CITY COUNCIL AGENDA
SPECIAL MEETING
CITY OF HALF MOON BAY

TUESDAY, JANUARY 19, 2021

REMOTE PARTICIPATION (SEE NEXT PAGE)

Robert Brownstone, Mayor
Debbie Ruddock, Vice Mayor
Joaquin Jimenez, Councilmember
Deborah Penrose, Councilmember
Harvey Rarback, 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. Those wishing to speak on a Public Hearing matter will be called forward at the appropriate time during the Public Hearing consideration.

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

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

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

http://hmbcity.com/

SPECIAL REMOTE PARTICIPATION PROTOCOLS

In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location to help stop the spread of COVID-19. This meeting will be conducted entirely by remote participation, in compliance with the Governor's Executive Order N-29-20 allowing for deviation of teleconference rules required by the Ralph M. Brown Act.

This meeting will be conducted via Zoom Webinar. Members of the public are welcome to login into the webinar as Attendees. 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, on Facebook in English at www.facebook.com/cityofhalfmoonbay and in Spanish at www.facebook.com/halfmoonbayrecreation. Please click to join the webinar: https://zoom.us/j/92213849611 or join by phone at 669-900-9128, using Webinar ID 922-1384-9611.

CALL TO ORDER / ROLL CALL

PUBLIC FORUM

PROCLAMATIONS AND PRESENTATIONS
MIDCOAST COMMUNITY COUNCIL UPDATE

MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE

REPORT OUT FROM RECENT CLOSED SESSION MEETINGS

CITY MANAGER UPDATES TO COUNCIL
COVID-19, VACCINE, AND TESTING UPDATE
POPLAR PARKING PILOT PROJECT UPDATE
COASTSIDE SHELTER UPDATE
PURCHASE OF 880 STONE PINE UPDATE
TOM LANTOS TUNNEL JANUARY 26 CLOSURE ANNOUNCEMENT

1. CONSENT CALENDAR

1.A WAIVE READING OF RESOLUTIONS AND ORDINANCES

1.B WARRANTS FOR THE MONTH OF DECEMBER 2020

Staff Recommendation: Accept the warrants list for the month of December 2020.

STAFF REPORT

ATTACHMENT 1

1.C MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF HALF MOON BAY PARKS AND RECREATION

Staff Recommendation: Adopt a resolution authorizing the City Manager to negotiate and execute a Memorandum of Understanding with the Friends of Half Moon Bay Parks and Recreation, to better define and govern the relationship between the City and the Friends and advance the organizations' shared missions to improve and increase recreational opportunities in the community.

STAFF REPORT

RESOLUTION

1.D APPROVE CITY'S RESPONSE TO THE OCTOBER 28, 2020 GRAND JURY REPORT ENTITLED "SECOND UNITS: ADDING NEW HOUSING IN THE NEIGHBORHOODS"

Staff Recommendation: By motion, authorize the Mayor to sign and submit a letter of response to the October 28, 2020 Grand Jury Report titled "Second Units: Adding New Housing In The Neighborhoods" no later than January 26, 2021.

STAFF REPORT

ATTACHMENT 1

ATTACHMENT 2

1.E AGREEMENT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR ASSISTANCE WITH 2021 POST-CENSUS REDISTRICTING SERVICES

Staff Recommendation: Adopt a resolution authorizing the City Manager to execute an agreement with National Demographics Corporation for assistance with the transition to district-based elections at an amount not to exceed $45,000.

STAFF REPORT

RESOLUTION

ATTACHMENT 2

1.F GRANT WRITING AND ADVOCACY SERVICES AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS, INC.

Staff Recommendation: Adopt a resolution authorizing the City Manager to enter into an agreement with Townsend Public Affairs, Inc., to provide grant writing and advocacy services for a period of one year at an amount of $60,000.

STAFF REPORT

RESOLUTION

1.G MAYOR'S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2021

Staff Recommendation: Accept Mayor Brownstone's List of City Council Representatives and Designated Assignments for 2021.

STAFF REPORT

ATTACHMENT 1

2. ORDINANCES AND PUBLIC HEARINGS

3. RESOLUTIONS AND STAFF REPORTS

3.A APPOINTMENTS TO CITY COMMISSIONS

Staff Recommendation: Consider appointments to the Planning Commission and Parks and Recreation Commission.

STAFF REPORT

ATTACHMENT 1

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

Staff Recommendation: Receive an update on efforts to assist local businesses and the Coastside community in recovery from COVID-19 and in developing recommendations toward a more equitable, vibrant, and resilient Coastside economy and workforce.

STAFF REPORT

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: **January 19, 2020**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

From: Lisa Lopez, Administrative Services Director

TITLE: **WARRANTS FOR THE MONTH OF DECEMBER 2020**

RECOMMENDATION:
Accept the warrants list for the month of December 2020.

STRATEGIC ELEMENT:
This recommendation supports the Fiscal Sustainability and Inclusive Governance Element.

DISCUSSION:
During this month, we processed 5 check runs. The first was on December 3, totaling $98,400.44. The second was on December 4, totaling $18,155.70. The third was on December 10, totaling $892,229.82. The fourth was on December 17, totaling $474,918.98. The fifth was on December 23, totaling $257,580.60. The total for the month was $1,741,285.54.

The City processed payments related to 7 capital improvement projects, in a total amount of $958,659.53. These projects include: Infiltration & Inflow Reduction, Sewer Lift Upgrades, HWY 1 Safety/Traffic Reduction Improvements, HWY 1 Safety/Congestion, Urban Forest Management Program, Corp Yard Improvements, Ocean Colony Pump Station Replacement.

Staff is also including a list of all payments above $30,000 processed during this reporting period, as listed in the table below.

Over $30,000					
Check#	Vendor Number	Payee	Check Date	Check Amount	Description
48772	1206	MARK THOMAS & CO. INC.	12/10/2020	61,818.01	OCT'20, SEWER MAINTENANCE & MANAGEMENT
48776	5165	RANGER PIPELINES INCORPORATED	12/10/2020	294,331.71	NOV'20, OCEAN COLONY REHAB AND REPLACE SEWER FORCE MAIN
48777	5178	REDGWICK CONSTRUCTION COMPAN	12/10/2020	487,585.31	NOV'20, HWY1 SOUTH SAFETY AND OPEARTIONAL IMPROVEMENTS
48802	159	SEWER AUTHORITY MID-COASTSIDE	12/17/2020	58,609.74	NOV'20, SEWER COLLECTION SYSTEM CLEANING MAINTENANCE
48803	159	SEWER AUTHORITY MID-COASTSIDE	12/17/2020	344,427.09	DEC'20, FY20/21 SEWER AUTHORITY MID-COASTSIDE (O&M)
48828	1206	MARK THOMAS & CO. INC.	12/23/2020	36,288.59	NOV'20, HWY1 SAFETY AND OPERATIONAL IMPROVEMENTS
48833	2337	SAN MATEO COUNTY PUBLIC SAFETY	12/23/2020	64,993.00	Q2, FY20/21 PUBLIC SAFETY COMMUNICATIONS

ATTACHMENTS:
Check Disbursement List by Check Date

Report Criteria:
Report type: Summary
Check.Type = "Calculated","manual"

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
48734	2022	ACC BUSINESS	12/03/2020	786.44	INTERNET SERVICE
48735	481	BIG CREEK LUMBER	12/03/2020	505.25	MAINT SUPPLIES
48736	1925	CITY OF BURLINGAME	12/03/2020	9,932.42	SEP'20 SM CO BID
48737	957	COASTSIDE.NET	12/03/2020	140.66	INTERNET SERVICE
48738	3086	DIRECTV LLC	12/03/2020	87.63	DIRECTV SERVICE
48739	89	HALF MOON BAY COASTSIDE CHAMBER OF COM	12/03/2020	24,983.00	SEP'20 OOC BID
48740	264	HALF MOON BAY NURSERY	12/03/2020	276.17	MAINT SUPPLIES
48741	3528	HASSETT HARDWARE	12/03/2020	6,677.67	MAINT SUPPLIES
48742	4267	IMPEC GROUP INC.	12/03/2020	18,225.08	NOV'20, FY20/21 JANITORIAL & MAINTENANCE SERVICES
48743	3746	MALCOLM C SMITH	12/03/2020	742.50	NOV'20, COMMUNICATION CONSULTANT
48744	3726	NICHOLAS LASZKIEWICZ	12/03/2020	450.00	TRANSLATION SERVICES
48745	457	OFFICE DEPOT INC.	12/03/2020	16.38	FINANCE OFFICE SUPPLIES
48746	2725	O'HARA'S PEST CONTROL	12/03/2020	350.00	PEST CONTROL
48747	3328	PET WASTE ELIMINATOR	12/03/2020	568.10	MAINT SUPPLIES
48748	4303	RAIN MASTER IRRIGATION SYSTEMS	12/03/2020	194.30	MAINT SERVICE
48749	159	SEWER AUTHORITY MID-COASTSIDE	12/03/2020	12,460.06	CREDIT-AUG'20, SEWER COLLECTION SYSTEM CLEANING MAI
48750	1760	STEPFORD	12/03/2020	19,695.00	DESKTOP SUPPORT
48751	3519	SWCA INCORPORATED	12/03/2020	1,520.50	SEP'20, FIRE FUEL AND INVASIVE WEED REDUCTION PROGRA
48752	1497	TURBO DATA SYSTEMS	12/03/2020	789.28	CITATION PROCESSING
48754	4270	4LEAF INC.	12/10/2020	12,789.90	JUL'20, PLAN REVIEW AND BUILDING INSPECTIONS
48755	2407	ARAMARK	12/10/2020	795.72	MAINT SERVICE
48756	444	ASSOCIATION OF BAY AREA GOVERNMENTS	12/10/2020	86.17	TRUE-UP ALLOCATION
48757	5176	AXIS ENTERPRISES INC	12/10/2020	62.75	COTTON FACE MASKS (COVID)
48758	4292	CALIFORNIA NEWSPAPERS PARTNERSHIP	12/10/2020	837.12	ADVERTISING SERVICE
48759	4193	CASELLE INC.	12/10/2020	3,744.00	ERP CONTRACT SUPPORT & MAINTENANCE
48760	51	COASTSIDE COUNTY WATER DISTRICT	12/10/2020	8,409.96	FERNANDEZ PARK
48761	3643	CORODATA RECORDS MANAGEMENT INC	12/10/2020	290.89	RECORDS MANAGEMENT
48762	2941	CSG CONSULTANTS INC.	12/10/2020	11,840.00	AUG'20, FY20/21 NPDES STORMWATER SERVICES
48763	3446	FLYERS ENERGY LLC	12/10/2020	938.80	VEHICLE FUEL
48764	76	HALF MOON BAY BUILDING & GARDEN	12/10/2020	26.19	MAINT SUPPLIES
48765	3528	HASSETT HARDWARE	12/10/2020	15.28	REC SUPPLIES
48766	5189	JAIME VARGAS	12/10/2020	40.00	CITATION REFUND, CIT#21002241 10/14/2020
48767	3805	LAUTZENHISER'S STATIONERY INC.	12/10/2020	1,158.27	OFFICE SUPPLIES
48768	4276	LETICIA ESCOBAR-RIVERA	12/10/2020	262.50	RESERVATION REFUND
48769	4028	LORAL LANDSCAPING INC.	12/10/2020	1,875.00	DEC'20 LANDSCAPE, MAINTENANCE
48770	3069	MANAGED HEALTH NETWORK	12/10/2020	168.00	EAP

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description
48771	2573	MARIAN POTT	12/10/2020	1,381.34	INSTRUCTOR PAYMENT FOR DOG TRAINING 10/29-12/10/20
48772	1206	MARK THOMAS & CO. INC.	12/10/2020	61,818.01	OCT'20, SEWER MAINTENANCE & MANAGEMENT
48773	4472	ON POINT LANGUAGE SOLUTIONS LLC	12/10/2020	389.38	TRANSLATION SERVICES
48774	3694	OPENGOV INC	12/10/2020	2,475.00	PROFESSIONAL SERVICES DEPLOYMENT
48775	3951	PUBLIC PARKING ASSOCIATES INC	12/10/2020	165.00	MAINT SERVICE
48776	5165	RANGER PIPELINES INCORPORATED	12/10/2020	294,331.71	RETENTION NOV'20, OCEAN COLONY REHAB AND REPLACE S
48777	5178	REDGWICK CONSTRUCTION COMPANY	12/10/2020	487,585.31	RETENTION NOV'20, HWY1 SOUTH SAFETY AND OPEARTIONA
48778	252	RICE TRUCKING-SOIL FARM INC.	12/10/2020	589.95	MAINT SUPPLIES
48779	3101	SHRED-IT USA LLC	12/10/2020	153.57	RECORDS MANAGEMENT
48780	18	ANDREINI BROTHERS INC.	12/17/2020	1,156.01	ARV REPPLACEMENT
48781	4300	AT&T	12/17/2020	47.09	PHONE SERVICE
48782	4300	AT&T	12/17/2020	1,234.59	PHONE SERVICE
48783	266	BAGG ENGINEERS	12/17/2020	2,125.00	NOV'20, OCEAN COLONY PUMP STATION & FORCE MAIN PROJ
48784	5018	BFI OF CALIFORNIA INC	12/17/2020	340.50	MAINT SERVICE
48785	5168	BLEYLE ELEVATOR, INC	12/17/2020	190.00	MAINT SERVICE
48786	3776	DAVID J POWERS & ASSOCIATES INC	12/17/2020	10,951.63	MAY'20, CARTER PARK IMPROVEMENTS
48787	202	FEDEX	12/17/2020	22.98	SHIPPING SERVICE
48788	5019	FM3 RESEARCH	12/17/2020	24,100.00	2020 BALLOT MEASURE SURVEY
48789	76	HALF MOON BAY BUILDING & GARDEN	12/17/2020	65.50	MAINT SUPPLIES
48790	1853	HDL SOFTWARE LLC	12/17/2020	601.88	BUSINESS LICENSE SOFTWARE
48791	2444	HOME DEPOT CREDIT SERVICES	12/17/2020	1,288.58	MAINT SUPPLIES
48792	3429	HUE & CRY	12/17/2020	259.50	SECURITY SERVICE
48793	103	KIKUCHI & ASSOC.	12/17/2020	1,593.75	NOV'20, HWY1 SOUTH SAFETY AND OPEARATIONAL IMPROVE
48794	291	LAURIE BECKER	12/17/2020	500.50	INSTRUCTOR PAYMENT ZUMBA 11/09-12/14/20
48795	3934	MITEL	12/17/2020	2,732.35	SHERIFF SUBSTATION PHONE SERVICE
48796	4489	MTA PARTS INC.	12/17/2020	112.50	VEHICLE PARTS
48797	3726	NICHOLAS LASZKIEWICZ	12/17/2020	720.00	TRANSLATION SERVICES
48798	137	PG&E	12/17/2020	2,000.00	NOTIFICATION:119087431 EP OCEAN COLONY HALF MOON BAY
48799	4339	PLAN JPA	12/17/2020	3,005.95	GENERAL LIABILITY CLAIMS
48800	29	READYREFRESH	12/17/2020	90.83	WATER FOR CORP YARD
48801	3757	SCHAFF & WHEELER	12/17/2020	8,347.50	NOV'20, SEWER LIFT STATION REPAIRS
48802	159	SEWER AUTHORITY MID-COASTSIDE	12/17/2020	58,609.74	NOV'20, SEWER COLLECTION SYSTEM CLEANING MAINTENA
48803	159	SEWER AUTHORITY MID-COASTSIDE	12/17/2020	344,427.09	DEC'20, FY20/21 SEWER AUTHORITY MID-COASTSIDE OPERATI
48804	4487	THE HOME DEPOT PRO	12/17/2020	395.51	MAINT SUPPLIES
48805	3955	TOWNSEND PUBLIC AFFAIRS	12/17/2020	10,000.00	GRANT SERVICES
48806	4270	4LEAF INC.	12/23/2020	16,464.56	NOV'20, PLAN REVIEW AND BUILDING INSPECTIONS
48807	4211	ABUNDANT GRACE COASTSIDE WORKER	12/23/2020	8,797.35	OCT'20, COASTAL CLEAN TEAM
48808	3332	AMERICAN PORTABLES	12/23/2020	1,809.88	NOV'20, FY20/21 PORTABLE RESTROOM FACILITIES
48809	1046	APPLIED DEVELOPMENT ECONOMICS INC.	12/23/2020	625.83	ANNUAL FISCAL ANALYSIS
48810	5176	AXIS ENTERPRISES INC	12/23/2020	271.40	COTTON FACE MASKS (COVID)

M = Manual Check, V = Void Check

Check Number	Vendor Number	Payee	Check Issue Date	Amount	Description	
48811	4115	BIG BELLY SOLAR INC	12/23/2020	1,269.56	DEC'20, FY20/21 SMART TRASH RECEPTACLES	
48812	4577	CALIFORNIA ASSOCIATION OF PUBLIC INFO.	12/23/2020	275.00	ANNUAL MEMBERSHIP RENEWAL	
48813	3724	CHARGEPOINT INC.	12/23/2020	2,051.75	CHARGING STATION	
48814	293	CLEARLITE TROPHIES	12/23/2020	61.78	OFFICE SUPPLIES	
48815	1545	GOVERNMENT FINANCE OFFICERS ASSOCIATION	12/23/2020	460.00	FY20/21 CERTIFICATE OF ACHIEVEMENT REVIEW FEE	
48816	70	GRAINGER	12/23/2020	353.17	MAINT SUPPLIES	
48817	2603	H.T. HARVEY & ASSOCIATES	12/23/2020	11,977.70	JUL'20, 880 STONE PINE ROAD BIOLOGICAL RESOURCES ASS	
48818	3429	HUE & CRY	12/23/2020	133.95	SECURITY SERVICE	
48819	1283	KATHY OLER	12/23/2020	1,900.00	JAN'21 TEMPORARY CITY PARKING LOT RENTAL	
48820	291	LAURIE BECKER	12/23/2020	808.50	INSTRUCTOR PAYMENT 11/12-12/17/20, 11/14-12/19/20 ZUMBA	
48821	3805	LAUTZENHISER'S STATIONERY INC.	12/23/2020	852.32	OFFICE SUPPLIES	
48822	4110	LISA POPE	12/23/2020	2,443.75	TRANSCRIPTION SERVICE	
48823	3922	LLOYD A MCVICKER	12/23/2020	3,062.50	JAN'21 ANNEX RENT	
48824	3069	MANAGED HEALTH NETWORK	12/23/2020	304.00	EAP	
48825	2573	MARIAN POTT	12/23/2020	707.00	INSTRUCTOR PAYMENT FOR DOG TRAINING 11/18-12/16/20	
48826	4642	MARIK ENTERPRISES LLC	12/23/2020	170.00	PRE-EMPLOYMENT REPORT	
48827	1206	MARK THOMAS & CO. INC.	12/23/2020	8,337.17	NOV'20, HWY1 SOUTH SAFETY AND OPERATIONAL IMPROVEM	
48828	1206	MARK THOMAS & CO. INC.	12/23/2020	36,288.59	NOV'20, HWY1 SAFETY AND OPERATIONAL IMPROVEMENTS	
48829	137	PACIFIC GAS & ELECTRIC	12/23/2020	10,832.98	555 KELLY ST	
48830	3956	PENINSULA MUNICIPAL ENGINEERING INC.	12/23/2020	15,664.00	SEP'20, ENGINEERING SERVICES, HWY 1 SOUTH SAFETY AND	
48831	3372	PENINSULA OPEN SPACE TRUST	12/23/2020	3,025.00	JAN'21 CORP YARD LEASE-880 STONE PINE ROAD	
48832	3790	PIXEL-GYM	12/23/2020	525.00	BEACH PARKING BALLOT	
48833	2337	SAN MATEO COUNTY PUBLIC SAFETY COMMUNIC	12/23/2020	64,993.00	Q2, FY20/21 PUBLIC SAFETY COMMUNICATIONS	
48834	159	SEWER AUTHORITY MID-COASTSIDE	12/23/2020	19,536.58	DEC'20, SEWER COLLECTION SYSTEM CLEANING MAINTENAN	
48835	4603	SOL ECOLOGY INC	12/23/2020	472.50	PDP-18-089 REVIEW LANDSCAPE PLAN	
48836	1760	STEPFORD	12/23/2020	17,495.00	DESKTOP SUPPORT	
48837	3519	SWCA INCORPORATED	12/23/2020	2,502.50	DEC'20, OCEAN COLONY PUMP STATION & FORCE MAIN	
48838	4487	THE HOME DEPOT PRO	12/23/2020	1,080.28	MAINT SUPPLIES	
48839	3701	V. W. HOUSEN & ASSOCIATES INC.	12/23/2020	13,261.00	NOV'20, FY20/21 SEWER SYSTEM SUPPORT SERVICES	
48840	3871	WEST COAST ARBORISTS INC	12/23/2020	7,600.00	NOV'20 TREE MAINTENANCE SERVICES	
48841	4429	WESTERN EXTERMINATOR COMPANY	12/23/2020	1,167.00	NOV'20, EXTERMINATOR SERVICES	
48842	3923	WELLS FARGO	12/04/2020	18,155.70	11/05/20 LEAGUE OF CA CITIES/TRAINING	M
Grand Totals:						
108				1,741,285.54		

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = "Calculated","manual"

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager

TITLE: **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF HALF MOON BAY PARKS AND RECREATION**

RECOMMENDATION:
Adopt a resolution authorizing the City Manager to negotiate and execute a Memorandum of Understanding with the Friends of Half Moon Bay Parks and Recreation, to better define and govern the relationship between the City and the Friends and advance the organizations' shared missions to improve and increase recreational opportunities in the community.

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

STRATEGIC ELEMENT:
This recommendation supports the *Healthy Communities and Public Safety* and *Inclusive Governance* elements of the Strategic Plan.

BACKGROUND:
The City's parks and recreation mission is to enrich lives within the community through affordable and accessible programs that promote educational and recreational opportunities that contribute to a healthy community and lifestyles. Over the years the City's approach to recreation has varied, and following the economic downturn in 2008 and other financial difficulties the City faced at that time, the City dissolved its recreation department. To continue to provide important recreation opportunities to the community, these services were outsourced for several years, with services being provided by other cities and organizations, and ultimately overseen by the Boys and Girls Club of the Coastside until mid-2017. As the City's finances improved following the Great Recession, several key services were restored. In July 2017, the City reopened its Recreation Services Division within the City Manager's Office, and has grown the staff and programs over the last three and a half years to meet the needs of the community.

The City manages parks and recreation activities through recreation staff, contract instructors, and partnerships with other agencies on the coast, including the Cabrillo Unified School District, the Boys and Girls Club, and youth sports organizations. Maintenance and improvement of the City's parks and trails has always been an important service provided by the Department of Public Works.

To advise the City Council and staff on the best means to provide quality park and recreation services to the community and its visitors, the City established a Parks and Recreation Commission. The Commission is an appointed group that meets monthly to discuss recreation related issues in the community, collaborate with staff on planning for current and future projects, and take comment and feedback from community members about recreational needs in Half Moon Bay.

In 2012, to assist in enhancing and maintaining park and recreation opportunities on the Coastside and raising funds for planned improvements, the Friends of Half Moon Bay Parks and Recreation (the "Friends") was established as a non-profit, in coordination with the City and Commission. Over the last 9 years, the Friends have raised thousands of dollars to support several important projects, including the new skate park at the Community Center and Mac Dutra Plaza. They are currently fundraising for a new community pool and installation costs for the new playground equipment at Frenchmen's Creek Park. Planning is ongoing for fundraising related to the proposed upgrades at Carter Park.

In the last several years, with new City staff, Commissioners, and Friends membership, there have been many discussions about the relationship and roles of the organizations, and it became clear that a Memorandum of Understanding ("MOU") would better establish and clarify these roles and govern the relationship in the future.

DISCUSSION:

City staff, Recreation Commissioners, and leadership from the Friends have been working together to develop an MOU that clarifies the relationships between the organizations and establishes expectations and responsibilities for the City and the Friends. Important terms and conditions include:

- Parameters and requirements for the use of City and Friends names and logos on projects
- Recognition that the City and the Friends as are independent entities
- Assignment of liaisons as primary points of contact to simplify coordination and communication
- Provision of mutual support and expertise on joint projects
- Participation in regular meetings between the City, Commission and Friends
- Regular reporting on activities of the organizations
- Proper use and accounting of funds and donations
- Sharing of facilities and resources in joint projects

- Marketing, promotion and recognition of the organizations' shared priorities and projects
- Cooperative efforts on grants and fundraising
- Compliance with legal and regulatory requirements around operations, finances and projects
- Five-year term with mutual rights of termination

Although the City may consider other types of support for the Friends, the proposed MOU does not commit the City to provide operational funding for the Friends. Any funding from the City to the Friends would be through a separate agreement and would require separate City Council action.

The Parks and Recreation Commission as well as the Friends Board have considered and commented on the proposed terms and conditions, have expressed support of the MOU, and the final agreement would include recommendations from all organizations.

ATTACHMENTS:
Resolution authorizing the City Manager to negotiate and execute a Memorandum of Understanding with the Friends of Half Moon Bay Parks and Recreation

Resolution No. C-2021-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF HALF MOON BAY PARKS AND RECREATION, TO BETTER DEFINE AND GOVERN THE RELATIONSHIP BETWEEN THE CITY AND THE FRIENDS AND ADVANCE THE ORGANIZATIONS' SHARED MISSIONS TO IMPROVE AND INCREASE RECREATIONAL OPPORTUNITIES IN THE COMMUNITY.

WHEREAS, the City owns and operates several parks and recreation facilities, providing recreation spaces, programs and services for the community through its Recreation Services Division, whose mission is to "enrich lives within the community through affordable, accessible citywide programs that promote educational and recreational opportunities that contribute to a healthy community and lifestyles"; and

WHEREAS, the City has established a Parks and Recreation Commission with the purpose of advising City staff and the City Council "on the best means to provide quality park and recreation services to the community and its visitors"; and

WHEREAS, the Friends of Half Moon Bay Parks and Recreation were established through a partnership between the City, the Commission, and interested members of the community, with the mission to "enhance and maintain park and recreation opportunities on the Coastside"; and

WHEREAS, the City and Friends desire to enter into an agreement, whereby the organizations will work together to advance their shared missions to improve and increase recreational opportunities in the community; and

WHEREAS, the City and Friends have negotiated the general terms and conditions of a Memorandum of Understanding between the organizations which include but are not limited to: parameters and requirements for the use of names and logos on projects; recognition that the organizations are independent entities; assignment of liaisons; mutual support and expertise; regular meetings between the organizations; reporting; use and accounting of funds and donations; sharing of facilities and resources; marketing, promotion and recognition; grants and fundraising; and legal and regulatory compliance – all of which have been reviewed and approved by the Commission.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to negotiate and execute a Memorandum of Understanding with the Friends of Half Moon Bay Parks and Recreation, to better define and govern the relationship between the City and the Friends and advance the organizations' shared missions to improve and increase recreational opportunities in the community.

****

I, the undersigned, hereby certify that the foregoing resolution was duly passed and adopted on the 19th day of January, 2021 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Robert Brownstone, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jill Ekas, Community Development Director

TITLE: **APPROVE CITY'S RESPONSE TO THE OCTOBER 28, 2020 GRAND JURY REPORT ENTITLED "SECOND UNITS: ADDING NEW HOUSING IN THE NEIGHBORHOODS"**

RECOMMENDATION:
By motion, authorize the Mayor to sign and submit a letter of response to the October 28, 2020 Grand Jury Report titled "Second Units: Adding New Housing In The Neighborhoods" no later than January 26, 2021.

FISCAL IMPACT:
There is no fiscal impact associated with responding to the Grand Jury Report.

STRATEGIC ELEMENT:
This action supports the Inclusive Governance Element of the Strategic Plan.

BACKGROUND:
The San Mateo County Grand Jury issued a report on October 28, 2020 about "Second Units" or accessory dwelling units (ADUs). The Grand Jury Report includes recommendations and best practices for supporting homeowners who are considering building such units more affordably and efficiently to meet the legislative intent of recent State law updates for ADUs. The Report is included as Attachment 1.

DISCUSSION:
As required by the San Mateo County Civil Grand Jury, each city including Half Moon Bay is obligated to respond to the Findings and Recommendations contained in the report by January 26, 2021. Attachment 2 includes the City's draft letter of response.

The October 28, 2020 Report focuses on recommendations and best practices as researched and evaluated by the Grand Jury. As presented in detail in the City's draft response, many of the recommendations and best practices are already embedded in the City's on-going efforts to

support ADU production. These efforts align with the primary topic areas addressed in the Report including the importance of providing continuing community outreach and education about ADUs, as well as to fully implement the permit process requirements in compliance with recently adopted State ADU law.

The City generally concurs with the Grand Jury Report. The detailed responses explain how certain aspects of the recommendations may not be fully applicable to Half Moon Bay and/or that the City has found another approach to address the Grand Jury concerns that work better our community. The City's response also includes an important statement of clarification about Half Moon Bay's clear understanding and practice to carefully implement State ADU law. The intent of this clarification is to address one of the "barriers to building or upgrading Second Units" presented in the Civil Grand Jury Report that appears to be rooted in a misunderstanding about circumstances unique to the Coastal Zone. Staff also notes that some Report recommendations point out a potential local need for more trained design professionals and contractors to plan, permit, and build ADUs. The City's approach to addressing such concerns that are not within its control, similarly to most other jurisdictions, is to continue to collaborate with and support the San Mateo County's 21 Elements and Home for All initiatives.

ATTACHMENT:

1. San Mateo County Grand Jury Report "Second Units: Adding New Housing In The Neighborhoods"
2. Response Letter to San Mateo County Grand Jury

Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

NEAL TANIGUCHI
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 261-5066
FAX (650) 261-5147
www.sanmateocourt.org

October 28, 2020

City Council
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019

Re: Grand Jury Report: "Second Units: Adding New Housing In The Neighborhoods"

Dear Councilmembers:

The 2019-2020 Grand Jury filed a report on October 28, 2020 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Danny Y. Chou. Your agency's response is due no later than January 26, 2021. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.

2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.

2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.

3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.

4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

Please submit your responses in all of the following ways:

1. **Responses to be placed on file with the Clerk of the Court by the Court Executive Office.**

   - **Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Chou.**

Hon. Danny Y. Chou
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 8th Floor
Redwood City, CA 94063-1655.

2. **Responses to be placed at the Grand Jury website.**

   - **Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)**

3. **Responses to be placed with the clerk of your agency.**

   - **File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.**

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 261-5066.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,

Neal Taniguchi
Court Executive Officer

Enclosure

cc: Hon. Danny Y. Chou
Paul Okada

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Second Units: Adding New Housing In The Neighborhoods

ISSUE

How are the County of San Mateo and its cities supporting homeowners who are considering building a new Second Unit on their property or upgrading a non-permitted one, in response to new State laws, which became effective January 1, 2020?

SUMMARY

Housing availability is a top priority in San Mateo County because while 93,000 new jobs were added between 2010-2018, only 8,500 new housing units were built. Housing considered "affordable" is especially at a crisis point. "Limited land and the large gap between new jobs and available housing lead to high rents and high home prices. As of 2019, median rent in the County for a one-bedroom apartment is $2,621 and for a two-bedroom apartment it is $3,349, while only 24% of County households can afford to purchase an entry-level home."[1]

To put this slow-moving catastrophe into further perspective, more than two-thirds (68%) of the County's land is protected from development because it is either agricultural or open space. At the same time, of the County's already developed land, two-thirds is occupied by single-family homes.[2] Simply stated, building more single-family homes cannot begin to solve the County's housing shortfall. "Second Units" – broadly defined as self-contained living spaces that are on the same property as an existing residence – present a creative and innovative option to addressing the region's affordable housing crisis.

The number of new Second Units dramatically increased after several State laws went into effect in 2017. This made the construction of Second Units easier for homeowners. The number of new Second Units is expected to further increase as a result of new state laws which went into effect in January 2020. It has become clear to date that Second Units are popular for a variety of reasons. They are attractive as housing for relatives, rental income and personal investment as well as providing the option to downsize. Such units can also supply housing for community members like educators or public safety employees who otherwise would not be able to live in the community in which they work. Factoring in that there are approximately 155,000 single-

[1] Home for All Brochure, Published April 2019. Accessed May 15, 2020. https://homeforallsmc.org/wp-content/uploads/2019/08/HFA_brochure_v16_WEB.pdf

[2] Home for All Community Convening on Second Units: Maintaining the Momentum, February 27, 2020

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family homes in San Mateo County[3] and only 4,000 Second Units on those properties[4], the potential exists for thousands of new Second Units that would significantly impact the county's housing deficit over the years to come.

However, there are significant hurdles facing the development of Second Units. According to housing advocates interviewed by the Grand Jury, the biggest impediments to the construction of new Second Units, as well as upgrading non-permitted Second Units, are: obtaining financing, the lack of contractors willing to work on Second Units, and the need for local governments to recruit and train more inspectors.[5]

"The San Mateo County Board of Supervisors and County Manager's Office, along with support from the County's Department of Housing ("DOH") have been leading the regional effort to allow the development and construction of more Second Units."[6] DOH has been working collaboratively with the 20 cities to help address countywide affordable housing issues. DOH has contracted with a consulting firm, Baird & Driskell, on the *21 Elements Project,* to assist the County and cities in this effort. The consulting firm hosts monthly meetings related to Second Units with city and DOH representatives. As part of this effort, DOH is developing a new website and marketing plans that will focus on promoting Second Units.

As a result of this investigation, the Grand Jury recommends the following:

1. The County and its cities should continue their outreach to homeowners informing them about the new laws that simplify and streamline the construction and permitting of Second Units.

2. The County and its cities should determine whether there is a way for the public entities to compile a list of financial partners who can assist homeowners with funding new Second Units and upgrading non-permitted Second Units.

3. The County and its cities should determine whether there is a way for the public entities to develop a comprehensive list of contractor resources and partner with training institutions to recruit and train more general contractors and inspectors.

4. The County and its cities should encourage homeowners who may have non-permitted Second Units to go through the permitting process.

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[3] According to San Mateo County housing data, there are 276,444 housing units in San Mateo County (Fig. 1) . Figure 33 says that 56% (155,000) of housing units are single-family, detached homes. When you multiply the two figures, you get 154,808 (which rounds to 155k).
https://www.towncharts.com/California/Housing/San-Mateo-County-CA-Housing-data.html

[4] Grand Juror interviews.

[5] Grand Jury Interviews

[6] Home for All collaborative, https://homeforallsmc.org/

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The 2019-2020 Grand Jury commends the current housing efforts of the County and its cities and urges them to embrace the new opportunities. The impact of the laws passed by the California Legislature in 2017 increased the number of Second Units constructed annually by 450%. If the 2020 laws have a similar effect, our County and cities will be well-positioned for adding more affordable housing.

GLOSSARY

Home for All: A collaborative countywide initiative which was undertaken to inspire community action and promote closure of the county's 11:1 jobs/housing gap.[7] The members of this initiative include the County and 16 of its cities as well as representatives from all sectors of the community who are focused on creating a future where everyone in the County has a home they can afford. It has been led by Supervisors Don Horsley and Warren Slocum. According to its website, this initiative builds on the work and momentum of the Closing the Jobs/Housing Gap Task Force.[8]

Second Unit: An interchangeable term with a granny flat, in-law suite, Accessory Dwelling Unit (ADU), converted garage, backyard cottage or basement apartment. They are always self-contained homes, smaller than the main house and legally part of the same property. Second Units can take many forms and vary in size, but always contain everything someone needs to live, including a kitchen, bathroom and a place to sleep.[9]

Junior Second Unit/Junior ADU: A very small living unit up to 500 square feet, which re-purposes existing space within a residence such as a bedroom, garage or carport within an existing single-family home. These units may contain a basic kitchen utilizing small plug-in appliances and may share central systems as well as a bathroom with the primary dwelling.[10]

***The "21 Elements Project"*:** A multi-year funded project co-sponsored by DOH and the City/County Association of Governments (C/CAG) through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information and work on a wide variety of housing policies and programs.[11] "21 Elements" is a project of Baird & Driskell Community Planning Consultants, a master housing consultant, which supports all San

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[7] Supra, note 1

[8] https://homeforallsmc.org/about-us/

[9] Second Unit Inspiration brochure, page 3. The booklet was produced as a joint project of Home for All and 21 Elements, 2018. www.SecondUnitCenterSMC.org

[10] Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs), California Department of Housing and Community Development, accessed May 20, 2020. https://www.hcd.ca.gov/policy-research/AccessoryDwellingUnits.shtml

[11] https://sanmateocounty.legistar.com/LegislationDetail.aspx?ID=4068159&GUID=1D7B2118-0312-4351-88E6-9E4BAB9C37B5

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Mateo County and city jurisdictions, hosting monthly phone conferences related to affordable housing issues (including Second Units), through a contract with DOH.[12]

BACKGROUND

The Bay Area housing crisis can be traced back to the 1970s when local cities experienced an economic boom, and property taxes were rising with them. Then Proposition 13 put a cap on how much could be raised from property taxes each year. Cash-hungry cities zoned more land for commercial use so they could collect more sales tax. That meant more retail property was built than private housing. In addition, steep impact fees pushed developers to prioritize expensive homes rather than multi-unit housing. Then, Silicon Valley businesses grew and brought huge numbers of tech jobs to the Bay Area. "The housing crisis has been a slow-moving storm that has been churning for decades."[13]

The number of jobs in San Mateo County has grown beyond the number of new housing units available.[14] Between 2010-2018, for example, 93,000 jobs were added but only 8,500 new housing units were built. To put this serious situation in perspective, more than two-thirds (68%) of the County's land is either agricultural or open space, and two-thirds of the County's *developed* land is occupied by single-family homes.[15] Simply stated, building more single-family homes on the remaining available land cannot begin to solve the County's housing shortfall.

"Limited land and the large gap between new jobs and available housing lead to high rents and high home prices. In the County, median rent for a one-bedroom apartment is $2,621 and for a two-bedroom apartment it is $3,349."[16] Approximately two thirds of San Mateo County households cannot afford to purchase an entry-level home. Among those affected are important members of the County's workforce including teachers, firefighters and other public employees who are unable to live in the areas they serve.[17] Lack of affordable housing is an issue for San Mateo County and throughout the State of California.[18]

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[12] http://21elements.com/second-units

[13] Melissa Colorado, "Making It in the Bay: How the Bay Area's Housing Crisis Spiraled Out of Control" February 10, 2020. https://www.nbcbayarea.com/news/local/making-it-in-the-bay/making-it-in-the-bay-how-the-bay-areas-housing-crisis-spiraled-out-of-control/2230410/

[14] According to a San Mateo County spokesperson at a Home for All Community Convening on Second Units: Maintaining the Momentum, Belmont, February 27, 2020

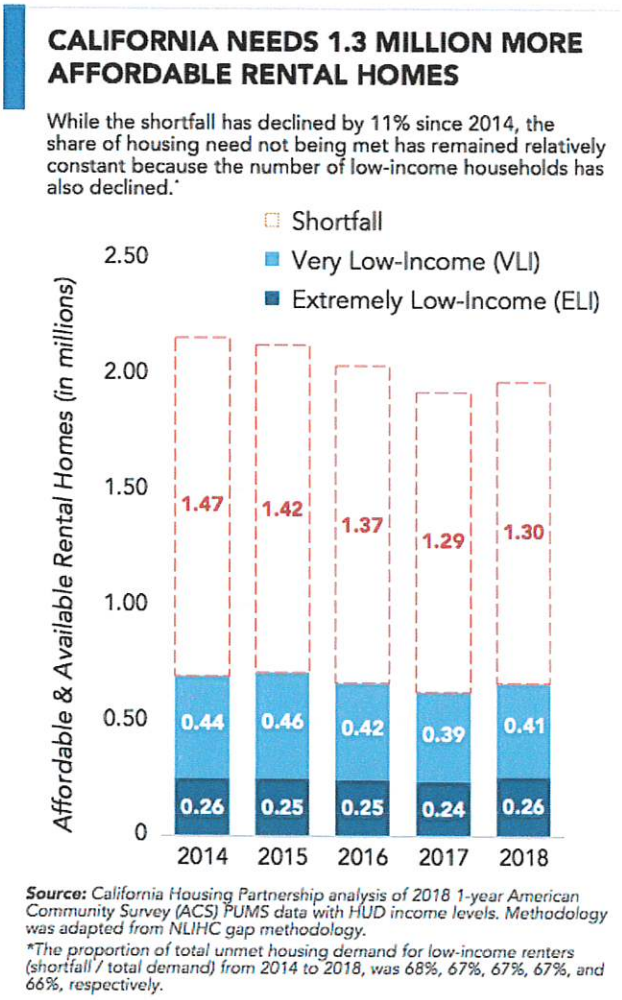
[15] Home for All Community Convening on Second Units: Maintaining the Momentum, Belmont, February 27, 2020.

[16] Home for All brochure, Published April 2019. https://homeforallsmc.org/wp-content/uploads/2019/08/HFA_brochure_v16_WEB.pdf

[17] Second Unit Inspiration Brochure, produced by Baird + Driskell Community Planning, page 4, 2018. www.SecondUnitCenterSMC.org.

[18] California Housing Partnership analysis of 2018 1-year American Community Survey (ACS) PUMS data with HUD income levels https://1p08d91kd0c03rlxhmhtydpr-wpengine.netdna-ssl.com/wp-content/uploads/2020/03/CHPC_HousingNeedsReportCA_2020_Final-.pdf

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Throughout the County, the housing shortage is being addressed in a variety of ways including: development of multi-unit complexes along transit corridors; shared housing; and the subject of this report, building Second Units on single family properties. According to Grand Jury interviews with local government officials and housing advocates, building and upgrading Second Units is a relatively fast and efficient option and one component of a multi-faceted strategy to address the County's affordable housing shortage.[19]

California laws passed in 2017 dramatically increased the number of new Second Units in the County to an average of 269 Second Units per year from an average of just 60 Second Units per year from 2010-2016. (See Appendix A).

[19] Grand Jury interviews.

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The laws which went into effect on January 1, 2020, include:[20]

- **AB 68/AB 881** - Requires local agencies to approve or deny an ADU project more quickly and prohibits local agencies from adopting ADU ordinances that impose minimum lot size requirements, set certain maximum dimensions, or require replacement off-street parking in certain situations. Also allows for an ADU as well as a "junior" ADUs where certain access, setback and other criteria are met.

- **SB 13** - Provides, until January 1, 2025, that cities may not condition approval of ADU building permit applications on the applicant being the "owner-applicant" of either the primary dwelling or the ADU, and prohibits impact fees on ADUs under 750 square feet.

- **AB 587** - Provides that local agencies may now allow ADUs to be sold or conveyed separately from a primary residence if certain conditions are met. This law is expected to increase the ability of affordable housing organizations to sell deed-restricted ADUs to eligible low-income homeowners.

- **AB 670** - Prevents homeowners' associations from barring ADUs. AB 670 makes unlawful any HOA condition that "prohibits or unreasonably restricts" the construction of ADUs on single-family residential lots.

- **AB 671** - Requires local governments to include in their General Plan housing elements plans to incentivize and promote the creation of affordable ADUs. The law also requires HCD to develop, by December 31, 2020, a list of state grants and financial incentives for ADU development.

The new 2020 laws solve a number of key zoning and construction restraints which previously held back less expensive housing options. Second Units can now be built or remodeled into 800 square-feet rental units with construction approved by the respective cities within 60 days and do not require owner occupation, additional parking or impact fees (if 750 square feet or less).

In the case of amnesty, non-permitted Second Units are acceptable if they meet health and safety standards, e.g., operating fire detectors and electric wiring. Of note is that units cannot be used for short-term vacation rentals as the various laws were intended for rental to singles or families

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[20] https://www.hklaw.com/en/insights/publications/2019/10/californias-2020-housing-laws-what-you-need-to-know. Additionally, a more complete summary of the 2020 statutes impacting the construction or permitting of Second Units can be found in Appendix B.

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who cannot otherwise afford a single-family dwelling or an apartment rental near their workplace.[21]

DISCUSSION

In December 2019, the San Mateo County Grand Jury surveyed the city managers of all 20 cities in the County regarding passage of California laws concerning Second Units. The survey inquired about plans for the implementation of these new laws in each jurisdiction.[22] With the exception of East Palo Alto and Millbrae, all of the jurisdictions responded to the survey, and all were aware of the new laws. Many were preparing to find ways to initiate the development of more Second Units in their jurisdictions. Their main concerns included:

- short amount of time between passage of the laws and the need to implement them;
- perceived conflicts and inconsistencies within the new State laws;
- loss of local control might lead to community backlash;
- inadequate staffing to handle the potential increase in Second Unit interest;
- homeowner's ability to secure funding for the construction costs; and
- availability of sufficient extra neighborhood parking.

Opportunity for New Second Units

Housing advocates consider Second Units to be "low-hanging fruit" for the development of new housing inventory. There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units. Since 2010, there has been a steady growth in Second Unit approvals throughout the county, according to San Mateo County's Annual Jurisdiction Survey.[23]

To take full advantage of new opportunities for ADUs created by the 2020 State bills, cities throughout the county are updating their zoning ordinances to be in compliance with the new State laws. Additionally, many cities are focused on streamlining their individual Second Unit permitting process as well as the process that will provide amnesty for pre-existing, non-permitted Second Units.[24]

Several new online tools – including tools at https://secondunitcenter.org/ (a website maintained by the County) – identify potential sites for Second Units, calculate estimated costs, and

[21] New state laws for ADU/Second Unit construction, effective January 1, 2020: AB 670 (Friedman), AB 671 (Friedman), AB 68 (Ting), AB 587 (Friedman), AB 881 (Bloom), SB 13 (Wieckowski) are designed to help narrow the shortfall in affordable housing in California. Another bill is being worked on to tie all bills together. (Appendix B: Summary of bills)

[22] Survey questions are listed in Appendix C.

[23] "Accessory Dwelling Units Approved by Jurisdiction" (2010-2018, with 2019 data added), Annual Jurisdiction Survey. See chart and graph in Appendix A.

[24] Grand Jury interviews.

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streamline the process of building a Second Unit, thereby making Second Unit development an easier option for homeowners to consider.[25] They include:

- https://build.symbium.com/
  Using this link, residents and planners in Redwood City, Pacifica, and Unincorporated San Mateo County can quickly determine whether a Second Unit is allowed at a particular address and if so, what specific development standards (State and local rules) apply. More cities will be added to this list in the near future.[26]
- http://calculator.secondunitcentersmc.org/
  San Mateo County's Second Unit Calculator helps a homeowner get an estimate for what a Second Unit project might cost, and calculates the amount it might yield as an investment. It also allows a user to change assumptions such as location, unit size, type of unit and much more.
- https://secondunitcentersmc.org/
  The County's website focuses on Second Unit development and, according to Grand Jury interviews, will be further updated in the future.

Amnesty for Non-Permitted Second Units

The actual number of non-permitted Second Units in the County is unknown.[27] However, whatever this number might actually be, these units are important affordable housing as long as they meet minimum health and safety codes.

The San Mateo County Planning and Building Department and nonprofits such as "Rebuilding Together Peninsula"[28] are focused on encouraging owners of non-permitted Second Units in the unincorporated area of the County and East Palo Alto respectively to develop plans that would make more of them safer and healthier and thereby permitted.

In January 2020, the County initiated a pilot program for homeowners who wished to consider upgrading their non-permitted Second Units.[29] If this pilot program is successful, it will be expanded and marketed as a model that cities in the County could adopt. The program allows:

- existing Second Units to be brought up to code and become permitted;
- applicants to explore whether the amnesty program for non-permitted units might work for them;

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[25] Online Tools from companies like Symbium allows anyone to understand whether a Second Unit is allowed on a particular parcel. See https://build.symbium.com

[26] Second Unit Resource Center handout. https://secondunitcentersmc.org/

[27] Grand Jury interviews.

[28] RebuildingTogetherPeninsula is a non-profit that is focused on working with other local agencies to upgrade non-permitted second units in East Palo Alto. It has a focus on repairs of garage-conversions, not new construction. https://sites.google.com/rebuildingtogetherpeninsula.org/epa-adu-initiative/home

[29] See the SMC Second Unit Amnesty Website: https://planning.smcgov.org/second-unit-amnesty

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- a *no-risk* assurance which enables the homeowner to back out of the permitting process at any time with no obligation on their end to bring their non-permitted unit up to health and safety standards;
- a variety of enforcement suspensions included in the laws that took effect this past January; and
- some previously non-permitted construction features (so some homeowners no longer need amnesty.)

Rebuilding Together Peninsula is a non-profit organization that focuses on home repair. Eighty five percent of its home repair projects are in San Mateo County, primarily garage-conversion Second Units in East Palo Alto.[30] [31] Much of that work is focused on upgrading non-permitted Second Units. Grand Jurors toured the Redwood City offices and learned that the nonprofit works on one project at a time, relying on volunteers who are good at making repairs. Most of these Second Units are for relatives and friends, not for revenue. Rebuilding Together's five year plan targets low income communities of color. Second Unit goals for Rebuilding Together in East Palo Alto are:

- legalizing non-permitted units;[32]
- repairing units to make them safer for occupants;
- streamlining the repair process;
- sharing learnings;
- training and workforce development; and,
- transitioning East Palo Alto Second Unit projects to "EPA CAN DO"[33] leadership.

Moving Forward

Step One: *Home for All* Initiative

The County's *Home for All* Initiative builds on the work and momentum of the San Mateo County Board of Supervisors' *Closing the Jobs/Housing Gap Task Force.*[34] "The Second Unit Center" is a program of the *Home for All* Initiative which is aimed at providing information and tools to make it easier for homeowners to build second units to help increase the housing supply in San Mateo County. According to the Second Unit Center website, on August 6, 2019, the

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[30] Grand Jury interview.

[31] Rebuilding Together the Peninsula EPA Garage Conversion/ADU Legalization Initiative, https://sites.google.com/rebuildingtogetherpeninsula.org/epa-adu-initiative/home

[32] Cost of a garage conversion or "permitted" to codes of the day is about $70,000 according to Rebuilding Together the Peninsula. This can include adding insulation, upgrading electrical, sealing and leveling a concrete floor, reviewing the safety of the roof, creating a new share wall and a proper wall to replace the garage door, and make garage electric/energy efficient and heated.

[33] https://epacando.org/

[34] Closing the Jobs/Housing Gap Task Force, The Task Force began in September 24, 2015 to build a common understanding of the challenge, learn what is already being done both inside and outside the county and finish by exploring possible solutions. https://bos.smcgov.org/task-force

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Board of Supervisors approved the creation of a new *One Stop Shop*[35] pilot program to help homeowners with Second Unit construction. Through this program, participating homeowners can receive no-cost support from the nonprofit *Hello Housing,* a member of the Mid-Peninsula Housing family of companies.

Hello Housing will provide up to 100 hours of free feasibility and project management support at no cost in connection with the design, permitting, and project management involved with building a Second Unit. The *One Stop Shop* pilot program is a partnership of DOH, *Hello Housing*, and the cities of East Palo Alto, Pacifica, and Redwood City. Residents of these three cities and the unincorporated County will be eligible to apply for inclusion in this pilot program.[36] If the pilot program is successful, it is hoped that it can be scaled to serve all jurisdictions.[37]

To prepare for the eventual scaling up of this pilot program, the County and its cities are reaching out to residents to inform, educate, and support homeowners who are considering building or improving a Second Unit.[38] As part of this effort, DOH and the City/County Association of Governments of San Mateo County (C/CAG) have co-sponsored and coordinated the "21 Elements Project" which aids all jurisdictions in the County to work together on addressing their housing needs, including the development of Second Units. As part of this effort, monthly meetings and/or conference calls are convened by *21 Elements*.[39]

Step Two: Raising Awareness and Enthusiasm

It is critical that interested residents become aware of Second Unit opportunities and resources that are available to them for building Second Units on their property. To get the attention of homeowners, there will need to be a variety of outreach strategies. The following are efforts by the County of San Mateo and its cities, and for comparison, the City of San Jose.

County of San Mateo initiatives:

There has been a great deal of effort already put into the development of a Second Unit Initiative in San Mateo County. During the past couple of years, as the need for a multi-pronged housing initiative became apparent, the County took a number of critical steps.

The County developed two notable booklets -- *Second Unit Inspiration* and *Second Unit Workbook;* initiated a collaborative partnership between the County and its cities through the *21 Elements Project;* created two pilot programs (one focused on the process of building new

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[35] https://secondunitcentersmc.org/onestopshop/ (accessed on 7/22/2020)

[36] ibid.

[37] Grand Jury interviews.

[38] Grand Jury interviews.

[39] 21Elements, http://21elements.com/second-units, Baird & Driskell Community Planning Consultants.

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Second Units and the other on homeowners successfully obtaining amnesty for non-permitted Second Units); and are developing an updated DOH Second Unit website and marketing plan.[40]

City-level initiatives

In their responses to the Grand Jury survey, city managers identified the following communication methods:

- informational handouts - hard copies and digital (i.e., Second Unit designs, checklists, development of some standard designs, lists of pre-approved contractors);
- posting key Second Unit resource links;
- publishing articles and/or promotions in local news media; and
- community meetings and workshops;

Funding for the development of some of these programs and materials may be acquired with SB 2 Planning Grants. SB 2 provides funding and technical assistance to all local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production.[41]

The City of San Jose (Santa Clara County)

The City of San Jose hired an Alternative Dwelling Unit (ADU) Ally acting much like an expeditor for homeowners desiring Second Units. San Jose City's ADU Ally has become a valuable resource in assisting San Jose homeowners through the process of developing Second Units. The ADU Ally:

- is a dedicated staff person who coordinates and connects homeowners to city services and demystifies the process for homeowners who are exploring the process of building a Second Unit;

- creates online tools, handouts and information, including a Second Unit Universal Checklist which offers step-by-step guidance; and,

- helped produce a YouTube video tutorial on how to build a Second Unit in San Jose.

An official from San Jose informed the Grand Jury that the resources created by this department would be available for use during the San Mateo County Second Unit effort.

Home for All San Mateo held a summit in February 2020, at which the ADU Ally delivered a featured presentation. While this dedicated specialist seems to be making an impact, only time and hard data will tell.[42]

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[40] https://secondunitcentersmc.org accessed May 19, 2020.

[41] https://hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml

[42] Grand Jury interview. See more in Appendix D

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Step Three: Amnesty for Non-Permitted Second Units

There are thought to be a large but unidentified number[43] of non-permitted Second Units in San Mateo County. In order to successfully increase the number of housing units countywide, it is critical that these Second Units be upgraded to comply with applicable health and safety codes and maintained as viable housing units. The new State laws make it easier for those units to be made safer by providing amnesty to the homeowners who built these non-permitted units and encouraging them to bring their units up to permitting standards.

If the County pilot program for homeowners who wish to obtain permits for their non-permitted Second Units[44] is successful, it will have the potential to be expanded and marketed as a model program that cities throughout the County could modify and/or adopt for their own use. This action by the cities would help preserve these critical housing units. Interestingly, in the Grand Jury's December 2019 survey, only Belmont referred to amnesty. New construction appears to be a higher priority for most cities.

The City of East Palo Alto and nonprofits such as Rebuilding Together Peninsula[45] are also focused on developing other plans that would make non-permitted Second Units safer and ultimately permitted.

Barriers to Building or Upgrading Second Units:

While state law has been amended to make Second Units easier to develop, based on Grand Jury interviews with housing advocates, it is clear that there are still significant barriers that hinder and sometimes block homeowners from adding Second Units. For example, those barriers include:

- The process of financing new Second Units or upgrading non-permitted Second Units. At the time of this writing, only one local lender, San Mateo Credit Union,[46] has committed to providing lending for these projects. At the same time, homeowners who might consider building a new or upgrading non-permitted Second Units, are often unaware of financing options;[47]

- The recent booming Bay Area building environment has made it very difficult to find and engage contractors willing to work on relatively small projects such as Second Units, especially due to the demand for rebuilding homes lost to recent wildfires. During its investigation, several interviewees suggested that local governments may wish to provide

[43] Grand Jury Interview.

[44] SMC Second Unit Amnesty Website: https://planning.smcgov.org/second-unit-amnesty

[45] RebuildingTogetherPeninsula is a non-profit that is focused on working with other local agencies to upgrade non-permitted second units in East Palo Alto. It has a focus on repairs of garage-conversions, not new construction. https://sites.google.com/rebuildingtogetherpeninsula.org/epa-adu-initiative/home

[46] San Mateo Credit Union, https://www.smcu.org/Loans/Home-Loans/ADU-Loan

[47] Grand Jury interviews.

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options in which contractors could utilize "handy men" (who are not licensed as contractors) to do work that the contractors would officially supervise;[48]

- Some homeowners find the building and permitting process complex and intimidating according to the interviews of housing advocates;[49]
- Local public entities may lack a sufficient number of inspectors to handle building inspections and amnesty approvals;[50]
- A misunderstanding by homeowners that the construction of a Second Unit could result in the reassessment of their entire property as opposed to an increase, based on the value of the Second Unit alone. (Adding an ADU will not impact the original home assessment, but homeowners will get a supplemental bill.)[51]
- Some jurisdictions on the County's coast are unclear as to whether the new State laws apply to coastal areas;[52] and
- The uncertainty of the Covid-19 environment.

As the County and its cities continue to focus on the shortage of available and affordable housing, Second Units are an important option to consider. They are a popular alternative to single-family homes and can be developed more quickly. This is even more important given the COVID-19 pandemic because the number of households without an affordable place to live will grow. For example, Matt Schwartz, President and CEO of CA Housing Partnership, says income inequality was a problem before COVID-19. Before the pandemic, about 1.5 million households were living without an affordable place in California and now that number will grow. He says the state will still need to house the homeless. Interest rates are low, so this is the time to continue to address the homelessness crisis.[53]

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[48] Ibid.
[49] Ibid.
[50] Ibid.
[51] Ibid.
[52] "City Flooded with Requests for ADU Permits." *Half Moon Bay Review*, March 4, 2020, https://www.hmbreview.com/news/city-flooded-with-requests-for-adu-permits/article_0d5a9920-5e49-11ea-b933-c7dea1fa420c.html (viewed again on 4/27/2020)
[53] Bay Area Housing Post-Covid-19 https://www.kqed.org/news/11818184/bay-area-housing-post-pandemic-whats-in-store

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FINDINGS

F1. The number of jobs in San Mateo County has grown beyond the number of new housing units available. More housing is needed and Second Units are one solution.

F2. From 2016 to 2020, the number of Second Units constructed annually within the County dramatically increased by 450% (823) after related State laws were enacted in 2017. Effective January 1, 2020, several additional new State laws were enacted in order to make the construction of new Second Units easier for homeowners.

F3. There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units.

F4. The County has an unknown but large number of non-permitted Second Units. The new 2020 State laws are intended to make it easier for those units to be made safer, and potentially to be brought up to permitting standards.

F5. Barriers to building new Second Units and for upgrading non-permitted Second Units include: a lack of knowledge by homeowners as to potential lenders in financing the construction of a Second Unit and a lack of lenders in the region that have indicated their willingness to engage in such financing, homeowners' difficulty in finding contractors willing to work on "small" projects such as Second Units, and the need to recruit and train more inspectors.

F6. DOH and the City/County Association of Governments of San Mateo County have co-sponsored and coordinated the "21 Elements Project" which aids all jurisdictions in the County to work together on addressing their housing needs, including the development of Second Units.

F7. The San Mateo County Department of Housing is updating its website and marketing plan that focuses on Second Units.

F8. The City of San Jose has developed a Second Unit initiative that is worth examining closely and possibly emulating. (See Appendix D).

RECOMMENDATIONS

R1. The County and its cities should continue to develop or enhance existing outreach to homeowners about the new laws that simplify and streamline the construction and permitting of Second Units including but not limited to the following:

- posting relevant information on their websites regarding the process for the construction and permitting of Second Units including materials such as checklists and flowcharts;

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- increasing social media and other outreach regarding the above-referenced resources;
- offering workshops (live or online) regarding the process for the construction and permitting of Second Units at least quarterly.

R2. By December 31, 2020, the County and its cities should commit to meeting for the purpose of finding collaborative solutions for:

- developing and publicizing additional financial partners to help homeowners finance the construction of new Second Units as well as the upgrading of non-permitted existing Second Units;
- developing solutions to address the shortage of licensed contractors willing to work on small projects including, but not limited to, the feasibility of licensed contractors engaging and supervising non-licensed "handymen"
- identifying and collaborating with training institutions to recruit and train more general contractors and inspectors.

Such meetings may occur in connection with 21 Elements Project meetings regarding Second Units, or through a separate platform.

R3. The County and each city should develop a marketing plan to focus on the needs and concerns of homeowners who have non-permitted units. This should be done by the end of the calendar year 2020.

R4. The County and its cities should determine whether it is feasible to retain an outside resource that can be shared among cities and the County to leverage Second Unit expertise. This determination should be made by December 31, 2021.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

City Councils and County Board of Supervisors should respond to R1-R4.

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

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METHODOLOGY

Documents

Alternative Dwelling Unit (ADU) SurveyMonkey Survey, December 2019.
ADU growth Survey by SMC Housing,

Interviews

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

Eight interviews were conducted with representatives of San Mateo County, San Mateo County Housing Department, San Mateo County Planning and Building Department, San Mateo Rebuilding Together Peninsula, Baird & Driskell and City of San Jose Building Division - Permit Center.

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Colorado, Melissa. "Making It In the Bay: How the Bay Area's Housing Crisis Spiraled Out of Control" February 10, 2020. https://www.nbcbayarea.com/news/local/making-it-in-the-bay/making-it-in-the-bay-how-the-bay-areas-housing-crisis-spiraled-out-of-control/2230410/ (Accessed 7/23/2020)

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San Jose Backyard Homes News, October 21, 2019. https://www.sjbackyardhomes.com/adu_ally/ (Accessed 7/23/2020)

Second Unit Workbook. (print and online) SMC Second Unit Resource Center. April 17, 2020. https://secondunitcentersmc.org/ or https://planning.smcgov.org/second-unit-ordinance (Accessed 7/23/2020)

APPENDIX A: Accessory Dwelling Units Approved by Jurisdiction

"Accessory Dwelling Units Approved by Jurisdiction" (2010-2018, with 2019 data added), Annual Jurisdiction Survey, County of San Mateo.

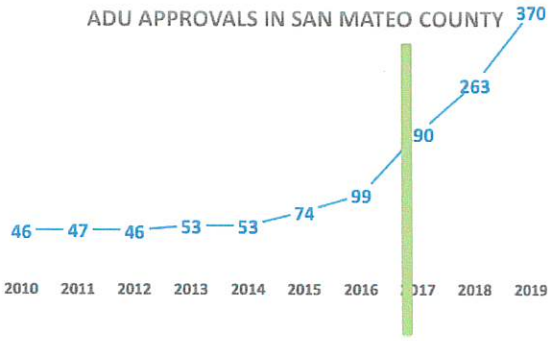
Accessory Dwellings Units Approved By Jurisidiction (2010-2018)

								1/1/17: effective date of new state laws			
Jurisdiction	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
Atherton	1	5	7	8	4	10	9	11	13	13	**68**
Belmont	1		1	2	1	0	0	4	9	10	**18**
Brisbane		0	0	0	1	0	3	3	6	3	**16**
Burlingame	0	0	0	0	0	2	3	5	8	10	**28**
Colma	0	0	0	0	0	0	0	0	0	0	**0**
County of San Mateo	0	0	4	1	2	6	7	8	34	38	**62**
Daly City	6	8	3	7	3	4	11	33	23	68	**166**
East Palo Alto*					2	0	4	4	1	8	**11**
Foster City	0	0	0	0	0	0	0	0	0	2	**2**
Hillsborough	13	13	17	16	15	19	8	15	15	11	**131**
Half Moon Bay					0	0	3	3	3	13	**22**
Menlo Park					3	8	7	13	15	Sent Followup	**46**
Millbrae					0	0	0	0	0	Sent Followup	**0**
Pacifica					0	5	1	4	11	11	**32**
Portola Valley	6	4	3	7	8	5	13	11	6	7	**63**
Redwood City	1	1	2	1	2	2	13	35	34	39	**130**
San Bruno	6	3	3	1	3	1	4	14	13	10	**58**
San Carlos	1	1	1	2	1	1	1	n/a	19	15	**42**
San Mateo*	2	2	2	2	2	2	2	16	24	50	**104**
South San Francisco	1	3	1	3	2	6	8	5	22	46	**51**
Woodside	8	7	2	3	4	3	2	6	7	16	**58**
Total	**46**	**47**	**46**	**53**	**53**	**74**	**99**	**190**	**263**	370	**1108**

Source: Annual Jurisdiction Survey

* Estimates provided by cities prior to 2018 when tallies unavailable

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APPENDIX B: Provision of New California Laws for Second Units

Provisions of the laws AB670, AB671, AB587, AB68, AB881, and SB13 include:

1. One Second Unit and one Junior Second Unit will be allowed on a single-family lot.
2. There will be no minimum lot size for the addition of a Second Unit.
3. No setback will be required if the Second Unit is the conversion of an existing structure at the property line.
4. Second Units with a size up to 800 square feet that follow building construction standards must be allowed.
5. Second Units under 800 square feet can be 16 feet tall and can have a setback of four feet on the side and rear of the unit.
6. Cities have 60 days to review permit applications. If they fail to do so, they are automatically approved.
7. No replacement parking for the main house is required if converting a garage.
8. No parking is required for a Second Unit if it is within a half mile walk of transit.
9. No impact fees apply to Second Units less than 750 square feet. If larger than 750 square feet, impact fees must be proportional to the main house.
10. Second Units that receive building permits between 1/1/2020 and 12/31/2024 are exempt from owner-occupancy rules.
11. Mandatory five-year stay of enforcement on non-permitted Second Units if health and safety standards are met. This is based on Government Code Section 65852.2(n), which will sunset in 2025.[54]
12. No short-term rentals of Second Units or Junior Second Units will be allowed for less than 30 days to discourage vacation rentals.
13. Second Units will be allowed in multi-family and mixed-use zones. Second Units will be allowed in multifamily buildings - up to two detached Second Units, plus allowing for the conversion of uninhabited spaces for multiple Second Units (up to 25% of units in multifamily buildings)

[54] Government Code Section 65852.2(n)

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14. Home Owner's Associations cannot ban Second Units or Junior Second Units, regardless of any existing rules doing so. Home Owner's Associations can set reasonable design guidelines for Second Units and Junior Second Units.

APPENDIX C: December 2019 Survey Questions

Questions from "Alternative Dwelling Unit (ADU)" SurveyMonkey Survey, December 2019.

1. Among your city leadership, who is aware of the passage of these laws? (AB 68, AB 587, AB 670, AB 671, AB 881 and SB 13). Please identify leaders by name with contact information.
2. Will your city be actively encouraging your residents to take advantage of these Second Unit laws? (What might that entail?)
3. Do you think there will/could be at least 50 parcels in your city, which might be eligible for a Second Unit?
4. Do you anticipate that your city's homeowners as well as landlords will take advantage of this opportunity?
5. How will you encourage your homeowners as well as landlords to take advantage of this opportunity?
6. What obstacles do you anticipate encountering?
7. What kinds of support might you need in order to be able to actively implement these new state laws?
8. Name (and contact information) of the person filling out the response to this survey.

APPENDIX D: San Jose's ADU Ally

San Jose City's ADU Ally has become a valuable resource in assisting San Jose homeowners through the process of developing Second Units. Having a dedicated person for this initiative has had an impact on the San Jose City's effort. Some of the actions that have resulted from this singular dedicated staff person include:

1. Serving as the dedicated staff person who is the
    - contact person who deals with people and points them in the right direction.
    - coordinator and connecter of homeowners to all city services and who demystifies the process.
    - *tour guide* for homeowners who are exploring the process of building a Second Unit.
    - "hand holder" holds a homeowner's hand as they walk through the process. The ADU Ally is quoted as saying, "I can see them all of the way through to the end of the project, help them to submit or resubmit plans, and then through permit issuance. And when they need to schedule inspections, I can connect them to the right city staff

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members."

2. Online tools, handouts and information have been created including a Second Unit Universal Checklist which offers step-by-step guidance. The City of San Jose Planning Department's ADU website is an example of a comprehensive and easy-to-read site, See sanjoseca.gov/business/development-services-permit-center/accessory-dwelling-units-adus

3. The ADU Ally helped produce a YouTube video tutorial on how to build a Second Unit in San Jose. This attracted more than 2,900 views, before it was taken down due to recent changes in ADU regulations and Zoning Ordinances.

4. The San Jose ADU Ally has said that the resources created by this department would be available for use during the San Mateo County Second Unit effort.

CITY OF HALF MOON BAY
City Hall • 501 Main Street • Half Moon Bay • 94019

January 20, 2021

Hon. Danny Y. Chou
Judge of the Superior Court
c/o Jenarda Dubois
Hall of Justice
400 County Center; 8th Floor
Redwood City, CA 94063-1655

Subject: Response to Grand Jury Report titled "Second Units: Adding New Housing in the Neighborhoods"

Dear Judge Chou:

The City Council for the City of Half Moon Bay has had an opportunity to review the 2020 Grand Jury report entitled "Secondary Units: Adding New Housing in the Neighborhoods." After reviewing the report and allowing for public comment at its regular meeting on January 19, 2021, the City Council offers the following responses:

Responses to Findings

Finding F1. The number of jobs in San Mateo County has grown beyond the number of new housing units available. More housing is needed and Second Units are one solution.

Response: The City agrees with the finding.

Finding F2. From 2016 to 2020, the number of Second Units constructed annually within the County dramatically increased by 450% (823) after related State laws were enacted in 2017. Effective January 1, 2020, several additional new State laws were enacted in order to make the construction of new Second Units easier for homeowners.

Response: The City agrees with the finding.

Finding F3. There are about 155,000 single-family homes in San Mateo County with only 4,000 Second Units on those properties, so there is a potential for thousands of new Second Units.

Response: The City disagrees in part with this finding. The 4,000 units cited in this statistic includes only legal (i.e. permitted) Second Units. However, as recognized in Finding 4,

there are likely many additional unpermitted Second Units currently constructed within the County.

Finding F4. The County has an unknown but large number of non-permitted Second Units. The new 2020 State laws are intended to make it easier for those units to be made safer, and potentially to be brought up to permitting standards.

Response: The City agrees with the finding.

Finding F5. Barriers to building new Second Units and for upgrading non-permitted Second Units include: a lack of knowledge by homeowners as to potential lenders in financing the construction of a Second Unit and a lack of lenders in the region that have indicated their willingness to engage in such financing, homeowners' difficulty in finding contractors willing to work on "small" projects such as Second Units, and the need to recruit and train more inspectors.

Response: The City disagrees in part with this finding. It agrees that lack of awareness of financing and construction options are obstacles to Second Unit construction, but the City is not aware of any shortage of qualified building inspectors. The City routinely conducts nearly all building inspections, including those for Second Units, within one business day of the request. The City is not aware of any instance in which a building inspection was delayed for a Second Unit project. Second unit construction can be expensive, averaging around $200,000 for detached new units. While the availability of financing may be a significant barrier, the cost, even with financing available, is likely an additional barrier for homeowners considering certain types of Second Units, especially custom built units. We note that the City has approved both custom and various types of more affordable modular and/or prefabricated Second Units.

Finding F6. DOH and the City/County Association of Governments of San Mateo County have co-sponsored and coordinated the "21 Elements Project" which aids all jurisdictions in the County to work together on addressing their housing needs, including the development of Second Units.

Response: The City agrees with the finding.

Finding F7. The San Mateo County Department of Housing is updating its website and marketing plan that focuses on Second Units.

Response: The City agrees with the finding.

Finding F8. The City of San Jose has developed a Second Unit initiative that is worth examining closely and possibly emulating.

Response: The City agrees with the finding.

Responses to Recommendations

Recommendation 1:
The County and its cities should continue to develop or enhance existing outreach to homeowners about the new laws that simplify and streamline the construction and permitting of Second Units including but not limited to the following:

- posting relevant information on their websites regarding the process for the construction and permitting of Second Units including materials such as checklists and flowcharts;
- increasing social media and other outreach regarding the above-referenced resources;
- offering workshops (live or online) regarding the process for the construction and permitting of Second Units at least quarterly.

Response: This recommendation has been mostly implemented. The City updated its Accessory Dwelling Unit (ADU) ordinance in 2018 in response to the State laws that went into effect in 2017, and is currently working to update the ordinance again in response to the State laws that went into effect in 2020. As the City is wholly within the Coastal Zone, this update requires an amendment to the City's certified Local Coastal Program. To guide homeowners during this interim period, the City maintains an informational handout on its website on ADUs.

The City of Half Moon Bay participates in "Home for All," which is a countywide collaborative effort with a wide range of community partners working to build support and inspire action for a variety of housing options. In 2018, Half Moon Bay was a Home for All "pilot" city. The Home for All pilot project supported the City in providing an education and engagement program comprised of community conversations about housing opportunities and needs, including for Second Units. Another example of the City's collaboration with Home for All was more recent participation in an "Exploring Your Housing Options" session hosted by Village of the Coastside in February 2020. City staff, along with Home for All and HIP Housing, made coordinated presentations at this well-attended session in the Half Moon Bay Library. The session covered updates in State law and presented detailed information about how to plan, permit, and build a Second Unit in Half Moon Bay, as well as on the unincorporated Midcoast.

The City will promote the 2021 Home for All workplan, which includes expanded outreach to homeowners through virtual workshops and marketing tools. The Home for All program also uses its regular newsletter to provide updates on Second Units and works to engage with cities through its partnership with 21 Elements. In addition to appearing at realtor workshops and other events that reached over 500 people in 2019, Home for All hosted an in-person Second Unit resource fair in October 2019 that drew approximately 400 attendees. At this resource fair, Home for All made available live lecture-style presentations on second unit topics and had over 30 second unit businesses/vendors present to connect with homeowners about their offerings. An additional Second Unit resource fair was planned for May 2020, but was postponed due to the outbreak of COVID-19. A virtual webinar series for homeowners about Second Units is planned for early 2021. These webinars will be recorded and made available "on demand" for homeowners to review in the future. Home for All continues to welcome community invitations to present about Second Units at additional events.

The City is exploring and developing methods and materials to increase community awareness of Second Units. The City's webpage will continue to provide information on Second Unit permitting, and will be updated as applicable when our new ordinance is adopted. The City does not believe that quarterly workshops would provide added benefit, as City staff remains readily available to answer questions from the community about Second Units and permitting as needed. Half Moon Bay is a small town and our public counter is always staffed, be it virtual during this challenging time, or in person as we prefer. To illustrate, during the earliest days of the shelter order in spring 2020, the City's Community Development Director held socially distanced meetings on the sidewalk outside City Hall with a contractor and a homeowner about their respective Second Unit projects.

Finally, the City also notes a statement in the Report that must be corrected. The Report suggests that the City of Half Moon Bay is unsure if State ADU law applies to our jurisdiction:

> Page 12: "*Some jurisdictions on the County's coast are unclear as to whether the new State laws apply to coastal areas."*

While the Report cites a Half Moon Bay Review newspaper article about the City of Half Moon Bay's growth control ordinance to support this statement, the article does not indicate any confusion by the City. The City is fully aware that State law applies to the Coastal Zone and has been readily implementing the recent updates to State ADU law to permit an unprecedented number of ADUs.

Recommendation 2:
By December 31, 2020, the County and its cities should commit to meeting for the purpose of finding collaborative solutions for:

- developing and publicizing additional financial partners to help homeowners finance the construction of new Second Units as well as the upgrading of non-permitted existing Second Units;
- developing solutions to address the shortage of licensed contractors willing to work on small projects including, but not limited to, the feasibility of licensed contractors engaging and supervising non-licensed "handymen"
- identifying and collaborating with training institutions to recruit and train more general contractors and inspectors.

Such meetings may occur in connection with 21 Elements Project meetings regarding Second Units, or through a separate platform.

Response: This recommendation is in the process of being implemented. On December 3, 2020, a 21 Elements meeting was held to explore Second Unit construction aspects, and amnesty programs for non-conforming units. Half Moon Bay commits to continuing its partnership with 21 Elements in an effort to find collaborative solutions to barriers to constructing Second Units.

Recommendation 3:
The County and each city should develop a marketing plan to focus on the needs and concerns of homeowners who have non-permitted units. This should be done by the end of the calendar year 2020.

> **Response:** Based on this recommendation, the City will provide links to Home for All's information and resources for homeowners of non-conforming units as part of its second unit marketing. A link to this information will be included on the City's webpage and print materials will be provided in the City's kiosk on Main Street at City Hall, as available. Also of note, because the new State ADU law is so accommodating, the City has found it straightforward to legalize such units without the need of an amortization program. Furthermore, the City's approach to non-permitted units is to help the owner legalize the unit. We do not treat this situation as a code violation unless life safety issues are at hand. The City of Half Moon Bay is in the process of updating its Accessory Dwelling Unit Ordinance, and due to this recommendation, the City will consider including provisions that would further support legalization of unpermitted Second Units.

Recommendation 4:
The County and its cities should determine whether it is feasible to retain an outside resource that can be shared among cities and the County to leverage Second Unit expertise. This determination should be made by December 31, 2021.

> **Response:** The City of Half Moon Bay will explore and be open to countywide discussion on the feasibility of retaining an outside resource in collaboration with 21 Elements. The City and its countywide partners will make this determination prior to December 31, 2021.

This response was approved by the Half Moon Bay City Council at its regular meeting on January 19, 2021.

Respectfully submitted,

Robert Brownstone
Mayor, City of Half Moon Bay

cc: grandyjury@sanmateocourt.org

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **AGREEMENT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR ASSISTANCE WITH 2021 POST-CENSUS REDISTRICTING SERVICES**

RECOMMENDATION:
Adopt a resolution authorizing the City Manager to execute an agreement with National Demographics Corporation for assistance with the transition to district-based elections at an amount not to exceed $45,000.

FISCAL IMPACT:
This project will be included in the proposed FY 21-22 budget.

BACKGROUND:
In 2018, the City transitioned to by-district elections. Following each census, cities with by-district elections are required to conduct a redistricting process to make sure that districts are in-line with current population and map requirements.

The contract with National Demographics Corporation includes the following services:

1. Basic Project Elements
2. Meeting Attendance (Public Hearings)
3. Online Mapping Tool
4. Public Participation Kits
5. Project Information Webpage

If it is determined that Half Moon Bay is “still balanced” population wise, the cost will be much less; however, is it likely the City will need to redraft based on new map requirements.

ATTACHMENTS:

1. Resolution authorizing the City Manager to execute the agreement with NDC
2. Scope of Services

Resolution No. C-2021-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH NATIONAL DEMOGRAPHICS CORPORATION FOR ASSISTANCE WITH POST-CENSUS REDISTRICTING SERVICES

WHEREAS, in 2018, the City transitioned to by-district elections;

WHEREAS, following each census, cities with by-district elections are required to conduct a redistricting process to make sure that districts are in-line with current population and map requirements;

WHEREAS, National Demographics Corporation is uniquely qualified to provide district-based election services to California cities;

WHEREAS, the City's purchasing policy requires City Council approval of expenditures exceeding $30,000;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to execute an agreement with National Demographics Corporation in an amount not to exceed $45,000.

****

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 19th day of January, 2021 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Robert Brownstone, Mayor

A Proposal to Half Moon Bay for Demographic Services

By National Demographics Corporation

Douglas Johnson, President

December 21, 2020

Phone: (818) 254-1221
FAX (818) 254-1221

P.O. Box 5271
Glendale, CA 91221

info@NDCresearch.com
www.NDCresearch.com

December 21, 2020

Jessica Blair, City Clerk
City of Half Moon Bay
501 Main St
Half Moon Bay, CA 94019

Dear Ms. Blair,

Thank you for the opportunity to provide this scope of work and pricing for redistricting services. NDC has more than 40 years of experience districting and redistricting hundreds of cities, school districts and other local jurisdictions across California, including the city's initial move to by-district elections and similar services for Pacifica, South San Francisco, Redwood City, Menlo Park, and Cabrillo Unified (a full client list is available at www.ndcresearch.com/clients/). We welcome the opportunity to bring the firm's expertise and skills to assist the City.

For each project, there are certain required basic elements, and there are several options that the City can include or leave out at its option. NDC carefully tailors each project to the needs and goals of the individual client partner. NDC also welcomes the opportunity to work with our clients to encourage public participation in this process, as we offer several tools developed specifically for public engagement in districting and redistricting.

The attached proposal consists of a brief introduction; specific proposed project elements and options; timeline and cost information; conclusion; and signature section. NDC looks forward to working with you on this effort. Please call or email anytime if you have any questions, concerns, or requests regarding this proposal.

Sincerely,

Douglas Johnson
President

Project Scope of Work

NDC tailors each project to the needs and goals of each jurisdictions. Below is a typical NDC-suggested timeline and description of project elements.

The dates provided below are general guidelines and will vary according to the goals, project choices, and deadlines of each jurisdiction.

January – March, 2021: Project Planning and Initial Outreach

a. NDC works with the jurisdiction to prepare a detailed project timeline of expected outreach efforts, public forums, formal hearings, draft map dates, and final map adoption dates.

b. NDC works with the jurisdiction staff (or contract specialized outreach staff – see notes below about that option if interested) to prepare a project outreach plan for all steps of the process covering target audiences, contact lists, social media efforts, any potential postcard mailings, utility bill inserts, flyers for distribution at schools, media briefings, and community group contacts.

c. Decide what public mapping tool(s) to provide, if any.

d. Decide whether to use a commission.

e. Create the project website: NDC will provide advice and text for the jurisdiction's website, or as an optional project element NDC will build a project website that the jurisdiction can simply link to from the jurisdiction site.

f. NDC will work with jurisdiction and County Registrar staff to confirm GIS boundaries and to identify and include in our redistricting database any available GIS data that NDC and the jurisdiction identify are likely to be useful as mapping references for NDC, the public, and for the jurisdiction.

g. Project outreach begins with initial alerts and 'invitations to participate' sent out to the general public, to overlapping jurisdictions, and to community organizations.

April –June, 2021: Initial Data Analysis and Ongoing Outreach

h. Census data released and California Statewide Database completes "prison adjustments" of the data.

i. NDC adds socio-economic data from the Census Bureau's American Community Survey to the state demographic data.

j. NDC matches the demographic database to the existing election areas.

k. NDC prepares a memo regarding the demographics and compliance with state and federal criteria of the existing election areas, including maps of "protected class" population concentrations and other socio-economic data often referenced in redistricting (such as income, education levels, children at home, language spoken at home, renters / home owners, and single-family / multi-family residences).

l. NDC Memo is circulated to the jurisdiction and into the project outreach messaging.

June – July, 2021: First Hearing

(Or multiple initial hearings or hearings and forums, if the jurisdiction wishes to hold more than one hearing and/or public forums prior to the release of draft maps.)

m. NDC presents an overview of the redistricting laws and criteria, jurisdiction demographics, and the population balance of the existing election areas and their compliance (or possible lack thereof) with state and federal requirements.

n. If the existing election areas are in compliance with state and federal rules and balanced, the jurisdiction decides whether to stop at this "Still Balanced" point or to continue with a standard redistricting.

o. The project timeline and outreach plan are presented to the public for comments and feedback, along with a request to the public to provide guidance on what residents consider key neighborhoods, communities of interest, and other project-related regions in the jurisdiction.

p. If the optional public mapping tools and/or Public Participation Kit are included in the project, their use is demonstrated to the public.

q. Outreach efforts continue with messaging to the public, with special focus on community groups with an interest in the redistricting.

August – September, 2021: Draft Mapping Time

r. Outreach efforts continue with messaging reminding the public of the opportunity to provide written or mapped input on how the maps should be drawn, and welcoming any maps residents with to submit.

s. If the optional public mapping tools and/or Public Participation Kit are included in the project, NDC provides email and phone support for any residents with questions regarding their use.

t. If the optional public mapping tools and/or Public Participation Kit are included in the project, at the jurisdiction's option additional public forums on the use of those tools can be provided.

u. The public deadline for submitting any initial draft maps will be approximately seven days prior to the official deadline to post all draft maps online (to provide NDC time to process any draft maps received, and for NDC to develop our own two to four initial draft maps).

v. All outreach channels are used to inform the public about the opportunity to submit draft maps and to encourage participation in the review of the upcoming draft maps.

October – November, 2021: Initial Map Review and Direction

w. NDC processes all public draft map submissions, drafts NDC's draft maps, summarizes all of the draft maps. The maps, related demographics, and summaries are provided by NDC in web-friendly formats. These process maps are posted on the project website and on the NDC-provided interactive review map.

x. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the draft maps.

y. The jurisdiction holds a hearing to review the draft maps, narrow down the list of initial draft maps, and provide direction on any desired new or revised maps.

z. Two to three weeks are needed for the public to submit any new maps and for NDC to provide maps based on the direction at the hearing. During this time, additional outreach is conducted to inform interested residents and community groups of the selected 'focus maps' and the remaining opportunities to participate in the process.

January – February, 2022: Map Adoption

aa. Any new or revised maps, related demographics, and summaries are posted on the project website.

bb. At the jurisdiction's option, one or more informal workshops or public forums are held to gather residents' reactions to and preferences among the remaining maps.

cc. One or more hearings are held to continue the review and refinement of the focus maps and, ultimately, adopt the final map.

dd. Outreach continues to inform residents and community groups of the progress of the project, opportunities for future participation, and, ultimately, which map is adopted.

ee. Following map adoption, NDC coordinates map implementation with the County Registrar, informing the jurisdiction staff of the progress, any issues, and ultimate completion of that work.

ff. NDC works with the jurisdiction staff to ensure preservation of all project data and records, including GIS-format versions of the adopted map.

Project Pricing

1. **Basic Project Elements** (covers everything except for per-meeting and optional expenses): ..... $ 12,500

2. **Per-Meeting expense:**

- In-person attendance, per meeting ..... $ 2,750
- Virtual (telephonic, Zoom, etc.) attendance, per meeting..... $ 1,250

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and "communities of interest"; facilitate conversations; answer questions; and gather feedback on existing and proposed boundaries.

Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**
   a) Project website ..... $ 3,500

   b) Online mapping tool .....not yet determined *

   c) Public Participation Kit mapping tool:
      i. With online mapping tool.....included at no additional charge
      ii. Without online mapping tool..... $ 2,750

   d) Working with independent or advisory redistricting commission..... no additional charge

   e) Additional outreach assistance..... separately contracted

* Caliper is currently re-evaluating the cost of their tool; NDC is talking to ESRI about a less-expensive and faster-to-setup version of their tool; and NDC is talking to other potential online tool providers that may provide less expensive options. At the time your jurisdiction is ready to begin the project, NDC will provide an update on the online mapping tools available with a review of the power, accuracy, ease of use, and cost for each.

Other Potential Project-Related Expenses:

The most common additional project expenses would be any site or staff costs for conducting the community forums and the cost of printing or copying paper copies of the "Public Participation Kit." In NDC's experience, most participants will download and print the Kits in their own homes or offices.

Additional Analysis

NDC is happy to assist with any additional analysis that the client requests at our standard hourly rates:

Principal (Dr. Douglas Johnson)..... $300 per hour
Vice President (Justin Levitt)..... $250 per hour
Senior Consultant..... $200 per hour
Consultant..... $150 per hour
Analyst / Clerical..... $50 per hour

Dr. Johnson is also available for deposition and/or testimony work if needed, at $350 per hour.

Exception: "Still Balanced" Jurisdictions

For a few jurisdictions, the existing election areas will still meet the equal population and voting rights act requirements using new 2020 Census data and the requirements of California's new "Fair Maps" law. These jurisdictions have the option simply retain the existing map without drawing and holding hearings on alternative maps. For jurisdictions electing this approach, the project would conclude with that decision and the only project expense would be the "still balanced" analysis expense and any per-meeting fees (at the per-meeting rates stated above).

Includes all the services listed below:..... $ 2,500

- Compile total population and Citizen Voting Age Population data.
- Import existing election area lines.
- Compile population data by election area and calculate population deviations, prepare memo summarizing findings.

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **GRANT WRITING AND ADVOCACY SERVICES AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS, INC.**

RECOMMENDATION:
Adopt a resolution authorizing the City Manager to enter into an agreement with Townsend Public Affairs, Inc. (TPA), to provide grant writing and advocacy services for a period of one year at an amount of $60,000.

FISCAL IMPACT:
The cost of the agreement is $60,000. This amount has been included in the FY 2019-20 operating budget.

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

BACKGROUND:
In early 2016, the City Council identified the pursuit of grant funding opportunities related to ongoing City operations and capital improvement projects as a priority. Following the determination that it was not practical to accomplish this with in-house staff, the City released a request for proposals. Townsend Public Affairs, Inc. was selected as the firm who was most qualified to provide the services requested in the request for proposals, and the City and Townsend have since entered into annual agreements, the last of which expired on December 30, 2020. Starting with the 2018-2019 agreement, Townsend also provides the City with legislative advocacy services.

DISCUSSION:
In addition to legislative advocacy, TPA will continue to assist the City with grant funding opportunities. Since 2017, Townsend has secured over $1.5M in grant funding for the City. With this agreement, TPA has dedicated additional resources to the City's grants program,

including onsite monthly meetings with the staff grants committee as well as an additional grant writer on TPA's staff.

TPA's scope of work for legislative advocacy includes working closely with staff to develop legislative strategy, implement legislative strategy, build and leverage relationships, ordinance advocacy trips and track legislation, craft testimony and position letters, prepare and file lobbying disclosure reports, and draft bill language. TPA and staff also work closely with the City Council Legislative Affairs Subcommittee.

For grant funding services, TPA's scope includes working with staff to craft a strategic funding plan, monitor grant opportunities, establish clear accountabilities, grant application development and submittal, post-grant submittal advocacy, assistance with awarded grant administration and compliance, and progress reports.

Staff recommends the City Council authorize the City Manager to execute an agreement with TPA for an additional year of grant and legislative advocacy services, with enhanced scope of work, at an amount of $60,000.

ATTACHMENT:
Resolution authorizing the City Manager to enter into a one-year agreement with Townsend Public Affairs, Inc to provide grant writing and advocacy services in an amount of $60,000

Resolution No. C-2021-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS, INC. FOR GRANT WRITING AND LEGISLATIVE ADVOCACY SERVICES

WHEREAS, in July 2019, the City of Half Moon Bay entered into an agreement with Townsend Public Affairs, Inc. for grant writing services; and

WHEREAS, the agreement expired June 30, 2020 and was extended to December 30, 2020; and

WHEREAS, the City Council has expressed an interest in continuing grant writing and legislative advocacy services; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Half Moon Bay hereby authorizes the City Manager to enter into a one-year agreement with Townsend Public Affairs, Inc. for grant writing services and legislative advocacy services in the amount of $60,000.

****

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 19th day of January, 2021 by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

_____
Jessica Blair, City Clerk

APPROVED:

_____
Robert Brownstone, Mayor

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **MAYOR'S LIST OF CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2021**

RECOMMENDATION:
Accept Mayor Brownstone's List of City Council Representatives and Designated Assignments for 2021.

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

STRATEGIC ELEMENT:
This recommendation supports the Inclusive Governance Element of the Strategic Plan.

ATTACHMENTS:
Mayor's List of City Council Representatives and Designated Assignments for 2021

CITY COUNCIL ASSIGNMENTS
2021

A. Council Subcommittees

Subcommittee	Designated Representative	Meeting Schedule
CSFA Grant Selection	Ruddock/ Brownstone	As designated
Education	Jimenez/Penrose	As designated
Emergency Preparedness	Penrose /Rarback	As designated
Finance	Ruddock/Brownstone	As designated
Human Resources	Brownstone/Jimenez	As designated
Legislative Affairs	Rarback/Ruddock	As designated
Mobility	Penrose /Brownstone	As designated
Public Safety	Ruddock/Jimenez	As designated

B. City and Interagency

Organization	Designated Representative	Meeting Schedule
ABAG (Association of Bay Area Governments)	Ruddock /Brownstone	Annual, 1 day
C/CAG (County/City Assoc. of Governments)	Ruddock /Brownstone	2nd Thursday evenings
Chamber Government Affairs Committee	Rarback /Jimenez	3rd Thursdays 4:00 p.m.
Council of Cities Selection Committee	Brownstone/Ruddock	4th Friday evenings
League of CA Cities – Coastal Cities Issue Group	Rarback / Ruddock	Quarterly, as designated
League of CA Cities – Coastal Cities Group – Leadership Committee	Penrose/Rarback	As designated
League of CA Cities – Peninsula Division	Brownstone /Ruddock	Quarterly, as designated
Peninsula Clean Energy Authority	Jimenez/ Rarback	4th Thursday
Peninsula Congestion Relief Alliance	Penrose /Rarback	Quarterly, as designated

Updated January 19, 2021

SAM (Sewer Authority Mid-Coastside)	Penrose / Ruddock Alt: Rarback	4th Monday 7pm
SMCo Airport Community Roundtable	Ruddock / Brownstone	1st alt Wednesday 7 p.m.
SMCo Airport Land Use Committee	Jimenez/Rarback	Quarterly, 4th Wednesday 4:00 pm
SMCo Council of Cities	All	4th Friday evenings
SMCo Library JPA	Penrose/ Ruddock	Quarterly, Monday evening
SMCo Office of Emergency Services	Penrose /Jimenez	Quarterly, 4th Thursday evening

C. Council Liaisons

Organization / Ad Hoc Committee	Designated Representative	Meeting Schedule
Arts, Culture, and Events	Ruddock/Jimenez	As designated
Beaches, Trails, and Parks	Jimenez/ Brownstone	As designated
Board of Supervisors	Rarback	2nd/4th Tuesdays, 9:00 am
Cannabis	Ruddock / Brownstone	As designated
Chamber of Commerce / BID	Penrose/Jimenez	As designated
Homeless	Ruddock/Penrose	As designated
Housing and Human Services	Penrose /Rarback	As designated
Mid-Coast Community Council	Rarback/Penrose	2nd/4th Wednesdays
Permit Streamline Process	Penrose / Ruddock	As designated
Schools, Boys & Girls Club	Ruddock/Brownstone	As designated
Technology and Economic Develop.	Ruddock/Brownstone	As designated

BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of: **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Jessica Blair, Communications Director / City Clerk

TITLE: **APPOINTMENTS TO CITY COMMISSIONS**

RECOMMENDATION:
Consider appointments to the Planning Commission and Parks and Recreation Commission.

FISCAL IMPACT:
None associated with this report.

STRATEGIC ELEMENT:
This recommendation supports the Inclusive Governance Element of the Strategic Plan.

BACKGROUND:
The City of Half Moon Bay held a Municipal Election on November 3, 2020, which resulted in the election of two councilmembers. Therefore, appointments or re-appointments to the Planning Commission and Parks and Recreation Commission must be made. Additionally, there was an existing vacancy on the Parks and Recreation Commission, necessitating an additional appointment.

Councilmembers Jimenez and Rarback will make appointments to the Planning Commission and Parks and Recreation Commission and Vice Mayor Ruddock will make an appointment to the Parks and Recreation Commission.

Planning Commission
Members of the Planning Commission are appointed by and serve for a term coinciding with members of the City Council. Pursuant to Half Moon Bay Municipal Code Section 2.24.030, a person nominated for a Planning Commission appointment "shall be appointed to the commission upon receiving a majority of votes from the entire city council." If a Councilmember's nomination is not approved, the nominating Councilmember is entitled to two more nominations. If, after this process, no nomination is approved, the floor will be open to additional nominations from all members of the Council.

Parks and Recreation Commission
Parks and Recreation Commission members are appointed by and serve for a term coinciding with members of the City Council, pursuant to the Commission Bylaws. The nomination process is not formally outlined in the bylaws, but the City's past practice has been to handle the process in the same manner used for the Planning Commission.

ATTACHMENT:
Willing to Serve forms received

Jonathan Roisman

From: noreply@civicplus.com
Sent: Wednesday, January 6, 2021 4:13 PM
To: Jessica Blair
Subject: Online Form Submittal: Willing to Serve

[CAUTION]: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Willing to Serve

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

Commission or Committee for which you are applying:	Planning Commission
Name	Alex Carrillo
Address	
City	Half Moon Bay
Zip code	94019
Phone 1	
Phone 2	
Email	
Occupation	Head of Fusion and Global Security Operations Center
Current employer	Facebook
Employer address	
City	menlo park
Zip code	94025
How long have you lived in Half Moon Bay?	3 years

Educational background	BS from the US Coast Guard Academy in Management, MS from National Graduate School in Quality Systems Management
Professional experience	USCG Officer (14 years of service in both active duty and reserves) with a variety of leadership/management experience, Intelligence Analyst (counter terrorism) at multiple locations, Global Security Operations Centers Manager at Facebook, Adjunct Professor at Coastline Community College's Homeland Security Program
Civic activities and community involvement	Former Chairman of the Area Maritime Security Committee, Intelligence Subcommittee for San Diego, former President of the Association of Former Intelligence Officers (San Diego Chapter)
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	I am passionate about ensuring good stewardship of Half Moon Bay resources, especially the beautiful land we all enjoy. My hope is to ensure my son is able to enjoy the same experience my wife and I have had with this wonderful area.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	Coastside Buzz website
Today's date	01/06/2021
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

Email not displaying correctly? View it in your browser.

Jonathan Roisman

From: noreply@civicplus.com
Sent: Friday, January 8, 2021 11:40 AM
To: Jessica Blair
Subject: Online Form Submittal: Willing to Serve

[CAUTION]: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Willing to Serve

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

Commission or Committee for which you are applying:	Planning Commission
Name	Jim Davis
Address	
City	Half Moon Bay
Zip code	94019
Phone 1	
Phone 2	*Field not completed.*
Email	
Occupation	Environmental & Energy Sustainability and Resiliency Consultant
Current employer	Self-Employed
Employer address	Work from home
City	Half Moon Bay
Zip code	94019
How long have you lived in Half Moon Bay?	12

Educational background	Stanford University, BS 1982/MS (1986) -- Double major in Biology and Environmental Earth Sciences, including land-use and environmental planning.
Professional experience	35+ years in environmental & energy R&D, consulting and information technology: > VP in three environmental software start-ups (ESP, Enviance, xOverTime). > Executive Director, Sustainability at SAP (Big tech) > Executive Director, Sustainable Enterprise at KPMG (Big 4 management consulting) > Senior Program Manager of Water & Ecosystem resiliency at Electric Power Research Institute (non-profit) > Currently consultant in energy and environmental sustainability and resilience, including wildfire and extreme weather risk mitigation.
Civic activities and community involvement	Current member of Cabrillo USD School Reopening Committee and Hatch Reopening Committee. Co-chair of Silicon Valley Leadership Group Energy Committee (and past co-chair of Environment Committee)
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	I have significant career skills to contribute my community. As a Grad student at Stanford in the 1980's I thought a class on Land-use planning that focused on HMB as our study region for our General Plan project for the school year.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	Next Door & HMB City Website
Today's date	1/8/2021
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

Email not displaying correctly? View it in your browser.

Jonathan Roisman

From: noreply@civicplus.com
Sent: Monday, January 4, 2021 3:04 PM
To: Jessica Blair
Subject: Online Form Submittal: Willing to Serve

[CAUTION]: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Willing to Serve

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

Commission or Committee for which you are applying:	Parks and Recreation Commission
Name	Andrew Grant Silva
Address	
City	Half Moon Bay
Zip code	94019
Phone 1	
Phone 2	*Field not completed.*
Email	
Occupation	Coach / Athletic Administrator
Current employer	Serra High School
Employer address	
City	San Mateo
Zip code	94403
How long have you lived in Half Moon Bay?	Two months

Educational background	BA in Political Science and MS in Kinesiology - Both degrees from Cal Poly, San Luis Obispo
Professional experience	Over 20 years experience coaching water polo and swimming at the high school, collegiate, and international levels. Several years of work as an athletic / recreation facility manager. Current National Team Coach for USA Water Polo, and Director of Aquatics at Serra High School.
Civic activities and community involvement	Previously supervised and managed the City of San Luis Obispo Recreation Center. Founded and directed two community aquatics organizations - San Luis Obispo Water Polo Foundation and Morro Bay Aquatics Club.
Are you able to attend:	Night meetings
Why are you seeking to be appointed to a City commission or committee?	Having moved to the area after accepting my current position at Serra High School, I'm excited to make Half Moon Bay my home for several years to come. And in living here, I'm looking for an opportunity to contribute to the community and make a positive impact on our town and neighbors. Given my extensive work in athletics, recreation, and facility management I see the Parks and Recreation Committee as a wonderful opportunity to put my education and experience to work.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	No
How did you become aware of this opportunity to serve?	City of Half Moon Bay social media accounts
Today's date	1/4/21
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

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Jonathan Roisman

From: noreply@civicplus.com
Sent: Tuesday, December 8, 2020 9:38 PM
To: Jessica Blair
Subject: Online Form Submittal: Willing to Serve

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Willing to Serve

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

Commission or Committee for which you are applying:	Parks and Recreation Commission
Name	Paul Pantera
Address	
City	Half Moon Bay
Zip code	94019
Phone 1	
Phone 2	*Field not completed.*
Email	
Occupation	Software Enginner
Current employer	eBay, Inc.
Employer address	
City	San Jose
Zip code	95125
How long have you lived in Half Moon Bay?	21 years

Educational background	BS Computer Engineering, Cal Poly SLO, 1993
Professional experience	Sun Microsystems, 4 startups, eBay Inc.
Civic activities and community involvement	Friends of Half Moon Bay Parks and Rec, Assistant Scoutmaster, BSA Troop 263
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	I've watched from the sidelines for years and wanted to do my part to help the community.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	Half Moon Bay Review
Today's date	12/8/20
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

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Jonathan Roisman

From: noreply@civicplus.com
Sent: Tuesday, December 8, 2020 9:35 PM
To: Jessica Blair
Subject: Online Form Submittal: Willing to Serve

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Willing to Serve

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

Commission or Committee for which you are applying:	Planning Commission
Name	Paul Pantera
Address	
City	Half Moon Bay
Zip code	94019
Phone 1	
Phone 2	*Field not completed.*
Email	
Occupation	Software Enginner
Current employer	eBay, inc.
Employer address	
City	San Jose
Zip code	95125
How long have you lived in Half Moon Bay?	21 years

Educational background	BS Computer Engineering, Cal Poly SLO, 1993
Professional experience	Sun Microsystems, 4 startups, eBay
Civic activities and community involvement	Friends of Half Moon Bay Parks and Rec, Assistant Scoutmaster, BSA Troop 263
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	I've observed from the sidelines for years and now I'd like to take part in shaping the community.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	Yes
How did you become aware of this opportunity to serve?	Half Moon Bay Review
Today's date	12/8/20
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

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While our doors are shut, staff are working from home and are available to serve the public virtually.

You can view the San Mateo County Health Officer's updated COVID-19 Shelter Order and FAQs here.

We look forward to seeing you at City Hall soon!

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, December 4, 2020 5:30 PM
To: Jessica Blair <JBlair@hmbcity.com>
Subject: Online Form Submittal: Willing to Serve

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Willing to Serve

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

Commission or Committee for which you are applying:	Planning Commission
Name	Eric Hartness
Address	
City	HALF MOON BAY
Zip code	94019
Phone 1	
Phone 2	*Field not completed.*
Email	
Occupation	Managing Partner
Current employer	Fog Break Ventures
Employer address	
City	HALF MOON BAY
Zip code	94019

How long have you lived in Half Moon Bay?	20 years
Educational background	BSBA University of Arkansas, MBA Harvard Business School
Professional experience	Marketing leader with extensive esports, digital marketing, CRM, virtual goods, ecommerce, and social media, influencer, events, and PR experience. Known for developing and leading high impact teams as well as growing individuals to build new businesses, create hit titles, and establish global franchises for interactive entertainment companies BANDAI NAMCO, Amazon Game Studios, and Electronic Arts. https://www.linkedin.com/in/eric-hartness-143ab7/
Civic activities and community involvement	None
Are you able to attend:	Either night or daytime meetings
Why are you seeking to be appointed to a City commission or committee?	I would love to help the community. Now that I am consulting and not commuting over the hill everyday, I have time to contribute.
Have you attended any meetings of the City Council or other Half Moon Bay commissions or committees?	No
How did you become aware of this opportunity to serve?	HMB Review
Today's date	12/4/2020
Signature	Checking this box constitutes your signature and confirms that the information provided is accurate

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BUSINESS OF THE COUNCIL OF THE CITY OF HALF MOON BAY

AGENDA REPORT

For meeting of **January 19, 2021**

TO: Honorable Mayor and City Council

VIA: Bob Nisbet, City Manager

FROM: Matthew Chidester, Deputy City Manager
Karen Decker, Senior Management Analyst

TITLE: **UPDATE ON LOCAL RECOVERY EFFORTS FROM COVID-19 AND DEVELOPMENT OF RECOMMENDATIONS TOWARD A MORE EQUITABLE, VIBRANT, AND RESILIENT COASTSIDE ECONOMY**

RECOMMENDATION:
Receive an update on efforts to assist local businesses and the Coastside community in recovery from COVID-19 and in developing recommendations toward a more equitable, vibrant, and resilient Coastside economy and workforce.

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

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

BACKGROUND:
Following a series of community listening sessions, the City Council met for its annual Priority Setting Workshop for the FY 2020-21 Budget on March 10, 2020. Economic Development was one of the five major priorities identified for focus in the coming year, based on comments at the listening sessions as well as other feedback received over the past year. Typically, staff would prepare a workplan for each priority and present it to the Council as part of the budget hearings, along with funding needs and deliverables. Unfortunately, within a week of the Workshop, the onset of the COVID-19 pandemic escalated to such an extent to warrant most of the state to issue shelter in place orders, including San Mateo County. City efforts for most of this past fiscal year have been focused on addressing the impacts of the pandemic and other emergencies that have and continue to affect the Coastside.

Although the severity and specifics of the health orders have varied throughout the year, each has had significant impacts on the community. City staff have monitored the changing orders and the wide range of implications to the coast as stressors continued to mount on businesses

and households - the impacts of which have been disproportionately felt by low-income residents, communities of color and women. Many individuals and families have faced compounding challenges related to remote work and learning, isolation, job loss, housing and food instability, illness, and loss-of-life. Businesses large and small have dealt with the stresses of lost revenue, increased expenses to comply with health orders, supporting staff through their own difficulties, and the overall lack of clarity of when and how the economy, and life as we once knew it, would get back to normal. Many businesses have failed through this period, and others remain on the precipice of failure.

The past year has tested everyone in the community, and the response to the impacts of COVID has been significant on the coast. Individual volunteers, non-profits, churches, businesses, and government agencies have stepped up and worked closely to help through fund-raising, grants, gifts, loans, and food distributions. Commercial and residential landlords have forgiven rent, showed compassion and understanding, and helped keep businesses and families afloat in the face of their own financial challenges. Inspiring stories have been shared of the collective support many in our community have given and felt through this trying time.

While the pandemic will continue to present challenges and impact lives for the foreseeable future, the administration of vaccines has begun, and there is light at the end of the tunnel towards overcoming COVID-19 and shaping the world beyond it. At the County level, the Board of Supervisors spearheaded a countywide recovery initiative made up of a leadership council, two advisory groups, and five committees tasked with key recovery issues. City staff and other representatives from the coast are participating in these efforts, and while there is power in leveraging the existing efforts taking place regionally, there is also value in taking a more localized approach that considers the unique cultural, environmental, social, and economic nuances, resources, opportunities, and challenges on the Coastside.

DISCUSSION:

Staff has been working on a plan for local recovery efforts for some time, knowing that as the pandemic came to an end, the economic and societal impacts of COVID-19 would continue for an extended period. The timing appears to be ideal to start planning for recovery while continuing to navigate what we hope is the winding down of the pandemic.

The proposed Coastside Recovery Initiative (CRI), will be a collaborative effort between the City, County, local business, non-profit, faith and community leaders. The Initiative will recognize that the Coastside is a unified economy, spanning from Devil's Slide south to the County border, and east to Skyline Blvd. The CRI will use inclusivity and equity, community engagement, and innovation as guiding principles. Identifying and achieving short-term wins with a commitment to developing plans that serve the local community will also be key ensuring an effective process. The goals of the initiative will be to:

- Address the immediate needs of local business and Coastside community to effectively recover from the economic impacts of COVID-19; and
- Advance strategies that lead to a more equitable, vibrant, and resilient Coastside economy

To assist in facilitating the Initiative, the City has hired a local consultant with experience in advancing community impact strategies that reduce inequities and improve people's lives. Guiding the initiative will be an executive oversight committee consisting of the CEO of the Half Moon Bay Coastside Chamber of Commerce, and senior City and County staff.

One of the key components of the CRI will be to convene a diverse, multi-sector recovery task force. The purpose of the task force will be to provide research, data and recommendations that will assist government, business, and community leaders to develop and implement policies and programs toward short-term recovery and long-term prosperity. Task force membership will be designed to reflect cultural, socioeconomic, and industry diversity with representatives from local business sectors including agriculture, fishing, real estate, hotel and hospitality, finance, and IT, as well as small business owners and operators, non-profit leaders, and academia.

Key deliverables from the initiative will include a summary of key research, community outreach, expert informant and focus group findings, and a report on task force recommendations and implementation priorities.

The executive oversight committee has already begun meeting, and a community open house kicking off the taskforce will be scheduled in mid-February. Task force formation will take place in late February and will meet regularly through at least June 2021. Initial efforts will include better understanding the impacts of COVID-19 on the community and local economy, and determining unmet business and workforce needs. In the spring the focus will shift to analysis of the information gathered, and development of recommendations – including implementation strategies – to assist in both short term recovery efforts as well as long term economic and workforce development. Periodic updates to the City Council on the formation, membership and work of the taskforce will be provided throughout the initiative.