bay area homes are mandated to not replace a gas water heater. It must be replaced by a zero emission, electric water heater.
- On January 1, 2029 bay area homes are mandated to not replace a gas furnace. It must be replaced by an electric version.
- These mandates could potentially cause homeowners and small property owners to spend tens of thousands of dollars to electrify their homes.

· The ageing stock of rentals will require upgrades/updates and all of these come with the permitting costs, construction, planning, and costs.

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

**AGENDA REPORT**

For meeting of: **March 17, 2026**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Dale Leda, Interim City Engineer

**TITLE:** **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CSW STUBER-STROEH ENGINEERING GROUP FOR PRELIMINARY ENGINEERING, ENVIRONMENTAL REVIEW AND FINAL DESIGN SERVICES FOR THE EASTSIDE PARALLEL TRAIL – SEGMENT 2 PROJECT (CIP NO. 0595)**

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**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to execute a Professional Services Agreement with CSW Stuber-Stroeh Engineering Group in an amount not to exceed \$758,231 for preliminary engineering, environmental review, and final design services for the Eastside Parallel Trail – Segment 2 Project.

**FISCAL IMPACT:**

Funding for this phase of work is primarily supported through a \$2,000,000 federal congressional earmark included in the Fiscal Year 2023 U.S. Appropriations Bill under the Department of Transportation Community Project Funding / Congressionally Directed Spending program. These funds are administered through the California Department of Transportation Division of Local Assistance.

Through Program Supplement Agreement No. F008 with Caltrans, the City is eligible for reimbursement of 88.53 percent of eligible Preliminary Engineering (PE) costs, up to \$1,500,000 in federal funding. The City is responsible for providing a local match of approximately \$175,000, which has been programmed in the City's Capital Improvement Program budget. Staff is also working with Local Assistance to transfer the remaining \$500,000 from the earmark. Originally allocated for right-of-way acquisition, these funds are in the process of being obligated under the PE phase of the project so that they can be applied toward future construction.

Because the federal funding is administered through Caltrans Local Assistance, eligible project expenditures will be reimbursed to the City following submission and approval of invoices.

Completion of the preliminary engineering phase will advance the project through planning approvals, environmental clearance, and preparation of final construction drawings.

Construction of the project is currently estimated at approximately \$3 million, and the City will pursue additional grant funding opportunities to support the construction phase.

**STRATEGIC ELEMENT:**

This action supports the *Infrastructure and Environment* and *Healthy Communities and Public Safety* elements of the Strategic Plan.

**BACKGROUND:**

The Eastside Parallel Trail is a planned multi-use trail intended to provide a continuous bicycle and pedestrian route along the east side of California State Route 1 (Highway 1) within the City. The trail is identified in the City’s 2019 Bicycle and Pedestrian Master Plan and is intended to improve bicycle and pedestrian safety while providing an alternative north–south travel route parallel to Highway 1.

Several segments of the Eastside Parallel Trail have been constructed over time, including the Naomi Patridge Trail, which currently provides a Class I multi-use path north of the proposed project area.

The Segment 2 project represents the final northern segment of the Eastside Parallel Trail that has not yet advanced through design.

**DISCUSSION:**

**Scope of Work**

The proposed Professional Services Agreement will support completion of the Preliminary Engineering (PE) phase of the Eastside Parallel Trail – Segment 2 Project. This phase includes planning approvals, environmental clearance, technical studies, and preparation of final construction documents necessary to advance the project toward construction.

The project will construct approximately 2,100 linear feet of a 12-foot-wide Class I multi-use trail along the east side of California State Route 1 between Ruisseau Francais Avenue and Spindrift Way, connecting the existing Naomi Patridge Trail to planned trail improvements to the south.

Key project elements being considered include:

- Construction of a Class I multi-use trail
- A new approximately 200-foot pedestrian and bicycle bridge spanning Frenchmans Creek
- Trail crossing improvements at three intersections with Highway 1, including Ruisseau Francais Avenue, Frenchmans Creek Road, and Spindrift Way.
- Drainage improvements and repair/replacement of an existing retaining wall
- Utility coordination and roadway safety improvements

Because the project is located within the right-of-way of California State Route 1, project development must comply with requirements of the California Department of Transportation and federal transportation project delivery procedures. Environmental review will be conducted

under both CEQA and NEPA, and the project will require preparation of regulatory permits including a City Coastal Development Permit and a Caltrans encroachment permit.

Completion of these tasks will result in final Plans, Specifications, and Estimates (PS&E) and advance the project to a construction-ready stage.

### **Consultant Selection Process**

On December 15, 2025, the City issued a Request for Proposals seeking qualified consulting firms to provide professional engineering services for the Eastside Parallel Trail – Segment 2 project.

Several consulting firms submitted proposals by the January 23, 2026, deadline. Submittals were evaluated based on criteria including project understanding, experience with similar projects, staff qualifications, and familiarity with state and federal project delivery requirements.

Following evaluation of the written proposals, the top three ranked firms were invited to participate in interviews:

- BKF Engineers
- CSW Stuber-Stroeh Engineering Group (CSWST2)
- Mark Thomas

Interviews were conducted on February 11, 2026, and included City staff and a project representative from California Department of Transportation District 4 due to the project's location within state highway right-of-way. Following the interviews, the panel ranked the consulting teams and selected CSWST2 as the most qualified firm to perform the work.

### **Recommended Consultant**

Based on the proposal review and interview process, staff recommends awarding the Professional Services Agreement to CSW Stuber-Stroeh Engineering Group (CSWST2).

CSWST2 is a multidisciplinary engineering and planning firm with extensive experience delivering coastal transportation and trail projects throughout the Bay Area. The proposed project team will be led by Robert Stevens, PE, TE, who will serve as Principal in Charge and Project Manager. CSWST2 demonstrated a strong understanding of the project's coastal setting, environmental constraints, and Caltrans coordination requirements, and presented a design team with direct experience delivering similar trail and bridge projects along the San Mateo County coastline, including projects immediately north of Half Moon Bay.

CSWST2 will be supported by a team of specialized subconsultants, including:

- Cornerstone Structural Engineering Group – structural engineering and bridge design
- LSA – environmental planning and biological resource analysis
- ENGEO – geotechnical engineering and foundation investigations

Cornerstone Structural Engineering Group, the proposed structural engineering subconsultant, brings extensive experience designing pedestrian bridges, retaining structures, and coastal

infrastructure projects for public agencies throughout California. Cornerstone has served as the structural engineer on several projects along the San Mateo County coast, including the Midcoast Multi-Modal Trail pedestrian bridges just north of Half Moon Bay, which required coordination with multiple agencies and construction within the Highway 1 corridor. This experience provides the team with direct familiarity with the structural, environmental, and regulatory considerations associated with bridge construction along the San Mateo County coastline and will help streamline design development and agency review for the project.

Based on the team's qualifications, local project experience, and familiarity with coastal permitting and Caltrans project delivery requirements, staff determined that the CSWST2 team is well qualified to complete the work required for the Eastside Parallel Trail – Segment 2 project.

The consultant has acknowledged and accepted the standard terms of City's Professional Services Agreement along with additional standard provisions required to meet federal project funding requirements.

### **Project Schedule**

Upon approval of the Professional Services Agreement and issuance of a Notice to Proceed, the consultant will begin technical studies, environmental review, and engineering design for the project.

Major project development tasks will include surveying and geotechnical investigations, preparation of environmental documentation, community outreach and engagement, development of design plans at multiple milestones, and coordination with regulatory agencies for required permits.

The consultant's preliminary project schedule anticipates completion of environmental review, design, and permitting by mid-2027, at which point the project would be ready to proceed to construction pending identification of construction funding.

Advancing the project through design and environmental clearance will position the City to pursue additional state and federal grant opportunities to fund the construction phase, which is currently estimated at approximately \$3.5 million based on a 2028 construction start.

### **ATTACHMENTS:**

1. Resolution
2. Scope of Work and Fee Schedule

Resolution No. C-2026-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CSW STUBER-STROEH ENGINEERING GROUP FOR PRELIMINARY ENGINEERING, ENVIRONMENTAL REVIEW, AND FINAL DESIGN SERVICES FOR THE EASTSIDE PARALLEL TRAIL – SEGMENT 2 PROJECT (CIP PROJECT NO. 0595)**

**WHEREAS**, the Eastside Parallel Trail – Segment 2 Project (CIP Project No. 0595) will construct a Class I multi-use trail along the east side of Highway 1 between Ruisseau Francais Avenue and Spindrift Way, including a pedestrian and bicycle bridge crossing Frenchmans Creek; and

**WHEREAS**, the project is identified in the City’s 2019 Bicycle and Pedestrian Master Plan and received funding through the Fiscal Year 2023 U.S. Congressional Appropriations Bill under the U.S. Department of Transportation Community Project Funding / Congressionally Directed Spending (CPFCDs) Program, administered by the California Department of Transportation Division of Local Assistance; and

**WHEREAS**, on October 7, 2025, the City Council approved Program Supplement Agreement No. F008 with the California Department of Transportation to authorize federal reimbursement funding for the Preliminary Engineering phase of the project; and

**WHEREAS**, the Preliminary Engineering phase includes environmental review, technical studies, regulatory permitting, and preparation of final Plans, Specifications, and Estimates necessary to advance the project toward construction; and

**WHEREAS**, the City issued a Request for Proposals for professional engineering services on December 15, 2025, and following proposal review and interviews conducted on February 11, 2026, determined that CSW Stuber-Stroeh Engineering Group was the most qualified firm to perform the required 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 CSW Stuber-Stroeh Engineering Group in an amount not to exceed \$758,231 for preliminary engineering, environmental review, and final design services for the Eastside Parallel Trail – Segment 2 Project (CIP Project No. 0595).

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 17<sup>th</sup> day of March 2026, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

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Maggie Rodriguez, Interim City Clerk

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Debbie Ruddock, Mayor



# City of Half Moon Bay

Professional Services for Eastside Parallel Trail, Segment 2

**COST PROPOSAL**

MARCH 8, 2026





March 8, 2026

Project Number: 2500267

Dale Leda, PE  
Interim City Engineer  
City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019

**Subject:** Cost Proposal for the East Side Parallel Trail

Dear Mr. Leda:

Please find enclosed our Fee Proposal to support the City's Eastside Parallel Trail, Segment 2 Project. Please contact Robert Stevens at 415.533.1864 or [rstevens@cswst2.com](mailto:rstevens@cswst2.com) if we can provide any additional information.

Sincerely,  
CSWST2

A handwritten signature in blue ink, appearing to read 'R. Stevens', written over a light blue horizontal line.

Robert Stevens, PE, TE  
President / Principal-in-Charge

## Eastside Parallel Trail – Phase 2 Project Understanding and Scope of Services

### UNDERSTANDING

CSWST2 will provide engineering, environmental coordination, surveying, and design services for the Eastside Parallel Trail – Segment 2 project for the City of Half Moon Bay. The project consists of approximately 2,100 linear feet of a 12-foot-wide Class I multi-use trail along the east side of State Route 1 between Ruisseau Français Avenue and Spindrift Way. Work will include preparation of survey and base mapping, preliminary engineering, environmental documentation, and permit coordination consistent with federal requirements and the California Department of Transportation Local Assistance Procedures Manual and oversight by the Caltrans Office of Special Funded Projects (OSFP). Major elements of the scope include the following:

- **Trail Improvements:** Design of approximately 2,100 linear feet of a 12-foot-wide Class I multi-use trail along the east side of State Route 1 connecting the Naomi Patridge Trail to planned improvements to the south, including grading, drainage improvements, ADA compliance, and coordination with adjacent agricultural uses and coastal resource constraints. This includes evaluation and design of trail crossings at Spindrift Way and Ruisseau Français Avenue.
- **Pedestrian Bridge:** Engineering and structural design of an approximately 200-foot-long pedestrian bridge crossing Frenchman’s Creek, including structure type evaluation, hydraulic coordination, foundation design, and preparation of Caltrans-compliant structure deliverables.
- **Retailing wall:** The existing wooded retaining wall on the west side of State Route 1 at Ruisseau Français Avenue intersection that protects a utility pole will be replaced with a Caltrans standard wall.
- **Neighborhood Sidewalk and Survey Improvements:** Preparation of boundary and topographic survey along approximately the first 300 feet of the Ruisseau Français Avenue right-of-way east of State Route 1 to evaluate pedestrian safety improvements, including potential sidewalks or related access improvements serving the Frenchman’s Creek subdivision. The actual improvements would be by others.
- **State Route 1 Pedestrian Crossing Improvements:** This includes consideration of a new pedestrian crossing across the south leg of State Route 1 at Ruisseau Français Avenue, which may require traffic signal modifications and coordination with Caltrans.

The City of Half Moon Bay has received a \$2,000,000 federal earmark under the U.S. House Appropriations Bill to initiate the design of the Eastside Parallel Trail Segment 2 project. Because the project utilizes federal funding, project development and delivery will be administered through the Local Assistance process overseen by the California Department of Transportation, including compliance with the Caltrans Local Assistance Procedures Manual and applicable federal requirements. Additional funding will be required to fully fund construction of the project.

CSWST2 will coordinate with the City, Caltrans, regulatory agencies, and community stakeholders to advance the project and obtain the necessary approvals, which may include a Coastal Development Permit demonstrating consistency with the City’s Local Coastal Program, a Caltrans encroachment permit for work within State Route 1 right-of-way, and environmental permits associated with the Frenchman’s Creek crossing, including potential approvals from the U.S. Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish and Wildlife. The work will be performed in a manner that protects coastal resources while maintaining compatibility with the surrounding rural and agricultural character.

## Eastside Parallel Trail – Phase 2 Project Understanding and Scope of Services

### SCOPE OF SERVICES

#### Task 1. Existing Conditions Assessment

*In this initial phase, our team will collect data necessary to plan for the Eastside Parallel Trail Segment 2 along State Route 1 between Ruisseau Français Avenue and Spindrift Way.*

- 1.1. Project Kickoff.** Our team will meet with Half Moon Bay and Caltrans staff to review the project goals as well as the existing data collected to date. At this initial meeting, we will discuss the formation of a technical working group to review project development as well as refine the community outreach strategy.
- 1.2. Outreach Strategy.** We will prepare an outreach strategy including a schedule, a description of each engagement activity, engagement tools and methods, and a list of participants to be invited to outreach events. We propose to develop stakeholder groups to guide the project through comments and feedback at key milestones.
- 1.3. Data Collection.** Our team will collect and review the preliminary documents to understand basic conditions along the corridor. This will include the SR-1 Repaving Project plans, Half Moon Bay Local Coastal Program and Land Use Plan, San Mateo County Sea Level Rise Assessment, and the Midcoast Multimodal Trail Project studies. Our team will complete a 24-hour mid-week count at the intersection of SR1 and Ruisseau Français Avenue to support the addition of a second crosswalk at the intersection.
- 1.4. Existing Conditions Mapping.** Our team will complete a topographic survey along the east side SR 1 between approximate mile posts 29.94 and 30.36 as well as along approximately 300 feet of Ruisseau Français Avenue into the entrance of the subdivision. Finally, we will collect data within the intersection of SR1 and Ruisseau Français Avenue. This will include the following:
  - A. Property Boundary and Record Monuments:** We will develop the right-of-way based upon Caltrans records, San Mateo County, and Half Moon Bay.
  - B. Monument Preservation:** We will locate and preserve record monuments in accordance with the Business & Professions Code §8771; Streets & Highways §732 & §732.5, §1492.5, §1810.5; and Penal Code §605. We will locate these monuments and develop special provisions requiring the contractor to file a pre-construction corner record with San Mateo showing three reference control points that are tied to the monument.
  - C. Survey:** Our team will collect topographic information along SR1, the east side shoulder, and details upstream and downstream of Fenchmans Creek as well as the locations previously noted. We will use a combination of aerial and field methods to collect data.
  - D. Utilities:** Based on available Caltrans mapping for the SR-1 improvements, an 8-inch PG&E gas main running parallel to the trail alignment and a 2-inch PG&E gas main crossing perpendicular to the trail have been identified. Near the proposed bridge crossing, a 24-inch Half Moon Bay Sanitary District sewer line is also present. In addition to identifying surface appurtenances—such as joint utility poles located along the east side of SR-1—we will retain a contractor to pothole to verify the horizontal and vertical location of the 8-inch gas main and the 24-inch sewer line at the north and south bridge abutment. Finally, we will measure the communications conductors on the overhead utility lines.
  - E. Prepare Base Map:** CSWST2 will develop a detailed base map integrating topography, boundary, and utility information.
- 1.5. Biological and Cultural Resources.** LSA conducts desktop research and a field walk along the corridor to identify resources that could influence the trail's location. We will map these features to support the trail planning process.

## Eastside Parallel Trail – Phase 2

### Project Understanding and Scope of Services

- 1.6. Hydrology Assessment:** The bridge crossing Frenchmans Creek will need to be set above the base flood elevation. Currently, the 100-year flow is not determined, but according to FEMA records, the flow is generally contained within the banks. Our team will assess existing hydrology for the 50- and 100-year events as well as future sea level rise to confirm the base flood elevation. This analysis will consider the effect of scouring on the future bridge's abutments and intermediate piers.
- 1.7. Geotechnical Investigation:** ENGEO will perform a geotechnical assessment focused on the proposed prefabricated bridge location and retaining wall repair location. These tasks include:
- A. Coordination and permitting for borings with San Mateo County and a Caltrans encroachment permit.
  - B. We will mark our boring locations and notify Underground Service Alert (USA) at least 72 hours prior to performing our subsurface exploration, and will retain a private utility locator to mark private utilities that are identified in the scan.
  - C. Two borings to a depth of up to 40 feet near the proposed bridge abutments and one boring to a depth of 5 to 10 feet near the retaining wall repair location. The boring near the retaining wall location will be advanced with a hand auger.
  - D. Soil sampling and lab testing (moisture content, density, Atterberg limits, gradation, strength, corrosion). We will measure the depth to groundwater in our borings. We assume soil cuttings can be spread at the site in landscape areas.
  - E. Engineering analysis to recommend foundation type, bearing capacity, embedment, anticipated static settlement, anticipated liquefaction-induced seismic settlement, soil corrosion, design groundwater, slope stability measures (as necessary), lateral earth pressures, trail section design, pavement section design, seismic design parameters, Caltrans ARS curve.
  - F. Preparation of a geotechnical report with recommendations for grading and earthwork, subgrade preparation, drainage, structure support, retaining wall design, and construction monitoring.
- 1.8. Contract Management.** CSWST2 will be responsible for the overall management of our design team, including the following:
- A. **Project Management.** We will manage the design team as well as track progress, schedule, and budget.
  - B. **Meetings.** In addition to the meeting defined in this task, we will coordinate internally through weekly meetings and invite Public Works staff using a video conferencing platform.

**Phase 1 Deliverables:** Incorporated in Task 1 are the following deliverable documents

- Meeting agendas, presentations, and minutes
- Outreach strategy
- Topographic, Boundary, and Utility Survey
- Geotechnical Report
- Frenchmans Creek Hydrology and Hydraulics as well as sour potential
- Summary of biological and cultural resources within trail alignment.

### Task 2. Preliminary Plan and Outreach

*During this task, our team will establish a trail and bridge plan that can be used for the CEQA and NEPA project description as well as the CDP.*

**2.1 Bridge Type Selection Report.** Cornerstone will prepare a Bridge Type Selection Report in accordance with Caltrans Office of Structure Foundations (OSFP) requirements. The report will evaluate up to two bridge alternatives and include a narrative describing key design constraints and parameters, a

## **Eastside Parallel Trail – Phase 2**

### **Project Understanding and Scope of Services**

comparative analysis of the advantages and disadvantages of each alternative, and a clear justification for the preferred alternative.

**2.2 35% Submittal:** Based upon the data developed in Task 1, the team will prepare the following documents:

- A. Layout plan in plan and profile for the trail
- B. Typical cross sections
- C. Pedestrian bridge type, length, and abutment configuration
- D. Driveway crossing features
- E. Wall layout and section
- F. Modifications to traffic signal and striping plans at the SR 1 and Ruisseau Français Avenue intersection.
- G. Cost estimate with unit prices
- H. Memorandum summarizing compliance with San Mateo County C.3 requirements
- I. Rendering of the bridge and trail
- J. Right-of-way requirements
- K. A memorandum with exhibit illustrating sidewalk options for the first 300 feet of Ruisseau Français Avenue (separate from project for future City coordination)

**2.3 Outreach – Project Introduction.** Our team will support the City in presenting the project to the community. This will include the following elements.

- A. **Online Platform.** Our team will create a webpage on the City’s website that provides information on the project, including the development schedule. This site will offer an opportunity for visitors to offer project feedback and will be used as a tool to respond to community concerns.
- B. **Fronting Property Owners.** Our team will coordinate a meeting with the property owners (APN: 048381020, 048384030, 048384040, 048310170, 048310180, 048310030, 048310040, 048363290, 048363300, 048363330, 048363340, 048363350, and 048365020) directly adjacent to the trail to review the project and receive feedback.
- C. **Community Workshop.** We will coordinate with the City to schedule and plan a community workshop, including notifying the public through the project website and flyers/mailers. At the workshop, our team will share existing conditions findings, site understandings, opportunities, and constraints. We will vet our understanding with workshop participants and gather feedback regarding issues and concerns.
- D. **Planning Commission and Council.** This includes supporting staff at presentations to the City Council and Planning Commission to certify the CEQA document as well as approve the Coastal Development Permit.

**2.4 Plan Refinement:** Based upon the findings of the outreach process, our team will update the preliminary plan developed in Task 2.2.

**2.5 Contract Management.** CSWST2 will attend up to four coordination meetings during this phase.

**Phase 2 Deliverables:** Incorporated in Task 2 are the following deliverable documents

- Meeting agendas, presentations, and minutes
- Summary of public comments and response to comments
- Project FAQ and informational narratives for E-Notifications and newsletters
- Bridge Type Selection Report
- Draft and final 35% Documents

### **Task 4. Environmental Documents and Permits**

## **Eastside Parallel Trail – Phase 2**

### **Project Understanding and Scope of Services**

*Objective: LSA will prepare environmental documentation pursuant to the California Environmental Quality Act (CEQA) with Half Moon Bay as the lead agency. We will prepare a Mitigated Negative Declaration (MND) supported by an Initial Study (IS) to complete the CEQA review. During this process, we will support the City in completing the NEPA analysis with Local Assistance.*

- 3.1 Project Description.** Upon definition of the preferred alternative, CSWST2 and LSA will develop a project description, in coordination with Half Moon Bay, that will describe the components of the proposed project as well as the environmental setting for the project area. The project description will provide the level of detail necessary for the technical reports and environmental documents to support thorough environmental impact analyses.
- 3.2 Administrative Draft Initial Study/Mitigated Negative Declaration.** LSA will prepare an Initial Study in accordance with the CEQA Checklist (Appendix G of the CEQA Guidelines). The IS will include all the checklist topics and include a response to each checklist question. Environmental analysis will be based on available information and additional technical studies prepared as part of the proposed project, including the technical work conducted during the planning process. An MND will be prepared and attached to the accompanying Administrative Draft IS.
- 3.3 Revised Initial Study/Mitigated Negative Declaration Document.** LSA will amend the Administrative Draft IS/MD based on a single set of consolidated non-contradictory comments from the City. We will submit a revised version of the document for approval. The purpose of the pre-print review will be to verify that the City of Half Moon Bay is satisfied with the new and revised text.
- 3.4 Public Review Draft Initial Study/Mitigated Negative Declaration Document.** Presuming that a Mitigated Negative Declaration is determined to be the appropriate level of environmental review, LSA will produce a digital version of the Public Review Draft IS/MND suitable for electronic distribution. LSA will prepare the necessary public notices and will coordinate with the City to submit the Draft IS/MND to the State Clearinghouse for public review. The City will be responsible for the publication of all public notices.
- 3.5 Response to Comments/Final Draft Initial Study/Mitigated Negative Declaration Document.** LSA will review public and agency comments received on the IS/MND during the public review period and prepare responses in a memorandum format, as necessary. LSA will also prepare a Mitigation Monitoring and Reporting Program (MMRP) using the City's preferred format. The MMRP will list mitigation measures that are recommended in the IS/MND and provide standards and timelines for monitoring these mitigation measures. The MMRP will be submitted as an appendix to the Final IS/MND.
- 3.6 Public Hearing.** LSA will be available throughout the IS/MND process to discuss the project and strategize the environmental documentation.
- 3.7 NEPA Support.** We will support the City and Local Assistance in the preparation of a NEPA categorical exclusion. Based on our review of the project materials, we anticipate the following technical studies would be required by Caltrans. However, the preparation of the environmental technical reports will not begin until Caltrans has completed its review of the Preliminary Environmental Study and confirmed the scope of the technical studies. This will include the following documents, generally derived from the CEQA analysis, with LSA coordinating the effort where indicated:
- A. Traffic Memorandum related to construction impacts.
  - B. Noise Memorandum related to construction impacts.
  - C. Air Quality Memorandum. LSA will sample air quality in the project area and prepare a Memorandum in relation to the selected alternative.
  - D. HazMat Memorandum. Geotracker shows no known contaminated areas along this segment of SR 1. However, lead will likely be found in the soil due to its use in gasoline up to 1980.

## Eastside Parallel Trail – Phase 2

### Project Understanding and Scope of Services

- E. Natural Environment Study (NES) and Biological Assessment (BA) to address potential impacts to special-status species and sensitive habitats.
- F. Historic Property Survey Report/Archaeological Survey Report (HPSR/ASR) to address archaeological resources. After completion of this survey, and if required by stakeholders, the following additional studies may be required:
  - Historic Resources Evaluation Report. Preliminary background research indicates up to 8 parcels adjacent to the proposed trail segment contain a building, structure, or object that is either documented or appears to be 45 years old (i.e., built in 1981) or older, which may require evaluation by Caltrans.
  - Finding of Effect to address any identified resources in or adjacent to the project site.

**3.8 Environmental Permitting.** For the pedestrian bridge, this project will require permits from the Regional Water Quality Control Board, the Army Corps of Engineers, and the California Department of Fish and Wildlife. Our team will prepare applications and complete permitting, including preparation of a sensitive habitat mitigation plan.

**3.9 Coastal Development Permit (CDP).** The parking area is located outside of the State of California Coastal Commission’s (CCC) jurisdiction, as well as the CCC Appeals Jurisdiction; it can receive the CDP from Half Moon Bay. We will provide the following support:

- A. **Initial Application Review.** Our team will prepare a project narrative that describes the project’s consistency with the LCP Policies and other regulations. We will meet with the assigned planner to review the application.
- B. **Public Notification.** The City will issue public notices to owners of property within a 300-foot radius of the property. We will support staff in coordination with neighbors, which may include virtual meetings, exhibits, and narratives.
- C. **Permit Decision.** Staff will decide if the CDP can be approved. We will coordinate with the planner to modify the application if there are issues.
- D. **Appeal Period.** Once a decision is made, the public can appeal the decision to a higher authority, such as the Planning Commission, within 10 business days of the decision date. Should someone question the approval, we will support the District and the planning department to mitigate an appeal.

**3.10 Project Study Report (PSR).** CSWST2 will complete a PSR consistent with procedures established by the California Department of Transportation. Work will include project management and coordination with the Agency, review of existing conditions and available data, preparation of the project purpose and need statement, development and screening of feasible project alternatives (related to the pedestrian bridge as it is nonstandard), and preparation of conceptual engineering layouts. We will also conduct a preliminary review of environmental constraints, identify right-of-way and utility considerations, and prepare a planning-level construction cost estimate and implementation schedule. The work will culminate in the preparation of a Draft and Final PSR suitable for use as the project initiation document to support project programming and advancement into the Project Approval and Environmental Document (PA&ED) phase.

- A. **Caltrans Encroachment Permit.** With approval of the PSR document and completion of CEQA, we will prepare final plans and encroachment permit application for review and approval by Caltrans.

**3.11 Contract Management.** CSWST2 will attend up to four coordination meetings during this phase.

**Phase 3 Deliverables:** Incorporated in Task 3 are the following deliverable documents

- Meeting agendas, presentations, and minutes
- CEQA Initial Study and Mitigated Negative Declaration at the various development stages

## Eastside Parallel Trail – Phase 2

### Project Understanding and Scope of Services

- PSR and encroachment permit application
- CDP and regulatory permit applications.

#### Task 4. Final Design

*Objective: With completion of the CEQA process and in conjunction with permitting, we will prepare documents for use in the construction of the trail.*

**4.1 Construction Documents:** The team will provide construction documents at 60%, 95%, and 100% level of completion. This will include the following.

- A. Clearing and Tree Protection Plan
- B. Layout plan in plan and profile for the East Side Trail
- C. Trail cross sections at 25-foot intervals
- D. Pedestrian bridge foundation/ abutment plan, sections, and details
- E. Sign and Striping
- F. Retaining wall plan, section, and profile
- G. Traffic signal pole and conductor plan
- H. Tree/ plant replacement plan
- I. Erosion Control Plan
- J. Cost estimate with unit prices
- K. Storm Water Quality Control Plan
- L. Structural Calculations
- M. Geotechnical conformance plan reviews
- N. General and Technical Specifications incorporating the federal front end with the Bid Schedule

**4.2 Caltrans Encroachment Permit.** With approval of the DEER and DSDD documents, our team will prepare an encroachment permit application and submit the 100% level plans for approval. This will likely also require the execution of a maintenance agreement with the State, which we will support in developing the scope.

**4.3 Contract Management.** CSWST2 will attend up to four coordination meetings during this phase.

**Phase 4 Deliverables:** Incorporated in Task 4 are the following deliverable documents

- Meeting agendas, presentations, and minutes
- 60%, 95% and 100% documents.

### PROJECT TEAM

Our project team includes the following members:

- **CSWST2:** Project manager, outreach, engineer, and surveyor
- **Cornerstone Structural Engineering Group:** Bridge engineer
- **Engeo:** Geotechnical Engineer
- **LSA:** Environmental analysis and planning

### SCHEDULE

CSWST2 will complete our work consistent with the attached schedule.

**Eastside Parallel Trail – Phase 2  
Project Understanding and Scope of Services**

**COMPENSATION**

CSWST2 agrees to provide the services described above on a time-and-expense basis in accordance with its current Hourly Rates and Billing Policy, a copy of which is attached. Compensation for the services necessary to complete this work is outlined in the attached scope and fee schedule.

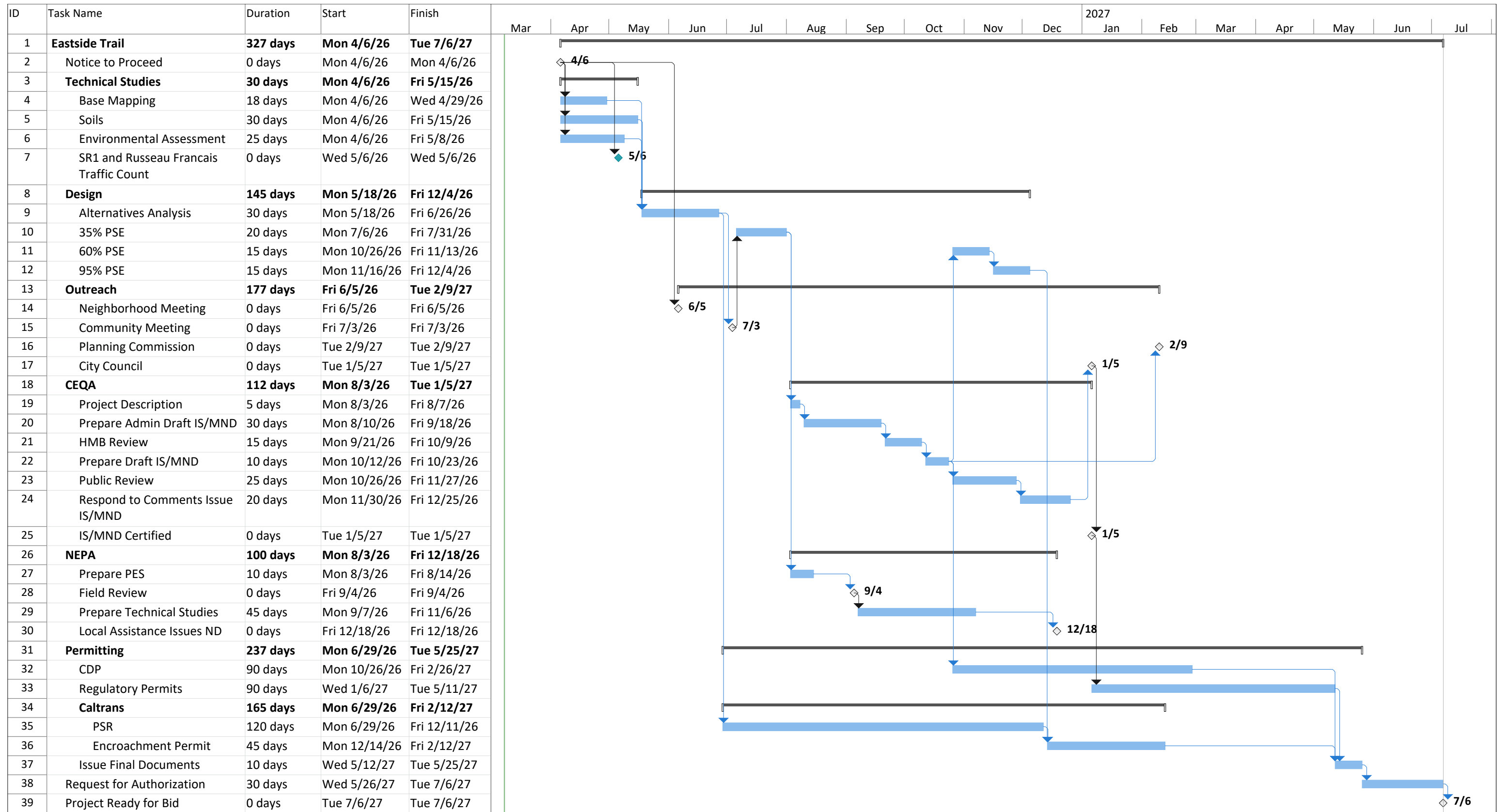
**ASSUMPTIONS**

We have made the following assumptions in preparation of our scope of services:

1. Our services will generally be completed as detailed in our schedule.
2. The environmental document will be an Initial Study with mitigated negative declaration.
3. The bridge will be a prefabricated steel structure.
4. Timing of the traffic signal for the south leg of the signal will be by Caltrans.
5. Acquisition of temporary or permanent right of way is not expected.

**SERVICES AND STANDARD OF CARE**

CSWST2's services shall be limited to those expressly set forth above. CSWST2 shall have no other obligations or responsibilities for the project except as agreed to in writing or as otherwise provided in this agreement. All services shall be performed consistent with the applicable professional standard of care. CSWST2 shall perform its services with the professional skill and care ordinarily exercised by consultants practicing in the same or similar locality under the same or similar circumstances.



Project: msproj11 Date: Sun 3/8/26	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

Tasks		CSWST2 Labor									Expenses				Total Fee	
Task #	Task Description	PIC	Project Manager	Outreach	Landscape Architect	Engineer 3	Engineer 2	Engineer 1	Surveyor	Hours	Labor Costs	Reimbursable Expenses	Engeo	Cornerstone		LSA
		\$285	\$254	\$254	\$166	\$206	\$185	\$152	\$234							
<b>Task 1 Existing Conditions Assessment</b>																
1.1	Project Kickoff	2	2							4	\$1,078	\$0	\$712	\$530	\$760	\$3,080
1.2	Outreach Strategy			8						8	\$2,032	\$0	\$0	\$0	\$0	\$2,032
1.3	Data Collection		4			12				16	\$3,488	\$1,000	\$712	\$0	\$0	\$5,200
1.4	Existing Conditions Mapping		16					60	40	116	\$22,544	\$8,000	\$0	\$0	\$0	\$30,544
1.5	Biological and Cultural Resources									0	\$0	\$0	\$0	\$0	\$23,326	\$23,326
1.6	Hydrology Assessment					30				30	\$6,180	\$0	\$0	\$0	\$0	\$6,180
1.7	Geotechnical Investigation									0	\$0	\$0	\$64,315	\$0	\$0	\$64,315
1.8	Contract Management	2	10							12	\$3,110	\$0	\$5,984	\$2,120	\$0	\$11,214
	<b>Task 1 Proposal Subtotal</b>	<b>4</b>	<b>32</b>	<b>8</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>60</b>	<b>40</b>	<b>186</b>	<b>\$38,432</b>	<b>\$9,000</b>	<b>\$71,723</b>	<b>\$2,650</b>	<b>\$24,086</b>	<b>\$145,891</b>
<b>Task 2 - Outreach and Permitting</b>																
2.1	Bridge Type Selection									0	\$0	\$0	\$0	\$33,280	\$0	\$33,280
2.2	35% Submittal	2	16			40	50	30		138	\$26,684	\$250	\$0	\$0	\$0	\$26,934
2.3	Outreach															
	Online Platform			8						8	\$2,032	\$0	\$0	\$0	\$0	\$2,032
	Fronting Property Owner	1	4	8						13	\$3,333	\$250	\$0	\$0	\$0	\$3,583
	Community Workshop	1	2	20	8					31	\$7,201	\$300	\$0	\$2,370	\$0	\$9,871
	City Council and Planning Commission	4								4	\$1,140		\$0	\$0	\$0	\$1,140
2.4	Plan Refinement		4			10	12	8		34	\$6,512	\$0	\$0	\$5,620	\$0	\$12,132
2.5	Contract Management	2	10							12	\$3,110	\$0	\$5,984	\$530	\$0	\$9,624
	<b>Task 2 Proposal Subtotal</b>	<b>10</b>	<b>36</b>	<b>36</b>	<b>8</b>	<b>50</b>	<b>62</b>	<b>38</b>	<b>0</b>	<b>240</b>	<b>\$50,012</b>	<b>\$800</b>	<b>\$5,984</b>	<b>\$41,800</b>	<b>\$0</b>	<b>\$98,596</b>
<b>Task 3 -Environmental Documents and Permits</b>																
3.1	Project Description	1	12							13	\$3,333	\$250	\$0	\$0	\$4,530	\$8,113
3.2	Admin Draft IS/MND		2							2	\$508	\$0	\$0	\$0	\$33,380	\$33,888
3.3	Revised IS/MND		2							2	\$508	\$0	\$0	\$0	\$5,720	\$6,228
3.4	Public Review Draft IS/MND		2							2	\$508	\$0	\$0	\$0	\$4,590	\$5,098
3.5	Final IS/MND		2							2	\$508	\$0	\$0	\$0	\$7,780	\$8,288
3.6	Public Hearing	1								1	\$285	\$0	\$0	\$0	\$5,650	\$5,935
3.7	NEPA Support		8			10				18	\$4,092	\$0	\$0	\$0	\$64,970	\$69,062
3.8	Environmental Permitting		20			30				50	\$11,260	\$0	\$0	\$0	\$55,530	\$66,790
3.9	CDP	2	45			20				67	\$16,120	\$250	\$0	\$0	\$0	\$16,370
3.10	Project Study Report	12	60			60				132	\$31,020	\$0	\$0	\$0	\$0	\$31,020
	Encroachment Permit	1	20			30				51	\$11,545	\$0	\$0	\$3,360	\$0	\$14,905
3.1	Contract Management	4	16							20	\$5,204	\$0	\$3,704	\$0	\$0	\$8,908
	<b>Task 3 Proposal Subtotal</b>	<b>21</b>	<b>189</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360</b>	<b>\$84,891</b>	<b>\$500</b>	<b>\$3,704</b>	<b>\$3,360</b>	<b>\$182,150</b>	<b>\$274,605</b>
<b>Task 4 - Final Design</b>																
4.1	Final Design															
	60% PSE	4	30		60	50	50	30		224	\$42,830	\$0	\$11,965	\$61,960	\$0	\$116,755
	90% PSE	2	20		50	40	50	30		192	\$36,000	\$250	\$9,305	\$31,530	\$0	\$77,085
	100% PSE	1	8		10	10	10	20		59	\$10,927	\$0	\$9,305	\$9,920	\$0	\$30,152
4.2	Contract Management	2	10							12	\$3,110	\$0	\$10,977	\$1,060	\$0	\$15,147
	<b>Task 4 Final Design</b>	<b>9</b>	<b>68</b>	<b>0</b>	<b>120</b>	<b>100</b>	<b>110</b>	<b>80</b>	<b>0</b>	<b>487</b>	<b>\$92,867</b>	<b>\$250</b>	<b>\$41,552</b>	<b>\$104,470</b>	<b>\$0</b>	<b>\$239,139</b>
	<b>Total</b>	<b>44</b>	<b>325</b>	<b>44</b>	<b>128</b>	<b>342</b>	<b>172</b>	<b>178</b>	<b>40</b>	<b>1,273</b>	<b>\$266,202</b>	<b>\$10,550</b>	<b>\$122,963</b>	<b>\$152,280</b>	<b>\$206,236</b>	<b>\$758,231</b>



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