



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

**TUESDAY, MARCH 18, 2025**

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

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

**7:00 PM**

This agenda contains a brief description of each item to be considered. Those wishing to address the City Council on any matter not listed on the agenda, but within the jurisdiction of the City Council to resolve, may come forward to the podium during the Public Forum portion of the agenda and will have a maximum of three minutes to discuss their item. Comments on City Manager Updates and Consent Calendar items should be made during the Public Forum section of the agenda. Those wishing to speak on a Business or Public Hearing matter will be called forward at the appropriate time during that item's consideration.

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

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

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

<http://hmbcity.com/>

**Wi-Fi: HMB Public  
Password: Recreation1**

## **HYBRID MEETING PARTICIPATION PROTOCOLS**

*This meeting will be held in-person and via Zoom for public participation. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation. Public comments may be made in-person or remotely via Zoom, and interpretation will be available. All Councilmembers and staff will participate in person. During any public comment portions, attendees may use the “raise your hand” feature and will be called upon and unmuted when it is their turn to speak. The meeting will also be streamed on Channel 27, on pacificcoast.tv, and on Facebook at [www.facebook.com/cityofhalfmoonbay](https://www.facebook.com/cityofhalfmoonbay). Please click to join the webinar: <https://us06web.zoom.us/j/87674804231> or join by phone at 669-900-9128, using Webinar ID 876-7480-4231. If joining by phone, use \*9 to raise your hand, \*6 to mute and unmute.*

## **ROLL CALL / PLEDGE OF ALLEGIANCE**

## **APPROVAL OF AGENDA**

## **PROCLAMATIONS AND PRESENTATIONS**

HMB HIGH SCHOOL GIRLS VARSITY BASKETBALL RECOGNITION

MIDCOAST COMMUNITY COUNCIL UPDATE

SETON COASTSIDE UPDATE

## **MAYOR'S ANNOUNCEMENTS OF COMMUNITY ACTIVITIES AND COMMUNITY SERVICE**

## **REPORT OUT FROM RECENT CLOSED SESSION MEETINGS**

## **CITY MANAGER UPDATES TO COUNCIL**

EARTH DAY

NON-PROFIT DAY

STUDENT AWARDS

## **PUBLIC FORUM**

### **1. CONSENT CALENDAR**

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

#### **1.B MAYOR'S LIST OF UPDATED CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2025**

**Staff Recommendation:** Accept Mayor Brownstone's Updated List of City Council Representatives and Designated Assignments for 2025.

[STAFF REPORT](#)

[ATTACHMENT](#)

#### **1.C TRANSACTION AND USE (SALES) TAX EXAMINATION DESIGNEES**

**Staff Recommendation:** Adopt a resolution authorizing the examination of the sales, use, and transactions tax records for the City.

[STAFF REPORT](#)

[RESOLUTION](#)

#### **1.D WARRANTS FOR THE MONTH OF FEBRUARY 2025**

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

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

#### **1.E 2024 HOUSING ELEMENT AND GENERAL PLAN ANNUAL PROGRESS REPORTS**

**Staff Recommendation:** Approve a resolution (Attachment 1) to confirm receipt of 2024 General Plan and Housing Element Annual Progress Reports (APRs) and recommend the City Council adopt a resolution confirming receipt of the APRs.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

#### **1.F SECOND AMENDMENT TO AGREEMENT WITH EL CENTRO DE LIBERTAD FOR THE CARES COMMUNITY RESPONDER PROGRAM**

**Staff Recommendation:** Adopt a resolution authorizing the City Manager to finalize and execute a Second Amendment to the Agreement with El Centro de Libertad for the CARES Community Responder program, at an additional cost not-to-exceed \$111,796, extending the Term through June 30, 2025.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

#### **1.G BUDGET AMENDMENT FOR JOHN L. CARTER PARK IMPROVEMENTS PROJECT (CIP NO.**

0611)

**Staff Recommendation:** Accept an update on the previously approved budget amendment for Capital Improvement Project No. 0611 – John L. Carter Park Improvements Project.

[STAFF REPORT](#)

## 2. ORDINANCES AND PUBLIC HEARINGS

### 2.A 2025 CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DRAFT HOUSING ELEMENT PUBLIC HEARING

**Staff Recommendation:** 1) Hold a public hearing to receive public input and to evaluate revisions to the Draft Housing Element that do not relate to Measure D or housing site selection, but respond to all other feedback from the California Department of Housing and Community Development (HCD); and 2) Approve a resolution (Attachment 1) directing staff to submit the revised Draft Housing Element to HCD independent of a pending decision about Measure D from HCD and the California Coastal Commission.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

[ATTACHMENT 4](#)

[ATTACHMENT 5](#)

[ATTACHMENT 6](#)

[ATTACHMENT 7](#)

## 3. RESOLUTIONS AND STAFF REPORTS

### 3.A APPOINTMENT OF A YOUTH MEMBER TO THE PARKS AND RECREATION COMMISSION

**Staff Recommendation:** Appoint a youth member to the Parks and Recreation Commission to fill the current vacancy.

[STAFF REPORT](#)

[ATTACHMENT](#)

### **3.B AWARD CONSTRUCTION CONTRACT FOR THE FRENCHMAN’S CREEK PARK IMPROVEMENTS PROJECT (CIP PROJECT NO. 1013)**

**Staff Recommendation:** Adopt a resolution 1) Authorizing the Administrative Services Director to transfer \$160,000 to the Capital Improvement Project (CIP) No. 1013 – Frenchman’s Creek Park Improvements Project – Phase II (Project); and 2) Authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California, in the amount of \$351,076.49 and approve a construction contingency (15%) amount not to exceed \$52,661.47 for a total construction budget of \$403,737.96 for the Project.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

[ATTACHMENT 3](#)

### **3.C FUNDING TO SUPPORT REMAINING EMERGENCY HOUSING NEEDS FOR DISPLACED FARMWORKERS**

**Staff Recommendation:** Adopt a Resolution: 1) Authorizing the use of up to \$300,000 from the City’s Affordable Housing Fund to supplement private/philanthropic donations to fund continued emergency housing support for farmworker households displaced by the mass shooting on January 23, 2023; and 2) Authorizing the City Manager to negotiate and execute an amendment to the Funding Agreement (Agreement) between the City and Abode Services to direct the use of additional Affordable Housing Funds and memorialize each agency’s commitment to supporting the farmworkers until permanent housing solutions are developed.

[STAFF REPORT](#)

[ATTACHMENT 1](#)

[ATTACHMENT 2](#)

**COMMISSION / COMMITTEE UPDATES**

**FOR FUTURE DISCUSSION / POSSIBLE AGENDA ITEMS**

**CITY COUNCIL REPORTS**

## ADJOURNMENT

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

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

**TITLE: MAYOR’S LIST OF UPDATED CITY COUNCIL REPRESENTATIVES AND DESIGNATED ASSIGNMENTS FOR 2025**

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**RECOMMENDATION:**

Accept Mayor Brownstone’s Updated List of City Council Representatives and Designated Assignments for 2025.

**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 Updated List of City Council Representatives and Designated Assignments for 2025

**CITY COUNCIL ASSIGNMENTS  
2025 Updated 3/12/25**

**A. Council Subcommittees**

<b>Subcommittee</b>	<b>Designated Representative</b>	<b>Meeting Schedule</b>
CSFA Grant Selection	Brownstone/Jonsson	As designated
Education	Penrose/Ruddock	As designated
Emergency Preparedness	Nagengast /Jonsson	As designated
Finance	Brownstone/Ruddock	As designated
Human Resources	Brownstone/Penrose	As designated
Legislative Affairs	Ruddock/Nagengast	As designated
Mobility	Brownstone/Nagengast	As designated
Public Safety	Ruddock/Nagengast	As designated

**B. City and Interagency**

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

Updated January 20, 2025

SAM (Sewer Authority Mid-Coastside)	Ruddock/Nagengast Alt: Penrose	4 <sup>th</sup> Monday 7pm
SMCo Airport Community Roundtable	Jonsson/Nagengast	1 <sup>st</sup> alt Wednesday 7 p.m.
SMCo Airport Land Use Committee	Nagengast/Jonsson	Quarterly, 4 <sup>th</sup> Wednesday 4:00 pm
SMCo Council of Cities	All	4 <sup>th</sup> Friday evenings
SMCo Library JPA	Penrose/Jonsson	Monday 8:00am, every other month
<b>SMCo Office of Emergency Services</b>	<b>Nagengast/Jonsson</b>	<b>Quarterly, 4<sup>th</sup> Thursday evening</b>

**C. Council Liaisons**

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

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Lisa Rossi, Administrative Services Director  
Kenneth Stiles, Finance Manager

**TITLE: TRANSACTION AND USE (SALES) TAX EXAMINATION DESIGNEES**

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**RECOMMENDATION:**

Adopt a resolution authorizing the examination of the sales, use, and transactions tax records for the City.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action. The City currently has a contract with Muniservices LLC to provide related services for existing tax revenues at approximately \$3,500 annually. With the new taxes associated with this resolution, the costs will increase to approximately \$6,500 per year, which can be absorbed by the Administrative Services Department Budget.

**STRATEGIC ELEMENT:**

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

**DISCUSSION:**

Sales tax administration for the City is managed by the California Department of Tax and Fee Administration (CDTFA), which collects sales tax revenues from businesses and distributes them to the appropriate jurisdictions, including the City.

Because sales tax data is confidential, access to these records is strictly regulated. The City has designated the City Manager, Administrative Services Director, and their designees as the only individuals authorized to review this information in compliance with state regulations.

Since 2018, the City has contracted with Muniservices LLC, a firm specializing in sales tax examination and analysis. Muniservices works with numerous cities across California, providing expertise in reviewing tax data and identifying trends. In addition to analyzing historical sales tax

records, they also assist the City with revenue forecasting by leveraging local, state, and national economic data to enhance financial planning and decision-making.

With the passage of Measure R, the City's local district transaction and use tax, we recommend extending Muniservices' designation to include access to these tax records. This will allow them to conduct a comprehensive review of all sales tax revenue sources and provide a more detailed analysis to ensure accuracy in reporting and forecasting.

Prior to implementation of Measure R, the City will need to amend the Muniservices contract to include the new tax revenues. At an estimated total annual cost of \$6,500, this contract remains a valuable investment. Muniservices' reporting and revenue forecasting strengthens the City's ability to effectively monitor tax revenues, plan for future needs, and maintain financial stability.

The attached Resolution formally designates, by position title, those authorized to access confidential sales, transaction, and use tax records.

**ATTACHMENTS:**

Resolution

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING  
EXAMINATION OF SALES OR TRANSACTIONS  
AND USE TAX RECORDS**

**WHEREAS**, pursuant to Ordinance Numbers C-6-12 and 2024-06, the City of Half Moon Bay (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and

**WHEREAS**, pursuant to Revenue and Taxation Code section 7270, the City entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of transactions and use taxes; and

**WHEREAS**, the City Council of the City of Half Moon Bay deems it desirable and necessary for authorized officers, employees and representatives of the City to examine confidential sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected by the Department for the City pursuant to that contract; and

**WHEREAS**, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HALF MOON BAY HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** That the City Manager or Administrative Services Director, or other officer or employee of the City designated in writing by the City Manager or Administrative Services Director to the California Department of Tax and Fee Administration is hereby appointed to represent the City with authority to examine sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department pursuant to the contract between the City and the Department.

**Section 2.**

The information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to that contract, and for purposes related to the following governmental functions of the City:

- (a) Budget Planning
- (b) Economic Development

The information obtained by examination of Department records shall be used only for those governmental functions of the City listed above.

**Section 3.** That MuniServices, LLC is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and MuniServices, LLC:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;
- b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this resolution to examine the information;
- c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract;
- d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

**BE IT FURTHER RESOLVED** that the information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to the contract between the City and the Department and for those purposes relating to the governmental functions of the City listed in section 2 of this resolution.

**Section 4.** That MuniServices, LLC is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to any petition or appeal for the reallocation/redistribution of sales or transactions and use taxes that was filed by MuniServices, LLC on behalf of the City pursuant to the contract between the MuniServices, LLC and City. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and the MuniServices, LLC:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;
- b) is required by that contract to disclose information contained in, or derived from, those sales or transactions and use tax records only to the officer or employee authorized under Section 1 of this resolution to examine the information.
- c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract;
- d) is prohibited by that contract from retaining the information contained in, or derived from those sales or transactions and use tax records, after that contract has expired.

**Section 5.** That this resolution supercedes all prior resolutions of the City Council of the City of Half Moon Bay adopted pursuant to subdivision (b) of Revenue and Taxation Code section 7056.

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of March 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Maggie Rodriguez, Assistant City Clerk

\_\_\_\_\_  
Robert Brownstone, Mayor

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council  
**VIA:** Matthew Chidester, City Manager  
**From:** Lisa Rossi, Administrative Services Director  
**TITLE:** **WARRANTS FOR THE MONTH OF FEBRUARY 2025**

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**RECOMMENDATION:**

Accept the warrants list for the month of February 2025.

**STRATEGIC ELEMENT:**

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

**DISCUSSION:**

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

Check Run Date	Amount
February 04	20,494
February 06	129,922
February 13	5,975,891
February 20	753,817
February 27	389,490
Total	7,269,614

The City processed payments related to 10 capital improvement projects, in total amount of \$731,993.99. Highway 1 Safety - North, Poplar Complete Street, Carter Park, Eastside Parallel Trail Expansion, Climate Action and Adaptation, Permitting System Upgrade, Frenchman's Creek Park Improvements, Pedal For a Purpose, Storm Water Master Plan Update, Streetscape Master Plan Implementation.

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

ALL PAYMENTS TO VENDORS TOTALING \$30,000		
Payee	Amount	Description
BLACK & VEATCH CORPORATION	43,387	STORMWATER (NPDES) SERVICES
EL CENTRO DE LIBERTAD	44,319	CARES PROGRAM OPERATOR
HALF MOON BAY GRADING & PAVING INC.	467,253	CONSTRUCTION FOR POPLAR STREET TRAFFIC CALMING
SAN MATEO COUNTY SHERIFF'S OFFICE	5,475,580	SMC SHERIFF SERVICES FY 24/25
SEWER AUTHORITY MID-COASTSIDE	487,872	SAM OPERATIONS AND MAINTENANCE FY 24/25
SHUTE MIHALY & WEINBERGER LLP	78,740	CITY ATTORNEY SERVICES - GENERAL MATTERS AND OTHERS
SMCO PUBLIC SAFETY COMMUNICATIONS	119,252	911 DISPATCH SERVICES FY 24/25
WICKMAN DEVELOPMENT AND CONSTRUCTION	166,962	CONSTRUCTION FOR CARTER PARK

**ATTACHMENTS:**

- Attachment 1 - Check Disbursement List by Check Date
- Attachment 2 – Vendor Payments Exceeding \$30,000

Report Criteria:

Report type: GL detail

<b>4LEAF INC.</b>				
56085	4LEAF INC.	02/27/2025	On-Call Building Official Services	22,543.12
Total 4LEAF INC.:				22,543.12
<b>AAA FIRE PROTECTION SERVICES</b>				
56046	AAA FIRE PROTECTION SERVICES	02/20/2025	GREASE EXHAUST CLEANING	1,217.81
Total AAA FIRE PROTECTION SERVICES:				1,217.81
<b>ABAG POWER PURCHASING POOL</b>				
56007	ASSOCIATION OF BAY AREA GOVERNMENTS	02/13/2025	FY 25 LEVELIZED CHARGE-NET GAS	288.90
Total ABAG POWER PURCHASING POOL:				288.90
<b>ALTA PLANNING &amp; DESIGN INC.</b>				
56047	ALTA PLANNING & DESIGN	02/20/2025	PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PROJECT	242.35
56047	ALTA PLANNING & DESIGN	02/20/2025	CHANGE ORDER 3, PACIFIC COAST BIKEWAY CONNECTIVITY NORTH PROJECT	397.71
56047	ALTA PLANNING & DESIGN	02/20/2025	AMENDMENT 4 BIKEWAY NORTH ADDITIONAL COSTS	2,409.94
Total ALTA PLANNING & DESIGN INC.:				3,050.00
<b>AMERICAN DEBRIS BOX SERVICE INC.</b>				
56087	AMERICAN PORTABLES	02/27/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	700.94
56087	AMERICAN PORTABLES	02/27/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	2,808.74
56087	AMERICAN PORTABLES	02/27/2025	PORTABLE TOILET RENTAL & SERVICES FY '24-25	967.00
Total AMERICAN DEBRIS BOX SERVICE INC.:				4,476.68
<b>AMERICAN ENERGY SOCIETY</b>				
55980	AMERICAN ENERGY SOCIETY	02/06/2025	TO OPERATE COASTSIDE VENTURE STUDIO (CSVS) - A BUSINESS INCUBATOR VIA THE OPPORTUNITY CE	25,279.85
Total AMERICAN ENERGY SOCIETY:				25,279.85
<b>ANITA KRPATA</b>				
56048	ANITA KRPATA	02/20/2025	CLASS REFUND	40.00
Total ANITA KRPATA:				40.00

**AT&T/CALNET2**

55979	ACC BUSINESS	02/06/2025	INTERNET SERVICE	786.23
56086	ACC BUSINESS	02/27/2025	PHONE ACCT #831-001-5029 272	786.23
Total AT&T/CALNET2:				1,572.46

**AUTOMATIC DOOR SYSTEMS INC.**

55981	AUTOMATIC DOOR SYSTEMS INC.	02/06/2025	MAINT SERVICE	325.00
Total AUTOMATIC DOOR SYSTEMS INC.:				325.00

**Baird Driskell Abrams Community Planning**

56012	Baird Driskell Abrams Community Planning	02/13/2025	DOCUMENT REVIEW, SUPPORT FOR COMMUNITY OUTREACH & ENGAGEMENT, & ONGOING PROJECT	4,118.75
Total Baird Driskell Abrams Community Planning:				4,118.75

**BAY AREA GEOTECHNICAL GROUP INC**

56013	BAY AREA GEOTECHNICAL GROUP INC	02/13/2025	FIELD DENSITY TESTING	700.00
Total BAY AREA GEOTECHNICAL GROUP INC:				700.00

**BECKER GRAPHICS**

55982	BECKER GRAPHICS	02/06/2025	INSTRUCTOR PAYMENT- ZUMBA JAN'25	1,055.00
Total BECKER GRAPHICS:				1,055.00

**BIG CREEK LUMBER**

55983	BIG CREEK LUMBER	02/06/2025	MAINT SUPPLIES	34.06
55983	BIG CREEK LUMBER	02/06/2025	MAINT SUPPLIES	11.29
Total BIG CREEK LUMBER:				45.35

**BIKE WORKS HMB**

55984	BIKE WORKS HMB	02/06/2025	PEDAL FOR A PURPOSE - #119	4,885.78
55984	BIKE WORKS HMB	02/06/2025	PEDAL FOR A PURPOSE - #120	4,776.41
Total BIKE WORKS HMB:				9,662.19

**BLACK & VEATCH CORPORATION**

56014	BLACK & VEATCH CORPORATION	02/13/2025	STORMWATER (NPDES) SERVICES 2024	25,329.63
56014	BLACK & VEATCH CORPORATION	02/13/2025	PO FOR THE PSA FOR STORMWATER (NPDES) & ANNUAL REPORTING SERVICES FOR 2025	5,305.61
56088	BLACK & VEATCH CORPORATION	02/27/2025	PO FOR THE PSA FOR STORMWATER (NPDES) & ANNUAL REPORTING SERVICES FOR 2025	12,751.98

Total BLACK & VEATCH CORPORATION:			43,387.22	
<b>BLEYLE ELEVATOR, INC</b>				
56050	BLEYLE ELEVATOR, INC	02/20/2025	MONTHLY ELEVATOR SERVICE - CITY HALL	95.00
56050	BLEYLE ELEVATOR, INC	02/20/2025	MONTHLY ELEVATOR SERVICE - LIBRARY	95.00
Total BLEYLE ELEVATOR, INC:			190.00	
<b>CA DEPT OF CONSERVATION</b>				
56015	CA DEPARTMENT OF CONSERVATION	02/13/2025	SMIP FEES FY24/25 QTR2	1,715.58
56015	CA DEPARTMENT OF CONSERVATION	02/13/2025	SMIP FEES WITHHELD FY24/25 QTR2	85.78-
Total CA DEPT OF CONSERVATION:			1,629.80	
<b>CA DEPT OF JUSTICE</b>				
56089	CA DEPT OF JUSTICE	02/27/2025	FINGERPRINT APPS	32.00
Total CA DEPT OF JUSTICE:			32.00	
<b>CALIFORNIA BUILDING STANDARDS COMMISSION</b>				
56016	CALIFORNIA BUILDING STANDARDS COMMISSIO	02/13/2025	BSASRF Q2 FY24/25 REPORT FEE	478.00
56016	CALIFORNIA BUILDING STANDARDS COMMISSIO	02/13/2025	BSASRF Q2 FY24/25 RETAINER	47.80-
Total CALIFORNIA BUILDING STANDARDS COMMISSION:			430.20	
<b>California Department of Tax</b>				
55985	California Department of Tax	02/06/2025	7/01/2024-6/30/2025 #250-060736	350.48
Total California Department of Tax:			350.48	
<b>CALNET3</b>				
56008	AT&T	02/13/2025	JAN'25 PHONE SERVICE	62.01
56009	AT&T	02/13/2025	JAN'25 PHONE SERVICE	1,046.80
56010	AT&T MOBILITY	02/13/2025	JAN'25 PHONE SERVICE	426.11
Total CALNET3:			1,534.92	
<b>CAPITAL ONE TRADE CREDIT</b>				
55986	CAPITAL ONE TRADE CREDIT	02/06/2025	MAINT SUPPLIES JAN'25	1,078.79
Total CAPITAL ONE TRADE CREDIT:			1,078.79	

**CASELLE INC.**

56017 CASELLE INC.	02/13/2025	FY 24/25 CASELLE ERP SOFTWARE	3,843.00
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Total CASELLE INC.:			3,843.00
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**CHELSEA LEONARD**

56018 CHELSEA LEONARD	02/13/2025	DEPOSIT REFUND-COMMUNITY ROOM B 1/26/25	300.00
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Total CHELSEA LEONARD:			300.00
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**CHRISTINA JEWELS KRZASZCZAK**

56019 CHRISTINA JEWELS KRZASZCZAK	02/13/2025	WEBSITE GRAPHIC DESIGN	200.00
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Total CHRISTINA JEWELS KRZASZCZAK:			200.00
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**CLOUDPERMIT INC.**

56051 CLOUDPERMIT INC.	02/20/2025	CLOUD BASED PERMIT SOFTWARE	1,666.67
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Total CLOUDPERMIT INC.:			1,666.67
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**COAST RIDGE ECOLOGY**

55987 COAST RIDGE ECOLOGY	02/06/2025	REPORTING 12/1-12/31/2024 PDP-24-007	20.80
55987 COAST RIDGE ECOLOGY	02/06/2025	REPORTING 12/1-12/31/2024 PDP-24-007	20.80
55987 COAST RIDGE ECOLOGY	02/06/2025	REPORTING 12/1-12/31/2024 PDP-24-007	20.80-

Total COAST RIDGE ECOLOGY:			20.80
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**COASTSIDE COUNTY WATER DISTRICT**

56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	501 Main St	213.90
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	501 Main St_DC	32.04
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	City of HMB/Coast.Comm.Senior Cntr.	32.04
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	503 Johnston St	68.19
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Median Strip/Hwy One # Irrigation	35.81
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	723 Mill St # Irrigation	35.81
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	1310 Loryn Ln # Irrigation	327.23
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	461 Oak Ave	52.00
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Fernandes Park/Main St # Irrigation	165.33
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	555 Kelly Ave	58.61
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	535 Kelly Ave	151.86
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	537 Kelly Ave	117.68
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	201 Wavecrest Rd	372.32
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Higgins Cyn Rd	343.42
56052 COASTSIDE COUNTY WATER DISTRICT	02/20/2025	529 Ruisseau Francais Ave # Irrigation	172.59

56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	627 Alsace Loraine Ave	213.90
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	502 Main St	796.74
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Main & Hwy 1 # Irrigation	35.81
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Hwy 92 Median # West Irrig	35.81
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Hwy 92 Median # East Irrig	35.81
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	620 Correas/Library	447.82
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	620 Correas/Library #Dc	48.06
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	620 Correas/Library # Irrigation	87.10
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	10 Stone Pine Rd # Irrigation	204.97
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	880 Stone Pine Rd # Irrigation	528.77
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	880 Stone Pine Rd #Comm	307.56
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Lift Stati Fairway Dr	35.81
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	880 Stone Pine Rd # Multi Fam	1,878.68
56052	COASTSIDE COUNTY WATER DISTRICT	02/20/2025	Hydrant Meter	112.36
Total COASTSIDE COUNTY WATER DISTRICT:				6,948.03
<b>COLANTUONO HIGHSMITH WHATLEY PC</b>				
56090	COLANTUONO HIGHSMITH WHATLEY PC	02/27/2025	DEC'24 LEGAL SERVICES -SAM	479.91
56090	COLANTUONO HIGHSMITH WHATLEY PC	02/27/2025	JAN'25 LEGAL SERVICES -SAM	5,210.40
Total COLANTUONO HIGHSMITH WHATLEY PC:				5,690.31
<b>COUNTY OF SAN MATEO</b>				
56053	COUNTY OF SAN MATEO	02/20/2025	MICROWAVE MUX DSO	82.25
56091	COUNTY OF SAN MATEO	02/27/2025	JAN'25 MICROWAVE MUX DSO	82.25
Total COUNTY OF SAN MATEO:				164.50
<b>CRUZIO INTERNET</b>				
56020	CRUZIO INTERNET	02/13/2025	INTERNET SERVICE	14.95
Total CRUZIO INTERNET:				14.95
<b>DAILY JOURNAL</b>				
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-24-040	720.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-24-040	720.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-24-040	720.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-24-017	720.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-24-017	720.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-24-017	720.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-13-072	1,296.00
56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-13-072	1,296.00

56001	SAN MATEO DAILY JOURNAL	02/06/2025	ADVERTISING PDP-13-072	1,296.00-
56037	SAN MATEO DAILY JOURNAL	02/13/2025	ADVERTISING-FRENCHMAN'S CREEK	2,304.00
56037	SAN MATEO DAILY JOURNAL	02/13/2025	ADVERTISING PDP-24-080	720.00
56037	SAN MATEO DAILY JOURNAL	02/13/2025	ADVERTISING PDP-24-080	720.00
56037	SAN MATEO DAILY JOURNAL	02/13/2025	ADVERTISING PDP-24-080	720.00-
Total DAILY JOURNAL:				<u>5,760.00</u>
<b>Dan Bernstein</b>				
56021	Dan Bernstein	02/13/2025	DEPOSIT REFUND-COMMUNTY ROOM B 5/24/25	<u>100.00</u>
Total Dan Bernstein:				<u>100.00</u>
<b>DORIS HELLAR</b>				
55956	DORIS SOUTHERN	02/27/2025	CLASS REFUND - INTRO PICKLEBALL	50.00-
56092	DORIS HELLAR	02/27/2025	CLASS REFUND - INTRO PICKLEBALL	50.00
Total DORIS HELLAR:				<u>.00</u>
<b>Economic &amp; Planning Systems Inc</b>				
55988	Economic & Planning Systems Inc	02/06/2025	ANNUAL FISCAL ANALYSIS	<u>5,000.00</u>
Total Economic & Planning Systems Inc:				<u>5,000.00</u>
<b>EL CENTRO DE LIBERTAD</b>				
55989	EL CENTRO DE LIBERTAD	02/06/2025	COMMUNITY RESPONDER PROGRAM (CRISIS ASSISTANCE RESPONSE & EVALUATION SERVICES)	<u>44,319.19</u>
Total EL CENTRO DE LIBERTAD:				<u>44,319.19</u>
<b>ELADIO RICO</b>				
56054	ELADIO RICO	02/20/2025	DEPOSIT REFUND	<u>500.00</u>
Total ELADIO RICO:				<u>500.00</u>
<b>ELIZABETH FLOOD</b>				
56055	ELIZABETH FLOOD	02/20/2025	CLASS REFUND	<u>30.00</u>
Total ELIZABETH FLOOD:				<u>30.00</u>
<b>ELS ARCHITECTURE &amp; URBAN DESIGN</b>				
56093	ELS ARCHITECTURE & URBAN DESIGN	02/27/2025	CARTER PARK IMPROVEMENTS	500.00

Total ELS ARCHITECTURE & URBAN DESIGN:			500.00	
<b>EPlus Technology Inc</b>				
56022	EPLUS TECHNOLOGY, INC.	02/13/2025	EPLUS FIREWALL & SOFTWARE SUBSCRIPTION	15,966.26
Total EPlus Technology Inc:			15,966.26	
<b>Ernest Azevedo</b>				
56023	Ernest Azevedo	02/13/2025	WELCOME BREAKFAST	29.45
Total Ernest Azevedo:			29.45	
<b>FlowBird America Inc</b>				
55990	FlowBird America Inc	02/06/2025	JAN'25 MAINT SERVICE	22.40
55990	FlowBird America Inc	02/06/2025	JAN'25 MAINT SERVICE	120.00
Total FlowBird America Inc:			142.40	
<b>FLYERS ENERGY LLC</b>				
56056	FLYERS ENERGY, LLC	02/20/2025	JAN FUEL	1,567.13
Total FLYERS ENERGY LLC:			1,567.13	
<b>GABRIELE CRESSMAN HIRL</b>				
56057	GABRIELE CRESSMAN HIRL	02/20/2025	CLASS REFUND	30.00
Total GABRIELE CRESSMAN HIRL:			30.00	
<b>GOOD CITY COMPANY</b>				
56058	GOOD CITY COMPANY	02/20/2025	ASSISTANT PLANNER REVIEW SERVICES	1,721.25
56058	GOOD CITY COMPANY	02/20/2025	PASSTHRU SERVICES FOR PDP 24-058	67.50
56058	GOOD CITY COMPANY	02/20/2025	PASSTHRU SERVICES FOR PDP 24-064	405.00
56058	GOOD CITY COMPANY	02/20/2025	PASS THRU SERVICES FOR PDP 24-058[ACCT ENTRY]	67.50
56058	GOOD CITY COMPANY	02/20/2025	PASS THRU SERVICES FOR PDP 24-064 [ACCT ENTRY]	405.00
56058	GOOD CITY COMPANY	02/20/2025	PASS THRU SERVICES REVENUE PDP 24-058 [ACCT ENTRY]	67.50-
56058	GOOD CITY COMPANY	02/20/2025	PASS THRU SERVICES REVENUE PD 24-064 [ACCT ENTRY]	405.00-
Total GOOD CITY COMPANY:			2,193.75	
<b>GOVERNMENT REVENUE SOLUTIONS HOLDINGS i</b>				
56011	AVENU INSIGHTS & ANALYTICS LLC	02/13/2025	STARS Q3 2024	651.05

Total GOVERNMENT REVENUE SOLUTIONS HOLDINGS i:			651.05
<b>GRANICUS LLC</b>			
55991	GRANICUS	02/06/2025 FEB'25, GRANICUS SERVICE	620.53
Total GRANICUS LLC:			620.53
<b>GRANITE ROCK CO</b>			
56059	GRANITE ROCK CO	02/20/2025 MAINT SUPPLIES	758.03
Total GRANITE ROCK CO:			758.03
<b>GRIFFIN STRUCTURES INC.</b>			
56060	GRIFFIN STRUCTURES INC.	02/20/2025 CO 1 CARTER PARK IMPROVEMENTS FOR ADDITIONALMANAGEMENT & CONSTRUCTION MANAGEME	6,118.56
Total GRIFFIN STRUCTURES INC.:			6,118.56
<b>GUADALUPE COVARRUBIAS</b>			
56061	GUADALUPE COVARRUBIAS	02/20/2025 RESERVATION REFUND	420.00
56061	GUADALUPE COVARRUBIAS	02/20/2025 DEPOSIT REFUND	500.00
Total GUADALUPE COVARRUBIAS:			920.00
<b>HALF MOON BAY BUILDING &amp; GARDEN</b>			
55992	HALF MOON BAY BUILDING & GARDEN	02/06/2025 JAN'25 MAINTENANCE SUPPLIES	79.80
55992	HALF MOON BAY BUILDING & GARDEN	02/06/2025 JAN'25 MAINTENANCE SUPPLIES	24.03
56062	HALF MOON BAY BUILDING & GARDEN	02/20/2025 MAINT SUPPLIES	596.86
Total HALF MOON BAY BUILDING & GARDEN:			700.69
<b>HALF MOON BAY GRADING &amp; PAVING INC.</b>			
56024	HALF MOON BAY GRADING & PAVING INC.	02/13/2025 CONSTRUCTION FOR POPLAR STREET TRAFFICE CALMING- PHASE 1	10,767.64
56024	HALF MOON BAY GRADING & PAVING INC.	02/13/2025 CO2 POPLAR STREET TRAFFIC CALMING - PHASE 1 - EXCAVATE & GRADING, ADDITIONAL STAKING & S	24,665.00
56024	HALF MOON BAY GRADING & PAVING INC.	02/13/2025 CO3 POPLAR STREET TRAFFIC CALMING - PHASE 1 - INSTALL NEW CATCH BASIN & TIE INTO EXISTING S	46,920.44
56024	HALF MOON BAY GRADING & PAVING INC.	02/13/2025 CO4 POPLAR STREET TRAFFIC CALMING & SAFETY PROJECT-PHASE 1. INSTALL OVERFLOW CATCH BASI	21,263.00
56024	HALF MOON BAY GRADING & PAVING INC.	02/13/2025 RETENTION 2/7/2025	5,180.80-
56024	HALF MOON BAY GRADING & PAVING INC.	02/13/2025 KELLY AVENUE OUTFALL REPAIR PROJECT	128,000.00
56094	HALF MOON BAY GRADING & PAVING INC.	02/27/2025 CONSTRUCTION FOR POPLAR STREET TRAFFICE CALMING- PHASE 1	33,369.63
56094	HALF MOON BAY GRADING & PAVING INC.	02/27/2025 CO6 POPLAR STREET TRAFFIC CALMING & SAFETY PROJECT - PHASE 1 - PULVERIZE EXISTING ROADWA	164,823.65
56094	HALF MOON BAY GRADING & PAVING INC.	02/27/2025 CO7 POPLAR STREET TRAFFIC CALMING & SAFETY PROJECT - PHASE 1 - INSTALL 19 CHECK DAMS/BRAC	24,225.00
56094	HALF MOON BAY GRADING & PAVING INC.	02/27/2025 CO8 POPLAR STREET TRAFFIC CALMING & SAFETY - PHASE 1 - REMOVE ADDITIONAL BIO MIX & ADD A	31,074.28
56094	HALF MOON BAY GRADING & PAVING INC.	02/27/2025 RETENTION 2/18/2025	12,674.63-

Total HALF MOON BAY GRADING & PAVING INC.:			467,253.21	
<b>Head and Heart Advisory LLC</b>				
56025	Head and Heart Advisory LLC	02/13/2025	EVALUATION OF THREE ECONOMIC ADVANCEMENT CENTERS	3,113.75
Total Head and Heart Advisory LLC:			3,113.75	
<b>HEART OF SAN MATEO COUNTY</b>				
56026	HOUSING ENDOWMENT AND REGIONAL TRUST	02/13/2025	MEMBERSHIP DUES 7/1/24-6/30/25	3,588.00
Total HEART OF SAN MATEO COUNTY:			3,588.00	
<b>HIAWATHA BLAKE</b>				
56063	HIAWATHA BLAKE	02/20/2025	RESERVATION REFUND	200.00
Total HIAWATHA BLAKE:			200.00	
<b>HMB COASTSIDE CHAMBER OF COMMERCE</b>				
56095	HMB COASTSIDE CHAMBER	02/27/2025	DEC'24 BID (IN CITY)	7,472.00
56095	HMB COASTSIDE CHAMBER	02/27/2025	DEC'24 BID (OOC)	2,336.00
56095	HMB COASTSIDE CHAMBER	02/27/2025	PROVIDE OPERATIONS MANAGEMENT & SUPPORT OF THE OCC	14,000.00
56095	HMB COASTSIDE CHAMBER	02/27/2025	PROVIDE OPERATIONS MANAGEMENT & SUPPORT OF THE OCC	1,703.77
Total HMB COASTSIDE CHAMBER OF COMMERCE:			25,511.77	
<b>HUE &amp; CRY SECURITY SYSTEMS INC.</b>				
56064	HUE & CRY SECURITY SYSTEMS INC.	02/20/2025	MAR' SECURITY SERVICE	197.77
56064	HUE & CRY SECURITY SYSTEMS INC.	02/20/2025	MAR' SECURITY SERVICE	499.85
56064	HUE & CRY SECURITY SYSTEMS INC.	02/20/2025	MAR' SECURITY SERVICE	24.00
Total HUE & CRY SECURITY SYSTEMS INC.:			721.62	
<b>INFINITY TECHNOLOGIES</b>				
56027	INFINITY TECHNOLOGIES	02/13/2025	FY 24/25 INFINITY TECH DESKTOP/HELP DESK	13,960.00
56027	INFINITY TECHNOLOGIES	02/13/2025	FY 24/25 INFINITY TECH DESKTOP/HELP DESK	157.50
Total INFINITY TECHNOLOGIES:			14,117.50	
<b>INTEGRAL CONSULTING INC.</b>				
55994	INTEGRAL CONSULTING INC.	02/06/2025	PREPARATION OF THE CLIMATE ADAPTION PLAN(CIP 1002)	6,141.50

Total INTEGRAL CONSULTING INC.:			6,141.50	
<b>Irene Lopez</b>				
56096	Irene Lopez	02/27/2025	DEPOSIT REFUND-TRAIN DEPOT 2/23/25	500.00
Total Irene Lopez:			500.00	
<b>ISRAEL RICO</b>				
56028	Israel Rico	02/13/2025	DEPOSIT REFUND-TRAIN DEPOT 2/1/25	500.00
56028	Israel Rico	02/20/2025	DEPOSIT REFUND-TRAIN DEPOT 2/1/25	500.00
56065	ISRAEL RICO	02/20/2025	DEPOSIT REFUND-TRAIN DEPOT 2/1/25	500.00
Total ISRAEL RICO:			500.00	
<b>Jaclyn Pollard</b>				
56029	Jaclyn Pollard	02/13/2025	DEPOSIT REFUND-COMMUNITY ROOM B 2/2/25	300.00
Total Jaclyn Pollard:			300.00	
<b>JENNIFER REILEY</b>				
56066	JENNIFER REILEY	02/20/2025	CLASS REFUND	30.00
Total JENNIFER REILEY:			30.00	
<b>JESSICA BLAIR</b>				
56097	JESSICA BLAIR	02/27/2025	STUDENT LOAN REIMBURSEMENT 2025	1,954.55
56097	JESSICA BLAIR	02/27/2025	STUDENT LOAN REIMBURSEMENT 2025	1,045.45
Total JESSICA BLAIR:			3,000.00	
<b>Jobtrain Inc</b>				
56098	Jobtrain Inc	02/27/2025	TO PROVIDE JOB SEEKER WORKFORCE DEVELOPMENT PROGRAM SERVICES FOR THE COASTSIDE COM	23,459.08
Total Jobtrain Inc:			23,459.08	
<b>KARLAS JANITORIAL &amp; SUPPLIERS, LLC</b>				
55995	Karla's Janitorial & Suppliers, LLC	02/06/2025	PROVIDE CUSTODIAL SERVICES FOR THE OCC	785.00
56067	KARLAS JANITORIAL & SUPPLIERS, LLC	02/20/2025	JANITORIAL SERVICES FY '24-25 JAN	15,209.50
Total KARLAS JANITORIAL & SUPPLIERS, LLC:			15,994.50	

**KATHLEEN BAXTER**

56068 KATHLEEN BAXTER 02/20/2025 CLASS REFUND 30.00

Total KATHLEEN BAXTER: 30.00

**KATHLEEN CONROY**

56069 KATHLEEN CONROY 02/20/2025 CLASS REFUND 30.00

Total KATHLEEN CONROY: 30.00

**KATHY OLER**

56030 KATHY OLER 02/13/2025 MAR'25 TEMPORARY CITY PARKING LOT RENTAL 2,362.28

Total KATHY OLER: 2,362.28

**Kerrie DeMartini**

56031 Kerrie DeMartini 02/13/2025 CLASS REFUND-BEGINNER LINE DANCING 85.00

Total Kerrie DeMartini: 85.00

**LAURA CAMODECA**

55996 LAURA CAMODECA 02/06/2025 INTRO K9 NOSE 1/13, 1/27, 2/3 630.00

55996 LAURA CAMODECA 02/06/2025 INTRO TO ODOR 1/13, 1/27, 2/3 504.00

55996 LAURA CAMODECA 02/06/2025 CONTINUING ODOR 1/13, 1/27, 2/3 588.00

Total LAURA CAMODECA: 1,722.00

**LORAL LANDSCAPING INC.**

56070 LORAL LANDSCAPING INC. 02/20/2025 FY 2024-25 LANDSCAPE MAINTENANCE SERVICES AGREEMENT FEB 4,297.00

Total LORAL LANDSCAPING INC.: 4,297.00

**MALCOLM C SMITH**

56099 MALCOLM C SMITH 02/27/2025 COMMUNICATIONS CONSULTANT SERVICE 550.00

Total MALCOLM C SMITH: 550.00

**Margaret Geiger**

56100 Margaret Geiger 02/27/2025 CSMFO CONFERENCE 574.38

Total Margaret Geiger: 574.38

**MARK HOFMANN**

56032	Mark Hofmann	02/13/2025	PICKLEBALL LESSON- A.CRAME	75.00
56032	Mark Hofmann	02/13/2025	PICKLEBALL LESSON- A.CRAME 2/1	90.00
56032	Mark Hofmann	02/13/2025	PICKLEBALL - INTRO 1/31	225.00
56032	Mark Hofmann	02/13/2025	PICKLEBALL - BEGINNER BOOTCAMP 01/27	468.75
56071	MARK HOFMANN	02/20/2025	PICKLEBALL ACADEMY	93.75
56071	MARK HOFMANN	02/20/2025	PICKLEBALL ACADEMY	120.00

Total MARK HOFMANN: 1,072.50

**MARK THOMAS & CO. INC.**

56072	MARK THOMAS & CO, INC	02/20/2025	CHANGE ORDER 2,HWY 1 N SAFETY & OP IMPROVEMENTS	11,615.22
56072	MARK THOMAS & CO, INC	02/20/2025	AMENDMENT 6 TO PSA FOR HWY 1 SAFETY & OPERATIONAL IMPRVEMENTS - ADDITONAL COORDINA	861.78

Total MARK THOMAS & CO. INC.: 12,477.00

**METROPOLITAN PLANNING GROUP**

56101	M-GROUP	02/27/2025	FY 24/25 M-GROUP PLANNING & STAFFING SERVICES 7 GIS MAPPING	8,170.00
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Total METROPOLITAN PLANNING GROUP: 8,170.00

**NAPA AUTO PARTS**

56073	NAPA AUTO PARTS	02/20/2025	VEHICLE PARTS	53.86
56073	NAPA AUTO PARTS	02/20/2025	VEHICLE PARTS	26.55

Total NAPA AUTO PARTS: 80.41

**NBS GOVERNMENT FINANCE GROUP**

56102	NBS GOVERNMENT FINANCE GROUP	02/27/2025	COST ALLOCATION PLAN AND CITYWIDE FEE STUDY	2,047.50
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Total NBS GOVERNMENT FINANCE GROUP: 2,047.50

**NICOLAS LASZKIEWICZ**

55997	NICHOLAS TRANSLATIONS & INTERPRETATIONS	02/06/2025	JAN'25 TRANSLATION SERVICE	665.00
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Total NICOLAS LASZKIEWICZ: 665.00

**OFFICE DEPOT**

56033	ODP BUSINESS SOLUTIONS, LLC	02/13/2025	OFFICE SUPPLIES	162.39
56103	ODP BUSINESS SOLUTIONS, LLC	02/27/2025	OFFICE SUPPLIES	20.77

Total OFFICE DEPOT: 183.16

**PACIFIC GAS & ELECTRIC**

56104	PACIFIC GAS & ELECTRIC	02/27/2025	PILARCITOS CREEK UNDERPASS	37.72
56104	PACIFIC GAS & ELECTRIC	02/27/2025	TRAIN DEPOT RSTMS	193.48
56104	PACIFIC GAS & ELECTRIC	02/27/2025	SHERIFF SUB-STATION	3,663.37
56104	PACIFIC GAS & ELECTRIC	02/27/2025	COMMUNITY CENTER	1,285.48
56104	PACIFIC GAS & ELECTRIC	02/27/2025	NW HWY 1 & MAIN ST	163.08
56104	PACIFIC GAS & ELECTRIC	02/27/2025	FERNANDEZ PARK	9.53
56104	PACIFIC GAS & ELECTRIC	02/27/2025	DOWNTOWN ST TREE LIGHTS SOUTH HOOK-UP @ 650 MIRAMONTES	1,174.77
56104	PACIFIC GAS & ELECTRIC	02/27/2025	PACIFIC RIDGE LIGHT POLES	49.09
56104	PACIFIC GAS & ELECTRIC	02/27/2025	PILARCITOS CREEK BRIDGE	132.73
56104	PACIFIC GAS & ELECTRIC	02/27/2025	MOON SCULPTURE SPOTLIGHTS	26.40
56104	PACIFIC GAS & ELECTRIC	02/27/2025	MOON SCULPTURE SPOTLIGHTS	61.60
56104	PACIFIC GAS & ELECTRIC	02/27/2025	LIBRARY ELECTRICITY ONLY	1,403.05
56104	PACIFIC GAS & ELECTRIC	02/27/2025	555 KELLY ST	25.19
56104	PACIFIC GAS & ELECTRIC	02/27/2025	HWY 1 & MIRAMONTES TRAFFIC SIGNAL	93.24
56104	PACIFIC GAS & ELECTRIC	02/27/2025	HWY 1 & MIRAMONTES LIGHTING	36.26
56104	PACIFIC GAS & ELECTRIC	02/27/2025	HWY 1 & MIRAMONTES LIGHTING	84.61
56104	PACIFIC GAS & ELECTRIC	02/27/2025	CITY HALL BUILDING	2,842.90
56104	PACIFIC GAS & ELECTRIC	02/27/2025	BELL MOON LIFT STATION	32.57
56104	PACIFIC GAS & ELECTRIC	02/27/2025	PELICAN POINT LIFT STATION	252.28
56104	PACIFIC GAS & ELECTRIC	02/27/2025	HWY 1 & FAIRWAY LIGHTING	43.76
56104	PACIFIC GAS & ELECTRIC	02/27/2025	HWY 1 & FAIRWAY LIGHTING	102.10
56104	PACIFIC GAS & ELECTRIC	02/27/2025	MAINTENANCE YARD OFFICE - ELECTRIC	221.72
56104	PACIFIC GAS & ELECTRIC	02/27/2025	CITY OF HMB/STREET LIGHTS	7,040.15
56104	PACIFIC GAS & ELECTRIC	02/27/2025	OCEAN VIEW PARK	22.57
56104	PACIFIC GAS & ELECTRIC	02/27/2025	OCEAN COLONY PARTNERS/OCP LIFT STATION	1,107.45
56104	PACIFIC GAS & ELECTRIC	02/27/2025	DOWNTOWN ST TREE LIGHTS NORTH HOOK-UP @ 700 MILL ST	1,031.00
56104	PACIFIC GAS & ELECTRIC	02/27/2025	401 SEYMOUR ST	105.87
56104	PACIFIC GAS & ELECTRIC	02/27/2025	401 SEYMOUR ST	247.04
56104	PACIFIC GAS & ELECTRIC	02/27/2025	SMITH FIELD	25.86
56104	PACIFIC GAS & ELECTRIC	02/27/2025	SMITH FIELD SNACK BAR	209.84
56104	PACIFIC GAS & ELECTRIC	02/27/2025	DUTRA PARK	94.14
56104	PACIFIC GAS & ELECTRIC	02/27/2025	CITY OF HMB 501 MAIN ST A	8.38

Total PACIFIC GAS & ELECTRIC: 21,827.23

**PATRIC JONSSON**

55999	PATRIC JONSSON	02/06/2025	MILEAGE REIMBURSEMENT	159.60
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Total PATRIC JONSSON: 159.60

**PENINSULA MUNICIPAL ENGINEERING INC.**

56105	PENINSULA MUNICIPAL ENGINEERING INC.	02/27/2025	AMENDMENT 13 FOR PROJECT MANAGEMENT SERVICES FOR HWY 1 SAFETY & OPERATIONAL IMPRO	11,515.00
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Total PENINSULA MUNICIPAL ENGINEERING INC.:			11,515.00
<b>PUBLIC PARKING ASSOCIATES INC</b>			
56074	PUBLIC PARKING ASSOCIATES INC	02/20/2025 MAINTENANCE SERVICE	395.00
Total PUBLIC PARKING ASSOCIATES INC:			395.00
<b>Renaissance Entrepreneurship Center</b>			
56000	Renaissance Entrepreneurship Center	02/06/2025 PROVIDE SMALL BUSINESS DEVELOPEMENT & ENTREPRENEURSHIP SERVICES VIA THE OCC	21,339.16
Total Renaissance Entrepreneurship Center:			21,339.16
<b>RENTOKIL NORTH AMERICA INC</b>			
56082	WESTERN EXTERMINATOR COMPANY	02/20/2025 PEST CONTROL MONTHLY	1,631.86
Total RENTOKIL NORTH AMERICA INC:			1,631.86
<b>RICE TRUCKING-SOIL FARM LLC</b>			
56075	RICE TRUCKING-SOIL FARM INC.	02/20/2025 MAINT SUPPLIES	382.81
Total RICE TRUCKING-SOIL FARM LLC:			382.81
<b>Rose Bennington</b>			
56034	Rose Bennington	02/13/2025 DEPOSIT REFUND-OAK ROOM 2/1/25	300.00
Total Rose Bennington:			300.00
<b>Royston, Hanamoto, Alley &amp; Abey</b>			
56035	Royston, Hanamoto, Alley & Abey	02/13/2025 DESIGN AND ENGINEERING SERVICES FOR THE MAIN STREET GATEWAY PROJECT	11,430.00
Total Royston, Hanamoto, Alley & Abey:			11,430.00
<b>SAN MATEO COUNTY ELECTIONS</b>			
56107	SAN MATEO COUNTY ELECTIONS	02/27/2025 CANDIDATE STATEMENT COST- HARVEY RARBACK	378.59
56107	SAN MATEO COUNTY ELECTIONS	02/27/2025 CANDIDATE STATEMENT COST- PATRIC BO JONSSON	331.78
56107	SAN MATEO COUNTY ELECTIONS	02/27/2025 CANDIDATE STATEMENT COST- JOAQUIN JIMENEZ	382.96
56107	SAN MATEO COUNTY ELECTIONS	02/27/2025 CANDIDATE STATEMENT COST- PAUL NAGENGAST	340.78
Total SAN MATEO COUNTY ELECTIONS:			1,434.11
<b>SAN MATEO COUNTY RESOURCE</b>			
56002	SAN MATEO RESOURCE CONSERVATION DISTRIC	02/06/2025 CLIMATE ACTION AND ADAPTATION	3,691.00

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Total SAN MATEO COUNTY RESOURCE:			3,691.00	
<b>SAN MATEO COUNTY SHERIFF'S OFFICE</b>				
56036	SAN MATEO COUNTY SHERIFF'S OFFICE	02/13/2025	FY 24/25 SMC SHERIFF SERVICES	3,134,557.00
56036	SAN MATEO COUNTY SHERIFF'S OFFICE	02/13/2025	FY 24-25 UAAL CREDIT	396,767.00-
56036	SAN MATEO COUNTY SHERIFF'S OFFICE	02/13/2025	FY 24/25 SMC SHERIFF SERVICES	3,134,557.00
56036	SAN MATEO COUNTY SHERIFF'S OFFICE	02/13/2025	FY 24-25 UAAL CREDIT	396,767.00-
Total SAN MATEO COUNTY SHERIFF'S OFFICE:			5,475,580.00	
<b>SARA LOMAX</b>				
56003	SARA LOMAX	02/06/2025	COASTSIDE CHAMBER PLAYERS + 1 DROP-IN PAID	362.40
Total SARA LOMAX:			362.40	
<b>SEWER AUTHORITY MID-COASTSIDE</b>				
56076	SEWER AUTHORITY MID-COASTSIDE	02/20/2025	GENERAL OPERATIONS & MAINTENANCE FY 24/25 PLUS ADDITIONAL TO COVER POTENTIAL PASS-THR	470,187.90
56076	SEWER AUTHORITY MID-COASTSIDE	02/20/2025	FY 2024/25 SEWER COLLECTIONS FEB	17,684.08
Total SEWER AUTHORITY MID-COASTSIDE:			487,871.98	
<b>Sharp Electronics Corporation</b>				
56038	SHARP ELECTRONICS CORPORATION	02/13/2025	PRINTER LEASE- 48 MONTHS	780.89
56039	SHARP ELECTRONICS CORPORATION	02/13/2025	USAGE 10/21/24 - 1/31/25	1,568.47
Total Sharp Electronics Corporation:			2,349.36	
<b>SHUTE MIHALY &amp; WEINBERGER LLP</b>				
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.CASA	534.40
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.RENT	457.70
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.SMITHMP	574.60
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.CHAMPS	881.00
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.WRR	165.20
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.GEARING	45,866.75
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.GEN	21,542.83
56077	SHUTE MIHALY & WEINBERGER LLP	02/20/2025	HMB.SAM	8,717.50
Total SHUTE MIHALY & WEINBERGER LLP:			78,739.98	
<b>SM COUNTY TAX COLLECTOR</b>				
56106	SAN MATEO CO TAX COLLECTOR	02/27/2025	STONE PINE COVE PARCEL MAP	152.53

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Total SM COUNTY TAX COLLECTOR:			152.53
<b>SMCO PUBLIC SAFETY COMMUNICATIONS</b>			
56078	SMCO PUBLIC SAFETY COMMUNICATIONS	02/20/2025 911 DISPATCH SERVICES FY 2024/25	119,251.75
Total SMCO PUBLIC SAFETY COMMUNICATIONS:			119,251.75
<b>SOL ECOLOGY INC</b>			
56004	SOL ECOLOGY INC	02/06/2025 PDP-24-037 BIOLOGICAL ASSESSMENT	915.00
56004	SOL ECOLOGY INC	02/06/2025 PDP-24-037 BIOLOGICAL ASSESSMENT	915.00
56004	SOL ECOLOGY INC	02/06/2025 PDP-24-037 BIOLOGICAL ASSESSMENT	915.00-
Total SOL ECOLOGY INC:			915.00
<b>STERICYCLE SPECIALTY WASTE SOLUTIONS INC</b>			
56040	STERICYCLE, INC.	02/13/2025 PAPER SHREDDING	223.11
Total STERICYCLE SPECIALTY WASTE SOLUTIONS INC:			223.11
<b>STRAIGHT WHEEL CYCLING LLC</b>			
56005	STRAIGHT WHEEL CYCLING LLC	02/06/2025 PEDAL FOR A PURPOSE - #3108	50.00
56005	STRAIGHT WHEEL CYCLING LLC	02/06/2025 PEDAL FOR A PURPOSE - #3116	225.73
Total STRAIGHT WHEEL CYCLING LLC:			275.73
<b>SUBURBAN PROPANE LP</b>			
56079	SUBURBAN PROPANE LP	02/20/2025 PROPANE ACCT 1601-064098	843.12
Total SUBURBAN PROPANE LP:			843.12
<b>SWCA INCORPORATED</b>			
56108	SWCA INCORPORATED	02/27/2025 CO2 FOR ADDITIONAL SERVICES DESCRIBED IN AMENDMENT 3 TO THE ORIGINAL PSA	1,604.25
Total SWCA INCORPORATED:			1,604.25
<b>THE HOME DEPOT PRO</b>			
55993	HD SUPPLY FORMERLY HOME DEPOT PRO	02/06/2025 MAINTENANCE SUPPLIES	899.39
Total THE HOME DEPOT PRO:			899.39
<b>TIMOTHY CONLON</b>			
56049	AUTOMATIC GATE GUYS	02/20/2025 880 STONE PINE GATE REPAIR	250.00

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Total TIMOTHY CONLON:			250.00
<b>T-MOBILE USA INC.</b>			
56006	T-MOBILE	02/06/2025 ACCT 997385192 JAN '25	93.45
Total T-MOBILE USA INC.:			93.45
<b>TOWNSEND PUBLIC AFFAIRS INC.</b>			
56041	TOWNSEND PUBLIC AFFAIRS, INC	02/13/2025 DEC'24 CONSULTING SERVICES	3,000.00
56080	TOWNSEND PUBLIC AFFAIRS, INC	02/20/2025 LEGISLATIVE ADVOCACY	3,000.00
Total TOWNSEND PUBLIC AFFAIRS INC.:			6,000.00
<b>TURBO DATA SYSTEMS INC</b>			
56042	TURBO DATA SYSTEMS	02/13/2025 CITATION PROCESSING	926.34
Total TURBO DATA SYSTEMS INC:			926.34
<b>TURF STAR INC</b>			
56109	TURF STAR INC.	02/27/2025 DECK PULLEY REPAIR	826.40
Total TURF STAR INC:			826.40
<b>VESTIS GROUP INC</b>			
56081	VESTIS	02/20/2025 MAINT SUPPLES	198.99
56081	VESTIS	02/20/2025 MAINT SUPPLES	127.53
56081	VESTIS	02/20/2025 MAINT SUPPLES	198.99
56081	VESTIS	02/20/2025 MAINT SUPPLES	127.53
56110	VESTIS	02/27/2025 MAINT SUPPLIES CITY HALL	198.99
56110	VESTIS	02/27/2025 MAINT SUPPLIES PUBLIC LIBRARY	127.53
Total VESTIS GROUP INC:			979.56
<b>VICTOR HERNANDEZ</b>			
55998	ON POINT LANGUAGE SOLUTIONS LLC	02/06/2025 JAN'25 TRANSLATION SERVICES	1,347.50
Total VICTOR HERNANDEZ:			1,347.50
<b>WELLS FARGO</b>			
56113	WELLS FARGO	02/04/2025 LYFT/Training	16.99
56113	WELLS FARGO	02/04/2025 LYFT/Training	35.86
56113	WELLS FARGO	02/04/2025 LYFT/Training	34.79

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56113	WELLS FARGO	02/04/2025	LYFT/Training	34.77
56113	WELLS FARGO	02/04/2025	LYFT/Training	37.73
56113	WELLS FARGO	02/04/2025	UBER/Training	41.67
56113	WELLS FARGO	02/04/2025	HYATT/Training	769.44
56113	WELLS FARGO	02/04/2025	LYFT/Training	15.75
56113	WELLS FARGO	02/04/2025	INT'L CODE COUNCIL/Training	138.36
56113	WELLS FARGO	02/04/2025	INT'L CODE COUNCIL/Training	240.00
56113	WELLS FARGO	02/04/2025	SACZM-LDG/Training	656.75
56113	WELLS FARGO	02/04/2025	SUNSET ADV ROOM /Training	70.79
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	26.40
56113	WELLS FARGO	02/04/2025	AMAZON/IT Supplies	58.05
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	59.53
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	33.59
56113	WELLS FARGO	02/04/2025	COMCAST/Internet	356.72
56113	WELLS FARGO	02/04/2025	STARLINK/EOC Internet	140.00
56113	WELLS FARGO	02/04/2025	CAL CHAMBER OF COMMERCE/Supplies	116.83
56113	WELLS FARGO	02/04/2025	COMCAST/Internet	293.34
56113	WELLS FARGO	02/04/2025	COMCAST/Cable	202.73
56113	WELLS FARGO	02/04/2025	HMB COFFEE CO/PW Interview Panel	57.69
56113	WELLS FARGO	02/04/2025	HMB COFFEE CO/PW Interview Panel	15.00-
56113	WELLS FARGO	02/04/2025	RECONCILING CREDITS FROM NEXT STATEMENT	43.73-
56113	WELLS FARGO	02/04/2025	EVENT SUPPLIES	13.97
56113	WELLS FARGO	02/04/2025	EVENT SUPPLIES	61.90
56113	WELLS FARGO	02/04/2025	AMAZON/Write-on calender pens	17.30
56113	WELLS FARGO	02/04/2025	AMAZON/Space Heater	54.68
56113	WELLS FARGO	02/04/2025	COASTSIDE BOOKS/Cards for S. McHarris	8.85
56113	WELLS FARGO	02/04/2025	MMANC/Conference	3,500.00
56113	WELLS FARGO	02/04/2025	ICMA/Membership	1,200.00
56113	WELLS FARGO	02/04/2025	CHOOSEYOUROWNGIFT/Employee Engagement	600.00
56113	WELLS FARGO	02/04/2025	HASSETT/Supplies	30.59
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	38.27
56113	WELLS FARGO	02/04/2025	ZOOM/Subscription	95.97
56113	WELLS FARGO	02/04/2025	INT'L CODE COUNCIL/Bldg. Code Books	314.77
56113	WELLS FARGO	02/04/2025	CA ASSOCIATION/Economic Dev Meeting - Decker	85.00
56113	WELLS FARGO	02/04/2025	CA ASSOCIATION/Economic Dev Meeting - Lopez	85.00
56113	WELLS FARGO	02/04/2025	SAFEWAY/Supplies	30.05
56113	WELLS FARGO	02/04/2025	AMAZON PRIME/Membership	16.40
56113	WELLS FARGO	02/04/2025	HASSETT ACE HARDWARE/Supplies	8.73
56113	WELLS FARGO	02/04/2025	THE KNOT REGISTRY/Mistake - Reimbursed By Cardholder	512.50
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	15.00
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	47.81
56113	WELLS FARGO	02/04/2025	FACEBOOK/Advertising	129.53
56113	WELLS FARGO	02/04/2025	SPOTIFY/Membership	11.99

56113	WELLS FARGO	02/04/2025	EZ FACILITY/Membership	488.00
56113	WELLS FARGO	02/04/2025	DRI SIGN/Supplies	283.11
56113	WELLS FARGO	02/04/2025	HOLIDAYGOO/Supplies	1,115.63
56113	WELLS FARGO	02/04/2025	HMB COFFEE CO/Mistake - Reimbursed By Cardholder	17.86
56113	WELLS FARGO	02/04/2025	AMAZON/OCC Supplies	90.06
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	73.54
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	24.05
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	39.36
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	76.54
56113	WELLS FARGO	02/04/2025	ZOOM/Membership	343.92
56113	WELLS FARGO	02/04/2025	ISTOCK PHOTO/Membership	70.00
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	8.74
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	14.75
56113	WELLS FARGO	02/04/2025	AMAZON/Supplies	27.88
56113	WELLS FARGO	02/04/2025	HOLIDAY PARTY SUPPLIES	60.04
56113	WELLS FARGO	02/04/2025	EMAIL MARKETING SUBSCRIPTION	157.00
56113	WELLS FARGO	02/04/2025	NEWSPAPER SUBSCRIPTION	28.79
56113	WELLS FARGO	02/04/2025	WEBINAR REGISTRATION	30.00
56113	WELLS FARGO	02/04/2025	HMB COFFEE CO/Employee Engagement - Holiday	54.22
56113	WELLS FARGO	02/04/2025	SAFEWAY/Employee Engagement - Holiday	51.02
56113	WELLS FARGO	02/04/2025	TASTE CAF/Employee Engagement - Holiday	1,030.80
56113	WELLS FARGO	02/04/2025	SAFEWAY/Employee Engagement - Holiday	3.50
56113	WELLS FARGO	02/04/2025	AUTODESK/CAD Subscription - 1 month	500.00
56113	WELLS FARGO	02/04/2025	ULINE/Sand Bags	1,132.66
56113	WELLS FARGO	02/04/2025	AMAZON/Pots for TACC	404.66
56113	WELLS FARGO	02/04/2025	AMAZON/Pots for TACC	62.48
56113	WELLS FARGO	02/04/2025	AMAZON/Stud finders	129.51
56113	WELLS FARGO	02/04/2025	DISCOUNT PLAYGROUND/Dog Waste Bags	655.98
56113	WELLS FARGO	02/04/2025	SP BATTING CAGES/Smith Field Foul Poles	2,778.59
56113	WELLS FARGO	02/04/2025	ALL STATES AG PARTS/Backhoe Spring Cylinder	56.85
56113	WELLS FARGO	02/04/2025	AMAZON/Soap	116.43
56113	WELLS FARGO	02/04/2025	AMAZON/Dutra Fountain Pump	310.90
Total WELLS FARGO:				20,494.23
<b>Whitney Rescino</b>				
56111	Whitney Rescino	02/27/2025	REIMBURSEMENT- ALL HANDS MEETING	87.01
Total Whitney Rescino:				87.01
<b>WICKMAN DEVELOPMENT AND CONSTRUCTION</b>				
56043	WICKMAN DEVELOPMENT AND CONSTRUCTIO	02/13/2025	CATER PARK (THROUGH CHANGE ORDER 13)	175,749.45
56043	WICKMAN DEVELOPMENT AND CONSTRUCTIO	02/13/2025	CATER PARK RETENTION	8,787.47-

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Total WICKMAN DEVELOPMENT AND CONSTRUCTION:			<u>166,961.98</u>
<b>WIDMER TIME RECORDER CO., INC.</b>			
56083	WIDMER TIME RECORDER CO., INC.	02/20/2025 ELECTRIC SEAL EMBOSSER	211.00
Total WIDMER TIME RECORDER CO., INC.:			<u>211.00</u>
<b>Yasmin Caminiti</b>			
56044	Yasmin Caminiti	02/13/2025 CLASS REFUND-PICKLEBALL BOOTCAMP 2/08	125.00
Total Yasmin Caminiti:			<u>125.00</u>
<b>ZONES IT SOLUTIONS INC.</b>			
56045	ZONES, LLC	02/13/2025 FY '24/25 ZONES MICROSOFT 365 LICENSING	5.65
56084	ZONES IT SOLUTIONS INC.	02/20/2025 FY '24/25 ZONES MICROSOFT 365 LICENSING	1,388.26
56112	ZONES, LLC	02/27/2025 FY '24/25 ZONES MICROSOFT 365 LICENSING	202.72
Total ZONES IT SOLUTIONS INC.:			<u>1,596.63</u>
Grand Totals:			<u><u>7,269,614.45</u></u>

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Report Criteria:  
Report type: GL detail

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**City of Half Moon Bay**  
**Vendor Payments Exceeding \$30,000**  
**By Vendor and Funding Source**  
**February 2025**

<b>Payee</b>	<b>General Fund</b>	<b>Other Funds</b>	<b>Description</b>
BLACK & VEATCH CORPORATION	43,387	-	STORMWATER (NPDES) SERVICES 2024
EL CENTRO DE LIBERTAD	44,319	-	CARES PROGRAM OPERATOR
HALF MOON BAY GRADING & PAVING INC.	-	467,253	CONSTRUCTION FOR POPLAR STREET TRAFFIC CALMING
SAN MATEO COUNTY SHERIFF'S OFFICE	5,475,580	-	SMC SHERIFF SERVICES FY 24/25
SEWER AUTHORITY MID-COASTSIDE	-	487,872	SAM OPERATIONS AND MAINTENANCE FY 24/25
SHUTE MIHALY & WEINBERGER LLP	69,488	9,252	CITY ATTORNEY SERVICES - GENERAL MATTERS AND OTHERS
SMCO PUBLIC SAFETY COMMUNICATIONS	119,252	-	911 DISPATCH SERVICES
WICKMAN DEVELOPMENT AND CONSTRUCTION	-	166,962	CONSTRUCTION FOR CARTER PARK

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Leslie Lacko, Community Development Director  
Mike Noce, Housing Programs Manager  
Scott Phillips, Senior Planner

**TITLE: 2024 HOUSING ELEMENT AND GENERAL PLAN ANNUAL PROGRESS REPORTS**

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**RECOMMENDATION:**

Approve a resolution (Attachment 1) to confirm receipt of 2024 General Plan and Housing Element Annual Progress Reports (APRs) and recommend the City Council adopt a resolution confirming receipt of the APRs.

**FISCAL IMPACT:**

There is no fiscal impact associated with receiving this report.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

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

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

must be updated on five-year cycles. For Bay Area jurisdictions, 2024 is the second year of “Cycle 6” housing elements (2023 – 2031); therefore, this is the second report for the City’s Cycle 6 Housing Element.

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

**DISCUSSION:**

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

Half Moon Bay’s 2024 APR is attached. Tables A and A2 list the permit status for housing units that contribute to fulfilling the City’s RHNA. To ensure accountability for housing production, each site is identified by its assessor’s parcel number, and all milestones occurring in 2024 are indicated by date including submittal for planning entitlements, approval of planning entitlements, issuance of building permits, and issuance of certificates of occupancy/final inspections. The report also tracks affordability and whether units are deed-restricted to specified affordability levels. The report acknowledges whether sites are considered to be infill or not and also tracks applications seeking to use new streamlining requirements. At this time, sites within the Coastal Zone are exempt from these streamlining requirements and thus the City, being located entirely within the Coastal Zone, has not had any sites subject to those regulations. However, State legislation passed in 2023 (SB 423, which extended and expanded SB 35) will make streamlining for affordable housing projects applicable to the Coastal Zone starting January 1, 2025. SB 423 extends the provisions of SB 35 to the year 2036, which would have otherwise sunset in 2026; therefore, this State law will affect Half Moon Bay during this period.

Progress on Housing Element program implementation is summarized in Table D of the APR. The program titles, objectives, and timelines come from the Housing Plan section of the draft Cycle 6 Housing Element. A copy of the current draft of the Housing Element is available on the City website dated February 2025. In column 4 of Table D, HCD expects to have status updates from jurisdictions that report progress on program area objectives of the Housing Plan. The milestones prepared by staff in column 4 reflect tasks and information from the 2024 calendar year.

For 2024, numerous programs are already in implementation (e.g. the rental registry ordinance and rent stabilization program). Discretionary approvals for 555 Kelly Avenue, Creekside Court and 880 Stone Pine Road were issued. Accessory dwelling unit (ADU) production also continues to be strong. This has been an especially active period for the City that will lead to housing

production and new supportive programs in alignment with the City Council's multi-year priority for affordable housing. Some programs in the 2023-2031 planning period have not started, but milestones are expected in future APR reports.

The APR was presented to the Planning Commission at its meeting on March 11, 2025. The APR will be submitted to HCD by April 1, 2025, following the City Council meeting.

**ATTACHMENT:**

1. Attachment 1 Resolution
2. 2024 General Plan Annual Progress Report
3. 2024 Housing Element Annual Progress Report

Resolution No. C-2025-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY TO DIRECT STAFF TO SUBMIT THE 2024 GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS TO THE STATE**

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

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

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

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

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

**WHEREAS**, the Planning Commission acknowledged receipt of the 2024 General Plan and Housing Element APRs at their March 11, 2025, meeting; and

**WHEREAS**, the City Council acknowledges receipt of the 2024 General Plan and Housing Element APRs and directs staff to submit the Annual Progress Reports to LCI and HCD respectively.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay directs staff to submit the 2024 APR to the California Department of Housing and Community Development and submit the General Plan APR to the Governor’s Office of Land Use and Climate Innovation (LCI).

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of March 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Maggie Rodriguez, Assistant City Clerk

\_\_\_\_\_  
Robert Brownstone, Mayor



## CITY OF HALF MOON BAY GENERAL PLAN ANNUAL REPORT FOR 2024

### INTRODUCTION

#### The General Plan

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

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

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

The intent of the General Plan Annual Progress Report is to demonstrate the City's compliance with the requirements of Government Code Section 65400, which mandates that the City prepare an annual report on the status of General Plan implementation and submit it to LUCI. This report describes planning activities that were in process in 2024 or are anticipated in the planning horizon to achieve full consistency between General Plan policies and the City's development regulations.

This document does not create or alter policy, it is a reporting document. The content is provided for informational purposes only and is exempt from the requirement of the California Environmental Quality Act (CEQA) per Guidelines Section 15306. The state also requires an Annual Progress Report for the Housing Element, which will be heard by the City Council along with this general plan report, then submitted to LUCI and the California State Department of Housing and Community Development (HCD) by April 1, 2025 for calendar year 2024.

#### How the General Plan is Implemented

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

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

are consistent with the General Plan prior to approval by the City Council.

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

## **2024 GENERAL PLAN AMENDMENTS AND INITIATIVES**

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

In 2023 the City of Half Moon Bay adopted a Short-term rental Ordinance and LCP/Land Use Element Amendment to preserve community character, protect available housing stock, and collect Transit Occupancy Tax (TOT). The ordinance sets regulations in place to limit the number of short-term rentals and require them to obtain a business license and pay TOT. Through 2024, short-term rentals were registered and tracked through an outside consultant for enforcement of TOT payments and good neighbor regulations. City enforcement staff pursued two enforcement cases for failure to register for a business license and three cases for failure to comply with good-neighbor policies. In both cases, two of the three cases are resolved. There are a total of 31 registered short-term rentals that possess business licenses and pay TOT.

### **Safety Element Update**

The Safety Element identifies potential natural and human-caused hazards that could affect residents, businesses, and services in the community, then establishes a framework that anticipates these hazards and prepares the community to minimize their risks. SB 375 requires local jurisdictions to update their Safety Elements to address the impacts of climate change. Throughout 2024, the City participated in a Countywide effort to update the Safety Element. An important part of this project is conducting a climate change vulnerability assessment and engaging residents, business owners, and community stakeholders to share their lived experiences, community knowledge, and expertise. The City of Half Moon Bay is working together with the County of San Mateo and other cities within the County on completing these steps. To date, the vulnerability assessment was completed, and areas at risk of natural hazards along with vulnerable assets are mapped. An extensive public engagement process is planned for 2025 along with the completion and adoption of an updated Safety Element.

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

The City substantially completed its Housing Element in August 2024, however, HCD has requested further modifications and is in discussions with the Coastal Commission on several of the LCP/Land Use Element policies with which it believes are inconsistent with state housing laws. The City is seeking certification from HCD in 2025.

### **Open Space Planning**

In 1991 when the City's General Plan was adopted, the Open Space (Parks and Recreation) Element called for park planning in the Wavecrest area of the City. This was in anticipation of a large, master plan development

that was never built. Since that time, the City has helped facilitate the purchase of properties and issued permits for an open space trail and beach access project by the Coastside Land Trust.

**Discretionary Permits**

Permits for new housing units are described in detail in the Annual Report for the Housing Element. In addition to the new housing units approved in 2024, the City approved 10 Coastal Development Permits for a range of commercial and infrastructure projects, from highway expansions, culvert replacements, use permits to lot line adjustments.

# ATTACHMENT 3

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

<b>Jurisdiction</b>	Half Moon Bay	
<b>Reporting Year</b>	2024	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	47
	Non-Deed Restricted	3
Low	Deed Restricted	0
	Non-Deed Restricted	3
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		6
<b>Total Units</b>		<b>62</b>

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

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	1
Single-family Detached	16	6	5
2 to 4 units per structure	4	0	0
5+ units per structure	40	47	5
Accessory Dwelling Unit	13	9	15
Mobile/Manufactured Home	0	0	0
<b>Total</b>	<b>73</b>	<b>62</b>	<b>26</b>

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	18	62
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	22
Number of Proposed Units in All Applications Received:	19
Total Housing Units Approved:	5
Total Housing Units Disapproved:	2

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

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

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

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	22	19

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	49
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Half Moon Bay	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

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

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

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

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes	
1					2	3	4	5								6	7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*	
Summary Row: Start Data Entry Below																								
	064-062-540	328 Myrtle Street		PDP-24-002	SFD	O	4/5/2024							18	5	19	5	2	NONE	No	No	Approved	Discretionary	House replacement and A
	064-111-540	431 Spruce Street		PDP-24-016	ADU	R	3/20/2024							1		1			NONE	No	No	Pending	Discretionary	
	064-281-640	608 Metzgar Street		PDP-24-019	SFD	O	3/29/2024							1		1			NONE	No	No	Pending	Discretionary	
	064-281-640	608 Metzgar Street		PDP-24-019	ADU	R	3/29/2024							1		1			NONE	No	No	Pending	Discretionary	
	064-281-550	641 Grove Street		PDP-24-020	2 to 4	R	4/22/2024						2		2				NONE	No	No	Pending	Discretionary	Duplex
	064-281-550	641 Grove Street		PDP-24-020	ADU	R	4/22/2024							1		1			NONE	No	No	Pending	Discretionary	ADU 1 for Duplex
	064-281-550	641 Grove Street		PDP-24-020	ADU	R	4/22/2024							1		1			NONE	No	No	Pending	Discretionary	ADU 2 for Duplex
	056-141-620	479 Grove Street		PDP-24-021	ADU	R	5/17/2024							1		1			NONE	No	No	Pending	Discretionary	
	056-072-380	12 Jenna Lane		PDP-24-022	ADU	R	4/11/2024							1		1	1		NONE	No	No	Approved	Discretionary	
	056-055-080	301 Saint James		PDP-24-023	ADU	R	4/22/2024							1		1			NONE	No	No	Pending	Discretionary	
	056-168-080	435 Johnston Street		PDP-24-032	ADU	R	5/23/2024							1		1			NONE	No	No	Approved	Discretionary	Garage Conversion
	056-260-060	921 Miramontes Avenue		PDP-24-037	SFD	O	6/10/2024							1					NONE	No	No	Pending	Discretionary	
	056-260-060	921 Miramontes Avenue		PDP-24-037	ADU	R	6/10/2024							1		1			NONE	No	No	Pending	Discretionary	
	056-103-140	209 Valdez Avenue		PDP-24-038	ADU	R	6/11/2024							1		1	1		NONE	No	No	Approved	Discretionary	
	048-116-170	2905 Alameda Avenue		PDP-24-040	ADU	R	6/18/2024							1		1			NONE	No	No	Approved	Discretionary	House replacement and ne
	064-092-700	495 Filbert Street		PDP-24-043	SFD	O	7/17/2024							1		1			NONE	No	No	Pending	Discretionary	
	064-092-700	495 Filbert Street		PDP-24-043	ADU	R	7/17/2024							1					NONE	No	No	Pending	Discretionary	
	064-363-050	416 Granelli Avenue		PDP-24-046	ADU	R	8/14/2024							1		1			NONE	No	No	Pending	Discretionary	
	056-116-300	443 Correas Street		PDP-24-051	ADU	R	8/26/2024							1		1	1		NONE	No	No	Pending	Discretionary	
	064-103-190	549 Myrtle Street		PDP-24-054	SFD	O	9/4/2024							1		1			NONE	No	No	Pending	Discretionary	
	064-103-190	549 Myrtle Street		PDP-24-054	ADU	R	9/4/2024							1		1			NONE	No	No	Pending	Discretionary	
	048-133-060	2800 Champs Elysee Blvd		PDP-17-055	SFD	O	9/10/2024							1		1			NONE	No	No	Disapproved	Discretionary	City Council denied the pr



Jurisdiction	Half Moon Bay
Reporting Year	(Jan. 1 - Dec. 31) 2024
Planning Period	6th Cycle (2023-2028)

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

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

Parcel ID	Address	Project Name	Project Type	Project Status	Start Date	End Date	Units	Notes
056-150-120	056-150-360	595 Oakwilde Court	PDF-22-065	SFD	O		1	9/3/2024
056-150-120	056-150-360	595 Oakwilde Court	PDF-22-065	ADU	R		1	9/3/2024
056-150-120	056-150-370	588 Oakwilde Court	PDF-22-065	SFD	O		1	2/13/2024
056-150-120	056-150-370	588 Oakwilde Court	PDF-22-065	ADU	R		1	2/13/2024
056-150-120	056-150-380	588 Oakwilde Court	PDF-22-065	SFD	O		1	2/13/2024
056-150-120	056-150-380	588 Oakwilde Court	PDF-22-065	ADU	R		1	2/13/2024
045-121-020	121-135-048-131-060-048-121-120-048-32-1170	400 Washington Blvd	PDF-22-059 / E0204-02005	ADU	R		1	10/19/2023
064-243-260	575 Seymour Street	PDF-22-004 / E0202-02014	SFD	O			1	7/19/2024
064-243-260	575 Seymour Street	PDF-22-004 / E0202-02014	SFD	O			1	7/19/2024
056-073-290	8 Jenna Lane	PDF-21-062 / E0204-02009	ADU	R			1	8/22/2024
056-073-290	8 Jenna Lane	PDF-21-062 / E0204-02009	ADU	R			1	8/22/2024
056-103-070	222 Miramonte Ave	PDF-21-061 / E0202-02019	SFD	O			1	7/26/2024
056-103-070	222 Miramonte Ave	PDF-21-061 / E0202-02019	SFD	O			1	7/26/2024
064-243-080	583 Poplar Street	PDF-22-066 / E0202-02007	ADU	R			1	12/5/2023
056-163-080	300 Main Street	PDF-23-014	S*	R				8/28/2023
064-261-270	533 Grove Street	PDF-22-050	ADU	R			1	7/24/2023
064-321-030	323 Magnolia Street	PDF-21-028 / E0202-02055	ADU	R			1	2/7/2024
056-065-280	401 Silver Ave	PDF-23-025 / E0202-02047	ADU	R			1	2/13/2024
064-263-200	480 Grove Street	PDF-23-047 / E0202-02030	ADU	R			1	9/25/2024
056-071-200	148 Kelly Ave	PDF-23-041 / E0204-02055	SFD	O			1	10/18/2023
056-071-200	148 Kelly Ave	PDF-23-041 / E0204-02055	ADU	R			1	8/15/2024
056-118-150	419 Danika Ave	PDF-23-044 / E0202-02078	SFD	O			1	8/17/2023
056-118-150	419 Danika Ave	PDF-23-044 / E0202-02078	ADU	R			1	8/17/2023
056-103-140	209 Valencia Avenue	PDF-23-033 / E0204-02044	ADU	R			1	8/17/2023
056-072-380	12 Jenna Lane	PDF-24-022	ADU	R			1	4/11/2024
064-271-290	601 Poplar Street	PDF-23-025 / E0204-02055	SFD	O			1	3/20/2024
064-271-290	601 B Poplar Street	PDF-23-025 / E0204-02055	ADU	R			1	3/20/2024
064-222-290	318 Grove Street	PDF-23-028 / E0204-02021	SFD	O			1	5/15/2024
064-222-290	318 B Grove Street	PDF-23-028 / E0204-02021	ADU	R			1	5/15/2024
056-150-200, 056-150-220	555 Kelly Avenue	Multifamily	PDF-23-034	S*	R	40		6/26/2024
064-261-280	315 Poplar Street	ADU	PDF-23-046	ADU	R		1	1/31/2024
048-363-120	160 Keel Court	ADU	PDF-23-051 / E0204-02067	ADU	R		1	1/31/2024
056-135-170	361 Orianiell Ave	SFD	PDF-23-050 / E0205-02055	SFD	O		1	1/31/2024
056-135-170	361 Orianiell Ave	ADU	PDF-23-050 / E0205-02055	ADU	R		1	1/31/2024
056-135-080	340 Central Avenue	SFD	PDF-23-065	SFD	O		1	1/14/2024
056-135-080	340 B Central Avenue	ADU	PDF-23-065	ADU	R		1	1/14/2024
064-211-080	228 Grove Street	SFD	PDF-23-073	SFD	O		1	3/20/2024
064-211-080	228 B Grove Street	ADU	PDF-23-073	ADU	R		1	3/20/2024
056-113-100	448 Alameda Linens Blvd	ADU	PDF-23-079 / E0204-02023	ADU	R		1	7/24/2024
064-062-540	328 Myrtle Street	ADU	PDF-24-002 / E0204-02046	ADU	R		1	7/24/2024
056-104-170	229 Garcia Avenue	ADU	PDF-22-047 / E0202-02019	ADU	R		1	10/4/2024

Jurisdiction	Half Moon Bay	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

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

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
Income Level	RHNA Allocation by Income Level	1 RHNA Allocation by Income Level	Projection Period Projection Period - 06/30/2022-01/30/2023	2									3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
				2023	2024	2025	2026	2027	2028	2029	2030	2031		
Very Low	Deed Restricted	181	-	-	47	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	4	3	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	104	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	14	3	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	54	-	-	1	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		18	5	3	-	-	-	-	-	-	-	-	-
Above Moderate		141	8	9	6	-	-	-	-	-	-	-	-	-
Total RHNA		480												
Total Units			26	33	62	-	-	-	-	-	-	-	-	-
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
	Extremely low-Income Need	5	2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining	
Extremely Low-Income Units*		91	4	47	-	-	-	-	-	-	-	51	40	

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

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

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

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

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

- VLI Deed Restricted
- VLI Non Deed Restricted
- LI Deed Restricted
- LI Non Deed Restricted
- MI Deed Restricted
- MI Non Deed Restricted
- Above Mod Income



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Half Moon Bay		
<b>Reporting Year</b>	2024	(Jan. 1 - Dec. 31)	
<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
1-1 Provision of Adequate Sites	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	Mid-2025	The City is committed to monitoring the development of housing sites identified as pipeline and opportunity sites during Cycle 6. Developers are already encouraged to use densities identified in the City's Local Coastal Land Use Plan (LCLUP), which acts as the default density for many areas of the City. Re-zoning will likely be completed close to the timeframe identified in column 3.
1-2 Missing Middle Housing Development Standards	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	Mid-2025	The City adopted interim Objective Design Standards (ODS) in December 2024 and will finalize the ODS in 2025. Zoning amendments for this program are being evaluated and will likely be completed close to the timeframe identified in column 3.
1-3 Below Market Rate (BMR) Housing Ordinance	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	Mid-2025	The City is participating in the 21 Elements County-wide commercial and residential nexus fees study with an RFQ expected to be released in 2025 with completion likely in 2026. The City will evaluate pairing other amendments with rezoning efforts, such as including land donations.
1-4 Residential Density Bonus Ordinance	City Council adoption of zoning amendments and submittal to the California Coastal Commission for certification.	Mid-2025	The City is meeting a portion of the goal set by this program with the affordable housing development at 555 Kelly Avenue (Site AJ) receiving a Coastal Development Permit in 2024. Site AJ relied on the Residential Density Bonus Ordinance.

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<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
1-5 Accessory Dwelling Units (ADUs)	Development of 14 ADUs/year or 112 ADUs for the Cycle 6 planning period according to Housing Element affordability assumptions; updates to the ADU Ordinance as required.	Annual monitoring of ADU production; Biannual monitoring of ADU affordability; ordinance updates per HCD's review and changes to State ADU law	In 2024, the City issued building permits for 15 ADUs, near the annual average needed to meet the objective during Cycle 6. Achieving the objective of 112 ADUs over the eight-year Cycle 6 Housing Element will be tracked annually and the City anticipates that it will be met.
1-6 Small Lot Development	Development of substandard or severely substandard lots with single-family homes (and ADUs if they can be accommodated) on 2 lots per/year or 16 lots for the Cycle 6 planning period.	Annual monitoring of small lot development	In 2024, the City issued building permits for 2 substandard single-family lots for the development of one single-family home and one ADU on each site for a total of 4 units, meeting the program objective. In addition, entitlements were issued for one single-family home with an ADU, and one other ADU on a developed lot. Both properties meeting the definition of substandard lots. Staff will continue to monitor annually.
1-7 Diverse Housing Types	Evaluate and update the Zoning Ordinance as needed to allow for additional housing types	Mid-2026	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.

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1-8 Diverse and Healthy Neighborhoods	Maintain population and housing diversity in Town Center; establish diversity in new neighborhoods developed on larger sites	Ongoing evaluation of Town Center and large site development	The affordable housing development for senior farmworkers at 555 Kelly Avenue, located within the Town Center, received a Coastal Development Permit in 2024. This project aligns with the goals of this program. The 940 Main St. (Opportunity Site 11) would also be within the Town Center and the developer is expected to submit a preliminary application in 2025.
1-9 SB 9 Lot Splits	Identification of areas where SB 9 lots splits could be made consistent with the certified LCP subject to zoning code amendments or establishment of an SB 9 overlay; zoning amendment to follow subject to Coastal Commission certification.	Mid-2026	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.
Program 1-10 Sites Identified in Prior Planning Periods	Modify the Zoning Ordinance so that parcels in the Site Inventory identified as Reuse Sites (Sites 8, 9, 10, and 11) allow for by-right processing (ministerial review) with 20 percent affordable units.	End of 2025	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.

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Program 1-11 Streamlined Project Review	Develop written procedures for SB 35 applications for as permitted by AB 423 (2023)	End of 2025	The City passed interim objective design standards (ODS) in December 2024, which are substantially complete and can be used by a developer. The City is working on finalizing ODS before mid-2025.
2-1 Housing Rehabilitation	Provide funding to Senior Coastsiders or another appropriate service agency(ies) for repairs of six homes per year with senior, disabled, or special needs residents.	Annual funding allocation through the City's CSFA grant allocation process	Senior Coastsiders was awarded funding from the City in 2024 to continue the home repair program.
2-2 Preservation of At-Risk Units	No conversion of at-risk units	Annual monitoring and preservation actions, including but not limited to negotiations with property owners.	The City is monitoring below market rate (BMR) ownership units at 250 Pilarcitos Avenue approved by the Coastal Commission in 1993, prior to the City having a certified LCLUP. The accompanying deed restrictions require the units to be sold to moderate-income households. These units were not included in any previous Housing Elements; there was likely a tracking error by the City and/or Coastal Commission in the 90s that ultimately went unreported and was therefore unknown by subsequent staff.

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2-3 Replacement Unit Requirements	Review and identify ordinance amendments to provide clarity to the public regarding Government Code Section 66300(d). Evaluate residential development proposals for consistency with Government Code section 65915(c)(3) and Government Code section 66300(d).	Mid-2026	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.
2-4 Mobile Home Park Affordability Protections	Update the Mobile Home Park Conversion Ordinance and add provisions to maintain affordability	Mid-2025	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.
2-5 Short-Term Vacation Rental Monitoring	No new conversion of homes to full-time short-term vacation rentals; no new use of ADUs as short-term rentals.	On-going, aligned to the annual registration process for each short-term rental	Half Moon Bay's STR Ordinance became effective in August 2023. 20 operators having STRs that were in good standing before ordinance adoption have registered under the ordinance; operators of 6 properties previously used as STRs have decided to not come in under the new STR ordinance, and instead have converted their residential units to full-time rental housing. Staff are pursuing code enforcement on two operators who have violated the STR ordinance, which began in 2024 and should be resolved in 2025. City staff conducts ongoing monitoring to make sure ADUs are not being converted to STR use.

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3-1 Senior and Disabled Housing	Provide priority processing to the 555 Kelly Avenue project (Pipeline Project AJ), which is focused on at least 40 units of senior farmworker housing with an expected application submittal in 2023; prioritize all subsequent projects that meet similar senior and disabled housing criteria.	End-2024 completion of entitlement review for 555 Kelly Avenue; ongoing for other program related projects	Partially complete, the City provided priority processing to the 555 Kelly development. Funding for predevelopment activities was approved in 2023 and the project entitlements were approved in 2024. Staff continue to prioritize project needs and key milestones with the developer of 555 Kelly. The City will continue to monitor this program for projects that meet these criteria.
3-2 Special Needs Housing Coordination and Referrals	Ensure all Half Moon Bay and surrounding Coastside residents have access to supportive housing resources through active City outreach and promotion.	On-going	City staff participated in various community events and partnered with various agencies identified in this program. Staff continue to refer hundreds of community members to service providers. The Community Service Financial Assistance program (CSFA) awarded \$300,000 to 9 organizations supporting these services in 2024. Safety net services include but are not limited to food, shelter, rental and utility assistance, health care services, etc.

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3-3 Home Sharing and Cooperative Housing	Ensure increased and widespread affordability through the use of existing housing stock. Facilitate at least one HIP Housing or other service agency match per year with a target of 10 matches over Cycle 6.	Monitor annually; achieve at least one match by 2025	The City has continued to promote home sharing through resource materials and on the City website. HIP Housing staff present to the City Council at a regular meeting annually as well. The City has one match in 2024; however, staff are coordinating with HIP Housing regarding additional outreach methods that could result in greater home sharing matches.
3-4 Housing for Essential Workers	Biannual outreach to WHO property owners; City adoption of zoning amendments to include employee housing, followed by submittal to the California Coastal Commission for certification.	On-going collaboration with affordable housing developers; annual outreach to WHO property owners	The City plans to follow up with the Cabrillo Unified School District in 2025 regarding a staff housing development that would need the WHO to develop. The City was in preliminary discussions with the school district previously, but the district experienced some changes in leadership so discussions stalled in 2024. The 555 Kelly Avenue project is utilizing the Workforce Housing Overlay (WHO) to develop affordable housing on City-owned land. The 880 Stone Pine project is being developed on City-owned land in the Public Facilities land use designation that allows for agricultural land uses. The City in its LCLUP and the Coastal Commission recognize that housing for agricultural workers is an agricultural land use. The development will create a new neighborhood ("Stone Pine Cove") with 46 units of farmworker housing and 1 manager's unit.

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3-5 Large and Multi-Generational Households	Increase availability of large family units, preferably with 3 or more bedrooms, and affordable to lower-income households.	Mid-2025	The City issued an Emergency Coastal Development Permit for 880 Stone Pine Road ("Stone Pine Cove"), including 46 units for farmworker households and one manager's unit. 13 units will have three bedrooms. This will count as one of three projects identified in the objectives for the program. The City continues to see steady issuance of building permits for ADUs, which supports multi-generational households.
3-6 Childcare	At least one affordable housing development with on-site childcare in planning or under construction	Cycle 6	City staff will work with market-rate and affordable housing developers, especially for larger sites, to include childcare in their projects. None were pending in 2024.
3-7 Emergency Shelters, Transitional Housing, Supportive Housing, and Low Barrier Navigation Centers	Updated Zoning Ordinance; collaboration with service agencies seeking to develop emergency and transitional housing types.	Mid-2025; and ongoing as State law changes	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.
3-8 Emergency Housing Demand	Participate in the San Mateo County biannual homeless count; between count periods, closely monitor the housing needs of sheltered and unsheltered populations.	Ongoing	Two city staff members participated in the most recent biannual homeless count. Staff continues to assess the needs of local unhoused individuals and families, connecting them to resources and housing opportunities. This work involves careful collaboration with local agencies and non-profits, and the City continues to be an integral part of guiding this program area.

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3-9 Group Homes	Updated Zoning Ordinance	Mid-2025; and ongoing as State law changes	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.
3-10 Housing for Homeless	Support housing and services for homeless individuals and families, as well as at-risk persons.	Ongoing	City staff have continued to coordinate with Coastside Hope, Abundant Grace, and other non-profits regarding unhoused individuals who have been resistant to temporary housing solutions. Staff have focused on avoiding any measures that lead to displacement and have supported partner organizations in building relationships with homeless individuals.
4-1 Equal Housing Opportunity	Maintenance of a complaints log with a summary of each complaint and related actions to be included in an annual report in conjunction with Program 4-8, Affordable Housing Resources.	Annual report, and ongoing	In 2024, the City launched a Rental Registration Program, which was accompanied by a Rent Stabilization Ordinance in the same year. Staff likely received over 500 emails and/or phone calls related to the launch of the program from a combination of landlords and tenants.
4-2 Nondiscrimination Clauses	Continued inclusion of nondiscrimination clauses in documents as applicable; consideration of a Municipal Code ordinance update.	Ongoing	This program will be ongoing throughout the Cycle 6 Housing Element as shown in column 3.

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4-3 Multilingual Housing Information Access	Annual updates	Ongoing and anytime a new ordinance or housing related resources are made available	The City sent various notifications in 2024 related to the launch of the Rental Registration Program and Rent Stabilization in English, Spanish, and Mandarin. The City's weekly Enews is published in English and Spanish and announces updates and referral information. All City Council and Planning Commission meetings offer Spanish interpretation.
4-4 Residential Renter Security Measures Ordinance	Biannual review of the Residential Renter Security Measures Ordinance and updates as needed to address tenant needs; landlord outreach and education program administered at least twice during Cycle 6	Ordinance Mid-2025, landlord outreach at least twice during Cycle 6	Substantially Complete. The City will continue to monitor potential improvements to tenant protections during this planning period; however, in 2024, the City adopted multiple ordinances to support tenants and bring stability to the rental market. Those ordinances included updating Just Cause and Relocation Assistance provisions to go beyond the Tenant Protection Act (TPA) of 2019 and include a larger majority of units. The City added a new title section of the municipal code (Title 6 Housing) including Housing Definitions, Residential Rental Regulations (Rental Registry), Residential Rent Stabilization, Tenant Protects (similar to TPA), and updates to the Residential Lease Terms ordinance. All of the above ordinances meet the intent of this program area, but continued evaluation is expected.
4-5 Tenant Relocation Assistance Ordinance	Develop a Tenant Relocation Assistance Ordinance	Mid-2025	This program will be implemented during the Cycle 6 Housing Element as shown in column 3.

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4-6 Increased Funding for Affordable Housing	Increase and stabilize the Affordable Housing Fund to improve the City's ability to support and leverage affordable housing development as outlined in Program 4-7.	At least twice a year	In 2024, the City began to draw down on funding (\$1.25 million) from State Assemblymember Marc Berman for 880 Stone Pine Road ("Stone Pine Cove"). This funding was deposited to the Affordable Housing fund and draws began close to the commencement of construction in support of farmworker housing on the site. The City is grateful for contributions such as this that support the development of affordable housing and align with the guidelines of the City's Affordable Housing Fund.
4-7 Affordable Housing Fund Management and Use	Implement and periodically update the Affordable Housing Fund Allocation Guidelines.	Annual review of fund balance and Guidelines with City Council	In 2024, all uses of the Affordable Housing Fund met the the City's guidelines and changes were not needed. Staff will continue to monitor.

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4-8 Public and Quasi-Public Owned Lands to be used for Affordable Housing	555 Kelly Avenue, City-owned: Entitlements by July 2025 for 40 units affordable to very low- and lower-income households; 880 Stone Pine Road, City-owned: Entitlements by January 2025 for 45 units affordable to lower-income households; Housing Opportunity Site 2 - 498 Kelly Avenue, CUSD-owned: Entitlements dependent on funding, potentially in 2024 or 2025 for 60 units affordable to faculty and staff.	At least one project entitled by 2025; at least three projects entitled during Cycle 6	The City issued an Emergency Coastal Development Permit for the 880 Stone Pine Road project ("Stone Pine Cove" with 47 units) in December 2023. This permit expedited typical development timelines for housing, which is extremely vital to special housing needs groups such as farmworkers. This development is a response to the mass shooting in January 2023 wherein 19 households were displaced. In 2024, construction began at Stone Pine Cove and move-ins are expected in mid-2025. Entitlements for 555 Kelly Avenue were approved in 2024. The school district is expected to re-engage with the City in 2025 after the passing of a bond measure in the November 2024 elections.
4-9 Reduce Affordable Housing Development Costs	Establish administrative and/or City Council approval for specific incentive levels including discounted development fees for development projects containing affordable units.	Mid-2026	City staff continue to work with developers on a case-by-case basis regarding possible fee waivers relevant to various housing proposals. The City fee study is scheduled to be complete by mid-2025. It will update permit and development impact fees and will assist the City in its consideration of fee waivers.
5-1 Energy Conservation and Efficiency	5 units retrofitted units/year eliminating gas power appliances; can be in conjunction with housing rehabilitation loans	Ongoing	The City awarded \$50,000 to Senior Coastsider in 2024 for program-related work. A portion of that funding assisted the maintenance cost of 23 homes in Half Moon Bay.

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5-2 Water Conservation	5 units retrofitted units/year with low water use fixtures; can be in conjunction with housing rehabilitation loans	Ongoing	The City awarded \$50,000 to Senior Coastsider in 2024 for program-related work. A portion of that funding assisted the maintenance cost of 23 homes in Half Moon Bay.
5-3 Low VMT Development	Reduced city-wide average VMT from development of Housing Opportunity Sites	Cycle 6 and beyond	Many sites in the development pipeline fall within the Town Center boundaries and support reduced VMT, including proximity to resources, transit, etc. For example, 555 Kelly will have bike storage and is close to transit. Figure C-1 in the Housing Resources section provides a map of pipeline and opportunity sites in the context of the Town Center boundary.
5-4 Stormwater Management and Low-Impact Design	Well-managed stormwater run-off from new residential development	Ongoing	The City issued an Emergency Coastal Development Permit for 880 Stone Pine Road ("Stone Pine Cove"), including 46 units for farmworker households and one manager's unit. The project site plan includes engineered bioswales to manage stormwater run-off in this potentially sensitive location near Pilarcitos Creek. Stormwater management will continue to be reviewed on a site-by-site basis for future housing projects.

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5-5 Hazard Avoidance and Environmental Protection	Early review to identify hazard and environmental resource planning requirements for residential development proposals	Ongoing	In 2024, entitlements were issued for 18 new residential units on Creekside Court and 47 new residential units at Stone Pine Cove. Both of these sites are within proximity of sensitive environmental habitat. Early review of the habitat constraints associated with these sites were identified at an early phase. The early evaluation allowed for a more streamlined review process. The City continues to work with applicants to provide early consultation with housing developers to address concerns related to sensitive habitat within proximity of development sites.
6-1 Housing Element Annual Progress Report	Annual Progress Report submitted to HCD	Annual submit by April 1, unless otherwise specified	Following presentation to the Planning Commission and City Council, the City will submit the 2024 Annual Progress Report to HCD by April 1, 2025.
6-2 Affordable Housing Portfolio Management	Address actions on an as-needed basis dependent on unit production and City capacity to manage the affordable housing portfolio effectively.	Ongoing	Staff will be evaluating data collected as part of the Residential Rental Registry to inform portfolio management. Program launches in 2024 and analysis and any action items will be reported in 2025.
6-3 Rental Registry	Rental registry, updated bi-annually	Ongoing	Staff will be evaluating data collected as part of the Residential Rental Registry to inform portfolio management. Program launches in 2024 and analysis and any action items will be reported in 2025.

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6-4 Removal of Constraints	Initially as a subset of zoning amendments associated with Programs 1-1 and 1-2; annual monitoring to identify if subsequent updates are necessary	Mid-2024 for initial updates; ongoing thereafter	In 2023, the City initiated the preparation of CEQA exemptions for two housing projects. Evidence related to biological resources, circulation, and/or other environmental categories was completed to qualify the projects for these exemptions. The exemptions are further enabled by the updated Local Coastal Land Use Plan.
6-5 Priority Water Connections for Affordable Housing	Updated water service allocation procedures	Every five years in alignment with the Urban Water Management Plan update	This program will be addressed with the Coastside County Water District's (CCWD's) 2025 Urban Water Management Plan update.
6-6 Work with Non-Profits and Regional Partners	To work collaboratively with non-profits and regional partners	Cycle 6	The City continues to work collaboratively with non-profit and regional partners on various activities. Most notable for 2023 and 2024, the City and County worked with Abode Services, Coastside Hope, ALAS, and various other organizations to provide temporary housing to displaced farmworker households as a result of the mass shooting in January 2023. These efforts are ongoing until the construction of Stone Pine Cove is completed mid-2025.

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6-7 Increase Capacity for Housing Program Management	To evaluate the capacity of housing program management and to ensure delivery of goals, policies, and programs.	Cycle 6	This program is budget-dependent. In 2023 and 2024, staff from other City departments supported the housing function to temporarily expand capacity which specifically supported work on tenant protection measures and processing of the 880 Stone Pine Road ("Stone Pine Cove") Emergency Coastal Development Permit. The City is working at or near capacity managing multiple housing programs and coordinating affordable housing projects.

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Half Moon Bay		
<b>Reporting Year</b>	2024	(Jan. 1 - Dec. 31)	
<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
6-8 Annual Review of the Residential Dwelling Unit Allocation System	Annually: Allocations for the following year confirmed by City Council in December; evaluation of applications received on or before January 1 by February, evaluation and establishment of rankings if needed for Planning Commission ratification in May; City Council consideration of potential allocation transfers no earlier than September; If Needed: Prepare Code amendments to update the Measure D allocation process to reduce constraints on RHNA housing production. The need for a Code amendment is indicated if there are not enough allocations for ADUs, mobile/manufactured homes, and/or multi-family units including duplexes and larger projects.	Annually: Ongoing with multiple milestones each year; Code Amendments: Within one year of identifying constraints on RHNA production	In 2024, the City received feedback from HCD that Measure D violates the Housing Accountability Act and ADU laws. In 2025, HCD and the Coastal Commission are expected to provide a joint letter regarding the applicability of Measure D. The City will provide additional details when applicable.
6-9 Consistency in Planning Documents	Maintenance of consistent planning documents	As needed	The Draft Cycle 6 Housing Element, pending certification from HCD, was drafted to be consistent with the Local Coastal Land Use Plan and General Plan Elements. No zoning amendments are required for the Housing Opportunity Sites or to meet RHNA.



Jurisdiction	Half Moon Bay	
Reporting Period	2024	31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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

**Table F**

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

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

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









<b>Jurisdiction</b>	Half Moon Bay	
<b>Reporting Period</b>	2024	(Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT

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

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

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

Jurisdiction	Half Moon Bay
Reporting Year	2024 (Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Local Early Action Planning (LEAP) Reporting**  
 (CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
<b>Total Award Amount</b> \$ 65,000.00 <i>Total award amount is auto-populated based on amounts entered in rows 15-26.</i>					
1. Develop strategies to expand site capacity	\$15,000.00	\$0.00	In progress	Local General Fund	The City will seek an amendment to the scope of the LEAP grant to cover the cost of environmental review for the 880 Stone Pine Road ("Stone Pine Cove") project. This includes over \$65,000 of environmental consultant work.
2. Define update work plan	\$11,000.00	\$0.00	In progress	Local General Fund	
3. Rezonng/updating development standards	\$4,000.00	\$0.00	In progress	Local General Fund	
4. Complete Housing Element update	\$35,000.00	\$0.00	In progress	Local General Fund	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary			Current Year
Income Level			
Very Low	Deed Restrictec		42
	Non-Deed Restrictec		5
Low	Deed Restrictec		2
	Non-Deed Restrictec		4
Moderate	Deed Restrictec		0
	Non-Deed Restrictec		4
Above Moderate			17
<b>Total Units</b>			<b>74</b>

Building Permits Issued by Affordability Summary			Current Year
Income Level			
Very Low	Deed Restrictec		47
	Non-Deed Restrictec		3
Low	Deed Restrictec		0
	Non-Deed Restrictec		3
Moderate	Deed Restrictec		0
	Non-Deed Restrictec		3
Above Moderate			6
<b>Total Units</b>			<b>62</b>

Certificate of Occupancy Issued by Affordability Summary			Current Year
Income Level			
Very Low	Deed Restrictec		0
	Non-Deed Restrictec		5
Low	Deed Restrictec		0
	Non-Deed Restrictec		5
Moderate	Deed Restrictec		0
	Non-Deed Restrictec		4
Above Moderate			12
<b>Total Units</b>			<b>26</b>

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

---

**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Julissa Acosta, Management Analyst  
Mary Huerta, Executive Assistant

**TITLE: SECOND AMENDMENT TO AGREEMENT WITH EL CENTRO DE LIBERTAD FOR THE CARES COMMUNITY RESPONDER PROGRAM**

---

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to finalize and execute a Second Amendment to the Agreement with El Centro de Libertad for the CARES Community Responder program, at an additional cost not-to-exceed \$111,796, extending the Term through June 30, 2025.

**FISCAL IMPACT:**

In its three years of operations, the cost of CARES services totaled \$1,346,566, of which the City General Fund contributed \$257,836; the County contributed \$75,000; and the remaining \$1,013,730 came from a series of Behavioral Health Justice Intervention Services (BHJIS) grants through the California Department of Health Care Services (DHCS). Additionally, Kaiser Permanente provided a grant of \$25,000 for the procurement of an independent program evaluation, and the County provided funding for a new vehicle in 2023.

The maximum cost of this extension through the end of the fiscal year, is an additional \$111,796, which will be paid out of California Citizen’s Option for Public Safety (COPS) Grant, which can be utilized for supplemental public safety services. There is no impact to the City’s General Fund from this action.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

In Summer 2020, responding to the national movement around police reforms and the local killings of two individuals at the hands of law enforcement, the City Council prioritized community outreach and research related to public safety and law enforcement in Half Moon Bay.

The City launched a significant community outreach effort which ultimately resulted in, among other things, adopting the Yanira Serrano Presente! program and a recommendation to

implement a mental health crisis response pilot program in Half Moon Bay. It was determined that the best approach would be to partner with a third-party service provider to provide the services to the community. After gauging interest and accepting proposals from existing non-profit providers already serving the Coast, El Centro de Libertad (El Centro) was selected to work with the City on program design and provide services during the pilot stage, due to their well-designed proposal, existing staff, expertise, and infrastructure, as well as their ability to launch services quickly and effectively.

El Centro and the City launched the CARES program on March 16, 2022, providing a two-person mobile crisis response team with culturally and language competent de-escalation, crisis-intervention, motivational interviewing, and suicide prevention tools to work with individuals in crisis. Typical response calls include suicidal ideations, persons under the influence of drugs or alcohol, persons experiencing a mental health crisis, parents calling with concern for an adolescent youth exhibiting unusual behavior, or community members reporting persons in some form of emotional distress.

The CARES team was dispatched in instances where there was no immediate threat of violence, with Sheriff Deputies on standby when a higher level of response was needed. Following initial de-escalation and stabilization, the CARES team helped individuals develop a plan of treatment, provided warm handoffs to service providers, and followed up with status checks and resources. Ongoing collaboration with local and regional non-profits, County Health, the Sheriff's Office, and the community has been key to the success of the program and the long-term success of clients.

The initial pilot operated 40 hours per week and responded to calls within the City limits of Half Moon Bay, as well as the Moonridge community, with an original budget of \$150,000 coming equally from the City and the County of San Mateo. The pilot program was expanded to the entire mid-coast (Devil's Slide to Moonridge) and extended to seven days per week through a State grant, and additional general fund support continued the pilot through the end of FY 2022-23.

The project was initiated as a one year "pilot stage" program. As part of the process to move beyond the pilot stage, the City released a Request for Qualifications (RFQ) in May 2023, inviting qualified non-profit or government agencies to operate mental health crisis response services in Half Moon Bay and the surrounding Coastside communities. El Centro de Libertad was selected as the most qualified responder and the City contracted with El Centro to continue operating the program for an additional year (with options to extend the agreement for up to a total of five years).

The program was able to continue through further investment from the City's General Fund, as well as the State's BHJIS grants, which eventually funded the entire program for the last two fiscal years. The last extension of the BHJIS grant expires on March 31, 2025, and the City's current agreement with El Centro expires concurrently. Without additional funding, El Centro will cease operations of the CARES program, and the services will terminate at the end of the month.

When the City and El Centro launched the CARES pilot in 2022, the hope was always to incrementally expand the program both on the Coastside, but also throughout the County.

Unfortunately, although many other cities have explored the CARES model, none have implemented their own program or contracted with El Centro to provide CARES services elsewhere.

The County began exploring mental health response services in 2021. In 2022 they launched, in collaboration with the County's four largest cities (Daly City, South San Francisco, San Mateo, and Redwood City), the Community Wellness Crisis Response Team (CWCRT) Pilot program which pairs mental health clinicians with specially trained police officers to respond to mental health crises within those cities. The program expanded in 2024 to include three additional cities (Menlo Park, San Bruno, and East Palo Alto). In 2024, the County also launched the Mobile Crisis Response Team (MCRT), which in partnership with Telecare, operates a similar model to CARES, countywide on a 24/7 basis. The MCRT program includes Half Moon Bay and the greater Coastside, but unfortunately in its first eight months of operations, very little utilization has been seen on the Coastside. Accessing the MCRT services is currently more challenging than CARES (little outreach and marketing = little community awareness, no use of 911 dispatch, longer response times from the bayside), and the services are less community oriented and culturally competent due to the countywide nature of the program.

The City Council received a report on the program on March 4, 2025, and directed staff to prepare an amendment to continue the CARES program through the end of the current fiscal year, June 30, 2025.

**DISCUSSION:**

Following the initial pilot, the City issued an RFQ in 2023, and El Centro was again selected as the provider of services for the CARES program. In June 2023 the city and El Centro entered into a one-year agreement, with options to extend the program for up to four additional one-year periods depending on funding availability. The City received additional grant funds and entered into a nine-month extension of the agreement in June 2024, which expires on March 30, 2025. Following direction from the Council, the City and El Centro have negotiated a three-month extension of the agreement through June 30, 2025, to provide additional time to identify longer term funding sources or a transition plan to the County's MCRT program.

El Centro prepared an amended budget through the end of the fiscal year that totals \$484,358, of which \$372,562 has been paid for through the State's BHJIS grant. The additional \$111,796 will be paid out of City's California Citizen's Option for Public Safety (COPS) Grant balance. The City will only be charged for actual costs related to operating the program, up to the not-to-exceed amount.

**ATTACHMENTS:**

1. Resolution
2. Draft Amendment

**Resolution No. C-2025-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY  
AUTHORIZING THE CITY MANAGER TO FINALIZE AND EXECUTE AN AMENDMENT  
TO THE AGREEMENT WITH EL CENTRO DE LIBERTAD FOR THE CARES  
COMMUNITY RESPONDER PROGRAM, AT AN ADDITIONAL COST NOT-TO-EXCEED \$111,796,  
EXTENDING THE TERM THROUGH JUNE 30, 2025**

**WHEREAS**, on March 16, 2022, the initial pilot of the Crisis Assistance Response and Evaluation Services (CARES) pilot program, operated by El Centro de Libertad through a contract with the City, began providing crisis response as an alternative to traditional law enforcement response through culturally and language competent de-escalation and stabilization practices, which pilot ended on June 30, 2023; and

**WHEREAS**, on May 1, 2023, the City issued a Request for Qualifications to select a provider to continue the program and operate mental health crisis response services in Half Moon Bay, and El Centro de Libertad was recommended as the ongoing service provider; and

**WHEREAS**, on June 20, 2023, the City and El Centro de Libertad entered into an agreement to continue the CARES program for Fiscal Year 2023-24, which was amended on June 26, 2024, to extend the Term through March 30, 2025; and

**WHEREAS**, the City and El Centro desire to further amend the agreement through June 30, 2025.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Half Moon Bay hereby authorizes the City Manager to finalize and execute a Second Amendment to the Agreement with El Centro de Libertad for the CARES Community Responder Program, at an additional cost not-to-exceed \$111,796, and extending the Term through June 30, 2025.

.....  
I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of March 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Maggie Rodriguez, Assistant City Clerk

\_\_\_\_\_  
Robert Brownstone, Mayor



**CITY OF HALF MOON BAY  
SECOND AMENDMENT TO PROFESSIONAL SERVICES  
AGREEMENT**

---

THIS SECOND AMENDMENT, for reference dated March 18, 2025, TO THE PROFESSIONAL SERVICES AGREEMENT dated June 29, 2023, is made by and between the City of Half Moon Bay, a California municipal corporation (“City”) and El Centro de Libertad / The Freedom Center, a nonprofit organization (“Consultant”).

**RECITALS**

**WHEREAS**, City and Consultant have previously entered into a Professional Services Agreement dated June 29, 2023; and

**WHEREAS**, City and Consultant entered a First Amendment to the Professional Services Agreement on June 26, 2024, which extended the term and increased the funding through March 30, 2025; and

**WHEREAS**, the original Professional Services Agreement and First Amendment to the Professional Services Agreement are hereafter referred to, collectively, as the “Agreement”; and

**WHEREAS**, City and Consultant desire to further amend the Agreement as specified herein.

**NOW, THEREFORE** it is agreed by the undersigned Parties as follows:

- A. Section 1.2 “Time of Performance” of the Agreement is hereby modified to read as follows: “All services within the Scope of Work shall be completed prior to June 30, 2025”
- B. Section 2 “Compensation” to the Agreement hereby modified add, as follows: “The City shall pay Consultant for services rendered for the period July 1, 2024, through June 30, 2025, pursuant to the Fee Schedule at the time and in the manner set forth herein, in an amount not to exceed the total sum of \$484,358”
- C. Attached Exhibit A-2 for Fee Schedule
- D. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the City and the Consultant have executed this Agreement effective as of the dates shown below.

“CITY”  
CITY OF HALF MOON BAY

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager

**ATTEST:**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_

“CONSULTANT”  
El Centro de Libertad / The Freedom Center

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Mike Akana  
Its: Executive Director

**DRAFT**

ATTACHMENTS:

1. EXHIBIT A-2 – FEE SCHEDULE
2. EXHIBIT B – EVIDENCE OF INSURANCE
3. ORIGINAL PSA

## Exhibit A-2

### Fee Schedule

El Centro de Libertad/The Freedom Center, Inc.  
City of Half Moon Bay CARES Funding Models

#### Three (3) Month Extension

Item	Personnel	FTE	Extension	Contract	Full Year
			3 month 2024-25	9 Month 2024-25	12 Month 2024-25
			Apr-Jun	Jul-Mar	Jul-Jun
<b>I. Personnel</b>					
1	Crisis Intervention Specialist (was lead)	100%	15,080	49,920	65,000
2	Crisis Intervention Specialist #1 (Team 1)	100%	14,560	45,240	59,800
3	Crisis Intervention Specialist #2 (Team 2)	100%	14,560	45,240	59,800
4	Crisis Intervention Specialist #3 (Team 2)	100%	14,560	45,240	59,800
5	CIS Relief, Training, Callout (various)	25%	5,655	22,620	28,275
6	Executive Director	5%	1,270	6,885	8,155
7	Clinical Director	5%	1,820	5,460	7,280
8	Finance Director	8%	1,694	5,172	6,866
9	Director of Operations	10%	2,229	6,375	8,604
10	Payroll Taxes and Benefits (22%)		15,714	51,074	66,788
	<b>Total Personnel</b>	<b>453%</b>	<b>87,143</b>	<b>283,226</b>	<b>87,143</b>
Non-Personnel					
<b>II. Other Expense</b>					
11	Training CIT, Other		450	2,175	2,625
12	Van (Gas, Insurance & Maintenance)		645	2,550	3,195
13	Program & EMT Supplies		300	1,688	1,988
14	Brochures, Printing and Promotion		1,155	4,605	5,760
15	Rents & Occupancy		3,030	10,231	13,261
16	Travel & Meeting Expense		300	1,688	1,988
17	Communications, Cell		735	2,213	2,948
18	Database, IT, Systems Maintenance		1,575	6,525	8,100
19	Office Expense		300	3,675	3,975
20	Insurance (General Liability Package)		1,581	5,391	6,972
	<b>Total Non-personnel</b>		<b>10,071</b>	<b>40,741</b>	<b>10,071</b>
<b>III. Startup Expense</b>					
21	None				
	<b>Total Start-up Expense</b>				
22	<b>Program Admin Fee + 15%</b>		<b>14,582</b>	<b>48,595</b>	<b>63,177</b>
	<b>Total Program Expense</b>		<b>111,796</b>	<b>372,562</b>	<b>484,358</b>

Three Month Extension at a cost of \$111,796 provides for CARES Mobile Crisis Reponse at current services levels to continue into April, May and June when the current contract expires March 31, 2025.

**Exhibit B**  
**Evidence of Insurance**

**DRAFT**

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

---

**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Maz Bozorginia, Public Works Director/City Engineer  
Jonathan Woo, Assistant Engineer

**TITLE: BUDGET AMENDMENT FOR JOHN L. CARTER PARK IMPROVEMENTS PROJECT  
(CIP NO. 0611)**

---

**RECOMMENDATION:**

Accept an update on the previously approved budget amendment for Capital Improvement Project No. 0611 – John L. Carter Park Improvements Project.

**FISCAL IMPACT:**

There is no fiscal impact related to this item. On March 4, 2025, the Council adopted a resolution that authorized a transfer of \$1,435,000 to the John L. Carter Park Improvements Project, adding to the previously allocated budget of \$7,610,000 for a new total not-to-exceed construction budget of \$9,045,000.

The total amount of local funds dedicated to the project are \$4,295,000, with an additional \$4,750,000 coming from the State. Staff are exploring cost recovery options to help offset the additional costs.

**STRATEGIC ELEMENTS:**

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

**BACKGROUND:**

On March 4, 2025, the City Council received a staff report requesting additional funding to complete the project. After a staff presentation and further discussion, the Council approved the funding request but provided direction to utilize other funding sources. Staff were directed to provide an update and clarification of the funding sources and transfer request to align with the direction and approval received from the City Council at that meeting. For more information, please see the previous staff report which is posted on the City’s website.

**DISCUSSION:**

Below is a breakdown of accounts being drawn from for the transfer between the original request on March 4, 2025, and the approved transfer:

<b>Funding Source</b>	<b>Original Request</b>	<b>Approved</b>
Fund 101 – General Fund	\$675,000.00	\$132,604.19
Fund 125 – Park/Facilities Development	\$450,000.00	\$450,000.00
Fund 151 – General Capital Transfer	\$310,000.00	\$310,000.00
CIP No. 0617 – Poplar Beach Gateways	\$0.00	\$497,214.90
CIP No. 1023 – Train Depot and Johnston House	\$0.00	\$45,180.91
<b>Total</b>	<b>\$1,435,000.00</b>	<b>\$1,435,000.00</b>

No actions are requested with this report, which memorializes the transfer previously authorized on March 4, 2025.

**ATTACHMENT:**

None

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

---

**TO:** Honorable Mayor and Council Members

**FROM:** Leslie Lacko, Community Development Director  
Mike Noce, Housing Programs Manager

**TITLE: 2025 CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY  
DEVELOPMENT DRAFT HOUSING ELEMENT PUBLIC HEARING**

---

**RECOMMENDATION:**

- 1) Hold a public hearing to receive public input and to evaluate revisions to the Draft Housing Element that do not relate to Measure D or housing site selection, but respond to all other feedback from the California Department of Housing and Community Development (HCD); and
- 2) Approve a resolution (Attachment 1) directing staff to submit the revised Draft Housing Element to HCD independent of a pending decision about Measure D from HCD and the California Coastal Commission.

*NOTE: The current draft titled "2023-2031 Housing Element, Fourth HCD Draft, February 2025" is available on the City's website at [www.hmbcity.com/housingelement](http://www.hmbcity.com/housingelement) (Attachment 2).*

**FISCAL IMPACT:**

Continued non-certification of the Housing Element could result in negative fiscal impacts including civil penalties and loss of access to housing and infrastructure related State grant funds.

**STRATEGIC ELEMENTS:**

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

**BACKGROUND:**

The Housing Element is one of the seven required general plan elements mandated by California state law. Each city and county must adopt a housing element that conforms to the detailed statutory requirements established in Article 10.6 (Sections 65580 to 65589.8) of the Government Code. The City's Housing Element must be updated every eight years and certified by the California Department of Housing and Community Development (HCD). According to State law, all housing elements must identify and analyze existing and projected housing needs;

affirm goals and policies; establish quantified objectives; identify financial and other resources; consider constraints to housing opportunities; and provide scheduled programs for the preservation, improvement, and development of housing. One of the pillars of the housing element update process is the assignment of housing units to cities and counties referred to as the Regional Housing Needs Allocation (aka RHNA).

Per State law, the Housing Element must identify housing sites that meet the City's Regional Housing Needs Allocation (RHNA), as determined by the State and Association of Bay Area Governments. Local governments satisfy their RHNA in a manner that best addresses housing needs in their jurisdiction. For Half Moon Bay this includes an array of housing options for all income levels, including rental and ownership units. The element must also plan for housing to serve large and multigenerational households, small households and seniors, and other special housing needs groups. Finally, the element must provide for diversity of housing construction and occupancy types including factory-built units, mobile homes, and emergency housing. Locating housing near transit, services, and other resources is also key to providing housing that meets the needs of residents.

### **Housing Element Timeline**

Prior to the release of the First HCD Draft Housing Element in May 2023, staff facilitated extensive outreach activities over the span of roughly two years to gather input from the community, stakeholder groups, and with the City Council and Planning Commission. The Community Engagement appendix, beginning on page G-1 of the Draft Housing Element, provides further details about the City's engagement approach.

Milestones associated with community outreach and the preparation of Cycle 6 (2023 – 2031) Housing Element are provided in Table 1 of Attachment 3. This table has been updated to reflect HCD response letters received in November 2024.

At their [February 11, 2025 regular meeting](#), the Planning Commission approved a Resolution recommending the City Council direct staff to submit the Draft Housing Element dated February 2025 to HCD. Staff provided analysis to the Planning Commission that is similar to what is presented in this report.

### **RHNA and Contents of the Housing Element**

The draft Cycle 6 Housing Element balances the need to both meet the City's identified housing needs while respecting the environmental protections and development priorities under the California Coastal Act. This approach reflects provisions in various state housing laws (including state ADU law and the Housing Crisis Act) that specify that those laws should not be applied in a manner that limits or modifies existing applications of the Coastal Act, which in Half Moon Bay includes the City's Certified LCLUP. The City's Local Coastal Land Use Plan ([LCLUP](#)) was certified by the Coastal Commission in 2021 and guides land use for the City within the context and regulations of the Coastal Zone. The City's approach to meeting the provisions of the State housing laws follows the framework set in the LCLUP to ensure the City continues to

responsibly steward coastal resources. The City’s share of the Regional Housing Needs Allocation (RHNA) for the current Cycle 6 (2023-2031) is 480 units, which is twice the Cycle 5 RHNA (2015-2022) of 240 units. The RHNA is determined by HCD for each region of the state, and more information is available on the HCD website at <https://www.hcd.ca.gov/planning-and-community-development/regional-housing-needs-allocation>. A detailed analysis of housing sites was completed during the previous reviews of the Draft Housing Element. There are no changes to the housing sites requested from HCD at this time and no adjustments are recommended as this could trigger further analysis by HCD and affect the timeline for certification of the Housing Element.

The Cycle 6 RHNA for the City is divided amongst income categories as follows:

**Table 2: Regional Housing Needs Allocation for Half Moon Bay Cycle 6**

RHNA	Income Category				
	Very Low	Low	Moderate	Above Moderate	Total
	181	104	54	141	480

Over time, the State modified the required components and analytics for housing elements. These actions have created a more prescriptive approach to preparation, organization and HCD review/certification of the element. Housing elements across the State look very similar. The City’s Cycle 6 Housing Element complies with current mandates and is organized as follows:

- Introduction and Executive Summary: Provides context setting and an overview of the entire Housing Element document.
- Housing Plan: This is the actionable portion of the Housing Element with goals, policies, and programs.
- Technical Report Appendices:
  - Housing Needs (Appendix A): This report presents population and housing stock demographics to help identify housing needs.
  - Constraints (Appendix B): This technical background report is wholly revised from the Cycle 5 Housing Element in a manner consistent with the recently updated Local Coastal Land Use Plan. It provides details about the City’s ability to address its housing obligations in the Coastal Zone.
  - Housing Resources (Appendix C): This report includes the Housing Sites Inventory.
  - Affirmatively Furthering Fair Housing (AFFH) (appendix D): This is a new section required by State law for the Cycle 6 Housing Element providing important context about the history of housing discrimination, including impacts related to access to job opportunities, access to quality education, and influences to mental and physical health.
  - Community Engagement (Appendix E): This report provides an overview of public outreach efforts.

- Housing Element Previous Accomplishments (Appendix F): This report is highly relevant to the Housing Plan and indicates how and why the City was successful, or not, for various programs in the Cycle 5 Housing Element.
- Glossary of Terms and Acronyms

**DISCUSSION:**

Direction on a variety of policy concerns and specific housing sites was provided to staff by both the Planning Commission and City Council, in addition to input from the public, during the previous review period. This feedback directly guided edits made to the Draft Housing Element that was submitted to HCD on September 5, 2024. HCD provided a letter to the City on November 5, 2024, consistent with the 60-day statutory review period (Attachment 4).

HCD’s November 5<sup>th</sup> letter required several new revisions to the Draft Housing Element, which staff highlighted in the Updated Responses document (Attachment 5). The responses correspond to the “track changes” found in the current Draft Housing Element in red color font to reflect all recommended changes. The City received a second letter (Attachment 6) on November 6, 2024, from HCD in response to the City’s 2021 Coastal Commission certified ADU ordinance. This ordinance was submitted to HCD on August 30, 2021, for HCD’s review. HCD’s November 6 letter was thus issued several years after HCD received the City’s ADU ordinance; the City and the Coastal Commission are evaluating its directions for consistency with Coastal Act requirements.

**Requested Revisions from HCD**

HCD requests a total of 27 revisions in their November 5<sup>th</sup> letter, several of which were new issues and some conflict with State Housing law carveout for application of the Coastal Act and certified LCLUP and ordinance provisions. Below is a summary of selected items that correspond to Attachment 5.

- Revision #1 – The City should monitor the progress of pipeline projects and commit to alternative actions such as rezoning by a certain date.
  - Revised to indicate that alternatives would be analyzed in early 2028 based on completion of housing units in the development pipeline at that time, nearly the halfway point of the Cycle 6 Housing Element period.
- Revision #7 – Include a commitment to amend zoning and allow Permanent Supportive Housing in all zones in compliance with Government Code 65651.
  - Revised to meet requirements of the aforementioned State statute.
- Revision #12 – Eliminate garage requirements for all multiplex, multifamily residential, and mixed-use residential
  - Staff added a provision to consider incentivizing garages in development projects where space is available.

- Revision #19 – Develop a geographic target for home sharing and cooperative housing programs. The City works closely with non-profit organizations such as HIP Housing who specialize in these types of programs.
  - Census tracks 6135.01 and .02 are mostly located north of the City’s Town Center. With much of the City’s pipeline and opportunity sites located in or near the Town Center, programs that utilize existing housing stock in these census tracks compliment where the City is prioritizing multifamily housing.
  
- Revision #21 – Include a metric of at least three projects including large and multi-generational households at the request of HCD.
  - There are multiple projects on the horizon expected to be developed in Cycle 6 that have the potential to meet the definition of including units with two or more bedrooms for this purpose. For example, Stone Pine Cove (Opportunity Site #1), 498 Kelly Ave (Opportunity Site #2), and 940 Main Street (Opportunity Site #11) all have the potential or are already proposed to include large and multi-generational units. Further evaluation of incentives would be analyzed during Cycle 6.

**HCD Feedback Regarding Measure D**

The November 5<sup>th</sup> and 6<sup>th</sup> letters (Attachments 3 and 5) both refer to the City’s residential dwelling unit allocation system, also referred to as Measure D. Measure D is a voter-approved residential dwelling unit allocation system for Half Moon Bay, which was first introduced and approved by voters in 1999. The City’s previous growth measure known as Measure A was passed by voters in 1991. Measure D went into effect in 2009 following California Coastal Commission certification of the measure as an amendment to the 1993 Local Coastal Land Use Plan (LCLUP). Measure D accommodates 1% population growth annually, which is split between Downtown and Outside of Downtown. The Downtown Area is defined as the Half Moon Bay redevelopment survey area adopted in November 1998, and, under Measure D, within this area the number of dwelling units may be increased by another 0.5% annually at the discretion of the City Council. The full text of Measure D is included as Attachment 7 and the related sections of the City’s Municipal Code are located in Section 17.06 via this [link](#).

HCD has requested the City cease using Measure D, stating the voter-approved system is in violation of State ADU law and the Housing Crisis Act. Below is an excerpt from HCD’s November 5, 2024 letter. HCD has indicated throughout the Housing Element update process some concerns with Measure D related to impacts on RHNA goals. However, the latest letter appears to direct the City to disregard a voter approved initiative which is foundational to the Certified LCLUP. More detail on this issue below.

*Growth Control: HCD’s prior review found the element should evaluate the City’s growth control, including Measures A and D, for impacts on housing cost, supply, timing, and*

*approval certainty. In addition, HCD found the element should discuss compliance with the Housing Crisis Act (Gov. Code, § 66300 et seq) and ADU law (Gov. Code, § 65852.2 et seq) and add or modify programs, if necessary. However, the element was not revised to address this finding.*

*For your information, at least portions of Measures A and D appear in conflict with state laws and relevant portions, particularly limits on the number of permits, should be immediately ceased. For example, accessory dwelling unit (ADU) law shall not be considered in the application of any local ordinance, policy or program to limit residential growth. (Gov. Code, § 66319). In addition, the Housing Crisis Act (Gov. Code, § 66300), among many other provisions, generally prohibits an affected local government from limiting the number of land use approvals or permits. HCD, in collaboration with the California Coastal Commission, will follow up with more detailed guidance, including in relation to the City's ADU ordinance, under separate cover.*

The joint letter described above from HCD and the Coastal Commission addressing Measure D has not been delivered to the City. Staff inquired with HCD on multiple instances regarding a timeline to receive this pending correspondence, and staff have been told a letter is still expected and in progress. The City has a responsibility to follow State housing laws and, as a jurisdiction located entirely within the Coastal Zone, Half Moon Bay must also follow the requirements set forth by the California Coastal Act. However, HCD's interpretation of State housing laws and the Coastal Commission's interpretation of Coastal Act provisions are sometimes in conflict with one another, which puts the City of Half Moon Bay in the middle of a disagreement between two powerful State agencies. In 2024, Senate Bill 1077 was passed and requires both agencies to collaborate on guidance for local governments, which further illustrates the existing hardships for jurisdictions navigating requirements.

Rather than continuing to wait for a determination from the State, the City's staff addressed the requested revisions from HCD, over which the City has control. Comments 11, 14, and 16 of Attachment 4 are closely related to the pending joint guidance from these State agencies on Measure D, and responses to these comments are therefore not included in the recommended edits to the current Draft Housing Element. At the February 11, 2025, Planning Commission meeting, Commissioners expressed support for staff's recommendation to continue moving forward to HCD the Draft Housing Element with all of HCD's requested changes, except those related to Measure D.

### **Environmental Review**

Pursuant to the California Environmental Quality Act (CEQA), an initial study is a preliminary analysis prepared by a lead agency (in this case, the City) to determine whether a project has a significant effect on the environment. The City and its consultant, Rincon, concluded that following the preparation of an Initial Study a Mitigated Negative Declaration (MND) was appropriate. State law requires a 30-day public review period for MNDs for certain projects that may require review by state agencies, such as housing elements. The MND will be released after the Council reviews the Draft Four Housing Element to allow ample time for circulation

prior to Council's final review, which would occur after HCD's certification of the Housing Element.

**Conclusion**

In response to the majority of HCD's requested revisions from their November 5, 2024, letter, staff focused on the clearest path to a certified Housing Element. Staff is presenting the City Council with the option to continue working with HCD by responding to its requests where we believe we have statutory and policy obligations to do so. This is the direction supported by the Planning Commission on February 11, 2025, and their recommendation to the City Council. Staff is not recommending further modification of the document regarding Measure D (beyond what was previously provided) or further modifications requested for Accessory Dwelling Units (notably parking provisions authorized by State law in Coastal Zone). One further option, that was also presented to the Planning Commission, is to wait for the pending, joint HCD and Coastal Commission guidance in the "Measure D letter," at which time staff would return with more major policy considerations. While we would like to have the third letter in hand, there is no indication from HCD when this will be forthcoming.

**Attachments:**

Attachment 1 – Resolution

Attachment 2 – Link to "[2023-2031 Housing Element, Fourth HCD Draft, February 2025](#)"

Attachment 3 – Milestone Table

Attachment 4 – HCD response letter dated November 5, 2024

Attachment 5 – City revisions to Draft Housing Element in response to November 2024 HCD letter

Attachment 6 – HCD letter regarding 2021 Coastal Commission certified ADU ordinance dated November 6, 2024

Attachment 7 – Measure D Ballot Language

## Resolution No. C-2025-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY DIRECTING STAFF TO SUBMIT THE FOURTH HCD DRAFT OF THE 2023-2031 HOUSING ELEMENT (CYCLE 6) DATED FEBRUARY 2025 TO THE STATE HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**WHEREAS**, the Housing Element is one of the seven required general plan elements mandated by California state law; and

**WHEREAS**, each city and county must adopt a housing element that conforms to the detailed statutory requirements established in Article 10.6 (Sections 65580 to 65589.8) of the Government Code; and

**WHEREAS**, the City's Housing Element must be updated every eight years and certified by the California Department of Housing and Community Development (HCD); and

**WHEREAS**, all housing elements must identify and analyze existing and projected housing needs, affirm goals and policies, establish quantified objectives, identify financial and other resources, consider constraints to housing opportunities, and provide scheduled programs for the preservation, improvement, and development of housing; and

**WHEREAS**, the Housing Element must identify adequate sites to meet the City's Regional Housing Needs Allocation (RHNA) of 480 units for Cycle 6 in a manner that best addresses its housing needs; and

**WHEREAS**, HCD reviewed three drafts of the City's Cycle 6 Housing Element and requested revisions after each review, the most recent of which are included in HCD's letter dated November 5, 2024; and

**WHEREAS**, HCD states in their November 6, 2024, letter that the City will receive a separate, additional letter reflecting joint guidance by HCD and the California Coastal Commission about whether Measure D, as incorporated into the City's Certified Local Coastal Program, conflicts with State Accessory Dwelling Unit laws and the Housing Crisis Act; and

**WHEREAS**, in lieu of waiting for HCD's letter on Measure D, the Planning Commission and Council have reviewed revisions to the Housing Element (Fourth Draft) that respond to HCD's November 5, 2024, letter, but do not respond to HCD's comments relative to Measure D; and

**WHEREAS**, the City will release the Fourth Draft for public review in accordance with State law; and

**WHEREAS**, the City welcomes feedback from the public at all stages of review and implementation of the Cycle 6 Housing Element; and

**WHEREAS**, on February 11, 2025, the Planning Commission approved a resolution recommending the City Council direct staff to submit the revised Draft Housing Element to HCD independent of a pending decision about Measure D from HCD and the California Coastal Commission; and

**WHEREAS**, if the City Council directs staff to submit the Fourth Draft to the State, HCD is statutorily obligated to provide a response to the City within 60 days.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Half Moon Bay directs staff to submit the Fourth HCD Draft of the Cycle 6 Housing Element dated February 2025 for review by the California Department of Housing and Community Development.

\*\*\*\*\*

I, the undersigned, hereby certify that the forgoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of March 2025, by the Council of the City of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Maggie Rodriguez, Assistant City Clerk

\_\_\_\_\_  
Robert Brownstone, Mayor

Table 1: Milestone Dates for Cycle 6 Housing Element

<b>City Council Listening Sessions</b>
<ul style="list-style-type: none"> <li>March 3, 2021 (Wednesday evening): 18 attendees</li> </ul>
<ul style="list-style-type: none"> <li>March 6, 2021 (Saturday morning): 10 attendees</li> </ul>
<ul style="list-style-type: none"> <li>March 9, 2022 (Wednesday evening): 30 attendees</li> </ul>
<ul style="list-style-type: none"> <li>March 13, 2022 (Sunday afternoon): 22 attendees</li> </ul>
<b>Let's Talk Housing Community Meeting (Half Moon Bay Atherton, Daly City, Pacifica, Woodside, and Unincorporated San Mateo County)</b>
<ul style="list-style-type: none"> <li>April 14, 2022 (46 attendees, 9 attendees from Half Moon Bay)</li> </ul>
<b>City Council and Planning Commission Joint Study Session</b>
<ul style="list-style-type: none"> <li>November 9, 2021: 83 attendees, 25 speakers (housing sites, opportunities, constraints)</li> </ul>
<b>Stakeholders and Service Agency Interviews: April 12, 2022 – April 19, 2022</b>
<ul style="list-style-type: none"> <li>Coastside Hope (Service provider)</li> </ul>
<ul style="list-style-type: none"> <li>Senior Coastsiders (Affordable senior housing and service provider)</li> </ul>
<ul style="list-style-type: none"> <li>MidPen Housing (Affordable housing provider)</li> </ul>
<ul style="list-style-type: none"> <li>Society of St. Vincent de Paul (Service provider)</li> </ul>
<ul style="list-style-type: none"> <li>Abundant Grace (Service provider)</li> </ul>
<ul style="list-style-type: none"> <li>Housing Leadership Council (Affordable housing advocate)</li> </ul>
<ul style="list-style-type: none"> <li>Housing Choices (Affordable and inclusive housing advocate)</li> </ul>
<ul style="list-style-type: none"> <li>HIP Housing (Affordable housing and service provider)</li> </ul>
<ul style="list-style-type: none"> <li>Habitat for Humanity (Affordable housing provider)</li> </ul>
<ul style="list-style-type: none"> <li>Boys and Girls Club (Service provider)</li> </ul>
<b>Focus Groups</b>
<ul style="list-style-type: none"> <li>June 8, 2022 – Senior Coastsiders: 8 attendees</li> </ul>
<ul style="list-style-type: none"> <li>June 16, 2022 – ALAS: 8 adult attendees as well as some school-age children</li> </ul>
<b>First Public Draft - Cycle 6 Housing Element</b>
<ul style="list-style-type: none"> <li>April 17, 2023 – publish date and release to the community</li> </ul>
<ul style="list-style-type: none"> <li>April 17 – May 16, 2023, required 30-day public review period</li> </ul>
<b>City Council and Planning Commission Joint Work Session</b>

## ATTACHMENT 3

<ul style="list-style-type: none"><li>• May 9, 2023 – City Council directed staff to submit draft to HCD</li></ul>
<b>First HCD Draft - Cycle 6 Housing Element</b>
<ul style="list-style-type: none"><li>• May 31, 2023 – City submitted draft to HCD; 90-day HCD review period commenced</li></ul>
<b>HCD Response to First Draft</b>
<ul style="list-style-type: none"><li>• August 30, 2023 – HCD provides response letter to the City</li></ul>
<b>Second HCD Draft - Cycle 6 Housing Element</b>
<ul style="list-style-type: none"><li>• May 24, 2024 – revised draft released to the public</li><li>• Second draft was not formally submitted to HCD; retitled to Third HCD Draft following additional public input and direction from the Planning Commission and City Council</li></ul>
<b>Third HCD Draft - Cycle 6 Housing Element</b>
<ul style="list-style-type: none"><li>• July 23, 2024 – Planning Commission work session to review draft</li></ul>
<ul style="list-style-type: none"><li>• August 7, 2024 – City Council review and direction to submit draft to HCD</li></ul>
<b>HCD Response to Third Draft</b>
<ul style="list-style-type: none"><li>• November 5, 2024 - HCD provides response letter to the City</li><li>• November 6, 2024 – Review letter of the City’s 2021 Accessory Dwelling Unit (ADU) ordinance; submitted to HCD on August 30, 2021</li><li>• Both of the November response letters include direction to the City from HCD regarding Measure D and highlight an additional letter to be sent to the City regarding this matter (see Discussion section of this report)</li></ul>
<b>Fourth HCD Draft - Cycle 6 Housing Element</b>
<ul style="list-style-type: none"><li>• Preparations ongoing to submit the Fourth HCD Draft within the first quarter of 2025 at the discretion of the City Council</li></ul>

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannon Street, Suite 400  
Sacramento, CA 95811  
(916) 263-2911 / FAX (916) 263-7453  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



November 5, 2024

Mike Noce, Housing Programs Manager  
Community Development Department  
City of Half Moon Bay  
501 Main Street  
Half Moon Bay, CA 94019

Dear Mike Noce:

**RE: City of Half Moon Bay's 6<sup>th</sup> Cycle (2023-2031) Revised Draft Housing Element**

Thank you for submitting the City of Half Moon Bay's (City) revised draft housing element received for review on September 6, 2024. Pursuant to Government Code section 65585, the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from Jeremy Levine and Hazel Joanes pursuant to Government Code section 65585, subdivision (c).

The revised draft element addresses many statutory requirements; however, revisions will be necessary to comply with State Housing Element Law (Gov. Code, § 65580 et seq), as follows:

1. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

*Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need... Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing... (Gov. Code, § 65583, subd. (c)(1).)*

**Progress in Meeting the Regional Housing Need Allocation (RHNA):** As stated in HCD's prior review, the element should provide a complete analysis of the availability of pipeline projects, including information regarding the remaining steps needed for projects to receive final approval, any known barriers or constraints to development, and the likelihood of development within the planning period. In

addition, the element should add or revise a program to monitor the pipeline projects progress toward completion and specifically commit to alternative actions (including rezoning) if needed by a certain date (e.g., 2028).

Realistic Capacity: The element has been revised to provide support for realistic capacity assumptions; however, Table C-6 indicates the presence of exceptions for multiple projects that have been used to justify realistic capacity calculations. The element should clarify which exceptions were granted and analyze the frequency of their use to justify the assumptions for all future developments or utilize a realistic capacity that accounts for zoning, development standards, and site features without the use of exceptions. Programs should be added or revised as necessary to address potential governmental constraints involving the frequent use of exceptions to support the development feasibility.

Environmental Constraints: The element was not revised to address this finding, please see HCD's prior review for additional information.

Publicly-Owned Sites: The element should clarify the remaining steps needed for Site 1 (880 Stone Pine Road) and discuss any impacts related to the timing of relocation for Site 2 (498 Kelly Avenue).

Electronic Sites Inventory: For your information, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element. The City must utilize standards, forms, and definitions adopted by HCD. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements> for a copy of the form and instructions. The City can also reach out to HCD at [sitesinventory@hcd.ca.gov](mailto:sitesinventory@hcd.ca.gov) for technical assistance.

Programs: As noted above, the element does not include a complete site analysis, therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types. In addition, the element should be revised as follows:

- *Program 3-4 (Housing for Essential Workers)*: The Program should at least commit to bi-annually identify housing opportunities. In addition, the Program should commit to amend zoning in compliance with Health and Safety Code section 17021.8 of the Employee Housing Act.
- *Program 3-7 (Emergency Shelters)*: The Program should specifically commit to amend the definition of emergency shelters and clarify by-right as a non-discretionary action. In addition, the Program should specifically commit to amend zoning to permit Permanent Supportive Housing in all zones that allow for

multifamily uses without discretionary action and in compliance with Government Code section 65651.

- *Program 4-8 (Public and Quasi-Public Owned Lands for Affordable Housing):* The Program should commit to discrete timelines for establishing incentives, disposition of lands and completion of alternative actions, if necessary.

2. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures... (Gov. Code, § 65583, subd. (a)(5).)*

*An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including... ..the length of time between receiving approval for a housing development and submittal of an application for building permits... (Gov. Code, § 65583, subd. (a)(6).)*

*Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing... (Gov. Code, § 65583, subd. (c)(3).)*

**Fees and Exactions:** The element should list and analyze all the fees that are charged locally, including planning fees and building fees (e.g., rezones, general plan amendments, conditional use permits, variances, etc.) for impacts on housing costs.

**On/Off-Site Improvements:** The element was not revised to address this finding, for example, references to municipal codes does not provide for a sufficient analysis. Please see HCD's prior review for additional information.

**Growth Control:** HCD's prior review found the element should evaluate the City's growth control, including Measures A and D, for impacts on housing cost, supply, timing, and approval certainty. In addition, HCD found the element should discuss compliance with the Housing Crisis Act (Gov. Code, § 66300 et seq) and ADU law (Gov. Code, § 65852.2 et seq) and add or modify programs, if necessary. However, the element was not revised to address this finding. Please see HCD's prior review for additional information.

For your information, at least portions of Measures A and D appear in conflict with state laws and relevant portions, particularly limits on the number of permits, should be immediately ceased. For example, accessory dwelling unit (ADU) law shall not be

considered in the application of any local ordinance, policy or program to limit residential growth. (Gov. Code, § 66319). In addition, the Housing Crisis Act (Gov. Code, § 66300), among many other provisions, generally prohibits an affected local government from limiting the number of land use approvals or permits. HCD, in collaboration with the California Coastal Commission, will follow up with more detailed guidance, including in relation to the City's ADU ordinance, under separate cover.

Approval Times: The element identifies one recent project as part of the requisite analysis; however, the element should estimate and examine the length of time experienced for other typical developments and add or revise Programs as necessary to address any hinderances to construction of the City's RHNA.

Programs: As noted above, the element requires a complete analysis of potential governmental and nongovernmental constraints. Depending upon the results of that analysis; the City may need to revise or add programs and address and remove or mitigate any identified constraints. In addition, the element should be revised as follows:

- *Program 1-2 (Missing Middle Housing Development Standards)*: The Program was revised to only address garage requirements for substandard lots; however, the requirement should also be removed for other multiplexes, multifamily residential, and mixed-use residential uses.
  - *Program 1-3 (Below Market Rate (BMR) Housing Ordinance)*: The Program should commit to allow for additional alternatives for compliance (e.g., land donations) in addition to examine constraints (particularly for new provisions) and adjust inclusionary requirements as needed with discrete timing.
  - *Growth Control*: As noted above, the element should contain a complete analysis of the City's growth control and add or modify programs as appropriate to address constraints, including compliance with the Housing Crisis Act and ADU law.
3. *Include a program which sets forth a schedule of actions during the planning period, each with a timeline for implementation... such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element... (Gov. Code, § 65583, subd. (c).)*

To have a beneficial impact in the planning period and achieve the goals and objectives of the housing element, Programs should be revised as follows:

- Program 6-6 (work with Non-Profits and Regional Partners): The element was not revised to address this finding. As stated in HCD's prior review, the Program

must provide for discrete timing (e.g., at least annually, by 2025) to ensure beneficial impact throughout the planning period.

- Program 6-8 (Annual Review of Residential Dwelling Unit Allocation System): As stated in HCD's prior review, the Program should provide for alternative actions (e.g., adjust assumptions, rezone within six months), if needed. In addition, the Program should be expanded to include incentives to promote the creation and affordability of ADUs. Examples include exploring and pursuing funding, modifying development standards, and reducing fees beyond state law, increasing awareness, pre-approved plans and homeowner/applicant assistance tools.

4. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)*

The element should be revised as follows:

- Program 1-4 (Residential Density Bonus Ordinance): The Program should include a quantifiable metric or objective.
- Program 2-1 (Housing Rehabilitation): The Program should include a quantifiable metric or objective.
- Program 3-3 (Home Sharing and Cooperative Housing): The Program should include geographic targeting of actions.
- Program 3-4 (Housing for Essential Workers): The Program should include a quantifiable metric or objective and geographic targeting of actions.
- Program 3-5 (Large and Multi-Generational Households): The Program should include a quantifiable metric or objective and geographic targeting of actions.
- Program 3-6 (Childcare): The Program should include geographic targeting of actions.
- Program 3-7 (Emergency Shelters) and 3-8 (Emergency Housing Demand): The Programs should include a specific commitment, quantifiable metric or objective, and geographic targeting of actions.
- Program 3-10 (Housing for Homeless Individuals and Families): The Program should include a quantifiable metric or objective and geographic targeting of actions.
- Program 4-3 (Multilingual Housing Information Access): The Program should include geographic targeting of actions.
- Program 4-6 (Increased Funding for Affordable Housing) and 4-7 (Affordable Housing Fund Management and Use): The Program should include a quantifiable metric or objective and geographic targeting of actions.
- Program 6-6 (Work with Non-Profits and Regional Partners): The Program should include a quantifiable metric or objective.

The element will meet the statutory requirements of State Housing Element Law once it has been revised, adopted, submitted to, and reviewed by HCD to comply with the above requirements and rezones have been completed, as described below, pursuant to Government Code section 65585.

As a reminder, the City's 6<sup>th</sup> cycle housing element was due January 31, 2023. As of today, the City has not completed the housing element process for the 6<sup>th</sup> cycle. The City's 5<sup>th</sup> cycle housing element no longer satisfies statutory requirements. HCD encourages the City to revise the element as described above, adopt if needed, and submit to HCD to regain housing element compliance.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), as the City did not adopt a compliant housing element within 120 days of the statutory deadline (January 31, 2023), Program 1-10 (Sites Identified in Prior Planning Periods) to make prior identified sites available must be completed no later than one year from the statutory deadline, pursuant to Government Code section 65583.2, subdivision (c). As this year has passed and Program 1-10 has not been completed, the housing element is out of compliance and will remain out of compliance until the rezoning has been completed.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

HCD appreciates the dedication and cooperation provided from your team and consultants during the housing element update and review. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Anthony Errichetto, of our staff, at [Anthony.Errichetto@hcd.ca.gov](mailto:Anthony.Errichetto@hcd.ca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul McDougall", with a stylized flourish at the end.

Paul McDougall  
Senior Program Manager

## Updated Responses to November 5, 2024, “Out” Letter

All page numbers are from the Track Changes version of the 2025 HCD Draft.

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
1	<p><u>Progress in Meeting the Regional Housing Need Allocation (RHNA):</u> As stated in HCD’s prior review, the element should provide a complete analysis of the availability of pipeline projects, including information regarding the remaining steps needed for projects to receive final approval, any known barriers or constraints to development, and the likelihood of development within the planning period. In addition, the element should add or revise a program to monitor the pipeline projects progress toward completion and specifically commit to alternative actions (including rezoning) if needed by a certain date (e.g., 2028).</p>	<p><b>C: Housing Resources</b> <b>Page C-9:</b> Added additional information about Site AJ (555 Kelly)</p> <p><b>H: Housing Plan</b> <b>New bullet in Program 1-1 (page H-5):</b></p> <ul style="list-style-type: none"> <li>• If the City has not made substantial progress by the 2027 APR (March 2028) in terms of meeting RHNA and development on sites, including pipeline sites, then the City will pursue a public process to identify and rezone additional sites by end of September 2029, with a January 2030 effective date.</li> </ul>
2	<p><u>Realistic Capacity:</u> The element has been revised to provide support for realistic capacity assumptions; however, Table C-6 indicates the presence of exceptions for multiple projects that have been used to justify realistic capacity calculations. The element should clarify which exceptions were granted and analyze the frequency of their use to justify the assumptions for all future developments or utilize a realistic capacity that accounts for zoning, development standards, and site features without the use of exceptions. Programs should be added or revised as necessary to address potential governmental constraints involving the frequent use of exceptions to support the development feasibility.</p>	<p><b>C: Housing Resources</b> <b>C-15:</b> Added a paragraph explaining exceptions (R-L and R-M) under "Site Capacity and Adjustment Factors"</p>
3	<p><i>Environmental Constraints: The element was not revised to address this finding, please see HCD’s prior review for additional information.</i></p>	<p><b>C: Housing Resources</b> <b>Beginning C-25:</b> Additional constraints were included on a site-by-site basis in the “Housing Opportunity Sites Summaries” section.</p>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
	<p><u>Environmental Constraints</u>: While the element includes discussion of environmental constraints relative to identified sites, it should also discuss any other known conditions that could preclude development on identified sites in the planning period. Examples include shape, easements, Williamson act contracts, contamination, coastal policies, and property conditions.</p>	
<p>4</p>	<p><u>Publicly-Owned Sites</u>: The element should clarify the remaining steps needed for Site 1 (880 Stone Pine Road) and discuss any impacts related to the timing of relocation for Site 2 (498 Kelly Avenue).</p>	<p><b>C: Housing Resources</b></p> <p><b>Page C-31:</b> Site 2: Added note about mitigating impacts of relocation in Site 2 Site Summary.</p> <p><b>H: Housing Plan</b></p> <p><b>In Program 4-8 (page H-26):</b></p> <ul style="list-style-type: none"> <li>• Clarified alternative site identification timeline for Sites 1 and 2</li> <li>• Changed two to three in "Timeline"</li> </ul>
<p>5</p>	<p><u>Electronic Sites Inventory</u>: For your information, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element The City must utilize standards, forms, and definitions adopted by HCD. Please see HCD’s housing element webpage at <a href="https://www.hcd.ca.gov/planning-and-community-development/housing-elements">https://www.hcd.ca.gov/planning-and-community-development/housing-elements</a> for a copy of the form and instructions. The City can reach out to HCD at <a href="mailto:sitesinventory@hcd.ca.gov">sitesinventory@hcd.ca.gov</a> for technical assistance.</p>	<p>N/A</p>
<p>6</p>	<p><i>Program 3-4 (Housing for Essential Workers)</i>: The Program should at least commit to bi-annually identify housing opportunities. In addition, the Program should commit to amend zoning in</p>	<p><b>B: Constraints</b></p> <p><b>Page B-38:</b> Added paragraph describing path of compliance with HSC Section 17021.8 of EHA</p>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
	<p>compliance with Health and Safety Code section 17021.8 of the Employee Housing Act.</p>	<p><b>H: Housing Plan</b>  <b>In Program 3-4 (page H-18):</b></p> <ul style="list-style-type: none"> <li>• Revised bullet 5 to commit to bi-annual identification of housing opportunities</li> <li>• New bullet 6 to describe path of compliance with HSC Section 17021.8 of EHA</li> </ul>
<p>7</p>	<p><i>Program 3-7 (Emergency Shelters):</i> The Program should specifically commit to amend the definition of emergency shelters and clarify by-right as a non-discretionary action. In addition, the Program should specifically commit to amend zoning to permit Permanent Supportive Housing in all zones that allow for multifamily uses without discretionary action and in compliance with Government Code section 65651.</p>	<p><b>H: Housing Plan</b>  <b>In Program 3-7 (page H-20):</b></p> <ul style="list-style-type: none"> <li>• Revised bullet 2 to include definition for emergency shelter</li> <li>• Revised bullet 3 to define “by-right” as non-discretionary</li> <li>• New bullet 4 to permit Permanent Supportive Housing in all zones that allow for multifamily uses without discretionary action and in compliance with Government Code section 65651</li> </ul>
<p>8</p>	<p><i>Program 4-8 (Public and Quasi-Public Owned Lands for Affordable Housing):</i> The Program should commit to discrete timelines for establishing incentives, disposition of lands and completion of alternative actions, if necessary.</p>	<p><b>H: Housing Plan</b>  <b>In Program 4-8 (page H-26):</b></p> <ul style="list-style-type: none"> <li>• Revised bullets 2 and 3 to include a timeline to dispose of lands by end of 2030</li> <li>• Revised bullet 2 to identify additional incentives by September 2029</li> <li>• Revised bullet 3 to identify alternative actions as well as alternative sites by September 2029</li> </ul>
<p>9</p>	<p><u>Fees and Exactions:</u> The element should list and analyze all the fees that are charged locally, including planning fees and building fees</p>	<p><b>B; Constraints</b>  <b>Page B-65:</b> Added additional narrative with per-project fees.</p>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
	(e.g., rezones, general plan amendments, conditional use permits, variances, etc.) for impacts on housing costs.	
10	<p><i>On/Off-Site Improvements: The element was not revised to address this finding, for example, references to municipal codes does not provide for a sufficient analysis. Please see HCD’s prior review for additional information.</i></p> <p><u>On/Off-Site Improvements:</u> The element must identify subdivision level improvement requirements and analyze their impact as potential constraints on housing supply and affordability. For additional information and a sample analysis, see the Building Blocks at <a href="https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/codes-and-enforcement-and-onsite-offsite-improvement-standards">https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/codes-and-enforcement-and-onsite-offsite-improvement-standards</a>.</p>	<p><b>B: Constraints</b></p> <p><b>Page B-50:</b> Updated discussion of constraints.</p>
11	<p><u>Growth Control:</u> HCD’s prior review found the element should evaluate the City’s growth control, including Measures A and D, for impacts on housing cost, supply, timing, and approval certainty. In addition, HCD found the element should discuss compliance with the Housing Crisis Act (Gov. Code, § 66300 et seq) and ADU law (Gov. Code, § 65852.2 et seq) and add or modify programs, if necessary. However, the element was not revised to address this finding. Please see HCD’s prior review for additional information.</p> <p>For your information, at least portions of Measures A and D appear in conflict with state laws and relevant portions, particularly limits on the number of permits, should be immediately ceased. For example, accessory dwelling unit (ADU) law shall not be considered in the application of any local ordinance, policy or program to limit residential growth. (Gov. Code, § 66319). In addition, the Housing Crisis Act (Gov. Code, § 66300), among many other provisions,</p>	<p><b>B: Constraints</b></p> <p>Related to pending joint letter from HCD and Coastal Commission. City response is dependent on that pending information.</p>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
	generally prohibits an affected local government from limiting the number of land use approvals or permits. HCD, in collaboration with the California Coastal Commission, will follow up with more detailed guidance, including in relation to the City’s ADU ordinance, under separate cover.	
12	<i>Program 1-2 (Missing Middle Housing Development Standards):</i> The Program was revised to only address garage requirements for substandard lots; however, the requirement should also be removed for other multiplexes, multifamily residential, and mixed-use residential uses.	<p><b>H: Housing Plan</b></p> <p><b>In Program 1-2 (page H-5):</b></p> <ul style="list-style-type: none"> <li>Revised bullet 5 to remove garage requirement for multiplexes, multifamily residential, and mixed-used residential uses</li> </ul>
13	<i>Program 1-3 (Below Market Rate (BMR) Housing Ordinance):</i> The Program should commit to allow for additional alternatives for compliance (e.g., land donations) in addition to examine constraints (particularly for new provisions) and adjust inclusionary requirements as needed with discrete timing.	<p><b>H: Housing Plan</b></p> <p><b>In Program 1-3 (page H-6):</b></p> <ul style="list-style-type: none"> <li>Added to bullet 1 direction to refine BMR Ordinance to allow for additional alternatives for compliance (e.g., land donations)</li> <li>Added new bullet 10 to adjust inclusionary requirements as needed</li> </ul>
14	<i>Growth Control:</i> As noted above, the element should contain a complete analysis of the City’s growth control and add or modify programs as appropriate to address constraints, including compliance with the Housing Crisis Act and ADU law.	<p><b>H: Housing Plan</b></p> <p>Related to pending joint letter from HCD and Coastal Commission. City response is dependent on that pending information.</p>
15	<i>Program 6-6 (work with Non-Profits and Regional Partners):</i> The element was not revised to address this finding. As stated in HCD’s prior review, the Program must provide for discrete timing (e.g., at least annually, by 2025) to ensure beneficial impact throughout the planning period.	<p><b>H: Housing Plan</b></p> <p><b>In Program 6-6 (page H-33):</b></p> <ul style="list-style-type: none"> <li>Revised bullet 3 to add timing and NOFA commitment</li> <li>Modified Objectives and Timeline to connect to revised bullet 3</li> </ul>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
	<p><b>Program 6-6 (Work with Non-Profits and Regional Partners):</b> The element must provide discrete timing for the Program (e.g., at least annually, by 2025) to account for how often the action will occur as well as to ensure a beneficial impact throughout the planning period and quantify objectives where feasible.</p>	
<p>16</p>	<p><i>Program 6-8 (Annual Review of Residential Dwelling Unit Allocation System): As stated in HCD’s prior review, the Program should provide for alternative actions (e.g., adjust assumptions, rezone within six months), if needed. In addition, the Program should be expanded to include incentives to promote the creation and affordability of ADUs. Examples include exploring and pursuing funding, modifying development standards, and reducing fees beyond state law, increasing awareness, pre-approved plans and homeowner/applicant assistance tools.</i></p> <p><b>Program 6-8 (Annual Review of Residential Dwelling Unit Allocation System):</b> While the Program commits to monitor permitted ADUs and affordability with discrete timing, it should also commit to additional appropriate action such as adjusting assumptions and rezoning within a specified time (e.g., six months), as necessary.</p>	<p><b>H: Housing Plan</b></p> <p>Related to pending joint letter from HCD and Coastal Commission. City response is dependent on that pending information.</p>
<p>17</p>	<p><b>Program 1-4 (Residential Density Bonus Ordinance):</b> The Program should include a quantifiable metric or objective.</p>	<p><b>H: Housing Plan</b></p> <p><b>In Program 1-4 (page H-7):</b></p> <ul style="list-style-type: none"> <li>Added objective of 2 projects using Residential Density Bonus Ordinance throughout the planning period</li> </ul>
<p>18</p>	<p><b>Program 2-1 (Housing Rehabilitation):</b> The Program should include a quantifiable metric or objective.</p>	<p><b>H: Housing Plan</b></p> <p><b>In Program 2-1 (page H-11):</b></p>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
		<ul style="list-style-type: none"> <li>Added objectives of 48 homes throughout the planning period</li> </ul>
19	<p><b>Program 3-3 (Home Sharing and Cooperative Housing):</b> The Program should include geographic targeting of actions.</p>	<p><b>H: Housing Plan</b>  <b>In Program 3-3 (page H-16):</b></p> <ul style="list-style-type: none"> <li>Added geographic targets of Census Tracts 6135.01 and 6135.02 (north of CA-92)</li> </ul>
20	<p><b>Program 3-4 (Housing for Essential Workers):</b> The Program should include a quantifiable metric or objective and geographic targeting of actions.</p>	<p><b>H: Housing Plan</b>  <b>In Program 3-4 (page H-17):</b></p> <ul style="list-style-type: none"> <li>Added geographic targets of Census Tracts 6135.01 and 6135.02 (north of CA-92), Block Groups 3 and 5 of Census Tract 6137 (south of Town Center)</li> </ul>
21	<p><b>Program 3-5 (Large and Multi-Generational Households):</b> The Program should include a quantifiable metric or objective and geographic targeting of actions.</p>	<p><b>H: Housing Plan</b>  <b>In Program 3-5 (page H-19):</b></p> <ul style="list-style-type: none"> <li>Added objective of at least three projects with units for large and multi-generational households developed during the planning period</li> <li>Added geographic targets of Census Tracts 6135.01 and 6135.02 (north of CA-92), Block Groups 3 and 5 of Census Tract 6137 (south of Town Center)</li> </ul>
22	<p><b>Program 3-6 (Childcare):</b> The Program should include geographic targeting of actions.</p>	<p><b>H: Housing Plan</b>  <b>In Program 3-6 (page H-19):</b></p> <ul style="list-style-type: none"> <li>Added geographic target of Block Group 1 of Census Tract 6137 (Town Center)</li> </ul>
23	<p><b>Program 3-7 (Emergency Shelters) and 3-8 (Emergency Housing Demand):</b> The Programs should include a specific commitment,</p>	<p><b>H: Housing Plan</b></p>

Comment #	Revision Request	Corresponding Recommended Modifications to the Housing Element
	quantifiable metric or objective, and geographic targeting of actions.	<p><b>In Program 3-7 (page H-20):</b></p> <ul style="list-style-type: none"> <li>Added specific objective of continued support of Coast House</li> <li>Added geographic target of Block Group 1 of Census Tract 6137 (Town Center)</li> </ul>
24	<p><b>Program 3-10 (Housing for Homeless Individuals and Families):</b> The Program should include a quantifiable metric or objective and geographic targeting of actions.</p>	<p><b>H: Housing Plan</b></p> <p><b>In Program 3-10 (page H-21):</b></p> <ul style="list-style-type: none"> <li>Added specific objective of continued support of Coast House</li> <li>Added geographic target of Block Group 1 of Census Tract 6137 (Town Center)</li> </ul>
25	<p><b>Program 4-3 (Multilingual Housing Information Access):</b> The Program should include geographic targeting of actions.</p>	<p><b>H: Housing Plan</b></p> <p><b>In Program 4-3 (page H-23):</b></p> <ul style="list-style-type: none"> <li>Added geographic targets of Census Tracts 6135.01 and 6135.02 (north of CA-92), Block Groups 3 and 5 of Census Tract 6137 (south of Town Center)</li> </ul>
26	<p><b>Program 4-6 (Increased Funding for Affordable Housing) and 4-7 (Affordable Housing Fund Management and Use):</b> The Program should include a quantifiable metric or objective and geographic targeting of actions.</p>	<p><b>H: Housing Plan</b></p> <p><b>In Program 4-6 (page H-25):</b></p> <ul style="list-style-type: none"> <li>Added objective of applying Affordable Housing Fund towards the development of at least one project during the course of the planning period</li> <li>Added geographic target of Block Group 1 of Census Tract 6137 (Town Center)</li> </ul>
27	<p><b>Program 6-6 (Work with Non-Profits and Regional Partners):</b> The Program should include a quantifiable metric or objective.</p>	<p><b>H: Housing Plan</b></p> <p><b>In Program 6-6 (page H-33):</b></p>

<b>Comment #</b>	<b>Revision Request</b>	<b>Corresponding Recommended Modifications to the Housing Element</b>
		<ul style="list-style-type: none"><li>• Added objective of releasing one NOFA during Cycle 6</li></ul>

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF HOUSING POLICY DEVELOPMENT**

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November 6, 2024

Steve Mc Harris, Interim Community Development Director  
Community Development Department  
City of Half Moon Bay  
501 Main St.  
Half Moon Bay, CA 94019

Dear Steve Mc Harris:

**RE: Review of Half Moon Bay's Accessory Dwelling Unit (ADU) Ordinance under State ADU Law (Gov. Code, §§ 66310 - 66342)**

**Please Note:** As of March 25, 2024, with the Chaptering of Senate Bill (SB) 477 (Chapter 7, Statutes of 2024), the sections of Government Code relevant to State ADU and junior accessory dwelling unit (JADU) Law have been re-numbered (Enclosure 1).

Thank you for submitting the City of Half Moon Bay (City) ADU Ordinance No. 2021-01 (Ordinance), adopted 08/17/2021, to the California Department of Housing and Community Development (HCD). HCD has reviewed the Ordinance and submits these written findings pursuant to Government Code section 66326, subdivision (a). HCD finds that the Ordinance fails to comply with State ADU and junior accessory dwelling unit (JADU) Laws in the manner noted below. Pursuant to Government Code section 66326, subdivision (b)(1), the City has up to 30 days to respond to these findings. Accordingly, the City must provide a written response to these findings no later than December 6, 2024.

The Ordinance addresses many statutory requirements; however, HCD finds that the Ordinance does not comply with State ADU Law as follows:

1. *Statutory Numbering* - The Ordinance contains several references to code sections that were deleted by SB 477, effective March 25, 2024. These include Government Code sections 65852.2, 65852.22 and 65852.26. The contents of these sections were relocated to Government Code, Title 7, Division 1, Chapter 13 (sections 66310-66342, see Enclosure). The City must amend the Ordinance to refer to the correct code sections.
2. Section 18.33.020 (A)(2)(a) – *Review and Approval* – The Ordinance states “No coastal development permit is required for an accessory dwelling unit that is wholly within an existing single-family dwelling...” Government Code section

66333, subdivision (d) states “[t]he ordinance may require a permit to be obtained for the creation of a junior accessory dwelling unit, and shall do all of the following: ...Require a permitted junior accessory dwelling unit to be constructed within the walls of the proposed or existing single-family residence. For purposes of this paragraph, enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence.” JADUs are also contained entirely within the single-family residence and should be included in this exemption. Therefore, the City should amend this section to include JADUs.

3. Section 18.33.020 (A)(4) – *Approve or Deny* – The Ordinance states, “Unless otherwise required by the Coastal Act, the community development director shall act on all required permits within sixty days of receipt of a complete application.” However, Government Code section 66317, subdivision (a) states “[t]he permitting agency shall either approve or deny the application to create or serve an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the permitting agency receives a completed application...” The term “act upon” is old language and was amended to read “approve or deny.” Acting on an application does not reflect State ADU Law. The City is required to issue an approval, or a denial with a full set of comments on how to remedy the application within 60 days of receiving a completed application. Therefore, the City must amend this section to reflect State ADU Law.
4. Section 18.33.030 (A)(1), (B)(1), (B)(2), (C)(1), (D)(1), 18.33.040(A) – *ADU Zoning* – The Ordinance lists the zones in which ADUs may be constructed in various circumstances, and includes zones R-1, R-2, R-3, C-D, C-R, C-VS, C-G, and PUD, but does not include agricultural land use zones A-1 or A-2, open space reserve zone OS-R, urban reserve land use zone U-R, or the Dykstra Ranch planned unit development zone PUD-X, all of which allow for single-family or multifamily residential uses. Government Code section 66314 states, “[a] local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use.” Restricting ADUs in areas where single-family or multifamily development is permitted is a direct violation of State ADU Law. Therefore, the City must amend these sections to allow for ADUs in any areas zoned to allow for single-family or multifamily residential use, as applicable.

Additionally, the Ordinance states, “In the substantially undeveloped PUD zoning districts, the lot must be already developed with an existing single-family dwelling.” However, Government Code section 66314, subdivision (d)(2) states, “[t]he ordinance shall do all of the following... Require the accessory dwelling units to comply with all of the following... The lot is zoned to allow single-family or

multifamily dwelling residential use and includes a proposed or existing dwelling.” There is no requirement for a primary dwelling to be existing prior to the submittal of an ADU or JADU application. Therefore, the City must amend these sections to allow for ADU and JADU applications to proceed on lots with both existing and proposed primary dwellings.

5. Section 18.33.030 (A)(3), (B)(3) – *Number of ADUs* – The Ordinance states, “The lot on which the accessory dwelling unit or junior accessory dwelling unit is located does not contain another accessory dwelling unit, junior accessory dwelling unit, or guest house...” However, pursuant to Government Code section 66323, subdivision (a), “Notwithstanding Sections 66314 to 66322, inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following: (1) One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling...(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure.” Subparagraph (2) permits “One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks.”

The use of the term “any” followed by an enumeration of by right ADU types permitted indicate that any of these ADU types can be combined on a lot zoned for single-family dwellings. This permits a homeowner, who meets specified requirements, to create one converted ADU, one detached, new construction ADU, and one JADU. Thus, if the local agency approves an ADU that is created from existing (or proposed) space, and the owner subsequently applies for a detached ADU (or vice versa), that meets the size and setbacks, pursuant to the subdivision, the local agency cannot deny the application, nor deny a permit for a JADU under this section. This subdivision applies equally to ADUs created pursuant to Government Code section 66314, subdivision (a), subparagraphs (3) and (4), on lots with proposed or existing multifamily dwellings. Limiting single-family lots to one ADU would prevent property owners from creating ADUs granted under Government Code section 66314. Therefore, the City must revise the Ordinance to remove this restriction.

6. Section 18.33.030 (A)(4) – *ADUs in Garages* – The Ordinance states, “In Ocean Colony, accessory dwelling units and junior accessory dwelling units are not permitted in garages.” However, Government Code section 66323 (a)(1)(A) states, “...a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create... One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply... The accessory dwelling unit or

junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure.” Restricting ADUs from being created within garages of existing single-family dwellings violates State ADU Law. Therefore, the City must remove this restriction.

7. Section 18.33.030 (A)(6) – *Side and Rear Setbacks* – The Ordinance states, “The single-family dwelling or accessory structure has side and rear setbacks sufficient for fire and safety. If the dwelling or structure complies with the city’s setback requirements as described in this code, it shall automatically meet this standard.” Government Code section 66314, subdivision (d)(7) states, “[n]o setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit...” Requiring setbacks for ADUs created from converted space violates State ADU Law. Therefore, the City must amend this section to remove the setback requirement.
8. Section 18.33.030 (A)(8), (B)(7), (D)(5) – *Development Standards* – The Ordinance states, “If the accessory dwelling unit or junior accessory dwelling unit is to be included in a proposed single-family dwelling, then the single-family dwelling (including the accessory dwelling unit and junior accessory dwelling unit) shall meet all applicable development standards, including lot coverage and floor area ratio requirements.” However, Government Code section 66323, subdivision (a) begins with “Notwithstanding Sections 66314 to 66322, inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone...” Therefore, the City must remove this development standard requirement entirely.

Additionally, the Ordinance states multiple times in this section, “The accessory dwelling unit complies with the front yard, street facing side, and double frontage setbacks applicable to the primary dwelling...” ADUs created under Government Code section 66323 are not subject to design review criteria or setbacks aside from the four-foot side and rear setbacks established for new detached ADUs. The City must remove the unlawful setback requirements.

9. Section 18.33.030 (B)(6), (D)(4), 18.33.040 (F) – *Building Heights* – The Ordinance states, “The accessory dwelling unit is located at least four feet from the side and rear lot lines... and has a height of no more than sixteen feet.” However, Government Code 66321, subdivision (b)(4) states: “a local agency

shall not establish by ordinance any of the following... Any height limitation that does not allow at least the following, as applicable:

- A. A height of 16 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit.
- B. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. A local agency shall also allow an additional two feet in height to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.
- C. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling.
- D. A height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. This clause shall not require a local agency to allow an accessory dwelling unit to exceed two stories.”

Restricting ADUs created under Government Code section 66323, to 16 feet violates State ADU Law. Therefore, the City must amend this section to allow for all instances set forth in Government Code 66321, subdivision (b)(4).

10. Section 18.33.030 (D)(2) – *Detached Multifamily ADUs* – The Ordinance states, “The lot on which the accessory dwelling unit is already developed with an existing two-family or multifamily dwelling.” However, Government Code section 66323, subdivision (a)(4) states “...a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following... Not more than two accessory dwelling units that are located on a lot that has an existing or proposed multifamily dwelling, but are detached from that multifamily dwelling...” An ADU created under Government Code section 66323, subdivision (a)(4) may be proposed on any lot with an existing or proposed multifamily dwelling on the lot. Limiting ADUs only to those lots with existing multifamily dwellings violates State ADU Law. Therefore, the City must amend this section to read “existing or proposed.”

11. Section 18.33.040 (D)(5)(a) – *Subjective Language* – The Ordinance states, “...the accessory dwelling unit shall use similar exterior siding materials, colors, window types, door and window trims, roofing materials, and roof pitch as the primary dwelling.” However, Government Code section 66314, subdivision (b)(1) states, “[t]he ordinance shall do all of the following... Impose objective standards

on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historical Resources.” The use of the word “similar” is subjective and violates section 66314. Imposing subjective criteria on ADUs is not permitted under State ADU Law. Therefore, the City must amend this section to remove all subjective terms and include only objective standards.

12. Section 18.33.00 (F) – *Exceptions to Development Standards* – The Ordinance states, “Development standards, including limits on lot coverage, floor area ratio, open space, and lot size, shall not be used to reduce the gross floor area of the accessory dwelling unit below eight hundred square feet or the height of the accessory dwelling unit below sixteen feet.” Government Code 65852.2, subdivision (b)(3) states “...a local agency shall not establish by ordinance any of the following... Any requirement for a zoning clearance or separate zoning review or any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, front setbacks, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.” Front setbacks may not be applied in situations where it would prevent an ADU of 800 square feet or less to be created on the lot. Therefore, the City must amend this section to include an exception for front setbacks on ADUs 800 square feet or less.

13. Section 18.33.050 (H), (H)(2), (H)(4) – *Parking* – The Ordinance states, “A minimum of one off-street parking space for the accessory dwelling unit, in addition to the spaces required for the primary dwelling, shall be provided for units...” However, Government Code section 66314, subdivisions (d)(10) states “(A) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway. (B) Off-street parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions. (C) This subparagraph shall not apply to an accessory dwelling unit that is described in Section 66322.” Requiring additional offstreet parking for ADUs outside of the requirements of this subdivision violates State ADU Law.

The Ordinance states “Notwithstanding subsection (H)(1) of this section, a parking space shall not be required within the areas depicted in Figure 18.33-1...

- a. For an accessory dwelling unit or junior accessory dwelling unit that is on the same lot as a historic property listed on or eligible for listing on either the National Register of Historic Places or the California Register of Historical Resources;
- b. When a parking exception has been granted in accordance with Section 18.36.080.” Government Code section 66322, subdivision (a) states “A local agency shall not impose any parking standards for an accessory dwelling unit in any of the following instances:
  - (1) Where the accessory dwelling unit is located within one-half mile walking distance of public transit.
  - (2) Where the accessory dwelling unit is located within an architecturally and historically significant historic district.
  - (3) Where the accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.
  - (4) When onstreet parking permits are required but not offered to the occupant of the accessory dwelling unit.
  - (5) When there is a car share vehicle located within one block of the accessory dwelling unit.
  - (6) When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies any other criteria listed in this paragraph.”

The Ordinance must be amended to reflect all instances where no parking standards will be imposed. Requiring any additional parking in these circumstances violates State ADU Law.

Additionally, the Ordinance states, “When a private garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an accessory dwelling unit within the areas depicted in Figure 18.33-1, or a junior accessory dwelling unit anywhere in the city, the spaces contained in such structures shall be replaced to the extent they are required to meet the numerical parking requirements in Chapter 18.36.” However, Government Code section 66314, subdivision (d)(11) states “when a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.” Requiring additional offstreet parking for ADUs outside of the requirements of these subdivisions violates State ADU Law. Pursuant to this subdivision, any covered parking structure demolished in conjunction with the construction of an ADU is not

required to replace that parking. Therefore, the City must remove this noncompliant section and amend all sections to allow for all parking exemptions.

14. Section 18.33.060 (B) – *Streamlined Processing* – The Ordinance states, “The applicant may elect to have the city process the accessory dwelling unit or junior accessory dwelling unit separately from the other proposal(s). If the applicant makes this election, the streamlining procedures described in Section 18.33.020 would apply to the accessory dwelling unit or junior accessory dwelling unit proposal after the applicant obtains city approval for the other proposal(s).” However, Government Code section 66317, subdivision (a) states, “[t]he permitting agency shall either approve or deny the application to create or serve an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the permitting agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create or serve an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the permitting agency may delay approving or denying the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency approves or denies the permit application to create the new single-family or multifamily dwelling, but the application to create or serve the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.” Pursuant to this subdivision, an ADU or JADU may be submitted concurrently with a primary dwelling unit and the review timeline shall be 60 days from the time a completed application is received. Therefore, the City must amend this section to allow for concurrent review.

15. Section 18.33.080 (B) – *Separate Conveyance* – The Ordinance states, “Neither the single-family dwelling nor the accessory dwelling unit shall be sold or otherwise conveyed separately from the other unit, either directly or indirectly.” However, Government Code section 66341 provides for a narrow exemption to this rule which lists five criteria, all of which must be met in order to be eligible. Prohibiting the separate conveyance of ADUs which meet these criteria violates State ADU Law. Therefore, the City must amend this section to allow for this exception.

In addition to the above findings and related to the City’s ADU ordinance, Measure A and Measure D, the City’s voter initiatives to enact growth control, conflicts with state law and is prohibited from implementation. Accessory Dwelling Units shall not be considered in the application of any local ordinance, policy or program to limit residential growth. (Government Code section 66319). Moreover, the Housing Crisis Act

(Government Code section 66300), among other provisions, prohibits an affected local government from limiting the number of land use approvals or permits. HCD will follow up with more detailed guidance, related to the City's housing element, under separate cover.

Please note that the City has two options in response to this letter.<sup>1</sup> The City can either amend the Ordinance to comply with State ADU Law<sup>2</sup> or adopt the Ordinance without changes and include findings in its resolution adopting the Ordinance that explain the reasons the City believes that the Ordinance complies with State ADU Law despite HCD's findings.<sup>3</sup> If the City fails to take either course of action and bring the Ordinance into compliance with State ADU Law, HCD must notify the City and may notify the California Office of the Attorney General that the City is in violation of State ADU Law.<sup>4</sup>

HCD appreciates the City's efforts in the preparation and adoption of the Ordinance and welcomes the opportunity to assist the City in fully complying with State ADU Law. Please feel free to contact Tyler Galli at [Tyler.Galli@hcd.ca.gov](mailto:Tyler.Galli@hcd.ca.gov) if you have any questions.

Sincerely,



Jamie Candelaria  
Senior Housing Accountability Manager  
Housing Policy Development Division

Enclosures

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<sup>1</sup> Gov. Code, § 66326, subd. (c)(1).

<sup>2</sup> Gov. Code, § 66326, subd. (b)(2)(A).

<sup>3</sup> Gov. Code, § 66326, subd. (b)(2)(B).

<sup>4</sup> Gov. Code, § 66326, subd. (c)(1).

**State ADU/JADU Law Statutory Conversion Table**

<b>New Government Code Sections</b>	<b>Previous Government Code Sections</b>
<b>Article 1. General Provisions</b>	
66310	65852.150 (a)
66311	65852.150 (b)
66312	65852.150 (c)
66313	General Definition Section 65852.2 (j) 65852.22 (j)
<b>Article 2. Accessory Dwelling Unit Approvals</b>	
66314	65852.2(a)(1)(A), (D)(i)-(xii), (a)(4)-(5)
66315	65852.2 (a)(8)
66316	65852.2 (a)(6)
66317	65852.2 (a)(3), (a)(7)
66318	65852.2 (a)(9), 65852.2 (a)(2)
66319	65852.2 (a)(10)
66320	65852.2 (b)
66321	65852.2 (c)
66322	65852.2 (d)
66323	65852.2 (e)
66324	65852.2 (f)
66325	65852.2 (g)
66326	65852.2 (h)
66327	65852.2 (i)
66328	65852.2 (k)
66329	65852.2 (l)
66330	65852.2 (m)
66331	65852.2 (n)
66332	65852.23.
<b>Article 3. Junior Accessory Dwelling Units</b>	
66333	65852.22 (a)
66334	65852.22 (b)
66335	65852.22 (c)
66336	65852.22 (d)
66337	65852.22 (e)
66338	65852.22 (f)-(g)
66339	65852.22 (h)
<b>Article 4. Accessory Dwelling Unit Sales</b>	
66340	65852.26 (b)
66341	65852.26 (a)
66342	65852.2 (a)(10)

# CITY OF HALF MOON BAY

## MEASURE D

Shall the Ordinance amending the Residential Growth Limitation Ordinance be adopted?

### FULL ORDINANCE

#### RESIDENTIAL GROWTH LIMITATIONS

The people of the City of Half Moon Bay do ordain as follows:

#### SECTION 1: PURPOSES

The purposes of this ballot measure are to protect the public health, safety and welfare of the residents of Half Moon Bay; to provide for development which is orderly, sustainable, and fiscally responsible; to respond to the worsening traffic situation; and to protect the City's unique scenic and rural coastal character by managing the rate, location, and density of residential development.

#### SECTION 2: FINDINGS

- (a) Accelerated population growth. According to the California Department of Finance's January 1998 population estimates, Half Moon Bay's residential population grew 22% during a six-year period, making Half Moon Bay the fastest growing jurisdiction in San Mateo County. Statistics show an average population growth of 0.9% for San Mateo County in 1998, compared to the 3% maximum annual growth now permitted by the City of Half Moon Bay Local Coastal Program/Land Use Plan.
- (b) Services: Property taxes generated by residential development in the City do not cover the cost of basic services for that development. Projected residential development, combined with limits on public works and finances, creates a public health and safety crisis for residents.
- (c) Traffic: State Highways 1 and 92 experience prolonged gridlock. According to the 1997 Traffic Modeling Study conducted by the San Mateo County City and County Association of Governments, these highways experience Level of Service F, the worst ("speed approaches zero"), for several hours each day. The study projects Highways 1 and 92 to have the highest volume/capacity ratios in the County when current growth projections are achieved. No highway capacity improvements are planned by Caltrans.
- (d) Jobs-Housing Imbalance: Half Moon Bay's main role within the region has been commuter housing, and the Coastsides is the only area within San Mateo County that will add more housing than jobs through 2020. This situation exacerbates congestion on Highways 1 and 92.
- (e) Water: Half Moon Bay's future water supply depends on the ability to get more water from the Crystal Springs Pipeline. This is a precarious situation since in times of water shortage San Francisco has the right to restrict this supply.
- (f) Schools: The recent assessment bond study conducted by the Cabrillo Unified School District reports that State maximum school fees on new residential development cover only about one-third of school facility costs. With a general state limit of about \$1.90 per square foot for new houses (with exceptions only for fees which may be negotiated for projects requiring special legislative approvals), that translates into a school district loss of \$3.80 per square foot, or \$9,500 for a 2,500 square-foot house.
- (g) Character: Mounting growth pressures endanger Half Moon Bay's remaining open spaces. Development densities currently allowed for several large, undeveloped tracts in the City threaten the community's character with destruction of important coastal, rural, and hillside views.

#### SECTION 3: ANNUAL LIMITS ON NEW DWELLING UNITS

- (1) The Local Coastal Program and Land Use Plan of the City of Half Moon Bay, Chapter 9, Section 9.4, is amended to read as follows:

##### Section 9.4 Residential Growth Limitations

(a) The number of dwelling units which the City may authorize each calendar year may not exceed the number of units which would result in a growth of one percent (1%) in the City's population as of January 1 of that year. In determining the number of permissible units, the City shall use the most recent United States Census figures for Half Moon Bay to calculate the average number of persons per household.

(b) The number of dwelling units authorized each year under subsection (a) may be increased by fifty percent (50%) for additional dwelling units in the Downtown Area.

(c) Applications for new units from areas of the City outside the Downtown Area shall have priority for one-half (1/2) of the units authorized under subsection (a). If fewer applications are received, the remainder of these units may be authorized in the Downtown Area.

(d) Subject to subsections (b) and (c), the City shall allocate permissible dwelling units among applications under the existing allocation system in the Municipal Code, to the extent feasible, and subsequent modifications by the City Council.

(e) The limitations in this Section shall not apply to replacement of existing dwelling units on a one-for-one basis, nor shall it apply to density bonuses for the provision of low and moderate income housing to the extent required by State law.

(f) The Downtown Area is the area designated as the Downtown Half Moon Bay Redevelopment Survey Area in City Resolution No. C-91-98, November 3, 1998.

- (2) The Zoning Code of the City, Section 18.04.010, is amended to read as follows:

##### Section 18.04.010: Maximum Number of New Dwellings

A. The number of dwelling units which the City may authorize to be built each calendar year shall not exceed the number of units which would result in a growth of one percent (1%) in the City's population as of January 1 of that year. In determining the number of permissible units, the City shall use the most recent U.S. Census figures for Half Moon Bay to calculate the average number of persons per household.

B. The number of dwelling units authorized each year under subsection A. may be increased by fifty percent (50%) for additional dwelling units in the Downtown Area.

C. Applications for new units from areas of the City outside the Downtown Area shall have priority for one-half of the units authorized under subsection A. If fewer applications are received, the remainder of these units may be authorized in the Downtown Area.

D. Subject to subsections B. and C., the City shall allocate permissible dwelling units among applications on the basis of the existing allocation system in Municipal Code Section 1730 or a subsequently modified allocation system.

# CITY OF HALF MOON BAY

E. The "Downtown Area" is the area designated as the Downtown Half Moon Bay Redevelopment Survey Area in City Resolution No. C-91-98, November 3, 1998.

- (3) Section 18.04.030 of the Zoning Code is amended to read:

**Section 18.04.030: Exempt Developments**

The limitations in Section 18.04.010 shall not apply to:

- A. Replacement of existing dwelling units on a one-for-one basis.
- B. Density bonuses for the provision of low and moderate income housing as required by State law.

**SECTION 4: OPEN SPACE RESERVE PRESERVATION.**

- (1) Section 18.11.020 2 b of the Zoning Code is amended to read as follows:

**2b. Single-Family.** On lands in the Open Space Reserve Districts (as demarcated on the City's Land Use Plan Map on May 15, 1999), one dwelling is permitted on each 50 acres of land, subject to the approval of a Use Permit in each case. North of Highway 92, and south of Highway 92 above the one hundred and thirty (130) foot elevation line, two or more dwellings on a parcel or contiguous parcels in common ownership on May 15, 1999, shall be clustered on contiguous lots or parcels, not to exceed one acre each, as near as possible to existing development, to minimize harmful impact on natural and visual resources.

- (2) The numbers in the Table B, Section 18.11.025 of the Zoning Code shall be changed to comply with Section 18.11.020 2b as amended by this Section.

- (3) Section 18.11.035 of the Zoning Code is amended by adding at the end:

Provided further, Open Space Reserve lands (as demarcated on the City's Land Use Plan Map on May 15, 1999) north of Highway 92, and south of Highway 92 above the one hundred and thirty (130) foot elevation line, may not be approved for development, except as authorized by Section 18.11.020 2b, as amended by this Section, or as "allowed by Zoning" without a use permit under Section 18.11.015 (Table A) on May 15, 1999, or except to the extent approved by the voters of Half Moon Bay at a regularly scheduled election.

**SECTION 5: ANNEXATIONS**

Any land annexed to the City after May 15, 1999 shall be subject to the same zoning and other prohibitions, restrictions and conditions on use or development as applied to the land on May 15, 1999 under County jurisdiction, except as approved by a majority of the voters of the City.

**SECTION 6: DUTIES OF CITY OFFICIALS**

It is the intent of the people of Half Moon Bay that the provisions of this initiative ordinance be carried out in full good faith and diligently by the City Council and other officials of the City.

**SECTION 7: GENERAL PLAN CONSISTENCY.**

If any provision in the General Plan, zoning ordinance or other ordinances or resolutions of the City of Half Moon Bay is inconsistent with this ordinance, that provision is superseded and nullified to the extent, but only to the extent, that it is inconsistent. The population, housing and job projections in the General Plan, including but not limited to citywide totals and allocations to areas and to income levels, are amended to be consistent with this ordinance. Accordingly, City officials shall make necessary calculations and change the numbers in the Plan.

**SECTION 8: CONSISTENCY WITH FEDERAL AND STATE LAW.**

The provisions of this ordinance are not applicable to the extent, but only to

the extent, that it is judicially determined that they would violate the constitution or law of the United States or the State of California. The provisions shall not be applied to deprive any person of constitutional or other legal rights. To the extent that a provision or provisions of this ordinance are not applicable because of this section, then the minimum development required by law which is most consistent with the provisions and purposes of this proposed ordinance shall be permitted by the City Council.

**SECTION 9: EFFECTIVE DATES.**

This ordinance shall become effective according to statute, except if all of the General Plan amendments allowed by law during the year in which the ordinance is enacted have been made, the provisions of the ordinance shall be operative on January 1 of the following year.

**SECTION 10: AMENDMENT.**

This ordinance shall not be amended or repealed except by a majority vote of the people of Half Moon Bay.

**SECTION 11: SEVERABILITY.**

If any provision or application of this ordinance is held to be invalid, the invalidation shall not affect the validity of any other provision or the application of any provision. The voters of Half Moon Bay expressly declare that this ordinance and each section, sentence, clause and phrase hereof would have been prepared, adopted, and approved irrespective of the fact that one or more other sections, sentences, clauses or phrases is declared unconstitutional or otherwise violative of law.

## IMPARTIAL ANALYSIS OF MEASURE D

"In 1991, the people of Half Moon Bay adopted Measure A. Measure A amended the General Plan and Zoning Ordinance to limit the construction of new dwelling units to a number which would limit annual population growth to no more than three percent. Measure A also provides limited exceptions. Measure A also required the City Council to adopt an Allocation System. After adoption, the Measure was approved by the California Coastal Commission and is part of the City's Local Coastal Program. This proposed measure would, if adopted by the people and approved by the Coastal Commission, amend provisions of the City's land use regulations including some of the provisions of Measure A.

This measure limits construction of new dwelling units to a number which will result in population growth of no more than one percent annually. It permits the amount of annually permitted dwelling units to increase by fifty percent in the "Downtown Area." The "Downtown Area" is that area approved as a redevelopment survey area by the City in November 1998.

Measure A required the adoption of an Allocation System to implement its provisions. This measure provides that that allocation system, or a subsequently modified one, would be used to allocate each year's authorized units. The measure modifies the allocation system so that priority for one-half of the dwelling units authorized each year would go to new units built outside the Downtown Area; if fewer applications are received than necessary to satisfy this priority, remaining unused priority units can be authorized in the Downtown Area.

The maximum annual residential growth limit would not apply to one-for-one replacement of existing dwellings, nor would it apply to bonus dwellings authorized by state law as a result of the construction of low and moderate income housing.

The measure would also adopt new zoning regulations pertaining to all Open Space Reserve (OSR) zoned parcels north of Highway 92, and those located above the 130 foot elevation line south of Highway 92. The new

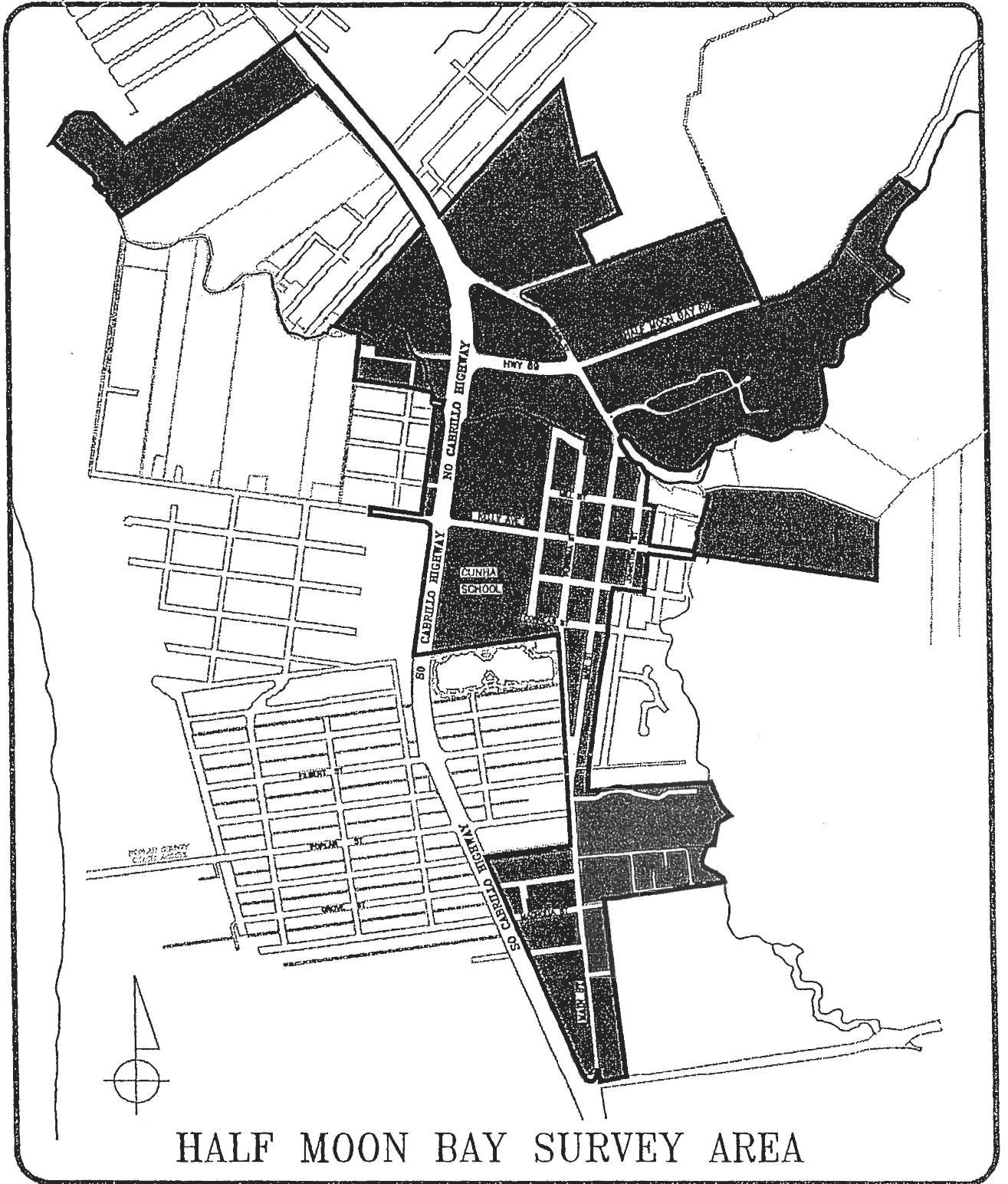


Figure 1: Downtown Half Moon Bay Redevelopment Survey Area, City Resolution No. C-91-98

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

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

**TITLE:** **APPOINTMENT OF A YOUTH MEMBER TO THE PARKS AND RECREATION COMMISSION**

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**RECOMMENDATION:**

Appoint a youth member to the Parks and Recreation Commission to fill the current vacancy.

**FISCAL IMPACT:**

None associated with this report.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

The Parks and Recreation Commission was re-formed by resolution of the City Council on May 16, 2017. The Commission was formed as a five-member advisory board. At this same meeting the City Council adopted, by resolution, Commission By-Laws which provide guidance for the operation and governance of the Parks and Recreation Commission. The By-Laws have not been revised since approved in 2017.

The Bike Pedestrian Advisory Committee By-Laws were modified several years ago to include a youth member. Each of the youth members has provided invaluable insights and input to that Committee.

On August 28, 2024, the Parks and Recreation Commission requested staff seek City Council approval for adding youth representation to the Commission.

On October 1, 2024, the City Council adopted a resolution amending the Parks and Recreation Commission By-Laws providing for the addition of two youth members for a total of seven regular (voting) members. The scheduled vacancies were duly noticed to the community via multiple outlets.

**DISCUSSION:**

At the March 4, 2025, meeting, the City Council appointed a Youth Representative to the Parks and Recreation Commission. At that time there were two vacancies and only one willing to serve form submitted. Since then, another willing to serve form was submitted for the other vacancy. Staff recommends a discussion and seeks direction on the applicant's appointment.

**ATTACHMENT:**

Willing to Serve form received

# Print

## Willing to Serve - Submission #9045

Date Submitted: 3/3/2025

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

**Commission or Committee for which you are applying:\***

- Planning Commission
- Parks and Recreation Commission
- Main Street Bridge Advisory Committee
- General Plan Advisory Committee
- Bicycle and Pedestrian Advisory Committee
- Architectural Advisory Committee

**Name\***

Kaleb

**Address\***

Eisen

**City\***

Half Moon Bay

**Zip code\***

94019

**Phone 1\***

[REDACTED]

**Phone 2**

[REDACTED]

**Email**

Kaleb.eisen1@gmail.com

**Occupation\***

High School Student

**Current employer**

Unemployed

**Employer address**

**City**

Half Moon Bay

**Zip code**

94019

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

My whole life since I was born [REDACTED]

**Educational background\***

Junior in high school at HMBHS. I am currently enrolled in 4 AP classes and have a 4.6 GPA.

**Professional experience\***

None.

**Civic activities and community involvement\***

I did volunteer work as a youth aide for junior lifeguards summer camp which helped my leadership skills.

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

**Are you able to attend:\***

- Night meetings
- Daytime meetings
- Either night or daytime meetings

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

I want to get a sense for what it is like to be part of a local government system because that is one of the career paths I am interested in studying in college and pursuing.

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

- Yes
- No

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

My dad told me about it because he is part of the parks and rec committee.

**Today's date\***

3/3/25

**Signature\***



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

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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Maz Bozorginia, Public Works Director/City Engineer  
Jonathan Woo, Assistant Engineer

**TITLE: AWARD CONSTRUCTION CONTRACT FOR THE FRENCHMAN’S CREEK PARK IMPROVEMENTS PROJECT (CIP PROJECT NO. 1013)**

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**RECOMMENDATION:**

Adopt a resolution:

- 1) Authorizing the Administrative Services Director to transfer \$156,000 to the Capital Improvement Project (CIP) No. 1013 – Frenchman’s Creek Park Improvements Project – Phase II (Project); and
- 2) Authorizing the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., of Half Moon Bay, California, in the amount of \$351,076.49 and approve a construction contingency (15%) amount not to exceed \$52,661.47 for a total construction budget of \$403,737.96 for the Project.

**FISCAL IMPACT:**

This action requests a transfer of \$156,000 from the Park/Facilities Development Fund (Fund 125 – current fund balance is approximately \$330,000) to the Project. With this action, the amount of local funds dedicated towards project construction would be \$261,328, with an additional \$185,672 coming from State Grant Funding, totaling a construction budget not to exceed \$403,737.96.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

The Parks Master Plan, adopted by the City Council on February 5, 2019, identified Frenchman’s Creek Park as an opportunity for amenity and infrastructure improvements. In Spring 2021 (Phase I), new play equipment and an accessible rubberized surface were installed with support

from the Friends of Half Moon Bay Parks and Recreation, who contributed \$15,000 in fundraising.

Subsequently, the City engaged Freyer and Laureta, Inc. and Gates and Associates for Civil and Landscape Architectural Design for Phase II of the project. In FY 2022-23, the City secured a \$185,672 grant from the California Proposition 68 Park Bond Program to support Phase II.

Phase II improvements include new swings, picnic tables, a plaza, additional split rail fencing, a drinking fountain, seat walls, a bulletin board, accent planting, bike racks, trash receptacles, and an ADA independent rider. Parking enhancements will modify the existing two parallel stalls into three angled stalls, including one ADA van-accessible space.

**Bid Summary:**

The City advertised the Project on January 24, 2025, receiving seven (7) bids before the February 20, 2025, deadline. The bids and engineer’s estimate are summarized below:

<b>Bidder</b>	<b>Base Bid</b>
<i>Engineer’s Estimate</i>	\$285,117.00
Half Moon Bay Grading & Paving, Inc.	\$351,076.49
Scapes, Inc.	\$369,950.70
Coastline Construction, Inc.	\$396,840.72
Raposo Engineering, Inc.	\$408,691.07
Frontline General Engineering Construction, Inc.	\$498,494.88
Golden Bay Construction, Inc.	\$502,639.75
Galeb Paving, Inc.	\$585,800.00

**DISCUSSION:**

Half Moon Bay Grading and Paving, Inc. submitted the lowest responsive and responsible bid at \$351,076.49, approximately 23.1% above the Engineer’s Estimate. The scale of the project and current material costs for construction were the main factor in the variance from the engineer’s estimate. This local contractor has previously worked with the City, including on Phase I of the Poplar Street Project. Staff have reviewed the bid and found it acceptable. A 15% construction contingency is recommended.

The additional funding request will support full project build-out, construction contingencies, and soft costs such as design support and material testing. Anticipated expenditures are detailed below:

<b>Firm</b>	<b>Amount</b>
Half Moon Bay Grading & Paving, Inc.	\$351,076.49
Construction Contingencies (15%)	\$52,661.47
Civil Design Support (Freyer and Laureta, Inc.)	\$10,000.00

Landscape Architecture Support (Gates and Associates)	\$10,000.00
Material Testing & Inspection (TBD)	\$10,000.00
Environmental and Biological Support (TBD)	\$10,000.00
<b>Total Anticipated Expenditures</b>	<b>\$443,737.96</b>

Construction will occur weekdays from 7:00 a.m. to 5:00 p.m. Public notices will be posted in advance, and traffic control measures will be implemented as needed. The project is expected to run from mid-spring through early summer 2025.

**Alternatives:**

Given the City’s current financial position, the Council may consider modifying the project scope to align with the available Proposition 68 grant funding (\$185,672). If this is preferred, staff recommends rejecting all bids, revising the design and/or scope, and re-advertising for new bids at a future date.

Another option could be to postpone this project indefinitely. If that is the direction of the council, staff will need to discuss the feasibility of transferring Prop 68 grant funds to another project with State Parks. If this is preferred, like the previous alternative discussed, staff would recommend rejecting all bids.

If the current scope and costs are acceptable, staff recommend the Council adopt a resolution to:

1. Authorize the transfer of \$156,000 to CIP No. 1013 – Frenchman’s Creek Park Improvements Project – Phase II.
2. Authorize the City Manager to award and execute the construction contract with Half Moon Bay Grading and Paving, Inc. for \$351,076.49, with a construction contingency not to exceed \$52,661.47, for a total construction budget of \$403,737.96.

**ATTACHMENTS:**

1. Resolution
2. Bid Tabulation
3. Project Site Plan

**Resolution No. C-2025-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY AUTHORIZING THE ADMINISTRATIVE SERVICES DIRECTOR TO TRANSFER \$160,000 TO CAPITAL IMPROVEMENT PROJECT (CIP) NO. 1013 – FRENCHMAN’S CREEK PARK IMPROVEMENTS PROJECT – PHASE II (PROJECT) AND AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE A CONSTRUCTION CONTRACT WITH HALF MOON BAY GRADING AND PAVING, INC. OF HALF MOON BAY, CALIFORNIA, IN THE AMOUNT OF \$351,076.49 AND APPROVE A CONSTRUCTION CONTINGENCY (15%) AMOUNT NOT EXCEEDING \$52,661.47 FOR THE PROJECT FOR A TOTAL CONSTRUCTION BUDGET OF \$403,737.96.**

**WHEREAS**, the Parks Master Plan, adopted by the City Council on February 5, 2019, identified Frenchman’s Creek Park, a small neighborhood park located on Ruisseau Francais Avenue in the Frenchman’s Creek neighborhood, as an opportunity to improve amenities and the infrastructure; and

**WHEREAS**, with the help of the Friends of Half Moon Bay Parks and Recreation (who fundraised \$15,000) and from the community, new play equipment was installed with accessible rubberized surface and new play equipment that replaced the existing infrastructure in Spring 2021 (Phase I); and

**WHEREAS**, in FY 2022-23, the City received a population-based grant through the California Proposition 68 Park Bond Program and Phase II of the Frenchman’s Creek Park Improvements Project was designated as the recipient of these grant funds. Proposition 68 funds account for \$185,672 of the total project budgeted funds; and

**WHEREAS**, the Project includes park improvements including new swings, picnic tables, a new plaza, additional split rail fencing, drinking fountain, seat walls, a bulletin board, accent planting, bike racks, trash receptacles, and an ADA independent rider; and

**WHEREAS**, the Project also includes parking improvements including altering the existing two (2) parallel parking stalls to three (3) angled parking stalls, one of which being an ADA van accessible parking stall; and

**WHEREAS**, the City advertised the project on Friday, January 24, 2025, and opened seven (7) bids that were received at the scheduled time, date, and place, as set forth in the Public Contract Code for the Project at 2:00 PM on Thursday, February 20, 2025; and

**WHEREAS**, the lowest responsive and responsible bid was submitted by Half Moon Bay Grading and Paving, Inc., out of Half Moon Bay, California, in the amount of \$351,076.49; and

**WHEREAS**, \$40,000 of the requested construction budget is to cover soft costs for the project relating to design support, material testing and inspection, and environmental and biological support.

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

- 1) Authorizes the Administrative Services Director to transfer \$156,000 to Capital Improvement Project (CIP) No. 1013 – Frenchman’s Creek Park Improvements Project – Phase II (Project); and
- 2) Accepts the submitted seven (7) responsive bids; and
- 3) Authorizes the City Manager to award and execute a construction contract to the lowest responsive and responsible bidder, Half Moon Bay Grading and Paving, Inc., out of Half Moon Bay, California, in the amount of \$351,076.49; and
- 4) Approves the construction contingency (15%) amount not exceeding \$52,661.47 for a total construction budget of \$403,737.96.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of March 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Maggie Rodriguez, Assistant City Clerk

\_\_\_\_\_  
Robert Brownstone, Mayor

FRENCHMAN'S CREEK PARK IMPROVEMENTS PROJECT - PHASE II - BID SUMMARY - THURSDAY, FEBRUARY 20, 2025, AT 2:00 PM

ITEM	SPEC CERT	ITEM DESCRIPTION	UNIT	QTY	ENGINEERS ESTIMATE		HALF MOON BAY GRADING AND PAVING, INC.		SCAPES, INC.		COASTLINE CONSTRUCTION, INC.		RAPOSO ENGINEERING, INC.		FRONTLINE GENERAL ENGINEERING CONSTRUCTION, INC.		GOLDEN BAY CONSTRUCTION, INC.		GALEB PAVING, INC.								
					UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL					
1		Mobilization/Demobilization	LS	1	\$ 13,577.00	\$ 13,577.00	\$ 11,000.00	\$ 11,000.00	\$ 7,500.00	\$ 7,500.00	\$ 33,000.00	\$ 33,000.00	\$ 20,000.00	\$ 20,000.00	\$ 58,043.18	\$ 58,043.18	\$ 39,823.00	\$ 39,823.00	\$ 73,527.15	\$ 73,527.15							
2		Notifications to Residents and Businesses	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 2,100.00	\$ 2,100.00	\$ 2,000.00	\$ 2,000.00	\$ 1,250.00	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00	\$ 2,379.02	\$ 2,379.02	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00							
3		Traffic Control	LS	1	\$ 10,400.00	\$ 10,400.00	\$ 6,500.00	\$ 6,500.00	\$ 3,000.00	\$ 3,000.00	\$ 12,400.00	\$ 12,400.00	\$ 3,500.00	\$ 3,500.00	\$ 4,757.02	\$ 4,757.02	\$ 5,000.00	\$ 5,000.00	\$ 3,312.00	\$ 3,312.00							
4		Sheeting, Shoring, and Bracing	LS	1	\$ 11,400.00	\$ 11,400.00	\$ 4,275.30	\$ 4,275.30	\$ 2,000.00	\$ 2,000.00	\$ 4,225.00	\$ 4,225.00	\$ 1,500.00	\$ 1,500.00	\$ 5,486.31	\$ 5,486.31	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00							
5		Construction Staking and Survey	LS	1	\$ 5,200.00	\$ 5,200.00	\$ 8,000.00	\$ 8,000.00	\$ 19,250.00	\$ 19,250.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 8,897.20	\$ 8,897.20	\$ 6,500.00	\$ 6,500.00	\$ 7,590.00	\$ 7,590.00							
6		Site Investigation and Potholing	LS	1	\$ 10,400.00	\$ 10,400.00	\$ 4,960.00	\$ 4,960.00	\$ 1,500.00	\$ 1,500.00	\$ 3,200.00	\$ 3,200.00	\$ 2,000.00	\$ 2,000.00	\$ 3,172.02	\$ 3,172.02	\$ 1,900.00	\$ 1,900.00	\$ 40,416.00	\$ 40,416.00							
7		Earthwork Off-Haul	TON	34	\$ 40.00	\$ 1,360.00	\$ 300.00	\$ 10,200.00	\$ 200.00	\$ 6,800.00	\$ 40.00	\$ 1,360.00	\$ 200.00	\$ 6,800.00	\$ 654.72	\$ 22,260.48	\$ 325.00	\$ 11,050.00	\$ 365.00	\$ 12,410.00							
8		Stormwater Pollution Prevention	LS	1	\$ 5,200.00	\$ 5,200.00	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,625.35	\$ 3,625.35	\$ 5,800.00	\$ 5,800.00	\$ 7,812.00	\$ 7,812.00							
9		Turf Removal	SF	7,681	\$ 0.50	\$ 3,841.00	\$ 2.15	\$ 16,514.15	\$ 2.20	\$ 16,898.20	\$ 0.70	\$ 5,376.70	\$ 3.65	\$ 28,035.65	\$ 1.83	\$ 14,056.23	\$ 1.75	\$ 13,441.75	\$ 1.40	\$ 10,753.40							
10		Concrete Removal	SF	1,030	\$ 10.00	\$ 10,300.00	\$ 11.20	\$ 11,536.00	\$ 6.00	\$ 6,180.00	\$ 1.80	\$ 1,854.00	\$ 5.00	\$ 5,150.00	\$ 13.59	\$ 13,997.70	\$ 5.00	\$ 5,150.00	\$ 10.50	\$ 10,815.00							
11		Asphalt Concrete Removal (Parking Area)	SY	52	\$ 20.00	\$ 1,040.00	\$ 160.00	\$ 8,320.00	\$ 40.00	\$ 2,080.00	\$ 30.00	\$ 1,560.00	\$ 95.00	\$ 4,940.00	\$ 58.21	\$ 3,026.92	\$ 45.00	\$ 2,340.00	\$ 105.50	\$ 5,486.00							
12		Wood Fence Post Removal	LF	107	\$ 3.00	\$ 321.00	\$ 21.00	\$ 2,247.00	\$ 23.00	\$ 2,461.00	\$ 6.95	\$ 743.65	\$ 35.00	\$ 3,745.00	\$ 28.84	\$ 3,085.88	\$ 25.00	\$ 2,675.00	\$ 49.10	\$ 5,253.70							
13		Site Furnishing Removal	LS	1	\$ 300.00	\$ 300.00	\$ 4,197.20	\$ 4,197.20	\$ 1,100.00	\$ 1,100.00	\$ 5,100.00	\$ 5,100.00	\$ 4,500.00	\$ 4,500.00	\$ 4,843.00	\$ 4,843.00	\$ 2,500.00	\$ 2,500.00	\$ 5,160.00	\$ 5,160.00							
14		Shrub/Planting Removal	LS	1	\$ 1,400.00	\$ 1,400.00	\$ 3,120.00	\$ 3,120.00	\$ 1,500.00	\$ 1,500.00	\$ 1,950.00	\$ 1,950.00	\$ 1,000.00	\$ 1,000.00	\$ 3,201.60	\$ 3,201.60	\$ 2,800.00	\$ 2,800.00	\$ 9,600.00	\$ 9,600.00							
15		3/4" Backflow Preventer	EA	1	\$ 2,600.00	\$ 2,600.00	\$ 3,600.00	\$ 3,600.00	\$ 2,500.00	\$ 2,500.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 3,649.02	\$ 3,649.02	\$ 1,800.00	\$ 1,800.00	\$ 4,950.00	\$ 4,950.00							
16		1" Backflow Preventer	EA	1	\$ 2,600.00	\$ 2,600.00	\$ 3,900.00	\$ 3,900.00	\$ 3,500.00	\$ 3,500.00	\$ 5,250.00	\$ 5,250.00	\$ 5,900.00	\$ 5,900.00	\$ 3,649.02	\$ 3,649.02	\$ 6,300.00	\$ 6,300.00	\$ 5,500.00	\$ 5,500.00							
17		Relocation of Sign Post	EA	3	\$ 520.00	\$ 1,560.00	\$ 325.00	\$ 975.00	\$ 1,000.00	\$ 3,000.00	\$ 1,275.00	\$ 3,825.00	\$ 200.00	\$ 600.00	\$ 793.64	\$ 2,380.92	\$ 200.00	\$ 600.00	\$ 400.00	\$ 1,200.00							
18		Relocation of Utility Light Pole	EA	1	\$ 5,200.00	\$ 5,200.00	\$ 1,900.00	\$ 1,900.00	\$ 2,000.00	\$ 2,000.00	\$ 2,850.00	\$ 2,850.00	\$ 7,500.00	\$ 7,500.00	\$ 3,665.60	\$ 3,665.60	\$ 10,545.00	\$ 10,545.00	\$ 15,000.00	\$ 15,000.00							
19		Relocation of ADA Sign Post	EA	1	\$ 1,040.00	\$ 1,040.00	\$ 400.00	\$ 400.00	\$ 3,000.00	\$ 3,000.00	\$ 550.00	\$ 550.00	\$ 350.00	\$ 350.00	\$ 3,774.41	\$ 3,774.41	\$ 200.00	\$ 200.00	\$ 745.00	\$ 745.00							
20		Thermoplastic Stripign (Blue and White)	SF	267	\$ 10.00	\$ 2,670.00	\$ 10.25	\$ 2,736.75	\$ 20.00	\$ 5,340.00	\$ 61.61	\$ 16,449.87	\$ 30.00	\$ 8,010.00	\$ 15.44	\$ 4,122.48	\$ 20.00	\$ 5,340.00	\$ 26.40	\$ 7,048.80							
21		AC Pavement (Parking Area Only)	SF	962	\$ 30.00	\$ 28,860.00	\$ 17.50	\$ 16,835.00	\$ 23.00	\$ 22,126.00	\$ 16.50	\$ 15,873.00	\$ 17.10	\$ 16,450.20	\$ 23.43	\$ 22,539.66	\$ 36.00	\$ 34,632.00	\$ 17.50	\$ 16,835.00							
22		Pedestrian Concrete	SF	1,704	\$ 25.00	\$ 42,600.00	\$ 20.00	\$ 34,080.00	\$ 28.00	\$ 47,712.00	\$ 17.50	\$ 29,820.00	\$ 25.00	\$ 42,600.00	\$ 17.56	\$ 29,922.24	\$ 24.00	\$ 40,896.00	\$ 24.10	\$ 41,066.40							
23		6" Concrete Curb/Band	LF	212	\$ 50.00	\$ 10,600.00	\$ 51.88	\$ 10,998.56	\$ 100.00	\$ 21,200.00	\$ 54.00	\$ 11,448.00	\$ 41.00	\$ 8,692.00	\$ 97.63	\$ 20,697.56	\$ 88.00	\$ 18,656.00	\$ 64.20	\$ 13,610.40							
24		Wheel Stops	EA	3	\$ 220.00	\$ 660.00	\$ 150.00	\$ 450.00	\$ 300.00	\$ 900.00	\$ 130.00	\$ 390.00	\$ 300.00	\$ 900.00	\$ 796.78	\$ 2,390.34	\$ 230.00	\$ 690.00	\$ 165.00	\$ 495.00							
25		Detectable Warnings	SF	34	\$ 50.00	\$ 1,700.00	\$ 67.67	\$ 2,300.78	\$ 90.00	\$ 3,060.00	\$ 52.50	\$ 1,785.00	\$ 45.00	\$ 1,530.00	\$ 26.99	\$ 917.66	\$ 48.00	\$ 1,632.00	\$ 99.50	\$ 3,383.00							
26		Soil Prep	SF	1,180	\$ 0.10	\$ 118.00	\$ 1.50	\$ 1,770.00	\$ 2.00	\$ 2,360.00	\$ 2.10	\$ 2,478.00	\$ 2.50	\$ 2,950.00	\$ 3.34	\$ 3,941.20	\$ 0.75	\$ 885.00	\$ 2.53	\$ 2,985.40							
27		Mulch	SF	1,180	\$ 1.00	\$ 1,180.00	\$ 1.60	\$ 1,888.00	\$ 1.20	\$ 1,416.00	\$ 1.60	\$ 1,888.00	\$ 1.75	\$ 2,065.00	\$ 2.55	\$ 3,009.00	\$ 1.75	\$ 2,065.00	\$ 2.20	\$ 2,596.00							
28		Turf Sod Bolero Plus	SF	3,675	\$ 0.10	\$ 368.00	\$ 5.00	\$ 18,375.00	\$ 4.50	\$ 16,537.50	\$ 4.55	\$ 16,721.25	\$ 4.90	\$ 18,007.50	\$ 3.29	\$ 12,090.75	\$ 5.00	\$ 18,375.00	\$ 7.70	\$ 28,297.50							
29		Entry Sign Planting	SF	1,180	\$ 17.00	\$ 20,060.00	\$ 2.63	\$ 3,103.40	\$ 6.00	\$ 7,080.00	\$ 4.70	\$ 5,546.00	\$ 5.50	\$ 6,490.00	\$ 13.49	\$ 15,918.20	\$ 8.50	\$ 10,030.00	\$ 11.00	\$ 12,980.00							
30		Irrigation System	SF	4,819	\$ 0.40	\$ 1,928.00	\$ 8.01	\$ 38,600.19	\$ 5.00	\$ 24,095.00	\$ 7.50	\$ 36,142.50	\$ 7.88	\$ 37,973.72	\$ 8.90	\$ 42,889.10	\$ 6.00	\$ 28,914.00	\$ 8.00	\$ 38,552.00							
31		Drinking Fountain	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 8,283.00	\$ 8,283.00	\$ 8,500.00	\$ 8,500.00	\$ 9,000.00	\$ 9,000.00	\$ 5,800.00	\$ 5,800.00	\$ 10,937.06	\$ 10,937.06	\$ 19,950.00	\$ 19,950.00	\$ 6,357.50	\$ 6,357.50							
32		Pet Drinking Fountain	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 5,600.00	\$ 5,600.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00	\$ 3,900.00	\$ 3,900.00	\$ 6,401.80	\$ 6,401.80	\$ 13,650.00	\$ 13,650.00	\$ 6,357.50	\$ 6,357.50							
33		Boulders	EA	4	\$ 150.00	\$ 600.00	\$ 2,250.00	\$ 9,000.00	\$ 1,800.00	\$ 7,200.00	\$ 1,675.00	\$ 6,700.00	\$ 2,150.00	\$ 8,600.00	\$ 974.26	\$ 3,897.04	\$ 3,200.00	\$ 12,800.00	\$ 7,700.00	\$ 30,800.00							
34		Bike Rack	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 1,200.00	\$ 750.00	\$ 750.00	\$ 2,799.93	\$ 2,799.93	\$ 1,500.00	\$ 1,500.00	\$ 2,180.00	\$ 2,180.00							
35		Play Structures	LS	1	\$ 10,245.00	\$ 10,245.00	\$ 15,035.61	\$ 15,035.61	\$ 18,500.00	\$ 18,500.00	\$ 25,820.00	\$ 25,820.00	\$ 29,000.00	\$ 29,000.00	\$ 19,134.54	\$ 19,134.54	\$ 19,060.00	\$ 19,060.00	\$ 23,950.00	\$ 23,950.00							
36		Wausa Knife Bench	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00	\$ 9,800.00	\$ 9,800.00	\$ 3,500.00	\$ 3,500.00	\$ 4,921.34	\$ 4,921.34	\$ 4,500.00	\$ 4,500.00	\$ 4,940.00	\$ 4,940.00							
37		Synthetic Play Surfacing	SF	1,303	\$ 16.00	\$ 20,848.00	\$ 36.85	\$ 48,015.55	\$ 35.00	\$ 45,605.00	\$ 38.25	\$ 49,839.75	\$ 34.00	\$ 44,302.00	\$ 50.88	\$ 66,296.64	\$ 57.00	\$ 74,271.00	\$ 36.75	\$ 47,885.25							
38		Trash Can & Recycling	EA	1	\$ 1,600.00	\$ 1,600.00	\$ 675.00	\$ 675.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	\$ 3,295.22	\$ 3,295.22	\$ 960.00	\$ 960.00	\$ 1,060.00	\$ 1,060.00							
39		Split Rail Fencing	LF	115	\$ 175.00	\$ 20,125.00	\$ 56.00	\$ 6,440.00	\$ 70.00	\$ 8,050.00	\$ 75.00	\$ 8,625.00	\$ 80.00	\$ 9,200.00	\$ 130.97	\$ 15,061.55	\$ 137.00	\$ 15,755.00	\$ 200.00	\$ 23,000.00							
40		Wausa Concrete Bench	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 1,900.00	\$ 3,800.00	\$ 1,450.00	\$ 2,900.00	\$ 2,000.00	\$ 4,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,412.08	\$ 12,824.16	\$ 5,900.00	\$ 11,800.00	\$ 4,940.00	\$ 9,880.00							
41		Picnic Tables	EA	2	\$ 4,000.00	\$ 8,000.00	\$ 1,800.00	\$ 3,600.00	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00	\$ 20,000.00	\$ 4,200.00	\$ 8,400.00	\$ 4,305.25	\$ 8,610.50	\$ 10,977.00	\$ 21,954.00	\$ 10,025.00	\$ 20,050.00							
42		Grills	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 875.00	\$ 875.00	\$ 2,500.00	\$ 2,500.00	\$ 1,800.00	\$ 1,800.00	\$ 2,100.00	\$ 2,100.00	\$ 2,163.31	\$ 2,163.31	\$ 2,100.00	\$ 2,100.00	\$ 2,180.00	\$ 2,180.00							
43		Relocate Existing Bench	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 435.00	\$ 435.00	\$ 500.00	\$ 500.00	\$ 1,550.00	\$ 1,550.00	\$ 4,500.00	\$ 4,500.00	\$ 696.00	\$ 696.00	\$ 2,500.00	\$ 2,500.00	\$ 530.00	\$ 530.00							
44		Flo Sump	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 2,100.00	\$ 2,100.00	\$ 500.00	\$ 500.00	\$ 1,750.00	\$ 1,750.00	\$ 850.00	\$ 850.00	\$ 7,919.32	\$ 7,919.32	\$ 840.00	\$ 840.00	\$ 750.00	\$ 750.00							
45		3/4" PVC Flo Sump Drainage Pipe	LF	10	\$ 1.60	\$ 16.00	\$ 8.50	\$ 85.00	\$ 60.00	\$ 600.00	\$ 62.00	\$ 620.00	\$ 250.00	\$ 2,500.00	\$ 103.49	\$ 1,034.90	\$ 121.00	\$ 1,210.00	\$ 150.00	\$ 1,500.00							
46		3/4" Copper Pipe	LF	150	\$ 8.00	\$ 1,200.00	\$ 25.00	\$ 3,750.00	\$ 20.00	\$ 3,000.00	\$ 72.00	\$ 10,800.00	\$ 68.00	\$ 10,200.00	\$ 40.75	\$ 6,112.50	\$ 115.00	\$ 17,250.00	\$ 100.00	\$ 15,000.00							
					<b>Base Bid Subtotal</b>	<b>\$ 285,117.00</b>			<b>\$ 351,076.49</b>			<b>\$ 369,950.70</b>			<b>\$ 396,840.72</b>			<b>\$ 408,691.07</b>			<b>\$ 498,494.88</b>			<b>\$ 502,639.75</b>			<b>\$ 585,800.00</b>
					<b>15% Contingency</b>	<b>\$ 42,768.00</b>																					



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

**AGENDA REPORT**

For meeting of: **March 18, 2025**

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**TO:** Honorable Mayor and City Council

**VIA:** Matthew Chidester, City Manager

**FROM:** Mike Noce, Housing Programs Manager  
Julissa Acosta, Management Analyst

**TITLE: FUNDING TO SUPPORT REMAINING EMERGENCY HOUSING NEEDS FOR  
DISPLACED FARMWORKERS**

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**RECOMMENDATION:**

That the City Council adopt a Resolution:

- 1) Authorizing the use of up to \$300,000 from the City's Affordable Housing Fund to supplement private/philanthropic donations to fund continued emergency housing support for farmworker households displaced by the mass shooting on January 23, 2023; and
- 2) Authorizing the City Manager to negotiate and execute an amendment to the Funding Agreement (Agreement) between the City and Abode Services to direct the use of additional Affordable Housing Funds and memorialize each agency's commitment to supporting the farmworkers until permanent housing solutions are developed.

**FISCAL IMPACT:**

The City's Affordable Housing Fund (AHF) currently has approximately \$1.7 million in unassigned funds, with a total balance of roughly \$5.1 million. This includes \$2 million in State funding (FY 2023-24 State budget earmark courtesy of Senator Josh Becker) committed to the 555 Kelly affordable housing project; \$1.25 million in State funding (FY 2023-24 State budget earmark courtesy of Assemblymember Marc Berman) committed to the Stone Pine Cove affordable housing project currently being drawn down; a portion of a \$1.5 million grant from the County for the 555 Kelly Project currently being drawn down, \$369 thousand committed to other initiatives such as Renter Protections and a Linkage Study, and \$1.7 million in remaining development in-lieu fees (which was the source for the previous \$300,000 from March 2024 for rental assistance for this same program). Rental assistance and other homelessness prevention efforts are applicable uses of the City's AHF per guidelines adopted on December 3, 2019. The requested use of an additional \$300,000 to support the displaced farmworkers is consistent with those guidelines and leaves approximately \$1.4 million in the AHF for future affordable housing projects, homelessness prevention, and/or rental support.

**STRATEGIC ELEMENT:**

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

**BACKGROUND:**

In the aftermath of the tragic January 23, 2023, mass shooting incident, San Mateo County and the City conducted inspections of the two farms where the shootings took place and discovered substandard housing conditions at both sites. Given the poor and unsafe condition of units and use of non-habitable structures, all units were “red-tagged”, and notices were issued precluding re-habitation.

Immediately following the incident, the County provided emergency housing and other direct assistance to displaced households, which was temporarily supplemented by support from Airbnb.org. Following the red-tagging of the farm housing, the County provided \$750,000 for temporary market-rate housing through March 2024. Abode Services, a Bay Area based non-profit focused on ending homelessness, was hired by the County to facilitate master lease agreements, ultimately leasing temporary units for 19 displaced households. The County, City, and local non-profits worked collaboratively to identify units for each displaced household, and through the generosity of local property owners, all were able to remain housed on the Coastside.

Concurrently, the County began exploring new affordable housing to support the displaced households on a permanent basis and provide additional needed housing options for local farmworkers. The City-owned property at 880 Stone Pine Road was identified as the most viable location for constructing new housing given its proximity to downtown, schools, shopping, transportation, and social services, as well as its adequate size to create a true neighborhood. Over the last two years, the Stone Pine Cove development has progressed and is expected to be occupied this coming summer. More information on the development can be found at the City’s website at: [www.hmbcity.com/stonepinehousing](http://www.hmbcity.com/stonepinehousing).

At the conclusion of County funding in March 2024, the City Council awarded \$300,000 to provide funding support to displaced households. City staff performed extensive outreach to philanthropic organizations to raise additional funds, which brought total funding support to \$764,000, which was sufficient to continue the temporary housing until the previously anticipated move in date at Stone Pine Cove of March 2025. The County’s project has been delayed due to a variety of circumstances, and it is now estimated that construction will conclude in late Spring or early Summer 2025.

Until Stone Pine Cove is ready for occupancy, there remains a gap in housing for the displaced households beginning this April. All of the displaced farmworker households are considered Extremely and/or Very Low-Income and therefore would struggle to continue to remain safely housed in Half Moon Bay. Absent the proposed assistance and ultimate development of Stone Pine Cove, these individuals and households are at significant risk of homelessness and

displacement. With the County leading the efforts to develop new housing, the City, Abode, and other philanthropy partners have continued fundraising efforts for temporary housing to allow for ongoing, stable housing and a smooth transition into permanent housing.

**DISCUSSION:**

The City and its partners are seeking funding for at least four (4) additional months, which is estimated to be \$300,000. Staff recommends seeding the efforts by providing from the Affordable Housing Fund \$150,000 for immediate rental assistance and making another \$150,000 available contingent upon need. The use of these funds will not only provide several months of support to the displaced households, but also demonstrates a critical commitment of City support that is necessary to generate further private/philanthropic contributions.

Abode Services will continue its role in managing the leases as well as providing other necessary supports to keep the households stably housed until Stone Pine Cove is ready for occupancy. Abode's staff have demonstrated their commitment during the existing contract term and often exceeded expectations based on program needs for displaced households.

This model of rental assistance in partnership with Abode Services has proven to be successful since the incident. Consistent housing has provided victims and families with an opportunity to heal from the traumatic events of the shooting and find stability through community support. Providing an amendment to the current Agreement with Abode will acknowledge the additional funds and provide a buffer related to construction timelines for Stone Pine Cove.

Financial Sources

Staff's estimates that the full cost of temporary housing from April 2024 through March 2025 was correct at roughly \$750,000. During the initial funding efforts in 2024, staff anticipated an additional contingency of \$250,000 might be needed for extending beyond March 2025 to mitigate against potential construction or other delays at Stone Pine Cove. Staff's goal was to proactively pursue enough philanthropic funding to cross into the threshold of the \$250,000 in potential contingency need. City staff began approaching philanthropic partners in November 2023 to raise funding toward the total goal. City staff raised \$464,000 with support from the Grove Foundation, Sand Hill Foundation, Silicon Valley Community Foundation, Latino Community Foundation, and Coastside Hope, which brought total funding to \$764,000 including the City's contribution.

In early 2025, staff began re-approaching philanthropic partners and is likely to secure a \$100,000 contribution from Sobrato Philanthropies. This funding must follow their grant process and may be available in May 2025.

Staff are actively pursuing additional funding support from interested philanthropic organizations with the expectation of closing the outstanding balance over the next few months, which will lessen the need for using the contingent portion of recommended funding from the Affordable Housing Fund. As previously noted, City support is an important part of

gaining philanthropic funding. The recommended actions provide critical-timing support with the City as the lead public agency to ensure displaced farmworkers and victims of the shooting have continued housing stability in anticipation of completion of the County's Stone Pine Cove neighborhood.

**ATTACHMENTS:**

1. Resolution
2. 2024 Funding Agreement with Abode Services

**RESOLUTION NO. C-2025-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HALF MOON BAY: 1) AUTHORIZING THE ALLOCATION OF UP TO \$300,000 FROM THE CITY'S AFFORDABLE HOUSING FUND FOR EMERGENCY HOUSING SUPPORT, AND 2) AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE FUNDING AGREEMENT WITH ABODE SERVICES TO PROVIDE CONTINUED EMERGENCY HOUSING FOR DISPLACED FARMWORKERS**

**WHEREAS**, the City's Affordable Housing Fund (AHF) balance reflects remaining portions of funds received from State budget earmarks in Fiscal Year 2023-24, \$2 million from Senator Josh Becker committed to the 555 Kelly affordable housing project and \$1.25 million from Assemblymember Marc Berman committed to the Stone Pine Cove affordable housing project, and \$369 thousand committed to other housing initiatives, leaving a balance of approximately \$1.7 million from remaining development in-lieu fees unallocated; and

**WHEREAS**, the \$1.7 million unallocated funds are eligible to support affordable housing development, rental assistance, and other homelessness prevention efforts, subject to the City's AHF Allocation Guidelines adopted on December 3, 2019; and

**WHEREAS**, in the aftermath of the tragic January 23, 2023, mass shooting incident, San Mateo County and the City conducted inspections of the two farms where the shootings took place and discovered substandard housing conditions at both sites that were deemed non-habitable and were ultimately "red-tagged"; and

**WHEREAS**, Abode Services, a Bay Area-based non-profit focused on ending homelessness, was hired by the County to facilitate master lease agreements, ultimately leasing temporary units for 19 displaced households through a funding agreement with the County that expired in March 2024; and

**WHEREAS**, Abode Services and the City entered into an agreement to establish the process, terms, and conditions governing the allocation and expenditure of AHF monies in January 2024 in an amount not to exceed a total of \$300,000, to supplement private/philanthropic donations to fund continued emergency housing support for the displaced farmworker households; and

**WHEREAS**, Abode Services and the City received \$464,000 in contributions from the Grove Foundation, Sand Hill Foundation, Silicon Valley Community Foundation, Latino Community Foundation and Coastside Hope, which brought total funding to \$764,000 including the City's contribution; and

**WHEREAS**, the City and County are jointly working to deliver a 47-unit affordable manufactured home neighborhood known as Stone Pine Cove that is expected to provide long-term, permanent housing to all of the displaced farmworker households as well as other local farmworkers, with construction being completed by June 2025, and

**WHEREAS**, there remains a funding gap and authorization is needed to use up to \$300,000 from the City’s Affordable Housing Fund to supplement funding from private/philanthropic donations to finance the remaining emergency housing needs.

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

1. Authorizes the use of up to \$300,000 from the City’s Affordable Housing Fund to supplement private/philanthropic donations to fund continued emergency housing support for farmworker households displaced by the mass shooting on January 23, 2023; and
2. Authorizes the City Manager to negotiate and execute an amendment to the existing Funding Agreement between the City and Abode Services to direct the use of the allocated Affordable Housing Funds and memorialize each agency’s commitment to supporting the farmworkers until permanent housing solutions have been developed.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Resolution was duly passed and adopted on the 18<sup>th</sup> day of March 2025, by the City Council of Half Moon Bay by the following vote:

AYES, Councilmembers:

NOES, Councilmembers:

ABSENT, Councilmembers:

ABSTAIN, Councilmembers:

ATTEST:

APPROVED:

\_\_\_\_\_  
Maggie Rodriguez, Assistant City Clerk

\_\_\_\_\_  
Robert Brownstone, Mayor

**CITY OF HALF MOON BAY  
FUNDING AGREEMENT**

**Resolution Number:** 2024-02      **Amount:** \$ 300,000      **Date:** April 1, 2024

**Abode Name:** Abode Services (“Abode”)

**Abode Contact:** Katie Fantin  
Vice President of Programs  
Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
408-724-8723  
Kfantin@abode.org

**City Contact:** Mike Noce  
Program Manager, Housing  
City of Half Moon Bay (“City”)  
501 Main Street  
Half Moon Bay, CA 94019  
650-750-2014  
mnoce@hmbcity.com

**Grant Purpose:** Temporary Housing and Supportive Services

**Grant Period:** April 1, 2024 – June 30, 2025

**Outcomes:**

- Create and manage a master lease

**Purpose:** The purpose of this Funding Agreement (“Agreement”) is to establish a framework for collaboration between the City and Abode to provide temporary housing and supportive services for individuals and families (“Participants”) displaced by a mass casualty incident that took place on January 23, 2023 in the City of Half Moon Bay and nearby unincorporated San Mateo County. The clients eligible to receive services are identified and mutually agreed upon by City and Abode.

**City Responsibilities:** The City is committing \$300,000 from its Affordable Housing Fund to cover rental subsidies and administrative costs associated with Abode’s administration of a master lease between landlords and Participants. The City is committed to ongoing fundraising efforts to subsidize an estimated 15 months of rental costs for Participants as outlined in the master lease. The funds from the Affordable Housing Fund are not tied to specific state or federal allocations. See more in the “Use of Funds” section.

**Abode Responsibilities:**

- A. Abode will operate a master lease agreement between Participants and property owners including tracking and payment of monthly rent and utilities costs for each Participant household; providing move-in assistance and payment of security deposits; liaising with property owners as appropriate and organizing regular visits to Participant households to provide supportive services.
- B. Abode will make information available in the languages preferred by each household both spoken and written.
- C. Abode will continue to participate in collaborative meetings with the City, County of San Mateo, the District Attorney's Office Victims' Services Unit (including contracted case managers), and local nonprofit organizations involved in supporting Participants.
- D. Abode will continue to act as the lead recipient of philanthropic donations and collaborate with the City on fundraising efforts following the "Use of Funds" below.
- E. Abode plans to contract with Coastside Hope, a local nonprofit, to continue the management of rent contributions paid by the Participants, not to exceed 30% of the Participant's household income. Abode will ensure all Participant contributions are returned to the Participants as part of a savings program in the event those funds are not needed to extend the housing needs, such as rent payment.
- F. To meet the changing needs of Participants, Abode will make its best efforts to adapt its support to the housing needs being implemented through this Agreement; to include assisting Participants who are transitioning into permanent, long-term housing or Participants who require alternative housing arrangements during this agreement.
- G. Abode Services agrees to utilize its best efforts to operate the program as described in this Agreement and provide Master Lease services to Participants. However, the scope and duration of services provided under this Agreement are subject to funding availability. Should fundraising efforts fall short of expectations or grant funds are depleted prior to June 30, 2025, Abode Services will operate the program as funding allows. Abode Services will work collaboratively with the City to explore alternative funding sources or revisit program services with the City as necessary.

**Use of Funds:**

Examples of use of funds by Abode include, but are not limited to, key master lease responsibilities, rent disbursements, supportive services, staffing, and reasonable and related overhead costs. Abode acknowledges that funds shall be used solely for the purposes stated in this Agreement. Abode may not use the funds to serve individuals not mutually agreed upon as displaced from the mass casualty incident. Abode shall repay to City by check any portion of the amount granted that is unused by the end of the Grant Period and/or repay by check any amount not used for the purpose of this grant. If funds remain at the end of the Grant Period, Abode must contact City prior to returning any funds not used for the purposes specified in this Agreement. Abode agrees to notify City if there are any changes in Abode's personnel who are

important to the administration of the grant, or if the grant funds cannot be expended for the purpose or in the Grant Period described above.

**Prohibited Uses:**

Abode shall not use any portion of the funds granted:

- A. In a manner inconsistent with Internal Revenue Code (“IRC”) Section 501(c)(3), including:
  - i. Influencing the outcome of any specific candidate election for public office, including, without limitation, travel expenses, direct costs, or compensation-related expenses incurred in connection with raising funds for any candidate campaign; or
  - ii. Inducing or encouraging violations of law or public policy or causing any private inurement or improper private benefit to occur or taking any other action inconsistent with IRC Section 501(c)(3).
  - iii. In an attempt to influence legislation within the meaning of IRC Section 501(c)(3).

**Reporting Requirements:**

City requires one final report following the end of the contract term outlining how funds were used, including rent, utilities, administrative costs, contingency spending, etc. The report should consist of a summary of all philanthropic funding contributions to confirm the final total of donations received by Abode and outline a path forward for any funds that go unused. Please submit the following report using the procedures included as Exhibits A of this Agreement.

Final Report Due: July 31, 2025

**Recordkeeping:**

Abode shall keep adequate financial records and supporting documents to substantiate purposes of its expenditures from the grant funds. Abode shall comply with all reasonable requests of City for information and interviews regarding use of grant funds. Abode shall keep copies of all books and records related to this grant and all reports to City for at least four years after Abode has expended the last of the grant funds. If there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited, and that have started before the expiration of the four-year period, then Abode will retain the records until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

**Payment Schedule:**

A payment of \$300,000 will be made within 30 days upon receipt and approval of the signed Agreement. Tentative future installments are subject to fundraising.

**Hold Harmless:**

Abode agrees to defend, indemnify and save harmless City, its Council, officers, boards, commissions, agents and employees (collectively, "Indemnitees") against and from any and all claims, suits or actions of every name, kind and description, which may be brought against Indemnitees, or any of them, by reason of any injury to, or death of, any person (including corporations, partnerships and association) damage suffered or sustained by any such person or property damage (including loss of use thereof), or any other damage or loss whatsoever, arising from, or alleged to have arisen from, any act or omission to act, negligent or otherwise, of Abode, its officers, agents, employees, or subcontractors under this Agreement, except for such loss or damage arising from the sole negligence of willful misconduct of the City. The duty of the Abode to defend, indemnify and save harmless will include the duty to defend as set forth in Section 2778 of the California Civil Code; provided however, that nothing herein will be construed to require Abode to indemnify Indemnitees against any responsibility or liability in contravention of Section 2782 of the California Civil Code. This paragraph shall survive the termination of the Funding Agreement.

**Insurance:**

Abode shall maintain the following insurance coverage:

**General Liability:** A comprehensive general liability insurance policy with limits of liability of at least One Million Dollars (\$1,000,000) aggregate combined single limit for bodily injury and property damage liability.

**Worker's Compensation:** Worker's Compensation Insurance as required by the State of California, with statutory limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

If asked, Abode shall provide City with a certificate of insurance verifying the above insurance coverage.

**No Pledge:**

Neither this Agreement nor any other statement, oral or written, nor the making of any contribution or grant to Abode, shall be interpreted to create any pledge or any commitment by City, or by any related person or entity to make any other grant or contribution to Abode or any other entity for this or any other project. The funds contemplated by this Agreement shall be a separate and independent transaction from any other transaction between City and Abode or any other entity.

**Remedies:**

If City determines, at its sole discretion, that Abode has violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, City may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Abode under this or any other grant agreement, and City may demand the return

of all or part of the unexpended grant funds, which Abode shall immediately pay to City by check. City may also avail itself of any other remedies available by law.

**Entire Agreement:**

This Agreement supersedes any prior or contemporaneous oral or written understanding or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This Agreement may not be modified or amended, except in writing signed by both parties.

**Compliance with Laws:**

All services to be performed by Abode pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Abode will provide services in compliance with Housing First principles as described in California Welfare and Institutions Code Section 8255(b). Abode will maintain an active Half Moon Bay business license.

Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

**Acknowledgment of Grant Support:**

If you choose to acknowledge the City's support of your program activity announcements and in all media coverage, we suggest you use the following wording: "This project has been made possible in part by a grant from the City of Half Moon Bay."

**Accepted on behalf of [Abode Name]:**

*Vivian Wan*

**Signature**  
(Authorized Signer or Representative)

Chief Executive Officer

**Title**

vivian wan

**Printed or Typed Name**

3/14/2024

**Date**

*MEF*

**City Manager's Signature**  
(Authorized Signer or Representative)

*Catherine Engberg*

**City Attorney's Signature**

*Jessica Blair*

**City Clerk's Attestation**

3/14/2024

**Date**

3/14/2024

**Date**

3/14/2024

**Date**

### **Exhibit A**

For required financial accounting, please utilize the below procedures to provide a financial accounting of:

- A. The project expenditures totaling \$300,000 from City funding and how they were applied to the project delivery.
- B. All funding contributions, including philanthropic ones, to confirm the total of donations received by Abode and a summary overview of expenditures for the use of funds.
- C. Outline a path forward for any unused funds.

If you have any questions about completing this report, please do not hesitate to contact the City Contact on the Agreement or City Manager's Office at 650-726-8280.

**CITY OF HALF MOON BAY  
FUNDING AGREEMENT**

**Resolution Number:** 2024-02      **Amount:** \$ 300,000      **Date:** April 1, 2024

**Abode Name:** Abode Services (“Abode”)

**Abode Contact:** Katie Fantin  
Vice President of Programs  
Abode Services  
40849 Fremont Blvd.  
Fremont, CA 94538  
408-724-8723  
Kfantin@abode.org

**City Contact:** Mike Noce  
Program Manager, Housing  
City of Half Moon Bay (“City”)  
501 Main Street  
Half Moon Bay, CA 94019  
650-750-2014  
mnoce@hmbcity.com

**Grant Purpose:** Temporary Housing and Supportive Services

**Grant Period:** April 1, 2024 – June 30, 2025

**Outcomes:**

- Create and manage a master lease

**Purpose:** The purpose of this Funding Agreement (“Agreement”) is to establish a framework for collaboration between the City and Abode to provide temporary housing and supportive services for individuals and families (“Participants”) displaced by a mass casualty incident that took place on January 23, 2023 in the City of Half Moon Bay and nearby unincorporated San Mateo County. The clients eligible to receive services are identified and mutually agreed upon by City and Abode.

**City Responsibilities:** The City is committing \$300,000 from its Affordable Housing Fund to cover rental subsidies and administrative costs associated with Abode’s administration of a master lease between landlords and Participants. The City is committed to ongoing fundraising efforts to subsidize an estimated 15 months of rental costs for Participants as outlined in the master lease. The funds from the Affordable Housing Fund are not tied to specific state or federal allocations. See more in the “Use of Funds” section.

**Abode Responsibilities:**

- A. Abode will operate a master lease agreement between Participants and property owners including tracking and payment of monthly rent and utilities costs for each Participant household; providing move-in assistance and payment of security deposits; liaising with property owners as appropriate and organizing regular visits to Participant households to provide supportive services.
- B. Abode will make information available in the languages preferred by each household both spoken and written.
- C. Abode will continue to participate in collaborative meetings with the City, County of San Mateo, the District Attorney’s Office Victims’ Services Unit (including contracted case managers), and local nonprofit organizations involved in supporting Participants.
- D. Abode will continue to act as the lead recipient of philanthropic donations and collaborate with the City on fundraising efforts following the “Use of Funds” below.
- E. Abode plans to contract with Coastside Hope, a local nonprofit, to continue the management of rent contributions paid by the Participants, not to exceed 30% of the Participant's household income. Abode will ensure all Participant contributions are returned to the Participants as part of a savings program in the event those funds are not needed to extend the housing needs, such as rent payment.
- F. To meet the changing needs of Participants, Abode will make its best efforts to adapt its support to the housing needs being implemented through this Agreement; to include assisting Participants who are transitioning into permanent, long-term housing or Participants who require alternative housing arrangements during this agreement.
- G. Abode Services agrees to utilize its best efforts to operate the program as described in this Agreement and provide Master Lease services to Participants. However, the scope and duration of services provided under this Agreement are subject to funding availability. Should fundraising efforts fall short of expectations or grant funds are depleted prior to June 30, 2025, Abode Services will operate the program as funding allows. Abode Services will work collaboratively with the City to explore alternative funding sources or revisit program services with the City as necessary.

**Use of Funds:**

Examples of use of funds by Abode include, but are not limited to, key master lease responsibilities, rent disbursements, supportive services, staffing, and reasonable and related overhead costs. Abode acknowledges that funds shall be used solely for the purposes stated in this Agreement. Abode may not use the funds to serve individuals not mutually agreed upon as displaced from the mass casualty incident. Abode shall repay to City by check any portion of the amount granted that is unused by the end of the Grant Period and/or repay by check any amount not used for the purpose of this grant. If funds remain at the end of the Grant Period, Abode must contact City prior to returning any funds not used for the purposes specified in this Agreement. Abode agrees to notify City if there are any changes in Abode’s personnel who are

important to the administration of the grant, or if the grant funds cannot be expended for the purpose or in the Grant Period described above.

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Abode shall not use any portion of the funds granted:

- A. In a manner inconsistent with Internal Revenue Code (“IRC”) Section 501(c)(3), including:
  - i. Influencing the outcome of any specific candidate election for public office, including, without limitation, travel expenses, direct costs, or compensation-related expenses incurred in connection with raising funds for any candidate campaign; or
  - ii. Inducing or encouraging violations of law or public policy or causing any private inurement or improper private benefit to occur or taking any other action inconsistent with IRC Section 501(c)(3).
  - iii. In an attempt to influence legislation within the meaning of IRC Section 501(c)(3).

**Reporting Requirements:**

City requires one final report following the end of the contract term outlining how funds were used, including rent, utilities, administrative costs, contingency spending, etc. The report should consist of a summary of all philanthropic funding contributions to confirm the final total of donations received by Abode and outline a path forward for any funds that go unused. Please submit the following report using the procedures included as Exhibits A of this Agreement.

Final Report Due: July 31, 2025

**Recordkeeping:**

Abode shall keep adequate financial records and supporting documents to substantiate purposes of its expenditures from the grant funds. Abode shall comply with all reasonable requests of City for information and interviews regarding use of grant funds. Abode shall keep copies of all books and records related to this grant and all reports to City for at least four years after Abode has expended the last of the grant funds. If there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited, and that have started before the expiration of the four-year period, then Abode will retain the records until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

**Payment Schedule:**

A payment of \$300,000 will be made within 30 days upon receipt and approval of the signed Agreement. Tentative future installments are subject to fundraising.

**Hold Harmless:**

Abode agrees to defend, indemnify and save harmless City, its Council, officers, boards, commissions, agents and employees (collectively, "Indemnitees") against and from any and all claims, suits or actions of every name, kind and description, which may be brought against Indemnitees, or any of them, by reason of any injury to, or death of, any person (including corporations, partnerships and association) damage suffered or sustained by any such person or property damage (including loss of use thereof), or any other damage or loss whatsoever, arising from, or alleged to have arisen from, any act or omission to act, negligent or otherwise, of Abode, its officers, agents, employees, or subcontractors under this Agreement, except for such loss or damage arising from the sole negligence of willful misconduct of the City. The duty of the Abode to defend, indemnify and save harmless will include the duty to defend as set forth in Section 2778 of the California Civil Code; provided however, that nothing herein will be construed to require Abode to indemnify Indemnitees against any responsibility or liability in contravention of Section 2782 of the California Civil Code. This paragraph shall survive the termination of the Funding Agreement.

**Insurance:**

Abode shall maintain the following insurance coverage:

**General Liability:** A comprehensive general liability insurance policy with limits of liability of at least One Million Dollars (\$1,000,000) aggregate combined single limit for bodily injury and property damage liability.

**Worker's Compensation:** Worker's Compensation Insurance as required by the State of California, with statutory limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

If asked, Abode shall provide City with a certificate of insurance verifying the above insurance coverage.

**No Pledge:**

Neither this Agreement nor any other statement, oral or written, nor the making of any contribution or grant to Abode, shall be interpreted to create any pledge or any commitment by City, or by any related person or entity to make any other grant or contribution to Abode or any other entity for this or any other project. The funds contemplated by this Agreement shall be a separate and independent transaction from any other transaction between City and Abode or any other entity.

**Remedies:**

If City determines, at its sole discretion, that Abode has violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, City may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Abode under this or any other grant agreement, and City may demand the return

of all or part of the unexpended grant funds, which Abode shall immediately pay to City by check. City may also avail itself of any other remedies available by law.

**Entire Agreement:**

This Agreement supersedes any prior or contemporaneous oral or written understanding or communications between the parties and constitutes the entire agreement of the parties with respect to its subject matter. This Agreement may not be modified or amended, except in writing signed by both parties.

**Compliance with Laws:**

All services to be performed by Abode pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Abode will provide services in compliance with Housing First principles as described in California Welfare and Institutions Code Section 8255(b). Abode will maintain an active Half Moon Bay business license.

Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

**Acknowledgment of Grant Support:**

If you choose to acknowledge the City's support of your program activity announcements and in all media coverage, we suggest you use the following wording: "This project has been made possible in part by a grant from the City of Half Moon Bay."

**Accepted on behalf of [Abode Name]:**

*Vivian Wan*

**Signature**  
(Authorized Signer or Representative)

Chief Executive Officer

**Title**

vivian wan

**Printed or Typed Name**

3/14/2024

**Date**

*MEF*

**City Manager's Signature**  
(Authorized Signer or Representative)

*Catherine Engberg*

**City Attorney's Signature**

*Jessica Blair*

**City Clerk's Attestation**

3/14/2024

**Date**

3/14/2024

**Date**

3/14/2024

**Date**

### **Exhibit A**

For required financial accounting, please utilize the below procedures to provide a financial accounting of:

- A. The project expenditures totaling \$300,000 from City funding and how they were applied to the project delivery.
- B. All funding contributions, including philanthropic ones, to confirm the total of donations received by Abode and a summary overview of expenditures for the use of funds.
- C. Outline a path forward for any unused funds.

If you have any questions about completing this report, please do not hesitate to contact the City Contact on the Agreement or City Manager's Office at 650-726-8280.