



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

TUESDAY, MARCH 7, 2023

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

**Deborah Penrose, Mayor
Joaquin Jimenez, Vice Mayor
Robert Brownstone, Councilmember
Harvey Rarback, Councilmember
Debbie Ruddock, Councilmember**

7:00 PM

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. Comments on 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://hmbcity.com/>

SPECIAL HYBRID MEETING PARTICIPATION PROTOCOLS

*This meeting will be held in-person and via Zoom for public participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at www.facebook.com/cityofhalfmoonbay. Please click to join the webinar: <https://us06web.zoom.us/j/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use *9 to raise your hand, *6 to mute and unmute.*

ROLL CALL / PLEDGE OF ALLEGIANCE

FLAG SALUTE – TROOP 263

APPROVAL OF AGENDA

PROCLAMATIONS AND PRESENTATIONS

RECOGNITION OF FIRST RESPONDERS FROM JANUARY 23, 2023 MASS SHOOTING INCIDENT

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL

COASTSIDE VICTIMS FUND UPDATE

PRIORITY SETTING WORKSHOP UPDATE

SHORT-TERM RENTAL ORDINANCE CERTIFICATION HEARING UPDATE

CARES 1st BIRTHDAY CELEBRATION ANNOUNCEMENT

PUBLIC FORUM

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B 2022 HOUSING ELEMENT ANNUAL PROGRESS REPORT

Staff Recommendation: Confirm receipt of Housing Element Annual Progress Report.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

2. ORDINANCES AND PUBLIC HEARINGS

None.

3. RESOLUTIONS AND STAFF REPORTS

3.A CARES PROGRAM - ONE YEAR UPDATE

Staff Recommendation: Receive an update on the Crisis Assistant Response and Evaluation Services (CARES) Program, which will complete one year of operation on March 15, 2023.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

3.B WORKSHOP – “FEEDING OF WILDLIFE” DRAFT ORDINANCE

Staff Recommendation: Conduct a workshop with the community on a draft ordinance addressing feeding of wildlife within Half Moon Bay and provide direction to staff.

[STAFF REPORT](#)

[DRAFT ORDINANCE](#)

3.C CONSTRUCTION CONTRACT AWARD FOR THE MAIN STREET SAFETY IMPROVEMENTS PROJECT (CIP PROJECT NO. 1009)

Staff Recommendation: Adopt a resolution authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Dryco Construction, Inc., of Fremont, California in the total bid amount of \$490,348.20 and approve a construction contingency amount not exceeding an amount of \$73,552.23 (15 percent) for potential change orders for the Main Street Safety Improvements Project (CIP Project No. 1009).

[STAFF REPORT](#)

[RESOLUTION](#)

3.D RESOLUTION TO ADOPT REVISED JOB SPECIFICATION AND INCREASE THE SALARY SCHEDULE FOR ASSISTANT CITY MANAGER

Staff Recommendation: Adopt a resolution to adopt the revised job description and increase the salary schedule of the Assistant City Manager classification.

[STAFF REPORT](#)

RESOLUTION

COMMISSION / COMMITTEE UPDATES

FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS

CITY COUNCIL REPORTS

ADJOURNMENT

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **March 7, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jill Ekas, Community Development Director

TITLE: **2022 HOUSING ELEMENT ANNUAL PROGRESS REPORT**

RECOMMENDATION:

Confirm receipt of Housing Element Annual Progress Report.

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 a Housing Element Annual Progress Report (APR) on the status of implementation of the jurisdiction's housing element. The APR must be prepared using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The APR is meant to serve as a tool for implementing a jurisdiction's Housing Element.

Half Moon Bay's 2015-2023 Housing Element ("Cycle 5 Housing Element") was adopted by City Council in March 2015 and certified by HCD the following October. The housing element is to 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. This is the final report for the Cycle 5 Housing Element. Staff is currently working to complete the Cycle 6 Housing Element.

State legislation as part of the 2017 Housing Package (AB 879 and SB 35) added new reporting requirements which took effect with the 2018 APR. More recent legislation (SB 477) will require even more detailed reporting beginning in 2024.

DISCUSSION:

Half Moon Bay's 2022 APR is attached. To ensure accountability with respect to housing production, each site is identified by assessor's parcel number, and all milestones occurring in 2022 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 if 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. Sites within the Coastal Zone are exempt from these streamlining requirements and thus the City, being located entirely within the Coastal Zone, does not have any sites subject to these regulations.

Progress on Housing Element program implementation is summarized toward the end of the APR (Table D). Housing Element programs are listed with a brief explanation regarding progress made in the reporting year. Note that many programs continue to be addressed on an on-going basis, while others are complete.

The recently certified comprehensive update of the Local Coastal Land Use Plan (LUP) supports affordable housing through policy and the application of land use designations. It is notable that for 2022 applications for entitlements (Table A) increased relative to recent years, largely due to the LUP's expansion of the Mobile Home Park land use designation. An application for the Hilltop Mobile Home Park includes 32 units. Those will not count toward RNHA for 2022, but if approved and installed, will be an important contribution toward the Cycle 6 RHNA. The 555 Kelly Avenue project, which is enabled by the LUP's Workforce Housing Overlay, will be included in next year's report when the Mercy Housing/ALAS proposal moves ahead with architectural plans. As currently envisioned, it will include 40 units for acutely- and extremely low-income households. For 2022, accessory dwelling unit (ADU) production was strong. This level of production is expected to continue and is supported by the recent update of the ADU ordinance, which was finalized in spring 2022.

The APR was provided to the Planning Commission on February 28, 2023, and will be submitted to HCD by April 1, 2023.

ATTACHMENTS:

1. 2022 Housing Element Annual Report



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

HOUSING ELEMENT ANNUAL PROGRESS REPORT (APR) INSTRUCTIONS

INTRODUCTION

Government Code section 65400 requires that each city, county, or city and county, including charter cities, prepare an annual progress report (APR) on the status of the housing element of its general plan and progress in its implementation, using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The following form is to be used for satisfying the reporting requirements of Government Code section 65400, subdivision (a)(2).

These forms and instructions, originally adopted March 27, 2010, have been updated to incorporate new housing element APR requirements pursuant to Chapter 374, Statutes of 2017 (Assembly Bill 879); Chapter 366, Statutes of 2017 (Senate Bill 35); Chapter 664, Statutes of 2019 (Assembly Bill 1486); Chapter 159, Statutes of 2019 (Assembly Bill 101); Chapter 661, Statutes of 2020 (Assembly Bill 1255); Chapter 15, and Statutes of 2020 (Assembly Bill 83).

How to submit the Housing Element Annual Progress Report (APR)

The APR must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year using the forms and tables specified by HCD. The APR provides information for the previous calendar year and must be submitted separately to both HCD and OPR (Gov. Code, § 65400.). There are two methods available for submitting APRs:

1. **Online Annual Progress Reporting System** - This allows jurisdictions to upload directly into HCD's database, limiting the risk of errors. To use the online system, email APR@hcd.ca.gov, and request login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*
2. **Email** - Jurisdictions complete the Excel APR forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. When using the email method, send the electronic version as an Excel workbook attachment. Do not send a scanned copy of the tables. In addition to submitting housing element APRs, jurisdictions must also submit general plan APRs to both HCD and OPR. Please email these documents to APR@hcd.ca.gov and opr.apr@opr.ca.gov.

NOTE: When submitting successor entity reporting data as required pursuant to California Health and Safety Code 34176.1, the data must be identified as an addendum to the APR and emailed to APR@hcd.ca.gov concurrently with the APR submittal. When using the online system, this report should be sent separately to the APR email box to satisfy the Government Code section 65400 reporting requirement.

Please Start Here

General Information	
Jurisdiction Name	Half Moon Bay
Reporting Calendar Year	2022
Contact Information	
First Name	Scott
Last Name	Phillips
Title	Senior Planner
Email	sphillips@hmbcity.com
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](#)

1_23_23

Jurisdiction	Half Moon Bay	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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	Density Bonus Law Applications		Application Status	Notes	
1					2	3	4	5								6	7	8	9	10	11	12	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA, SFD, 2 to 4.5+ ADU, MH)	Tenure R=Rentor O=Owner	Date Application Submitted+ (see instructions)	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	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	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.	Notes*	
Summary Row: Start Data Entry Below																							
	056-102-190	409 Ocean Avenue		PDP-21-001	ADU	R	1/12/2022							1		1	1		No	No	No	Approved	
	064-342-380	575 Seymour Street		PDP-22-004	SFD	O	1/20/2022								1	1			No	No	No	Pending	AAC review of the revised de
	064-104-390	580 Myrtle Street		PDP-22-006	ADU	R	2/24/2022						1			1	1		No	No	No	Approved	
	064-132-430	648 Myrtle Street		PDP-22-007	ADU	R	3/14/2022								1	1	1		No	No	No	Approved	
	064-231-290	459 Poplar Street		PDP-22-008	ADU	R	3/10/2022						1		1	1	1		No	No	No	Approved	
	064-342-370	565 Seymour Street		PDP-22-010	SFD	O	3/11/2022							1		1	1		No	No	No	Pending	AAC review of the revised de
	056-230-170	270 San Mateo Road		PDP-22-011	MH	R	3/15/2022			32						32			No	No	No	Pending	32 new mobile home units
	056-168-080	435 Johnston Street		PDP-22-012	SFD	O	3/22/2022							1		1	1		No	No	No	Approved	Conversion of commercial bu
	056-168-080	435 Johnston Street		PDP-22-012	ADU	R	3/22/2022						1			1	1		No	No	No	Approved	New ADU behind converted c
	056-067-010	737 Mill Street		PDP-22-015	ADU	R	4/15/2022						1		1	1	1		No	No	No	Approved	
	048-126-220	541 Roosevelt Blvd		PDP-22-017	ADU	R	5/2/2022						1		1	1	1		No	No	No	Approved	
	064-272-070	652 Poplar Street		PDP-22-018	ADU	R	4/23/2022						1		1	1	1		No	No	No	Approved	
	064-062-610	360 Myrtle Street		PDP-22-025	ADU	R	6/14/2022						1		1	1	1		No	No	No	Approved	
	064-321-030	323 Magnolia Street		PDP-22-027	ADU	R	6/21/2022						1		1	1	1		No	No	No	Pending	Legalizing and modifying non-p
	064-211-140	240 Metzgar Street		PDP-22-031	ADU	R	7/13/2022								1	1	1		No	No	No	Approved	
	056-105-100	323 Miramontes Street		PDP-22-033	ADU	R	7/15/2022						1		1	1	1		No	No	No	Approved	
	048-231-020	988 Piarantos Avenue		PDP-22-039	ADU	R	8/12/2022						1		1	1	1		No	No	No	Pending	Detached ADU in the front yard
	048-085-250	63 Guerrero Ave		PDP-22-42	SFD	O	10/5/2022							1		1	1		No	No	No	Approved	
	048-085-250	63 Guerrero Ave		PDP-22-42	ADU	R	10/5/2022						1		1	1	1		No	No	No	Approved	
	056-118-190	419 Garcia Ave		PDP-22-44	SFD	O	10/6/2022							1	1	1	1		No	No	No	Approved	
	056-118-190	419 Garcia Ave		PDP-22-044	ADU	R	10/6/2022							1		1	1		No	No	No	Approved	
	056-104-170	229 Garcia Ave		PDP-22-049	ADU	R	10/6/2022						1		1	1	1		No	No	No	Pending	Pending resubmittal
	064-261-270	533 Grove Street		PDP-22-050	ADU	R	10/6/2022						1		1	1	1		No	No	No	Pending	Pending resubmittal
	056-210-390	708 Monte Vista Lane		PDP-22-055	SFD	O	10/7/2022							1	1	1	1		No	No	No	Pending	Pending resubmittal
	056-210-390	708 Monte Vista Lane		PDP-22-055	ADU	R	10/7/2022						1		1	1	1		No	No	No	Pending	Pending resubmittal
	048-121-050	400 Washington Blvd		PDP-22-059	ADU	R	10/26/2022						1		1	1	1		No	No	No	Pending	Pending resubmittal
	064-243-080	583 Poplar Street		PDP-22-060	ADU	R	11/27/2022							1		1	1		No	No	No	Approved	Pending resubmittal
056-150-010	056-150-270	515 Creekside Court		PDP-22-065	2 to 4	R	11/7/2022	2		2						4			No	No	No	Pending	4-unit multifamily attached on L
056-150-010	056-150-280	525 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 2
056-150-010	056-150-290	535 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 3
056-150-010	056-150-300	547 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 4
056-150-010 056-150-120	056-150-310	555 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 5
056-150-120	056-150-320	565 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 6
056-150-120	056-150-330	577 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 7
056-150-120	056-150-340	581 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 8
056-150-120	056-150-350	587 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 9
056-150-120	056-150-360	595 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1	1	1	1		No	No	No	Pending	Lot 10
056-150-120	056-150-360	595 Creekside Court		PDP-22-065	ADU	R	11/7/2022						1		1	1	1		No	No	No	Pending	Lot 10
056-150-120	056-150-370	568 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 11
056-150-120	056-150-370	568 Creekside Court		PDP-22-065	ADU	R	11/7/2022						1		1	1	1		No	No	No	Pending	Lot 11
056-150-010 056-150-120	056-150-380	558 Creekside Court		PDP-22-065	SFD	O	11/7/2022							1		1	1		No	No	No	Pending	Lot 12
056-150-010 056-150-120	056-150-380	558 Creekside Court		PDP-22-065	ADU	R	11/7/2022						1		1	1	1		No	No	No	Pending	Lot 12

Jurisdiction	Half Moon Bay	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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		2									3	4
Income Level		RHNA Allocation by Income Level		2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	52	-	-	-	-	-	-	-	-	-	-	-	52
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	31	-	-	-	-	-	-	-	-	-	-	1	30
	Non-Deed Restricted		-	-	-	-	-	-	-	1	-	-	-	
Moderate	Deed Restricted	36	-	-	-	-	-	-	-	-	-	-	85	-
	Non-Deed Restricted		-	6	3	3	12	10	26	25	-	-	-	
Above Moderate		121	-	9	14	12	10	7	15	3	10	-	80	41
Total RHNA		240												
Total Units			-	9	20	15	13	19	25	30	35	-	166	123
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5 Extremely low-income Need		2015	2016	2017	2018	2019	2020	2021	2022	2023	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		26		-	-	-	-	-	-	-	26	-	26	-

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

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.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Half Moon Bay		
Reporting Year	2022	(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
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1-1 Housing Rehabilitation	1-2 housing rehabilitation loans/year and home repairs to six senior, disabled, or special needs homes each year, subject to County program funding availability.	On-going	The City provides grant funding annually via the Community Services Financial Assistance (CSFA) program to local agencies that provide services to low income families, seniors, and farmworkers. In particular, funding of \$85,000 was provided to the Senior Coastsiders organization during Housing Element Cycle 5 to assist older adults with home repairs and other services. Senior Coastsiders' Home Repair Program resulted allowed 100 households to receive repair assistance between 2018 to 2022. Repairs included plumbing, electrical, heating, safety upgrades and the installation of accessible features such as wheelchair ramps, grab bars, and handrails. These repairs assist the City's aging population to remain stably and safely housed. The City allocated \$200,000 out of the City's affordable housing fund in 2020 for two emergency rental assistance grants, \$100,000 to Coastside Hope and \$100,000 to St. Vincent de Paul of San Mateo County. Funds were to be used to assist renters in need with the current month's rent. As of the close of 2022, the majority of funds had been expended by Coastside Hope and roughly \$30,000 remained for distribution by St. Vincent de Paul.
1-2 Condominium & Mobile Home Conversions	Revise Chapter 17.62 of the Municipal Code to address both condominium and mobile home park conversion.	Mid 2016	A portion of the code revisions were implemented in 2015. Subsequently, the City adopted a comprehensive update to the Local Coastal Land Use Plan (LUP)/General Plan Land Use Element in October 2020, which was certified by the California Coastal Commission in April 2021. The LUP updated the Mobile Home Park land use designation. The designation is applied to undeveloped lands to encourage additional mobile home park development, as well as to existing mobile home parks with inconsistent land use and zoning designations to protect them from conversion to other land uses. In 2022, a developer submitted a preliminary application to expand the Hilltop Mobile Home Park per the LUP update.
1-3 Conversion of At-Risk Units	Zoning Amendment to require enhanced notification and other protections for at-risk units.	Mid 2016	Nearly all of the City's affordable units are owned and managed by non-profit affordable housing developers and are considered to be low risk for conversion.
2-1 Below Market Rate Program	Implement the Below Market Rate (BMR) program by improving administration, establishing agreements for affordability in perpetuity, encouraging provision of units on-site as part of market-rate development, provide density bonuses or other incentives.	On-going	In 2021 City Council approved affordable housing agreement with 320 Church Street ("Creekside"). A total of 4 out of 15 units in the Creekside development will be affordable to very low and low income households. In Cycle 6, staff expects to evaluate opportunities to expand inclusionary guidelines, with a focus on increasing units at the lowest income categories.
2-2 Density Bonus	Determine financial feasibility of fee waivers as an incentive for affordable housing.	Mid-2016	The LUP update includes policy that enables development of low-, very low-, and extremely low-income units to qualify for water connections set aside for affordable housing development. Such connections are available from the Coastside County Water District for approximately \$17,000. Prior to this policy, the only connections available were obtainable from a secondary market that provided property owners a connection for approximately \$80,000 to \$100,000. City staff have been reaching out to developers about this significant fee reduction.
2-3 Second Units	Encourage development of accessory dwelling units.	On-going	ADU ordinance update adopted in 2018; subsequently updated again in 2021. The ordinance was certified by the California Coastal Commission February 2022; readopted by City Council May 2022 and submitted to the Coastal Commission for confirmation of certification and HCD for compliance review. ADU activity continues to increase as demonstrated in this APR.
2-4 Small Lot Development	Encourage development of substandard or severely substandard lots for two such lots developed per year.	On-going	The City exceeded this goal with an average of 3.6 substandard or severely substandard lots developed per year. A total of 29 substandard and severely substandard lots were developed during the Cycle 5 Housing Element; therefore, exceeding the objective of 16 lots during the housing element cycle. All applications for development of substandard or severely substandard lots have been approved by the applicable hearing body (Community Development Director or Planning Commission) when the applications are brought forward to hearing.
2-5 Adequate Sites	Provide adequate sites as part of the Local Coastal Program and General Plan Update.	Mid 2016	The City adopted a comprehensive update to the Local Coastal Land Use Plan (LUP)/General Plan Land Use Element in October 2020, which was certified by the California Coastal Commission in April 2021. The update maintained adequate sites and brought forward numerous new sites for inclusion in the Cycle 6 Housing Element, including a new "Workforce Housing Overlay" land use designation which requires housing development on specified sites to be affordable.
2-6 Consistency in Planning Documents	Ensure consistency with existing conditions, policy, and regulations in planning documents.	Mid 2016	The Local Coastal Land Use Plan (LUP)/General Plan Land Use Element update was adopted by City Council in October 2020 and was certified by the California Coastal Commission in April 2021. The comprehensive update was reviewed for consistency with existing conditions and puts forth new policy foundation for future zoning and General Plan Element updates, including the Cycle 6 Housing Element.
2-7 Utilization of Affordable Housing Fund	Establish an allocation method for the City's affordable housing fund including an RFP process to solicit proposals for affordable housing developments.	On-going	The City adopted Affordable Housing Fund Allocation Guidelines in 2019. In 2020, the City allocated \$200,000 from the Affordable Housing Fund for two Emergency Rental Assistance grants, \$100,000 to Coastside Hope and \$100,000 to St. Vincent de Paul of San Mateo County. Funds were used primarily for rental assistance with a total of 91 households supported; twelve unhoused residents were provided emergency shelter for two months during the Winter. In February 2022, the City released a request for qualified proposals to build affordable housing including units for acutely and extremely low income farmworker households on a City-owned site at 555 Kelly Avenue, which included the possibility of City funding support from the Affordable Housing Fund. A proposal to build 40 units of farmworker housing is being evaluated.
2-8 Affordable Housing Resources	Identify funding sources and notify developers of these options.	On-going	The City has been collaborating with San Mateo County Department of Housing regarding its funding resources, especially with respect to the County's farmworker housing loan program. The City referred two agricultural landowners to the County for this program and is working with one to complete entitlements. In 2022, the City created a new staff position for a Housing Coordinator. The Housing Coordinator will be responsible for further developing resources and working with developers.

2-9 Housing Element Annual Report	Prepare and submit Annual Housing Element Report to HCD by April 1st following an update to the Planning Commission and City Council	On-going annually	Annually, prepared and submitted the Annual Progress Report to HCD on time following updates to the Planning Commission and City Council.
2-10 Annual review of Residential Dwelling Unit Allocation System	Conduct annual evaluation of Measure D implementation in December each year	On-going annually	Continued annual compliance with the program directive.
2-11 Mixed Use Development and Housing Stock Diversity	Identify and plan for diverse housing types.	Mid 2016	In May 2020, the California Coastal Commission certified the "Mixed-Use Districts and Parking Standards Ordinance" to reduce parking requirements and remove the use permit requirement for housing in the Commercial-Downtown (C-D) zoning district in to reduce barriers to housing development and make housing a "by right" use within the City's four mixed-use zoning districts. The Local Coastal Land Use Plan (LUP)/General Plan Land Use Element update was adopted by City Council in October 2020 and was certified by the California Coastal Commission in April 2021. The comprehensive update maintains adequate sites and includes numerous new sites for diverse housing types, including a new "Workforce Housing Overlay" designation, within the City's defined and resource-rich "Town Center" area.
3-1 Removal of Constraints	Continue to assess and update the zoning ordinance to address constraints	On-going	The ADU ordinance was comprehensively updated twice during Cycle 5 with the updates certified by the Coastal Commission in 2018 and 2022. The Mixed-Use Districts and Parking Standards Ordinance discussed in 2-11, above, reduced constraints. Development proposals on Downtown sites that had long been vacant, 415 Purissima Street and Main Street/Kelly Avenue, took advantage of the updated provisions. At the end of 2022, construction was well underway at the 415 Purissima site, and the Main/Kelly project was in for building permit review.
3-2 Senior and Disabled Housing	Encourage development of housing for seniors and the disabled, including persons with development disabilities	On-going	City staff routinely meet with developers and encourage development of housing for seniors and the disabled, as well as use of the density bonus incentives. Mixed-use developments entitled and/or under construction include accessible units as 415 Purissima Street (5 units total, 1 accessible, all visitable) and Main Street/Kelly Avenue (6 units total, 2 accessible, all visitable).
3-3 Special Needs Housing Coordination	Support agencies serving the City to address special needs housing.	On-going	The City adopted Affordable Housing Fund Allocation Guidelines in 2019. As an example of funding allocation under the Guidelines, in 2020, the City allocated \$200,000 from the Affordable Housing Fund for two Emergency Rental Assistance grants, \$100,000 to Coastsides Hope and \$100,000 to St. Vincent de Paul of San Mateo County. City staff continue to work closely with LifeMoves, Abundant Grace, ALAS, Coastsides Hope, HIP Housing and other organizations to promote services and housing support programs.
3-4 Home Sharing	Facilitate home sharing and cooperatives	On-going	The City continues to promote HIP Housing's Home Sharing program and has made significant progress with ADU production since adoption of two updates to the ADU ordinance in 2018 and 2022.
3-5 Large Households	Provide incentives for large BMR units	Completed 2015	The City updated its BMR ordinance in 2015 to include incentives for large BMR units. At the end of Cycle 5, one development proposal of significant size (up to 200 units) was anticipated to seek a density bonus. The LUP update includes a density bonus policy and accounted for density bonuses in the build-out analysis for the 2040 planning horizon and maximum theoretical buildout conditions.
3-6 Emergency Shelters and Transitional/Supportive Housing	Define and identify transition and supportive housing as permitted uses subject to the same standards as other residential dwellings	Completed 2016	In 2016, the Zoning Code was updated to implement this program with respect to transitional and supportive housing.
3-7 Maintain Ongoing Estimates of the Demand for Emergency Housing	Consult with the Police Department, churches and other agencies to maintain ongoing estimates of the demand for emergency housing.	On-going	Community Services and Community Development Department staff maintain relationships with the Sheriff and the Homeless Outreach Team (HOT) as well as numerous service agencies to keep track homeless individuals and encampments to make sure needed services are available to the local homeless population. With the City's endorsement, San Mateo County purchased the Coastsides Inn (a 52-room hotel) using CARES funding for conversion into a homeless shelter. Operations commenced in December 2020. The City participates in the annual homeless count.
3-8 Revise Development Standards	Update the parking standards in the zoning ordinance for the R-3 Zoning District	Pending	Although the program focuses on the R-3 Zoning District, parking standards in the mixed-use districts were determined to be more important to address. City Council adopted and the California Coastal Commission certified the "Mixed-Use Districts and Parking Standards Ordinance" in 2020 which significantly updates mixed-use development standards for the City's four mixed-use zoning districts, including progressive parking code and removing the use permit requirement for housing in the Commercial-Downtown district, reducing barriers to housing production and making housing a "by-right" use within the City's mixed-use zoning districts.
3-9 Regulations Addressing Design Review	Update design guidelines and design review process	On-going	The City applied for HCD's SB 2 Planning Grant to support this program. This work will include CEQA coverage of zoning updates including components of form based code. The residential design guidelines were updated in 2015 concurrent with adoption of the 2015-2023 Housing Element; the 2018 update of the Accessory Dwelling Unit ordinance includes only objective criteria and provides significant flexibility with respect to detached accessory dwelling units. The subsequent update to the ADU ordinance also includes objective design standards.
4-1 Equal Housing Opportunity	Facilitate equal opportunity housing	On-going	In 2019, the City adopted Residential Renter Security Measures (e.g., tenant protection measures) to coordinate with AB 1482. Measures include a minimum one year lease term for most multi-family properties with two or more units and City-funded mediation. Implementation began in 2020; however, it has not been possible to evaluate their effectiveness because renter protection measures at the State level addressing the economic challenges imposed by the COVID pandemic were also initiated at that time. The City posts and provides information regarding equal opportunity housing; and maintains a Housing Resources Guide with additional information and support.
4-2 Nondiscrimination Clauses	Require nondiscrimination clauses in affordable housing agreements and deed restrictions	On-going	The City's standard affordable housing agreement includes a comprehensive nondiscrimination clause addressing the use of the units and any associated covenants or deed restrictions. The clause is applicable to race, color, religion, creed, sex, sexual orientation, gender identity or status, disability, marital status, ancestry, and national origin of any person.
5-1 Energy Conservation and Efficiency	Promote conservation and housing affordability with energy and water efficiency.	On-going	The City has funded Senior Coastsiders for energy conservation and weatherization upgrades in senior housing. Development review, including Measure D, addresses sustainability. To help curb emissions, work toward a cleaner environment, and assist the State in reaching SB32 goals, the City adopted a Building Electrification Ordinance on February 15, 2022, which requires all new buildings to be electric only and for existing gas lines to be decommissioned by 2045. The City also adopted photovoltaic and electric vehicle charging station ordinances in 2022.

Jurisdiction	Half Moon Bay	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Half Moon Bay	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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 ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the ckcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Residential Units	26	26		52					The Coastside Inn, a 52-room hotel, was purchased by the County of San Mateo in December 2020 using State
Mobilehome Park Preservation									
Total Units by Income	26	26		52					

Jurisdiction	Half Moon Bay	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

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

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Half Moon Bay
Reporting Period	2022 (Jan. 1 - Dec. 31)

NOTE: This table is meant to contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

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

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

For San Mateo County jurisdictions, please format the APN's as follows:999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Half Moon Bay	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21.

Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: * indicates an optional field

Cells in grey contain auto-calculation formulas

Table I										
Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)										
Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Activity	Date	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Notes
Summary Row: Start Data Entry Below										

Jurisdiction	Half Moon Bay	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

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

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved								Units (Beds/Student Capacity) Granted Density Bonus
1				2	3	4								5
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	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 Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Half Moon Bay	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	25
Above Moderate		10
Total Units		35

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	4	10	2
2 to 4	0	1	0
5+	0	0	0
ADU	15	24	12
MH	6	0	0
Total	25	35	14

Housing Applications Summary	
Total Housing Applications Submitted:	42
Number of Proposed Units in All Applications Received:	76
Total Housing Units Approved:	17
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

[illegible]

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	15
Above Moderate		10
Total Units		25

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	12
Above Moderate		2
Total Units		14

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **March 7, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Jennifer Chong, Senior Management Analyst

TITLE: **CARES PROGRAM - ONE YEAR UPDATE**

RECOMMENDATION:

Receive an update on the Crisis Assistant Response and Evaluation Services (CARES) Program, which will complete one year of operation on March 15, 2023.

FISCAL IMPACT:

There is no direct fiscal impact related to this update. The CARES Program is funded through June 30, 2023, utilizing grants, a County contribution, and the City's General Fund. Staff are currently exploring funding opportunities for FY 2023-24.

STRATEGIC ELEMENT:

This update supports the *Healthy Communities and Public Safety* element of the Strategic Plan.

BACKGROUND:

In summer 2020, America experienced a widespread social justice movement focused on police reforms. This movement resonated with the Half Moon Bay community, who had witnessed local killings of two individuals at the hands of law enforcement: Sandra Harmon in spring of 2020 and Yanira Serrano-Garcia in summer 2014. The City Council prioritized community outreach and research related to public safety and law enforcement in Half Moon Bay to support these discussions. They also created a subcommittee to discuss the City's existing contract with the Sheriff, law enforcement in general, and identify recommendations for reforms to be proposed in Half Moon Bay. The information gathered through these efforts informed subcommittee and Council discussions, public safety response alternatives, and negotiations with the Sheriff, including the 2022 renewal of the contract.

The outreach, feedback and research ultimately led to the launch of the Crisis Assistance Response and Evaluation Services (CARES) program on March 16, 2022. The CARES program is operated through a contract with El Centro de Libertad and provides two-person mobile crisis response teams. Each response team consists of specially trained, bilingual crisis responders who are dispatched through the County's Public Safety Communications call center (911) and the 988 Crisis Hotline to calls where there are no immediate threats of violence.

The CARES team focuses on using culturally competent de-escalation, crisis-intervention, motivational interviewing, and suicide prevention tools to work with individuals in crisis. Examples of the types of calls the CARES team responded to in the last year include persons with suicidal ideations, persons under the influence of drugs or alcohol, persons experiencing a mental health crisis, parents calling with concern for an adolescent youth exhibiting unusual behavior, and community members reporting persons in some form of emotional distress.

The initial pilot program operated 40 hours per week and responded to calls within the City limits of Half Moon Bay, as well as the Moonridge Farmworker Housing Community just south of the City's limits in unincorporated San Mateo County. In the summer of 2022, the CARES team expanded services to the entire Coastsides, including the unincorporated mid-Coast. In September 2022, the CARES team expanded its hours of operation by adding a second team. CARES now responds 7 days per week, from 8:30 am to 6:30 pm.

Funding for this program has come from three primary sources: the City's General Fund, the County of San Mateo, and the State of California Department of Health Care Services. The initial pilot was funded by a \$75,000 allocation from the City's FY 2021-22 Adopted Budget and a \$75,000 match from the County of San Mateo's Measure K sales tax fund. In early 2022, the City secured a \$180,000 grant from the Department of Health Care Services' BHJIS program, which extended the pilot program and increased its geographic scope and hours. An additional General Fund contribution of just over \$170,000 was included in the City's FY 2022-23 Adopted Budget to extend the program through the end of the fiscal year.

Separately, a \$25,000 grant from Kaiser Permanente is funding third-party program evaluation services, and an additional \$30,000 grant was provided by Supervisor Don Horsley directly to El Centro for the acquisition of a second vehicle to support the program's expansion in the summer of 2022.

Since the CARES team launched one year ago, they have responded to more than 300 calls across the Coastsides. By serving as an alternative and partner to law-enforcement, fire, and other first responders, CARES has diverted several individuals from costly visits to emergency rooms and unnecessary entry into the criminal justice system. Collaboration with local and regional non-profits, County Health, the Sheriff's Office, and the community have been key to the success of the program and partnerships will remain vital for the continued success of the program.

DISCUSSION:

The CARES program was launched through the courage and leadership of the City Council, in collaboration with the County of San Mateo, local non-profits, and the community. The program has been deemed successful, and is providing a model to other communities regionally, throughout California, and even across the country. Continuation of the CARES program is a high priority, and its expansion to other parts of the County is on the horizon.

Going forward beyond this Fiscal Year, staff are exploring additional funding options to continue the program. Federal and State grants, philanthropic agencies, foundations, and the County remain options to continue supporting operations, including the C.R.I.S.I.S. Grant Pilot funded

through AB118 and a potential extension/expansion of the BHJIS grant program. Staff will also explore long-term revenue sources that can be connected to crisis response services.

ATTACHMENT:

1. Q1 Summary
2. Q2 Summary
3. Q3 Summary

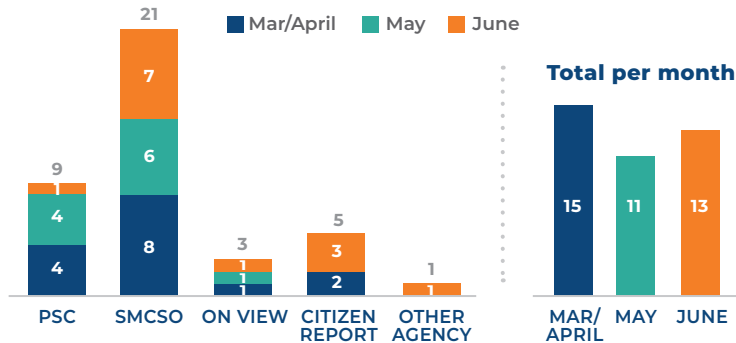
HALF MOON BAY CARES PROGRAM

CRISIS ASSISTANCE RESPONSE & EVALUATION SERVICES (CARES) QUARTERLY SUMMARY

In March 2022, The City of Half Moon Bay launched the pilot program, Crisis Assistance Response and Evaluation Services (CARES). The CARES program is a community-based response team for low-level mental health crisis calls placed to San Mateo County Public Safety Communications (PSC). The City has contracted with a local nonprofit service provider, El Centro de Libertad, to pilot an alternative response to mental health-related 911 calls traditionally answered by fire, ambulance, or law enforcement. Service calls appropriate for the CARES team include welfare checks, suicidal ideation and other mental health distress, substance abuse, and low-level, nonviolent concerns related to behavioral health. The type of calls that would be targeted are those where there is no immediate threat of violence, or medical emergency. Included here is a quarterly summary of data related to this pilot program.

QUARTER 1 (MARCH 15-JUNE 30): 39 CALLS FOR SERVICE

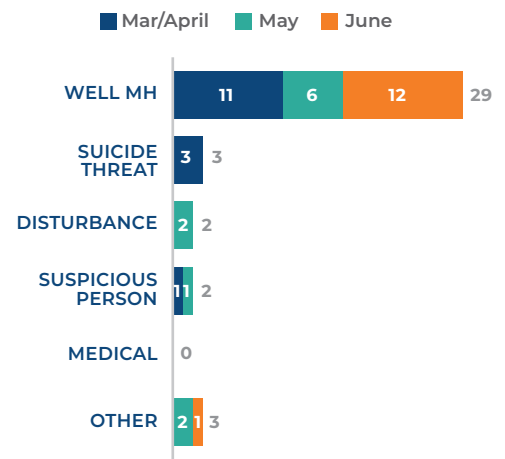
CALLS RECEIVED



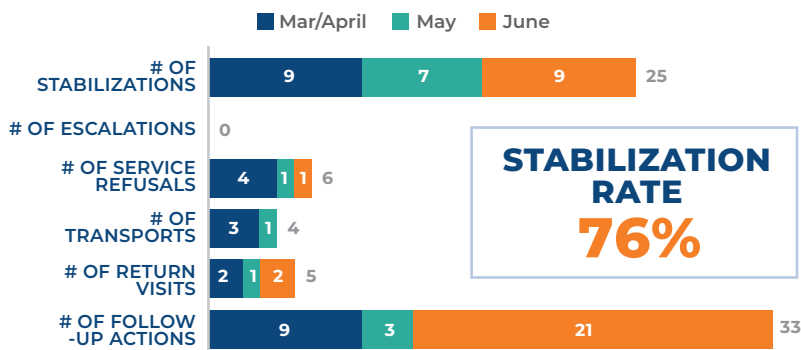
AVERAGE RESPONSE TIME (In Minutes)



CALL TYPES



CALL ANALYTICS



Stabilizations – Crisis event/scene crisis event not resulting in incarceration or involuntary hospitalization
Escalation – Calls where CARES Team called for Law Enforcement or medical assistance
Refusal – Potential participant declined CARES Team help
Transports – Calls that resulted in transportation to other care

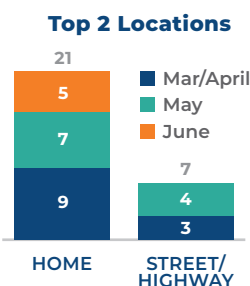
Return visit – Subsequent/additional calls for service for the same individual
Follow-up Actions – Contacts made by CARES Team members to check on participants and status of referrals

CALL RESPONSE TYPES

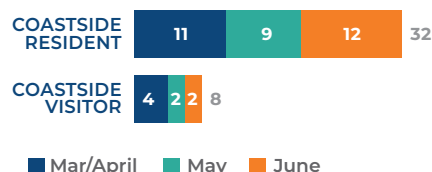


Note: Co-Response = CARES and Law Enforcement

CALL LOCATION TYPES



Participant Residential Status



Note: This includes 4 calls for service outside of the CARES jurisdiction.

NUMBER OF SUCCESSFUL REFERRALS



Note: A successful referral is when a client is able to connect to services that the CARE Team recommends.

DEMOGRAPHIC DATA

GENDER ASSIGNED AT BIRTH

59%
MALE



41%
FEMALE

RACE

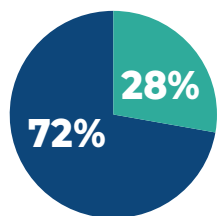


3%
BLACK/AFRICAN
AMERICAN

38%
HISPANIC/
LATINO/A/X

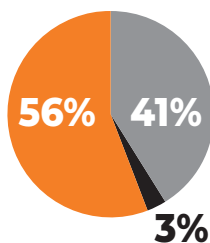
59%
WHITE/
CAUCASIAN

SEXUAL ORIENTATION



■ HETEROSEXUAL/
STRAIGHT
■ UNKNOWN

GENDER IDENTITY



■ MALE
■ FEMALE
■ UNKNOWN

AGE



20%
19 AND UNDER

7%
20-25 YEARS

18%
26-44 YEARS

28%
45-64 YEARS

7%
65 YEARS+

18%
UNKNOWN

OF NON-ENGLISH SPEAKING CALLS

2
SPANISH

2
UNKNOWN

1
NOT
ANSWERED

IF EXPERIENCING HOMELESSNESS, LOCATION



2
people



5
people



1
person



0
people

INSURANCE STATUS



41%
YES

3%
NO

56%
UNKNOWN

KNOWN DISABILITIES | 2 MOBILITY

LESSONS LEARNED THIS QUARTER:

- **Shifting call dispatch to a civilian only response, when appropriate, is not happening.** Since program launch, there have not been any true "CARES calls", i.e., calls that are dispatched only to the CARES Team; a civilian only response. Calls coming from PSC have been either dispatched as a co-responder model, or with SMCSO attaching CARES to a call they alone received. While communication with PSC continues, there has been no improvement in the way calls are being dispatched. More work must be done in this area.
- **Development and utilization of the CARES Database is an iterative process.**
- **Decisions should be data-driven, but need to be flexible to make changes as more is learned in the field,** e.g., shifting hours of operation, staff titles, service areas.

KEY SUCCESSES THIS QUARTER:

A strong relationship between SMCSO and CARES Team helps foster trust for those providing first responder services in Half Moon Bay, and potential expansion to more service areas in the county.

Having consistent, knowledgeable, and dedicated staff is critical.

Effective outreach to stakeholders including CBOs and community leads to direct requests for their services, although more outreach is needed.



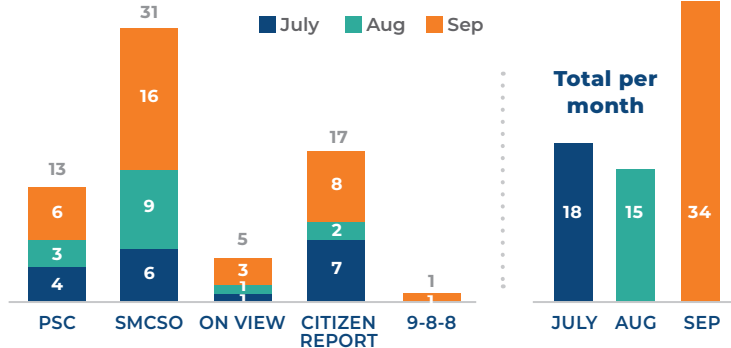
HALF MOON BAY CARES PROGRAM

CRISIS ASSISTANCE RESPONSE & EVALUATION SERVICES (CARES) QUARTERLY SUMMARY

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QUARTER 2 (JULY 1 - SEPTEMBER 30): 67 CALLS FOR SERVICE

CALLS RECEIVED

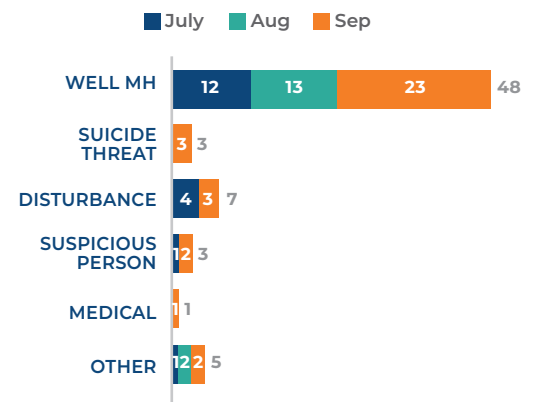


AVERAGE RESPONSE TIME (In Minutes)

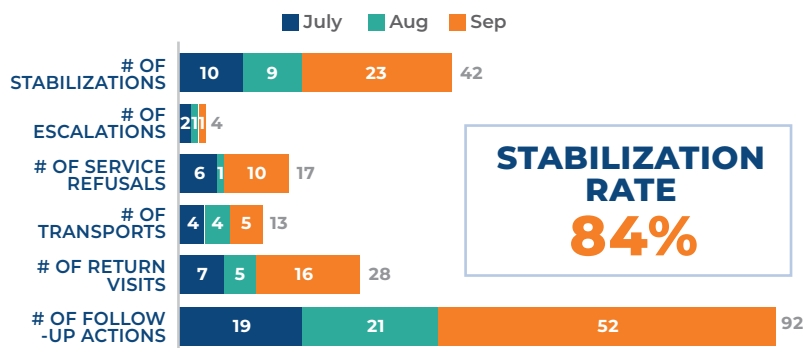
9.5 JULY | **7** AUG | **5** SEP

Note: Regular calls to areas outside of the HMB City limits have increased the Average Response Time (ART). For example, CARES, at the request of SMCSO responded to a call in La Honda, well outside the expanded service area. This was an extended response time. Removing this call from the ART calculations for July 2022 brings the ART to 6.43 minutes, more in line with expectations.

CALL TYPES



CALL ANALYTICS



STABILIZATION RATE
84%

Stabilizations – Crisis event/scene crisis event not resulting in incarceration or involuntary hospitalization
Escalation – Calls where CARES Team called for Law Enforcement or medical assistance
Refusal – Potential participant declined CARES Team help
Transports – Calls that resulted in transportation to other care

Return visit – Subsequent/additional calls for service for the same individual
Follow-up Actions – Contacts made by CARES Team members to check on participants and status of referrals

CALL RESPONSE TYPES

OF CARES ONLY RESPONSES

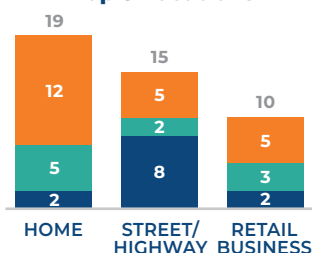
12 JULY | **7** AUG | **16** SEP
6 | **8** | **18**

OF CO-RESPONSES

Note: Co-Response = CARES and Law Enforcement

CALL LOCATION TYPES

Top 3 Locations



Participant Residential Status



Note: This includes 3 calls for service outside of the CARES jurisdiction.

NUMBER OF SUCCESSFUL REFERRALS

0 JULY | **3** AUG | **10** SEP

Note: A successful referral is when a client is able to connect to services that the CARE Team recommends.

DEMOGRAPHIC DATA

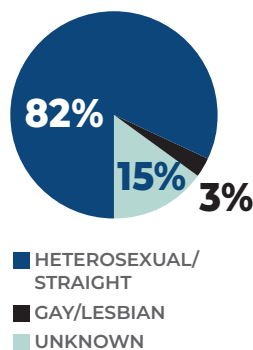
GENDER ASSIGNED AT BIRTH



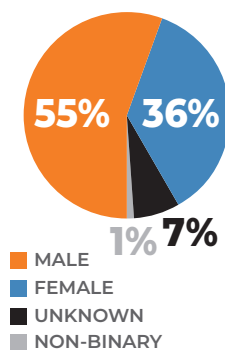
RACE



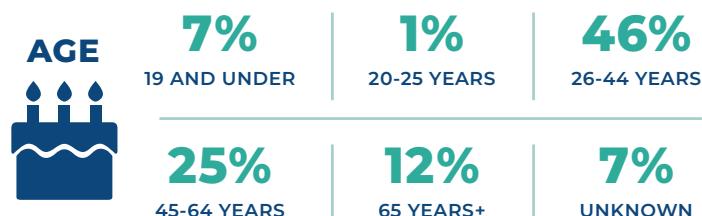
SEXUAL ORIENTATION



GENDER IDENTITY



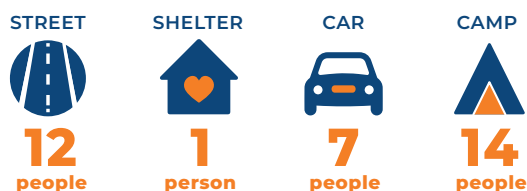
AGE



OF NON-ENGLISH SPEAKING CALLS



IF EXPERIENCING HOMELESSNESS, LOCATION



INSURANCE STATUS



KNOWN DISABILITIES



LESSONS LEARNED THIS QUARTER:

- More progress is needed in shifting how the PSC dispatches calls.** While communication with PSC continues, there has been some minimal and organic improvement in the way calls are being dispatched. This organic, case-by-case basis is encouraging but systematic and procedural change is the desired goal.
- Release of calls by fire/medical providers to the CARES Team requires SMCSO to be onsite.** This procedural rule goes against one of the CARES program's primary goals of limiting SMCSO involvement in calls not requiring an armed response.
- Difficulty in maintaining a reasonable pool of EMT's for the CARES Team.** After extensive consultation, it was determined that certified EMTs are not needed on the CARES Teams. Instead, all staff will receive Basic Life Support Training from the American Red Cross; this certification is good for two years and is the equivalent of the training received by law enforcement officers.

KEY SUCCESSES THIS QUARTER:

Expansion of the CARES service area provides more opportunities for crisis response. The CARES Program expanded to the entire mid coast region (Tom Lantos Tunnels, to HMB Southern City Limits, including Moonridge).

The new 9-8-8 Call Center began dispatching to the CARES Team on September 1, 2022.

All pieces are in place for expansion to a second CARES Team. San Mateo County, with the help of Don Horsley's Office, granted \$30,000 to El Centro de Libertad to facilitate the purchase of a second van. Two new staff have been on boarded and are working on their basic training, as well as shadowing in the CARES Van.



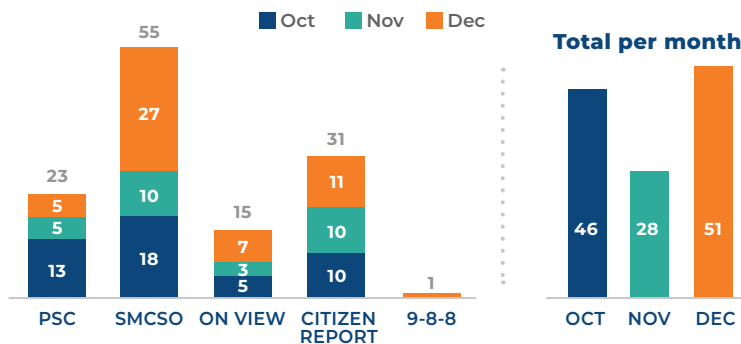
HALF MOON BAY CARES PROGRAM

CRISIS ASSISTANCE RESPONSE & EVALUATION SERVICES (CARES) QUARTERLY SUMMARY

In March 2022, The City of Half Moon Bay launched the pilot program, Crisis Assistance Response and Evaluation Services (CARES). The CARES program is a community-based response team for low-level mental health crisis calls placed to San Mateo County Public Safety Communications (PSC). The City has contracted with a local nonprofit service provider, El Centro de Libertad, to pilot an alternative response to mental health-related 911 calls traditionally answered by fire, ambulance, or law enforcement. Service calls appropriate for the CARES team include welfare checks, suicidal ideation and other mental health distress, substance abuse, and low-level, nonviolent concerns related to behavioral health. The type of calls that would be targeted are those where there is no immediate threat of violence, or medical emergency. Included here is a quarterly summary of data related to this pilot program.

QUARTER 3 (OCTOBER 1 - DECEMBER 31): 125 CALLS FOR SERVICE

CALLS RECEIVED

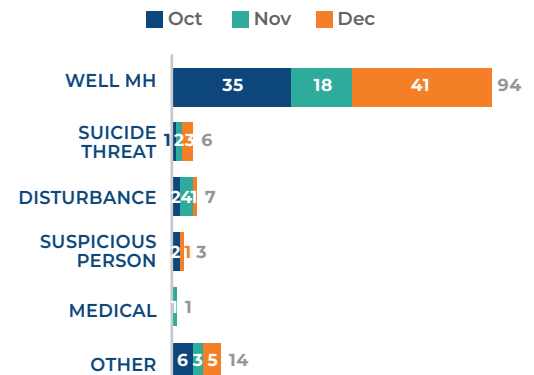


AVERAGE RESPONSE TIME (In Minutes)

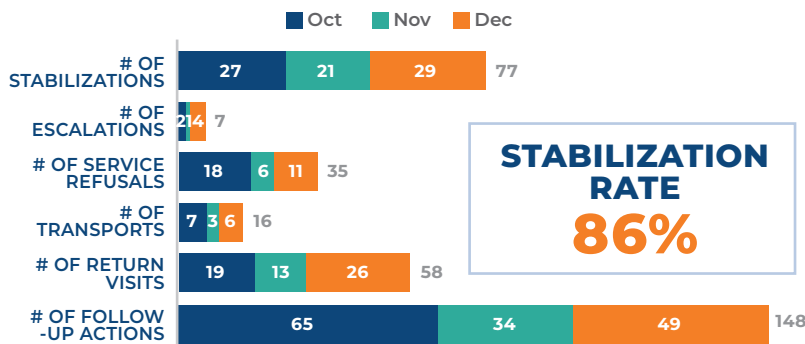
5.5 | **8.5** | **9**
OCT | NOV | DEC

Note: Calls to areas outside of the HMB City limits have increased the Average Response Time (ART).

CALL TYPES



CALL ANALYTICS



STABILIZATION RATE
86%

Stabilizations – Crisis event/scene crisis event not resulting in incarceration or involuntary hospitalization
Escalation – Calls where CARES Team called for Law Enforcement or medical assistance
Refusal – Potential participant declined CARES Team help
Transports – Calls that resulted in transportation to other care

Return visit – Subsequent/additional calls for service for the same individual
Follow-up Actions – Contacts made by CARES Team members to check on participants and status of referrals

CALL RESPONSE TYPES

OF CARES ONLY RESPONSES

27 | **14** | **28**
OCT | NOV | DEC

OF CO-RESPONSES

Note: Co-Response = CARES and Law Enforcement

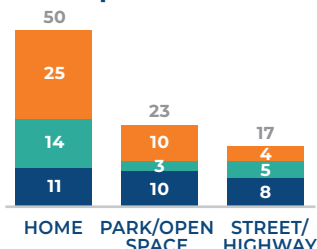
NUMBER OF SUCCESSFUL REFERRALS

12 | **10** | **18**
OCT | NOV | DEC

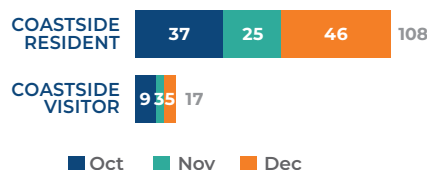
Note: A successful referral is when a client is able to connect to services that the CARE Team recommends.

CALL LOCATION TYPES

Top 3 Locations



Participant Residential Status



Note: This includes 8 calls for service outside of the CARES jurisdiction.

DEMOGRAPHIC DATA

GENDER ASSIGNED AT BIRTH

61%



MALE



39%

FEMALE

RACE



4%

API/
ASIAN

15%

HISPANIC/
LATINO/A/X

78%

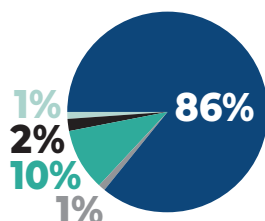
WHITE/
CAUCASIAN

3%

ANOTHER
RACE

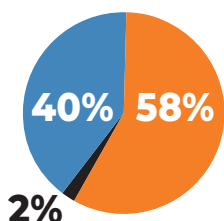
SEXUAL ORIENTATION

■ HETEROSEXUAL/STRAIGHT
■ BISEXUAL ■ OTHER
■ GAY/LESBIAN ■ UNKNOWN



GENDER IDENTITY

■ MALE
■ FEMALE
■ UNKNOWN



AGE



10%

19 AND UNDER

6%

20-25 YEARS

38%

26-44 YEARS

28%

45-64 YEARS

11%

65 YEARS+

7%

UNKNOWN

OF NON-ENGLISH SPEAKING CALLS

10
SPANISH

1
OTHER

2
UNKNOWN

IF EXPERIENCING HOMELESSNESS, LOCATION



25
people



3
people



5
people



10
people

INSURANCE STATUS



68%

YES

10%

NO

22%

UNKNOWN

KNOWN DISABILITIES

1

DEVELOPMENTAL

11

MOBILITY

60

MENTAL HEALTH

LESSONS LEARNED THIS QUARTER:

- Seeing incremental movement in the processes being used at PSC for call dispatch. **While PSC processes are shifting, full implementation of the Behavioral Health Commission's recommendations to the Board of Supervisors would complement the CARES Program.** This will be essential as the CARES Program expands to cover areas on the Bayside of SMC.
- **Increased in average response times are directly attributed to requests for service by the SMCSO in areas outside the normal jurisdiction.** These calls for assistance in other areas only strengthen our relationship with law enforcement.
- **CARES took off the major holidays recognized by most municipalities, and there was no indication of an adverse effect** by SMCSO. These kinds of schedule modifications will continue to be monitored and are subject to revision.

KEY SUCCESSES THIS QUARTER:

Staffing remains consistent, and every Wednesday both teams continue training activities, receive clinical supervision, and engage in extensive case review.

This quarter saw a significant increase in calls for service, referrals, and follow up activities.

The CARES Program increasingly has become the "go to" agency for community members. There have been numerous requests for direct contact information by our partner agencies and schools.



BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **March 7, 2023**

TO: Honorable City Council

VIA: Matthew Chidester, City Manager

FROM: John Doughty, Interim Assistant City Manager

TITLE: **WORKSHOP—"FEEDING OF WILDLIFE" DRAFT ORDINANCE**

RECOMMENDATION:

Conduct a workshop with the community on a draft ordinance addressing feeding of wildlife within Half Moon Bay and provide direction to staff.

FISCAL IMPACT:

There is no fiscal impact associated with conducting a follow-up workshop.

STRATEGIC ELEMENT:

This recommendation supports the *Healthy Communities and Public Safety* Element of the Strategic Plan.

BACKGROUND/DISCUSSION:

On August 16, 2022, the City Council agreed to the placement of an item on a future agenda regarding the feeding of wildlife by visitors and community members, notably carnivorous birds such as ravens and crows. The request was at the behest of a group of residents that believe the practice is deleterious to the local environment. This group advocated for a local ordinance to restrict the feeding of such birds in Half Moon Bay.

On September 21, 2022, the current City Manager and Interim Assistant City Manager met with a group of residents to discuss their concerns and to receive an update on their research regarding protection of wildlife. Their research material was provided in the October 4 staff report to the City Council.

On October 4, 2022, the City Council conducted a workshop on the issue. Several members of the public spoke advocating for the preparation of an ordinance to restrict the feeding of wildlife in the City limits of Half Moon Bay. Following the public input, the City Council deliberated on the subject. The City Council requested that staff seek input from other local

experts. The Peninsula Humane Society was contacted and agreed to send one of their wildlife specialists to speak to the community and City Council.

On October 18, 2022, the City Council received a presentation from the Peninsula Humane Society. Following this informative presentation, City Council gave staff direction to conduct further research and return with a proposed draft ordinance if deemed appropriate. Additionally, the City Council requested staff to develop an education program to discourage feeding of wildlife focused on the Poplar Beach area.

Following the October 18 meeting, staff met with representatives of the two local feral cat non-profits. These meetings were informative and clearly established, in staff's mind, that existing ordinances are being abided by and that feral cats should not be included in this ordinance discussion.

The City is preparing to place temporary informational/educational signs in the Poplar Beach area and other City properties/facilities (see below). Deployment was delayed due to inclement weather and the January 23rd incident. Staff will also collaborate with other partners (County, State, CLT, POST) to encourage similar signage.



DISCUSSION:

The original impetus for this item focused primarily on the feeding of ravens and the impacts this activity was having on other local wildlife as well as neighboring properties. In the process of developing the draft ordinance, we did find that ravens and crows are indigenous to California and most of the United States and that these birds are carnivorous and often compete with raptors and other birds of prey for food wherever they coexist.

City staff also communicated with two local bird experts. These experts indicated that feeding of ravens and crows (*Corvus*) is problematic for the following reasons:

- 1) Regular feeding can and often leads to concentration of *Corvus* where naturally they would not concentrate; and
- 2) Concentration of *Corvus* leads to unnatural increases in population; and
- 3) Increased population means greater competition for food and habitat with raptors and other birds of prey; and
- 4) Ultimately, this could result in loss of raptors and birds of prey in the coastal bluff area which could be detrimental to the health of the habitat of this and other areas on the Coastside.

The local experts indicated that small backyard bird feeders are important to the survival of the wild songbird population and that any proposed regulations should not preclude the use of small, suspended bird feeders, including hummingbird feeders.

In the course of discussions with community members and City Council, it became evident that there are many different types of wildlife and habitats that are being affected by “well intentioned” humans throughout the City. These include coyotes, deer, wild turkeys, foxes, skunks, raccoons, opossums, squirrels, ducks, geese, ravens, crows, and gulls.

California Department of Fish and Wildlife (CDFW) have regulations in place that prohibit the feeding of wildlife in the State. CDFW has limited resources and capacity to respond to and engage in enforcement in the City. State law grants local agencies like the City of Half Moon Bay the authority to enact laws to protect public health, safety and welfare. From our research, we have found that many jurisdictions have chosen to supplement the CDFW regulations by enacting local ordinances prohibiting the feeding of wildlife.

In response to City Council direction, staff prepared a draft ordinance. The ordinance is modeled after local ordinances reviewed over the last several months. The draft ordinance:

- Deems that feeding of wildlife is both detrimental to wildlife health and causes a public health nuisance and safety hazard that negatively impacts public health and welfare.

- Defines "Wildlife" as any non-domesticated species of animal including but not limited to coyotes, deer, wild turkeys, foxes, skunks, raccoons, opossums, squirrels, ducks, geese, ravens, crows, and gulls.
- Establishes that no person shall purposely or knowingly feed wildlife on public or private property in the City of Half Moon Bay.
- Limits feeding of birds on private properties is only permitted via feeders subject to specific criteria.
- Establishes that a violation of any provision of the Ordinance shall constitute an infraction and a public nuisance, subject to enforcement and penalties, civil fines, and other remedies.

The ordinance, as written, applies to both public and private lands within the jurisdiction and authority of the City of Half Moon Bay. The ordinance would be enforceable by any law enforcement agency as well as City Code Compliance staff. As staff has indicated previously, we have limited capacity to monitor the beaches, paths and trails in the City. Enforcement will primarily be based upon direct observation and upon formal complaint.

Should the ordinance be ultimately adopted, staff will work on developing permanent signage and educational materials. Staff will seek assistance of the Parks and Recreation Commission on design and placement locations.

ORDINANCE NO. C-2023-_____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY, CALIFORNIA
AMENDING TITLE 8 BY ADDING NEW CHAPTER 8.08 ENTITLED FEEDING OF WILDLIFE**

THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DOES ORDAIN AS FOLLOWS:

Section 1. Findings: The City Council finds and declares as follows:

- (a) The Municipal Code of the City of Half Moon Bay requires periodic updates to reflect current information, changes in law, provide clarification to the community, and provide for improved customer service and administration of City business.
- (b) Section 251.1 of Title 14 of the California Code of Regulations prohibits the harassment of any game or nongame bird or mammal or furbearing mammal, expressly including intentional acts such as feeding that disrupt the animal's natural foraging behavior; and
- (c) The feeding of wildlife can lead to aggressive behavior towards humans, which presents health and safety concerns for residents and visitors of the City; and
- (d) The feeding of wildlife can artificially support the growth and carrying capacity of urban wildlife populations, compromising wildlife health and increasing human exposure to, and potential conflicts with wildlife;
- (e) The feeding of wildlife can cause certain species to localize activity in the vicinity of the food source, thus increasing associated negative impacts on property owners and/ or individuals within those neighborhoods; and
- (f) The feeding of wildlife can lead to negative impacts on animals, people and the environment.

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 3. Publication. The City Clerk of the City of Half Moon Bay is hereby directed to publish this Ordinance, or the title hereof as a summary, pursuant to Government Code Section 36933,

once within fifteen (15) days after its passage in the Half Moon Bay Review, a newspaper of general circulation published in the City of Half Moon Bay.

Section 4. Effective date. This Ordinance shall take effect and be in force on the thirtieth (30th) day from and after its final passage.

NOW THEREFORE, the City Council finds that the ordinance, text included as Exhibit A, prohibiting the intentional and negligent feeding of certain types of wildlife, as defined, and further specifying types of permissible and prohibited conduct regarding interaction with wildlife in the City, is consistent with the City's long-standing commitment to protect and conserve biological resources and public safety and will promote the public health, safety and welfare.

INTRODUCED at a regular meeting of the City Council of the City of Half Moon Bay, California, held on the ____ day of ____, 2023, by the following vote:

Ayes, Councilmembers:

Noes, Councilmembers:

Absent, Councilmembers:

Abstain, Councilmembers:

ATTEST:

Jessica Blair, City Clerk

Deborah Penrose, Mayor

Exhibit A

CHAPTER 8.08 FEEDING OF WILDLIFE

Sections:

- 8.08.010 Purpose.
- 8.08.020 Definitions.
- 8.08.030 Feeding of Wildlife Prohibited.
- 8.08.040 Exceptions.
- 8.08.050 Violation and Enforcement.

8.08.010 Purpose.

Feeding of wildlife is both detrimental to wildlife health and causes a public health nuisance and safety hazard that negatively impacts public health and welfare.

This chapter is intended to prohibit, with certain exceptions, the feeding of wildlife within the City of Half Moon Bay to protect the environment and promote the public health, safety and welfare.

8.08.020 Definitions.

For purposes of this Chapter, the following definitions shall apply:

"Bird Feeder" means a device placed outdoors to supply nuts, seeds or nectar for wild birds to eat.

"Feed" means to give, distribute, place, expose, deposit, or scatter any edible material on any public or private property with the intention of feeding, attracting, domesticating or enticing wildlife, whether or not wildlife is in the vicinity at the time. Feeding does not include baiting in the permitted and legal take or depredation of wildlife in accordance with federal, state, and local law.

"Person" means any individual, corporation, company, partnership, firm, association, or political subdivision of this State subject to municipal jurisdiction.

"Wildlife" means any non-domesticated species of animal including but not limited to coyotes, deer, wild turkeys, foxes, skunks, raccoons, opossums, squirrels, ducks, geese, ravens, crows, and gulls.

8.08.030 Feeding of Wildlife Prohibited.

A. No person shall purposely or knowingly feed wildlife on public or private property in the City of Half Moon Bay.

B. No person shall leave or store any refuse, garbage, pet food, seed or birdseed, fruit, meat, dairy, vegetable, grain or other food in a negligent manner likely to attract wildlife.

C. No person shall fail to take remedial action to cease contact or conflict with wildlife, including to secure or remove outdoor refuse, cooking grills, pet food, backyard bird feeders or any other similar food source or attractant, after being advised by the City of Half Moon Bay to undertake such remedial action.

8.08.040 Exceptions.

The prohibitions in Section 8.08.030 are not applicable to:

A. Landscaping, gardening, and/or maintaining vegetable gardens, fruit and nut trees or other plants, so long as such activities are not conducted for the purpose of feeding wildlife as defined in this article.

B. Feeding of birds on private properties, to the extent authorized by law and subject to the following requirements:

1. Feeding shall only be via a bird feeder;

2. All bird feeders shall be placed shall be suspended on a cable or otherwise secured at least five feet above ground level so as to prevent the bird feeders from being easily accessible to rodents and unintended wildlife.

3. The area below and around bird feeders must be kept clean and free of seed and an accumulation of feces.

4. No person shall knowingly allow a bird feeder to become an attractant for rodents or wildlife other than the intended birds.

5. Bird feeders shall be maintained in a manner to prevent the spread of disease among wild bird populations.

C. Any State or local employee or agent authorized to implement a wildlife management program involving baiting, or any other person or business lawfully authorized to bait and trap wildlife pursuant to State law.

D. Any person who is the legal owner or guardian of a wildlife species maintained and confined under a valid license or permit issued by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service, and in compliance with all applicable laws.

E. A wildlife rehabilitator, under a valid license or permit issued by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service, who is temporarily caring for sick, injured, or orphaned wildlife in compliance with all applicable laws.

F. Any person who feeds trapped, injured, or orphaned wildlife between the time that a wildlife rehabilitator or agency charged with animal control is notified and the time the animal is picked up. Any person that discovers such trapped, injured, or orphaned wildlife must immediately notify an authorized animal control agency, and no person may intentionally keep such wildlife beyond the time reasonably necessary for animal control services to access and transport the wildlife.

G. Any property owner baiting, for the purpose of trapping, wildlife on their property when authorized by, and in accordance with, State law including but not limited to trapping gophers, house mice, moles, rats, and voles pursuant to Fish and Game Code section 4005(f); taking of certain mammals found injuring crops or property pursuant to Fish and Game Code section 4152; taking of certain nongame birds and mammals such as weasels, skunks, opossum, moles and rodents pursuant to 14 CCR§ 472; or as otherwise permitted and authorized by State law.

8.08.050 Violation and Enforcement

The violation of any provision of this chapter shall constitute an infraction and a public nuisance, subject to enforcement and penalties, civil fines, and other remedies.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **March 7, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

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

TITLE: **CONSTRUCTION CONTRACT AWARD FOR THE MAIN STREET SAFETY IMPROVEMENTS PROJECT (CIP PROJECT NO. 1009)**

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Dryco Construction, Inc., of Fremont, California in the total bid amount of \$490,348.20 and approve a construction contingency amount not exceeding an amount of \$73,552.23 (15 percent) for potential change orders for the Main Street Safety Improvements Project (CIP Project No. 1009).

FISCAL IMPACT:

There is sufficient funding in the Main Street Safety Improvements Project Fund (CIP Project No. 1009) to fully fund the project.

Anticipated Project Expenditures:

The following are the estimated project construction expenditures:

Construction	\$490,348.20
Construction Administrative Services	\$21,300.00
Construction Contingencies (15%)	\$73,552.23
Total	\$585,200.43

STRATEGIC ELEMENT:

This action supports the Infrastructure and Environment, Healthy Communities and Public Safety Element of the Strategic Plan.

BACKGROUND:

The City of Half Moon Bay received grants from the Bay Area Air Quality Management District (BAAQMD) to implement some quick-build improvements in the downtown corridor, with the ultimate goal of reducing carbon air emissions. The City is looking to utilize these funds in the

construction of key bicycle and pedestrian improvements that were identified in the Bicycle and Pedestrian Master Plan (adopted September 2019). The City plans to utilize these funds to construct four types of improvements in the downtown area: 1) bicycle routes, 2) pedestrian crosswalks, 3) signage, and 4) parklets/streeteries. The Main Street Safety Improvements Project will only address the first three above mentioned improvements throughout the downtown and north downtown corridors of Half Moon Bay.

The project limits are from Correas Street between Main Street to Johnston Street, Johnston Street between Correas Street to Mill Street, Mill Street between Johnston Street to Main Street, and Main Street between Mill Street to Highway 1, excluding the Highway 1 and 92 intersections. Scope of work includes the implementation of Class II Bike Lanes between Highway 1 to Stone Pine Road and Class III Bike Lanes for the remaining locations. The two angled parking stalls on the northern side of Mill Street within the project limits will be reconfigured to parallel parking stalls, and the perpendicular parking stalls along Johnston Street and Correas Street within project limits will be reconfigured to back-in angled parking stalls for the safety of bicyclists. This reconfiguration will result in a decrease of the number of parking stalls available. The parking on Johnston Street would be reduced from 58 to 44 total spaces, and the parking on Correas Street would be reduced from 16 to 9 spaces.

Additional scope of work will include the installation of new high visibility crosswalks along the Main Street intersections between Correas Street and Mill Street, and at the intersection of Miramontes Street and Johnston Street. The project also includes pavement maintenance and preservation, such as base repair, and the use of crack and slurry seal, as well as the installation of some parking directional signs in the downtown corridor to direct both residents and tourists to utilize adjacent parking surrounding Main Street.

City Staff presented the project scope to the Bicycle/Pedestrian Advisory Committee on November 4, 2021, and to the Downtown Business Association on February 3, 2022, from which, positive feedback was provided. Notices were provided to business owners and property owners adjacent to the project limits on July 7, 2021. Additional notices were provided to those property owners adjacent to the reconfigured parking layout along Johnston Street and Correas Street on June 14, 2022.

On July 14, 2022, the City initiated circulation of a request for public bids for the Main Street Safety Improvements Project. On August 4, 2022, the City received three (3) bid proposals, announcing VNH Builders as the lowest apparent bidder. On August 5, 2022, the City received a bid protest from the second lowest bidder, and ultimately received another bid protest from the final bidder on August 8, 2022. After careful evaluations and examinations of the bids, staff recommended for the City Council to reject all bids received and authorize staff to re-advertise at a later date, which was approved on September 6, 2022.

On February 1, 2023, the City re-advertised the project.

Construction work will be performed during the day, Monday through Friday, between the hours of 7:00 a.m. and 5:00 p.m. The work is required to be completed in 40 business days (Monday through Friday) tentatively starting in the beginning of September. City staff and the Contractor will be posting public notices in advance of construction. Automobile and pedestrian access through the project limits will be maintained throughout the project, but heavy traffic control will be in place.

BID SUMMARY:

The City received two (2) bids before the scheduled bid opening time and date of 2:00 PM on February 28, 2023. The bids and engineer's estimate are summarized as follows:

Bidder	Total
Engineer's Estimate	\$466,861.00
Dryco Construction, Inc.	\$490,348.20
American Asphalt Repair & Resurfacing Co., Inc.	\$547,476.20

DISCUSSION:

Dryco Construction, Inc.'s bid is approximately 5.03% above the Engineer's Cost Estimate. Additional services, such as construction administrative support and construction contingencies, will also be needed for construction.

Dryco Construction, Inc. was deemed the lowest responsible and responsive bidder. City Staff has reviewed their bid and determined that their bid is acceptable and free from significant material discrepancies. Staff recommends City Council to authorize the City Manager award and execute a construction contract to the lowest responsive and responsible bidder, Dryco Construction, Inc., of Fremont, California in the total bid amount of \$490,348.20 and approve a construction contingency amount not exceeding an amount of \$73,552.23 (15 percent) for potential change orders for the Main Street Safety Improvements Project (CIP Project No. 1009).

ATTACHMENT:

Resolution

Resolution No. C-2023-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY TO AUTHORIZE THE CITY MANAGER TO AWARD AND EXECUTE A CONSTRUCTION CONTRACT WITH DRYCO CONSTRUCTION, INC. OF FREMONT, CALIFORNIA, IN THE BID AMOUNT OF \$490,348.20, APPROVE A CONSTRUCTION CONTINGENCY IN AN AMOUNT NOT EXCEEDING 15 PERCENT, OR \$73,552.23, OF THE CONTRACT AWARD AMOUNT FOR POTENTIAL CHANGE ORDERS FOR THE MAIN STREET SAFETY IMPROVEMENTS PROJECT (CIP PROJECT NO. 1009)

WHEREAS, the City of Half Moon Bay received grants from the Bay Area Air Quality Management District (BAAQMD) to implement some quick-build improvements in the downtown corridor, with the ultimate goal of reducing carbon air emissions; and

WHEREAS, the Main Street Safety Improvements Project includes the implementation of Class II and III Bike Lanes, pavement maintenance and preservation, striping, some wayfinding signage, and more, along the project limits; and

WHEREAS, City Staff presented the project and received positive feedback from both the Bicycle/Pedestrian Advisory Committee on November 4, 2021, and the Downtown Business Association on February 3, 2022; and

WHEREAS, City Staff sent out notices regarding an introduction to the project to all downtown businesses and property owners adjacent to the project limits on July 7, 2021, and regarding the reconfigured parking layout on Mill Street, Johnston Street, and Correas Street to property owners adjacent to said streets on June 14, 2022; and

WHEREAS, the City advertised the project on July 14, 2022, and opened three (3) bids that were received at the scheduled time, date, and place, as set forth in the Public Contract Code for the Main Street Safety improvements Project; and

WHEREAS, the City received two bid protests, and ultimately rejected all bids on September 6, 2022; and

WHEREAS, the City re-advertised the project on February 1, 2023, and opened two (2) responsive bids that were received at the scheduled time, date, and place, as set forth in the Public Contract Code for the Main Street Safety Improvements Project; and

WHEREAS, the lowest responsive and responsible bid was submitted by Dryco Construction, Inc., out of Fremont, California, in the total amount of \$490,348.20; and

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

- 1) Accepts the submitted two (2) responsive bids; and
- 2) Authorizes the City Manager to award and execute a contract to the lowest responsive and responsible bidder, Dryco Construction, Inc., out of Fremont, California, in the total amount of \$490,348.20, and approve a construction contingency in an amount not exceeding 15 percent, or \$73,552.23, of the contract award amount for potential change orders for the Main Street Safety Improvements Project (CIP Project No. 1009); and

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 7th day of March 2023 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Deborah Penrose, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

FOR MEETING OF: **March 7, 2023**

TO: Honorable Mayor and City Council

VIA: Matthew Chidester, City Manager

FROM: Lisa Lopez Rossi, Administrative Services Director

TITLE: **RESOLUTION TO ADOPT REVISED JOB SPECIFICATION AND INCREASE THE
SALARY SCHEDULE FOR ASSISTANT CITY MANAGER**

RECOMMENDATION:

Adopt a resolution to adopt the revised job description and increase the salary schedule of the Assistant City Manager classification.

FISCAL IMPACT:

This classification would replace the existing classification. The FY 2022-2023 net impact for updating and filling this new classification would be approximately \$7,000. There is sufficient funding in the City Manager's current budget to cover this additional expense.

STRATEGIC ELEMENT:

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

BACKGROUND:

Chapter 2.50 of the Half Moon Bay Municipal Code establishes the procedures for the City Manager, as Personnel Officer, to create and revise a position classification plan. Requests for the creation of a new classification or modifications of an existing classification can be made by a Department Head to the Personnel Officer, or by the Personnel Officer. After review, the Personnel Officer submits the new or revised classification description, classification title and salary range to the City Council to be considered for addition to the Classification Plan. The new or revised classification is officially established upon adoption by the City Council.

Compensation Philosophy

The compensation philosophy is a reflection of HMB's goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct HMB's business and provide quality services to the community. The compensation philosophy states, in part, "Subject to HMB's current and future fiscal health, the City shall endeavor to set top-step salaries to within 10% of median of the agencies identified based upon geographic

location, labor market and cost of living in the San Francisco-San Mateo-Santa Clara regional areas, similarity of population, staff, and scope of services provided.”

DISCUSSION

The Assistant City Manager classification was originally created ten years ago to serve mainly as administrative support to the City Manager. Over the years, the responsibilities have grown beyond the original intentions and has developed to include highly responsible and complex duties, including, but not limited to, representing the City on complex real estate projects, overseeing city-wide operational responsibilities such as emergency preparedness, and assisting the City Manager in executing high-level contract negotiations with other jurisdictions. The Assistant City Manager also acts as a department head overseeing the staff and operations of divisions within the City Manager’s Office. Human Resources was directed to review and update the job specification to reflect the current responsibilities and duties of the Assistant City Manager more accurately. In addition, the compensation for the classification of Assistant City Manager has not been adjusted to reflect these additional duties and responsibilities.

Moreover, the compensation for of Assistant City Manager has not kept pace with that of other peers within the County as seen in the chart below:

Assistant City Manager		Maximum	Maximum
		Monthly	Annual
Comparator Agency	Class Title	Salary	Salary
City of Half Moon Bay	Assistant City Manager	\$ 18,077	\$ 216,924
City of South San Francisco	Assistant City Manager	\$ 25,507	\$ 306,084
City of Redwood City	Assistant City Manager	\$ 23,393	\$ 280,716
City of Brisbane	Assistant City Manager	\$ 22,034	\$ 264,410
City of Belmont	Assistant City Manager	\$ 21,752	\$ 261,024
City of Menlo Park	Assistant City Manager	\$ 21,474	\$ 257,685
City of Foster City	Assistant City Manager	\$ 20,833	\$ 250,000
City of San Bruno	Assistant City Manager	\$ 20,664	\$ 247,968
City of Daly City	Assistant City Manager	\$ 20,355	\$ 244,264
City of San Carlos	Assistant City Manager	\$ 20,346	\$ 244,152
City of San Mateo	Assistant City Manager	\$ 20,053	\$ 240,641
Town of Hillsborough	Assistant City Manager	\$ 19,796	\$ 237,552
City of East Palo Alto	Assistant City Manager	\$ 19,171	\$ 230,046
City of Millbrae	Assistant City Manager	\$ 18,930	\$ 227,160
City of Pacifica	Assistant City Manager	\$ 18,238	\$ 218,856
City of Burlingame	Assistant City Manager - Administrative Services Director	\$ 17,355	\$ 208,262
	Average of All Comparators	\$ 20,660	\$ 247,921
	% HMB Above/Below	-14%	-14%
	Median of All Comparators	\$ 20,355	\$ 244,264
	% HMB Above/Below	-13%	-13%

Therefore, it is recommended that the compensation for the classification of Assistant City Manager be adjusted. The proposed monthly salary range would be \$16,185 - \$19,673, to match the City's Public works Director salary range, bring the range in line with the Compensation Philosophy, and better reflect the actual responsibilities of the position.

Government Code section 54953 provides, in relevant part that "Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken." To comply with this paragraph, the Mayor may direct staff to review the items listed above as part of the oral staff report for this item.

ATTACHMENTS

Resolution, including Assistant City Manager job classification

Resolution No. C-2023-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING SALARY SCHEDULE CHANGES

WHEREAS, Chapter 2.50 of the Half Moon Bay Municipal Code establishes a personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, in reviewing the duties of the Assistant City Manager, it was determined the position had grown in responsibility; and

WHEREAS, the City would like authorization to revise the job specification and adjust the salary schedule of the Assistant City Manager; accordingly, and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby amends the Classification Plan, including increasing the salary of the Assistant City Manager; and the salary schedule shall be established as follows:

Current	10-500	14,871	15,615	16,396	17,216	18,077
Proposed	10-520	16,185	16,994	17,844	18,736	19,673

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on 7th the day of March, 2023 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

Jessica Blair, City Clerk

Deborah Penrose, Mayor



CITY OF HALF MOON BAY

Job Specification

Class Title: Assistant City Manager

Status: Exempt

Department: City Manager's Office

Reports To: City Manager

Employee Group: Unrepresented Management

Adopted by City Council/Resolution Number:

Modified:

DEFINITION

Under general administrative direction, performs highly responsible and complex management and administrative duties and undertakes a variety of special projects for the City Manager; assists the City Manager with the direction and coordination of the activities of all City departments; directly supervises assigned program areas; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; provides responsible staff assistance to the City Manager, City Council, and department heads; and serves as acting City Manager as required.

SUPERVISION RECEIVED/EXERCISED

The Assistant City Manager is an exempt executive level at -will position. The position receives direction from the City Manager. Responsibilities include supervision of assigned City staff, contractors, and projects.

IMPORTANT AND ESSENTIAL DUTIES (Duties may include, but are not limited to, the following)

The duties and responsibilities listed below are only illustrative and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- Assist the City Manager with the operational management of the City.
- Oversee the staff and operations of one or more divisions of the City Manager's Office.
- Conduct studies, surveys and collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager.

- Work closely with the City Manager, Department Heads, and contractors to implement City Council policy directives; assist and participate in the development and implementation of related goals, objectives and policies.
- Represent the City before the City Council, community, outside agencies, and professional meetings as required.
- Establish, within City policy, appropriate service, and staffing levels for assigned functions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Analyze, interpret, and explain City policies and procedures; confer with department heads and employees regarding policy and procedure changes.
- Serve as liaison between the City Manager's office, community groups and business organizations within and outside of the City.
- Perform important and difficult public liaison work and public outreach initiatives with citizen involvement; serve as a member of various City and/or County committees.
- Develop and maintain effective and positive working relationships with City staff, contractors, partners, and the public.
- Respond to City emergency situations during regular work hours and outside of regular work hours as required.
- Attend City Council meetings and meets with members of the Council as required.
- Serve as acting City Manager as required; oversee City operations in the City Manager's absence; provide assistance to the City Council; respond to requests for policy implementation direction; review draft City Council agendas, conduct agenda meetings, and sign staff reports.
- Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public administration and local government operations; organization, administration, budget, financial and personnel management; and public finance.
- Effective methods and techniques of employee supervision and management; project management systems; and purchasing methods and principles.
- Laws, statutes, ordinances, and regulations related to municipal operations and assigned program areas.
- Research and analytical techniques.
- Contract administration and negotiation methods and procedures.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Effective methods of communication including verbal, written and computerized.

Skill to:

- Prepare budget analysis, cost projections, and cost-benefit analysis.
- Manage complex projects.
- Interact effectively with the public and other governmental agencies.
- Elicit the cooperation of others and negotiate solutions to complex problems.
- Analyze problems and develop solutions.
- Plan, coordinate and direct and evaluate the work and activities of subordinate personnel.
- Work both independently and as a part of a team.
- Interpret and implement Federal, State, and local regulations and procedures.
- Ensure the City's values are carried out throughout the organization.
- Operate contemporary office equipment, including computer systems and associated software.

Ability to:

- Provide effective leadership and coordinate the activities of assigned program areas.
- Analyze complex budgetary, personnel, management and operational structures and make sound recommendations for solution.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Plan, organize, and successfully implement complex projects and assignments.
- Get things done. Generate and implement ideas. Motivate others to excel. Adapt effectively to change.
- Be politically astute and capable of making recommendations in a political environment.
- Exercise sound judgment.
- Communicate clearly and concisely both orally and in writing.
- Establish, maintain, and foster good working relationships with others.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a bachelor's degree from an accredited four-year college or university with major course work in Public or Business Administration, Public Policy, Political Science, or a closely related field. A Master's degree in Public or Business Administration is highly desirable.

Experience:

Six years of increasingly responsible administrative experience in municipal government, including two years of significant supervisory and management responsibilities. Excellent analytical, administrative and interpersonal skills in managing assignments, projects and personnel are required. City Manager office experience is highly desirable.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

WORKING CONDITIONS

Working in an office environment is required in this position. The incumbent must travel to and from work site.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License